



NEO

by CYPHER LEARNING

Getting started guide for Teachers

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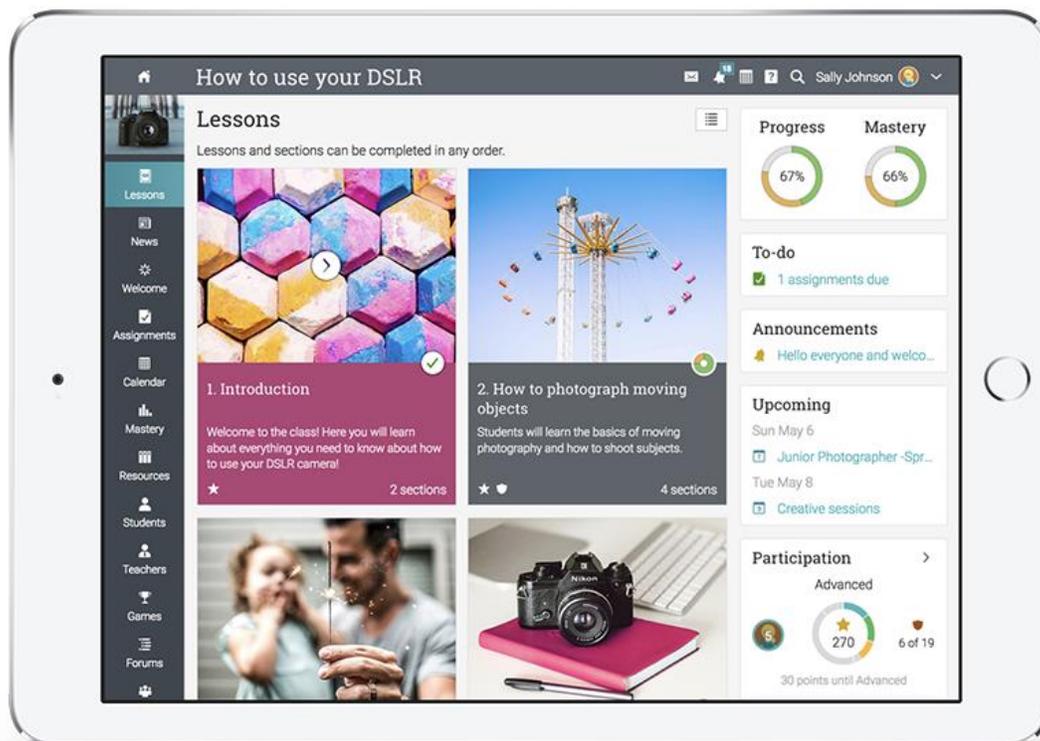
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Introduction

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 Teachers

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 NEO: administrators, teachers, and students.



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



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



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

This guide covers the most common steps [teachers](#) 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 or visit our support forum.



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Navigating the platform

The teacher 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 dashboards, teachers can also see their calendar, to-do list, announcements, and more.

The screenshot displays a teacher dashboard with the following components:

- Header:** "Dashboard" title, user name "Karen Richards", and utility icons.
- Navigation Sidebar:** Includes "Classes", "Paths", "Groups", "Dashboard", "News", "Welcome", "Users", "Resources", "Reports", "Online", and "James Stevens".
- Course Cards (Grid):**
 - Advanced Photography:** C2 - S4
 - Analog Photography:**
 - Artistic Photography:** C5 - S2
 - Composition and Storytelling:** H8D9 - 9D7D9
 - Food and Product Photography:** C12 - S6
 - How to use your DSLR:**
 - Light in Photography:** C3 - S5
 - Mastering photography:** Path
 - Portrait Photography:**
 - Sport Photography:**
 - Underwater Photography:**
 - Wildlife Photography:**
- Right-Hand Panel:**
 - Calendar:** May 2018
 - To-do:** 15 assignments to grade
 - Notifications:** 3 friend requests
 - Announcements:** Group meetings are on M..., Advanced Photography; If you take this path you ..., Mastering photography; Hello everyone and welco..., How to use your DSLR; Hi everyone, As part of o..., Coming soon. Multiple policy ...; Hi everyone, Here's previe..., Preview of new rubric editor
 - Today:** Open Doors Day
 - Upcoming:**

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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 classes, sections and resources.



[Remove](#) items from your platform.



[Edit](#) a page or an item.



[Configure](#) different items, such as your classes.



[Delete](#) items.



Access your [messages](#) through the messages icon in the top right bar.



[Notifications](#) allow you to keep up with different changes in the system.



The [trash](#) icon opens a pop-up with deleted content such as classes or lessons.



Your [shopping cart](#) contains your ordered learning items (if e-commerce is enabled).



This icon provides access to the [NEO Help Center](#).

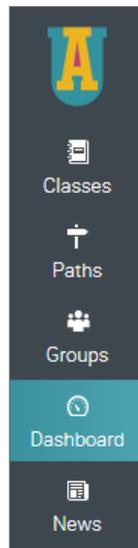


Use the [search](#) icon to find specific content on your site.

