

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.

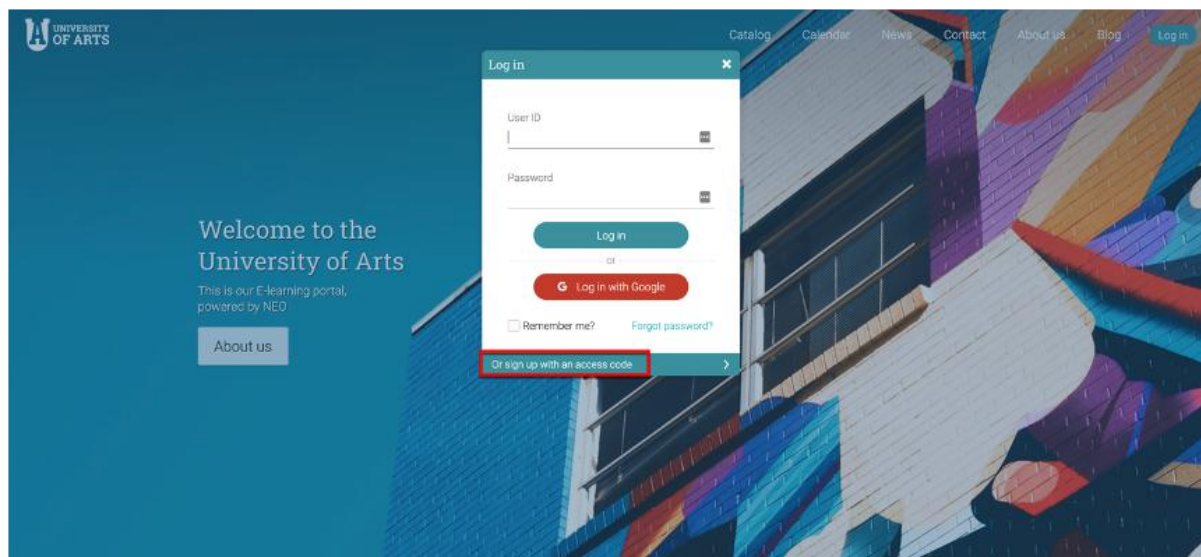
Getting started guide for Teaching Assistants explains topics such as: managing classes, grading assignments and viewing attendance.

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

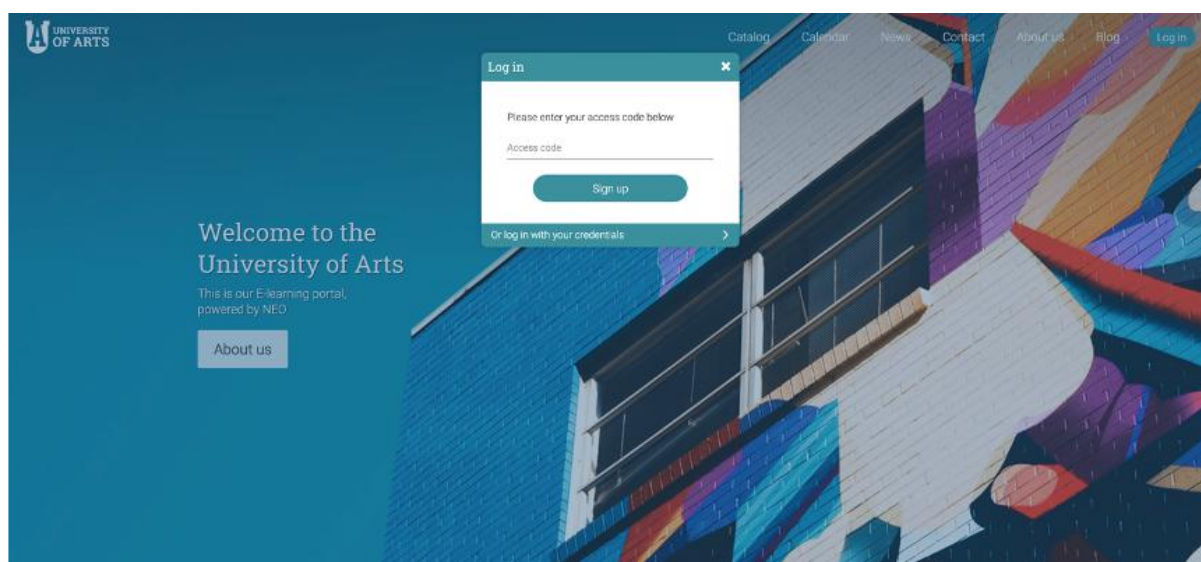
This guide covers the most common steps mentors go through when they start using CYPHER. Please consult the table of contents if you want to find a specific topic. If you have any additional questions or want to explore more of the platform's features, please browse the Help Center or visit our support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

The screenshot shows the 'Sign up' page for the University of Arts. At the top, there is a navigation bar with links for 'Catalog', 'Calendar', 'News', 'Contact', 'About us', 'Blog', and a 'Log in' button. Below the navigation bar is a teal header with the text 'Sign up'. The main content area is titled 'Sign up' and includes the instruction: 'To finish joining, enter your details and click Submit.' There are two sections: 'Name' and 'Log in'. The 'Name' section has input fields for 'First name' and 'Last name'. The 'Log in' section has input fields for 'User ID', 'Password', and 'Confirm password'. Below these is a 'Basics' section with a dropdown menu for 'Organization' (set to 'University of Arts') and a 'Birthdate' section with three dropdown menus for day, month, and year.

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.

