

CYPHER for business Guide for learners



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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 learning and development (L&D) professionals, HR, and trainers more time to train, 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 three getting started guides for the main types of users on CYPHER: administrators, instructors, and learners.

Getting started guide for Learners (this guide) explains topics such as: navigating in CYPHER, using the Help Center, enrolling in courses, submitting assessments, communicating with instructors, and more.

Getting started guide for Administrators explains topics such as: navigating in CYPHER, using the Help Center, creating accounts, customizing the platform, setting up e-commerce and managing users.

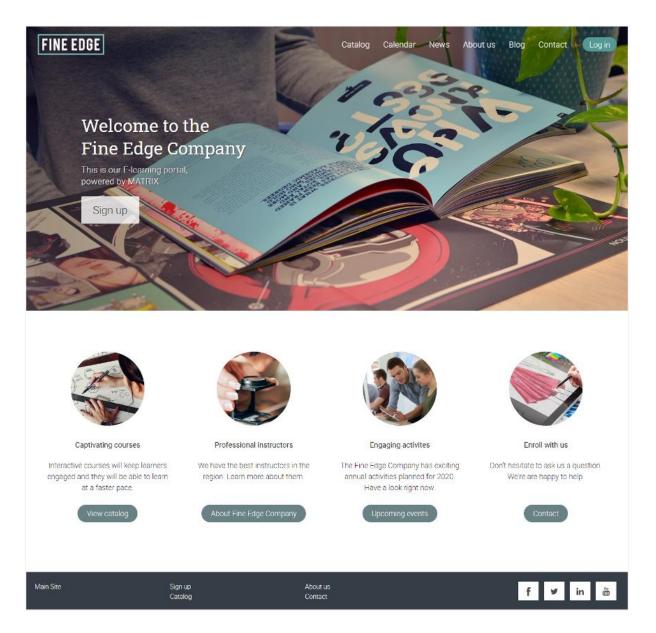
Getting started guide for Instructors explains topics such as: navigating in CYPHER, using the Help Center, creating, and configuring courses, enrolling learners, using automation and gamification.

This guide covers the most common steps learners 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 your platform's features, please browse the Help Center or visit our support forum.

Creating an account

The company portal is the place where you can find the course catalog with a preview of the available courses, a news area, the company calendar, and more.

Using the platform requires a user ID and password. This information can be either provided by a company administrator or learners can visit the company portal and create an account.



Learners can create accounts on CYPHER with or without an access code, depending on how the site administrator has configured the platform.

FINE EDGE	Catalog Calendar News About us Blog Contact Log in
Become a member Sign up to Fine Edge Company and become a member in our learning co	User ID Password Log in Remember me? Forgot password?
	Or sign up with an access code

To create an account, go to Log in and click Sign up/ Sign up with an access code.

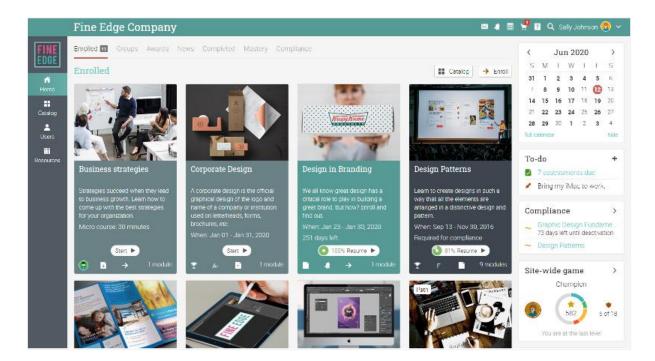
FINE EDGE	Catalog Calendar News About us Blog Contact Log in	
	Please enter your access code below Learner code	
Get to know us Visit the News area, and find out more about our work	Sign up	
News	Or log in with your credentials	

Enter the access code if required, then fill in your account details.

FINE EDGE		Catalog	Calendar	News	About us	Blog	Contact	Login
Sign up								
Sign up								
To finish joining, enter your details	s and click Submit.							
Name								
First name								
Last name								
Log in								
User ID 0								
Password 0								
Confirm password								
Basics								
Organization								
Select organization								
Contact								
Email (optional)								
Confirm email								
Location								
Country								
Australia	•							
Miscellaneous								
Prefered contact								
method (optional)								
I agree to Policy statement								
Submit								
Main Site	Sign up Catalog	About us				f	¥	in ä

Navigating the platform

The learner dashboard is the first page you see when you log in to your account. Here you will find an overview of your courses and groups. You can also see your calendar, to-do list, announcements, and more.



Left bar

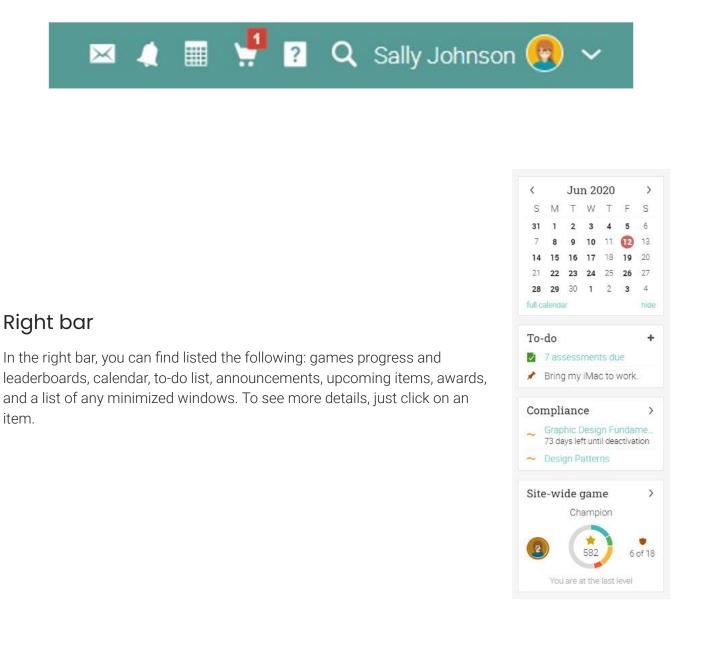
The left bar displays tabs that allow you to quickly navigate to the main areas of the site, such as Home page, Catalog, Users and Resources.

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.



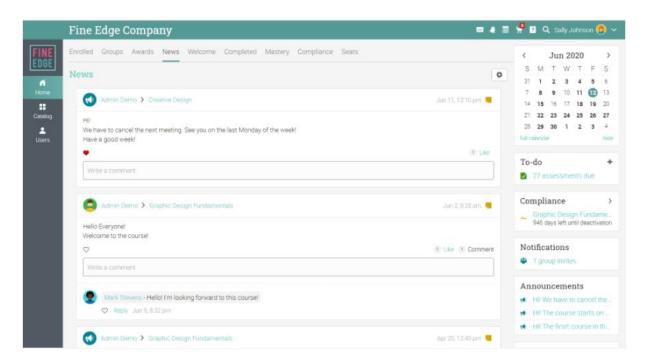
Top right bar

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



News feed

The home page news feed aggregates news items from your friends, courses, groups and company. By default, a news feed only shows the latest items. If you scroll down the page, it automatically shows more news items.



