



## Getting Started Toolkit for Remote Learning with Newsela

**Integration: Google**

*Don't use Google? See other integration information here: [Standard](#), [Clever](#) (must be set up by district first, otherwise use Standard), [Microsoft](#)*

**Purpose: Use this document to support you in using Newsela**

**What You'll Find:**

**Teacher Log In:**

- Create a Newsela Account (2)
- Create Classes on Newsela (3)

**How to Support Remote Learning on Newsela:**

- Search for and Find Articles on Newsela (4)
- Use Search Filters on Newsela (5)
- Assign an Article or Text Set on Newsela (6)
- Create Text Sets (multi-article assignments) (9)
- Review Student Work (11)

**For Students:**

- How Students Login to Newsela (12)
- Using Newsela as a Student (13)
- Using the Student Mobile App (16)

**Clickable Links to Help:**

- [Remote Teaching Toolkit](#)
- [Little Lessons](#) to use with students
- Remote Learning Plan: [Family Letter](#)

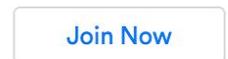
Have questions about Newsela? We're here to help! Once you log in, access the [Educator Center](#) in the top right corner to learn more about Newsela. We host webinars, provide subject-specific resources, and offer Live Chat from 8am-6pm EST. During remote learning time, we will also be hosting office hours on weekends to best support our educators. Visit the Educator Center to learn more.

## Create a Teacher Newsela Account

### Integration: Google Classroom

1. Go to [www.newsela.com](http://www.newsela.com).

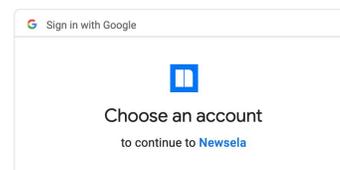
2. Click the **Sign In** button in the top right corner.



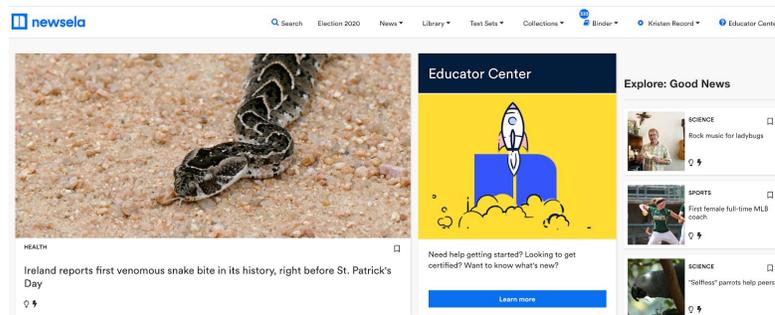
3. Click Sign in with **Google**.



4. Sign in with your school's **Google** email.



5. Continue to follow the prompts till you return to the **Newsela homepage**.



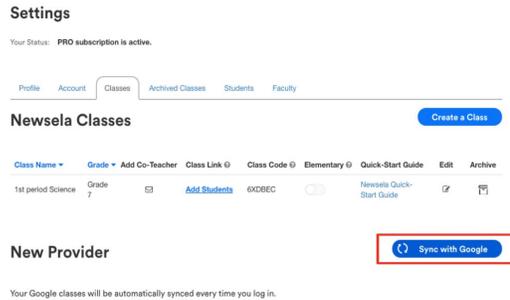
## Create Classes on Newsela

1. Click on your name in the top right corner.
2. Click on the **Classes** tab.

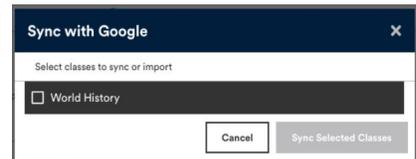
### Settings



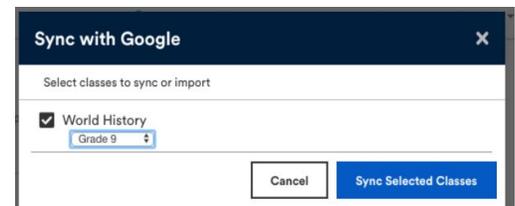
3. Click **Sync with Google**.