The screenshot shows the 'Home Dashboard' for a mentor. The dashboard is divided into several sections. At the top, there is a 'Home' header and a navigation bar with 'Dashboard' and 'News'. Below the header is a 'Classes' section with a sub-tab for 'Enrolled'. This section displays four class cards: 'Advanced Photography' (11 lessons), 'Analog Photography' (1 lesson), 'Composition and Storytelling' (1 lesson), and 'Light in Photography' (1 lesson). Below the classes is a 'Catalog overview' section with a list of categories: 'Exterior Architecture' (1 item), 'Music' (6 items), 'Fashion' (5 items), and 'Photography' (25 items). To the right of the catalog overview is a 'Class style' section with a pie chart showing the distribution of class styles: 'Blended 45%', 'Self-paced 23%', 'Micro-class 7%', and 'Instructor 81%'. Below the class style is a 'Groups' section with a list of groups: 'Advanced Photography Students group', 'Digital Photography Interest group', 'Film Developing Hobby group', and 'Film Photography Club group'. To the right of the groups is a 'News' section with two news items: 'James Stevens: The enrollment for the Junior Photography Contest - Fall...' and 'James Stevens: A Sony Alpha A7, 2nd edition, is available for rent...'. Below the news is a 'Mastery' section with a list of mastery items: 'Basic photography', 'Commencement - Math, Science and Technology: NY Science', 'Digital Photography', and 'Photography basics'. To the right of the mastery is a 'Custom badge report' section with a bar chart showing the number of users for various badges. On the right side of the dashboard, there is a 'Hidden widgets' section with a calendar for 'Oct 2021', a 'Site-wide game' section with a progress indicator, a 'To-do' section with 3 assignments due, an 'Announcements' section with two announcements, and an 'Upcoming' section with a list of upcoming events: 'Group meeting', 'Film developing workshop', 'Portrait exhibition', 'Staff meeting', 'Weekly meeting', and 'Parents meeting'.

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.

Hidden widgets 1

< Oct 2021 >

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[full calendar](#) [hide](#)

Site-wide game >

15 28 4 of 37

22 points until Starter

To-do +

No items.

Announcements

[The enrollment for the Juni...](#)

Upcoming

Sat Oct 16

[15 Open Doors Day](#)

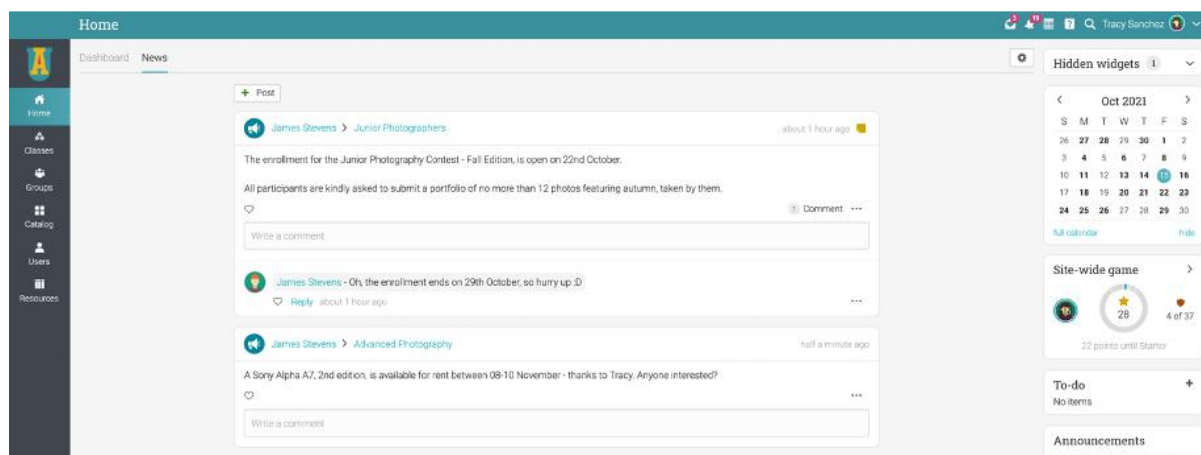
Mon Oct 18

[18 Student feedback submiss...](#)

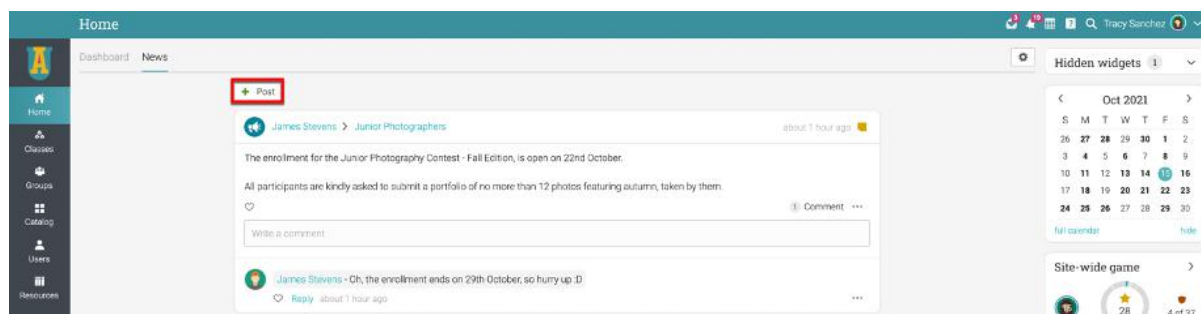
[17 Weekly meeting](#)

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.

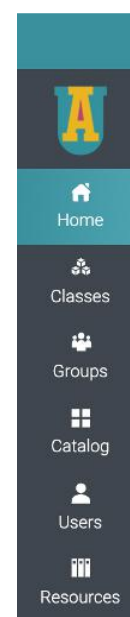


If enabled, mentors have the option of adding posts to the news feed. You can do so by clicking on the Post button.



