

## CYPHER for academia Guide for administrators



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## Introduction

CYPHER Learning is leading the necessary disruption of learning platforms to unleash human potential with modern learning.

CYPHER exists to ignite lifelong passions through personalized, engaging, and limitless learning experiences for all. We give teachers and professors more time to teach, build human connection into everything we do, and deliver tailored learning experiences that are meaningful and measurable.

Just the way modern learners expect.

The CYPHER platform is easy-to-use, beautifully designed, and infused with AI-powered technology. Every aspect beams thoughtful innovation and engineering that puts people first. Millions of users experience their "just in time, just for me, just the way I want it" approach in 50+ languages with the CYPHER award-winning platform.

We want you to get the best results when using our site, especially when you are just starting out. That is why we created seven getting started guides for the main types of CYPHER users:

**Getting started guide for Teachers** (this guide) explains topics such as: creating a class, using competencies and grading assignments.

**Getting started guide for Administrators** explains topics such as: navigating in CYPHER, configuring features, customizing the platform and managing users.

Getting started guide for Students explains topics such as: enrolling in classes, submitting assignments and communicating with teachers.

Getting started guide for Parents explains topics such as: accessing the parent account, accessing children's information, and how to navigate the platform.

Getting started guide for Teaching Assistants explains topics such as: managing classes, grading assignments and viewing attendance.

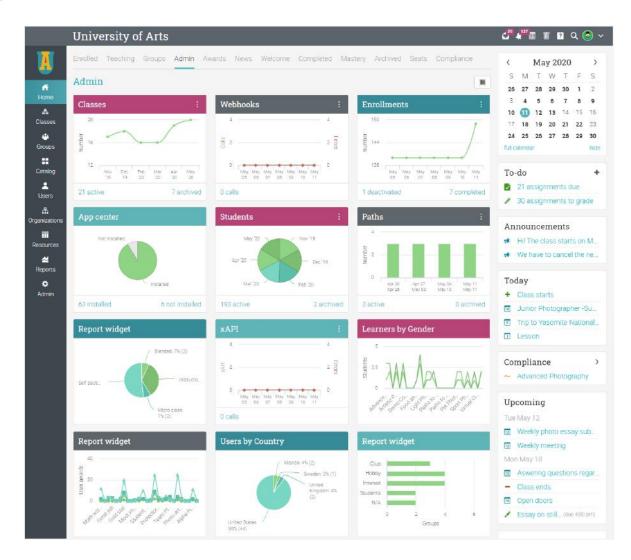
Getting started guide for Monitors explains topics such as: creating your monitor account, enrolling into classes and creating groups.

Getting started guide for Mentors explains topics such as: creating your mentor account, enrolling into classes, creating groups, and how to navigate the platform.

This guide covers the most common steps Administrators go through when they start using CYPHER. Please consult the table of contents if you want to find a specific topic. If you have any additional questions or want to explore more of the platform's features, please browse the Help Center or visit our support forum.

## Navigating the platform

The administrator dashboard is the first page you see when you log in to your account. Here you can see a set of widgets with the most important site data. There is also information related to your account such as your calendar, to-do list, notifications, and more.



#### Icons and navigation

You will see various icons in the platform that are used for adding, editing, deleting, and other actions. Here is an overview of the most important icons:

+	Add content such as courses, rules, or portal pages.
-	Remove items from your platform.
Ø	Edit a page or an item.
ଡ	Configure different areas of the platform.
<b>İ</b>	Delete items.
$\bigcirc$	Access your messages through the message's icon in the top right bar.
¢	Notifications allow you to keep up with different changes in the system.
Î	The trash icon opens a popup with all your deleted content.
Ë	Your shopping cart contains your ordered items.
?	This icon provides access to the CYPHER Help Center.
Q	Use the search icon to find specific content on your site.

#### Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site, such as Home, Classes, Groups, Catalog, Users, Resources, Reports, Organizations, and Admin.



The left bar gives you access to these tabs no matter where you are in the site. If you hover over a tab, a pop-up window will appear with the most important options for that area.



For example, when you visit a class, the main left bar is minimized, allowing you to navigate within any area of the site by simply hovering over the main menu in the top left side of the page. The class left bar shows tabs that lead you to class areas such as: start, admin, calendar, assignments, students, and the gradebook.



#### Top right bar

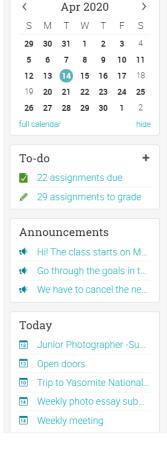
The top right bar displays icons with access to your messages, notifications, calendar, trash can, help center, search and profile.





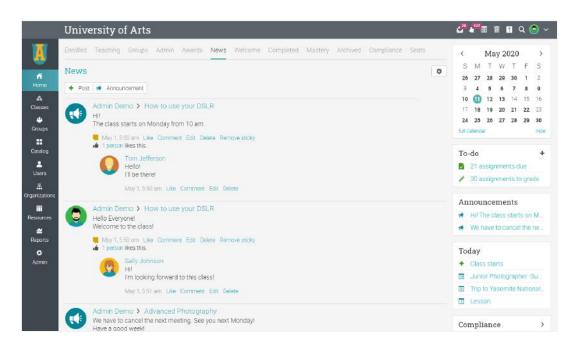
#### Right bar

In the right bar, you can find your to-do list, announcements, upcoming events, and a list of minimized windows. To see more details, just click on an item.



#### News feed

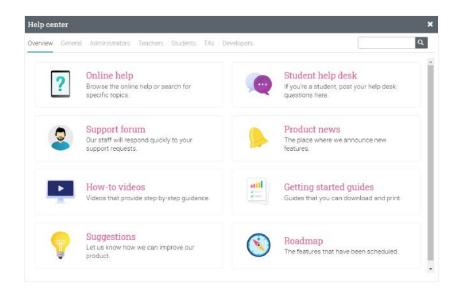
The news feed aggregates news items from users, classes, groups, and your school. Product News announcements usually contain updates from the CYPHER team. By default, a news feed only shows the latest news, and you can scroll down the page for more items.



## **Help Center**

We provide extensive support at every step of our collaboration. To access the Help Center, click the icon in the top right bar.

A pop-up box will open with different options. Use the searchable online help to browse different help topics. If you are on a certain page and need guidance, a help for the current page option will also appear. Here you can also find access to our Support forum and Product news, where we frequently post updates on new features.



Users can find help topics organized by account type in the searchable online help. Most topics have detailed instructions with screenshots. The Help Center is a pop-up so you can browse through the topics without leaving your current page.

