

CYPHER for business

Guide for instructors





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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 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.

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

Getting started guide for Instructors (this guide) explains topics such as: navigating in CYPHER, using the Help Center, creating, and configuring courses, enrolling learners, using automation and gamification.

Getting started guide for Administrators explains topics such as: navigating in CYPHER, using the Help Center, creating accounts, customizing the platform, setting up e-commerce and managing users.

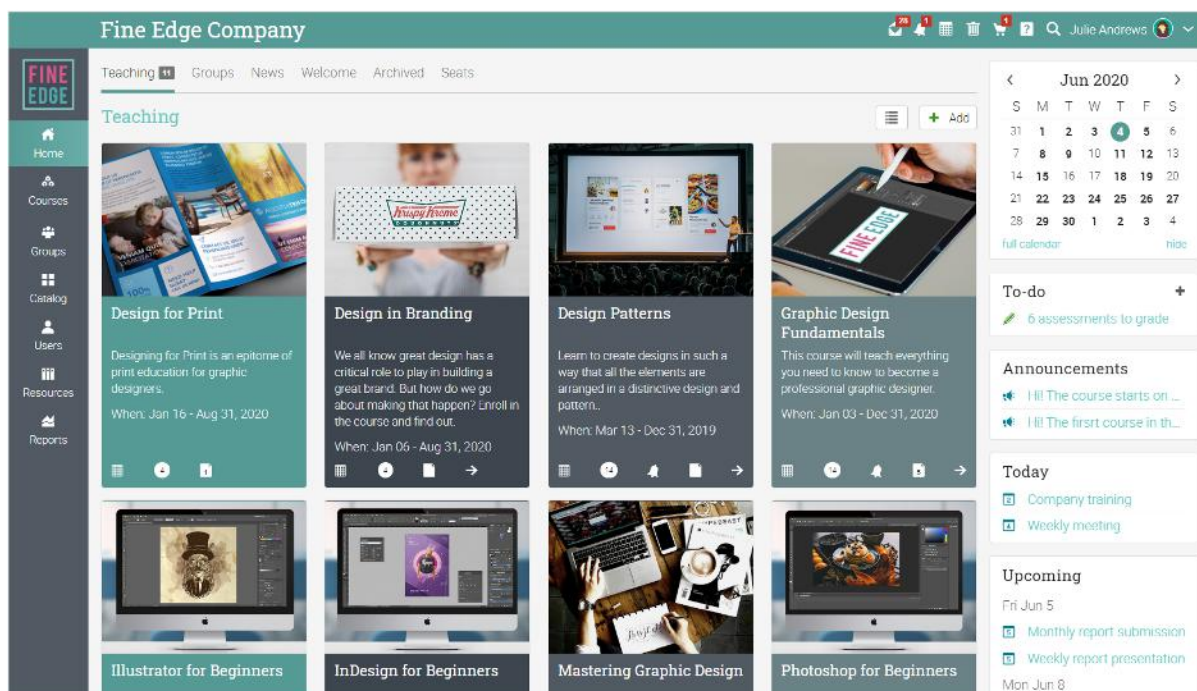
Getting started guide for Learners explains topics such as: navigating in CYPHER, using the Help Center, enrolling in courses, submitting assessments, communicating with instructors, and more.

This guide covers the most common steps instructors 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 in CYPHER

The instructor dashboard is the first page you see when you log in to your account. Here you can find an overview of the most important site information. On their homepage, instructors 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.

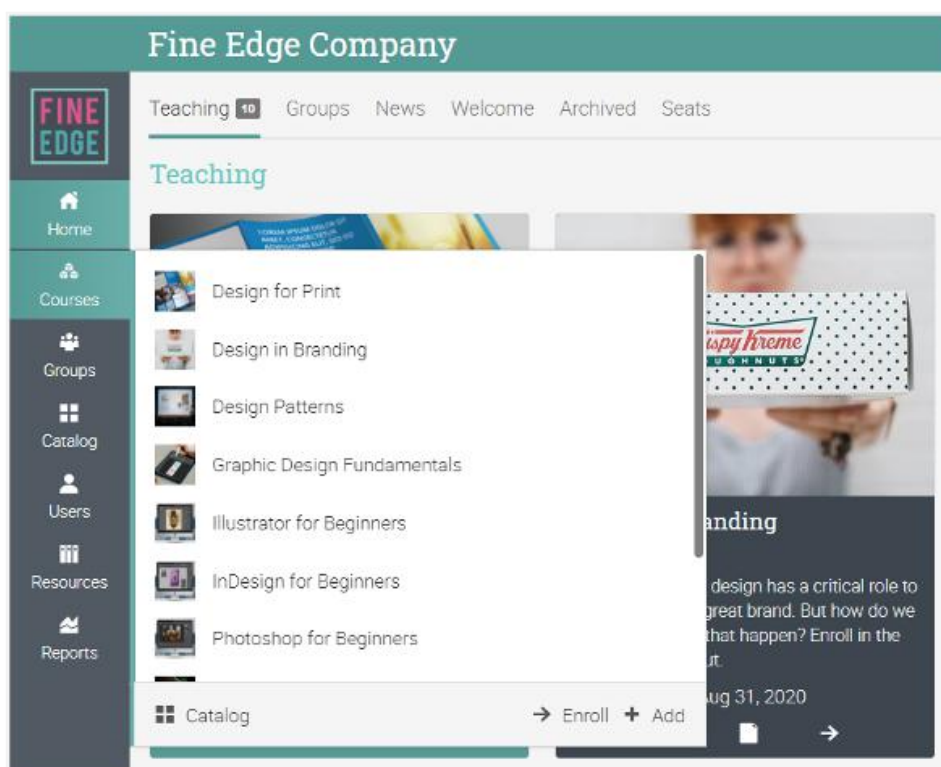


Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site, such as Home, Courses, Groups, Users, Resources, and Reports.



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.



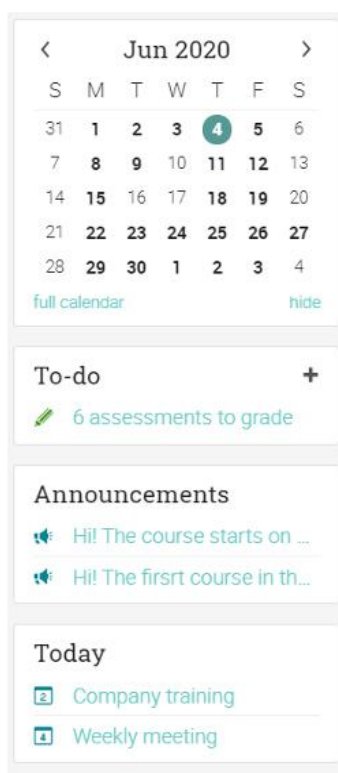
Top right bar

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



Right bar

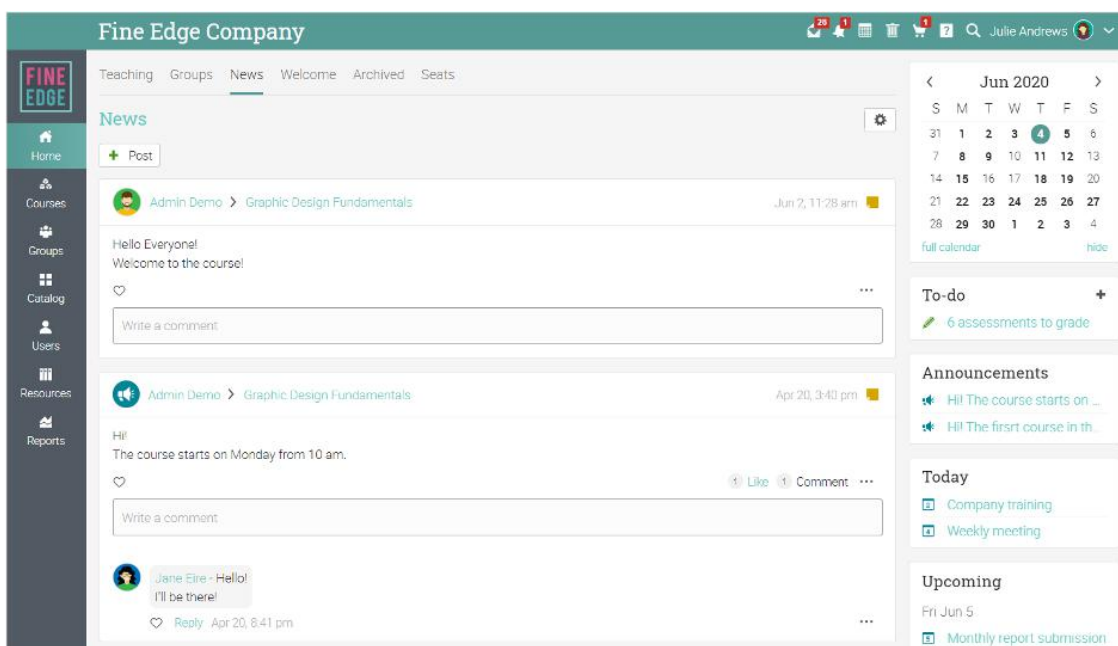
In the right bar you can find your to-do list, announcements, upcoming events and a list of any minimized windows. To see more details, just click on an item.





News feed

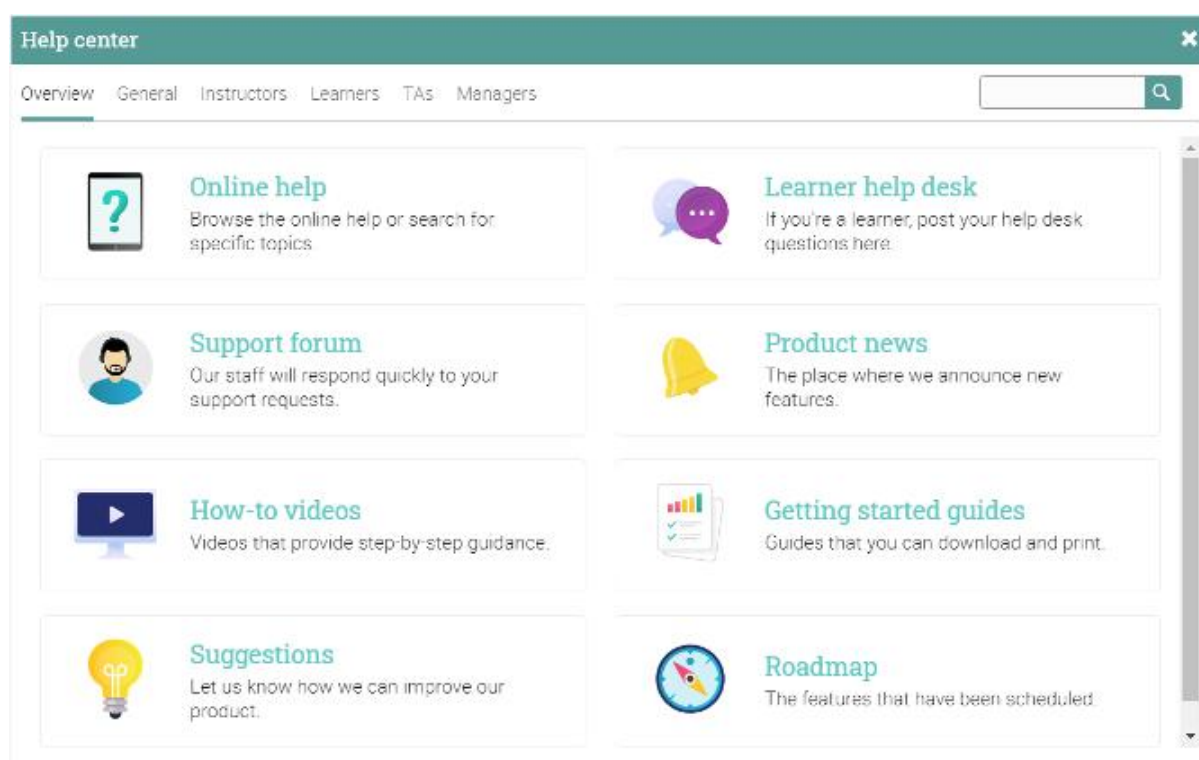
The home page news feed aggregates news items from your courses, groups, friends and company. Product News announcements usually contain updates from the CYPHER team and your site administrator. By default, a news feed only shows the latest news and you can scroll down the page for more items.



Help Center

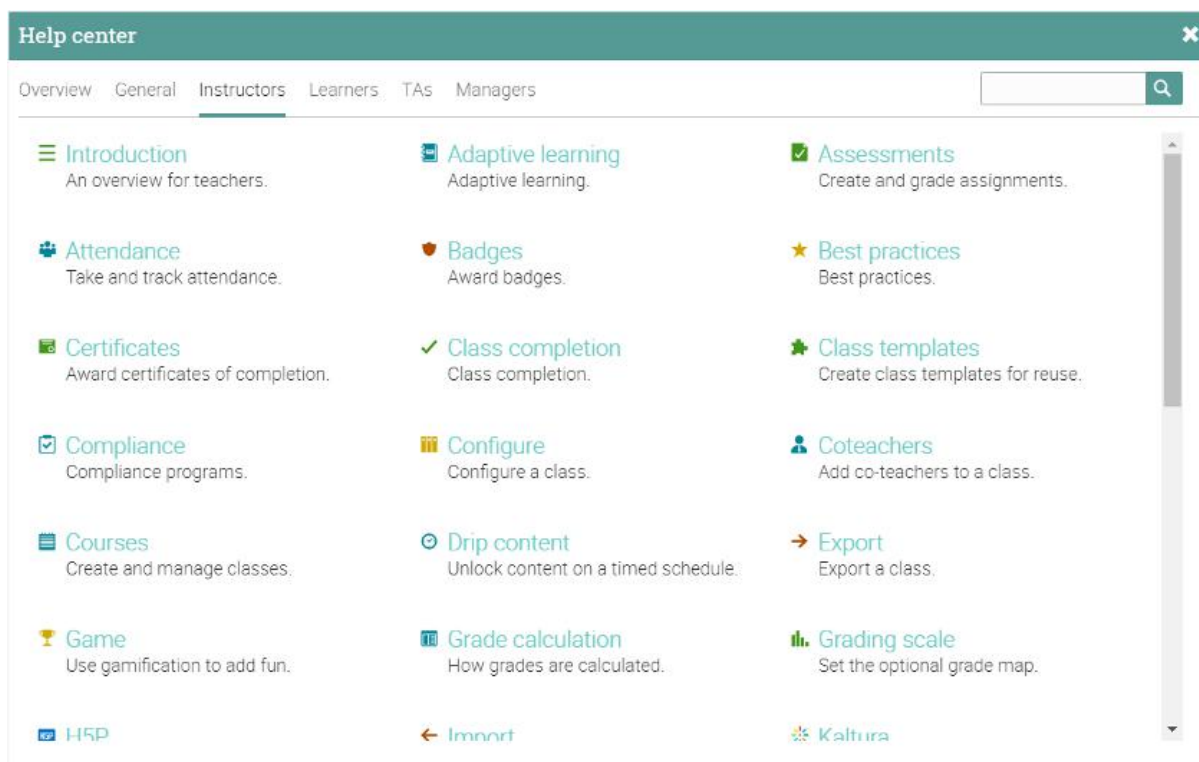
We provide extensive support at every step of our collaboration. To access the Help Center, click the icon at the top right bar.

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 Support forum and Product news, where we frequently post updates on new features.





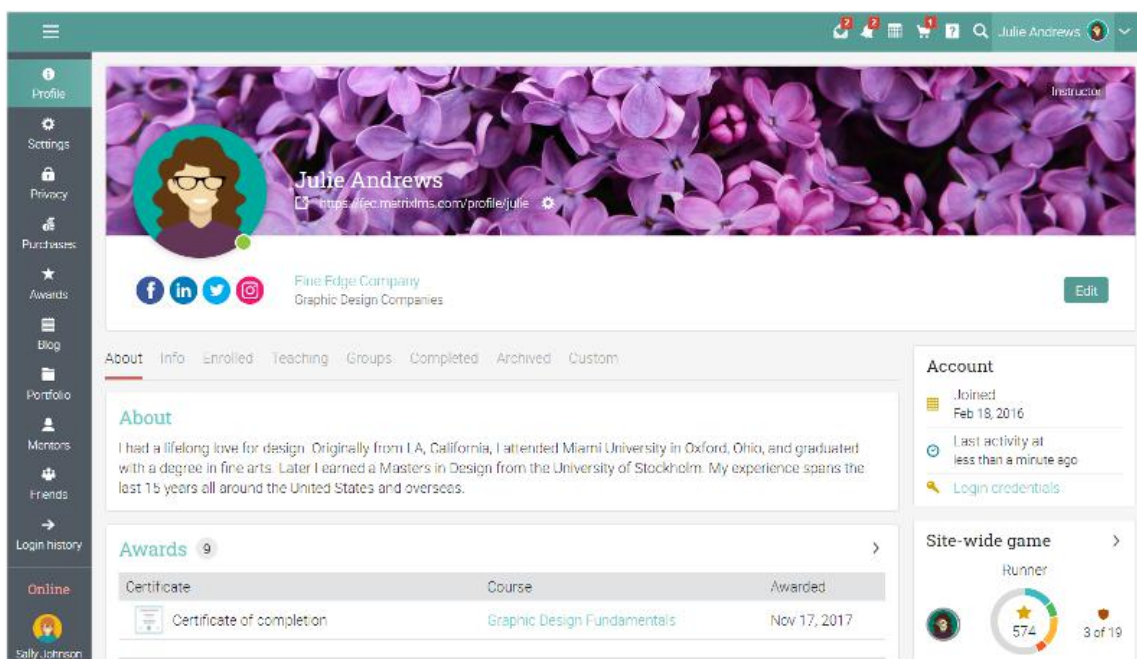
You can find the topics that are most relevant to you in the searchable online help. Most of them have detailed instructions with screenshots. The Help Center is a pop-up so you can browse through the topics without leaving your current page.



