

How to make training more flexible **using** **automation**

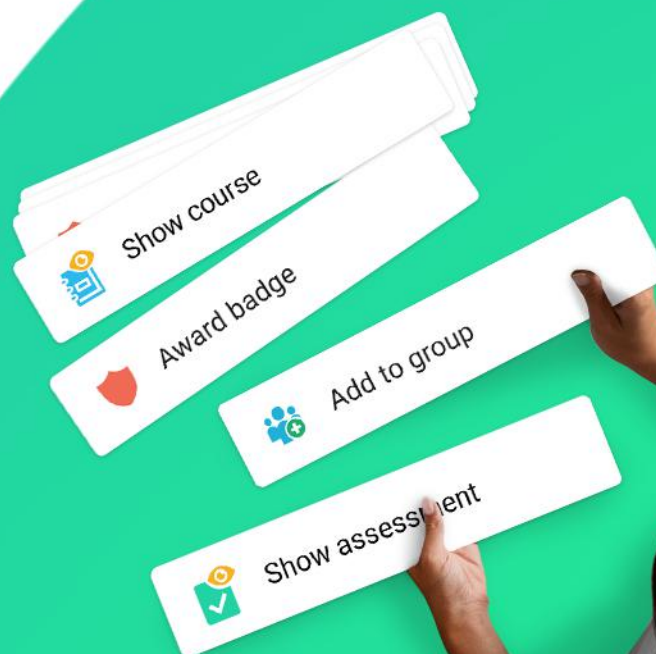


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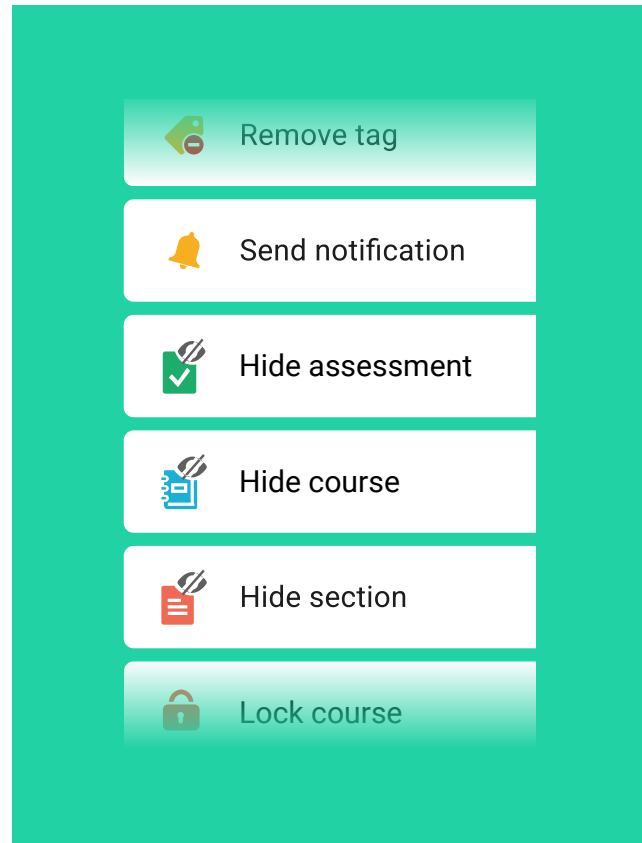


The possibilities are endless and you can use automation in various areas of the platform such as courses, learning paths, groups, accounts, and more.

Using automation in the CYPHER platform

Automation is an innovative concept that allows companies to make learning more personalized and flexible. This powerful feature helps instructors save time on training tasks and replaces a lot of rigorous manual work.

With automation you can trigger actions throughout the platform when certain tasks are performed. For example, when a new employee joins the platform, you can automatically enroll them in a course based on their job title. At the end of a course you can trigger an action that awards certificates of completion to learners. Using automation you can also decide what content learners



see in courses based on their performance or define actions that happen when visitors purchase your courses.

