Quick Build

Quick Build makes it very easy to build a traditional rubric. If you already have a rubric designed in Microsoft Word (or some other word processor), and simply want to copy and paste the text, Quick Build is the right tool. If you want to build more elaborate rubrics, it may be a place to start but you'll need to use Waypoint's Assignment Modification feature to add more advanced features like Advice, Reference, Weighting, and Ordering.

Note: Quick Build uses the latest in browser technologies. It is designed to run on Firefox 2.x and 3.x, Internet Explorer 6.x+, and Safari 3.x browser for both Mac and PC.

Quick Build is intended for simple rubrics comprised of only Performance Elements. To add Advice and Reference text, specify weighting for each Element, reorder Elements, or add Checklist Elements, you will need to modify the Assignment after creating it with Quick Build.

If you already have a rubric designed in Microsoft Word (or some other word processor), and simply want to copy and paste the text, Quick Build is the right tool. If you want to build more elaborate rubrics, it may be a place to start but you'll need to use Waypoint's other editing features.

1. Access Quick Build from either the main menu or the Assignment Library page.

   ![Quick Build screenshot](image)

   Click Quick Build from any place in Waypoint.

2. Enter a name for your new Assignment (rubric)
3. Enter the number of Elements (criteria) you wish to include (you can always change this later)
4. Click **Next Step**
5. A new tab will appear in the **Quick Build** window. The first Element (criteria) will be displayed.
   - Remember that you will be able to edit everything you do via the **Assignment editor** after building it quickly via Quick Build.
6. Enter a name for the first Element (like "Critical Thinking")
7. Select the appropriate Competency(s). Notice that you can choose multiple Competencies. These Competencies can be used in many ways; they determine the previous comments that will appear in the history view.

8. Enter the appropriate Observation (typical rubric comments), with the 'best' option at the top of the list. See the example below.
   
   o Notice there are 5 default boxes. Leaving them unchanged (or blank) will drop them from the rubric. So if you only want 4 levels, leave the fifth blank for each Element.
9. Click the down/up arrow to show/hide the details for each Element.
10. Name each Element.
11. Enter (or copy from some other program, like Microsoft Word or Excel) the other Observations.
   o You can return to the Assignment (rubric) tab at any point to add or remove Elements.
   o Dropping the number of Elements (say from 6 to 5) will result in the removal of the last Element visible on the Elements (criteria) tab.
   o Holding down the CTRL key (on a PC) while selecting Competencies selects multiple items. Mac users (running Mozilla Firefox, the only fully supported browser for the Mac) should hold down the Option key on their keyboard to multi-select.
12. Edit as necessary and click Finish & Save. The new Assignment will appear at the top of your list of Assignments in your Assignment Library.

This process is designed to build rubrics very rapidly. You can further edit the Assignment by clicking its name in the Assignment Library. See Assignment Modification for more details.