Users

The users catalog is where you can see your friends and instructors.



Resources

	Fine Edge Company	
FINE	Enrolled 13 Groups Awards News Completed Ma	astery Compliance
EUGE	Enrolled	
Home Catalog Users		
Resources	Business Favorites Locker Ky media	m
	Uploaded files	the official
	E Catalog	the official he logo and name of tion used on
	organization. letterheads, form	is, brochures, etc.
	Micro course: 30 minutes When: Jan 01	
	Start ► Start ► 1 module P A-	Start

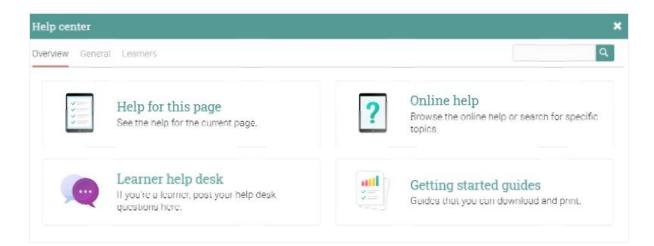
In the Resources area you can add all your learning resources such as files, pages, and web resources.

The Resources catalog is the place where you can organize all your files by category.

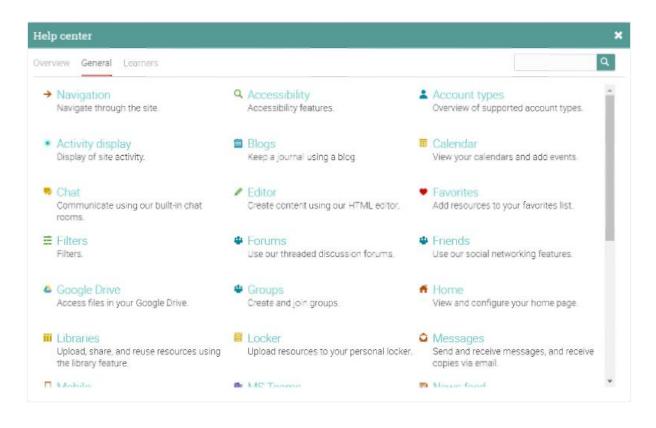


Help Center

We don't want you to encounter difficulties when first using the site. Access our Help Center by clicking the Help link. A pop-up box will open with options for choosing the searchable online help, getting started guides, learner help desk (if enabled by an administrator), and if the page that you're on has help content, a "Help for this page" option will also appear.



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. The information that is visible depends on your account type and the platform's security settings.

You can access your profile in the top right bar.



You will first see the Info tab. To edit your profile, click on the Edit button.

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Profée Č Settings Privacy Č Purchoses Awards	Sally Johnse C https://fec.matrixi f (n) ♥ (6) Fine Edge Company Gaphic Design Company Gaphic D	ns.com/profile/sally_johnson O		Lorre
Blog Portfolio Memors	About Info Enrolled Groups Completed About Im Sally from Seattle, Washington, I graduated v moved to California to learn more about photogr	ith a B.S. in Modern Arts from Arizona State Unit		Account Joined Feb 18, 2016 Last activity at about 9 hours ago
Friends	minimalism. Most recently I worked as a designed			 Login credentials
	Awards 33		>	Site-wide game > Champion
	Certificate	Course	Awarded	champon
	Certificate of completion	Illustrator for Beginners	Oct 18, 2018	(2) (*) 9 of 19
	Certificate of completion	Graphic Design Fundamentals	Aug 26, 2020	You are at the last level

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

Edit	×
Picture Change your picture	
Description This is the description that people see when they visit your p page.	rofile
Password Select a different password.	
Info Edit your account info, such as your name, birthdate and em address.	ail
Social media Social media settings	

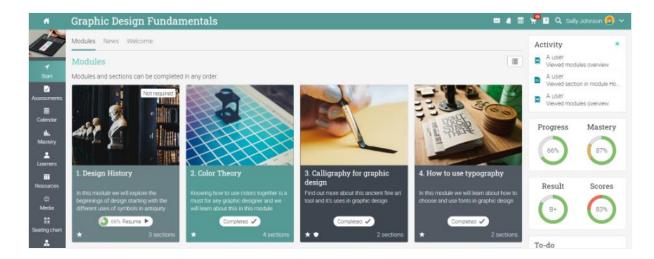
In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. Here you can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.

	Sally Johnson	📼 🦛 🃰 🖞 🛛 🔍 Sally Johnson 🚱 🛩
	Settings Here are your general account settings. Privacy settings are in Privacy tab.	
0	Display	
Profile	Feature	
 Settings 	Use accessible theme	
â	Audio notifications	
Privacy	 Display small calendar in dashpoard 	
á	 Display shortcuts 	
Purchases	Social media	
Awards	Site	ID
Elog	Facebook	sallyjohnson
	LinkedIn	saly_johnson
Portfolio	Twitter	sallyjohnson
	Instagram	saly_johnson
Mentors	🖋 Ecit	
Friends	Integrations	
	Feature	
	Google Drive	

Example of a course

We would like you to get familiar with how a typical course looks like in CYPHER, how to browse a course, explore the main features, and have a look at modules and assessments.

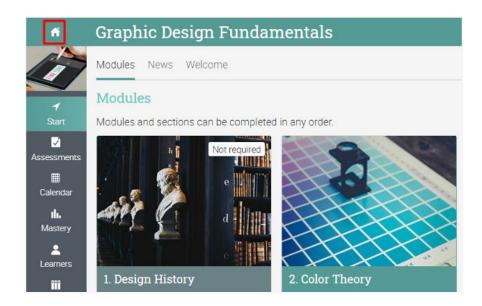
The default landing page of a course is the Modules area which provides an overview of the modules in a course. The left bar has tabs that give you direct access to the most important areas of the course. The right bar displays your progress through the modules, mastery, games progress, to-do list, announcements, and more.



Let's go over each section.