4. Choose the classes on Google Classroom that you want to sync with Newsela.



5. Choose the **Grade** as the current grade level of your students (i.e. if it is a sixth grade class, choose 6). If it is a class with multiple grades, choose the lowest grade level (i.e. in a class of freshmen and sophomores, choose 9).



Click **Sync Selected Classes** when complete.

The **Elementary filter** will automatically toggle on for Grades 2-5. This excludes mature content from student Search. You can **re-sync** with Google Classroom by



following these steps anytime students join your Google Classroom or you want to add a co-teacher.

## Search for and Find Articles on Newsela

1. One way to find articles on Newsela is to click on the Library or the News sections at the top of the page. **News** has current events in topics like Health, Money, and Kids. **Library** has subject-specific articles in areas like US History, Science & Math, Arts & Culture, and Opinion articles.

2. Click on **Search** to search for specific content.



3. Type in your Search terms.  
Search is best with 1-4 words.

weather

Search

Suggested Searches

weather

weatherproof

Wacky weather across the U.S.

Weather and Climate: The seasons

Then, click **Search**.

4. Review articles that you like from your Search. Click on the bookmark to **Save** any articles for later. All Saved articles show up under **Your Content**.

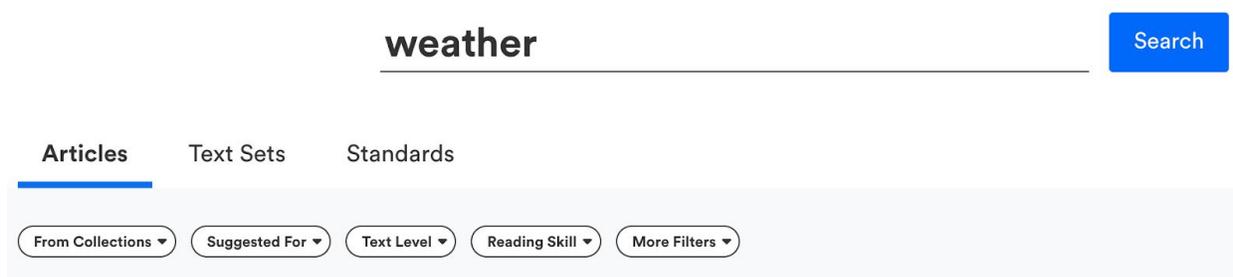


5. Click into any article to read and assign to students.

## Using Search Filters on Newsela

There are many Search filters you (and students) can use to find specific articles on Newsela.

Some appear just above articles you have searched for.



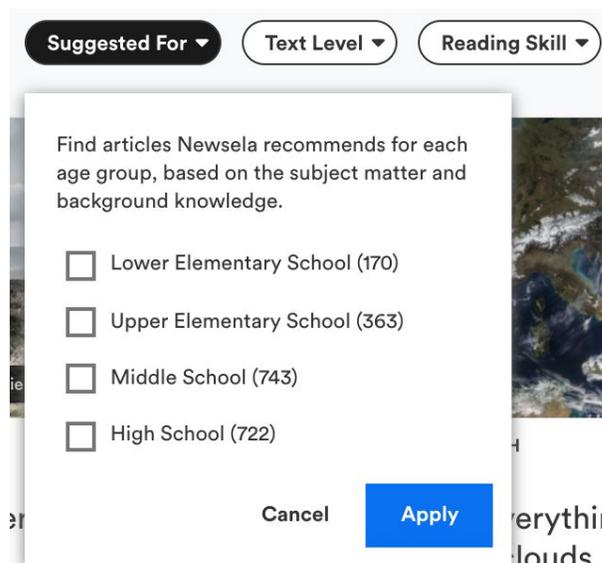
Click on each filter to see filter options. Select one (or multiple) options. Click **Apply** and see articles that meet your criteria.

The number in parentheses is the amount of articles available with that filter.

To see more filters, click **More Filters**. You can use more than one filter at once.