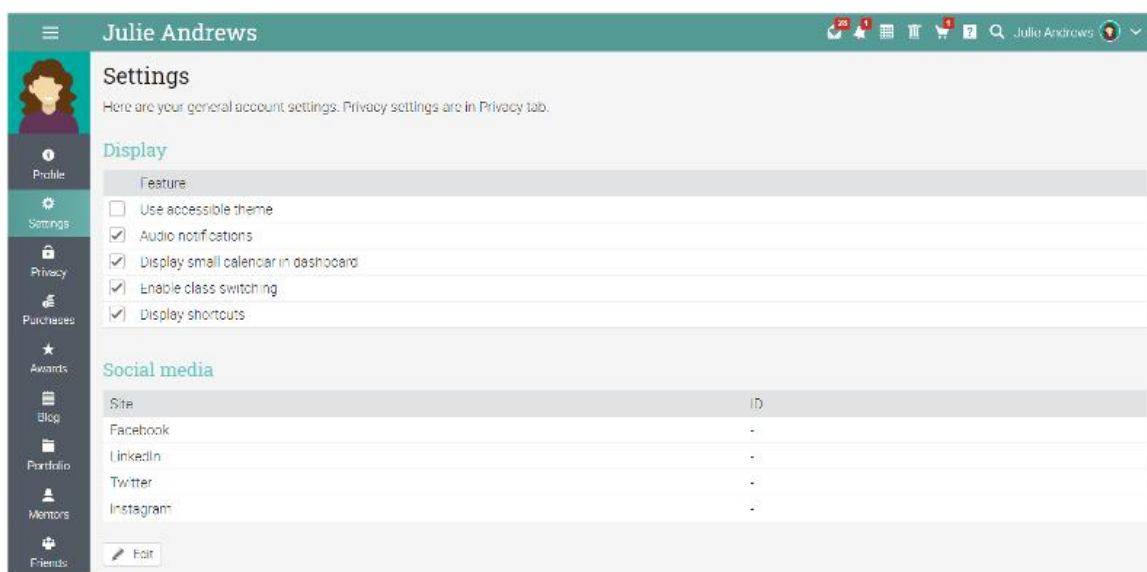
Profile

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 in the top right.



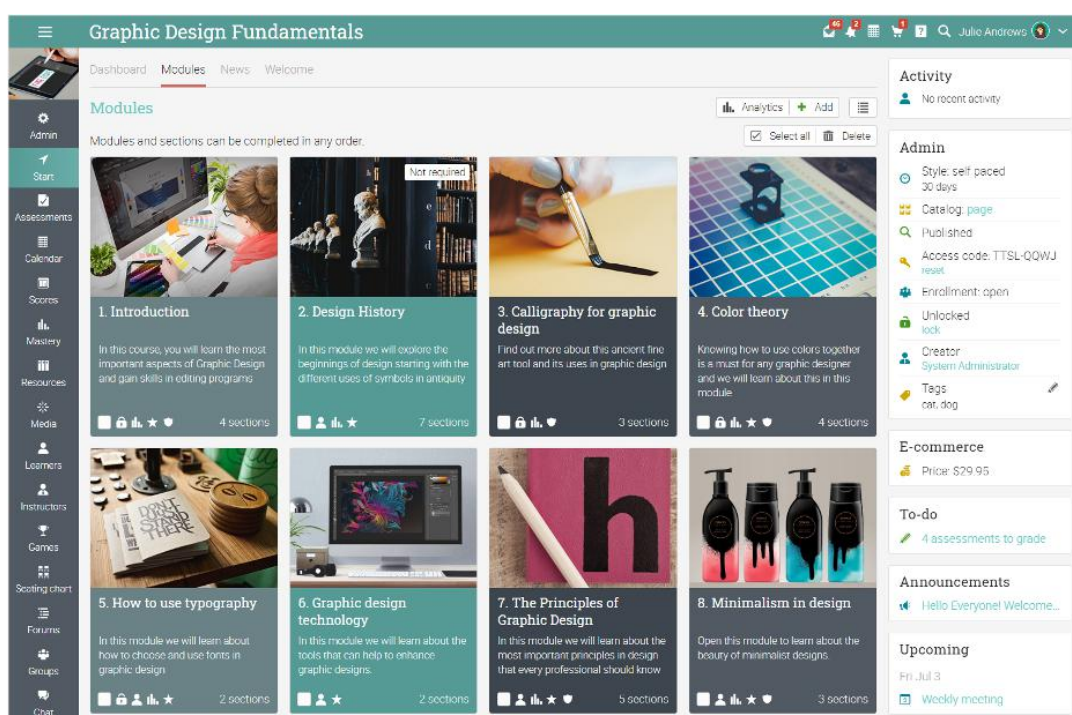
Go to the Settings tab in the left bar to choose different options related to your profile, such as displaying your online status for learners or allowing users to request to chat with you.



Example of a course

Before we show you how to create your own course, we would like you to become familiar with how a CYPHER course might look like. We will show you how to navigate in a course, explore the main tabs, view modules and assessments, and more.

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



Next, we will go over each section.

Main left navigation

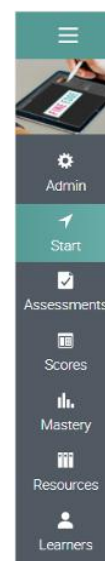
When you are in a course, the main left bar is minimized, allowing you to navigate within any area of the site by simply hovering over the icon from the top left.





Left bar

The course left bar shows tabs that allow you to navigate in different areas of a course such as: admin, start, assessments, learners and games.



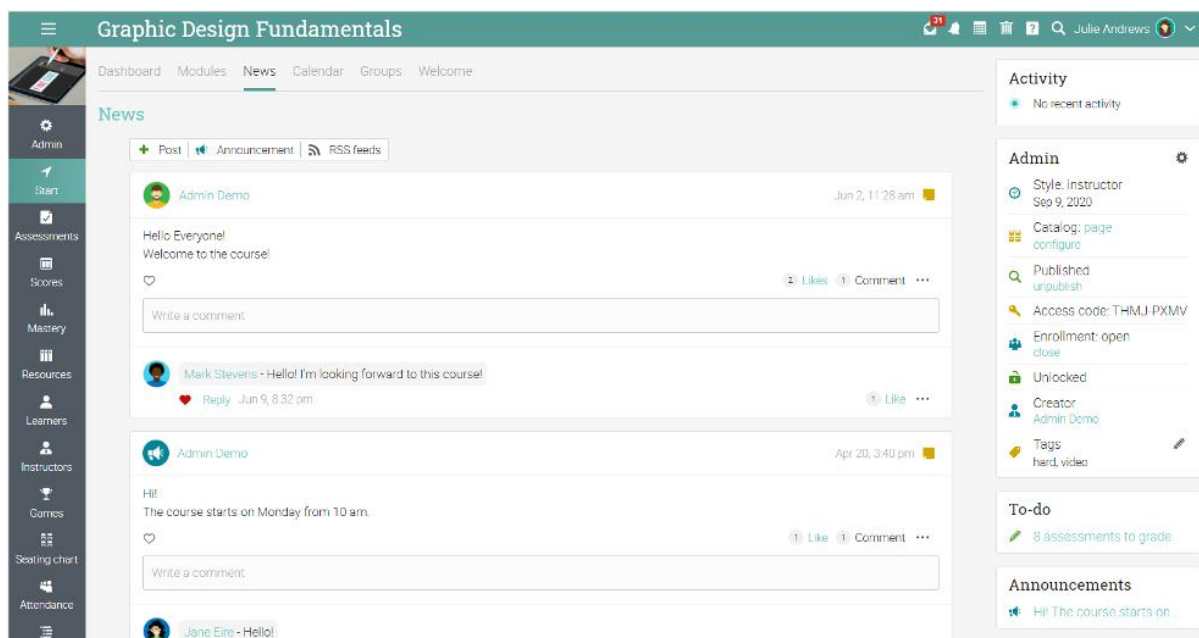
The left bar displays tabs with direct access to the following areas:

- **Administrator** - configure the course, import/export course content, delete the course;
- **Start** - from the Start tab you can access important areas such as the Dashboard, Modules, News, Calendar, Groups, and Welcome;
- **Assessments** - shows the course assessments;
- **Scores tab** - displays all the scores;
- **Media** - shows Kaltura resources;
- **Mastery** - track course competencies;
- **Resources** - the area where you can store resources that are independent of any module;
- **Learners** - lists all the learners that are in the course;
- **Instructors** - lists all the instructors that are in the course;
- **Games** - if the course has a game this is the area where you can see an overview of the game;
- **Automation** - see a list of rules based on automation that you have set for your course;
- **Attendance** - tracks learner attendance;
- **Seating chart** - allows instructors to organize how learners are seated in course;
- **Forums** - forums for discussions between members of the course;
- **Chat** - chat rooms where members can exchange text messages in real time;
- **Wiki** - wikis which are a collection of pages that more than one person can edit;
- **Blogs** - blog area where learners and instructors can share their online journals;
- **Purchases** - if you have e-commerce enabled, this tab offers a list of all the purchases of a course;
- **Syllabus** - the syllabus area allows you to create an overview page of the course;
- **Reviews** - allows you to see learners' ratings and reviews of courses they are enrolled in.

You can configure the course to enable/disable most of these tabs.

News feed

To access the course news feed, go to Start then click the News tab. The news feed shows course announcements, posts from other users, new assessments, new modules, events, and more.



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



Right bar

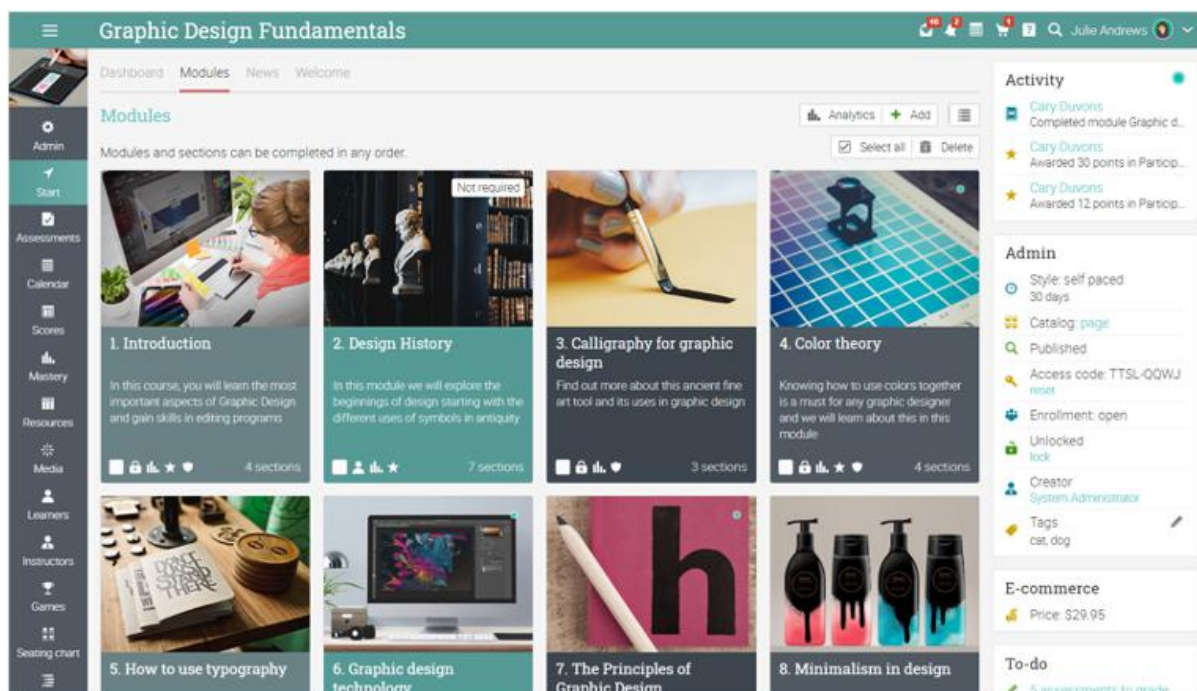
In the right bar, you can find the Admin control panel that allows you to quickly publish the course and find the course access code. Here is also the Activity display, to-do list, announcements, e-commerce information and a game leaderboard if you have enabled games for the course. To view more details, click on an item.

The right bar is a vertical stack of seven sections:

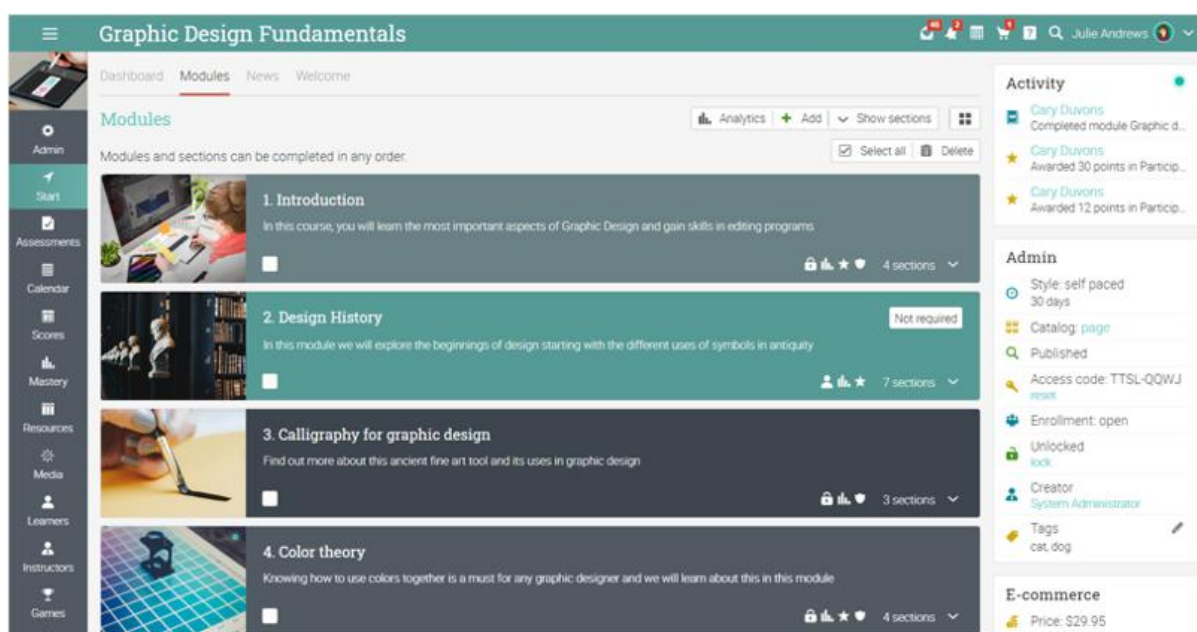
- Activity**: Shows a list of recent activities for user Cary Duvons, including completing a module and receiving points.
- Admin**: A control panel with settings for course style (self-paced, 30 days), catalog (page), published status, access code (TTSL-QQWJ with a reset link), enrollment (open), locked status (unlocked with a lock icon), creator (System Administrator), and tags (cat, dog).
- E-commerce**: Shows the course price as \$29.95.
- To-do**: Shows 5 assessments to grade.
- Announcements**: Shows a recent announcement: "Hello Everyone! Welcome..."
- Upcoming**: Shows an upcoming event: "Weekly meeting" on Fri Jul 3.
- Participation**: Shows a leaderboard entry for Frederick Philips, a Beginner with 148 points and 4 hearts.

Module

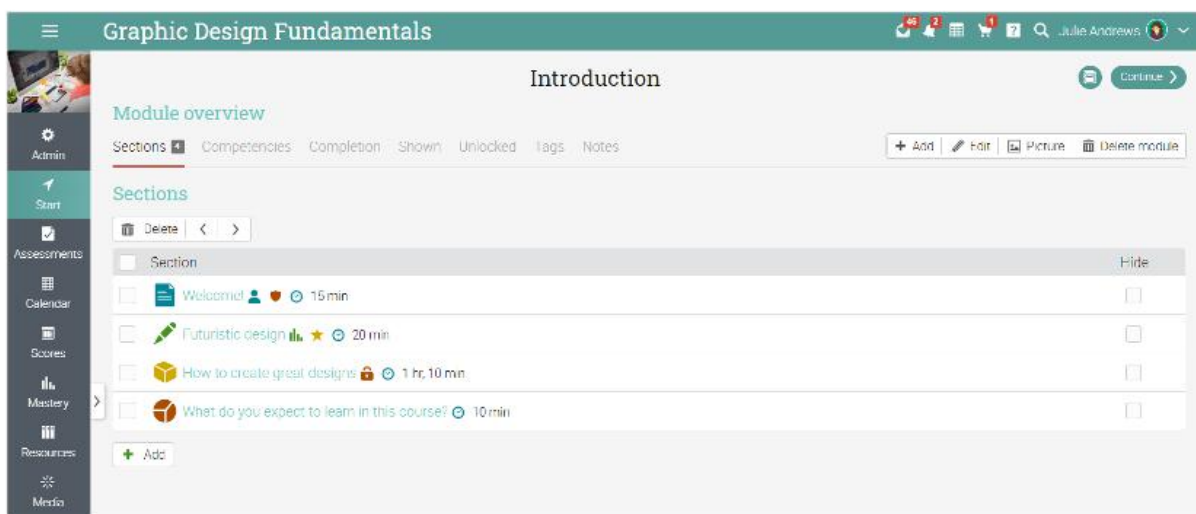
To see the modules of the course, go to Start and click the Modules tab. Here you will see all the modules in the course. You can reorder them using drag and drop.



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 modules:



A module has content and assessment sections. You can see the sections of modules by going to the Sections tab.

