

CYPHER for academia

Guide for parents





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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 Parents (this guide) explains topics such as: accessing the parent account, accessing children's information, and how to navigate the platform.

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

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

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

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

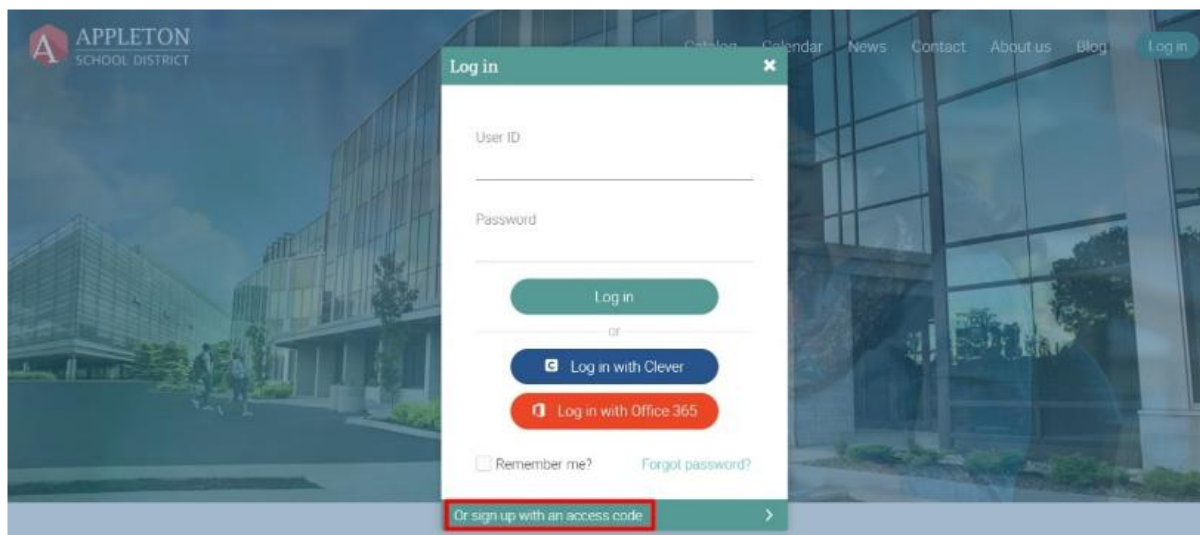
Getting started guide for Monitors explains topics such as: creating your monitor account, enrolling into classes and creating groups.

Getting started guide for Mentors explains topics such as: creating your mentor account, enrolling into classes, creating groups, and how to navigate the platform.

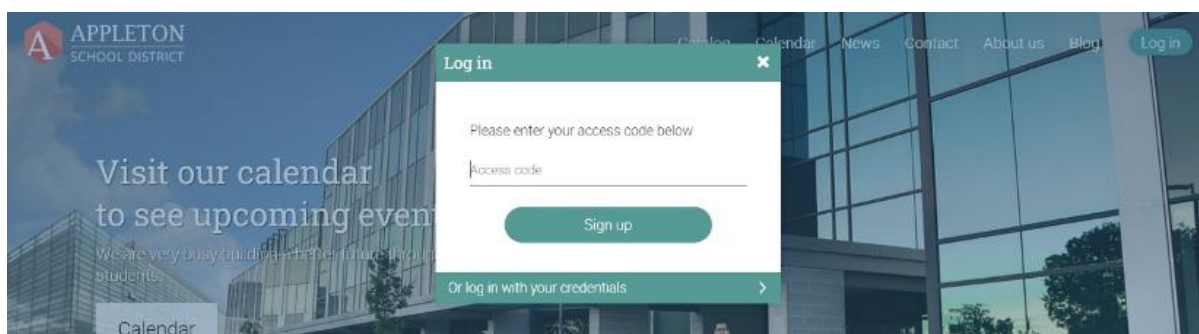
This guide covers the most common steps parents go through when they start using CYPHER. Please consult the table of contents if you want to find a specific topic. If you have any additional questions or want to explore more of the platform's features, please browse the Help Center or visit our support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

Creating your account

Parent accounts are usually created by the school administrator. In that case, you will receive the log-in details via email.



If the school administrator enables sign-up for parents, they can also create an account on their own using an access code. To create an account, go to the school portal, then click on Log-in and select Sign Up/ Sign up with an access code.





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

The screenshot shows the 'Sign up' page for Appleton School District. At the top, there is a navigation bar with links for Catalog, Calendar, News, Contact, About us, Blog, and a Log in button. The main heading is 'Sign up' with a sub-instruction: 'To finish joining, enter your details and click Submit.' The form is divided into sections: 'Name' with fields for First name and Last name; 'Log in' with fields for User ID, Password, and Confirm password; 'Basics' with a dropdown for Organization (set to Appleton School District) and a Birthdate field; and 'Contact' with fields for Email (optional) and Confirm email. A Submit button is at the bottom.

Navigating the platform

The first thing you will see after logging in as a parent, is the Parent Dashboard. On the dashboard, parents can see tiles with their children and their details. Parents can access their children's profiles by clicking on the appropriate tiles on the Dashboard. School administrators are usually responsible for linking parent accounts with student accounts.

The screenshot shows the Parent Dashboard for Appleton School District. The user is logged in as Miranda Johnson. The dashboard has a sidebar with navigation options: Home, Users, Resources, Children, Katie Johnson, and Sally Johnson. The main content area is titled 'Children' and shows two child profile tiles. The first tile, for Katie Johnson, is highlighted with a red border. The second tile is for Sally Johnson. To the right, there is a calendar for October 2020 and a 'To-do' list with items: '1 assignments due', 'Parents' meeting Wednesday', and 'Check Katie's chemistry grades'.