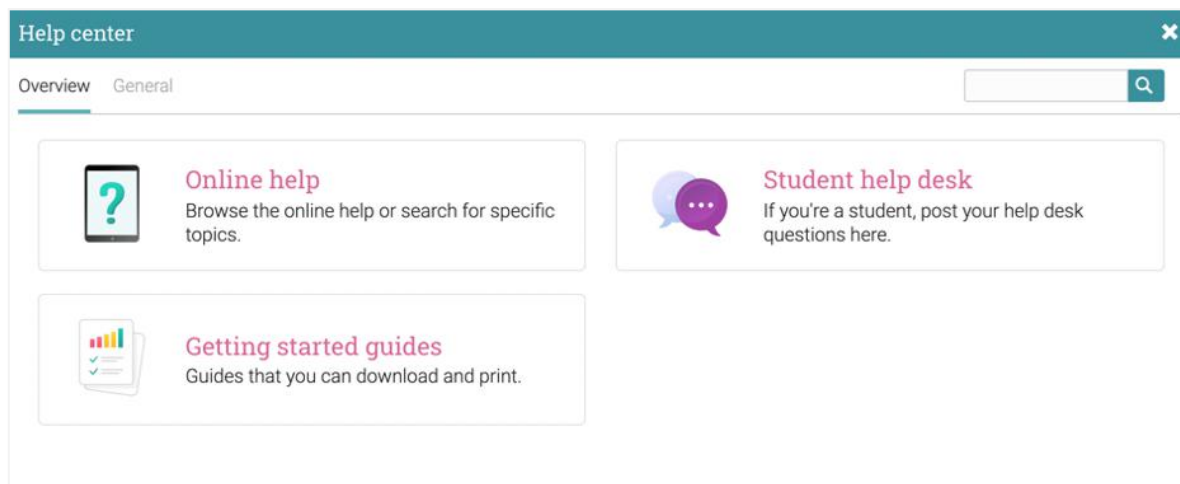
Left bar

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.

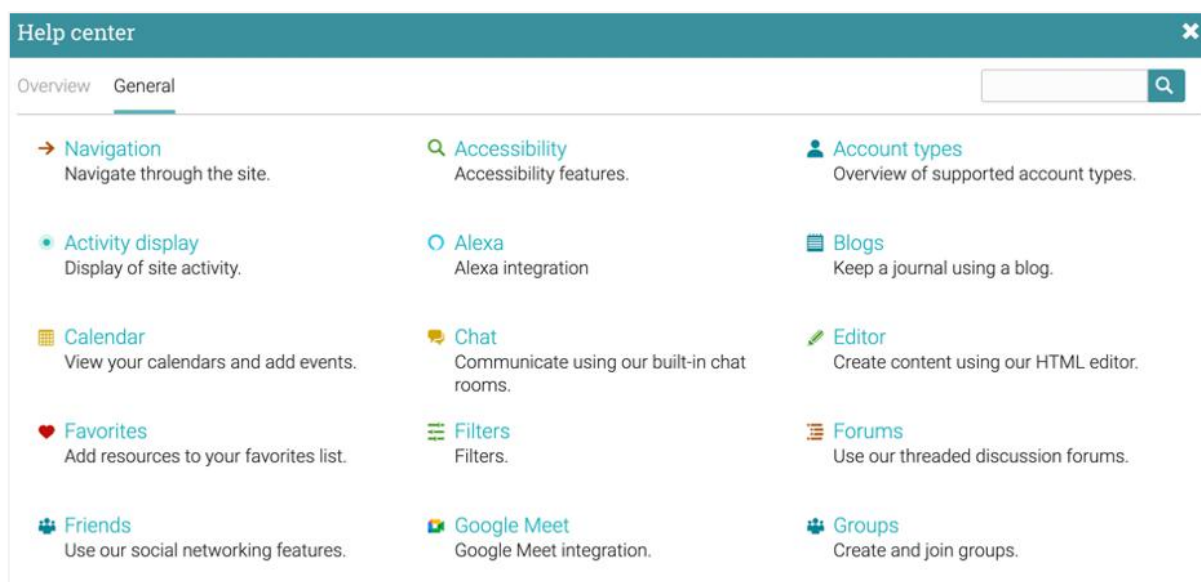


Help center

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.