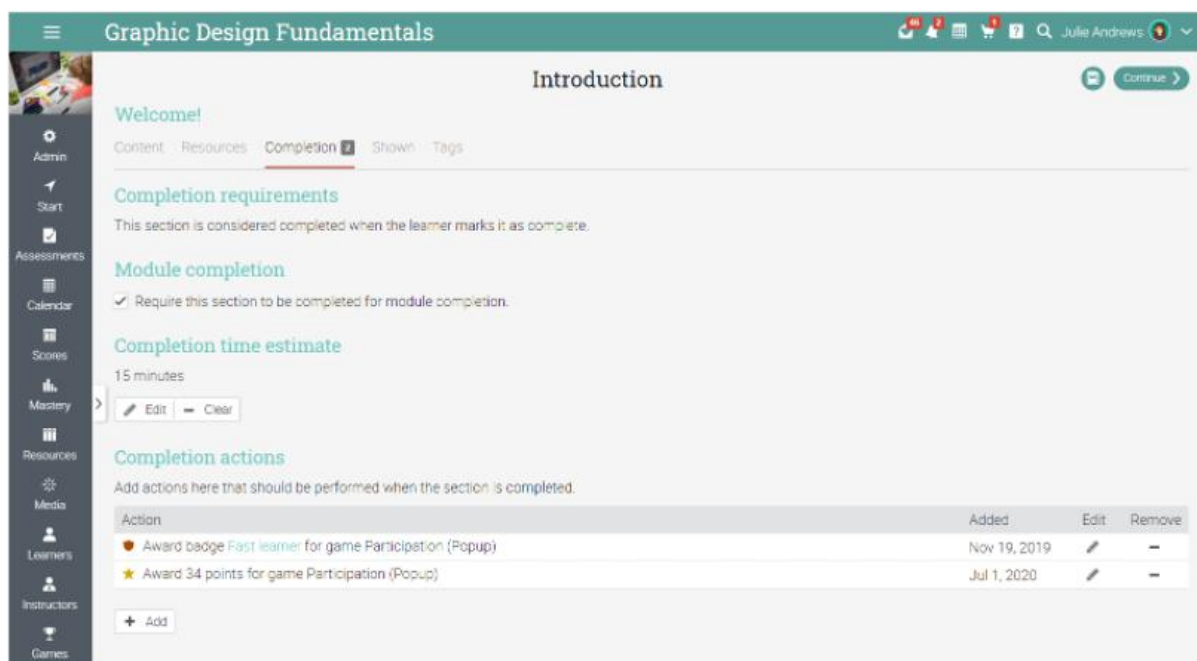


Content pages

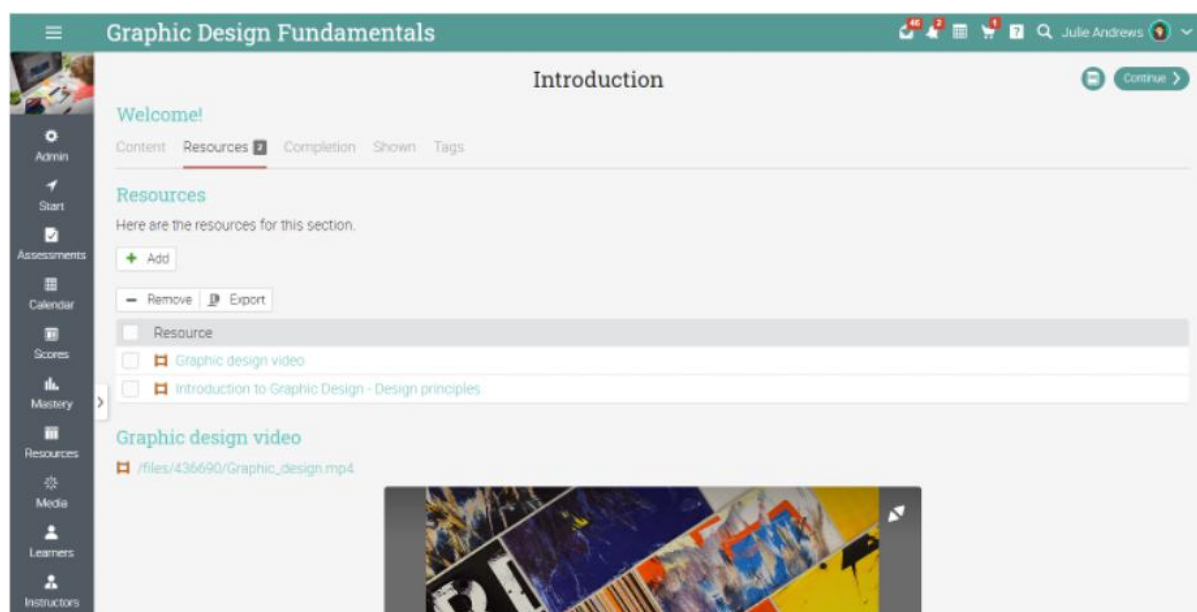
A content page is created by using our built-in HTML editor and can contain any kind of media, including audio, video, Office documents, and Google Docs. You can create rich, engaging modules with little technical knowledge. Here is how a content page might look like:



In the Completion tab, you can add rules that should be performed when a learner completes the section.



Each page also has its own Resources area, where you can upload resources such as files, pages, web resources, or add existing ones from your personal or company library.



Assessments

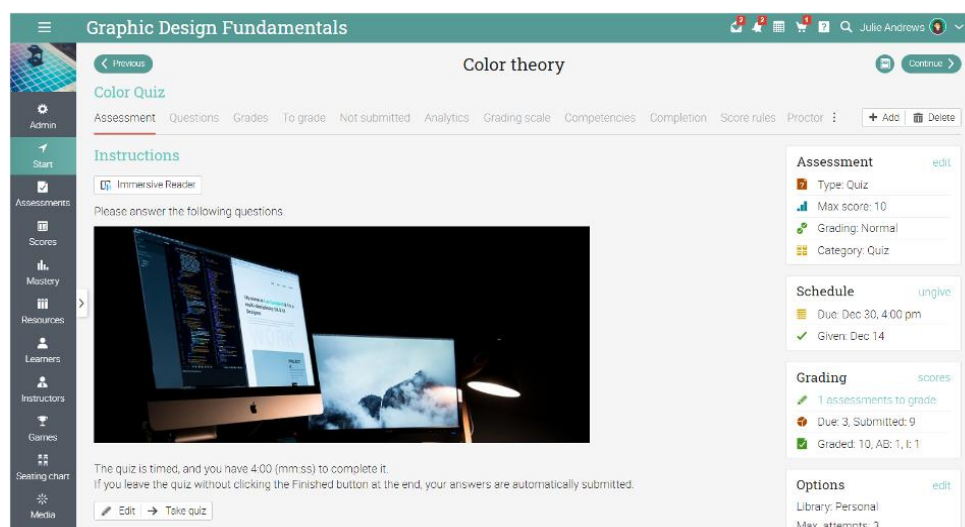
To see a list of the assessments for a course, go to the Assessments tab. An assessment can be connected to a module or a standalone task.

Assessment	Max score	% of overall	To grade/Submitted
Module: Introduction			
<input type="checkbox"/> Futuristic design	100	1.1	9
<input type="checkbox"/> How to create great designs	100	1.1	9
<input type="checkbox"/> What do you expect to learn in this course?	100	1.1	7
Module: Design History			
<input type="checkbox"/> What are the biggest design influences from 100 years ago	100	1.1	6
<input type="checkbox"/> Design history Participation	100	8.8	9
<input type="checkbox"/> Frequently used design elements is web design	100	1.1	7
<input type="checkbox"/> Essay on Photoshop	90	1.1	1 / 10
<input type="checkbox"/> Nature photography	100	30	7

You can create 16 different kinds of assessments:

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

To see the details for an assessment click on its name. Here is how an assessment in a module looks like:



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

- **Assessment** - shows the most important information about the assessment, such as its grading status, submissions and instructions;
- **Questions** - displays the questions of an assessment if it's a quiz or survey, and the number of points that are allocated to each of them;
- **Grades** - shows a list of learner grades for the assessment, submissions for each learner;
- **To grade** - indicates the assessments that need to be graded;
- **Not submitted** - indicates the assessments that haven't been submitted yet;
- **Analytics** - displays the grade distribution amongst learners;
- **Grading scale** - here you can see the grading scale associated with the assessment;
- **Rubric** - view the rubric associated with an assessment;
- **Competencies** - see the competencies that are assessed by the assessment;
- **Completion** - if the course is self-paced, you can add rules that are performed when the assessment is completed;
- **Score rules** - add rules and actions for when learners achieve a specified score;
- **Personalize** - you can personalize an assessment to only show it to certain learners or hide it from certain learners;
- **Tags** - you can tag an assessment and then use the tags as optional requirements for module completion;
- **Proctor** - this feature allows you to restrict learners' access to the assessment based on access codes, start date, and IP address.

We will go into more details about adding assessments later in this guide. Now that you know how a complete course looks like in CYPHER, you are ready to start creating your own.

The next sections of the guide will show you how to create a course, configure it, add modules and assessments, grade assessments, enroll learners, and more.

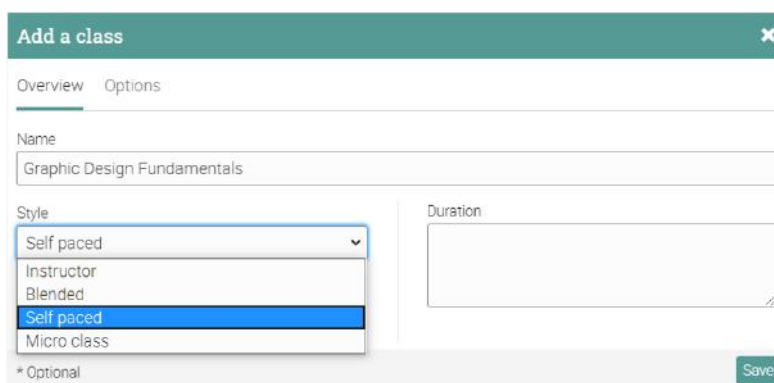
Creating a course

To create a course, hover over the Courses tab from the left bar and choose Add.



Here are some notes when creating a course:

- **Access code** - if you enable the access code option when creating a course, the access code (for self-enrollment) is displayed on the course landing page, in the right bar under "Admin";
- **Style** - you can choose from four different styles:
 - **Instructor** - learning takes place in a traditional training environment. This is the most common choice for companies that are using online learning in combination with their regular company setting;
 - **Blended** - learning takes place in a training environment, but some of the modules are self-paced, often with gateway assessments that only allow learners to proceed once they've achieved a certain score;
 - **Self-paced** - all modules are self-paced, and learners can take the course anytime, anywhere. There is no course schedule, no dates for particular modules, no "giving" or "due date" for assessments, and no grading periods;
 - **Micro course** - a very lightweight course that provides access to modules/sections and no other tabs. In all other aspects, it is the same as conventional courses.

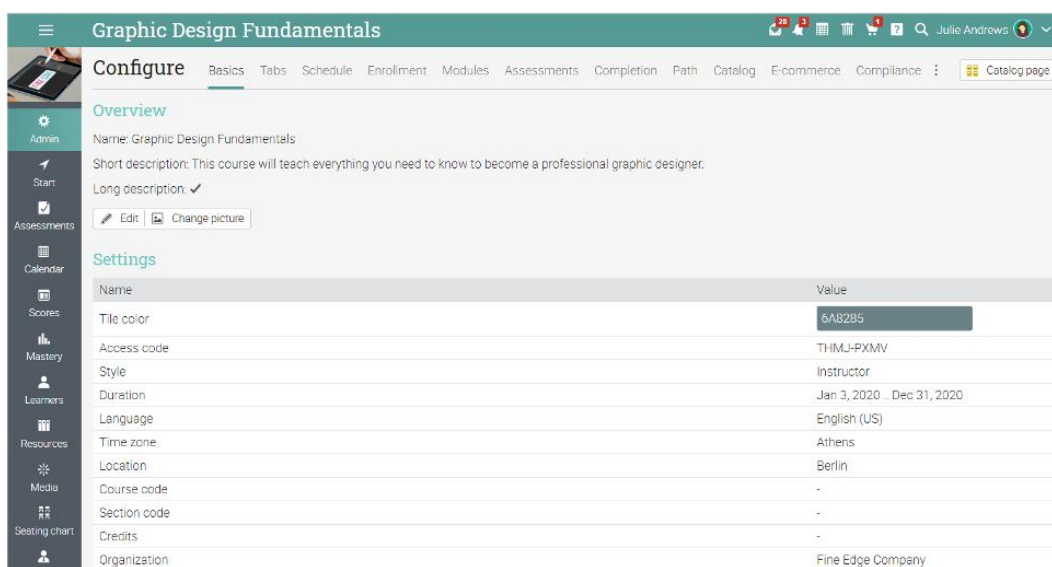


- **Duration** - you can select the dates between which the course will be held, or if your course is self-paced, you can specify a duration without setting fixed dates;

Configuring a course

As an instructor, you have many options for configuring your course, from choosing which tabs are displayed in the left bar, to setting what happens when a learner completes the course.

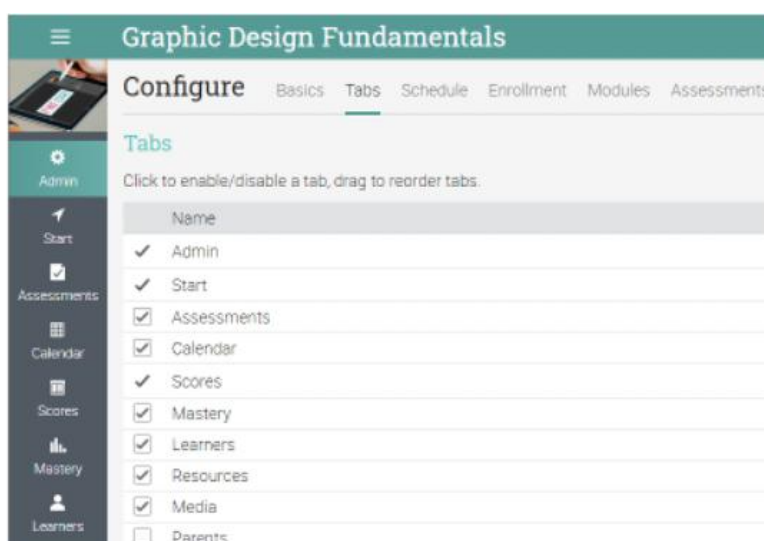
Go to Admin and select Basics in the left bar.



Next, we will go over the most important configuration options.

Tabs

You can select the tabs that you and your learners can see in the course left bar, such as news, modules, calendar and collaboration tools. By default, only the most common features are enabled, less common features such as wikis and chat are disabled.



Enrollment

This area allows you to select enrollment options. For example, you can choose if you want learners to be able to enroll or unenroll themselves from the course. You can also set up rules that should be performed when learners are enrolled or unenrolled, such as sending an automatic message to them.

The screenshot shows the 'Enrollment' configuration page for the course 'Graphic Design Fundamentals'. The page is divided into two main sections: 'Enrollment' and 'Enrollment actions'.

Enrollment Section:

- Feature:**
 - Allow learners to enroll
 - Open enrollment
 - Max learners
 - Notify instructors of enrollments
 - Notify managers of enrollments
 - Notify administrators of enrollments

Enrollment actions Section:

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

Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Send the "enrollment" canned message	Nov 20, 2019		
<input checked="" type="checkbox"/> Award 30 points for game Course game (Popup)	Nov 20, 2019		
<input checked="" type="checkbox"/> Award badge Good Start for game Site wide game (First name contains sally and Last name equals johnson) (Popup)	Nov 20, 2019		

There is also an '+ Add' button at the bottom of the actions list.

Modules

In this tab, you can configure your modules and sections. Choose current module settings and configure the module layout. You can also enable drip content, which allows you to schedule learner access to modules rather than have them all available at once.

The screenshot shows the 'Modules' configuration page for the course 'Graphic Design Fundamentals'. The page is divided into three main sections: 'Current module', 'Drip content', and 'Layout'.

Current module Section:

- Feature:**
 - Only show modules up to the current lesson to learners
 - Hide (instead of showing) all modules if no current lesson is set
 - Automatically set current module by date

Drip content Section:

Enable this feature to unlock modules on a preset schedule.

Layout Section:

- Feature:**
 - Module descriptions
 - Automatically number modules
 - Enable grid view for learners (the default)
 - Enable row view for learners

Completion

Add actions that should be performed when a course is completed, such as awarding a certificate, badges, sending custom messages to learners or enrolling them in another course

The screenshot shows the 'Configure' page for the course 'Graphic Design Fundamentals'. The 'Completion' tab is selected. The page is divided into several sections:

- Completion requirements:** A note states 'The class is considered completed when all its required modules are completed.' Below this are buttons for 'Disable' and '+ Add requirement'.
- Sequencing:** A section with a 'Feature' header containing two checkboxes: 'Require modules to be completed in order' and 'Require sections to be completed in order', both of which are currently unchecked.
- Auto-completion:** A section with a 'Feature' header containing two checked checkboxes: 'Automatically complete a page section when it is visited.' and 'Require video completion'.
- Completion actions:** A section with the instruction 'Add actions here that should be performed when the class is completed, such as awarding a certificate.' Below this is a table of actions:

Action	Added	Edit	Remove
Send the 'class completion' canned message (Popup)	Nov 20, 2019		
Award certificate <i>Wellness Artist</i> (Popup)	Nov 20, 2019		

Adding modules

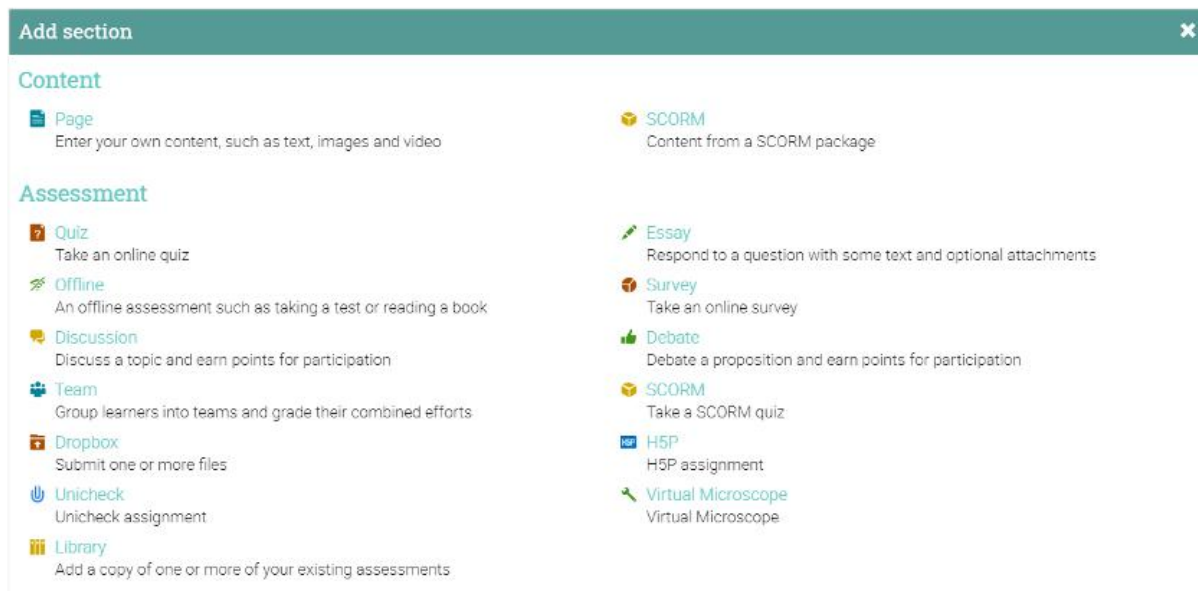
To add a module, go to Modules view then choose Add. Enter its title, an optional date, a description, then click Save.

