

CYPHER for academia

Guide for teachers

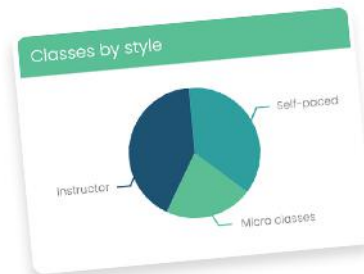
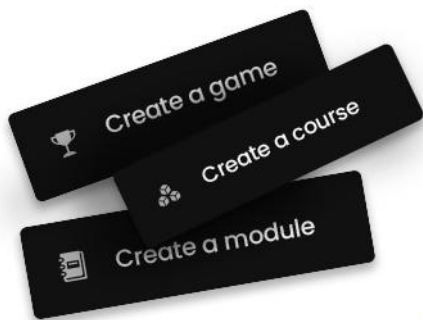




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Introduction

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.

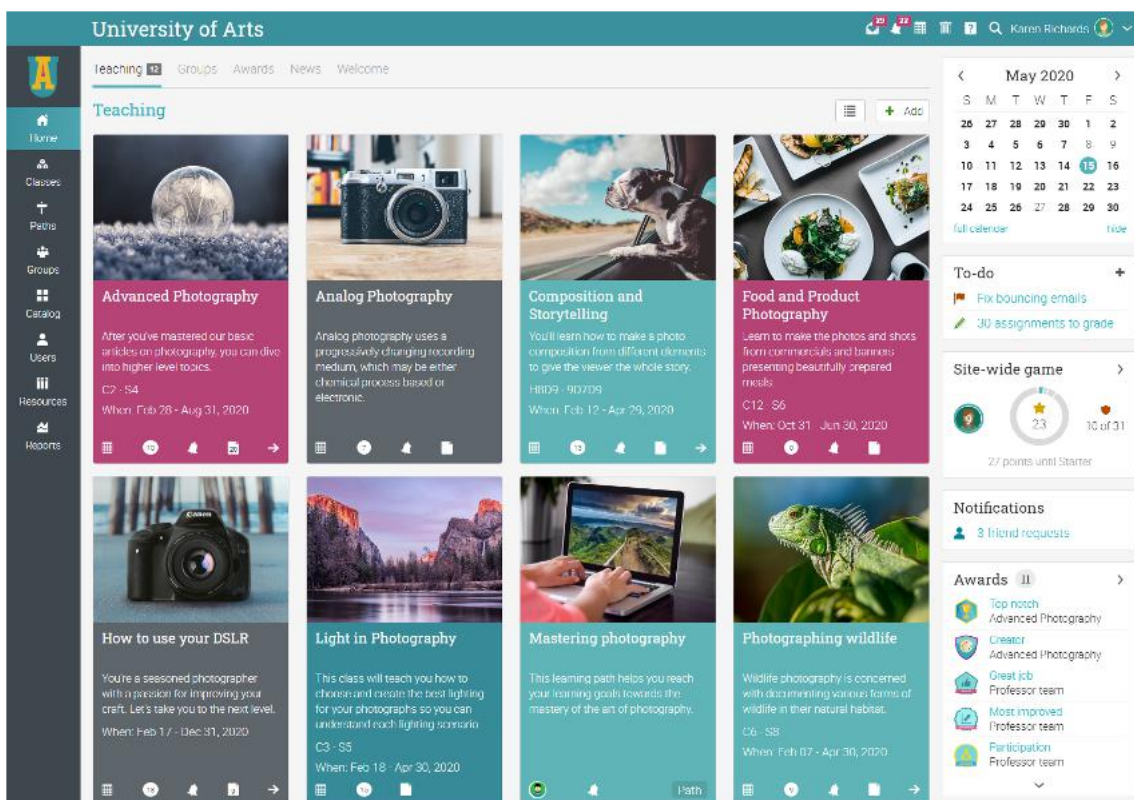
Getting started guide for Monitors explains topics such as: creating your monitor account, enrolling into classes and creating groups.

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 teachers 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 teacher dashboard is the first page you see when you log in to your account. Here you can find an overview of the most important site information. On their dashboards, teachers can also see their calendar, to-do list, announcements, and more.



Icons and navigation

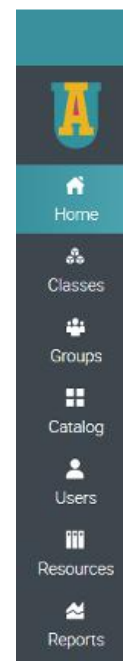
You will see various icons in the platform that are used for adding, editing, deleting, and other actions. Here is an overview of the most important icons:

-  Add content such as courses, rules, or portal pages.
-  Remove items from your platform.
-  Edit a page or an item.
-  Configure different areas of the platform.
-  Delete items.
-  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.
-  The trash icon opens a popup with all your deleted content.
-  Your shopping cart contains your ordered items.
-  This icon provides access to the CYPHER Help Center.
-  Use the search icon to find specific content on your site.

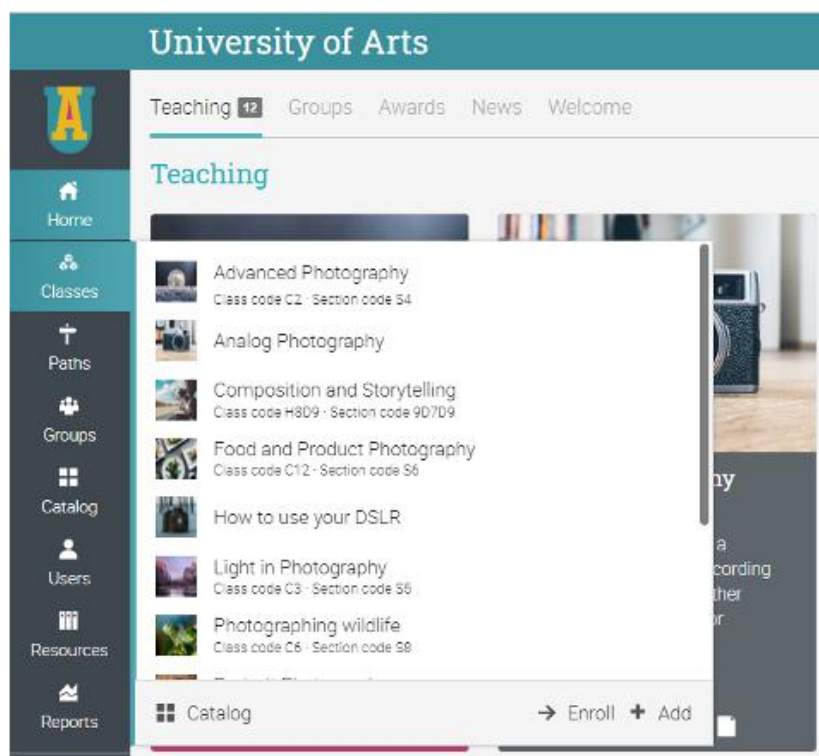


Left bar

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, and Reports.



The left bar allows 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.



Top right bar

The top right bar displays icons which you can click to access 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 any minimized windows. To see more details, just click on an item.

A vertical stack of widgets. At the top is a calendar for April 2020 with the 23rd highlighted. Below it is a 'To-do' section with a plus sign and '30 assignments to grade'. Next is a 'Notifications' section with a person icon and '3 friend requests'. Then an 'Awards' section with a ribbon icon and 'Most improved'. Below that is an 'Announcements' section with two items: 'We have to cancel the ne...' and 'Go through the goals in t...'. At the bottom is a 'Today' section with two items: 'Member feedback submi...' and 'Portrait exhibition'.



News feed

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

The screenshot shows the 'University of Arts' news feed interface. The top navigation bar includes 'Teaching', 'Groups', 'Awards', 'News', and 'Welcome'. The left sidebar contains navigation options: Home, Classes, Paths, Groups, Catalog, Users, Resources, and Reports. The main content area displays news items:

- James Stevens** (Advanced Photography) - Jun 5, 9:10 am: "We have to cancel the next meeting. See you on the last Monday of the week! Have a good week!"
- Damian Blyne** - Hello! "Thank you for the useful information!" (Reply - Jun 5, 3:15 am)
- Product news** (Latest posts from the NED Blog) - Jun 26, 8:15 pm: "Hi everyone, Here are this week's posts on the NED blog. 3 Pillars of personalized instruction: interactivity, flexibility, and authenticity"

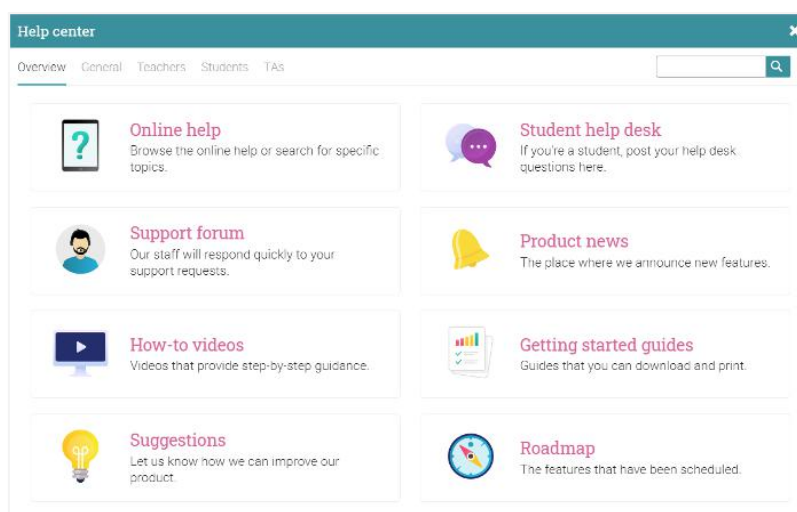
The right sidebar contains several widgets:

- Calendar**: Jun 2020 calendar showing the current date (30th) and a 'full calendar' link.
- To-do**: "Fix bouncing emails" and "36 assignments to grade".
- Site-wide game**: A progress indicator showing 23 points and "27 points until Starter".
- Notifications**: "3 friend requests".
- Announcements**: "We have to cancel the ne..."

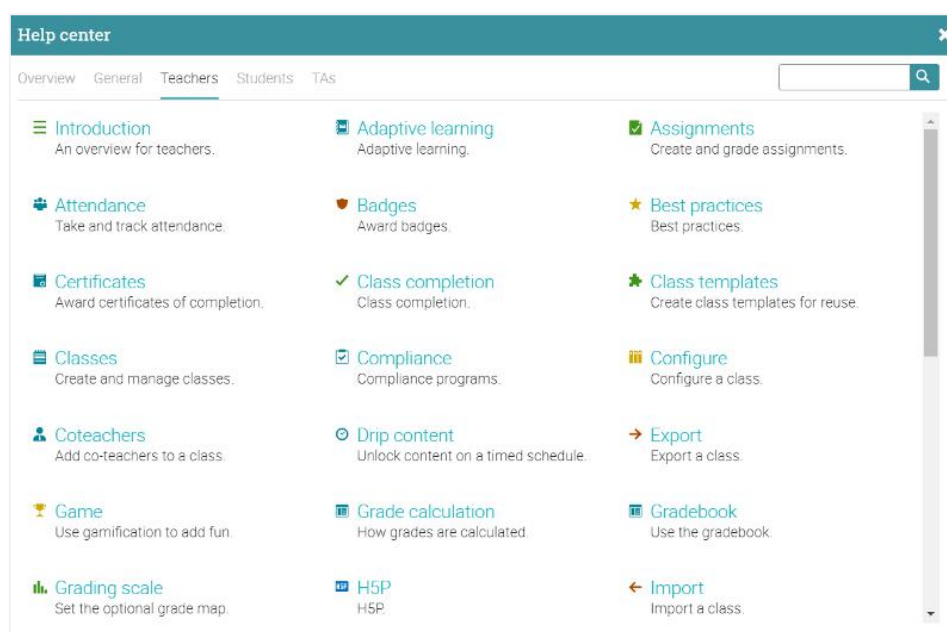
Help Center

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



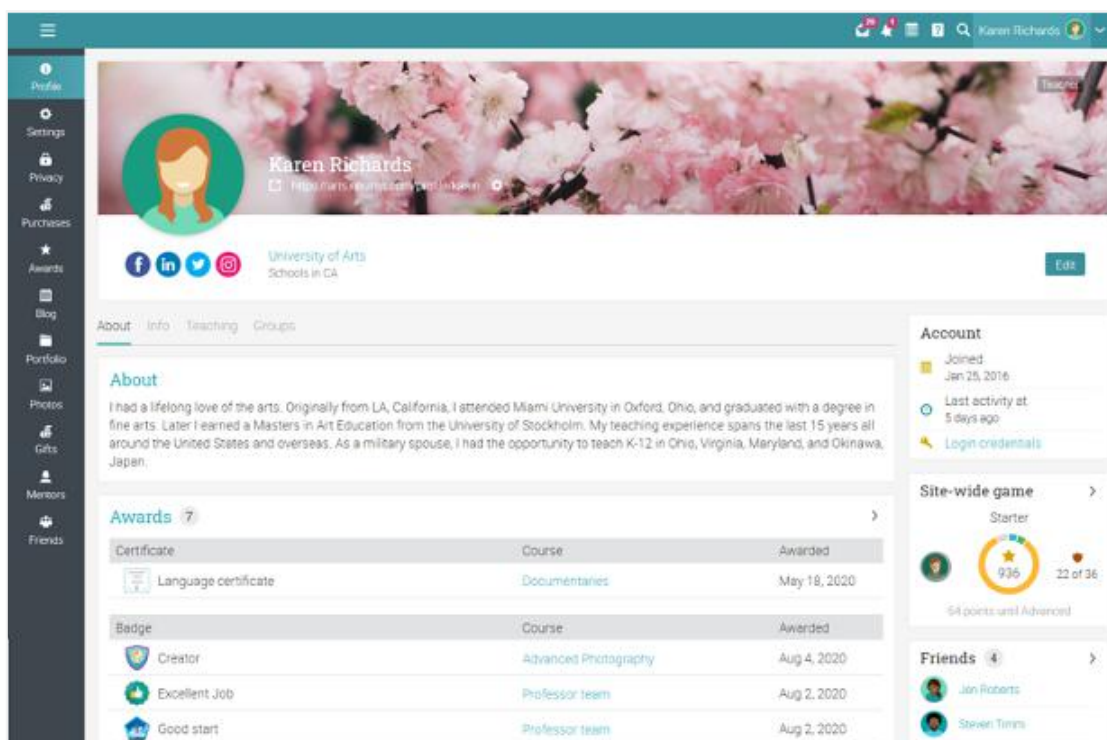
You can find the topics that are most relevant to you in the searchable online help. Most of them have detailed instructions with screenshots. The Help Center is a pop-up so you can browse through the topics without leaving your current page.



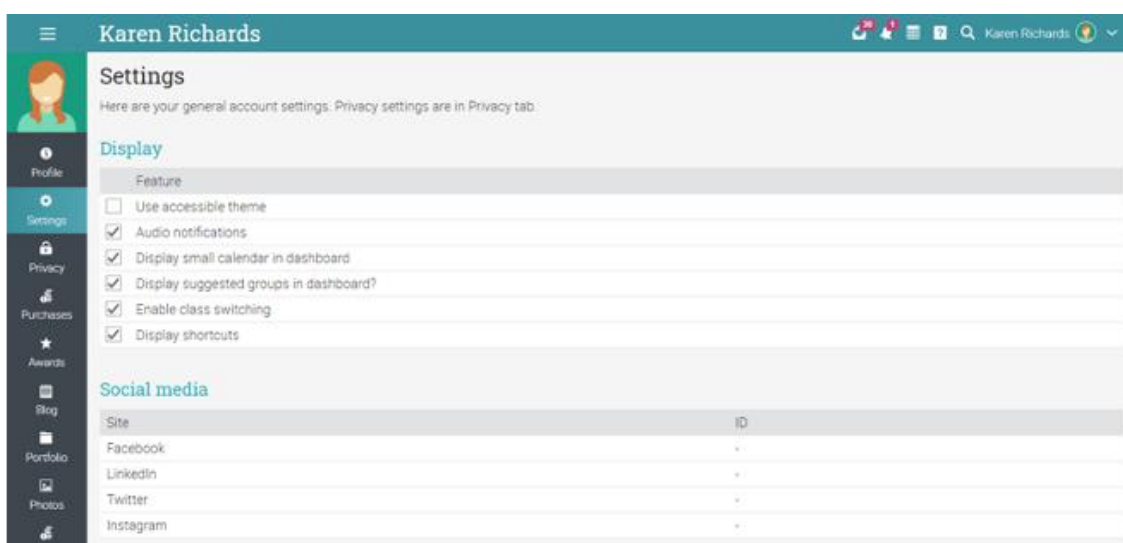
Profile

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.



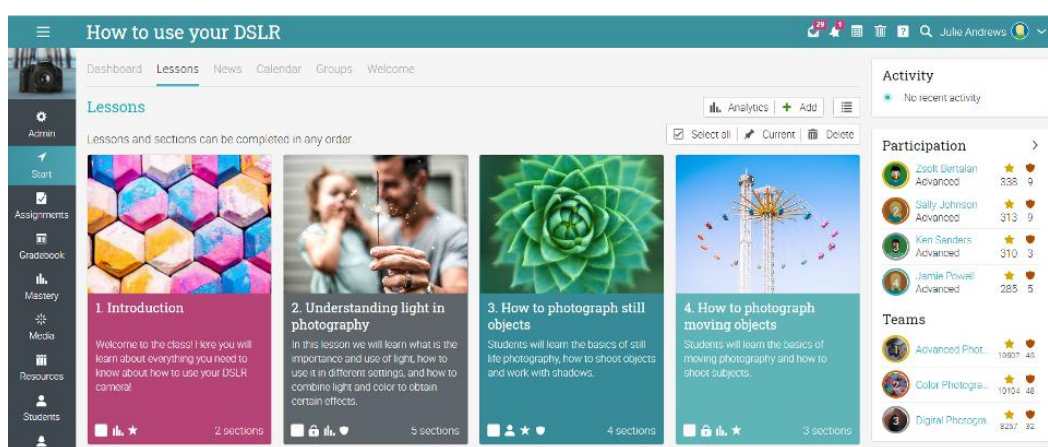
Go to the Settings tab in the left bar to choose different options related to your profile, such as displaying your online status for students or allowing users to request to chat with you.



Example of a class

Before we show you how to create your own class, we would like you to become familiar with how a CYPHER class might look. We will show you how to navigate in a class, explore the main tabs, view lessons and assignments, and more.

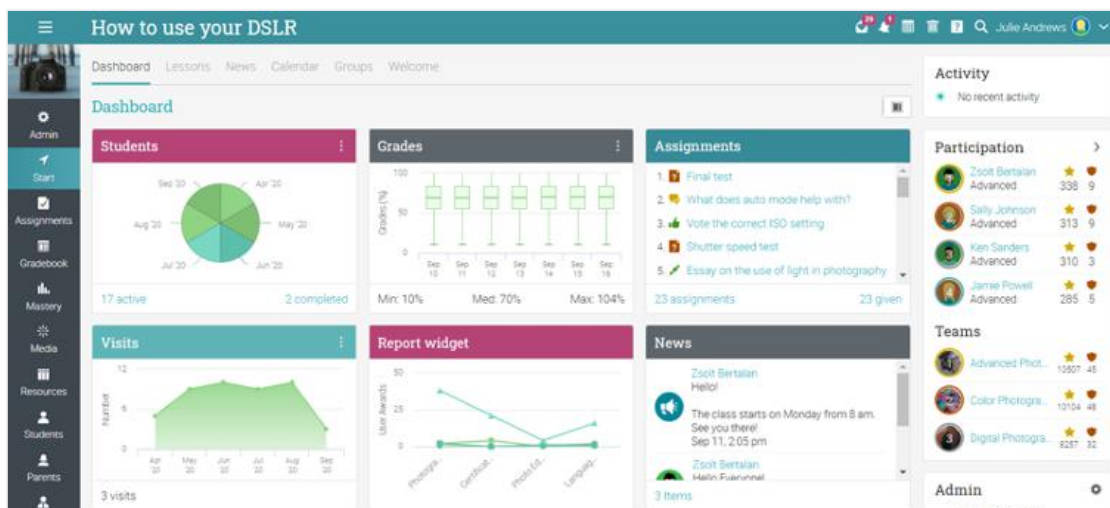
The default landing page of a class is its Lessons area. Here, you can see many aspects of your class, including the lessons, a left bar with tabs that give you direct access to its most important areas. The right side provides access to a quick class Administration, activity display, to-do list, announcements and even games leaderboards, if gamification is enabled.



