The ultimate guide to CYPHER AI 360

Optimize AI-enabled course creation

CYPHER AI 360 is an AI-powered wold first that accelerates course creation with skills-managed, gamified content, voiceovers, graphics, and assessments - in minutes. Now, with AI Crosscheck, the first of its kind, it helps to ensure AI-content credibility by reviewing and flagging inconsistencies, providing reasons, and suggesting replacement text for enhanced accuracy. CYPHER AI 360 makes personalized learning at scale, a reality.

Note: CYPHER AI 360 is the umbrella name for all our AI-enabled offerings. When you see "CYPHER Copilot" or "Copilot" referenced in this guide, it's the same as CYPHER AI 360.

CYPHER AI 360 can help build every part of a course: from course outlines to course content to gamification and more. Ask CYPHER AI 360 to build the whole course or just parts – it's up to you.

CYPHER AI 360 can help you create AI-enabled:

- Course outlines with descriptions
- Courses from **your** uploaded content – PDFs, videos, and more
- Course content
- Skills / competency mapping and tagging
- Rubrics
- Gamification
- Courses in 50+ languages
- Question banks
- Images with AI
- Assessments
- Group or individual projects
- Glossaries
- Study guides
- Voiceover

CYPHER AI 360 takes care of approximately 80% of the work required to design and create courses, so you can focus your attention on the final 20%. The final 20% needs human intelligence to validate content and guide the overall learning experience.
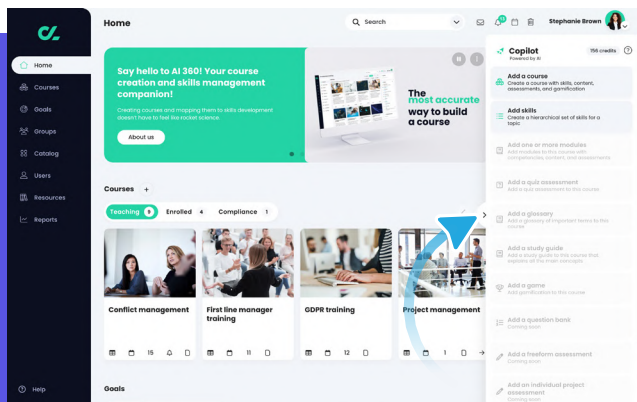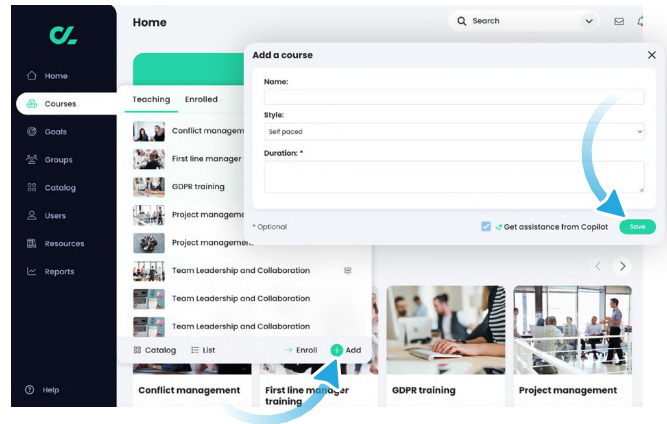

Forbes CNN CBS

**AS SEEN ON**

AWARD-WINNING PLATFORM

Getting started

There are two ways to engage CYPHER AI 360 to create a new course.

1 Click **Courses** on the left, then select **Add**. When the pop-up menu appears, choose **Add new course** and check the **Get assistance from Copilot** option.

2 Another easy way to create a new course is to click on the **arrow icon in the right-side navigation**. This will slide open the course creation options menu.
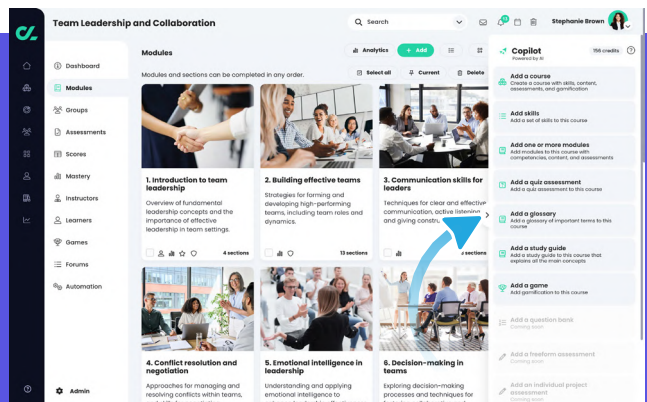
3 If you want to **add** skills, modules, quizzes, games, or study guides **to a course** created by CYPHER AI 360, it's easy! Just navigate to the course you want to enhance, click the **arrow icon** in the right navigation to expand the menu options, and select what you want to add.

Let the fun begin!

