

NEO

by CYPHER LEARNING

Getting started guide for Students

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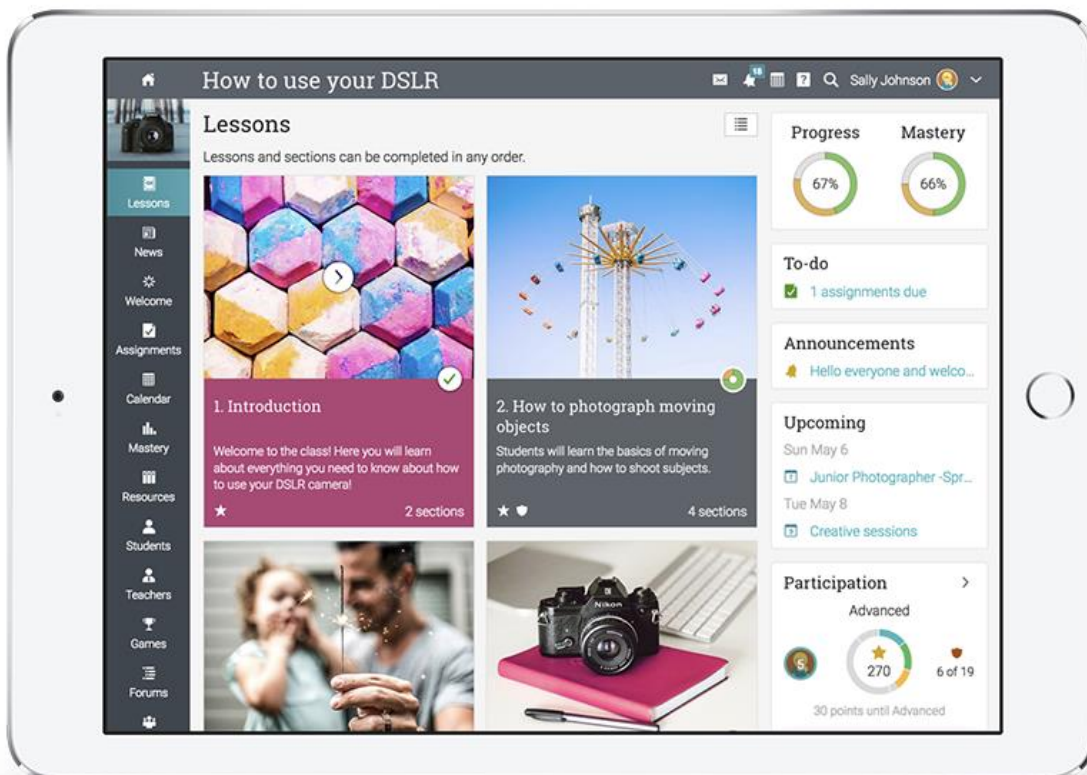
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Introduction

NEO is a world-class, award-winning learning management system (LMS) for schools and universities. The platform is known for delivering a great user experience while incorporating all the essential tools schools need to support effective teaching and learning.

NEO is a product of [CYPHER LEARNING](#), a company that specializes in providing learning platforms for organizations around the world. CYPHER LEARNING provides a similar LMS for use by businesses called MATRIX and an LMS for use by entrepreneurs called INDIE. CYPHER LEARNING products are used by over 20,000 organizations, have millions of users, and have won several awards.



Getting started guide for Students

We want users to get the best results when using our site, especially when they are just starting out. That is why we created [three getting started guides](#) for the main types of users on NEO: administrators, teachers, and students.



[Getting started guide for Students](#) (this guide) explains topics such as: enrolling in classes, submitting assignments and communicating with teachers.



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



[Getting started guide for Administrators](#) explains topics such as: navigating in NEO, configuring features, customizing the platform and managing users.

This guide covers the most common steps [students](#) go through when they start using NEO. 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.

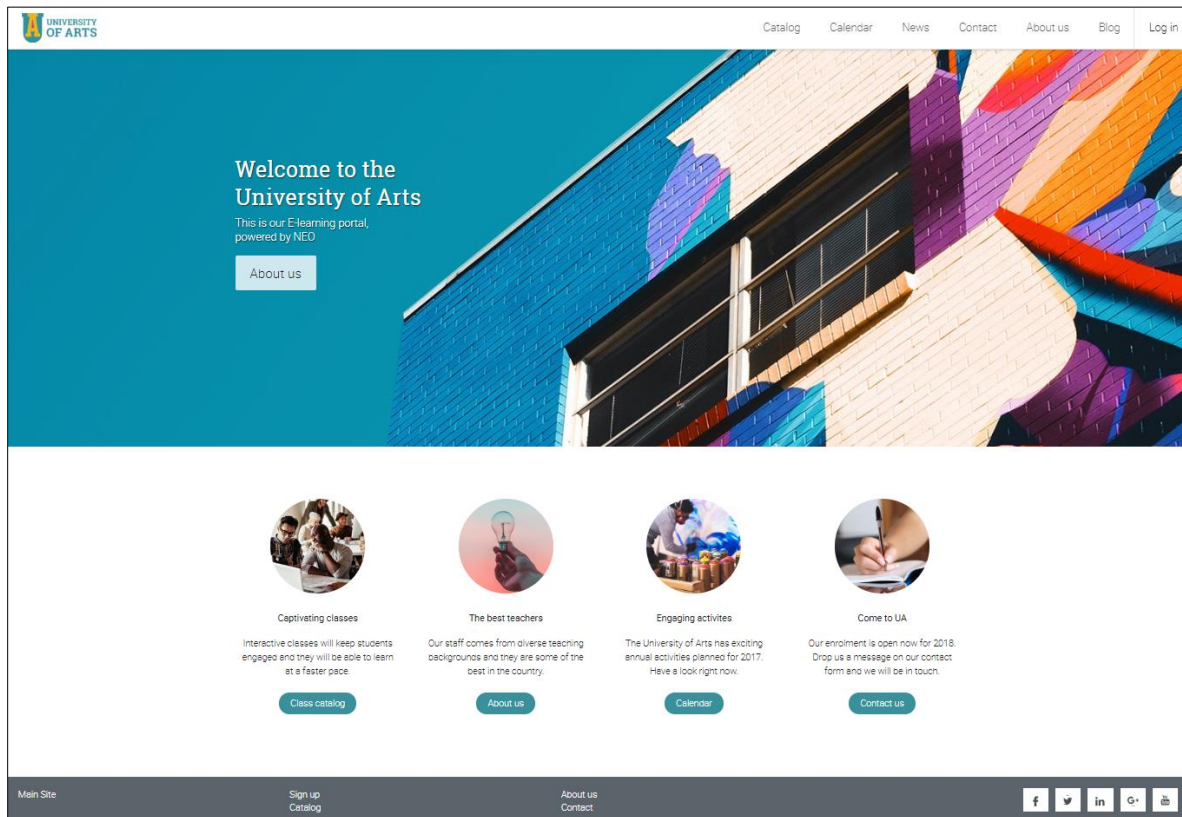


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Creating an account

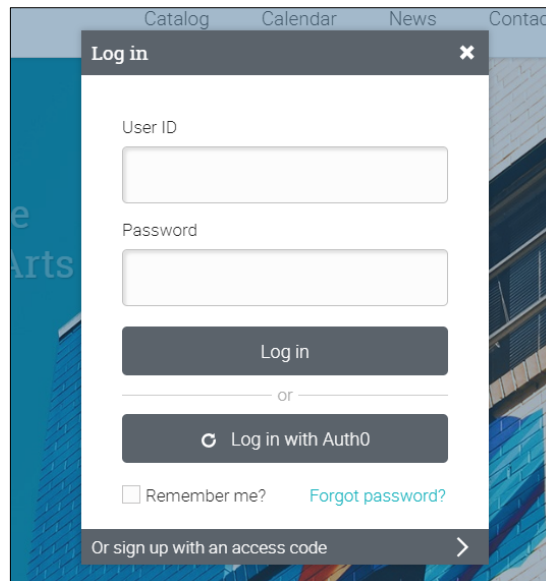
The school portal is the place where you can find the class catalog with a preview of the available classes, a news area, the school calendar, and more.

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



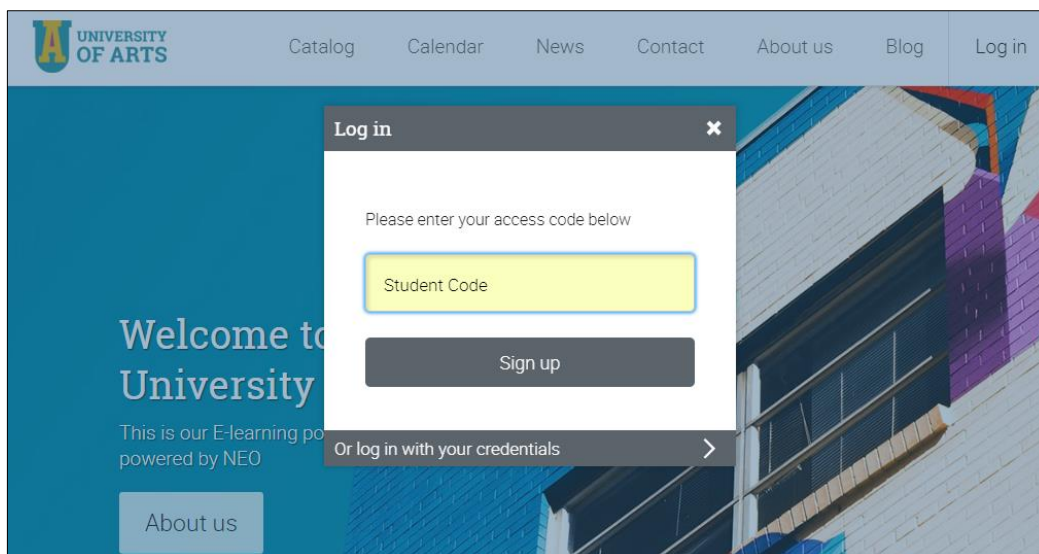
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Students can create accounts on NEO with or without an access code, depending on how the school administrator has configured the portal.



A screenshot of a 'Log in' modal window. At the top, there are navigation links: 'Catalog', 'Calendar', 'News', and 'Contact'. The modal has a title bar 'Log in' with a close button. Inside, there are two input fields: 'User ID' and 'Password'. Below these is a 'Log in' button. Underneath the button is the text 'or'. Below that is a button with a circular arrow icon and the text 'Log in with Auth0'. At the bottom left of the modal is a checkbox labeled 'Remember me?' and a link 'Forgot password?'. At the bottom right is a button with the text 'Or sign up with an access code' and a right-pointing arrow.


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



A screenshot of the 'Log in' modal window, similar to the one above but with a different background. The background features the University of Arts logo and the text 'Welcome to University' and 'This is our E-learning portal powered by NEO'. The modal has the same title bar and navigation links. Inside, there is a text prompt 'Please enter your access code below'. Below this is a yellow input field labeled 'Student Code'. Underneath is a 'Sign up' button. At the bottom right is a button with the text 'Or log in with your credentials' and a right-pointing arrow.

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

[Catalog](#)[Calendar](#)[News](#)[Contact](#)[About us](#)[Blog](#)[Log in](#)

Sign up

To finish joining, enter your details and click Submit.

Name

First name

Last name

Log in

User ID

Password

Confirm password

Basics

Organization

Year of graduation (optional)

Birthdate

Student ID (optional)

Contact

Email (optional)

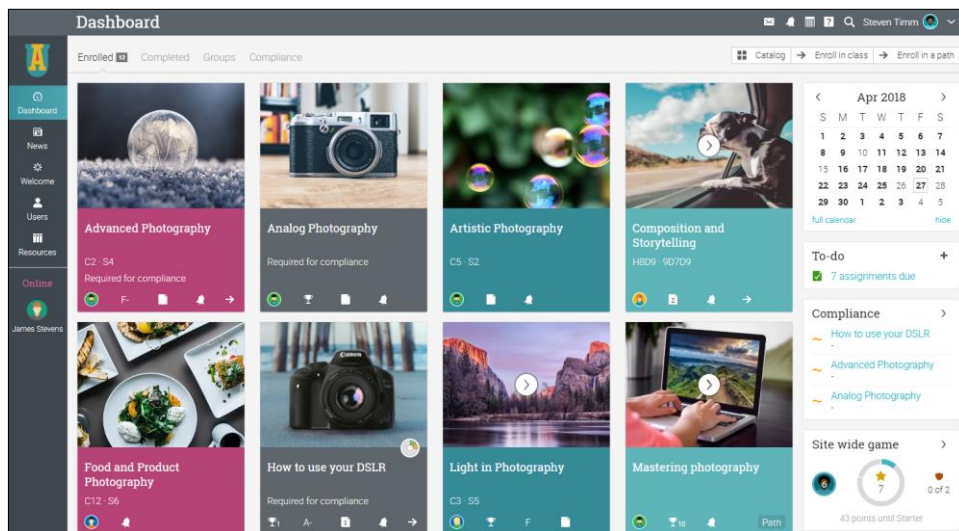
Confirm email

Miscellaneous

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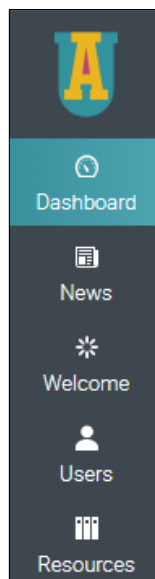
Navigating the platform

The student dashboard is the first page you see when you log in to your account. Here you will find an overview of your classes and groups. You can also see your calendar, to-do list, announcements, and more.



Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site, such as Dashboard, News, Welcome, Users and Resources.



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

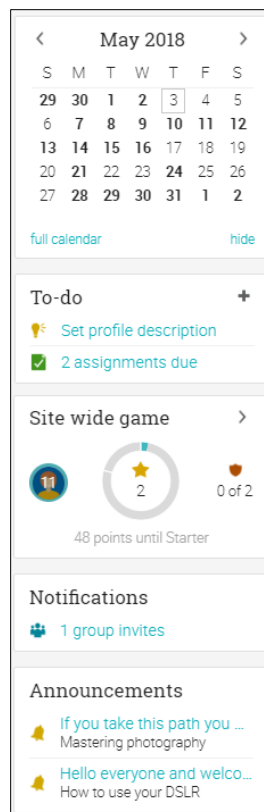
Top right bar

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



Right bar

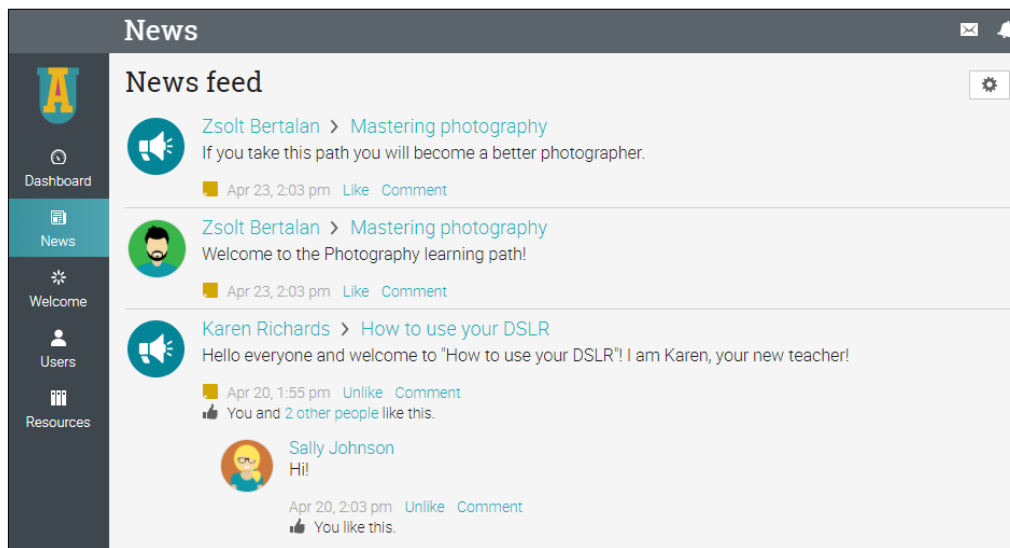
In the right bar, you can find listed the following: games progress and leaderboards, calendar, to-do list, announcements, upcoming items, awards, and a list of any minimized windows. To see more details, just click on an item.



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News feed

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



Users

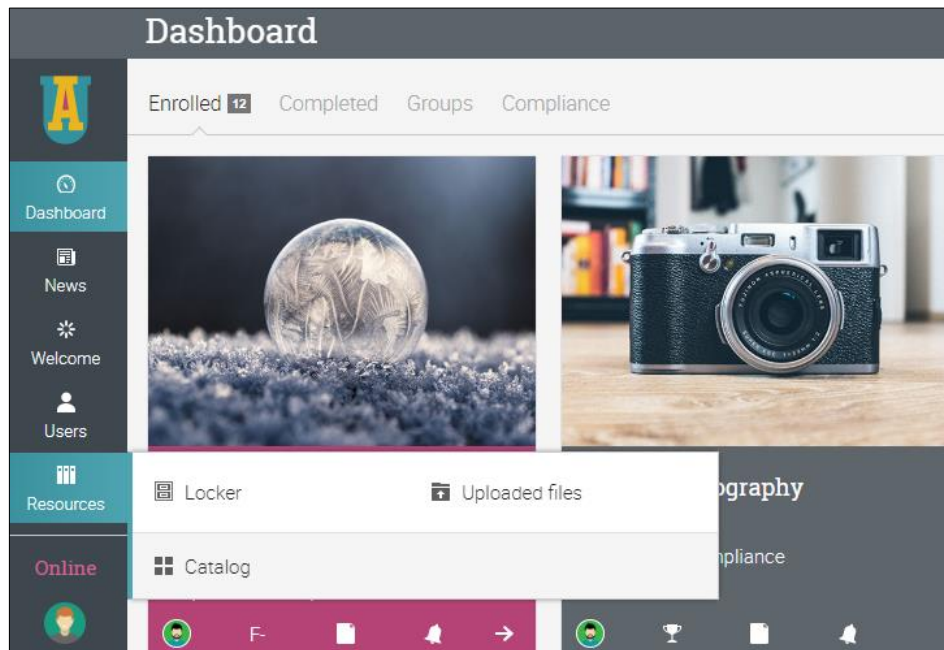
The users catalog is where you can see your friends, teachers and parents.



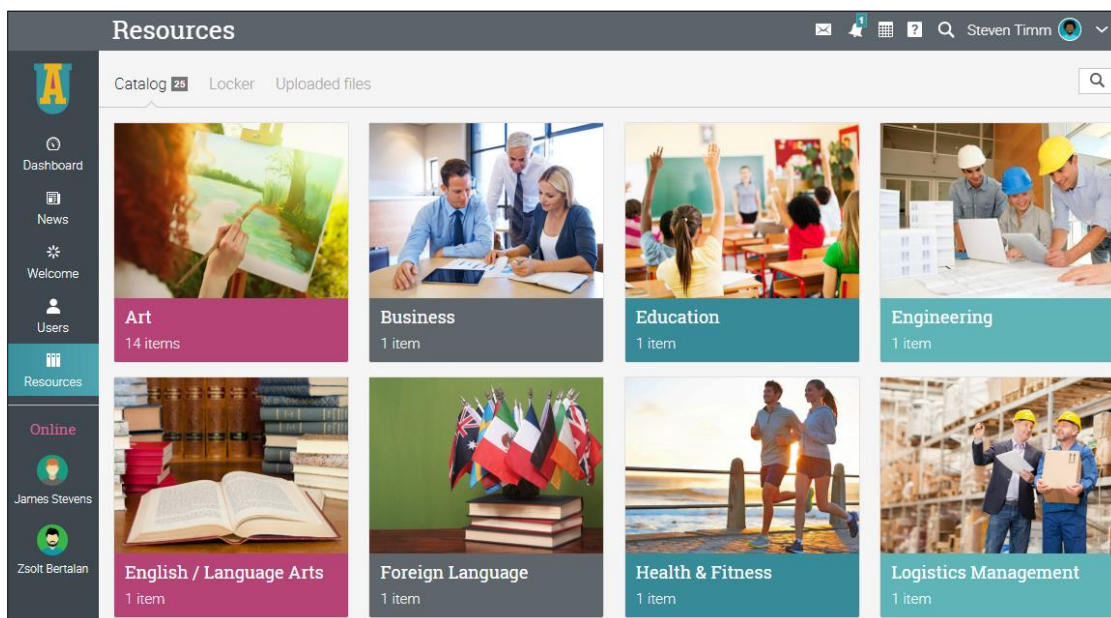
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Resources

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




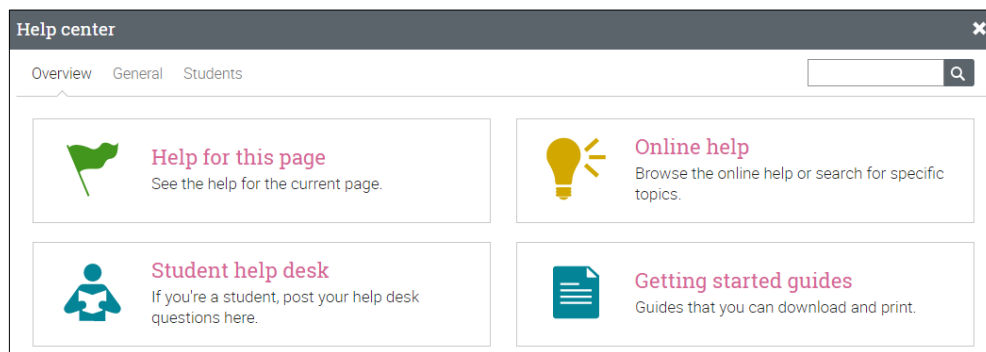
The Resources catalog is the place where you can organize all your files by category.



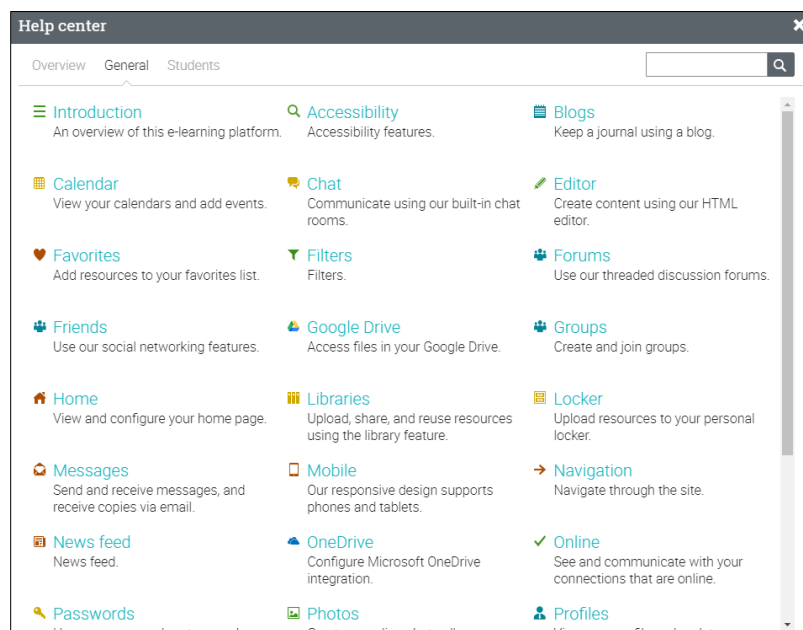
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Help Center

We don't want you to encounter difficulties when first using the site. Access our Help Center by clicking the  icon in the top right bar. A pop-up box will open with options for choosing the searchable online help, getting started guides, student help desk (if enabled by an administrator), and if the page that you're on has help content, a "Help for this page" option will also appear.



The searchable online help has topics organized by account type, it includes detailed instructions with screenshots for most of them, and because the Help Center is a pop-up, you can browse through the topics without having to leave your current page.

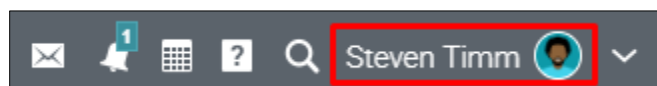


Getting started guide for Students

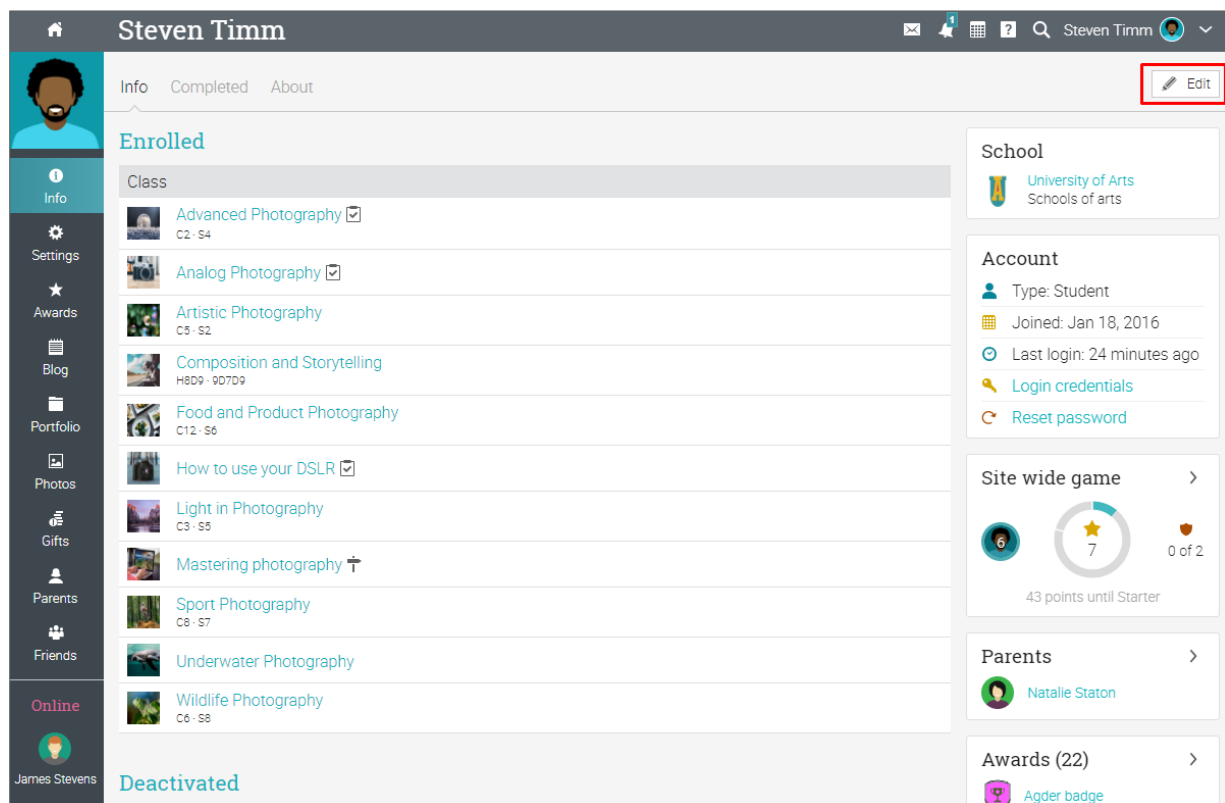
Profile

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

You can access your profile in the top right bar.




