Admin Guide for Creating and Publishing Custom Units

news-o-matic

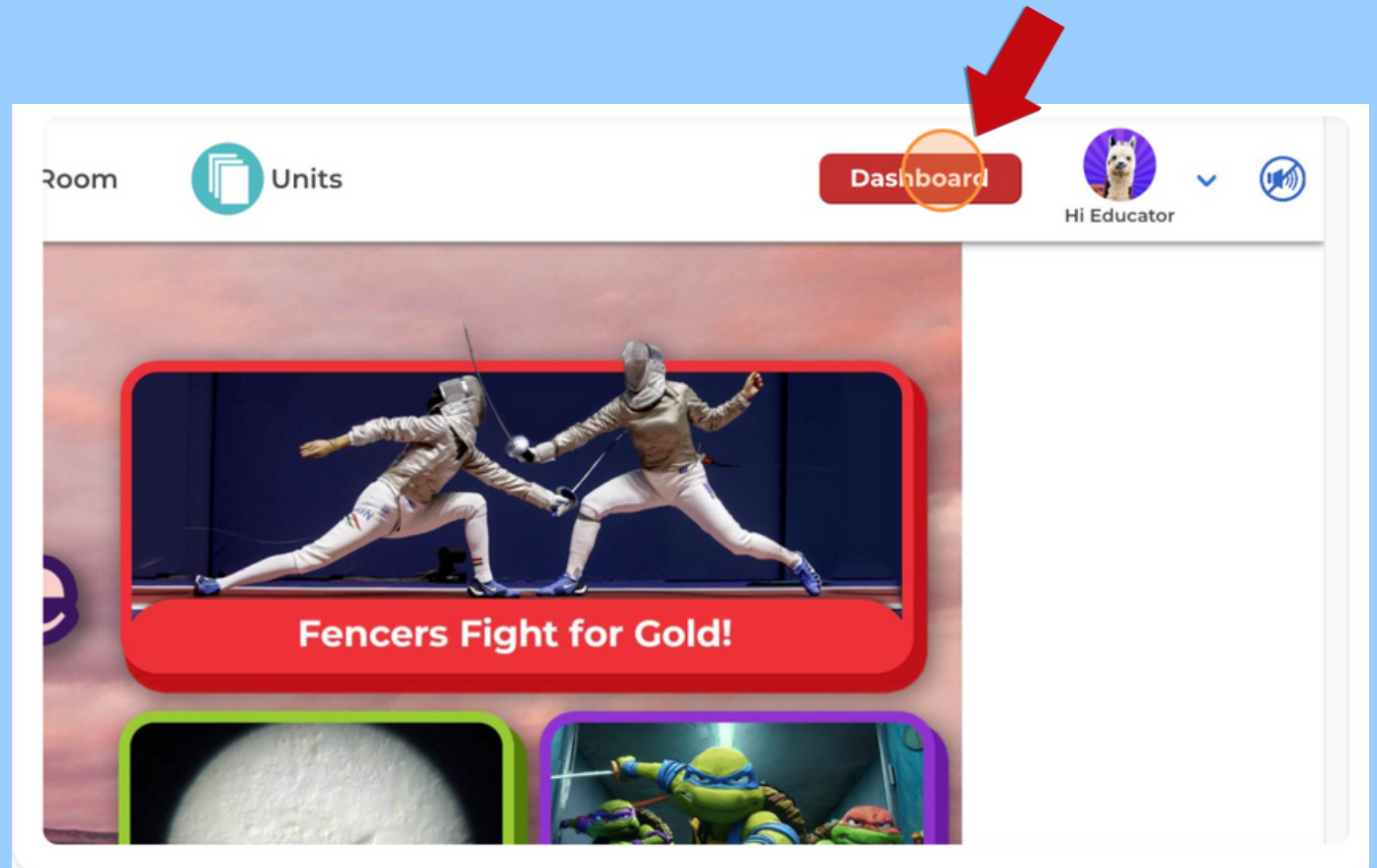# Login as admin

- Navigate to :