Add a course

Click **Add a course** and the pop-up opens.
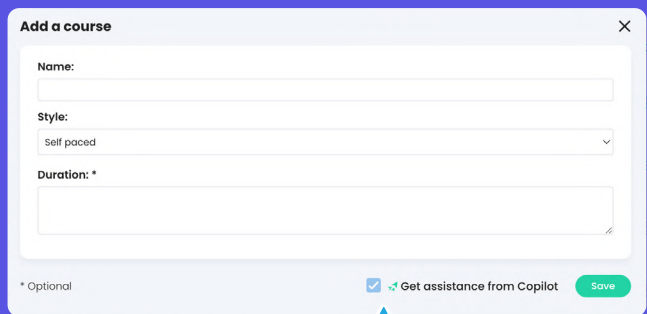
Name: Pick a topic
Style: Choose from:
- Instructor
- Blended
- Self paced
- Micro course

Duration: Enter a duration. This is optional, not required.

Get ready for the magic to start! **Get assistance from CYPHER AI 360** is already selected, so just click

Save. The CYPHER AI 360 sidebar menu appears with an array of options to customize your course!

1. General

Let's walk-through the General options.

Topic

It's important to note that the topic is often not the same as the name of the course title. **For example**, if your course title is "Team Leadership and Collaboration," your topic may be more specific such as, "How to lead a team and foster communication within it". **The more context and detail you provide, the more specific your course**

Add a course ✕

General ⌄

Topic (not always the course name)

How to lead a team and foster communication within it

Author persona ⓘ

Thoughtful educator ⌄

✓ Thoughtful educator
Entertainer
Entrepreneurial thinker
Friendly mentor
Inspirational motivator
Philosophical thinker
Practical expert
Scholarly enthusiast
Storyteller
Traditional educator

Author persona

Choosing an Author persona can be fun as it allows you to add personality to your course! Choose from 12 different stylistic tones to generate your course content. The default is "Thoughtful educator." Check out the descriptions of each persona:

Thoughtful educator: Clear and concise with a focus on breaking down complex ideas into easily understandable parts. It utilizes analogies and real-world examples to illustrate concepts.

Traditional educator: Focuses on traditional teaching methods, using lectures and textbooks, and adhering to a strict curriculum.

Scholarly educator: A deeply knowledgeable expert who focuses on the theoretical and academic aspects of the subject. Content is delivered with precision and an emphasis on research.

Storyteller: Uses narratives, anecdotes, and storytelling techniques to make complex subjects more relatable and engaging.

Practical expert: Emphasizes real-world applications and hands-on experience, providing practical exercises and industry insights.
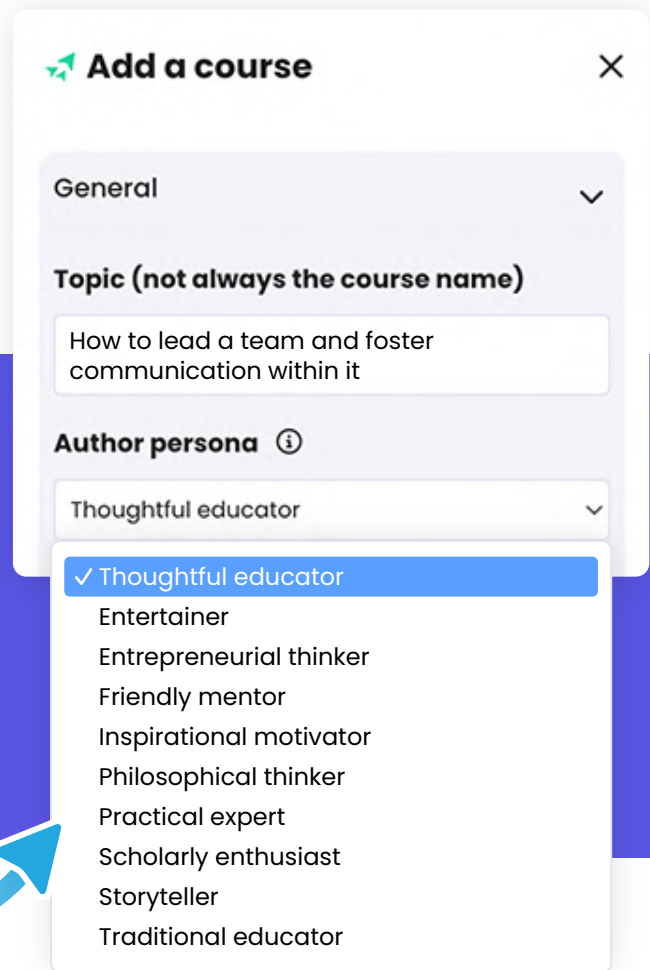
Inspirational motivator: Uses motivational speeches and success stories to inspire and encourage students to pursue their dreams.

Entrepreneurial thinker: Focuses on business skills, innovation, and entrepreneurship, providing case studies and business insights.

Philosophical thinker: Encourages deep thinking, reflection, and philosophical discussion on ethical, social, or existential topics.

Friendly mentor: Uses a friendly and approachable tone, and encourages students to ask questions and engage in discussions.

Entertainer: Engaging and lively, making learning fun by using humor, storytelling, and interactive activities, keeping students entertained while they learn.

Science enthusiast: Conveys a passion for scientific inquiry and exploration of subjects through experimentation, observation, and evidence-based learning.

Futuristic thinker: Forward-looking and visionary. It explores emerging trends and future possibilities, encouraging students to prepare for what's next.