The screenshot shows the 'Modules' view for the course 'Graphic Design Fundamentals'. The 'Modules' tab is selected. The main content area displays three module cards:

- 1. Introduction:** Includes a date 'Jan 01' and a description: 'In this course you will learn the most important aspects of Graphic Design and gain skills in editing programs.' It has 5 sections.
- 2. Design History:** Includes a 'Not required' badge and a description: 'In this module we will explore the beginnings of design starting with the different uses of symbols in antiquity.' It has 4 sections.
- 3. Color Theory:** Includes a description: 'Knowing how to use colors together is a must for any graphic designer and we will learn about this in this module.' It has 1 section.

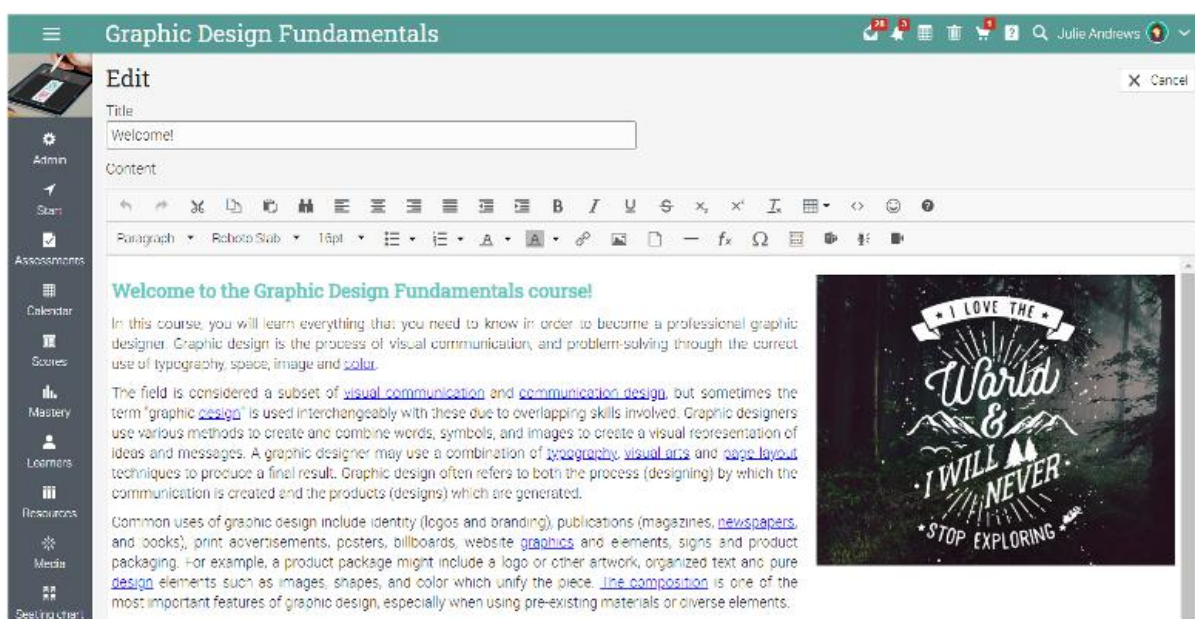
At the top right of the module list, there is an 'Add' button highlighted with a red box. Other buttons include 'Analytics', 'Select all', 'Current', and 'Delete'. On the right side, there is an 'Activity' panel showing 'No recent activity', an 'Admin' panel with course details (instructor, dates, catalog page, access code, enrollment status, and creator), and a 'To-do' panel.

Once you've added a module, you can use the edit icon to change settings or description and the picture icon to change the picture. You can then add a section to your module, which can either be a content section or assessment.

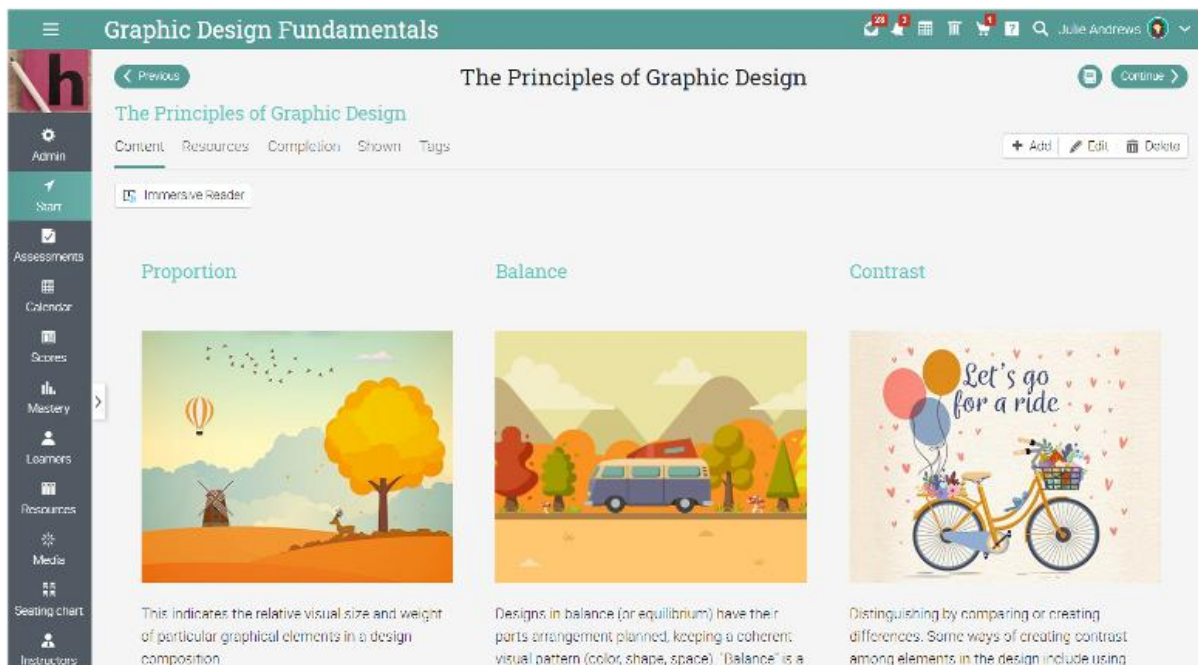


Adding sections

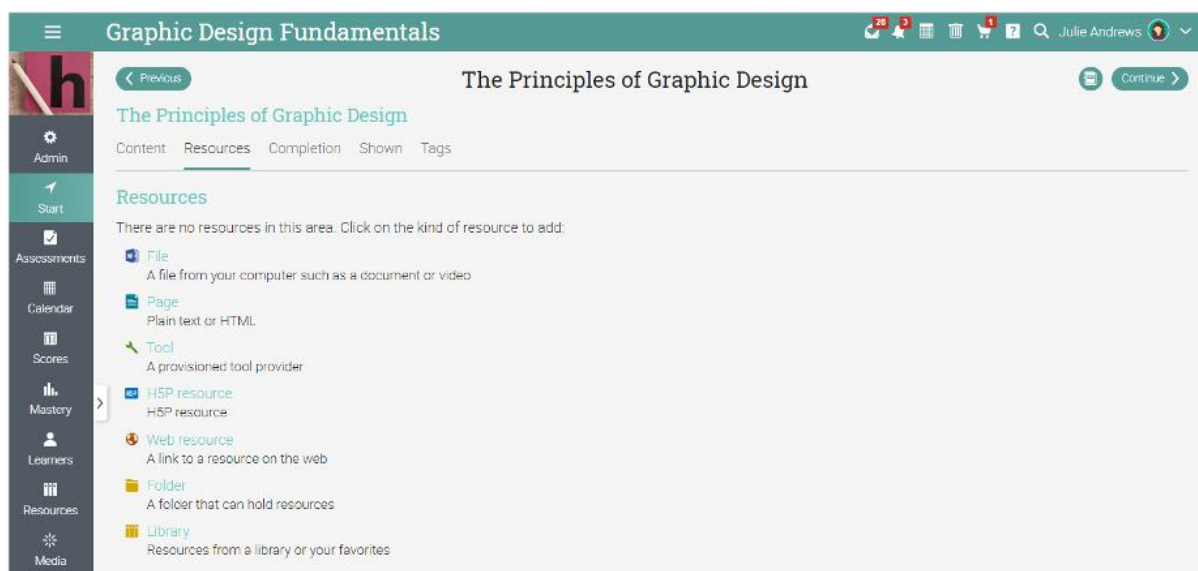
To add a section to a module, click on the Sections tab, then select the kind of section you want to add (see the picture above). For example, add a content Page, enter a title and click save. Then you can use the HTML editor right away to create content.



Here you will have many options for editing your content page. You can use the picture icon to upload pictures, add text, upload any kind of file, including video and audio. Additionally, you can record video or audio content directly from your browser. Here is how your created page might look like:



To add resources to a content page, click its Resources tab, then select the type of resource that you want to add.



For example, to add a file from your computer, click File, select the file you want to upload, a description and the library that this resource will be a part of.

Add File [Close]

File name: Design_presentation.pptx [change]

Name:

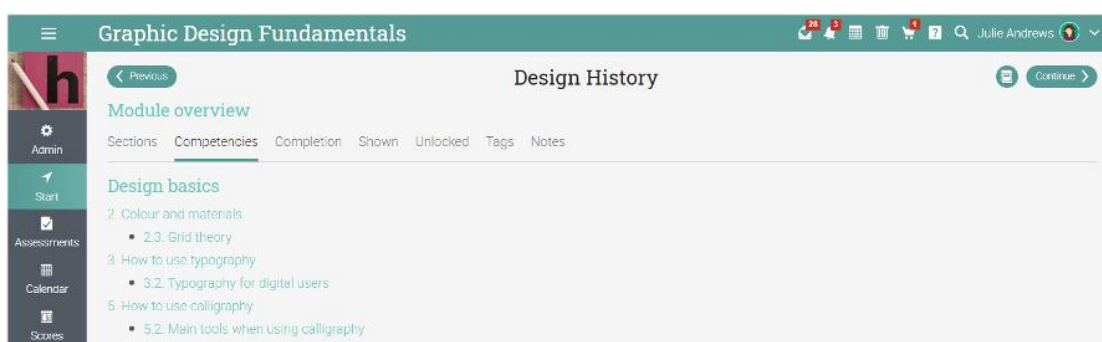
Description: *

Library: Personal Organization Business Network

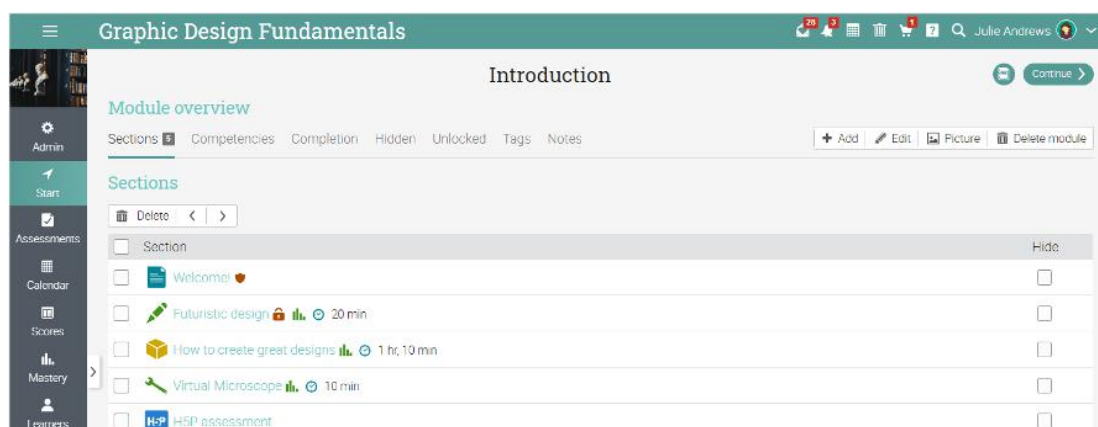
* Optional Save

Setting competencies for a module

If a course is associated with competencies, you can tag modules with the competencies it should be teaching. Go to the module, then click its Competencies tab, select the related competencies then click Save.



To reorder modules or sections in a module, you can use drag and drop. To delete items, select them, then click Delete.



Enrolling learners

To begin enrolling learners in a course, go to the Learners tab in the course left bar.

Name	Progress	Scores	Grade	Due	Awards	Mastery	Enrolled	More
Brel, Tony	97%	87%	A-	10	4	92%	Mar 13, 2018 139 days ago / 927	⋮
Corser, Troy	82%	82%	B+	10	17	92%	Mar 13, 2018 715 days ago / 927	⋮
Demo, Admin	65%	65%	C+	17	1	92%	Mar 13, 2020 25 days ago / 809	⋮
Duvons, Cary	86%	86%	A-	11	5	92%	Mar 13, 2018 Never / 927	⋮
Fire, Jane Marketing Specialist	93%	93%	A	10	12	92%	Mar 13, 2018 19 days ago / 927	⋮
Johnson, Sally Marketing Specialist	64%	64%	B+	8	6	92%	Mar 13, 2018 5 days ago / 927	⋮
Payton, Tess Graphic Designer	94%	94%	B+	10	5	92%	Mar 13, 2018 840 days ago / 927	⋮
Phillips, Jeremy	79%	79%	B	17	18	92%	Jun 5, 2020 19 days ago / 927	⋮
Stevens, Mark	80%	80%	B+	9	7	92%	Mar 13, 2018 21 days ago / 927	⋮
Tom, Samy	60%	60%	C	9	11	92%	Mar 13, 2018 25 days ago / 927	⋮

Then click Add in the top right and select one of the following choices:

Enroll learners ✕

Here are the ways to enroll learners:

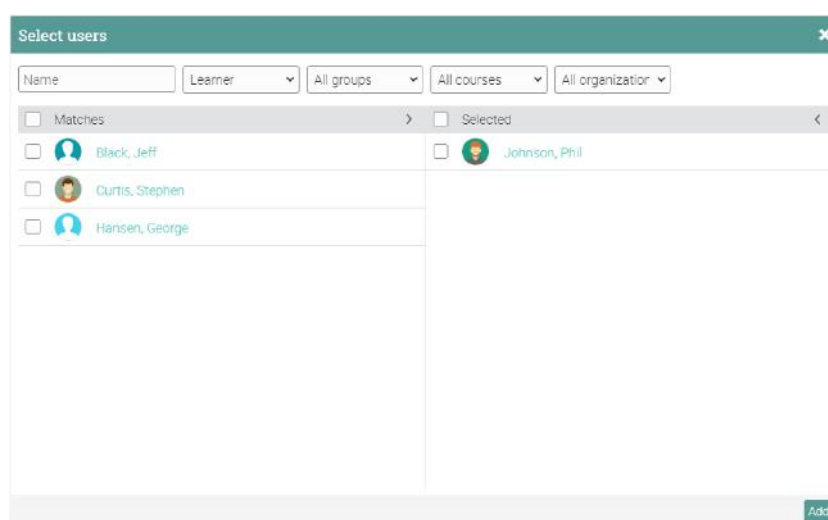
- 👤 **Courses tab**
Learners can hover over the Courses tab, click Enroll, then enter the access code THMJ-PXMV.
- 👥 **People picker**
Enroll learners using the people picker
- ✉ **Email invitations**
Send invitations by email.

Courses tab

If you give learners a course access code, they can use it to enroll in a course themselves. Alternatively, if you have enabled the course catalog, they can hover over the Courses tab, click Catalog, then enroll from there.

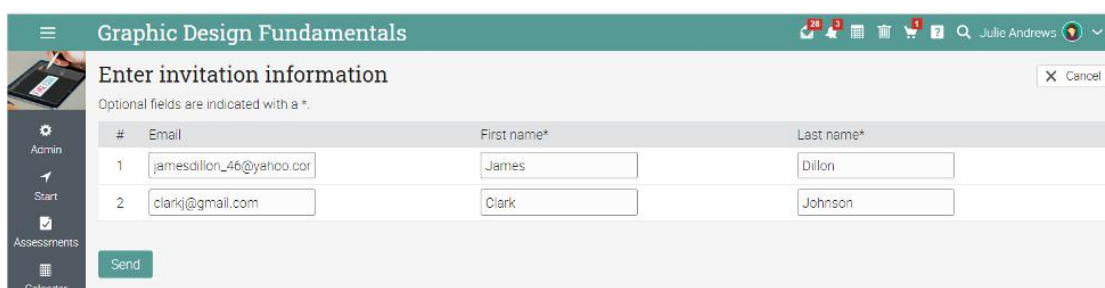
People picker

You can enroll learners using the people picker, which allows you to filter people by name, account type, groups, organizations and courses. Select the learners you want to add and click the middle arrow to move them in the column on the right, then click Add.