Next, we will go over each section.

Class dashboard

The class Dashboard provides teachers with a set of widgets that offer a more detailed overview of the class. The widgets include information about the number of students, mastery, grades, custom reports, and more.



Main left navigation

When you are in a class, the main left bar is minimized. You can navigate in any area of the site by simply hovering over the icon from the top left.

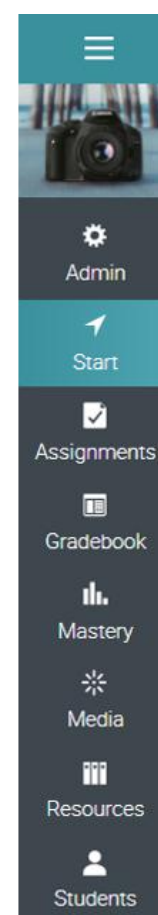


Left bar

The class left bar allows you to navigate in different areas of a class such as: the admin area, start, assignments, calendar, the gradebook, and more.

Here is more information about the left bar tabs:

- **Admin** - configure the class, copy the class, import/export content;
- **Start** - from here, you can access the Dashboard, Lessons, News, Calendar, and more;
- **Assignments** - shows the class assignments;
- **Gradebook** - displays all the grades;
- **Media** - shows Kaltura resources;
- **Mastery** - track class competencies;
- **Resources** - the area where you can store resources that are independent of any lesson;
- **Students** - lists all the students that are in the class;
- **Teachers** - lists all the teachers that are in the class;
- **Teaching assistants** - lists all the teaching assistants that are in the class;
- **Parents** - lists all the parents that can see the class;
- **Games** - if the class has a game this is the area where you can see an overview;
- **Automation** - see a list of rules based on automation that you have set for your class;
- **Attendance** - track student attendance;
- **Seating chart** - allows teachers to organize how students are seated in class;
- **Forums** - forums for discussions between class members;
- **Chat** - users can exchange text messages in real time;
- **Wiki** - a collection of pages that more than one person can edit;

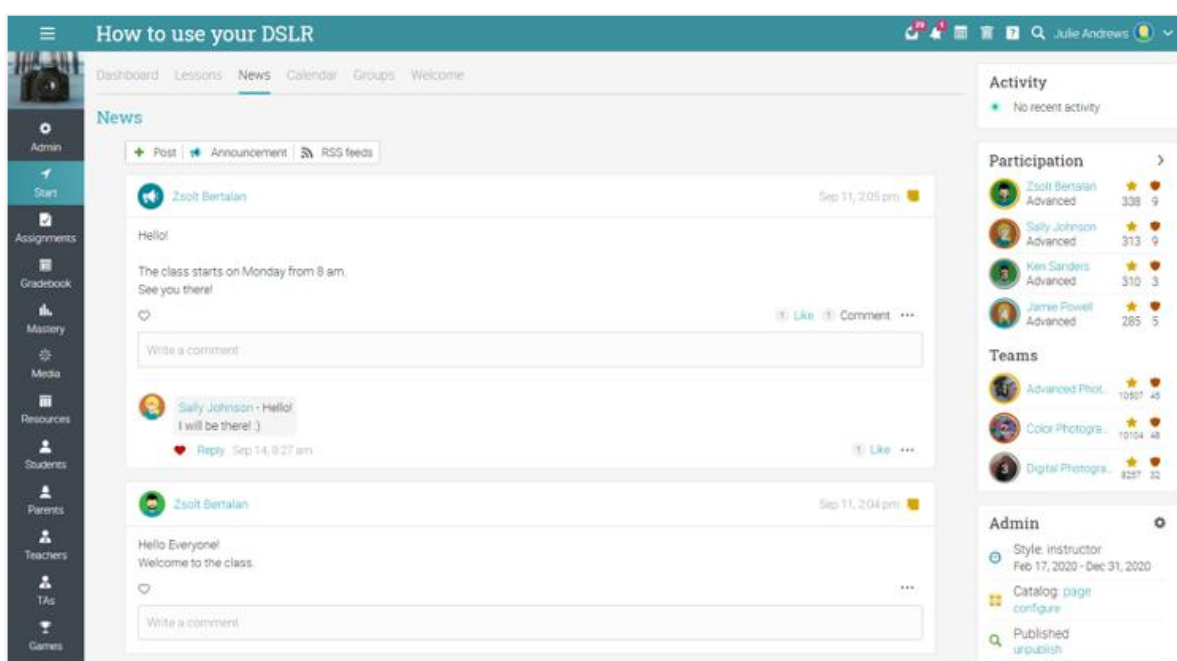


- **Blogs** - students and teachers can share their online journals;
- **Purchases** - if you have e-commerce enabled, this tab offers a list of all the purchases of a class;
- **Syllabus** - the syllabus area allows you to create an overview page of the class;
- **Reviews** - allows you to see students' ratings and reviews of classes they are enrolled in.

You can configure the class to enable or disable most of these tabs and depending on how your site administrator has set up your platform.

News feed

To access the class news feed, go to Start then click the News tab. The news feed shows class announcements, posts from teachers and students, new assignments, lessons, events, and more.



You can edit and delete any news item, including posts and comments by students.



Right bar

In the right bar, you can find the Admin control panel that allows you to quickly publish the class and find the class access code. Here is also the activity display, to-do list, announcements, and a game leaderboard if you have enabled games for the class. To view more details, click on an item.

Activity

- Trish Stane**
Awarded 50 points in Particip...
- Trish Stane**
Completed lesson Overview ...
- Trish Stane**
Viewed assignment What do...

Admin

- Style: instructor
Feb 17, 2020 - Dec 31, 2020
- Catalog: [page configure](#)
- Published
[unpublish](#)
- No access code required
- Enrollment: open
[close](#)
- Unlocked
[lock](#)
- Creator
[Alina Toderascu](#)
- Tags: none [+](#)

To-do

[13 assignments to grade](#)

Announcements

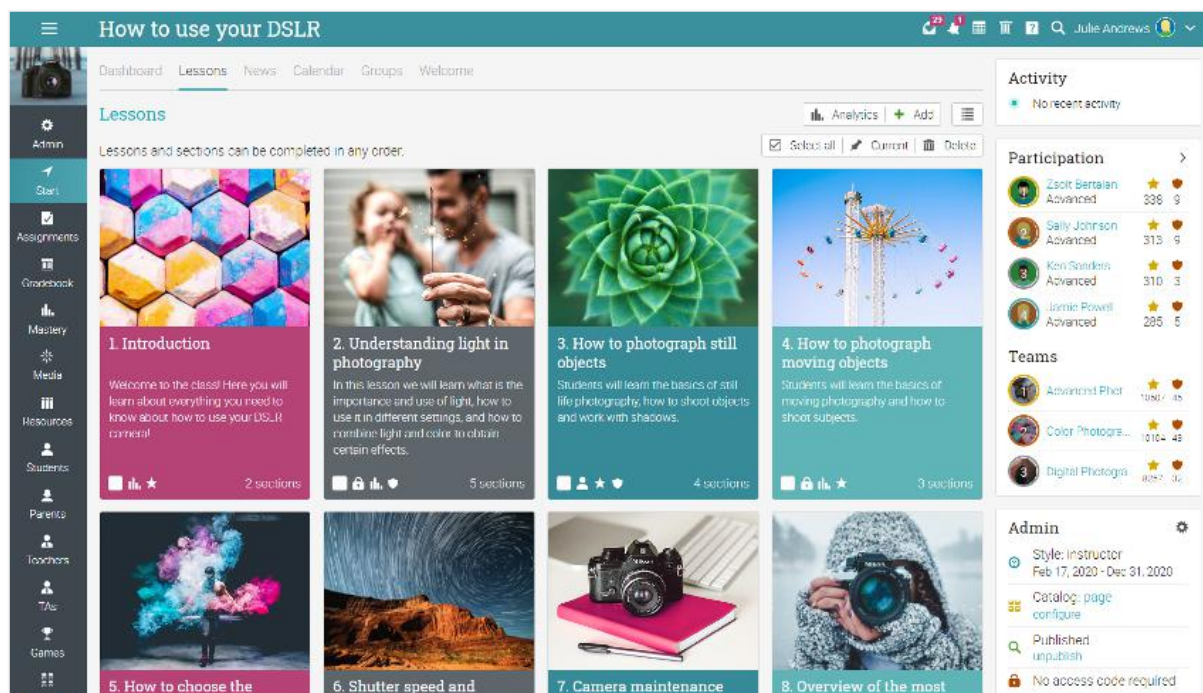
None

Upcoming

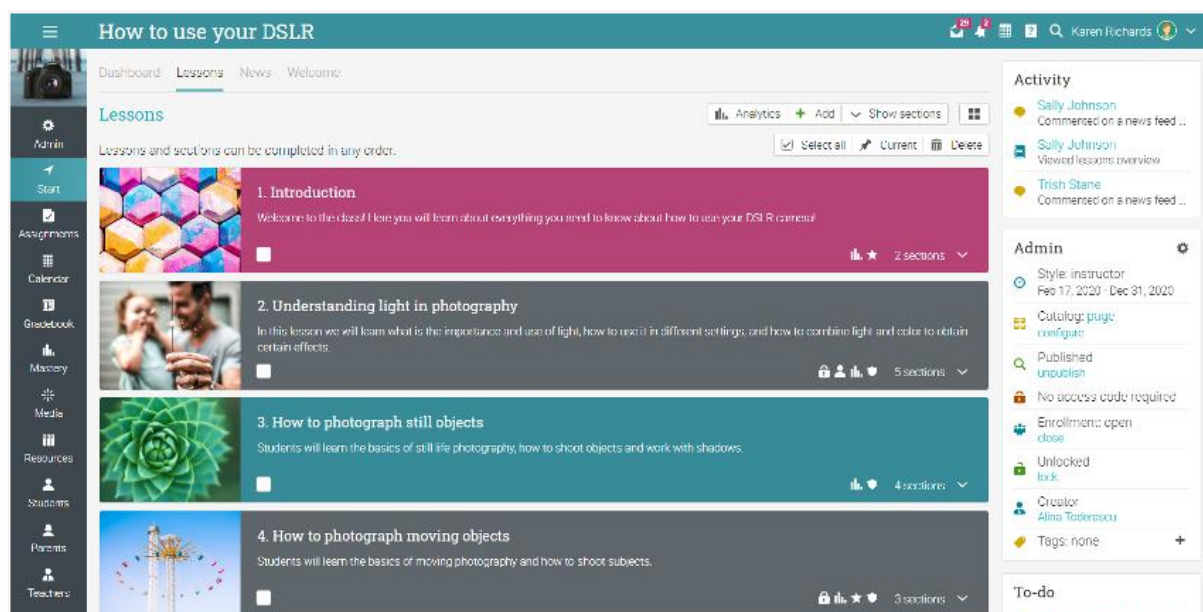
Thu Jul 2

Lessons

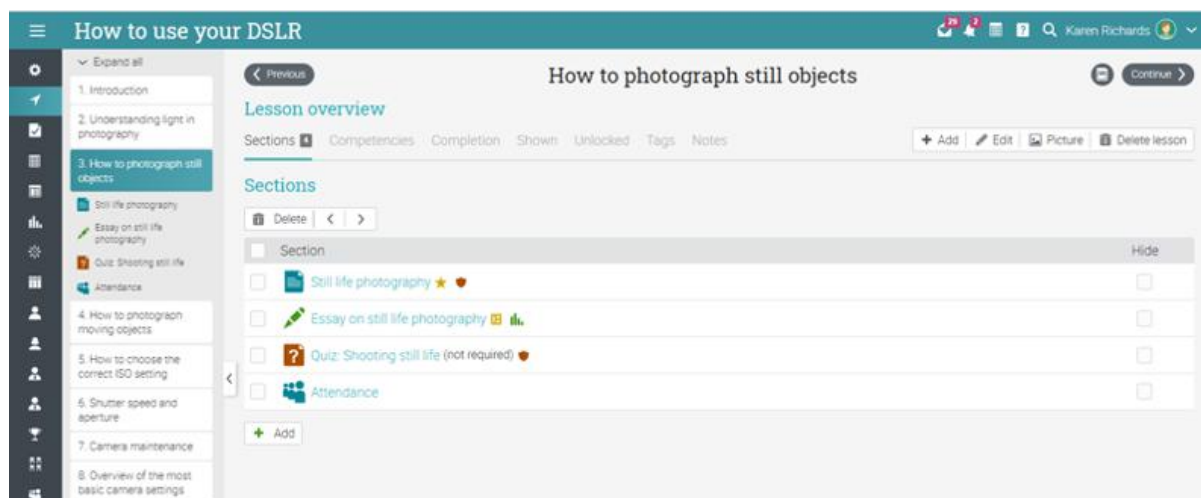
If you go to Start and click on the lessons tab, you will see all the lessons in the class. You can reorder lessons using drag and drop.



Depending on your preferences, you can also switch to the List view option from the top right. This view shows all the sections for all lessons:



A lesson is usually comprised of content sections and assignments. If the path feature is enabled, you can also add as sections goals which can be other classes and certificates. You can see the sections of lessons by going to the Sections tab.



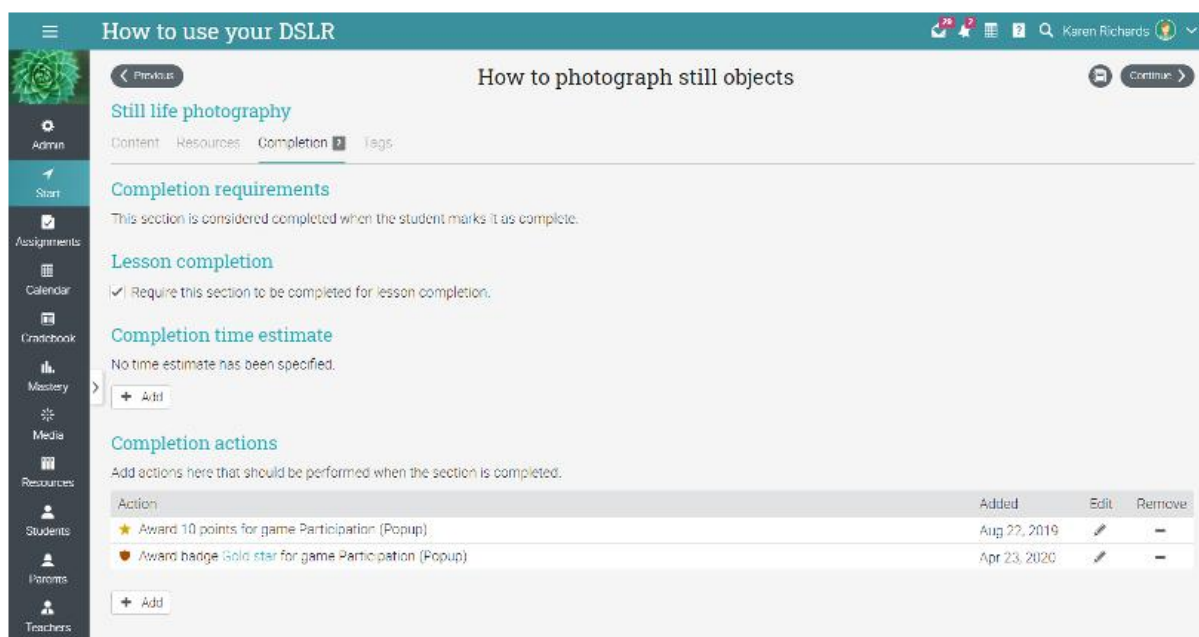
Content pages

A content page is created by using our built-in HTML editor and can contain any kind of media, including audio, video, Office documents and Google Docs. You can create rich, engaging lessons with little technical knowledge. Here is how a content page might look:

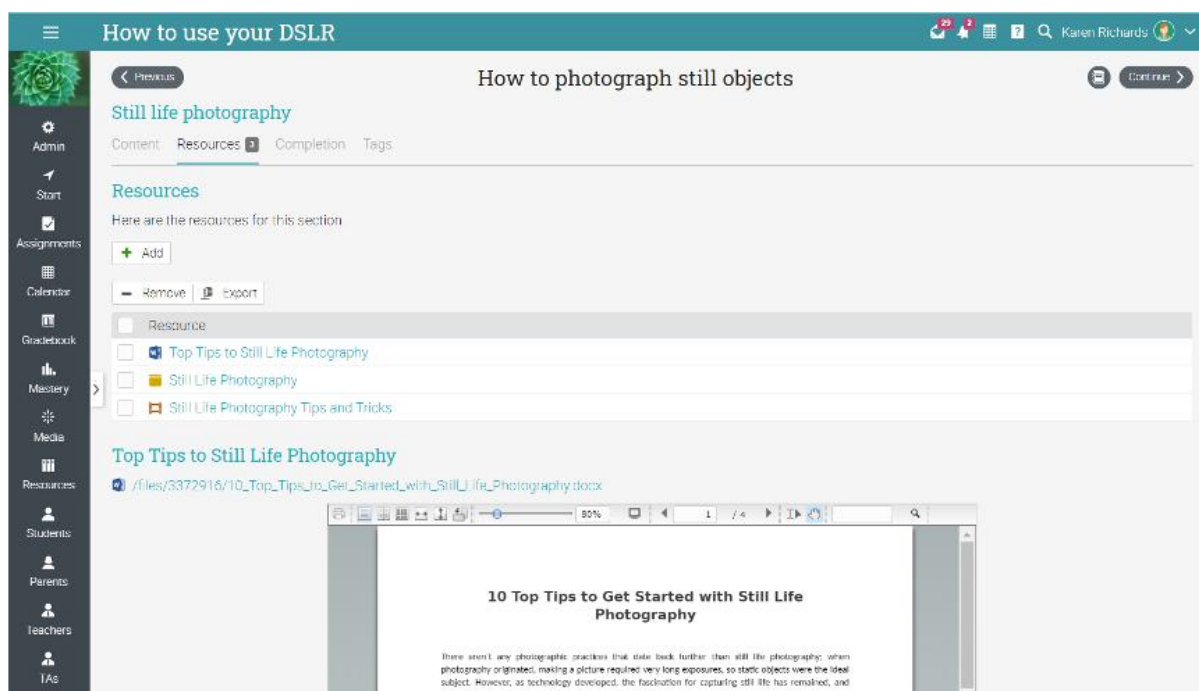




Sections have a Completion tab, where you can add completion actions that should be performed when a student completes the section.