Level

Determine your **course's level of difficulty**.
Choices include:
- Beginner
- Intermediate
- Advanced

Audience

Select our target audience. The default is "Adults".
Choose the audience that fits best for your course:
- Young children
- Teens
- Adults
- Seniors

Level

Any ⌄

✓ Any
Beginner
Intermediate
Advanced

Audience

Adults ⌄

Young children
Teens
✓ Adults
Seniors

Writing style

Another way to further customize your course is with
Writing style. Choose from any of these styles:
- Professional
- Formal
- Casual
- Academic
- Humorous

Writing style

Professional ⌄

✓ Professional
Formal
Casual
Academic
Humorous

Additional instructions (optional)

The "Additional instructions" step is where you can **be as specific as you want**. This is where you can use prompts to provide clear, concise, and specific instructions to help CYPHER AI 360 understand your requirements. Use easy-to-understand language and reduce ambiguity in your instructions.

General ⌄

Additional instructions (optional)

Create a comprehensive course outline on 'Team Leadership and Collaboration' that covers essential topics such as effective communication, conflict resolution, decision-making, team dynamics, and strategies for fostering a collaborative work environment, complete with practical examples, and case studies.
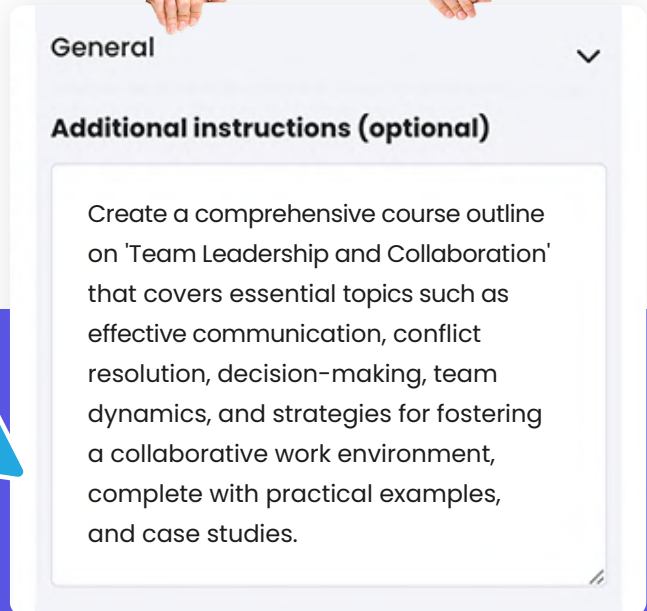
Essential tips on how to write good prompts

Action, word, or command
Make sure that your prompt clearly defines a command or task. Start with an action: Generate, Create, Develop, etc.

Establish your learning outcomes
Set specific instructions for CYPHER AI 360 to understand the desired outcome of your course.
- **Example 1:** Explain the main purpose of the "Y" process or procedure.
- **Example 2:** Explain how to apply a skill or concept in everyday life or in the workplace.

Make CYPHER AI 360 write for your specific industry or organization
Don't be afraid to add more details or context; mention the organization's name or the industry for which you are creating a course.

- **Example 1:** Build a course about OSHA compliance for healthcare employees.
- **Example 2:** Generate a course to onboard new employees to Company ABC.

You'll be surprised by the results! We have seen CYPHER AI 360 generate AI-images of employees wearing the organization's uniform.

Spell out what the acronyms mean
Since there can be multiple meanings for an acronym, do not assume that AI will understand the appropriate meaning.
- **Example:** Build a course about the Occupational Safety and Health Administration (OSHA) compliance.

Language

We support 50+ languages. When selecting a language, think beyond just "translation." CYPHER AI 360 can create a course from the ground up that is in the selected language AND localized, meaning it will sound and look local. If you choose to only translate a course, you run the risk of things "getting lost in translation." CYPHER AI 360 aims to mitigate this risk.

Language

English (US) (English)   ⌄

Bahamian (Bahamian)
Bahasa Indonesia (Indonesian)
Catala (Catalan)
Dansk (Danish)
Deutsh (German)
English (AUS) (English (AUS))
English (CA) (Canadian)
English (UK) (English (UK))
✓ English (US) (English)
Espanol (Spanish)
Filipino (Filipino)
Francais (French)
Galego (Galacian)
Hrvatska (Croatian)
⌄
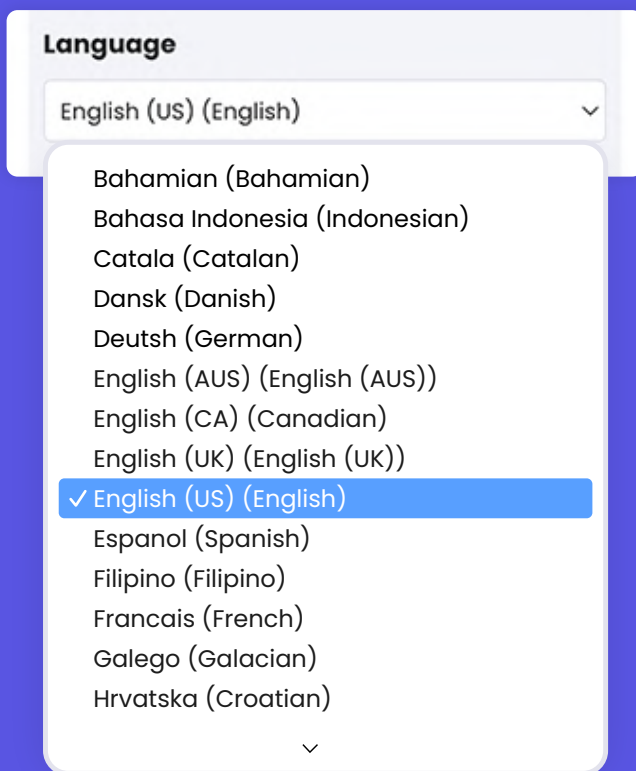
Generate course and tile images using AI

By default, tile imagery will use pictures from the Internet for all the modules, but you can **select to have AI-generated images** instead.