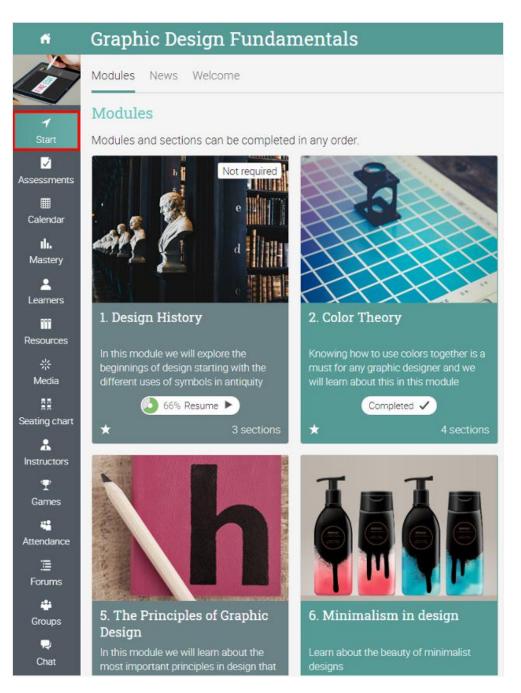
Main left navigation

When you are in a course the main left bar of the platform is minimized. To go back to your home page, just click the Home icon in the top left.



Left bar

It's easy to access all the important course sections using the left bar:



The left bar displays tabs for the following areas:

- **Start** From the Start tab, you can access important areas such as Modules, News, Groups, Calendar, and Welcome;
- Assessments shows the course assessments;
- Scores shows your assessment scores;
- Mastery see your mastery rating for the competencies associated with the course;
- Resources where the course resources are stored;
- Learners lists all the learners in the course;
- Instructors lists all the instructors in the course;
- Media Shows Kaltura resources;
- Games you can see an overview of all the course games, if this feature is enabled;
- Forums each course has its own forums section for discussions between course members;
- Teaching assistants lists all the teaching assistants in the course;
- Attendance you can see your attendance records;
- Notes instructors can leave notes for learners;
- Chat members can exchange text messages in real time;
- Wiki a collection of pages that more than one person can edit;
- Blogs learners and instructors can share their online journals;
- Portfolio here learners can store copies of valuable resources of the course;
- Syllabus the syllabus provides an overview of the course.

News feed

To access the course news feed, go to Start and click the News tab. The news feed shows course announcements, posts from instructors and learners, posts about new assessments, modules, events, and more.

Graphic Design Fundamentals	📼 🐗 🆩 🖞 🖬 Q. Sally Ji	ahnsan 🧕
Modules News Welcome	Activity	
News	A user Viewed module	s overview
* Post	A user Viewed section	in module
Admin Demo	Jun 2, 8:28 am 🧧 🖉 A user Viewed module	s overview
Helio Everyone! Welcome to the course!	Progress	Master
•	12 Likes 1 Comment	0
Write a comment	65%	87%
Mark Stevens - Heliol I'm locking forward to this course	Result	Score
Reply Jun 9, 832 pm		83%
Admin Demo	Apr 20, 12:40 pm	C
Hill The course starts on Monday from 10 am.	To-do	
	1 Liop 1 Comment	ts due
Write a comment	Announcemen	nts
	HP The course	e starts or
Jane Ere - Hello!	Compliance	

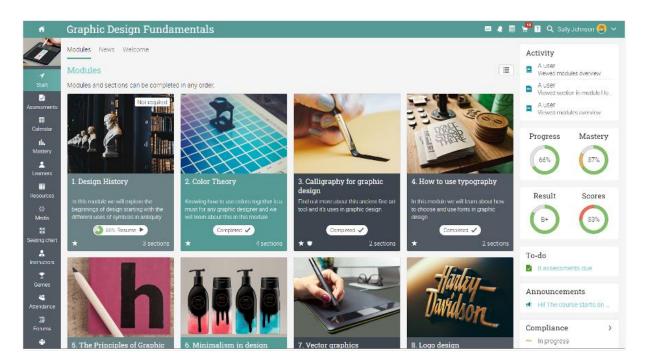
Right bar

In the right bar, you can find: your course progress and mastery, activity display, to-do list, announcements, upcoming events, games progress and leaderboard, enrollment status, a list of certificates that are awarded or required in the course, and a list of any minimized windows. Here you can also rate and review a course. To see more details, click on an item.

Activity	٠
A user Viewed lessor	is overview
A user Viewed lessor	ns overview
Progress	Mastery
96%	77%
Result	Scores
B+	84%
Announceme Hello Everyo	
	ne! Welcome
 Hello Everyo Today 	ne! Welcome
Hello EveryoTodayWeb conference	ne! Welcome
 Hello Everyo Today Web conference Upcoming Fri Jun 19 	ne! Welcome
 Hello Everyo Today Web conference Upcoming Fri Jun 19 Weekly meet 	ting
 Hello Everyo Today Web conference Upcoming Fri Jun 19 Weekly meet Participation 	ting

Modules

The Modules area of a course is where its primary content is located. To see the details for a module, click on its name.



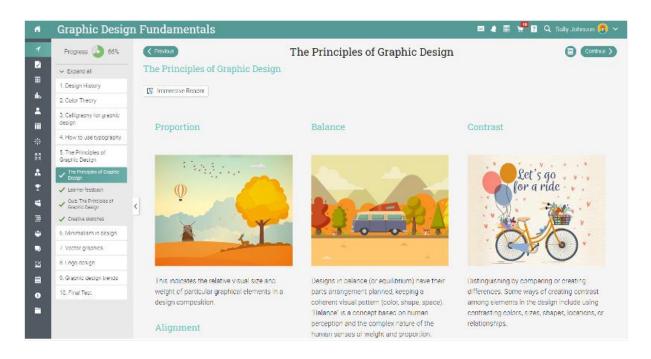
You can also switch from tiles to list view and back if this option is enabled by your platform administrator. The list view shows all sections from all modules.

đ	Graphic Design Fundamentals	🛊 🔳 🕊 🖬 🔍 Sally Johnson 🙆 🛩
17	Modules News Welcome	Activity
-	Modules Show sections	A user Viewed modules overview
Start	Modules and sections can be completed in any order. 🕈 Available 🗢 Partial 🖌 Com	npleted A user Viewed modules overview
Assessments	I. Design History In this module we will explore the beginnings of design starting with the different uses of symbols in antiquity	ed A user Viewed modules overview
Calendar II. Mastery	3 sections	 Progress Mastery
Learners	2. Color Theory Knowing how to use colors together is a must for any graphic designer and we will learn about this in this module	66% (87%)
Resources	Completed * 4 sections	 Result Scores
뷳 Media 및 Seating chart	3. Calligraphy for graphic design Find out more about this ancient fine art tool and it's uses in graphic design	P+ (35)
a Instructors	Compress	To-do 8 assessments due
Games 🗳 Attendance	In this module we will learn about how to choose and use forms in graphic design Completed 2 sections	Announcements Hill The course starts on

