

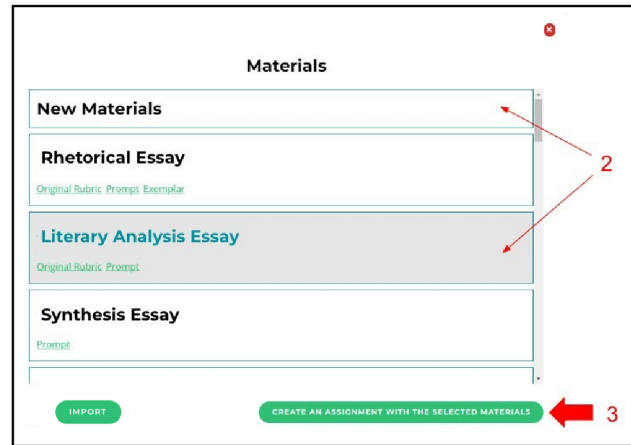
Instructions for Posting an Assignment Manually

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 are three numbered steps: 1 Context, 2 Supporting Documents, and 3 Student Work. The form contains the following fields and elements:

- Assignment Name:** A text input field.
- Average Length of Assignment:** A text input field with the placeholder 'double-spaced page(s) per student'.
- Additional Info:** A large text area.
- Start date:** A date picker field with the format 'mm/dd/yyyy' and a close button 'x'. Below it 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.'
- Course:** A dropdown menu.
- ADD COURSE:** A green button to the left of the Course dropdown, with a red arrow pointing to it and the text 'Click "Add Course" (if applicable)' below.
- SAVE DRAFT AND EXIT:** A green button at the bottom right.
- CONTINUE:** A green button at the bottom right, highlighted with a red arrow and the number 6.

A red bracket on the left side of the form groups the first four fields and is labeled with the number 4. A red arrow points from the 'ADD COURSE' button to the 'Course' dropdown, labeled with the number 5.

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 'Students Work'. The 'Context' tab is active, and a red arrow labeled '7' points to the 'Upload assignment materials' section. This section is divided into three main areas: 'Rubric', 'Prompt', and 'Exemplar'. Each area has options to 'Upload your own' or 'Copy of AP Lang Argument Rubric Q3' (for Rubric), and 'Upload a prompt:' or 'Upload a file from drive:' (for Prompt). Each option is accompanied by a 'SELECT FILE' button. Below these sections is a 'Drag and drop other documents you want to share' area 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 rectangular area with the text 'Drag and drop your file here or:'. At the bottom left of this area 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 side-by-side: '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.