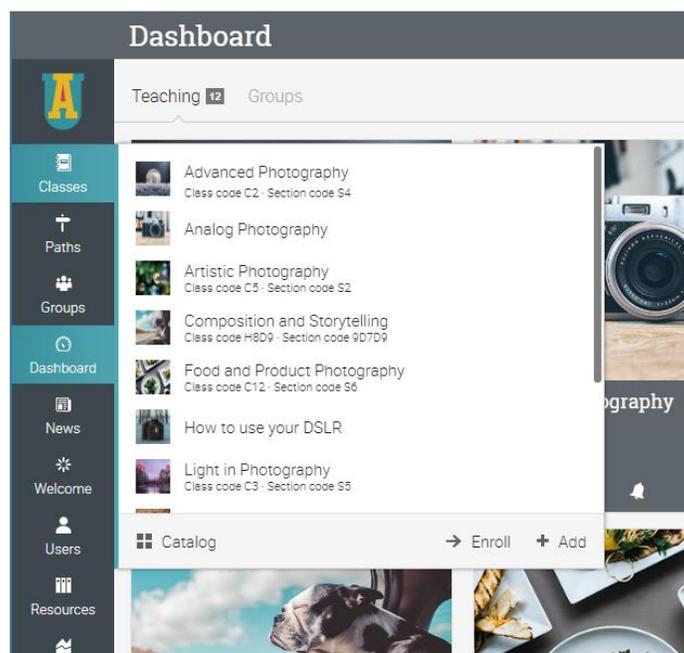
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Left bar

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



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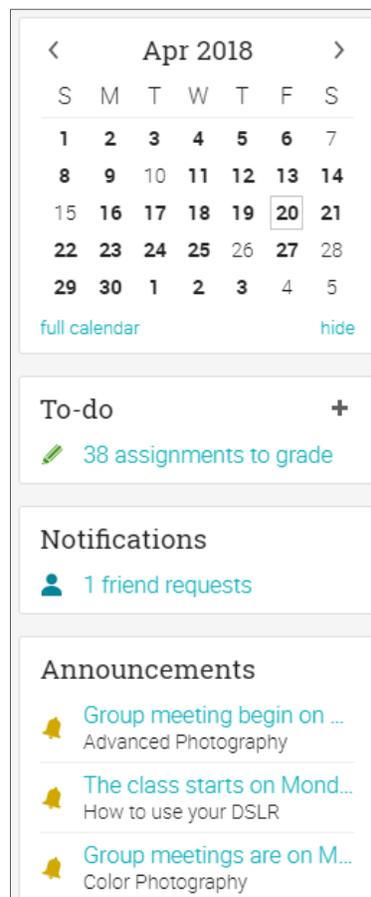
Top right bar

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.



< Apr 2018 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

[full calendar](#) [hide](#)

To-do +
✎ 38 assignments to grade

Notifications
👤 1 friend requests

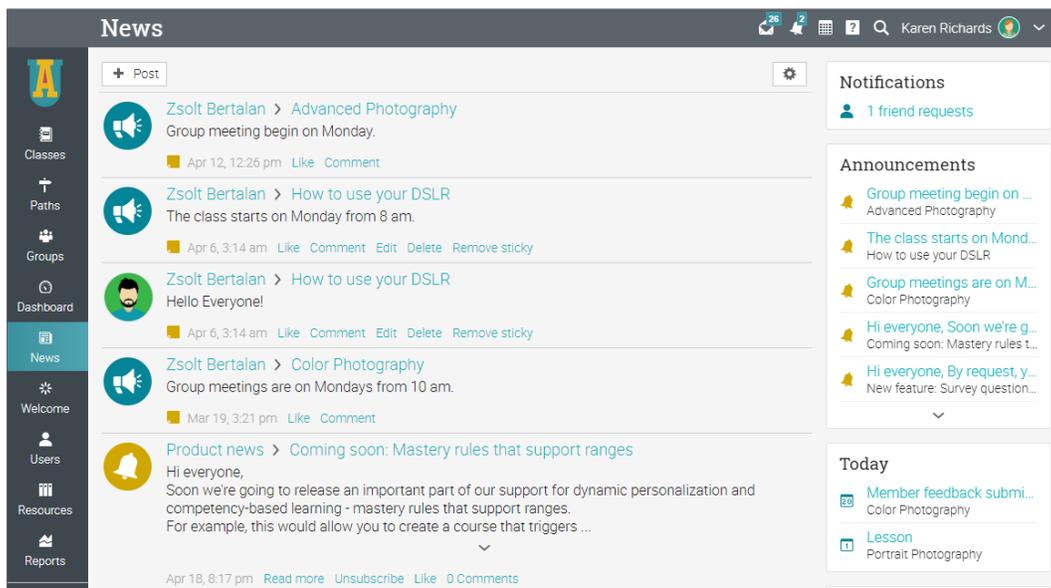
Announcements

- 🔔 [Group meeting begin on ...](#)
Advanced Photography
- 🔔 [The class starts on Mond...](#)
How to use your DSLR
- 🔔 [Group meetings are on M...](#)
Color Photography

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News feed

The home page news feed aggregates news items from your classes, groups, friends and school. Product News announcements usually contains updates from the NEO 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.



