Waypoint Documentation for Use with Common Rubrics

College of Education

INSTRUCTIONAL MEDIA AND DESIGN CENTER

10/15/2009

This documentation is specific for the use of the common rubrics for student teaching and methods courses determined by the College of Education. Questions about the rubrics you use should be directed to the College of Education. Questions on how to use Waypoint should be directed to the Instructional Media and Design Center.
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Course Availability

By default all courses are set to unavailable and in order for your students to see your course in Bb, you must set your course to available. To change availability:

1. Select the course
2. Click Control Panel
3. Click Settings in Course Options box

<table>
<thead>
<tr>
<th>Course Options</th>
<th>Course Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Course Menu</td>
<td>Course Copy</td>
</tr>
<tr>
<td>Course Design</td>
<td>Import Course Cartridge</td>
</tr>
<tr>
<td>Manage Tools</td>
<td>Import Package</td>
</tr>
<tr>
<td><strong>Settings</strong></td>
<td>Export Course</td>
</tr>
<tr>
<td>Recycle Course</td>
<td>Archive Course</td>
</tr>
</tbody>
</table>

4. Click Course Availability

5. Select the Yes radio button

6. Click Submit
7. Click OK
Create an Assignment

You will need to create an assignment to collect the students’ work electronically. Note: Using the Assignment option in the drop down will automatically add the assignment to the gradebook.

1. Click on a Content Area in the Control Panel (you will most likely use Assignment)

<table>
<thead>
<tr>
<th>Content Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
</tr>
<tr>
<td>Course Documents</td>
</tr>
</tbody>
</table>

2. Click on the drop down menu next to

   ![Select: Learning Unit](Image)

   ![Select: Assignment](Image)

3. Select Assignment
4. Click GO

5. Complete 1:

   ![Add Assignment](Image)

   a. Enter Name
   b. Choose Color (optional)
   c. Enter Points Possible (if you’re not using the gradebook, leave this at 0)
   d. Enter Instructions
6. Complete 2 (Optional): Attach **Assignment Files** (optional – you may have a document for them to download, complete, and submit)

![Assignment Files](image)

7. Complete 3: Select **Options**

![Options](image)

8. Complete 4: Click **Submit**

![Submit](image)

9. Click **OK**

When students access the assignment, they will attach their assignment and add comments. If the student attempts to submit an assignment more than once, they will receive a notice that they have already submitted the assignment.
Link/Unlink Assignment

Before you begin grading using Waypoint, you need to link your assignment(s) to Waypoint.

1. Enter the course in Bb
2. Click Control Panel
3. Click Link/Unlink Waypoint

4. Select the checkbox under the Instructor column for the appropriate assignment

5. Click Submit
6. Click OK
The College of Education will collect sample student work and rubric evaluations for assessment purposes. You may find it helpful to set up a folder structure on your P:drive to save the students’ work and rubrics. Here’s an example of the folder structure:

Now you can set up the above structure by doing the following:

1. Click **My Computer**

2. Click on your P:drive
3. Click File
4. Click New
5. Click Folder

6. Name the folder with the semester and course ID
   ![Folder named 2009Fall2-398](image)

7. Press Enter on the keyboard
8. Double-click on the folder you just named
9. Click File
10. Click New
11. Click Folder
12. Name the folder as Lesson Plan

13. Press Enter on the keyboard
14. Double-click the folder Lesson Plan
15. Click File
16. Click New
17. Click Folder
18. Name the folder Distinguished
19. Press **Enter** on the keyboard

20. Continue with steps 14 – 19 for folders **Proficient, Basic, and Unsatisfactory**

You should have a folder structure that looks similar to the one below:

![Folder Structure Image]

21. Repeat the steps above to create a Unit Plan folder with the four folders (Distinguished, Proficient, Basic and Unsatisfactory) inside it.

**Copy Folder Structure**

Here’s a quick way to copy that folder structure for another semester/course:

1. Click **My Computer**
2. Click on your P:drive
3. Right click on the folder you want to copy

![Right click Image]

4. Click **Copy**
5. Right click out in the white area of your P:drive

6. Click Paste

7. Rename the folder with the semester/course

8. Click Enter

Your remaining folder structure is already there!