  https://app.newsomatic.net/

- Enter your **Username & Password**

- Click on the **Log in** button

- **O**r use one of our **SSO** options
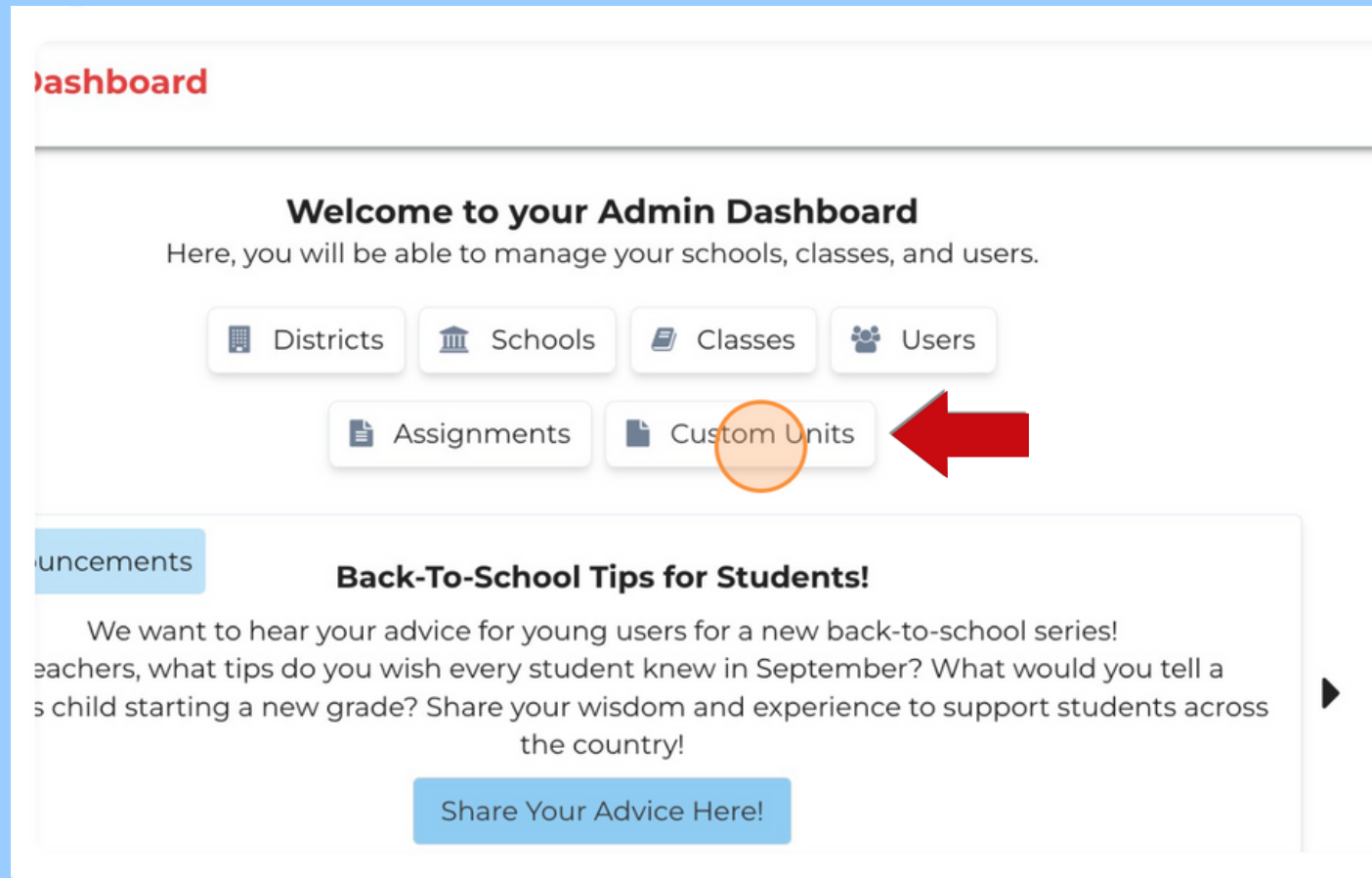
Admin Dashboard

- Click "Dashboard"

Click "Custom Units"

Click "Create Unit"

Click to type in appropriate fields

‹ **Back to Units**

Create unit

Cancel | Save for later | Save | Done

Image:
Choose File | No file chosen
It is intended that you have full authorization to use this image.