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





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

Edit ✕


 **Picture**
Change your picture

 **Description**
This is the description that people see when they visit your profile page.

 **Info**
Edit your account info, such as your name, birthdate and email address.

In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. Here you can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.

Steven Timm ✉ 🔔 📅 ? 🔍 Steven Timm 👤 ▼



Settings

Info
Settings
Awards
Blog
Portfolio
Photos
Gifts
Parents
Friends
Online

Settings

Feature
<input checked="" type="checkbox"/> Audio notifications
<input checked="" type="checkbox"/> Display small calendar in dashboard
<input checked="" type="checkbox"/> Allow friendships
<input checked="" type="checkbox"/> Display shortcuts
<input checked="" type="checkbox"/> See online students
<input checked="" type="checkbox"/> Appear to online students
<input checked="" type="checkbox"/> Allow chat requests
<input checked="" type="checkbox"/> Appear in searches
<input checked="" type="checkbox"/> Show awards in profile
<input type="checkbox"/> Google Drive
<input type="checkbox"/> OneDrive
<input type="checkbox"/> OneDrive for Business

Miscellaneous

Feature	Setting
Language	English (US) ▼
Time zone	(GMT+02:00) Athens ▼

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Example of a class

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

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

The screenshot shows the NEO platform interface for a class titled "How to use your DSLR". The interface is divided into three main sections: a left sidebar, a central main area, and a right sidebar.

Left Sidebar: Contains navigation tabs for Lessons, News, Welcome, Assignments, Calendar, Mastery, Resources, Students, Teachers, Games, Forums, Groups, and Chat.

Central Main Area: Displays a grid of lessons. Each lesson card includes a title, a brief description, and the number of sections. The lessons are:

- 1. Introduction:** Welcome to the class! Here you will learn about everything you need to know about how to use your DSLR camera! (2 sections)
- 2. How to photograph moving objects:** Students will learn the basics of moving photography and how to shoot subjects. (4 sections)
- 3. Camera maintenance:** In this lesson we will learn how to maintain our camera in a good condition. (1 section)
- 4. Overview of the most basic camera settings:** In this lesson you will learn about the most important camera settings that every photographer should know. (2 sections)
- 5. How to use a reflector:** In this lesson, we will learn how to improve your images by using reflectors. (1 section)
- 6. Choosing the right lens:** On this lesson, we will learn how to choose the right lens in different situations. (1 section)
- 7. Macros:** How to use macro photography (3 sections)
- 8. Final test:** The final assignment for passing the class will be a quiz about all the settings learned. (1 section)

Right Sidebar: Displays various progress and activity metrics:

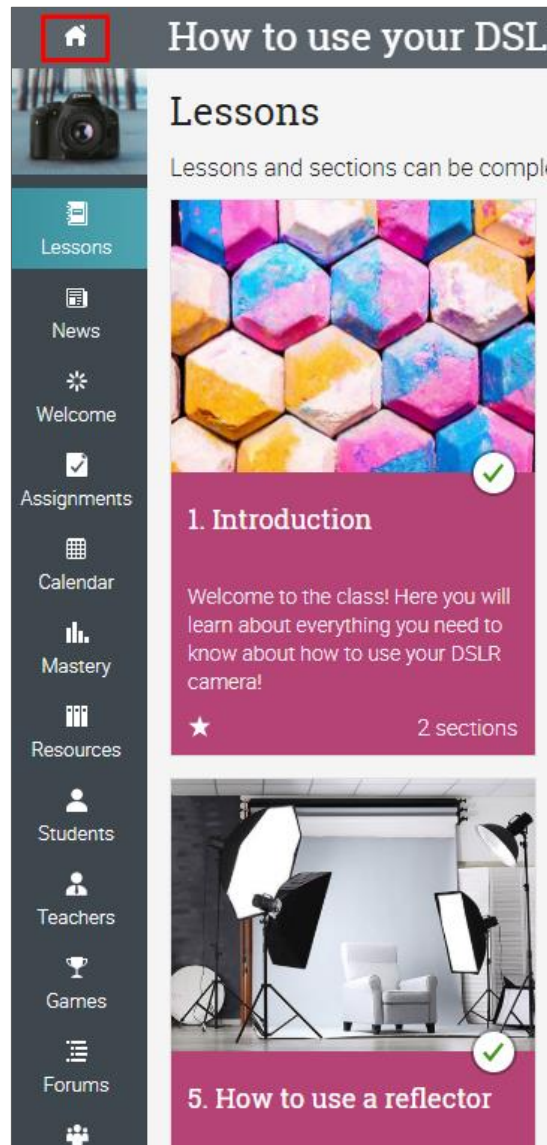
- Progress:** 80% (indicated by a green circle)
- Mastery:** 84% (indicated by a green circle)
- To-do:** 2 assignments due
- Announcements:** Hello everyone and welco...
- Upcoming:** Mon May 7, Junior Photographer -Spr..., Wed May 9, Creative sessions
- Participation:** Advanced, 433 points, 10 of 19, 167 points until Expert
- Leaderboard:** Steven Timm (Advanced, 433 points), Zsolt Bertalan (433 points)

Let's go over each section.

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Main left navigation

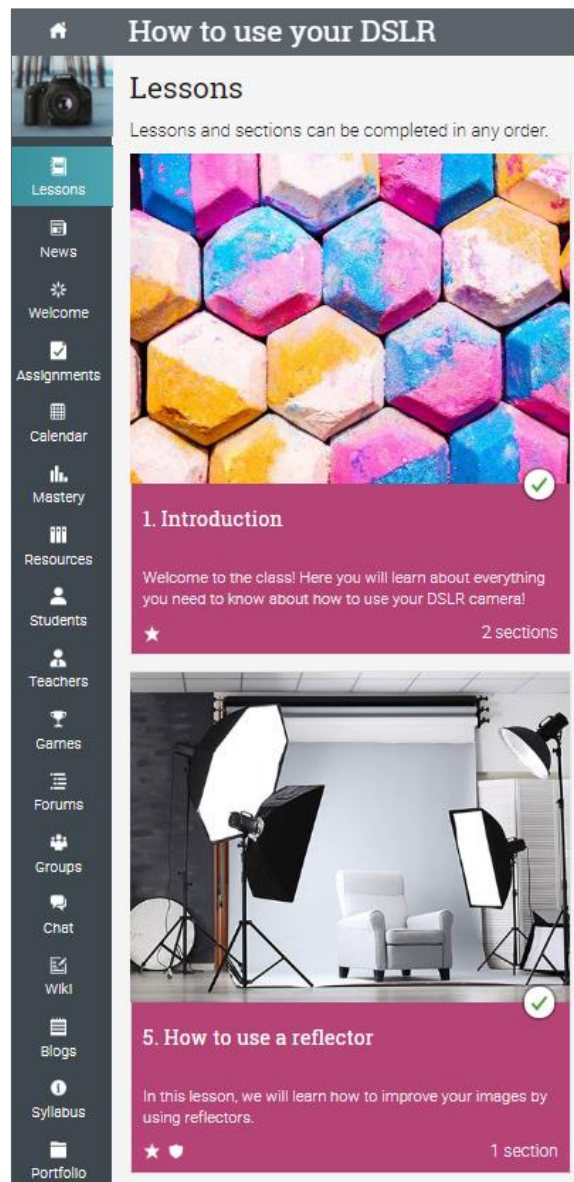
When you are in a class the main left bar of the platform is minimized. To go back to your dashboard, just click the Home icon in the top left.



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Left bar

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



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The left bar displays tabs for the following areas:

- ✓ [Lessons](#) - displays all the lessons in a class;
- ✓ [News](#) - shows the latest news items that are related to the class;
- ✓ [Welcome](#) - the welcome page of the class;
- ✓ [Assignments](#) - shows the class assignments;
- ✓ [Calendar](#) - shows the current and upcoming events of the class;
- ✓ [Mastery](#) - see your mastery rating for the competencies associated with the class;
- ✓ [Resources](#) - where the class resources are stored;
- ✓ [Students](#) - lists all the students in the class;
- ✓ [Teachers](#) - lists all the teachers in the class;
- ✓ [Games](#) - you can see an overview of all the class games, if this feature is enabled;
- ✓ [Forums](#) - each class has its own forums section for discussions between members of the class;
- ✓ [Parents](#) - lists all the parents in the class;
- ✓ [Teaching assistants](#) - lists all the teaching assistants in the class;
- ✓ [Attendance](#) - you can see your attendance records;
- ✓ [Groups](#) - groups for the members of the class;
- ✓ [Chat](#) - members can exchange text messages in real time;
- ✓ [Wiki](#) - a collection of pages that more than one person can edit;
- ✓ [Blog](#) - students and teachers can share their online journals;
- ✓ [Portfolio](#) - here students can store copies of valuable resources of the class;
- ✓ [Syllabus](#) - the syllabus provides an overview of the class.

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News feed

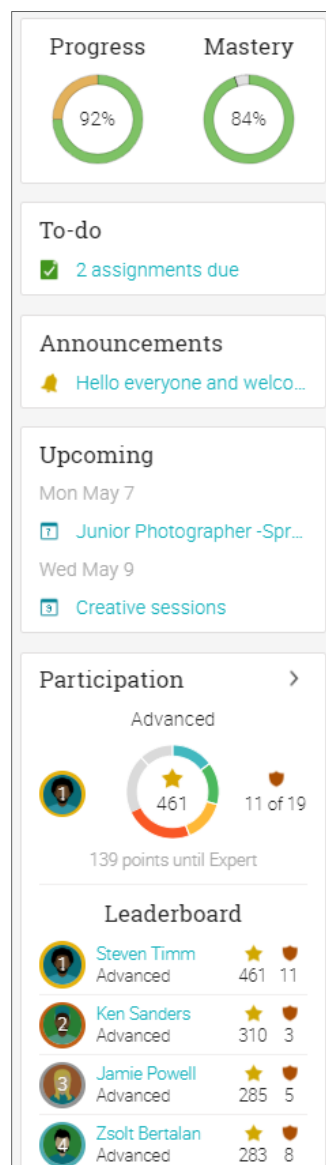
The news feed shows class announcements, posts from teachers and students, posts about new assignments, lessons, events, and more.

The screenshot displays a web interface for a class titled "How to use your DSLR". On the left is a dark sidebar with navigation icons for Lessons, News (highlighted), Welcome, Assignments, Calendar, Mastery, Resources, Students, Teachers, Games, Forums, Groups, Chat, and Wiki. The main content area is titled "News" and features a "+ Post" button. It contains several posts: Karen Richards (teacher) welcomes everyone; Sally Johnson (student) says hi; Zsolt Bertalan (student) says hello; Karen Richards (teacher) welcomes students to the class; a post titled "How to photograph moving objects" describes the lesson; Danielle Murray (teacher) organizes a study session; Sally Johnson (student) says "Great idea!"; and Steven Timm (student) says "I have already joined!". Each post shows the user's name, profile picture, text, timestamp, and interaction options (Like, Comment). On the right, there are two sidebars: "Announcements" with a bell icon and the text "Hello everyone and welco...", and "Upcoming" with a calendar icon and a list of events: "Mon May 7 Junior Photographer -Spr..." and "Wed May 9 Creative sessions". The top right of the interface shows user information for Steven Timm and various utility icons.

