

FACULTY STARTUP GUIDE

USING WAYMAKER TO STRENGTHEN LEARNING

Research shows that Waymaker courses can yield significant improvements in learning when instructors use Waymaker's simple messaging tools to connect with students and encourage their progress. These tools also save time by helping you quickly identify and reach out to struggling students.

Follow these simple steps to customize your Waymaker course, activate your personalized messaging tools, and get started teaching.

ACCESS YOUR COURSE

You access and manage all Waymaker materials through your learning management system (LMS).

1. Log onto your school's learning management system.
2. Access your course shell or course site.
3. To view learning activities, go to:
 - Folders in Blackboard
 - Modules in Canvas
 - Content Modules in D2L Brightspace

COURSE CONTENTS

Waymaker courses include:

- A faculty "how to" module to help set up and teach your course.
- A faculty resources module containing course outcomes lists, quiz banks, assignments, PowerPoint decks, and a course PDF.
- A student orientation module called "Succeeding with Waymaker."
- A module for each chapter in the course. Each contains a study plan with content and practice activities, and a graded quiz. Pertinent assignments and/or discussions may also appear next to the study plan and quiz.

 *Note: If your Waymaker course materials are not yet inside your LMS course shell, follow the [Waymaker Course Import instructions](#) that correspond to your LMS.*

SET UP MESSAGING TOOLS

Messaging tools help faculty quickly and easily provide help and encouragement to students. To use messaging tools, you must configure them for each course section. Students perform better and feel more engaged when instructors use these tools.

Automated messages are sent by Waymaker on behalf of the instructor to coach students on better study skills or congratulate them on good performance.

Notifications are sent to instructors when students are trying but struggling; instructors may opt to send **recommended messages** to offer help.

ACCESS FACULTY TOOLS

Faculty Tools is a dashboard area where you can set up and customize Waymaker's messaging tools. Once students are active in your course, you can return to this area to view students' quiz histories and act on recommendations to reach out to struggling students.

To get to Faculty Tools:

1. Go to the "Faculty Resources" module.
2. Click on the "Waymaker Faculty Tools" link.

QUICK SETUP FOR AUTOMATED MESSAGES

"Quick Setup" activates Waymaker's automated messages in two simple steps, although it sidesteps the process of choosing the messages you want to send and customizing their wording.

1. From "Faculty Tools," in the "Auto Messages Quick Setup" box, select the name of the instructor from whom messages should be sent.
2. In the "Auto Messages Quick Setup" box, click the toggle to turn automated messages on.



CUSTOMIZE NOTIFICATIONS AND MESSAGING

Go through these steps to view, select, and customize the messages Waymaker can send, or to modify your email address and signature.

1. From “Faculty Tools,” click on “Set Up Communication” in the top menu bar.
2. Click on “Configure Waymaker” at the bottom of the page and follow the steps to set your communication and notification preferences. This includes selecting and customizing template messages Waymaker uses to send automated and recommended messages on your behalf.

 *Using messaging tools is like having a personal assistant to notify you of students who need your help and send routine communications on your behalf.*

REVIEW AND ALIGN CONTENT

Note: Skip this step if others have primary responsibility for modifying Waymaker course content.

Before you teach with a new Waymaker course, we recommend previewing the course content and making appropriate adjustments to align with your course schedule and learning outcomes.

1. Compare your institution’s course outcomes to the Waymaker course outcomes. You can find the Waymaker Course Learning Outcomes in the “Faculty Resources” module.
2. Decide which Waymaker course modules to include in your course and the order in which they should appear. Define how they will fit into your course schedule.
3. Use the LMS tools to hide (unpublish) or delete any Waymaker modules you will not cover.
 - If you wish to remove only part of a module, visit support.lumenlearning.com and select “Submit a request” at the top of the page. Our support team will assist with this request.
4. Use the LMS tools to drag and drop modules into the order you will cover them.
5. Use the LMS tools to add any additional content or learning activities you’d like to include.

MANAGE QUIZZES

Every Waymaker module has a quiz that automatically scores and enters grades in your LMS gradebook.

Waymaker allows students two attempts on every quiz. For each attempt, questions are selected randomly from the appropriate quiz bank. Authorized instructors may edit quizzes by modifying, adding, and removing questions.

ASSIGN POINTS AND DUE DATES

Use your LMS gradebook features to assign points possible and due dates for each quiz.

