

CYPHER for academia

Guide for teaching assistants





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Introduction

CYPHER Learning is leading the necessary disruption of learning platforms to unleash human potential with modern learning.

CYPHER exists to ignite lifelong passions through personalized, engaging, and limitless learning experiences for all. We give teachers and professors more time to teach, build human connection into everything we do, and deliver tailored learning experiences that are meaningful and measurable.

Just the way modern learners expect.

The CYPHER platform is easy-to-use, beautifully designed, and infused with AI-powered technology. Every aspect beams thoughtful innovation and engineering that puts people first. Millions of users experience their “just in time, just for me, just the way I want it” approach in 50+ languages with the CYPHER award-winning platform.

We want you to get the best results when using our site, especially when you are just starting out. That is why we created seven getting started guides for the main types of CYPHER users:

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

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

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

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

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

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

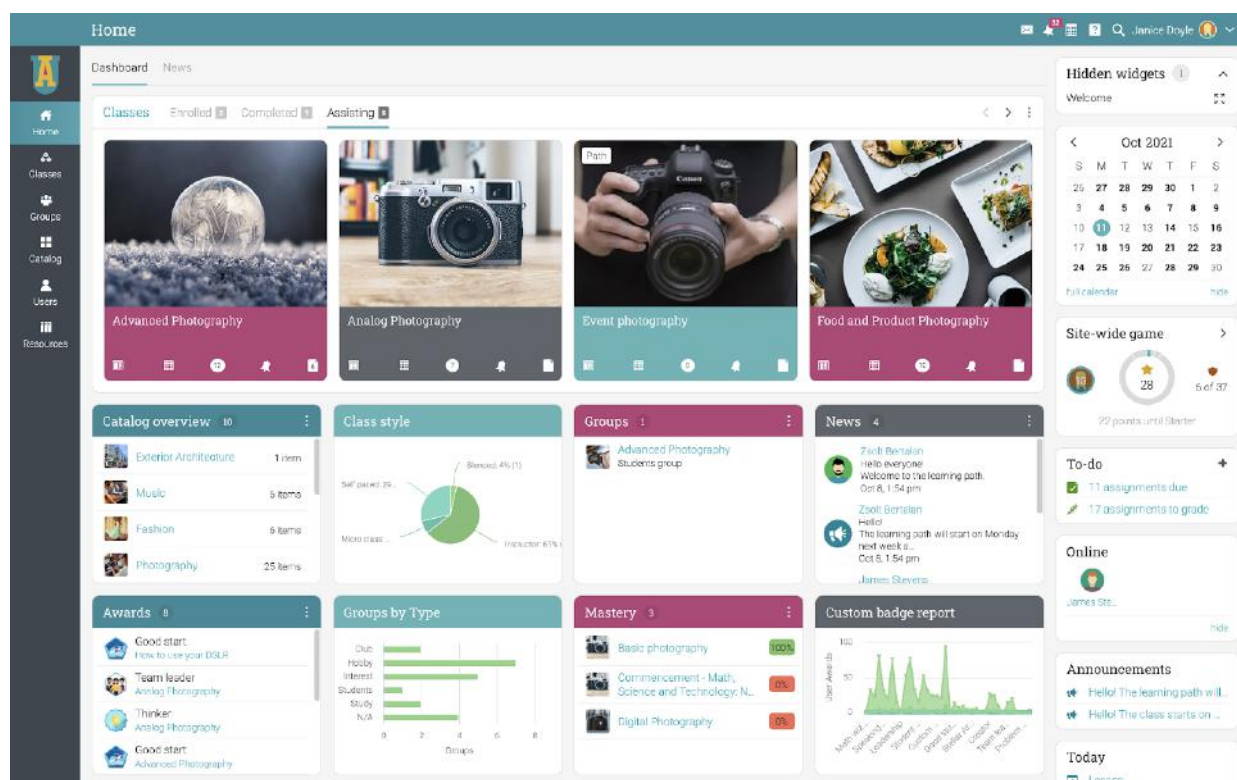
Getting started guide for Mentors explains topics such as: creating your mentor account, enrolling into classes, creating groups, and how to navigate the platform.

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



Navigating the platform












The Home dashboard is the first page you see when you log in to your account. Here you can find information about the classes you are assisting and an overview of the catalog, groups, news, and important site information. On their dashboards, teaching assistants can also see their calendar, to-do list, announcements, and more.





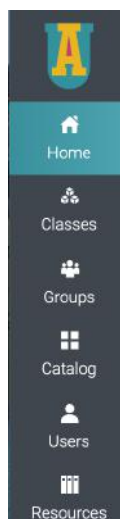
Icons and navigation

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

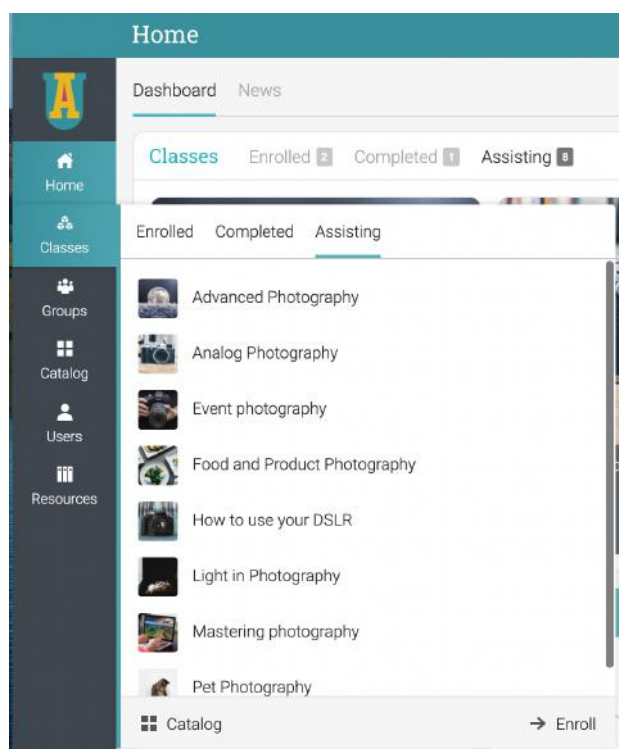
-  Add content such as courses, rules, or portal pages.
-  Remove items from your platform.
-  Edit a page or an item.
-  Configure different areas of the platform.
-  Delete items.
-  Access your messages through the message's icon in the top right bar.
-  Notifications allow you to keep up with different changes in the system.
-  The trash icon opens a popup with all your deleted content.
-  Your shopping cart contains your ordered items.
-  This icon provides access to the CYPHER Help Center.
-  Use the search icon to find specific content on your site.

Left bar

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



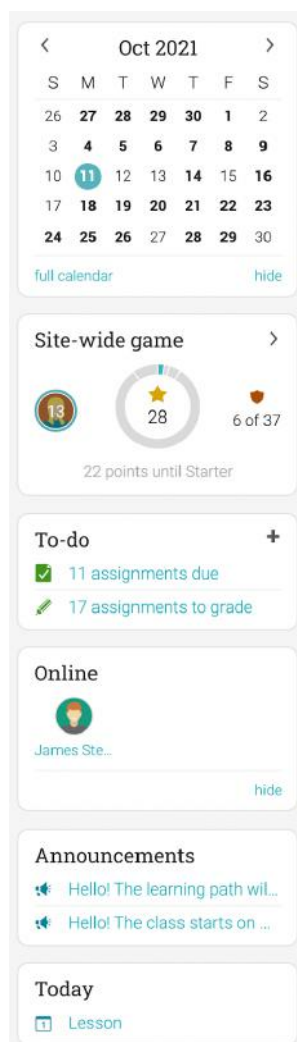
Top right bar

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



Right bar

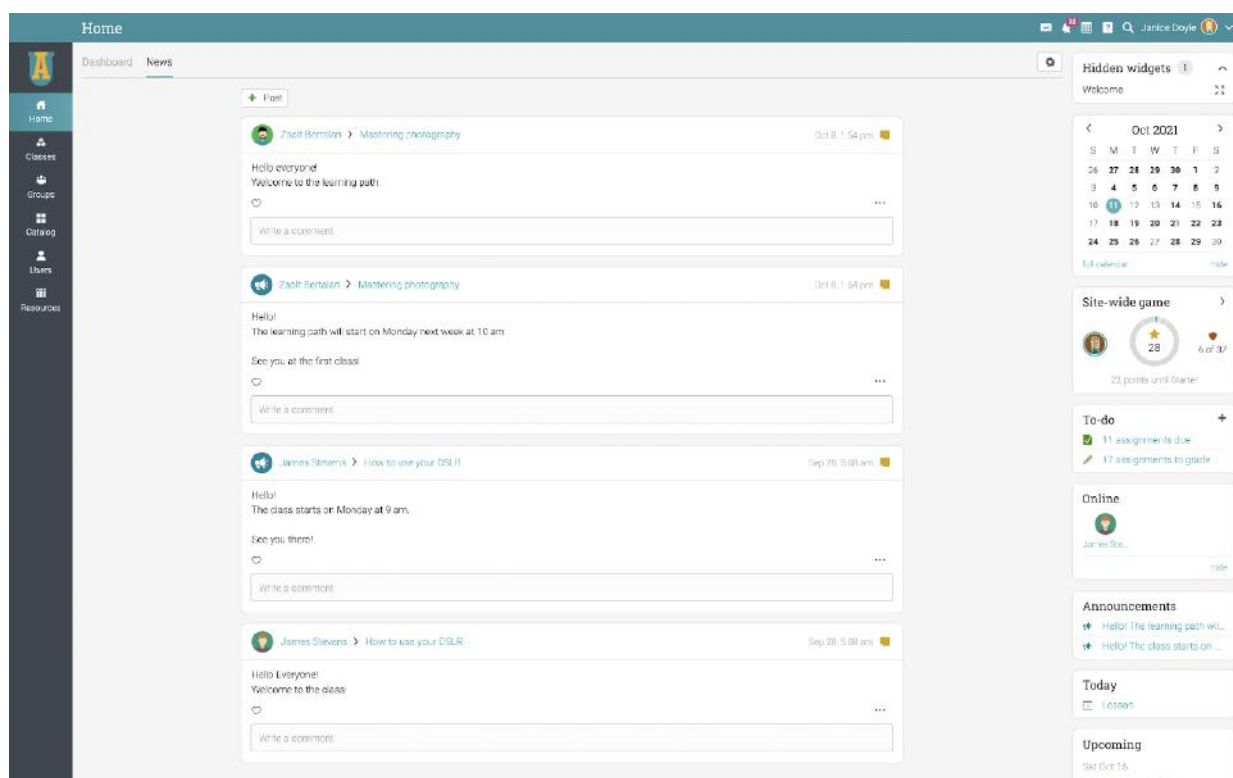
In the right bar you can find your to-do list, announcements, upcoming events and a list of any minimized windows. To see more details, just click on an item.





