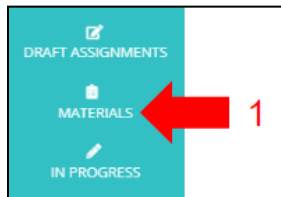


Instructions for Creating and Sharing Materials

Account Admin

Creating New Materials

1. In the Marco Learning app, click “Materials”

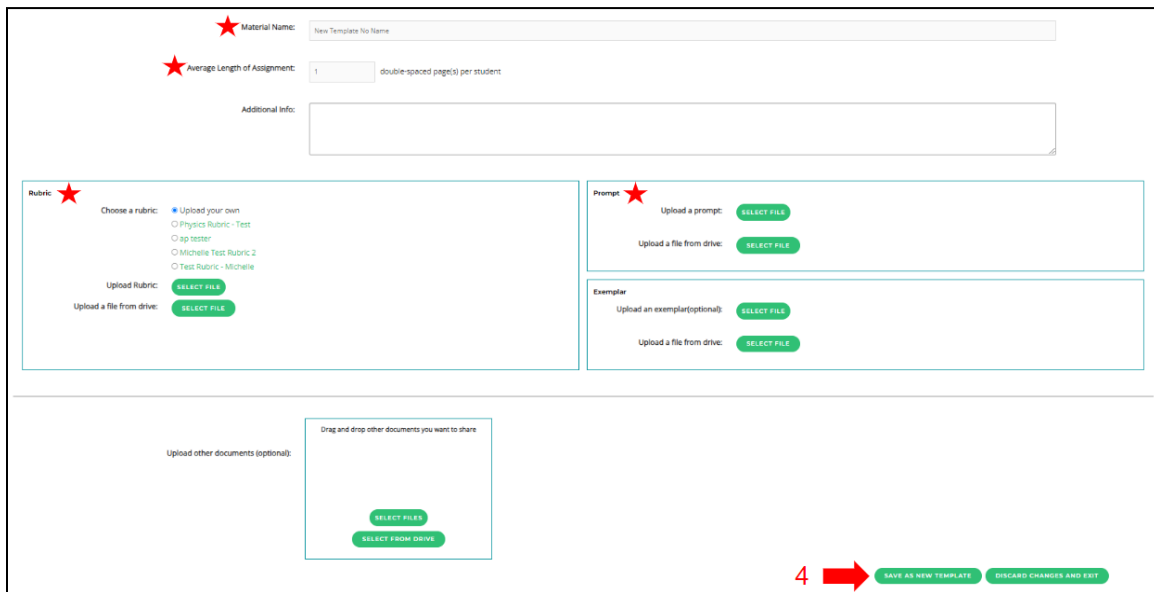


2. Click “Create New Material”



3. Fill out and upload the required information (name, page length, rubric, and prompt)

4. Click “Save as New Template”



Sharing Materials with Educators and/or Account Admins

1. Click “Materials”

2. Locate the template material you would like to share

3. Click the “Share” icon



4. Choose educators from the list

5. Click “Save”

