CYPHER for academia
Guide for monitors

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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 Monitors (this guide) explains topics such as: creating your monitor account, enrolling into classes and creating groups.

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

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

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

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

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

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

Creating your account

Monitors accounts are usually created by the school administrator. They are read-only admins who have access to most pages, but can't edit anything. In that case, you will receive the log-in details via email.
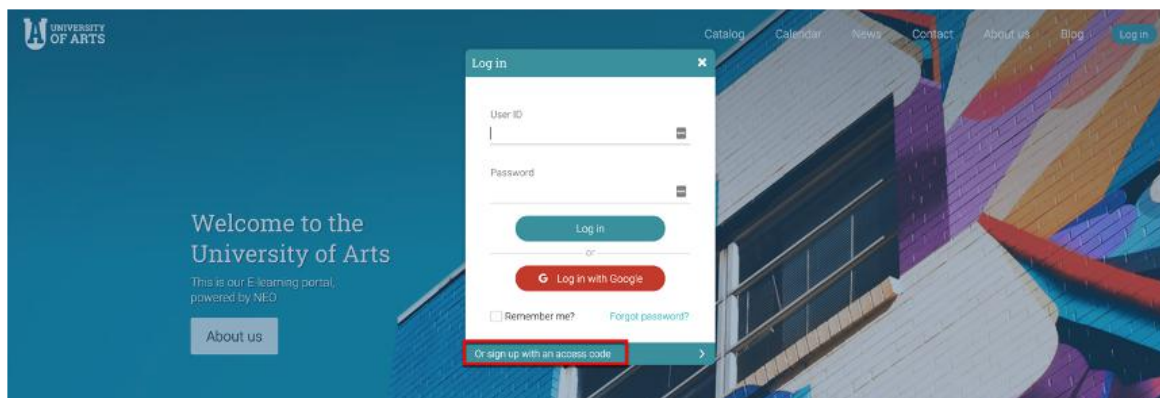
If the school administrator enables sign-up for monitors, they can also create an account on their own using an access code. To create an account, go to the school portal, then click on Log-in and select Sign Up/ Sign up with an access code.
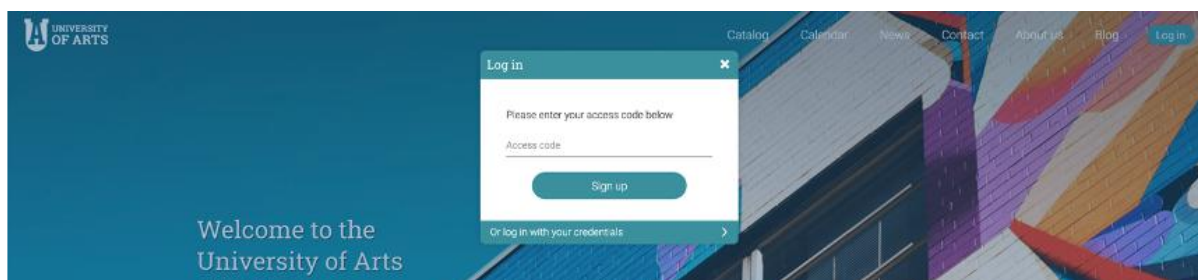

Enter the access code and then fill in your account details.

Navigating the platform

The first thing you will see after logging in as a monitor, is the Monitor Dashboard. On the dashboard, monitors can see widgets of their enrolled classes, and newsfeed. They also have access to the Admin dashboard of the site where they can have an overview of the most important things about the site.
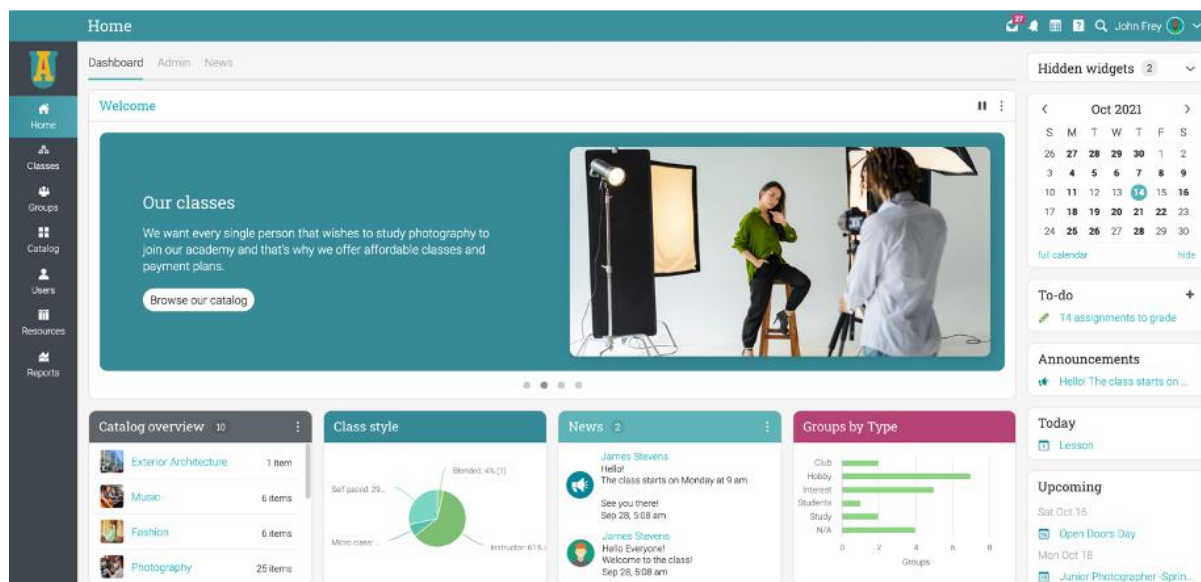
Top right bar

