This documentation is specific to the College of Education Cooperating Teachers.

ACCESS
Waypoint is accessed at [http://subjectivemetrics.com](http://subjectivemetrics.com).

Your username is **COE_ + the first part of your email address**.

Example: Donald Duck with email address **dduck@mickey.edu** has the username **COE_dduck**.

For password information, please contact Dr. Sheila Dove Jones at 570-389-4027 or **sjones@bloomu.edu**.

1. Open a web browser
2. Enter **http://subjectivemetrics.com** in the URL field
3. Click **Enter**
4. Enter your **Username**
5. Enter your **Password**
6. Click **Login**
CHOOSE ASSIGNMENT, COURSE, AND STUDENT

Since you are using the rubrics already developed by the College of Education, you will only work in the Evaluations area of Waypoint. The following steps will show you how to complete an evaluation of a student’s work.

1. Click the radio button to the left of Evaluate

2. Click to the left of - - Choose an Assignment - -

3. Choose an Assignment

Note: Waypoint Outcomes will be unavailable each week on Wednesdays, from 11:00 a.m. to 11:15 p.m. EST (-5 GMT). This scheduled maintenance will help us keep Waypoint running in optimal form. Thank you for your understanding.

If your assignment is not listed, please contact Dr. Sheila Dove Jones at 570-389-4027 or sjones@bloomu.edu.
Waypoint – College of Education

4. Click ☑ to the left of - - Choose a Course - -

5. Choose a Course

6. Click ☑ to the left of - - Choose a Student - -

7. Choose a Student

Your screen will refresh with the assignment.
EVALUATE
You will assess the student by selecting the appropriate radio button for each element.

1. Select the appropriate radio button
If you do not wish to use the edit area of each element, you can turn it off by clicking the checkbox next to **Show Edit Area on Item Choice**.

2. Continue selecting the appropriate selection for each element.
3. Enter **Overall Comments** in the text box (optional)
4. Enter **Grade** (optional) – can be a number or letter
SAVE AND SHARE

At this point, you have two options to complete the assessment:

- Option 1: Reset – deletes everything you just entered
- Option 2: Save – saves the entry

1. For this document, click Save.

Now that the assessment is saved for the student, you can print a hard copy or send the evaluation to the student and yourself via email.

2. Click View / Print.

A window will open with the feedback.

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**Evaluation**

**Student:** Mickey Mouse  
**Assignment:** College of Education - BU Student Teaching Coordinating Teachers Final Eval  
**Instructor:** FRANK D'ANGELO  
**Date:** 10/21/2010

Enter overall comments here. Optional.

1. **ACADEMIC SEMESTER**  
   2010 FALL SEMESTER

2. **CDE MAJOR DEMOGRAPHICS**  
   Secondary Education Physics (UG)

3. **D1: Planning & Preparation - Demonstrates Knowledge Content and the Structure of the Discipline**  
   Distinguished (3)

4. **D1: Planning & Preparation - Demonstrates Knowledge of Prerequisite Relationships**  
   Distinguished (3)

5. **D1: Planning & Preparation - Demonstrates Knowledge of Content-Related Pedagogy**  
   Distinguished (3)

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3. Click Print Feedback

4. To print a hard copy of the feedback, select the appropriate printer and click OK
5. To email the feedback to the student, click Email Feedback to author.
6. You will receive a message Your email has been sent. Close window.
7. Click to close window.

You have completed the steps required to evaluate a student, print and email the feedback. Please remember to log out.
MANAGE

If you do not print or send email immediately after you complete the evaluation, you can do it through the Manage area of Waypoint.

To view the completed evaluation:

1. Click the radio button next to Manage

2. Select the Assignment

3. Select the Course

You will see your student listed.

Preview

4. To preview the evaluation, click the checkmark to the left of the student’s name

Send Email

5. To email the evaluation to the student and yourself, select the checkbox next to Email

6. Click Email/Print

7. Click Ok

Print Hardcopy

8. To print the evaluation, click the checkbox next to Print

9. Click Email/Print

10. Click Print Feedback