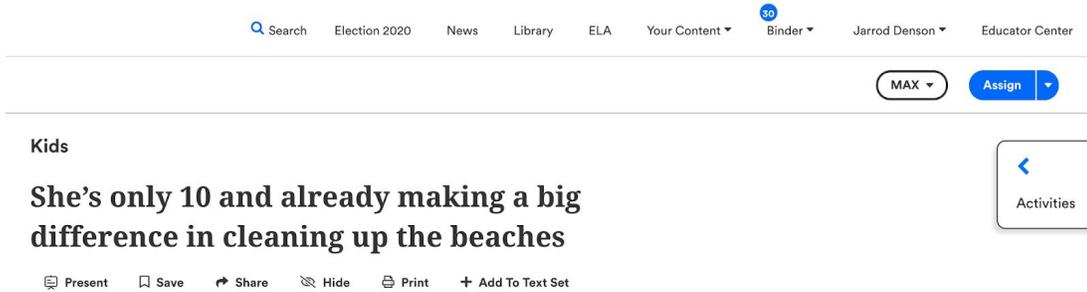
Filter Options:

- **Suggested For:** Intended student audience
- **Text Level:** Article offered at that exact grade level
- **Reading Skill:** Quizzes with questions on a specific Reading Skill
- **More Filters:** **Language** (English / Spanish), **Format** (Essay / Primary Source / Profiles / Reference), **Content Provider**



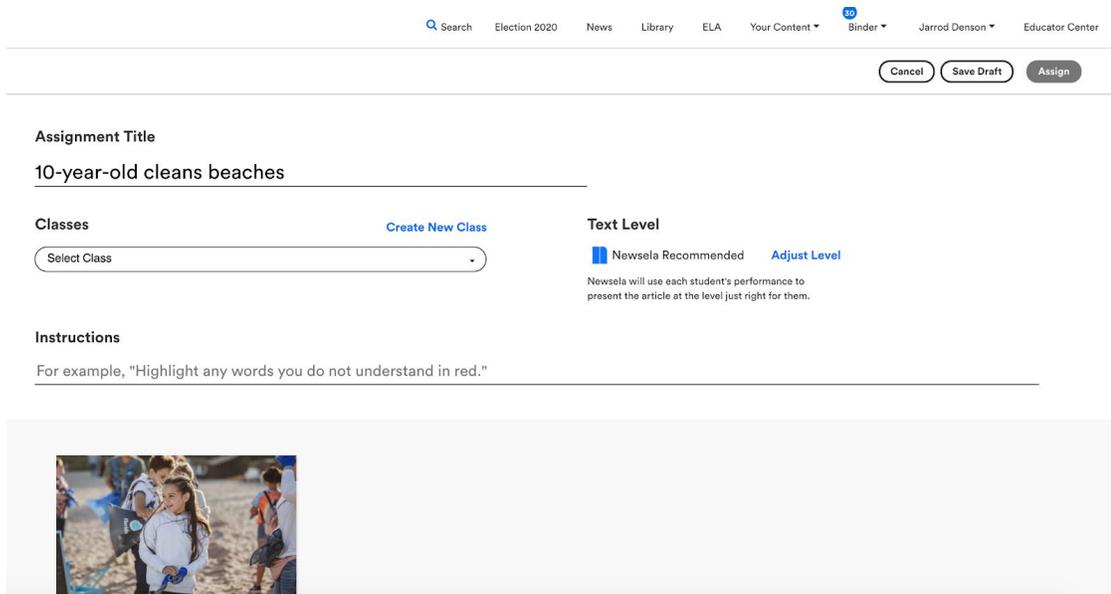
## Assign an Article

1. Click into the article you are assigning. Click **Assign** in the top right corner.



The screenshot shows the top navigation bar with 'Search', 'Election 2020', 'News', 'Library', 'ELA', 'Your Content', 'Binder' (with a '30' notification), 'Jarrod Denson', and 'Educator Center'. Below the navigation bar are 'MAX' and 'Assign' buttons. The article title is 'She's only 10 and already making a big difference in cleaning up the beaches' under the 'Kids' category. A 'Present' button is visible, and a 'Activities' sidebar is on the right.