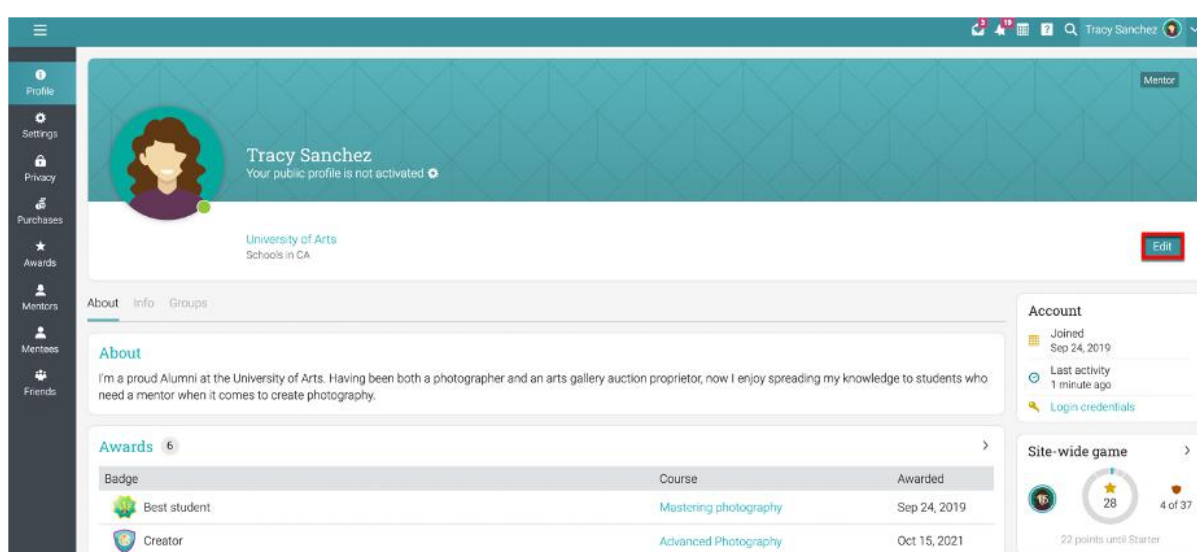


Profile

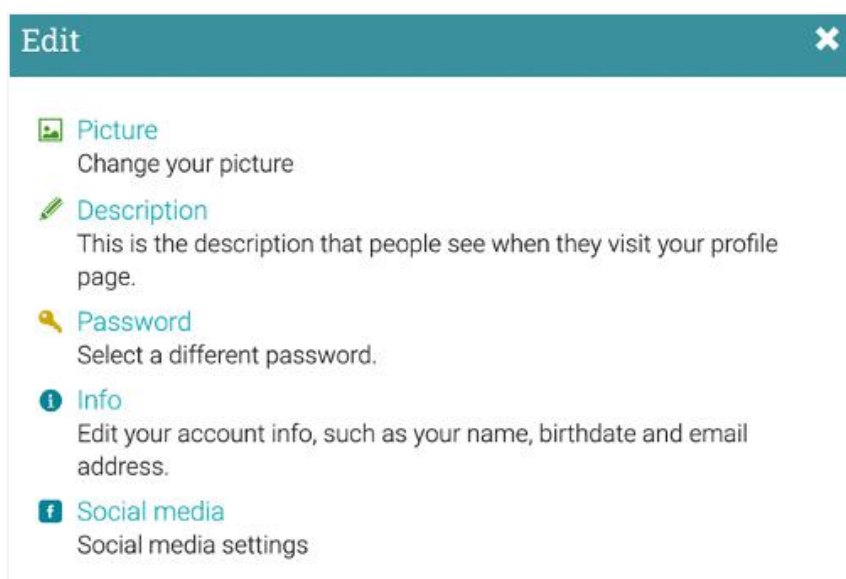
Your profile page contains your basic information, account details, friends, photos, awards, and more. You can access your profile by clicking the icon in the top right bar.



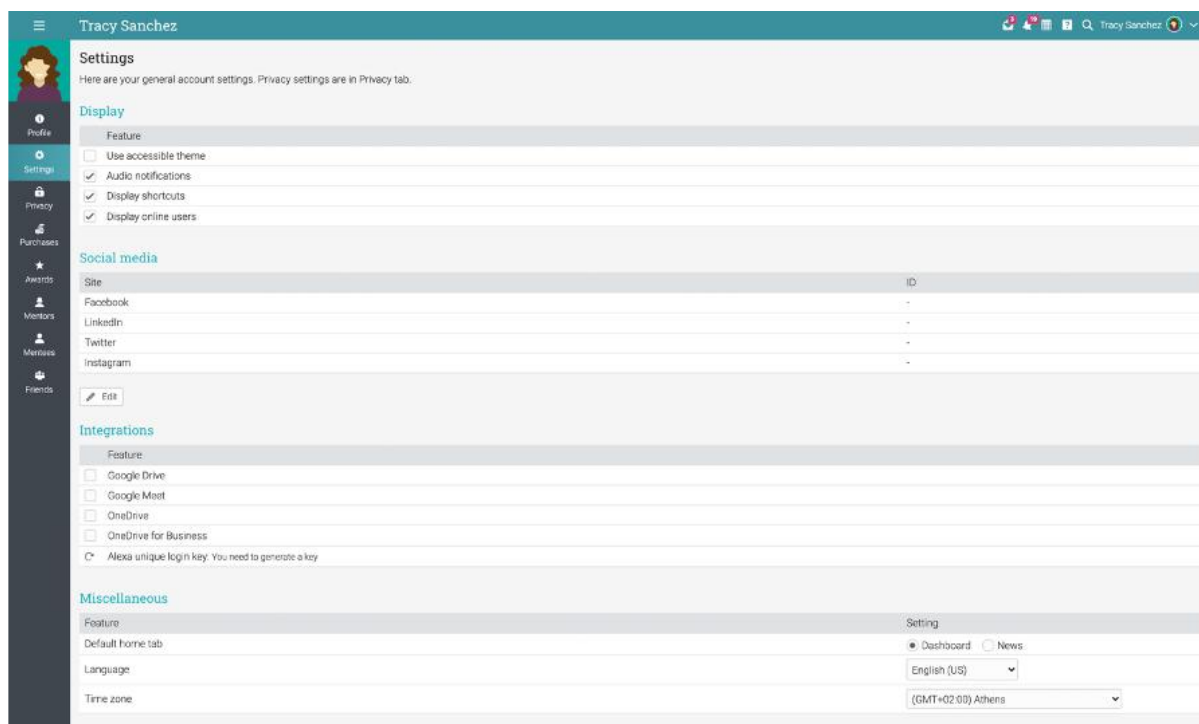
You will first see the About tab. Which displays details such as your name and a short description. To edit your profile, click on the Edit button.



Here you can edit your profile picture, description, password, and account info.

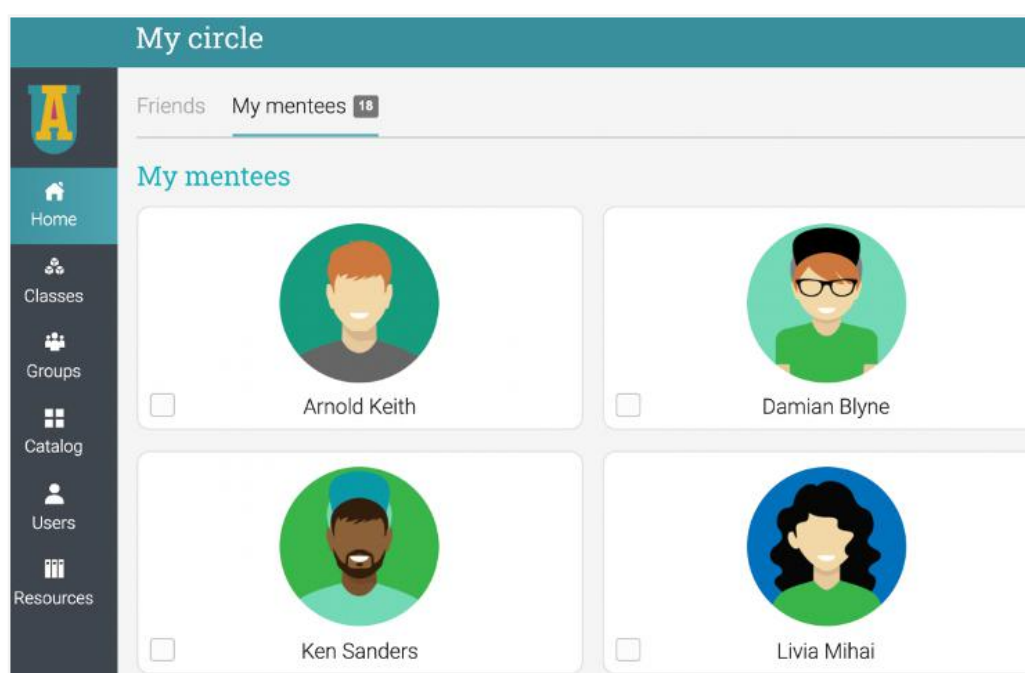


In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. You can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.



