Newsela has created a writing prompt for each article which is designed to assess reading comprehension.

**Step 1. Assign an article**

1. Click **ARTICLES** on the Search and Navigation bar at the top.
2. Browse the Latest News articles or use the **NARROW YOUR CHOICES** options to view articles for a specific grade, reading standard, or language.
3. Click the article you want to assign.
4. Click **Assign** at the top left and select a class.
5. **Tip:** Type instructions for your students.
6. Click **Assign**.

**Step 2. Choose a prompt**

Newsela has created a prompt for each article.

**Tip:** If you're a Newsela educator, you can assign the default prompt as is, or you can create your own. The default prompt is automatically assigned to your students when you assign an article.
1. After assigning the article, click **Open Activities** in the top-right corner of the article.

2. Click **Write**

3. **Tip:** Click the **Edit** button to make changes to the prompt.

4. **Tip:** Under **Your Prompt**, edit the prompt and click **Save**.

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**Step 3. Show students how to respond to the prompt**

Once you have assigned an article, share the [Quick Start Guide for Write (Students)](https://example.com/quick-start-guide). Walk your students through the process of responding to an article so they know what to expect.

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**Step 4. Review student responses**

Your Binder shows when each student has submitted a response. Teachers can add a comment to a student's response, as well as assign a grade. As a teacher, you're also able to send a student's response back for revision.

1. Click **Binder** on the Search and Navigation bar at the top of the page.
2. Find the article you assigned that you'd like to review.
3. Click the blue arrow to expand student activity for the assignment. Students with responses ready to grade will show the "Grade Now" text in the row with their name.
4. Click a student's name to review their response.
5. You can decide to **score** the response now or send it back for revision.
6. Click a number icon to score the response.
7. Type a comment in the **Leave comments here** field and click **Post Reply**. If you choose not to leave a comment, just click **Post Reply**.
8. Students will see the score and comment in their Binder.