The possibilities are endless and you can use automation in various areas of the platform such as courses, learning paths, groups, accounts, and more. Gamification is also based on automation and you can define rules for when points and badges should be awarded to learners that participate in games.



Instructors can use automation to trigger actions when learners complete certain tasks in courses.

Automation for courses

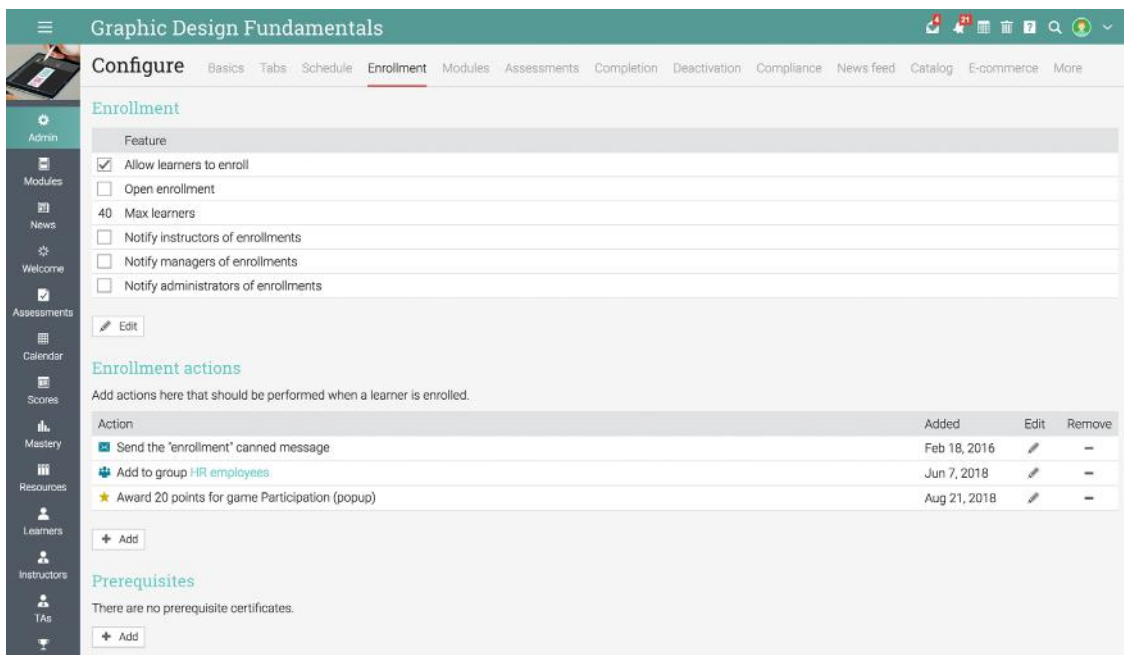
Instructors can use automation to trigger actions when learners complete certain tasks in courses. You can add rules that are performed when learners enroll in courses when they are unenrolled from courses,

when they complete modules and sections, and more. Here are some of the most common uses for automation and areas in a course where you can use them:

Enrollment, unenrollment, and inactivity actions

Instructors can create actions that are triggered when new learners are enrolled in courses or when learners are unenrolled from courses. For example, if you created a course addressed to employees that work in

the HR department, when you enroll them in the course you can also automatically add them to a group dedicated to HR employees that are taking this course.



When a learner is unenrolled from the course, you can send them an automated message to request feedback about the course.

Unenrollment actions

Add actions here that should be performed when a learner is unenrolled.

Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Send the "unenrollment" canned message	Jun 7, 2018		

If learners are not active in the course for a specified number of days, you can trigger actions that are performed when the learner

is considered inactive. For example, if a learner is not active for 10 days, you can send them a reminder to visit the course.

Inactivity

Feature

10 Number of days of not visiting the course before learner is considered inactive

Inactivity actions

Add actions here that should be performed when a learner becomes inactive.

Action	Added	Edit	Remove
Send custom notification to user	Jun 7, 2018		

Automation also allows users to apply filters to actions. When rules are created, you can target only people from within a course, group, organization, that have a particular job title,

that are from a certain city, and more. Filters can be used when adding any type of rule, anywhere on the platform.