Generate course and tile images using AI?

⦿ Yes   ◯ No
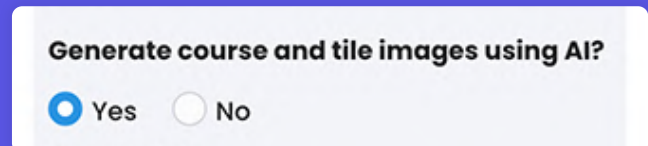
Image style

If the AI-enabled imagery option is selected, then you can **choose from a number of image styles** including: Comic Book, Cinematic, Origami, Photographic, etc.

Image style

Default   ⌄

✓ Default
3D Model
Analog Film
Anime
⌄
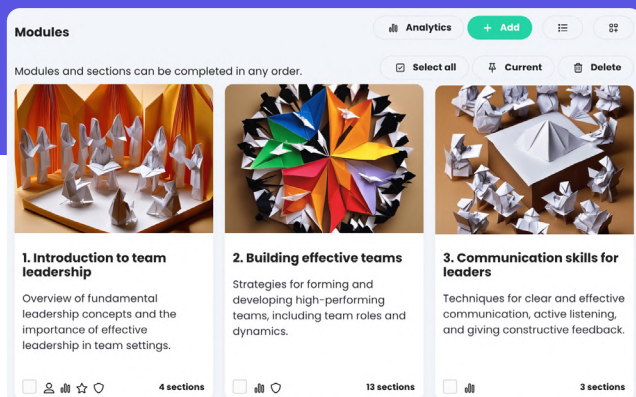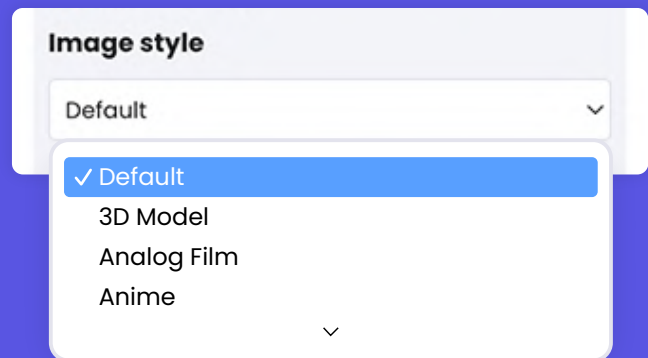
Example using Origami image style
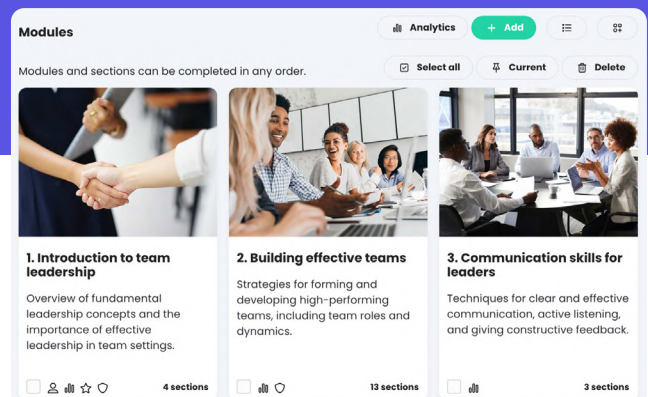
Example using Photographic image style

Micro-learning format

By default, content pages are long-form and include multiple paragraphs of text, images, and/or videos. If this option is enabled, **content pages are short-form** and always start with a picture followed by a single paragraph of text.

Generate section voiceover

With micro-learning, there is also the option to add voiceover. Choose from **35+ AI-generated voices**! To hear a sample, click the play button arrow. To add the voice to your course, select the circle.

Jeremy
male, american-irish, excited, young

Quick tip: You can create the original course in standard format, then add additional modules after the course is completed. When you add the additional modules, select the micro-learning format for those modules.
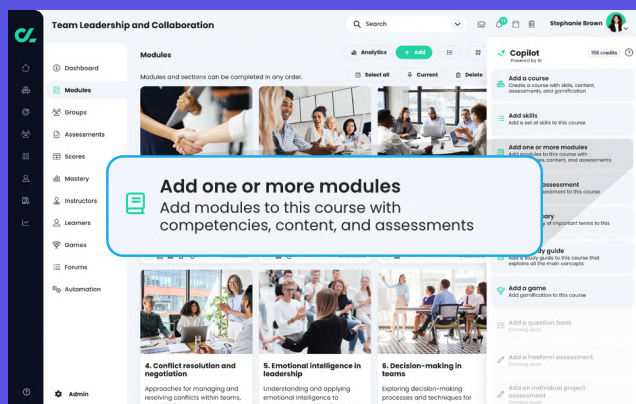
Micro-learning format?

