CYPHER for academia
Guide for mentors

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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 Mentors (this guide) explains topics such as: creating your mentor account, enrolling into classes, creating groups, and how to navigate the platform.

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

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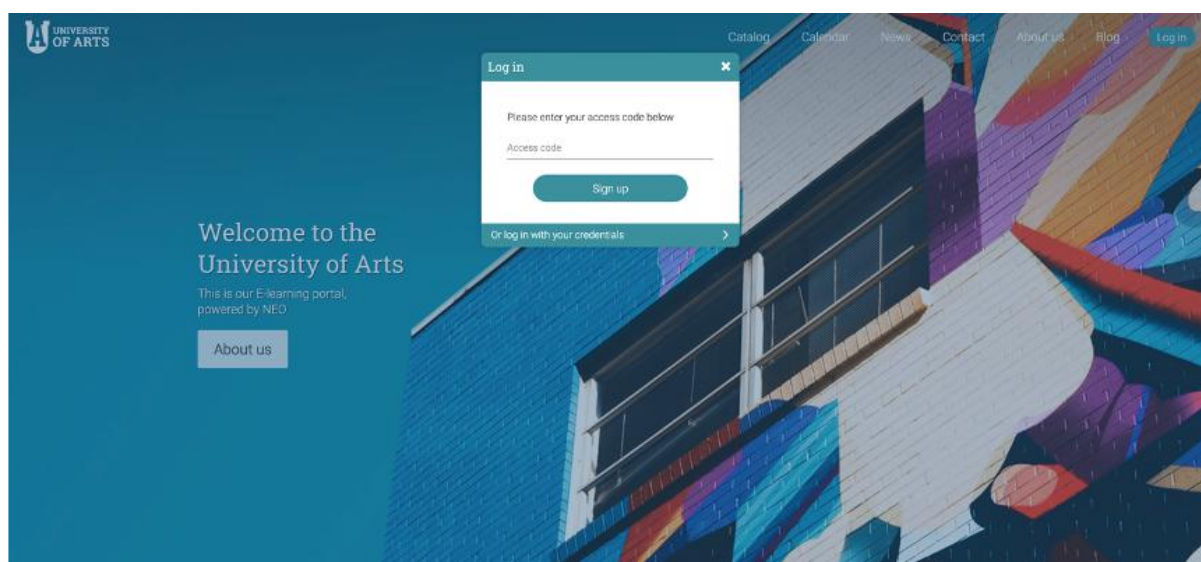
This guide covers the most common steps mentors go through when they start using CYPHER. Please consult the table of contents if you want to find a specific topic. If you have any additional questions or want to explore more of the platform's features, please browse the Help Center or visit our support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

Creating your account

Mentor accounts are usually created by the school administrator. In that case, you will receive the log-in details via email.
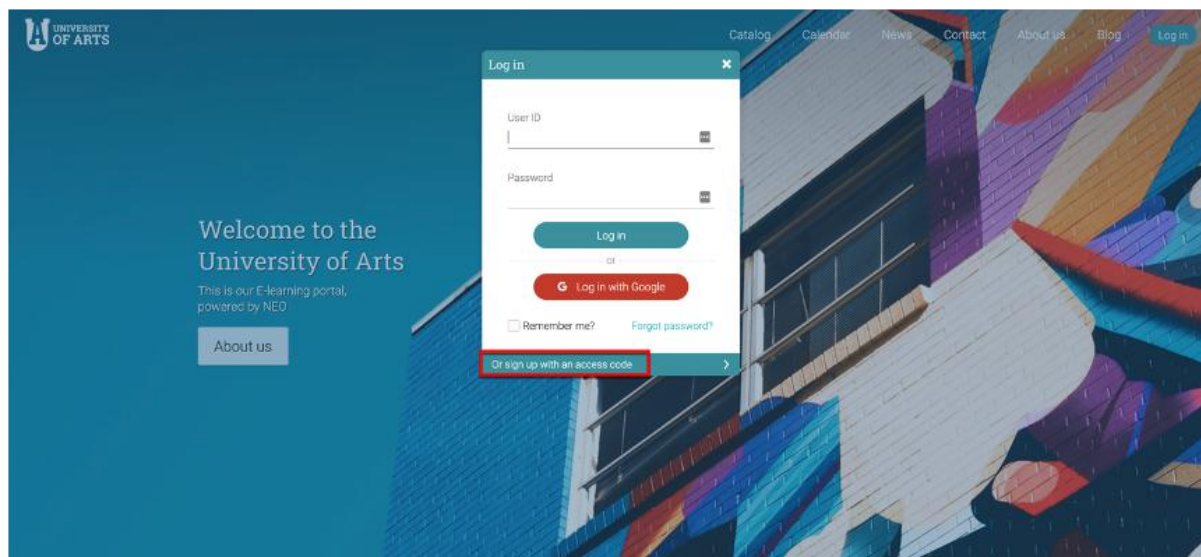
If the school administrator enables sign-up for mentors, they can also create an account on their own using an access code. To create an account, go to the school portal, then click on Log-in and select Sign Up/ Sign up with an access code.

Enter the access code and then fill in your account details.

Navigating the platform

The first thing you will see after logging in as a mentor is the Home Dashboard. On the dashboard, mentors can see widgets of the class catalog, newsfeed, groups, and more.