News feed

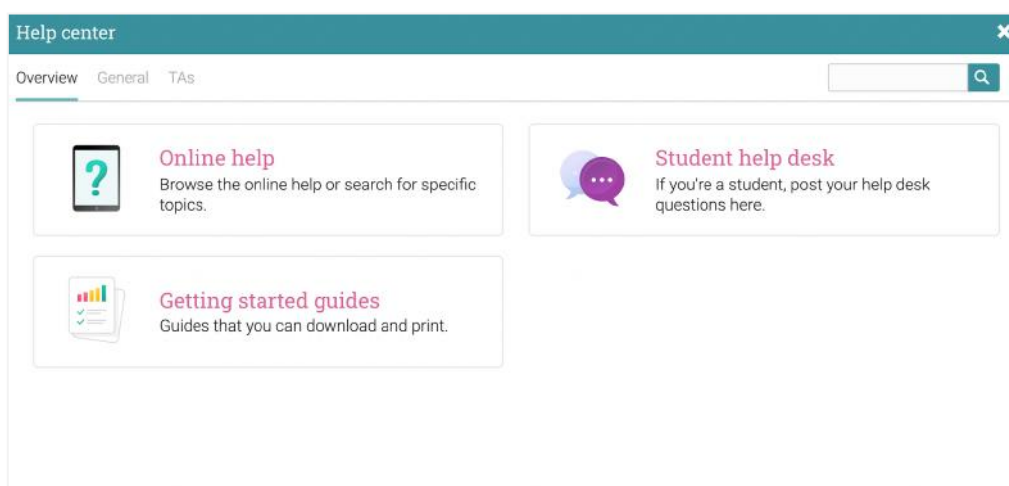
The Home page news feed aggregates news items from your classes, groups, friends, school, and your site administrator. By default, a news feed only shows the latest news and you can scroll down the page for more items.



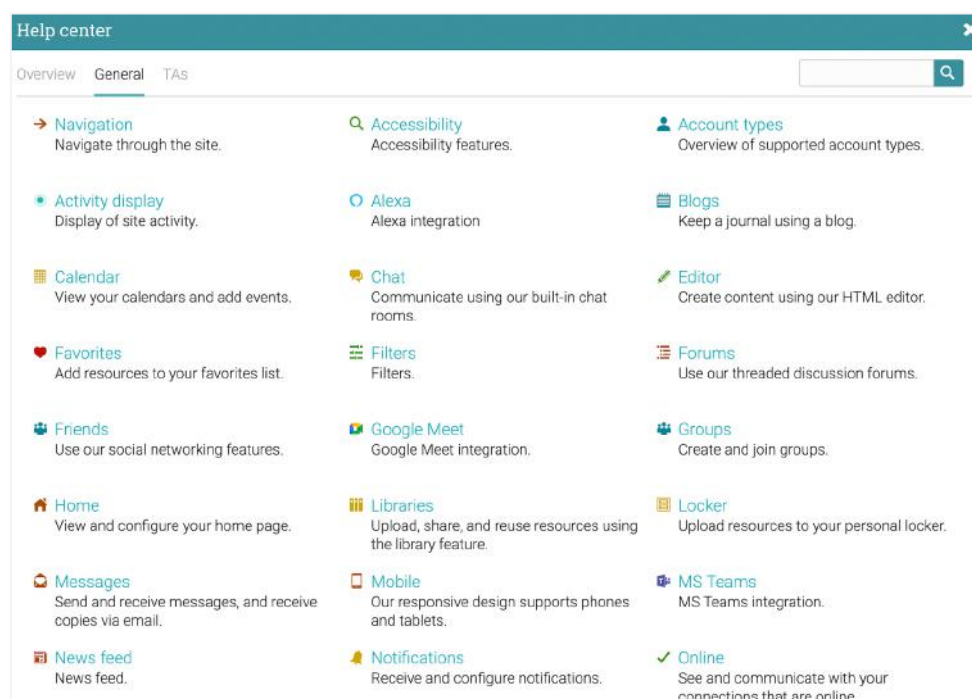
Help Center

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

A pop-up box will open with different options. Use the searchable online help to browse different help topics. If you are on a certain page and need guidance, a help for the current page option will also appear. Here you can also find access to our Getting started guides and Student help desk.



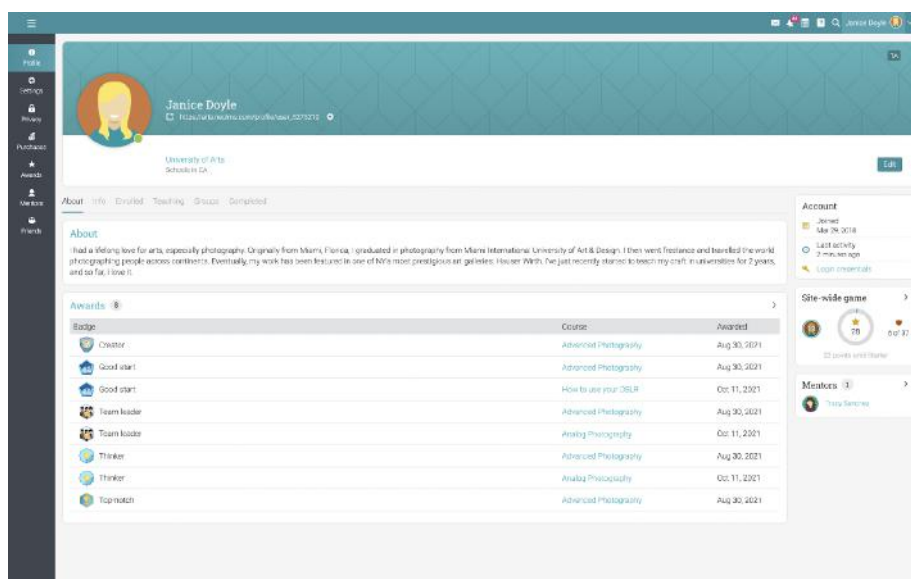
You can find the topics that are most relevant to you in the searchable online help. Most of them have detailed instructions with screenshots. The Help Center is a pop-up so you can browse through the topics without leaving your current page.



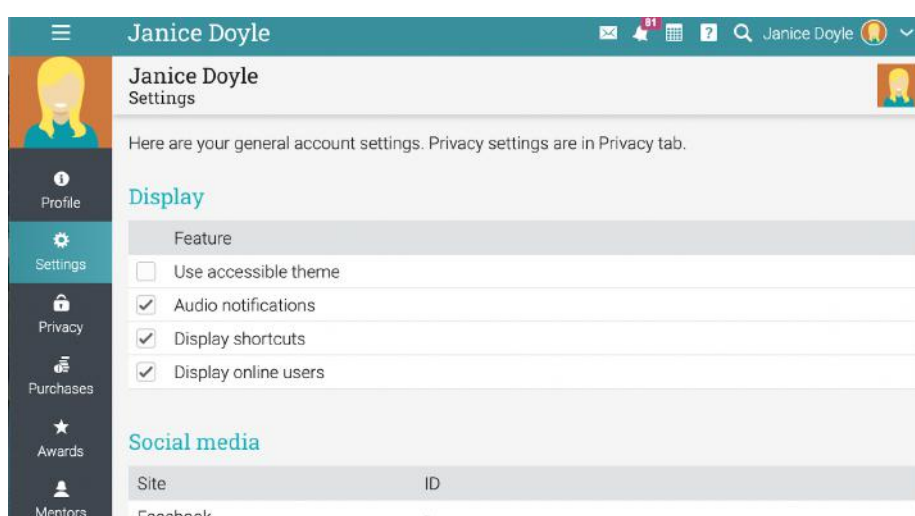
Profile

Your profile page shows your basic information, account details, photos, and more. The information that is visible depends on your account type and the portal's security settings.

To start setting up your profile, go to the top right bar and click on the profile button. Then, click on the Edit button.