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

Right bar

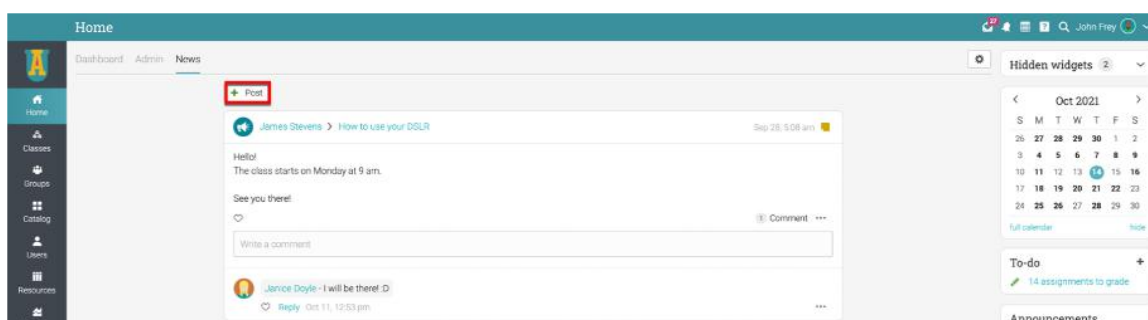In the right bar, you can find the calendar, your to-do list, announcements, and upcoming events. To see more details, click on an item.

Newsfeed

The news feed aggregates items such as announcements, today's events, upcoming events, and your to-do list. When you first open the news feed, it only shows the latest items.
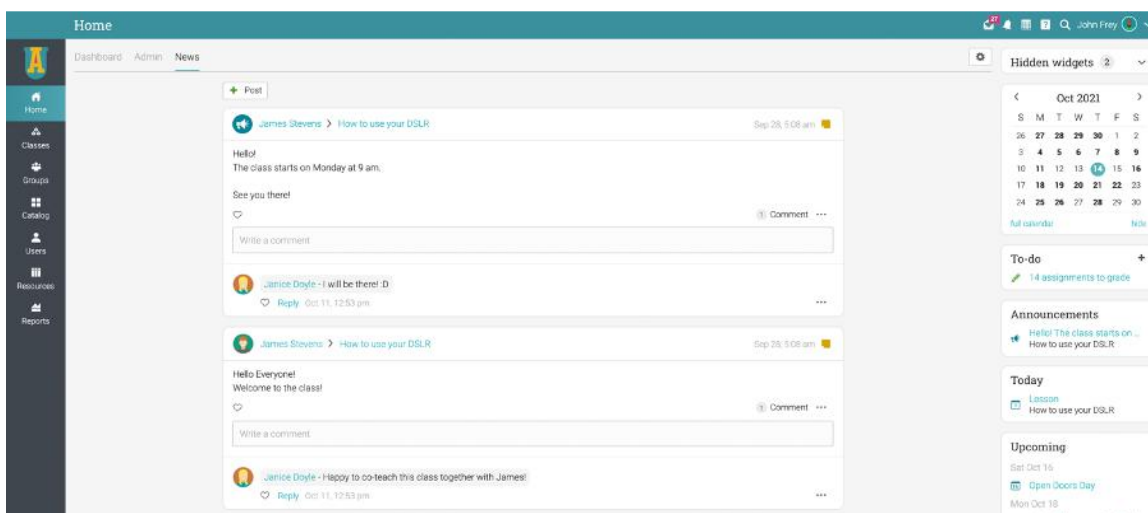
If enabled, monitors have the option of adding news posts.

Left bar

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

Help center

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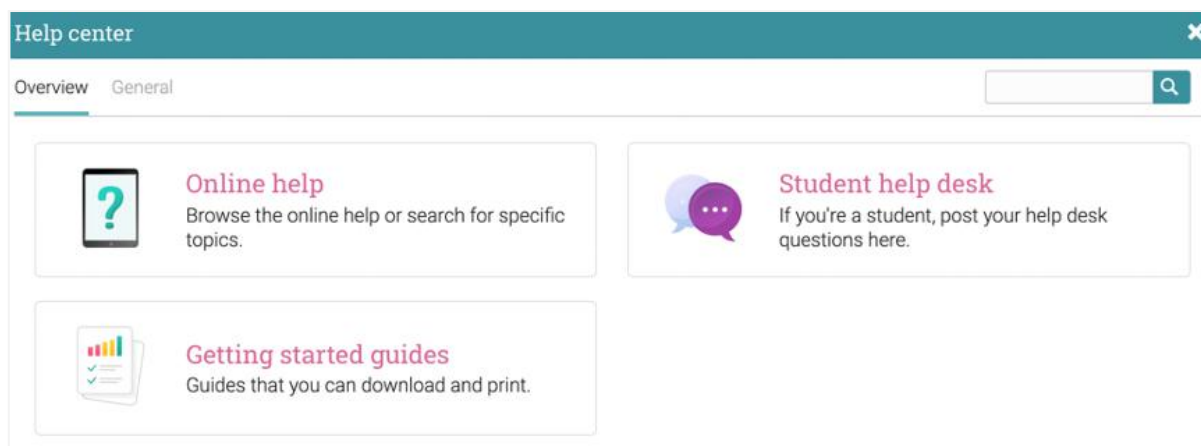
The searchable online help has topics organized by account type, it includes detailed instructions with screenshots for most of them, and because the Help Center is a pop-up, you can browse through the topics without having to leave your current page.
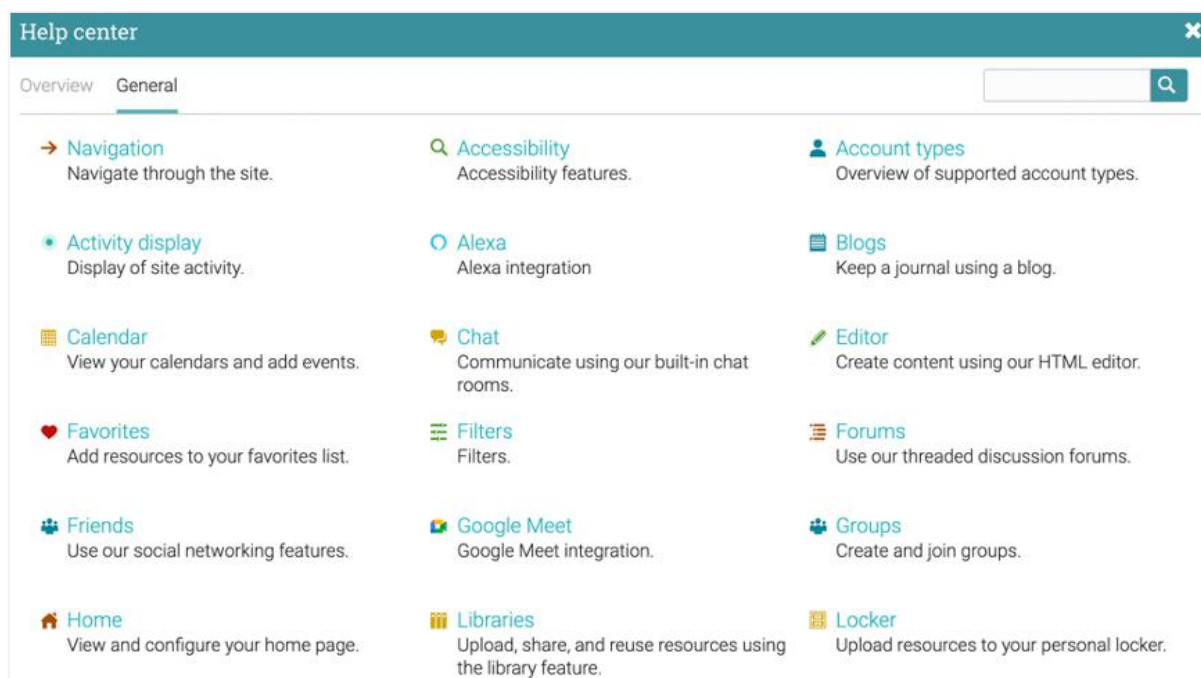
Profile