Filters:

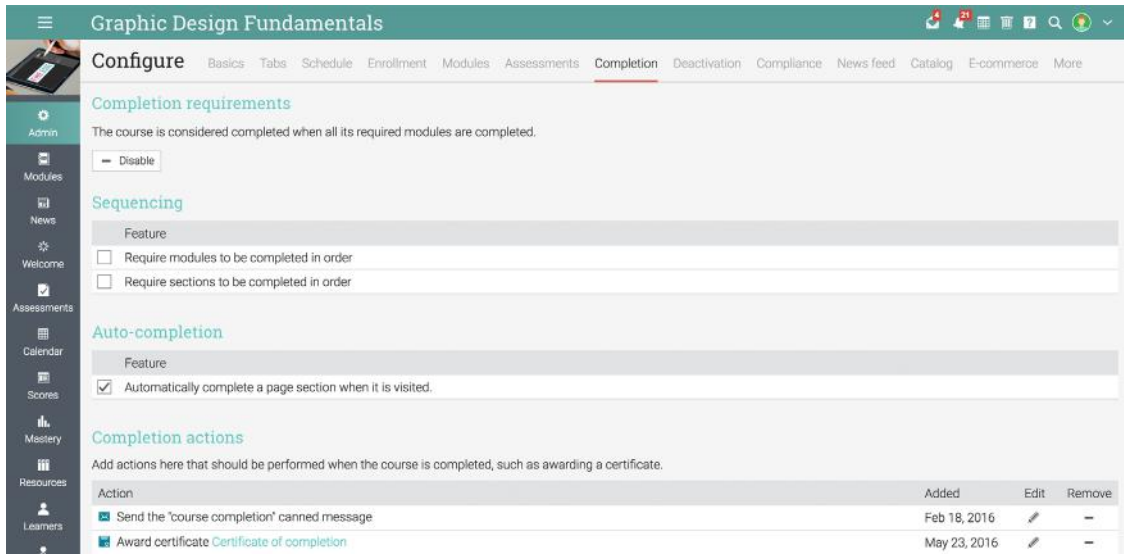
Department HR and

Account type Instructor

Course completion actions

You can trigger actions when learners complete courses. For example, when a learner completes a course, you can award them with a certificate of completion. The

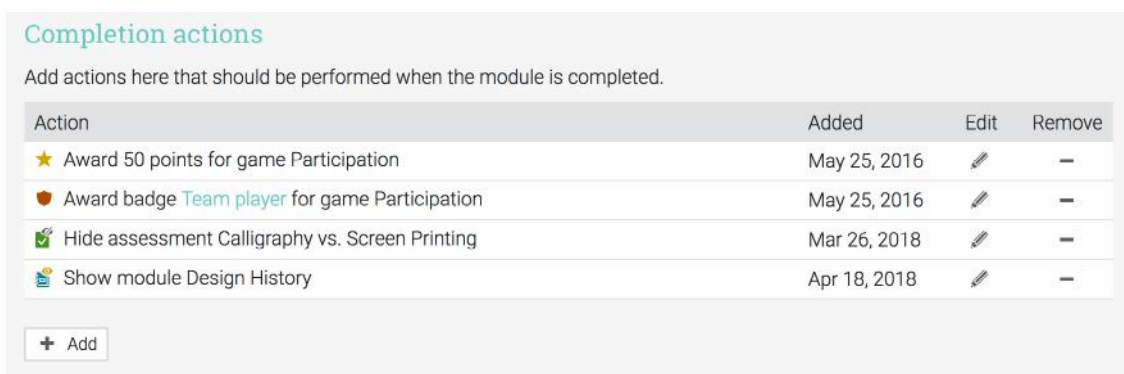
certificates feature allows users to upload a PDF certificate form that can be filled in by our system with the information about the course.