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

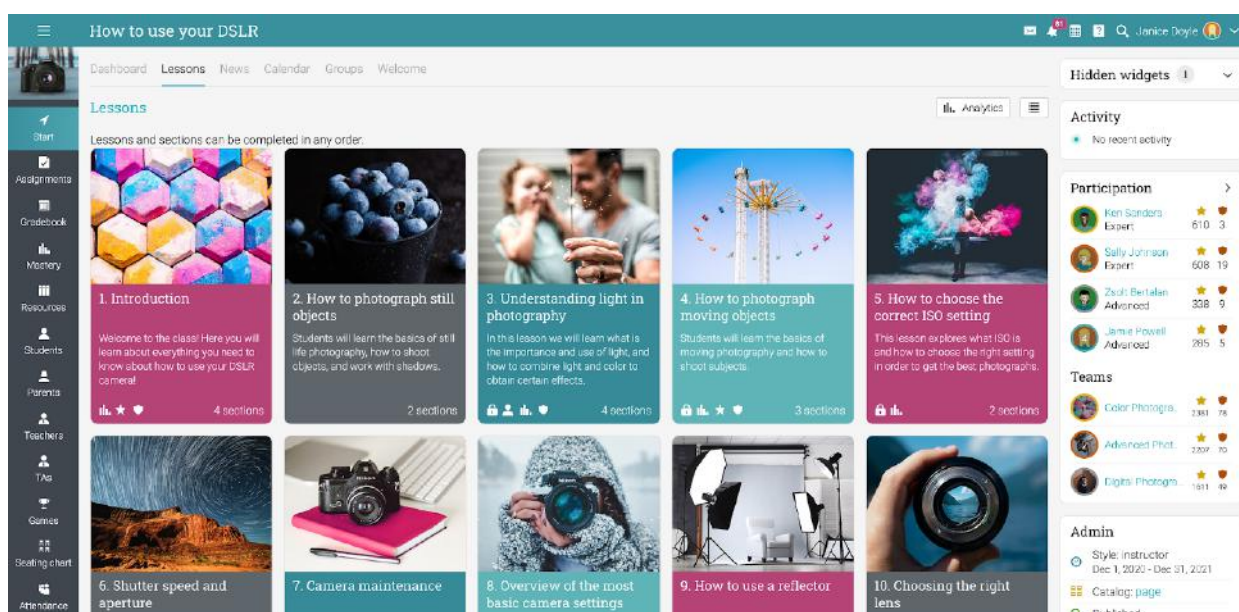




Example of a class

A teaching assistant can't add classes, but can manage them. We will show you how to navigate in a class, explore the main tabs, view lessons and assignments, and more.

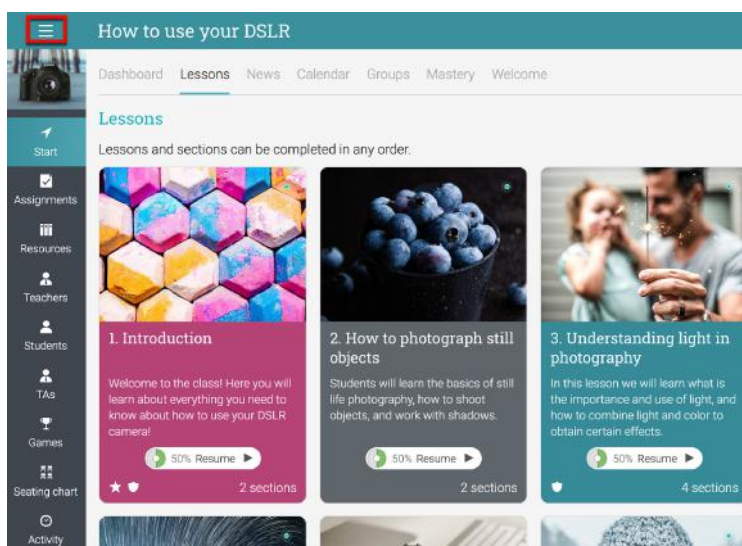
The default landing page of a class is its Lessons area. Here, you can see many aspects of your class, including the lessons, a left bar with tabs that give you direct access to its most important areas. The right side provides access to the activity display, to-do list, announcements and even games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



Next, we will go over each section.

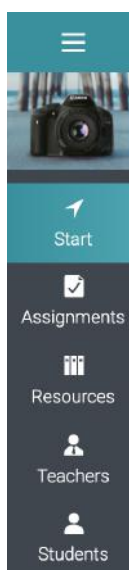
Main left navigation

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



Left bar

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



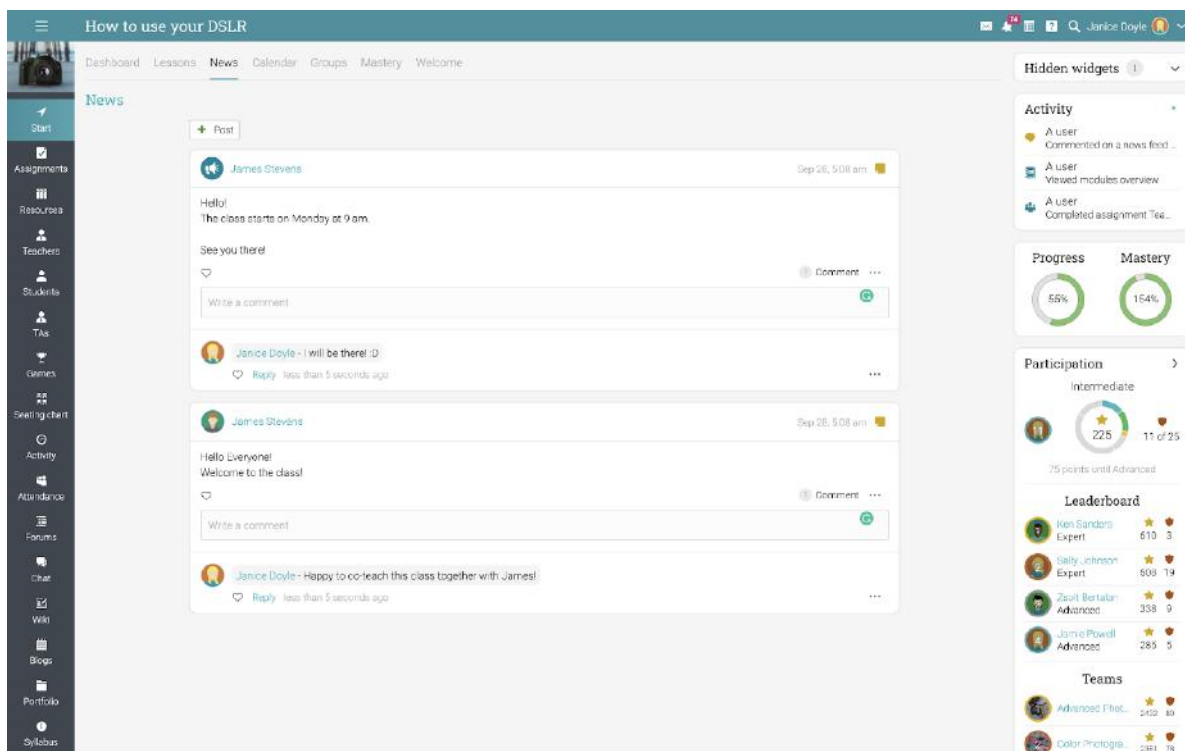


Here is more information about the left bar tabs:

- **Start** - from here, you can access the Dashboard, Lessons, News, Calendar, and more;
- **Assignments** - shows the class assignments;
- **Gradebook** - displays all the grades;
- **Media** - shows Kaltura resources;
- **Mastery** - track class competencies;
- **Resources** - the area where you can store resources that are independent of any lesson;
- **Students** - lists all the students that are in the class;
- **Teachers** - lists all the teachers that are in the class;
- **Teaching assistants** - lists all the teaching assistants that are in the class;
- **Parents** - lists all the parents that can see the class;
- **Games** - if the class has a game this is the area where you can see an overview;
- **Automation** - see a list of rules based on automation that teachers have set for your class;
- **Attendance** - track student attendance;
- **Seating chart** - allows teachers to organize how students are seated in class;
- **Forums** - forums for discussions between class members;
- **Chat** - users can exchange text messages in real time;
- **Wiki** - a collection of pages that more than one person can edit;
- **Blogs** - students and teachers can share their online journals;
- **Purchases**- if you have e-commerce enabled, this tab offers a list of all the purchases of a class;
- **Syllabus** - the syllabus area allows you to create an overview page of the class;
- **Reviews** - allows you to see students' ratings and reviews of classes they are enrolled in.

News feed

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



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



Right bar

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

The right bar is a vertical sidebar containing several sections:

- Activity**: A list of recent activities for Janice Doyle, including viewing a lesson section, earning points, and receiving a badge.
- Participation**: A leaderboard for individual students, showing their rank, name, level, score, and number of attempts.
- Teams**: A leaderboard for teams, showing their rank, team name, score, and number of members.
- Admin**: A control panel with various settings such as instructor style, catalog page, publication status, access code requirements, enrollment status, and creator information.
- To-do**: A section indicating that there are 10 assignments to be graded.

Rank	Name	Level	Score	Attempts
1	Ken Sanders	Expert	610	3
2	Sally Johnson	Expert	608	19
3	Zsolt Bertalan	Advanced	338	9
4	Jamie Powell	Advanced	285	5

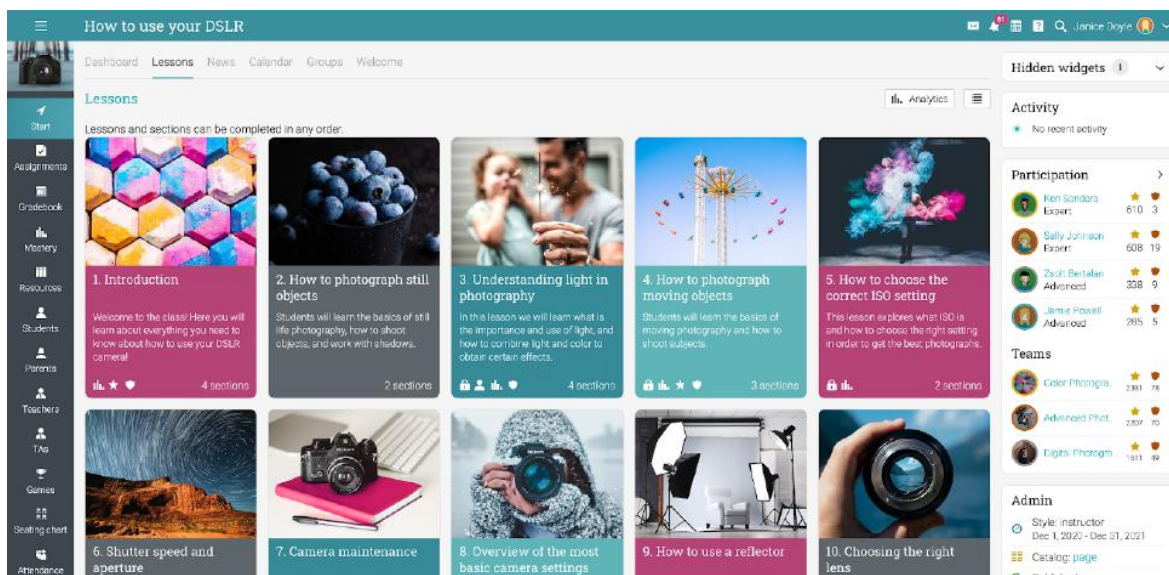
Rank	Team Name	Score	Members
1	Color Photogra...	2381	78
2	Advanced Phot...	2207	69
3	Digital Photogra...	1611	49