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

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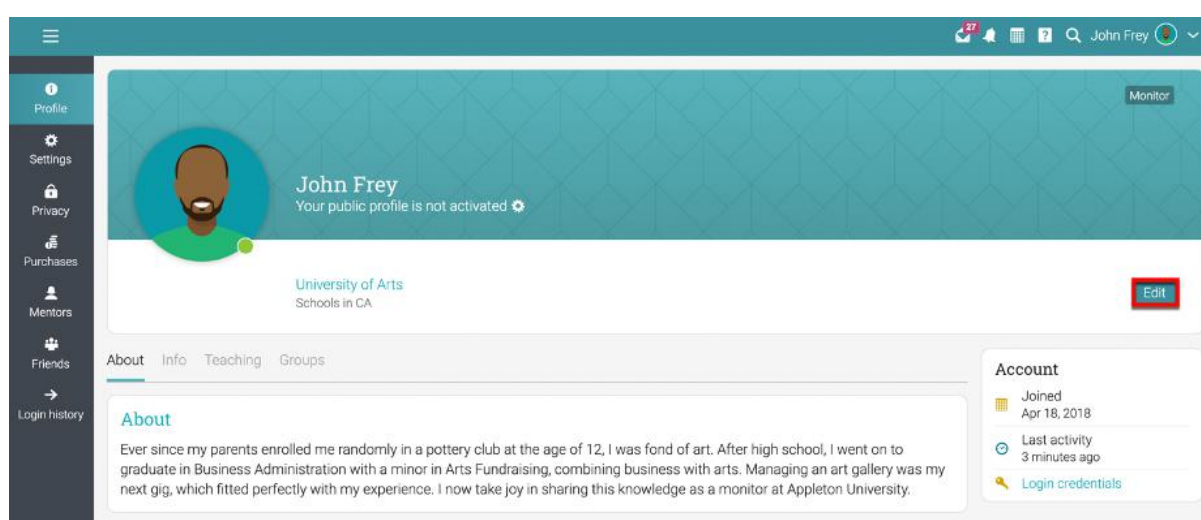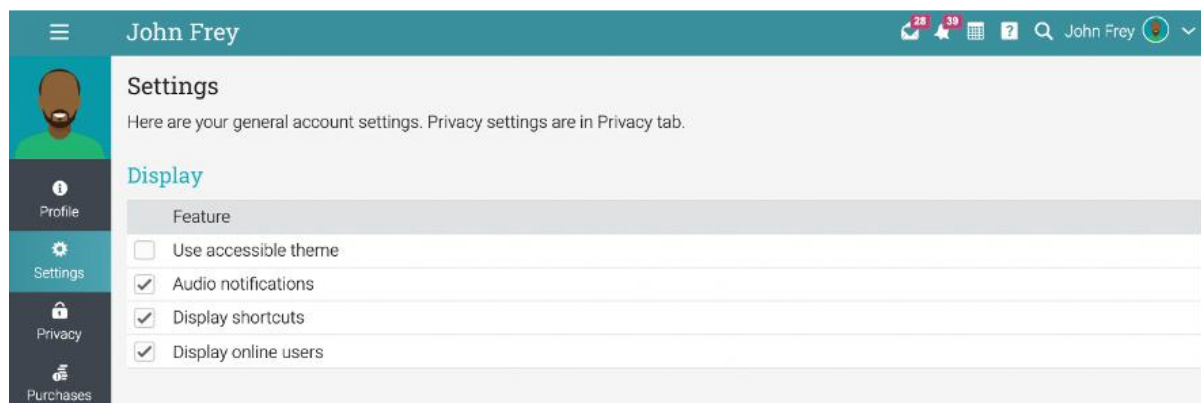