The screenshot displays a 'News' feed interface. On the left is a navigation sidebar with icons for Classes, Paths, Groups, Dashboard, News (highlighted), Welcome, Users, Resources, and Reports. The main content area shows a list of news items:

- Zsolt Bertalan > Advanced Photography**: Group meeting begin on Monday. Apr 12, 12:26 pm. Like Comment
- Zsolt Bertalan > How to use your DSLR**: The class starts on Monday from 8 am. Apr 6, 3:14 am. Like Comment Edit Delete Remove sticky
- Zsolt Bertalan > How to use your DSLR**: Hello Everyone! Apr 6, 3:14 am. Like Comment Edit Delete Remove sticky
- Zsolt Bertalan > Color Photography**: Group meetings are on Mondays from 10 am. Mar 19, 3:21 pm. Like Comment
- Product news > Coming soon: Mastery rules that support ranges**: Hi everyone, Soon we're going to release an important part of our support for dynamic personalization and competency-based learning - mastery rules that support ranges. For example, this would allow you to create a course that triggers ... Apr 18, 8:17 pm. Read more Unsubscribe Like 0 Comments

On the right side, there are three panels:

- Notifications**: 1 friend requests
- Announcements**: A list of bell icons with titles like 'Group meeting begin on ...', 'The class starts on Mond...', 'Group meetings are on M...', 'Hi everyone, Soon we're g...', and 'Hi everyone, By request, y...'.
- Today**: A list of calendar icons with titles like 'Member feedback submi...' and 'Lesson'.

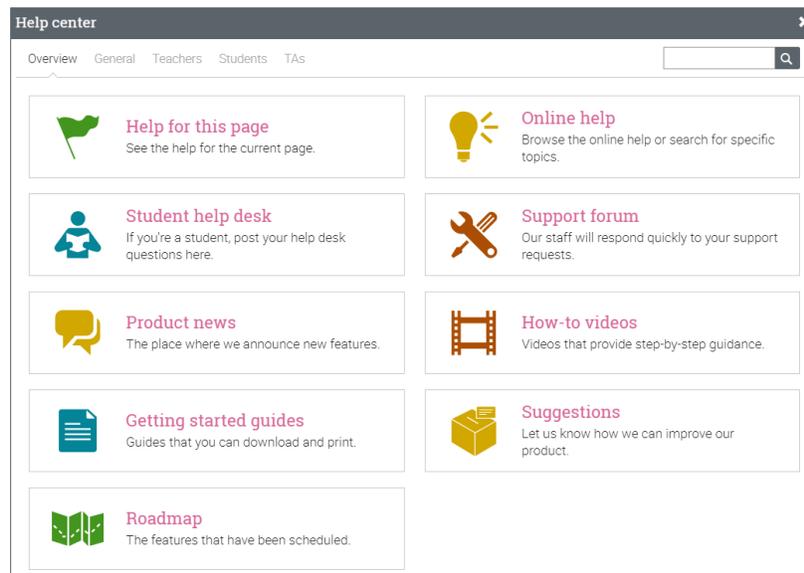


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Help Center

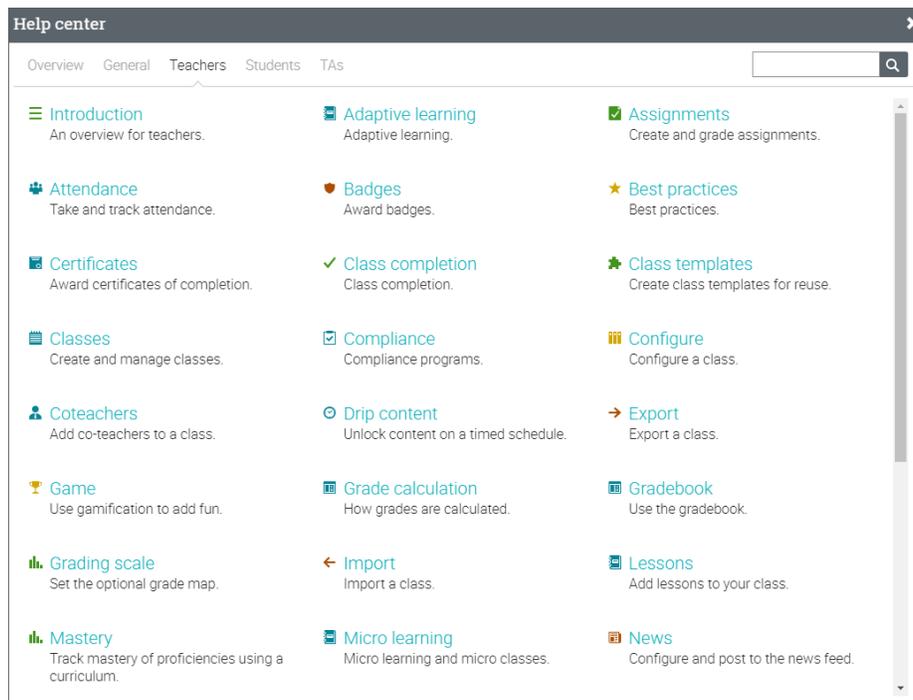
We provide extensive support at every step of our collaboration. To access the Help Center, click the icon at the top right bar.