Completion actions for modules, sections, and assessments

You can trigger actions when modules, content pages, and assessments are

completed. For example, you can award a badge when a module is completed.



In the case of assessments you can also set a minimum score that is required for the assessment to be completed. As an example, when a learner gets the score of

100, the assessment is complete and you can add a rule to award 50 points for the course game.

Module completion

Require this section to be completed for module completion.

Completion requirements

The assessment is considered completed when the learner scores at least 70%.

[- Remove this requirement](#)

Completion actions

Add actions here that should be performed when the assessment is completed.

Action	Added	Edit	Remove
★ Award 50 points for game Participation	May 26, 2016	✎	-

[+ Add](#)

Start and finish actions

If a course is instructor-led or blended you can add actions that are performed when the course starts, a few days before the course starts, or a few days after the course starts. For example, you can send a reminder to

your learners two days before the course starts. You can also lock the course a few days before the course starts, so that learners can enroll in the course but not access its content.

Start actions

Specify a time before/after this course starts that a set of actions should be taken.

[+ Add rule](#)

3 days before class starts

The following actions are performed 3 days before class starts:

Action	Added	Edit	Remove
📧 Send custom notification to learners	Jun 21, 2018	✎	-
🔓 Unlock this course	Jun 26, 2018	✎	-

[+ Add action](#) [✎ Edit](#) [🗑 Delete](#)

You can also add actions when the course is finished. For example a number of days after the course is finished, you can archive it. You

can also send a custom message to your learners to ask for feedback about the course.

Finish actions
Specify a time before/after this course finishes that a set of actions should be taken.

+ Add rule

7 days after class finishes
The following actions are performed 7 days after class finishes:

Action	Added	Edit	Remove
📧 Send custom notification to learners	Jun 21, 2018		—
🗄️ Archive this course	Jun 26, 2018		—

+ Add action Edit Delete

Score-based actions

You can also add rules that are triggered when learners achieve a certain score. For example, if a learner gets a low score, you

can automatically lock the next module until they improve.

Score rules
This is the area where you can add rules and actions for when learners achieve a specified score.

+ Add rule

Score < 10%
The following actions are performed if the score < 10%:

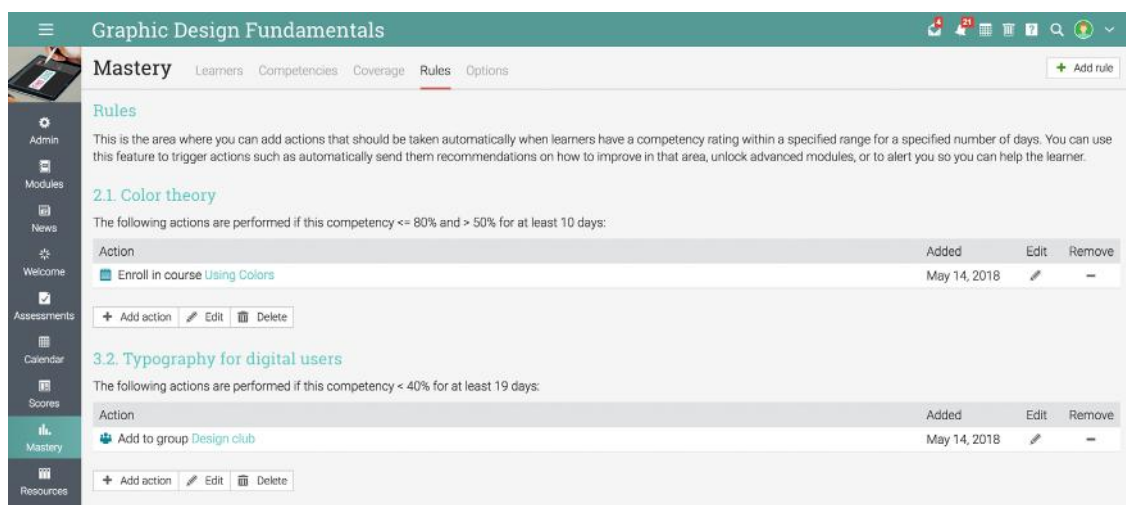
Action	Added	Edit	Remove
🔒 Lock module Vector graphics	Jun 7, 2018		—

+ Add action Edit Delete

Mastery rules

You can add actions that should be performed when learners reach a certain competency level. For example, if they achieve more than 80% on a competency you can unlock an advanced module.