Top right bar

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



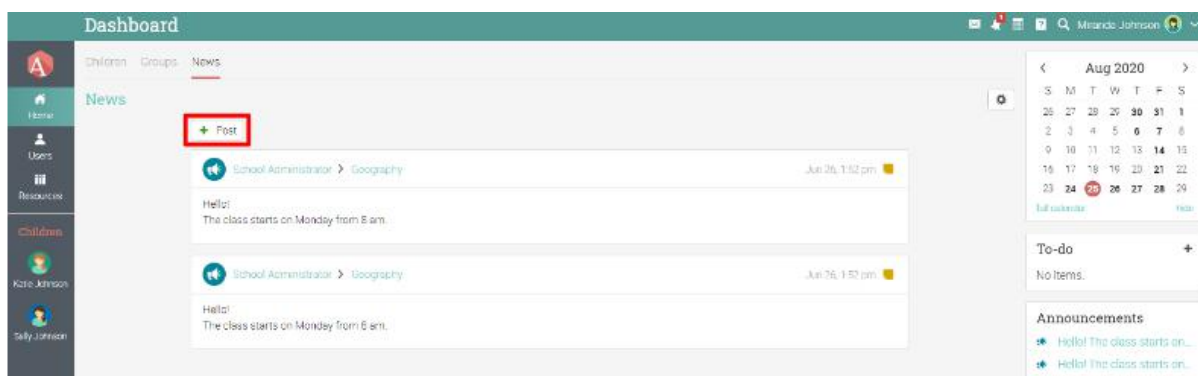
Right bar

In the right bar, you can find the calendar, your to-do list, online users, announcements, upcoming events, and a list of any minimized windows. To see more details, click on an item.

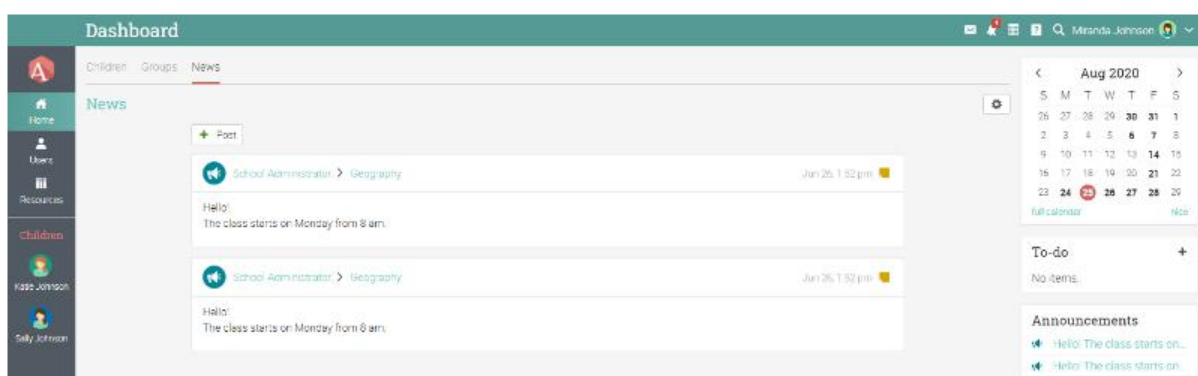
A vertical sidebar with a light gray background. It contains several sections: 1. A calendar for October 2020 with days of the week (S, M, T, W, T, F, S) and dates. The 26th is highlighted in red. Below the calendar are links for 'full calendar' and 'hide'. 2. A 'To-do' section with a plus sign icon, showing '1 assignments due' with a green checkmark, and two tasks: 'Parents' meeting Wednesday' and 'Check Katie's chemistry grades'. 3. An 'Announcements' section with two identical entries: 'Hello! The class starts on...'. 4. An 'Upcoming' section listing dates and events: 'Fri Oct 30' with 'APPLETON Project Due', 'Sun Nov 1' with 'Mid-term grades due', and 'Mon Nov 2' with 'Open doors days'. 5. A 'Minimized' section with one entry: 'Welcome' with a yellow double-checkmark icon.

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.

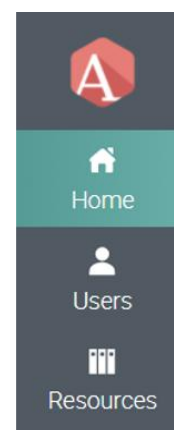


If enabled, parents have the option of adding announcements to the news feed. You can do so by clicking on the Post button.



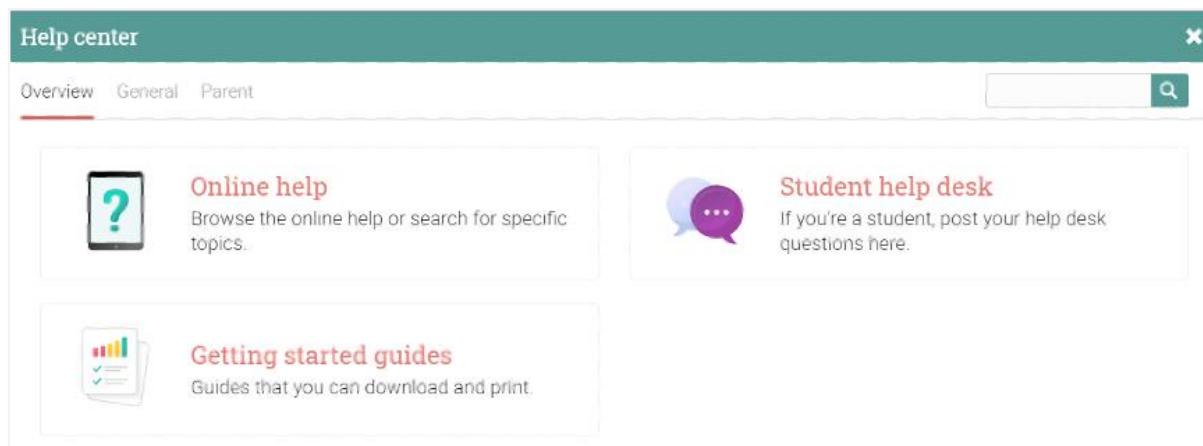
Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site: home, users, resources.

