This documentation is specific to the College of Education.

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

Your username is 10 + the first part of your email address. Example: 10rbobak

For password information, please contact Regina Bobak at 570-389-5319 or rbobak@bloomu.edu.

1. Open a web browser
2. Enter [http://subjectivemetrics.com](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 \(\square\) to the left of **Choose an Assignment**

3. Choose an **Assignment**

**Note:** Waypoint Outcomes will be unavailable each week on Wednesdays, from 11pm to 11:15pm EST (-5 GMT). This scheduled maintenance will help us keep Waypoint running in optimal form. Thank you for your understanding.
4. Click ☐ to the left of - - Choose a Course - -
5. Choose a Course

Waypoint at Bloomsburg University of PA

Choose a Course

- - Choose a Course - -
- - Every Course - -
2009Summer62-398-11
2009Fall82-398-02
2009Fall62-398-03
2009Summer62-326-21
2009Summer70-222-21
2010Summer62-330-05
2010Fall62-398-01
2010Fall62-398-02
2010Fall62-398-03

6. Click ☐ to the left of - - Choose a Student - -
7. Choose a Student

Waypoint at Bloomsburg University of PA

Choose a Student

- - Choose a Student - -
- - Processor Student - -
- - MANECON Student (1) - -
- - Processor, Student (1), (2010Fall COE Training) - -

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 four options to complete the assessment:

1. **Option 1: Reset** – deletes everything you just entered
2. **Option 2: Save then another Student** – saves the entry you completed and allows you to select another student
3. **Option 3: Save** – saves the entry
4. **Option 4: Save then copy to another student** – saves the entry and then copies the same selections to another student

1. For this document, click **Save**.

Now that the assessment is saved for the student, you can save the feedback to your network drive, print a hard copy, or send evaluation to the student via email.

2. Click **View / Print**

A window will open with the feedback.

---

**Evaluation**

**Student:** Student D'ANGELO  
**Assignment:** COE TEACHER DISPOSITION CHECKLIST  
**Instructor:** FRANK D'ANGELO  
**Date:** 09/29/2010

Type overall comments to student in this box.

1. **ACADEMIC SEMESTER**  
   2010 FALL SEMESTER

2. **COE MAJOR DEMOGRAPHICS**
   Elementary Education (UG)

3. **COE DISPO PROFESSIONAL STANDARDS 1** - Complies with university and school district policies and procedures (e.g., meets expectations, produces quality work, exhibits academic honesty)  
   4 = ALWAYS

4. **COE DISPO PROFESSIONAL STANDARDS 2** - Adheres to local, state, and federal rules and laws (e.g., creates a safe environment, demonstrates ethical conduct, maintains professional relationships)
3. Click **Print Feedback**
4. To print a hard copy of the feedback, select the appropriate **printer** and click **OK**
5. For an electronic version, select **Adobe PDF** in the dropdown for printer name

6. Click **OK**
7. Select your network drive and the appropriate folder
8. Enter **File Name**
9. Click **Save**

Please be patient as the conversion completes. Depending on your Adobe PDF settings, the document may open for you.

10. To email the feedback to the student, click **Email Feedback to author**
11. You will receive a message **Your email has been sent. Close window**
12. Click **X** to close window

You have completed the steps required to evaluate a student and save, print, and email the feedback. If you have another student to complete, repeat the process. Otherwise, make sure to **log out**.