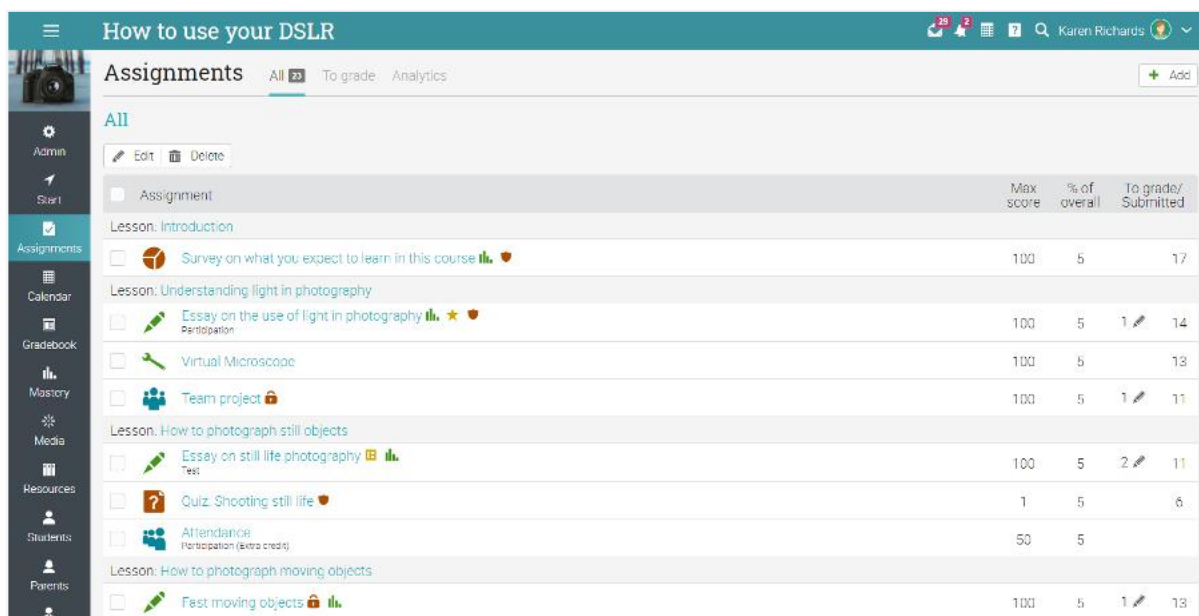


Each page has its own Resources area, where you can upload learning resources such as files, pages, or add existing ones from your personal, organizational, or school library.



Assignments

To see a list of the assignments for a class, go to the Assignments tab. An assignment can be connected to a lesson or a standalone task.

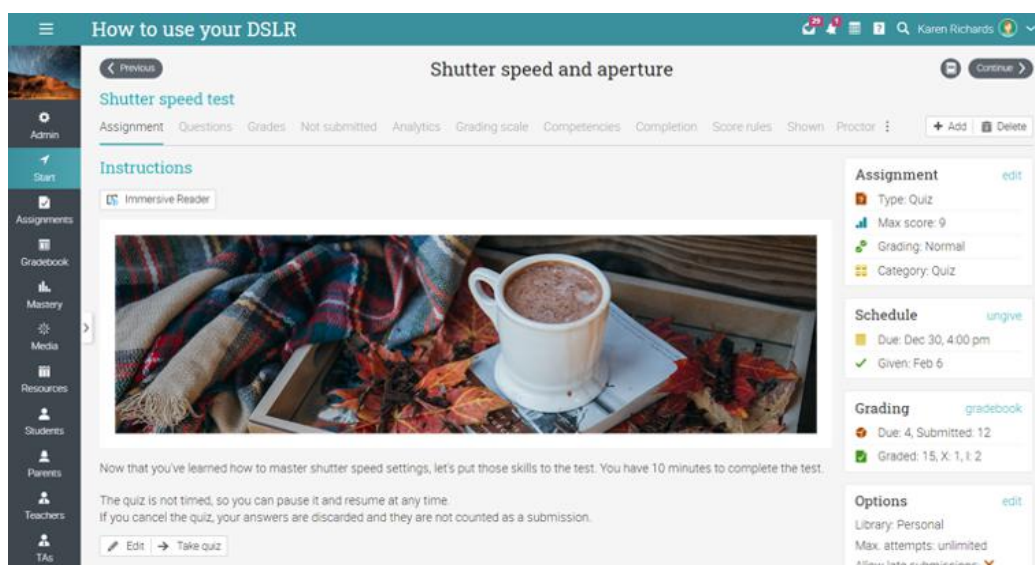


Assignment	Max score	% of overall	To grade/Submitted
Lesson: Introduction			
Survey on what you expect to learn in this course	100	5	17
Lesson: Understanding light in photography			
Essay on the use of light in photography Participation	100	5	14
Virtual Microscope	100	5	13
Team project	100	5	11
Lesson: How to photograph still objects			
Essay on still life photography Test	100	5	11
Quiz: Shooting still life	1	5	6
Attendance Participation (extra credit)	50	5	
Lesson: How to photograph moving objects			
Fast moving objects	100	5	13

You can create 16 different types of assignments:

- **Quiz** - a set of questions that students can answer online;
- **Essay** - students can submit their response using the HTML editor, and include an unlimited number of attachments;
- **Offline** - a traditional assignment such as a paper-based test or reading a book. There is no online submission for this kind of assignment, and the teacher is expected to enter the grades for each student based on the results of the offline work;
- **Survey** - choose between multiple choice and freeform questions;
- **Discussion** - students earn points by participating in a single thread of discussion that is started by the teacher;
- **Debate** - students add arguments for or against a proposition that is supplied by the teacher;
- **Team** - allows groups of students to work on joint submissions. The teacher organizes the students into teams, each of which get their own private group;
- **Dropbox** - students upload one or more files as their submission;
- **SCORM** - captures the results of a SCORM item;
- **Attendance** - awards points based on a student's attendance record;
- **Turnitin** - add assignments that can have an originality check through our Turnitin integration;
- **Custom LTI assignments** - integrates 3rd party LTI assignments;
- **Google Assignments** - if the integration is configured, you can add Google Assignments;
- **H5P Assignments** - if the H5P content standard is enabled you can add H5P assignments.

To see the details for an assignment, click on its name. Here is how an assignment in a lesson looks: Depending on the type of assignment, you can find some or all of the following tabs:



- **Assignment** - shows the most important information about the assignment, such as its grading status, submissions and instructions;
- **Questions** - displays the questions of an assignment if it's a quiz or survey, and the number of points that are allocated to each of them;
- **Grades** - shows a list of student grades for the assignment, submissions for each student;
- **To grade** - indicates the assignments that need to be graded;
- **Not submitted** - indicates the assignments that haven't been submitted yet;
- **Analytics** - displays the grade distribution amongst students;
- **Grading scale** - here you can see the grading scale associated with the assignment;
- **Rubric** - view the rubric associated with an assignment;
- **Competencies** - see the competencies that are assessed by the assignment;
- **Completion** - if the class is self-paced, you can add rules that are performed when the assignment is completed;
- **Score rules** - add rules and actions for when learners achieve a specified score;
- **Personalize** - you can personalize an assignment to only show it to certain students or hide it from certain students;
- **Tags** - you can tag an assignment and then use the tags as optional requirements for lesson completion;
- **Proctor** - this feature allows you to restrict students' access to the assignment based on access codes, start date, and IP address.

We will go into more details about adding assignments later in this guide. Now that you know how a complete class looks in CYPHER, you are ready to start creating your own.

The next sections of the guide will show you how to create a class, configure it, add lessons and assignments, grade assignments, enroll students, and more.

Creating a class

To create a class, hover over the Classes tab from the left bar and choose Add.



- **Class** - create a new class;
- **Class template** - you can create class templates and use them to create classes faster;
- **Path** - paths are a special kind of classes that can have class and certificate goals as sections;
- **Path templates** - you can create path templates and use them to create paths faster;
- **Existing** – you can add a copy of an existing class or class template.

Here are some notes when creating a class:

The 'Add a class' form includes the following fields:

- Name**: A text input field.
- Style**: A dropdown menu with options: Instructor (selected), Blended, Self paced, and Micro class.
- Start**: A date picker set to April 23 2020.
- End**: A date picker set to April 30 2020.
- Subject**: A dropdown menu with the option Art.

At the bottom right, there is a **Save** button. A note at the bottom left indicates that the Start and End date fields are optional.

- **Access code** - if you enable the access code option when creating a class, the access code (for self-enrollment) is displayed on the class landing page, in the right bar under “Admin”;
- **Style** - you can choose from four different styles:
- **Instructor** - learning takes place in a traditional classroom environment. This is the most common choice for schools that are using online learning in combination with their regular school setting;
- **Blended** - learning takes place in a classroom environment, but some of the modules are self-paced, often with gateway assignments that only allow students to proceed once they've achieved a certain score;

- **Self-paced** - all lessons are self-paced, and students can take the class anytime, anywhere. There is no class schedule, no dates for particular lessons, no "giving" or "due date" for assignments, and no grading periods;
- **Micro class** - a very lightweight class that provides access to lessons/sections and no other tabs. In all other aspects, it is the same as conventional classes;
- **Duration** - you can select the dates between which the class will be held, or if your class is self-paced, you can specify a duration without setting fixed dates;
- **Subject** - choose the subject of the class from the list provided.

For more advanced options, visit the Options tab.

Add a class [Close]

Overview Options

Language: English (US) Time zone: (GMT-08:00) Pacific

Course: * Section: *

Period: * Term: *

Semester: * Credits: *

Organization: University of Arts Grading scale: Standard regular gra

* Optional [Save]

Here you can set up your class language, time zone, the semester that the class is held in, the number of credits for the class, organization and associate the class with a Grading scale.

Once you've added a class, you are taken to its default landing page, which is its Lessons area.

Light in photography Karen Richards

Lessons News

Lessons [Analytics] [Add]

Your class is ready for content!

- 1 Add lessons by clicking Add at the top of this page. Within each lesson add sections such as pages or assignments.
- 2 Invite students to enroll themselves using the access code **TFNA-KHUJ** or enroll them by visiting the Students area and clicking Add.
- 3 For a social experience, post regular updates and encourage discussions in the News area.
- 4 To configure your class features, visit the Admin/Configure area.

Activity
Karen Richards Created class Light in photog...

Admin

- Style: instructor Jun 30, 2020 - Jul 7, 2020
- Catalog: page configure
- Not published publish
- Access code: TFNA-KHUJ reset
- Enrollment: open close
- Unlocked lock
- Creator: Karen Richards
- Tags: none

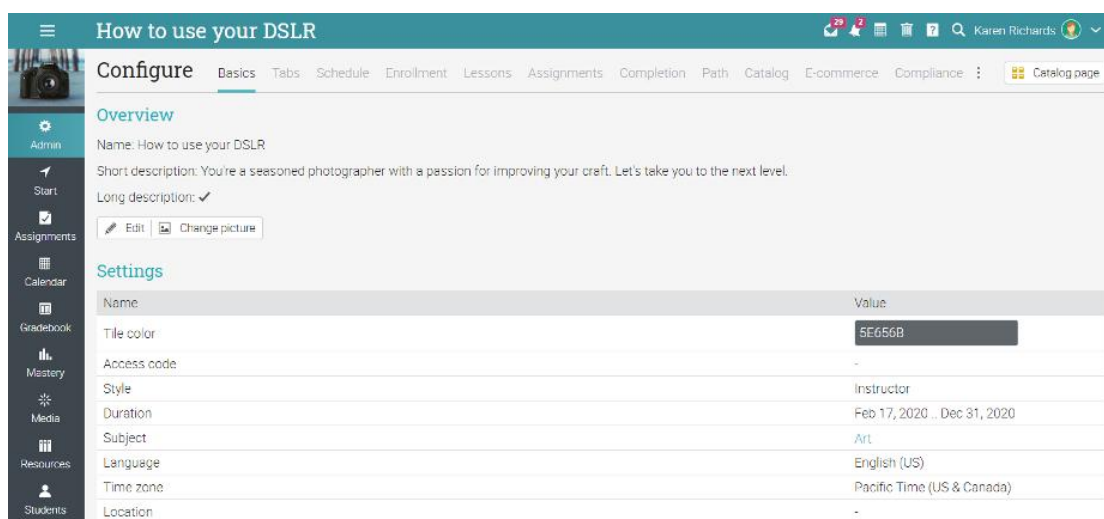
Announcements
None

Today
Class starts

Configuring a class

As a teacher, you have many options for configuring your class, from choosing which tabs are displayed in the left bar, to setting what happens when a student completes the class.

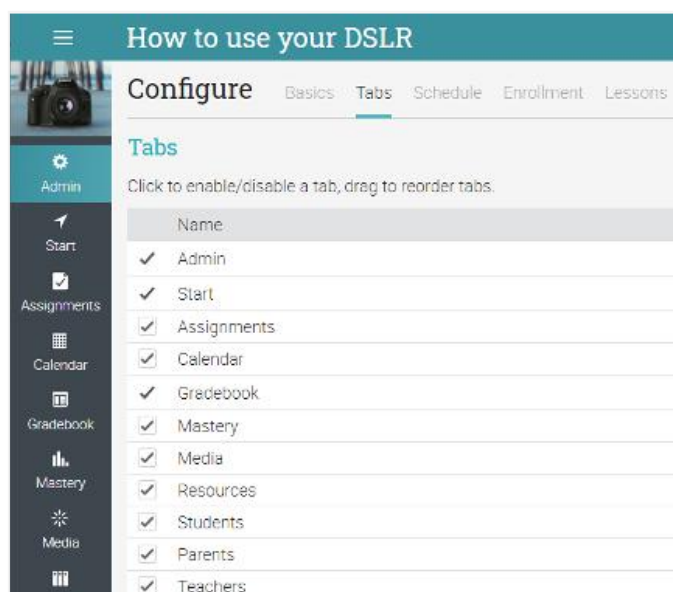
Go to Admin and select Basics in the left bar.



Next, we will go over the most important configuration options.

Tabs

You can select the tabs that you and your students can see in the class left bar, such as news, lessons, calendar and collaboration tools. By default, only the most common features are enabled, less common features such as wikis and chat are disabled.

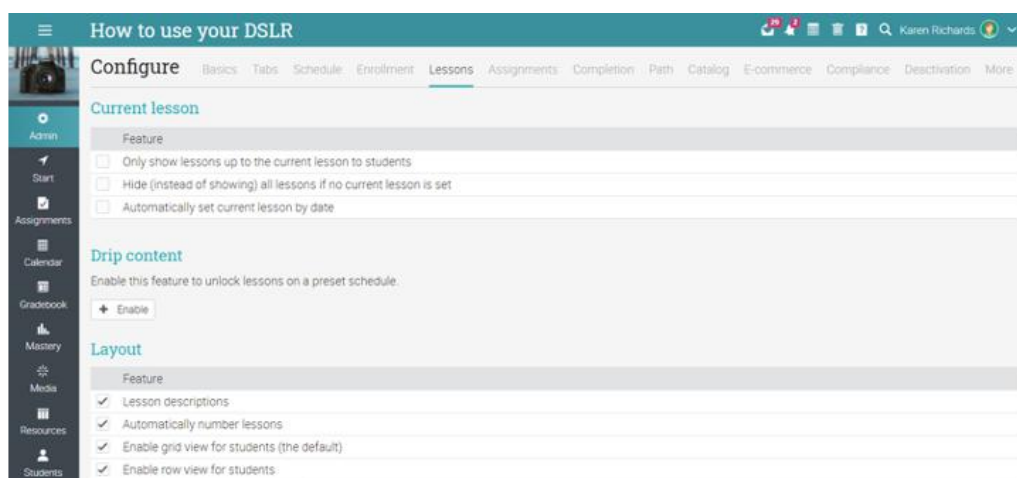


Enrollment

This area allows you to select enrollment options. For example, you can choose if you want students to be able to enroll or unenroll themselves from the class. You can also set up rules that should be performed when students are enrolled or unenrolled, such as sending an automatic message to them.

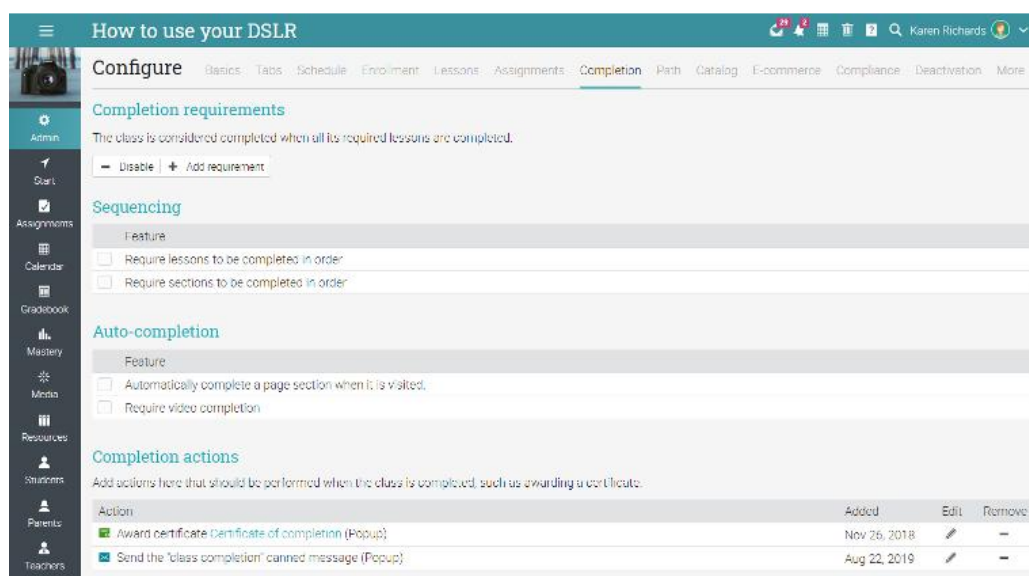
Lessons

In this tab, you can configure your lessons and sections. You enable drip content, which allows you to schedule student access to lessons rather than have them all available at once.



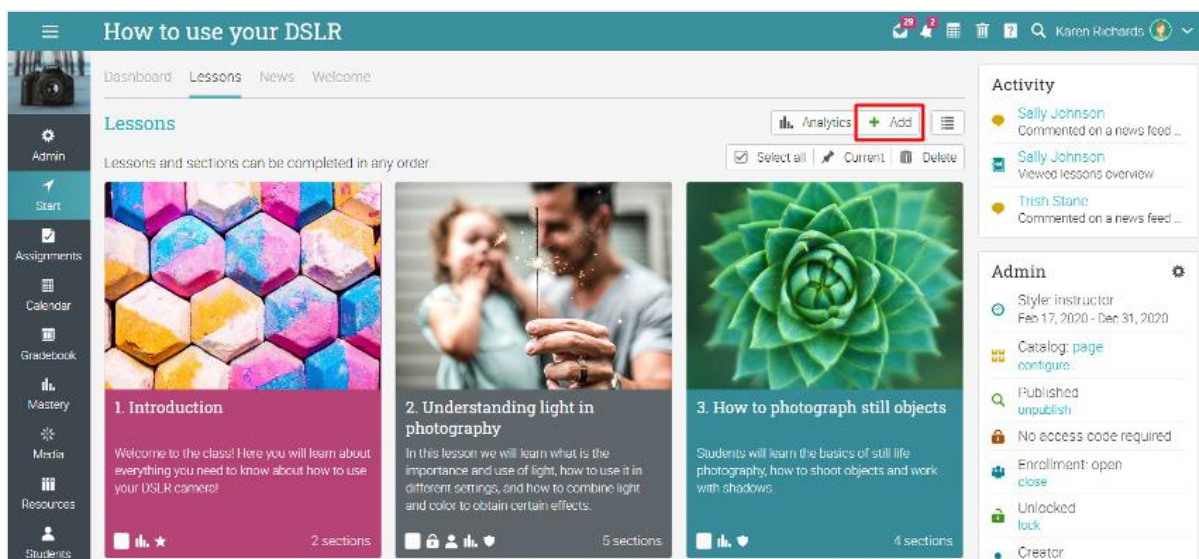
Completion

Add actions that should be performed when a class is completed, such as awarding a certificate, badges, sending custom messages to students or enrolling them in another class.