Here you can edit your profile picture, description, password, and account info.
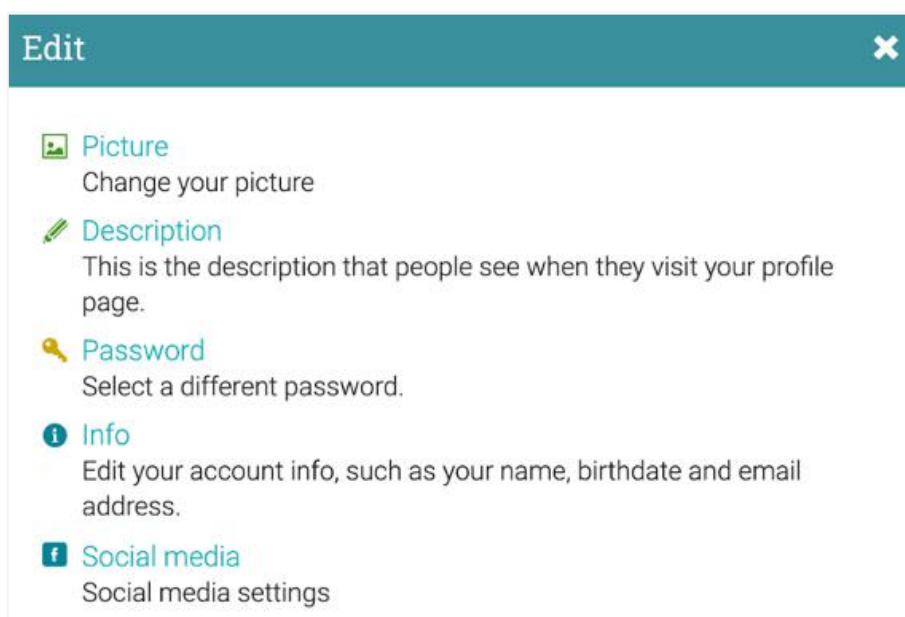
In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. You can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.

Creating reports

You can create reports about many aspects of the platform such as system statistics, class completion, and class enrollments. CYPHER also provides custom reports, which you can configure yourself.
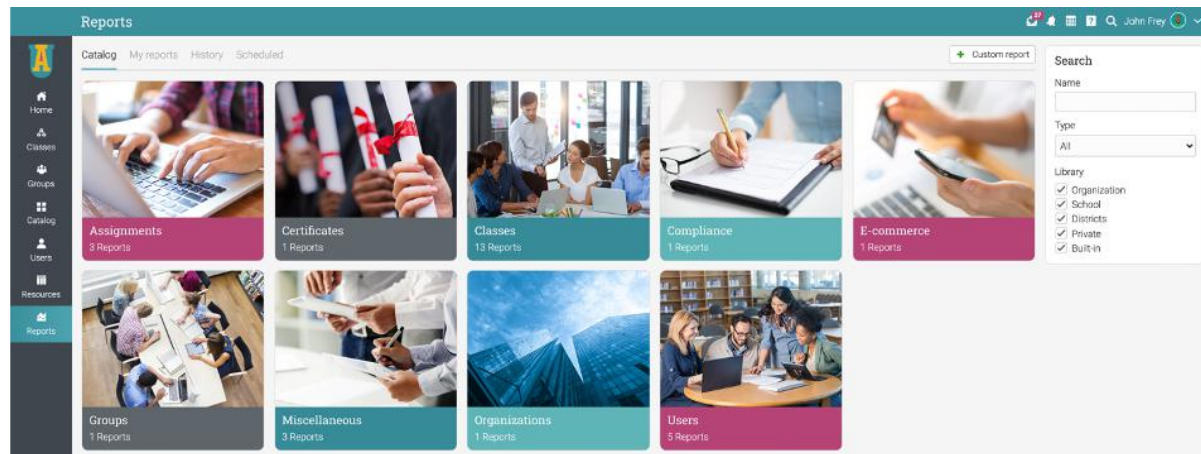
Please note that this feature must be installed first via the App Center. Then go to the Reports menu in the left bar and click Catalog.
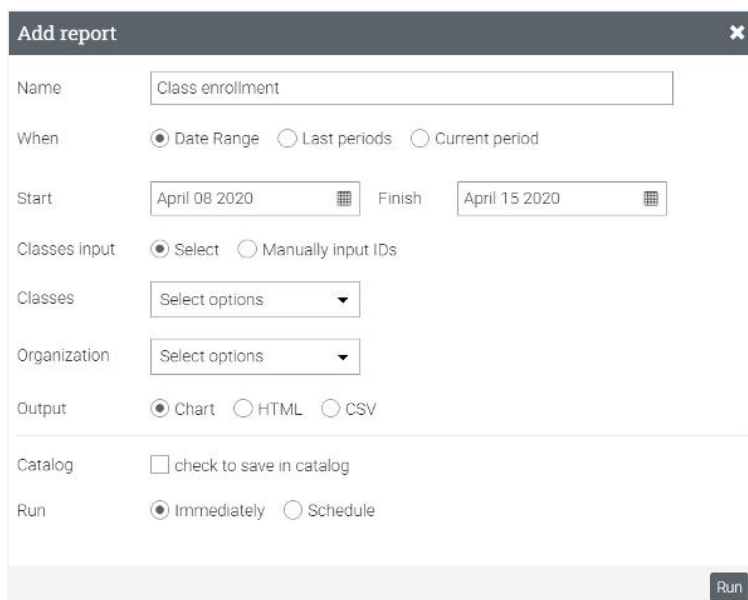
Here are some reports to get you started:

Site statistics

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

Class enrollment

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

Class status

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

Class completion

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

Assignment usage

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

Missing work

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

Terms and conditions

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

Organization statistics

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

Custom reports

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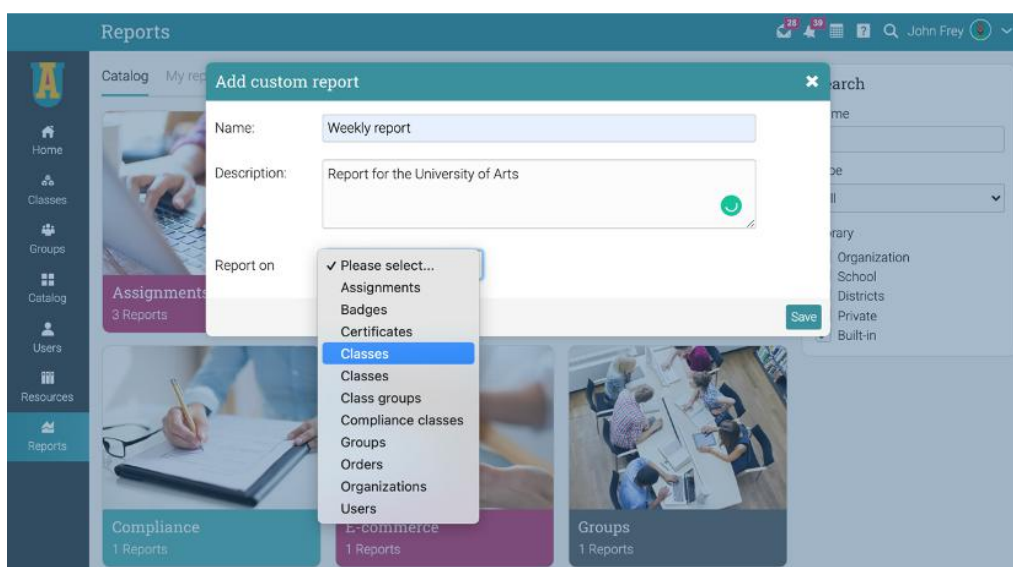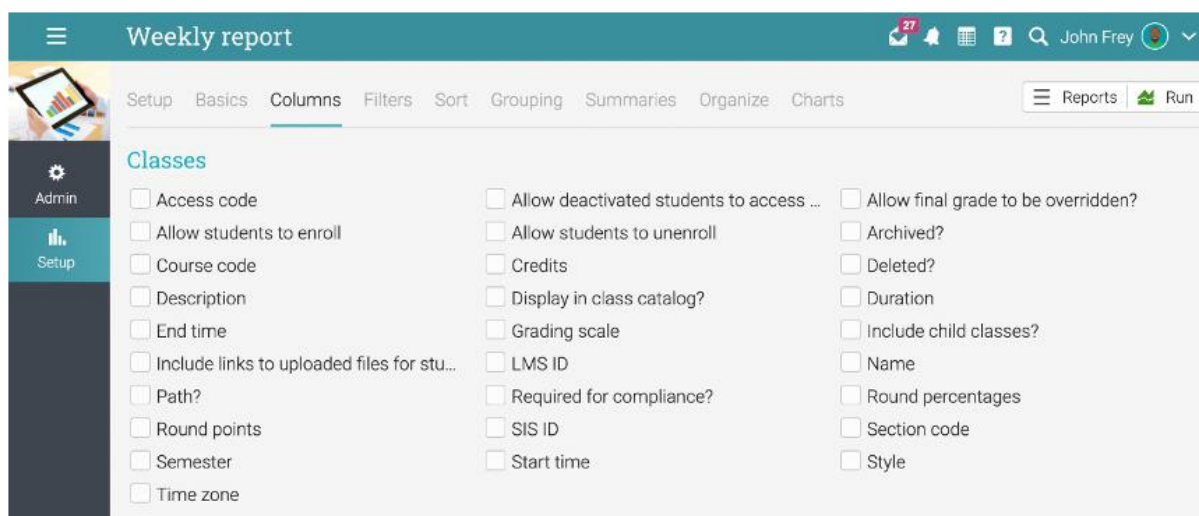

You can also select a variety of fields, use filtering options, sort and group data by different parameters, and choose the chart output.
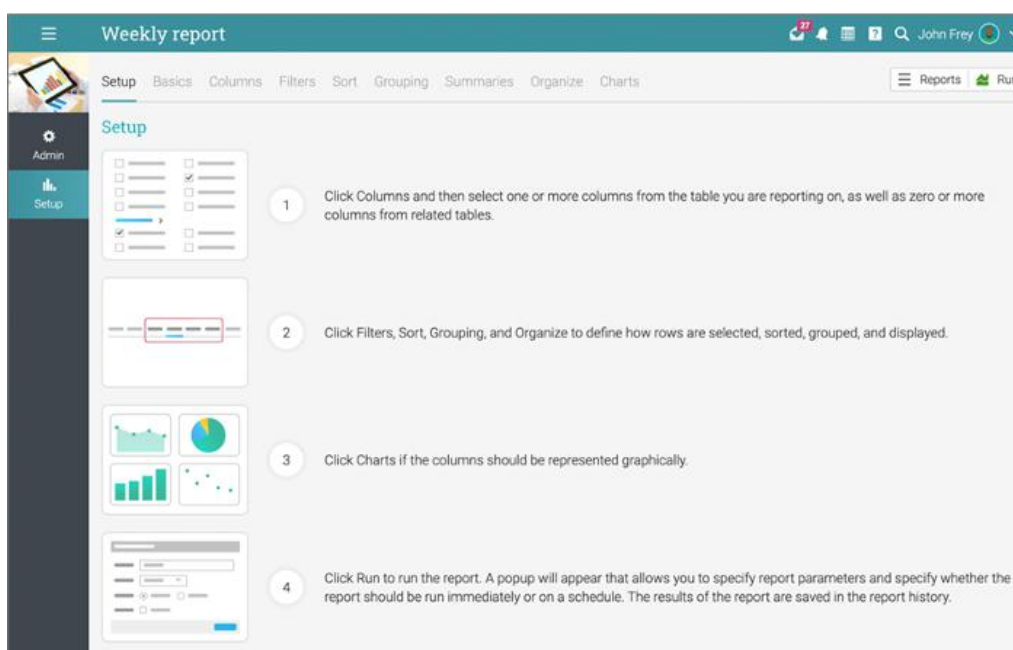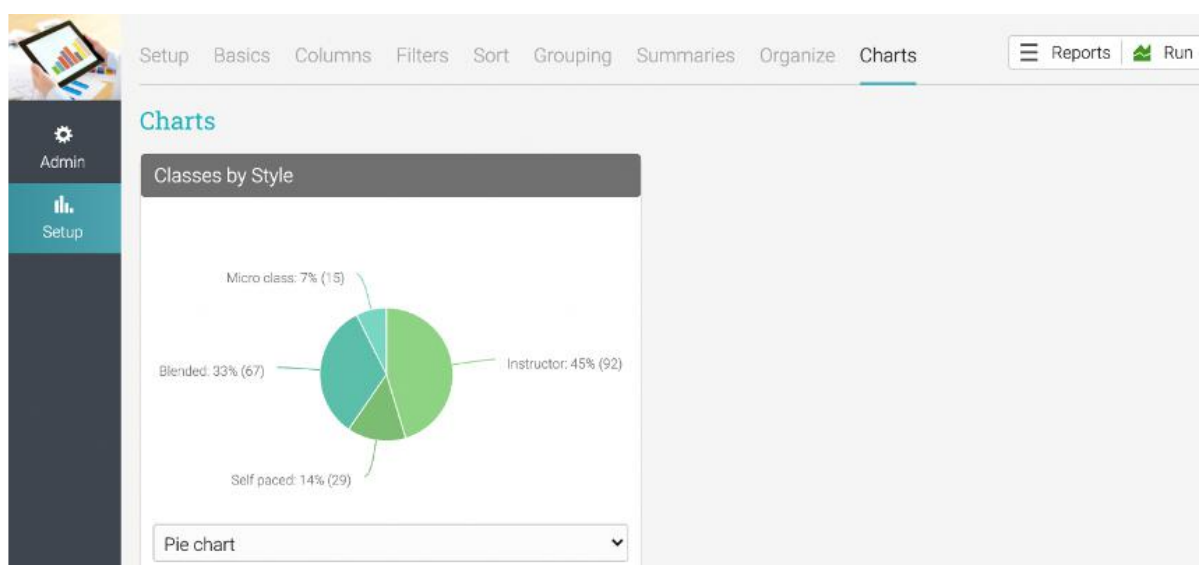
In the Columns tab, you can select which columns you want to report on, including your own custom account fields.

