

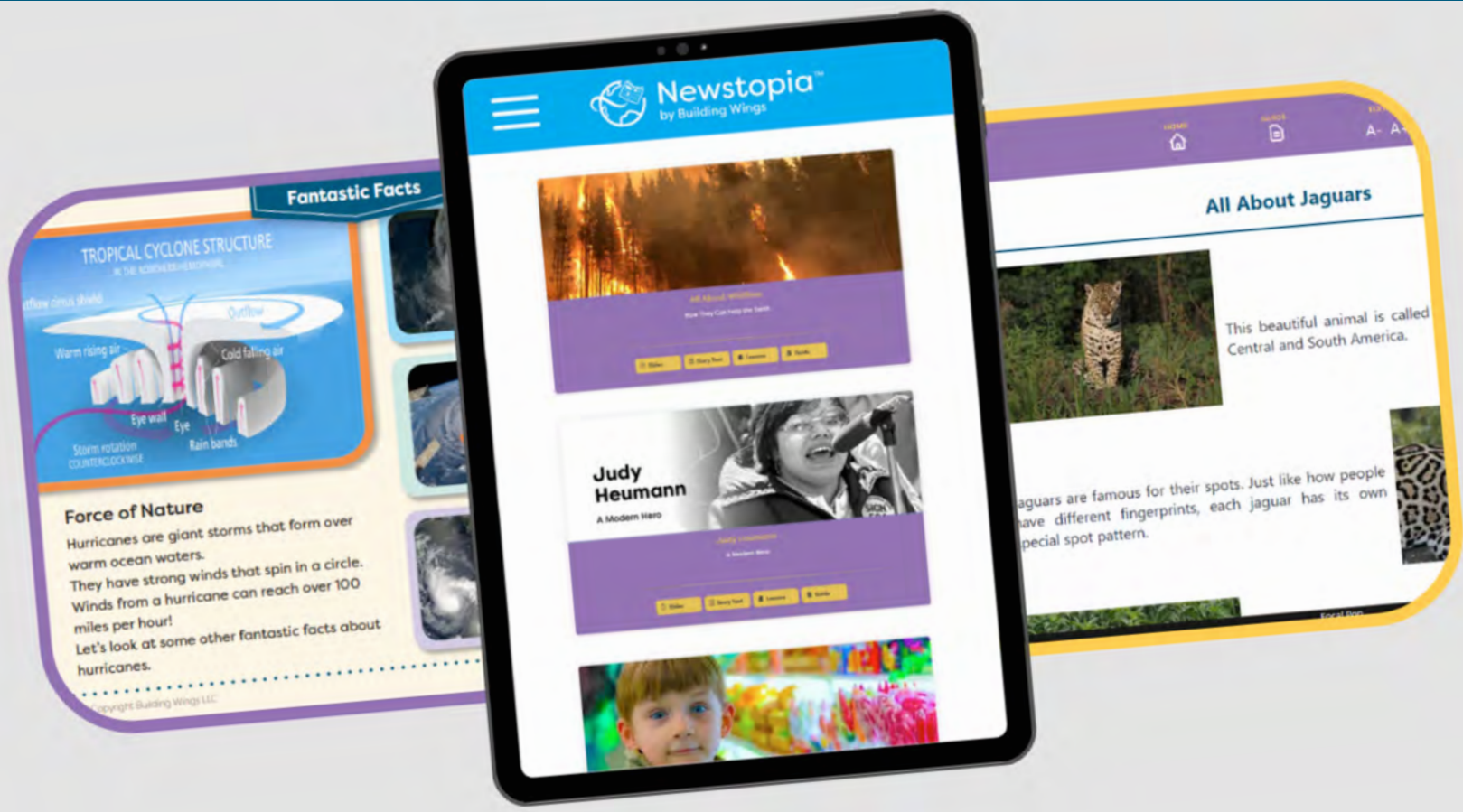


Newstopia™

by Building Wings

Connecting your classroom to the world
from Upper Elementary to Transition.

