

# CYPHER for academia

## Guide for students





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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 Students** (this guide) explains topics such as: enrolling in classes, submitting assignments and communicating with teachers.

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

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

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

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

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

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

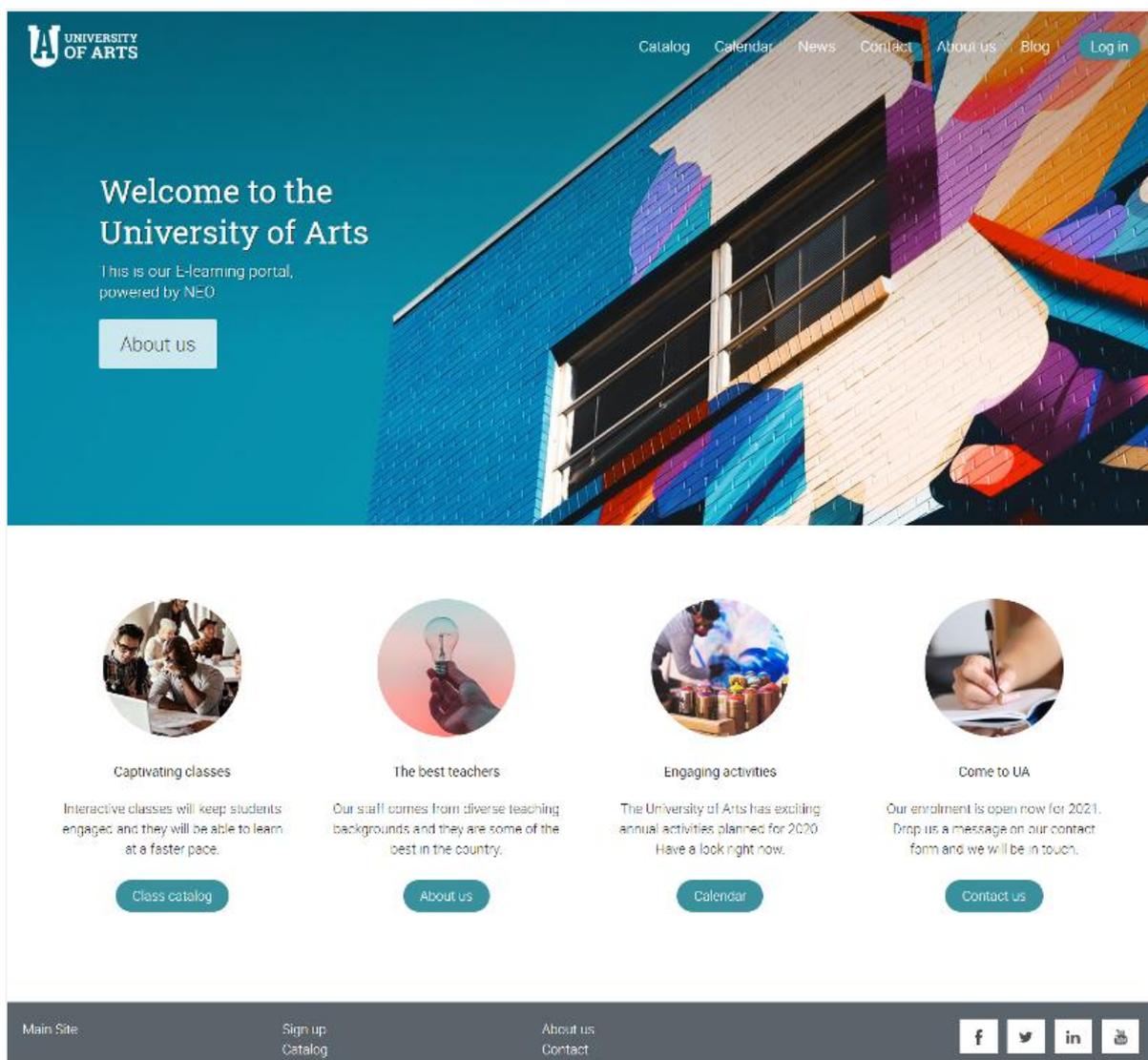
This guide covers the most common steps students go through when they start using CYPHER. Please consult the table of contents if you want to find a specific topic. If you have any additional questions or want to explore more of the platform's features, please browse the Help Center or visit our support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



## Creating an account

The school portal is the place where you can find the class catalog with a preview of the available classes, a news area, the school calendar, and more.

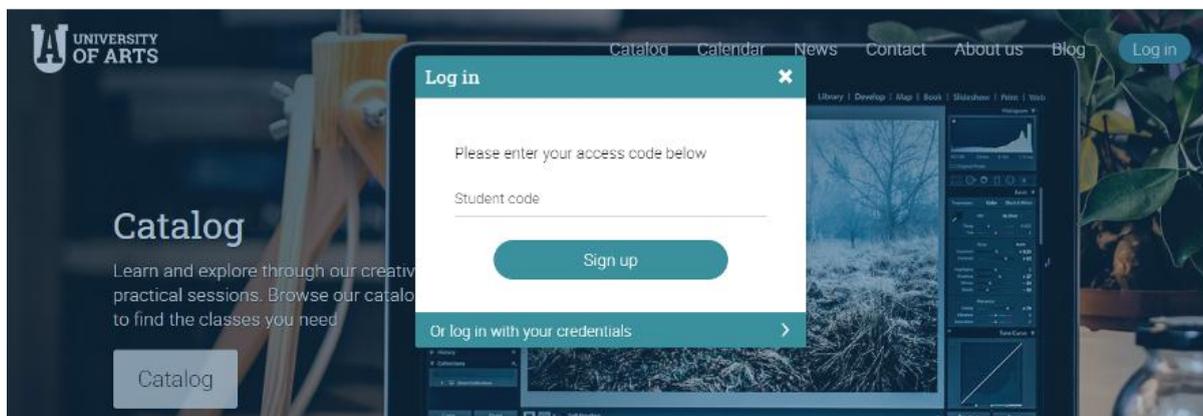
Using the platform requires a user ID and password. This information can be either provided by a school administrator or students can visit the school portal and create an account.





Students can create accounts on CYPHER with or without an access code, depending on how the school administrator has configured the portal.

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



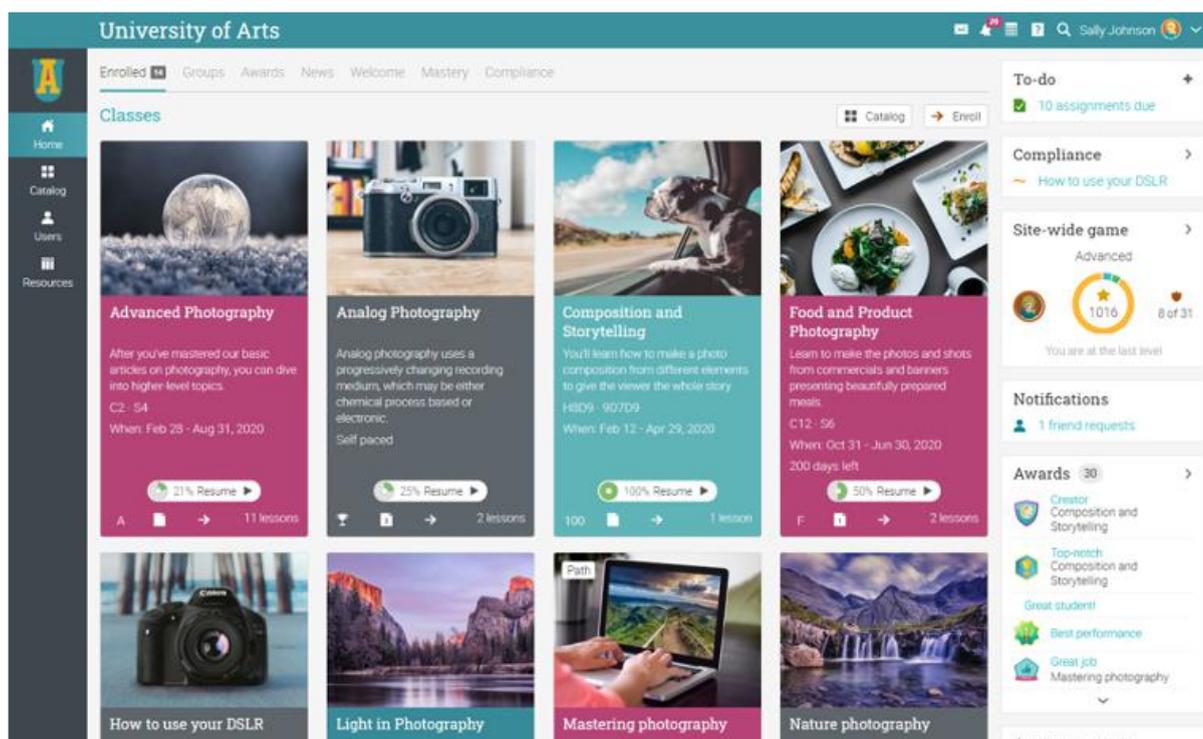
Enter the access code if required, then fill in your account details.

A screenshot of the 'Sign up' form in the CYPHER Learning portal. The form is titled 'Sign up' and includes the instruction 'To finish joining, enter your details and click Submit.' The form is divided into several sections: 'Name' with 'First name' and 'Last name' text boxes; 'Log in' with 'User ID', 'Password', and 'Confirm password' text boxes; 'Basics' with a dropdown for 'Organization' (set to 'University of Arts'), a dropdown for 'Year of graduation (optional)', and a 'Birthdate' field with three dropdowns; 'Contact' with 'Email (optional)' and 'Confirm email' text boxes; and 'Miscellaneous' with a dropdown for 'Year of study (optional)'. At the bottom, there is a checked checkbox for 'I agree to Privacy policy' and a 'Submit' button.



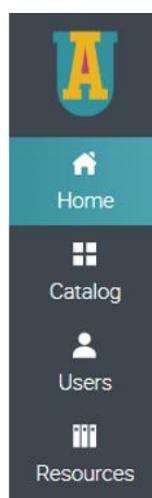
## Navigating the platform

The student home page is the first page you see when you log in to your account. Here you will find an overview of your classes 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, Catalog, Users, and Resources.

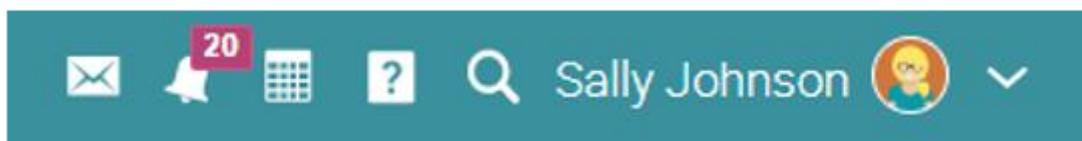




The left bar allows you access to these tabs no matter where you are in the site. If you hover over a tab, a pop-up window will appear with the most important options for that area.

## Top right bar

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



## Right bar

In the right bar, you can find listed the following: games progress and leaderboards, calendar, to-do list, announcements, upcoming items, awards, and a list of any minimized windows. To see more details, just click on an item.