2. You will see a page that looks like this:



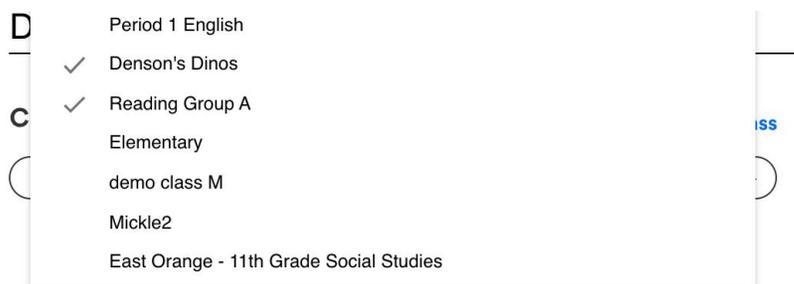
The screenshot shows the assignment configuration page. At the top, there are 'Cancel', 'Save Draft', and 'Assign' buttons. The 'Assignment Title' is '10-year-old cleans beaches'. Under 'Classes', there is a 'Select Class' dropdown and a 'Create New Class' link. The 'Text Level' section shows 'Newsela Recommended' and an 'Adjust Level' link. Below this is the 'Instructions' field with the text: 'For example, "Highlight any words you do not understand in red."'.

3. *Optional:* Change the title of the assignment to include a due date.

Assignment Title  
Due 3/31: 10-year-old cleans beaches

## Assign an Article or Text Set - Continued 2

4. Click which class(es) you want to assign to. You will see a checkmark next to classes that you select.



5. Determine if you want to assign the article to students at their Newsela Recommended level or one locked level.

A student's Newsela Recommended level is determined by their responses to Quiz questions and adapts over time. If you lock the level, all students will see the article at one level until they take the Quiz.

To keep at Newsela Recommended, no need to click. This is the default.

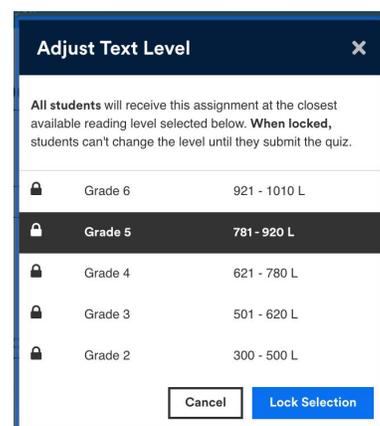
### Text Level

 Newsela Recommended [Adjust Level](#)

Newsela will use each student's performance to present the article at the level just right for them.

To lock at one level, click **Adjust Level**. Then, click the level at which you want to lock the article and click **Lock Selection**.

6. Finally, add **Instructions**.



### Instructions

1. Read the article and highlight the main idea of each section in GREEN.
  2. Complete the Quiz.
  3. Complete the Write Prompt.
-

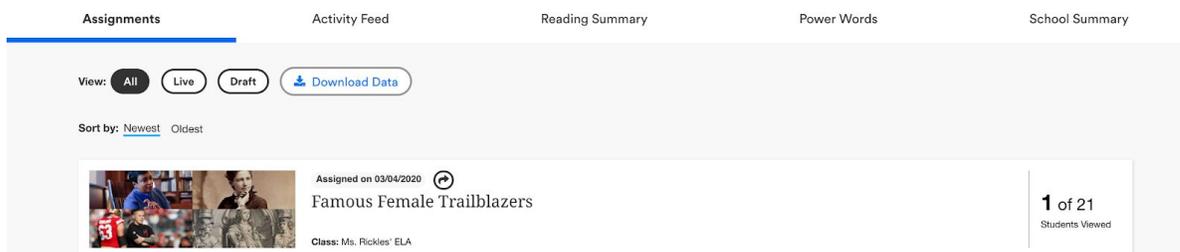
## Assign an Article or Text Set - Continued 3

- To assign the article immediately to students, click **Assign**. To save your work and return to assign later, click **Save Draft**. All assignments are in the **Assignments** tab of the **Binder**.



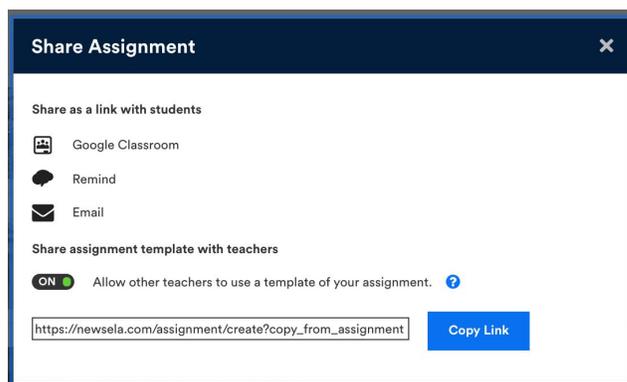
- To share an assignment with colleagues, click on the **Binder**. Click on the **Assignments** tab.

