



THE CRAIG WEISS
GROUP

NO EXPERIENCE NEEDED • STEP-BY-STEP

The Claude Entry Guide

A simple, step-by-step walkthrough for building quizzes, diagrams, quadrant charts, and more with Claude. Written for people who've never touched AI before and have zero interest in learning anything technical to get started. None required.

INSIDE: How this works • Build a quiz • Build a diagram • Build a quadrant chart • Build a checklist or tracker

How This Guide Works

Three things to know before your first try

You don't need to know how to code. You don't need to memorize any commands. Nothing. Everywhere in this guide, when you see a box that says **"What to Type,"** that's the actual sentence — copy it, type it to Claude, hit send. Same as texting somebody.

1

You'll always start the same way

Open Claude, start a new conversation. Type your request in plain English, the same way you'd ask a coworker for help. Not a technical wizard. A coworker.

2

Claude builds it for you

After a moment, your quiz, diagram, or chart shows up in its own window next to the conversation. You don't touch any code. Claude handles that part where you can't see it.

3

You ask for changes out loud, in plain English

Don't like something? Say what to change — "make it shorter," "add three more questions" — and Claude updates it. You never start over. Not once.

GOOD TO KNOW

Not sure what to say? Just describe what you're trying to accomplish and ask Claude to ask you questions first. It'll walk you through it. That's a perfectly good way to start.

Build a Quiz

Step-by-step — no experience needed

Follow these steps and turn any topic into an interactive quiz your learners can actually click through. Not a worksheet. A real quiz.

1

Start a new conversation

Open Claude, start a new chat.

2

Give the topic and question count

Be specific — the subject, and how many questions. Don't make Claude guess.

“ WHAT TO TYPE

Create a quiz about customer service basics with 10 multiple choice questions.

3

Say how it should be graded

Tell Claude what to show at the end.

“ WHAT TO TYPE

Show my score and the correct answers when I finish.

4

Wait for it to appear

Claude builds the quiz, opens it next to the chat. Under a minute, usually.

5

Try it yourself first

Click through a few questions. Note anything you'd change.

6

Ask for changes in plain English

Just describe it. No technical wording. None needed.

“ WHAT TO TYPE

Add 5 more questions and make them a bit harder.

7

Save or share it

Look for the download or share option. Send it to your learners.

TIP

Already have training material? Upload it first and say "base the quiz on this document." The questions will match exactly what you taught. Not close. Exact.

Build a Diagram

Step-by-step — no experience needed

Follow these steps and turn a written process into a clear, visual flowchart. Nobody wants to read a paragraph when a picture does the job.

1

Start a new conversation

Open Claude, click to start a new chat.

2

Describe the process you want to map out

Name it. List the steps in order, if you know them already.

“ WHAT TO TYPE

Create a flowchart showing our new hire onboarding process, from offer letter to first day.

3

Mention any decision points

Process branches somewhere — an approval step, a yes/no? Say so.

“ WHAT TO TYPE

Include a decision point after the background check: approved or not approved.

4

Wait for it to appear

Your diagram opens in a window next to the conversation.

5

Review it and ask for adjustments

Reorganize, combine, relabel — just describe the change. That's it.

“ WHAT TO TYPE

Combine steps 2 and 3 into one box, and add a step at the end for IT setup.

6

Save or share it

Looks right? Ask Claude how to download it. Drop it in a slide deck or document.

TIP

Long process? Group the steps into phases first — "Before Day 1," "Week 1," "First 90 Days." Keeps the diagram readable instead of a wall of boxes.

Build a Quadrant Chart

Step-by-step — no experience needed

Follow these steps and build a 2x2 chart for prioritizing training topics, skills, whatever you've got too much of and not enough time for.

1

Start a new conversation

Open Claude, start a new chat.

2

Describe your two axes

Say what each side of the chart measures. Both sides.

“ WHAT TO TYPE

Create a 2x2 chart with Effort on the bottom axis and Impact on the side axis.

3

List what you want plotted

Give Claude the items. All of them, not just a few.

“ WHAT TO TYPE

Plot these topics: leadership basics, compliance refresher, onboarding, negotiation.

4

Ask for quadrant labels

Name each quadrant. Makes the whole thing readable at a glance instead of a guessing game.

“ WHAT TO TYPE

Label the quadrants Quick Wins, Major Projects, Fill-Ins, and Reconsider.

5

Wait for it to appear

Your chart opens in a window next to the conversation.

6

Move things around by describing it

Reposition items just by saying where they should go. That's the whole trick.

“ WHAT TO TYPE

Move "compliance refresher" into the Quick Wins quadrant.

7

Save or share it

Ask Claude how to download it for a presentation or report.

TIP

Not sure where something belongs? Ask Claude to place it and explain why. Faster than staring at a blank chart trying to figure it out yourself.

Build a Checklist or Tracker

Step-by-step — no experience needed

This same approach works for onboarding checklists, progress trackers, flashcards — pretty much anything with steps or boxes to check.

1

Start a new conversation

Open Claude, click to start a new chat.

2

Say what you're building it for

Describe the purpose. Claude figures out the right kind of tool from there.

“ WHAT TO TYPE

Create a 30-60-90 day checklist for new managers, with items they can check off as they go.

3

List what should be included

Know the milestones? List them. Don't? Let Claude suggest some. Either way works.

“ WHAT TO TYPE

Suggest the milestones for me based on typical new-manager onboarding.

4

Wait for it to appear

Your checklist or tracker opens in a window next to the conversation.

5

Test it yourself

Check a few boxes. Click through it. Make sure it behaves the way you'd expect.

6

Ask for changes in plain English

Add it, remove it, reword it — just say so.

“ WHAT TO TYPE

Add a progress bar at the top showing how much is complete.

7

Save or share it

Happy with it? Ask Claude how to download or share it with your team.

GOOD TO KNOW

This same pattern — describe it, review it, adjust it, save it — works for almost anything you'll want to build with Claude. Not just what's in this guide. Everything.