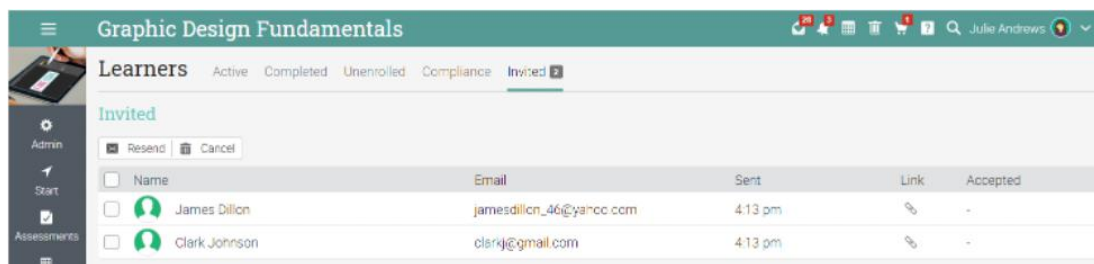


Email invitations

Select the approximate number of invitations to send, then enter the email addresses and names of the learners to add them to your course.



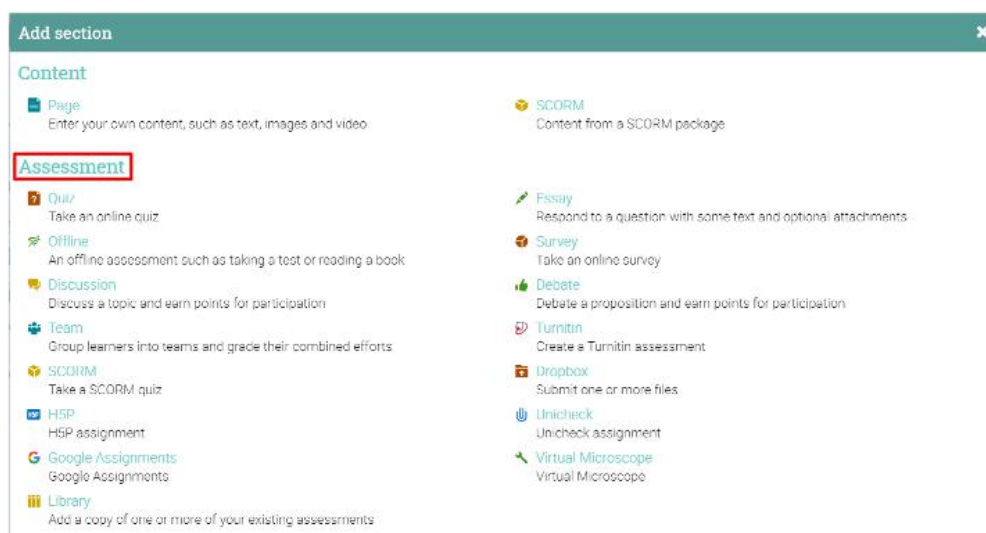
An email is sent to each user. The email includes the invitation message and a clickable link. When the person clicks the link, they are sent to your site and asked to click an “Accept” option. When they click Accept, they are logged in to the system and taken to their dashboard.



Adding assessments

An assessment is a task that a learner has to complete in order to earn points. These points add up towards a final grade based on the selected weighting scheme.

There are two ways of adding assessments: you can add an assessment directly from the module page or from the Assessments tab of the course. From a module page, click Add Section, then select an assessment from out list of 16 different types:



From the Assessments tab of your course, click Add Assessment from the top right.

The screenshot shows the 'Assessments' page for the course 'Graphic Design Fundamentals'. The page title is 'Assessments' and it includes navigation options like 'All', 'To grade', 'Given', and 'Analytics'. A red box highlights the '+ Add' button in the top right corner. Below the navigation, there are controls for 'Give', 'Ungive', 'Edit', and 'Delete'. A table lists several assessments, including 'Virtual microscope', 'HSP assessment: Introduction', 'Calligraphy vs. Screen Printing', 'Color Quiz', 'Creative sketches', 'Design fundamentals', 'Design trends', and 'Essay on how to use colors'. Each row shows the due date, whether it's been given, the maximum score, the percentage of overall score, and the number of items to be graded or submitted.

For example, if you select an Essay assessment, you can see the following options:

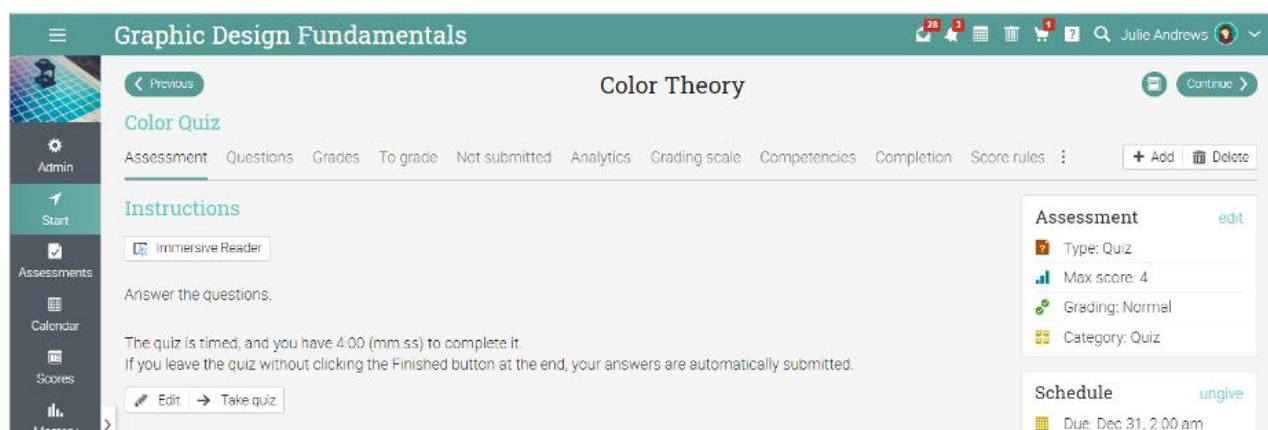
The screenshot shows the 'Add Essay assessment' dialog box. It has two tabs: 'Overview' and 'Options'. The 'Overview' tab is active and contains the following fields:

- Title:** A text input field.
- Max score:** A text input field with the value '100'.
- Max attempts:** A dropdown menu with the value '1'.
- Allow late?:** A checkbox that is currently unchecked.
- Category:** A dropdown menu with the value 'None'.
- Start:** A date and time picker.
- Due:** A date and time picker with the value 'Jul 02 2020 04:59 am'.
- Module:** A dropdown menu with the value 'None'.
- Grading:** A dropdown menu with the value 'Normal'.
- Grading scale:** A dropdown menu with the value 'Default'.

 Below these fields is a rich text editor for 'Instructions' with a toolbar and a '0 words' counter. A 'Save' button is located at the bottom right of the dialog. The background shows the 'Assessments' page with the table from the previous screenshot.

Here are some notes on the assessment settings:

- **Max score** - the maximum score that a learner can obtain;
- **Points** - if you selected “weight by points”, then these are the points that the assessment is worth;
- **Category** - the category of the assessment, which you can find Admin / Configure / Assessments;
- **Grading** - here are the options:
 - **Normal** - the assessment grade, counts towards the final grade;
 - **Extra credit** - a bonus towards the final grade;
 - **Ignore** - does not contribute to the final grade;
 - **Not graded** - the assessment is not graded and does not contribute to the final grade;
- **Max attempts** - the maximum number of attempts that a learner can have for submitting an assessment;
- **Allow late** - allows learners to submit the assessment after the due date has passed;
- **Module** - indicates the module associated with the assessment, if any;
- **Allow learners to comment** - learners can comment on the submissions of other learners;
- **Gateway** - an optional minimum percentage that a learner must achieve to pass the assessment;
- **Instructions** - instructions on how to perform the assessment.

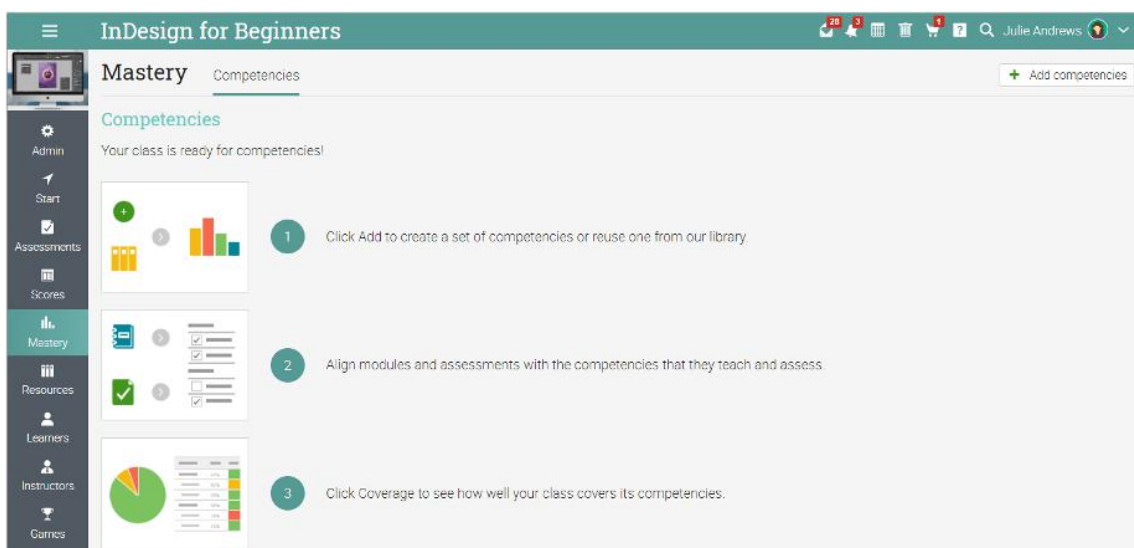


The screenshot shows the 'Color Theory' assessment settings page in a Learning Management System (LMS). The page is titled 'Color Theory' and is part of the 'Graphic Design Fundamentals' course. The user is identified as 'Julie Andrews'. The page is divided into several sections:

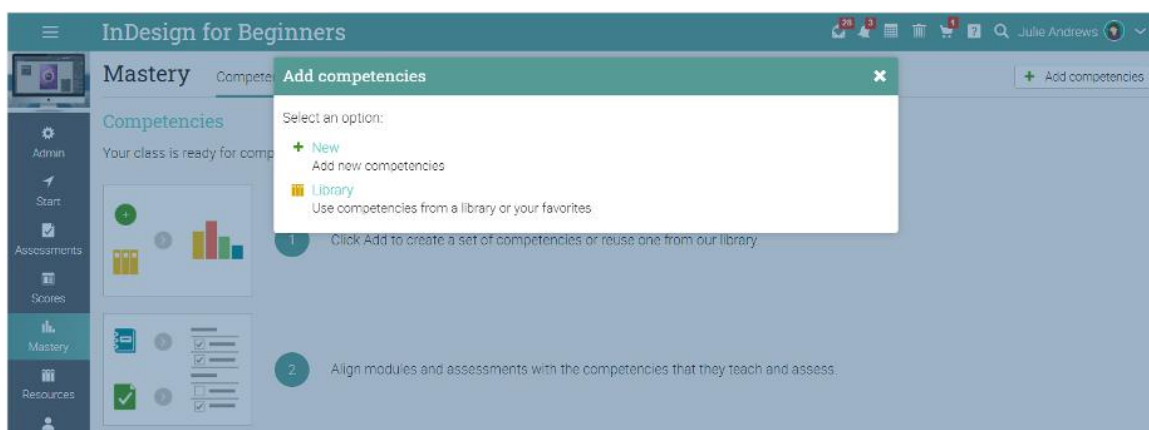
- Assessment Overview:** Shows the assessment type as 'Quiz', max score as 4, grading as 'Normal', and category as 'Quiz'.
- Schedule:** Shows the due date as 'Dec 31, 2:00 am'.
- Instructions:** Provides instructions for the quiz, stating it is timed and has a 4:00 (mm:ss) limit. It also notes that answers are automatically submitted if the user leaves the quiz without clicking the 'Finished' button.
- Navigation:** Includes buttons for 'Previous', 'Continue', 'Edit', and 'Take quiz'.
- Admin Tools:** Includes buttons for '+ Add' and 'Delete'.

Mastery and competencies

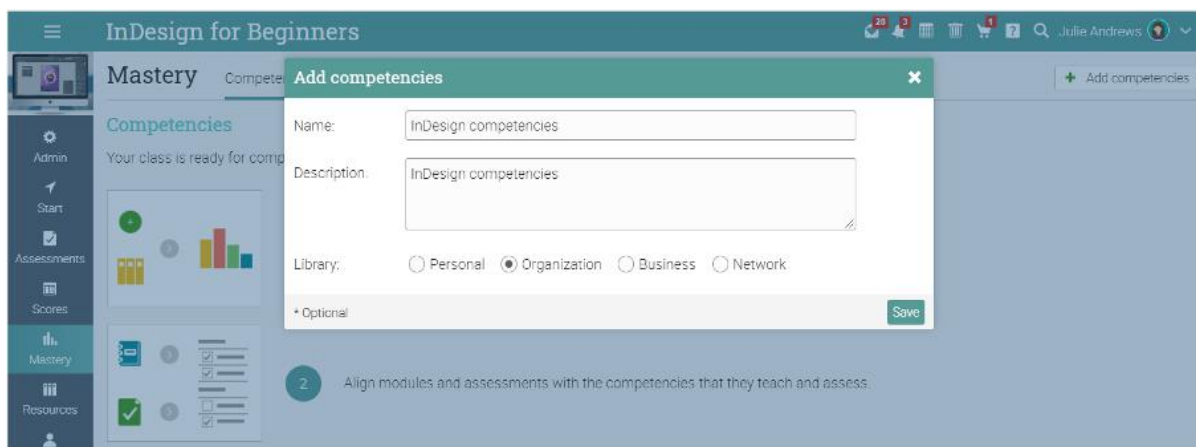
You can track your learners' progress and understanding of the training material through competencies. Competencies are associated with modules, including content pages and assessments. To associate a course with competencies, visit the Mastery tab and click Add competencies.



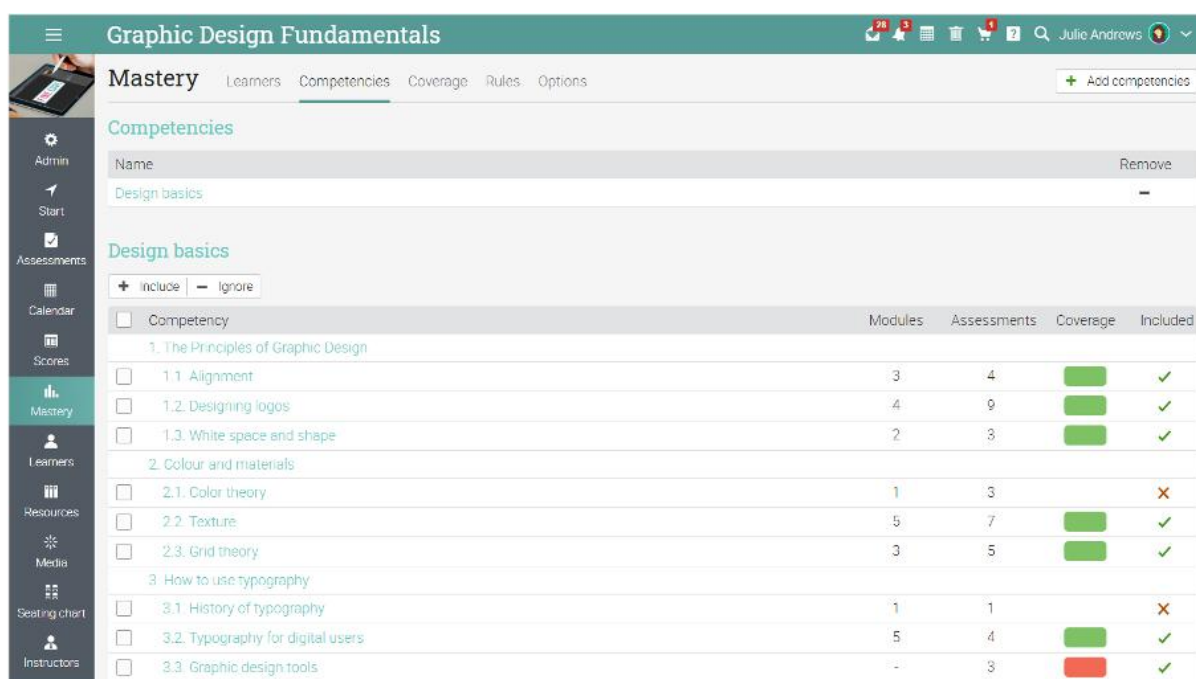
You can add your own or use pre-existing competencies from a library.