Top right bar

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

Right bar

In the right bar, you can find the calendar, your to-do list, announcements, and upcoming events. To see more details, click on an item.
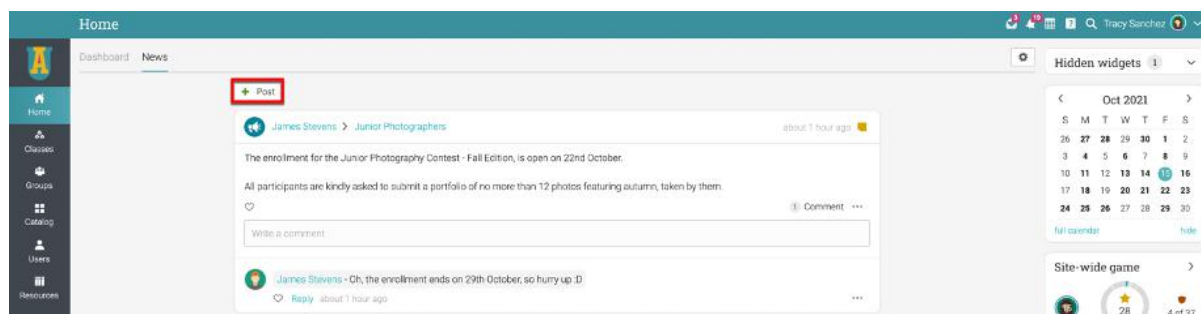
Newsfeed

The news feed aggregates items such as announcements, today's events, upcoming events, and your to-do list. When you first open the news feed, it only shows the latest items.
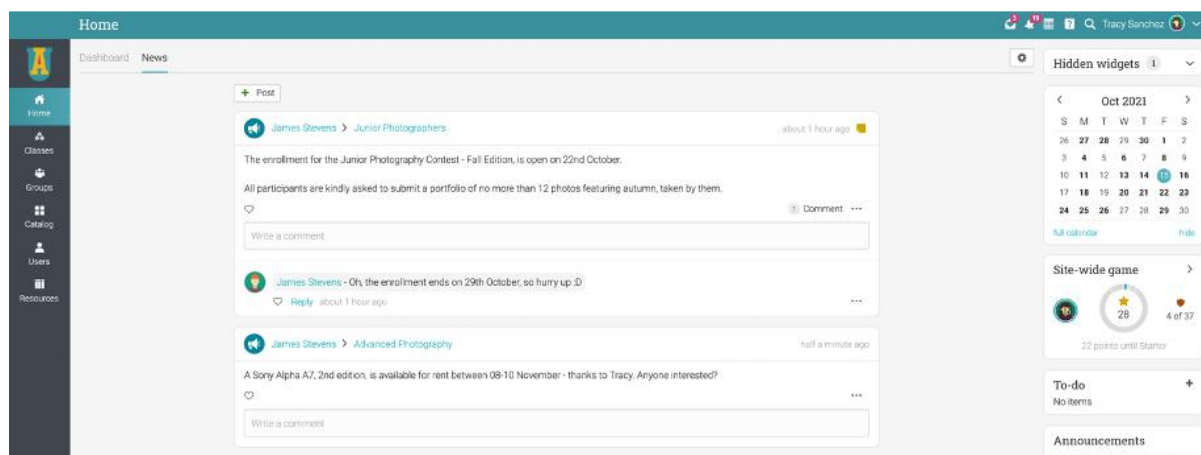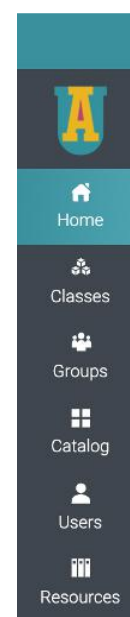

If enabled, mentors have the option of adding posts to the news feed. You can do so by clicking on the Post button.


Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site: Home, Classes, Groups, Class Catalog, Users, and Resources.