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Right bar

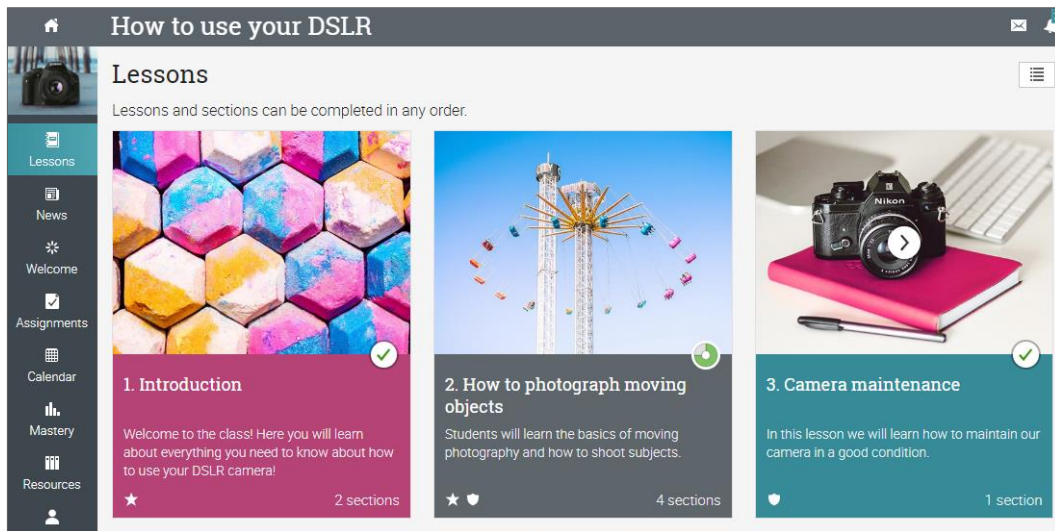
In the right bar, you can find: your class progress and mastery, to-do list, announcements, upcoming events, games progress and leaderboard, enrollment status, a list of certificates that are awarded or required in the class, and a list of any minimized windows. Here you can also rate and review a class. To see more details, click on an item.



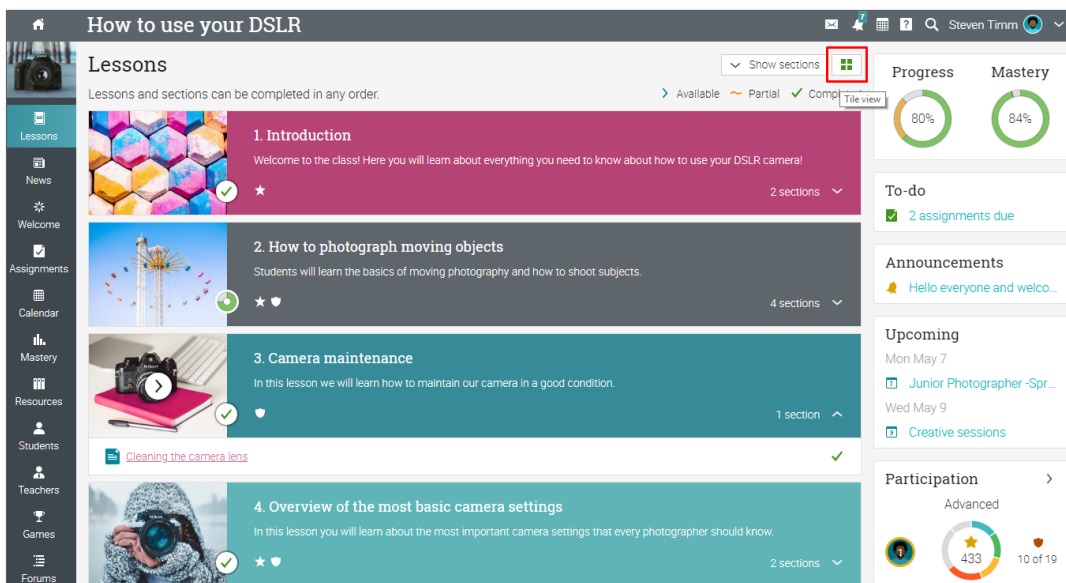
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Lessons

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




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



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



4. Overview of the most basic camera settings


In this lesson you will learn about the most important camera settings that every photographer should know.

2 sections ^

- Understanding basic camera settings ✓
- What does auto mode help with? ✓

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

How to use your DSLR



Lessons

Introduction

How to photograph moving objects

Camera maintenance

Overview of the most basic camera settings

How to use a reflector

Choosing the right lens

Macros

Final test

News

Camera maintenance


Cleaning the camera lens

Cleaning the lens

Think of the lens in your digital camera as the window for your images. If you have a smudged or dusty lens, the camera will have a difficult time "seeing" through its window, and your image quality will suffer.

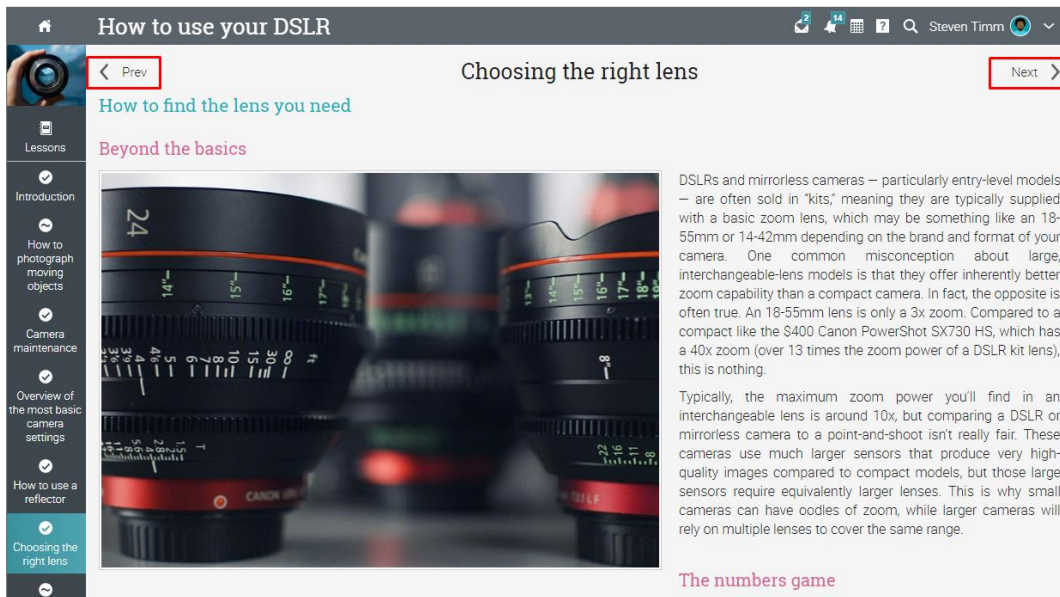
Cleaning a camera lens requires some special care, though, to avoid scratches and other damage to the camera lens. These tips should help you learn how to clean a camera lens properly and safely.

- If you've used the lens in a dusty environment, it's a good idea to first remove the dust from the lens using a soft brush. Wiping the lens with dust still on the lens could lead to scratches. Gently brush the dust from the middle of the lens to the edges. Then dislodge the dust from the edges by holding the camera upside down with the lens glass pointing toward the ground, allowing the dust to fall toward the ground as you brush. Be sure to use a brush with soft bristles.
- Some people use canned air to clean dust off lenses, but canned air can sometimes carry so much force that it can drive dust particles inside the lens housing, especially with cheaply made lenses. In most instances, you'll be better off using a brush or blowing gently on the lens. Some brushes include a small air bulb, which also can work well. Of course, blowing on the lens with your mouth can cause some saliva to end up on the lens, so you're better off using the brush and air bulb if you have one available.



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



In the left bar, you can see your progress for each section of a module and the module itself.



Start

Sections that you have not started yet, are marked with a “play” icon.



Incomplete

This shows you that a section has not been completed, and there are lessons or assessments to take.

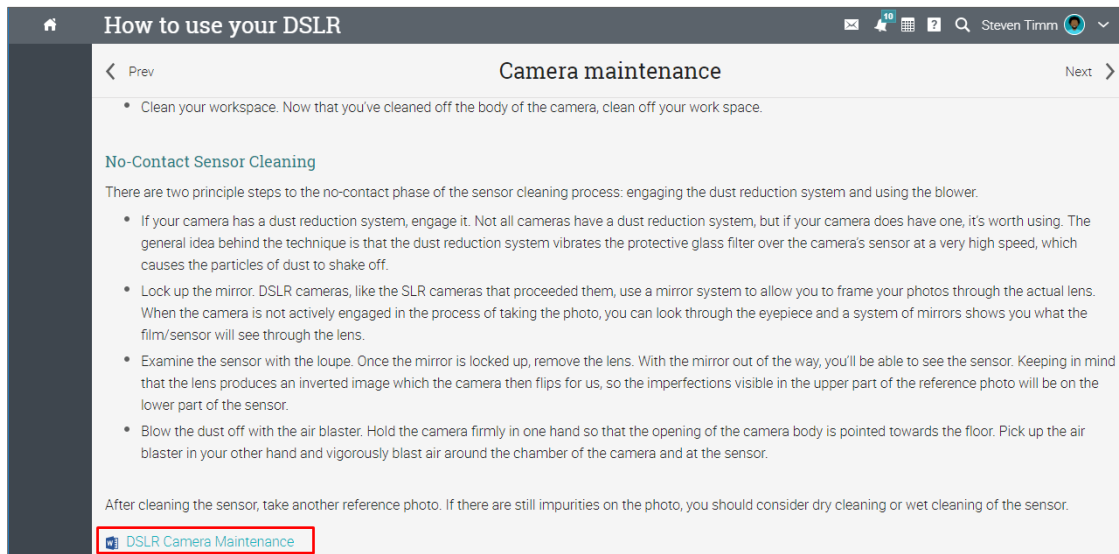


Complete

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

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



The screenshot shows a lesson page titled "How to use your DSLR". The main content area is titled "Camera maintenance" and includes a list of steps for cleaning the sensor. A red box highlights a link labeled "DSLR Camera Maintenance" at the bottom of the page.

How to use your DSLR

Camera maintenance

- Clean your workspace. Now that you've cleaned off the body of the camera, clean off your work space.

No-Contact Sensor Cleaning

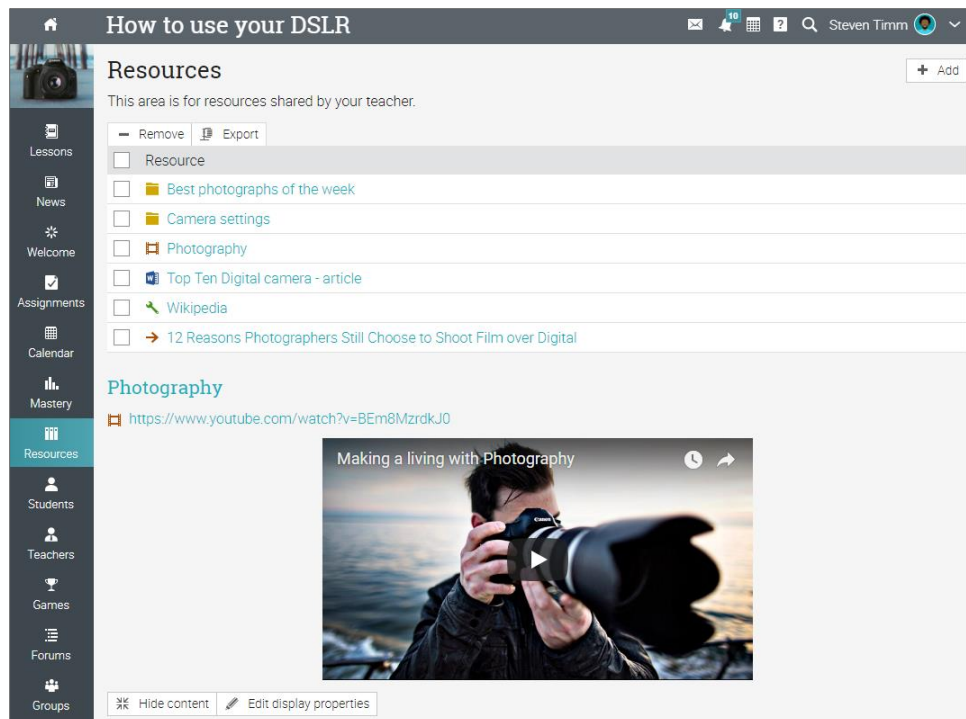
There are two principle steps to the no-contact phase of the sensor cleaning process: engaging the dust reduction system and using the blower.

