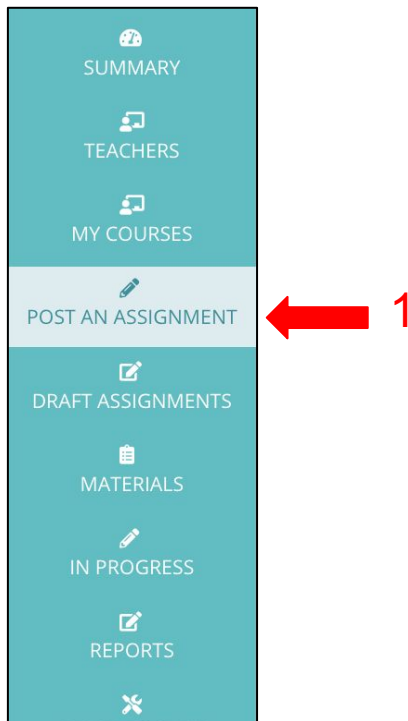
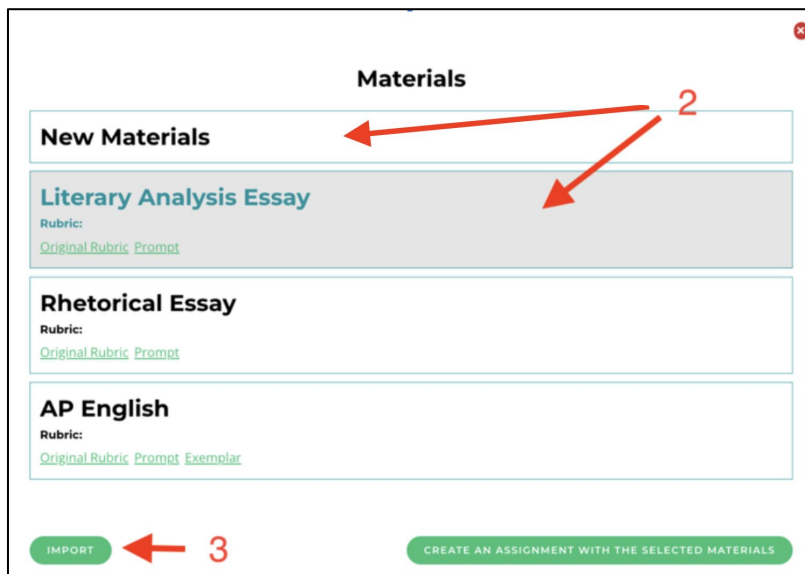


Instructions for Posting an Assignment Google Classroom

1. Click "Post an Assignment"

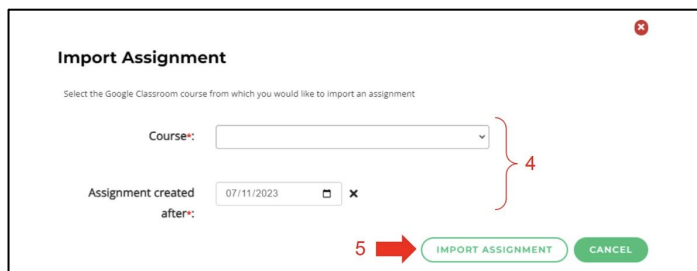


2. Select "New Materials" or choose a material from the list
3. Click "Import"

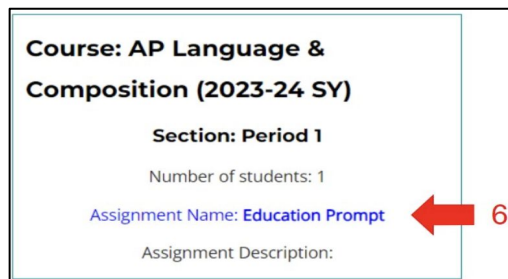


4. Select the required information

5. "Click "Import Assignment"

