Link Bb Assignment

Linking a Blackboard Assignment to Waypoint

Linking an existing Blackboard Assignment to Waypoint has several advantages:

1. Numeric grades and feedback can be returned easily from Waypoint to the appropriate Blackboard Assignment
2. Student submissions to the Assignment can be retrieved from the Evaluate page
3. Instructors can structure the self-assessment and peer review processes
4. Instructors can create custom surveys that guarantee student anonymity

For a quick overview of this process, see the high level summary of Blackboard and Waypoint.

Steps to Linking an Assignment:

1. Create an Assignment in Blackboard

2. Enter the appropriate information (same as any Assignment)
   - Make sure you remember the "points possible" for the Blackboard Assignment and grade the student's work using the same scale

3. Click Control Panel in Blackboard

4. Click Link/Unlink Waypoint
5. Place a check mark in the Instructor column checkbox to allow the retrieval of submissions and return of numeric grades, then click Submit.

6. Return to the listing of Assignments in Blackboard and click on the Assignment name

7. A new window will open - you have been logged in to Waypoint
   o If a window does not open, make sure you have pop-up blocking turned off for http://subjectivemetrics.com and your institution's Blackboard server URL

8. From the Waypoint Evaluate page, you can click Retrieve student work from CMS to open files submitted by students to the Assignment in Blackboard
   o Note: Changes to any documented submitted to Blackboard and retrieved through this feature will only be saved locally; the student will not see annotations etc. unless the instructor returns a file to the student or uses Waypoint's annotation feature.
From the **Waypoint Manage** page instructors can return feedback and numeric grades to the Blackboard grade book.

1. On the **Manage** page, select a specific Assignment
2. Place a check mark in the **CMS** column (notice that you can place a check mark in the **All** box at the top of the column)
3. Click **Send results to CMS Gradebook**
4. Select the Assignment to which you want to return the numeric grade and feedback (make sure your numeric scales match!)
5. Click **Continue**.