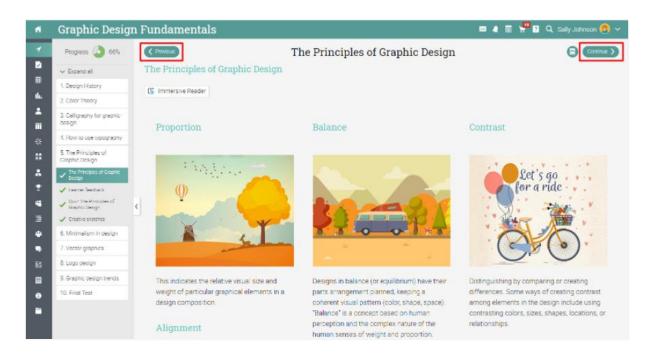
The number of sections in each module is mentioned on its tile or if you click on a section. You can also see if the modules award badges and points and the completion status.

odules News Calendar Groups Mastery Welcon	me					
lodules					A Hide section	ans 1 11
odules and sections can be completed in any order.				Available	🔶 Partial 🧹	Complete
1. Introduction In this course you will learn the most	t important aspects of Graphic	Design and	fgain skill	s in editing p		Jan 01
321 Resume >					🖈 6 sectio	
Section	Submitted	Score	Due	Required	Duration	Status
📑 Welcomet 🜻					O 1 day	1
💉 Futuristic design 📸	1	100/100	Dec 31	1	@ 20 min	1
🎲 Now to create great designs	1	95/100	Dec 31	1	🖸 1 tre, 10 mm	1
🔧 Virtual Microscope	1	78/100	Dec 31	1	O tā min	1
HSP assessment 🔒	-	М	Aug 28	1		>
PAGINA DE CONTENIDO PRUEBA				1		1
2. Design History In this module we will explore the be Completed ✓	iginnings of design starting wit	h the differ	ent uses o	f symbolis in		ns 🔨
Section	Submitted	Score	Due	Required	Duration	Status
					G 5 hrs. 10 mm	
📑 History of Graphic Design 🚖 🖤						

Modules are made of learning content such as content pages. Assessments can also be associated with each module. Here is what a content page looks like:



You can easily navigate through the class using the Previous and Next buttons.



In the left bar, you can see your progress for each section of a module and the module itself.

C

Retry

Assessments that you have failed are marked with this icon.



Incomplete

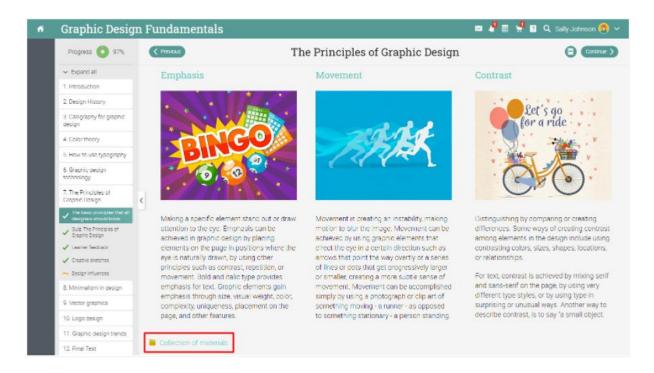
This shows you that a section has not been completed, and there are lessons or assessments to take.



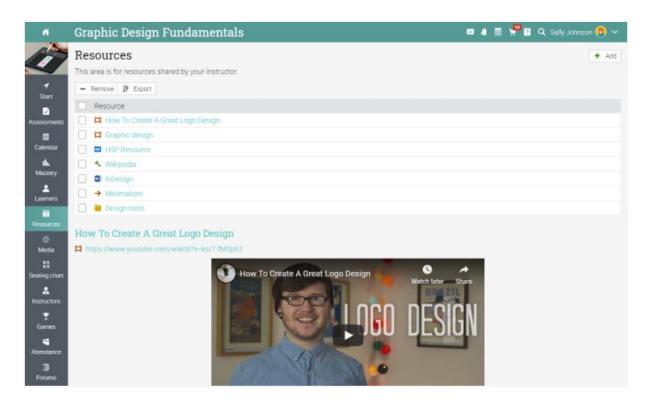
Complete

You can also see the lessons and assessments that you have completed

Each page can also have its own resources area, where instructors can add resources for the learners.



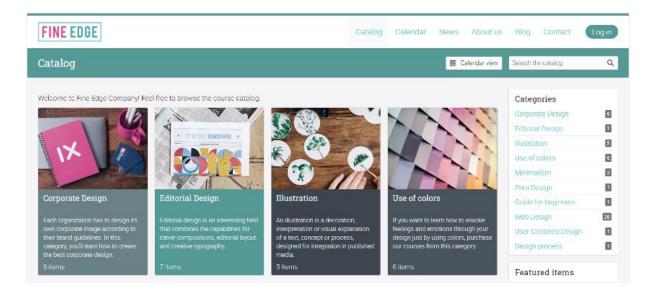
You can also see a list of course resources shared by your instructor in the Resources tab.



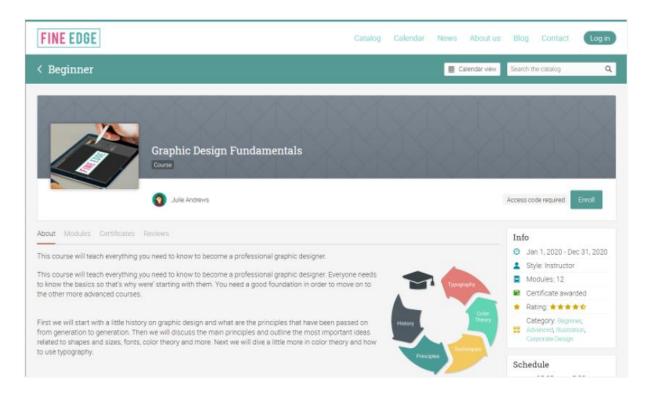
Enrolling in courses

Without a CYPHER account

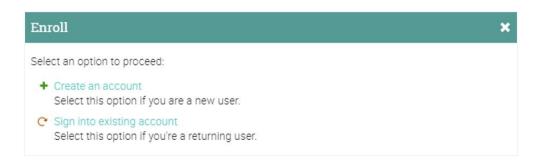
If you don't have an account created on CYPHER, you can create one when enrolling in your first course.



From the visitor portal, browse the course catalog and select an item. To enroll in the course, enter its access code (if it has one) and click Enroll.

