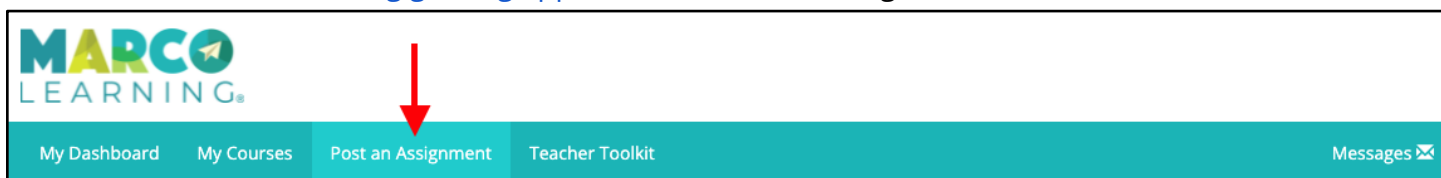


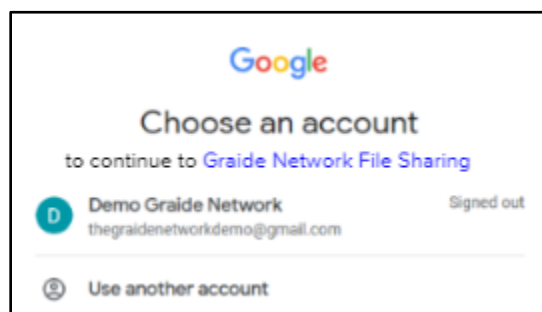
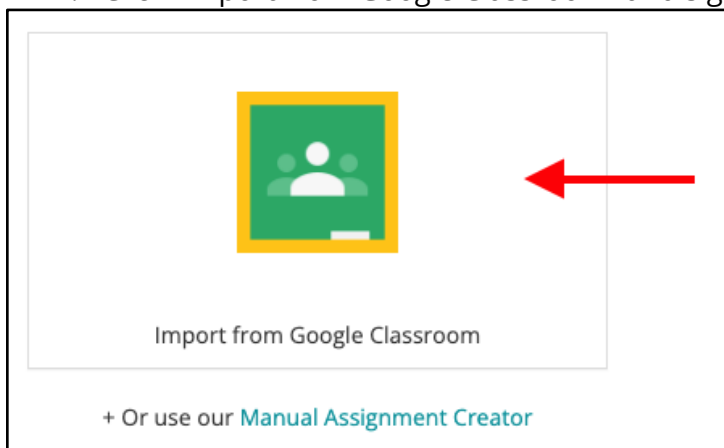
OPTION ONE: Import Assignments from Google Classroom

Note: Any late student work will automatically be added to the Google Drive folder and shared with your Grader.

1. In the [Marco Learning grading app](#), click the "Post an Assignment" tab



2. Click "Import from Google Classroom" and sign into your Google account if prompted



3. Select the assignment(s) that you would like to import and click "Grade Students"

Select the assignment(s) you would like to import from Google Classroom. Select multiple assignments **only if they will use the exact same prompt and rubric.**

Import	Name	Course Name	Students	Due Date
<input checked="" type="checkbox"/>	Rhetorical Analysis Essay	AP English Language and Composition	20/25	
<input type="checkbox"/>	Narrative Essay	7th Grade English	28/31	
<input type="checkbox"/>	Cell Assignment	Honors Biology	23/26	

Missing an assignment? We can only grade assignments if:

- They are assigned to a class you imported into the Graide Network
- The assignment is published in Google Classroom and is not a "Quiz" or "Question"

[Grade 20 Students](#)

4. Fill out all required information and click "Continue"

1 Context2 Supporting Documents

Please fill in your assignment's details. This ensures your Graider knows how best to grade your assignment.

Assignments *How many students do you expect to turn in the assignment?*

Rhetorical Analysis Essay / 25 Students Import

Type of Assignment

ADD-ON: In-line Comments *We only recommend this add-on for drafts.*

Would you also like students to receive in-line comments directly on their work? If so, Graiders will provide ~4 comments per page, in addition to the customary feedback report.

Average Length of Assignment page(s) per student

Anything Else? (optional) *If you have any specific requests for your assignment, please enter them here.*

Start At This is the date you'd like your Graiders to begin working. Student work must be uploaded to the platform by 5pm CT on this date.

Based on the size and start date of your assignment, grading and feedback will be complete by **Wednesday, March 16th at 5pm.**

5. Upload or select your supporting documents and click "Submit for Grading"

Or upload your own

Prompt

Would you like to choose an existing rubric and prompt for your assignment?
Click here to [choose from our library of rubrics and prompts.](#)

Exemplar (recommended) *Show Graders what you expect by uploading an exemplar or scored sample of student work. This will help them calibrate to your interpretation of the rubric.*

Other Supporting Documents (optional) *Upload any other resources that students used for this assignment.*

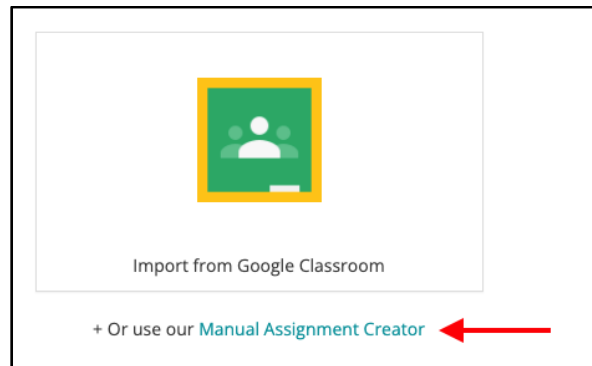
OPTION TWO: Post Assignments Manually

Note: Late student work can be manually uploaded via the grading app.