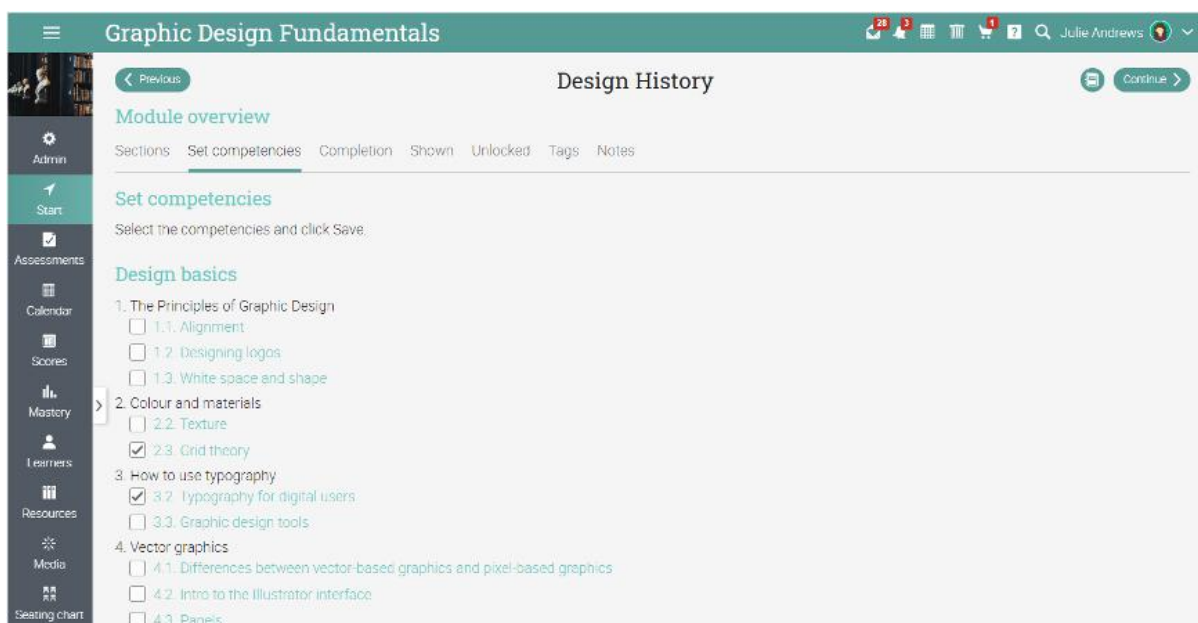
Then fill in the required information and you are ready to start adding competencies using a form or by importing them from a file:



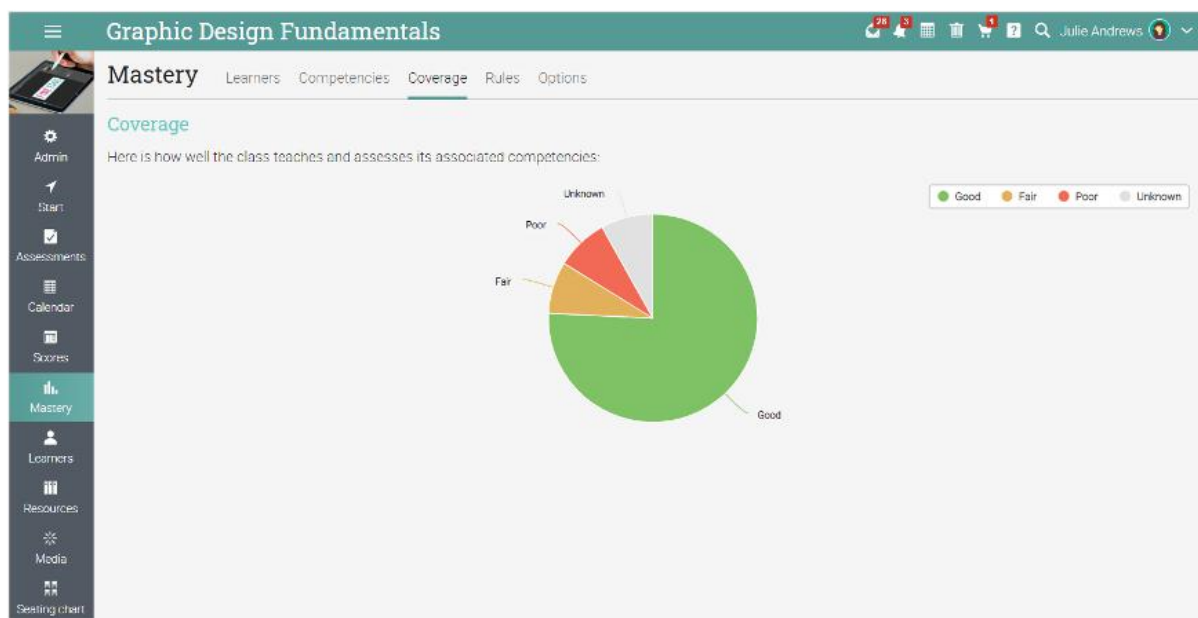
For example, this is how a competencies page might look like:



Once the list of competencies is prepared, you can tag modules with the competencies that they should be teaching and assessments with the competencies that they should be assessing:



In the Coverage analysis tab, you can see how well the course covers the competencies:



You can then see a mastery grid in the Mastery tab, under Learners. In the Mastery grid you can see the learners progress through each competency and identify the ones that are doing well or the ones that are struggling.

Graphic Design Fundamentals | Julie Andrews

Mastery | Learners | Competencies | Coverage | Rules | Options | Jump to: []

Learners by last name | Mastery threshold: 4 measurements of at least 60% | Calculation: Decaying average

Competencies		The Principles of Graphic Design	Alignment	Designing logos	White space and shape	Colour and materials	Texture	Grid theory	How to use typography	Typography for digital users	Graphic design
Code		1	1.1	1.2	1.3	2	2.2	2.3	3	3.2	3
Learner	Average										
Brat, Tony	77%	11 70%	3 61%	5 64%	3 84%	6 72%	4 90%	2 55%	4 74%	2 93%	2 8
Corser, Troy	88%	12 93%	3 97%	6 90%	3 90%	9 73%	5 80%	4 85%	5 80%	3 94%	2 6
Demo, Admin	30%	2 30%	1 30%	1 30%		1 30%	1 30%				
Diss, Travis	56%	11 97%	3 98%	5 99%	3 93%	8 66%	5 61%	3 72%	4 42%	2 29%	2 9
Duvons, Cary	80%	11 69%	3 61%	5 61%	3 85%	6 79%	4 79%	2 79%	2 79%	1 78%	1 8
Fire, Jane	86%	11 90%	3 91%	5 96%	3 82%	8 63%	5 64%	3 62%	4 85%	2 99%	2 7
Johnson, Sally	87%	12 72%	3 65%	6 63%	3 88%	7 98%	4 100%	3 95%	3 92%	2 83%	1 10
Payton, Tess	84%	12 92%	3 88%	6 97%	3 91%	9 82%	5 72%	4 91%	5 81%	3 87%	2 7
Phillips, Jeremy	0%					2 0%	1 0%	1 0%			
Stevens, Mark	71%	11 74%	2 100%	6 50%	3 72%	10 45%	5 44%	5 46%	5 70%	3 91%	2 4
Tom, Samy	57%	12 69%	3 65%	6 54%	3 89%	10 53%	6 48%	4 59%	4 49%	2 30%	2 6
Willis, John	91%	12 82%	3 60%	6 88%	3 100%	9 97%	5 97%	4 98%	5 96%	3 95%	2 9

Competencies are also saved as resources and can be shared through the Resources catalog:

Resources | Catalog 43 | Locker | Uploaded files | Network | My media | Julie Andrews

Home | Courses | Groups | Catalog | Users | Resources | Reports

- Badge** (6 items)
- Certificate** (4 items)
- Competencies** (7 items)
- File** (6 items)
- Grading scale** (8 items)
- H5P resource** (6 items)
- Page** (1 item)
- Question bank** (1 item)

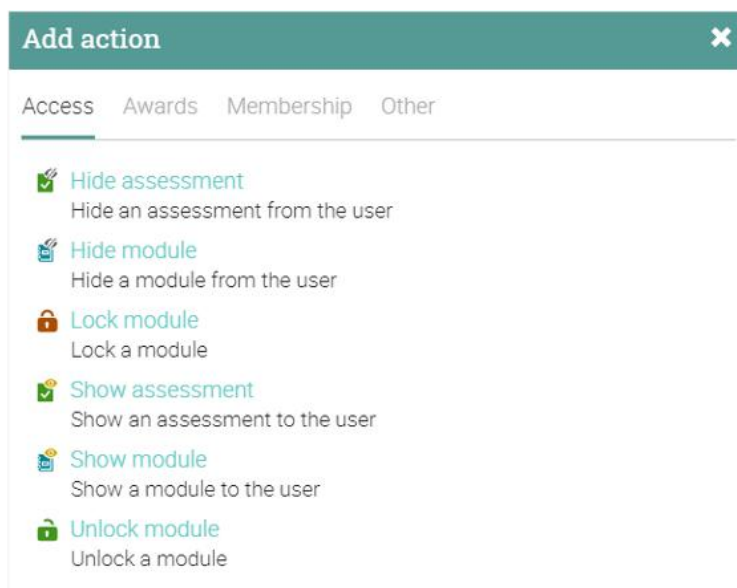
Using automation in a course

Automation helps instructors save time and makes courses more enjoyable for learners. The automation feature allows you to define actions that occur under certain conditions. You can set up rules that are performed when learners do certain tasks. For example, you can send a custom message when learners enroll in a course or award certificates when they finish it.

Here is a list of rules that you can add:

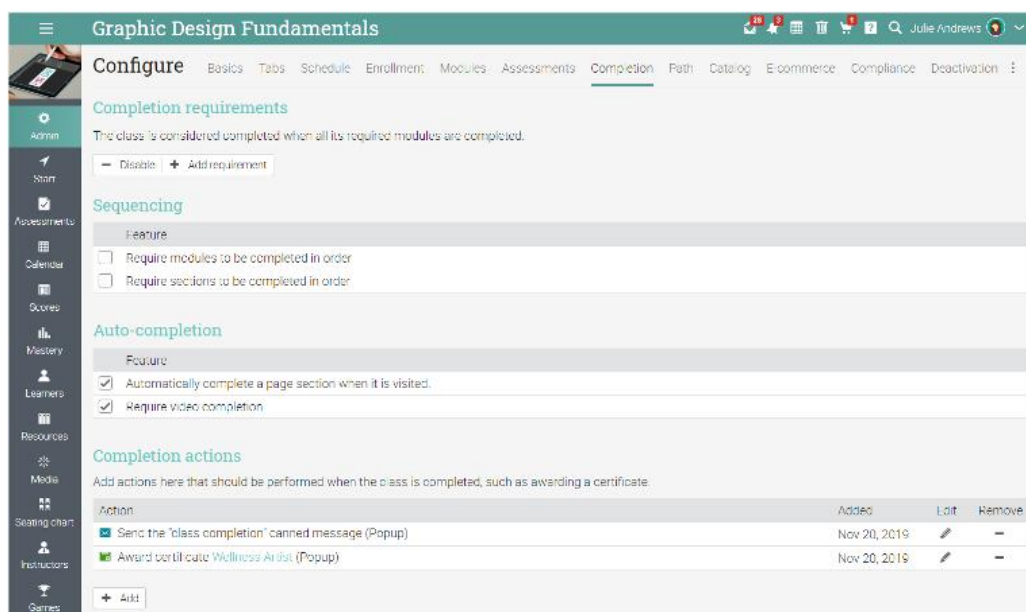
Adding rules

Rules can be added to various areas such as courses, modules and different sections of a module.



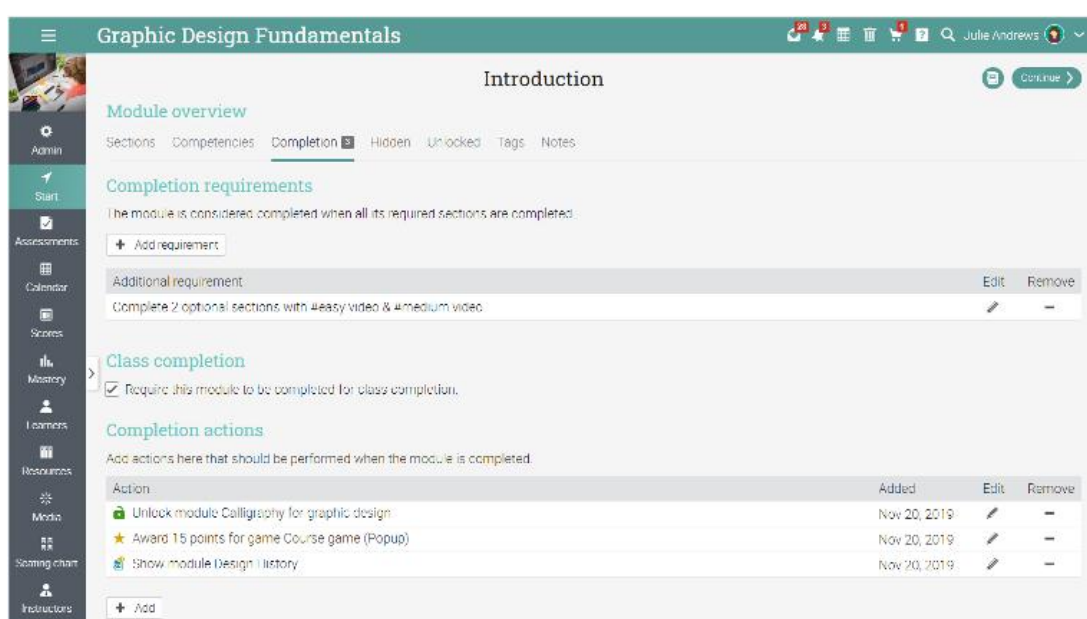
Adding course completion rules

You can add actions that should be performed when the course is completed by going to the course Admin/Configure page and the Completion tab. Here is where you would normally choose the “Award certificate” option.



Adding rules for modules

To add rules for a specific module, click on a module and go to its Completion tab. The process is similar for content pages.



Using gamification

Gamification is based on our automation feature and allows you to create site-wide and course-wide games where learners can earn points and badges by doing certain tasks such as completing assessments. They can also advance through levels and see leaderboards with rankings.

Configuring gamification in a course

Visit the Games tab and click Add to add a new game to your course.

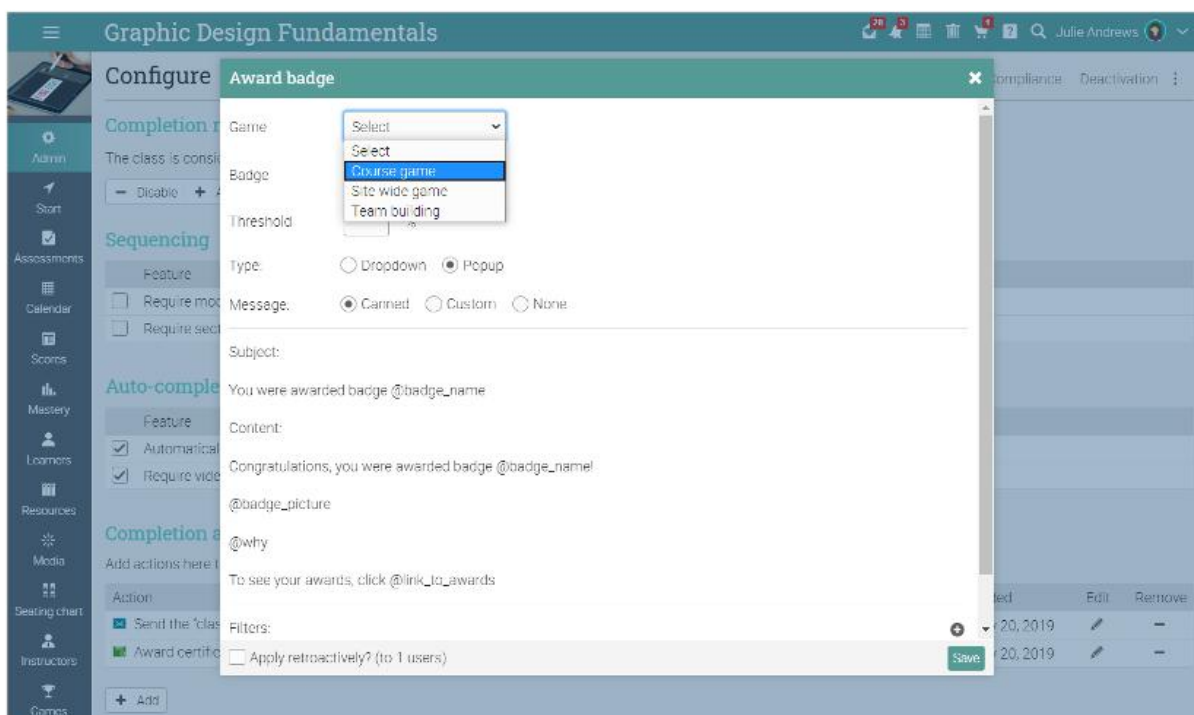


Now you can start adding levels for the game.

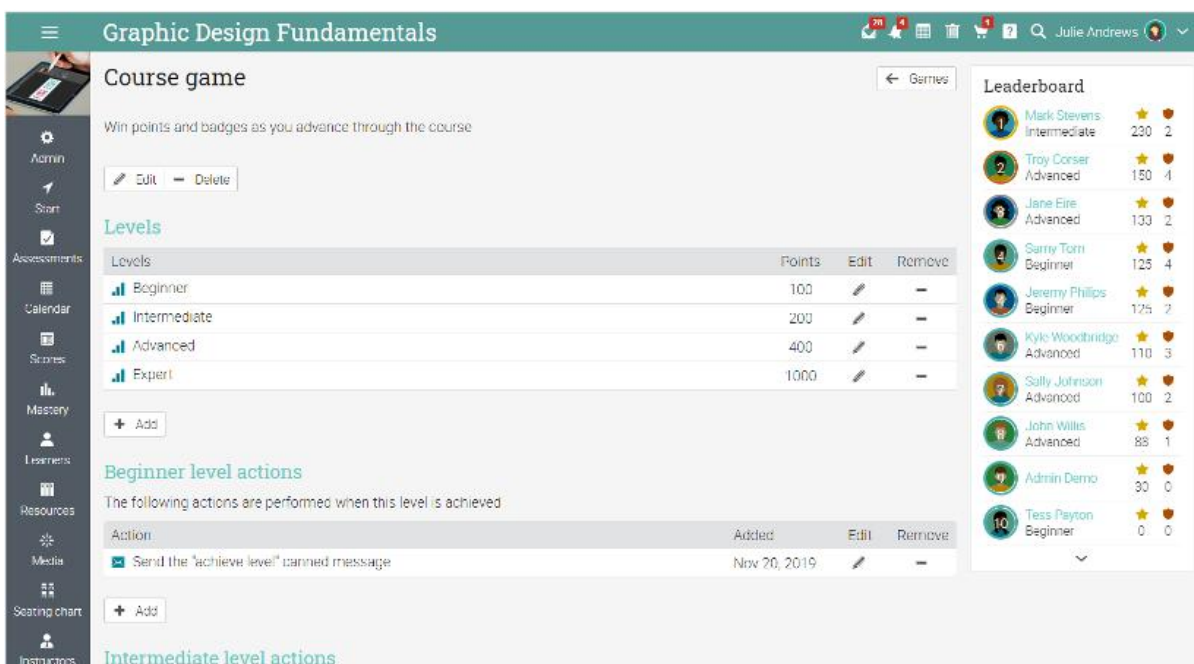




After adding the levels and points for each one, you can begin adding rules for modules, sections, and assessments that award points and badges.



