

# Instructions for Managing Student Submissions

## Account Admin

Account Admin have the following capabilities:

- [Match Student Work Files to Students](#)
- [Upload Additional Student Work](#)
- [Change Student Work File\(s\)](#)

## Match Student Work Files to Students

Go to the “In Progress” tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment.

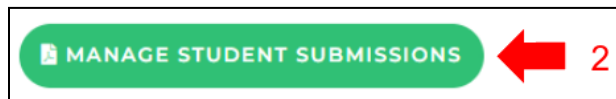
**In Progress Assignments**

Number of rows to display: 10

Search:  **GO**

| ID  | Name   | Educator      | Rubric          | Course                    | Return Date  |
|-----|--|---------------|-----------------|---------------------------|--------------|
| 151 | <u>World History Benchmark 1 - Historical Figure Prompt-Period 1</u> | Rebekah Scott | PODS HS History | World History (Fall 2023) | Sep 06, 2023 |

2. Click “Manage Student Submissions”



3. Locate the student’s uploaded submission and drag the file to the student’s name
4. Repeat Step 2 until all files are attached to the correct students
5. Click “Done”

| Student Name | Student ID | Student Work:      |
|--------------|------------|--------------------|
| Jaquan D.pdf |            | <b>SELECT FILE</b> |
| Suzy R.pdf   | 3000       | <b>SELECT FILE</b> |
| Maria S.pdf  | 2000       | <b>SELECT FILE</b> |

**5** **DONE**

## Upload Additional Student Work

Go to the “In Progress” tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment.

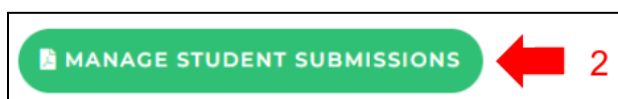
**In Progress Assignments**

Number of rows to display: 10 1

Search:  GO

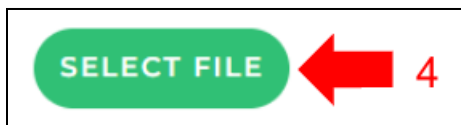
| ID  | Name   | Educator      | Rubric          | Course                    | Return Date  |
|-----|--|---------------|-----------------|---------------------------|--------------|
| 151 | <u>World History Benchmark 1 - Historical Figure Prompt-Period 1</u> | Rebekah Scott | PODS HS History | World History (Fall 2023) | Sep 06, 2023 |

2. Click “Manage Student Submissions”



3. Locate the student whose work you want to upload

4. Click “Select File”



5. Select the file to attach it to the student

6. Once all additional student work has been uploaded, click “Done”

| Student Name | Student ID |   |
|--------------|------------|---|
| Jaquan D.pdf |            | Student Work: <span>CHANGE FILE</span> <span>×</span> |
|              |            | <span>5</span> { Jaquan D.pdf(Just Uploaded)          |
| Suzy R.pdf   | 3000       | Student Work: <span>CHANGE FILE</span> <span>×</span> |
|              |            | <a href="#">Suzy R.pdf</a>                            |
| Maria S.pdf  | 2000       | Student Work: <span>CHANGE FILE</span> <span>×</span> |
|              |            | <a href="#">Maria S.pdf</a>                           |


6 → DONE


## Change Student Work File(s)

Go to the “In Progress” tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment.



**In Progress Assignments**

Number of rows to display: 10  1





Search:  

| ID  | Name   | Educator      | Rubric          | Course                    | Return Date  |
|-----|--|---------------|-----------------|---------------------------|--------------|
| 151 | <u>World History Benchmark 1 - Historical Figure Prompt-Period 1</u> | Rebekah Scott | PODS HS History | World History (Fall 2023) | Sep 06, 2023 |







2. Click “Manage Student Submissions”

  2

3. Locate the student work file(s) that you would like to change
4. Click “Change File,” or click the red “X” next to the file

  4  

5. Once all student work files have been updated, click “Done”

| Student Name | Student ID |   |
|--------------|------------|---|
| Jaquan D.pdf |            | Student Work:   |
|              |            | Jaquan D.pdf(Just Uploaded)   |
| Suzy R.pdf   | 3000       | Student Work:   |
|              |            | <a href="#">Suzy R.pdf</a>  |
| Maria S.pdf  | 2000       | Student Work:   |
|              |            | <a href="#">Maria S.pdf</a>   |

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