*Title:

Mandatory Field ➡️

Description:

Grade:
----

*District:

Mandatory Field ➡️ District: Press4kids

School:
----

*Subjects:

Mandatory Field ➡️ Select Subjects
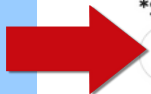
Co authors:
Select Co-Authors

Articles

Keywords

Category:

Date:
Date

Standard Set:
MS - Mississippi

Subject:

Grade:

Standards:
Select a standard - Max 3

Optional fields

< Back to Units

Create unit

Type in username of co-author (any admin or teacher within district can be added as a co-author)

Cancel   Save for later   Save   Done

Upload your own image
***If no image is uploaded, an article image will appear**

Image:
[Choose File] No file chosen
It is intended that you have full authorization to use this image.

*Title:
[   ]

Description:
[**Add a description of unit here.**   ]

Choose a grade level or leave blank

Grade:
[---------]

*District:
[District: Press4kids]

School:
[---------]   ***For district admin only**

*Subjects:
[Select Subjects]

Co authors:
[Select Co-Authors]

Articles
[Keywords]

Search for articles by typing in a keyword or search by standards
***Do not hit enter when searching by keyword**

Category: Date:
[---------]   [Date]

Standard Set:
[MS - Mississippi]

Subject: Grade:
[---------]   [--------]

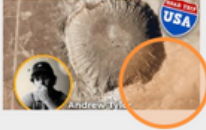Standards:
[Select a standard - Max 3]

Adding articles to unit

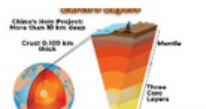**Click the image to add article to unit**

Subject:

Grade:

Standards:

Select Standard - Max 3

Meteor Crater

A giant fireball zoomed through the sky about 50,000 years ago. The meteorite crashed into Earth in what is now Arizona. It exploded with incredible force. The collision caused a

Earth Flies Farthest from the Sun

July 4 marked the hottest day on Earth in recorded history. Summer is here, school is out, and the days are long. You might think our planet is flying a

Scientists Dig Deep, Deep Hole

Mount Everest is the tallest mountain on Earth. It's 29,032 feet (8,848 m) high. What if the mountain went *down the*

Saving custom unit

Publishing custom unit

From My Units Page

From Unit Overview Page

Search:

Grade:

Created:

Search

All Grades ⌄

Created date

Draft

Amasia

Demo Custom Unit

7

Draft

Intercultural Education

4

Dra

Hu
Int

Click 3 dots

Science
Grade: N/A

Language and The Arts
SEL: Building Relationships
Social Studies: Culture
Grade: N/A

Soci
Grad

Click Publish

Dra

Draft

Pu

Actions

📑 Duplicate

✏️ Edit

✈️ Publish

🗑️ Delete

De
S c

Hi Educator

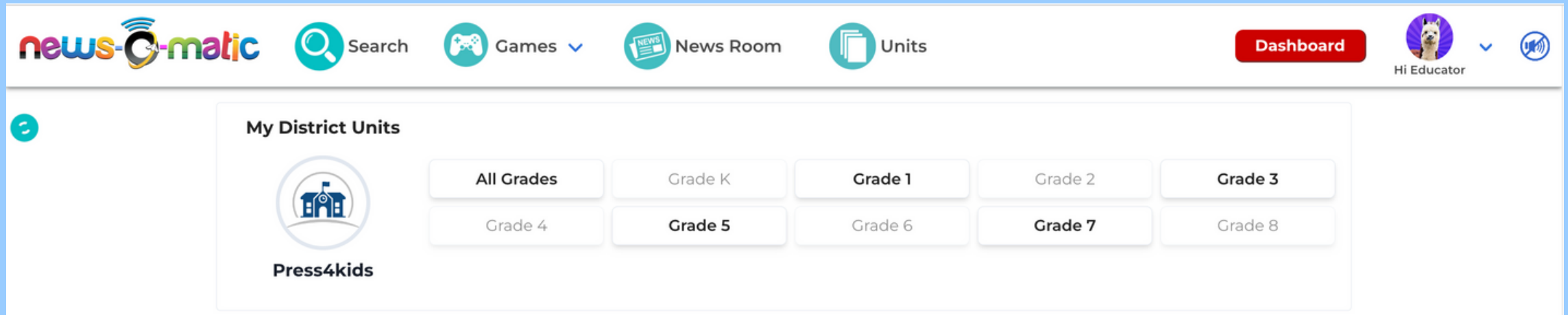**Actions**

📑 Duplicate

✏️ Edit

✈️ Publish

🗑️ Delete

Click Publish

Share unit

Share to Google Classroom

Innermost Inner Core

Inner Core

Outer Core

Viewing published custom units

Published custom units are visible to all users within the district from the Units homepage.