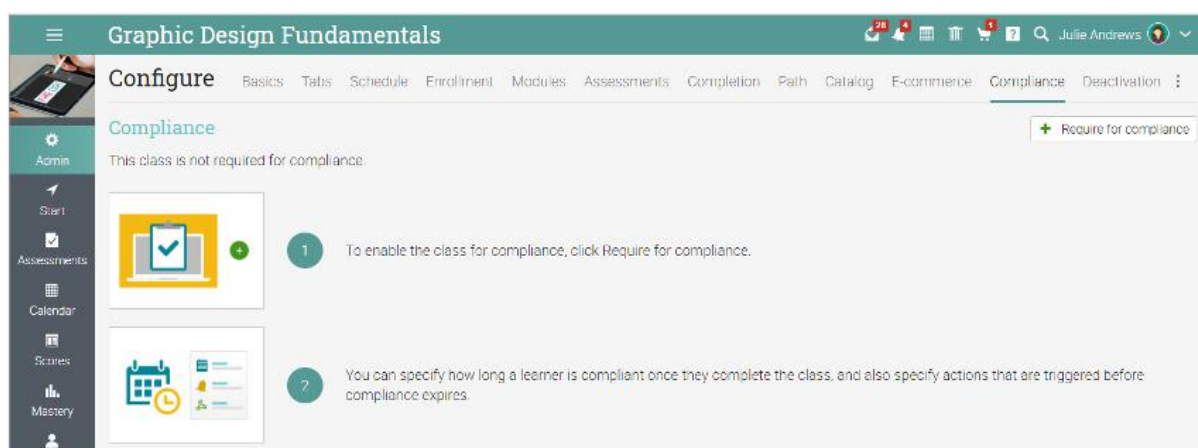
For more details on gamification, visit the Game topic in our Help Center.



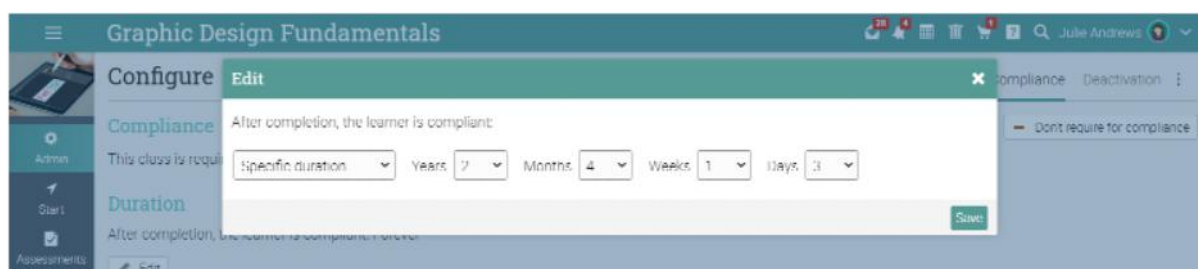
Using compliance for training

Compliance is a useful feature for companies that offer compliance training for their employees and instructors. You can select courses that are required for compliance, then set up for how long the learner is in compliance once they've completed the course, and whether they need to renew their compliance periodically. This feature has to be enabled by the portal administrator first.

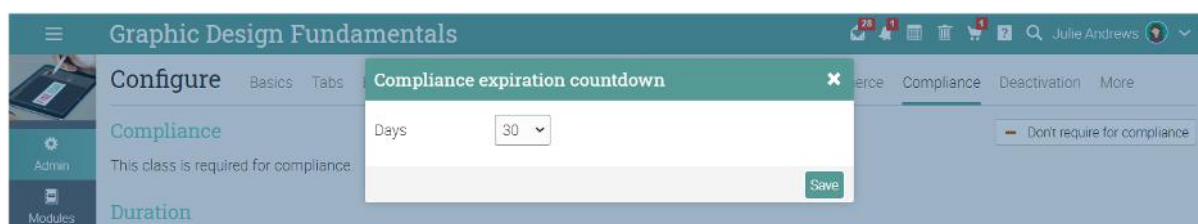
Go to the Compliance tab under Course/Admin/Compliance and click the Required for compliance button:



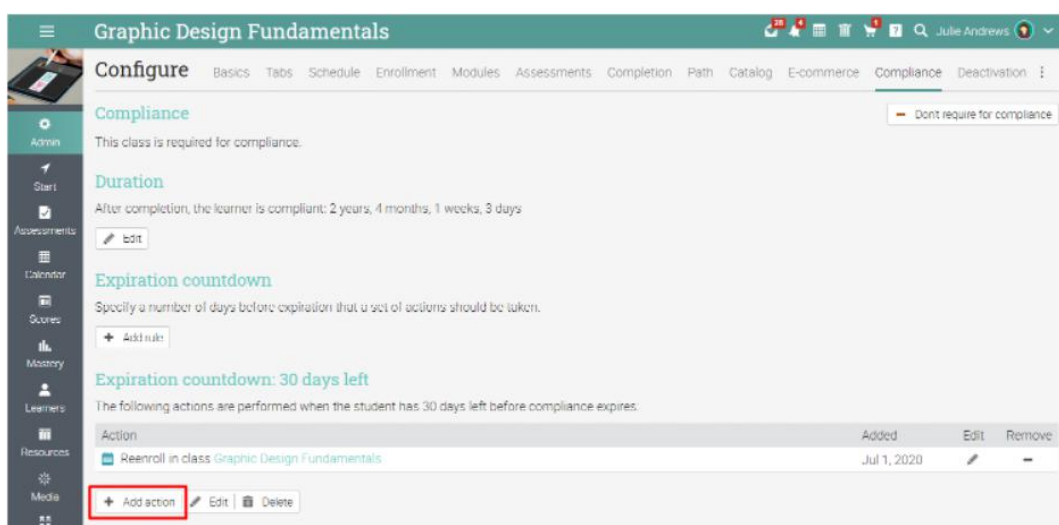
After enabling this option, when a learner completes the course, they are deemed compliant for a specified period of time. By default, the period is "forever". To change it, click on Edit. The following options are available: Forever, Specific duration, Until a specific date, and For date period. For example, if you want compliance to be available for 3 months choose a specific duration:



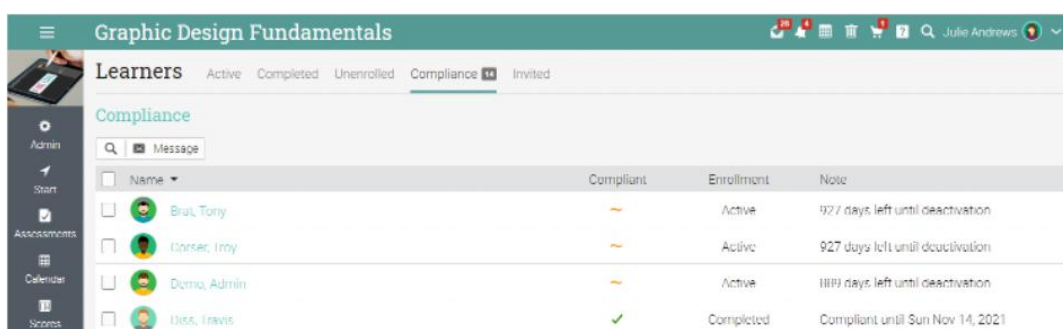
You can then add rules that specify what happens before compliance expires. For example, you might choose to start the countdown 30 days before expiration:



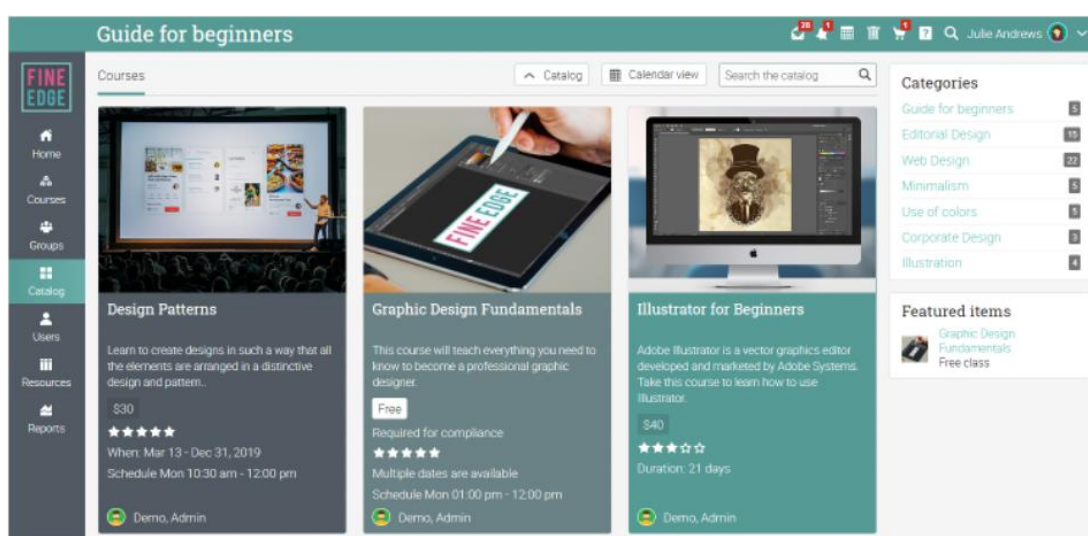
Then, choose actions that will be performed when the learner has 30 days left before compliance expires:



You can see the compliance status of all learners in the course by visiting Learners/Compliance.



If a course is required for compliance, this is displayed in the Course catalog.



Taking attendance

You can track learner attendance for a course session, including arrival on time, arrives late, leaves early or is absent. You can also excuse a learner and include a note. You can award points for attendance by adding one or more attendance assessments.

Learner	Present	Absent	Arrived Late	Left Early	Oct 16	Jun 23	Jun 22	May 10	Apr 30	Apr 26
Arnold Balla	0	0	0	0	-	-	-	-	-	-
Bob Hobart	6	0	0	0	✓	✓	✓	✓	✓	✓
Cary Duvois	0	0	0	0	-	-	-	-	-	-
Everette Hailey	0	0	0	0	-	-	-	-	-	-
Frederick Phillips	0	0	0	0	-	-	-	-	-	-
Jane Eire	3	1	0	1	✓	✗	○	✓	△	✓
Olivia Doboaca	2	0	2	0	○	✓	-	○	✓	-
Sally Johnson	0	0	0	0	-	-	-	-	-	-
Spike Duseay	2	1	2	1	✗	○	○	✓	○	✓
System Administrator	4	2	0	0	✓	△	✓	✓	✓	△
Tomi McGregor	5	0	0	0	✓	✓	✓	✓	✓	-
Travis Diss	4	0	0	0	✓	✓	-	✓	✓	-
Tony Connor	0	0	0	0	-	-	-	-	-	-

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

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

Learner	On time	Arrived late	Left early	Absent	Excused
Arnold Balla	-	-	-	-	-
Bob Hobart	6	-	-	-	-
Cary Duvois	-	-	-	-	-
Everette Hailey	-	-	-	-	-
Frederick Phillips	-	-	-	-	-
Jane Eire	3	-	1	1	1
Olivia Doboaca	2	2	-	-	-
Sally Johnson	-	-	-	-	-
Spike Dussay	2	2	1	1	1
System Administrator	4	-	-	2	-
Tom McGregor	5	-	-	-	-

To export the list, use the Export button:

Learner	Present	Absent	Arrived Late	Left Early	Oct 16	Jun 23	Jun 22	May 10	Apr 30	Apr 26
Arnold Balla	0	0	0	0	-	-	-	-	-	-
Bob Hobart	6	0	0	0	✓	✓	✓	✓	✓	✓
Cary Duvois	0	0	0	0	-	-	-	-	-	-
Everette Hailey	0	0	0	0	-	-	-	-	-	-
Frederick Phillips	0	0	0	0	-	-	-	-	-	-
Jane Eire	3	1	0	1	✓	✗	○	○	✓	-
Olivia Doboaca	2	0	2	0	○	✓	-	○	✓	-
Sally Johnson	0	0	0	0	-	-	-	-	-	-
Spike Dussay	2	1	2	1	✗	○	○	○	✓	○
System Administrator	4	2	0	0	✓	△	✓	✓	✓	△
Tom McGregor	5	0	0	0	✓	✓	✓	✓	✓	-
Travis Diss	4	0	0	0	✓	✓	-	✓	✓	-
Travis Dussay	0	0	0	0	-	-	-	-	-	-

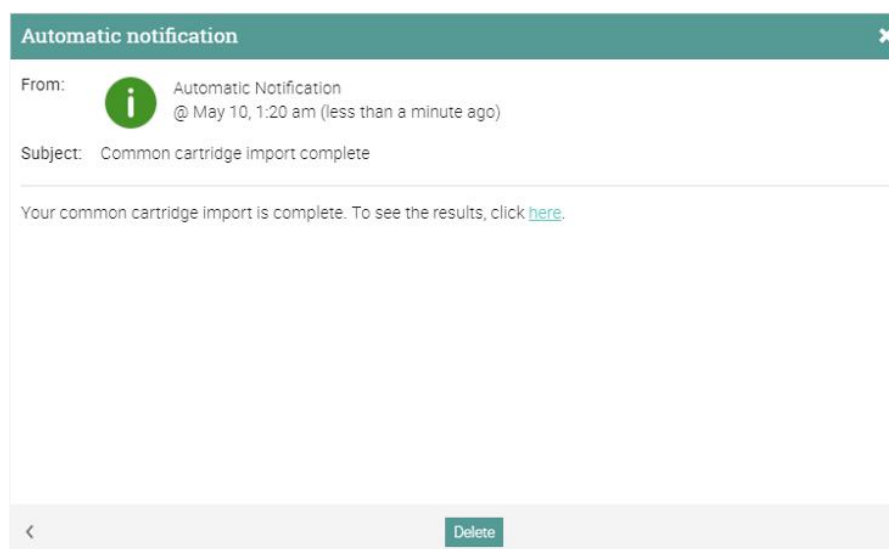
Importing/Exporting course content

Our site allows you to import/export course content using Common Cartridge Format (CCF), which is the industry Standard for import/export of course content. We also support importing courses from Moodle or Blackboard.

For example, to import content into a course, click Admin/Import. Similarly, to export course content go to Admin/Export.



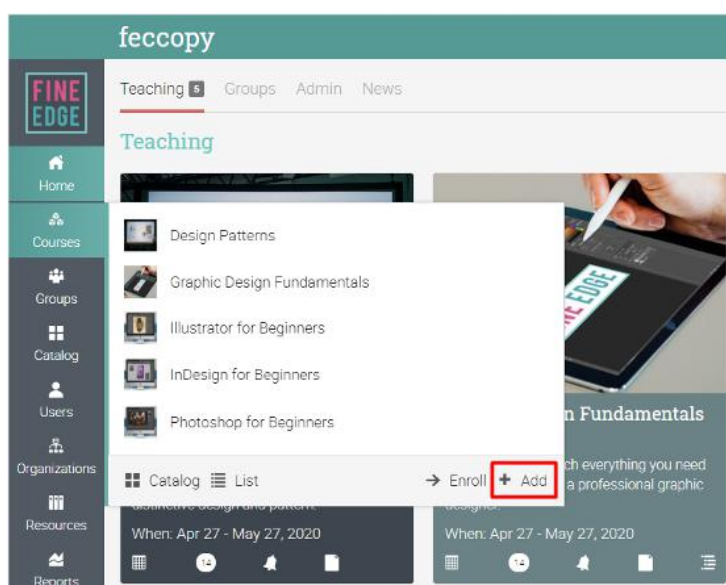
Select the file to upload and click Continue. You will receive a message when the upload is complete.



Creating learning paths

A learning path is a special kind of course that supports sections such as Course goals and Certificate goals. A course section is one that requires the learner to complete a specified course in order to complete that section. The certificate section is considered completed when the learner earns the certificate.

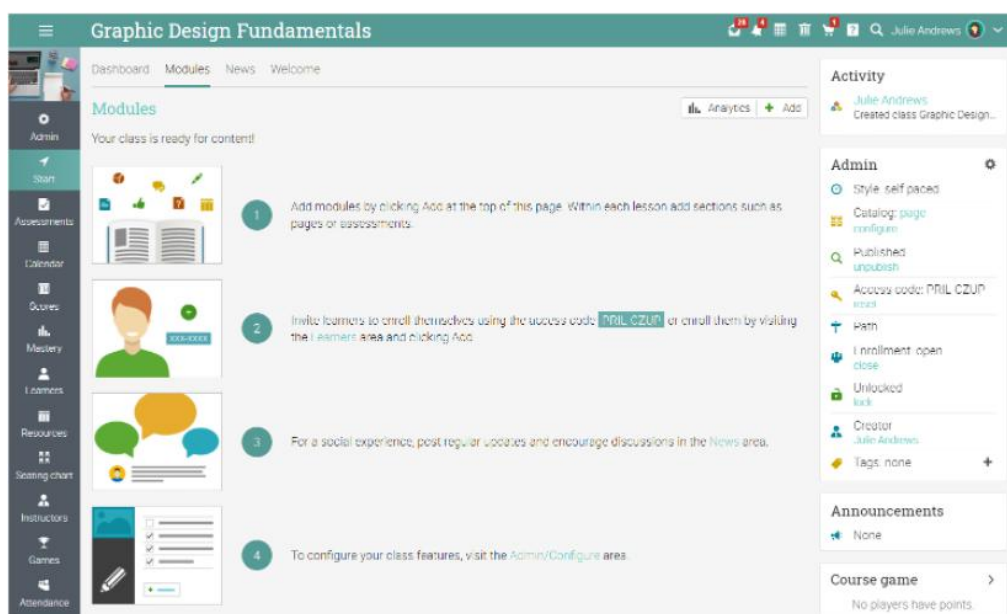
To add a new learning path, go to Courses in the main left bar then click Add.