**May 2020**

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

full calendar      hide

**To-do** +

- Fix bouncing emails
- 35 assignments due

**Site-wide game** >

Intermediate

400      0 of 3

200 points until Advanced

**Notifications**

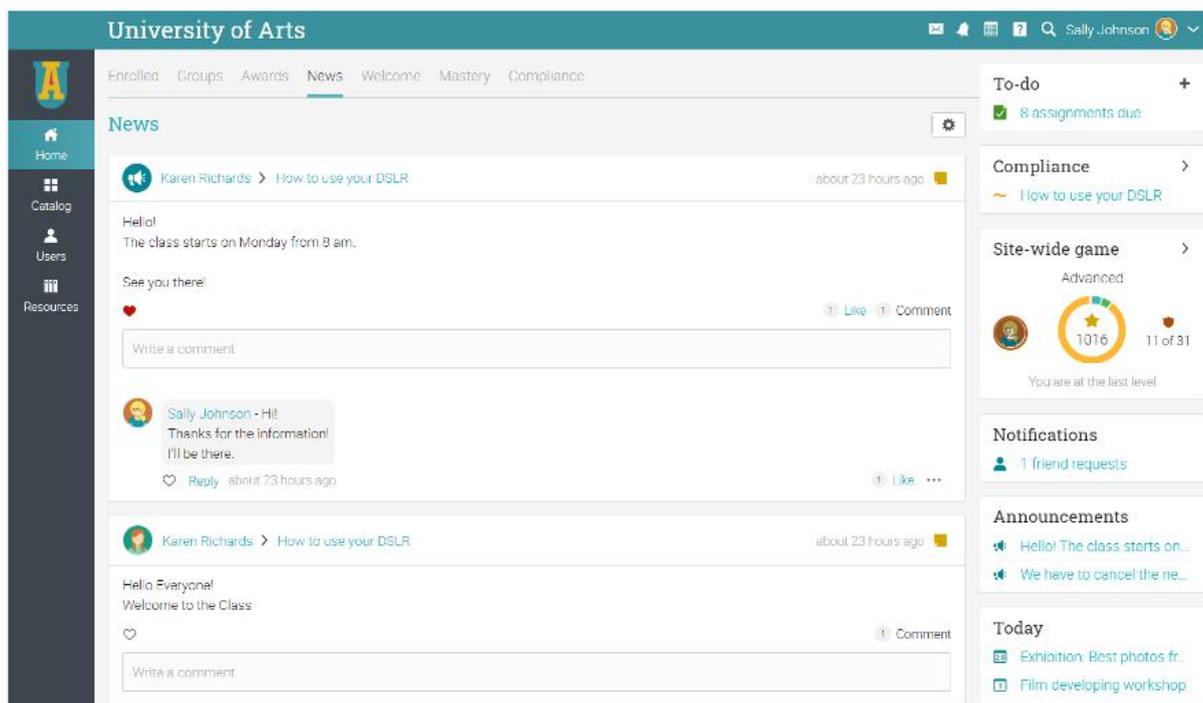
- 1 friend requests

**Announcements**

- Hi! The class starts on M...
- Go through the goals in t...

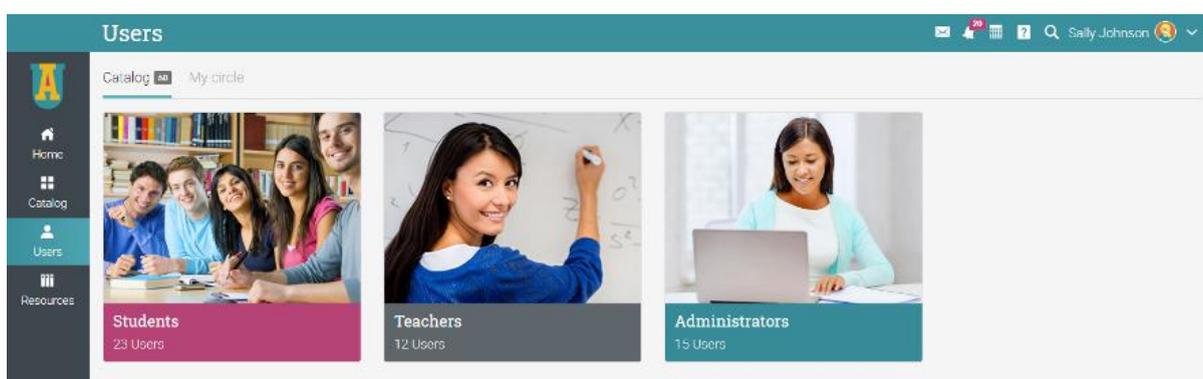
## News feed

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



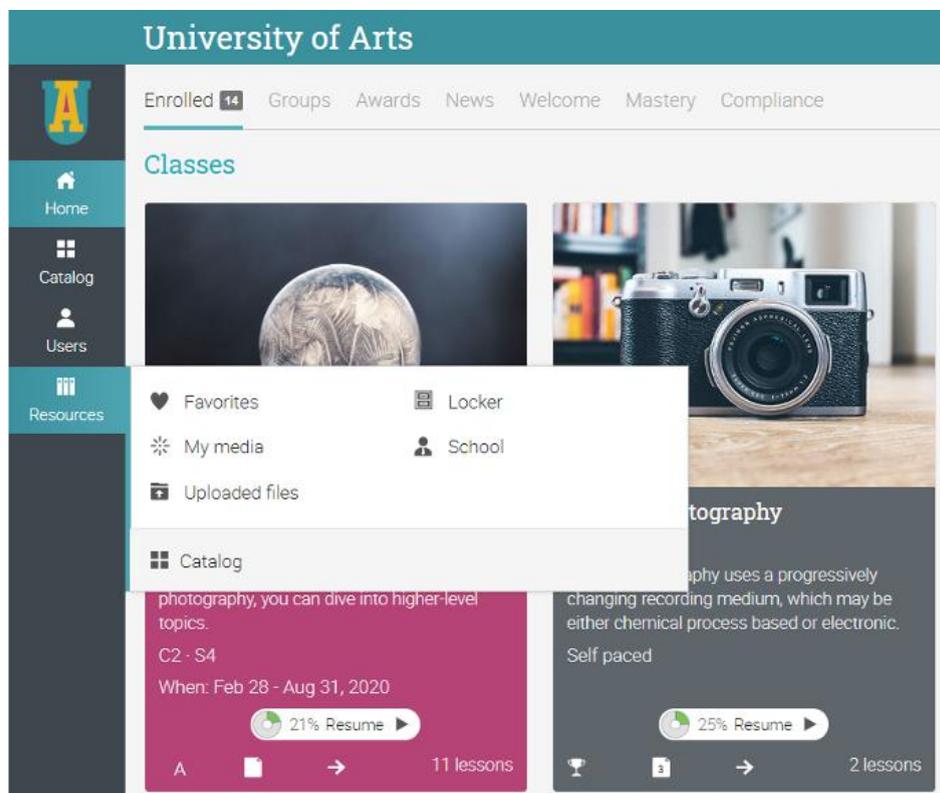
## Users

The users catalog is where you can see your friends, teachers, and parents.

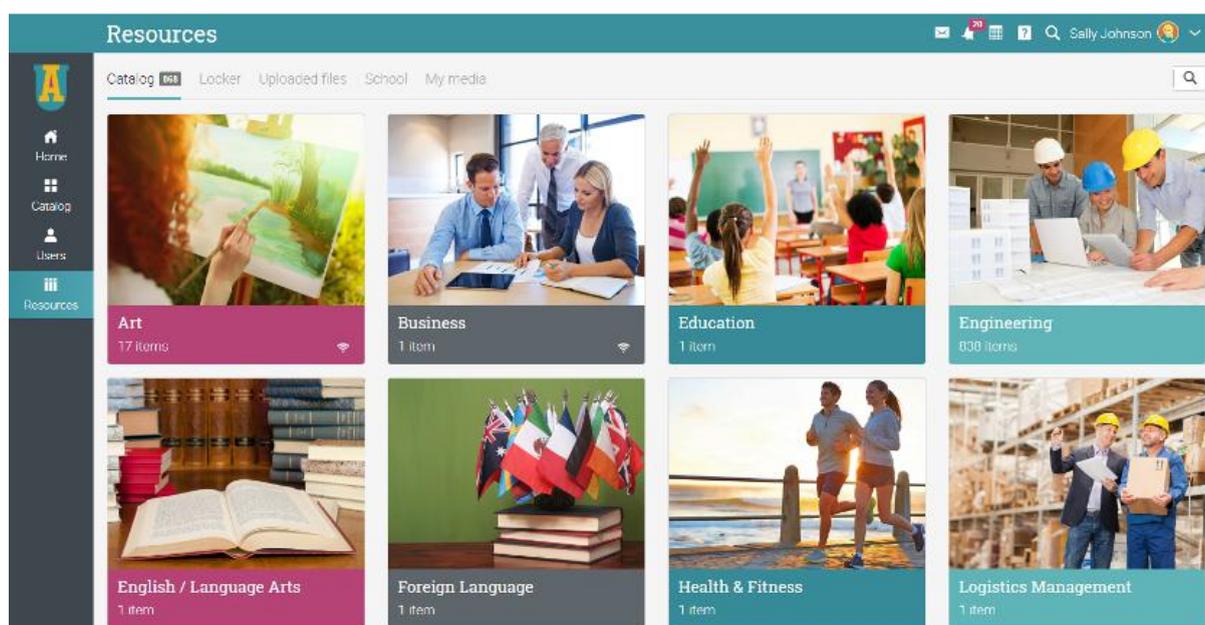


## Resources

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



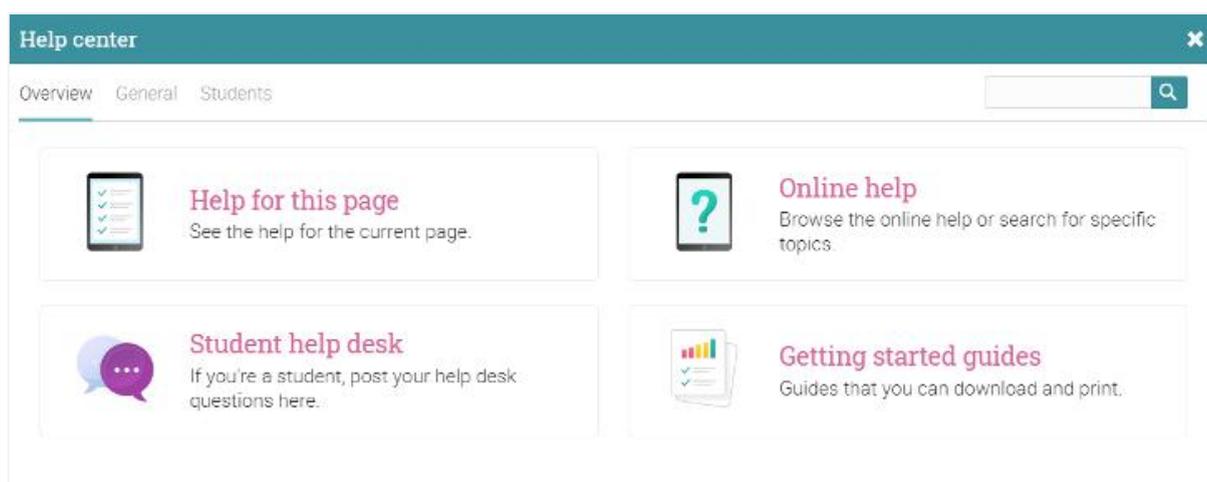
The Resources catalog is the place where you can organize all your files by category.