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

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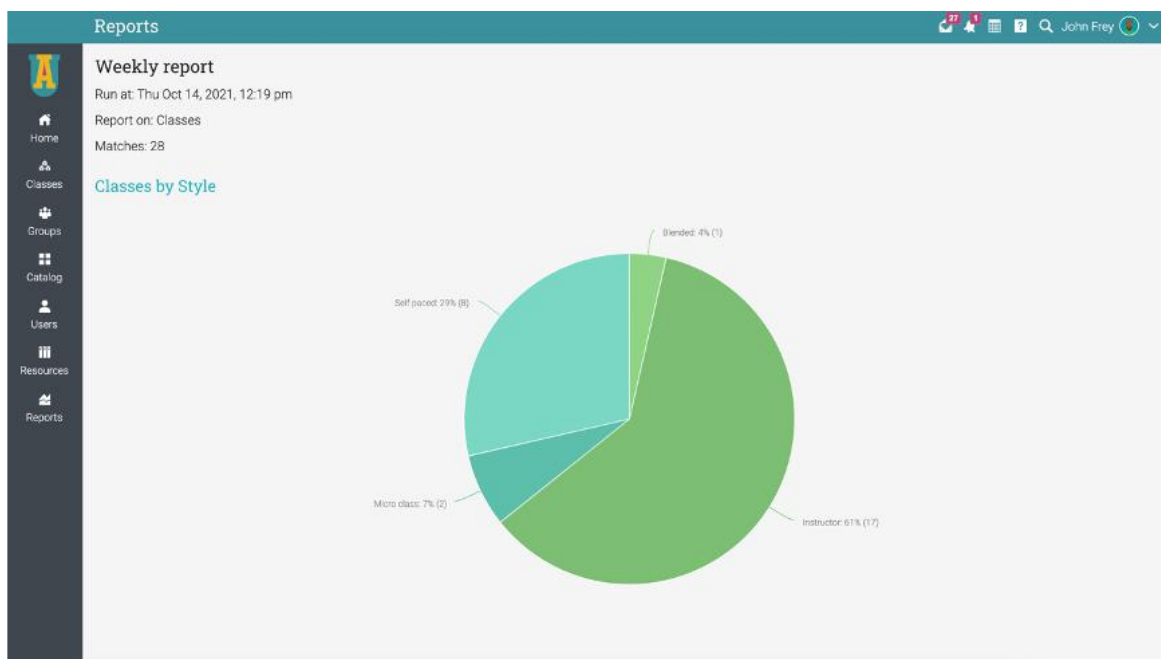