Overview General Administrators Teac	hers Students TAs	٩
Introduction An overview of this e-learning platform.	Q Accessibility Accessibility features	Blogs Keep a journal using a blog.
Calendar View your calendars and add events.	Chat Communicate using our built-in chat rooms.	Editor Create content using our HTML editor.
Favorites Add resources to your favorites list.	▼ Filters Filters,	Forums Use our threaded discussion forums.
Friends Use our social networking features.	Google Drive     Access files in your Google Drive.	Groups Create and join groups.
Home View and configure your home page.	Upload, share, and reuse resources using the library feature.	Locker Upload resources to your personal locker.
<ul> <li>Messages</li> <li>Send and receive messages, and receive copies via email.</li> </ul>	<ul> <li>Mobile Our responsive design supports phones and tablets.</li> </ul>	<ul> <li>Navigation Navigate through the site.</li> </ul>
News feed.	<ul> <li>OneDrive Configure Microsoft OneDrive integration.</li> </ul>	<ul> <li>Online</li> <li>See and communicate with your connections that are online</li> </ul>
<ul> <li>Passwords</li> <li>How our password system works.</li> </ul>	Photos Create an online photo album.	A Profiles View your profile and update your

## Profile

Your profile page shows your basic information, account details, photos, and more. The information that is visible depends on your account type and the portal's security settings.

To start setting up your profile, go to the top right bar and click on the profile button. Then, click on the Edit button.

≡				🛃 🦓 👘 🗊 Q 💽 ~
Profile Settings Privacy e Purchases Blog	<ul> <li>James Stevens</li> <li>C<sup>1</sup> - https://arts.freeIms.com/pro</li> <li>C<sup>1</sup> (in) (2) (in)</li> <li>C<sup>1</sup> (in) (2) (in)</li> <li>C<sup>1</sup> (</li></ul>	Afle/james glevens.	Student Te	teter Administrator District admin
Portfolio En Photos Gifts Mentors	About Info Enrolled Teaching Groups Completes About It is my pleasure to serve the University of Arts as an adm degree in special education and Art Education at the Califi from Oxford University. I believe that each student can su and watching your children find success!	ninistrator. I am originally from the Pittsburgh are fornia State University of Pennsylvania and my E	ducational leadership degree	Account Joined May 11, 2016 Added by Zsolt Bertelan Archive Last activity at 34 minutes ago
Friends → Login history	Awards 24 Certificate	Course	> Awarded	Tags // // // // // // // // // // // // //
, Notes	Certificate of completion	Portrait Photography	Feb 11, 2020	<ul> <li>Login credentials</li> <li>Reset password</li> </ul>
Online	Language certificate		Sep 24, 2019	

Go to the Settings tab in the left bar to choose different options related to your profile, such displaying your online status for students or allowing users to request to chat with you.

	James Stevens		<b>4<sup>20</sup> ↓<sup>224</sup>≞ 亩 ⊡</b> Q 💽 ~
	Settings		
	Here are your general account settings. Privacy settings are in Privacy tab.		
3	Display		
Profile	Feature		
٠	Audio notifications		
Settings	Display small calendar in dashboard		
Privacy	Display suggested groups in dashboard?		
<b>4</b> .	Enable class switching		
Mastery	Display shortcuts		
e Furchases ★	Social media Site	ID	
Awards	Facebook	2	
Elog	LinkedIn	2	
-	Twitter	20	
Portfolio	Instagram	-	
Photos	✓ Edit		
difus	Integrations		
1	Feature		
Parents	Google Drive		
1	OneDrive		
Mentors	OneDrive for Business		

Change your language in the Miscellaneous section:

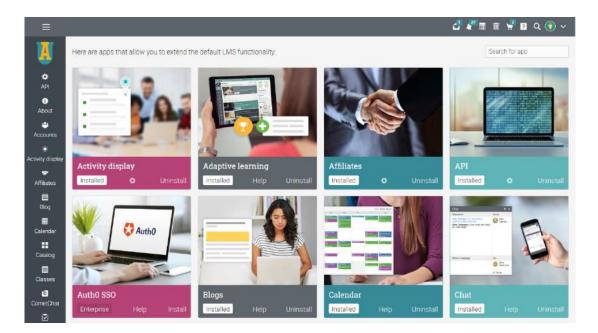
Miscellaneous	
tory Feature	Setting
Default home tab	Dashboard      News      Custom
s Logout automatically after the specified minutes of inactivity:	Never •
Language	English (US)
Time zone	(GMT-08:00) Pacific Time (US & Canada)

## **Configuring features**

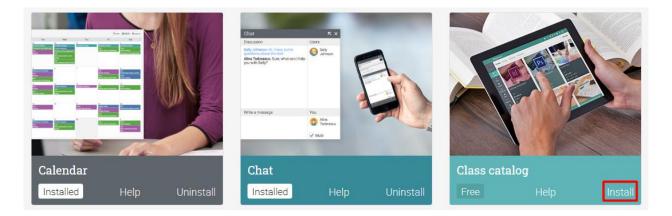
As an administrator, you are responsible for configuring the site, including enabling or disabling features. It's easy to do so by using the Admin menu in the left bar.

L Users	App center		Students	
rganizations	Not installed	Installed	Apr 25 Mar 22 Feb 20	0tt 19 - Nov'19 Dec'19
¢ Admin	API	O About	Accounts	2 archive
	<ul> <li>Affiliates</li> </ul>	📕 Blog	🖩 Calendar	
	Catalog	Classes	CornetChat	- 4
	Compliance	O Dashboard	Te-commerce	2 Ergs
	🗷 Email	E Equella	→ Export	2 2
	🝸 Games	II. Grading scales	🖾 H5P	e a
	Ø Help desk	← Import	🔅 Kaltura	
	• اتا	C MailChimp	Messages	
	i Moderate	😤 Network	Panopto	
	W Plans	Policies	Portal	
	💼 sis	Single sign-on	* Subjects	den: 2% (1)
	n Turnitin	🖳 Web conferencing	🏶 Zapier	hited Ingdom, 4% D
	C XAPI			

Features can be configured through our App center, which can be found under Admin/App center.



First, you must install the app:



Then click on the configure button to start setting it up:



Here you can find features such as Gamification, Adaptive learning or Groups. You can also find the available integrations, including Google Drive, OneDrive or Turnitin.

## Customizing the school portal

You can customize many aspects of your school's portal, including the color scheme, adding your organization's logo and changing the terminology. In CYPHER, it's easy to configure what visitors and users see and you also have more advanced options such as adding Custom CSS.

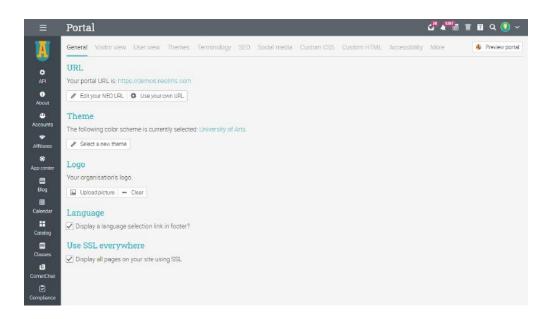
#### Portal name, description and details

To set up details about your organization, visit the Admin/About section. Here you can edit your organization's name, add a description and website, add a contact email, select your language, and more. To make changes, click the Edit icon.

