

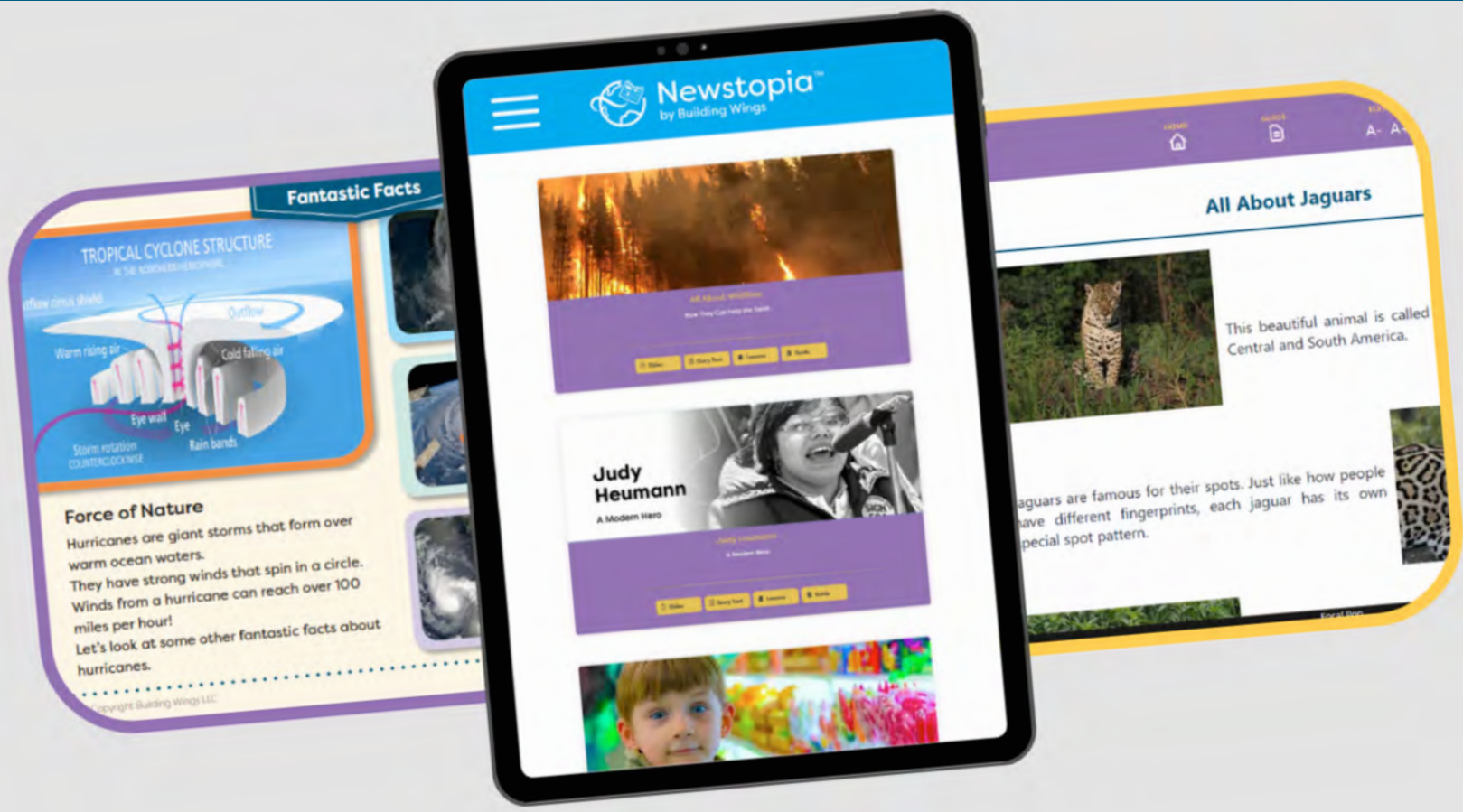


Newstopia™

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

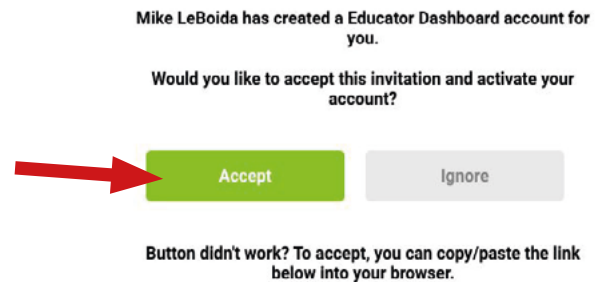
PRO-TIP:

If you are signed in at any other Building Wings product (Readtopia, ReadtopiaGO or News Currents), sign out before following the steps below for your new product so you get the invitation screen.

