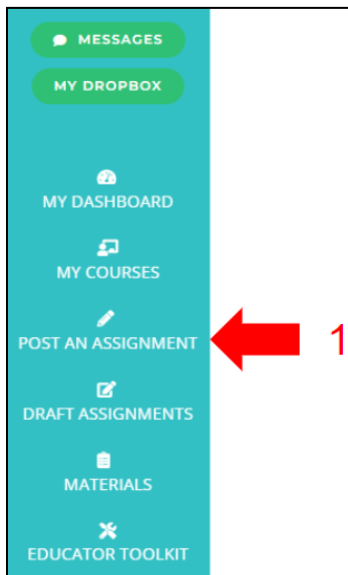# Instructions for Posting an Assignment
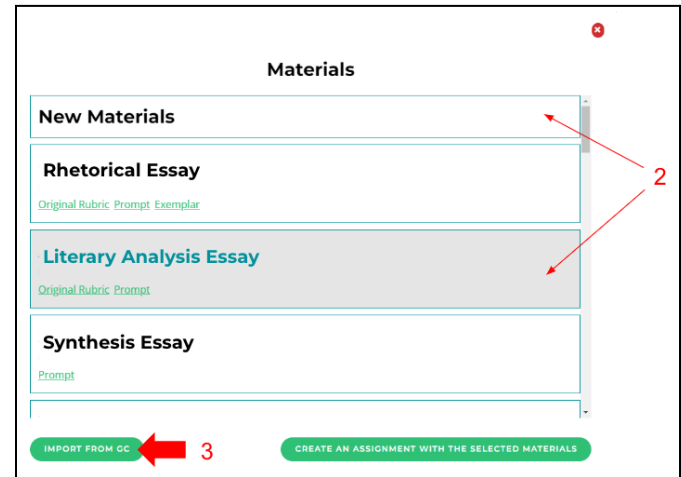## Google Classroom
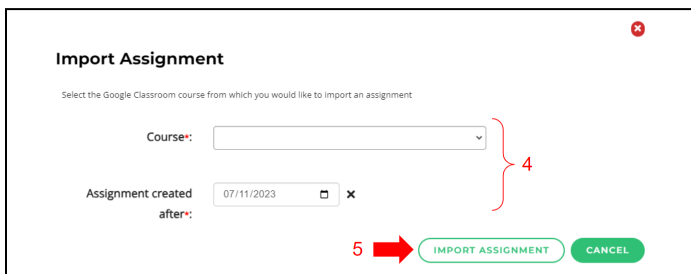
MARCO LEARNING

1. Click "Post an Assignment"

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

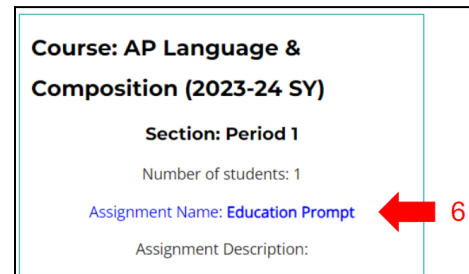3. Click "Import from GC" (Google Classroom)

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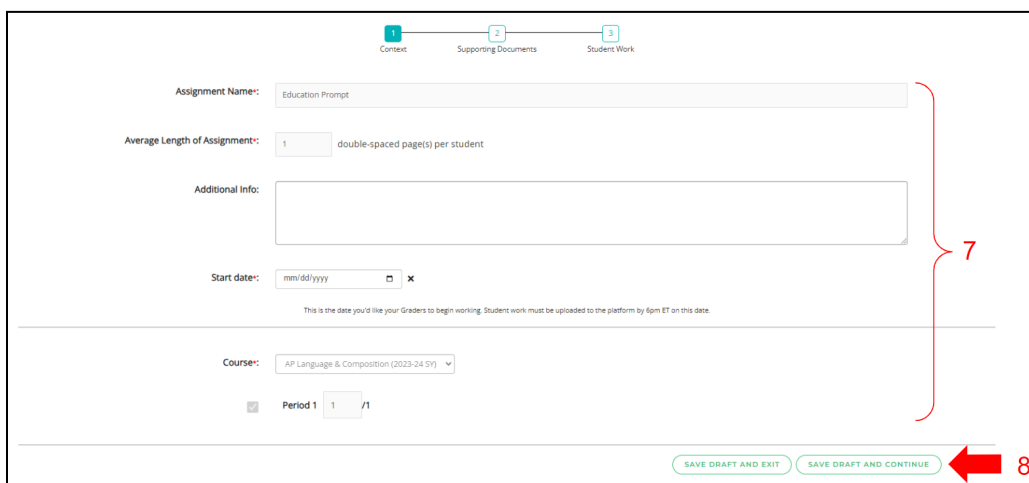5. "Click "Import Assignment"