Help center

We don't want you to encounter difficulties when first using the site. Access our Help Center by clicking the icon in the top right bar. A pop-up box will open with options for choosing the searchable online help and getting started guides.
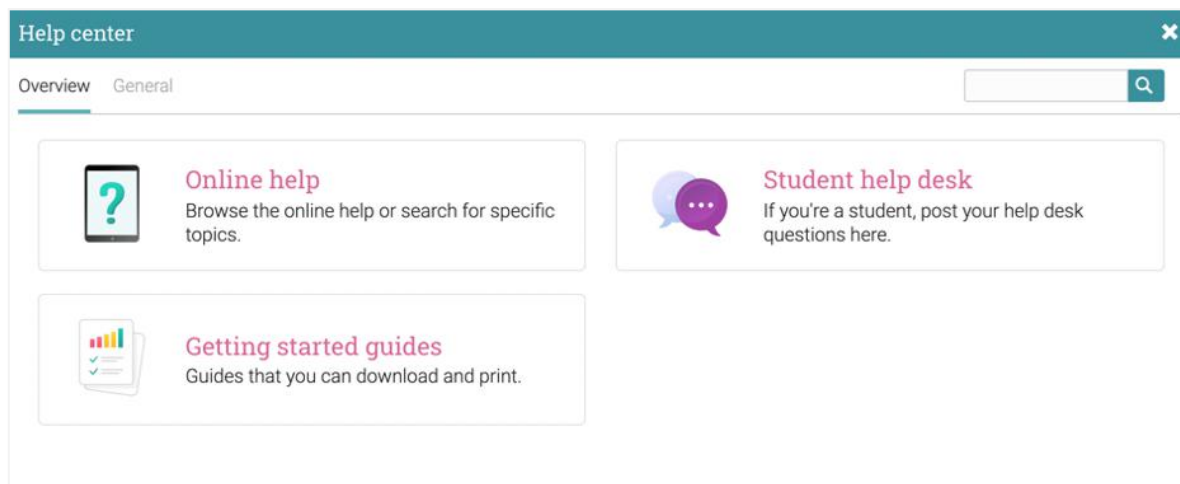
The searchable online help has topics organized by account type, it includes detailed instructions with screenshots for most of them, and because the Help Center is a pop-up, you can browse through the topics without having to leave your current page.
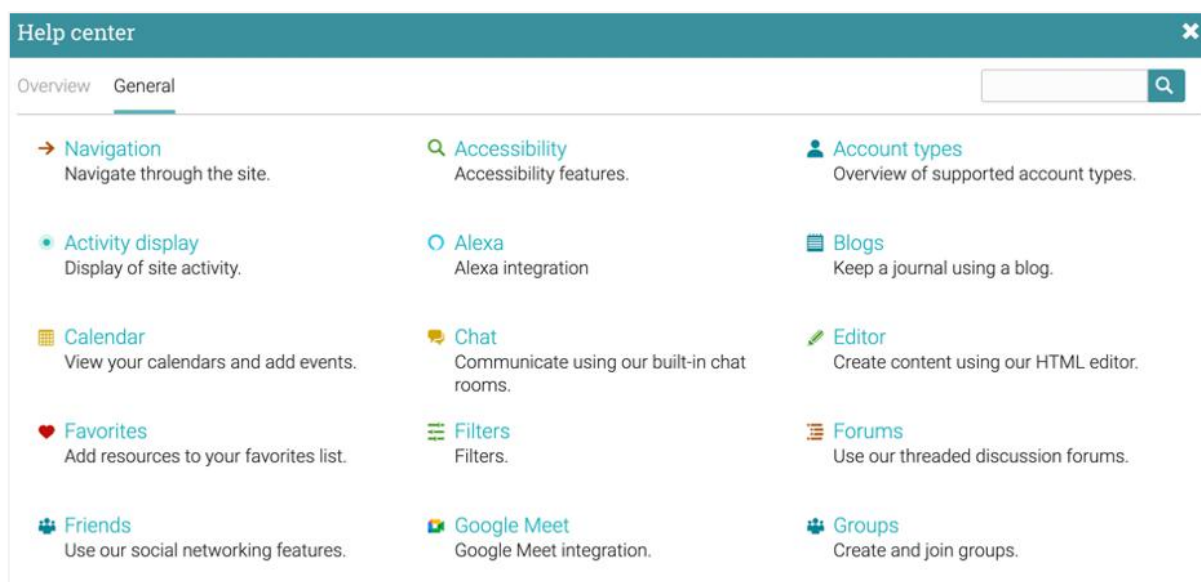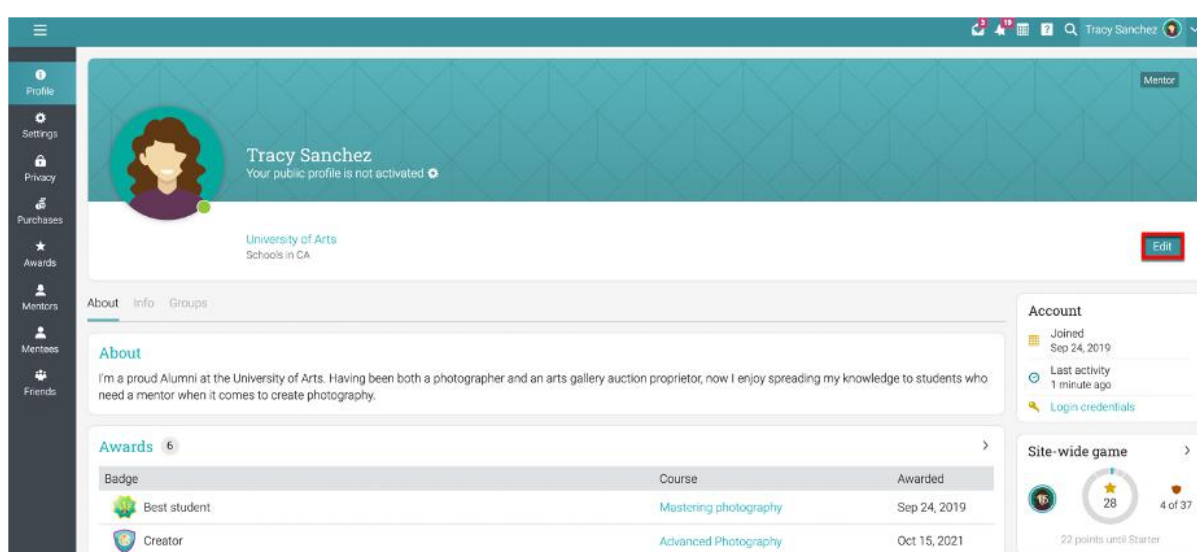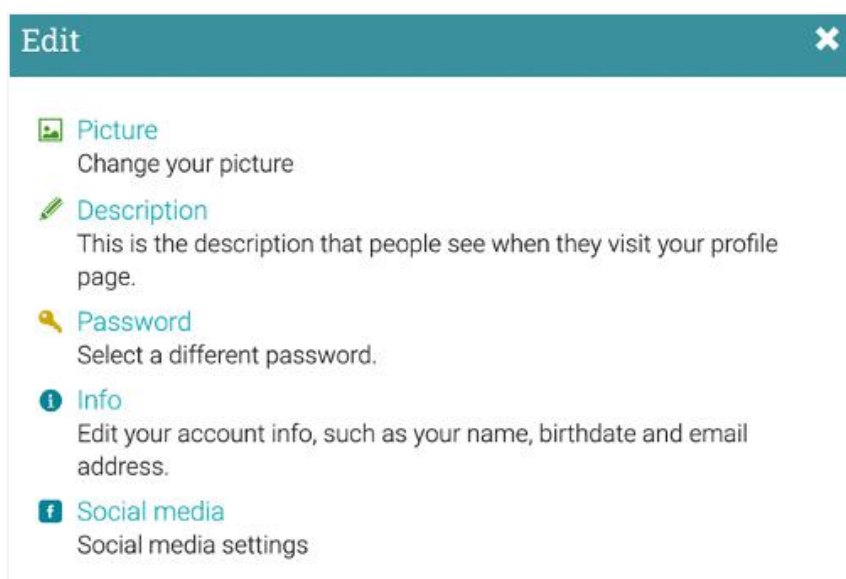
Profile

Your profile page contains your basic information, account details, friends, photos, awards, and more. You can access your profile by clicking the icon in the top right bar.


You will first see the About tab. Which displays details such as your name and a short description. To edit your profile, click on the Edit button.