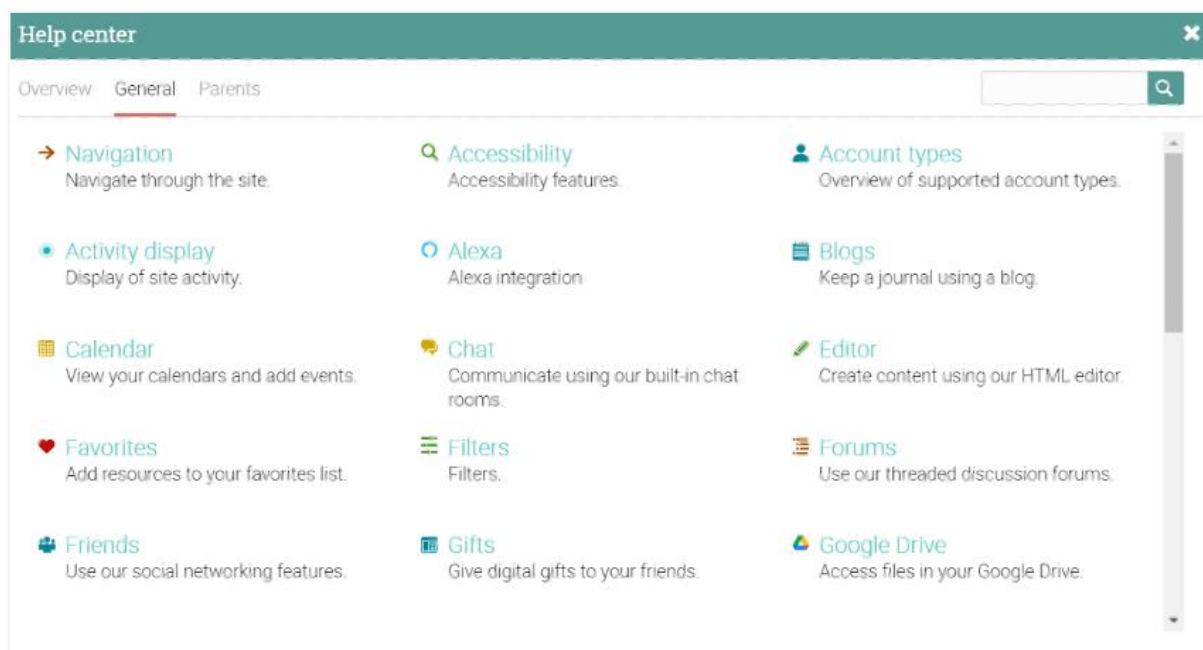


Help center

We don't want you to encounter difficulties when first using the site. Access our Help Center by clicking the icon in the top right bar. A pop-up box will open with options for choosing the searchable online help and getting started guides.

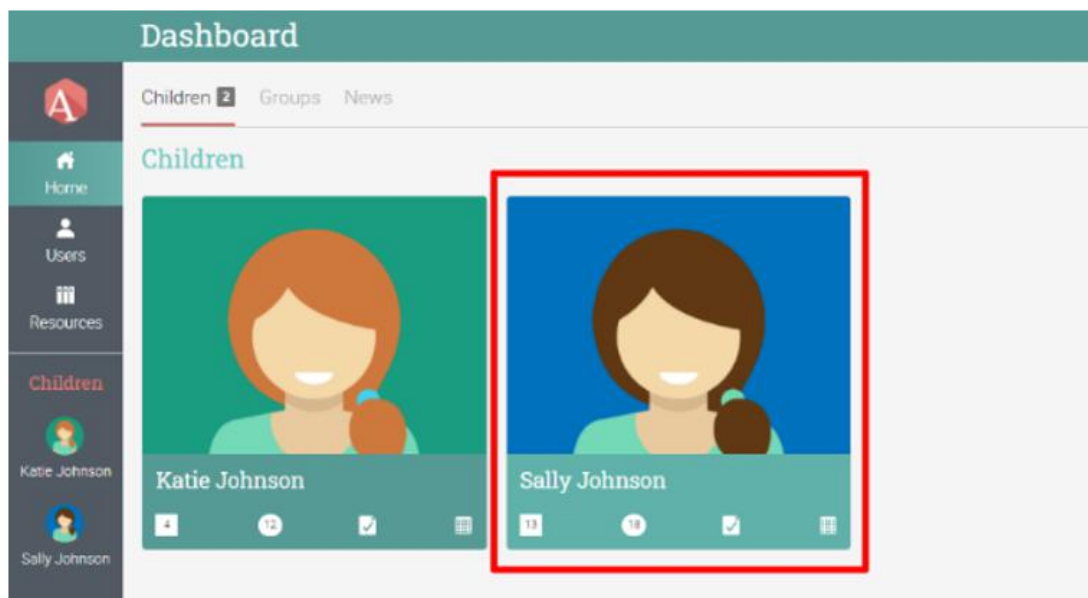


The searchable online help has topics organized by account type, it includes detailed instructions with screenshots for most of them, and because the Help Center is a pop-up, you can browse through the topics without having to leave your current page.