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	AND	\$KK	
API About	Natural Science School		
Accounts 😴 Affilietes	https://appleton2.neolms.com	Edit	
💸 App center	About	District 2 >	
8	Our teachers are chosen from the best. Their mission is not to just teach classes, but to prepare the kids for life, help them absorb the	(Natural Science School	
Blog	knowledge that will serve them in the future.	University of Arts	
Calendar	Our classrooms provide the perfect environment for students to explore and learn. We combine classic learning methods with ultimate learning technology because from our experience this way of teaching brought us the best results.		
	Portal ID: 112796	Administrators 2 >	6
Catalog		Zsolt Bertalan	
Classes	Info	James Stevens	
Ð	Basics		
Compliance	• Language: English (US)	Teachers 6 >	k.
Dashboard	Time zone: (GMT+00:00) London	Graham Glass	
<b>H</b>	Contact	James Stevens	
# E-commerce	Email: none     Phone: none		
	Fax: none     Fax: none	Julie Andrews	

#### Portal customization

Click on Admin/Portal in order to start setting up your options.



The portal administrator page is split into separate categories:

- **Visitor view** configure how your portal will look for your site's visitors, with options for portal type, title, logo, pages, pictures, menu, panels and footers;
- User view configure how your portal will look for logged-in users, with options for avatar display, menu bar decoration, home left bar picture, home tabs, left bar, welcome pop-up, shortcuts, and footers;
- Themes customize the color scheme of the site by selecting or creating a new one;
- Terminology customize the terminology of your site by adding one or more substitutions;
- SEO choose if you want your site to be indexed or not, set up a meta-description, catalog URLs and keywords;
- Social media set up which social media icons you want to show up on your portal, in both the visitor and user view;
- Custom CSS you can use custom CSS to personalize the site;
   Custom HTML you can use custom HTML to personalize the site;
   Accessibility enable portal accessibility options for users with disabilities;
- More configure options session timeout, default video dimensions, Google analytics, URL redirection, bottom HTM and Whitelisted IP addresses.

Next, we will go over the most important options you need to know in the first phase of customizing the portal.

#### URL

This section displays the current URL of your portal. To change it, click "Edit your CYPHER URL", and select a new subdomain. We also provide a way to use your own URL, for which you can find instructions under the Portal topic in the Help Center.



#### Themes

Choose between our built-in color schemes or you can create/edit your own custom scheme using the "Add custom theme" button:

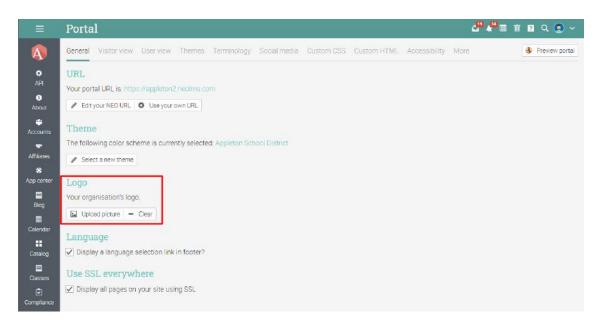
	Portal		ð	<sup>9</sup> 4 <sup>89</sup> m T	20	. 💿 🗸
A	General Visitor view User view Themes Terminology Social media Custom CSS Custor	n HTML Access	ability More			
а цал Ф	Themes Use the radio button to select a new current theme, or Add a new custom theme			ŀ	Add cust	om theme
About	Accessibility					
Accounts	Allow users to select separate accessibility theme via their profile settings					
*	Custom					
Affiliates	Theme	Colored tiles	Accessibility	Current	Fdit	Delete
& App center	Appleton School District	~	-	۲	/	Û
illerg	Standard					
F#R Calendar	Theme	Colored tiles	Accessibility	Current		
Calendar	Amber	~		0		
Catalog	Amber II	×		0		

Then select the color values for each graphic element using either the color picker or by directly entering the hex values into the input boxes.

≡	Portal				
4	General Visitor view	Userview	Themes	Terminology	Social media
¢ API	Create new then Click a color to change		Add to add	your color sche	me
About	Name				
🗳 Accounts	Custom Appleton Sch	ool District			
🐲 Affiliates	Top bar				
*	Background	569	A96		
App center	Counters	CB4	1437		
Blog	Main navigation	1			
Calendar	Background	515	A63		
Catalog	Border	515	A63		
B	loons	wh	iite 📍		
Classes	Selected background	569	A96		
Compliance	Selected text	wh	ite 🔹		
Dashboard	Selected icon	wh	ite 🔹		
₩ E-commerce	Headings	E47	E78		

#### Logo

To upload a logo, select it from your computer, then click Save.



You can choose if the logo is shown in the home page left bar by clicking the appropriate checkbox in the User view tab.

	Portal
A	General Visitor view User view Themes Terminology Social media Custom CSS Custom HTML Accessibility More
р Рі Э	Avatar Display user avatar in upper right?
	Home left bar picture
🔹 xounts	This is the picture that is displayed at the top of the left navigation bar in the Home area.

#### Portal pages

You can configure Portal pages under Visitor view. Portals have default pages such as Calendar, Catalog, News or Contact. Only those that are enabled show up in the carousel and each page can be edited separately. You can also click on Add to create a custom page.

Title	Edit	SEO	Enable?	Delet
Catalog	-	-	$\checkmark$	-
Calendar	-	-	$\checkmark$	-
News	-	-	$\checkmark$	-
Contact	N	-	$\checkmark$	-
Sign up	ll -	-	$\checkmark$	-
About us	ll -	+	$\checkmark$	Ô
Blog	-	-	$\checkmark$	-
Privacy (only available if policy document is enabled)	ll -	-	×	-

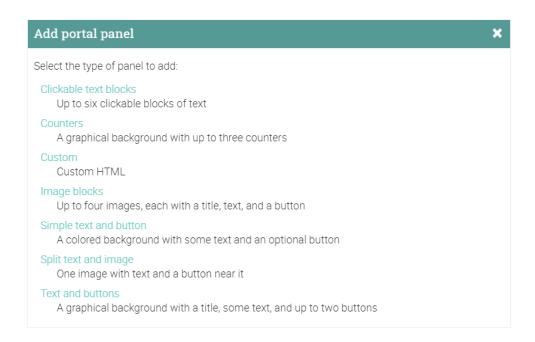
#### Portal visual editor

The visitor portal can also be customized using panels, changing the header and adding a custom footer. To customize your portal, click Edit under "Portal visual editor".

