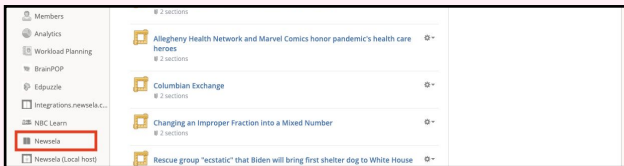


Teacher Guide: Schoolology



1 Login

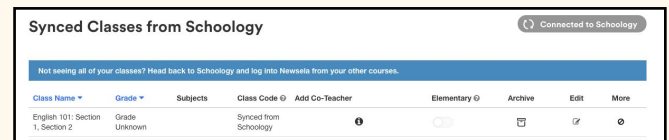
- Login to Schoology > Open a published class in Schoology > Click the Newsela link in the course navigation menu on the left side of the screen



- 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 Sync

In Newsela, click your initials in the top right > Select Settings > Classes > Sync with Schoology



- The single Schoology course that you used to access Newsela will be synced from Schoology. **You will need to complete steps 1 and 2 for each course in Schoology!**
- Students will appear in your Students tab once they have signed in through your classroom in Schoology.

- ★ 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 sync the new class by following the steps above.
- ★ Remember to always login to Newsela from Schoology. This is how the system syncs your classes correctly!
- ★ For more detailed instructions and video tutorials, visit our support site [here!](#)

When you are ready to share Newsela content with your students, follow the steps on page 2!

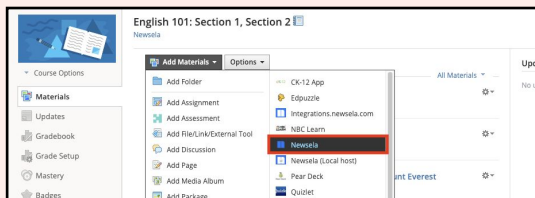
Schoology



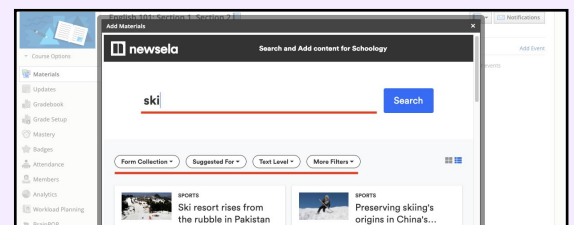
1 Click into your Course in Schoology

2 Under Materials, click the Add Materials dropdown

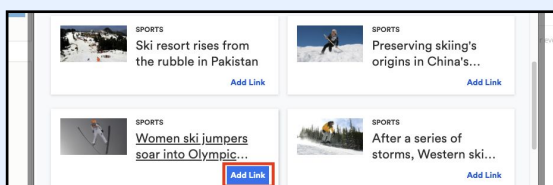
3 Select Newsela in the pop-out menu



4 Use the Search bar or the provided Filters to find content



5 Once you've found content you wish to share, click Add Link



6 The new link will appear at the top of your materials. You can make any necessary edits by clicking into the link.

What to look out for

• My Classes aren't syncing

- First, check that you are always logging in through your Schoology courses! Your class will not sync if you login with a different method.
- There cannot be a teacher listed as a student in your classroom. If there is, remove the teacher from the classroom and Resync in Newsela. You can then add the teacher as a co-teacher if needed under Settings > Classes.
- There may be a student with a teacher role in your classroom. [Contact support here](#) to get this changed.

• I am missing students

- Your students will not appear in Newsela until they successfully login to Newsela through your Schoology course after you first sync your class. Students need to login through each Schoology course in order to be added to the corresponding Newsela class.
- If they have logged into your course through Schoology and they are still not appearing, make sure their role is a student and not a teacher/caregiver. Contact support here to get their role changed.

• Linked sections aren't syncing

- Newsela only syncs top level courses, Newsela will not sync linked courses underneath.
- You can manually create courses in Newsela by going to Settings > Classes.