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.



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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.



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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.

The screenshot shows the 'Teaching' tab of a user profile for Karen Richards. The profile name 'Karen Richards' is at the top. Below the name are tabs for 'Info' and 'About', with an 'Edit' button. The main content is a table of classes:

Class	Subject	Students	Completed	Deactivated
Advanced Photography C2 - S4	Education	10		
Analog Photography	Art	9	1	
Artistic Photography C3 - S2	Fine Arts	9		
Composition and Storytelling H809 - I07D9	Art	13	3	
Food and Product Photography C12 - S6	Visual Arts	8		
How to use your DSLR	Art	18	3	
Light in Photography C3 - S5	Fine Arts	22	1	
Mastering photography		14		
Portrait Photography JRNFL - P8P5D	Visual Arts			19
Sport Photography C8 - S7	Art	11	4	
Underwater Photography	Art	12	4	
Wildlife Photography C6 - S8	Visual Arts	11	1	

On the right side of the 'Teaching' tab, there are sections for 'School' (University of Arts Schools in CA), 'Account' (Type: Teacher, Joined: Jan 25, 2016, Last login: less than a minute ago, Login credentials, Reset password), and 'Awards (1)' (Most improved).

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

The screenshot shows the 'Settings' tab of a user profile for Karen Richards. The profile name 'Karen Richards' is at the top. Below the name are tabs for 'Info' and 'About', with an 'Edit' button. The main content is a list of settings:

Feature
<input checked="" type="checkbox"/> Audio notifications
<input checked="" type="checkbox"/> Display small calendar in dashboard
<input checked="" type="checkbox"/> Display suggested groups in dashboard?
<input checked="" type="checkbox"/> Allow friendships
<input checked="" type="checkbox"/> Enable class switching
<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

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Example of a class

Before we show you how to create your own class, we would like you to become familiar with how a NEO class might look like. We will show you how to navigate in a class, explore the main tabs, view lessons and assignments, and more.

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

The screenshot displays the 'How to use your DSLR' class interface. On the left is a vertical navigation menu with icons for Admin, Lessons, News, Welcome, Assignments, Mastery, Calendar, Gradebook, Resources, Students, Parents, Teachers, Games, and Automation. The main content area is titled 'Lessons' and contains eight lesson cards, each with a representative image, a title, a brief description, and a '4 sections' or '5 sections' indicator. The lessons are: 1. Introduction, 2. How to photograph moving objects, 3. How to photograph still objects, 4. How to choose the correct ISO setting, 5. Shutter speed and aperture, 6. Understanding light in photography, 7. Camera maintenance, and 8. Overview of the most basic camera settings. On the right side, there is an 'Admin' panel with options like 'Published/unpublish', 'Access code: DDDY-CIDC reset', and 'Enrollment: open'. Below that is a 'To-do' section showing '38 assignments to grade' and an 'Announcements' section with the message 'The class starts on Mond...'. At the bottom right is a 'Participation' leaderboard with a table of student names, levels, and scores.

Rank	Student Name	Level	Score	Points
1	Steven Timm	Advanced	408	9
2	Zsolt Bertalan	Advanced	283	7
3	Sally Johnson	Advanced	270	6
4	Ken Sanders	Advanced	260	3
5	Tracy Mullon	Intermediate	210	2
6	Jamie Powell	Advanced	210	3
7	Ryan Smith	Advanced	210	2

Next, we will go over each section.

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Main left navigation

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

How to use your DSLR

Lessons

Lessons and sections can be completed in any order.

1. Introduction

Welcome to the class! Here you will learn about everything you need to know about how to use your DSLR camera!

3 sections

5. Shutter speed and aperture

Shutter Speed and Aperture are one of the three pillars of photography, besides ISO and in this lesson we will learn how to use it.