- If your camera has a dust reduction system, engage it. Not all cameras have a dust reduction system, but if your camera does have one, it's worth using. The general idea behind the technique is that the dust reduction system vibrates the protective glass filter over the camera's sensor at a very high speed, which causes the particles of dust to shake off.
- Lock up the mirror. DSLR cameras, like the SLR cameras that preceded them, use a mirror system to allow you to frame your photos through the actual lens. When the camera is not actively engaged in the process of taking the photo, you can look through the eyepiece and a system of mirrors shows you what the film/sensor will see through the lens.
- Examine the sensor with the loupe. Once the mirror is locked up, remove the lens. With the mirror out of the way, you'll be able to see the sensor. Keeping in mind that the lens produces an inverted image which the camera then flips for us, so the imperfections visible in the upper part of the reference photo will be on the lower part of the sensor.
- Blow the dust off with the air blaster. Hold the camera firmly in one hand so that the opening of the camera body is pointed towards the floor. Pick up the air blaster in your other hand and vigorously blast air around the chamber of the camera and at the sensor.

After cleaning the sensor, take another reference photo. If there are still impurities on the photo, you should consider dry cleaning or wet cleaning of the sensor.

[DSLR Camera Maintenance](#)

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



The screenshot shows the "Resources" tab within the "How to use your DSLR" lesson. It displays a list of resources shared by the teacher, including "Best photographs of the week", "Camera settings", "Photography", "Top Ten Digital camera - article", "Wikipedia", and "12 Reasons Photographers Still Choose to Shoot Film over Digital". Below the list is a video player showing a person taking a photo, titled "Making a living with Photography".

How to use your DSLR

Resources

This area is for resources shared by your teacher.

[Remove](#) [Export](#)

<input type="checkbox"/>	Resource
<input type="checkbox"/>	Best photographs of the week
<input type="checkbox"/>	Camera settings
<input type="checkbox"/>	Photography
<input type="checkbox"/>	Top Ten Digital camera - article
<input type="checkbox"/>	Wikipedia
<input type="checkbox"/>	12 Reasons Photographers Still Choose to Shoot Film over Digital

Photography

<https://www.youtube.com/watch?v=BEm8MzrdkJO>

Making a living with Photography

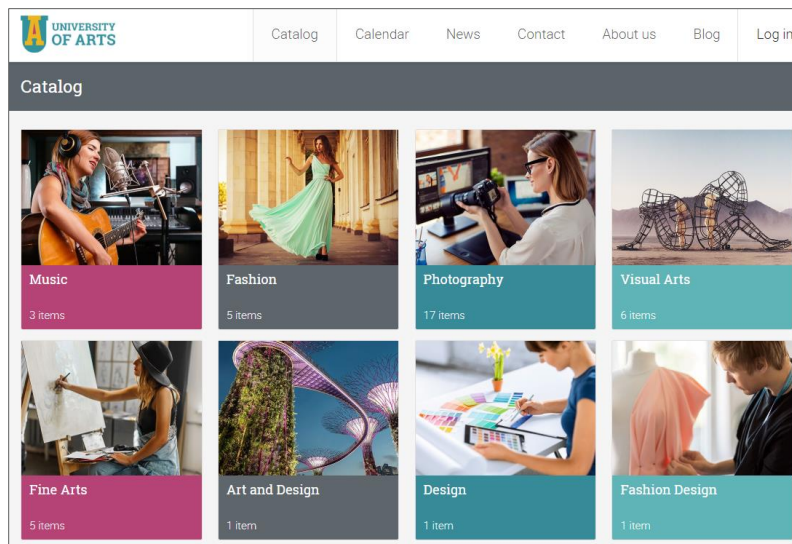
[Hide content](#) [Edit display properties](#)

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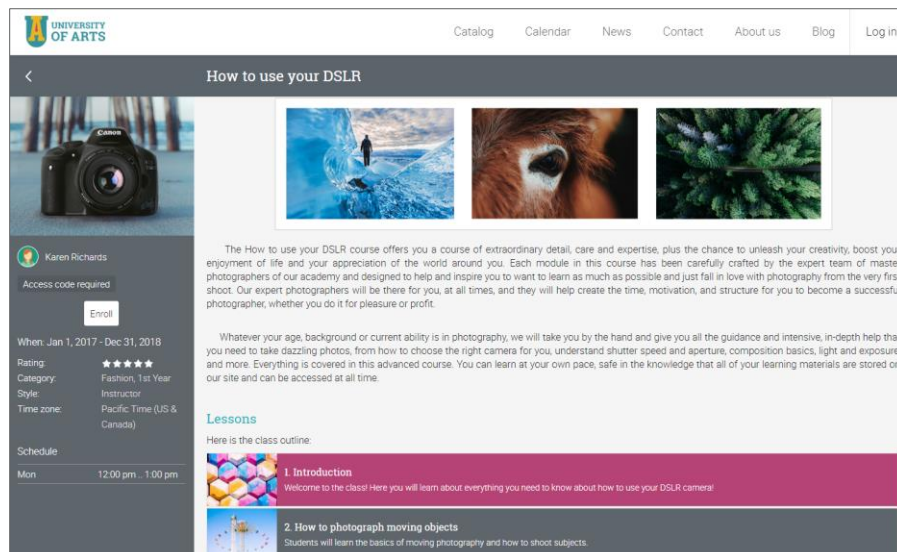
Enrolling in classes

Without a NEO account

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



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




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

Enroll ✕

Select an option to proceed:

 **Create an account**

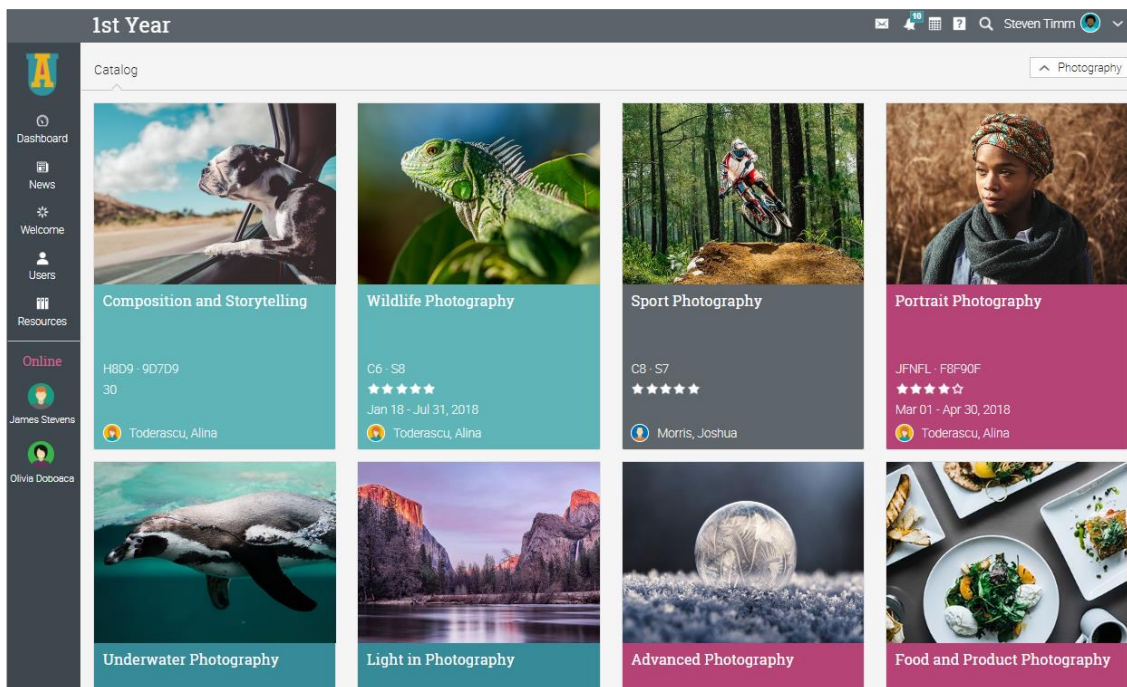
Select this option if you are a new user.

 **Sign into existing account**

Select this option if you're a returning user.

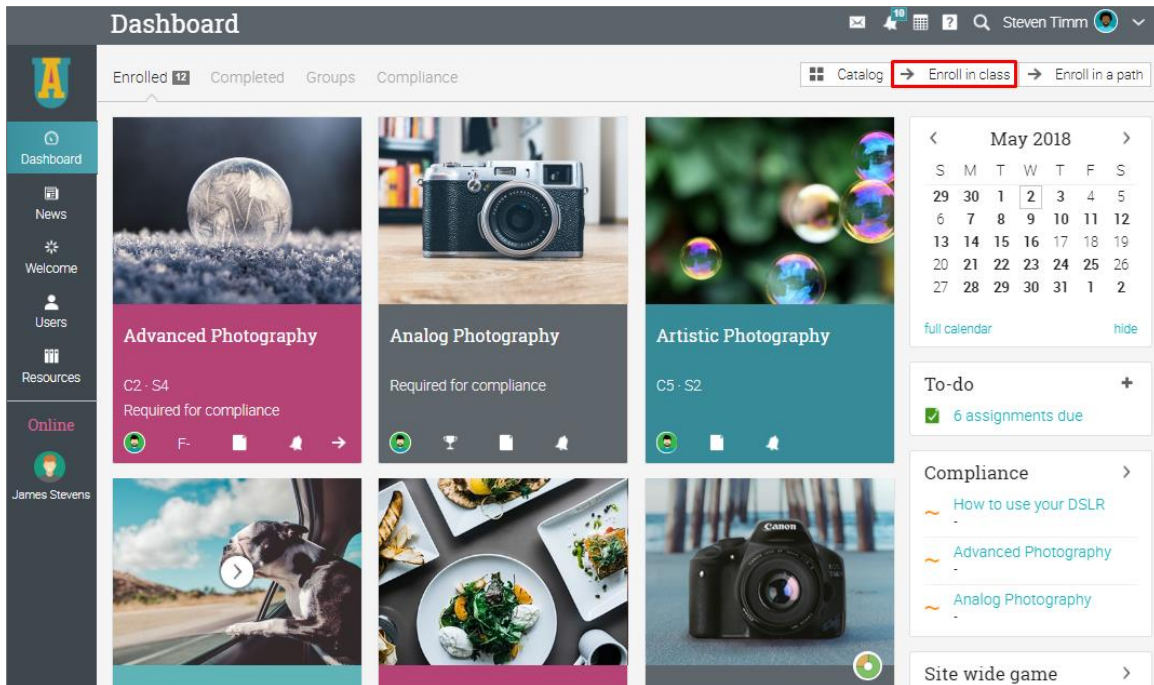
With a NEO account

If you have a NEO account, you can simply visit the catalog from the dashboard and enroll in a class.



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You can also enroll directly in a class if it has an access code by clicking the Enroll option from the dashboard.

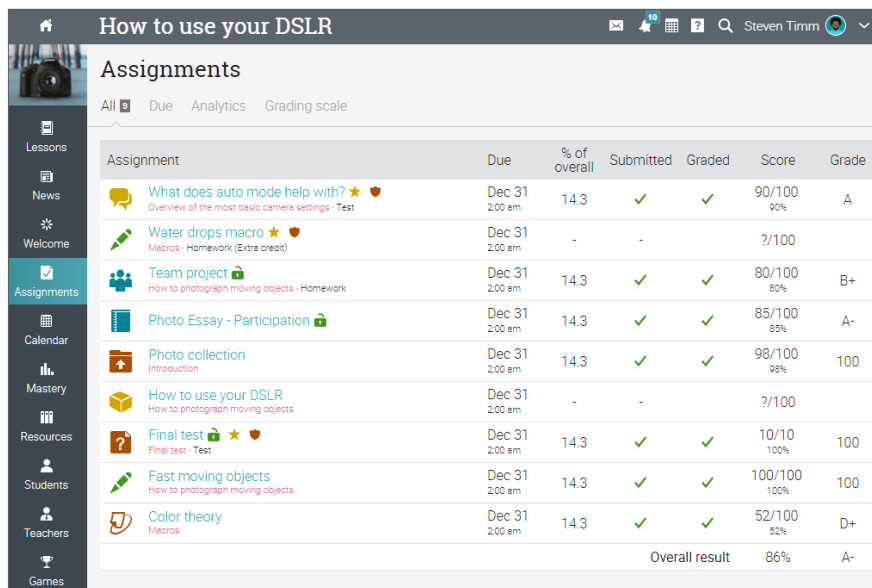


Please note that your school administrator or teacher can also enroll you in courses directly or they can send invitations to join the platform via your email.

