

# Admin Guide for Creating and Publishing Custom Units



# Login as admin

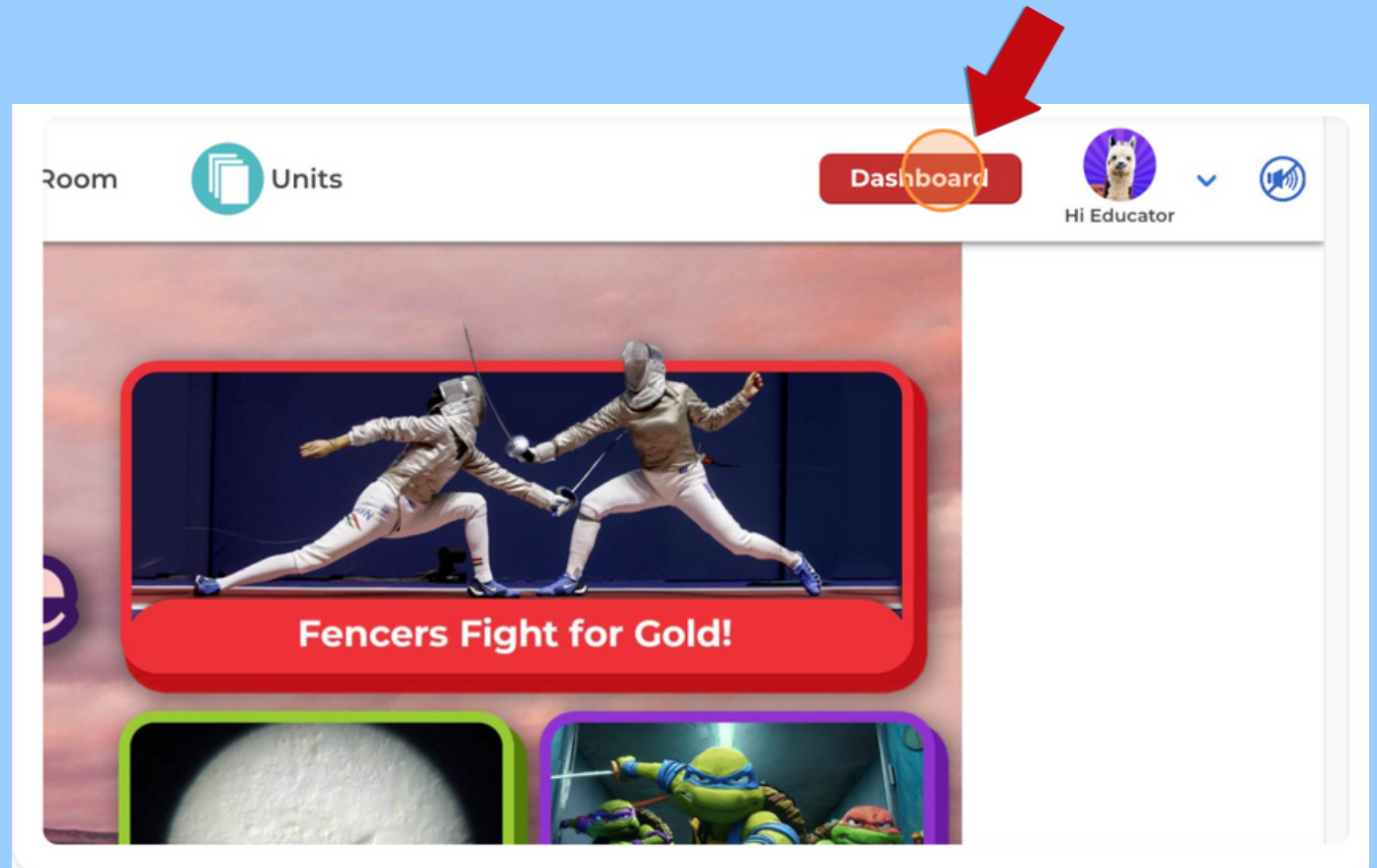
- Navigate to :  
<https://app.newsomatic.net/>
- Enter your Username & Password
- Click on the Log in button
- Or use one of our **SSO** options



