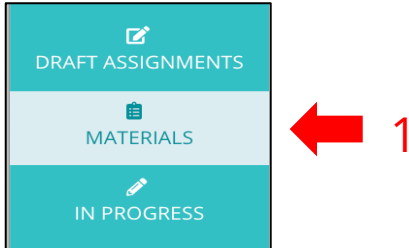


Creating New Materials

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



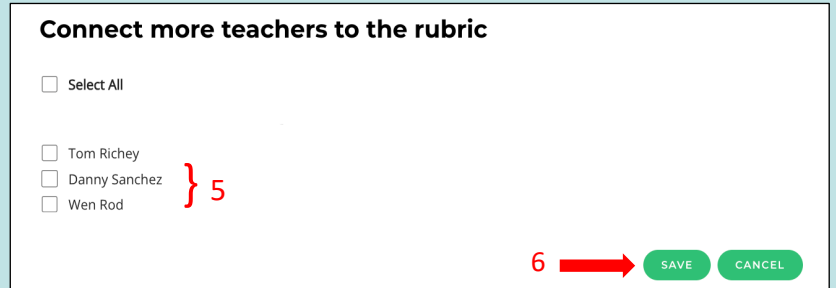
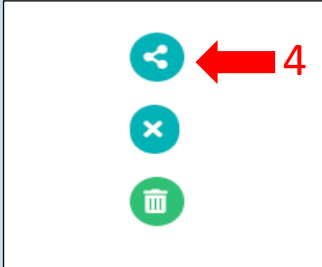
4. Choose educators from the list

5. Click "Save"

**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
5. Choose educators from the list
6. Click "Save"



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