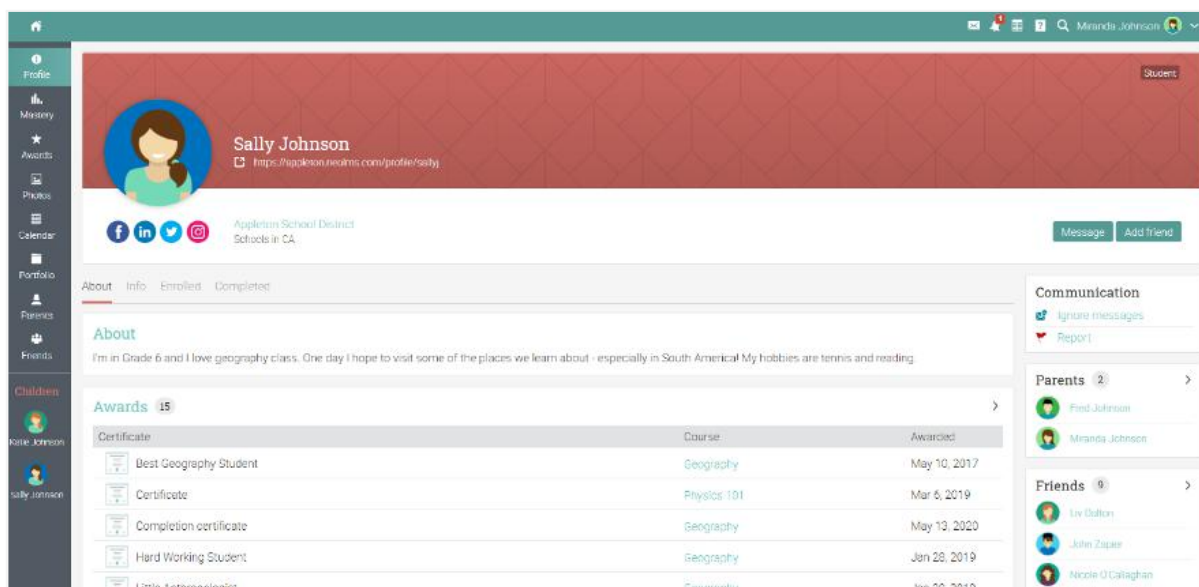


Accessing children information

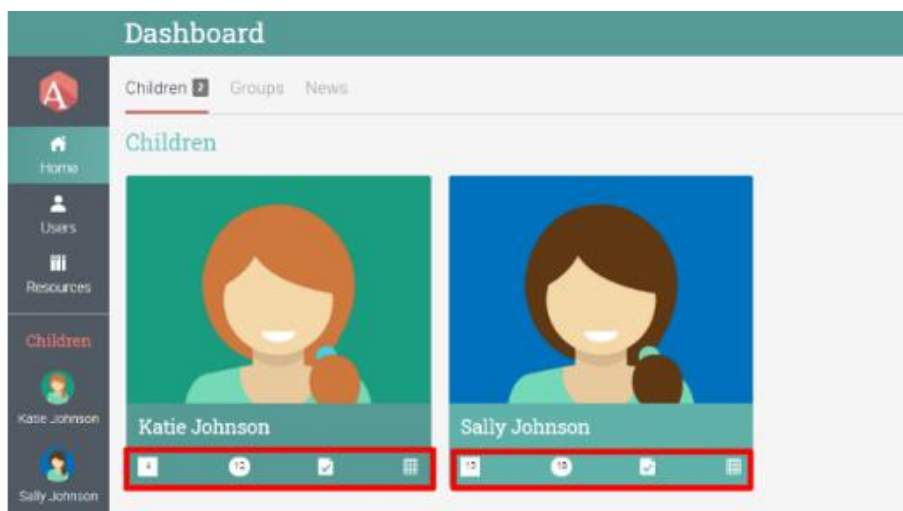
Parents can access their children's profiles by clicking on the appropriate tiles on the Dashboard.







On the children's profile page, parents can see detailed information about their awards, classes, groups, friends, and more.



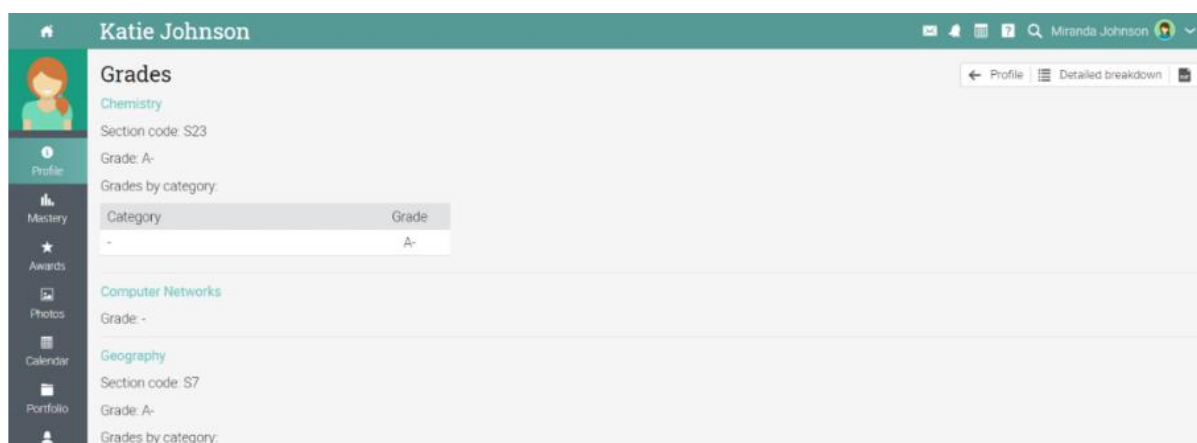
Parents can click on the small icons for each child tile to get instant access to their children's classes, groups, grades, and calendars:



-  This icon displays the number of groups the student is enrolled in;
-  This icon provides access to the child's grade report;
-  This icon provides access to the child's calendar;
-  This icon displays the number of classes the student is enrolled in.

