

Rubric Builder Account Set Up

1. Go to the Rubric Builder website:

<http://www.rubricbuilder.com>

2. Click on the link to "Login To Rubric Builder

The screenshot shows the homepage of The Rubric Builder. At the top left is the logo for 'THE RUBRIC BUILDER' with a small orange fruit icon. To the right of the logo are six navigation icons: 'Purchasing Information', 'Try Now', 'Virtual Tour', 'Links & References', 'About Rubrics', and 'Contact Us'. Below the navigation is a blue banner with a globe icon and text: 'If you are a teacher in Ontario, Canada... The actual courses and expectations from the Ontario Ministry of Education curriculum are included in our special Ontario Version. Not only will Rubric Builder help you create assessments faster than ever before, it will assist you in meeting all of the Ministry guidelines.' To the right of this banner is a white box with text: 'Rubric Builder is a simple, powerful tool which helps teachers create meaningful, high quality assessments. With thousands of searchable criteria to choose from, it is so fast and simple that you will be creating rubrics in minutes. Learn more about the Rubric Builder here...'. Below the blue banner is an orange banner with text: 'New! Our software has been updated! The RubricBuilder is now available to all users as a web based application. This new format enables us to offer the best product to both Macintosh and PC users. It enables us to provide curriculum updates and program enhancements without re-issuing CD's, saving time, frustration and shipping costs. The new ONLINE RUBRIC BUILDER will be available to our existing installed user base at a special price. Please click here to find out more. Download our literature using the following links: 1 page handout, 2 page detailed handout, PowerPoint presentation explaining the RubricBuilder.' To the right of the orange banner is a white box with text: 'If you would like to test this service for free Create a Rubric Now!'. Below this is a green-bordered box containing the text 'Already a user?' and a red button labeled 'Login To Rubric Builder'. A green arrow points from the text 'click here to set up account' to the 'Login To Rubric Builder' button. At the bottom of the page is a copyright notice: '©Copyright 2006, Gateway Software Productions, created by Gateway Software Productions' and the Gateway Software Productions logo.

3. Enter the following license into the school code area:

11997-08EBE

THE RUBRIC BUILDER

User Name: Remember me

Password:

[Log In](#)

[Click here if you have forgotten your password](#)

[* New * Click here for a list of compatible browsers](#)

If you do not yet have a login...

If you would like to create a login to **evaluate** Rubric Builder [Click Here](#)

If your **school** has purchased a **license**. Enter your school code below:

and then [Click Here](#)

4. Complete the account set up fields with individual data (e.g., name, username, password, etc.)



Sign Up for Your New Account

School Name: **Nipissing University**

User Name: (the name you will use to login)

Full Name:

Display Name: (as it will appear on Rubrics)

Password: (minimum 5 characters)

Confirm Password:

E-Mail:

Default Curriculum:

Cancel

Create User

Note: Your user name must be unique. Hence, if someone else has taken the user name, the individual must enter a variation in order to complete the successful account set up (e.g., PatSmith vs. PatSmith2).

5. Once access has been established to the Rubric Builder site, the individual may proceed with rubric creation activities. It should be noted that this service is web based. Hence, the individual must be on-line in order to access this service.

The screenshot displays the Rubric Builder web application interface. At the top, there is a navigation bar with seven tabs: Setup (highlighted in orange), Information, Expectation, Criteria, Print Format, View/Edit, and Print. Below the navigation bar is a light beige banner that reads "Welcome back" followed by a white rectangular box. The main content area features account information: "Your account status is:" followed by "School Site License: Nipissing University" and "Expiry: Sunday, September 12, 2010". Below this information is a blue button labeled "Edit Account Info". A horizontal dotted line separates this section from the main activity area, which contains three large, light gray buttons with blue circular icons. The first button is labeled "Create a New Rubric" and features a document icon. The second button is labeled "Open an Existing Rubric" and features a circular arrow icon. The third button is labeled "Open a Sample Rubric" and features a document icon with a blue arrow pointing to it. At the bottom of the interface is a blue footer bar with four buttons: "<<Back", "Next >>", "Save", and "Help".