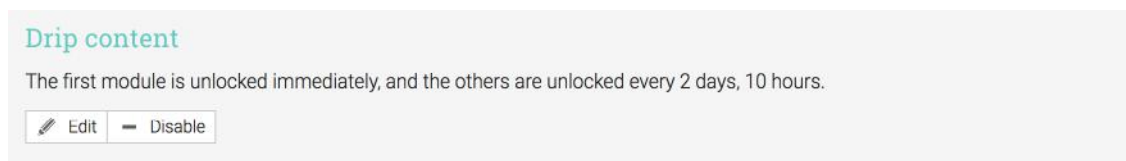
If a learner stays between a 30 - 40 % competency level for more than 10 days, you can set up a rule to get an alert when this happens and send learners recommendations on how to improve in that area.



Drip content

Automation can also be used to schedule learner access to modules rather than having them all available at once. Trainers can use automation to lock/unlock modules at a specified time. For example you can

set up to release modules in a course every two days. You can also use automation to lock/unlock modules at a specified time. You could unlock a module when a learner completes an assessment.



Gamification

Gamification is based on automation. Games in courses can be comprised of levels and you can define how many points are required

to pass each level. Then you can set up rules throughout the course that award points and badges as learners complete tasks.

Completion requirements

The module is considered completed when all its sections are completed.

Completion actions

Add actions here that should be performed when the module is completed.

Action	Added	Edit	Remove
★ Award 50 points for game Participation	Oct 25, 2016	✎	-
🏆 Award badge Great designer for game Site wide game	Jun 7, 2018	✎	-

+ Add

Automation for learning paths

Automation allows you to trigger actions when learners enroll in the path, when they complete the path, and when they complete

each goal in the path. For example, you can set up a rule that when learners are enrolled in a path they are also added to a team.

Mastering Graphic Design
🔍 📄 🗑️ 📧 📅 📊

Configure
Basics
Tabs
Enrollment
Completion
News feed
Catalog
E-commerce

Enrollment

Feature

Allow learners to enroll

Open enrollment

Enrollment actions

Add actions here that should be performed when a learner is enrolled.

Action	Added	Edit	Remove
✉️ Send the "path enrollment" canned message	Mar 1, 2016	✎	-
👤 Add to group Marketing team	Jun 7, 2018	✎	-
🏆 Award badge Best learner for game Path Game	Jun 21, 2018	✎	-
★ Award 30 points for game Path Game	Jun 21, 2018	✎	-
🏆 Award badge Great designer for game Path Game	Jun 21, 2018	✎	-