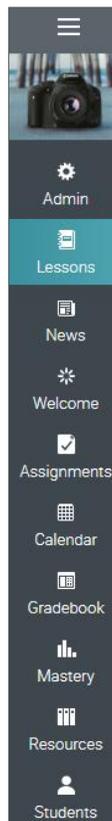
5 sections

9. How to use a reflector

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Left bar

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



Here is more information about the left bar tabs:

- ✓ [Admin](#) - configure the class, copy the class, import/export content;
- ✓ [Welcome](#) - create a welcome page for your students;
- ✓ [News](#) - shows the latest news items from your class;
- ✓ [Lessons](#) - lists the lessons in the class;
- ✓ [Calendar](#) - shows current and upcoming class events;
- ✓ [Assignments](#) - shows the class assignments;
- ✓ [Gradebook](#) - displays all the grades;

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

You can configure the class to enable or disable most of these tabs and depending on how your site administrator has set up your platform.

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News feed

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



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

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Right bar

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

The screenshot displays the right bar interface with the following sections:

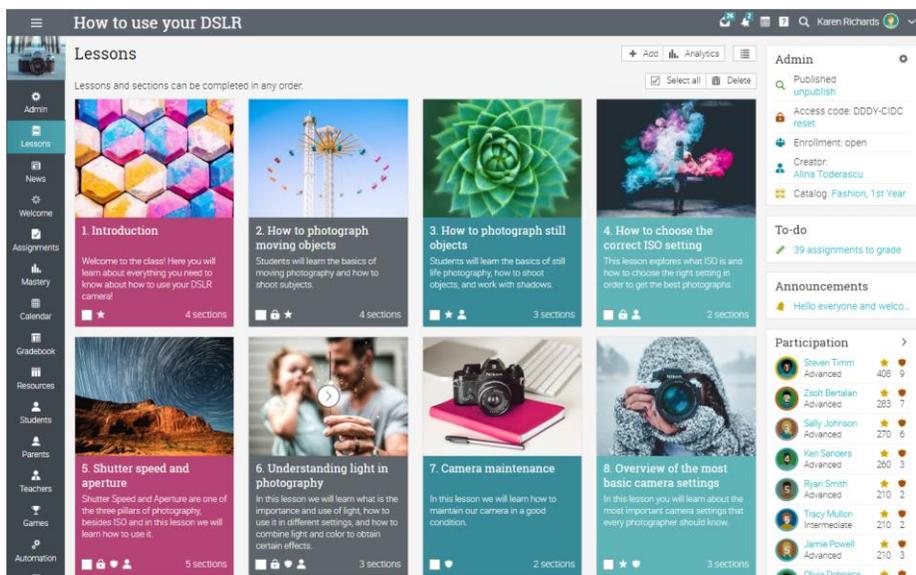
- Admin** (gear icon):
 - Published: [unpublish](#)
 - Access code: DDDY-CIDC: [reset](#)
 - Enrollment: open
 - Creator: [Alina Toderascu](#)
 - Catalog: [Fashion, 1st Year](#)
- To-do**: [39 assignments to grade](#)
- Announcements**: [Hello everyone and welco...](#)
- Participation** (chevron icon):

Rank	Name	Level	Score	Count
1	Steven Timm	Advanced	408	9
2	Zsolt Bertalan	Advanced	283	7
3	Sally Johnson	Advanced	270	6
4	Ken Sanders	Advanced	260	3
5	Ryan Smith	Advanced	210	2
5	Tracy Mullon	Intermediate	210	2

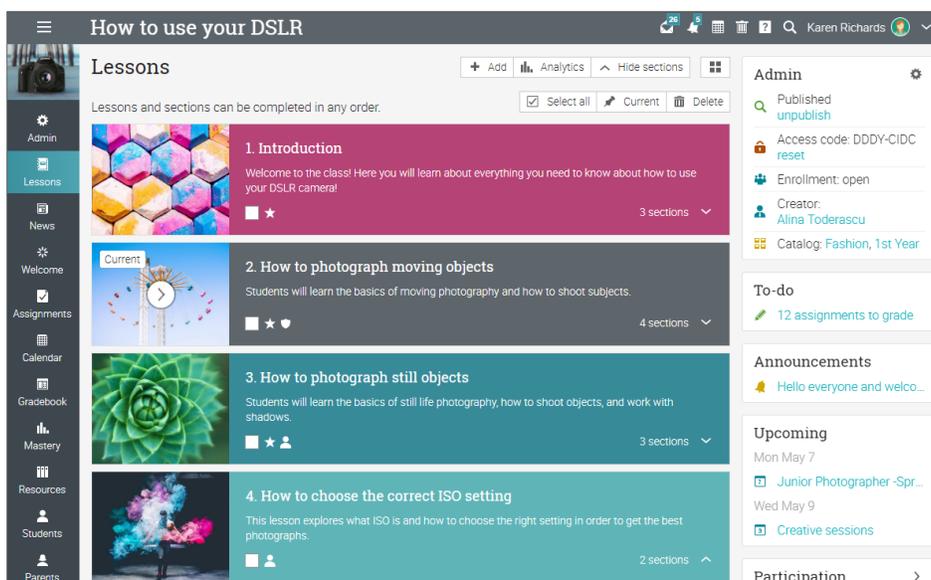
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Lessons

If you click on the lessons tab, you will see all the lessons in the class. You can reorder lessons using drag and drop.