Ξ	Portal	4 <sup>19</sup> 4 <sup>34</sup> 🔳	m ? 0	k 🥥 ~
Accounts	Portal pages			
Accounts ®	Title	Edit	Enable?	Delete
Affiliates	Catalog	-	$\checkmark$	-
*	Calendar	-	$\checkmark$	-
App center	News	-	$\checkmark$	-
	Contact	\$P	$\checkmark$	-
Blog	Sign up (only available if self-registration is enabled via Admin/Accounts)	ļ	×	-
	Blog	-	$\checkmark$	-
Calendar	About Us	\$P	$\checkmark$	Ô
Catalog	+ Add			
Classes	Portal visual editor			
Compliance	Click Edit to visually edit the portal header (logo picture and/or text) and panels.			
Dashboard				

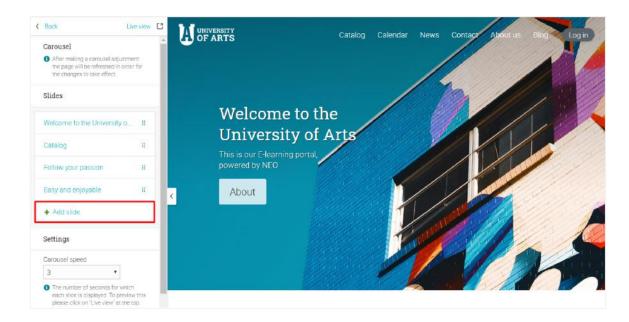
#### Portal panels

Currently, we have support for the following types of panels:



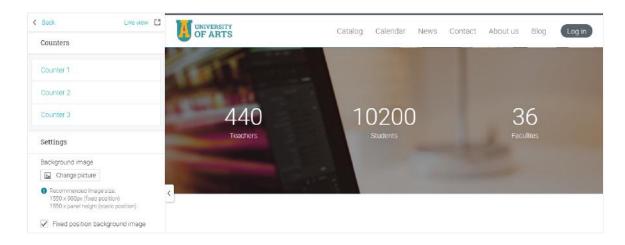
#### Carousel

The carousel option allows you to add custom pictures, text, HTML and action buttons. To add a new slide, click Add slide.



#### Counters

This option allows you to add a graphical background with up to three counters with relevant information for your school. Enter the text and numbers for each counter, choose a picture and click Save.



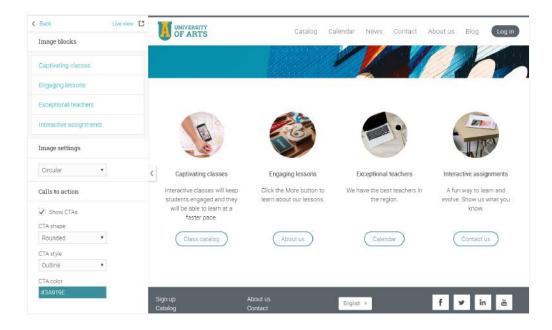
#### Simple text and button

If you want to separate two panel types that are very graphical, you can add a colored background with text and an optional button.

Eack Live view	UNIVERSITY OF ARTS	Catalog	Calendar N	Vews Contact	About us	Blog	Login
Text		č					
Click the button to learn more	vveicome	e to the	1		/ /		
about us	Universi	ty of Arts					
Colors	This is our E-learnir powered by NEO	ng portal,					
Background #79902D	About		K		-		
Call to action			D	MARINE	1		
☑ Show CTA			Th			120	14
CTA text	<				111	1 V	
More					1 also	1	
<ul> <li>Accessibility suggestion: Add button text that is descriptive and unique among neerby links.</li> </ul>				×		- 20	
CTAURL							
Select page 🔹							
CTA shape		Click the button to lea	arn more abou	ut us More			
Rounded •							
CTA style							
Solid •							
CTA color							
#283A6B						-	

#### Image blocks

You can add a panel that contains image blocks with text and call-to-action buttons. You can upload your images, add the text, and you can select the destination page of the buttons.



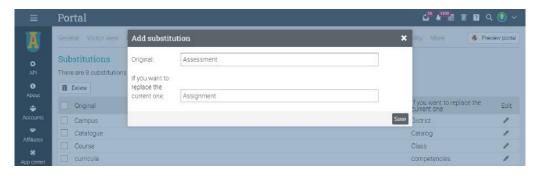
#### Footers

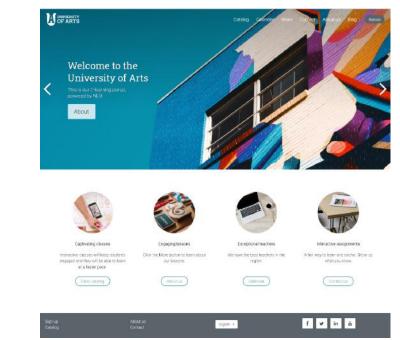
You can customize the footer area of your portal. To add a new footer, click on Add, enter its name, URL, and choose whether or not a new window is displayed when the footer is clicked, then click Save.

ortal footers		
Title	Page	Edit
> Information	-	1
< Contact	Contact	1
K Terms and cond	itions -	ll.

#### Terminology

You can customize the terminology of the platform adding one or more substitutions. These substitutions apply to all built-in text which appears on tabs, buttons, headings, instructions and tips. Click on Add, then enter the original text and its replacement.



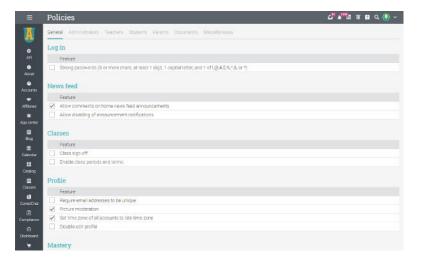


Here is how a school portal can look for visitors:

# C/\_

## Setting up policies

There are many policies that you can set for your site, such as the features that students, teachers, administrators and parents can access. It is one of the most important things for an administrator to do. Go to Admin/Policies to start setting up your options.



Here are more details on some of the options:

#### Monitoring

If enabled, you can create monitor accounts. Monitors are read-only administrators that can access most pages of a site but cannot change anything. If you enable monitoring, you can also enable it for use by teachers, in which case they can monitor the communications of students in their classes.

#### Prevent simultaneous logins

If this feature is enabled, a student can only be logged on via a single session. When they start a new session, any of their previous sessions are automatically terminated.

#### Let members know that communications are monitored

If you check this option, it lets members know their communications are monitored. They will see a small notification: "your school monitors communications for offensive language", when composing messages or using chat rooms.

#### Set time zone of all accounts to site time zone

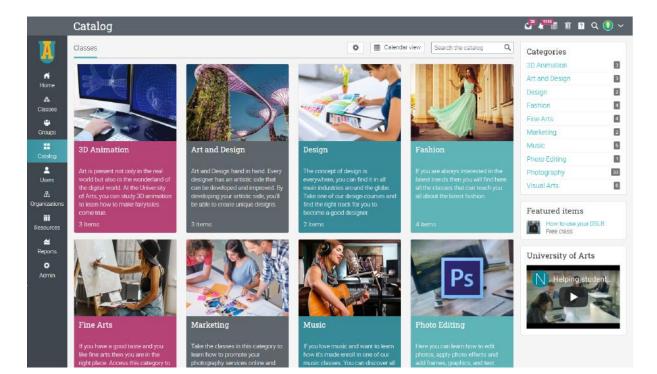
If enabled, set all user time zones to the time zone of your school.

#### Allow comments on home news feed announcements

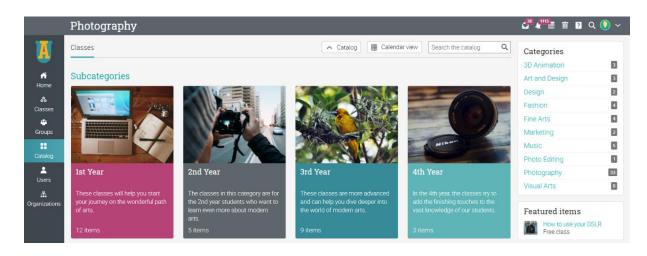
If enabled, users can add comments on home news feed announcements.

