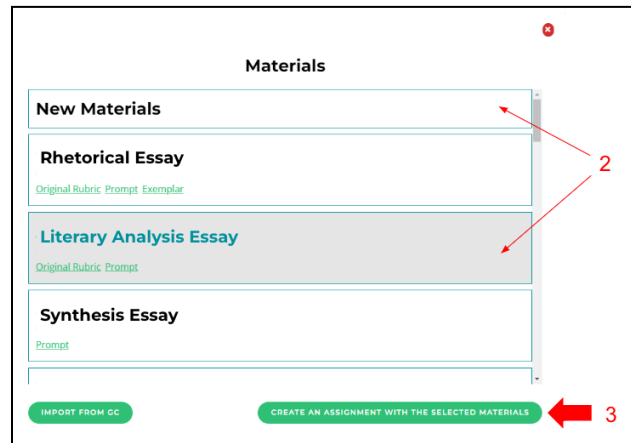


Instructions for Posting an Assignment Manually

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 form for creating an assignment. At the top, there are three numbered steps: 1. Context, 2. Supporting Documents, and 3. Student Work. The form fields are: 'Assignment Name:' (text input), 'Average Length of Assignment:' (input with 'double-spaced page(s) per student' text), 'Additional Info:' (text area), and 'Start date:' (calendar icon and 'x' icon). Below the start date is a note: '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.' At the bottom, there is a 'Course:' dropdown menu (with an arrow pointing to it and the number 5), an 'ADD COURSE' button (with an arrow pointing to it), and two buttons: 'SAVE DRAFT AND EXIT' and 'SAVE DRAFT AND CONTINUE' (with a red arrow pointing to it and the number 6). A large red bracket on the left side of the form groups the 'Assignment Name', 'Average Length of Assignment', and 'Additional Info' fields, with the number 4 next to it.

Click "Add Course" (if applicable)

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

The screenshot shows a multi-step process for creating an assignment. At the top, three tabs are visible: 'Context' (1), 'Supporting Documents' (2), and 'Student Work' (3). 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, two buttons are shown: 'SAVE DRAFT AND EXIT' and 'SAVE DRAFT AND CONTINUE'. A red arrow labeled '8' points to the 'SAVE DRAFT AND CONTINUE' button.

9. Upload student work (for each section)

The screenshot shows a large box with the text 'Drag and drop your file here or:'. At the bottom of the box 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.