

Graide Network Administrator: Upload Materials

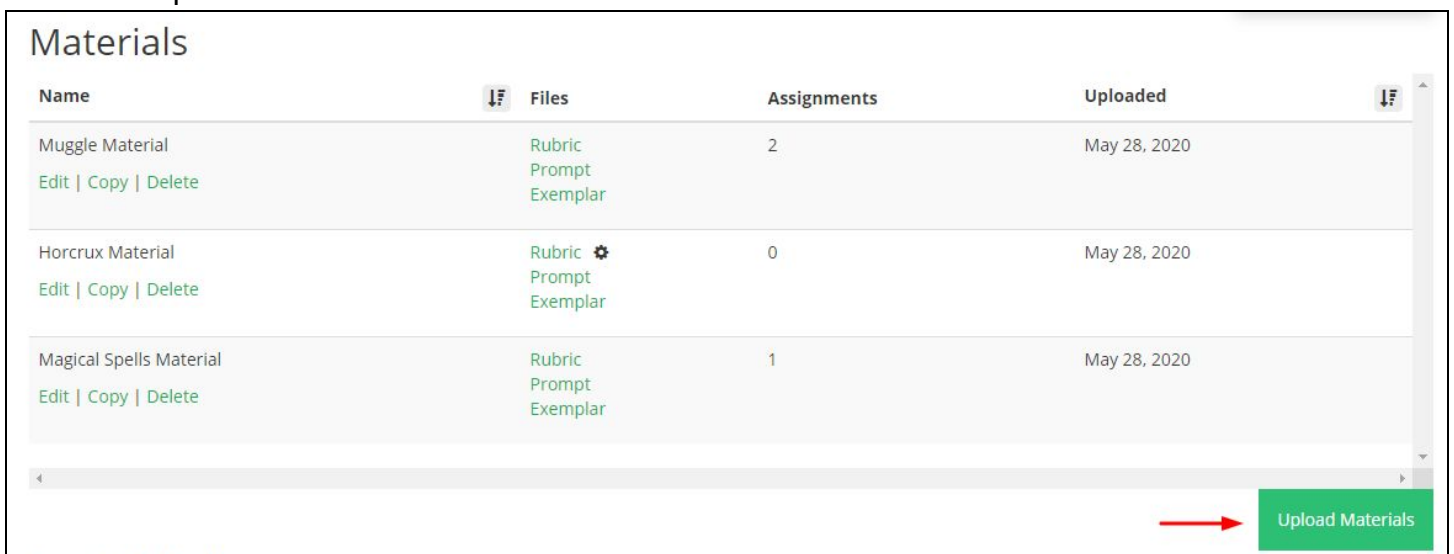
Administrator accounts can upload a set of materials (rubric, prompt, and exemplar) for their teachers to use. This is important for schools and districts following a prescribed writing program as it ensures consistent data collection. Teachers within the district/school will have access to any materials uploaded by an administrator.

1. Log in to your Graide Network account

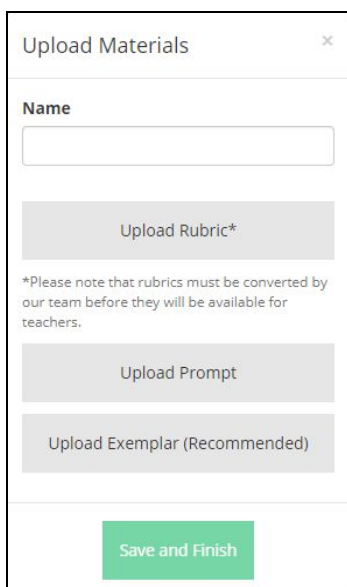
2. Click “Materials” in the top bar



3. Click “Upload Materials”

A screenshot of the 'Materials' page. At the top, the word 'Materials' is displayed. Below it is a table with columns: 'Name', 'Files', 'Assignments', and 'Uploaded'. The table contains three rows of material entries. At the bottom right of the page, there is a green button labeled 'Upload Materials' with a red arrow pointing to it from the left.

4. Create a name for the set of materials and upload each document

A dialog box titled 'Upload Materials' with a close button (x) in the top right corner. It contains a text input field for 'Name'. Below the input field are three buttons: 'Upload Rubric*', 'Upload Prompt', and 'Upload Exemplar (Recommended)'. At the bottom of the dialog is a green button labeled 'Save and Finish'. A small note at the bottom left reads: '*Please note that rubrics must be converted by our team before they will be available for teachers.'

Name: Be sure to use something teachers at your district will understand. If you plan to upload many materials, use a standard naming convention. (i.e. Grade_Writing Style_Prompt OR G4_Narrative_“Wolves”.)

Rubric: Rubrics must follow our [rubric policy](#). Our team will review all rubrics after submission and mark them ready within 48 hours.

Prompt: If students are reading supporting material as part of their response, include that as part of the prompt document.

Exemplar: Stringy recommended to include with rationale for scoring to ensure Graider consistency and accuracy.