Instructions for Creating and Sharing Materials Account Admin



Creating New Materials

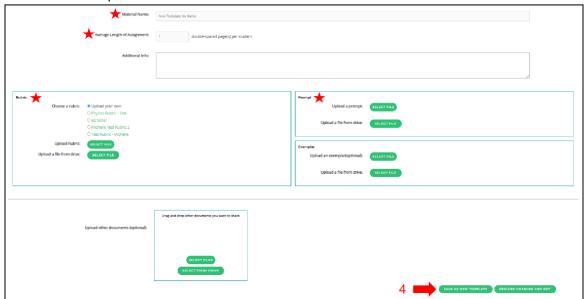
1. Click "Materials"



2. Click "Create New Material"



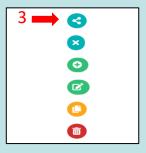
- 3. Enter and upload the required information (name, page length, rubric, and prompt)
- 4. Click "Save as New Template"



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

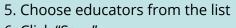
Carrie Nelson
Steve Hill

Steve Hill

*Note: You can also unshare a material by clicking on the "X" icon.

Sharing Rubrics with Educators and/or Account Admins

- 1. Click "Materials"
- 2. Scroll down to "My Rubrics"
- 3. Locate the rubric you would like to share
- 4. Click the "Share" icon



6. Click "Save"



*Note: You can also unshare a rubric by clicking on the "X" icon.