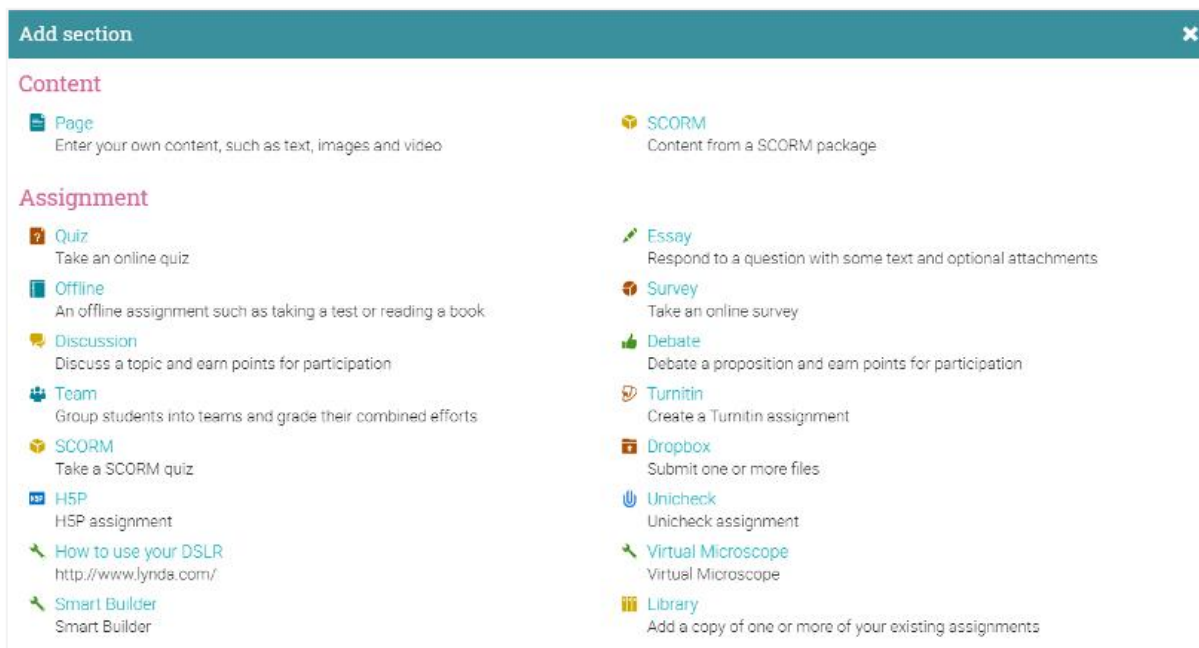


Adding lessons

To add a lesson, go to Start/Lessons then choose Add. Enter its title, an optional date, a description, then click Save.

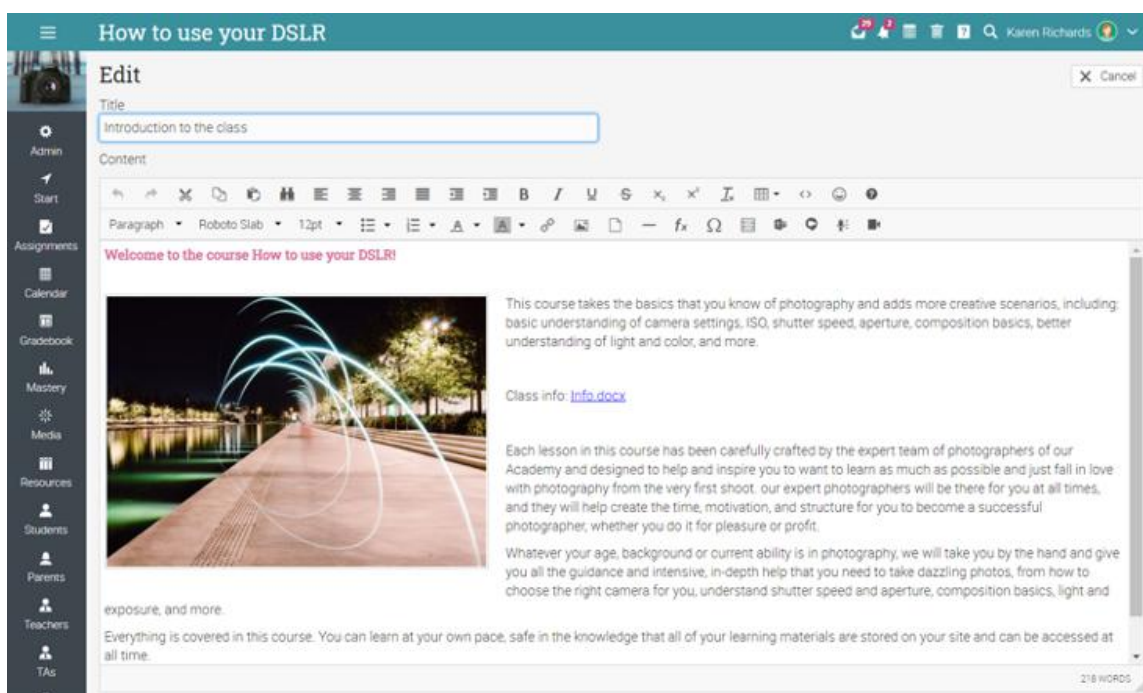


Once you've added a lesson, you can use the edit icon to change settings or description and the picture icon to change the picture. You can then add a section to your lesson, which can either be a content section or assignment.

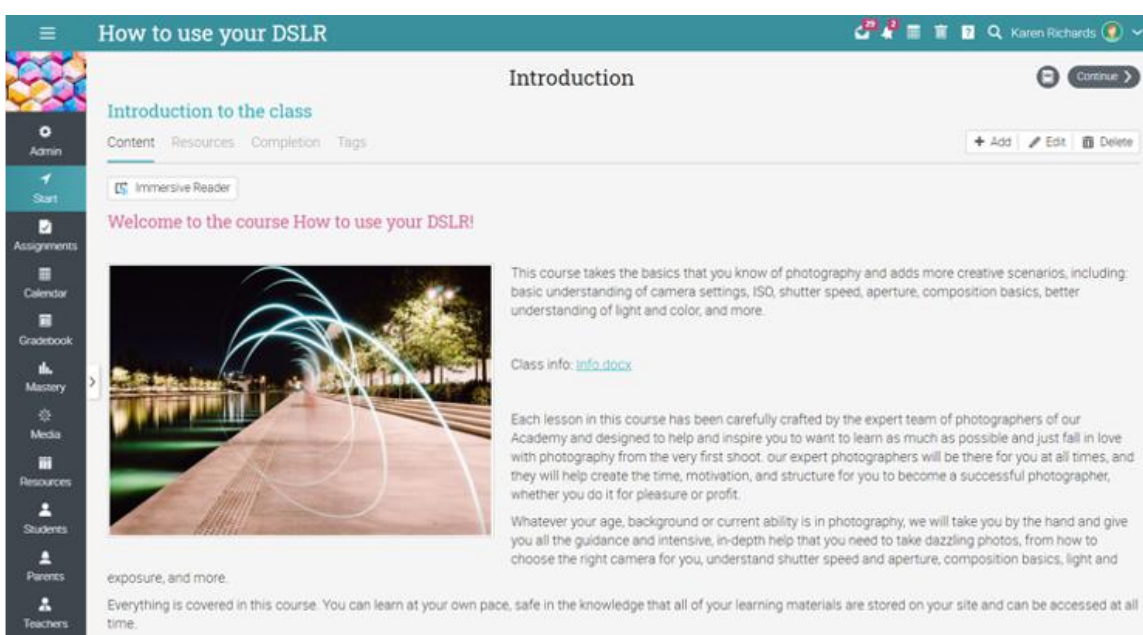


Adding sections

To add a section to a lesson, click on the Sections tab, then select the kind of section you want to add (see the picture above). For example, add a content Page, enter a title and click Save. Then you can click Edit and create the content using the HTML editor.

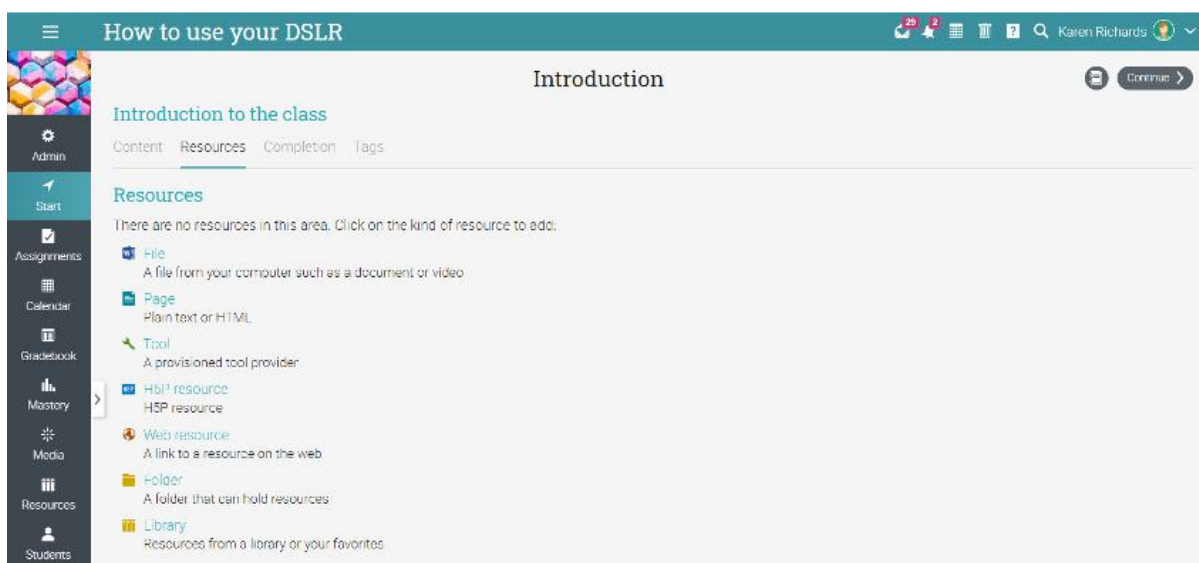


Here you will have many options for editing your content page. You can use the picture icon to upload pictures, add text, upload any kind of file, including video and audio. Additionally, you can record video or audio content directly from your browser. Here is how your created page might look:





To add resources to a content page, click its Resources tab, then select the type of resource that you want to add.



For example, to add a file from your computer, click File, select the file you want to upload, a description and the library that this resource will be a part of.

Add File

File name: Reflector.docx [\[change\]](#)

Name:

Description: *

Subject: *

Library: Personal Organization School District

Students: Allow students to access?

* Optional Save

Setting competencies for a lesson

If your class is associated with competencies, you can set them for a lesson. Go to the lesson, then click its Competencies tab, select the related competencies then click Save.

The screenshot shows the 'How to use your DSLR' lesson overview page. The 'Competencies' tab is selected, displaying a list of competencies under the heading 'Digital Photography'. The competencies are:

- 1. Introduction to Digital Photography
 - 1.2. Understand basic camera operation
 - 1.3. Develop a foundation of historical photographic knowledge
- 3. Composition basics
 - 3.2. Understanding of patterns, lines and textures
 - 3.3. Understanding of focal length, aperture and angle
- 4. Light and color
 - 4.2. Shutter speed understanding
- 7. Frames as technique
 - 7.2. Light in photoshoots

At the bottom of the list, there are 'Edit' and 'Clear' buttons.

To reorder lessons or sections in a lesson, you can use drag and drop. To delete items, select them, then click Delete.

The screenshot shows the 'How to photograph still objects' lesson overview page. The 'Sections' tab is selected, displaying a list of sections in a table. The table has columns for 'Section' and 'Hide'.

Section	Hide
<input type="checkbox"/> Still life photography ★❤️	<input type="checkbox"/>
<input type="checkbox"/> Essay on still life photography 📄📊	<input type="checkbox"/>
<input type="checkbox"/> Quiz: Shooting still life (not required) ❤️	<input type="checkbox"/>
<input type="checkbox"/> Attendance 👤	<input type="checkbox"/>

At the bottom of the table, there is an 'Add' button. Above the table, there are 'Delete', '<', and '>' buttons. At the top right of the page, there are '+ Add', 'Edit', 'Picture', and 'Delete lesson' buttons.

Enrolling students

To begin enrolling students in a class, go to the Students tab in the class left bar.

Name	Progress	Scores	Grade	Due	Awards	Notes	Portfolio	Mastery	Enrolled	More
Alina Toderascu			D+ 83%	4	12	-	-		Feb 23, 2016 about 4 hours ago	⋮
Arnold Baila			C- 57%	5	9	-	-		Apr 1, 2019 275 days ago	⋮
Damian Blyne			C- 50%	4	12	-	-		Nov 4, 2016 448 days ago	⋮
Danielle Murray			C+ 69%	2	11	1	-		Mar 15, 2016 23 days ago	⋮
James Hopper			F 37%	7	7	-	-		Jan 13, 2019 67 days ago	⋮
Jamie Powell			B 76%	2	5	-	-		Feb 18, 2016 902 days ago	⋮
Jen Roberts			D 43%	16	42	-	1		Mar 3, 2020 12 days ago	⋮
Ken Sanders			F 10%	1	6	-	-		Jan 25, 2016 1418 days ago	⋮
Natalie Steton			B+ 85%	5	7	-	-		Mar 15, 2016 642 days ago	⋮
Olivia Doboaca			D+ 54%	3	9	-	-		May 10, 2017 241 days ago	⋮
Phil Jackson			D 48%	5	11	-	-		Jul 26, 2018 104 days ago	⋮
Ryan Smith			100 100%	14	14	-	-		May 25, 2020 about 1 hour ago	⋮
Sally Johnson			A 92%	3	23	-	1		Aug 26, 2019 43 minutes ago	⋮

Then click Add in the top right and select one of the following choices:

Enroll students ✕

Here are the ways to enroll students:

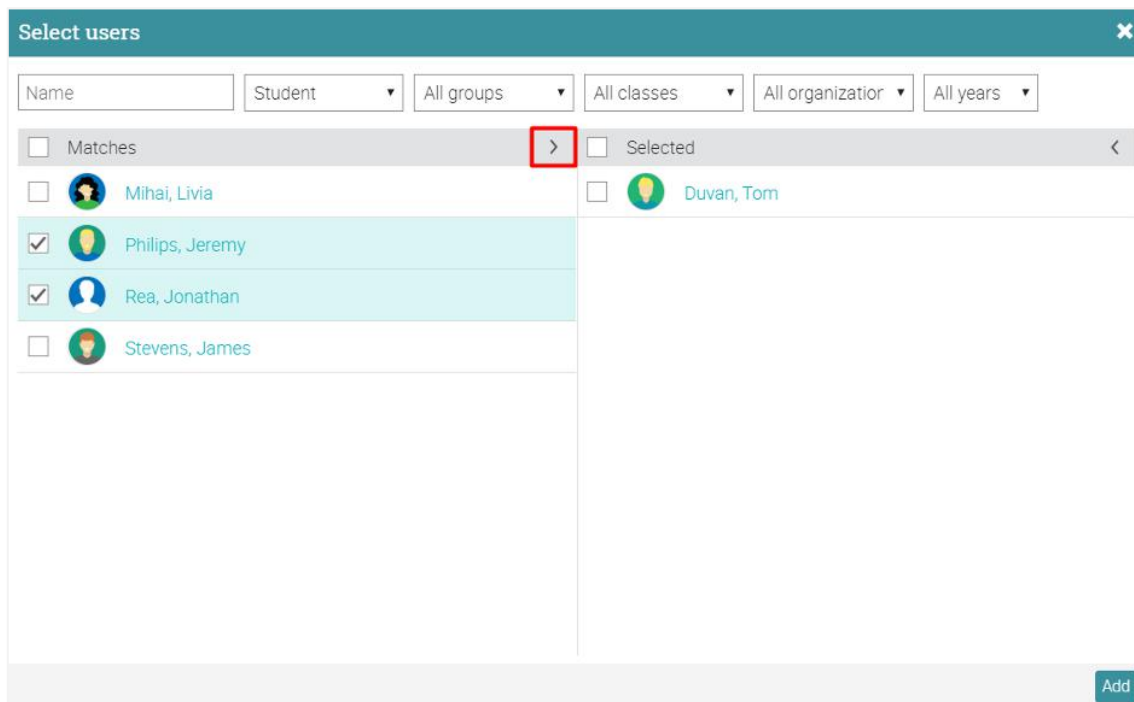
- Classes tab
 Students can hover over the Classes tab, click Catalog, then select the class and click Enroll.
- People picker
 Enroll students using the people picker
- Email invitations
 Send invitations by email.

Classes tab

If you give students a class access code, they can use it to enroll in a class themselves. Alternatively, if you have enabled the class catalog, they can hover over the Classes tab, click Catalog, then enroll from there.

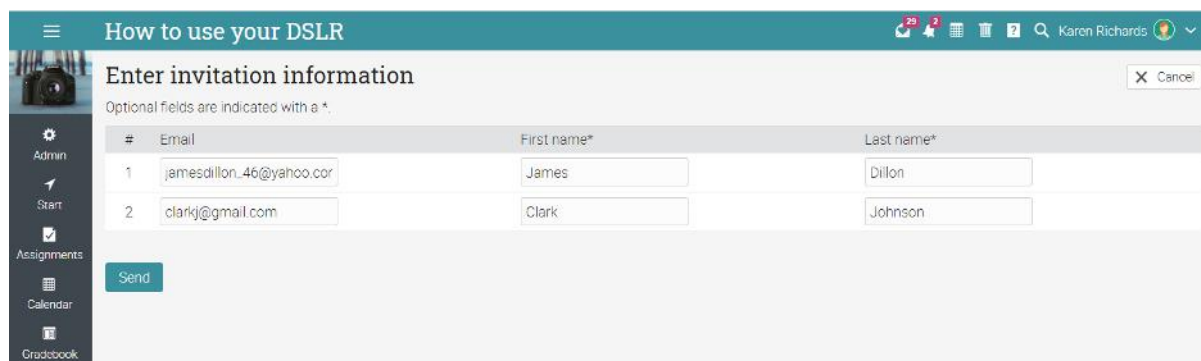
People picker

You can enroll students using the people picker, which allows you to filter people by name, account type, groups, organizations and classes. Select the students you want to add and click the middle arrow to move them in the column on the right, then click Add.



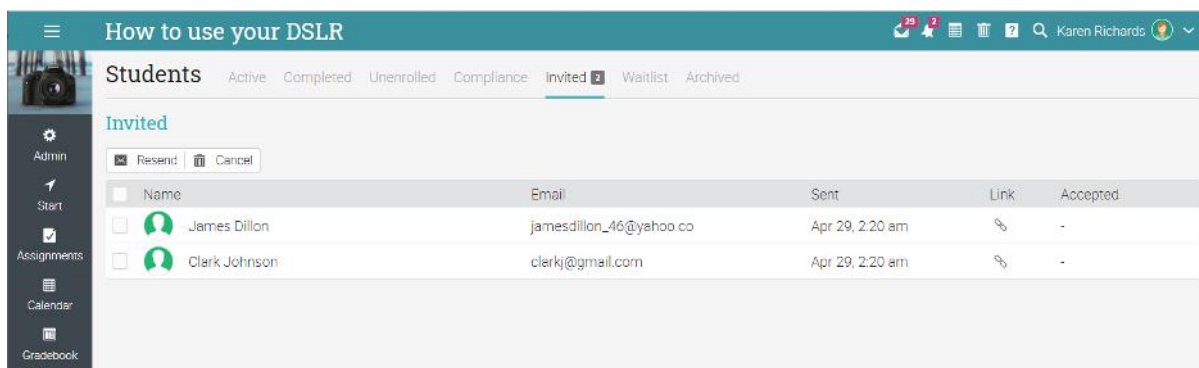
Email invitations

Select the approximate number of invitations to send, then enter the email addresses and names of the students to add them to your class.