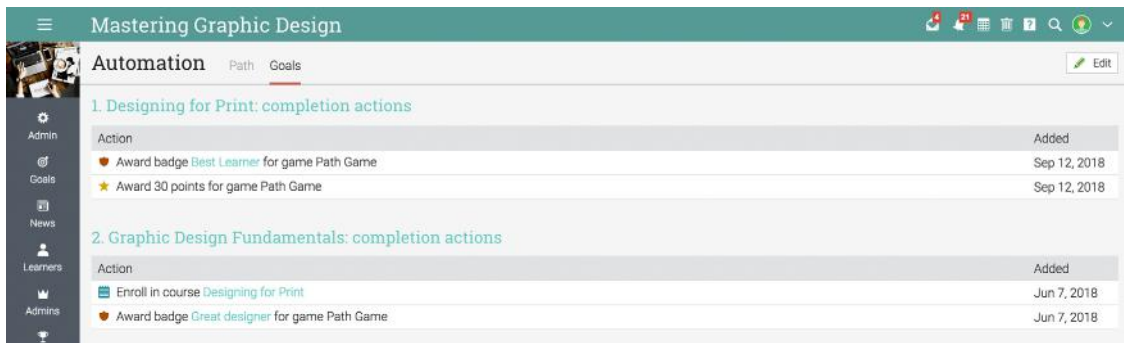
+ Add

Unenrollment

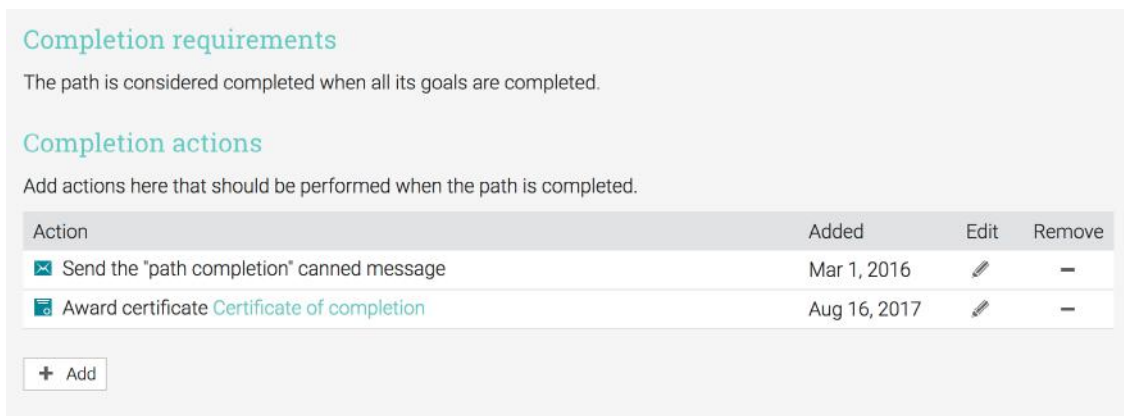
Feature

Allow learners to unenroll

When learners complete a goal in the path, you can automatically invoke an API through a webhook.

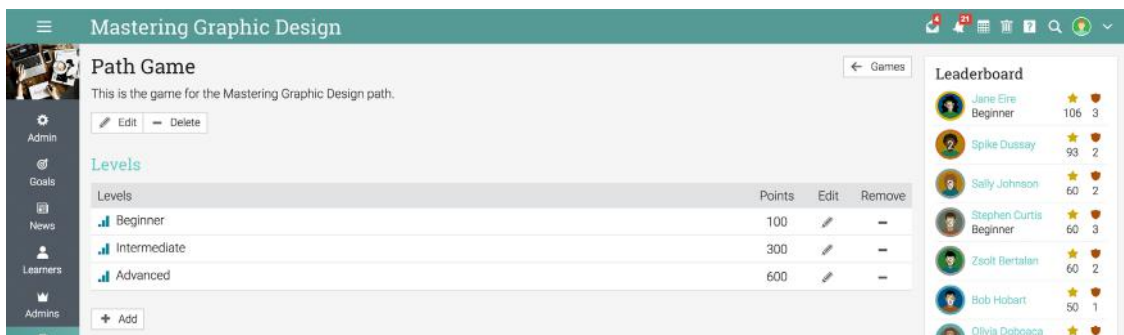


When learners complete the learning path you can enroll them in an additional advanced course.



Learning paths can also have games, so you can trigger actions that award badges and

points, which helps learners advance through the game.



Automation for accounts

Automation for accounts allows users to trigger actions that are performed when new accounts are created. Rules can be filtered by account type. For example you can create a rule that when new instructors

join the platform to automatically enroll them in a group dedicated to instructors. When new learners join the platform you can automatically enroll them in a course or learning path based on their organization.

Added actions

Add actions here that should be performed when an account is added.