## Configuring the class catalog

The class catalog showcases the classes that are available for students. You can find it under Classes/Catalog.



Items are organized by categories and subcategories to make it easier for students to find them.



To configure the class catalog, visit the Settings area. Your options are as follows:

- Options you can enable catalog search, the catalog calendar, and location filtering;
- Format choose between Flat, Hierarchical, or Graphic;
- **Category ordering** choose between Alphabetical or Custom. If you choose Custom, you can reorder the categories using drag and drop.
- **Class ordering** choose between Alphabetical or Custom. If you choose Custom, you can reorder the classes using drag and drop.
- **Displaying short descriptions** you can choose to display the short description of categories and items on their tiles.
- Show sections in each lesson if enabled, the list of sections will be displayed on the catalog page of the class.
- Only show open enrollment classes in visitor catalog you can set classes to have an open enrollment for visitors of your site. With this option they can only see what is available to them.
- Hide old classes hide classes that have started over a week ago.
- Show time zone include the class time zone in the listings;
- **Display classes for default organization in all catalogs** if you have enabled multiple organizations for your platform, the default organization's classes will appear in all catalogs;
- **Right column** you can enable the right column in the catalog to show the list of categories, featured items, and boxes.

≡	Class catalog	2 <sup>34</sup> 4 <sup>21</sup> ■ 1 Q Q ⊙ ~
A	Catalogs Settings	🚦 Catalog
•	Options	
API	Option	Setting
i	Enable catalog search	
About	Enable catalog calendar	$\checkmark$
🗳 Accounts	Enable location filtering	
Activity display	Layout	
*	Feature	Setting
Affiliates	Format	Graphic 🗸
Blog	Category ordering	Alphabetical 🛩
III Calendar	Class ordering	Alphabetical 🗸
Catalog	Items	

#### Categories

All currently used categories and subcategories are listed in the Categories section of the local catalog. You can change the descriptions and the picture associated with a category. You can even add a metadata description and keywords for a category, under SEO Metadata.

≡	Class catalog	<i>₫</i> 4ª ≣	宜?	۹ 💿 ~
X	Catalogs Settings		÷	All catalogs
¢ API	Local Catalog Name: University of Arts			
0 About	Introduction: X			
Accounts Activity display	Pagination Page size			
Affiliates Blog	Categories			+ Add
E Calendar	Name	Edit	Picture	SEO Metadata
tatalog	3D Animation	/	in.	+
Classes	Accounting	1		+
Classes CometChat	Agribusiness     Agribusiness     Agribusiness	/	-	+
CometChat Compliance	Architecturar Studies	1	24	+

#### Configure visitor access to the catalog

To allow portal visitors to browse the catalog, go to Admin Portal and find the Visitor view tab. Enable Catalog from the Portal pages section.

=	Portal	d <sup>a</sup>	1200	1 ? C	k 💽 ~
	Portal pages				
Accounts	Title	Edit	SEO	Enable?	Delete
*	Catalog		- 2	$\checkmark$	
Affiliates	Calendar		27	$\checkmark$	22
pp center	News		1	~	
Di Conto	Contact	/	52.1	$\checkmark$	52.4
Blog	Sign up	1		~	
	About us	/	+	~	Ô
Calendar	Blog	(a.)	- 22	$\checkmark$	-
Catalog	Privacy (only available if policy document is enabled)	/	52	×	52.1
Classes	+ Add				

## Configuring grading scales

Grading scales can be configured via Admin/Grading scales. You can set the default grading scale that every class is initialized with. You can edit the default grading scale and add your own.

Grading scales	Options		
Grading sca	iles		+ Add standard gr
	andard grading scales:		
Standard re	gular grading sca	le (Default)	
Number of class	es, class templates, and	assignments usi	
Grade	Minimum%	Letter%	
A+	95	97.5	
A	90	92.5	
Α-	85	87.5	
B+	80	82.5	
В	75	77.5	
В-	70	72.5	
C+	65	67.5	
C	60	62.5	
C-	55	57.5	
D+	50	52.5	
D	45	47.5	
D-	40	42.5	
F	0	20	

If you have multiple grading scales, when you create a class, you can select the grading scale for that specific class. See the Options tab in the Add class pop-up. You can also add a different grading scale for each assignment.

A	Classes	Add a class				<b>x</b> Q	Categories	
Hame A Classes Groups	Subcategories	Overview Option Language: Class: * Semester: *	ns English (US) •	Time zone: Section: * Credits: *	(GMT-08.00) Pacific		3D Animation Art and Design Design Feshion Fine Arts Marketing Music	
Catalog Loars	<b>1st Year</b> These classes will help you start	* Optional	Standard regular grai • Essay Letters grading sca Essay Letters grading sca Essay Numbers grading s Essay Numbers grading s	le cale sourceme		Save	Photo Editing Photography Visual Arts	
genizations III Nesources	your journey on the wonderful path of arts. 12 items	the 2nd year s learn even m arts 5 items	Essay Norheers grading s Essay Numbers grading s Future of learning Mastery Scale quiz 1 grading scale Standard pass/fail grading Standard regular grading	cale of modern a	ers vaci	the finishing touches to the throwledge of our studients.	Featured items How to use your Free class University of Art	

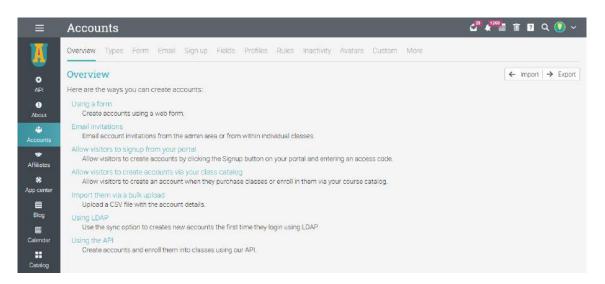
## **Creating accounts**

Everyone who wants to use the site must have an account. The types of accounts that can be created in CYPHER are:

- **Students** can enroll in classes, submit assignments, communicate with teachers and friends, use collaboration tools;
- **Teacher** can create and teach classes, create and grade assignments, communicate with students;
- Administrator has full privileges on the site, can customize the site, set policies, create accounts;
- Teaching assistant can help teachers run classes but cannot change class content or delete a class;
- Parent can access the site as well as track their children's progress;
- Partial administrator can administer only certain aspects of the site;
- Monitor read-only administrator that can access most pages of a site but cannot change anything;
- Mentor are users that primarily provide personal assistance to other users, called mentees.