Accessing your child's grade report

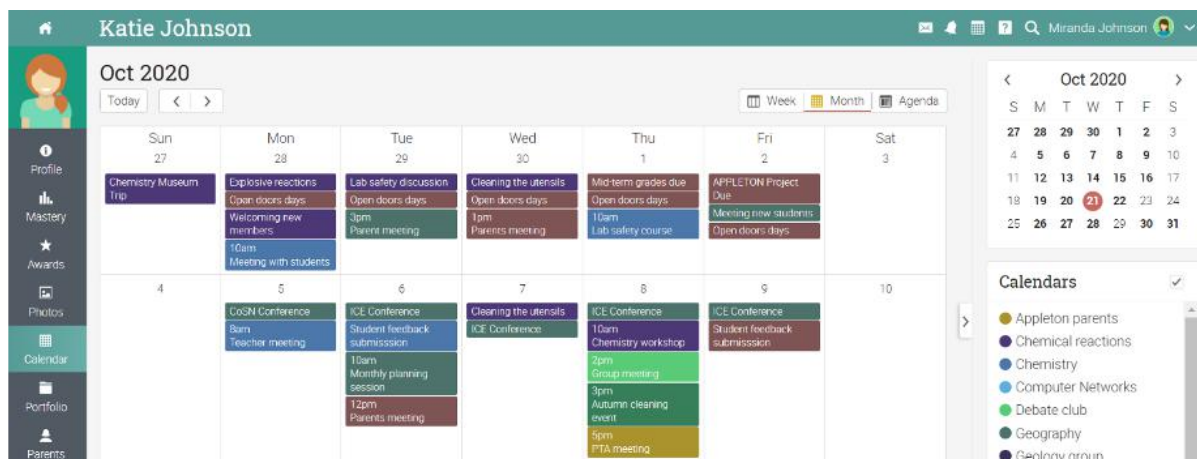
By clicking the grade report icon, parents can quickly access their children's grades. A new tab will open, displaying an overview of your child's grades for each class he/she is attending.





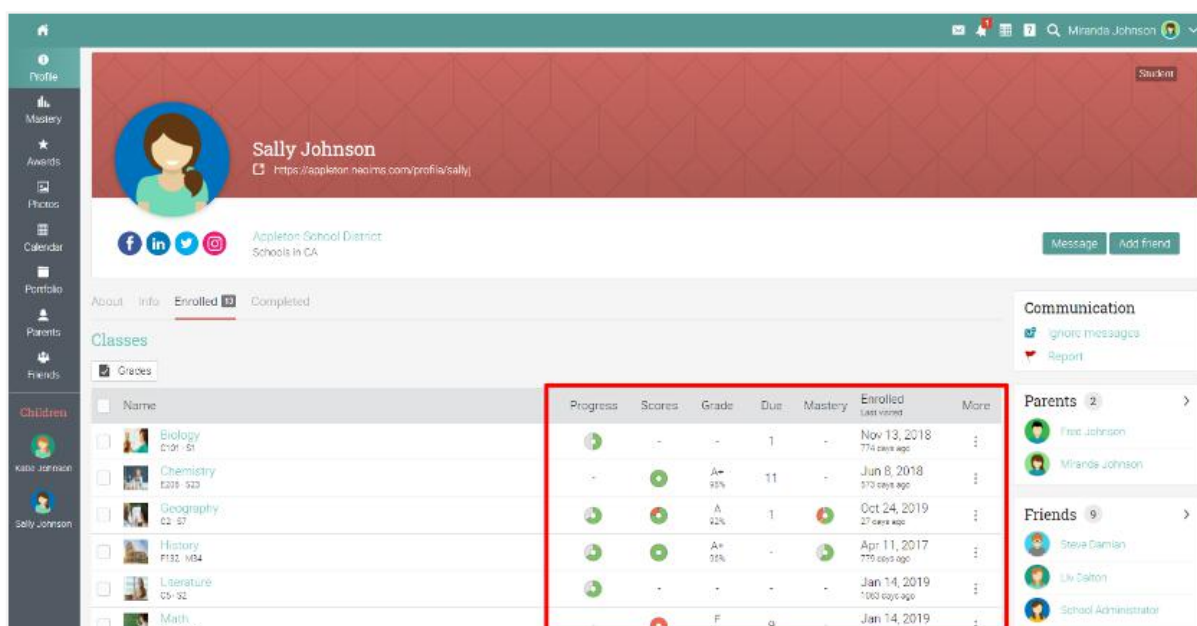
Accessing your child's calendar

By clicking the calendar icon, parents can quickly access their children's calendar. A new tab will open, displaying the calendar with all the classes and activities your children are attending