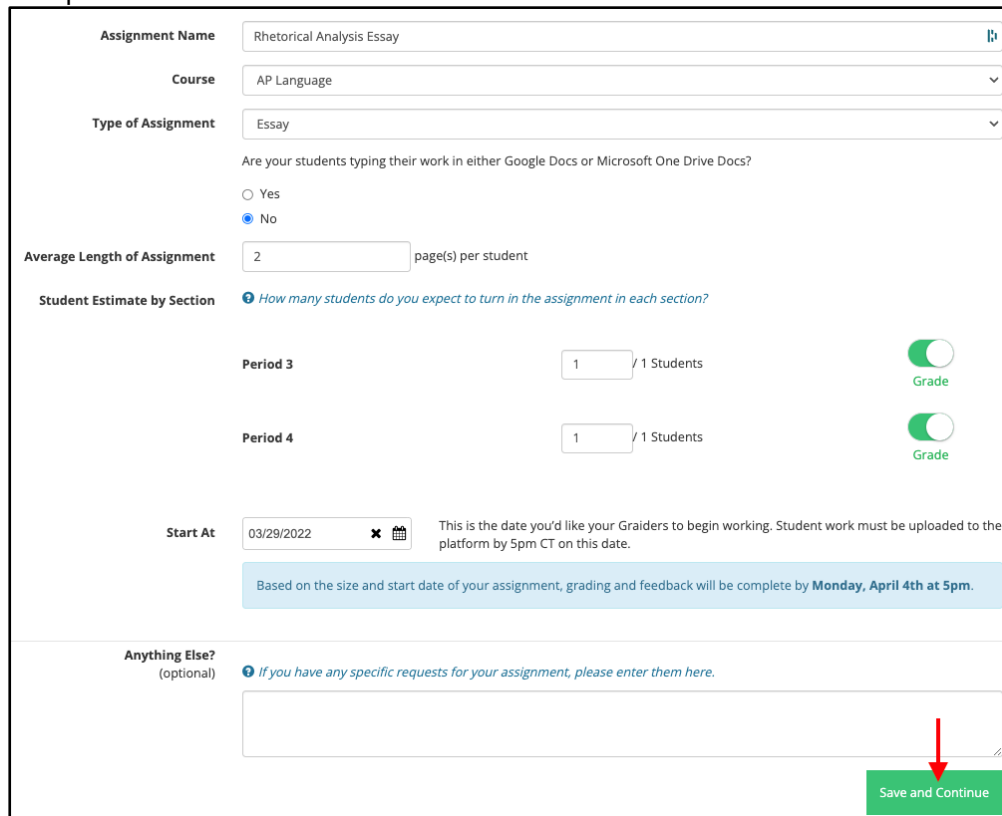
1. In the [Marco Learning grading app](#), click the "Post an Assignment" tab



2. Click "Manual Assignment Creator"



3. Fill out all required information and click "Save and Continue"

A screenshot of the assignment creation form. The form has a white background and a thin black border. It contains several sections: "Assignment Name" with a text input field containing "Rhetorical Analysis Essay"; "Course" with a dropdown menu showing "AP Language"; "Type of Assignment" with a dropdown menu showing "Essay"; a section for "Are your students typing their work in either Google Docs or Microsoft One Drive Docs?" with radio buttons for "Yes" and "No" (selected); "Average Length of Assignment" with a text input field containing "2" and the label "page(s) per student"; "Student Estimate by Section" with a question mark icon and the text "How many students do you expect to turn in the assignment in each section?"; two rows for "Period 3" and "Period 4", each with a text input field containing "1" and the label "/ 1 Students", and a green toggle switch labeled "Grade"; "Start At" with a date picker showing "03/29/2022" and a calendar icon, and a text input field containing "03/29/2022"; a blue box with the text "Based on the size and start date of your assignment, grading and feedback will be complete by Monday, April 4th at 5pm."; "Anything Else? (optional)" with a question mark icon and the text "If you have any specific requests for your assignment, please enter them here."; and a green "Save and Continue" button at the bottom right with a red arrow pointing to it.

4. Upload or select your supporting documents and click "Post Assignment"

Or upload your own

Upload Rubric Google Drive

Prompt

Upload Prompt Google Drive

Would you like to choose an existing rubric and prompt for your assignment?
Click here to [choose from our library of rubrics and prompts.](#)

Exemplar (recommended) **Show Graders what you expect by uploading an exemplar or scored sample of student work. This will help them calibrate to your interpretation of the rubric.**

Upload Exemplar Google Drive

Other Supporting Documents (optional) **Upload any other resources that students used for this assignment.**

Upload Other Files Google Drive

Save as Draft **Post Assignment**

5. Upload student work and click "Post Assignment"

- **Computer:** Bulk scan each class period or section of handwritten work as one PDF. Have multiple files? Zip them into a compressed folder. [See how to do it.](#)
- **Google Drive:** Select a folder of student work to be shared with your Grader. [See how to do it.](#)
- **OneDrive:** Paste a link to a publicly accessible folder of student work. [See how to do it.](#)

Do you have your student work available at this time?
If yes, please attach one file for each section. If not, you can save your progress and upload student work at a later date.

Tips for attaching student work
Computer: Bulk scan each class period or section of handwritten work as one PDF. Have multiple files? [Zip them into a compressed folder.](#)
Google Drive: Select a folder of student work to be shared with your Grader. [See how to do it.](#)
OneDrive: Paste a link to a publicly accessible folder of student work. [See how to do it.](#)

Student Work

Period 3	Computer	Google Drive	Microsoft OneDrive	<input checked="" type="checkbox"/> Grade
Period 4	Computer	Google Drive	Microsoft OneDrive	<input checked="" type="checkbox"/> Grade

Save as Draft **Post Assignment**