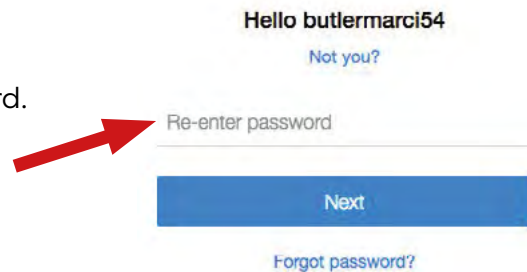
Signing in from your invitation email:

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 user interface. At the top, the Newstopia logo is displayed. Below it, a navigation menu includes a green button labeled 'Manage educators' and a dark blue button labeled 'View articles'. A red arrow points to the 'Manage educators' button. Below this is the 'Manage Educator' section, which includes the text 'You can add your Educator through their email below...'. There are two main options: 'Add Educator' (a blue button) and 'Import from CSV file' (a blue button). Red arrows point to both buttons. Below the 'Import from CSV file' button, there is a table with columns 'A' and 'B'. The table contains a header row and several rows of example data. Below the table, there is a text prompt 'Please select a CSV file to upload:' followed by a 'Choose file' button and an 'Import' button. Red arrows point to both the 'Choose file' and 'Import' buttons.

Manage Educator

You can add your Educator through their email below...

Educator's email

Add Educator

OR

Import from CSV file

Add Educator(s)

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.

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

Please select a CSV file to upload:

Choose file

No file chosen

Import

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

PRO-TIP:

If you are signed in at any other Building Wings product (Readtopia, ReadtopiaGO or News Currents), sign out before following the steps below for your new product so you get the invitation screen.

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.

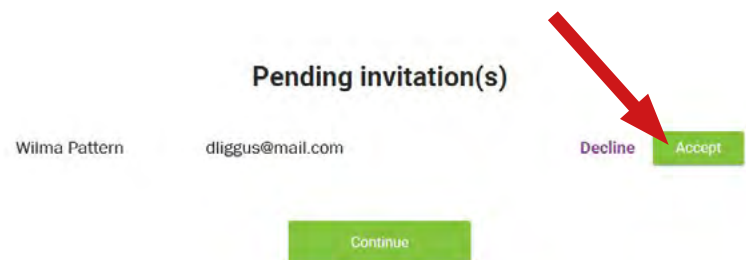
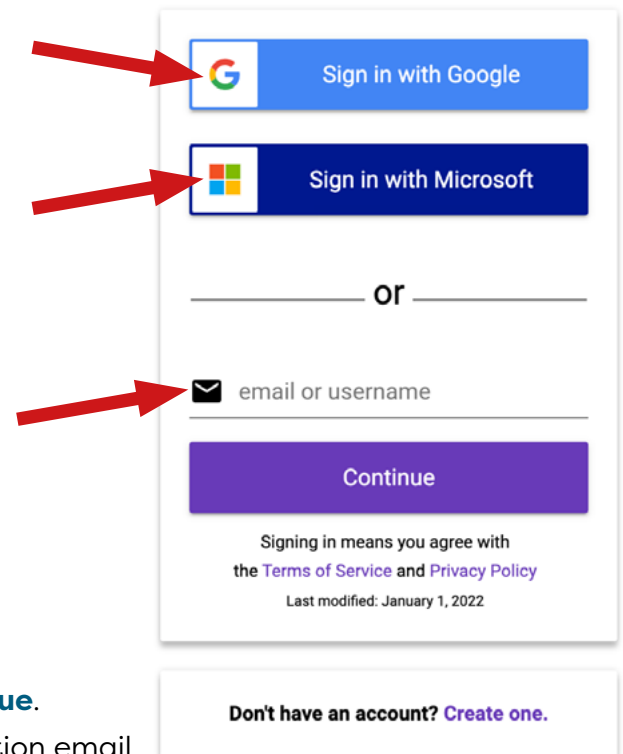
Other Email Addresses:

Creating your Educator Account:

1. Navigate to mynewstopia.com.
2. Select **Create Account**.
3. Type email on the gray email line and click **Continue**.
4. Navigate to your email inbox to find the confirmation email.
5. Open the email from confirm@account.mynewstopia.com.
6. Click **Confirm Your Email**.
7. Type in your full name.
8. Type in your password.
9. Click **Create Account**.
10. Click **Accept** for your pending invitation.
11. Click **Continue**.

Signing in as an Educator:

1. Navigate to mynewstopia.com.
2. Click **Sign In**.
3. Type your email on the gray email line and click **Continue**.
4. Type in your password that you set up when creating your account and click **Sign In**.





Newstopia™

by Building Wings



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How ALL learners soar

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