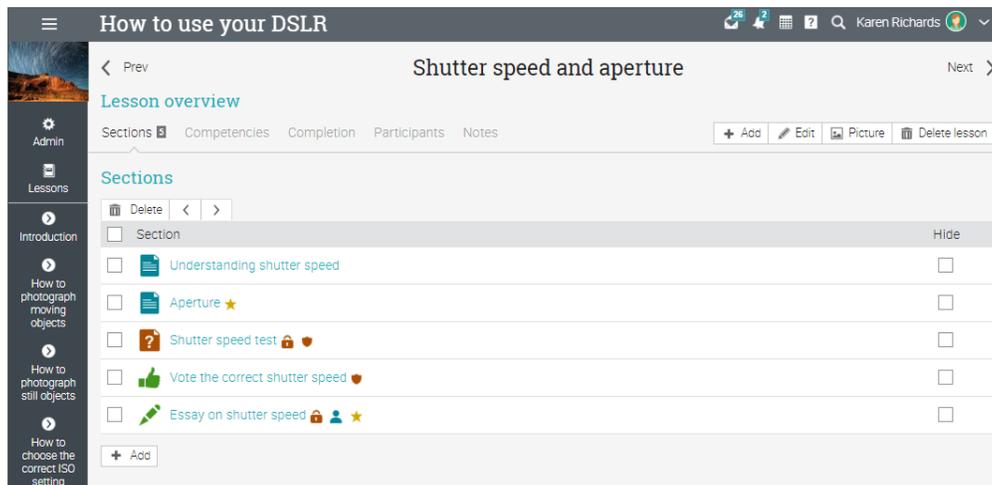


Depending on your preferences, you can also switch to the List view option from the top right. This view shows all the sections for all lessons:



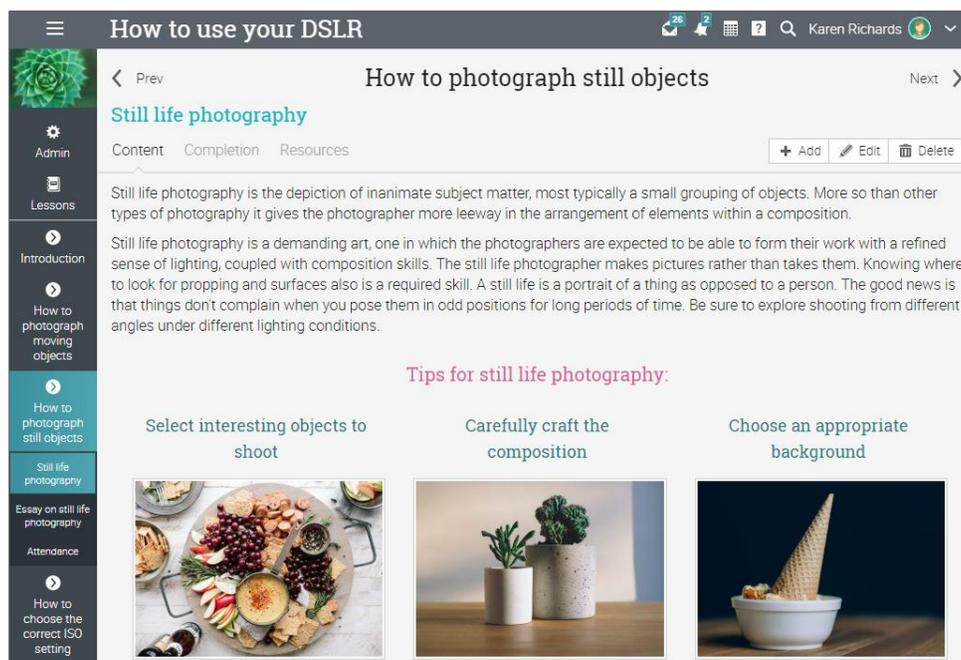
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A lesson is usually comprised of content sections and assignments. You can see the sections of lessons by going to the Sections tab.