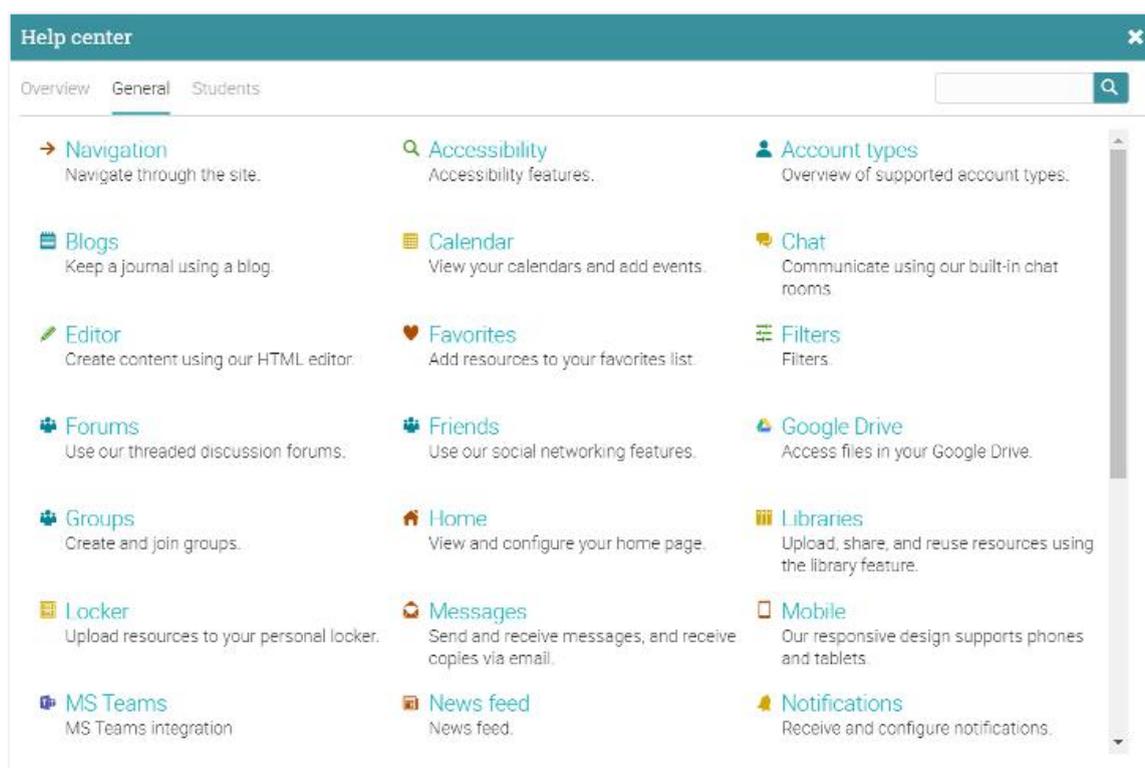


# Help Center

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



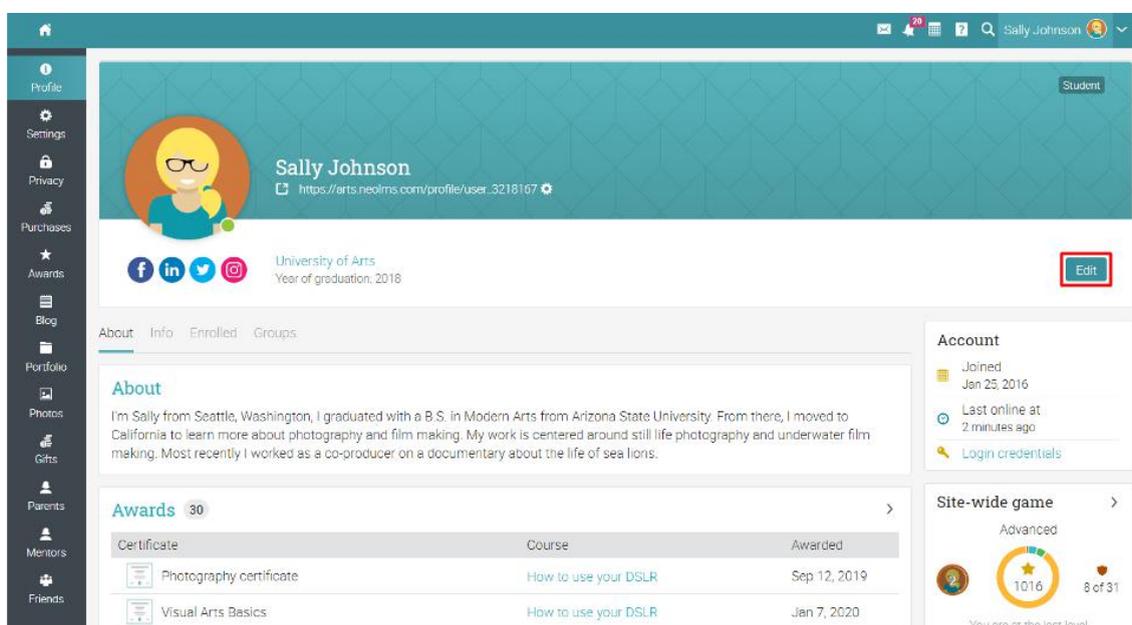
## Profile

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.

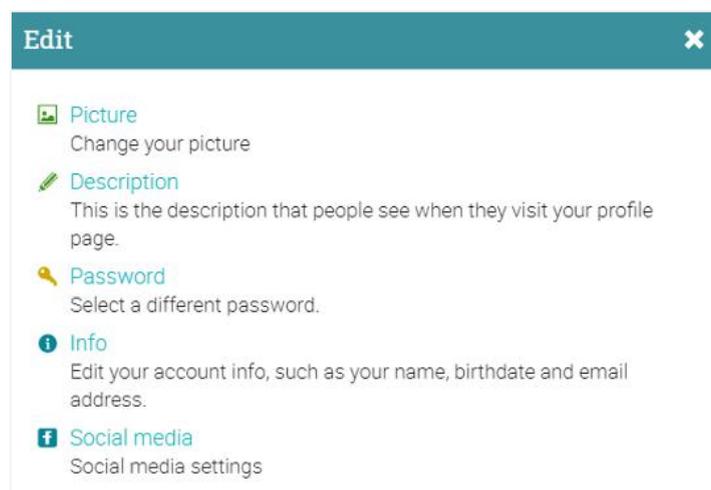
You can access your profile in the top right bar.



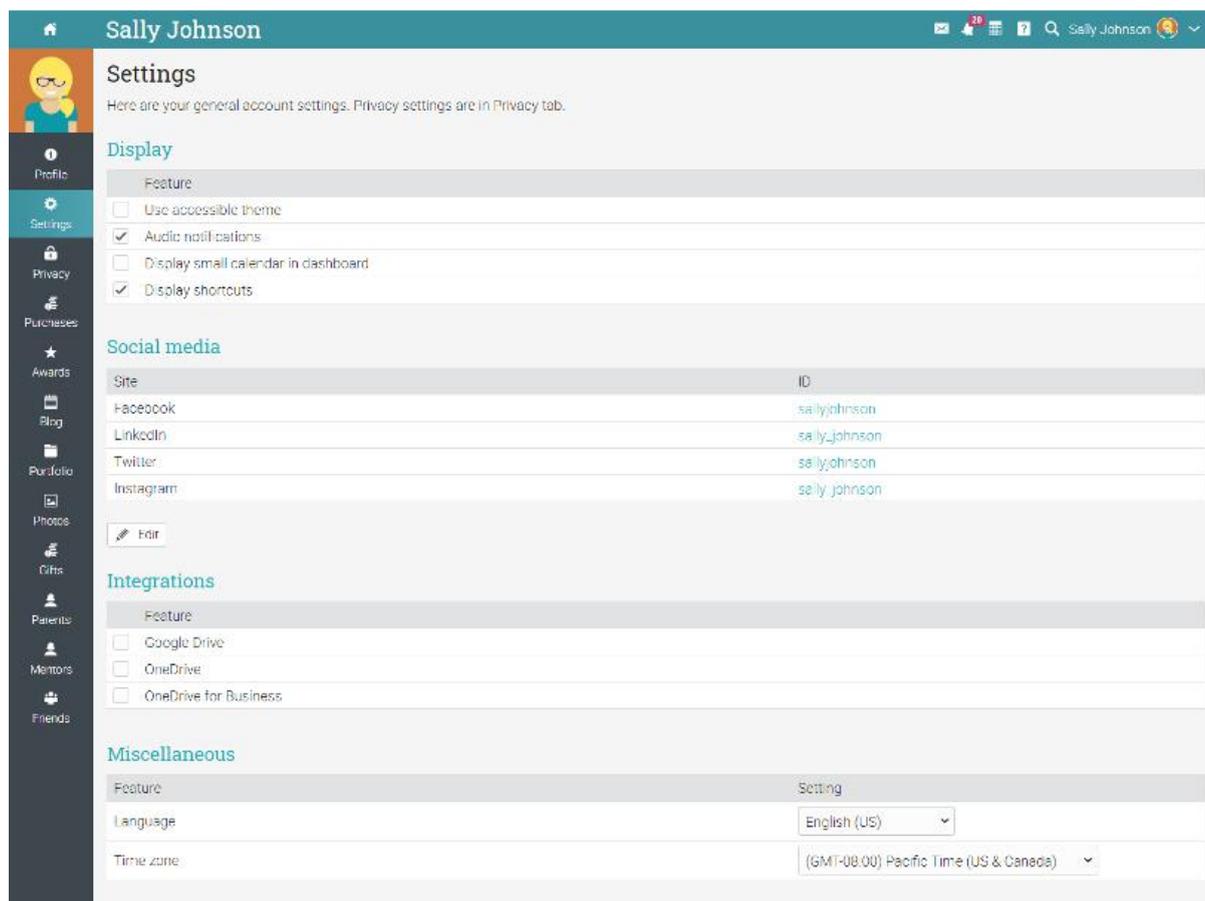
You will first see the Info tab. To edit your profile, click on the Edit button.



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



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.



## Example of a class

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

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



**How to use your DSLR**

Lessons News Welcome

### Lessons

Lessons and sections can be completed in any order.

- 1. Introduction** (50% Resume) - 2 sections
- 2. Understanding light in photography** (60% Resume) - 5 sections
- 3. How to photograph still objects** (75% Resume) - 4 sections
- 4. How to photograph moving objects** (Completed) - 3 sections
- 5. How to choose the correct ISO setting**
- 6. Shutter speed and aperture**
- 7. Camera maintenance**
- 8. Overview of the most basic camera settings**

**Activity**

A user Viewed lessons overview

**Progress** 64% **Mastery** 92%

**Participation** Expert 622 15 of 25

You are at the last level

**Leaderboard**

Rank	Name	Level	Score	Points
1	Sally Johnson	Expert	622	15
2	Zsolt Bertalan	Advanced	339	10
3	Ken Sanders	Advanced	310	3
4	Jamie Powell	Advanced	285	5

**Teams**

Team	Score	Points
Advanced Phot...	10771	58
Color Photogra...	19628	60
Digital Photogra...	15472	41

Let's go over each section.

## Main left navigation

When you are in a class 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.

