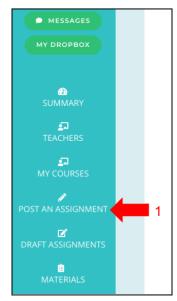
## Instructions for Posting an Assignment Google Classroom



1. Click "Post an Assignment"



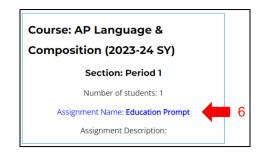
- 4. Select the required information
- 5. "Click "Import Assignment"



- Select "New Materials" or choose a material from the list
   Click "man and for a CC" (Combined on the CC")
- 3. Click "Import from GC" (Google Classroom)

	8
Materials	
New Materials	•
Rhetorical Essay Original Rubric Prompt Exemplar	2
Literary Analysis Essay Original Rubric Prompt	•
Synthesis Essay Prompt	
IMPORT FROM GC	MATERIALS

6. Click on the Google Classroom assignment that you would like to import



- 7. Enter the required information
- 8. Click "Save Draft and Continue"

	2     3 Context Supporting Documents Studient Work
Assignment Name+:	Education Prompt
Average Length of Assignment*:	1 double-spaced page(s) per student
Additional Info:	
	<b>7</b>
Start date+:	mm/dd/yyyy 🗖 🗙
	This is the date you'd like your Graders to begin working. Student work must be uploaded to the platform by 6pm ET on this date.
Course+:	AP Language & Composition (2023-24-57)
2	Period 1 1 /1
	SAVE DRAFT AND EXIT SAVE DRAFT AND CONTINUE

- 9. Upload assignment materials (if not using a material from the list)
- 10. Click "Save Draft and Continue"

9 Upload assignment materials				
Rubric Choose a rubric:   Choose a rubric:		Prompt Upload a prompt:	SELECT FILE	
Upload Rubric: SELECT FILE		Upload a file from drive:	SELECT FILE	
Upload a file from drive: SELECT FILE		Exemplar Upload an exemplar(optional):	SELECT FILE	
		Upload a file from drive:	SELECT FILE	
Upload other documents (optional):	Drag and drop other documents you want to share			
			10	
	SELECT FROM DRIVE		↓ I	
			SAVE DRAFT AND EXIT SAVE DRAFT AND CONTINUE	

- 11. Student submissions will automatically populate
- 12. Click "Post Now" or Post Later"

	1 2 Context Supporting Docum	ents Student Work	
	Drag and drop your file here or:	Education Essay.pdf 🛛	
AP Language & Composition (2023-24 SY) - Period 1:			POST SECTION NOW
	SELECT FILES		12
			POST LATER POST NOW

\*<u>Note</u>: If you click "Post Now," the assignment will immediately be added to the assignment list on your dashboard and sent to our Grading Team; if you click "Post Later," the assignment will be added to the "Draft Assignments" tab, and you can post the assignment from there at a later time.

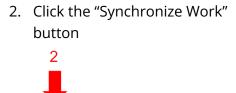
\*<u>Note</u>: By choosing "Post Later," you can synchronize additional student work from Google Classroom with Marco Learning once it has been submitted by the students. However, if you choose to "Post Now," without all of the student work submitted, you will need to add the student work manually.

## Post Later and Synchronizing Student Work Feature

To post a draft assignment after all of the student work has been uploaded, complete the following steps:

1. Click "Draft Assignments"





- 3. All of the submitted student work will be uploaded
- 4. Click "Post Now"

	Context Supporting	Documents Student Work
AP English Language and	Drag and drop your file here or:	AP Essay, bdf S Synthesis Essay, docx S Jody Selsberg - Synthesis Essay, pdf S
Composition (Demo) - Period 5:		POST SECTION NOW
	SELECT FILES	4
POST LATER POST NOW		

## **Uploading Additional Student Work**

To upload additional student work after posting an assignment, complete the following steps:

2

1. Click "My Dashboard"



2. Locate the assignment and click "Manage Student Submissions"

MANAGE STUDENT SUBMISSIONS

3. Locate the student and click "Select File"



- 4. Upload the student work file from your computer
- 5. Repeat steps 3-4 for all additional work (if applicable)
- 6. Click "Done"