Action	Added	Edit	Remove
Send the "new account" canned message (Organization in Business development and Group in Design club)	Feb 14, 2016		—
Add to group Annual conference organizers (Account type in Instructor)	Jun 7, 2018		—

[+ Add](#)

Automation for e-commerce

You can create rules that are triggered when users purchase courses, bundles, subscriptions, or digital media items. In the case of subscriptions you can also trigger

actions when they cancel subscriptions. For example, you can automatically add the people that purchase web design courses to a group dedicated to web design.

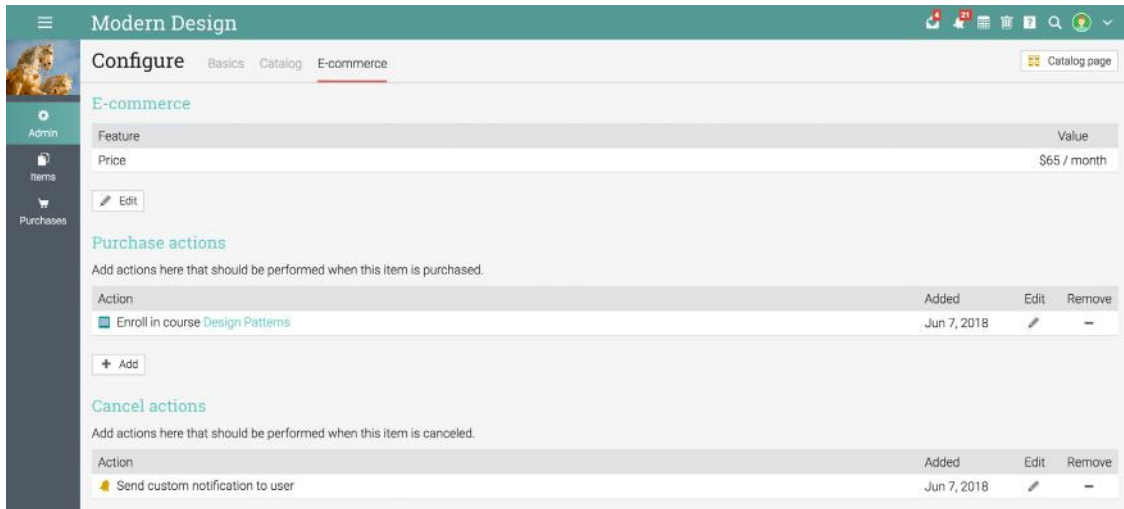
Purchase actions

Add actions here that should be performed when this item is purchased.

Action	Added	Edit	Remove
Add to group Creative Design	Jun 7, 2018		—

[+ Add](#)

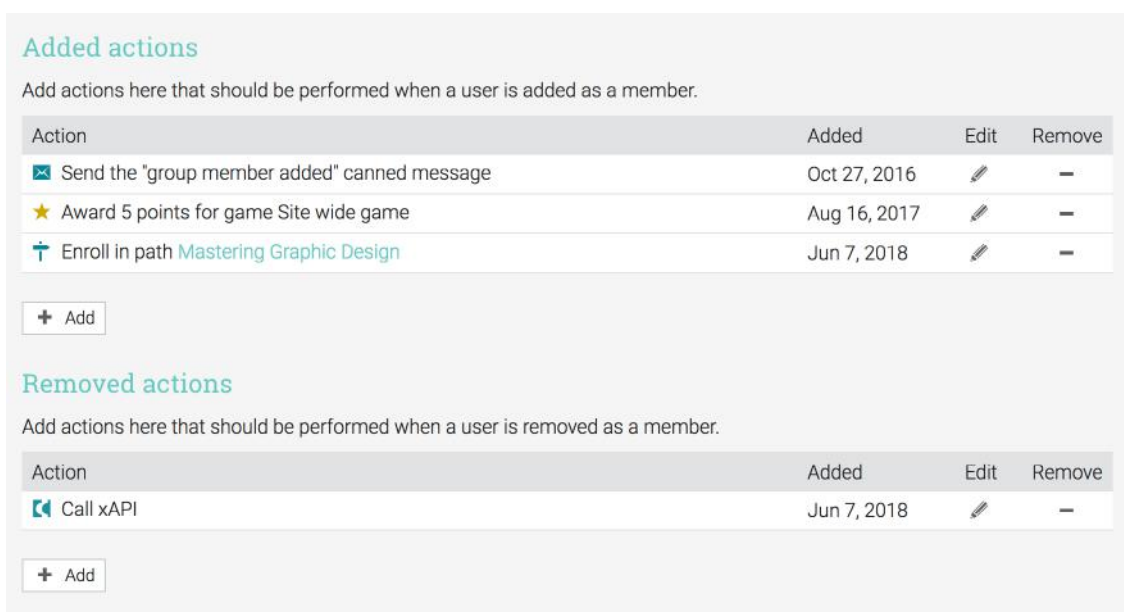
You can also add an action to send a custom message to request feedback when someone cancels a subscription.