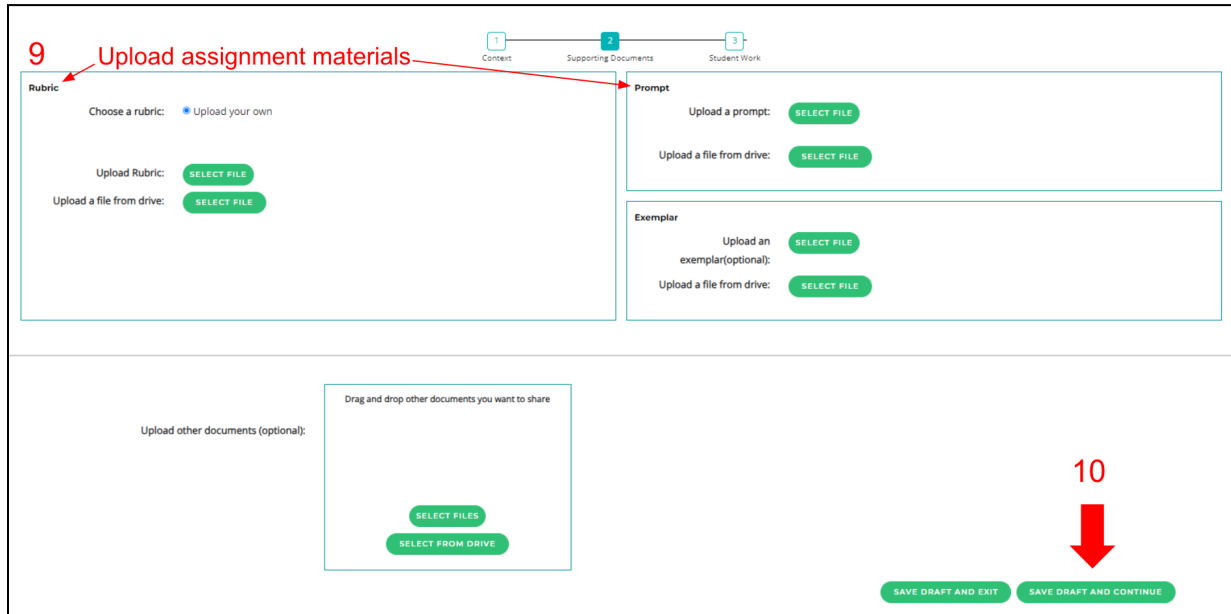6. Click on the Google Classroom assignment that you would like to import

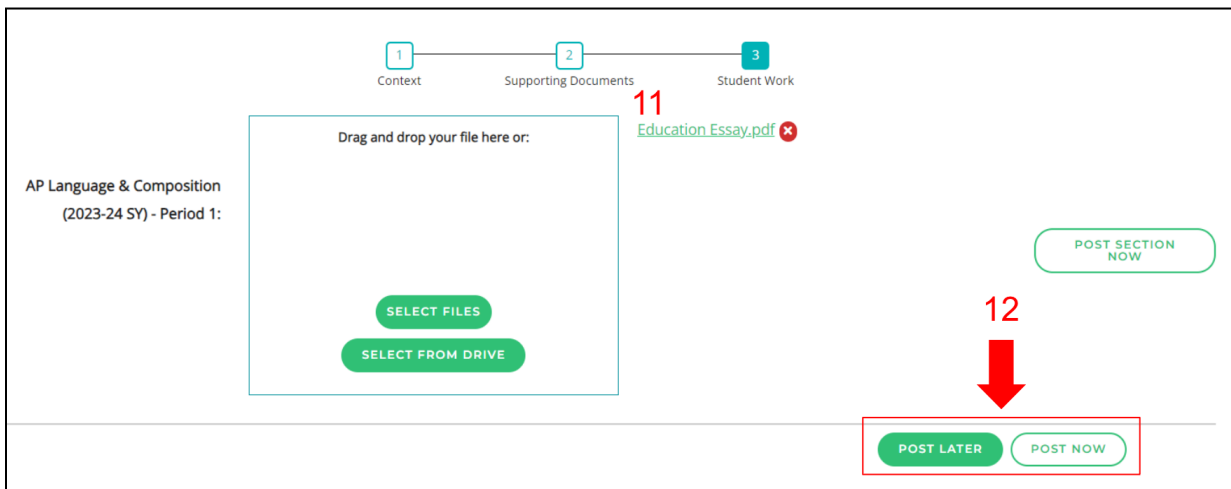7. Enter the required information
8. Click "Save Draft and Continue"

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

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

*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 an post the assignment from there at a later time.