Style:	instructor
Dec 1, 2020 - Dec 31, 2021	
Catalog:	page
Published:	Published
Access Code:	No access code required
Enrollment:	open
Locked:	Unlocked
Creator:	Graham Glass
Tags:	none +

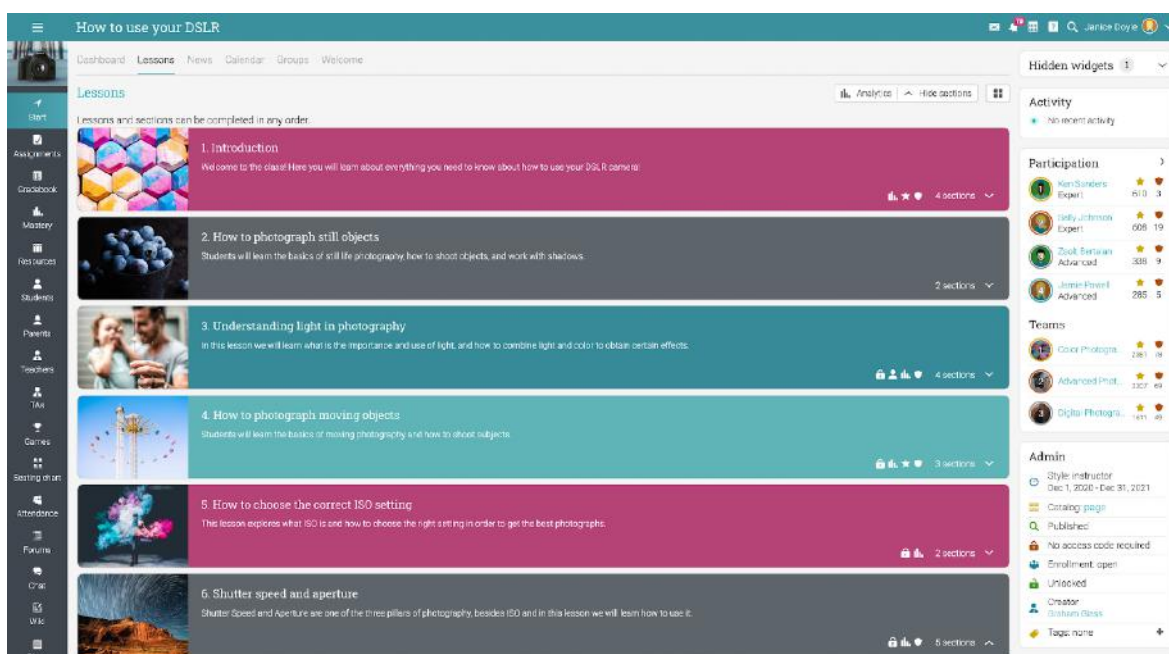


Lessons

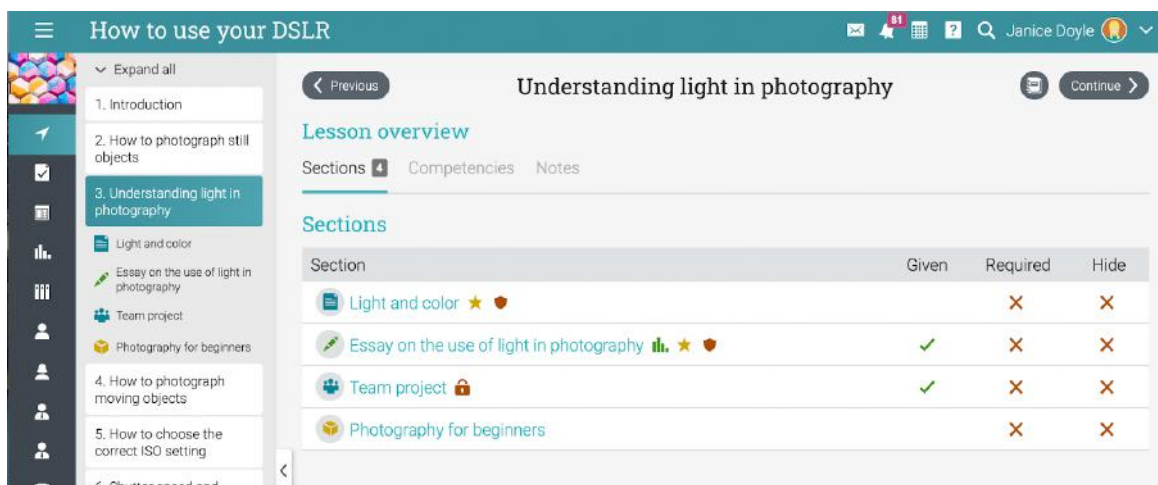
If you go to Start and click on the lessons tab, you will see all the lessons in the class.



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

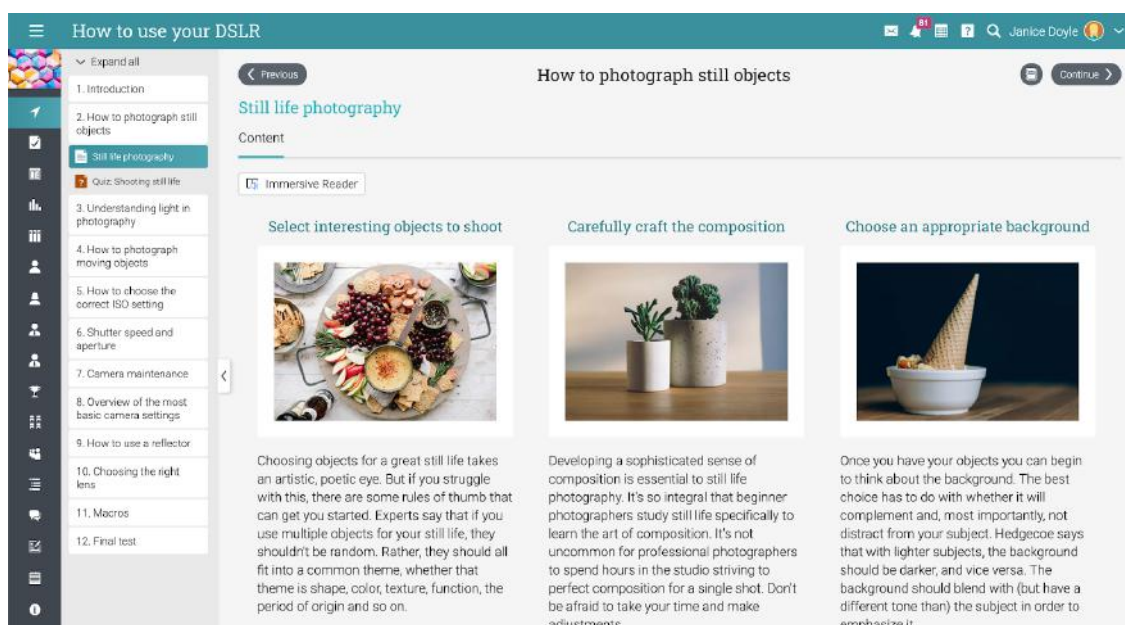


A lesson usually consists of content sections and assignments. You can see the sections of lessons by going to the Sections tab.



Content pages

A content page is created by using our built-in HTML editor and can contain any kind of media, including audio, video, Office documents and Google Docs. Here is how a content page might look:





Assignments

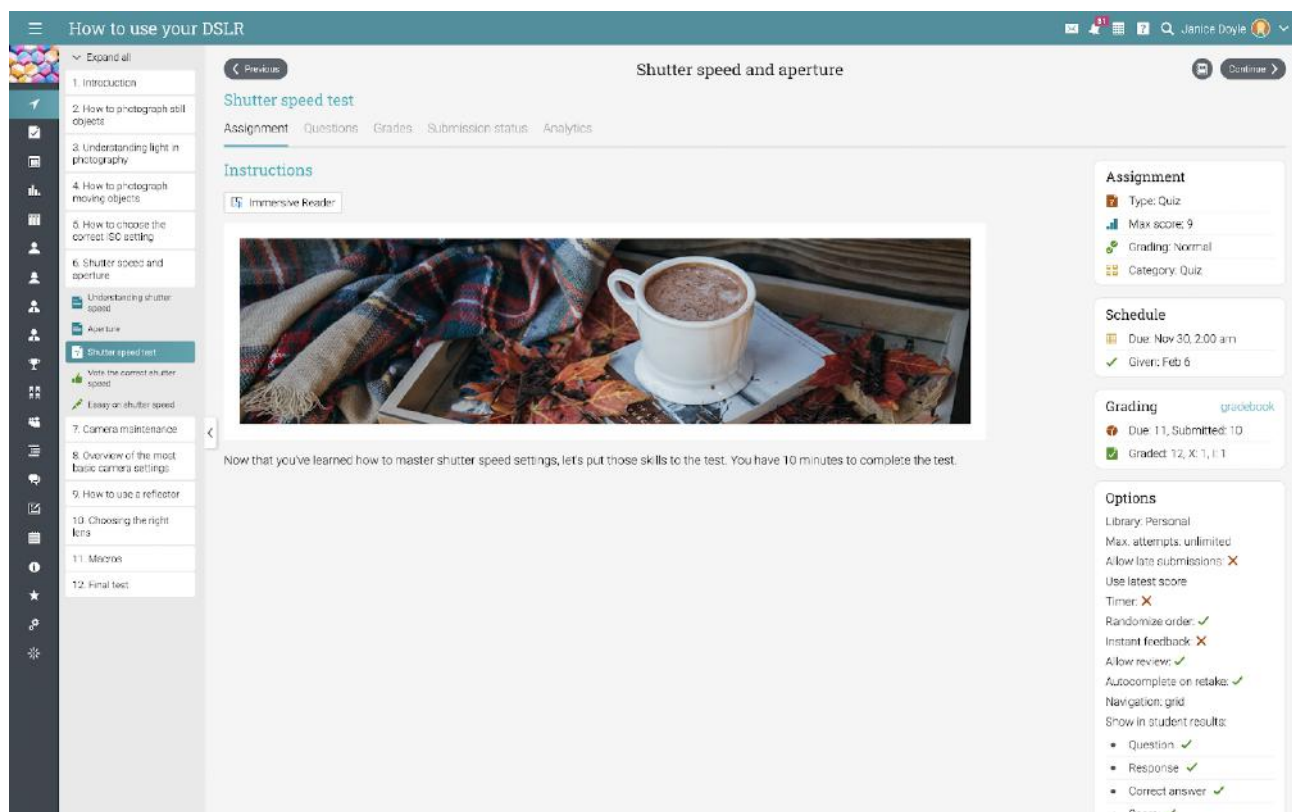
To see a list of the assignments for a class, go to the Assignments tab. An assignment can be connected to a lesson or a standalone task.