Communicating with users

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.
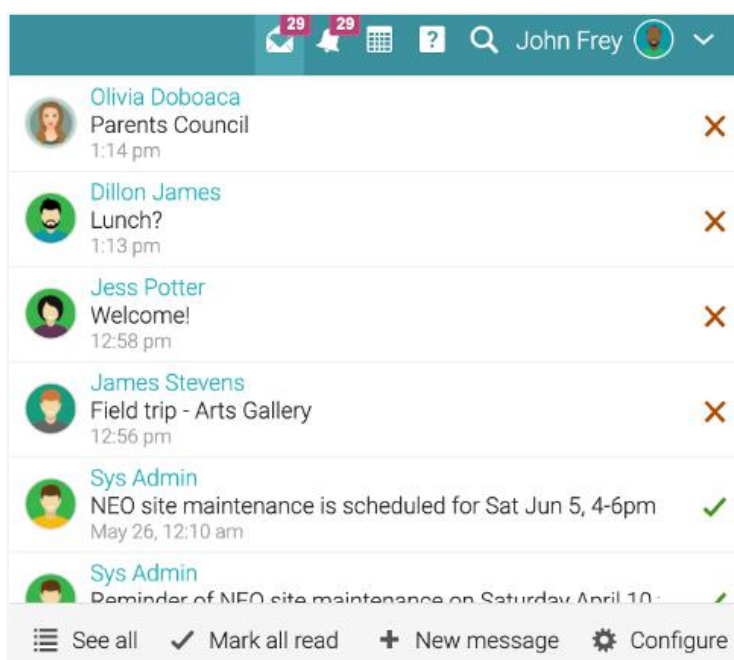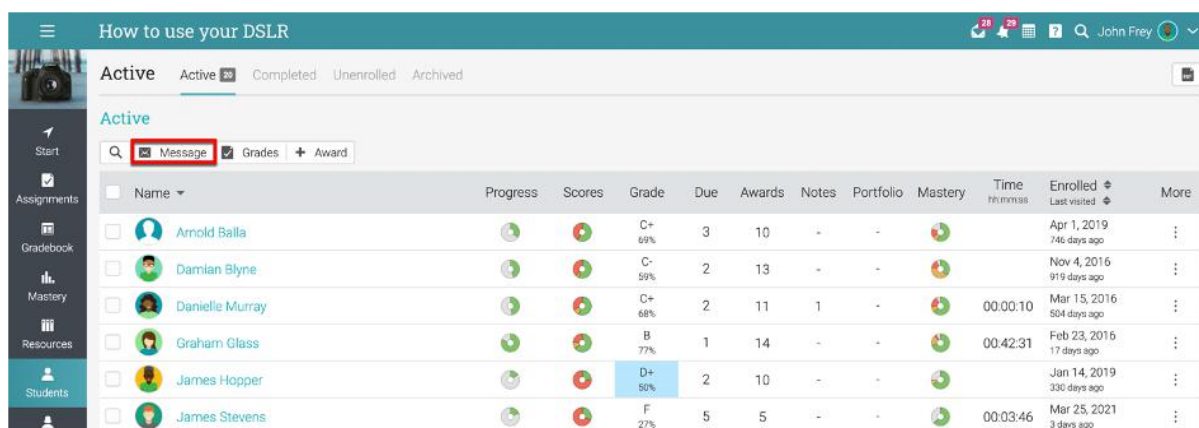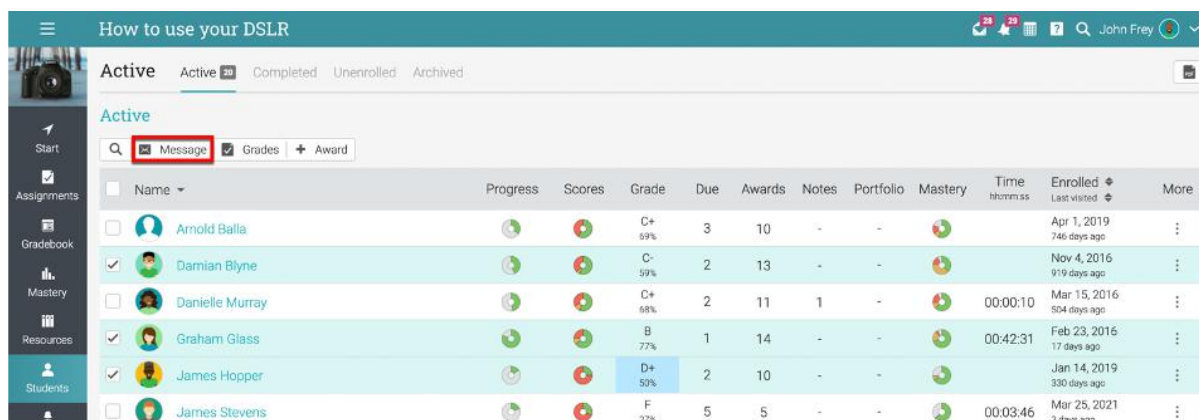
To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.
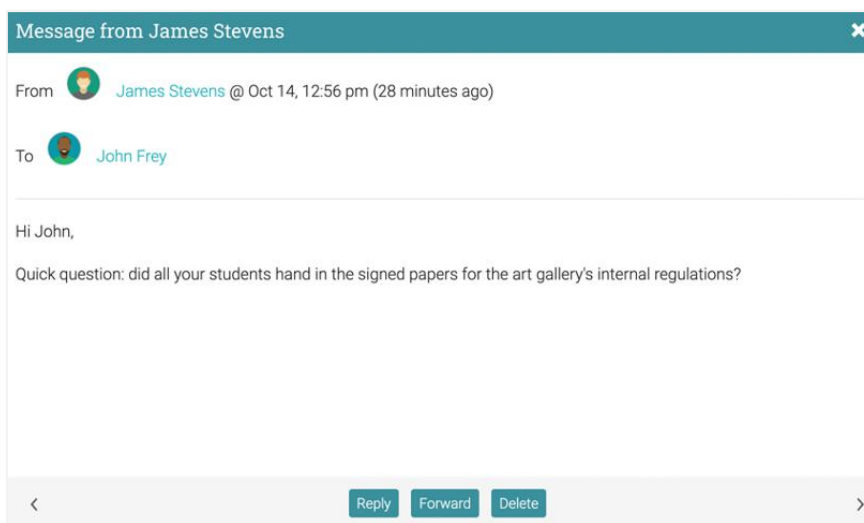
To send a message click Message, then enter your message and click Send.

To send a message to multiple students at once, go to the 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.