Reference Guide



What's Inside

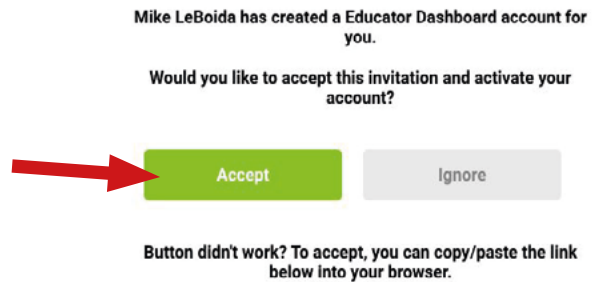
- Activating a License p. 3
- Creating Educator Accounts p. 4
- Managing Educator Accounts p. 5
- Signing in as an Educator p. 6

Activating a License

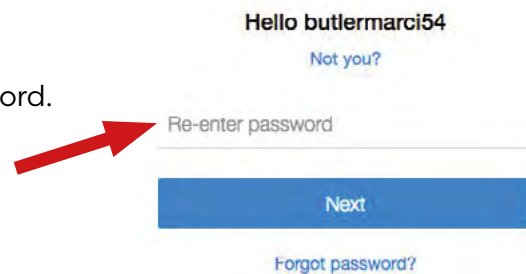
Signing in from your invitation email:

1. You will receive an invitation email from license@account.mynewstopia.com.

2. Click **Accept** in the email.



3. You will be prompted to put in your email password.



Note:

The email address used to activate this license will also serve as the log in credentials to access the tool moving forward at mynewstopia.com.

Creating Educator Accounts

To add educators to the Newstopia license, follow the steps below:

1. Sign in at mynewstopia.com.
2. Click on **Manage educators**.
3. Enter the email address of the educator.
4. Click on **Add educator**.

TIP:

To add multiple educators at once, click the **Import from CSV file** option. See example on webpage for CSV format. Select **Choose file**, navigate to and select the saved CSV file on your computer, Select **Open**, then select **Import**.

Note:

After adding educators to the license, please communicate to the staff to go to mynewstopia.com and click **Sign In**. See page 6, "Signing in as an Educator" for details.

The screenshot shows the Newstopia interface. At the top, the Newstopia logo is displayed. Below it, a dropdown menu is open with the text "I want to...". Two options are visible: "Manage educators" (highlighted in green) and "View articles" (in dark blue). A red arrow points to the "Manage educators" button.

Below this, the "Manage Educator" section is shown. It starts with the text "You can add your Educator through their email below...". There is a text input field labeled "Educator's email" with a red arrow pointing to it. Below the field is a blue "Add Educator" button, also with a red arrow pointing to it. Below the button is the word "OR" centered between two horizontal lines. Below that is another blue button labeled "Import from CSV file", with a red arrow pointing to it.

At the bottom, the "Add Educator(s)" section is shown. It includes the Newstopia logo and the text: "Use a comma-separated values file (CSV) to set up many educators quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of Educator Email followed by the educator email addresses. See the example below. Have your users sign in with their email." Below this text is a table with 7 rows and 2 columns (A and B).

	A	B
1	Educator Email	
2	educator1@school.edu	
3	educator2@school.edu	
4	educator3@school.edu	
5	educator4@school.edu	
6		
7		

Below the table, there is a text prompt: "Please select a CSV file to upload:". Below this is a "Choose file" button, with a red arrow pointing to it. Below the button is the text "No file chosen". At the bottom of this section is a dark blue "Import" button, with a red arrow pointing to it.

Managing Educator Accounts

To adjust permission levels from an Educator to an Administrator, follow the steps below:

1. Click on **Manage educators**.



I want to...