Assignment	Start	Due	Given	Max score	% of overall	To grade/Submitted
Quiz: Shooting still life How to photograph still objects		Mar 1 9:30 am	✓	100	5.6	2
Vote the correct ISO setting How to choose the correct ISO setting - Test		Feb 1 2:00 am	✓	100	5.6	21
Final test Final test - Test		Jan 1 2:00 am	✓	10	5.6	19
Essay on camera settings Introduction - Test		Dec 31 2:00 am	✗	100	5.6	
Discussion Introduction - Homework (Extra credit)		Dec 31 2:00 am	✗	100	5.6	
Shutter speed test Shutter speed and aperture - Quiz		Nov 30 2:00 am	✓	9	5.6	15
Vote the correct shutter speed Shutter speed and aperture - Quiz		Nov 19 2:00 am	✓	100	5.6	12
Photo Essay - Participation Introduction - Test		Nov 12 2:00 am	✓	100	5.6	6 / 16
Water drops macro Macro - Homework (Extra credit)		Nov 1 1:00 am	✓	100	5.6	13
Survey on what you expect to learn in this course Introduction		Sep 29 2:00 am	✓	100	5.6	18
Which lens do you prefer? Choosing the right lens		Sep 24 2:00 am	✓	100	5.6	14

There are 16 different types of assignments:

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

To see the details for an assignment, click on its name. Here is how an assignment in a lesson looks:



Depending on the type of assignment, you can find some or all of the following tabs:

- **Assignment** - shows the most important information about the assignment, such as its grading status, submissions and instructions;
- **Questions** - displays the questions of an assignment if it's a quiz or survey, and the number of points that are allocated to each of them;
- **Grades** - shows a list of student grades for the assignment, submissions for each student;
- **Submission status** - indicates whether the assignment has been submitted or not;
- **Analytics** - displays the grade distribution amongst students;

The next sections of the guide will show you how to grade assignments, mastery levels, and more.



Grading assignments

There are three ways to grade an assignment:

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


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

The screenshot shows a calendar for April 2020 with the 29th highlighted. Below the calendar is a 'To-do' section with a plus sign and a pencil icon, indicating 30 assignments to grade.

Apr 2020						
S	M	T	W	T	F	S
29	30	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

full calendar hide

To-do +

 30 assignments to grade



Grading from the assignment page

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

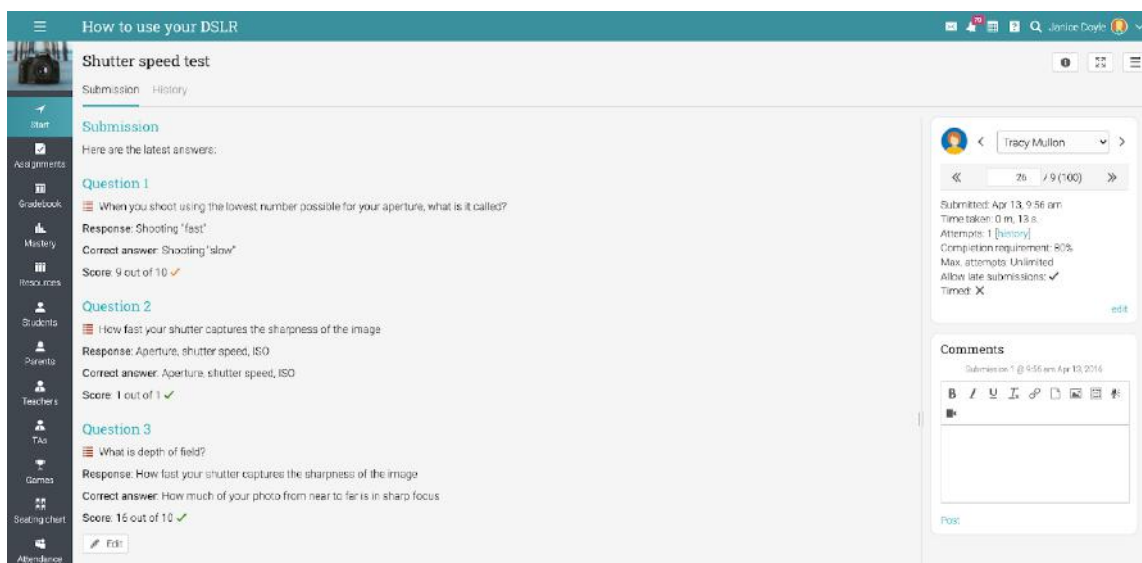
The screenshot shows the assignment page for "Shutter speed and aperture" with the "Grading" tab selected. The "Grading" section displays "4 assignments to grade" and "Due: 15, Submitted: 6". The "Options" section includes "Library: Personal", "Max. attempts: 2", "Allow late submissions: X", "Allow students to comment: X", "Peer reviews: X", and "Disable past due: X".

Or you can visit the To grade tab.

The screenshot shows the assignment page for "Shutter speed and aperture" with the "To grade" tab selected. The "To grade" section displays a table of student submissions:

Student	Show/Grade	Submitted	Score	Grade	Teacher comment
Martin Poppins		Apr 19 18:02 am	?	?	
Jamie Powell		Apr 19 3:18 am	?	?	Great job!
Ken Sanders		Apr 19 9:45 am	?	?	
Steven Timm		Apr 7 12:27 am	?	?	Good job!

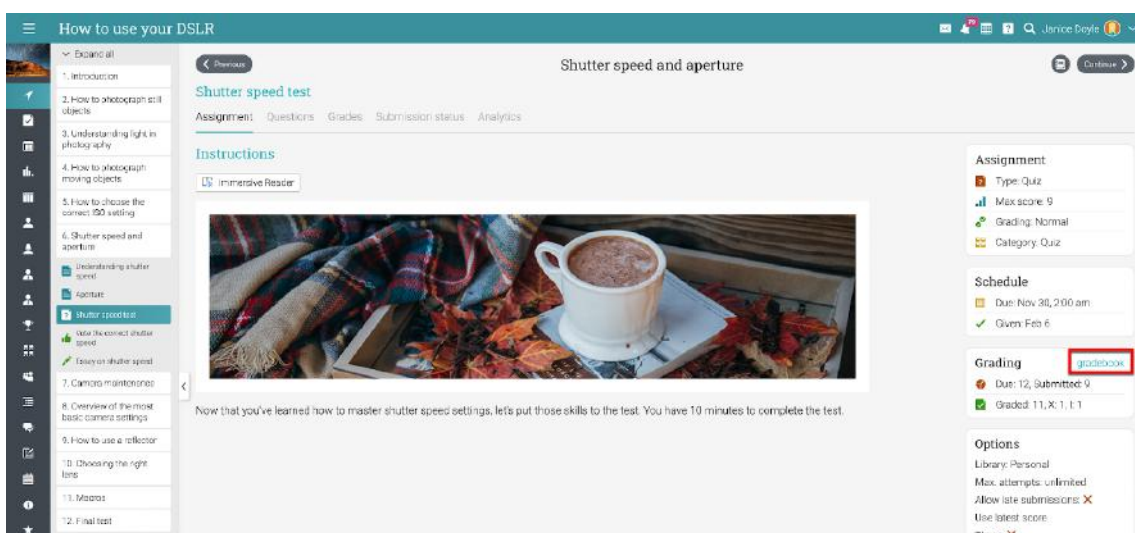
To grade a submission, click on the Edit icon. A new window will show you the student's submission.



- On the right side, you can see assignment information such as the date of submission and number of attempts. Click on edit to override the default maximum number of attempts. Here you can also find the threaded comment section should you wish to leave a comment for your student. Threaded comments allow teachers and students to maintain a threaded dialog for every submission;
- The History tab shows you a complete history of the submission;
- The Competencies tab allows you to see the competencies that the assignment is associated with;
- Use the arrows to navigate from one student's submission to another.

Grading from the gradebook

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



Depending on how many students and assignments there are, scroll bars that let you scroll through the grades list will appear. Each assignment is listed at the top of the gradebook, with an icon to indicate its type, a link to the assignment and the number of points associated with the assignment.

The screenshot shows the 'Gradebook' interface for the 'How to use your DSLR' course. The table displays student scores for various assignments. The columns include 'Assignments', 'Due', 'Mar 1', 'Feb 1', 'Jan 1', 'Nov 30', 'Nov 19', 'Nov 12', 'Nov 1', 'Sep 29', 'Sep 24', 'Sep 15', and 'Aug 31'. The rows list students with their scores and overall averages.