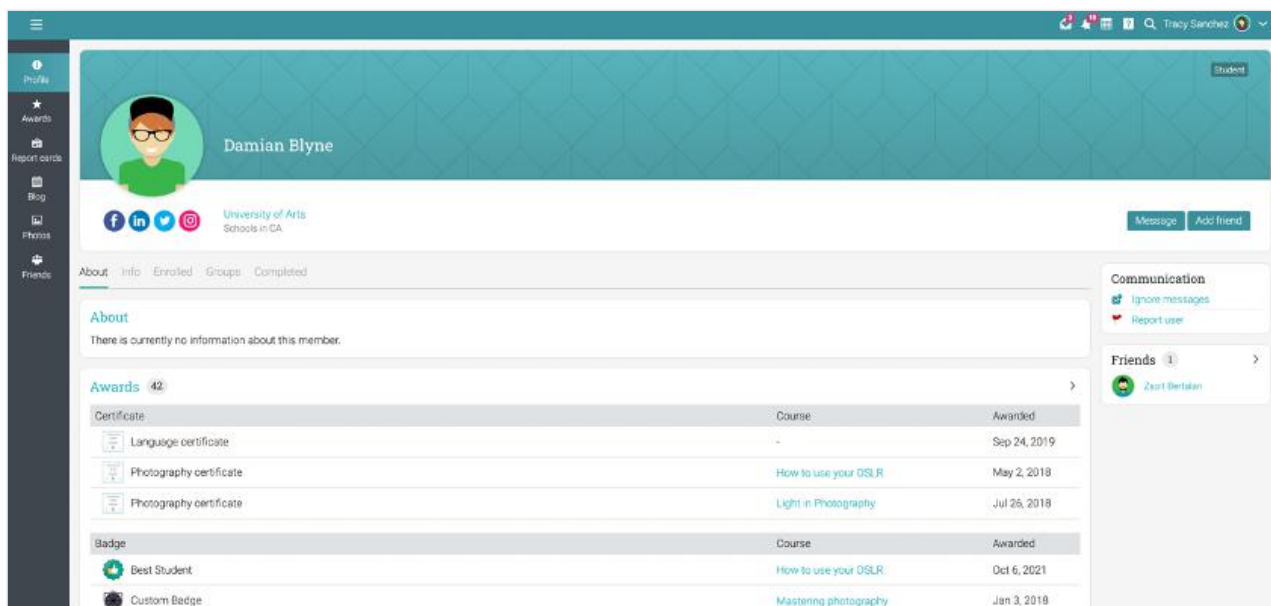
Accessing mentees information

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



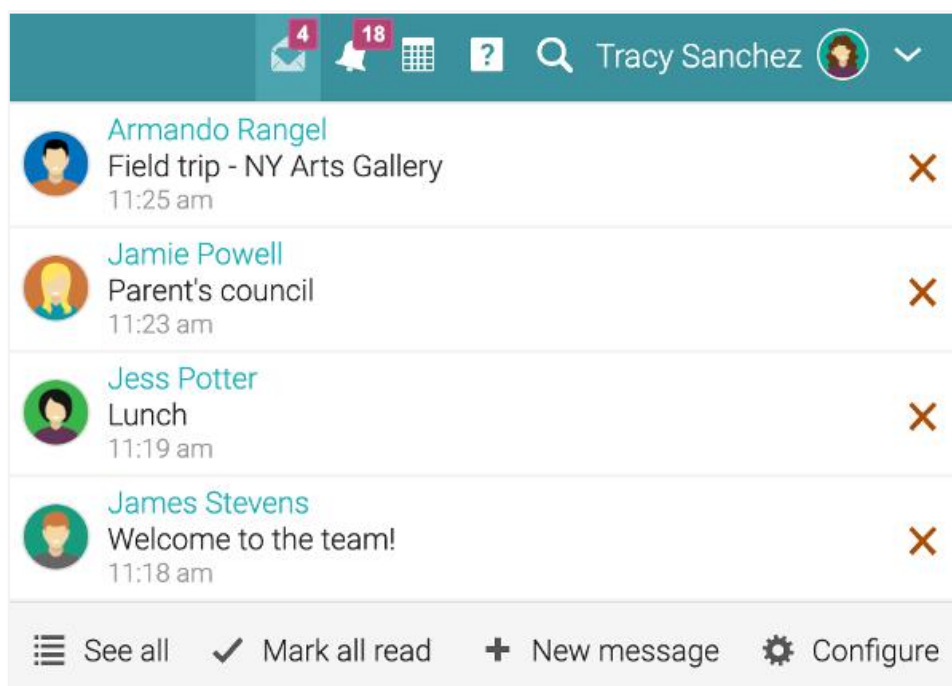


On the mentee's profile page, mentors can see detailed information about their awards, classes, groups, friends, and more