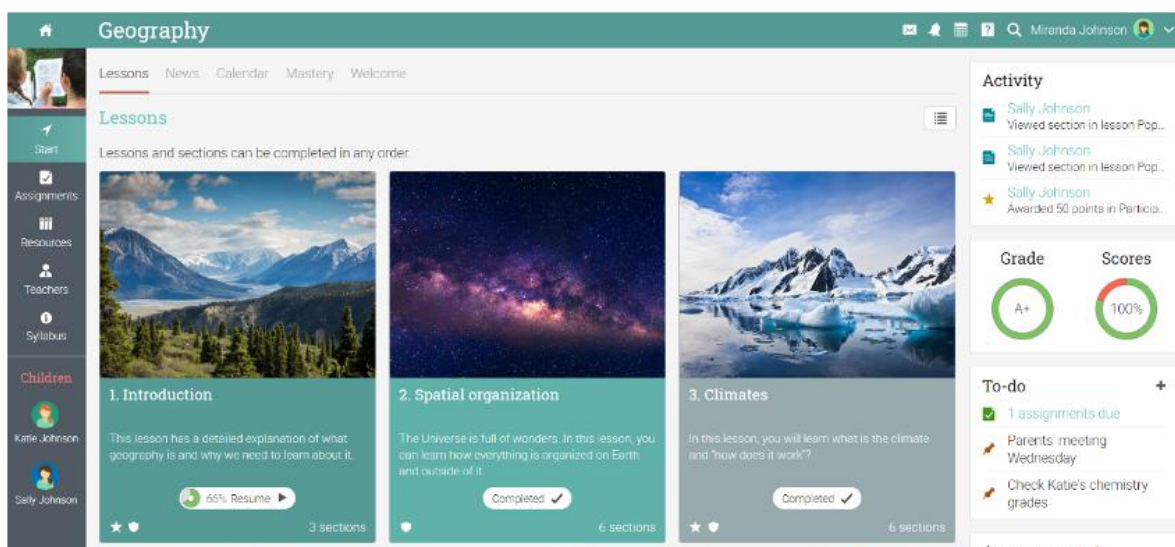
Viewing classes

From the student profile, you can see in the Enrolled tab all the classes your child has been enrolled in. The school can decide what level of detail you can see about your child's classes, including its lessons, assignments, mastery, and grades.



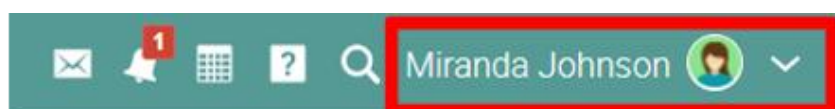


If parents click on the link of a class, they can see more details such as the children's progress in each lesson, assignments and submissions, attendance, mastery, and more.

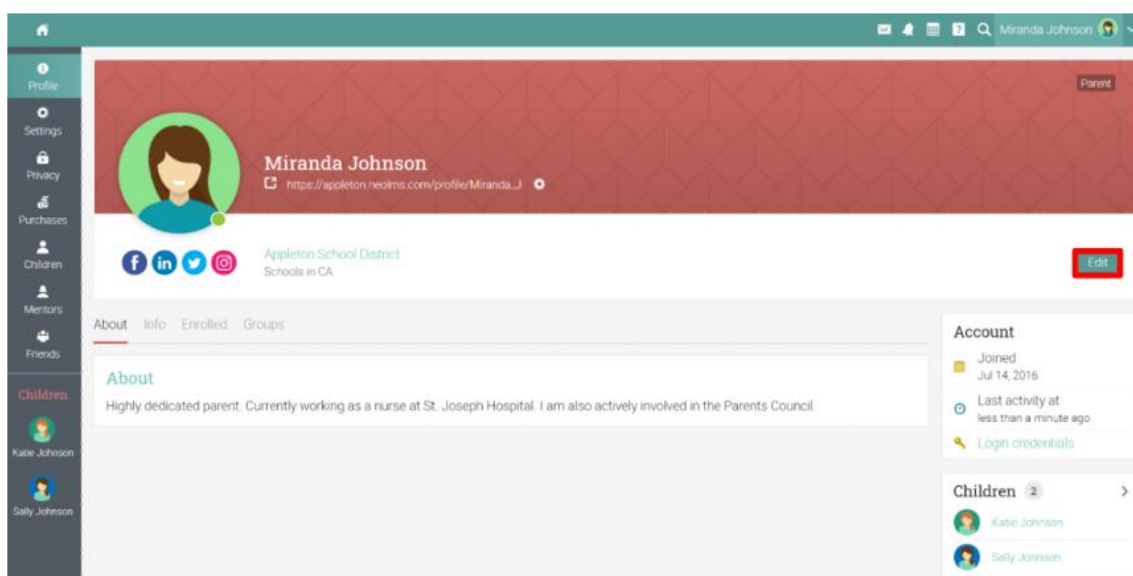


Profile

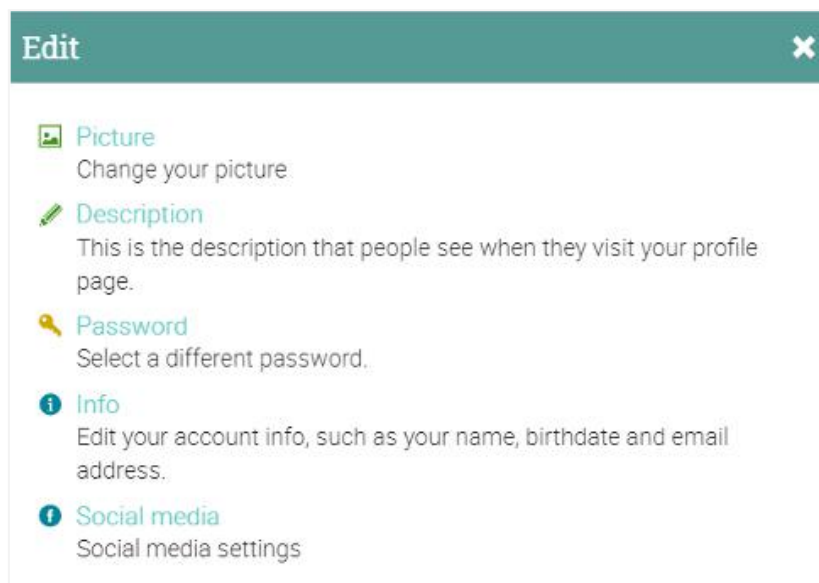
Your profile page contains your basic information, account details, friends, photos, awards, and more. You can access your profile by clicking the icon in the top right bar.



