Developing an Effective, Low-Cost Substitution Plan for Your Intensive English Program
Kansas State University English Language Program
Eun Hee Kim, Leena Chakrabarti and Ann Carter

### Objectives
- Develop a low-budget, curriculum-integrated substitution program
- Design a three-pronged substitution plan using resources already available
- Organize a substitution plan that allows administrators to concentrate on their management tasks, rather than serving as default substitution staff

### Topics
1. Policy for cancelling classes
2. TA and release-time teacher availability chart
3. Online component

### Procedures

#### Step 1. Policy for cancelling classes
- One cancellation per class every 6 weeks
- Applied only when there is no availability of TA or release-time teachers

#### Step 2. TA and release-time teacher availability chart

#### Assignment Listing
- Select the assignment to publish

#### Assignment Settings
- Set the available date, expiration date, grade posted date and key posted date

#### Scores
- Scores are collected from the roster and reported to the teacher

#### Group Listing
- Select the class and e-mail the link and password to access the assignment

### Assignment
- Students access online assignments from K-State homepage
- Linked to DAS 030, a special online class for ELP assignments and grades
- Access available for teachers when creating online assignments

### How to access
- Students access the assignment from the link e-mailed or DAS 030 using the password given

### How to create online assignments
- Access DAS 030 for instructor manual
- Go to Assessment/Assignments
- Select ONLINE to enter the Creating Assignments menu
- Name the assignment, give directions and choose options for the assignment
- Limit the number of submissions
- Designate who will receive access requests
- Set the submission grade period
- Set the number of questions per page
- Assign a password
- Create a link

### Benefits for Your Program
- Use resources already available with no need to build a costly substitution plan
- Reduce the risk that students are given no task when the teacher or a substitute is not available
- Manage both administration and substitution efficiently

### Question types
- Diversity question types appropriate for the level
- Multiple Choice Question
- True/False Question
- Multiple Choice Question
- Short Answer Question