This documentation is specific to the College of Education freshmen students using Waypoint for self-evaluation of the Teacher Disposition Checklist.

ACCESS
You will receive an email from sjones@bloomu.edu in your University email account.

Directions continued on next page...
This email contains the web address and your unique username and password. Please make sure you save this email for future reference.

Waypoint reviewer login information

To: First TestD2L
From: Sheila Jones
Date: 10/15/2010

You have an account at [www.subjectivemetrics.com](http://www.subjectivemetrics.com). This website provides a structured process for assessing all types of performance.

Your username is **0012002 R**. This username will not change, so you should keep this email or make a note of the username.

Login using the above username and the following password which will vary depending on the Assignment.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>COE TEACHER DISPOSITION CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>self_op2010</td>
</tr>
<tr>
<td>Project Designer</td>
<td>Sheila Jones</td>
</tr>
</tbody>
</table>

After logging in, please click Evaluate in the top menu. You'll be taken to the Feedback page where you will see two drop down boxes: In the first drop down box, choose the Assignment named above. In the second drop down box, choose the name of the person you will be assessing.

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

1. Open a web browser
2. Enter [http://subjectivemetrics.com](http://subjectivemetrics.com) in the URL field or click the link from the email
3. Enter your **Username**
4. Enter your **Password**
5. Click **Login**

**CHOOSE ASSIGNMENT AND AUTHOR**

The following steps will show you how to complete the self-evaluation.

1. If not already selected, click the radio button to the left of **Evaluate**
2. Click the left of - - Choose an Assignment - -
3. Choose an Assignment

4. Click the left of - - Choose an Author - -
5. Choose your name

Your screen will refresh with the assignment.
SELF-EVALUATE
You will assess yourself by selecting the appropriate radio button for each element.

1. Select the appropriate radio button

2. Continue selecting the appropriate selection for each element

3. Enter **Overall Comments** in the text box (optional)

4. Click Save
EMAIL AND PRINT
Now that the self-evaluation is saved, you can print a hard copy or send the evaluation to your student email.

1. Click View / Print.

A window will open with the feedback.

![Print Feedback](image1)

![Email Feedback to author](image2)

Tuesday 10/19/2010

**Evaluation**
by First TestD2L

<table>
<thead>
<tr>
<th>Student:</th>
<th>First TestD2L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment:</td>
<td>COE TEACHER DISPOSITION CHECKLIST</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Sheila Jones</td>
</tr>
<tr>
<td>Date:</td>
<td>10/18/2010</td>
</tr>
</tbody>
</table>

1. **ACADEMIC SEMESTER**
   2010 FALL SEMESTER
2. **COE MAJOR DEMOGRAPHICS**
   Secondary Education Mathematics (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)

   ALWAYS

2. Click Print Feedback
3. To print a hard copy of the feedback, select the appropriate printer and click OK
4. To email the feedback to the student, click Email Feedback to author
5. You will receive a message Your email has been sent. Close window
6. Click to close window

You have completed the steps required for your self-evaluation of the teacher disposition checklist.

Make sure to log out.