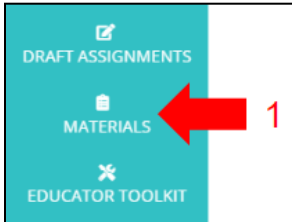


### Creating New Materials

1. Click "Materials"



2. Click "Create New Material"



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

4. Click "Save as New Template"

The form contains the following fields and options:

- Material Name:** Text input field with value "New Template No Name".
- Average Length of Assignment:** Text input field with value "1" and label "double-spaced page(s) per student".
- Additional Info:** Text area.
- Rubric:** Radio button "Choose a rubric" with options: "Upload your own", "Physics Rubric - Test", "ap tester", "Michelle Test Rubric 2", "Test Rubric - Michelle". Below are "Upload Rubric:" and "Upload a file from drive:" buttons.
- Prompt:** "Upload a prompt:" and "Upload a file from drive:" buttons.
- Exemplar:** "Upload an exemplar(optional):" and "Upload a file from drive:" buttons.
- Upload other documents (optional):** "Drag and drop other documents you want to share" area with "SELECT FILES" and "SELECT FROM DRIVE" buttons.

At the bottom right, there are buttons for "SAVE AS NEW TEMPLATE" and "DISCARD CHANGES AND EXIT". A red arrow points to the "SAVE AS NEW TEMPLATE" button with the number 4.

### Sharing Materials with Educators and/or Account Admins

1. Click "Materials"

2. Locate the material you would like to share

3. Click the "Share" icon



4. Choose educators from the list

5. Click "Save"

**Share material**

Choose teachers from the list below

- Carrie Nelson
- Steve Hill

A red bracket groups the two teacher names with the number 4.

At the bottom right, there are buttons for "SAVE" and "CANCEL". A red arrow points to the "SAVE" button with the number 5.