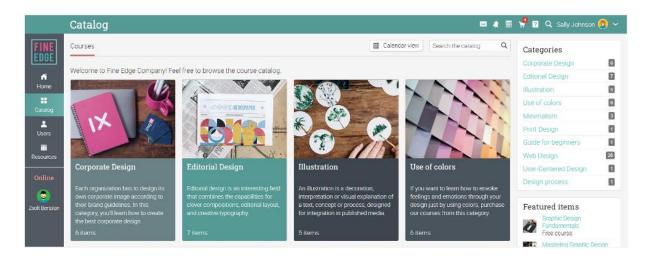


Then click on Create account and fill in your account details.



With a CYPHER account

If you have a CYPHER account, you can simply visit the catalog from your home page and select the course.



Enter the access code if it has one.

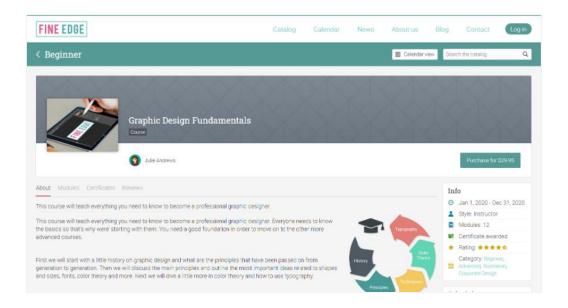
Enroll in a c	ourse	×
Access code:	TTSL-QQWJ	
	es not have an access code n clicking its Enroll option.	, you can enroll by finding it in the course
		Enroll

Purchasing training items

Learners have the option of purchasing training items, whether it is an individual course, a bundle, digital media, or a subscription. You can also receive a coupon code for discounts from the portal administrator or instructors.

Purchase a course

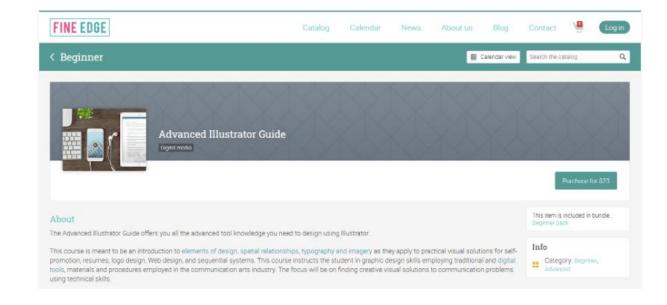
A standalone course is an online course that is not part of any bundle or subscription.



Click on the Purchase from the overview page of the course. If you don't have an account, you will need to create one before finishing the purchase. Please note that the checkout page might look different depending on how the site administrator has configured the portal.

FINE EDGE			Catalog	Calendar	News	About us	Blog	Contact	ä	Login
<		Checkout								
Review your order	1 229.95	If the total value of the terms in your shi To complete the checkout submit the fo Account Dreate an account below of traying if y	arm below, or Con	tinue to shoo	et a 10% disco	unt.				
Total \$2 Apply calupan	29.95	User ID	Last name		Centaring	password				
	I	Organization Select organization Y Email (optional)	Confirm email							
		Country Select country Prefered contact method (optional) I agree to Policy statement								

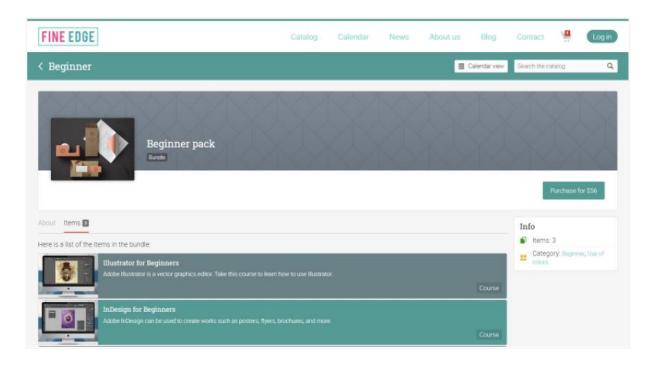
Digital media



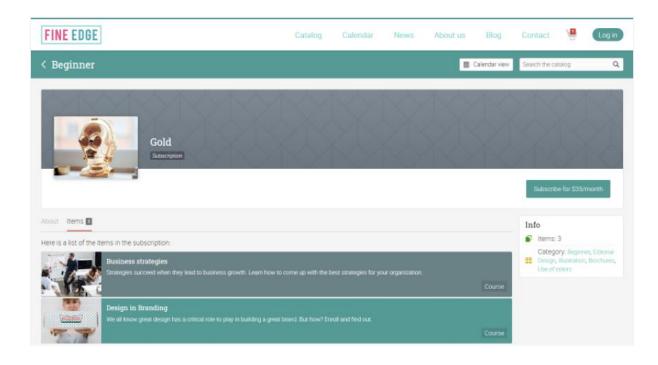
You can also buy digital media, such as e-books, videos, documents, or other file types.

Course bundles

Course bundles are packages that can contain one or more courses, digital media, or a combination of items.



Subscription plans



You can also choose to purchase a monthly or yearly subscription to courses.

Assessments

To see a list of the assessments in a course, go to the Assessments tab in the left bar. An assessment can be associated with a module or a standalone task. If it is linked to a module, it counts towards module completion.

ń	Graphic Design Fundamentals		-	. 🖬 😫	? Q	Sally Johnso	n 👩 ~
	Assessments All Due Analytics Grading scale						
1	All						
Start	Assessment	Due	% of overall	Submitted	Graded	Score	Grade
Vesessments	X Virtual microscope	Aug 1 450 sm	8.3	1	1	78/100 78%	В
E Calendar	Color Ouiz Cour Theory - Cour	Dec 31 800 am	11.1	1	1	2/4	D+
ili. Mastery	Creative sketches The Principles of Granic Design: Participation	Dec 31 800 am	33.3	1	1	95/100 95%	A+
	🥑 Design fundamentals	Dec 31 800 am	×	2		7/100	
Learners	Besign trends ★ 🔍 Gastric despiritment	Dec 31 800 am	-	*		7/170	
Resources	Essay on how to use colors *	Dec 31 600 am	×	1	×	7/100	?
袋 Media	Expectations regarding this module *	Dec 31 socan	*			7/100	
E Geating chart	Expectations regarding this module	Dec 31 801em	8.3	1	1	100/100	A+
*	Final têst ★ 🔍 🖬 Final têst - Quê	Dec 31	×			7/10	
Instructors	Fonts a * •	Dec 31	11.1	1	1	5/5	A+

We support 16 different kinds of assessments:

- Quiz a set of questions that you can answer online;
- Essay submit an essay using the HTML editor and include unlimited attachments;
- Offline a traditional assessment such as a paper-based test or reading a book. There is no online submission for this kind of assessment and the instructor is expected to enter the grades for each learner based on the results of the offline work;
- Survey a set of questions that you can answer online;
- **Discussion** earn points by participating in a single thread of discussions that is started by the instructor;
- Debate add arguments for or against a proposition that is supplied by the instructor;
- **Team** work together with other trainees and enter your joint submission. The instructor organizes the learners into teams and your team will get a private group;
- Dropbox upload one or more files as your submission;
- SCORM captures the results of a SCORM item;
- Attendance awards points based on your attendance record;
- Turnitin Turnitin assessments go through an originality check;
- Custom LTI assessments integrates 3rd party LTI assessments;
- Google Assignments if the integration is enabled, you can submit Google Assignments;
- H5P assessments if the H5P integration is enabled, you can have H5P assessments.

