

Account Admin 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 the “In Progress” tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment.

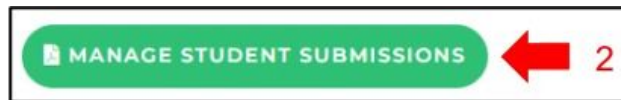
In Progress Assignments

Number of rows to display: 10 Search:

ID	Name	Educator	Rubric	Course	Return Date
22479	English 9 - Argumentative Essay (Fall 20...	Steve Hill	PODS HS Argumentative	English 9 - Steve Hill - SY 2024-25	Aug 04, 2024

1 - 1 of 1

2. Click “Manage Student Submissions”



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

Drag and drop file(s) from the Submissions area to assign to student(s) in the Roster area.
You can also perform specific actions for each file and student from the Actions column.

Submissions

File	Actions
Maria S.pdf	<input type="button" value="🔍"/> <input type="button" value="✕"/>
Suzy R.pdf	<input type="button" value="🔍"/> <input type="button" value="✕"/>

1 - 2 of 2

Roster

Student Name	Student Work	Actions
Maria S.		<input type="button" value="🔍"/> <input type="button" value="✕"/>
Suzy R.		<input type="button" value="🔍"/> <input type="button" value="✕"/>

1 - 2 of 2

5

Match One File to Multiple Students

Go to the "In Progress" tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment

In Progress Assignments

Number of rows to display: 10 Search: GO

ID	Name	Educator	Rubric	Course	Return Date
22479	English 9 - Argumentative Essay (Fall 20...	Steve Hill	PODS HS Argumentative	English 9 - Steve Hill - SY 2024-25	Aug 04, 2024

1 - 1 of 1

2. Click on "Manage student Submissions"

MANAGE STUDENT SUBMISSIONS

3. 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.*

4. Click the "Upload File" button or the "Upload from Google Drive" button

Submissions

File	Actions
Period 1 - Benchmark #1 Student Work.pdf	

1 - 1 of 1

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

Match file

Choose students to match with the file Period 1 - Benchmark #1 Student Work.pdf

Check all Students

Suzy R

Maria S

MATCH CANCEL

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

Submissions

File	Actions
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Roster

Student Name	Student Work	Actions
Suzy R	Period 1 - Benchmark #1 Student Work.pdf	
Maria S	Period 1 - Benchmark #1 Student Work.pdf	

1 - 2 of 2

DONE

Upload Additional Student Work

Go to the "In Progress" tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment

In Progress Assignments

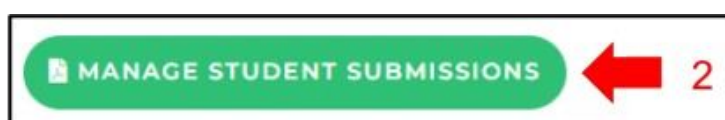
Number of rows to display: 10

Search: **GO**

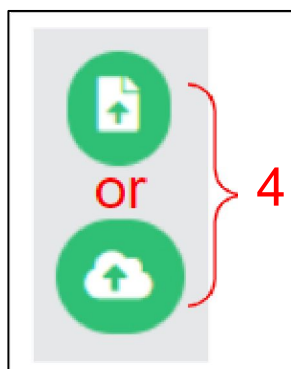
ID	Name	Educator	Rubric	Course	Return Date
22479	English 9 - Argumentative Essay (Fall 20...	Steve Hill	PODS HS Argumentative	English 9 - Steve Hill - SY 2024-25	Aug 04, 2024

1 - 1 of 1

2. Click on "Manage student Submissions"



3. Locate the file with multiple pieces of student work
4. Click the "Upload File" button or the "Upload from Google Drive" button



5. Locate and select the file to attach it to the student
6. Once all additional student work has been uploaded, click "Done"

Drag and drop file(s) from the Submissions area to assign to student(s) in the Roster area.
You can also perform specific actions for each file and student from the Actions column.

Submissions

File	Actions
Maria S.pdf	

1 - 1 of 1

Roster

Student Name	Student Work	Actions
Suzy R.pdf	Suzy R.pdf	
Maria S.pdf		

1 - 2 of 2



Change Student Work File(s)

Go to the "In Progress" tab and complete the following steps:

1. Locate the assignment for which you want to manage student work and click on the title of the assignment.

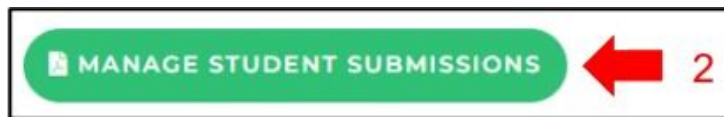
In Progress Assignments

Number of rows to display: 10 Search: GO

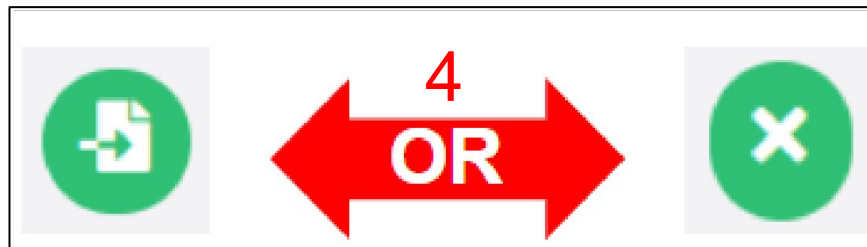
ID	Name	Educator	Rubric	Course	Return Date
22479	English 9 - Argumentative Essay (Fall 20...	Steve Hill	PODS HS Argumentative	English 9 - Steve Hill - SY 2024-25	Aug 04, 2024

1 - 1 of 1

2. Click "Manage Student Submissions"



3. Locate the student work file(s) that you would like to change
4. Click "Change File," or click the red "X" next to the file



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

Roster

Student Name	Student Work	Actions
Suzy R	Suzy R.pdf	
Maria S	Period 1 - Benchmark #1 Student Work.pdf	

1 - 2 of 2

5 → DONE