Click on the arrow next to the title.



- Click the **toggle** to allow other teachers to use a template of your assignment. Their changes will not impact your assignment. Copy and send the link to colleagues to collaborate!

**Note:** This is also how you can share an assignment directly to a Google Classroom.



## Create Text Sets

Text Sets are multi-article assignments for students. Texts are optimal for building background knowledge, giving students choice, and supporting cross-curricular analysis in all content areas.

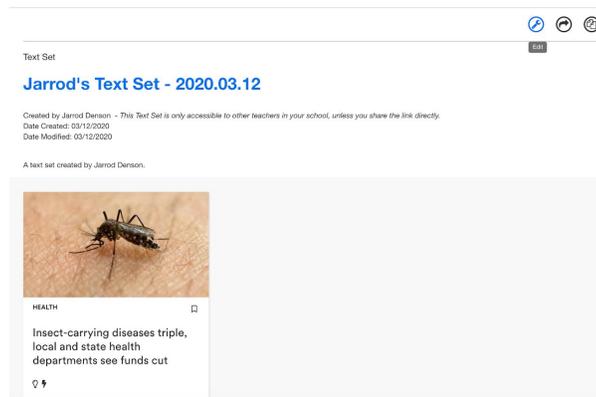
1. Find the first article you want to include in your text set. Click **Add to Text Set** and **Create a new Text Set**.

Health

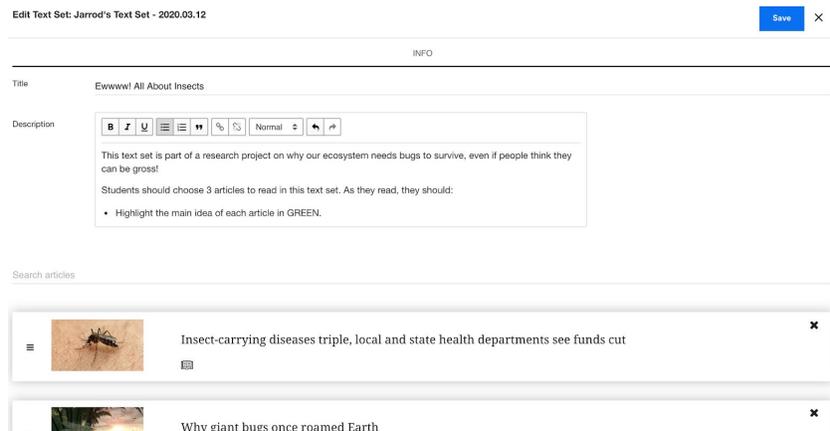
### Insect-carrying diseases triple, local and state health departments see funds cut



