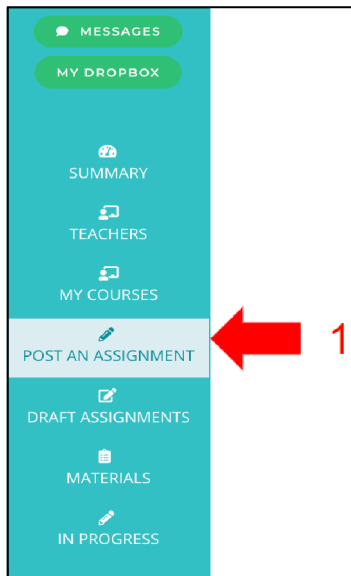


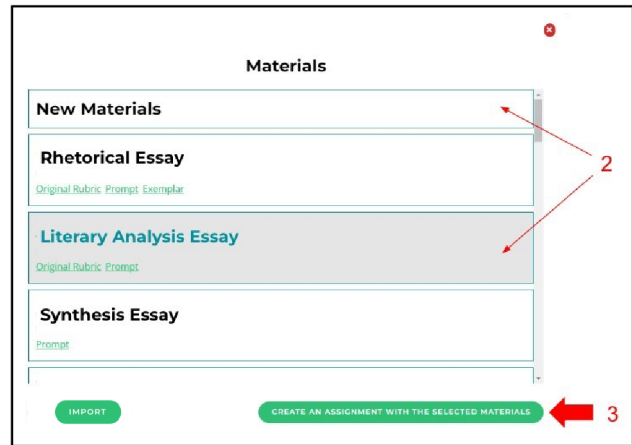
Instructions for Posting an Assignment Manually

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 "Continue"

A form for creating an assignment. At the top, there is a progress indicator with three steps: 1. Context, 2. Supporting Documents, and 3. Student Work. The form fields are: 'Assignment Name:' (text input), 'Average Length of Assignment:' (text input with 'double-spaced page(s) per student' to its right), 'Additional Info:' (text area), and 'Start date:' (date picker with 'mm/dd/yyyy' and a calendar icon). Below these fields 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.' Below the form is a 'Course:' dropdown menu. At the bottom left, there is an 'ADD COURSE' button. At the bottom right, there are two buttons: 'SAVE DRAFT AND EXIT' and 'CONTINUE' (with a red arrow and the number 6 pointing to it). A red arrow and the number 5 point to the 'Course:' dropdown. A red bracket and the number 4 encompass the 'Assignment Name', 'Average Length of Assignment', and 'Additional Info' fields. A red arrow and the number 4 also point to the 'ADD COURSE' button. Below the 'ADD COURSE' button, the text 'Click "Add Course" (if applicable)' is written.

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

The screenshot shows a multi-step process for creating an assignment. At the top, there are three tabs: 'Context', 'Supporting Documents', and '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, there are two buttons: 'SAVE DRAFT AND EXIT' and 'CONTINUE'. A red arrow labeled '8' points to the '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 left, 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 "Save as Draft" or "Post Assignment"

The screenshot shows two green buttons: 'SAVE AS DRAFT' and 'POST ASSIGNMENT'. A red arrow labeled '10' points down to these buttons.

*Note: If you click "Post Assignment," the assignment will immediately be added to the assignment list on your dashboard and sent to our Grading Team; if you click "Save as Draft," the assignment will be added to the "Draft Assignments" tab, and you can post the assignment from there at a later time.