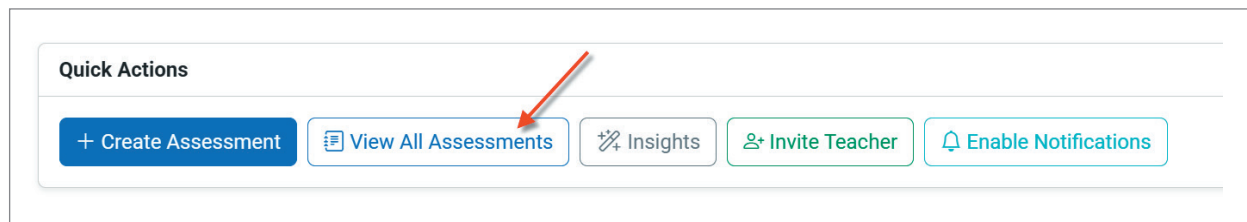
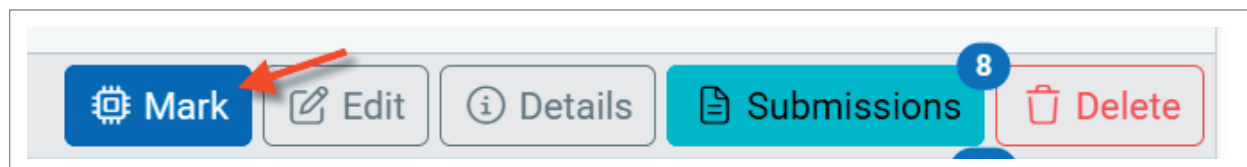


Once you have setup the criteria for the document you are loading in you will need to [submit](#) the documents for the feedback.


Click on the assessments option from the dashboard



Click on the mark next to the assessment you want to load documents into.




Click in the [upload document](#) box and select the document you want to load in. Find the document and then [press Mark Now](#).


Marking - Year 1 Writing

Upload student submission

Upload document




Drag and drop a file here, or click to browse

Allowed types: PDF, DOCX, PPTX, TIF/TIFF

Override criteria prompt

Optional: override the saved criteria for this run.





Optional. Use this to temporarily change the criteria for this single marking run.



Once the document has been loaded in you will be returned to this screen where you will see the document listed below the [Mark Now](#) option.

Mark Now

Submissions (16)

File	Status	Submitted By	Created (Australia/Sydney)	Actions
.pdf	Completed	cory@	2025-11-12 09:14:42	 
.pdf	Completed	cory@	2025-11-12 09:14:41	 

You will now be able to view the feedback or delete the document.

You can continue to load documents in to this screen until you have loaded all of them in.

The number next to the submissions heading indicates how many documents you have currently loaded in to this criteria.