To see the details for an assessment, click on its name. Here is for example of how an essay assessment looks like:

On the assessment page, you will find instructions for submitting the assessment, the maximum score that you can obtain, duration, submission, grade, answer, and more.

ń	Graphic Design Fundamen	tals	Progress 🥭 66% 🛛 🛚 🔊	🛛 🧶 🔳 🐙 👔 🔍 Sally Johnson 🔞 🗸
yrrw T Start	C Previous Design trends Instructions Rubic	Graphic design trend	S	
Assessments Calendar Latendar Learnors iii Resources Senting chart Senting chart Camos	Instructions Immersive Resder Write an essay on the most influential design + Propare answer	trends of the 20th century.		Assessment Type: Essay Max score: 170 Due: Dec 31, 8:00 am Score Nothing submitted yet: Submission Attempts: 0 Max: attempts: unlimited Allow late submissions. × Comments B I L I & P I K I K

Submitting assessments

When you visit your dashboard or a course landing page, assessments that are due will appear in the to-do list. You can click on one item in the list to see more details or go directly to an assessment.

<		Ju	n 20	020		>
S	М	Т	W	Τ	F	S
31	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	1	2	3	4
full o	alenda	W.				hide
2	-do 27 a:				lue	
•					lue	2
V	27 a:	gn fo	or Pri	nt		2
V	27 a: Desi	gn fo gn in	or Pri Brai	int nding	g	4
•	27 a: Desi Desi	gn fo gn in hic I	or Pri Brai Desig	int nding gn Fu	g unda	4
•	27 a: Desi Desi Grap	gn fo gn in hic I rato	or Pri Brai Desig r for	int nding gn Fu Begi	g Jinda Inner	4
•	27 a: Desi Desi Grap Illust	gn fo gn in hic I ratol sign	or Pri Brai Desig for E	int nding gn Fu Begi Begir	g Inda nner	4 8 5 5
•	27 a: Desi Desi Grap Illust InDe	gn fo gn in hic I rato sign notic	or Pri Brai Desig for E for E	int nding Jn Fu Begi Begir Mate	g unda nner nners rial .	4 8 5 5
•	27 a: Desi Desi Grap Illust InDe Pron	gn fo gn in hic I rato sign hotic e ma	or Pri Brai Desig r for for E mal P	int nding Jn Fu Begi Begir Mate	g unda nner nners rial .	4 5 5 1

You can also see the assessments that are due by clicking the Assessments tab in a course. Assessments that have not yet been submitted don't have a check mark.

ń	Graphic Design Fundamentals		-		α		n 😗 ~
1	Assessments All Due Analytics Grading scale						
1	All						
Start	Assessment	Due	% of overall	Submitted	Graded	Score	Grade
2 sessments	X Virtual microscope	Aug 1 179 m	8.3	~	1	78/100 20%	В
E Calendar	Color Quiz Com They Daz	Dec 31	111	1	1	7/4 strs	0+
ili. Mastery	Creative sketches The European Despite Design	Dec 31 800 em	33.3	1	1	95/100 899	Ai
**************************************	Design fundamentals	13ec 31 800 em				2/100	
Learners	Persign trends. 🗙 💌 Graphic design remot	Dec 31				7/170	
lesources	Essay on how to use colors *	Dec 31 Indolem		~	×	7/100	7
-≓÷ Media	Expectations regarding this module *	Dec 31	2	- 527		2/100	
ating chart	Expectations regarding this module	Dec 31 800 em	83	~	~	100/100	A+
*	Final fest 🗶 🔍 🖬	Dec 31 Bild am				2/10	
natructors	Fonts a * *	Dec 31	11.1	1	1	5/5	A+

The submission method can depend on the type of assessment that you want to submit, and the options are:

Dropbox or Essay - first prepare an answer by clicking Prepare Answer:



These types of assessments give you the option to submit answers right away or save your work and submit later.

	Graphic Design Fundamentals 🔤 4 🖩 🖑 🛛 Q. Sally Johnson 😨
,	Prepare freeform answer for Design trends × center
ľ	Write an essay on the most influential design trends of the 20th century.
	Your answer
	Enter your freeform answer and then press one of the Save options. You can add attachments such as Word documents, PDFs and pictures. The maximum size of the answer plus attachments is 1000 MB.
	Answer
	Paragraph + RobotoLightNew + 12pt + ⊞ + ∐ + ▲ + 圖 + & 🔛 🗅 — fx Ω 🗣 👫 💵
	Graphic design trends 2020 are here and about to steal your heart! Year 2020 is less than three months away and everyone is already wondering what the world of graphic design will look like. Undoubtedly, graphic design has always bee a field of deep admiration and huge inspiration to many and we all can't wait to see what awaits. We've made a deep research to spot the rise in several particular trends which are expected to boom next year
	P Ts workd
	Add attachments
	Save and submit for grading + Save but don't submit yet

Quiz, SCORM quiz, or Survey - answer the questions by clicking Take quiz or Take survey, and then Finished once the quiz/survey is completed.

ń	Graphic Design Fundamentals	📼 🦛 📰 🐙 🛛 🔍 Sally Johnson 🔞 🗸
	Final test	
✓ Start 2 Assessments Elevator	End of quiz You are at the end, press Finished to complete and grade the quiz. You can review your answers below and click Edit if you want to change any.	Status Pause Cancel Fop up instructions
IL. Mastery Learners III Resources	Question 1 Ancient Egyptians were the originator of what is today defined as 'visual communication design' Response Laise Tisi Question 2 	Question 2 Question 2 Question 3 Question 4 Question 5 Question 6 Question 7
샦 Media R Scating chart	The terms "typeface" and "font" refer to the same notion. Response: False Edt	Question 8 Question 9 Question 10 End of quiz
instructors Games Attendance	Question 3 The RYB primary colors became the foundation of 18th century theories of color vision. Response False Edit	· End or quiz

Debate or Discussion - participating in the discussion by posting an answer is considered a submission.