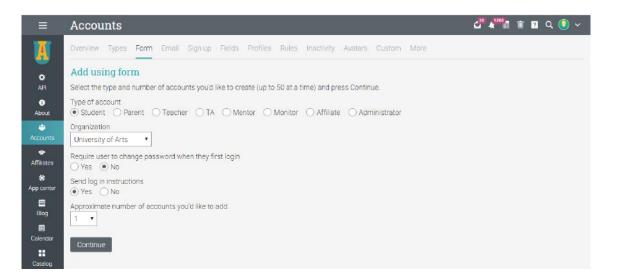
#### Adding accounts

Go to Admin/Accounts to find your options for adding accounts:



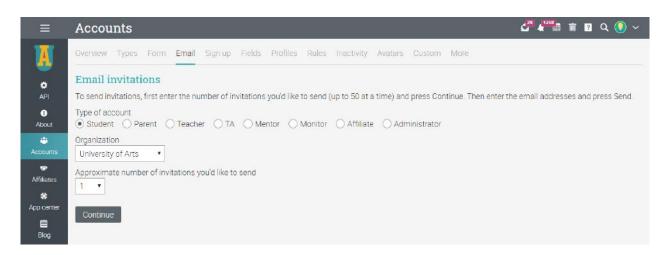
#### Add accounts using a form

This option allows you to quickly add accounts using a form. To start adding accounts visit the Form tab. Select the initial type of account you want to create, whether you want to send login instructions, whether you require the users to change their passwords when they first log in, and the approximate number of accounts you want to add.



#### Email invitations

To invite users via email, visit the Email tab. Select the initial type and approximate number of invitations that you want to send, then click Continue.

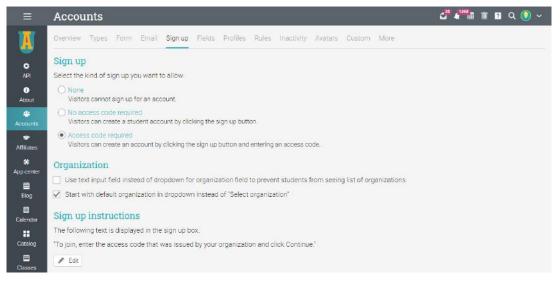


The email invitation is sent but the account is not created until the user accepts the invitation and then goes through the normal sign up process. You can see a list of invited people by going to the Users catalog in the left bar, under the Invited tab. Resend the invitations if needed.

					🛔 🟛 🛛 Q 💽 ~
alog My circle Invited 2	Archived				+
vited					
Resend 💼 Cancel					
Name	Account type	Email	Sent	Link	Accepted
Philip Morrisson	Student	philip.morrisson@gmail1.com	Sep 26, 1:23 am	Ŷ	2
🕠 James Dillon	Student	jamesdillon_46@yahoo.com	5:47 am	B	21
	Resend 💼 Cancel Name Philip Morrisson	Resend  Cancel Cancel Name Account type Philip Morrisson Student	Resend Tancel Name Account type Email Philip Morrisson Student philip morrisson@gmail1.com	Resend     Cancel       Name     Account type       Email     Sent       Philip Morrisson     Student       philip.morrisson@gmail1.com     Sep 26, 1:23 am	Resend     Image: Cancel       Name     Account type     Email     Sent     Link       Philip Morrisson     Student     philip morrisson@gmail1.com     Sep 26, 1:23 am     %

#### Configure sign up

Generate access codes that allow users to create accounts. To start configuring sign up, visit the Sign up tab.



If you choose the sign up option without an access code, users can create accounts just by clicking the Sign up button, then entering their account details. If you want to use access codes, you can set them up in the Access codes area.

≡	Accounts	<b>a</b>	🏭 🗊 🛛 Q 💽 🗸
ේ CorretChat ලි	Access codes Access codes allow users to sign up for an account by clicking a Sign up button on your portal.		
Compliance	Туре	Access code	Enabled
0	Administrator		
Dashboard	Affiliate		
Ξ.	Class	Auto-generated	~
commerce	Monitor		(*)
×	Parent		375
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E Equella	TA		(4)
→	Teacher		825
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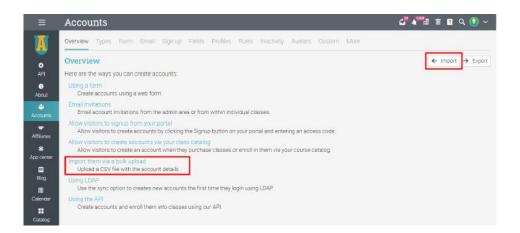
Each user type can have its own access code. Codes can be either active all the time or for a limited period.

Students can then join the site by clicking the Sign up with an access code option, entering the code and the required account information.

UNIVERSITY OF ARTS	Calendar Log in	×	Contact About us	AZA
Catalog	Please enter your access code belov Access code	v		
Learn and explore through our creative p Browse our catalog to find the classes y		D ,		

#### Import accounts from a file

This option allows you to quickly create or update accounts by importing the information from a comma-separated value (CSV) file.



Select the initial type of account you want to create, then choose the file from your computer that contains the CSV rows and indicate which value is in which column.

Import	d <b>a 47</b> 11 11 12 Q	~ ©
Accounts Classes Enrolments Completions Teachers Paths Path enrolments Organizations	Groups Group members	Cance
Import accounts		
To add accounts from a CSV (comma separated value), first select the file to upload. Then indicate the column for each value and press Continue.		
If you omit a user id and/or password, they are given unique values automatically. You will be asked to confirm the information before the accounts are actually added.		
If an account with a matching student ID or teacher ID is found, its fields will be updated with the new values instead of a new account being created.		
Log in instructions will be sent to each new user with their id, password, and a link to log in. If the user has an account within 15 minutes	email address, the message is also copied to th	eir ema
To customize the New account login instructions, click here.		
To customize the New account login instructions, dick here. File		
File + Add file		
File + Add file Values		
File + Add file	Column	
File + Add fre Values	Column None •	
File + Add file Values Value		
File + Add fre Values First name	None •	
File + Add fre Values Value First nome Last nome	None •	

Every field except for the first and last name is optional. If you omit a user ID and/or password, they are given unique values automatically. You have a few more options such as requiring users to change password on their first login, then click Continue.

#### Import

ptions
Irganization
University of Arts 🔹
ry run: check import but don't change anything ● Yes No
equire user to change password when they first login ) Yes
pdate passwords for accounts that already exist ) Yes () No
late format € mm/dd/yyyy _ ◯ dd/mm/yyyy
end log in instructions Yes ONO
Continue

## Managing users

You can see an overview of all users in the school by visiting the Users Catalog. Click on a category to see more details about a user group.

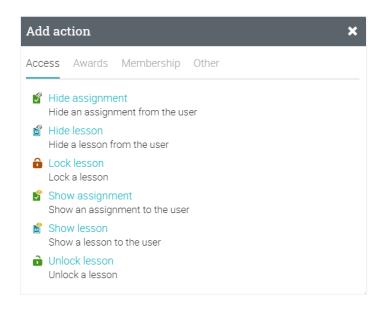


For example, if you click on Students, you can perform several actions such as: sending messages, viewing their grades, awarding badges and certificates, archiving students or even removal from the platform.

