Create Element

Create an Element

1. To create or modify an Element select the **Elements** option from the main menu.

2. Click **Create new Element** or click on the name of an existing Element to modify it.
3. A new browser window will open containing either a blank Element or an existing Element. Complete the required attributes: Name, Identifier, Description, Competency, Kind, and Grade/Level.
   - **Note:** The ability to edit Elements that have been used to create feedback for students is limited. If the Element has been used to create feedback, editing is limited to fixing typographical errors.

Element View Details/Modification Form

This screenshot depicts a standard Element with four Observations. It has already been edited, but has not yet been used to Evaluate student work.
Name, Identifier, Description, Competency, Kind, and Grade/Level are explained on the Elements Overview page.

You can add, remove, or reorder Observations. You can edit the existing text or add Advice and Reference text.

- Only an Observation is required for each item.
- The FIRST choice is assumed to be the 'best' response.
- You can add more Observations by clicking the Add Observation button at the top or bottom of the window.

You can remove an Observation by un-checking the box next to its number.

To edit the text of a particular Item (This process is identical to the Evaluate procedure):
1. Click the Show/Hide button
2. Click the Edit button.
3. Make the necessary changes to the text
4. Click Update Observation

To order the Observations differently, enter a new number in the box provided just to the left of the Observation text.

- Note: The numbers must be in increments of 1 (one), begin at the number 1 and end at the total number of Observations.
The order for Performance Elements defines the score generated for a given choice.

The order for Checklist Elements only changes the order in which the Observations are listed.

- An Observation is required for each item.
  - This is the text that will be "chosen" during the Evaluation process. If you use four Observations, the first would describe the most ideal student response while the fourth would describe the least desirable. Alternately, the text could include words like "Excellent"; "Good" "Below Average" etc.
  - Since Observations need to be quickly read during the evaluation process, it is suggested you keep them to one sentence or less.

- The Advice section is optional. You can use it for a variety of purposes: including advice corresponding to the issue described in the Observation; asking questions of the evaluator specific to the Observation chosen etc.

- The Reference section is optional. It can include suggested reading (for instance, specific pages in a writing handbook or textbook that help explain the issue identified by the corresponding Observation) or be left blank to provide space for a peer reviewer to respond to questions listed in the Advice section.

- Checklist Elements have an optional Deductions attribute.
  - Deductions are a way to communicate manual point deductions to students. For instance, an instructor might create an Element called "Assignment Checklist" that includes a list of all the basic requirements for an assignment. Some of the Observations might include, "Late by one day" and have a Deduction of -5 or -10.
    - **Note** that Deductions are entered as minus numbers (-10).
    - Deductions do not influence an Evaluation's grade or Score; they are simply a way of communicating to students, in a very consistent way, that certain issues result in certain point reductions.
    - Part of the advantage to using optional Deductions comes in the Assignment Manager view. Two students might have received basically the same Waypoint Score, but their grades (decided entirely by the teacher) are very different. The difference might be visible through the Deductions column in Assignment Manager. The student with the lower grade might have received a mandatory 10 point deduction for handing in the Assignment late. In other words, it might be valuable to split students' performance from their actual abilities.

After reordering the Observations, click **Save** button located at the top or bottom of the window to save your work.

To see the changes you have made, simply click on the Element name in Element library to open the Element.