**How to use your DSLR**

Lessons News Welcome

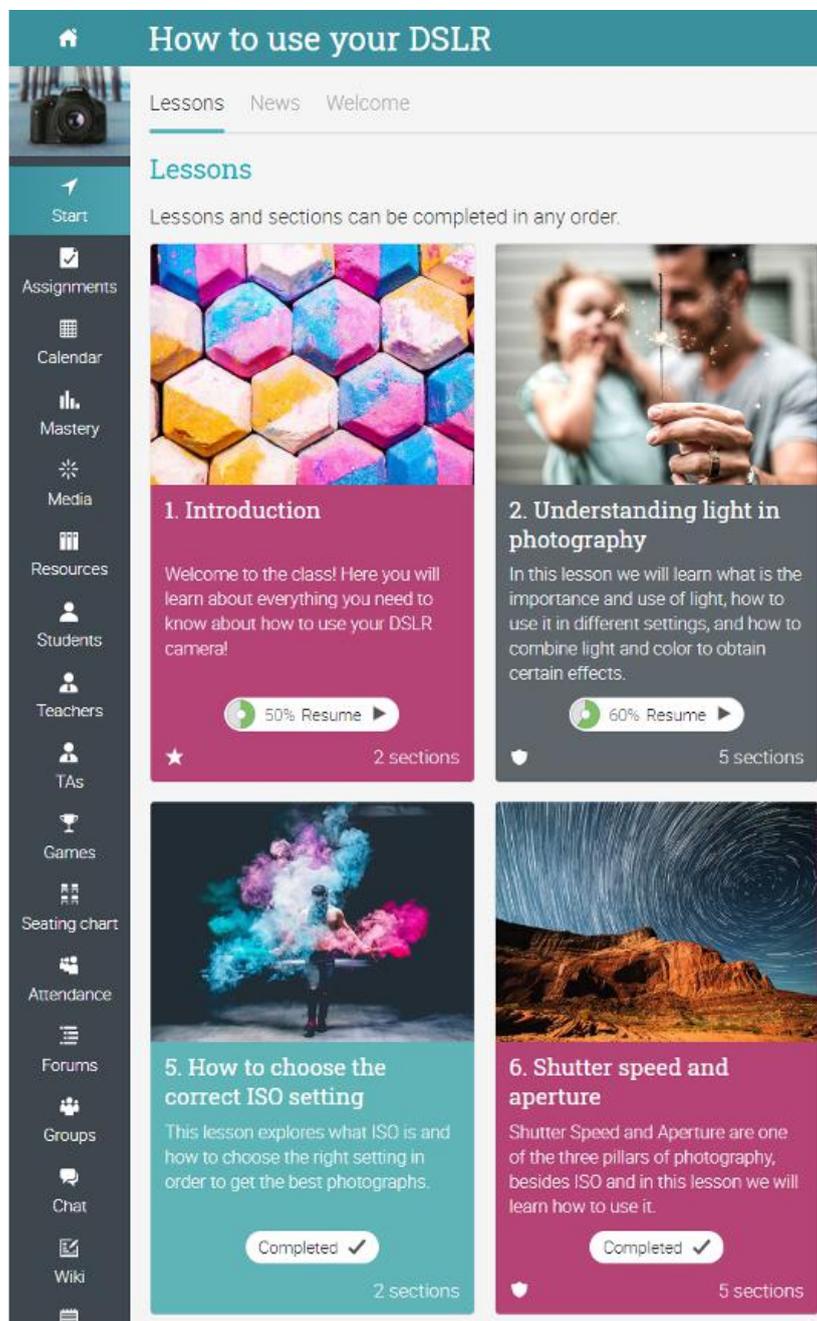
### Lessons

Lessons and sections can be completed in any order.

- 1. Introduction**
- 2. Understanding light in photography**

## Left bar

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



The left bar displays tabs for the following areas:

- **Start** - from here, you can access Lessons, News, Groups, Calendar, and the Welcome page;
- **Assignments** - shows the class assignments;
- **Mastery** - see your mastery rating for the competencies associated with the class;

- **Media** - Shows Kaltura resources;
- **Resources** - where the class resources are stored;
- **Students** - lists all the students in the class;
- **Teachers** - lists all the teachers in the class;
- **Games** - you can see an overview of all the class games, if this feature is enabled;
- **Forums** - each class has its own forums section for discussions between class;
- **Parents** - lists all the parents in the class;
- **Teaching assistants** - lists all the teaching assistants in the class;
- **Attendance** - you can see your attendance records;
- **Chat** - members can exchange text messages in real time;
- **Wiki** - a collection of pages that more than one person can edit;
- **Blog** - students and teachers can share their online journals;
- **Portfolio** - here students can store copies of valuable resources of the class;
- **Activity** - shows the student's activity in the class;
- **Syllabus** - the syllabus provides an overview of the class.

## News feed

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

Profile	Level	Score	Points
Sally Johnson	Expert	622	15
Zsolt Bertalan	Advanced	338	10
Ken Sanders	Advanced	310	3
Jamie Powell	Advanced	285	5



## Right bar

In the right bar, you can find: your class 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 class, and a list of any minimized windows. Here you can also rate and review a class. To see more details, click on an item.

### Activity

- A user  
Viewed lessons overview
- A user  
Viewed lessons overview

### Progress

64%

### Mastery

92%

### Participation

Expert

622 15 of 25

You are at the last level

### Leaderboard

1	Sally Johnson Expert	622	15
2	Zsolt Bertalan Advanced	338	10
3	Ken Sanders Advanced	310	3
4	Jamie Powell Advanced	285	5

### Teams

1	Advanced Phot...	18771	58
2	Color Photogra...	18628	63
3	Digital Photogra...	15473	41

### Grade

A

### Scores

91%

### To-do

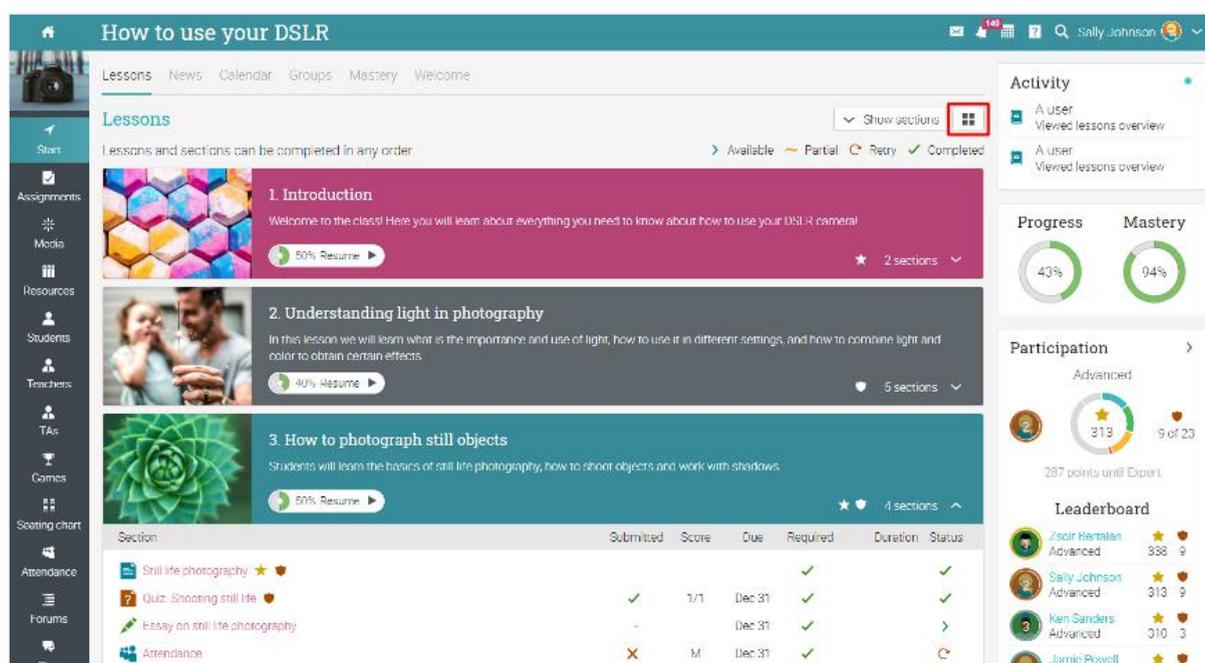
3 assignments due

## Lessons

The Lessons area of a class is where its primary content is located. To see the details for a lesson, click on its name.



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



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

**2. Understanding light in photography**  
 In this lesson we will learn what is the importance and use of light, how to use it in different settings, and how to combine light and color to obtain certain effects.

40% Resume ▶

5 sections ^

Section	Submitted	Score	Due	Required	Duration	Status
Light and color ★ ♥				✓	1 hr	>
Essay on the use of light in photography ★ ♥	✓	93/100	Dec 31	✓	10 min	✓
Virtual Microscope	✓	93/100	Dec 31	✓	15 min	✓
Team project 🔒	-		Dec 31	✓	2 hrs, 5 min	>
Photography for beginners				✓	10 min	>

Lessons are made of learning content such as content pages. Assignments can also be associated with each lesson. Here is what a content page looks like:

**How to use your DSLR** | Progress: 64%

**How to photograph still objects** | Complete and Continue >

**Still life photography**

Immersive Reader

**Select interesting objects to shoot**

Choosing objects for a great still life takes an artistic, poetic eye. But if you struggle with this, there are some rules of thumb that can get you started. Experts say that if you use multiple objects for your still life, they shouldn't be random. Rather, they should all

**Carefully craft the composition**

Developing a sophisticated sense of composition is essential to still life photography. It's so integral that beginner photographers study still life specifically to learn the art of composition. It's not uncommon for professional photographers

**Choose an appropriate background**

Once you have your objects you can begin to think about the background. The best choice has to do with whether it will complement and, most importantly, not distract from your subject. Hedgecoe says that with lighter subjects, the background should be darker,

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

**How to use your DSLR** | Progress: 72%

**How to photograph still objects** | Complete and Continue >

**Still life photography**

Immersive Reader

**Select interesting objects to shoot**

**Carefully craft the composition**

**Choose an appropriate background**

In the table of contents, you can see your progress for each section of a lesson.



### Incomplete

This shows you that a section has not been completed.



### Complete

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

Each page can also have its own resources area, where teachers can add resources for the students to see.

The screenshot shows a lesson interface for 'How to use your DSLR'. The current section is 'Shutter speed and aperture'. The progress is 63%. The table of contents on the left lists sections 1 through 8, with '5. Shutter speed and aperture' selected. The main content area includes text about camera metering and manual shutter speed settings, followed by a video player titled 'Shutter Speed | Tutorial Training Video'. A red box highlights three resources: 'Setting the shutter speed', 'How to set up the shutter speed', and 'DSLR presentation'.