2. On your new screen, click the **Wrench** to **Edit** your text set.

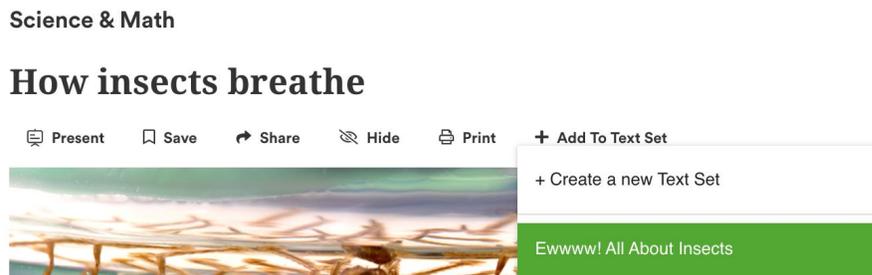


3. Use this screen to change the title, add a teacher-facing description, and search to add new articles.



## Create Text Sets - Continued 2

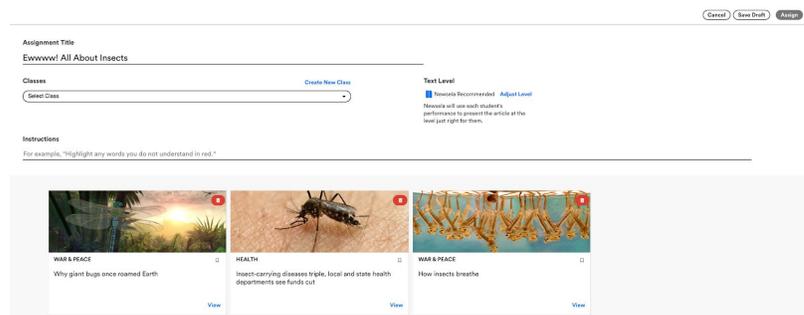
- When you are finished editing, click **Save**.
- To add additional articles to your Text Set, Search and find relevant texts. Then, click **Add to Text Set** and find the title of your Text Set.



- Once you complete your Text Set, Click **Create Assignment**.

Create Assignment

- Assign** the Text Set as you would assign an individual article.

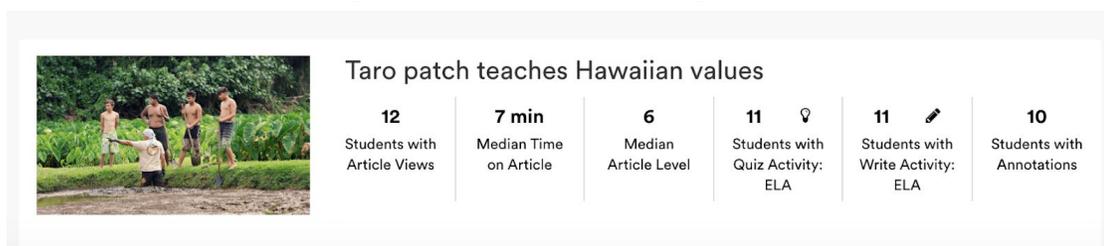


- To find your Text Sets, hover over **Your Content** and click **Text Sets**.
- Optional:* To share your text sets, copy the link of your text set and send. Colleagues are able to **Copy** and **Edit** your Text Set. They cannot modify your Text Set.

## Review Student Work on an Assignment

All student work is available in the **Binder**.

1. To see student work on an individual assignment, click on **Binder**. Then, click on **Assignments**. Click into the assignment you want to review.
2. At the top, review whole group data from the assignment.



Taro patch teaches Hawaiian values

<b>12</b> Students with Article Views	<b>7 min</b> Median Time on Article	<b>6</b> Median Article Level	<b>11</b> Students with Quiz Activity: ELA	<b>11</b> Students with Write Activity: ELA	<b>10</b> Students with Annotations
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3. Below, see individual student data from the assignment.

Student	Date	Time	Level	Score	Grade	Annotations
Barton, Michael	02/13/2020	9 min	6	-	-	-
Burns, Ethan	02/12/2020	8 min	6	100% 	<a href="#">Grade Now</a>	-
Conley, Joseph	02/12/2020	7 min	6	100% 	<a href="#">Grade Now</a>	1
Garcia, Jeffrey	02/12/2020	7 min	4	25% 	<a href="#">Grade Now</a>	2

4. To see individual student annotations, click on the student's name.
5. To grade the Write Prompt, click **Grade Now**.
6. To see the level at which the student read and took the quiz, click on the article name and visit the navy neft tool bar. If the student's Lexile level has the Newsela logo next to the level, the student took the Quiz at the Newsela Recommended level.



**Barton, Michael**

960L

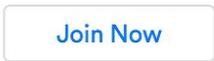
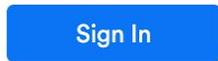
To see long-term student data, click on the **Reading Summary** tab of the Binder.

## How Students Login to Newsela Accounts

### Integration: Google

1. Go to [www.newsela.com](http://www.newsela.com).

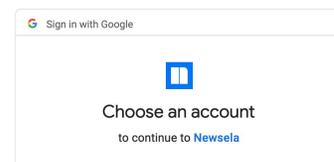
2. Click the **Sign In** button in the top right corner.



