Educators have the following capabilities:

- **Match Student Work Files to Students**
- **Match One File to Multiple Students**
- **Upload Additional Student Work**
- **Change Student Work File(s)**

Match Student Work Files to Students

Go to "My Dashboard" and complete the following steps:

1. Locate the assignment for which you want to manage student work and click the "Manage Student Submissions" button

2. Locate the student's uploaded submission and drag the file to the student's name
3. Repeat Step 2 until all files are attached to the correct students
4. Click "Done"

Match One File to Multiple Students

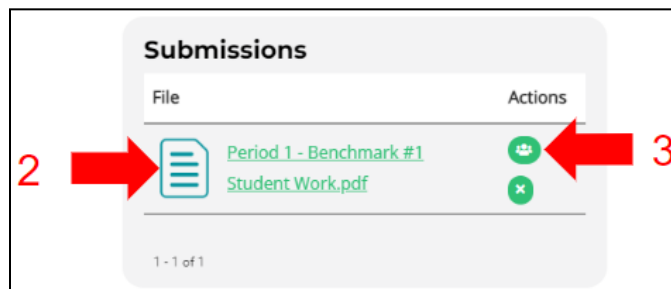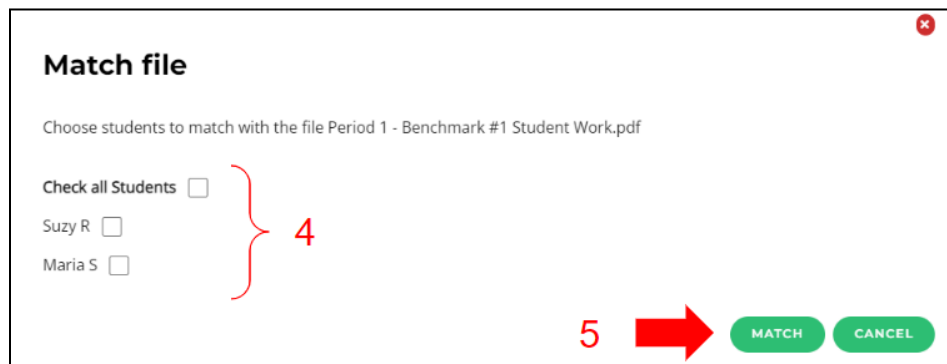Go to "My Dashboard" and complete the following steps:

1. Locate the assignment for which you want to manage student work and click the "Manage Student Submissions" button

2. Locate the file with multiple pieces of student work

   Note: Typically a file has multiple pieces of student work when the assignment was a group project or it was handwritten and scanned to be uploaded into the Marco Learning platform.
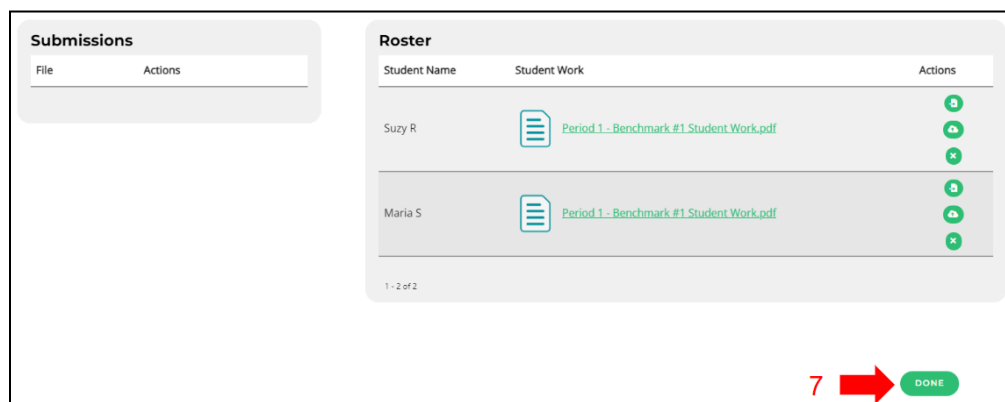
3. Click the "Match to Multiple Students" button

4. Select the applicable students or the "Check all Students" option
5. Click "Match"

6. Repeat steps 2-5 until all student work is matched (if applicable)
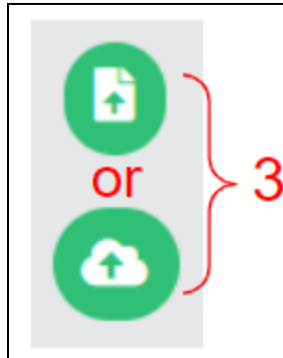7. Click "Done"

Upload Additional Student Work

Go to "My Dashboard" and complete the following steps:

1. Locate the assignment for which you want to manage student work and click the "Manage Student Submissions" button


2. Locate the student whose work you want to upload
3. Click the "Upload File" button or the "Upload from Google Drive" button

4. Locate and select the file to attach it to the student
5. Once all additional student work has been uploaded, click "Done"
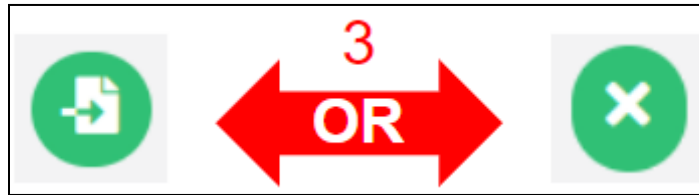
Change Student Work File(s)

Go to "My Dashboard" and complete the following steps:

1. Locate the assignment for which you want to manage student work and click the "Manage Student Submissions" button

2. Locate the student work file(s) that you would like to change
3. Click the "Change File" button or the "Remove File" button

4. Once all student work files have been updated, click "Done"