

# Teacher Guide: Microsoft



## 1 Login

- Go to [Newsela.com](https://newsela.com) > Select Sign In > Microsoft > Enter your school/district credentials

Sign in to Newsela with

 Google  Microsoft  Clever

- Select K-12 Teacher if prompted, and select your school (In order to avoid duplicate schools, please make sure you have exhausted all search options before creating a new school)

## 2 Create Classes

Click your initials in the top right > Select Settings > Classes > Create a Class

Create a class with Newsela ×

Classroom Name

Grade  Subject

- Enter the class name, grade, and subject, and click Create Class
- You can then invite your students to join your class through a link or a code

## 3 Create Content

Find an article you want to assign and click Assign.

- This will take you to the assignment page, where you select the class (or classes) for the assignment. You will see two optional steps: Adding instructions and [adjusting your students' reading level](#).

- ★ Please follow the steps each school year and/or new semester. If you have a new class, you will need to archive your old class, and create any new classes.
- ★ For more detailed instructions and video tutorials, visit our support site [here!](#)

# What to look out for

- **My student is missing from my class on Newsela**

- Make sure your student accessed Newsela through the link or code that you provided to them from Settings > Classes.
- Is the student listed as a teacher?
  - If yes, [contact support here](#) to have the student changed from a teacher to student
- Resync your class on Newsela

- **Students are getting an error message:**

**“Sorry, it looks like you don’t have permission to see this”**

- Assign the article in Newsela, rather than only linking the article

- **I think I have a duplicate account in Newsela**

- [Contact support here](#) and ask them to merge your accounts!