VIEW QUIZ ANSWER KEYS

In any module, click the “Quiz” link.

1. Click the “Answer Key” button to see all questions and answers in the quiz bank.
2. Click the back button to return to the quiz start page.
3. Click on “Start Quiz” to see a randomized set of questions from the quiz bank.

STUDENT RESPONSES AND QUIZ ATTEMPTS

To view a student’s quiz responses or to grant additional quiz attempts:

1. Click into the quiz you want to review.
2. Click on the “Manage Quiz Attempts” button.
3. Locate the student; only students who have attempted this specific quiz will appear.
4. To view a student’s responses, click on the score for the attempt you would like to view.
5. To grant an additional quiz attempt, click on the “Grant Attempt” button.

EDIT QUIZZES

1. In any module, click on the “Study Plan” link.
2. Scroll down to the “Quiz Results” tile, hover over it, then click on the gear icon.
3. Click “Edit Quiz.” (Note: If no links appear under the gear icon, quiz editing may be restricted to a lead instructor at your institution)
4. Use icons buttons to edit, add or delete questions.
5. Click on “Save Assessment” at the top of the page to save changes before exiting.



MANAGE ASSIGNMENTS

In addition to quizzes, Waymaker courses also provide optional hand-graded assignments you may use to develop and assess mastery.

These learning activities are administered to students through your LMS assignment and discussion tools. You can select, modify and manage them like any other assignment or discussion in your LMS.

SELECT AND MODIFY ASSIGNMENTS

1. Review available assignments and discussions.
 - The “Faculty Resources” module contains an overview of all assignments available for your course. Navigate to this module and click on the link(s) titled “Assignments” and/or “Discussions” to review them.
 - In many courses, you will also find some assignments and/or discussions pre-built into your LMS tools. These may be located in a dedicated “Assignments” module. Alternately, links to each assignment may be located next to the “Study Plan” and “Quiz” to which the assignment aligns. Click on any assignment to review it.
2. Decide which assignments and discussions you wish to use and whether to use them as is or modify them.
3. If assignments are already built into your LMS tools:
 - Verify the assignments you want to use are located where you want to place them in the course, or drag and drop into the desired location.
 - Edit the assignments as desired using your LMS tools.
 - Unpublish or delete any assignments or discussions you do not want to use.
4. If an assignment is not already built into your LMS course:
 - Create a new assignment or discussion in your LMS. (Specific steps will vary by LMS; contact your campus help desk for support.)
 - Copy and paste to add the wording for the assignment you want to use, make any modifications, and then save it.
 - Verify the assignment or discussion was added where desired. If needed, drag and drop into the desired location.
5. Define points possible and due dates for each assignment using your LMS gradebook.
6. (Recommended) Define an acceptable submission format and grading rubric using your LMS tools.
7. During the term, grade student submissions using your LMS assignment and discussion tools.

COPY WAYMAKER COURSE CONTENT

You may copy Waymaker content from one course shell to another using the standard course copy process in your LMS. You should do this when multiple instructors plan to teach using a common version of the Waymaker content, study plans and quizzes. You should also do this to copy your course content term-after-term for ongoing use.

If you’re also planning to use the same course sequence, assignments, or other supplementary materials, you should complete all modifications to your “master” course before copying it into additional sections.

ORIENT YOUR STUDENTS

When classes start, encourage your students to do the following in order to improve their learning:

- **Take pretests.** Waymaker uses ungraded pretest results to create a personalized study plan for each student.
- **Consult the study plan.** Look for signposting in the study plan to coach students on where to focus their time and attention.
- **Use self-checks.** Ungraded self-checks help students confirm if they’re understanding the material. On average, students who use self-checks perform over a letter grade better on quizzes than students who don’t.
- **Study between quiz attempts.** Students get two tries on every graded quiz. Those who take quiz attempts back-to-back don’t improve very much. Students perform better when they plan time to study or get help between attempts.

 *Let students know they can improve quiz scores if they make time to understand what they missed and get your help before their second quiz attempt.*

TECHNICAL REQUIREMENTS

Lumen Waymaker is always optimized for the latest and second-latest versions of the major browsers. To check whether your browser is up to date, visit whatismybrowser.com

Cookies should be enabled. No plugins are required.

FACULTY SUPPORT

For additional information, search the user guides or get help from Lumen support team online at: support.lumenlearning.com