Assignments	Due	Mar 1	Feb 1	Jan 1	Nov 30	Nov 19	Nov 12	Nov 1	Sep 29	Sep 24	Sep 15	Aug 31
Quiz: Shooting and life	100											
Write the correct ISO settings												
Final test												
Shutter speed test												
Write the correct shutter speed												
Write the correct shutter speed												
Photo Essay: Participation												
Water drops: macro												
Survey on what you expect to see												
Missing when time do you care?												
Easy on the eye lighting essay												
Participation												
Overall												
Arnold Balls	69%											
Zsolt Kertalan	87%											
Damian Byrne	59%											
Olivia Dobosca	135%											
Tom Ouxon	62%											
Graham Glass	77%											
James Hopper	58%											
Phil Jackson	65%											
Sally Johnson	53%											
Tom McGregor	72%											
Tracy Mulron	78%											
Danielle Murray	68%											
Rodrigo Pachs	24%											
Jeremy Phipps	32%											
Marin Poppato	86%											
Jamie Powell	72%											
Jonathan Rice	55%											
Van Roberts	48%											
Kent Sanders	10%											



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

The screenshot shows the DSLR Gradebook interface. The title is "How to use your DSLR" and "Gradebook". The interface includes a sidebar with navigation options like Start, Assignments, Gradebook, Mastery, Resources, Students, Parents, Teachers, TAB, Games, Scoring chart, Attendance, Forums, Chat, Web, and Blogs. The main area displays a grid of student scores for various assignments. The columns represent different assignments, and the rows represent individual students. The grid shows scores, percentages, and letter grades for each student across multiple assignments.

Students	Overall	Mar 1	Feb 1	Jan 1	Nov 30	Nov 19	Nov 12	Nov 1	Sep 29	Sep 24	Sep 16	Aug 31
Arnold Balls	69% C+	100	100	8				100	22	97	100	10
Zack Bertalan	87% A			3				90	90	100	70	89
Daniel Byrne	59% C	78	100	4				70	80	10	12	80
Olivia Doboaca	133% 100		100	4	100	96	84	80	5	95	70	85
Tim Dujan	62% C		93	10				88	93	90	100	93
Graham Glass	77% B		100	9	0			93	100	70	0	100
James Hepper	50% D+		100	1	2	X		77	100	5	10	0
Phil Jackson	65% C+			9	4			100	40	88	0	70
Sally Johnson	93% A	100	100	5				96	86	93	100	53
Tom McCreger	72% B		100	9	10			90		89	100	
Tracy Mullin	78% B		100	8	26			90	94	100	4	50
Janetie Mumy	68% D+		100	10	20	X		95	10	5	40	100
Rodrigo Pacha	24% F		100	X	9			0		10	40	0
Jeremy Phillips	93% F		100	9				93		53	0	0
Martin Poppits	86% A		100	10				83	100	3	100	80
James Powell	73% B		100	9	19			91	90	34	51	90
Samuel Hies	35% F		83	9				83	0	0	0	100
Ken Roberts	48% D		100	4					40	0	X	88
Ken Sanders	10% F		100	10	0			90	70	100	46	90

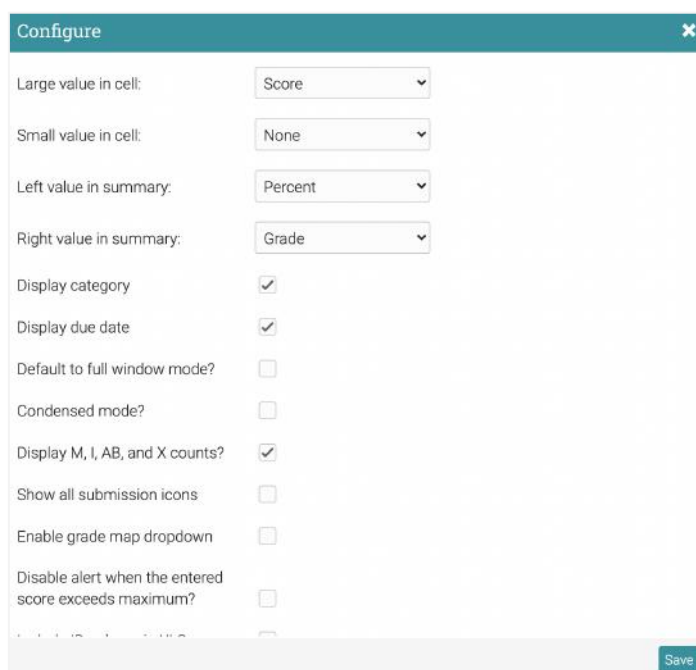
If you double click on a cell, a pop-up window will appear with an extra option for leaving a comment.

The screenshot shows the DSLR Gradebook interface with a pop-up window open over the cell for Olivia Doboaca's score in the "Shutter speed test" assignment. The pop-up window displays the current score of 100 / 79 and provides a text area for entering a comment. The background shows the same grid of student scores as in the previous screenshot.

Students	Overall	Mar 1	Feb 1	Jan 1	Nov 30	Nov 19	Nov 12	Nov 1	Sep 29	Sep 24	Sep 16	Aug 31
Arnold Balls	69% C+	100	100	8				100	22	97	100	10
Zack Bertalan	87% A			3				90	90	100	70	89
Daniel Byrne	59% C	78	100	4				70	80	10	12	80
Olivia Doboaca	133% 100		100	4	100	96	84	80	5	95	70	85
Tim Dujan	62% C		93	10				88	93	90	100	93
Graham Glass	77% B		100	9	0			93	100	70	0	100
James Hepper	50% D+		100	1	2	X		77	100	5	10	0
Phil Jackson	65% C+			9	4			100	40	88	0	70
Sally Johnson	93% A	100	100	5				96	86	93	100	53
Tom McCreger	72% B		100	9	10			90		89	100	
Tracy Mullin	78% B		100	8	26			90	94	100	4	50
Janetie Mumy	68% D+		100	10	20	X		95	10	5	40	100
Rodrigo Pacha	24% F		100	X	9			0		10	40	0
Jeremy Phillips	93% F		100	9				93		53	0	0
Martin Poppits	86% A		100	10				83	100	3	100	80
James Powell	73% B		100	9	19			91	90	34	51	90
Samuel Hies	35% F		83	9				83	0	0	0	100
Ken Roberts	48% D		100	4					40	0	X	88
Ken Sanders	10% F		100	10	0			90	70	100	46	90



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

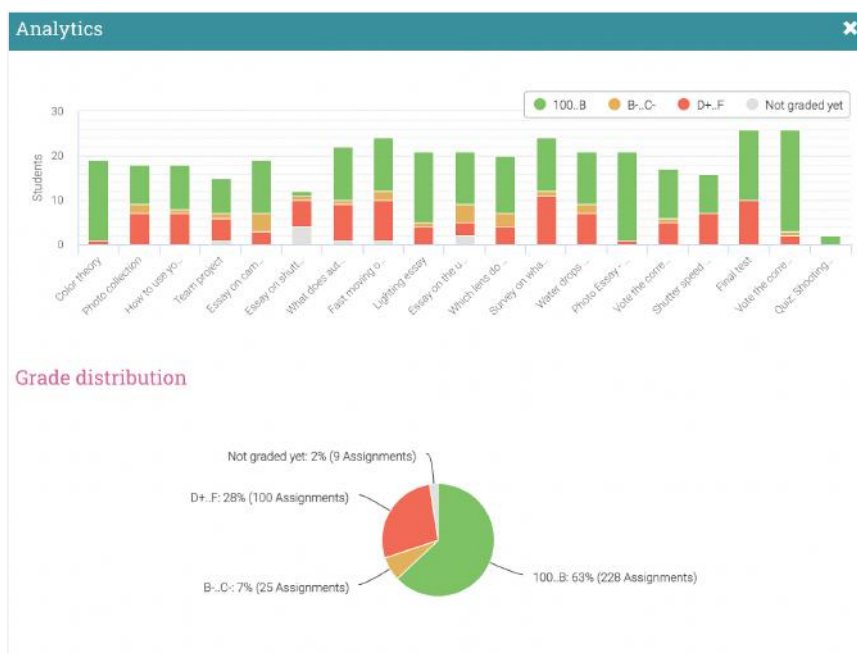


The 'Configure' dialog box contains the following settings:

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

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

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





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

How to use your DSLR

Export

Select the items for export:

Class information (one line per class)

- Class ID
- Class name
- Semester
- Course code
- Section code
- Teacher name

Grade information (one line per student)

- Class ID
- Class name
- Student ID
- Student first name
- Student last name
- Overall percent
- Overall grade
- Overall average points
- Overall weighted score
- Points for each assignment
- Score for each assignment
- Percent for each assignment
- Grade for each assignment
- Teacher comment for each assignment
- Include assignment name
- Date submitted
- Percent for each grading period
- Grade for each grading period
- Average points for each grading period
- Weighted score for each grading period
- Competencies

Mastery and competencies

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

Competencies	Code	1	2	3	4	5	6	7	8	9	10	11	12	
Average		59%	102%	10%	94%	75%	75%	81%	80%	66%	75%	101%	119%	100%
Baba, Arnold	19	10%	23%	70%	33%	82%	82%	59%	85%	91%	42%	77%		77%
Byrne, Liamon	16	53%	37%	72%	67%	60%	38%	44%	20%	82%	8%	50%	18%	33%
Munoy, Daniela	18	26%	22%	25%	17%	16%	18%	82%	91%	76%	82%	98%	99%	97%
Class, Graham	18	94%	93%	94%	93%	93%	94%	94%	92%	92%	92%	92%	92%	92%
Hopper, James	18	83%	72%	84%	72%	92%	92%	61%	65%	77%	40%	95%		35%
Stevens, James	14	99%	92%	85%		88%	89%	85%	85%	85%		85%		86%
Rosell, Jamie	15	67%	82%	71%	47%	75%	79%	71%	83%	31%	67%	94%	88%	96%
Roberts, Jan	12	46%	44%	55%	40%	58%	68%	32%	30%	92%	92%	100%		100%
Phillips, Jeremy	16	92%	93%	91%	91%	95%	95%	95%	95%	81%	88%	100%		100%
Rea, Jonathan	16	91%	85%	100%	89%	87%	87%	100%	100%	100%	100%	93%		98%
Sanders, Ken	16	80%	63%	94%	79%	74%	74%	53%	56%	67%	28%	27%		18%
Popeye, Martin	14	71%	94%	92%	30%	32%	32%	62%	93%	84%	88%	99%		94%

Using gamification

Gamification is based on our automation feature and allows you to have a class-wide overview of the game details, including the available levels, level actions, and badges awarded. You can even view the class leaderboard on the right side panel.