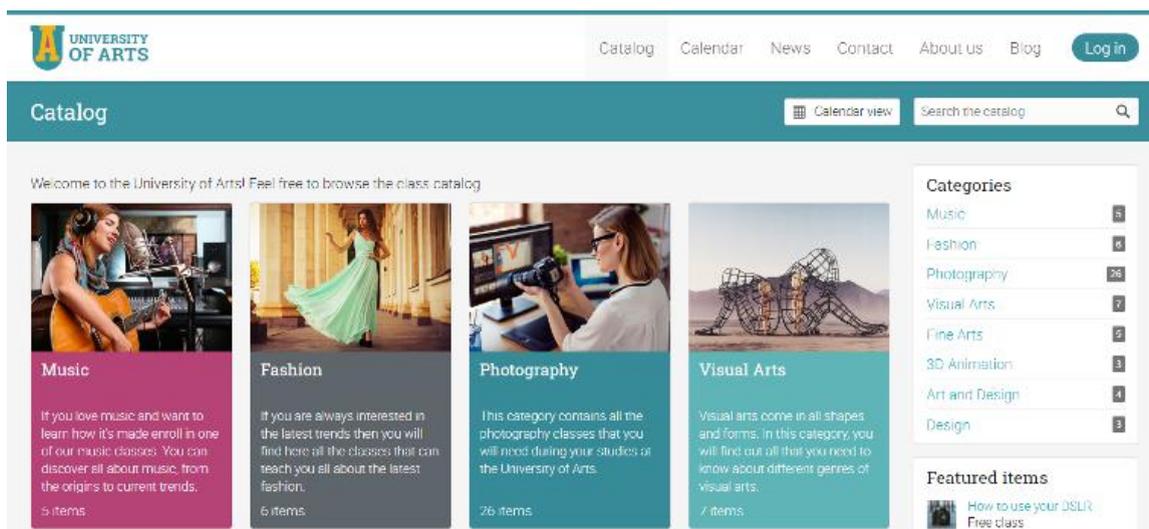
You can also see a list of class resources shared by your teacher in the Resources tab.

The screenshot shows the 'Resources' tab in the lesson interface. It displays a list of resources shared by the teacher. The resources include: 'Best photographs of the week', 'Camera settings', 'Photography', 'Top Ten Digital camera - article', 'Wikipedia', and '12 Reasons Photographers Still Choose to Shoot Film over Digital'. A 'Photography' resource is highlighted with the URL <https://www.youtube.com/watch?v=BEm8MzrokU0>.

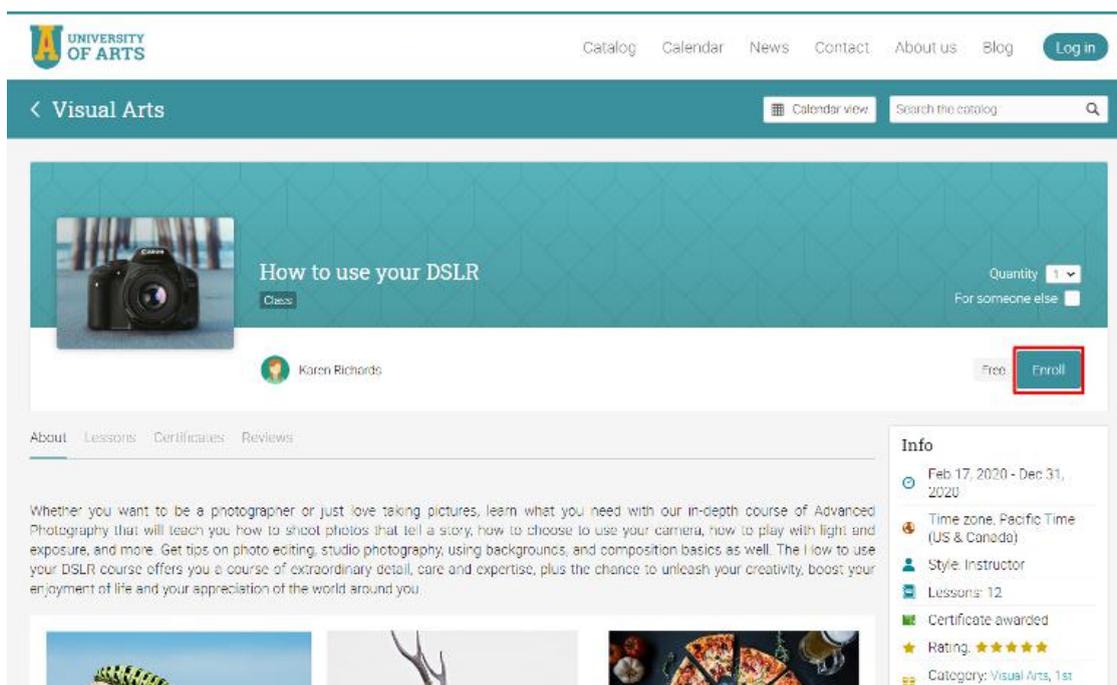
# Enrolling in classes

## Without a CYPHER account

If you don't have an account created on CYPHER, you can create one when enrolling in your first class. Go to the school portal and click on the Catalog page.

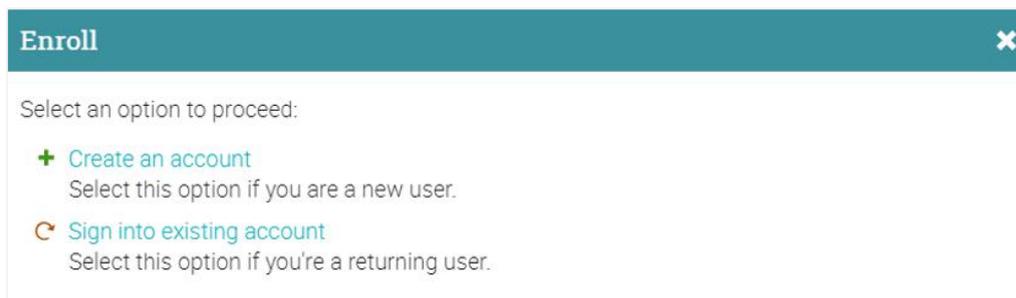


From the visitor portal, browse the class catalog and select a class. To enroll in the class, click the Enroll button and enter its access code (if it has one). If your school uses e-commerce to sell classes, you will see a Purchase button instead of Enroll.



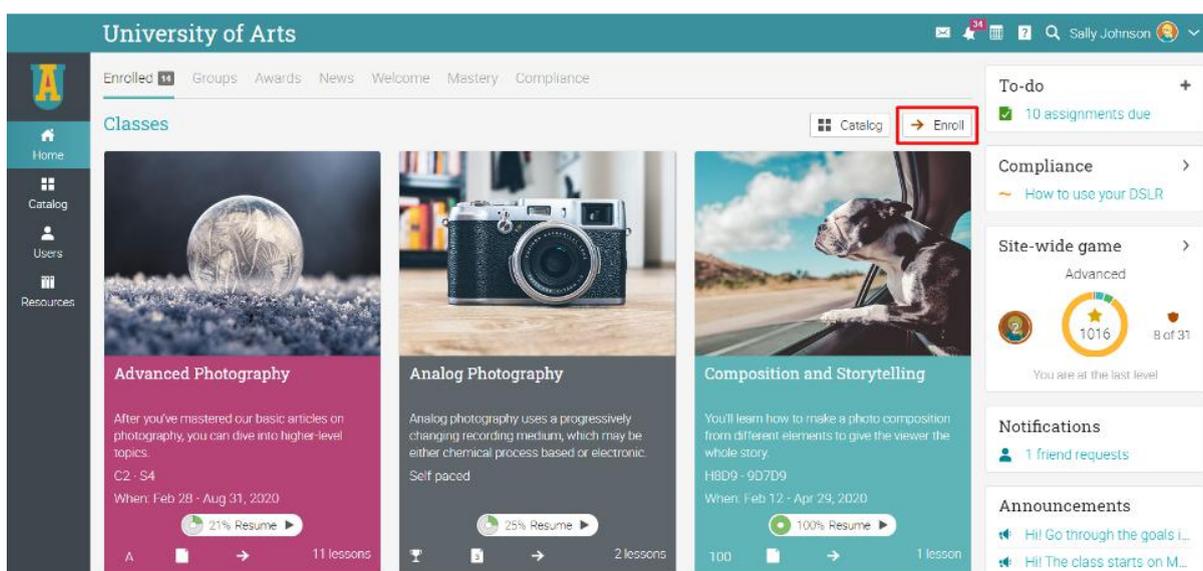


Then click on Create an account and fill in the account details.



## With a CYPHER account

If you have a CYPHER account, you can simply visit the catalog from the home page and enroll in a class. You can also enroll directly in a class if it has an access code by clicking the Enroll option from the home page.



Please note that your school administrator or teacher can also enroll you in courses directly or they can send invitations to join the platform via your email.

# Assignments

To see a list of the assignments in a class, go to the Assignments tab in the left bar. An assignment can be associated to a lesson or a standalone task. If it is linked to a lesson, it counts towards lesson completion.

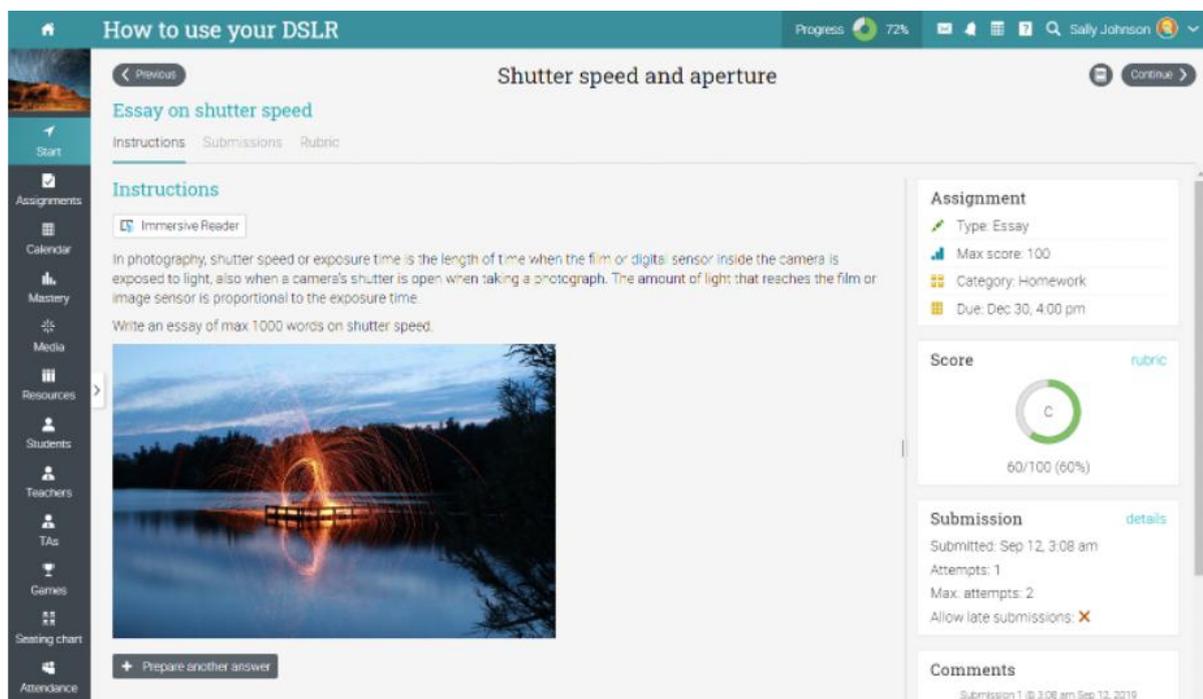
Assignment	Due	% of overall	Submitted	Graded	Score	Grade
Which lens do you prefer? <small>Choosing the right lens</small>	Dec 30 4:00 pm	-	-	-	2/100	
What does auto mode help with? ★ <small>Overview of the most basic camera settings - Test</small>	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Water drops macro ★ <small>Macro - Homework (Extra credit)</small>	Dec 30 4:00 pm	-	-	-	2/100	
Vote the correct shutter speed <small>Shutter speed and aperture - Quiz</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	A+
Vote the correct ISO setting <small>How to choose the correct ISO setting - Test</small>	Dec 30 4:00 pm	8.3	✓	✓	88/100 88%	A-
Virtual Microscope <small>Understanding light in photography</small>	Dec 30 4:00 pm	-	-	-	2/100	
Team project <small>Understanding light in photography</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Survey on what you expect to learn in this course <small>Introduction</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Shutter speed test <small>Shutter speed and aperture - Quiz</small>	Dec 30 4:00 pm	8.3	✓	✓	19/21 90%	A
Quiz: Shooting still life <small>How to photograph still objects</small>	Dec 30 4:00 pm	-	-	-	-	X
Photo Essay - Participation	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A

We support 16 different kinds of assignments:

- **Quiz** - a set of questions that you can answer online;
- **Essay** - submit an essay 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** - 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 teacher;
- **Debate** - add arguments for or against a proposition that is supplied by the teacher;
- **Team** - work together with your classmates and enter your joint submission. The teacher organizes the students 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 assignments go through an originality check;
- **Custom LTI assignments** - integrates 3rd party LTI assignments.
- **Google Assignments** - if the integration is enabled, you can submit Google Assignments;
- **H5P assignment** - if the H5P content standard is enabled, you can have H5P assignments.