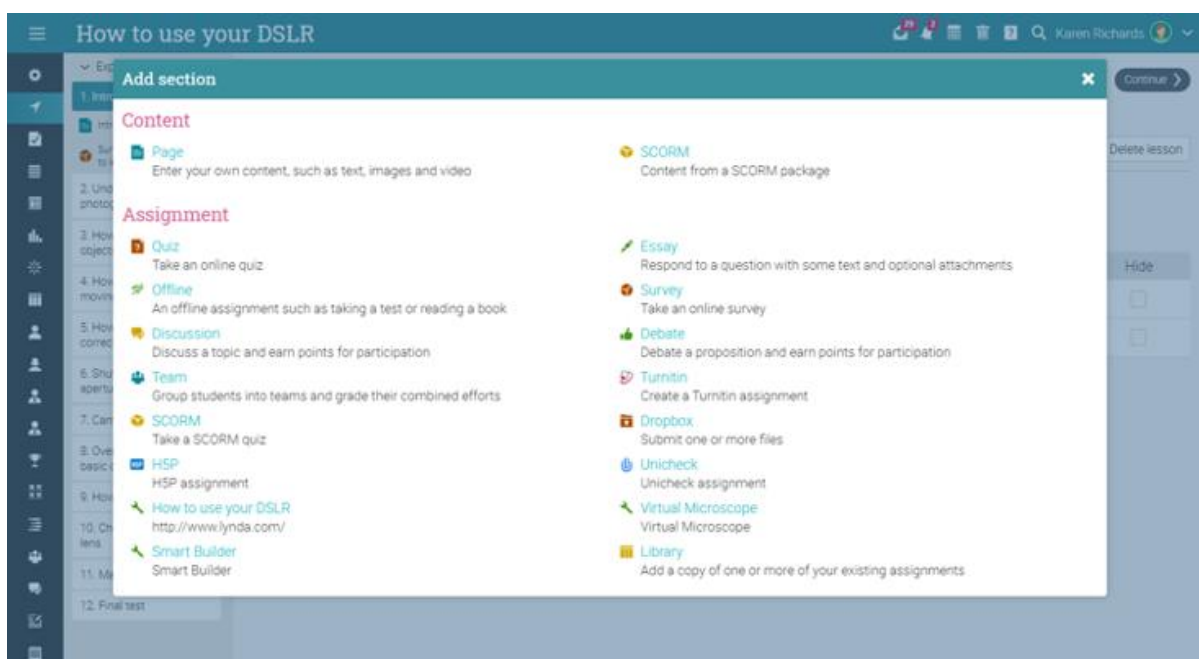
An email is sent to each user. The email includes the invitation message and a clickable link. When the person clicks the link, they are sent to your site and asked to click an “Accept” option. When they click Accept, they are logged in to the system and taken to their home page.



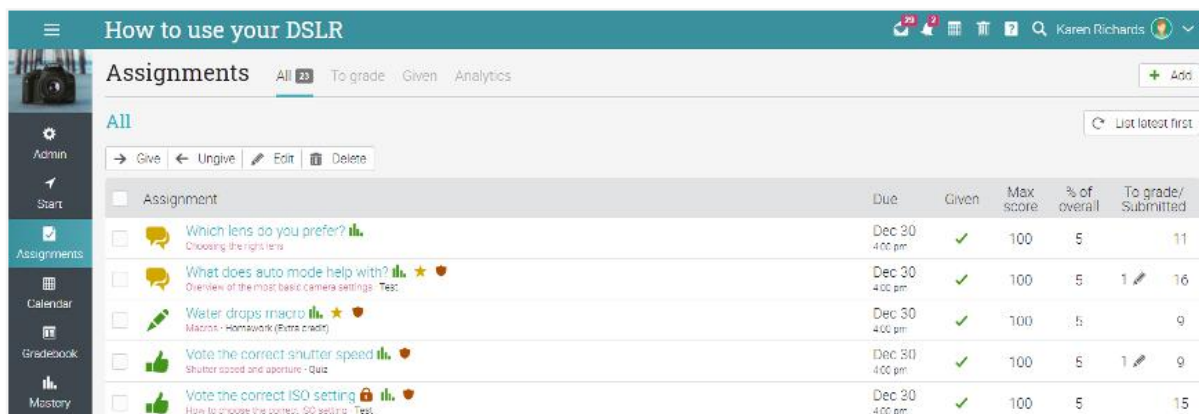
Adding assignments

An assignment is a task that a student has to complete in order to earn points. These points add up towards a final grade based on the selected weighting scheme.

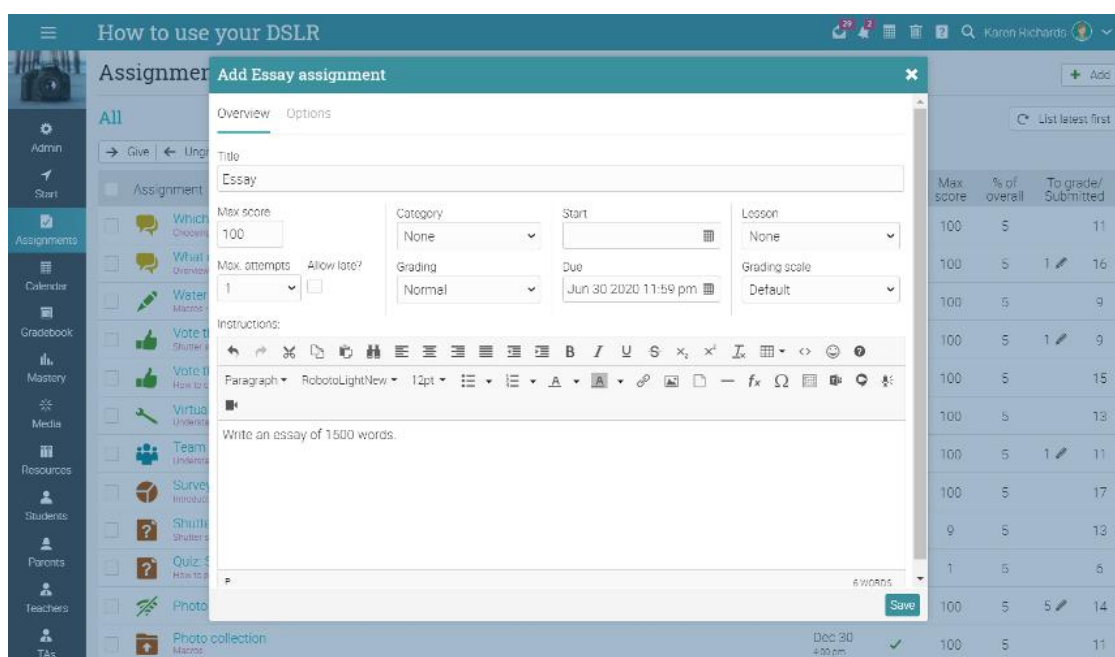
There are two ways of adding assignments: you can add an assignment directly from the lesson page or from the Assignments tab of the class. From a lesson page, click Add Section, then select an assignment from out list of 16 different types:



From the Assignments tab of your class, click Add Assignment from the top right.



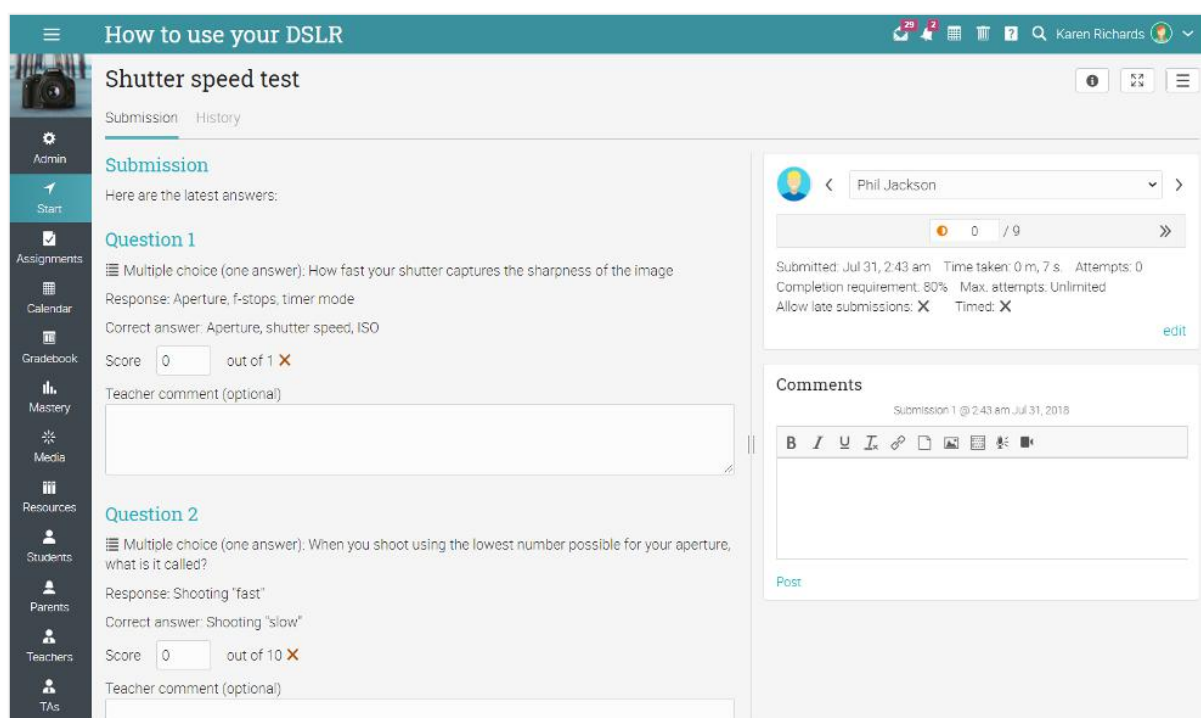
For example, if you select an Essay assignment, you can see the following options:



Here are some notes on the assignment settings:

- **Max score** - the maximum score that a student can obtain;
- **Points** - if you selected “weight by points”, then these are the points that the assignment is worth;
- **Category** - the category of the assignment. You can see the available categories via Admin/Configure/Assignments;
- **Grading** - here are the options:
 - **Normal** - the assignment grade, counts towards the final grade;
 - **Extra credit** - a bonus towards the final grade;
 - **Ignore** - does not contribute to the final grade;
 - **Not graded** - the assignment is not graded and does not contribute to the final grade;

- **Max attempts** - the maximum number of attempts for submitting an assignment;
- **Allow late** - allows students to submit the assignment after the due date has passed;
- **Lesson** - indicates the lesson associated with the assignment, if any;
- **Allow students to comment** – students can comment on the submissions of other students;
- **Gateway** - an optional minimum percentage that must be achieved to pass the assignment;
- **Instructions** - instructions on how to perform the assignment.

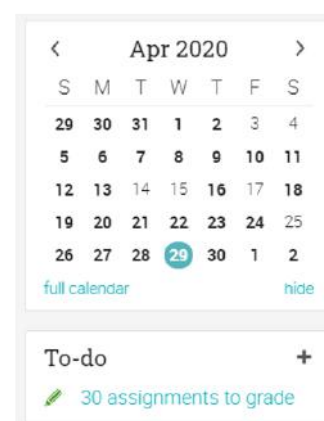


Grading assignments

There are three ways to grade an assignment:

- **Automatically** - quiz assignments are automatically graded if they do not contain freeform questions; survey assignments and attendance assignments are always automatically graded;
- **From the assignment page** - online assignments that are not graded automatically are best viewed and graded from the assignment page;
- **From the gradebook** - offline assignments are not submitted online, so the most common way to enter their grades is via the gradebook.

Note that when you visit your teacher dashboard or a class landing page, assignments that need grading will appear in the to-do list. You can click on an item in the list to see more details and to go to the grading page.



Grading from the assignment page

If you go to an assignment page and there are submissions that need to be graded, they will be indicated under Grading.

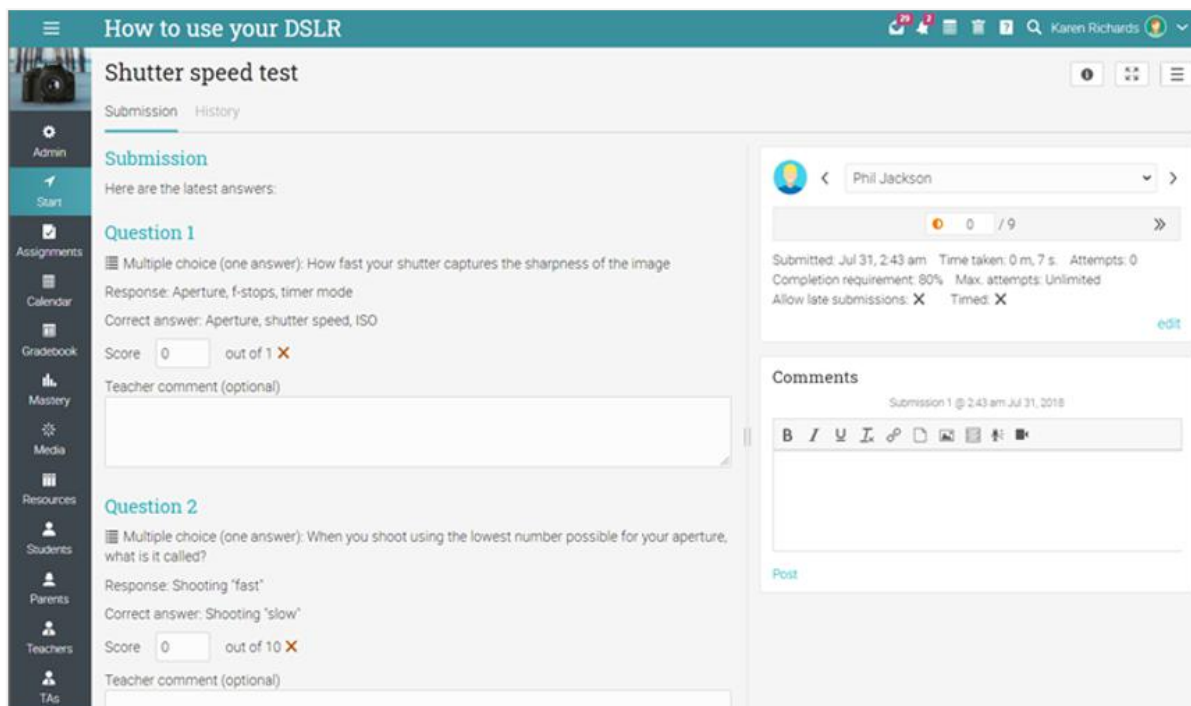
The screenshot shows the 'How to use your DSLR' assignment page. The main content area displays the 'Shutter speed and aperture' assignment with instructions and a photo of a firework over a lake. On the right-hand side, there are several panels: 'Assignment' (Type: Essay, Max score: 100, Grading: Extra credit, Category: Homework), 'Schedule' (Due: Dec 30, 4:00 pm, Given: May 29), 'Grading' (1 assignments to grade, Due: 2, Submitted: 15, Graded: 17, X: 1, M: 1, I: 1), and 'Options' (Library: Personal, Max. attempts: 2, Allow late submissions: X).

Or you can visit the To grade tab.

The screenshot shows the 'How to use your DSLR' assignment page with the 'To grade' tab selected. The 'To grade' section contains a table with the following data:

Student	Show/Grade	Submitted	Score	Grade	Teacher comment
Phil Jackson		Aug 26 10:49 am	?	?	

To grade a submission, click on the Edit icon. A new window will show you the student's submission.



On the right side, you can see assignment information such as the date of submission and number of attempts. Click on edit to override the default maximum number of attempts. Here you can also find the threaded comment section should you wish to leave a comment for your student. Threaded comments allow teachers and students to maintain a threaded dialog for every submission;

- The History tab shows you a complete history of the submission;
- The Competencies tab allows you to see the competencies that the assignment is associated with;
- Use the arrows to navigate from one student's submission to another.

Grading from the gradebook

Another way of grading assignments is from the gradebook, which is particularly useful when you have offline assignments such as a traditional paper-based test. To see the gradebook, either click Gradebook from the class left bar or from the assignment page.

Depending on how many students and assignments there are, scroll bars that let you scroll through the grades list will appear.

Students	Attendance				Camera cleaning		Color theory		Essay on camera settings		Essay on shutter speed		Essay on still life photo...		Essay on the use of light...		Fast moving objects	
	Participation	Test	Test	Test	Participation	Test	Participation	Test	Participation	Test	Participation	Test	Participation	Test	Participation	Test	Participation	Test
Arnold Ballo	1	2	4	57%	C-	-	2	100	0	0	0	0	0	0	0	0	0	0
Zsolt Bertalan	1	1	1	87%	A-	50	1	0	80	60	60	60	60	60	60	60	60	96
Damian Byrne	1	1	1	56%	C-	50	1	22	1	0	80	80	80	80	80	80	80	85
Olivia Dobocica	1	3	3	54%	D+	-	0	0	0	70	70	70	70	70	70	70	70	-
James Hopper	1	1	3	37%	F	0	4	100	90	50	80	80	80	80	80	80	80	40
Phil Jackson	2	3	1	48%	D	0	33	55	0	0	70	70	70	70	70	70	70	0
Sally Johnson	1	1	5	92%	A	-	0	-	60	0	0	0	0	0	0	0	0	93
Tom McGregor	2	2	2	70%	D-	0	62	56	41	0	0	0	0	0	0	0	0	75
Tracy Mutton	1	3	1	66%	C+	50	100	85	0	91	100	100	100	100	100	100	100	0
Danielle Murray	2	1	2	69%	C+	50	-	75	60	0	0	0	0	0	0	0	0	72
Rodrigo Pautia	1	4	3	10%	F	-	0	0	-	0	0	0	0	0	0	0	0	0
Martin Poppins	1	1	7	87%	A-	50	45	80	50	100	80	80	80	80	80	80	80	85
Jamie Powell	1	2	1	76%	B	50	54	75	77	65	60	60	60	60	60	60	60	-



Each assignment is listed at the top of the gradebook, with an icon to indicate its type, a link to the assignment and the number of points associated with the assignment.

To edit a gradebook cell, click on it and then enter the number of points, a percentage (a number followed by %), a letter grade, a blank (to clear the grade), and select from exceptions such as Excused, Missing, Absent, or Incomplete.

The screenshot shows a gradebook interface for a course titled "How to use your DSLR". The table lists students and their scores for various assignments. The columns include Assignments, Attendance, Camera cleaning, Color theory, Essay on camera settings, Essay on shutter speed, Essay on still life photog., Essay on the use of light, and Fast moving objects. The rows list students such as Arnold Balta, Zsolt Bertalan, Damian Blyne, Olivia Dobosacs, James Hopper, Phil Jackson, Sally Johnson, Tom McGregor, Tracy Mullon, Danette Murray, Rodrigo Pachá, and Martin Poppins. The table also shows due dates and percentages for each student.

Students	Assignments				Attendance	Camera cleaning	Color theory	Essay on camera settings	Essay on shutter speed	Essay on still life photog.	Essay on the use of light	Fast moving objects		
	Participation	Test	Homework	Test	Participation	Test	Participation	Test	Participation	Test	Participation	Test		
Arnold Balta	1	2	4	57%	C-	-	2	100	0	0	0	0		
Zsolt Bertalan	1	1	1	1	87%	A-	-	0	80	60	60	96		
Damian Blyne	1	1		56%	C-	50	-	22	1	0	80	85		
Olivia Dobosacs	1	3	3	54%	D+	-	-	0	5	70	70	-		
James Hopper	1	1	3	2	37%	F	0	-	4	90	50	80	40	
Phil Jackson	2	3	1	2	48%	D	0	-	33	55	0	70	0	
Sally Johnson		1	5	92%	A	-	-	0	-	60	-	-	93	
Tom McGregor	2	2	2	70%	B-	0	-	62	56	41	0	-	75	
Tracy Mullon	1	3	1	1	66%	C-	50	-	100	85	0	91	100	0
Danette Murray	2	1	2	2	69%	C+	50	-	-	75	60	0	100	72
Rodrigo Pachá	1	4	3	3	10%	F	-	-	0	-	-	0	0	0
Martin Poppins		2		87%	A+	50	-	45	80	50	100	80	85	

If you double click on a cell, a pop-up window will appear with an extra option for leaving a comment.