~ (Graphic D	esign Fur	ndame	ntals			Progress 🧔 66%	📼 🦛 🖩 🐫 🖬 🔍 Selly Johnson 🙆 🗸
art 2 and 1		r used desig Submissions - D		nts is wel	o deign	Design History		
Assessments	Proposition	n						Assessment
	Immersive P	Reader						👍 Type: Debate
Calendar	Easte are the m	nost popular desi	an element	e in web dae	ion.			al Max score: 100
th. Mastery	Points are then	itost popular ucsi	gn elewient	S III WED DES	igin.			🛅 Due: Dec 31, 8:00 am
	Votes							
Learners	Click 🖬 to cas	t your vote or +	to add a su	poorting rea	son.			Score
Resources		Add support	Supports	Challenges	Cast vote	Votes		(A+)
Hesources -	For	+	1	0	-	1		\cup
्रः Media	Against	+	0	0	-	1		98/100 (98%)
Seating chart	🤫 See entire d	ebate						 Congratulations, you have completed this assessment.
A Instructors								Submission details
••••••••••••••••••••••••••••••••••••••								You have posted 1 times in threads.
Games								Allow late submissions: 🗸

Attendance - the instructor awards points based on attendance records.

Offline - there is no online submission by learners for this type of assessment.

Turnitin - the submission is done on the Turnitin site.

Google Assignments - the submission is done on the Google Assignments site.

H5P assessment - the assessments are embedded and the submission is done via the LMS.

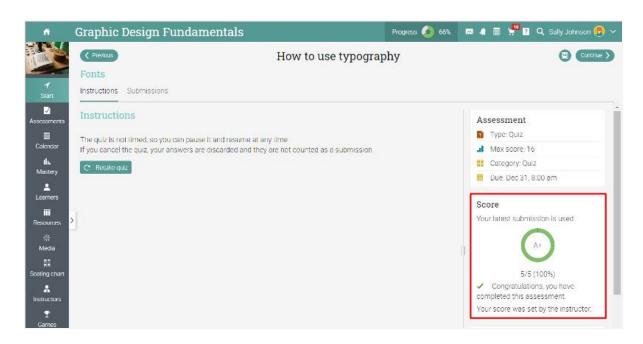
LTI custom assessments - the submission is done on the LTI assessment site.

Viewing scores

Scores for individual assessments are displayed in the Assessments tab.

Gra	aphic Design Fundamentals				8 A	2 Q	Sally Johnso	n 👩 🕚
As	SSESSMENTS All 🖾 Due Analytics Grading scale							
All								
Ass	sesament	Start	Due	% of overall	Submitted	Graded	Sabre	Grade
us 🔱	Nature photography	.lui 2 500 am	Dec 31 800 am	53			2/100	
	Which loga design trend do you like?		Dec 31 800 am				2/100	
4	Virtual Microscope		Dec 31 800 am	37	1	1	78/100 79%	В
-	Vector survey		Dec 31 8 DC am				?/100	
-	Use of modern Califyraphy 🗶 Califyraphytergraphic design Participation		Dec 31 800 am	12	1	×	2/ <mark>10</mark> 0	2
	The story of minimalism * • Minimitan index growthet		Dec 31 8.00 am	87	1	×	?/100	2
?	Quiz, The Principles of Graphic Design The Principles of Barrow Regging Bit		Dec 31 800 em	16.7	1	~	1/2 598	D+
-	Learner feedback Treffine pleach Grant: Design		Dec 31 8.00 am	3.7	1	~	83/100 83%	B+
?	How to create great designs		Dec 31 http://www.	33	2		2/1	
-	How to create great designs mitiducton		Dec 31 800 am	3.7	1	1	95/100 95%	At
1	Futuristic design		Dec 31 800 am	3.7	1	~	100/100 100%	A+
-4	Frequently used design elements is web deign 🗟 ★		Dec 31 800 am	3.7	1	~	98/100 99%	Ai
?	Fonts 💼 ★ 🖤		Dec 31 800 am	16.7	1	~	5/5	A+

The score of an assessment is also displayed on the overview page.

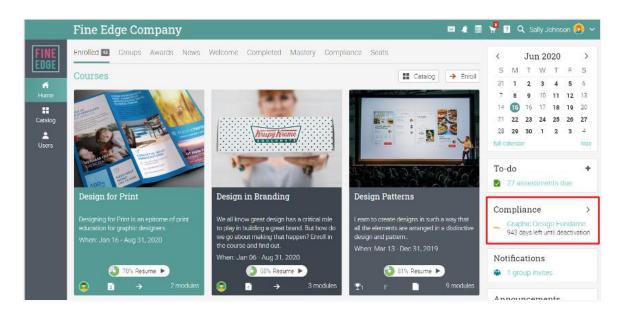


You will usually receive notifications when an assessment is graded.

Compliance

Compliance is a useful feature for companies that do compliance training for their employees. It means that you can demonstrate training compliance and renew your training periodically, depending on what your company needs.

If you are enrolled in at least one course that is required for compliance, then your dashboard will include a box on the right that indicates your compliance status for each course.



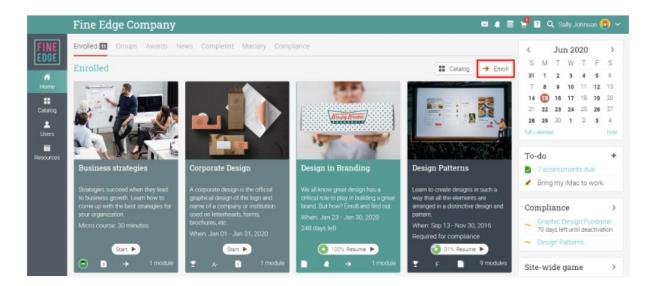
To see the compliance status in detail for each course, visit the Compliance area:

	< Jun 2020
Compliance	SMTWTF
compnance	31 1 2 3 4 5
	7 8 9 10 11 12
	14 15 16 17 18 19 3
	21 22 23 24 25 26 3 28 29 30 1 2 3
	28 29 30 1 2 3 full-calendar
	To-do
	27 assessments due
Graphic Design Fundamentals	
	Compliance
This course will teach everything you need to know to become a professional graphic	🚄 Graphic Design Fundam
designer.	943 days left until deactiva
943 days left until deactivation	
	Notifications

Learning paths

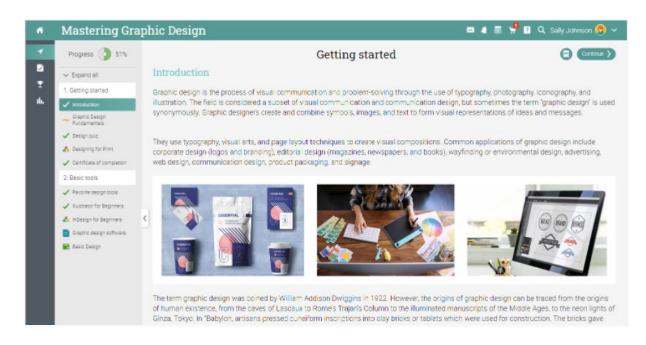
A learning path helps you achieve your learning goals. A learning path is a special kind of course that supports sections such as Course goals and Certificate goals. A course section is one that requires you to complete a specified course in order to complete that section. The certificate section is considered completed when you earn the certificate. You can also receive a certificate of completion once you have finished a path.