● Yes   ○ No

Generate section voiceover

● Yes   ○ No

Rachel
female, american, calm, young

Drew
male, american, well-rounded, middle aged

Clyde
male, american, war veteran, middle aged

Paul
male, american, ground reporter, middle aged

Domi
female, american, strong, young

Dave
male, british-essex, conversational, young

Fin
male, irish, sailor, old

Sarah
female, american, soft, young

Antoni
male, american, well-rounded, young

Thomas
male, american, calm, young

Charlie
male, australian, casual, middle aged

George
male, british, warm, middle-aged

2. Custom data

Custom data enables you to upload content (Video, PDF, PowerPoint, Word etc.) to create a course based on your content. It's important to note that when selecting the "Restrict to provided content" option, CYPHER AI 360 will **prioritize** your uploaded content however it may **also use content sourced from the Internet to supplement** your course to fill in the blanks and address missing areas when necessary.

This helps provide you with a more comprehensive and robust course. You always have the option to edit and change content as you see fit.

Ensure that your content is 100% uploaded before clicking **Create** to avoid system errors.

Company presentation.pptx   100%

By default, CYPHER AI 360 will extract skills / competencies, module outlines and content from your uploaded material. Uncheck the boxes if you prefer not to include any or all of these extractions.

To add content, click **Add attachment**.

Custom data

Use custom data?

⦿ Yes   ○ No

+ Add attachment

☑ Restrict to provided content?
☑ Extract competencies?
☑ Extract modules outline?
☑ Extract section content?

Custom data

Use custom data?

⦿ Yes   ○ No

Company presentation.pptx   100%

☐ Restrict to provided content?
☑ Extract competencies?
☑ Extract modules outline?
☑ Extract section content?

Essential tips on how to use custom data

When using custom data and uploading files like PDFs

Assess the amount of content to determine the ratio of the number of lessons to the number of sections within the lessons. AI will outsource information if you upload a one-pager and ask the system to create a nine-module course with four content pages each.

Upload PowerPoint presentations with more text than images

When uploading PowerPoint presentations, ensure they contain more textual information than images. This allows CYPHER AI 360 to better understand and generate content based on the text provided.

Use custom data?

◉ Yes   ○ No

Company onboarding.pdf   ✕

Company presentation.pptx   ✕

☐ Restrict to provided content?
☑ Extract competencies?
☑ Extract modules outline?
☑ Extract section content?

Plan and structure content from PDFs

For example, a nine-page PDF with full-text content can be structured into three modules, each containing three sections, and a quiz with three questions per section. This helps organize the content effectively and ensures comprehensive coverage.

Note: CYPHER AI 360 does not currently support extracting images from PDF files.

Add the names of the units or topics to the Additional instructions section

Want to see the chapters or units transferred as modules? Type the names of the chapters or units in the Additional instructions section and let CYPHER AI 360 know those will be the modules' titles.

Example: Generate a course about "X" with the following modules: Topic A, Topic B, etc.

How many pages per module?

— [3] +

Freeform assessment?

○ Yes   ◉ No

Quiz assessment?

◉ Yes   ○ No

How many multiple choice questions?

— [3] +

Additional instructions (optional)

Generate a course about Team Leadership and Collaboration with the following modules: Effective communication, Conflict resolution, Decision-making, Team dynamics, and Strategies for fostering a collaborative work environment.

3. Skills

Remember how tedious it used to be to create and map skills? Many people skipped it altogether. Now, with our simplified process, creating skills is so easy you'll actually want to do it!

New skills

When selecting the **New** option, indicate how many skills to include. The **default number is 20**. The minimum number is 5 and the maximum is 30.

Existing skills

1 Use an existing set of one or more skills. We have **5,000+ skills/competencies and job descriptions preloaded**! When selecting the Existing option, click **Add from library**.

2 Use the **filters** at the top of the pop-up to browse different libraries. Once you have identified and selected the skills you want to use, click **Submit**.

Tips for assigning skills

Aim to achieve 20-30 skills/competencies for each course. If a course goes beyond this recommended number, we recommend creating a second course (or more, depending on the content) and connecting the courses via a learning path. This provides the learner with a more focused learning experience for the content.

3 The skills you selected **will be listed and used to create your course**.

4. Content

How many modules

Select the **number of modules** you want to include in your course. There is a minimum of 1 and a maximum of 20 per course.

Include images / videos

Decide whether to **include images and/or videos** to make your course content visually appealing and engaging. After the course is created, the Media picker contains options for each image and video, allowing you to choose the best fit.

Crosscheck content with another AI

Choose whether to enable **AI Crosscheck**. If enabled, AI Crosscheck will review the content generated by the primary AI, **confirming its accuracy or suggesting corrections**.

Include glossary

CYPHER AI 360 can easily create a glossary, which is useful for courses with many terms and abbreviations, serving as a handy reference for learners.

Include study guide

You can also ask CYPHER AI 360 to create a **study guide** based on your entire course!

