Return Feedback

You have saved all of the evaluations within Waypoint. It’s time to return the feedback to the students. You have three options for doing this. You can submit the feedback within Bb, send an email or do both.

1. Access Waypoint as always through the **Course Tools – Go To Waypoint**
2. Click **Manage**

![Waypoint Interface](image1)

3. Use the drop down arrow to select the Assignment

![Assignment Interface](image2)

4. Choose the course

![Course Selection](image3)
5. Select **To CMS** if you would like the results to go to Bb (this will only work if you created an Assignment in Bb and linked it to Waypoint)

**Note:** you can select individual students or use the **All** feature.

6. Click **Send results to CMS Gradebook**
7. Select the **Assignment/course ID**

**Note:** Please be careful to choose the correct Course ID.

8. Click **Continue**
9. Click **Close Window**

![Image of Close Window button]

**Provide Feedback via Email**

1. Follow steps 1 – 4 from above.
2. Select **Email** checkboxes or the **All** checkbox if you would like the results to go to the student via email.

![Image of Assignment Status & Management]

3. Click **Email/Print** to send to email.

![Image of Email/Print button]

*Note:* Bloomsburg University email addresses are used.