

# Teacher Guide: Clever



## 1 Login

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



- You will then be asked to login with your Google ID
- If you have not used Newsela before, you will see an onboarding screen with several getting started steps.

## 2 Sync

Click your initials in the top right > Select Settings > Classes > Sync with Clever



- To review the list of students in your classes, go to your [Students](#) tab.
- Course rosters are automatically updated each time you login through Clever.

## 3 Create

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'll also see two optional steps: Adding instructions and [adjusting the reading level](#) your students will see.

- ★ 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 any new classes.
- ★ Remember to always use the Clever button to login. This is how the system syncs your classes correctly!
- ★ For more detailed instructions and video tutorials, visit our support site [here!](#)

# What to look out for

- **I received an “Uh-Oh” message when trying to login through Clever**

- Your email is most likely not shared with Newsela in your school’s Clever account.
- Reach out to your school/district Clever admin and ask them to share your account in Clever with Newsela!

- **My Classes aren’t syncing**

- First, check that you are always logging in through Clever (with the Clever button)! 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.
- Be sure to check the term dates of the course in Clever to make sure it is active. Newsela will only sync courses with active term dates.

- **My Classes are not appearing for syncing or within Newsela**

- First, check that you are always logging in through Clever (with the Clever button)! Your class will not sync if you login with a different method.
- Check that the class is not archived
- Check that the class is for the current grade-marking period
- Check that you are listed as the educator/teacher for this class and not a student
- It is possible the district isn’t sharing the correct courses with Newsela in Clever. Contact your Clever administrator to confirm.

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

- Check that the student has a Clever account and is included in your Clever roster. If they are not, reach out to your Clever admin to get the student added, then resync your class in Newsela.
- 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 in Newsela
- It is possible the district isn't sharing the correct students with Newsela in Clever. Contact your Clever administrator to confirm.

- **My Account says it is deactivated**

- Your account/email is most likely not shared with Newsela in Clever. Reach out to your school/district Clever admin and ask them to share your account in Clever with Newsela!
- If you are shared in Clever and still experiencing issues, [contact support here](#).

- **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!