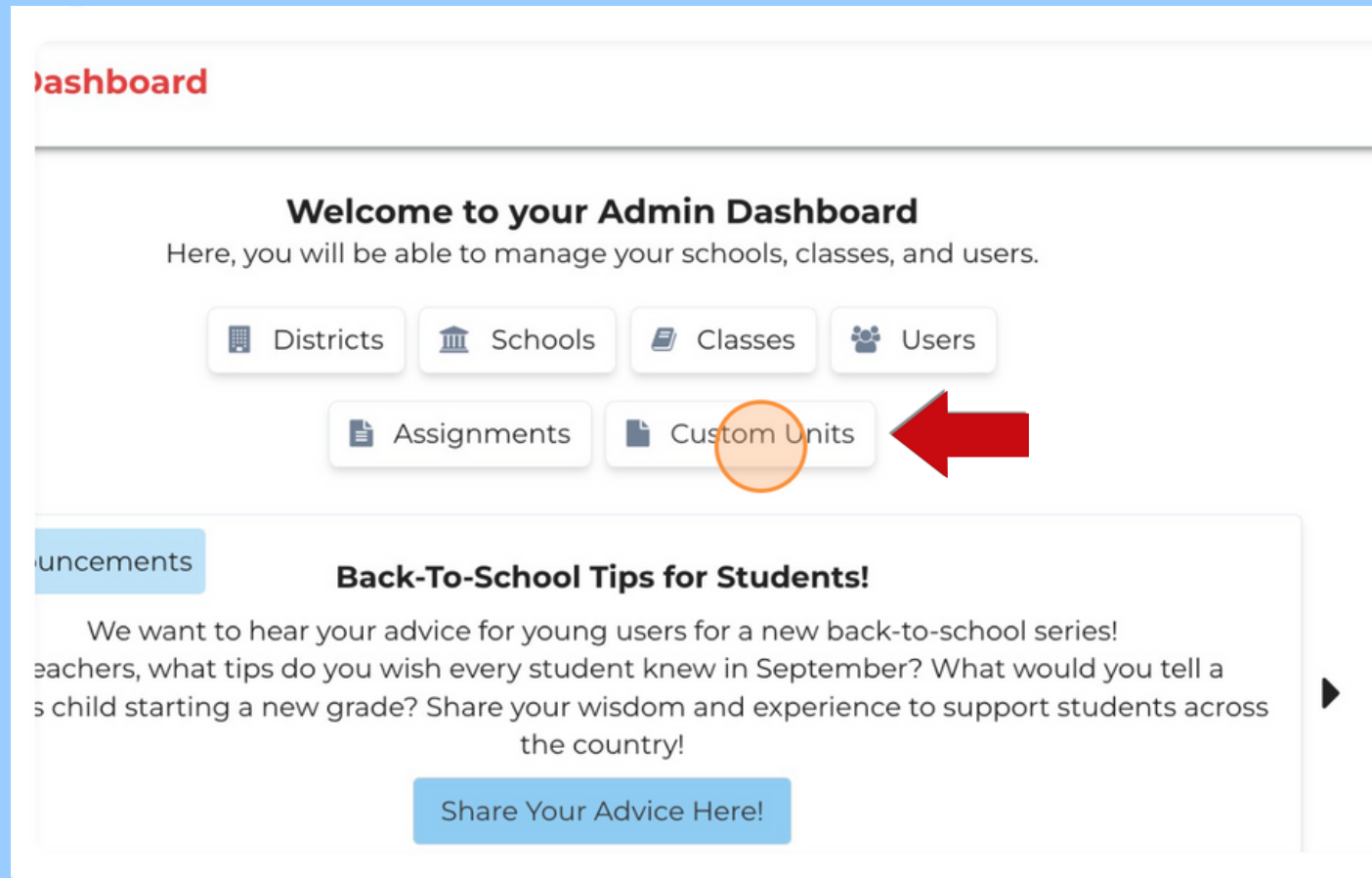
The screenshot shows the News-O-Matic login interface. At the top is the logo for "news-O-matic" with a stylized "O" containing a signal icon. Below the logo, the text reads "Welcome to News-O-Matic EDU subscribers:". There are two input fields: "Username" and "Password". A red arrow points to the Username field, and another red arrow points to the Password field. Below the Password field is a link for "Forgot password?". To the left of the "Log in" button is a cartoon yellow dog holding a newspaper. The "Log in" button is yellow with black text. At the bottom, there is a "Log in with" section with four options: Google, ClassLink, Clever, and School Passport.

# Admin Dashboard

- Click "Dashboard"



# Click "Custom Units"



**Dashboard**

**Welcome to your Admin Dashboard**  
Here, you will be able to manage your schools, classes, and users.

[Districts](#) [Schools](#) [Classes](#) [Users](#)  
[Assignments](#) [Custom Units](#)

**Announcements**

**Back-To-School Tips for Students!**

We want to hear your advice for young users for a new back-to-school series! Teachers, what tips do you wish every student knew in September? What would you tell a child starting a new grade? Share your wisdom and experience to support students across the country!

[Share Your Advice Here!](#)

The image shows a screenshot of an administrative dashboard. At the top, the word "Dashboard" is written in red. Below it, a welcome message reads "Welcome to your Admin Dashboard" followed by "Here, you will be able to manage your schools, classes, and users." A row of navigation buttons includes "Districts", "Schools", "Classes", "Users", "Assignments", and "Custom Units". The "Custom Units" button is highlighted with an orange circle, and a red arrow points to it from the right. Below the navigation buttons is an announcement section titled "Back-To-School Tips for Students!" with a blue header. The announcement text asks for advice from teachers and includes a blue button labeled "Share Your Advice Here!".