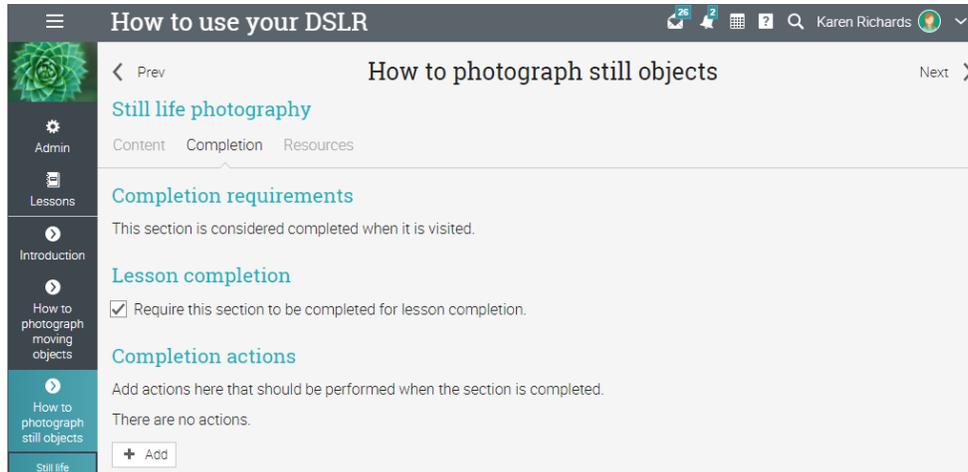
Content pages

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

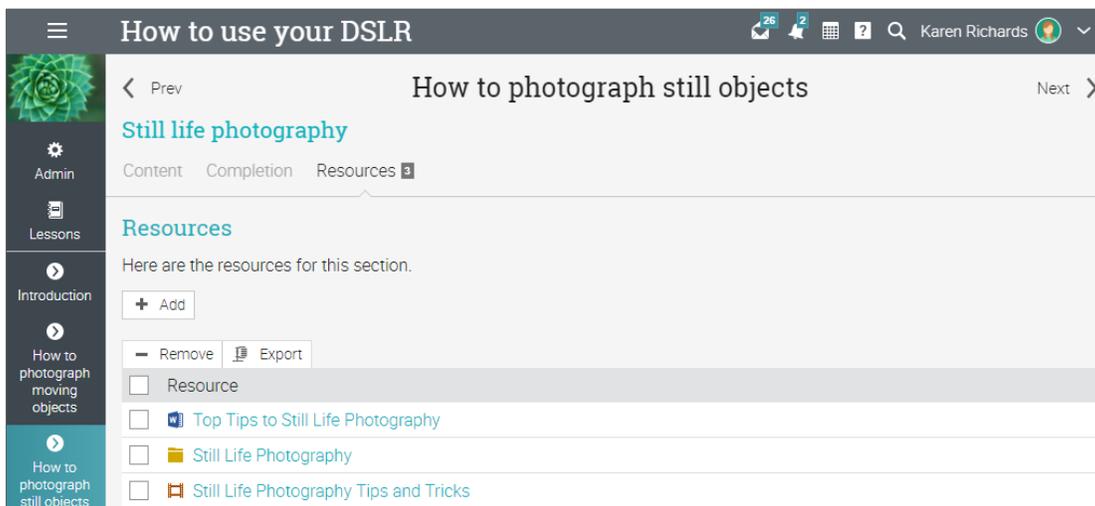


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If a class is self-paced, you will see the Completion tab, where you can add completion actions that should be performed when a student completes the section.



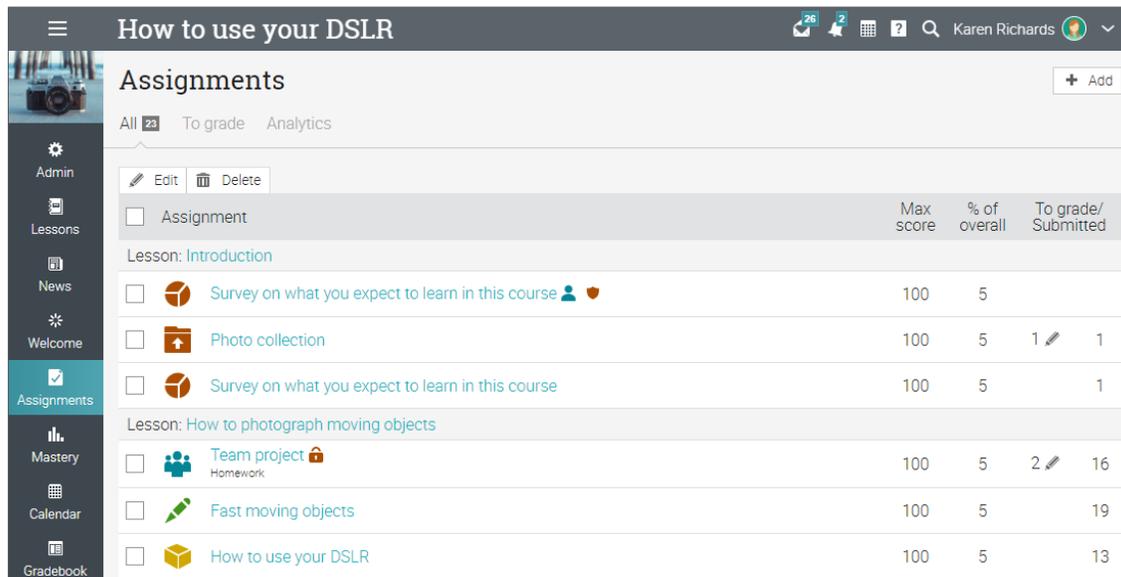
Each page has its own Resources area, where you can upload learning resources such as files, pages, or add existing ones from your personal, organizational or school library.