	Catalo	9								🗄 🏢 🖬 Q 💽 v
A	All Stude	nts 🛛 Teachers TAs Pare	nts Mentors Moni	tors Adm	inistrators N	etwork admins	Affiliates			+ 🖹 🔶 Users
	Student	S								
Home	Q 0	Message 🛛 🖸 Grades 🛯 🛍 Portfolk	🗧 🔍 Passwords   🕂	Award   🗲	Transfer 🖉 E	dit – Remove	🗧 🚔 Archive			
A Jasses	Nam	e 🕶	Classes	Paths	Completed	Deactivated	Groups	Awards	Parents	Last visited +
*		Blackmore, Jeremy	5	3	8	2	7	7	-	39 days ago
Groups		Corser, Troy	5	1	10	2	9	10	828	110 days ago
Catalog		Dalton, Liv	3	1	25	<b>1</b>	7	1		229 days ago
Lisers		Demo, Admin	3	1	1	23	16	1	222	21 minutes ago
ණි snizations		Dillon, James	в	1	1	1	в	20	1	96 days ago
		Dove, Rob	В	~	194		10	34	5	11 days ago
esources		Duvan, Tom	12	1	1	5	8	21	050	107 days ago
Reports		Ford, Tom	9	1	8	-	9	11	(m)	25 days ago
<b>Q</b> Admin		Hopper, James	10	1	1	52	11	16	828	45 days ago
		Jackson, Phil	8		18	e.;	7	14	1.001	108 days ago
		Jefferson, Tom	6	2		2	11	12	1	9 days ago
		Jensen, Fred	6	1		•3	5	9	s.=.;	643 days ago

## Using automation

Automation allows you to set up rules that should be performed when students enroll in groups, complete classes and learning paths and even when they fall behind on their mastery levels. For example, you can define rules that trigger actions such as sending a custom message when students enroll in a class or sending a notification when an account becomes inactive. Administrators are usually responsible for setting rules for accounts, while teachers add rules for classes and learning paths. Here is a list of rules that you can add:



#### Adding rules for accounts

You can define actions that occur when accounts are created. Accounts rules include actions that are triggered when users are added and when users are inactive. To add rules, visit the Accounts/Rules section. Here you can also add Login actions.

≡	Accounts	d <sup>20</sup> 4 <sup>22</sup> 🖬 1	ī ? (	م 💿 ~
A	Overview Types Form Email Signup Fields Profiles Rules Inactivity Avatars Custom More			
¢ API	Added actions Add actions here that should be performed when an account is added.			
0	Action	Added	Edit	Remove
About	Send the 'new account' canned message	Jan 14, 2016	1	-
Accounts	<ul> <li>Award badge Participation for game Site-wide game (Popup)</li> </ul>	Apr 15, 2020	1	-
Second Its	👪 Add to group Film Photography	Apr 15, 2020	ı	-
Affiliates	Enroll in path Mastering photography	Apr 15, 2020	N	-
Blog	+ Add			
Ealendar	Login actions			
	Add actions here that should be performed when an account is logged in.			
Catalog	There are no actions.			
E Classes	+ Add			

To add inactivity actions, visit the Inactivity tab:

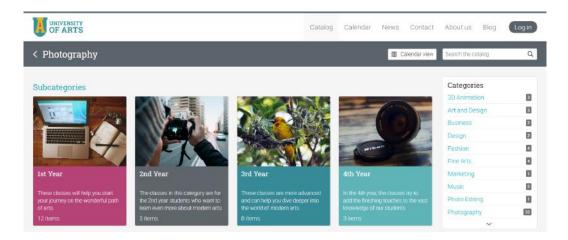
				م 🧿 ~
Overvie	w Types Form Email Signup Fields Profiles Rules Inactivity Avatars Custom More			
Inact	ivity			
	Feature			Edit
403	Number of days of not visiting the site before user is considered inactive			1
Inact	ivity actions tions here that should be performed when a user becomes inactive.			
Inact	ivity actions tions here that should be performed when a user becomes inactive.		Edit	Remove
Add ac Action	ivity actions tions here that should be performed when a user becomes inactive.		Edit	Remove
Inact Add ac Actior	ivity actions tions here that should be performed when a user becomes inactive.	2020		
Inact Add ac Actior	ivity actions tions here that should be performed when a user becomes inactive. Added nd custom notification to user Apr 15, d to group Student team Apr 15,	2020	/	-

#### How students can enroll in classes

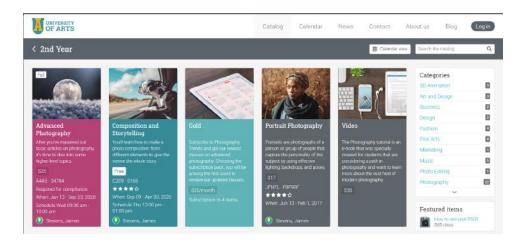
The class catalog displays all the classes and learning paths available in your school. Students can access the Class Catalog via the visitor portal, or from their account by clicking on the Catalog button.



The catalog is organized in categories and subcategories. Each category has its own description and displays the number of items in the category.

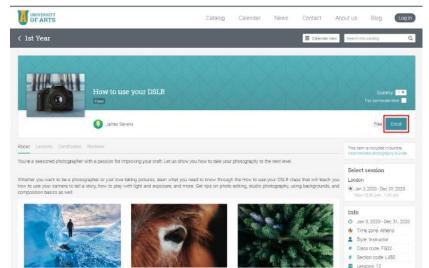


A category can have classes, learning paths, and items such as bundles, subscriptions, and digital media if e-commerce is enabled. Each item has its own image and displays the teacher, a description, class and section code, a price if e-commerce is being used, and reviews.



Catalog items have their own overview page with details such as a description, the content outline of the class or learning path, the certificates that it awards, and reviews.

Enrolling in a class via the class catalog is very simple. If the class has open enrollment, students can enroll by clicking the Enroll button.



If the class requires an access code upon enrollment, then students have to enter the access code provided by the administrator and click Enroll.

UNIVERSITY OF ARTS		19.	Catalog	Calendar	News	Contact	About us	Blog	Log in
< 1st Year		Enter access co	de		×	🔲 Celendar	view Search th	e catalog	Q
	X X X X			E	nroli				
	How to use your DS	SLR							y 🔤 💌
	CHESS							T OF SOFFCORE	

### Setting up canned messages

Many actions that users take in the platform such as enrollment, unenrollment and deactivation have associated messages that are sent to them. The content of these messages can be customized by going to Admin/Messages.

≡	Canned messages	🚰 📲 🏾 🗂 🖓 🗢 🗸
X	Summary Click on an action to show/edit its message.	
¢ API	Account invitation Sent to someone when they are invited to create an account.	
6 About	Achieve level Sent to a student when they achieve a game level.	
4 Accounts	Archive user Sent to a user when they are archived via automation	
-	Auto deactivation Sent to a student when they are automatically deactivated from a class after the time limit has been reached.	
Affiliates	Auto deactivation warning Sent to a student when they are being warned of automatic deactivation.	
Blog	Award badge Sent to a student when they are awarded a badge	
Calendar	Award certificate Sent to a student when they are awarded a certificate.	
Catalog	Award coupon Sent to a learner when they are awarded a coupon.	
Classes	Award points Sent to a student when they are awarded points	
CornetChat	Bulk purchase access code Sent to a user via email (usually) when they are granted access to a class via a bulk purchase access code.	
Compliance	Class completion Sent to a student when they complete a self-paced class.	
O Dashboard	Class invitation Sent to a user when they are invited to join a class.	
H E-commerce	Drip content Sent to a student when a new lesson is dripped to a class.	
	Enrollment Sent to a student when they are enrolled in a class.	