Here you can edit your profile picture, description, password, and account info.
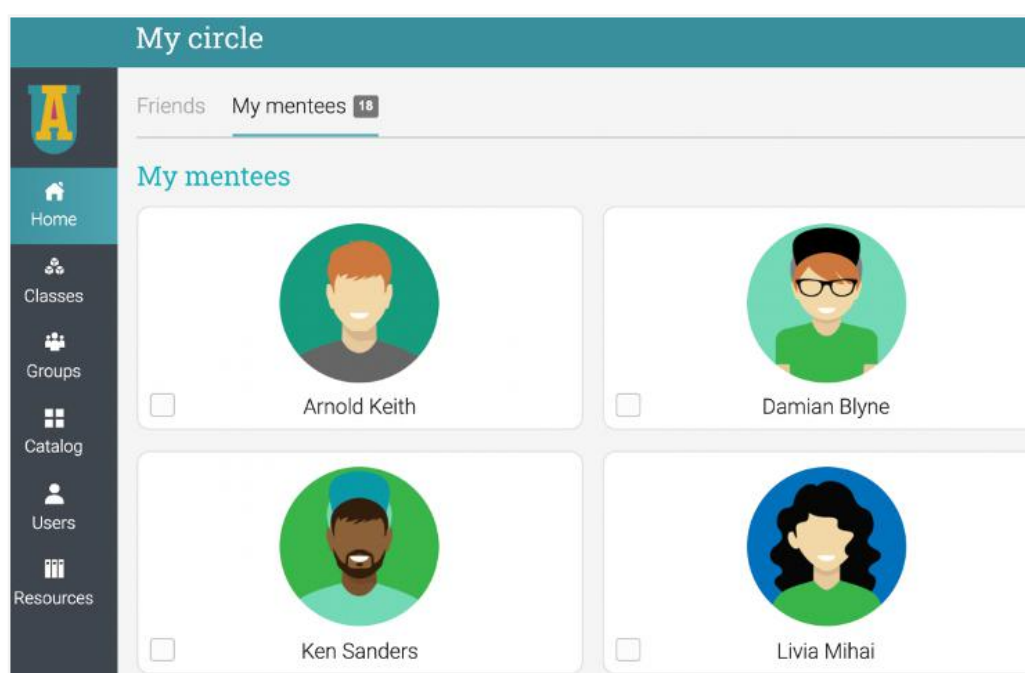
In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. You can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.
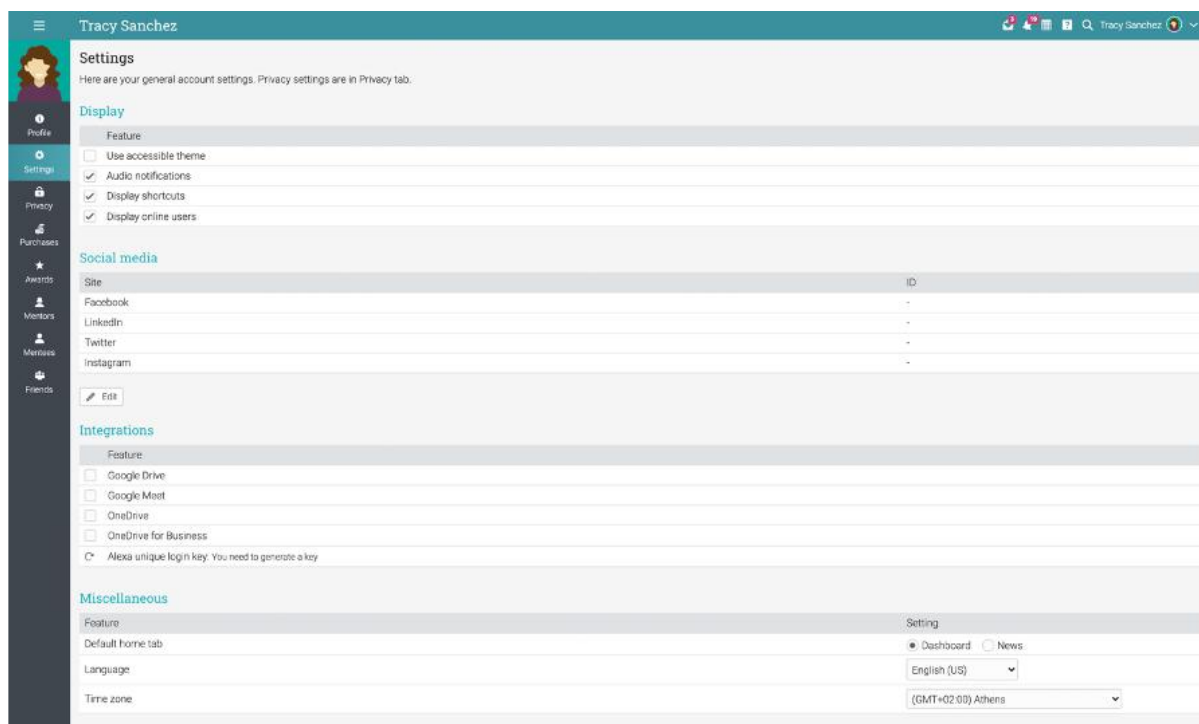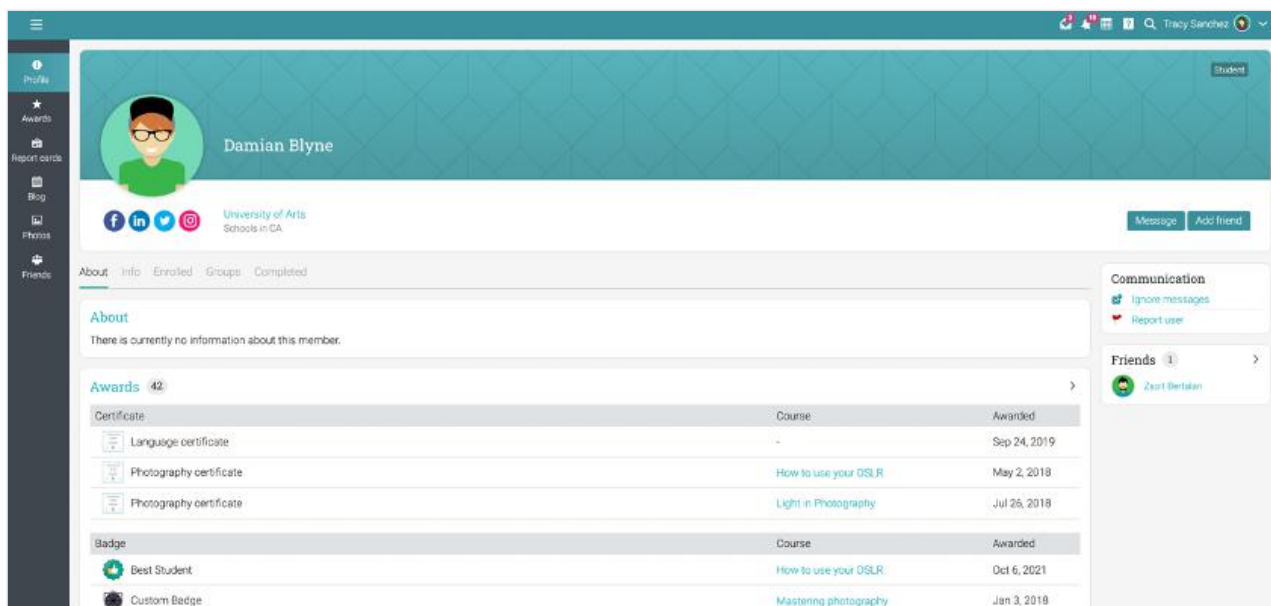