5. Modules

Pages per modules

Choose the number of pages (or sections) per module. The default is 3, the minimum 2, and the maximum 5.

Freeform assessment

Would you like to include a **freeform (or essay) assessment**? If so, you can also choose to use a rubric for this assessment to ensure consistent and fair grading. Simply **check the box** if you want to incorporate a rubric.

Individual / Group project assessments

Want to include an **individual project assessment** and/or **a group project assessment** as part of your course? No problem! CYPHER AI 360 can create this for you, too! You can also choose whether to automatically include a rubric, giving you even more time back!

Quiz assessment

You can choose if and how many of each assessment type to include in each module.
- Multiple choice questions
- Fill-in-the-blank questions
- True or false questions

Select the number of each question type you'd like to include. You can include anywhere from 0 to 50 questions of each type.

These are more than just average quizzes; they are **designed to map back to specific skills**. This means learners will be assessed in multiple ways to ensure they truly understand each skill. Imagine how much time you'll save by letting CYPHER AI 360 automate this process. With **automatic mapping**, you can accurately measure which skills each learner has mastered.

6. Gamification

This is the **final step** in course creation. Choose whether to gamify your course by selecting Yes or No.

Gamification adds engaging elements such as fun level names, customized badges for each level, and automation rules that award points upon module completion. The default setting is "No," but if you want to engage your learners, consider enabling this feature.

Once all task areas are complete, click **Continue**.

Initialize course creation

1 CYPHER AI 360 still requires your human touch. It handles 80% of the work, but you'll need to review the content, images, and videos to ensure everything meets your standards.

This screen also provides an estimate of how many credits will be used to create the course and how many credits will remain after completion. This way, you'll have a clear idea of the credits required for your course before you proceed.

Click **Create**.

2 You will then be redirected to the CYPHER AI 360 admin page for the course, where you can view the history and status of the course creation.

3 Once CYPHER AI 360 finishes, you'll receive a notification with a link to your finished course!

How to navigate your finished course

Once CYPHER AI 360 is finished, open the course from the link in the notification message or by clicking **Courses** from the left navigation menu. You'll see the amazing course you just created, complete with the modules generated by CYPHER AI 360!

To review the details of the course created by CYPHER AI 360, navigate to the **Admin menu** on the right side of the screen. Under the "Drafted by Copilot" heading, click **details**.

Here you can view the final **status**, **time** to generate, **credits** used, and the completed total **cost**.
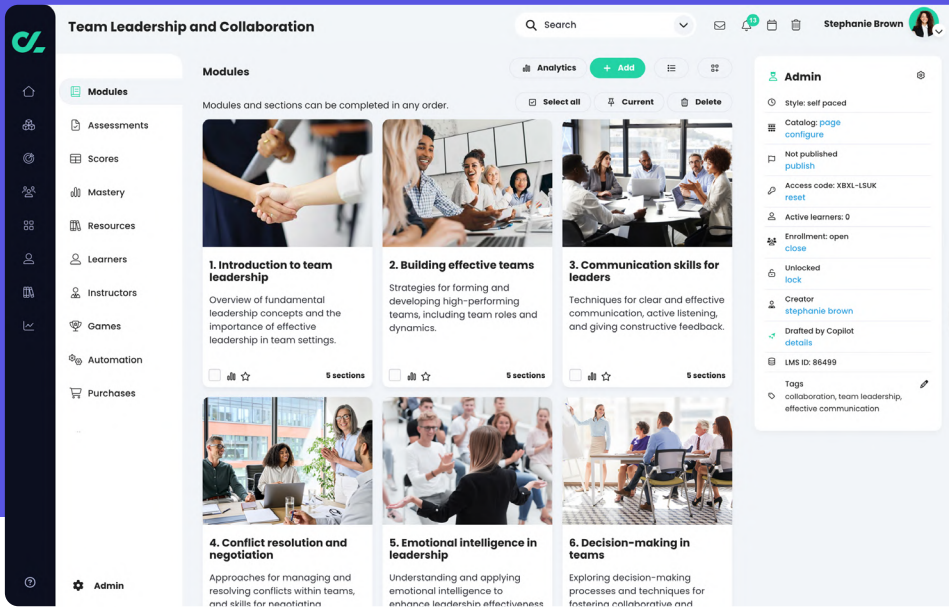
The course

Now, let's explore the actual course!

This is the course you created using CYPHER AI 360.

