Go to Waypoint and Sync Rosters

You have downloaded the students’ files and synced the assignment. You are now ready to enter Waypoint and use the rubric to evaluate the students.

1. Enter the course in Bb
2. Click **Course Tools**

3. Click **Waypoint Outcomes** (make sure your pop-up blockers are off)

   ![Waypoint Outcomes]

   **Note:** a new window will open

   If you receive this pop-up, click **Yes**.

4. Click **Evaluate**

   ![Waypoint at Bloomsburg University of PA]

5. Click **Sync Student Roster**

   ![Waypoint at Bloomsburg University of PA]
6. Select the checkbox next to the course(s) you need to sync

7. Click **Continue**

8. Click **Close**