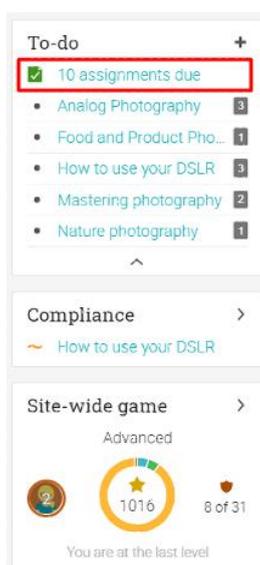
To see the details for an assignment, click on its name. Here is for example of how an essay assignment looks:

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



## Submitting assignments

When you visit your home page or a class landing page, assignments 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 assignment.





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

Assignment	Due	% of overall	Submitted	Graded	Score	Grade
Which lens do you prefer? Choosing the right lens	Dec 30 4:00 pm				?/100	
What does auto mode help with? ★ ★ ★ Overview of the most basic camera settings - Test	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Water drops macro ★ ★ ★ Macro - Homework (Extra credit)	Dec 30 4:00 pm	-	-		?/100	
Vote the correct shutter speed ★ Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	A+
Vote the correct ISO setting ★ How to choose the correct ISO setting - Test	Dec 30 4:00 pm	8.3	✓	✓	88/100 88%	A-
Virtual Microscope Understanding light in photography	Dec 30 4:00 pm	-	-		?/100	
Team project Understanding light in photography	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Survey on what you expect to learn in this course ★ Introduction	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Shutter speed test ★ ★ ★ ★ ★ Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	19/21 93%	A
Quiz: Shooting still life ★ How to photograph still objects	Dec 30 4:00 pm	-	-			X
Photo Essay - Participation ★ Macro	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Photo collection Macro	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Lighting essay ★ ★ How to use a reflector	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100

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

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

How to use your DSLR Progress 72% Sally Johnson

### Macros

#### Water drops macro

Instructions

Immersive Reader

Make a photo essay consisting in 10 photos of water drops shot in macro mode.

**Prepare answer**

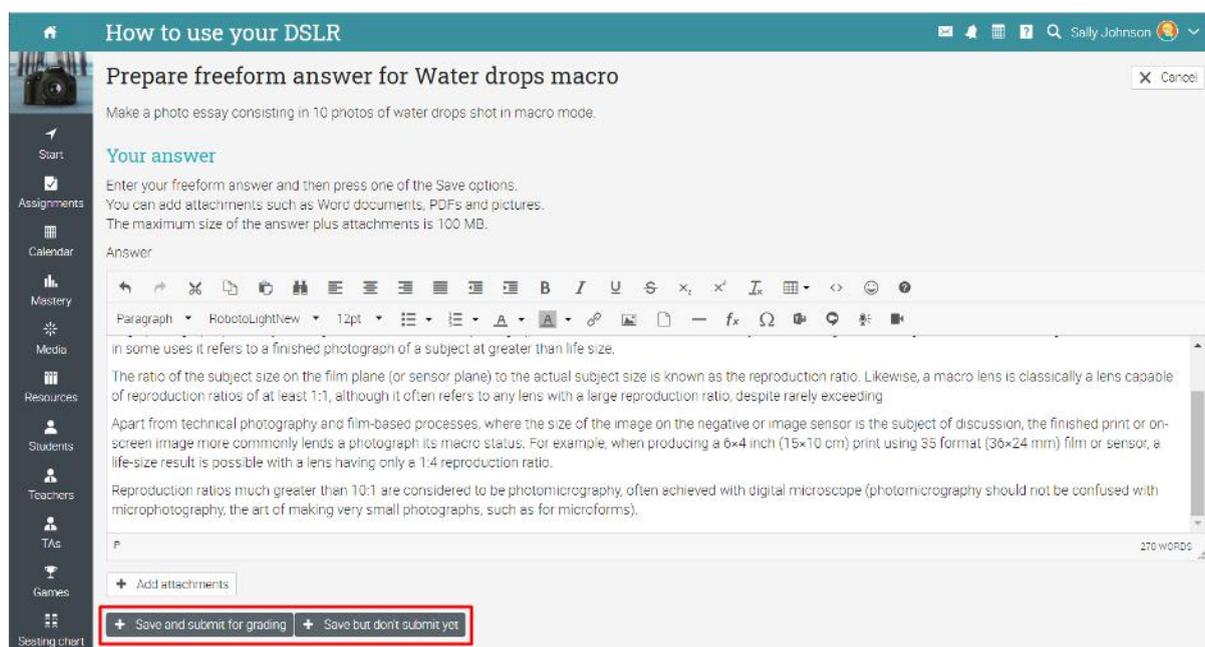
**Assignment**

- Type: Essay
- Max score: 100
- Category: Homework
- Due: Dec 30, 4:00 pm

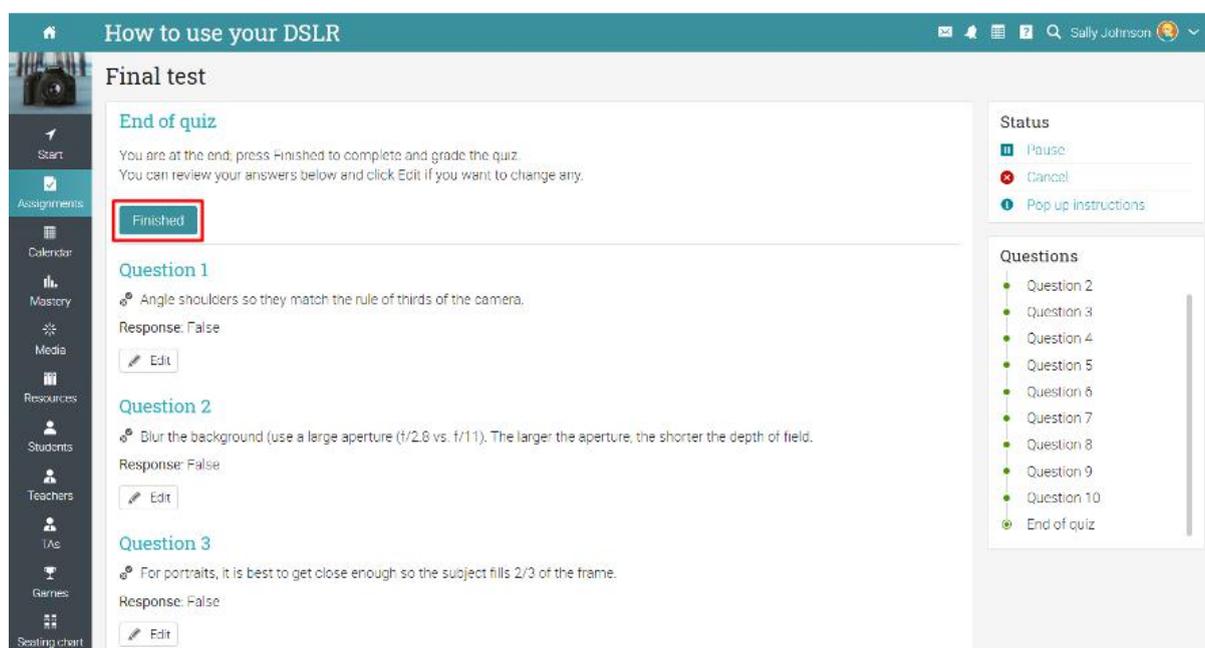
**Score**

- Nothing submitted yet

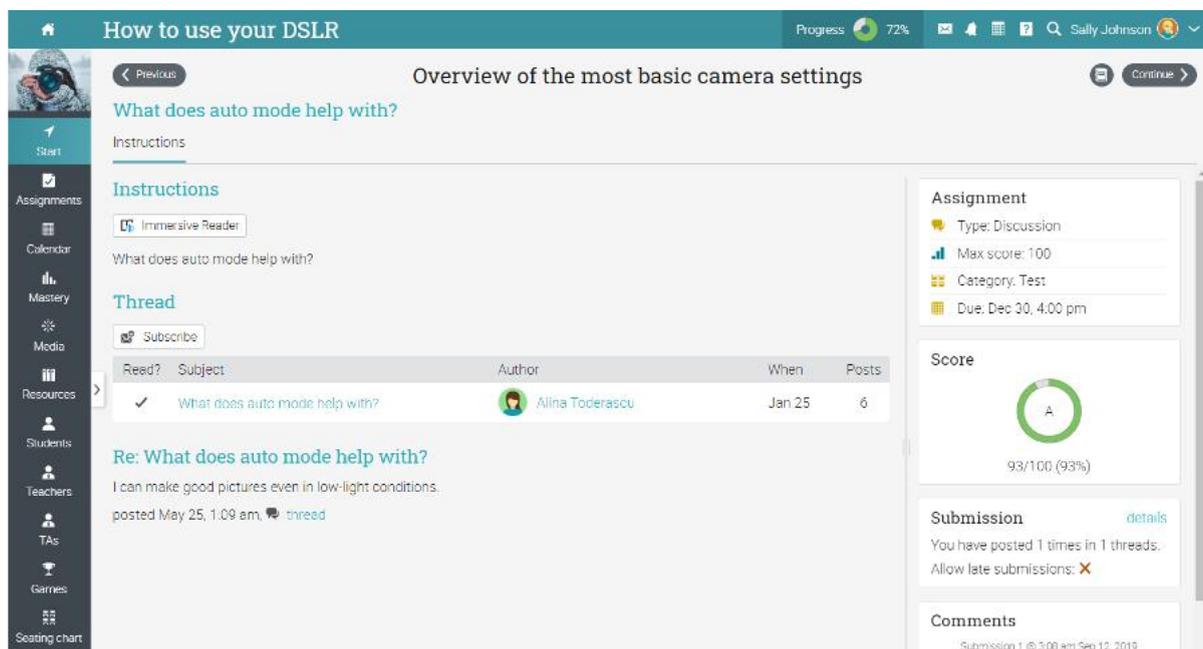
These types of assignments give you the option to submit answers right away or save your work and submit later.