Accessing mentees information

Mentors can access their mentees' profiles by clicking on Users, then Mentees.

On the mentee's profile page, mentors can see detailed information about their awards, classes, groups, friends, and more


Communicating with users

You can communicate with your students and other users through our private messaging system. To see your inbox, click on the message icon in the top right bar. A drop-down menu will appear that lists your most recent messages. To send a message click New message, enter your message, and click Send.
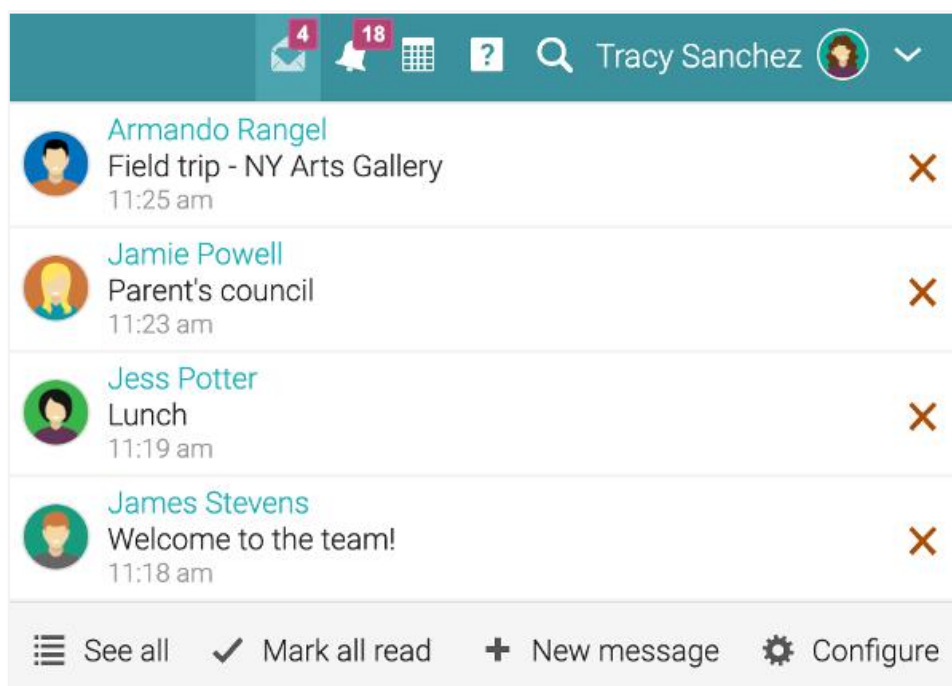
To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.
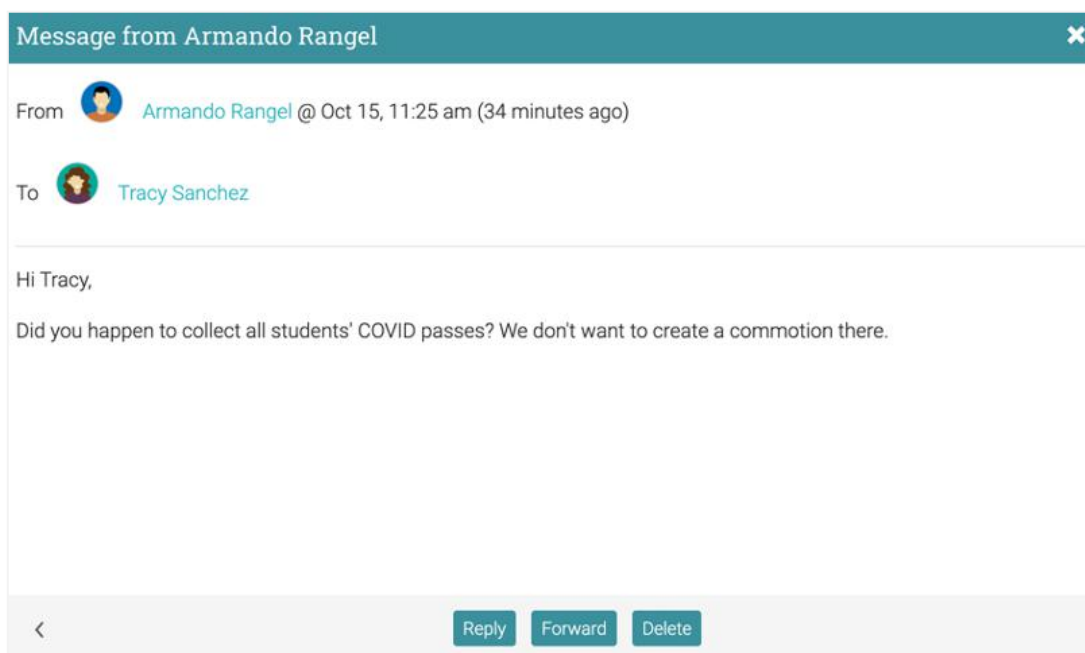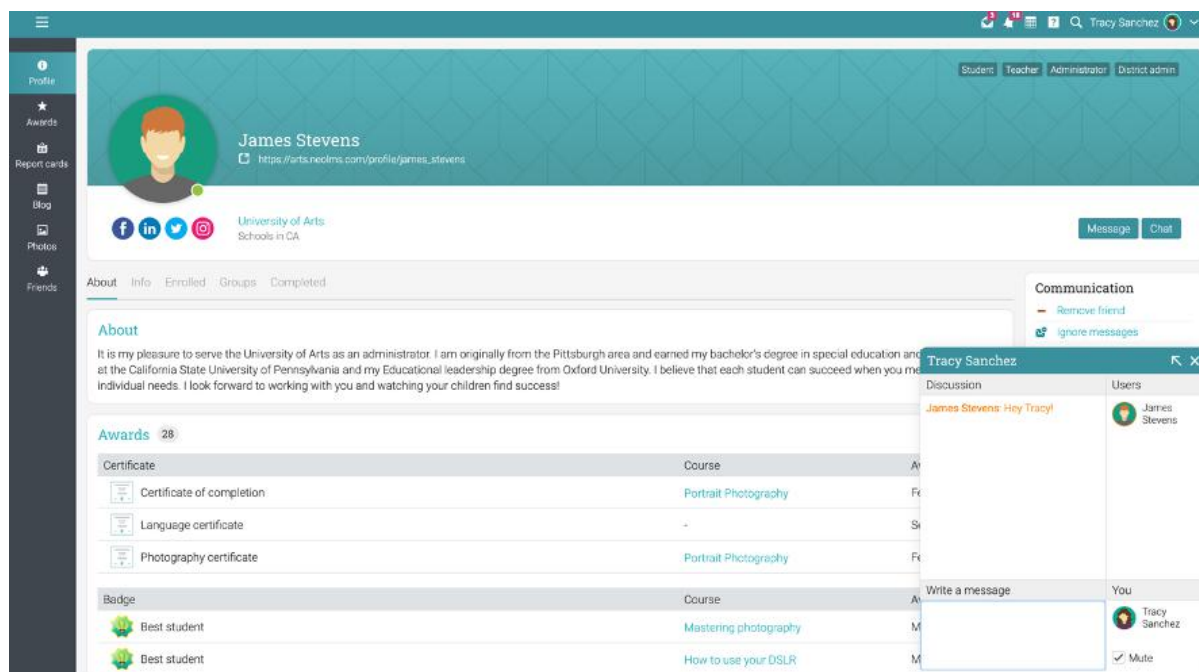