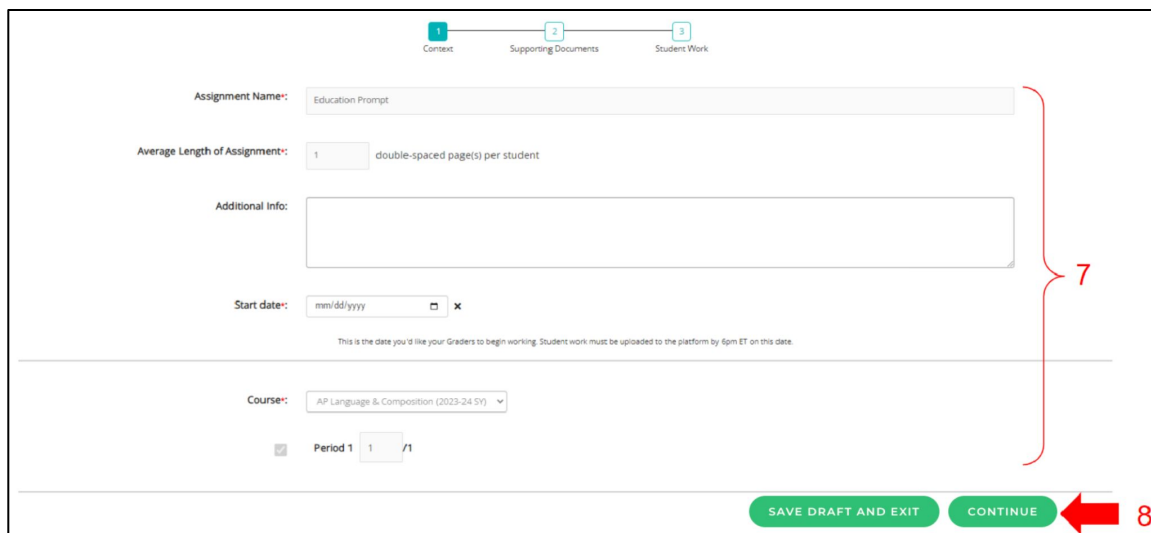


6. Click on the Google Classroom assignment that you would like to import



7. Enter the required information

8. Click "Continue"



9. Upload assignment materials (if not using a material from the list)

**Note: You must upload or select a rubric and upload a prompt, in order to continue the process of posting the assignment.*

10. Click "Continue"

The screenshot shows a multi-step process with three numbered steps: 1. Context, 2. Supporting Documents, and 3. Student Work. Step 2 is currently active. The interface is divided into sections for 'Rubric', 'Prompt', and 'Exemplar'. The 'Rubric' section has a radio button for 'Upload your own' and two 'SELECT FILE' buttons. The 'Prompt' section has two 'SELECT FILE' buttons. The 'Exemplar' section has two 'SELECT FILE' buttons. Below these sections is a 'Drag and drop other documents you want to share' area with two '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 '10' points to the 'CONTINUE' button.

11. Student submissions will automatically populate

12. Click "Save as Draft" or "Post Assignment"

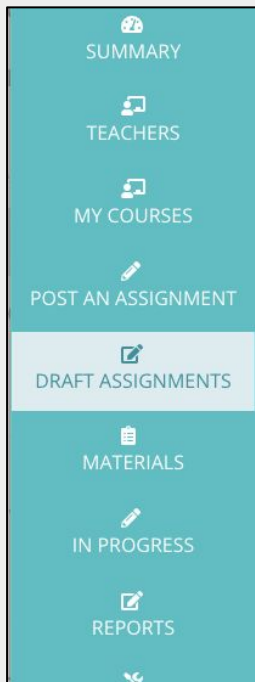
The screenshot shows the 'Supporting Documents' step (step 2) of the process. The interface shows a 'Drag and drop your file here or:' area with two 'SELECT FILES' and 'SELECT FROM DRIVE' buttons. A file named 'Education Essay.pdf' is shown with a red 'x' icon. At the bottom right, there are two buttons: 'SAVE AS DRAFT' and 'POST ASSIGNMENT', both enclosed in a red bracket. A red arrow labeled '12' points to the 'POST ASSIGNMENT' button.

**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.*

Saved as Draft Assignment

If you decide to save your assignment as a draft, you can post the assignment at a later time. You will also have the option to synchronize student work from Google Classroom.

1. Click "Draft Assignments"



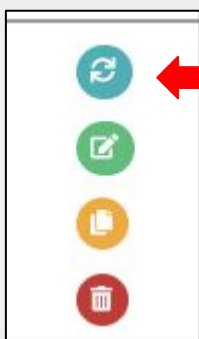
2. Choose the assignment you would like to post or synchronize student work for

Draft Assignments				
Id	Name	Rubric	Files	Updated at
1071	Argumentative Essay	PODS HS Argumentative	Grading Rubric Prompt	09-10-2024 05:00:09 PM ET

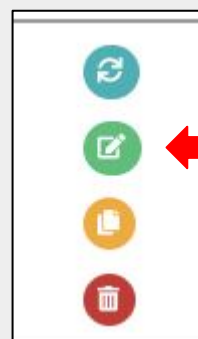
1 - 1 of 1

2

3. Then on the far right of the assignment, you can do the following:



1. Click the "Synchronize work" button to import any student work that was submitted after you have created the assignment



2. Click the "Edit" button to post the assignment. When you arrive to the student work section, instead of clicking "Save as Draft", you would choose the "Post Assignment" option