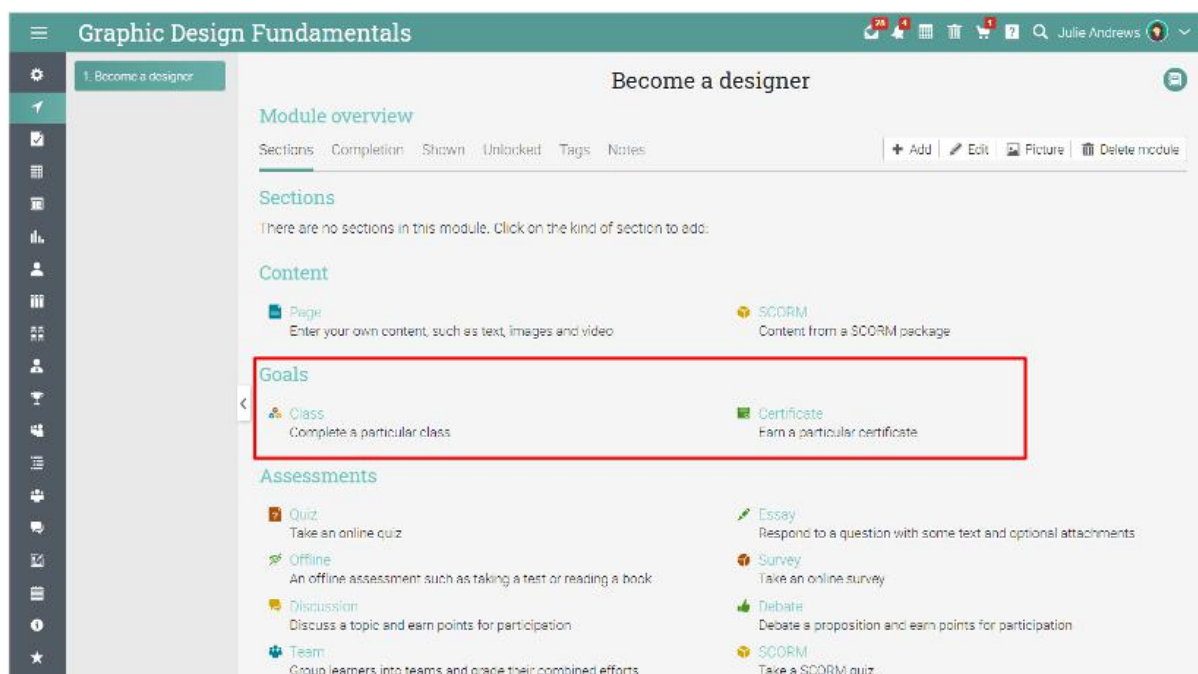
Select Path from the pop-up.



After adding the path, you will see an overview page, complete with an Admin panel to the right. Here you can add modules just as in the case of conventional courses.

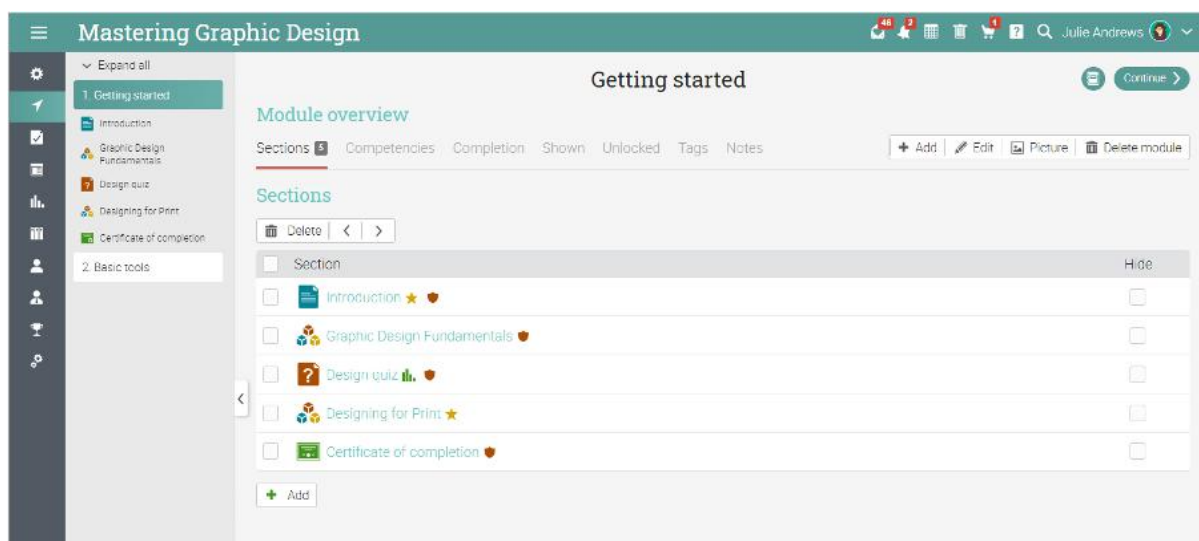


When you add sections to modules you will see the Goals area where you can select Course and Certificate goals as sections.

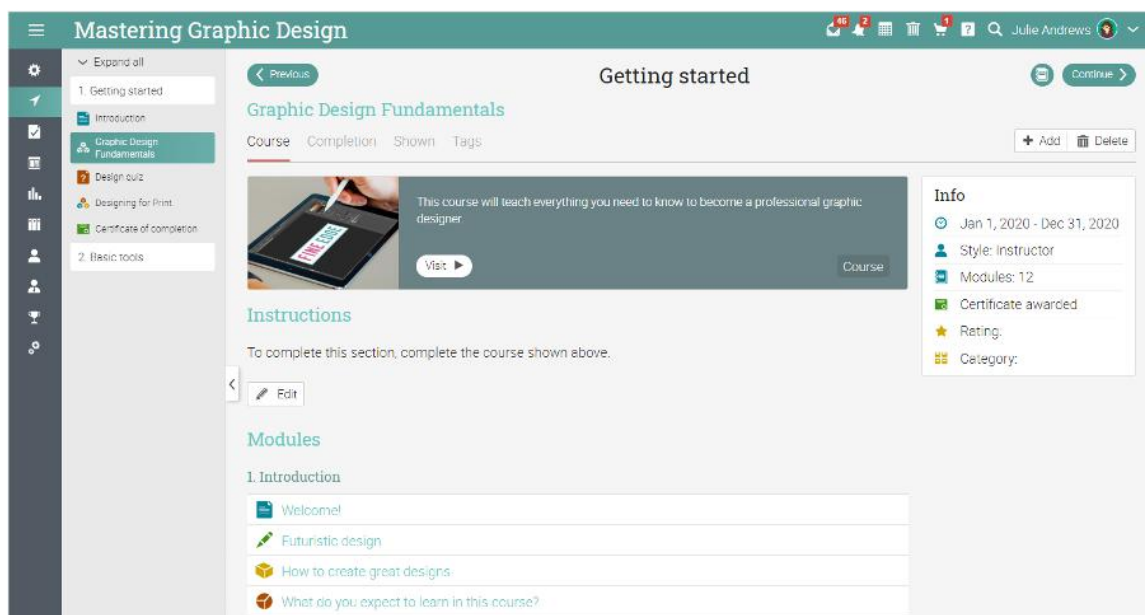




Learning paths allow you to mix regular course sections with references to other courses and certificates creating more powerful flows.

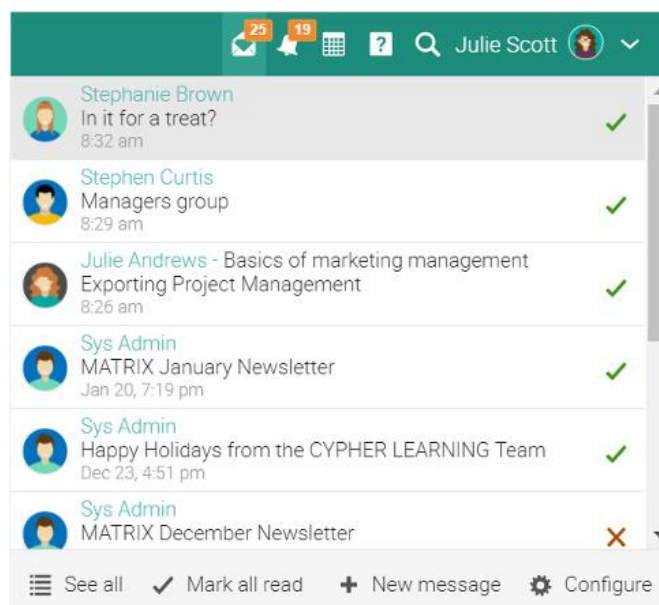


You can post news, enroll learners and configure the learning path. The full power of courses applies to paths as well. They support optional completion requirements, waitlists, deactivation, child paths, sync of paths, and more.

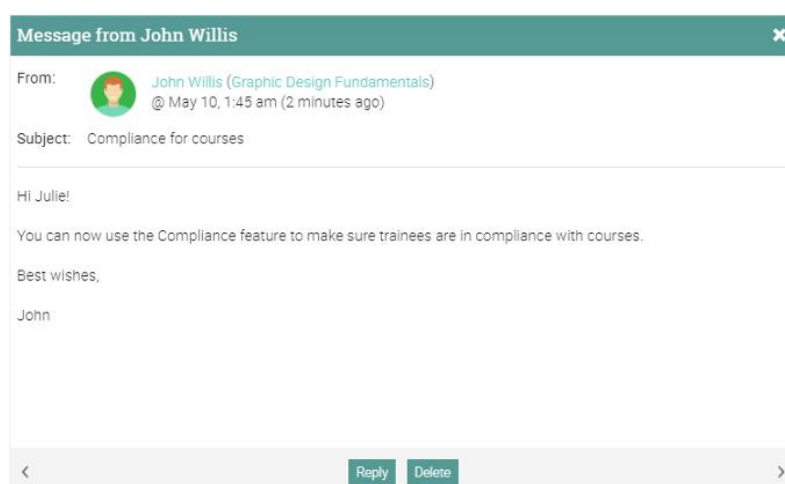


Communicating with learners

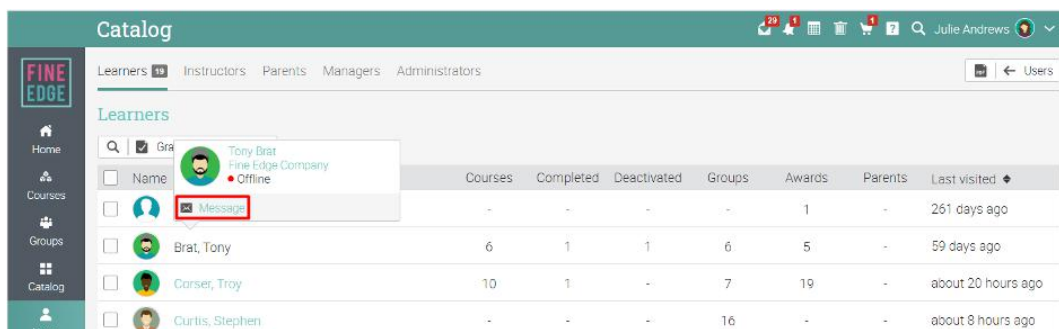
You can communicate with your learners and other users through our private messaging system. To see your inbox, click on the message icon in the top right bar. A drop-down menu will appear that lists your most recent messages.



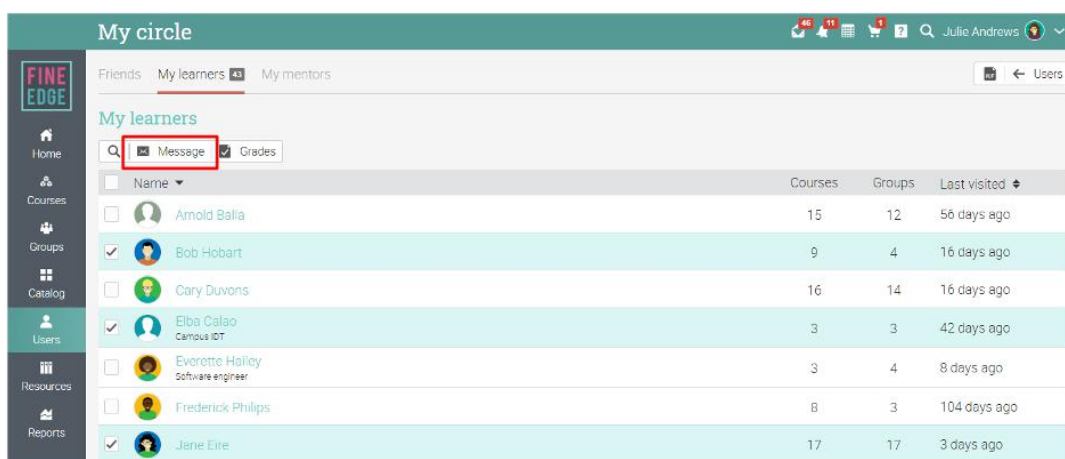
To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.



To send a message to someone, hover over their name. Links to users appear in most places in the site such as a list of learners, instructors, profile pages and in the forums. Click Send Message, then enter your message.



To send a message to multiple learners at once, select them from the My learners list and click Message.





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

The screenshot shows a 'Catalog' page with a list of users. A chat window for Julie Andrews is open, showing a 'Discussion' and 'Users' section. The chat window includes a 'Write a message' input field and a 'Mute' button.

Users	16	13	5	11	10	6	16
Curtis, Stephen	about 8 hours ago						
Demo, Admin	about 19 hours ago						
Diss, Travis	94 days ago						
Dussay, Spike	37 days ago						
Duvons, Cery	402 days ago						
Eire, Jene	7 days ago						
Sally Johnson Fine Edge Company Online							
Johnson, Sally Marketing Specialist							
Payton, Tess Graphic Designer							
Phillips, Jeremy							
Stevens, Mark							
Tom, Samy							
Willis, Jotin							
Wilson, Mark							
Woodbridge, Kyle							

You can also add users as friends:

The screenshot shows a user profile for Sally Johnson. The profile includes a bio, awards, and a list of friends. The 'Add friend' button is highlighted with a red box.

Profile: Sally Johnson
https://fec.marxtime.com/profile/sally_johnson
Fine Edge Company
Graphic Design Companies

About: I'm Sally from Seattle, Washington, I graduated with a B.S. in Modern Arts from Arizona State University. From there, I moved to California to learn more about photography and film making. My work is centered around modern design and minimalism. Most recently I worked as a designer on a minimalistic poster series in Sweden.

Awards (33):

Certificate	Course	Awarded
Certificate of completion	Illustrator for Beginners	Oct 10, 2018
Certificate of completion	Graphic Design Fundamentals	Aug 26, 2020
Certificate of completion	Graphic Design Fundamentals	Sep 8, 2020

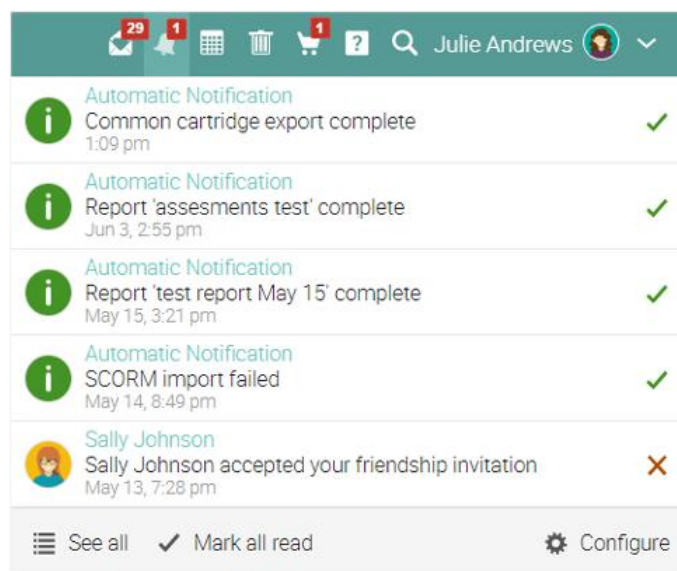
Communication: Ignore messages, Report

Account: Joined Feb 18, 2016, Last activity at 16 minutes ago, Login credentials

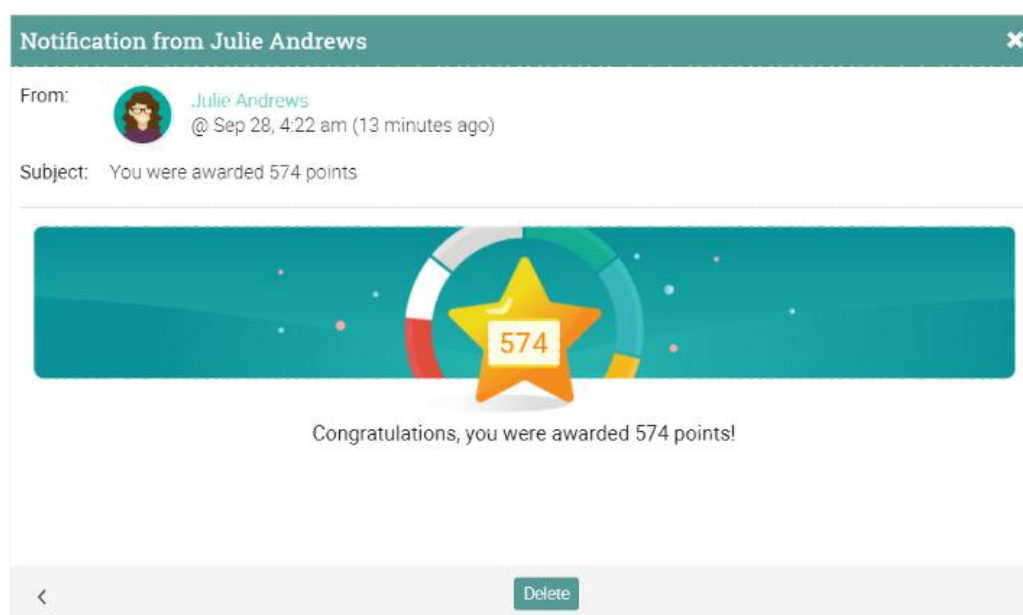
Friends (6): Bro + Robert

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Summary

The Getting Started Guide for Instructors provided the basic information that instructors need when they first start using CYPHER. Some of the topics we covered were: navigating in CYPHER, using the Help Center, creating and configuring a course, adding modules and assessments, enrolling learners, communicating with learners, using automation, gamification, and compliance.

If you have any additional questions, please browse the Help Center or visit our support forum.

www.cypherlearning.com