Skills

CYPHER AI 360 not only created the course outline, automatically added pictures, and descriptions, but it also **generated a skills group aligned to your course content**.
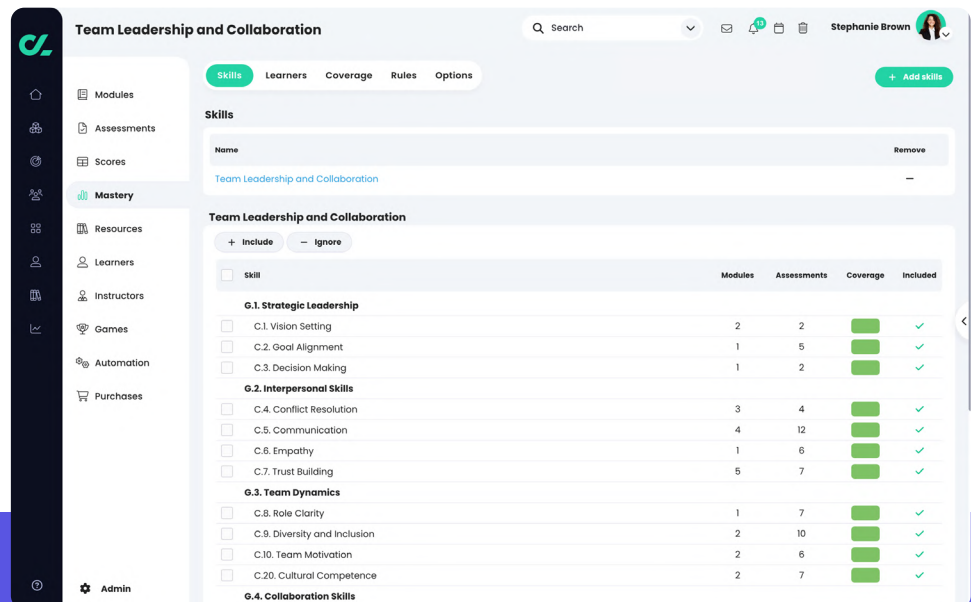
CYPHER AI 360 identifies all the things you are going to learn—some call them learning outcomes, skills, competencies, or proficiencies. **This is the modern way to create courses.** It's designed for individual learners, allowing you to measure their understanding of each skill as they progress through the course.

This is crucial for **personalized learning** because it helps you know what the learner does and doesn't understand. CYPHER AI 360 handles this automatically, ensuring an effective and tailored learning experience.

Explore your course!

Let's take a look at a couple of the modules that you and CYPHER AI 360 created.

CYPHER AI 360 automatically generated your course content, assignments, and randomized question banks for your quizzes.

Section	Required	Hide
Foundations of Team Leadership	☑	☐
Understanding Collaborative Environments	☑	☐
Principles of Effective Team Communication	☑	☐
Essay Assignment: Understanding Key Competencies in Team Leadership and Collaboration	☑	☐
Quiz	☑	☐

It's important to note that all module content is aligned and mapped to skills, saving you from having to do it manually! Additionally, it creates a series of tags, which are incredibly useful for searching reusable learning objects. If you value skills-based or competency-based learning, you'll appreciate the ability to tag not just the content but also the assessments.

Team Leadership and Collaboration

G.1. Strategic Leadership
- C.1. Vision Setting
- C.2. Goal Alignment
- C.3. Decision Making

Tags

leadership   leadership principles   leadership fundamentals   leadership essentials

Media picker

This feature allows you to review different image and video options. Change any image or video by selecting the one that best fits your content or **adjust the keywords** so that CYPHER AI 360 creates a new set of suggestions. This ensures that all visual elements are perfectly aligned with your course objectives, enhancing the overall learning experience.

Pro tips: When adding your course options, be specific in the instructions. This helps CYPHER AI 360 recommend relevant media.

When using content or imagery from the Internet, be sure to verify proper usage and licenses, just as you would if you were creating a course manually.
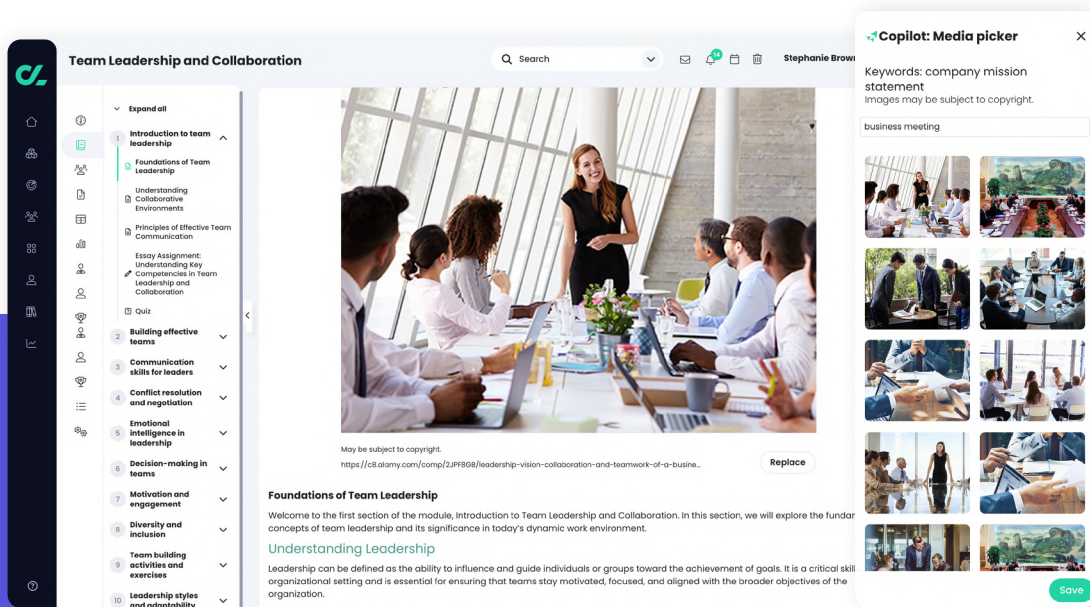
Skills and rubrics

If you selected the Rubric option, review the rubric that CYPHER AI 360 automatically generated for scoring learner submissions. Each rubric criterion is aligned with the specific skill it assesses. This alignment allows the platform to pinpoint exactly which concepts the learner understands and which

ones need more focus. This way, you can fine-tune the feedback given to each learner, enhancing their learning experience.