Participation

Levels

Levels	Points	Edit	Remove
Beginner	100		
Intermediate	200		
Advanced	300		
Expert	600		

Beginner level actions

Action	Added	Edit	Remove
Send the canned message "achieve level"	Jul 14, 2018		
Award badge Best student for game Participation	Jul 16, 2018		
Award coupon Class coupon	Aug 5, 2020		

Intermediate level actions

Action	Added	Edit	Remove
Send the canned message "achieve level"	Jul 14, 2018		
Award certificate Visual Arts Basic	Jul 17, 2018		

Leaderboard

Name	Level	Score	Badges
Ken Sanders	Expert	610	3
Billy Johnson	Expert	608	19
Zoeil Benjamin	Advanced	398	9
Jamie Powell	Advanced	285	5
Tracy Mullan	Intermediate	260	4
Olivia Dobson	Intermediate	260	9
Craham Grass	Intermediate	253	8
James Hopper	Intermediate	250	5
Tom Bowen	Intermediate	244	10
Natalie Blanton	Advanced	235	3

Teams

Team Name	Score	Badges
Cultur Phologia	781	38
Advanced Phot...	267	20
Digital Programs	161	19

Taking attendance

You can track student attendance for a class session, including arrival on time, arrives late, leaves early or is absent. You can also excuse a student and include a note.

The screenshot shows the 'Details' view of the DSLR attendance system. The interface includes a sidebar with navigation options like Start, Assignments, Gradebook, Mastery, Resources, Students, Parents, Teachers, Tax, Games, Seating chart, Attendance, Forums, Chat, Wiki, and Blogs. The main area displays a table with columns for dates (Oct 6, Sep 15, May 8, May 9, Apr 30, Apr 11, Apr 13, Apr 3, Apr 1, Mar 13, Mar 1, Jan 9) and rows for students. Each cell contains a status icon: a green checkmark for Present, a red triangle for Absent, an orange circle for Arrived late, and a blue circle for Left early. The table lists 20 students with their respective attendance records.

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

The screenshot shows the 'Edit' modal window open over the attendance grid. The modal has a title bar with 'Edit' and a close button. It contains a 'Status' dropdown menu with the following options: Present (selected), Arrived late, Left early, and Absent. There is also a 'Note' text input field and a '* Optional' label. A 'Save' button is located at the bottom right of the modal. The background shows the same attendance grid as the previous screenshot, but with a dimmed appearance.

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

Student	On time	Arrived late	Left early	Absent	Excused
Arnold Balla	9	2	-	2	-
Damian Blyne	7	1	-	6	-
Danielle Murray	10	-	1	3	-
Graham Glass	13	-	-	-	-
James Hopper	6	2	-	4	1
James Stevens	1	-	-	-	-
Jamie Powell	11	-	-	3	-
Jen Roberts	2	-	1	1	-
Jeremy Phillips	1	-	-	-	-
Jonathan Rea	1	-	-	-	-
Ken Sanders	12	-	-	1	-
Martin Poppina	9	1	-	3	-
Natalie Stratton	11	-	-	1	-
Olivia Dobososi	7	1	1	3	-
Phil Jackson	9	1	-	3	-
Rodrigo Pacha	1	-	-	-	-
Ryan Smith	1	-	-	-	-
Sally Johnson	1	-	-	-	-

To export the list, use the Export button:

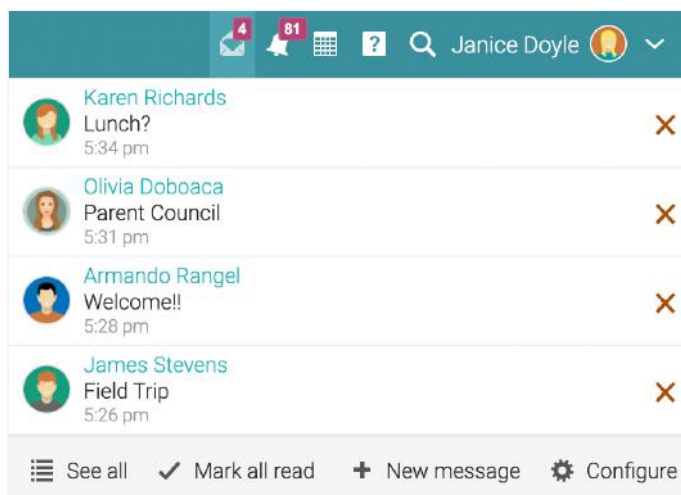
Form **Export** + Add ⌵

STATUS: OK ✔ Present ⚠ Absent ⚡ Arrived late ⚡ Left early

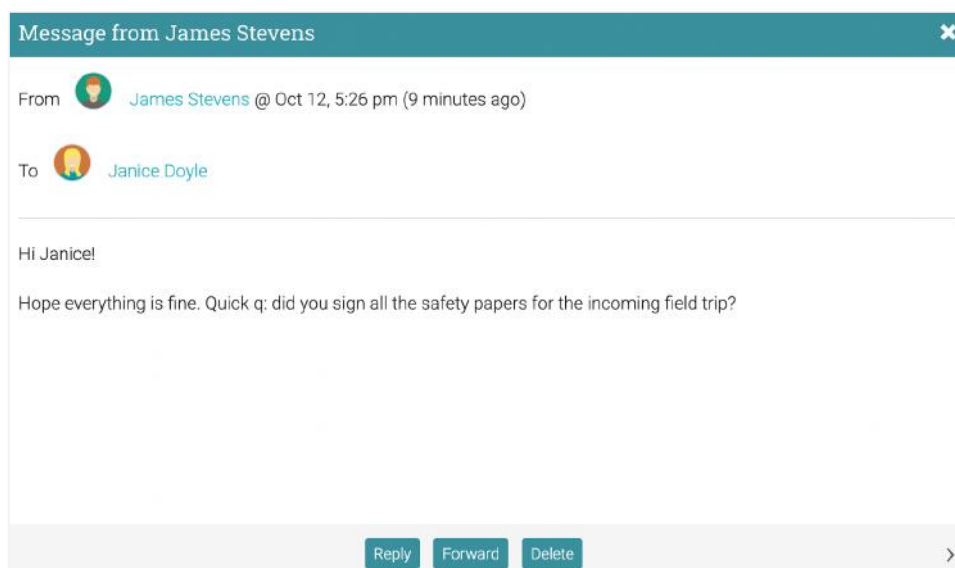
Student	9	2	0	Oct 11	Oct 6	Sep 15	May 8	May 9	Apr 30	Apr 11	Apr 10	Apr 9	Apr 1	Mar 13	Mar 1
Arnold Balla	9	2	0	-	✔	✔	✔	✔	⚡	✔	✔	✔	✔	✔	⚡
Damian Blyne	7	6	1	0	-	✔	⚡	⚡	✔	✔	✔	✔	✔	✔	⚡
Danielle Murray	10	3	0	1	-	✔	✔	⚡	✔	✔	✔	✔	✔	✔	✔
Graham Glass	13	0	0	0	-	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
James Hopper	6	4	2	0	-	✔	✔	⚡	⚡	⚡	✔	⚡	⚡	✔	✔
James Stevens	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Jamie Powell	11	3	0	0	-	✔	✔	✔	✔	⚡	✔	✔	✔	⚡	✔
Jen Roberts	2	1	0	1	-	✔	✔	⚡	⚡	-	-	-	-	-	-
Jeremy Phillips	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Jonathan Rea	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Ken Sanders	12	1	0	0	-	✔	✔	⚡	-	✔	✔	✔	✔	✔	✔
Martin Poppina	9	3	1	0	-	✔	✔	⚡	-	✔	✔	✔	✔	⚡	✔
Natalie Stratton	11	1	0	0	-	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Olivia Dobososi	7	3	1	1	-	✔	-	✔	-	⚡	✔	✔	✔	⚡	✔
Phil Jackson	9	3	1	0	-	✔	⚡	⚡	✔	✔	✔	✔	✔	✔	⚡
Rodrigo Pacha	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Ryan Smith	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Sally Johnson	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Stavan Timm	11	0	0	0	-	✔	-	✔	-	✔	✔	✔	✔	✔	✔
Tom Blawan	1	0	0	0	-	✔	-	-	-	-	-	-	-	-	-
Tom McGregor	10	1	0	1	-	✔	-	✔	-	⚡	✔	✔	✔	✔	✔

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 message students, teachers, parents, or other teaching assistants, go to the appropriate tab, select the users, and click the Message button. Then enter your message and click Send.

The screenshot shows the 'How to use your DSLR' interface. The 'Active' tab is selected, and the 'Message' button is highlighted with a red box. Below the button is a table of student data with columns for Name, Progress, Scores, Grade, Due, Awards, Notes, Portfolio, Mastery, Time, Enrolled, and More.

