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



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State Online

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- AS 030, a special online assignments and grades
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Assignment Listing

Select the assignment to publish

Assignment Settings

Set the available date, expiration date, grade posted date and key posted date

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View group Edit group settings

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138-2 Active

View group Edit group settings

Group Listing

Select the class and email the link and password to access the assignment

Step 3-2. Online component





Scores

Scores are collected from the roster and reported to the teacher

Scores											
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How to access

- Students access the assignment from the link e-mailed or DAS 030 using the password given
- Students submit the assignment before the expiration date
- Students self-check the answers when the key is posted