The screenshot shows the same gradebook interface as above, but with a pop-up window open over the cell for James Hopper's score on the "Essay on camera settings" assignment. The pop-up window is titled "James Hopper | Essay on camera settings" and contains a score field set to "100 / 100", a comments field with the text "Submission 1 @ 11:00 pm Apr 1, 2019", and a rich text editor with various formatting options. The "Post" and "Save" buttons are visible at the bottom of the pop-up.



To configure the settings for the gradebook display, click the Configure icon in the top right. You can then select options such as what combination of points, percent and grade to be displayed in each cell.

The 'Configure' dialog box contains the following settings:

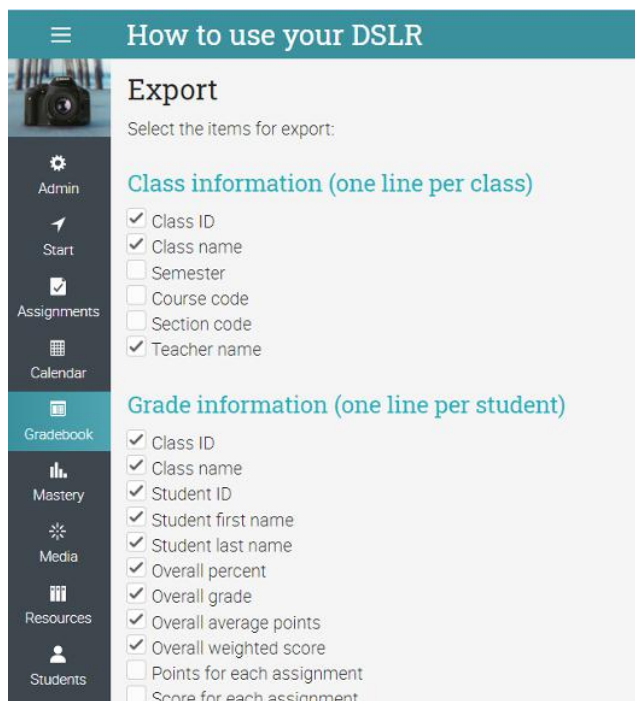
- Large value in cell: Score
- Small value in cell: None
- Left value in summary: Percent
- Right value in summary: Grade
- Display category:
- Display due date:
- Default to full window mode?:
- Condensed mode?:
- Display M, I, AB, and X counts?:
- Show all submission icons:
- Enable grade map dropdown:
- Disable alert when the entered score exceeds maximum?:

A 'Save' button is located at the bottom right of the dialog.

The gradebook has a full-screen mode and configurable display options, including ordering of students and assignments. It also has pop-up analytics for the whole class, for individual assignments or for individual students.

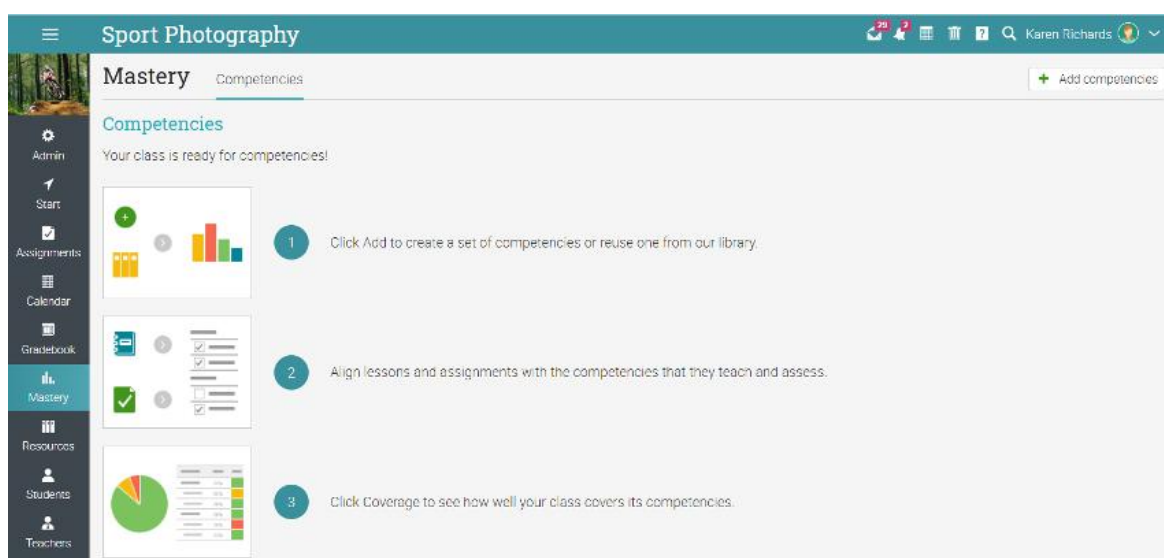


To export the gradebook, click the Export icon in the top right. Then select if you want to export an XLS or CSV file. If you choose a CSV file, select the fields to export, then press 'Export'. This creates a comma-separated-value (CSV) file that you can import into other systems.



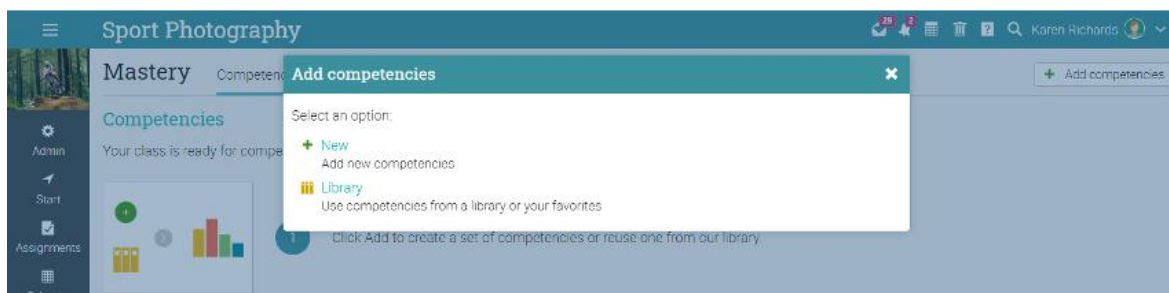
Mastery and competencies

You can track your students' progress and understanding of the class material through competencies. Competencies are associated with lessons, including content pages and assignments. To associate a class with competencies, visit the Mastery tab and click Add competencies.





You can add your own or use pre-existing competencies from a library.



Then fill in the required information and you are ready to start adding competencies using a form or by importing them from a file:

Add competencies

Name: Sport photography

Description: Sport photography competencies

Subject: Art

Organization: University of Arts

State*: California

Country*: United States

Library: Personal Organization School District

* Optional Save

For example, this is how the competencies for a class might look:

How to use your DSLR

Mastery Students Competencies Coverage Rules Options + Add competencies

Competencies

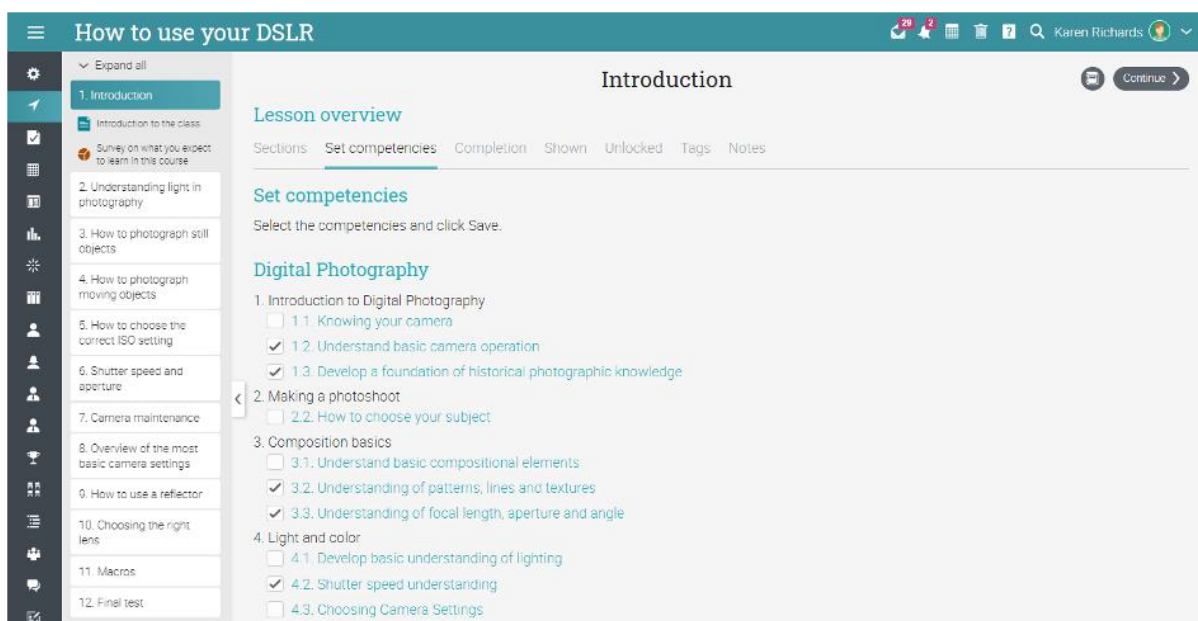
Name: Digital Photography Remove

Digital Photography

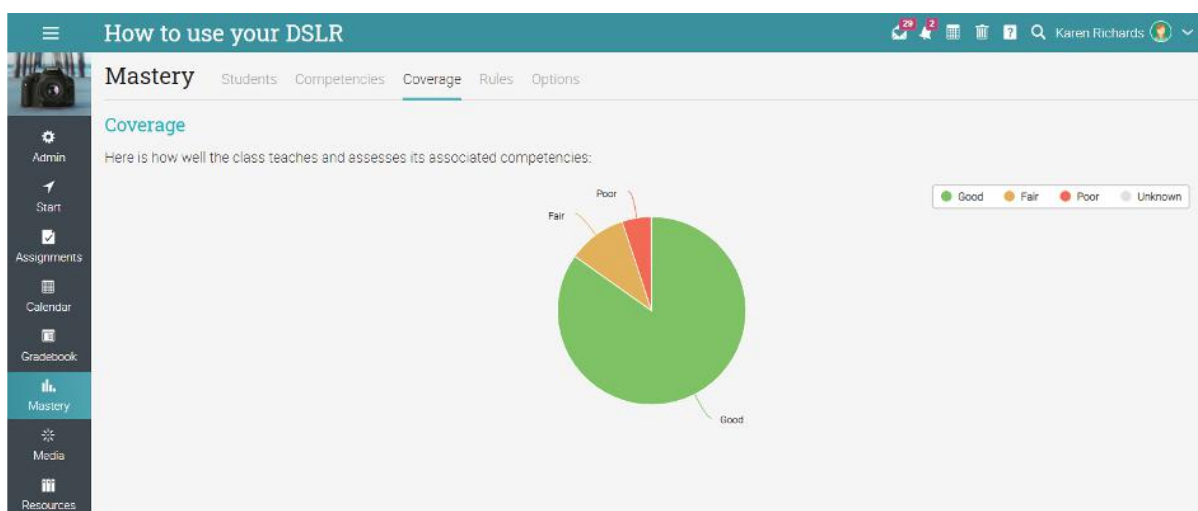
+ Include - Ignore

Competency	Lessons	Assignments	Coverage	Included
1. Introduction to Digital Photography				
<input type="checkbox"/> 1.1 Knowing your camera	6	7		✓
<input type="checkbox"/> 1.2 Understand basic camera operation	6	9		✓
<input type="checkbox"/> 1.3 Develop a foundation of historical photographic knowledge	3	4		✓
2. Making a photoshoot				
<input type="checkbox"/> 2.1 Setting up your equipment	4	6		✗
<input type="checkbox"/> 2.2 How to choose your subject	1	5		✓
3. Composition basics				
<input type="checkbox"/> 3.1 Understand basic compositional elements	3	3		✓

Once the list of competencies is prepared, you can tag lessons with the competencies that they should be teaching and assignments with the competencies that they should be assessing:



In the Coverage analysis tab, you can see how well the class covers the competencies.



In the Mastery grid you can see the students' progress through each competency and identify the ones that are doing well or the ones that are struggling.

How to use your DSLR Karen Richards

Mastery Students Competencies Coverage Rules Options Jump to...

Students by last name ▾ Mastery threshold: 3 measurements of at least 60% Calculation: Decaying average

Competencies		Introduction to Digital...	Knowing your camera	Understand basic camera	Develop a foundation of...	Making a photoshoot	How to choose your subject	Composition basics	Understand basic...	Understanding of patterns, lin...
Code		1	1.1	1.2	1.3	2	2.2	3	3.1	3.2
Student	Average									
Balla, Arnold	42%	17%	25%	1%	13%	12%	12%	76%	25%	23%
Bertalan, Zsolt	56%	87%	86%	89%	86%	84%	84%	72%	62%	68%
Blyne, Damian	50%	55%	31%	67%	66%	57%	57%	44%	22%	28%
Doboaca, Olivia	59%	87%	87%	89%	86%	81%	81%	51%	82%	2%
Hopper, James	56%	39%	19%	68%	28%	23%	23%	47%	50%	40%
Jackson, Phil	27%	39%	26%	66%	25%	2%	2%	18%	2%	2%
Johnson, Sally	92%	95%	91%	93%	100%	91%	91%	93%	93%	93%
McGregor, Tom	49%	82%	89%	68%	90%	0%	0%	50%	0%	75%
Mullon, Tracy	70%	79%	86%	65%	87%	92%	92%	45%	85%	21%
Mumay, Danielle	62%	22%	3%	53%	10%	8%	8%	61%	27%	74%
Pachya, Rodrigo	0%	0%	0%	0%	0%	0%	0%	0%		0%
Poppins, Martin	79%	59%	79%	68%	30%	99%	99%	88%	96%	84%

Competencies are also saved as resources and can be shared through the Resources catalog:

Art Karen Richards

Catalog 103 Locker Uploaded files School Network My media Search + Add Subscribe All subjects

Assignment
3 items

Badge
12 items

Certificate
2 items

Competencies
3 items

File
25 items

Grading scale
10 items

H5P resource
1 item

Page
4 items

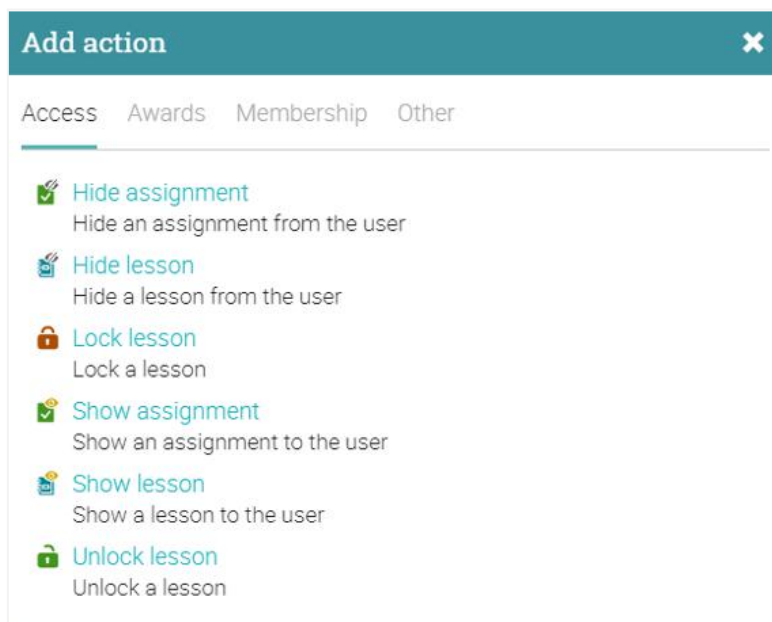
Using automation in a class

Automation helps teachers save time and makes classes more enjoyable for students. The automation feature allows you to define actions that occur under certain conditions. You can set up rules that are performed when students do certain tasks. For example, you can send a custom message when learners enroll in a class or award certificates when they finish it.

Here is a list of rules that you can add:

Adding rules

Rules can be added to various areas such as classes, lessons and different sections of a lesson.



Adding class completion rules

You can add actions that should be performed when the class is completed by going to the class Admin/Configure page and the Completion tab. Here is where you would normally choose the “Award certificate” option.

The screenshot shows the 'Configure' page for the class 'How to use your DSLR'. The 'Completion' tab is active. The 'Completion requirements' section has a 'Disable' button and an '+ Add requirement' button. The 'Sequencing' section has two checkboxes: 'Require lessons to be completed in order' and 'Require sections to be completed in order'. The 'Auto-completion' section has two checkboxes: 'Automatically complete a page section when it is visited' and 'Require video completion'. The 'Completion actions' section has a table with two rows of actions and a '+ Add' button highlighted with a red box.

Action	Added	Edit	Remove
Award certificate (Certificate of completion) (Popup)	Nov 26, 2018		
Send the 'class completion' canned message (Popup)	Aug 22, 2019		

Adding rules for lessons

To add rules for a specific lesson, click on a lesson and go to its Completion tab. The process is similar for content pages.

The screenshot shows the 'Introduction' lesson configuration page for 'How to use your DSLR'. The 'Completion' sub-tab is active. The 'Completion requirements' section has an '+ Add requirement' button. The 'Class completion' section has a checked checkbox: 'Require this lesson to be completed for class completion'. The 'Completion actions' section has a table with two rows of actions and a '+ Add' button highlighted with a red box.

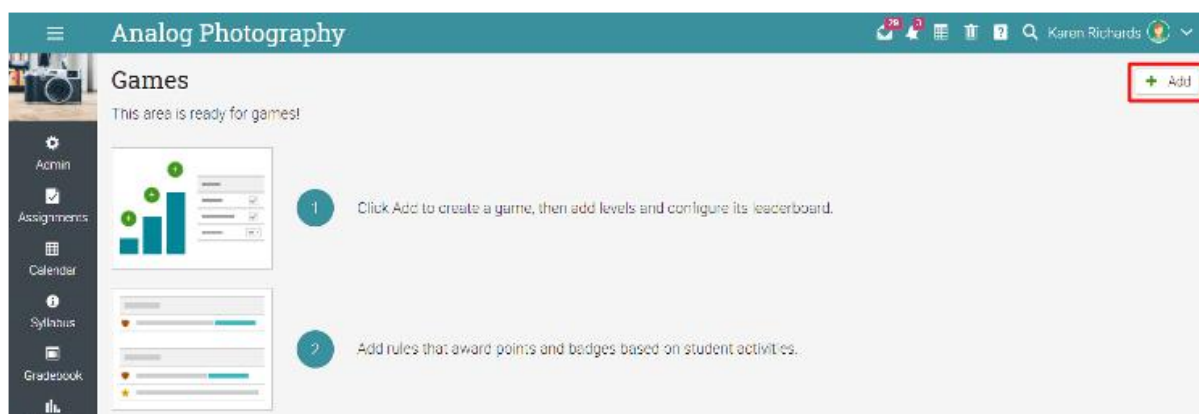
Action	Added	Edit	Remove
Award 25 points for game Participation	Jan 11, 2018		
Unlock lesson How to photograph still objects	Jan 9, 2019		

Using gamification

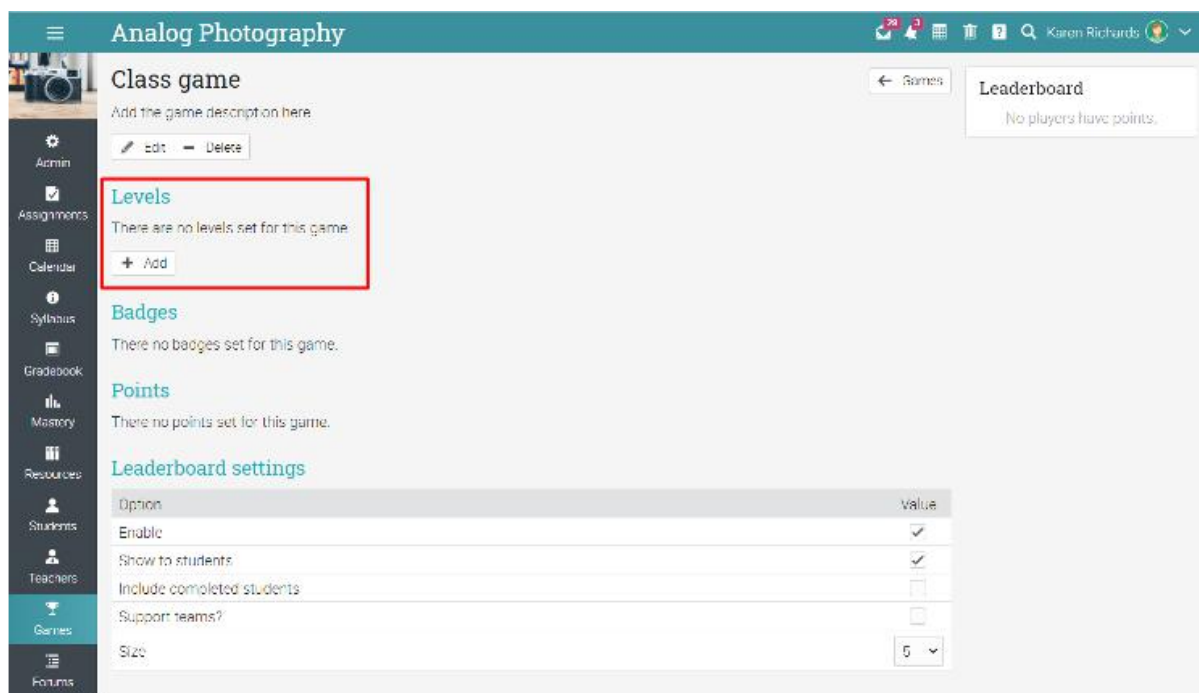
Gamification is based on our automation feature and allows you to create site-wide and class-wide games where students can earn points and badges by doing certain tasks such as completing assignments. They can also advance through levels and see leaderboards with rankings.

