

How to Report Learner DL Proxy Hour Data for Newsela

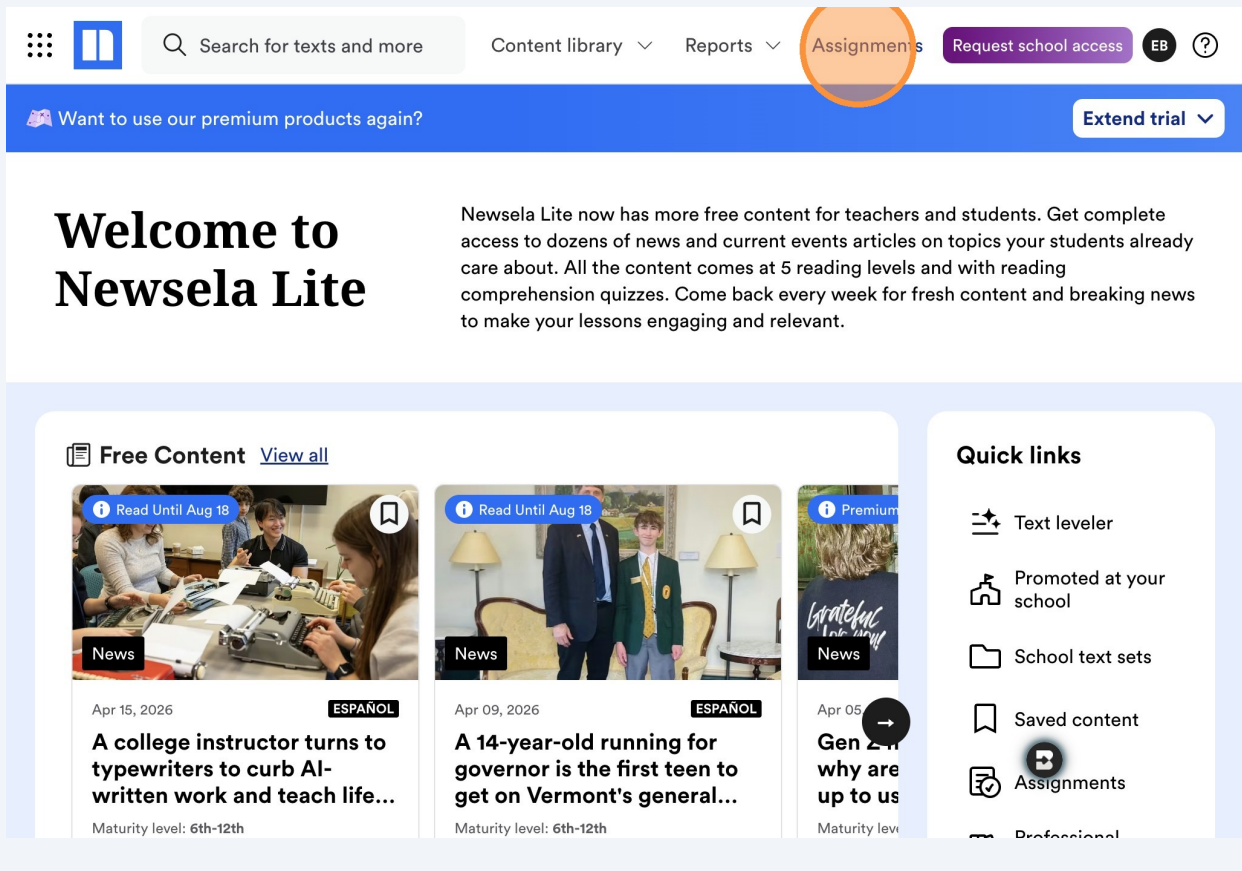
Follow these instructions for assignments that learners complete ONLINE.

If you print paper copies of assignments for learners, you should keep a separate record (e.g., a spreadsheet or checklist) of the assignments completed by each learner, the date completed, their quiz score, and whether or not they completed the writing prompt. Checks for Understanding are not available for printed assignments.