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Assignments

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



Assignment	Due	% of overall	Submitted	Graded	Score	Grade
What does auto mode help with? ★ ★ Overview of the most basic camera settings - Test	Dec 31 2:00 am	14.3	✓	✓	90/100 90%	A
Water drops macro ★ ★ Macros - Homework (Extra credit)	Dec 31 2:00 am	-	-	-	?/100	
Team project How to photograph moving objects - Homework	Dec 31 2:00 am	14.3	✓	✓	80/100 80%	B+
Photo Essay - Participation	Dec 31 2:00 am	14.3	✓	✓	85/100 85%	A-
Photo collection Introduction	Dec 31 2:00 am	14.3	✓	✓	98/100 98%	100
How to use your DSLR How to photograph moving objects	Dec 31 2:00 am	-	-	-	?/100	
Final test ★ ★ ★ Final test - Test	Dec 31 2:00 am	14.3	✓	✓	10/10 100%	100
Fast moving objects How to photograph moving objects	Dec 31 2:00 am	14.3	✓	✓	100/100 100%	100
Color theory Macros	Dec 31 2:00 am	14.3	✓	✓	52/100 52%	D+
Overall result					86%	A-

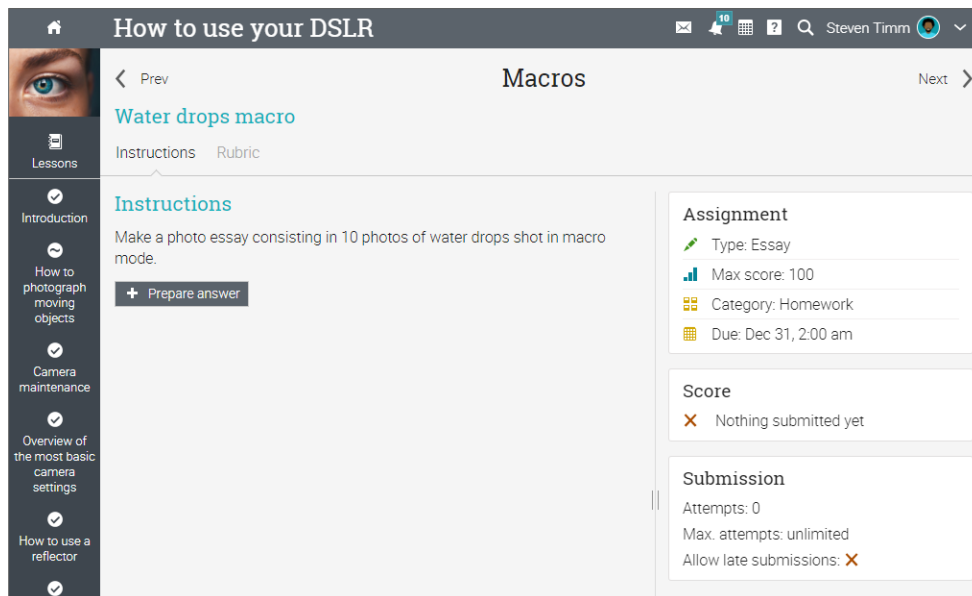
We support twelve different kinds of assignments:

- ✓ **Quiz** - a set of questions that you can answer online;
- ✓ **Essay** - submit an essay using the HTML editor and include an unlimited number of attachments;
- ✓ **Offline** - a traditional assignment such as a paper-based test or reading a book. There is no online submission for this kind of assignment and the teacher is expected to enter the grades for each student based on the results of the offline work;
- ✓ **Survey** - a set of questions that you can answer online;
- ✓ **Discussion** - earn points by participating in a single thread of discussions that is started by the teacher;
- ✓ **Debate** - add arguments for or against a proposition that is supplied by the teacher;

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- ✓ **Team** - work together with your classmates and enter your joint submission. The teacher organizes the students into teams and your team will get a private group;
- ✓ **Dropbox** - upload one or more files as your submission;
- ✓ **SCORM** - captures the results of a SCORM item;
- ✓ **Attendance** - awards points based on your attendance record;
- ✓ **Turnitin** - Turnitin assignments go through an originality check;
- ✓ **Custom LTI assignments** - integrates 3rd party LTI assignments.

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

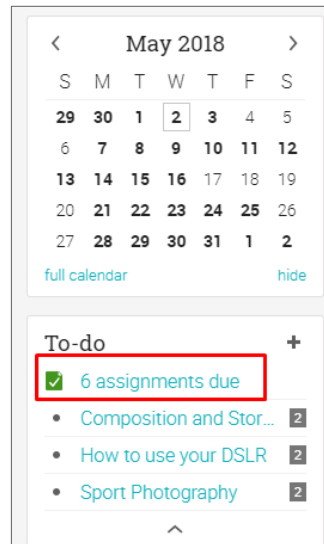


On the assignment page, you will find instructions for submitting the assignment, the maximum score that you can obtain, duration, submission, grade, answer, and more.

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Submitting assignments

When you visit your dashboard or a class landing page, assignments that are due will appear in the to-do list. You can click on one item in the list to see more details or go directly to an assignment.



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

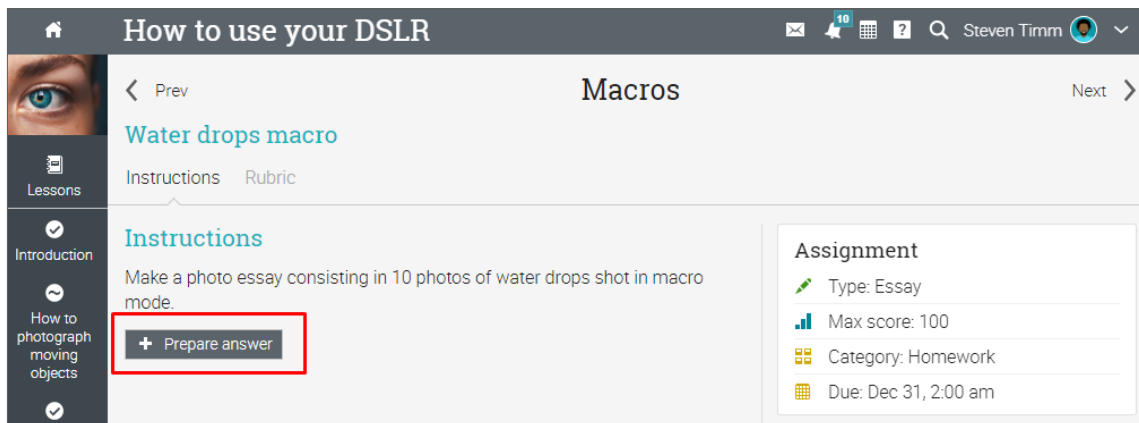
The screenshot shows the 'How to use your DSLR' class page. The 'Assignments' tab is selected, showing a list of assignments. A red box highlights the 'Submitted' column, which contains green checkmarks for assignments that have been submitted. The table includes columns for Assignment, Due, % of overall, Submitted, Graded, Score, and Grade.

Assignment	Due	% of overall	Submitted	Graded	Score	Grade
What does auto mode help with? ★ ★ Overview of the most basic camera settings - Test	Dec 31 2:00 am	14.3	✓	✓	90/100 90%	A
Water drops macro ★ ★ Macros - Homework (Extra credit)	Dec 31 2:00 am	-	-	-	?/100	
Team project How to photograph moving objects - Homework	Dec 31 2:00 am	14.3	✓	✓	80/100 80%	B+
Photo Essay - Participation	Dec 31 2:00 am	14.3	✓	✓	85/100 85%	A-
Photo collection Introduction	Dec 31 2:00 am	14.3	✓	✓	98/100 98%	100
How to use your DSLR How to photograph moving objects	Dec 31 2:00 am	-	-	-	?/100	
Final test ★ ★ Final test - Test	Dec 31 2:00 am	14.3	✓	✓	10/10 100%	100
Fast moving objects How to photograph moving objects	Dec 31 2:00 am	14.3	✓	✓	100/100 100%	100
Color theory Macros	Dec 31 2:00 am	14.3	✓	✓	52/100 52%	D+
Overall result					86%	A-

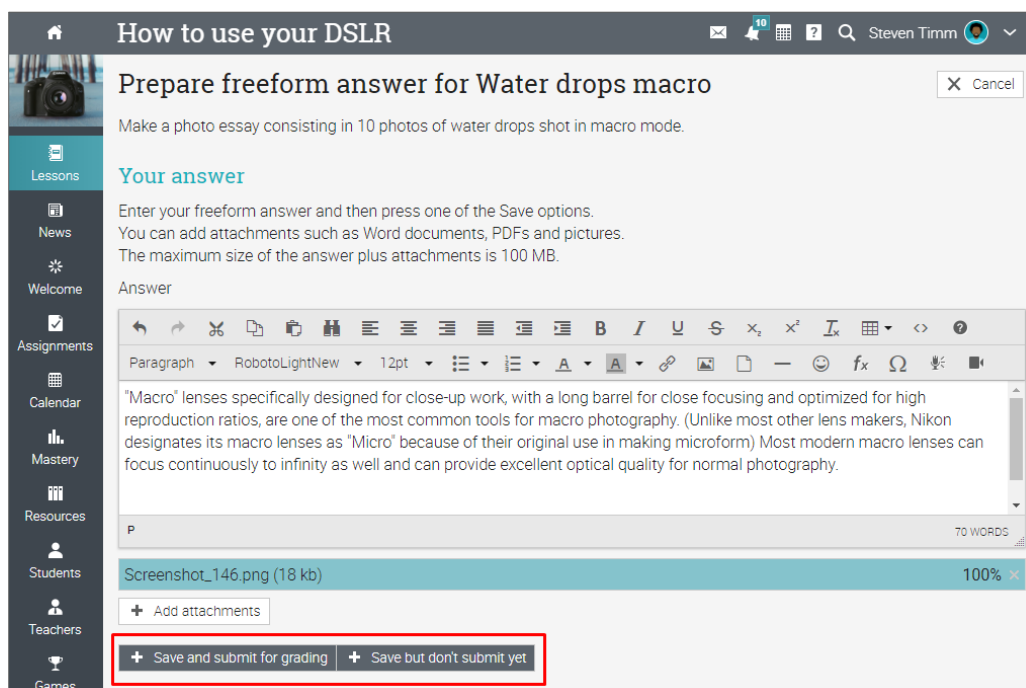
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The submission method can depend on the type of assignment that you want to submit, and the options are:

[Dropbox](#) or [Essay](#) - first prepare an answer by clicking Prepare Answer:

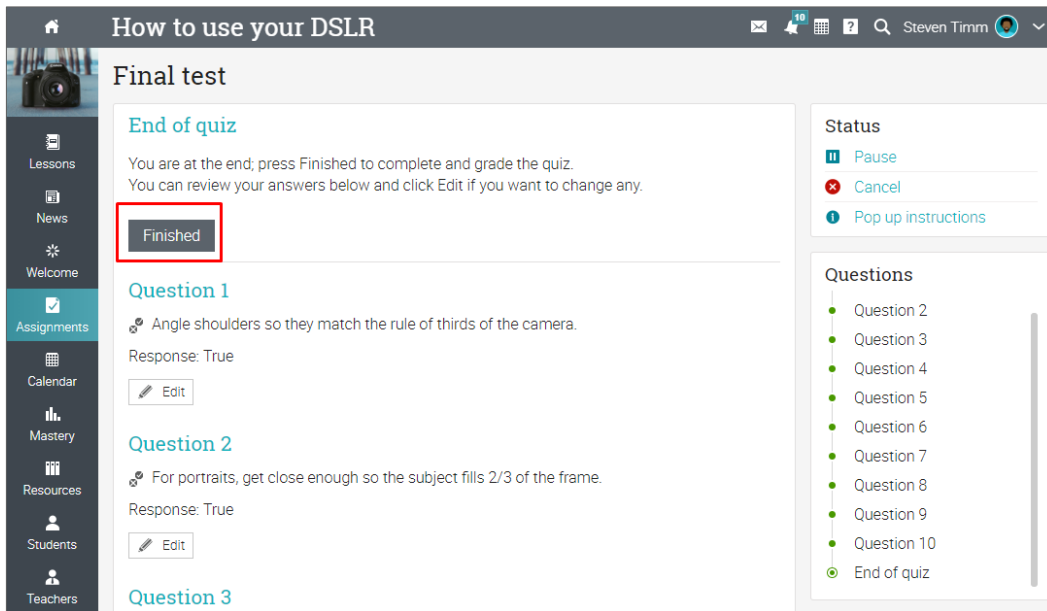


These types of assignments give you the option to submit answers right away or save your work and submit later.