You can also add users as friends:

Groups for monitors

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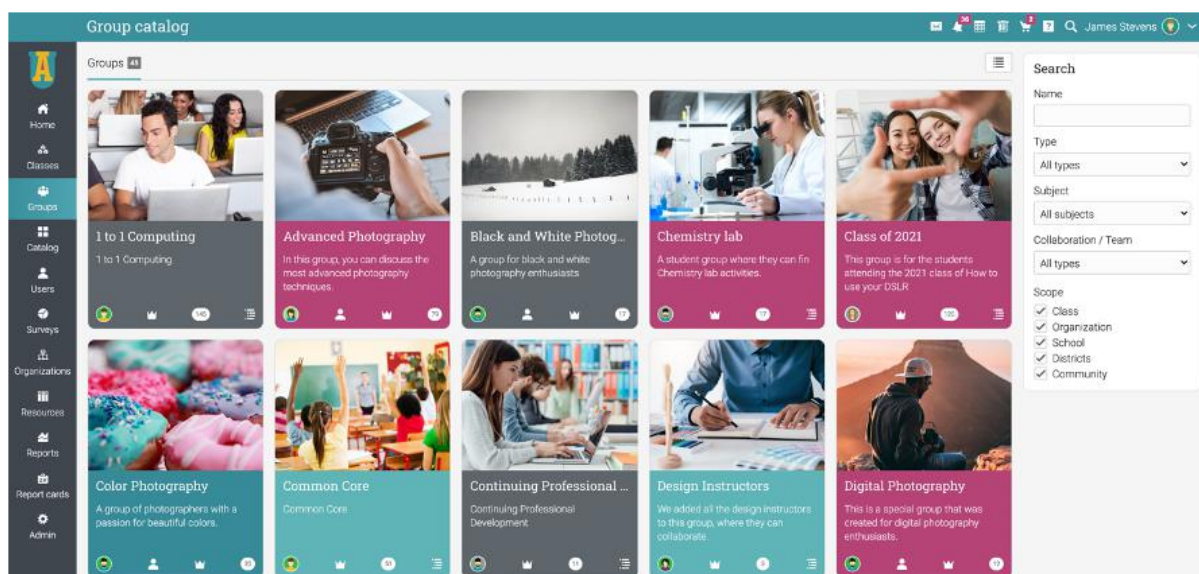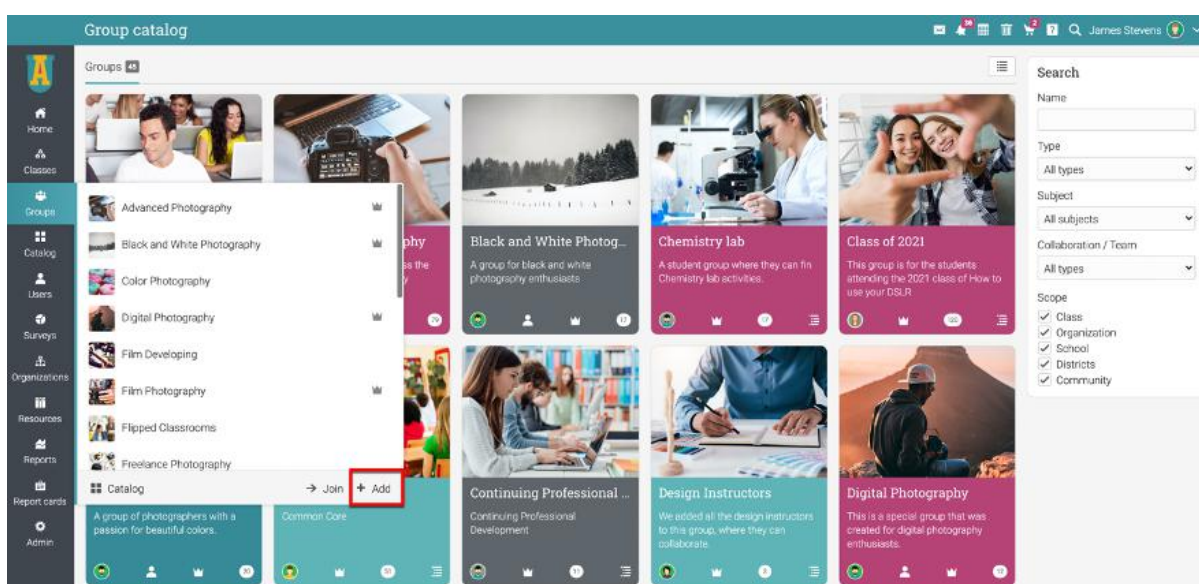

For example, monitors can create an informal group just for students to share ideas, or they can make a team where teachers and administrators are included, and all three parties can interact.

To create a group, click on the Groups tab, Add group. The groups where you're already a member will show up with a crown icon in front of them.

Classes for monitors

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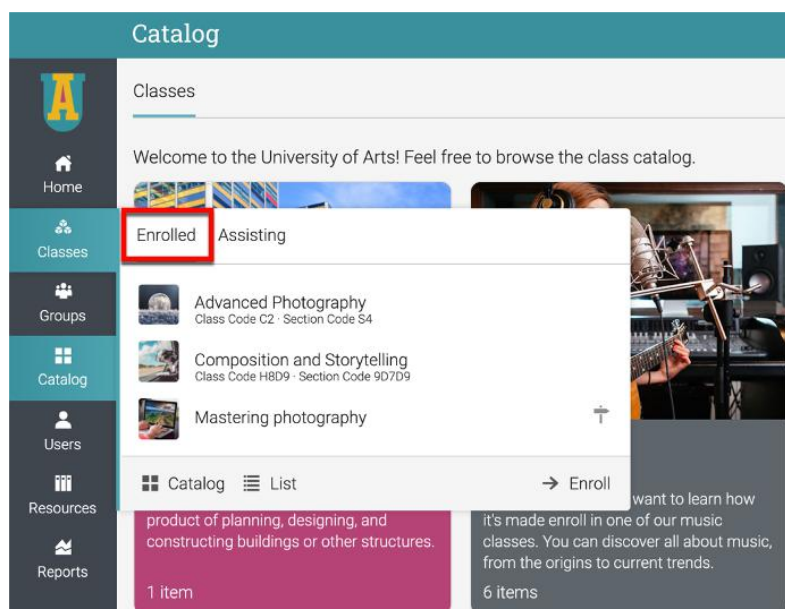
For example, monitors can do a micro class with tips on supporting their mentees during exam times or a class on learning how to work with students to improve their grades. If a monitor is enrolled in a class, it will show up on their Dashboard under the Enrolled tab.

Summary

The Getting Started Guide for Monitors provided the essential information that monitors need when they first start using CYPHER. The topics covered were navigating in CYPHER, accessing mentee's information, using the Help Center, adding groups, and classes for monitors.

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

www.cypherlearning.com