Configuring gamification in a class

Visit the Games tab and click Add to add a new game to your class.

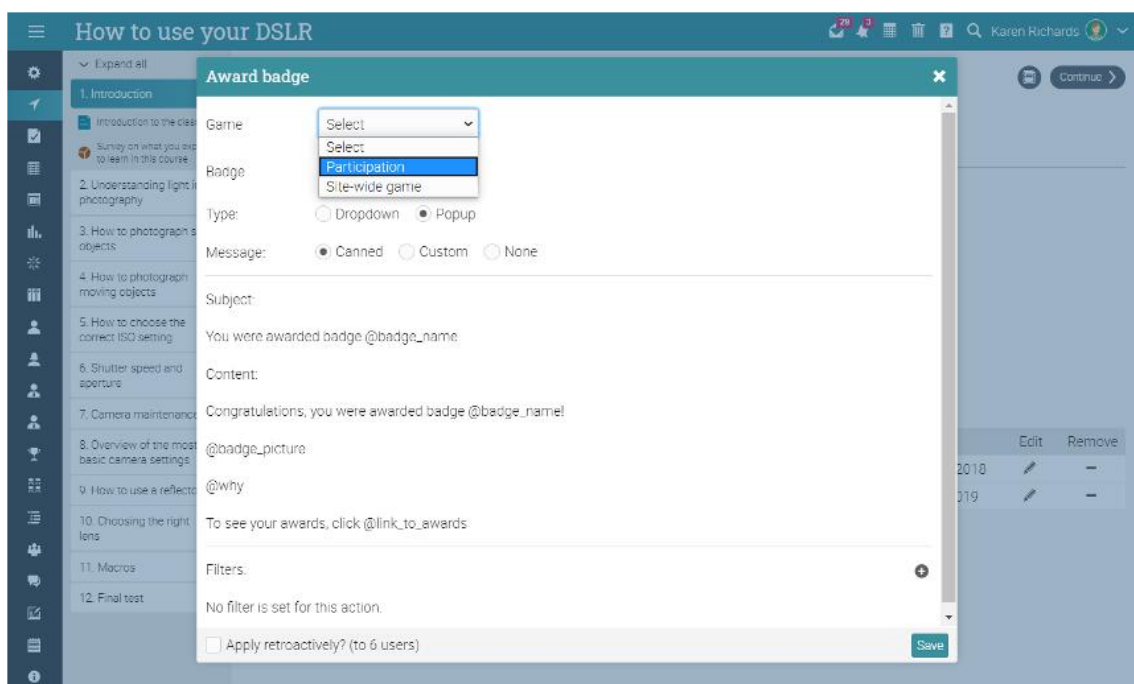


Now you can start adding levels for the game.

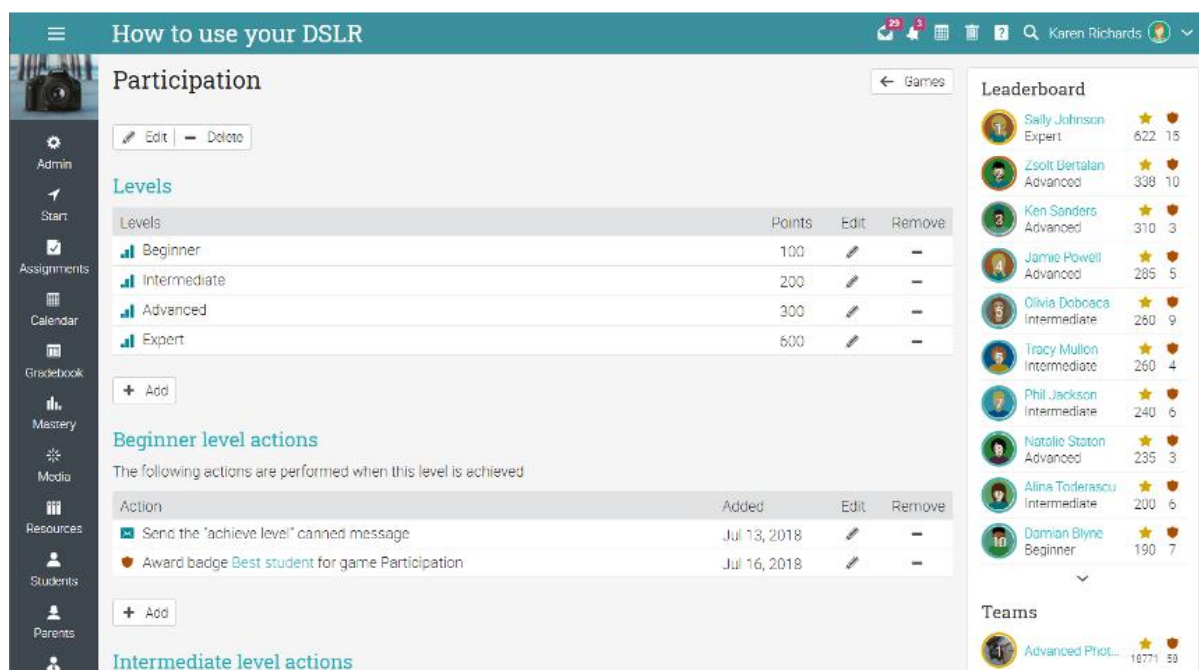




After adding the levels and points for each one, you can begin adding rules for lessons, sections, and assignments that award points and badges.



For more details on gamification, visit the Game topic in our Help Center.



Taking attendance

You can track student attendance for a class session, including arrival on time, arrives late, leaves early or is absent. You can also excuse a student and include a note. You can award points for attendance by adding one or more attendance assignments.

Student	Points	Present	Absent	Arrived Late	Left Early	May 7	May 3	Apr 30	Apr 11	Apr 10	Apr 3	Apr 1	Mar 13	Mar 1
Alina Todorescu	10	0	0	0	0	✓	-	✓	✓	✓	✓	✓	✓	✓
Arnold Balla	10	1	0	0	0	✓	✓	✓	△	✓	✓	✓	✓	✓
Damian Blyne	6	6	0	0	0	△	△	✓	✓	✓	△	✓	✓	△
Danielle Murray	9	1	1	1	1	✓	○	✓	△	✓	✓	✓	✓	✓
James Hopper	5	3	2	0	0	✓	△	△	✓	○	△	○	✓	✓
Jamie Powell	9	3	0	0	0	✓	✓	△	✓	✓	✓	✓	△	✓
Jen Roberts	0	0	0	0	0	-	-	-	-	-	-	-	-	-
Ken Sanders	10	1	0	0	0	△	-	✓	✓	✓	✓	✓	✓	✓
Martin Poppins	7	3	1	0	0	△	-	✓	✓	✓	△	△	✓	✓
Natalie Stanton	10	0	0	0	0	✓	-	✓	✓	✓	✓	✓	✓	✓
Olivia Doboaca	6	3	1	1	1	✓	-	○	△	✓	✓	✓	△	✓
Phil Jackson	8	3	0	0	0	△	-	✓	✓	✓	✓	✓	✓	△
Rodrigo Pacha	0	0	0	0	0	-	-	-	-	-	-	-	-	-
Ryan Smith	0	0	0	0	0	-	-	-	-	-	-	-	-	-

To record attendance for a session, click Add, enter the time of the class session and the details for each student:

The 'Edit' modal is open over the attendance grid. It contains the following fields:

- Status:** A dropdown menu with the following options: Present (selected), Arrived Late, Left Early, Absent.
- Note:** A text input field.
- * Optional:** A checkbox.
- Save:** A green button to confirm the changes.

To see a summary of students' attendance, click the Summary tab.

Student	On time	Arrived late	Left early	Absent	Excused
Alina Toderascu	11	-	-	-	-
Arnold Bella	10	-	-	1	-
Damian Blyne	6	-	-	6	-
Danielle Murray	9	1	1	1	-
James Hopper	5	2	-	3	1
Jamie Powell	9	-	-	3	-
Jen Roberts	-	-	-	-	-
Ken Sanders	10	-	-	1	-
Martin Poppins	7	1	-	3	-
Natalie Staton	10	-	-	-	-
Olivia Doboaca	6	1	1	3	-

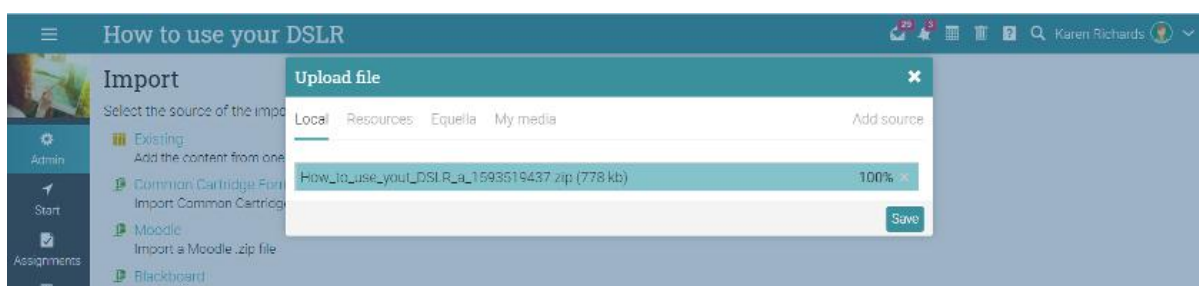
To export the list, use the Export button:

Student	Present	Absent	Arrived Late	Left Early	May 7	May 3	Apr 30	Apr 11	Apr 10	Apr 3	Apr 1	Mar 13	Mar 1
Alina Toderascu	11	0	0	0	✓	✓	✓	✓	✓	✓	✓	✓	✓
Arnold Bella	10	1	0	0	✓	✓	✓	△	✓	✓	✓	✓	✓
Damian Blyne	6	6	0	0	△	△	✓	✓	✓	△	✓	✓	△
Danielle Murray	9	1	1	1	✓	○	✓	△	✓	✓	✓	✓	✓
James Hopper	5	3	2	0	✓	△	△	✓	○	△	○	✓	✓
Jamie Powell	9	3	0	0	✓	✓	△	✓	✓	✓	✓	△	✓
Jen Roberts	0	0	0	0	-	-	-	-	-	-	-	-	-
Ken Sanders	10	1	0	0	△	-	✓	✓	✓	✓	✓	✓	✓
Martin Poppins	7	3	1	0	△	-	✓	✓	✓	△	△	✓	✓
Natalie Staton	10	0	0	0	✓	-	✓	✓	✓	✓	✓	✓	✓
Olivia Doboaca	6	3	1	1	✓	-	○	△	✓	✓	✓	△	✓
Phil Jackson	8	3	0	0	△	-	✓	✓	✓	✓	✓	✓	△
Rodrigo Pacha	0	0	0	0	-	-	-	-	-	-	-	-	-

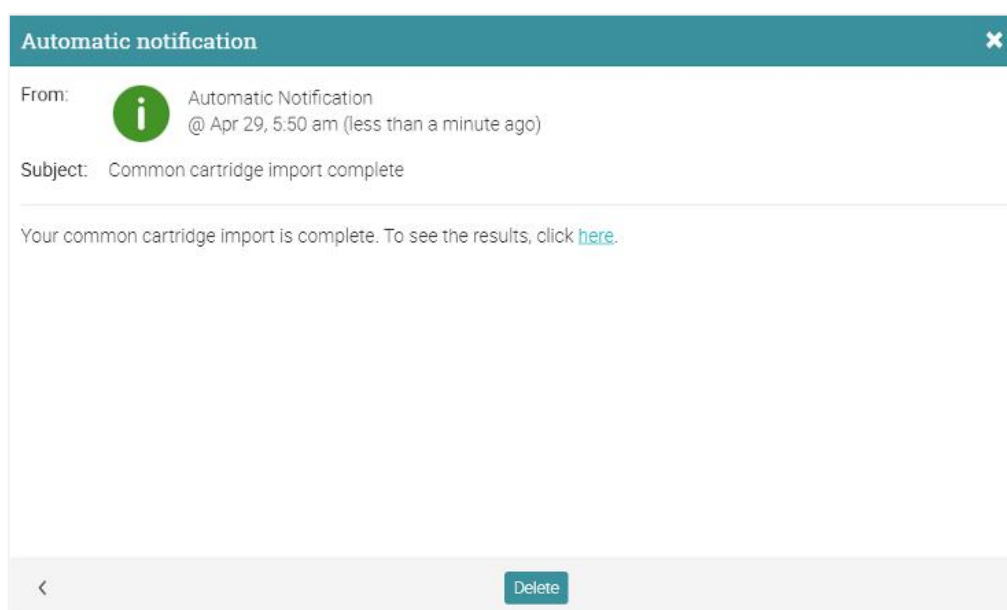
Importing/Exporting class content

Our site allows you to import/export class content using Common Cartridge Format (CCF), which is the industry Standard for import/export of class content. We also support importing classes from Moodle or Blackboard.

For example, to import content into a class, click Admin/Import. Similarly, to export class content go to Admin/Export.



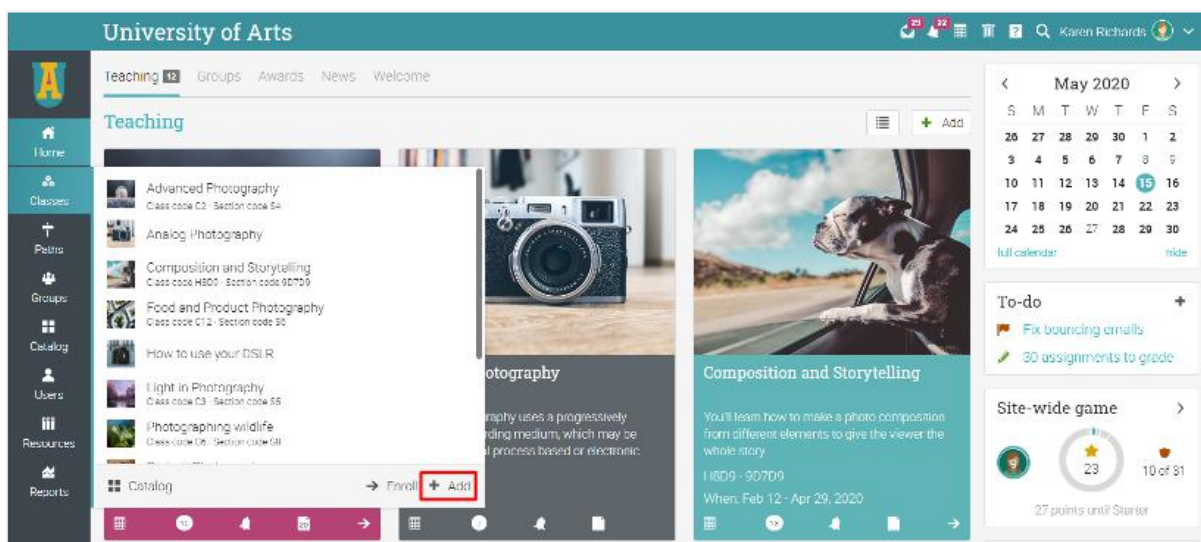
Select the file to upload and click Continue. You will receive a message when the upload is complete.



Creating learning paths

A learning path is a special kind of class that supports sections such as Class goals and Certificate goals. A class section is one that requires the student to complete a specified class in order to complete that section. The certificate section is considered completed when the student earns the certificate.

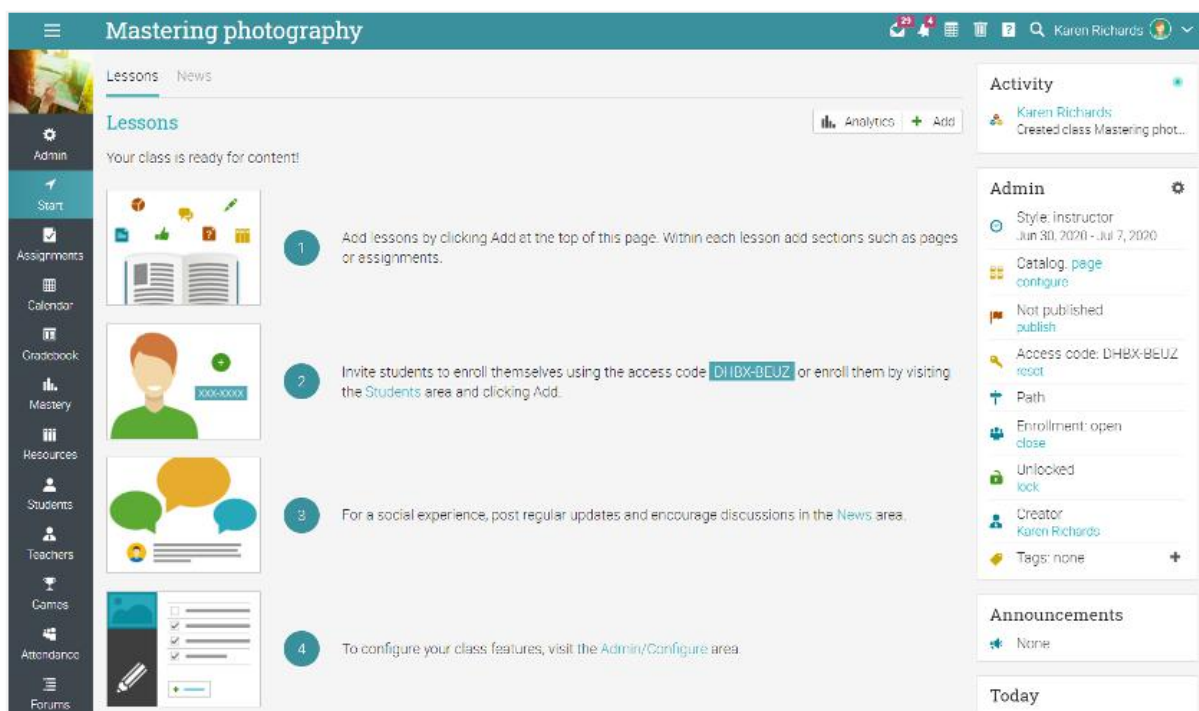
To add a new learning path, go to Classes in the main left bar then click Add.