3. Click Sign in with **Google**.



4. Sign in with your school's Google username and password.

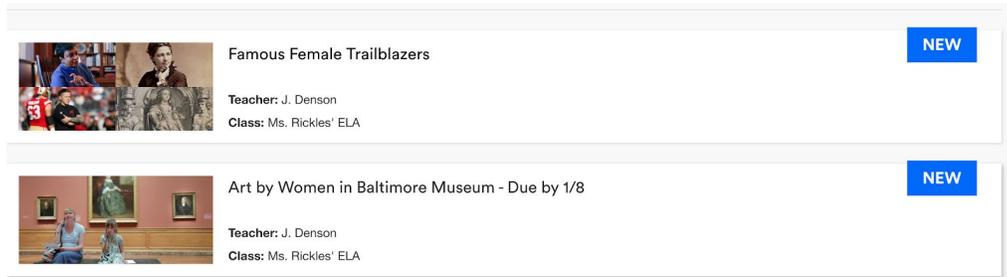


5. Continue to follow the prompts till you return to the **Newsela homepage**.

## Using Newsela as a Student

### Reviewing and Completing Assignments

1. All Assignments your teacher(s) assigned you will show up under the **Assignments** tab. There, you can see the title of the assignment, which teacher assigned it, and for which class.



The screenshot shows a list of two assignments. The first assignment is titled "Famous Female Trailblazers" and is marked as "NEW". It was assigned by Teacher: J. Denson to Ms. Rickles' ELA class. The second assignment is titled "Art by Women in Baltimore Museum - Due by 1/8" and is also marked as "NEW". It was assigned by Teacher: J. Denson to Ms. Rickles' ELA class. Each assignment card includes a small thumbnail image on the left.

2. Click on the title to see the individual assignment. On this page, you can see the teacher's instructions, when it was assigned, and the article(s) in the assignment. To read the article, click on the headline.

[← Back to assignments](#)

#### Art by Women in Baltimore Museum - Due by 1/8

Teacher: J. Denson

Class: Ms. Rickles' ELA

Assigned On: 01/03/20

**Instructions:** 1. Read the article CAREFULLY.  
2. Highlight unknown words in RED.  
3. Take the quiz. (Write prompt is optional - you are welcome). :)



ARTS 

This year, Baltimore Museum of Art will collect works by women only

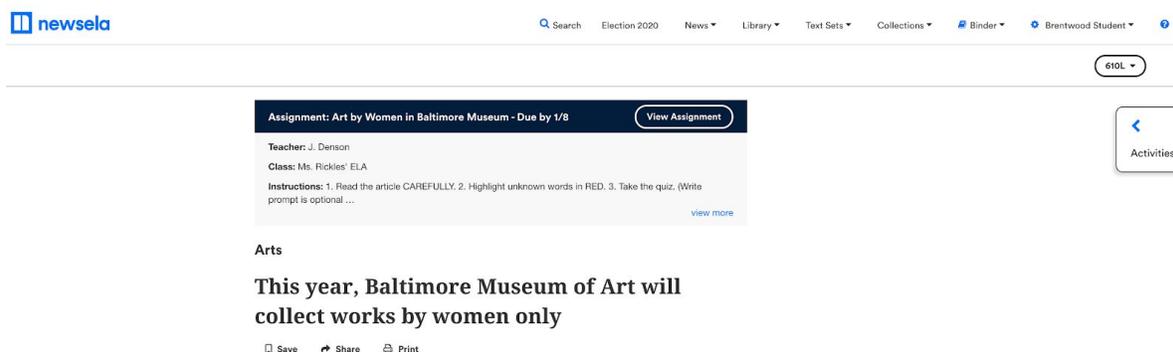
3. Each article has a Quiz and a Write Prompt. Your teacher can see your responses if the article is assigned to you *and* if you complete them on independent reading articles.

## Using Newsela as a Student - Continued 2

### Reviewing and Completing the Quiz & Write Prompt

Each Newsela article has a Quiz and a Write Prompt.

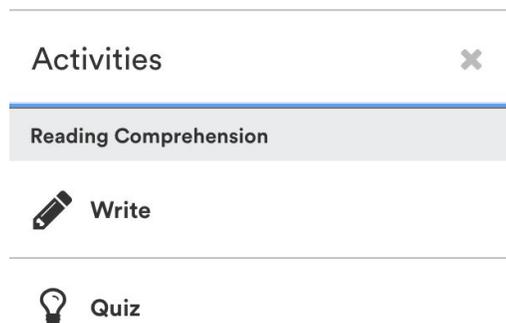
1. Click into the article you are reading. If the article was assigned by your teacher, you can click on **View Assignment** at any time to see the instructions or other articles.
2. Click on the **Activities** tab to see the Quiz and Write Prompt.