Quiz

If you added a quiz option, you'll see that all the questions were created automatically. The amount of time CYPHER AI 360 saves you is enormous. But it doesn't stop there. One of the standout features of the CYPHER platform is automation, which allows you to trigger one or more actions based on specific situations, enhancing both the functionality and gamification of your course.
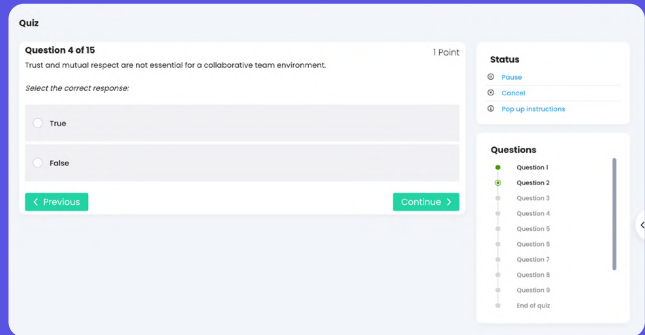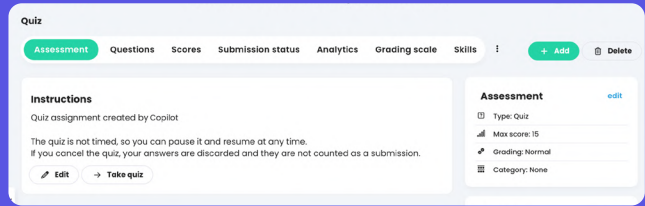
Gamification

If you added gamification, check out the **name of your game**—CYPHER AI 360 generated that for you! It also automatically **created levels** in the game, associated with achieving certain **points**, and generated **badges** for every level.

But there's more! CYPHER AI 360 automatically inserts the **automation** statements that trigger these points. For example, without CYPHER AI 360, you would need to manually create condition statements like, "when you complete the module, award 100 points." CYPHER AI 360 did all this for you. Amazing!
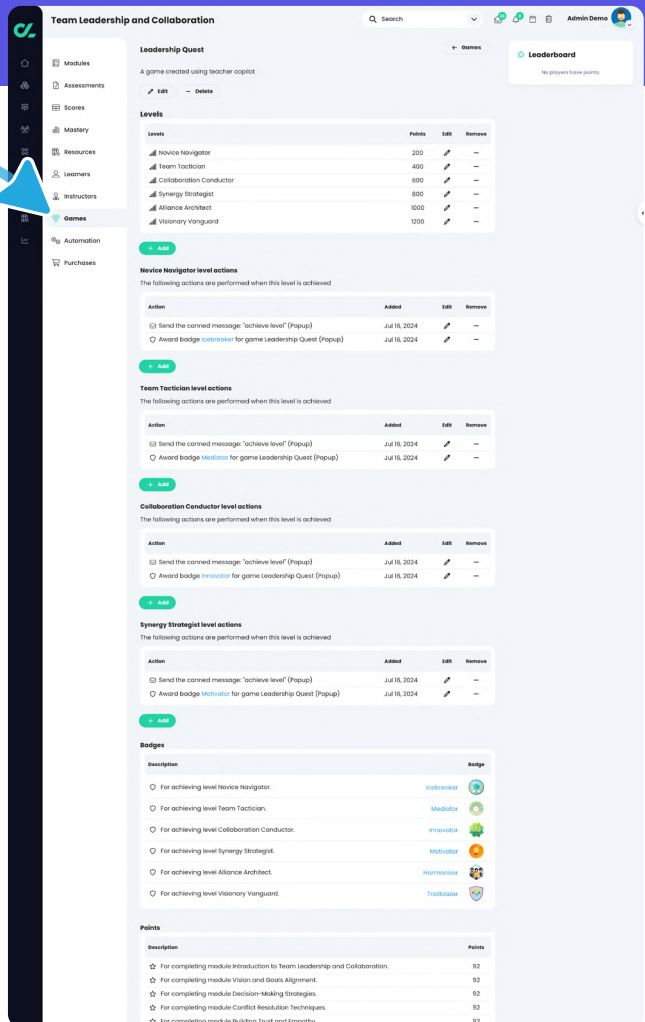
Your course is ready when you are!

CYPHER AI 360 can create an entire course with content aligned to skills, gamification, imagery, voiceover, assessments, the works!

Once CYPHER AI 360 completes its 80% of the work, you, as the subject matter expert, can step in and modify it to your heart's content. Add more skills or competencies, reorganize the modules, include

additional questions, insert your own images, and customize the course in any way you want! You have complete flexibility and control over the final course.

By leveraging CYPHER AI 360, you significantly reduce the time it takes to create a comprehensive and personalized course - and have fun doing it!

For more information about CYPHER AI 360, visit

www.cypherlearning.com/ai360