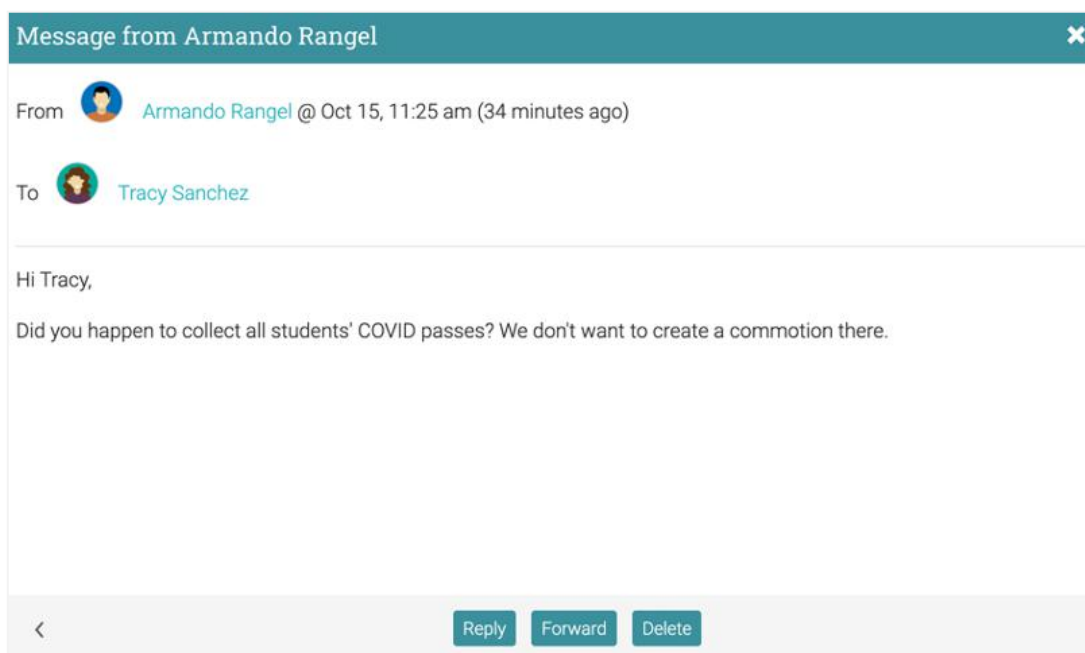


Communicating with users

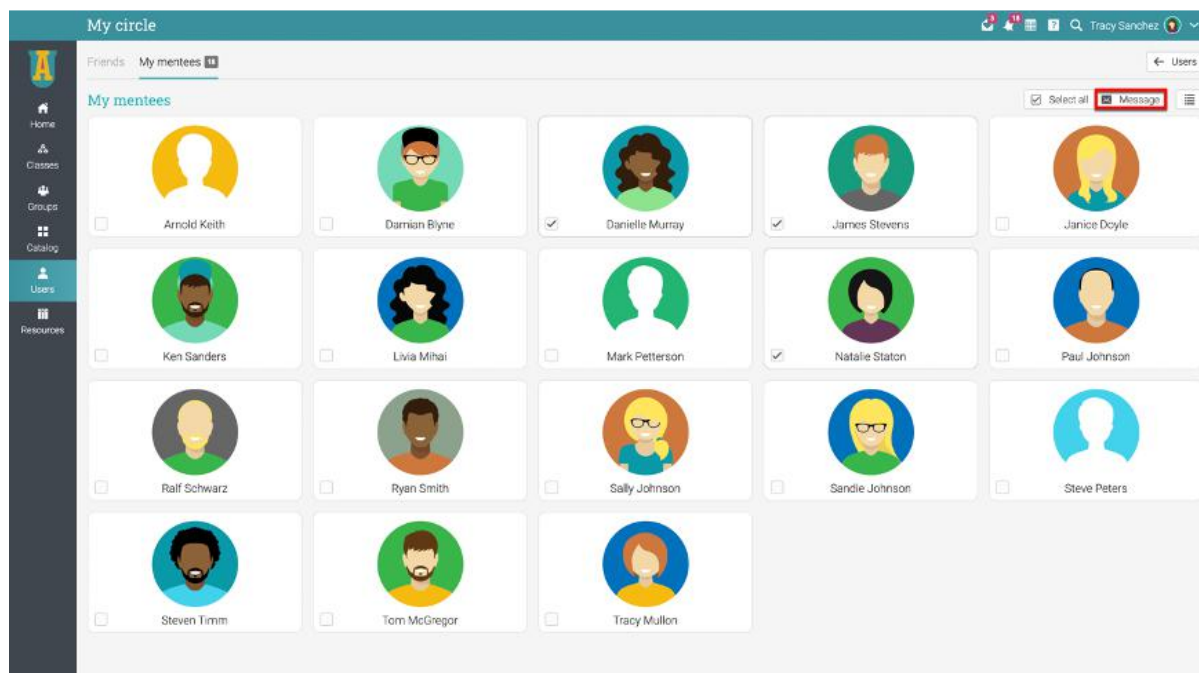
You can communicate with your students and other users through our private messaging system. To see your inbox, click on the message icon in the top right bar. A drop-down menu will appear that lists your most recent messages. To send a message click New message, enter your message, and click Send.



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.

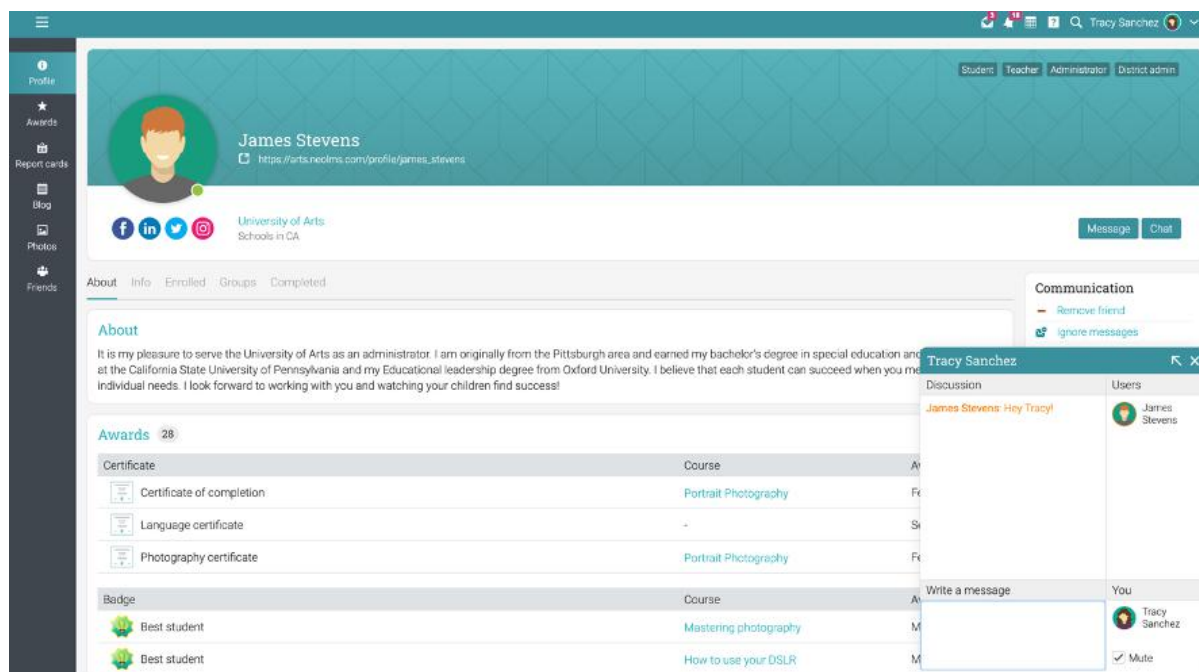


To send a message to multiple mentees at once, go to the Users tab, My Mentees, select them from the list, then click Message.