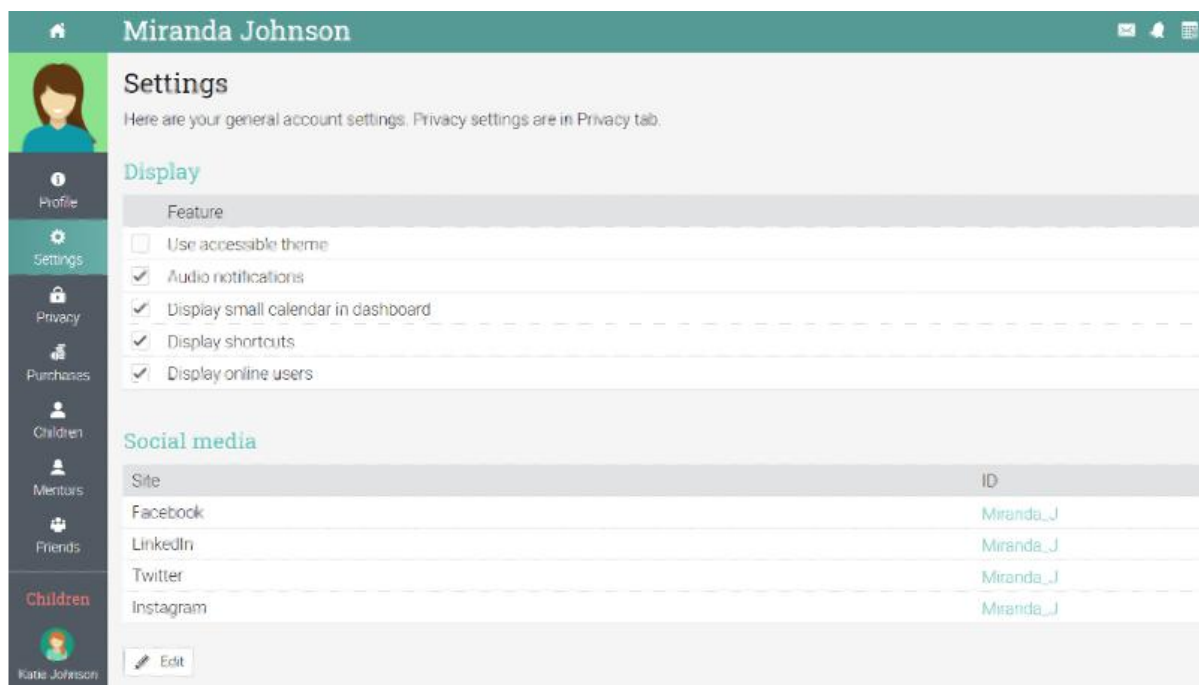
You will first see the About tab. Which displays details such as your name and a short description. To edit your profile, click on the Edit button.



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

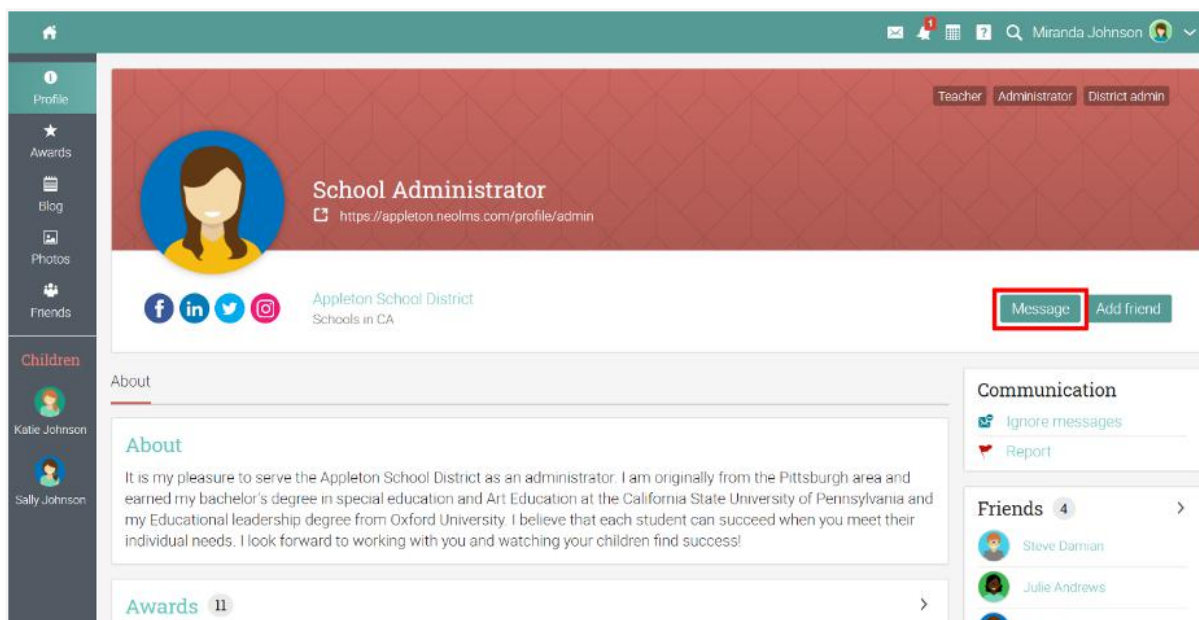


In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. You can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.