**Note:** You can access your P:drive off campus from a computer with an Internet connection by going to [http://boss.bloomu.edu](http://boss.bloomu.edu). For more information on how to use this site, please visit [http://ot.bloomu.edu/General/boss.htm](http://ot.bloomu.edu/General/boss.htm).
After the student completes the assignment and submits it to you, you need to go directly to the Gradebook to download the file and enter the grade. An exclamation point (!) will appear in the score area for each student who has submitted their assignment.

1. Click **Control Panel**
2. Click **Gradebook**

3. Click the name of the assignment in the spreadsheet you want to retrieve student files.

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Course Section</th>
<th>Merge Test</th>
<th>Prior Session</th>
<th>TP Trial</th>
<th>Lesson Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1, Test</td>
<td>2009Fall.Temp_TP-01</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>!</td>
</tr>
<tr>
<td>Student2, Test</td>
<td>2009Fall.Temp_TP-01</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>!</td>
</tr>
<tr>
<td>Student3, Test</td>
<td>2009Fall.Temp_TP-01</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>!</td>
</tr>
</tbody>
</table>

4. Click **Item Download**
5. Click **Select All** or **Select Ungraded** or select individual students using the checkboxes.

6. Click **Submit**
7. Click **Download assignments now**

   ![Download Assignment: Lesson Plan 1]

   The assignments have been packaged. [Download assignments now](101 KB)

   **Note:** The file size is listed.

8. Click **Save**

   ![File Download]

   **Do you want to open or save this file?**

   - Name: 14c6573736f6e20506c516e2031.zip
   - Type: Compressed (zipped) Folder, 99.0KB
   - From: bloomu-bb.sytec.passhe.edu

   - [Open]
   - [Save]
   - [Cancel]

   ![Warning]

   While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What’s the risk?

9. Click **My Computer** to save the file to your P:drive

   ![Save As]

   - **Save in:** My Computer
   - **File name:** 14c6573736f6e20506c516e2031.zip
   - **Save as type:** Compressed (zipped) Folder

10. Click your (P:) drive
11. Rename the file
12. Click **Save** to save the file
13. Click **OK** in Blackboard to return to the **Items Options** page
14. Click **OK** to return to the **Gradebook View Spreadsheet**
View Files on P:Drive

1. Click **My Computer**

2. Click on your **P:drive**

   - **Hard Disk Drives**
     - Local Disk (C:)
     - Local Disk (Q:)

   - **Devices with Removable Storage**
     - DVD-RAM Drive (D:)

   - **Network Drives**
     - rbobak on buad.bloomu.edu\Users...
     - public on 'buad.bloomu.edu\data' (S:)
     - public on 'buad.bloomu.edu\student' (T:)
     - Imd on 'buad.bloomu.edu\data\depart...

   - *Your p:drive will begin with your username.*

3. Click the **Semester/Course** folder
4. Click the **Lesson Plan** folder or the folder location appropriate for you
5. **Right click** on the zip file

If you get this message, click **Yes**

6. Click **Extract All**

7. Click **Next**
8. Click **Next**

9. Click **Finish**
Your student files are now ready to be viewed.

**Note:** Bb includes the students' Bb username in the name of the file.

You can move the files to the appropriate folders based on your grading.
Go to Waypoint

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**

   ![Course Tools](image)

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

   ![Waypoint Outcomes](image)

   **Note:** a new window will open

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

   ![Security Information](image)

4. Click **Evaluate**

   ![Waypoint at Bloomsburg University of PA](image)

5. Click **Sync Student Roster**

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

- Temporary Test Course (temp_111408) Group: Group A
- Temporary Test Course (temp_111408) Group: Group B
- Wimba Classroom Workshop (121809_wimba_workshop)
- Spring 2009 Workshop Evaluations (121908_wrkshp_evals_0109)
- Project IMPRESS (041309_Lowman_project_impress)
- Temp TurningPoint CCT Test Course (Combined) (2009Fall_Temp_TurningPoint_CC)
- Temp TurningPoint CCT Test Course (Combined) (2009Fall_Temp_TurningPoint_CC) Group: Group 1
- Temp TurningPoint CCT Test Course (Combined) (2009Fall_Temp_TurningPoint_CC) Group: Group 2
- Temp Workshop August 09 (temp_august09)
- Temp Workshop August 09 (temp_august09) Group: group A
- Temp Workshop August 09 (temp_august09) Group: group b
- Applications Developer 2 Search (082109_AppDev2_Search)
- Training Material (99-000-03)
- Training Material (99-000-03) Group: Spuds
- Training Material (99-000-03) Group: Corn
- Training Material (99-000-03) Group: Test
- Training Material (99-000-03) Group: Test (99-000-03) (02-01-05)
- Training Material (99-000-03) Group: Corn (99-000-03) (02-01-05)
- Training Material (99-000-03) Group: Spuds (99-000-03) (02-01-05)
- Gradebook Training (040705)
- Gradebook Training (040705) Group: Blue

Options

- Deactivate current students.
- Create a reviewer record for each new student.