# Click "Create Unit"

The screenshot shows the top right corner of a user interface with a profile picture of a llama and the name "Hi Educator". Below this is a search bar with the text "Subject:" and a dropdown menu currently showing "Browse subjects". To the right of the search bar is a green "Search" button. Further right is a green "Create Unit" button, which is circled in orange and has a red arrow pointing to it from the right. Below the search bar, there are three draft unit cards. The first card is titled "Unit 1" and features a book cover with the text "When You Help a Tiger" and "We Are Water Protectors". The second card is titled "Economics | Goods and Services" and features the National Park Service logo. The third card is titled "Economics External Benefits and Costs" and features an image of a bridge over a river. Each card has a small icon of a stack of papers in the bottom right corner, indicating the number of pages: 3 for the first, 15 for the second, and 18 for the third.

# Click to type in appropriate fields

Mandatory Field



[< 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:**

Description:

Grade:

**\*District:**

District: Press4kids

School:

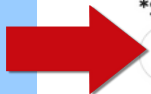
**\*Subjects:**

Select Subjects

Mandatory Field



Mandatory Field



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

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

\*Title:

Description:

Grade:

\*District:

School:  \*For district admin only

\*Subjects:

Co authors:

Articles:

Category:  Date:

Standard Set:

Subject:  Grade:

Standards:

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

Choose a grade level or leave blank


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

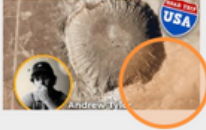
# Adding articles to unit


Click the image to add article to unit

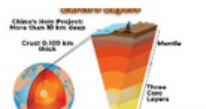
Subject: ----- Grade: -----

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


Click **Save for later** or click **Save** and **Done**


Hi Educator

Cancel **Save for later** Save Done

Co authors:  
Select Co-Authors

**Articles**

 **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

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# Publishing custom unit

## From My Units Page

Search:  Grade: All Grades Created: Created date

**Draft**

Amasia

**Demo Custom Unit**

Science  
Grade: N/A

**Click 3 dots**

**Click Publish**

**Actions**

- Duplicate
- Edit
- Publish**
- Delete

**Draft**

Intercultural Education

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

## From Unit Overview Page

Hi Educator

**Actions**

- Duplicate
- Edit
- Publish**
- Delete

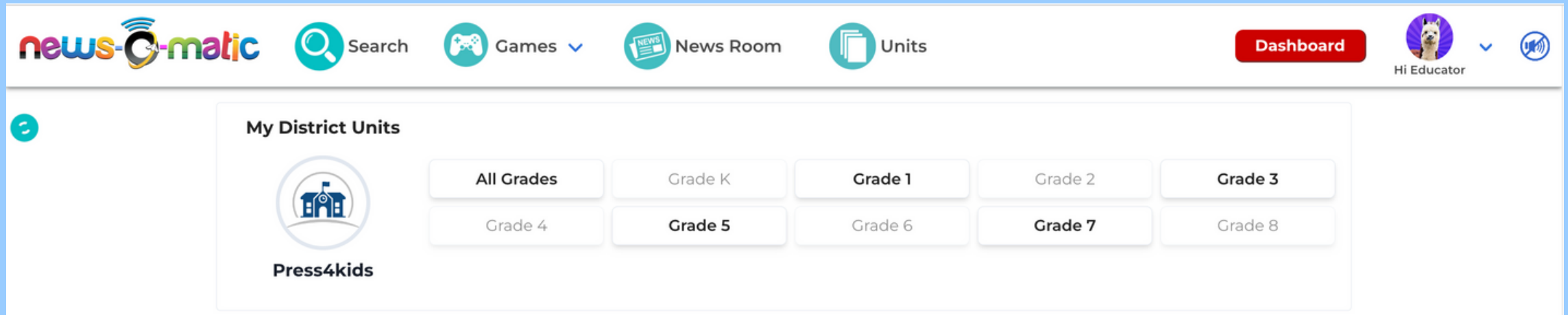
**Click Publish**

Share unit

Share to Google Classroom

Innermost Inner Core  
Inner Core  
Outer Core

# Viewing published custom units



The screenshot shows the top navigation bar of the news-matic website. The navigation items include: news-matic logo, Search, Games, News Room, Units, Dashboard, and a user profile for Hi Educator. Below the navigation bar, the 'My District Units' section is displayed for the district 'Press4kids'. This section contains a grid of buttons for selecting different grade levels: All Grades, Grade K, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, and Grade 8. The 'Grade 7' button is highlighted with a dark background.

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