To send a message to multiple mentees at once, go to the Users tab, My Mentees, select them from the list, then click Message.
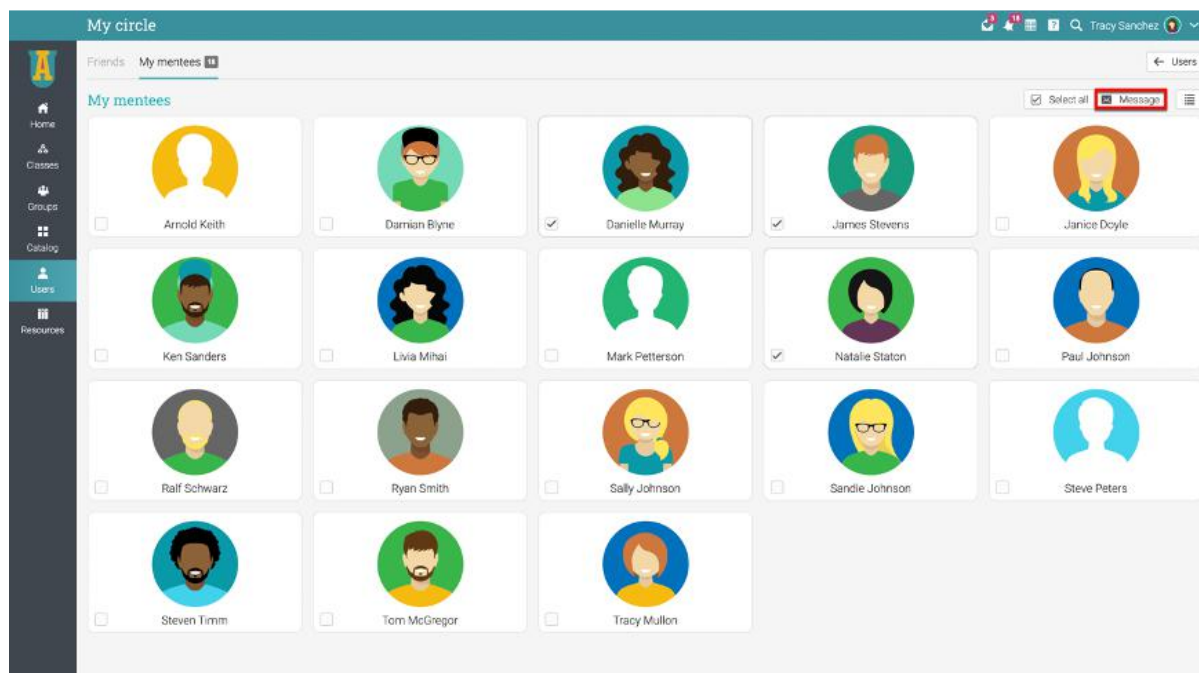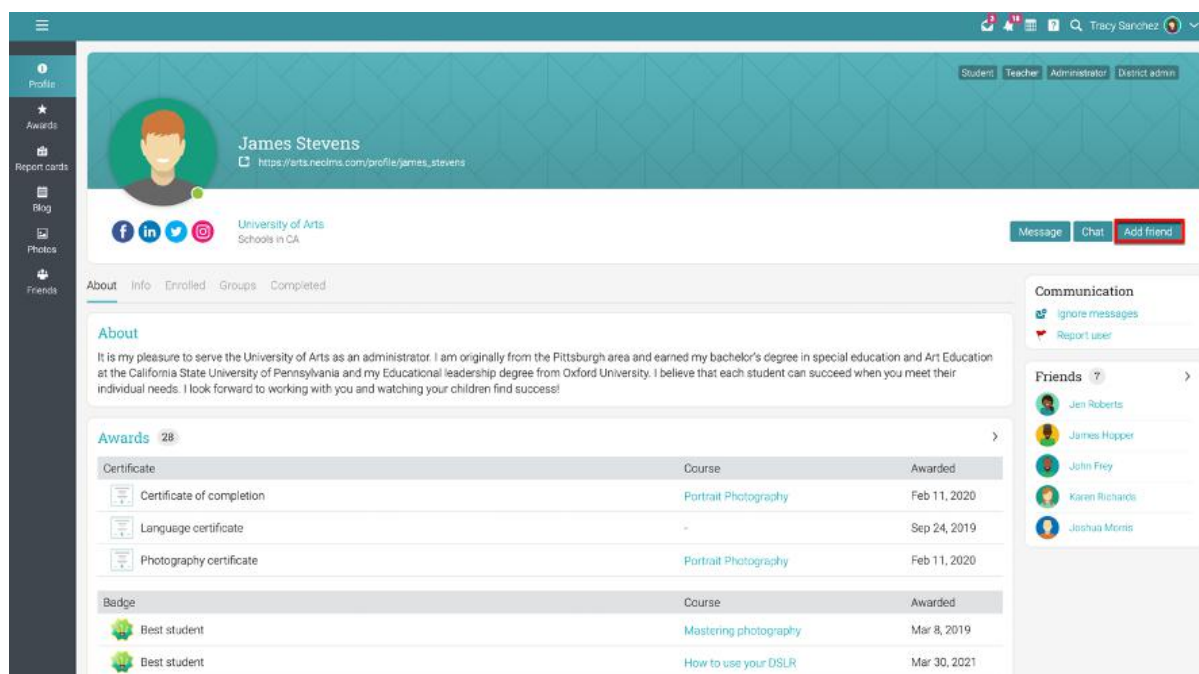
Similarly, if your site administrator has enabled this option, you can also chat with online users.
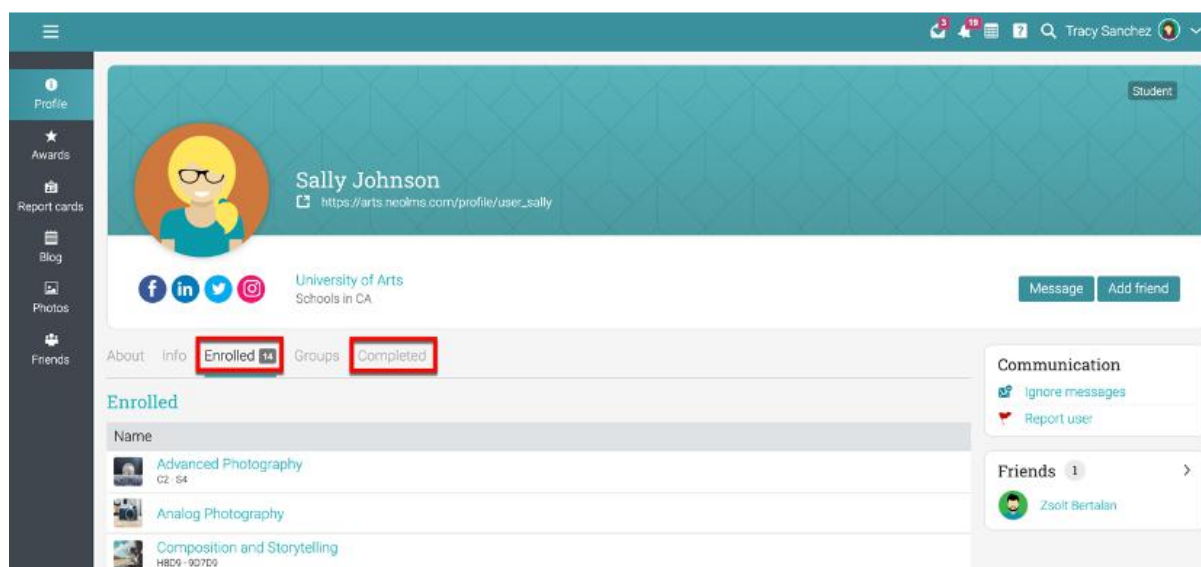

