

Quick Start Guide for Teachers

Thanks for joining Newsela! We'll help your students become stronger readers and get them started reading articles immediately. Follow the steps below to get started.

Step 1. Register for Newsela

Registering for Newsela allows you to create classes, assign articles, and track your students' progress.

1. Go to www.newsela.com.
2. Click **SIGN UP**.
3. Choose **I'm an Educator**.
4. Click **Yes** if you are a faculty member at a K-12 school or **No** if you aren't.
5. Choose one of the following options for creating your Newsela account:
NOTE: You must use a valid school email address to sign up with Newsela.

A screenshot of the Newsela sign-up form for educators. At the top, there is a "Sign up with Google" button with the Google logo. Below it is a horizontal line with a circle containing the word "OR". Underneath the line are four input fields: "First Name", "Last Name", "Faculty Email" (with a placeholder "xxxxxx@xxxxx.xxx"), and "Password" (with a masked password "xxxxxx"). At the bottom of the form is a blue "Get Started" button. Below the button, in small text, it says "By signing up for Newsela, you are agreeing to our Terms of Use."

Option 1: Sign up with Newsela.

- a. Enter your first and last name, valid school email address, and a password.
- b. Click **Get Started**.

Option 2: Sign up with Google.

- a. Click **Sign up with Google**.
- b. Log in to your Google account if you aren't already logged in.
- c. Click **Allow** on the Google authentication page.

6. For educators:

- a. Choose your school and click **Confirm School**.
- b. If you do not see your school, enter the school name, address, city, state, or ZIP.

7. For others:

- a. Select your role and country from the drop-down menus.
- b. Enter your ZIP code.
- c. Click **Finish**.

8. Verify your email address to begin using Newsela. To change your email address or if you need another verification email, use the links on the verification page.

Step 2. Creating classes and adding students

To manage your students, articles, and quizzes, create classes and add students to each class.

NOTE: When you register for Newsela, you are prompted to create your first class. You can edit or delete this class later. **Google Classroom Users:** DO NOT create classes in Newsela, [Import your Google Classrooms to Newsela](#).

1. Hover over your name on the Search and Navigation bar at the top and choose **CLASSES**.
2. Type your class name, select a grade, then click **Add Class**.

The screenshot shows the 'Classes' page in Newsela. At the top, there are tabs for 'Account', 'Classes', and 'Students'. Below the tabs is a table with the following columns: Class name, Grade, Class Link, Class Code, Elementary, Quick-Start Guide, Edit, and Remove. The first row shows 'John Keating's Demo Classroom 888', 'Grade 5', 'Invite Students' (a link), 'RY7SHW', a toggle switch, a PDF icon, and edit/delete icons. Below the table, there is a red box highlighting a form with a text input 'Type a class name...', a dropdown 'Select Grad', and a green 'Add Class' button.

3. Click **Invite Students**.
4. Share the **Class Link** or **Class Code** with your students.

The screenshot shows a dialog box titled 'Share this Class Link with your class.' It contains a text input with the URL 'https://newsela.com/join/#/5B8S9V' and a green 'COPY' button. Below this is a horizontal line with a circle containing 'OR'. Underneath, it says 'Share this Class Code with your class.' followed by the code '5B8S9V' in green. At the bottom, there is a note: 'For help with inviting your students, print out and share our [Quick-Start Guide](#). Once students join your class, you can view their quiz results and track progress over time.'

Each class has a customized Quick Start Guide that tells students how to join your class.

Click the **Quick Start Guide**  icon on your **Classes** page to access the customized guide and share it with your students.

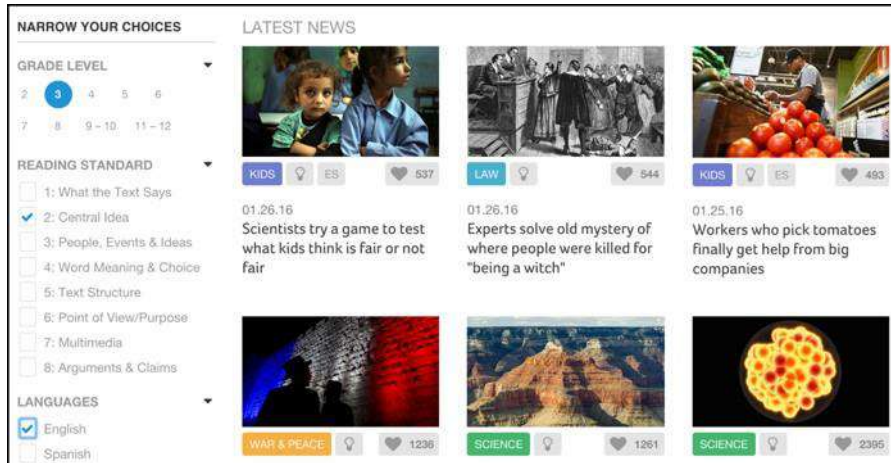
NOTE: Teachers can't add students to a class.

5. For additional help getting your students started, see [Quick Start Guide for Students](#).

Step 3: Assigning articles

Newsela adds new articles each day that can be assigned to your students.

1. Click **ARTICLES** on the Search and Navigation bar at the top.
2. Browse the Latest News articles or use the **NARROW YOUR CHOICES** options to view articles for a specific grade, reading standard, publication, or language.



3. Click the article you want to assign.
4. Click **Assign** at the top left and select a class.
5. If you are a Newsela **PRO** member, type instructions for your students.
6. Click **Assign**.

Newsela has two advanced features for Newsela **PRO** educators that help your students get the most out of the articles you assign. See What's Next below for more information on these features.

- **PRO Tip:** The Annotation feature allows educators to add annotations to articles that are visible to their students. Students can then reply to the annotations.
- **PRO Tip:** The Write feature allows educators to prompt students to write a few paragraphs about an article (to summarize key points, for example). You can then give feedback on and score their response. The Write feature is a great way to supplement the quiz, or to assess students on articles that don't have quizzes. See the Write Webinar Recording for more information

What's Next?

Use the following links to learn about more Newsela features!

- [Annotations](#)
- [Quick Start Guide for Write \(teacher\)](#)
- [Write Webinar Recording](#)