Manage educators

View articles

2. Find the educator's name that you want to adjust to another permission level.

3. Click on the settings cogwheel to the right of the name.



4. Toggle ON the new Administrator permission level.

Permissions for **Juan Gonzalez**

Educator	<input type="checkbox"/>	Manage and view reports for their students
Admin	<input checked="" type="checkbox"/>	Manage all users

5. Toggle OFF the Educator Permission level.

CANCEL

SAVE

6. Click **SAVE**.

Educator Permission Levels:

For ease of use, please select one permission level that best fits the staff member's role regarding the license. All staff are added to the Newstopia license at the educator permission level.

EDUCATOR:

Educators have access to the Newstopia articles and resources, which can be found at mynewstopia.com.

ADMINISTRATOR:

Administrators have the ability to add or remove educators and adjust educator permission levels, as well as access to the Newstopia articles and resources.

SIGNING IN AS AN EDUCATOR

Google Email Address:

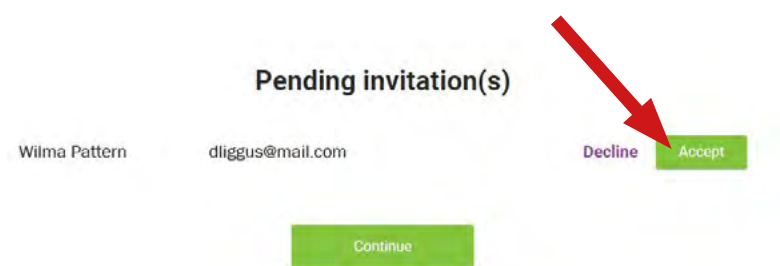
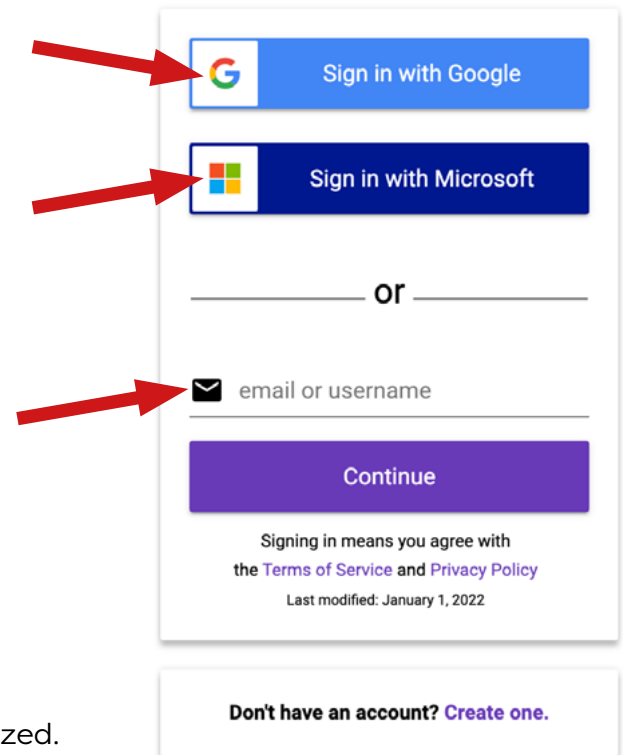
1. Navigate to mynewstopia.com.
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

Microsoft Live or Office 365 Email Address:

1. Navigate to mynewstopia.com.
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

Other Email Addresses:

1. Navigate to mynewstopia.com.
2. Type email on the gray **email or username** line.
3. You will get a message saying “You are not recognized. Would you like to create an account?”
4. Click **Create one**.
5. Navigate to your email inbox to find the confirmation email.
6. Find the email from confirm@account.mynewstopia.com.
7. Type in your full name.
8. Type in your email password.
9. Navigate back to mynewstopia.com.
10. Click **Accept** on pending invitation.





Newstopia™

by Building Wings



Building Wings™
How ALL learners soar

© Copyright 2024 Building Wings LLC
Newstopia™ is a trademark of Building Wings LLC.

Building Wings LLC grants the rights for teachers and other educational professionals to download, print and reproduce this content or portions of it in any form, in both print and electronic formats while their subscription is active.