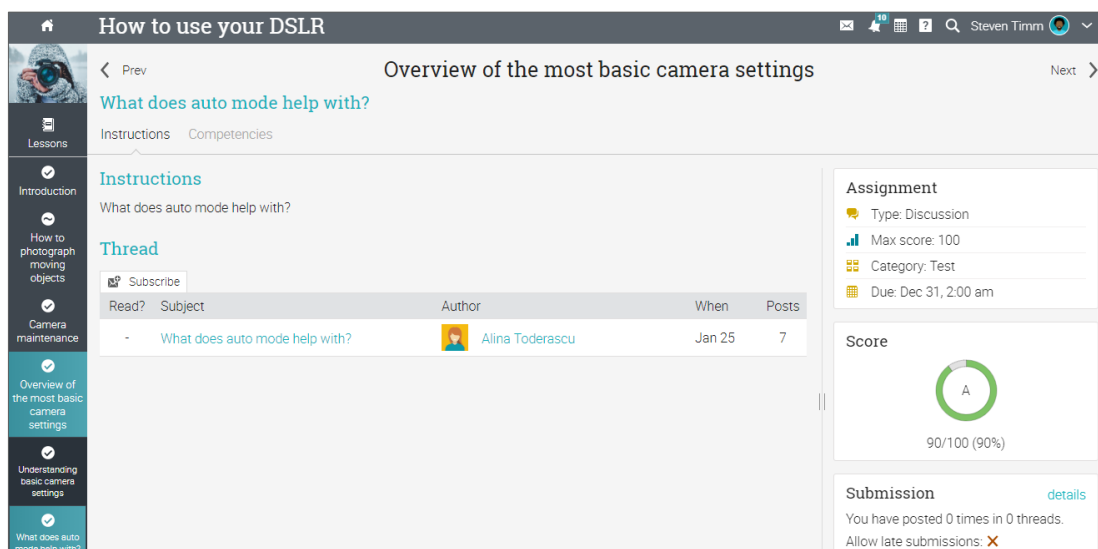


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Quiz, SCORM quiz, or Survey - answer the questions by clicking Take quiz or Take survey, and then Finished once the quiz/survey is completed.



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



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Attendance - the teacher awards points based on attendance records.

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

Turnitin - the submission is done on the Turnitin site.

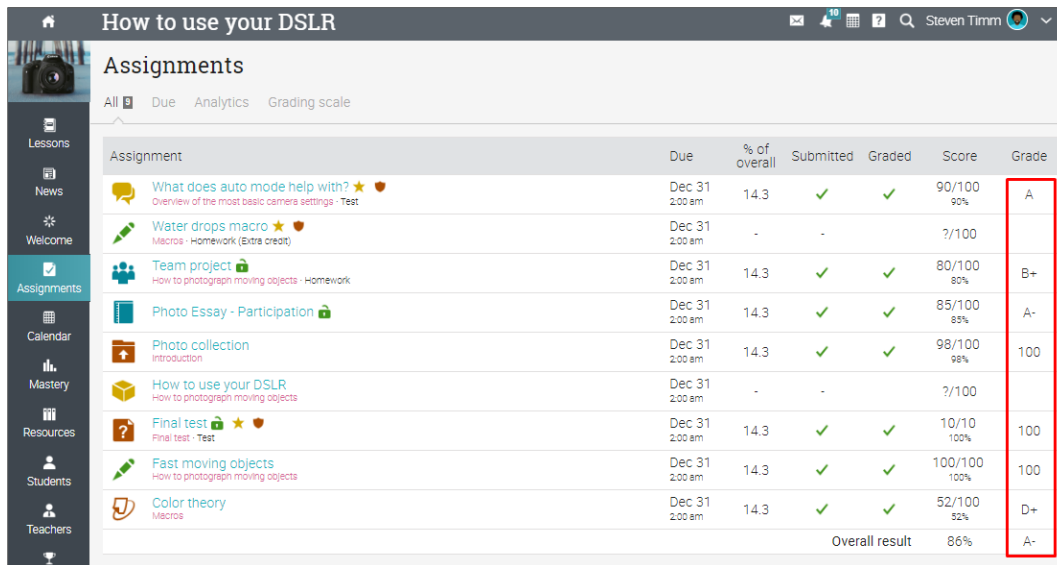
LTI custom assignments - the submission is done on the LTI assignment site.



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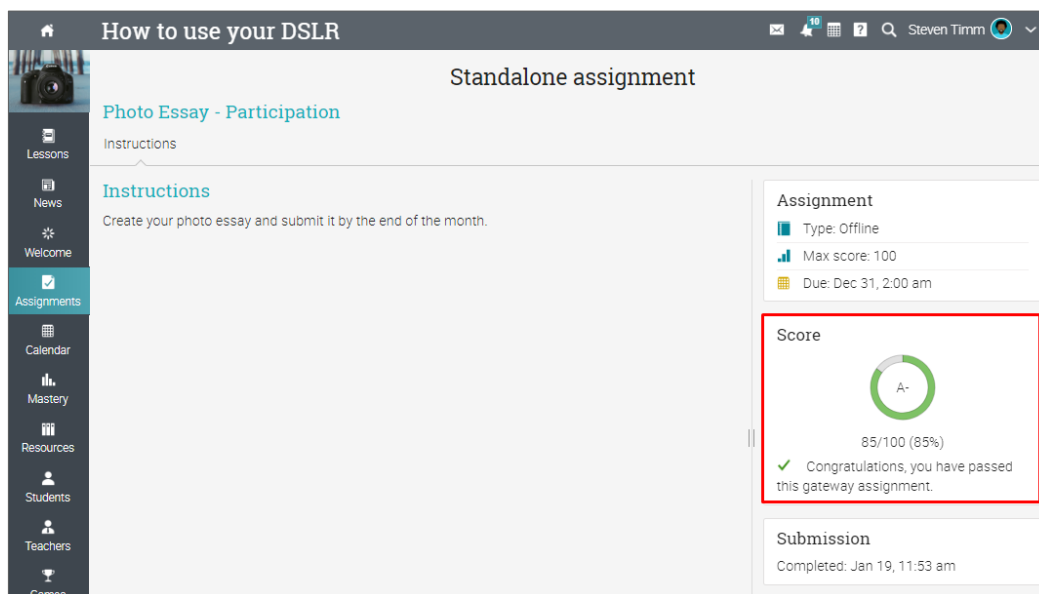
Viewing grades

Grades for individual assignments are displayed in the assignments tab.



Assignment	Due	% of overall	Submitted	Graded	Score	Grade
What does auto mode help with? ★ ★ Overview of the most basic camera settings - Test	Dec 31 2:00 am	14.3	✓	✓	90/100 90%	A
Water drops macro ★ ★ Macros - Homework (Extra credit)	Dec 31 2:00 am	-	-	-	?/100	
Team project How to photograph moving objects - Homework	Dec 31 2:00 am	14.3	✓	✓	80/100 80%	B+
Photo Essay - Participation	Dec 31 2:00 am	14.3	✓	✓	85/100 85%	A-
Photo collection Introduction	Dec 31 2:00 am	14.3	✓	✓	98/100 98%	100
How to use your DSLR How to photograph moving objects	Dec 31 2:00 am	-	-	-	?/100	
Final test ★ ★ ★ Final test - Test	Dec 31 2:00 am	14.3	✓	✓	10/10 100%	100
Fast moving objects How to photograph moving objects	Dec 31 2:00 am	14.3	✓	✓	100/100 100%	100
Color theory Macros	Dec 31 2:00 am	14.3	✓	✓	52/100 52%	D+
Overall result					86%	A-

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



Standalone assignment

Photo Essay - Participation

Instructions

Instructions

Create your photo essay and submit it by the end of the month.

Assignment

- Type: Offline
- Max score: 100
- Due: Dec 31, 2:00 am

Score

85/100 (85%)

✓ Congratulations, you have passed this gateway assignment.

Submission

Completed: Jan 19, 11:53 am

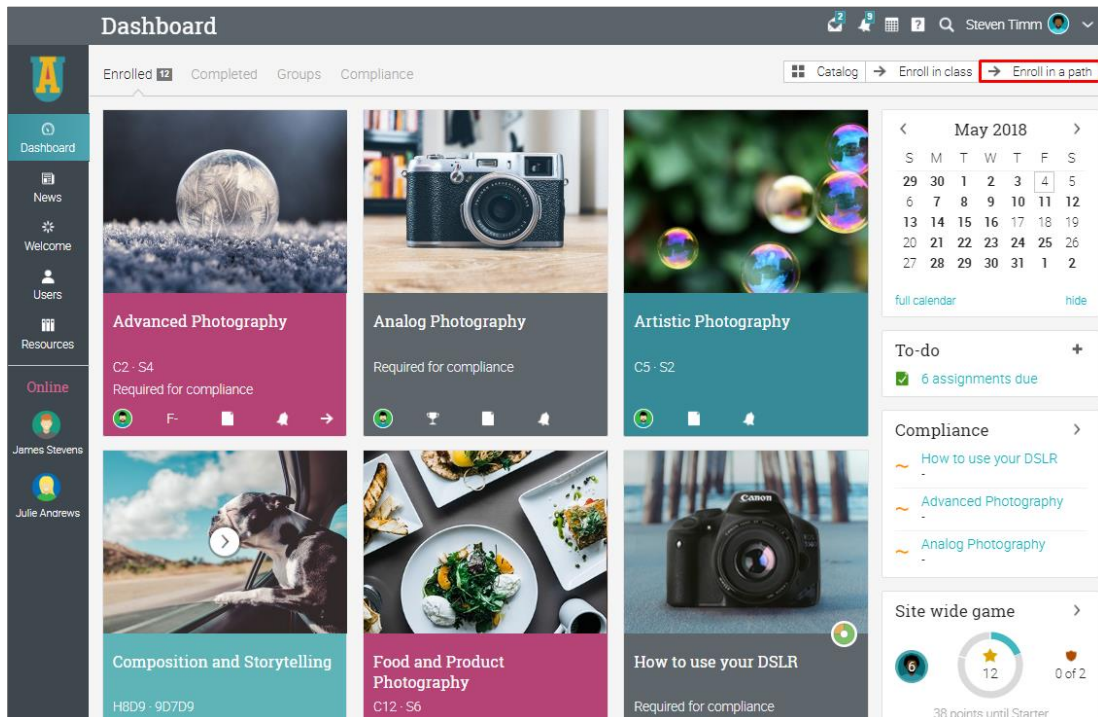
You will usually receive notifications when an assignment is graded.

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Learning paths

A learning path helps you achieve your learning goals. Each goal can represent a class and you can be rewarded as you complete goals. You can also receive a certificate of completion once you have finished a path.

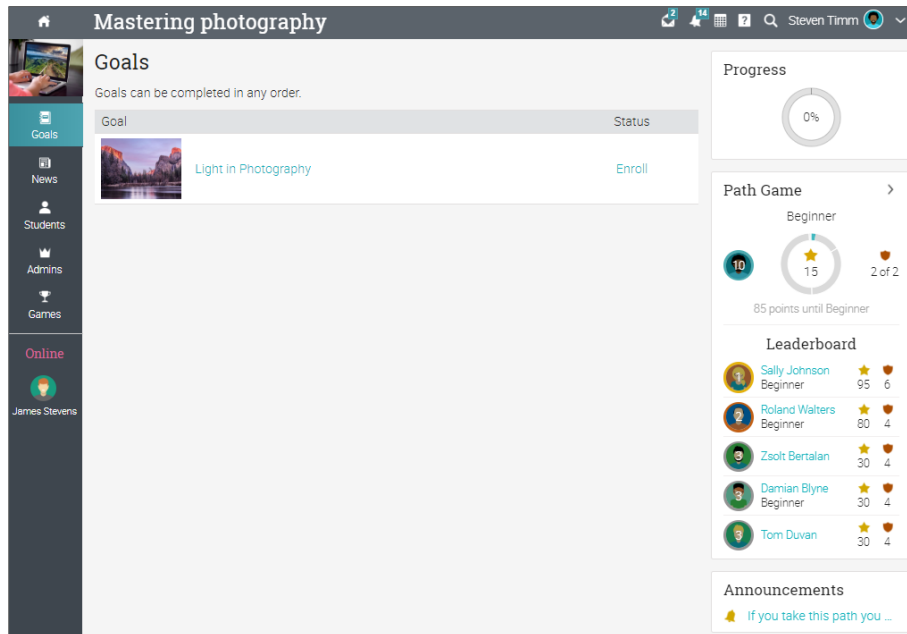
To enroll in a path, go to your dashboard and select Enroll in a path. Enter the access code if the path requires it or enroll directly from your class catalog if no access code is required.



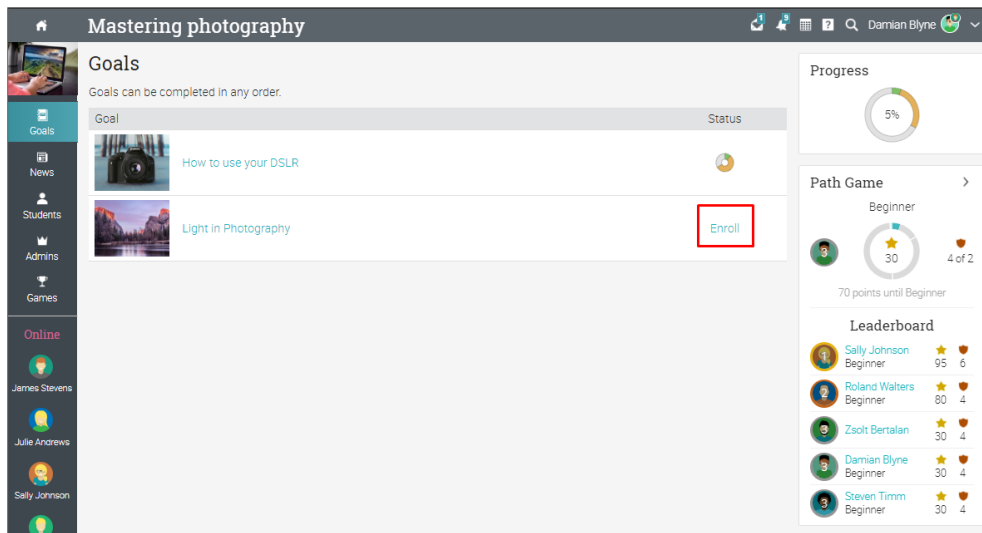
You will then be taken to the path's landing page. The path layout is similar to a class layout since you can navigate using the left bar to the most important areas. You can also see your path progress, games and announcements on the right side.