You can also add users as friends:

Viewing classes

From the mentee profile, you can see in the Enrolled tab all the classes your mentee has been enrolled in, as well as the completed ones under the Completed tab.
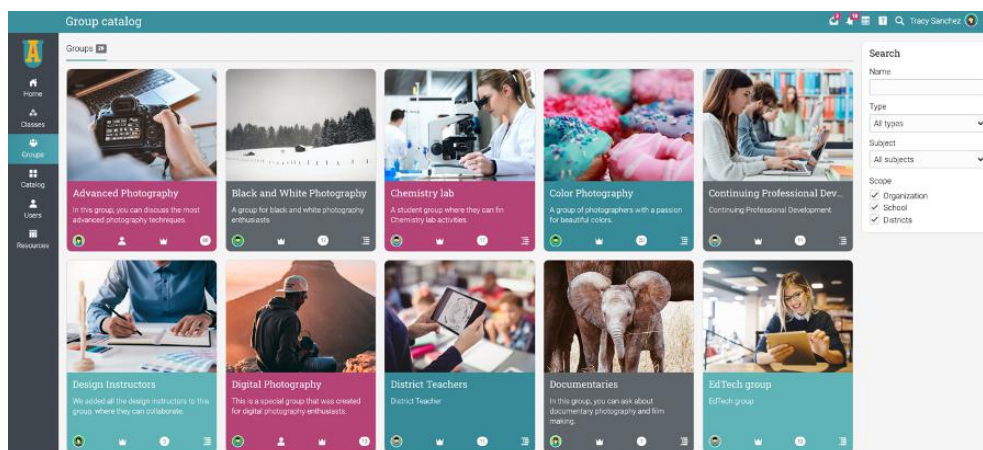

