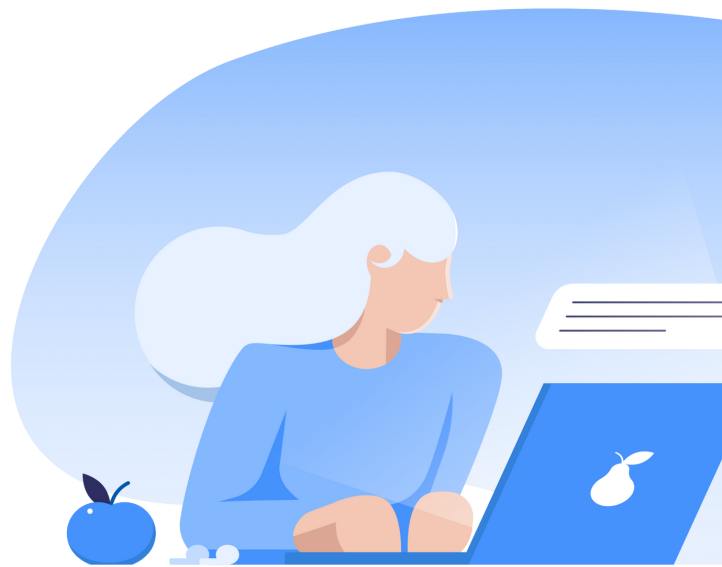


# Create meaningful substitute plans with Newsela

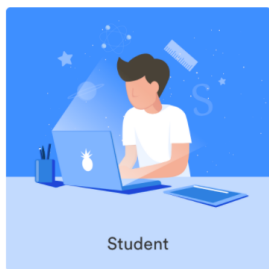
Creating a substitute plan can mean hours of prep time. Let Newsela help with planned and unplanned absences. Turn your substitute plans into student plans—empower your students. Be certain your students are engaging in meaningful content that is accessible to all and includes integrated assessments.



## 1 Be prepared

- ☐ Assign a student leader
- ☐ Complete the Newsela Certified Educator box on the [substitute guide](#)

Let's get started! What's your role?



## 2 Find content

### By Browsing

- ☐ Click the Browse button (it's conveniently located underneath the Newsela logo in the top left of your screen)
- ☐ Click a subject area, topic, or language

### By Search

- ☐ Click the Search button (it's conveniently located underneath the Newsela logo in the top left of your screen)
- ☐ Enter the relevant keyword or subject
- ☐ Filter your results by grade level

## 3 Assign/save content

- ☐ For a planned absence: Select the Class, add instructions, and adjust your students' reading level
- ☐ For an emergency paper sub packet: Click Print > Print the article and/or quiz
- ☐ For an emergency digital sub packet: Click Print > Download the article as a PDF
- ☐ Include our [substitute guide](#) in your plans

## Helpful tips

- ☐ Rely on student leaders in the class to help troubleshoot questions.
- ☐ Extend the assignment by allowing student choice and letting students pick an article to read.
- ☐ For more detailed instructions and video tutorials, visit our support site [here](#).

# Best Practices



## 1 Create successful sub plans with Newsela

- ☐ Review: This is a great opportunity to focus on reviewing concepts. Choose articles related to the skills/ concepts you would like to review. You can also create a text set with multiple articles.
- ☐ Student Choice: Create a plan to extend the lesson for students who may finish early. Allow student choice and give students the opportunity to choose an article they're excited to read.
- ☐ Differentiation: Newsela has videos, experiments, and articles. Provide students various opportunities to engage with the content. Creating a text set allows students to actively engage with the content in different forms.

## 2 Follow up with students when you return or while you're home

- ☐ If you assigned articles for students to complete, you can see student activity in the [Binder](#).
- ☐ [Click Assignments](#) at the top any Newsela page.
- ☐ Click an assignment to go to the Assignments Review Page. From here, you can review a summary of class activity for the assignment, high-level information on individual student performance, and which students need their work reviewed.
- ☐ To see activity in more detail, take the following steps:
  - Click an article to navigate to the article page, and find more class-wide information in the left hand menu.
  - Click a student's name to review their individual work on the assignment.
- ☐ You'll see student information related to the specific subject (or subjects) for which you have a subscription. This includes subject-specific quizzes, subject-specific write prompts, overall read time, and any annotations made.

## 3 Assign student helpers/add a co-teacher

- ☐ Empowering student leaders to troubleshoot any potential questions is a great way to involve students in their learning.
- ☐ [Adding a co-teacher](#) allows you and another teacher to assign articles and monitor students' activity. A co-teacher can:
  - View your assignments
  - See your shared students' annotations, write responses, and quiz scores
  - Create assignments to a shared group of students