Automation for groups

You can create rules that are triggered when users are added to groups or removed from group's. For example, you can trigger an action that when a new group member is

added to also enroll them in a learning path. When a group member is removed, you can create a rule to send this information to an LRS using our xAPI option.



Adaptive learning

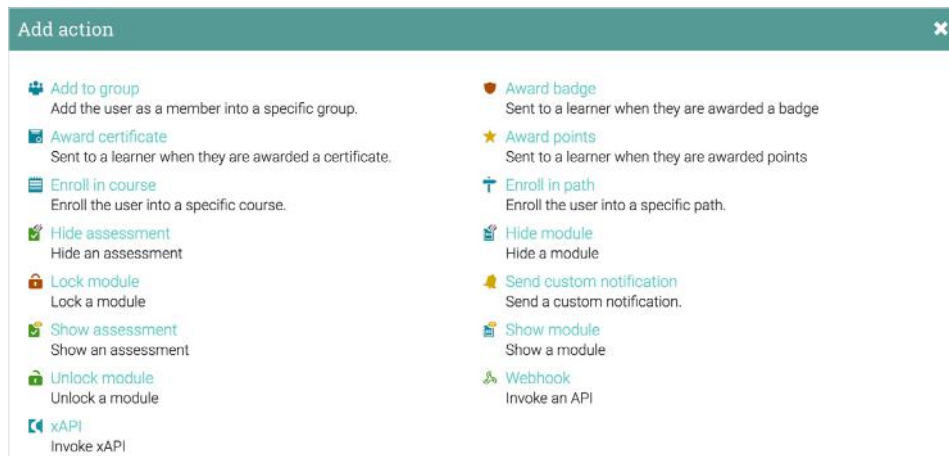
Adaptive learning can help companies deliver a highly personalized experience and close knowledge gaps for their learners. With adaptive learning, you can dynamically personalize what content and assessments

learners see in courses and learning paths based on their performance. Using automation, instructors can create rules that when triggered show or hide specific courses, content sections or assessments.

Adaptive learning for courses

Adaptive learning can be used in courses to show or hide content sections and assessments. If adaptive learning is enabled,

you will see the options for show/hide module and show/hide assessment in the areas of the course where automation can be used.



For example, if a learner is doing very well and completes a difficult module, you can choose to show them some more advanced modules or give them a harder

assessment in the next module. If a learner achieves a low score on an assessment, you can automatically hide a module until the learner achieves the score needed.

Completion actions

Add actions here that should be performed when the module is completed.

Action	Added	Edit	Remove
Award 50 points for game Participation	May 25, 2016		
Award badge Team player for game Participation	May 25, 2016		
Hide assessment Calligraphy vs. Screen Printing	Mar 26, 2018		
Show module Design History	Apr 18, 2018		

Add



About CYPHER Learning

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

CYPHER exists to ignite lifelong passions through personalized, engaging, and limitless learning experiences for all. We give learning and development (L&D) professionals, HR, and trainers more time to train, build human connection into everything we do, and deliver tailored learning experiences that are meaningful and measurable.

Just the way modern learners expect.

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



To learn more about CYPHER Learning and our modern learning platform, visit us at

www.cypherlearning.com