Continue:

7. Click **Continue**

8. Click **Close**

Options

- Deactivate current students.
- Create a reviewer record for each new student.

Close:

Student/Reviewer roster(s) updated.

Now it is time to evaluate using the rubrics.
9. Click the down arrow and choose the assignment (rubric)

10. Click the down arrow and choose the course

11. Click the down arrow and choose a student
12. Select the appropriate radio button for each element
13. You may click **Edit** to add specific comments to an element – click **Update** when finished.

14. After completing all the elements, enter **Overall Comment** and **Grade**

**Note:** Please enter the **Student ID** in the **Overall Comment** field.

15. **Save** the file or **Save then another Student** to continue grading other papers
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](image)

   3. Use the drop down arrow to select the Assignment

   ![Waypoint Interface](image)

   4. Choose the course

   ![Waypoint Interface](image)
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

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

3. Click Email/Print to send to email

Note: Bloomsburg University email addresses are used.
Save Feedback to P:drive (Internet Explorer Users)

You have two options for when to save the feedback to the P:drive. You can do it as you grade each student or you can do them after all the students are graded.

**Option 1: Save after grading each student**

Follow the steps under **Go To Waypoint** as you are grading the student. When you get to Save, you will want to click **Save**, not Save then another student. Once you have saved your grading of that student, you will click **View/Print**. A new window will open with the feedback.

1. Click **File – Save As**
2. Click **My Computer**
3. Click your **p:drive**
4. Click the **Semester/Course** folder
5. Click the **Lesson Plan** folder or appropriate folder
6. Click the appropriate folder for the evaluation (Distinguished, Proficient, Basic, Unsatisfactory)
7. Rename the file

8. Choose Save as type: **Web Archive, single file (*.mht)**
9. Click **Save**

**Option 2: Save at the end**

You have the option to save the evaluations after all grading is complete. To do this:
1. Enter a Bb course
2. Click **Course Tools**
3. Click **Go To Waypoint**
4. If you get the Security Information pop-up, click **Yes**
5. Click **Manage in Waypoint**
6. Select the **Assignment**
7. Select the **Course**
8. Click the **View** icon next to the student you want to save

A new window will open with the feedback.
Save Feedback to P:drive (Firefox Users)

You have two options for when to save the feedback to the P:drive. You can do it as you grade each student or you can do them after all the students are graded.

**Option 1: Save after grading each student**

Follow the steps under **Go To Waypoint** as you are grading the student. When you get to Save, you will want to click **Save**, not Save then another student. Once you have saved your grading of that student, you will click **View/Print**. A new window will open with the feedback.

10. Click **File – Save Page As…**
11. Click **My Computer**
12. Click your **P:drive**
13. Click the **Semester/Course** folder
14. Click the **Lesson Plan** folder or appropriate folder
15. Click the appropriate folder for the evaluation (Distinguished, Proficient, Basic, Unsatisfactory)
16. Rename the file

17. Choose Save as type: **Web Archive, complete** OR **Web Page, HTML only**
18. Click **Save**

**Option 2: Save at the end**

You have the option to save the evaluations after all grading is complete. To do this:
9. Enter a Bb course
10. Click **Course Tools**
11. Click **Go To Waypoint**
12. If you get the Security Information pop-up, click **Yes**
13. Click **Manage in Waypoint**
14. Select the **Assignment**
15. Select the **Course**
16. Click the **View** icon next to the student you want to save

A new window will open with the feedback.
17. Click **File – Save Page As…**
18. Click **My Computer**
19. Click your **P:drive**
20. Click the **course/semester** folder
21. Click the **Lesson Plan** folder
22. Click the appropriate folder for the evaluation (Distinguished, Proficient, Basic, Unsatisfactory)
23. Rename the file

24. Choose Save as type: **Web Archive, complete** OR **Web Page, HTML only**
25. Click **Save**