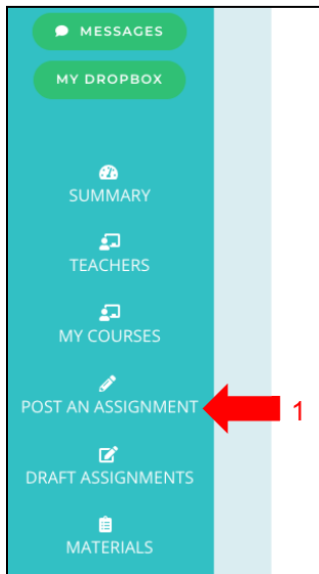


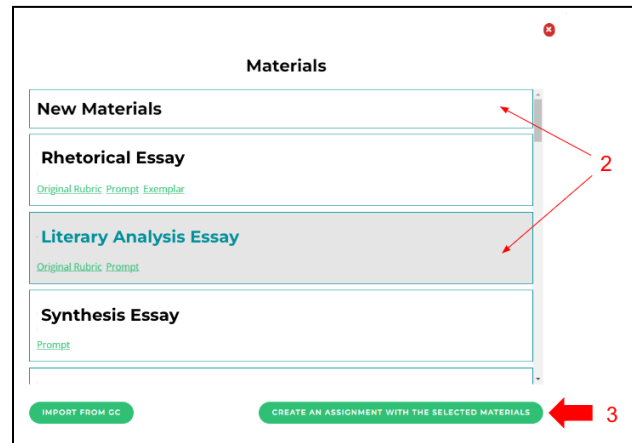
Instructions for Posting an Assignment Manually

1. Click "Post an Assignment"



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

3. Click "Create an Assignment with the Selected Materials"



4. Enter the required information

5. Select your course from the pull down menu; to add more than one course, click "Add Course"

6. Click "Save Draft and Continue"

A screenshot of the assignment creation form. At the top, there is a progress bar with three steps: '1 Context', '2 Supporting Documents', and '3 Student Work'. The form contains several fields: 'Assignment Name*' (a text input field), 'Average Length of Assignment*' (a text input field with 'double-spaced page(s) per student' as a placeholder), 'Additional Info:' (a large text area), and 'Start date*' (a date picker with a calendar icon and a close 'x' button). A red bracket on the left side of the form groups the 'Assignment Name*', 'Average Length of Assignment*', and 'Additional Info:' fields, with a red number '4' next to it. Below these fields is a horizontal line. Under the line is a 'Course*' dropdown menu. A red arrow points to this dropdown, marked with a red number '5'. To the left of the dropdown is a green button labeled 'ADD COURSE'. Below the dropdown is a red text label: 'Click "Add Course" (if applicable)'. At the bottom of the form are two green buttons: 'SAVE DRAFT AND EXIT' and 'SAVE DRAFT AND CONTINUE'. A red arrow points to the 'SAVE DRAFT AND CONTINUE' button, marked with a red number '6'.

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

The screenshot shows a three-step process: 1. Context, 2. Supporting Documents, and 3. Student Work. Step 7, 'Upload assignment materials', is highlighted with a red arrow pointing to the 'Rubric' section. This section includes options to 'Choose a rubric' (with radio buttons for 'Upload your own', 'Copy of AP Lang Argument Rubric Q3', and 'ap tester') and buttons for 'Upload Rubric' and 'Upload a file from drive'. The 'Prompt' section has buttons for 'Upload a prompt' and 'Upload a file from drive'. The 'Exemplar' section has buttons for 'Upload an exemplar(optional)' and 'Upload a file from drive'. Below these sections is a box for 'Upload other documents (optional)' with 'SELECT FILES' and 'SELECT FROM DRIVE' buttons. At the bottom right, a red arrow labeled '8' points to the 'SAVE DRAFT AND CONTINUE' button, with 'SAVE DRAFT AND EXIT' next to it.

9. Upload student work (for each section)

The screenshot shows a box with the text 'Drag and drop your file here or:'. At the bottom, there is a green button labeled 'SELECT FILES'. A red arrow labeled '9' points to this button.

10. When all student work is uploaded, Click "Post Now" or "Post Later"

The screenshot shows two green buttons: 'POST LATER' and 'POST NOW'. A red arrow labeled '10' points down to these buttons, which are enclosed in a red rectangular box.

***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.