To change the canned message associated with an action, click on its Edit option, then enter the new subject and content.

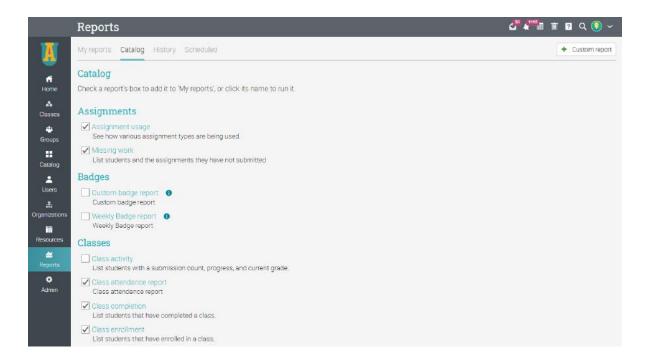


Each action has variables associated with it that can be inserted into the canned message using the "@" syntax.

		1410	ages																		-	
Award	l ce	rtific	cate																		3	X Ca
The followin @link_to_av																			gclass	_name	_with_li	nk,
Subject																						
You were a	award	ed cert	ificate (	Doerti	ificate.	_name																
Message																						
5 0	ж	D	6 7	H	E 3	E 3	1 31	Ē	В	Ι	U	s >	ς ×	Ţ,		• •	٢	0				
Paragraph	-	Roboto	LightNew		12pt	- 1	 i≡ •	<u>A</u> -	A	• @		D	_	fx	ΩΕ		Ł					
Congratula @certificat @why To see/prir	ate_pic	ture																				
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## **Creating reports**

You can create reports about many aspects of the platform such as system statistics, class completion, and class enrollments. CYPHER also provides custom reports, which you can configure yourself.



Please note that this feature must be installed first via the App Center. Then go to the Reports menu in the left bar and click Catalog.

Here are some reports to get you started:

#### Site statistics

In this report, you will see statistics about the number of users, classes, enrollments, assignments, storage, and more. To generate the report, enter a name and click Run. When the report is done, you will get a notification. In the notification, you will have a link to the details of the report.

#### Class enrollment

Name	Class enrollment		
When	Date Range C Last periods C	Current period	
Start	April 08 2020 🔳 Finish	April 15 2020	
Classes input	Select      Manually input IDs		
Classes	Select options 👻		
Organization	Select options 👻		
Output	● Chart ◯ HTML ◯ CSV		
Catalog	check to save in catalog		
Run	Immediately     Schedule		

In the Class enrollments report you can see the enrollments for a class within a timeframe of your choice.

#### Class status

In the Class status report, you can see the enrollment status for the students of a class and the number of assignments that they have to do.

#### **Class** completion

In the Class completion report you can see the number of completions for a class in the period that you choose.

#### Assignment usage

In the Assignment usage report, you can see how teachers are using each type of assignment. Administrators can run the report on all teachers or on a specific teacher, and the totals for each assignment type are displayed at the bottom of the report.

#### Missing work

In the Missing work report you can see the missing work of students from a class in the period that you choose.

#### Terms and conditions

This report generates a list of users who have accepted the Terms and conditions of your portal.

#### Organization statistics

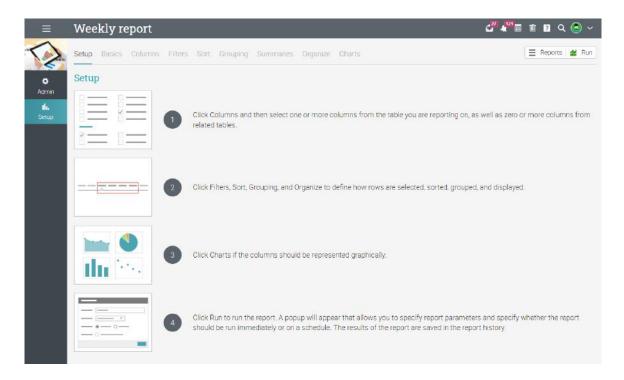
In the Organization statistics report you can see statistics about each organization you administer.

#### Custom reports

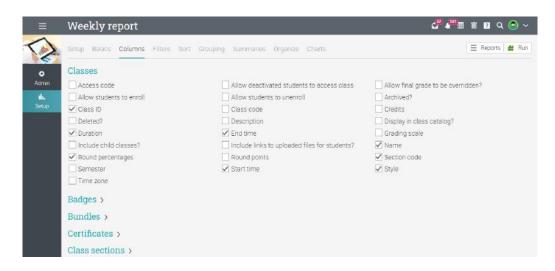
Custom reports allow you to select the data that they want to report on such as users, classes, paths, organizations, and more.

	Reports			2"4""I T 🛛 Q 🕕 🗸
A	My reports Catalog His	Add custom re	port X	+ Custom report
♦ Amin	Catalog Check a reports box to add Assignments Assignment usage See how various assignr Missing work List students and the ass Badges Custom badge report Weekly Badge report Weekly Badge report Custom badge report Uses activity List students with a subv Class activity List students with a subv Class activity List students with a subv Class attendance report Class attendance report	Library: ( Report on Nission count, progre	Weekly report Report for the University of Arts  Personal  School District Please select. Affliates Assignments Badges Certificates Course Groups Groups Groups Groups Course Groups Groups Users Users	

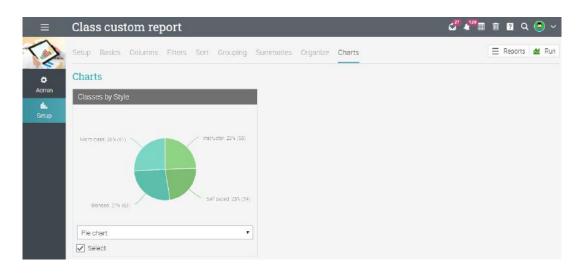
You can also select a variety of fields, use filtering options, sort and group data by different parameters, and choose the chart output.



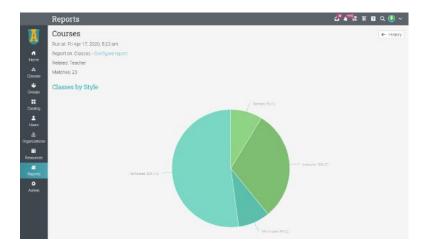
In the Columns tab, you can select which columns you want to report on, including your own custom account fields.



In the Chart tab, you can choose the charts you want to use as output for the custom report. The available chart styles include area, bar, column, line, pie, and scatter charts.



After running the report, you will get a notification with a link to access it. When you click the link, the report is displayed.



## Summary

The Getting started guide for Administrators provides the basic information that administrators need when they first start using CYPHER. Some of the topics we covered are: navigating in CYPHER, using the Help Center, customizing your site, creating accounts, setting up policies, and configuring the class catalog.

If you have any additional questions, please browse the Help Center or visit our support forum.

www.cypherlearning.com