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The main difference is that here you will find a list of goals to accomplish. Please note that the goals can be completed sequentially, one at a time or ad hoc, depending on how the path has been configured by your instructor.



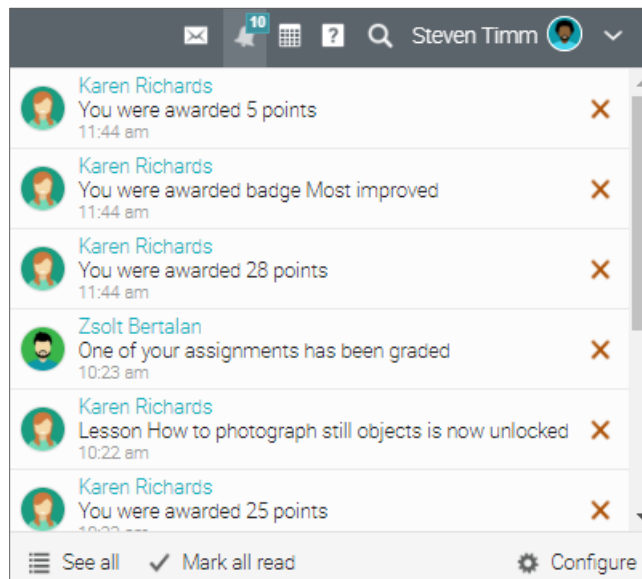
To start working on your goals, click Enroll next to a class. Note that if you are already enrolled in a class before you enrolled in the path, you would not have to enroll again. The existing class progress will be shown next to the class goal.



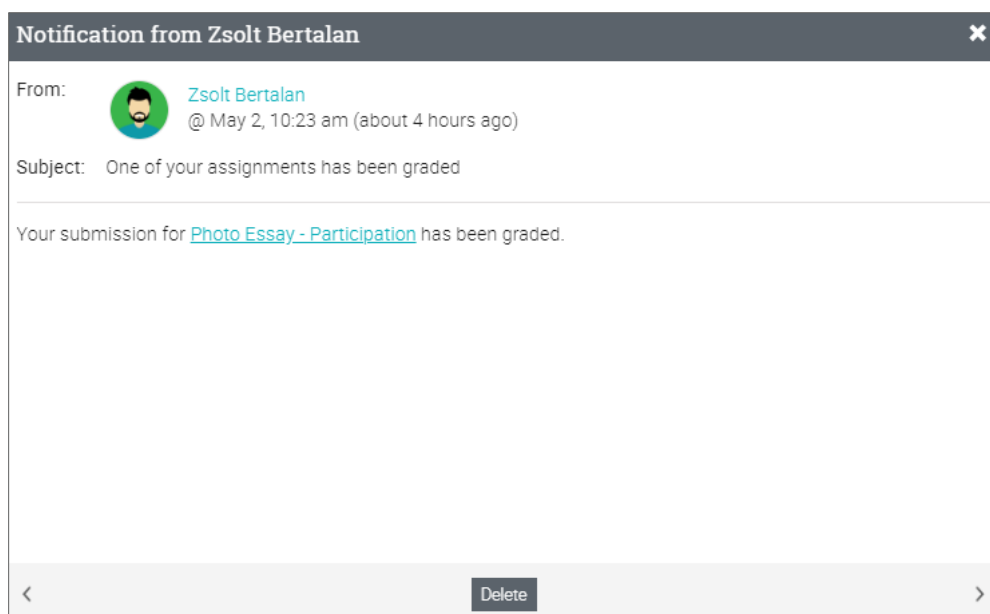
Getting started guide for Students

Notifications

To see your notifications, go to the notifications icon in the top right bar. A drop-down menu will appear that lists your most recent notifications. Notifications include class-related notifications, enrollments and assignment grading. If your class has games, you will receive a notification each time you earn points, a new badge or are awarded a certificate.



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

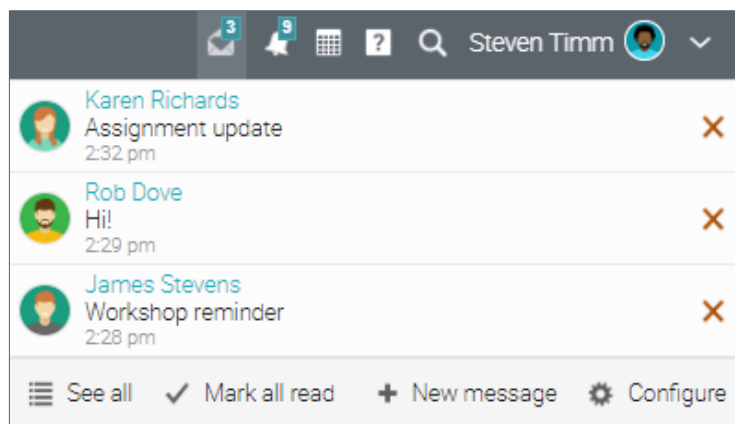


Getting started guide for Students

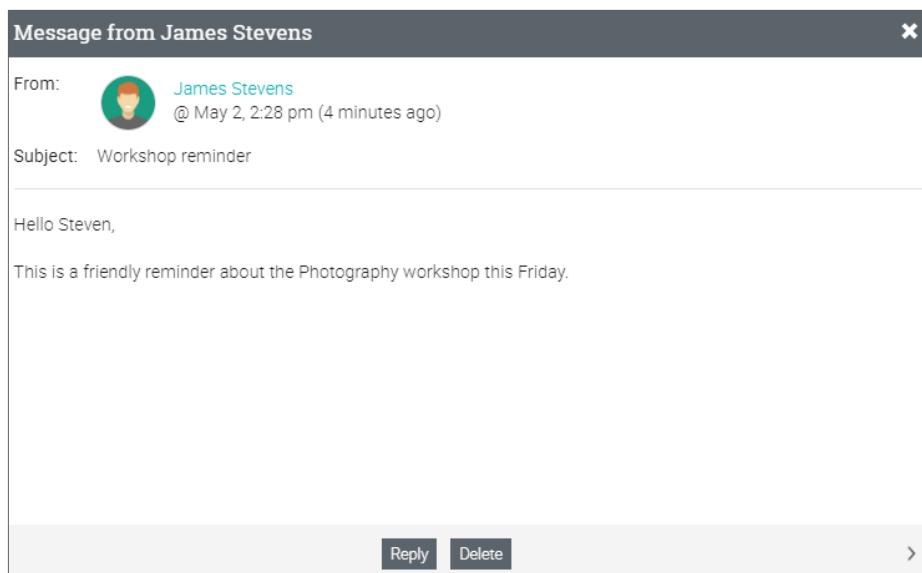
Communicating with users

Sending messages

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

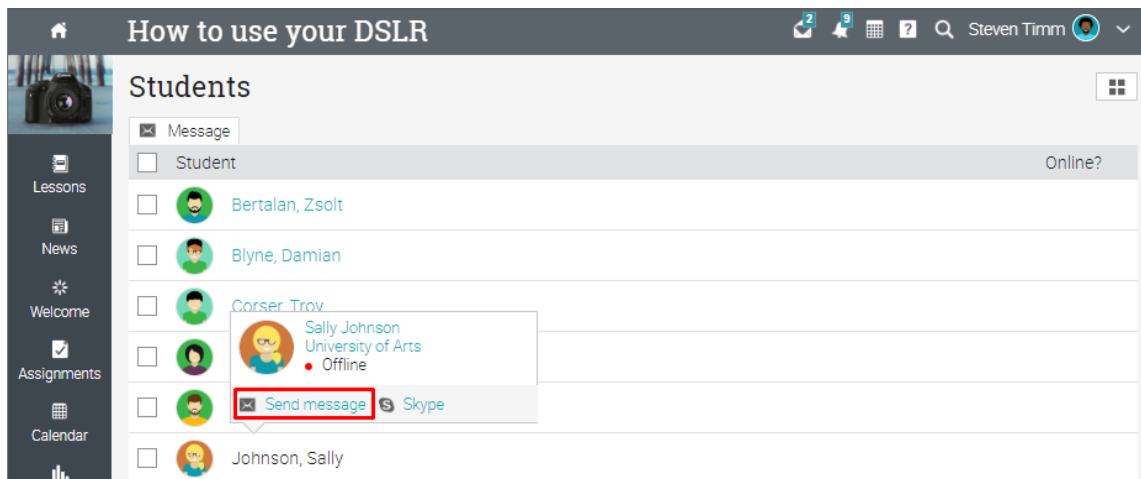


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.



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To send a message to someone, hover over their name. Links to users appear in most places on the site such as a list of students, teachers, profile pages and forums. Then click Send Message, enter your message and Send.



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

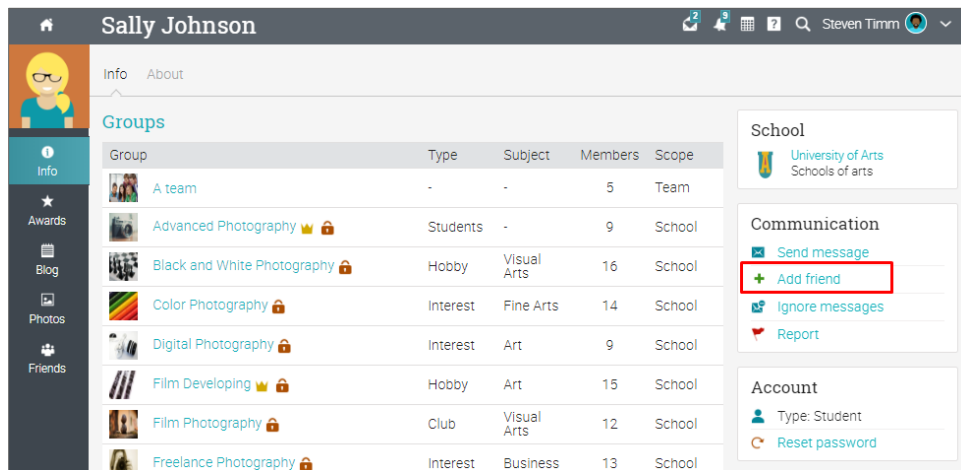


You can also view users by selecting tile view from the top right corner. In this case you can select multiple users and send them a message by clicking the Message button.

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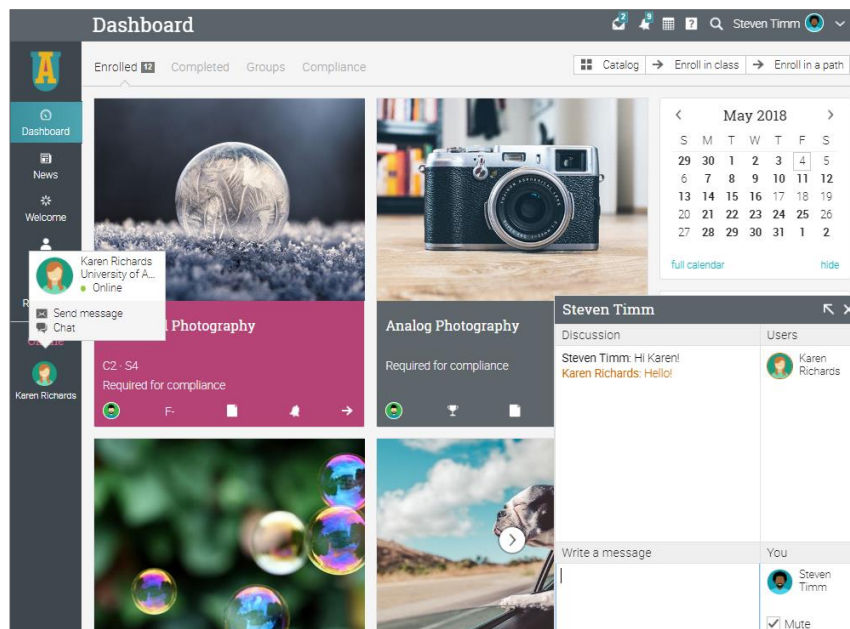
Adding friends

You can connect with other users as friends to message and exchange resources. To add a friend, go to a user's profile and click the Add friend button. You will receive a message when the user has accepted your friend request.



Chatting with users

If a user is online, you can chat with him or her directly from the platform. Chat links also appear on users' profile pages and user lists.



Summary

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

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

www.neolms.com