The screenshot shows the Newsela interface. At the top left is the Newsela logo. The top navigation bar includes a search icon and links for Election 2020, News, Library, Text Sets, Collections, Binder, and Brantwood Student. A user profile icon labeled '610L' is in the top right. Below the navigation is a dark blue assignment panel with the text 'Assignment: Art by Women in Baltimore Museum - Due by 1/8' and a 'View Assignment' button. Below this panel, the article title 'Arts This year, Baltimore Museum of Art will collect works by women only' is displayed, along with 'Save', 'Share', and 'Print' icons. To the right of the article is a 'Activities' tab with a left-pointing arrow.

3. You will see a panel with a Quiz and a Write Prompt. Click on **Quiz** to take the Quiz. Click on **Write** to read and complete the Write Prompt.

You will see your score on the Quiz once you complete all four questions. You will see a score on the Write prompt once your teacher scores it.



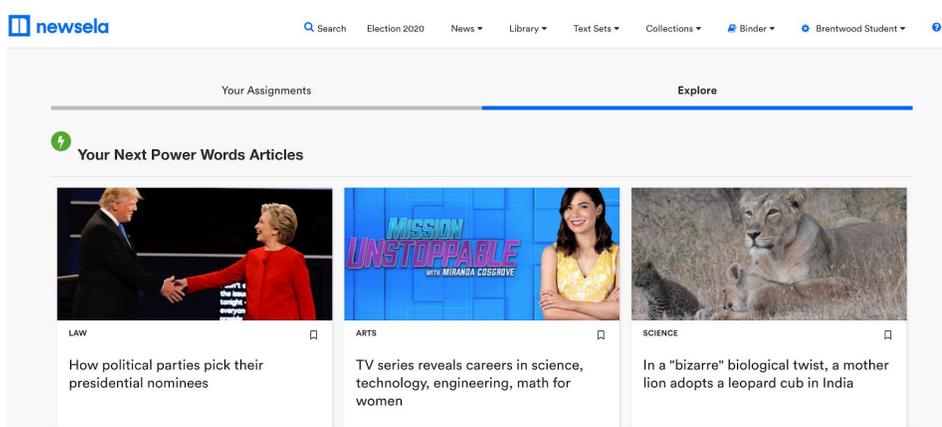
The screenshot shows the 'Activities' panel. The title 'Activities' is at the top with a close button (X). Below the title is a section header 'Reading Comprehension'. Underneath, there are two options: 'Write' with a pencil icon and 'Quiz' with a lightbulb icon.

## Using Newsela as a Student - Continued 3

### Independent Reading

You can read independently on Newsela to find articles that are most exciting to you.

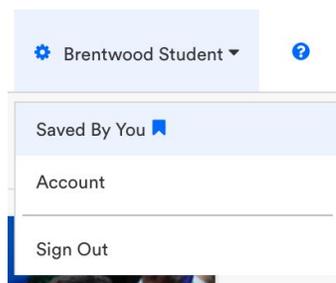
1. First, look at the **Explore** tab. Click on articles that are interesting to you.



2. Save any articles you are interested in by clicking on the bookmark.



3. All articles you save are saved under your name in **Saved by You**.



4. Use the **Search** bar to find interesting articles on a topic of your choice!



## Using the Student Mobile App

All students can access Newsela Student, our mobile app, to complete assignments and read independently.

### Overview:

Using Newsela Student (iOS/Android App) offline. **Students need only to have access to internet once** to access a variety of content and assignment resources in the Newsela Student mobile app. Each time a student opens the Newsela Student mobile app while using wifi or a wireless data plan, the following resources will be downloaded and made available for offline use:

- The first 20 articles in the feed
- Any article that a student has opened from the app in the past
- Any article for which a student has previously completed work (quiz, annotations, etc.), even if that work was completed from another device
- Assignments and all associated articles and instructions that a student previously received from a teacher
- All articles included in a set, if a student has followed or created a set in the app
- All previously saved articles

The [Newsela Mobile App Guide](#), available in the Educator Center, has more information!