1 Sign in to your Newsela teacher account.

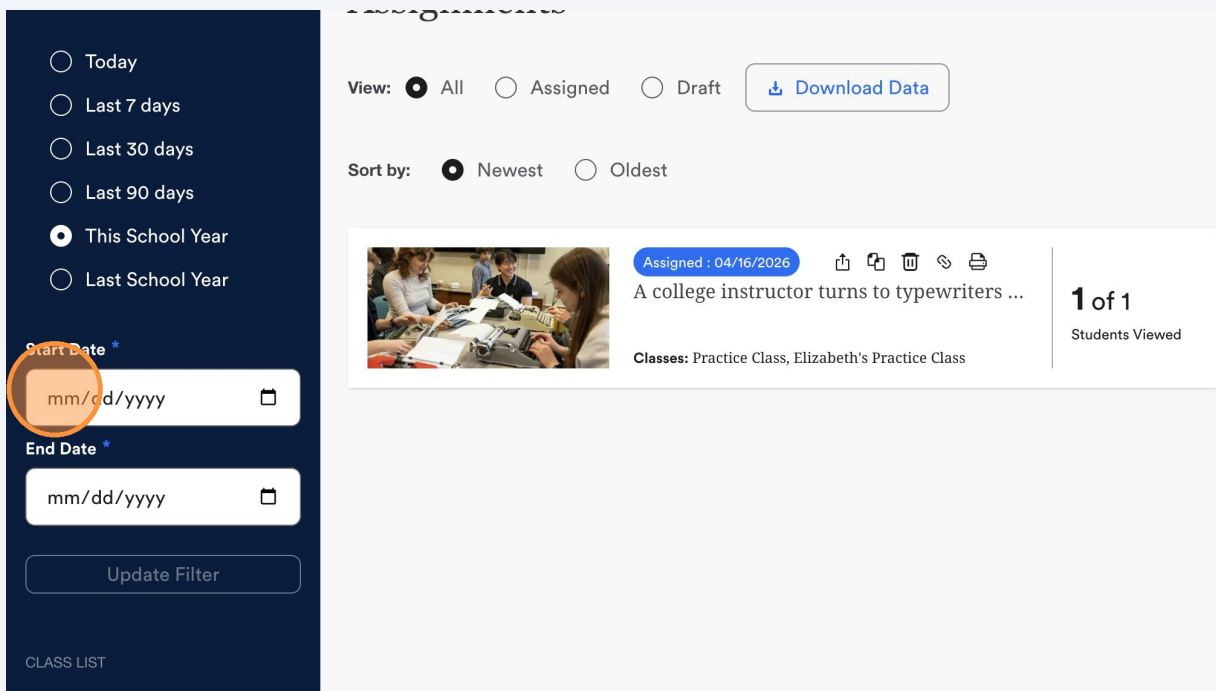
The screenshot shows the Newsela teacher dashboard. At the top, there is a navigation bar with a search bar, 'Content library', 'Reports', and 'Assignments' menus. A purple button for 'Request school access' and a user profile icon are also present. Below the navigation bar is a blue banner with the text 'Want to use our premium products again?' and an 'Extend trial' button. The main content area features a 'Welcome to Newsela Lite' message, followed by a paragraph of text: 'Newsela Lite now has more free content for teachers and students. Get complete access to dozens of news and current events articles on topics your students already care about. All the content comes at 5 reading levels and with reading comprehension quizzes. Come back every week for fresh content and breaking news to make your lessons engaging and relevant.' Below this, there is a 'Free Content' section with three article cards. The first card is titled 'A college instructor turns to typewriters to curb AI-written work and teach life...' and is in Spanish. The second card is titled 'A 14-year-old running for governor is the first teen to get on Vermont's general...' and is also in Spanish. The third card is titled 'Gen Z why are up to us' and is a premium article. To the right of the article cards is a 'Quick links' section with icons for 'Text leveler', 'Promoted at your school', 'School text sets', 'Saved content', 'Assignments', and 'Professional'.

2 Instead of using the Reports tab, click "Assignments."



The screenshot shows the Newsela Lite dashboard. At the top, there is a navigation bar with a search bar, 'Content library', 'Reports', and 'Assignments' (highlighted with an orange circle). To the right of 'Assignments' are buttons for 'Request school access', 'EB', and a help icon. Below the navigation bar is a blue banner with the text 'Want to use our premium products again?' and an 'Extend trial' button. The main content area features a 'Welcome to Newsela Lite' message and a paragraph about free content. Below this, there are three news article cards under the 'Free Content' section. The first card is titled 'A college instructor turns to typewriters to curb AI-written work and teach life...' and is in Spanish. The second card is titled 'A 14-year-old running for governor is the first teen to get on Vermont's general...' and is also in Spanish. The third card is partially visible, titled 'Gen Z why are up to us'. To the right of the news cards is a 'Quick links' sidebar with icons for 'Text leveler', 'Promoted at your school', 'School text sets', 'Saved content', 'Assignments', and 'Professional'.

3 Set the start and end dates for your report, then "Update Filter."



The screenshot shows the 'Assignments' filter interface. On the left, a dark blue dropdown menu is open, showing date range options: 'Today', 'Last 7 days', 'Last 30 days', 'Last 90 days', 'This School Year' (selected), and 'Last School Year'. Below these options are two date input fields: 'Start Date' and 'End Date', both with a calendar icon. The 'Start Date' field is highlighted with an orange circle and contains the placeholder text 'mm/dd/yyyy'. Below the date fields is an 'Update Filter' button. At the bottom of the dropdown menu, the text 'CLASS LIST' is visible. On the right, the main 'Assignments' view is shown. It includes a 'View:' section with radio buttons for 'All' (selected), 'Assigned', and 'Draft', and a 'Download Data' button. Below this is a 'Sort by:' section with radio buttons for 'Newest' (selected) and 'Oldest'. The main content area displays a news article card for 'A college instructor turns to typewriters to curb AI-written work and teach life...'. The card shows the article title, a thumbnail image, and the text 'Assigned: 04/16/2026'. To the right of the card, it indicates '1 of 1 Students Viewed'.

