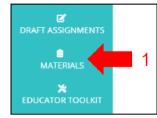


## **Creating New Materials**

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"

Material Name:	New Template No Name		
Average Length of Assignment:	1 double-spaced page(s) per student		
Additional Info:			
Choose a rubric: W Upbad your own C Physics Multiture - Yet O paraser O Morteel Bars Ruoro 2 O Morteel Bars Ruoro 2		Prompt X Upload a prompt: Upload a file from drive:	ELLET FLE GENERAL
Uplood Rubric: <b>EXECUT File</b> Upload a file from other: <b>EXECUT File</b>		Exemplar Upload an exemplar(optional): Upload a file from drive:	SULET FUE
Upload other documenta inpitional)	Creg and drag sour documents you want to their CLEASE Factor documents		
			4 EAVE AS NEW TEMPLATE DISCARD CHANGES AND EXT

## 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
  - Share material 3 Choose teachers from the list below Carrie Nelson Steve Hill
- 4. Choose educators from the list
- 5. Click "Save"

## Sharing Rubrics with Educators and/or Account Admins

- 1. Click "Materials"
- 2. Scroll down to "My Rubrics"

- 5. Choose educators from the list
- 6. Click "Save"
- 3. Locate the rubric you would like to share
- 4. Click the "Share" icon

	Connect more teachers to the rubric		
3 🛑 4	Select All		
	Tom Richey Danny Sanchez Wen Rod 5		