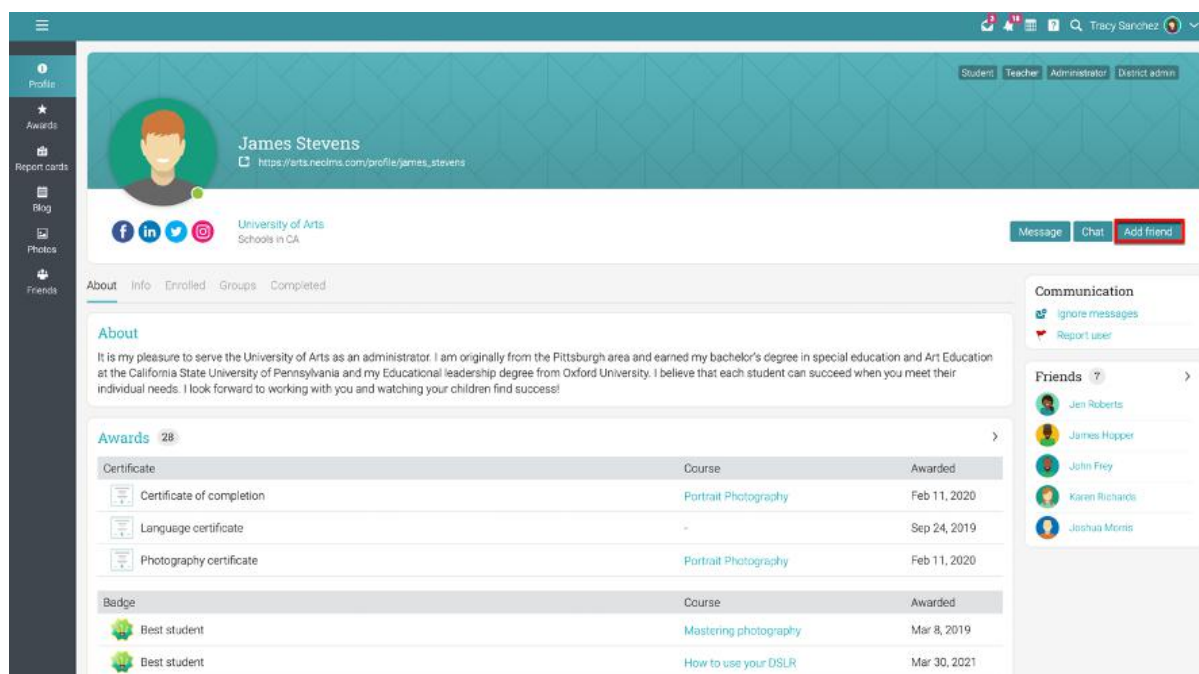




Similarly, if your site administrator has enabled this option, you can also chat with online users.

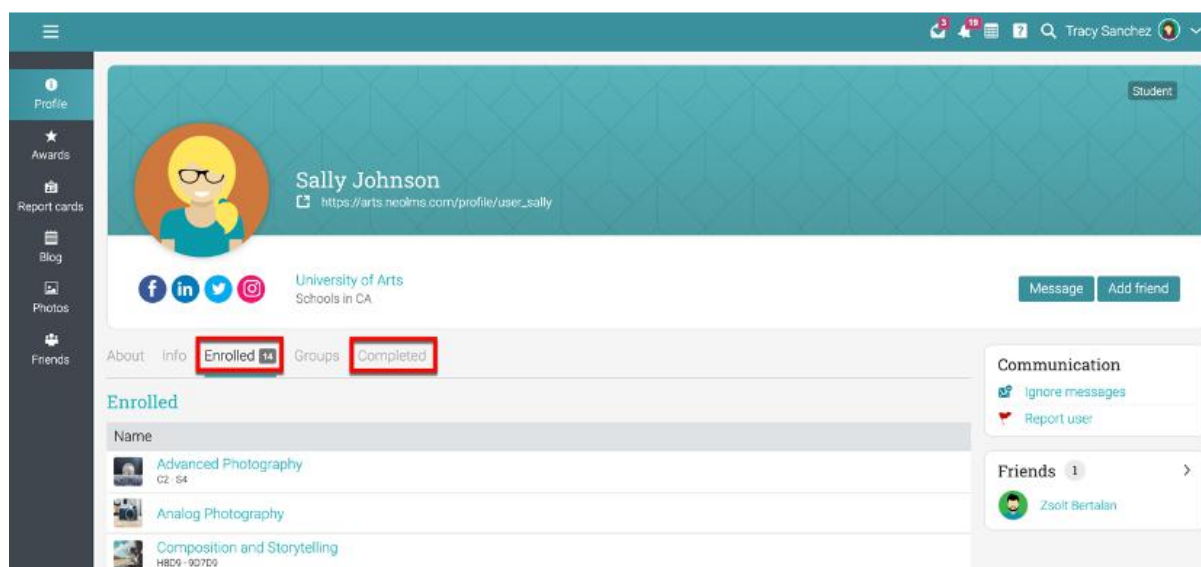


You can also add users as friends:

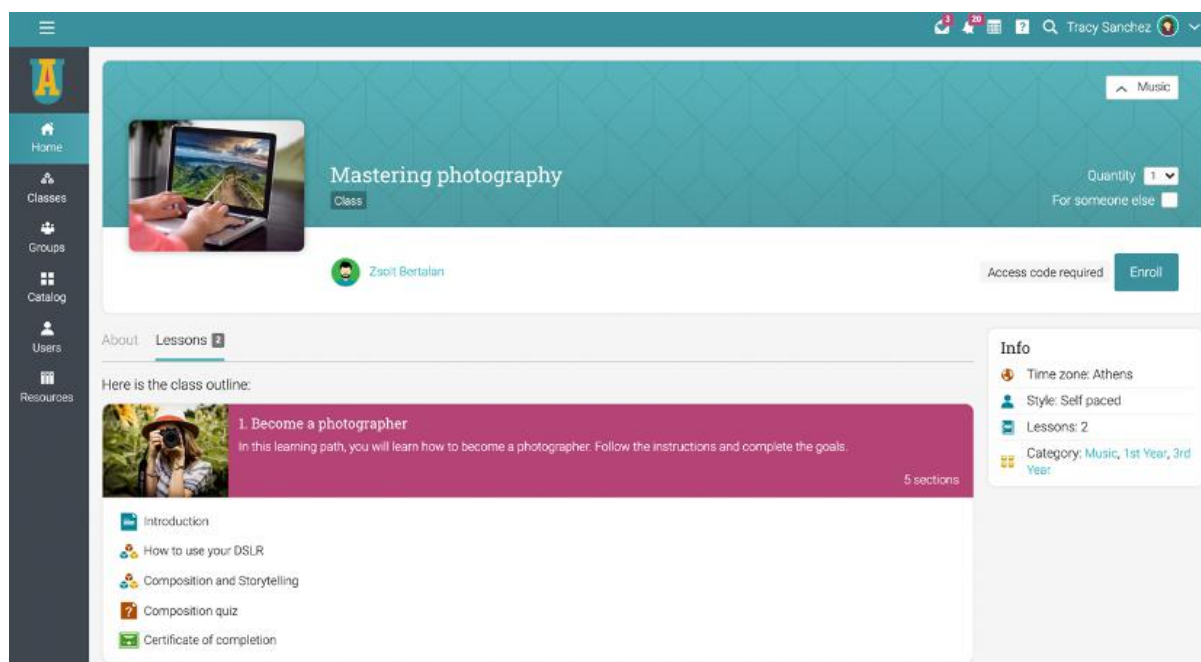


Viewing classes

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.

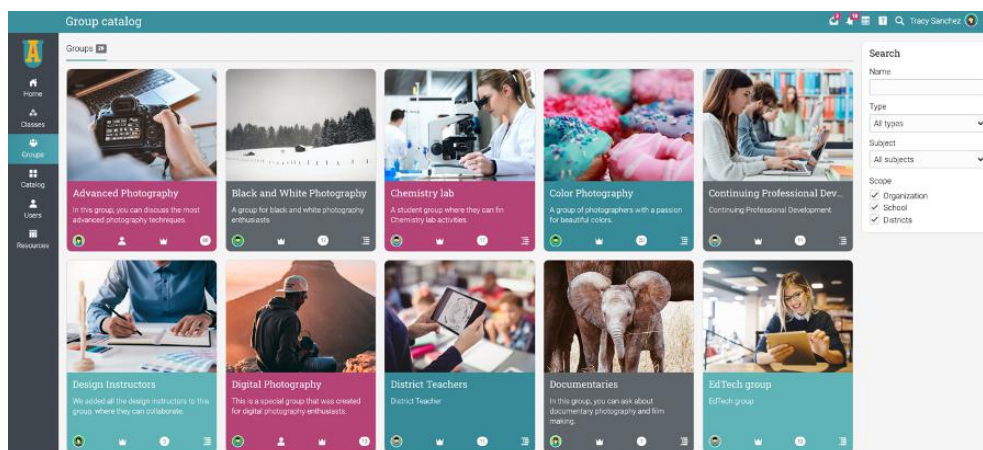


If mentors click on the link of a class, they will be redirected to the catalog page of a class where they can see the description, the lessons, certificates, and reviews.



Groups for mentors

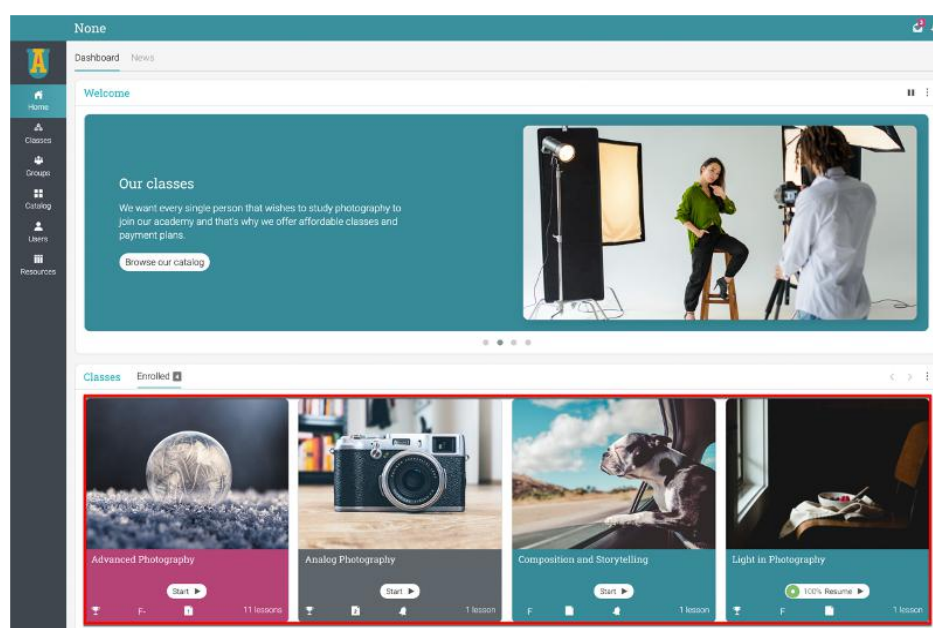
Mentors can build a group for them within the LMS to connect with fellow mentees and faculty members.



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