4

Click on an assignment title. If you have a "Lite" or other free/limited type of account, the "Download Data" button probably won't work. You must click into each assignment individually.

View: All Assigned Draft

[Download Data](#)

Sort by: Newest Oldest



Assigned : 04/16/2026



[A college instructor turns to typewriters to curb AI-written work](#)

1 of 1

Students Viewed

Classes: Practice Class, Elizabeth's Practice Class

5

If you assigned the writing prompt, click "Score Now."

Practice Class

Elizabeth's Practice Class



A college instructor turns to typewriters to curb AI-written work

0	No data	3	1	1
Content Views	Median Time on Article	Median Article Level	ELA Quiz	Write

Student Data

Student (1)	Article View Date	Time on Article	Article Level	ELA Quiz Score	ELA Write Score	Annotations	Graphic Organizers	Che Under
Bennett, Elizabeth	Today	No data	3	100%	Score Now	-	-	Vi

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If applicable, score each written response, add feedback, or return for revision. Click "Submit."

[View more](#)

Submitted 04/16/2026 at 12:23 PM

Score response or return for revision:

1 2 **3** 4 or

[Return for Revision](#)

[What do these mean?](#)

Add note for student (optional)

Start typing...

Cancel **Submit**

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Click "Exit review"



[Give feedback](#)

Exit review

A college instructor turns to typewriters to curb AI-written work and teach life lessons

Assigned 04/16/2026

Article

[Expand article](#)



[A college instructor turns to typewriters to curb AI-written work](#)

Activity *

ELA wri

Assignees *

Practice Class

Lexile Level *

58

Prompt

Choose a problem from the text. How is this problem resolved?

[View more](#)

8

Right-click or use your browser's menu to print or save this page. (A screenshot is also acceptable.) The learners' names, Quiz Score, Write Score, and Checks for Understanding columns must all be visible (if the writing prompts or checks for understanding were assigned). It may help to switch the page orientation to "Landscape" and/or adjust the scale so that all relevant columns are visible.

The screenshot shows a Newsela assignment page. On the left, a dark blue sidebar lists 'Assigned To: Practice Class' and 'Elizabeth's Practice Class'. The main content area features an article titled 'A college instructor turns to typewriters to curb AI-written work'. Below the article, a 'Student Data' table is displayed. An orange circle highlights the 'ELA Write Score' column for the student Elizabeth Bennett.

Student (1)	Article View Date	Time on Article	Article Level	ELA Quiz Score	ELA Write Score	Annotations	Graphic Organizers	Checks for Understanding
Bennett, Elizabeth	Today	No data	3	100%	3	-	-	Vi

Summary statistics for the article:

- Content Views: 0
- Median Time on Article: No data
- Median Article Level: 3
- ELA Quiz: 1
- ELA Write: 1

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Print or save the page as a PDF file (or as an image file if you took screenshot). It should look like the example on the next page. Include the date you saved the page in the file name (or write it on the paper if you're printing it).

Repeat steps 4-9 for EACH assignment in the date range.

10

Enter distance learning proxy hours for each learner in SID following these guidelines:

- One (1) proxy hour per completed article/reading and comprehension quiz with a score of 70% or higher.
- Two (2) proxy hours per completed article/reading and comprehension quiz with a score of 70% or higher AND Checks for Understanding OR ELA Write Prompt assigned. No minimum score is required on the writing prompt or the Checks for Understanding, but you must verify that the learner completed them.

Assigned : 04/16/2026

Share

Assignment Title

A college instructor turns to typewriters to curb AI-written work and teach life lessons

Lexile Level

Grade 3 501 - 620 L

All students will receive this assignment at the closest available reading level selected. Students can't unlock the level until they submit the quiz.

Instructions

Assignments with multimedia content cannot be viewed on the Newsela mobile app at this time.

Content Students

Content you assigned are listed below. Click the title to review

https://app.newsela.com/assignment/cmo1qhyypg0000qnore2trdm1/?classroom_id=2026483701&return_url=/binder/assignments/?classroom_id=all

4/16/26, 12:31 PM

Newsela | Assignments



A college instructor turns to typewriters to curb AI-written work

0	No data	3	1	1	No data	-
Content Views	Median Time on Article	Median Article Level	ELA Quiz	ELA Write Prompt	Annotations	Graphic Organizers

Student Data

Student (1)	Article View Date	Time on Article	Article Level	ELA Quiz Score	ELA Write Score	Annotations	Graphic Organizers	Checks for Understanding
Bennett, Elizabeth	Today	No data	3	100%	3	-	-	View CFU

All relevant columns are visible.

This learner would earn 2 distance learning proxy hours in SID for this assignment.