To enroll in a path, go to your home page and select Enroll then enter the access code if the path requires it. You can enroll directly from your course catalog if no access code is required.

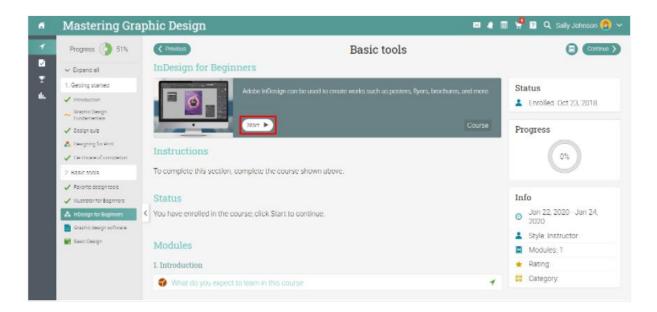


You will then be taken to the path's landing page. You can navigate using the left bar to the most important areas. You can also see your progress, games and announcements on the right side.

The main difference compared to a simple course is that here you will find course goals and certificate goals as sections. Please note that the goals can be completed sequentially, one at a time or ad hoc, depending on how the path has been configured by your instructor.



To start working on course goals, go to the course goal section and click Enroll. Note that if you are already enrolled in a course before you enrolled in the path, you would not have to enroll again. The existing course progress will be shown next to the class goal.



Notifications

To see your notifications, go to the notifications icon in the top right bar. A drop-down menu will appear that lists your most recent notifications. Notifications include course-related notifications, enrollments and assessment grading. If your course has games, you will receive a notification each time you earn points, a new badge or are awarded a certificate.

🖂 🦼 📰 Ӌ 💽 🔍 Sally J	ohnson 🧕 🗸
S Zsolt Bertalan You were awarded 32 points May 25, 11:39 pm	1
S Zsolt Bertalan You were awarded badge Best Learner May 25, 11:39 pm	1
One of your assessments has been graded May 25, 11:38 pm	~
S Zsolt Bertalan You were awarded a discount coupon May 25, 11:38 pm	~
S Zsolt Bertalan You were awarded 11 points May 25, 11:38 pm	~
S Zsolt Bertalan You were awarded badge Top-notch	· ·
I≣ See all	🔅 Configure

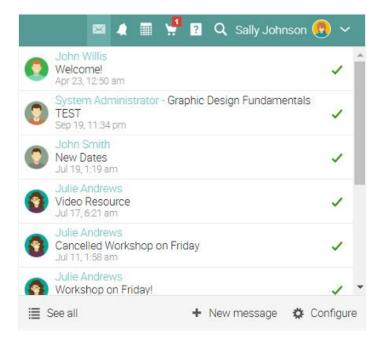
To select which notifications are automatically emailed to you, click the Configure option.

Notifica	ation from Julie Andrews	×
From:	Julie Andrews @ Sep 8, 11:31 pm (8 days ago)	
Subject:	You were awarded certificate Certificate of completion	
	Congratulations, you were awarded certificate Certificate of completion! This happened because: you completed assessment Final test.	
	View your awards	
<	Delete	

Communicating with users

Sending messages

You can communicate with instructors and colleagues by using our messaging system. To see your inbox, click on the message icon in the top right bar. A drop-down menu will appear that lists the 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 on the site such as a list of learners, instructors, profile pages and forums. Then click Send Message, enter your message and Send.

	My circle
FINE EDGE Home Home Catalog	Friends 6 My instructors
	Friends
	Q Me Cary Duvons
	Name Offline
	🗌 📀 🖾 Message 🕲 Skype
	Cary Duvons
	🗌 💿 John Smith
	🗌 🔵 John Willis

To send a message to multiple users at once, select the users from a list, then click Message.

My circle	🖴 🦛 🧮 🖞 📴 🔍 Sally Johnson 😱 🛩	
Friends My instructors	4− User	
Friends		
Q Message - Remove		
Name -	Last visited ♦	
🗹 🧿 Bob Hobart	27 days ago	
🕝 😧 Cary Duvons	27 days ago	
s 🕑 🚫 John Smith	412 days ago	
🔲 🔲 🧿 John Willis	about 3 hours ago	
🗌 💽 Julie Andrews	about 3 hours ago	
🗌 💿 Kyle Woodbridge	642 days ago	

You can also view users by selecting the tile view from the top right corner. In this case you can select multiple users and send them a message by clicking the Message button.

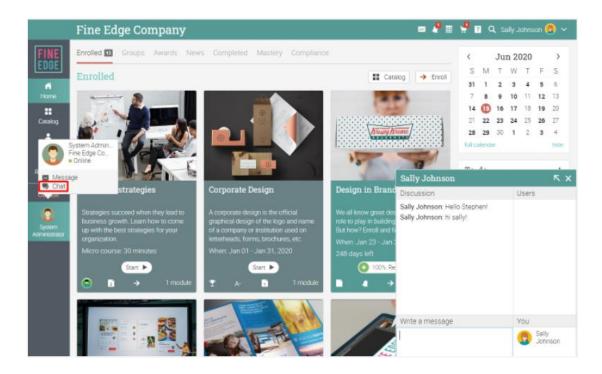
Adding friends

You can connect with other users as friends to message and exchange resources. To add a friend, go to a user's profile and click the Add friend button. You will receive a message when the user has accepted your friend request.

ñ			5 A I	🖞 🖪 🔍 Sally Johnson 👧 🗸
0 Profile		X-X-X-X-X		Learner
* Awards	X			X XXXXXX
Blog Priends	Tom McGreg	lor		S. S. S.
FTHEMOS	Fine Edge Company Graphic Design Company			Message Add friend
	About Custom			Communication
				d Ignore messages
	About			Y Report
	Demo learner for ATD.			
	Awards 43		>	
	Certificate	Course	Awarded	
	Certificate of completion	Graphic Design Fundamentals	Nov 17, 2017	

Chatting with users

If a user is online, you can chat with him or her directly from the platform. Chat links also appear on users' profile pages and user lists.



Summary

The Getting Started Guide for Learners provided the basic information that learners need when they first start using CYPHER. Some topics we covered were: navigating in CYPHER, using the Help Center, the layout of an example course, viewing modules and assessments, submitting assessments, enrolling in courses and communicating with users.

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

www.cypherlearning.com