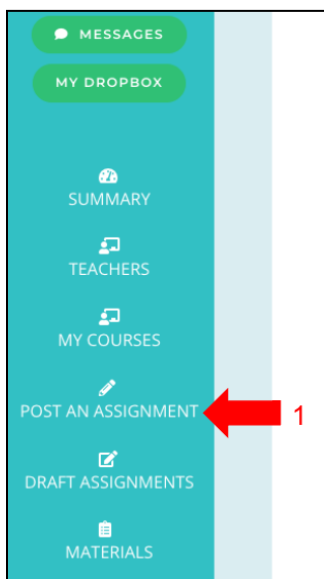


Instructions for Posting an Assignment

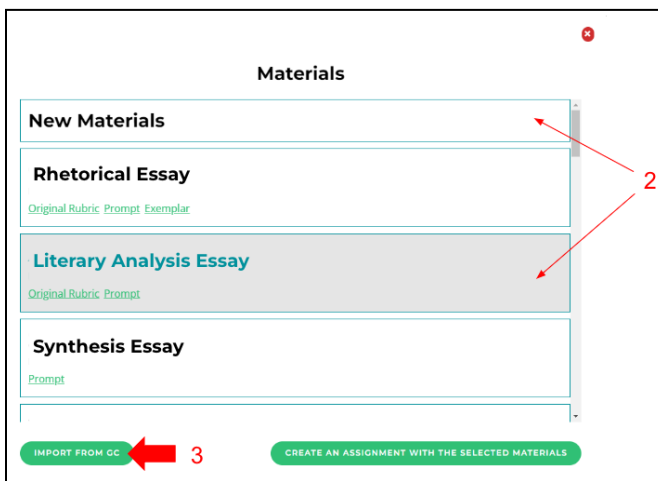
Google Classroom

1. Click "Post an Assignment"



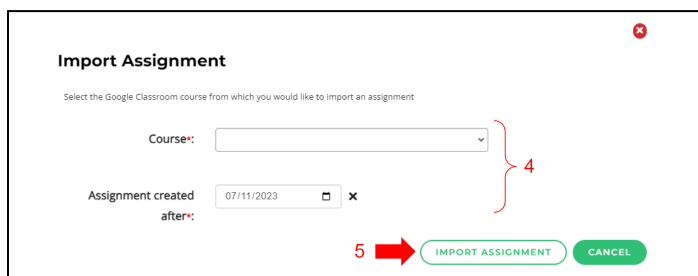
2. Select "New Materials" or choose a material from the list

3. Click "Import from GC" (Google Classroom)

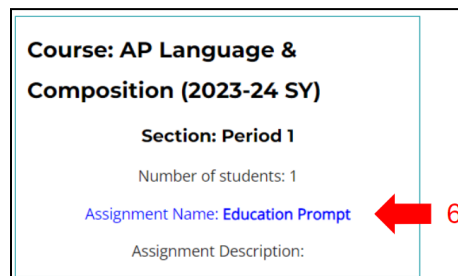


4. Select the required information

5. "Click "Import Assignment"