Name	Progress	Scores	Grade	Due	Awards	Notes	Portfolio	Mastery	Time	Enrolled	More
Arnold Balla			C+ 69%	3	10	-	-			Apr 1, 2019 744 days ago	⋮
Damian Blyne			C- 59%	2	13	-	-			Nov 4, 2016 917 days ago	⋮
Danielle Murray			C+ 68%	2	11	1	-		00:00:10	Mar 15, 2016 502 days ago	⋮
Graham Glass			B 77%	1	14	-	-		00:42:31	Feb 23, 2016 15 days ago	⋮
James Hopper			D+ 50%	2	10	-	-			Jan 14, 2019 328 days ago	⋮
James Stevens			F 27%	5	5	-	-		00:03:46	Mar 25, 2021 1 day ago	⋮
Jamie Powell			B- 72%	2	5	-	-		00:06:27	Feb 18, 2016 1371 days ago	⋮
Jen Roberts			D 48%	8	43	-	1		00:02:08	Mar 3, 2020 4 days ago	⋮

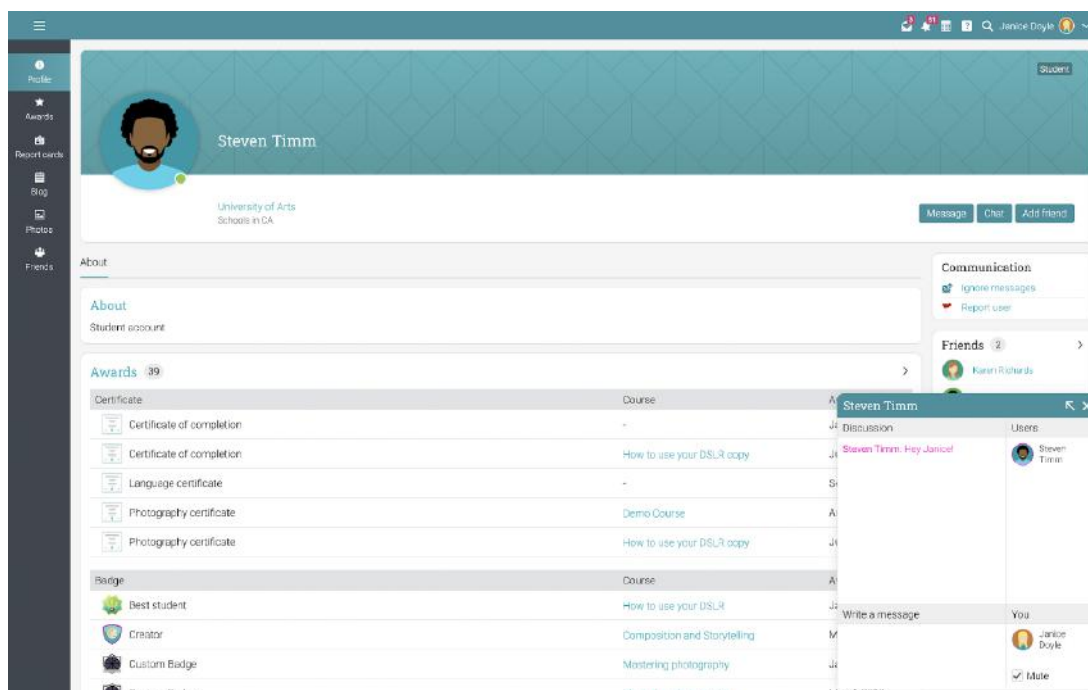
To send a message to multiple students at once, go to the Students tab of class, then select them from the list, then click Message.

The screenshot shows the 'How to use your DSLR' interface. The 'Active' tab is selected, and the 'Message' button is highlighted with a red box. Below the button is a table of student data. Several rows are selected, indicated by a light blue background.

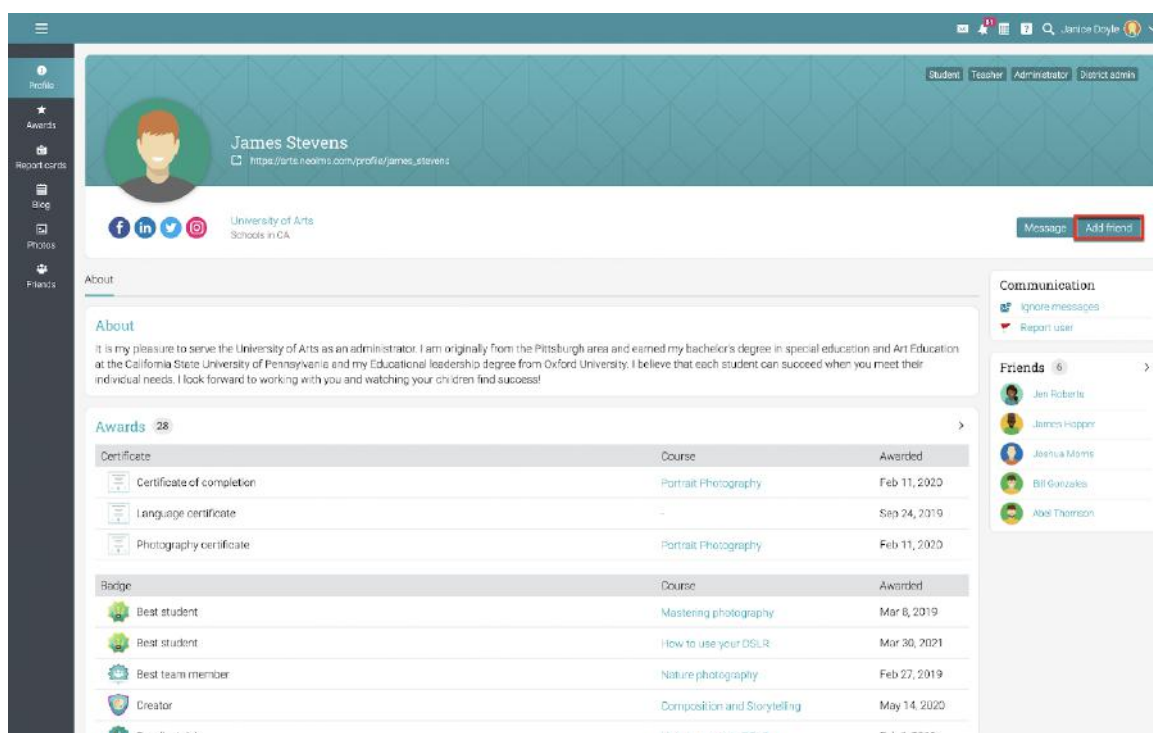
Name	Progress	Scores	Grade	Due	Awards	Notes	Portfolio	Mastery	Time	Enrolled	More
Arnold Balla			C+ 69%	3	10	-	-			Apr 1, 2019 744 days ago	⋮
Damian Blyne			C- 59%	2	13	-	-			Nov 4, 2016 917 days ago	⋮
Danielle Murray			C+ 68%	2	11	1	-		00:00:10	Mar 15, 2016 502 days ago	⋮
Graham Glass			B 77%	1	14	-	-		00:42:31	Feb 23, 2016 15 days ago	⋮
James Hopper			D+ 50%	2	10	-	-			Jan 14, 2019 328 days ago	⋮
James Stevens			F 27%	5	5	-	-		00:03:46	Mar 25, 2021 1 day ago	⋮
Jamie Powell			B- 72%	2	5	-	-		00:06:27	Feb 18, 2016 1371 days ago	⋮
Jen Roberts			D 48%	8	43	-	1		00:02:08	Mar 3, 2020 4 days ago	⋮



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

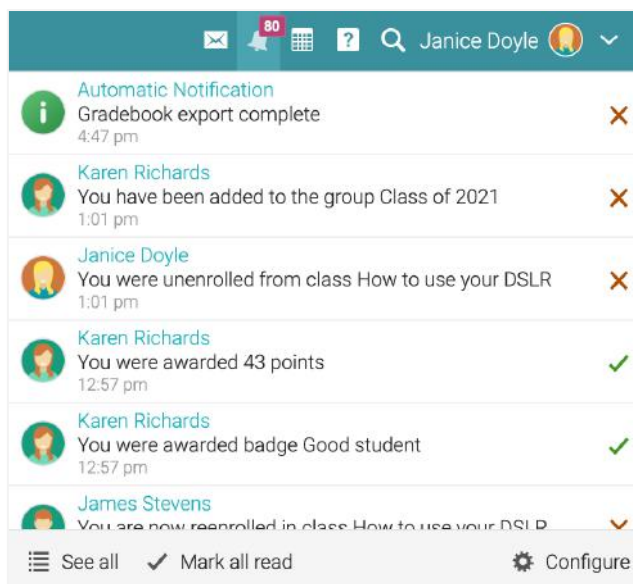


You can also add users as friends:

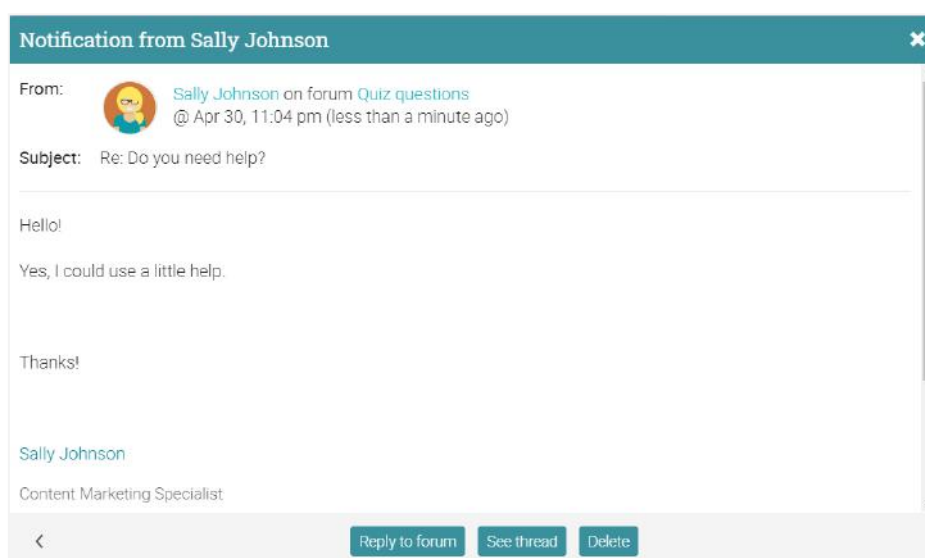


Notifications

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



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





Summary

The Getting Started Guide for Teaching Assistants provided the basic information that teaching assistants need when they first start using CYPHER.

Some of the topics we covered were: navigating in CYPHER, using the Help Center, getting an overview of classes, lessons, and assignments, communicating with students and taking attendance.

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

www.cypherlearning.com