If mentors click on the link of a class, they will be redirected to the catalog page of a class where they can see the description , the lessons, certificates, and reviews.
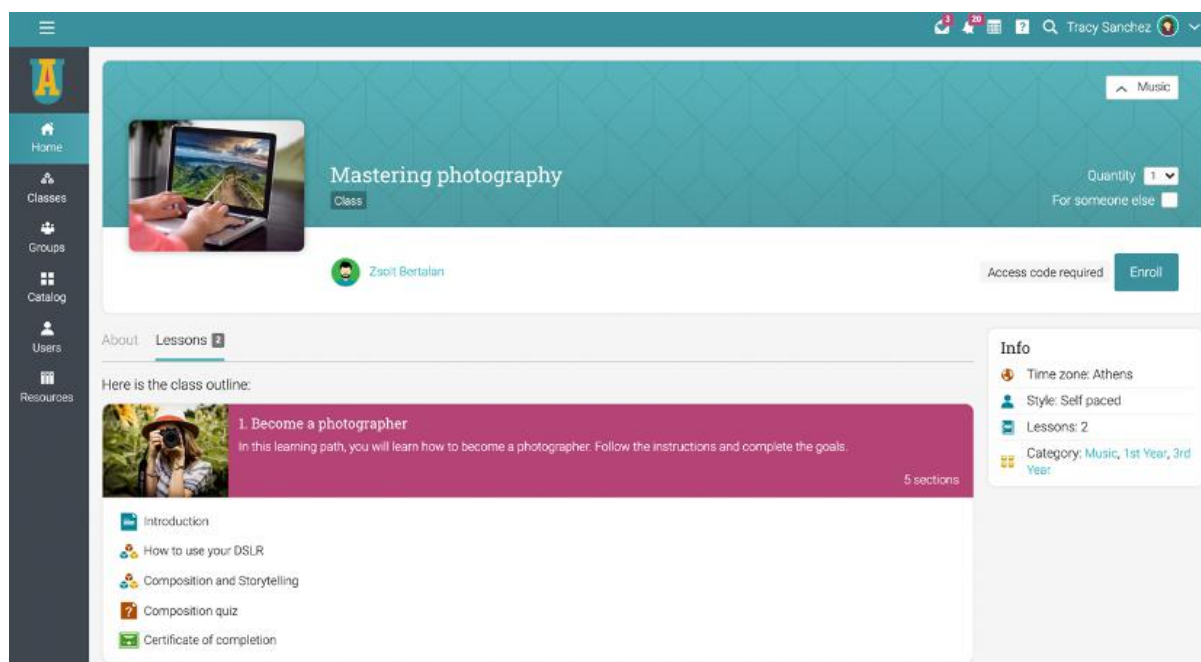
Groups for mentors

Mentors can build a group for them within the LMS to connect with fellow mentees and faculty members.

For example, mentors can create an informal group just for mentees to share ideas, or they can make a team where teachers and administrators are included, and all three parties can interact. If a mentor is a member of a group or team, it will show up on their Dashboard under the Groups tab.

Classes for mentors

School administrators and teachers can create specific classes for mentors and add them as learners. For example, mentors can do a micro class with tips on supporting their mentees during exam times or a class on learning how to work with mentees to improve their grades. If a mentor is enrolled in a class, it will show up on their Dashboard in the Enrolled tab.
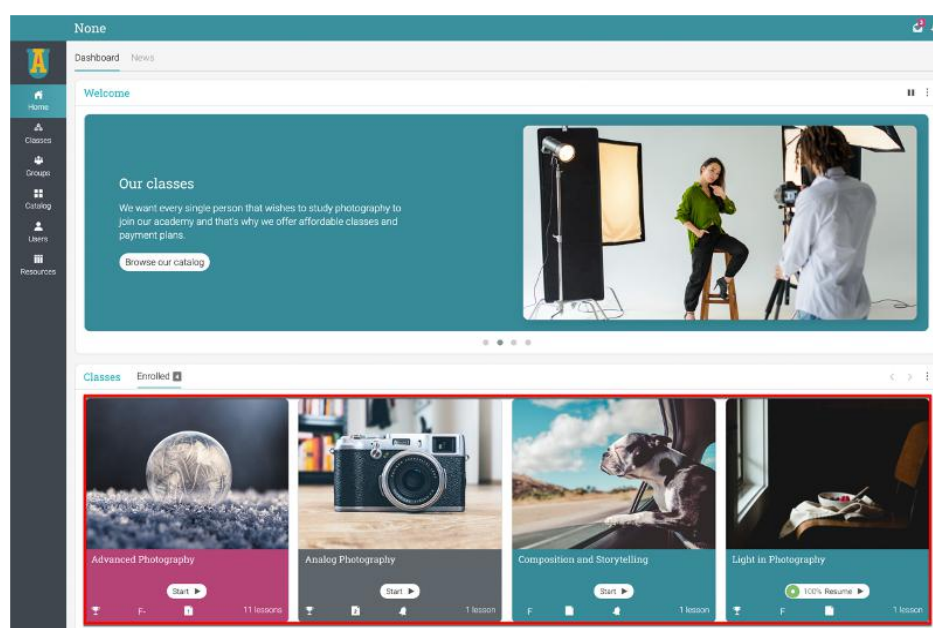
Summary

The Getting Started Guide for Mentors provided the essential information that mentors need when they first start using CYPHER. The topics covered were navigating in CYPHER, accessing mentee's information, using the Help Center, classes for mentors, and how to contact school staff.

If you have any additional questions, please browse the Help Center.

www.cypherlearning.com