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



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



The screenshot shows a course page titled "How to use your DSLR" with a progress indicator at 72%. The main content area displays a discussion thread titled "What does auto mode help with?". The thread includes a "Thread" table with the following data:

Read?	Subject	Author	When	Posts
<input checked="" type="checkbox"/>	What does auto mode help with?	 Alina Toderascu	Jan 25	6

Below the table, a reply is shown: "Re: What does auto mode help with?" with the text "I can make good pictures even in low-light conditions." posted on May 25, 1:09 am.

On the right side, the "Assignment" panel shows:
 

- Type: Discussion
- Max score: 100
- Category: Test
- Due: Dec 30, 4:00 pm

 The "Score" panel shows a grade of "A" (93/100, 93%) with a green progress indicator. The "Submission" panel indicates "You have posted 1 times in 1 threads." and "Allow late submissions: X". The "Comments" panel shows "Submission 1 @ 3:00 am Sep 12, 2019".

**Attendance** - the teacher awards points based on attendance records.

**Offline** - there is no online submission by students for this type of assignment.

**Turnitin** - the submission is done on the Turnitin site.

**LTI custom assignments** - the submission is done on the LTI assignment site.

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

**H5P assignment** - the assignments are embedded and the submission is done via the LMS.

# Viewing grades

Grades for individual assignments are displayed in the assignments tab.

Assignment	Due	% of overall	Submitted	Graded	Score	Grade
Which lens do you prefer? <small>Choosing the right lens</small>	Dec 30 4:00 pm	-	-	-	0/100	
What does auto mode help with? ★ ★ <small>Overview of the most basic camera settings - Test</small>	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Water drops macro ★ ★ <small>Macro - Homework (Basic credit)</small>	Dec 30 4:00 pm	-	-	-	0/100	
Vote the correct shutter speed ★ ★ <small>Shutter speed and aperture - Quiz</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	A+
Vote the correct ISO setting ★ ★ <small>How to choose the correct ISO setting - Test</small>	Dec 30 4:00 pm	8.3	✓	✓	88/100 88%	A-
Virtual Microscope <small>Understanding light in photography</small>	Dec 30 4:00 pm	-	-	-	0/100	
Team project <small>Understanding light in photography</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Survey on what you expect to learn in this course ★ <small>Introduction</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Shutter speed test ★ ★ ★ ★ <small>Shutter speed and aperture - Quiz</small>	Dec 30 4:00 pm	8.3	✓	✓	19/21 93%	A
Quiz: Shooting skill life ★ <small>How to photograph still objects</small>	Dec 30 4:00 pm	-	-	-	-	X
Photo Essay - Participation <small>Macros</small>	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Photo collection <small>Macros</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Lighting essay ★ ★ <small>How to use a reflector</small>	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100

The grade of an assignment is also displayed on the overview page.

Progress 72%

## How to photograph moving objects

Fast moving objects

Instructions Submissions

Prepare another answer

**Assignment**

Type: Essay

Max score: 100

Due: Dec 30, 4:00 pm

**Score**

A

93/100 (93%)

✓ Congratulations, you have completed this assignment.

**Submission** [details](#)

Submitted: Sep 12, 3:08 am

Attempts: 1

Max. attempts: 3

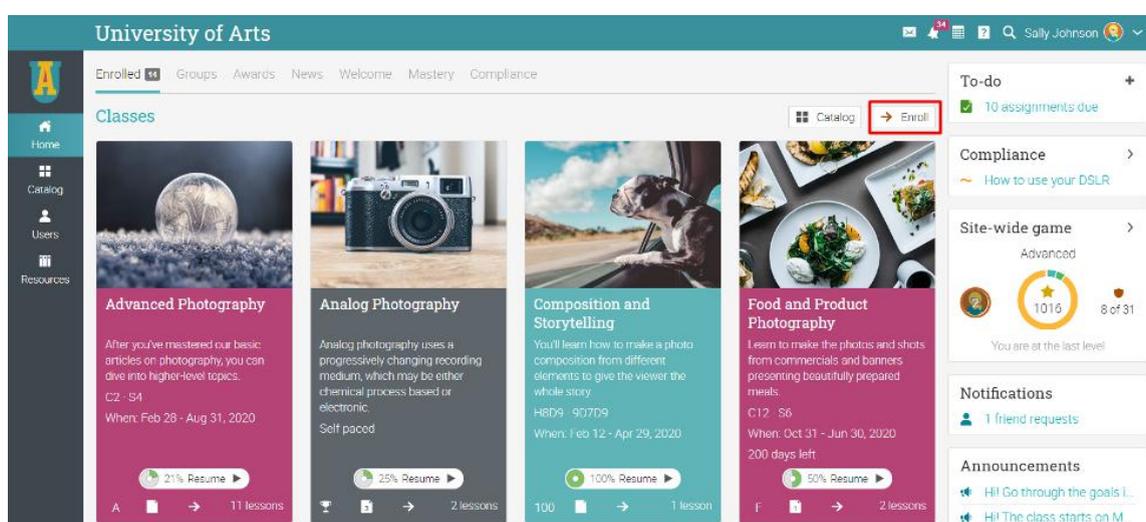
Allow late submissions: ✗

You will usually receive notifications when an assignment is graded.

# Learning paths

A learning path helps you achieve your learning goals. 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 you to complete a specified class 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 class catalog if no access code is required.

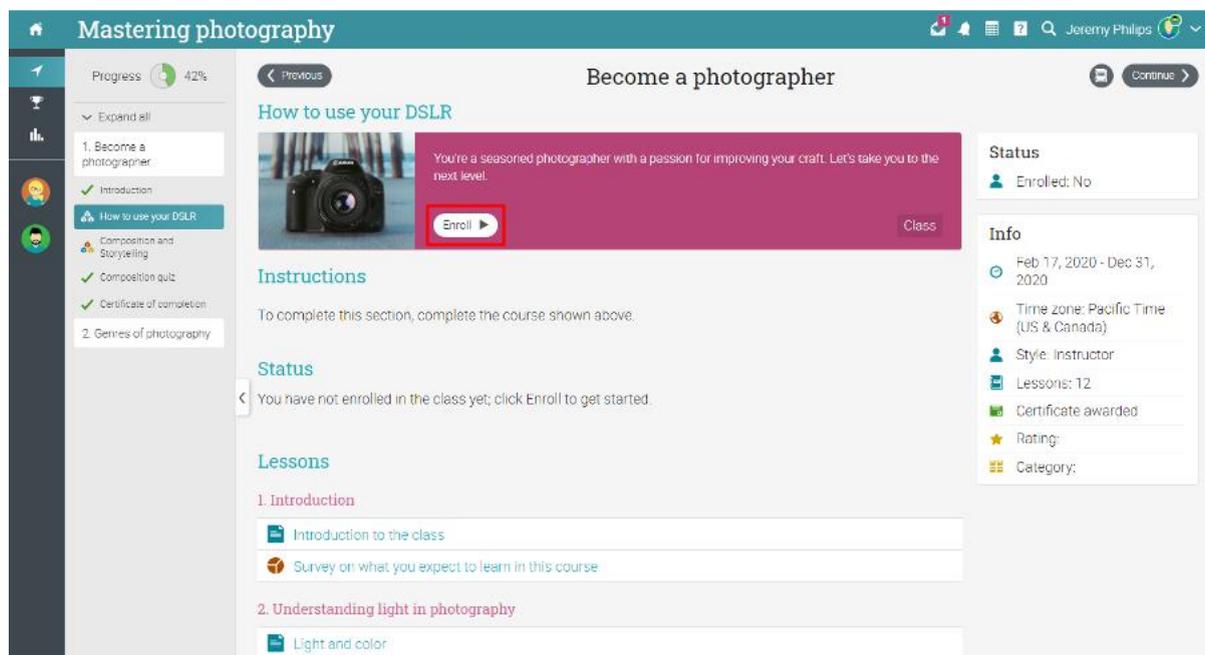


You will then be taken to the path’s landing page. You can navigate using the left bar to the most important areas. You can also see your progress, games, and announcements on the right side.

The main difference compared to a simple class is that here you will find class 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.

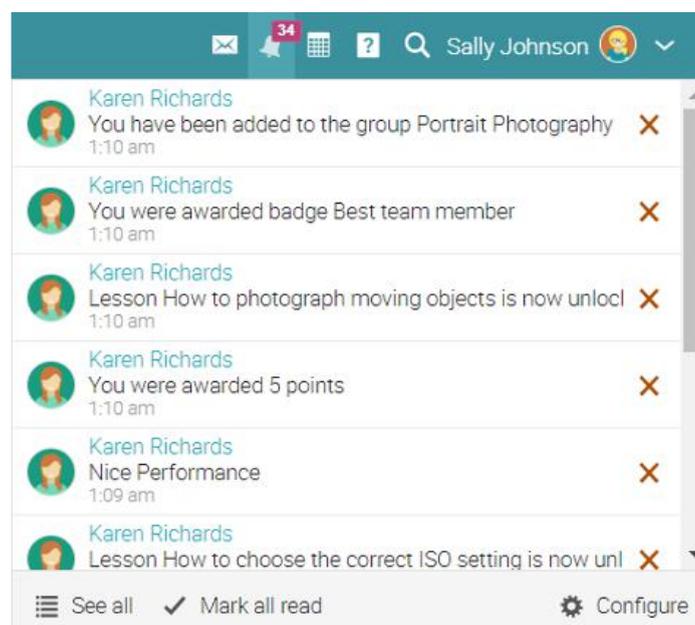


To start working on class goals, go to the class goal section and click Enroll. Note that if you are already enrolled in a class before you enrolled in the path, you would not have to enroll again. The existing class progress will be shown next to the class goal.

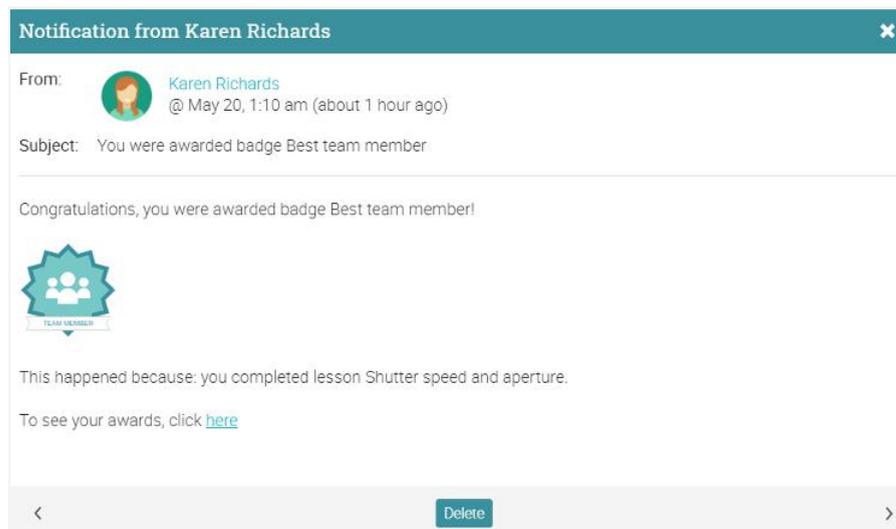


## Notifications

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 class-related notifications, enrollments and assignment grading. If your class has games, you will receive a notification each time you earn points, a new badge or are awarded a certificate.