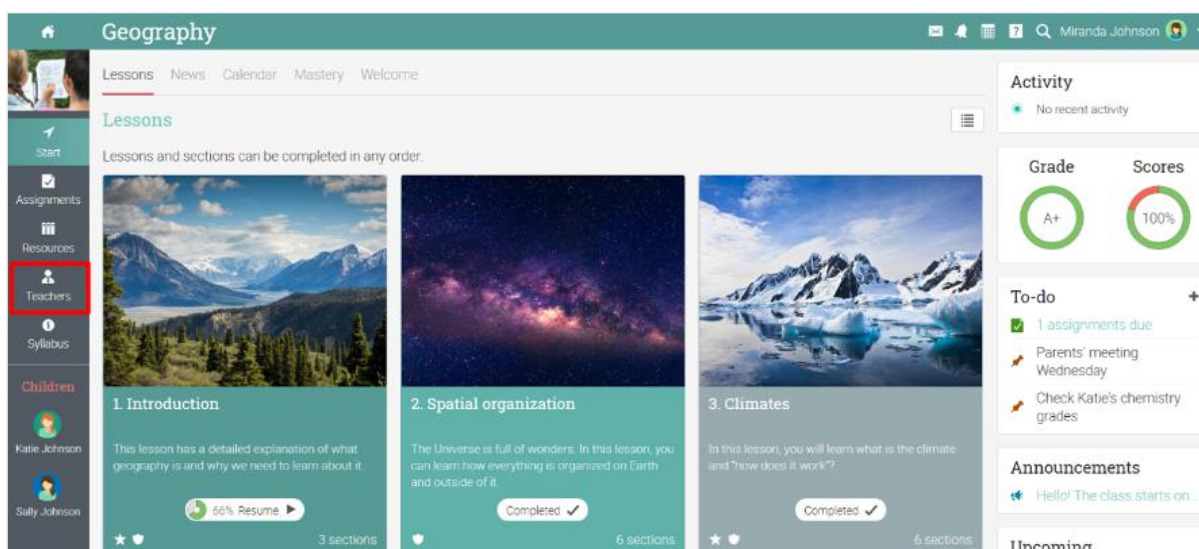


Contacting staff

To contact an administrator, click Users/Administrators, select the administrator, then click Message to send them a message.

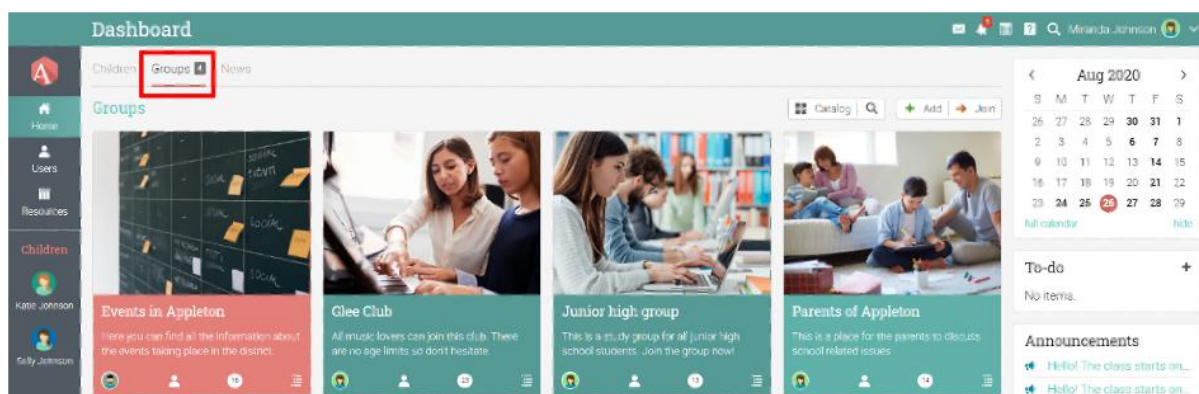


To contact a teacher, go to your child profile and first, select the class he/she is attending from the Enrolled tab, then click from the left bar the teachers section, select which teacher you'd like to contact then click Message to send them a message.



Groups for parents

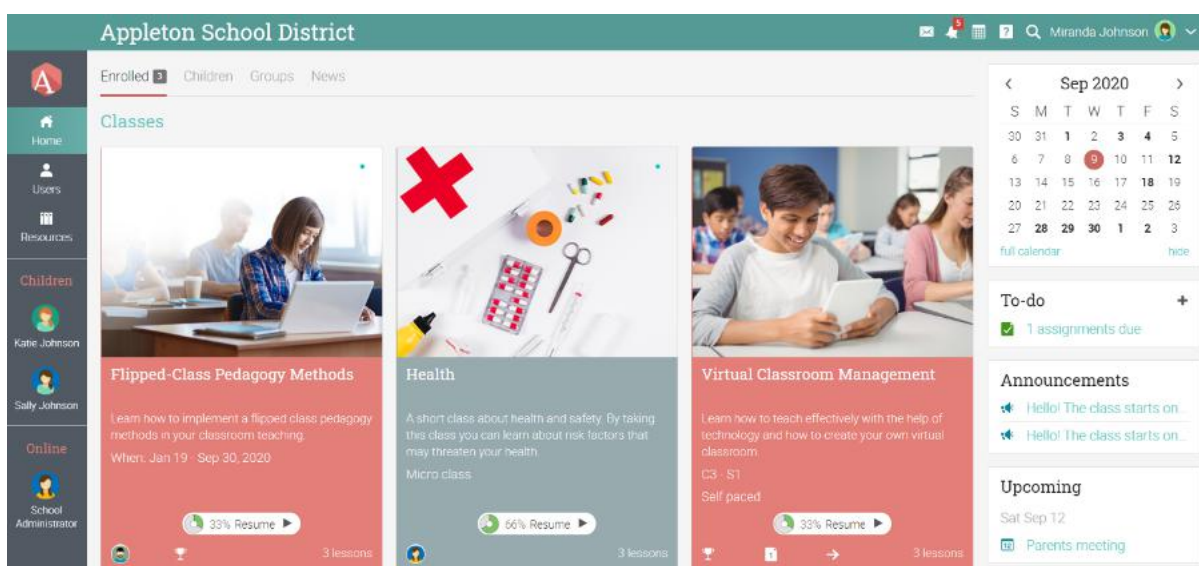
Site admins and teachers can get parents more engaged in school activities by building a group for them within the LMS to connect with fellow parents and faculty members.



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

Classes for parents

School administrators and teachers can create specific classes for parents and add them as learners.



For example, parents can do a micro class with tips on supporting their children during exam times or a class on learning how to work with children to improve their grades. If a parent is enrolled in a class, it will show up on their Dashboard under the Enrolled tab.



Summary

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

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

www.cypherlearning.com