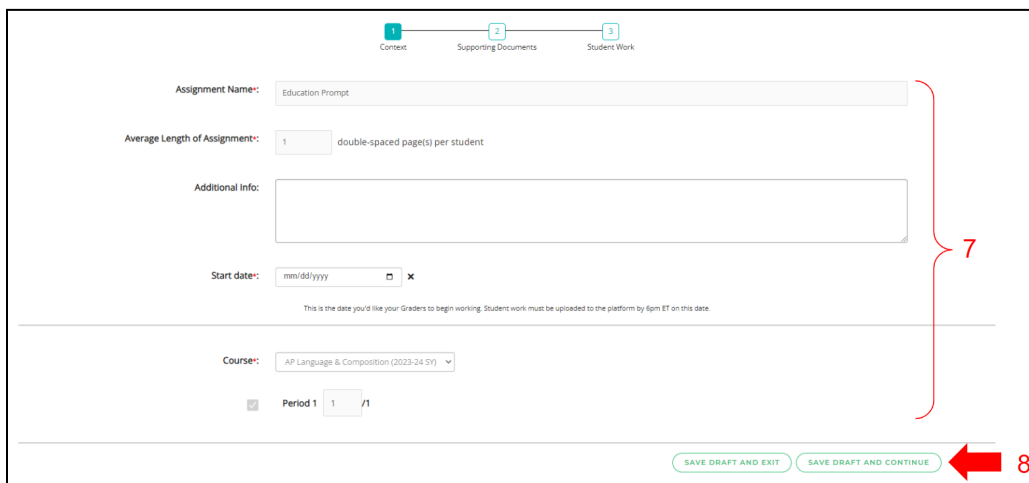


6. Click on the Google Classroom assignment that you would like to import



7. Enter the required information

8. Click "Save Draft and Continue"



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

1 Context 2 Supporting Documents 3 Student Work

9 Upload assignment materials

Rubric
Choose a rubric: [Upload your own](#)
Upload Rubric: [SELECT FILE](#)
Upload a file from drive: [SELECT FILE](#)

Prompt
Upload a prompt: [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
[SELECT FILES](#)
[SELECT FROM DRIVE](#)

[SAVE DRAFT AND EXIT](#) [SAVE DRAFT AND CONTINUE](#)

10

11. Student submissions will automatically populate
12. Click “Post Now” or Post Later”

1 Context 2 Supporting Documents 3 Student Work

AP Language & Composition
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Drag and drop your file here or:
[SELECT FILES](#)
[SELECT FROM DRIVE](#)

11 Education Essay.pdf

[POST SECTION NOW](#)

[POST LATER](#) [POST NOW](#)

12

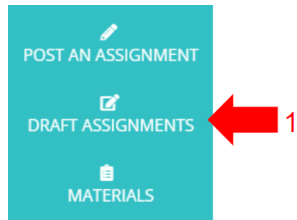
***Note:** If you click “Post Now,” the assignment will immediately be added to the assignment list on your dashboard and sent to our Grading Team; if you click “Post Later,” the assignment will be added to the “Draft Assignments” tab, and you can post the assignment from there at a later time.

***Note:** 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:

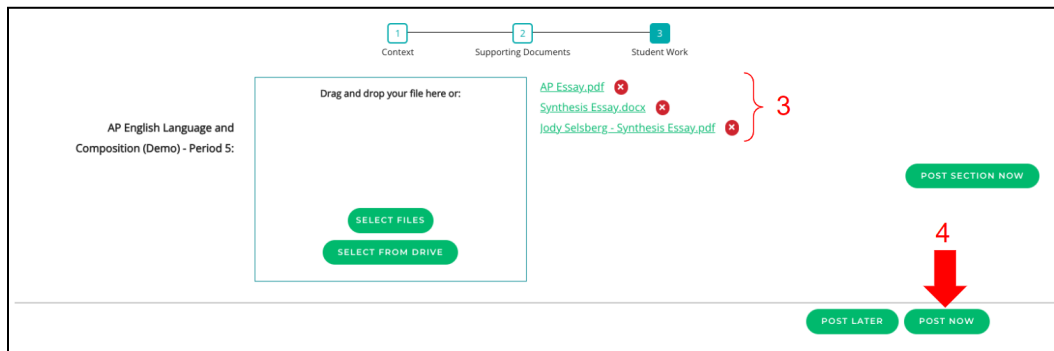
1. Click "Draft Assignments"



2. Click the "Synchronize Work" button



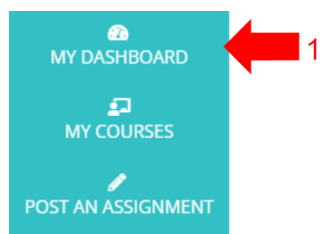
3. All of the submitted student work will be uploaded
4. Click "Post Now"



Uploading Additional Student Work

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

1. Click "My Dashboard"



2. Locate the assignment and click "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"