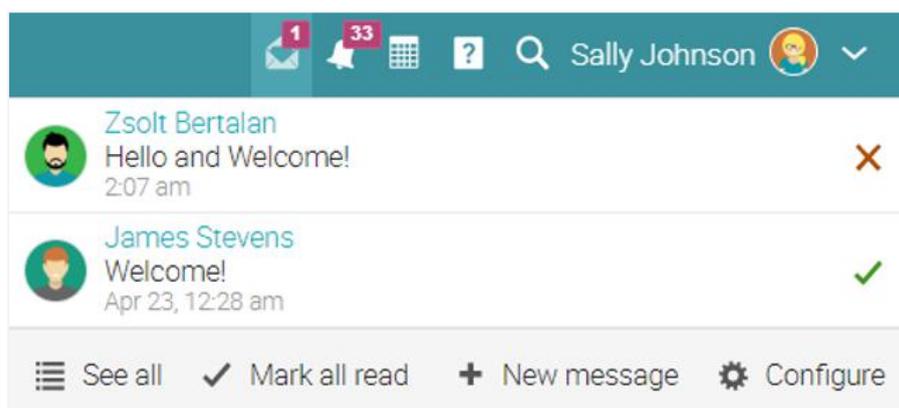
To select which notifications are automatically emailed to you, click the Configure option.



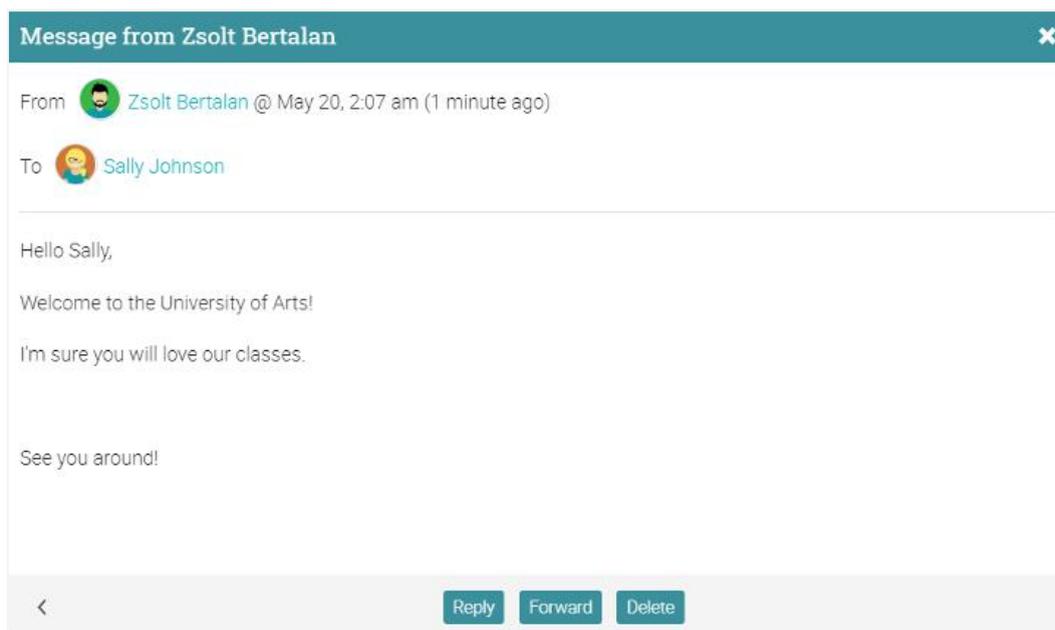
## Communicating with users

### Sending messages

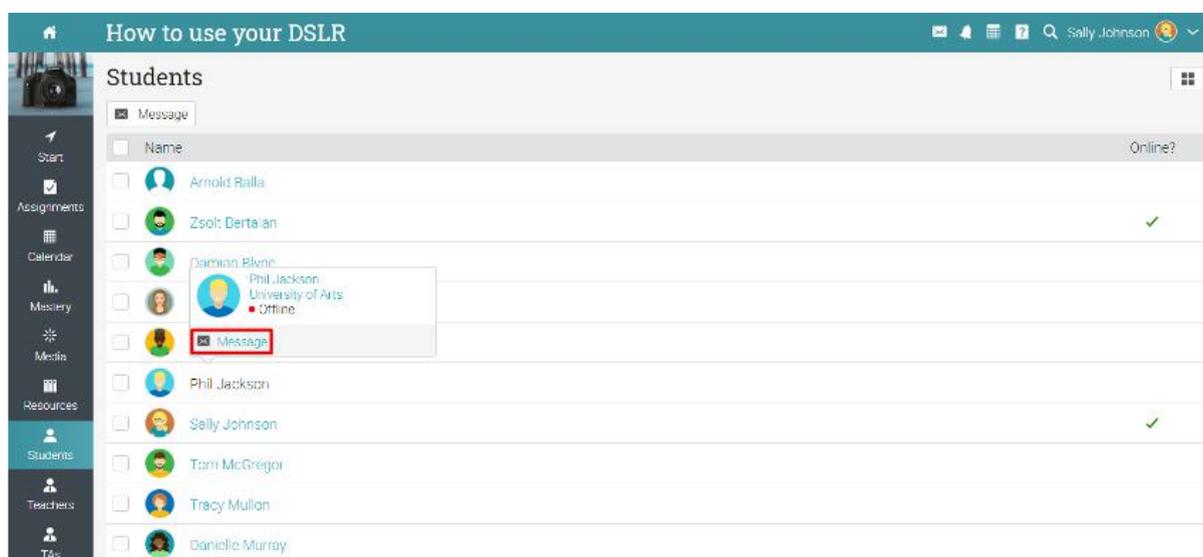
You can communicate with teachers and friends by using our messaging system. To see your inbox, click on the message icon in the top right bar. A drop-down menu will appear that lists the most recent messages.



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 students, teachers, profile pages and forums. Then click Message, enter your message and Send.

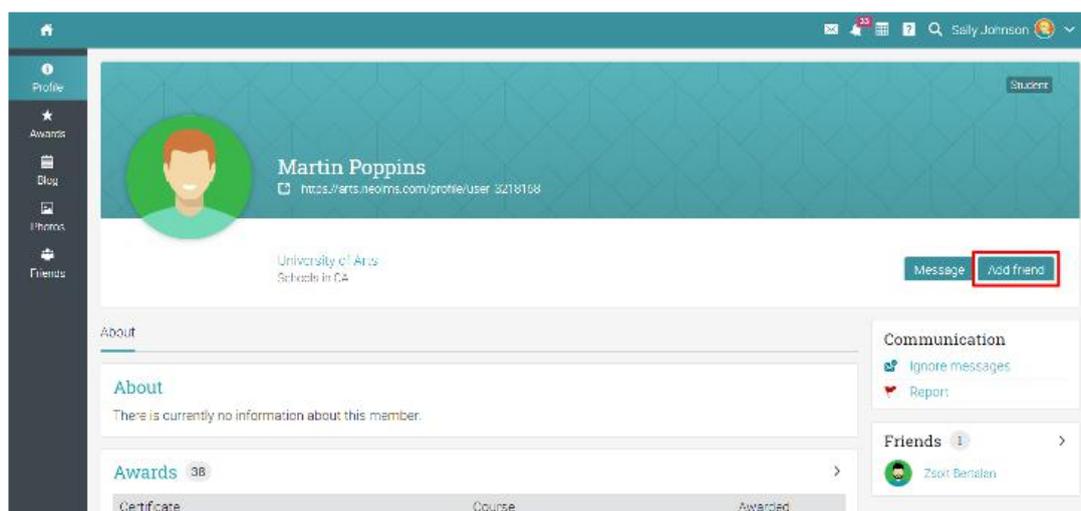


To send a message to multiple users at once, select the users from a list, then click Message.

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.

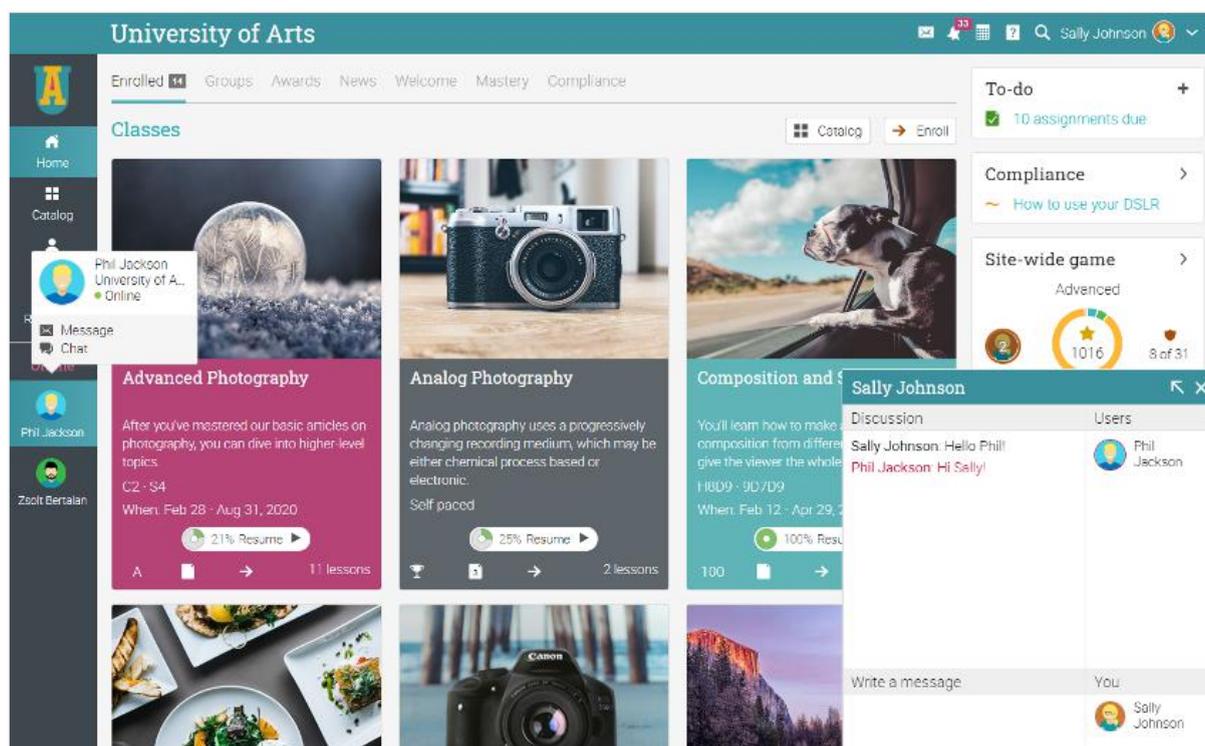
## Adding friends

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.



## 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 Students provided the essential information that students need when they first start using CYPHER. The topics covered were: navigating in CYPHER, using the Help Center, the layout of an example class, viewing lessons and assignments, submitting assignments, viewing grades, enrolling in classes, communicating with users, and adding friends.

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

[www.cypherlearning.com](http://www.cypherlearning.com)