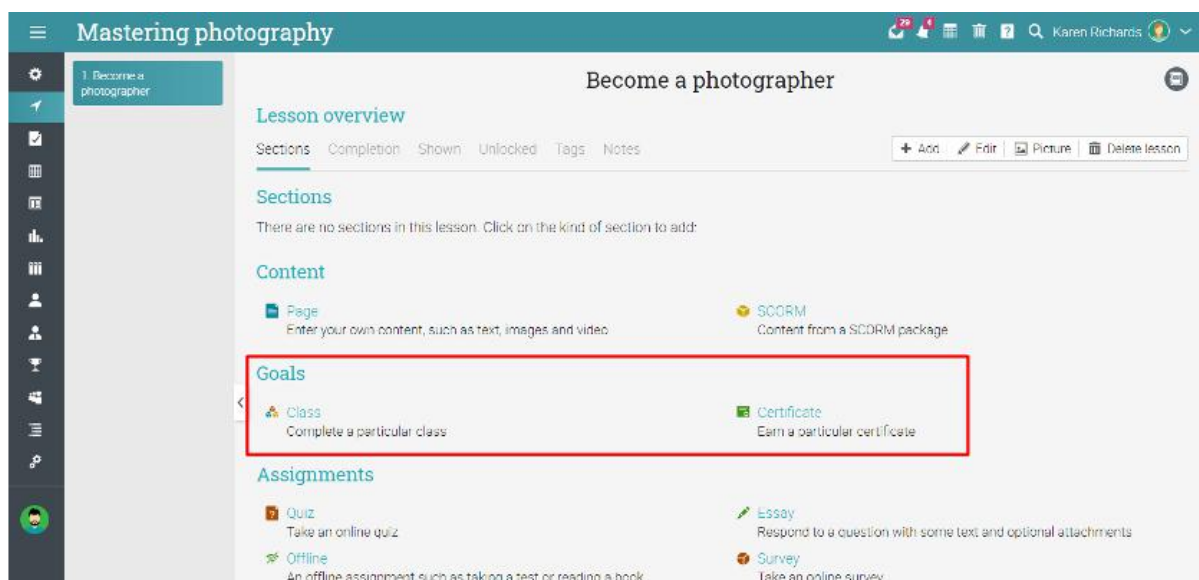
Select Path from the pop-up.



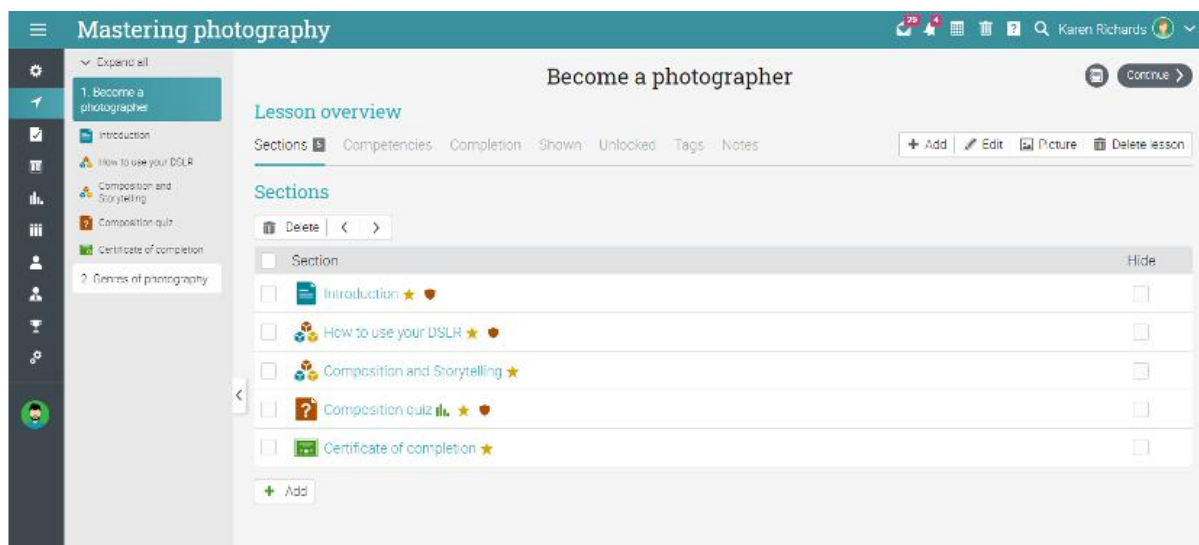
After adding the path, you will see an overview page, complete with an Admin panel to the right. Here you can add lessons just as in the case of conventional classes.



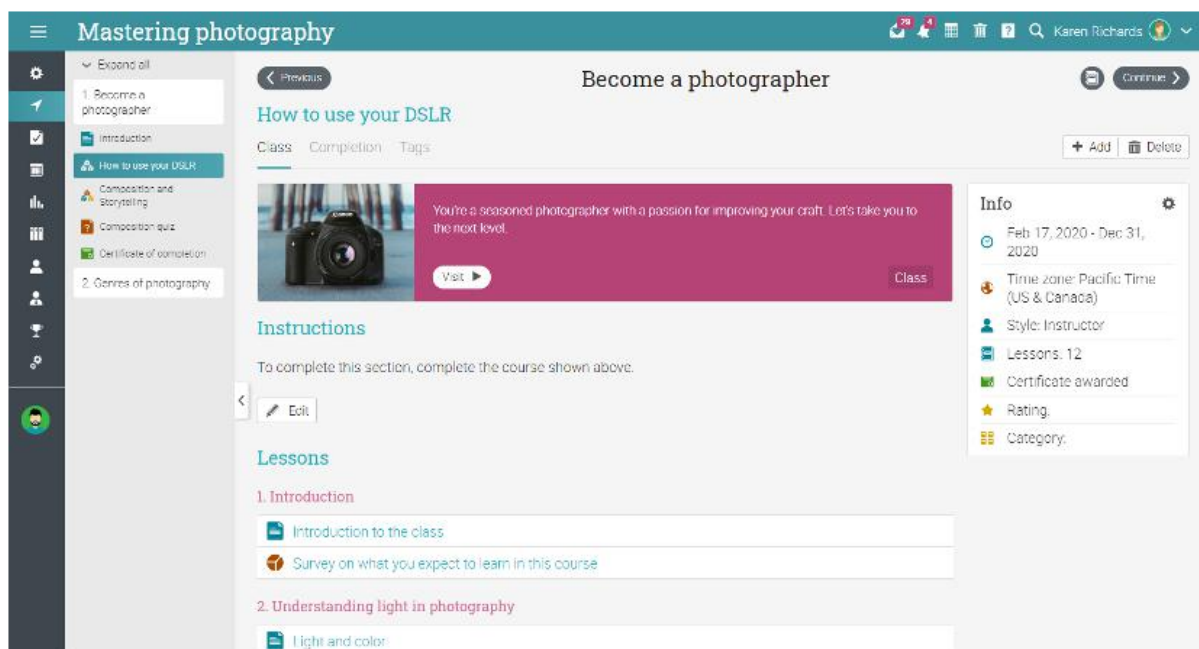
When you add sections to lessons you will see the Goals area where you can select Class and Certificate goals as sections.



Learning paths allow you to mix regular class sections with references to other classes and certificates creating more powerful flows.

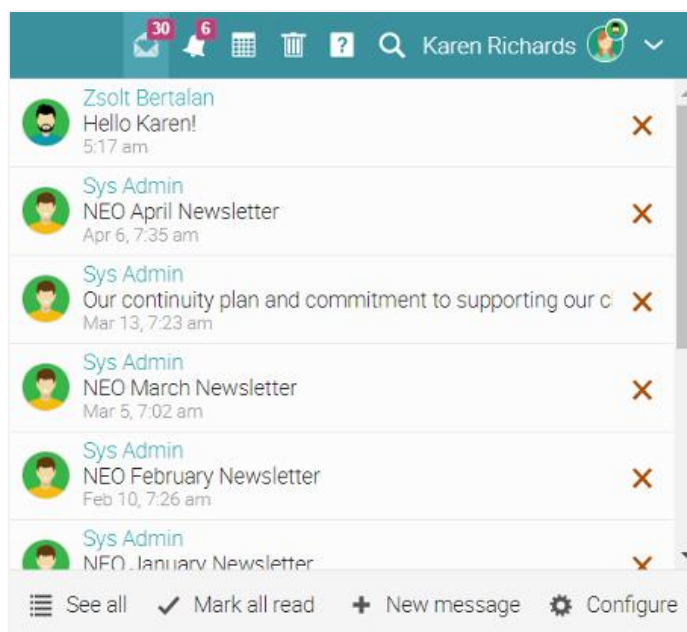


You can post news, enroll students, and configure the learning path. The full power of classes applies to paths as well. They support optional completion requirements, waitlists, deactivation, child paths, sync of paths, and more.

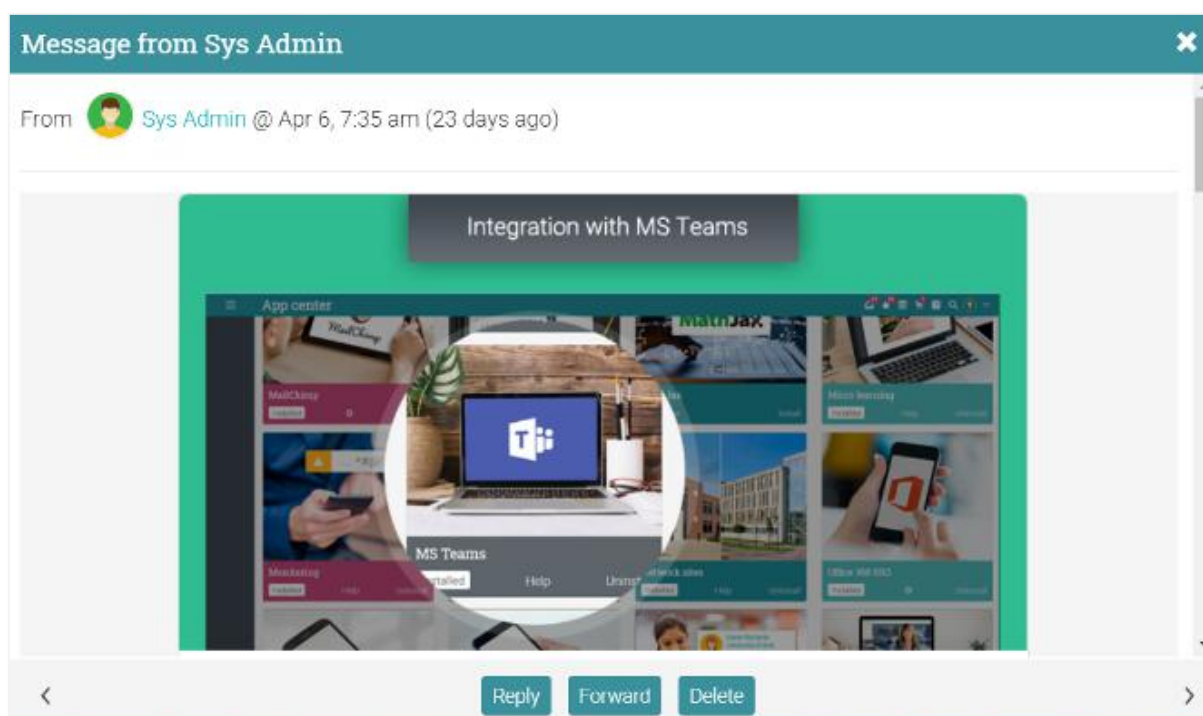


Communicating with users

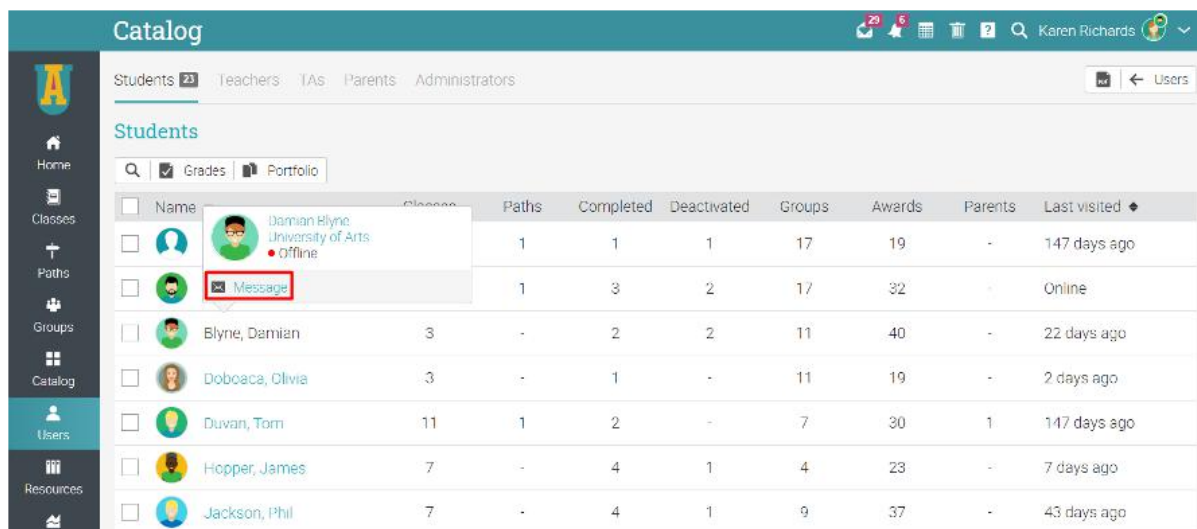
You can communicate with your students and other users through our private messaging system. To see your inbox, click on the message icon in the top right bar. A drop-down menu will appear that lists your most recent messages.



To 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 someone, hover over their name (links to users appear in most places in the site such as a list of students, teachers, profile pages and in the forums), click Message, then enter your message and click Send.



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





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

The screenshot shows the 'Catalog' page with a list of students. A chat window for 'Karen Richards' is open, showing a discussion and a 'Users' list. The chat window includes a 'Write a message' input field and a 'Mute' checkbox.

Name	Classes	Paths	Completed	Deactivated	Groups	Awards	Parents	Last visited
Balla, Arnold	12	1	1	1	17	19	-	148 days ago
Bersalan, Zsolt	7	1	3	2	17	32	-	about 18 hours ago
Blyne, Damian	3	-	2	2	11	40	-	22 days ago
Dobovics, Olivia	3	-	1	-	11	-	-	-
Duvan, Tom	11	1	2	-	7	-	-	-
Sally Johnson University of Arts Online	7	-	4	1	4	-	-	-
Johnson, Sally	7	-	4	1	9	-	-	-
Johnson, Sally	12	1	-	3	16	-	-	-
McGregor, Tom	3	1	2	1	4	-	-	-
Mihal, Ivisia	1	-	-	-	2	-	-	-
Mullon, Tracy	6	1	1	2	3	-	-	-
Murray, Danielle	3	1	3	2	5	-	-	-
Phillips, Jeremy	5	1	-	-	4	-	-	-

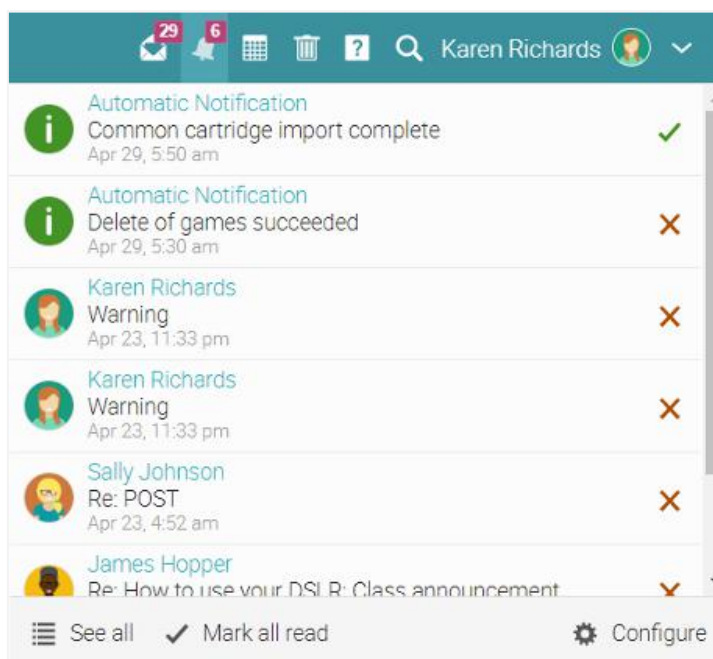
You can also add users as friends:

The screenshot shows the profile page for 'Sally Johnson' at the University of Arts Schools in CA. The 'Add friend' button is highlighted with a red box. The profile includes an 'About' section, an 'Awards' section with a table of certificates, and a 'Parents' section.

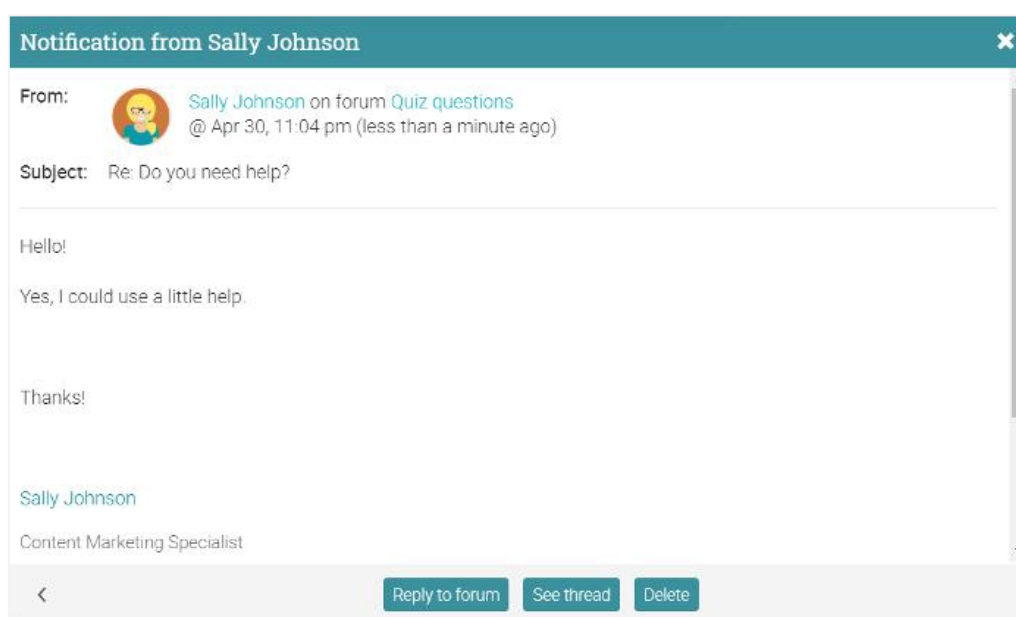
Certificate	Course	Awarded
Certificate of completion	Nature photography	Sep 13, 2020
Language certificate	-	Sep 24, 2019
Photography certificate	Demco Course	Aug 19, 2016
Visual Arts Basics	How to use your DSLR	Sep 13, 2020

Notifications

To see all your notifications, click the notifications icon in the top right bar. A drop-down menu will appear that lists your most recent notifications. Notifications include posts from forums you are subscribed to, enrollments, new submissions that need grading, and more.



To select which notifications are automatically emailed to you, click the Configure option. If you are subscribed to a forum, you can reply to a posting directly from the notifications box or click “See thread” to see the entire thread on the forum.





Summary

The Getting Started Guide for Teachers provided the basic information that teachers need when they first start using CYPHER.

Some of the topics we covered were: navigating in CYPHER, using the Help Center, creating and configuring a class, adding lessons and assignments, enrolling students, communicating with students and taking attendance.

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

www.cypherlearning.com