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Assignments

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



Assignment	Max score	% of overall	To grade/Submitted
Lesson: Introduction			
<input type="checkbox"/> Survey on what you expect to learn in this course	100	5	
<input type="checkbox"/> Photo collection	100	5	1 / 1
<input type="checkbox"/> Survey on what you expect to learn in this course	100	5	1
Lesson: How to photograph moving objects			
<input type="checkbox"/> Team project Homework	100	5	2 / 16
<input type="checkbox"/> Fast moving objects	100	5	19
<input type="checkbox"/> How to use your DSLR	100	5	13

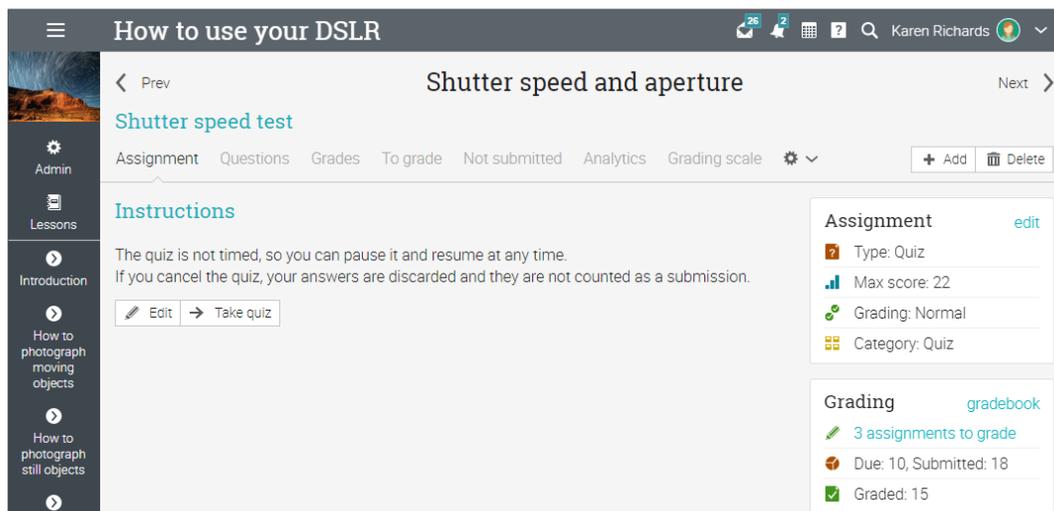
You can create twelve different types of assignments:

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

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- ✓ **Team** - allows groups of students to work on joint submissions. The teacher organizes the students into teams, each of which get their own private group;
- ✓ **Dropbox** - students upload one or more files as their submission;
- ✓ **SCORM** - captures the results of a SCORM item;
- ✓ **Attendance** - awards points based on a student's attendance record;
- ✓ **Turnitin** - add assignments that can have an originality check through our Turnitin integration;
- ✓ **Custom LTI assignments** - integrates 3rd party LTI assignments.

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



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

- ✓ **Assignment** - shows the most important information about the assignment, such as its grading status, submissions and instructions;
- ✓ **Questions** - displays the questions of an assignment if it's a quiz or survey, and the number of points that are allocated to each of them;
- ✓ **Grades** - shows a list of student grades for the assignment, submissions for each student;

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- ✓ **To grade** - indicates the assignments that need to be graded;
- ✓ **Not submitted** - indicates the assignments that haven't been submitted yet;
- ✓ **Analytics** - displays the grade distribution amongst students;
- ✓ **Grading scale** - here you can see the grading scale associated with the assignment;
- ✓ **Rubric** - view the rubric associated with an assignment;
- ✓ **Competencies** - see the competencies that are assessed by the assignment;
- ✓ **Completion** - if the class is self-paced, you can add rules that are performed when the assignment is completed;
- ✓ **Score rules** - add rules and actions for when learners achieve a specified score;
- ✓ **Personalize** - you can personalize an assignment to only show it to certain students or hide it from certain students.

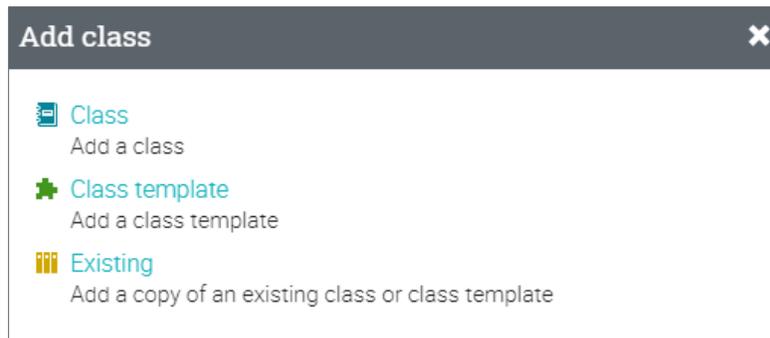
We will go into more details about adding assignments later in this guide. Now that you know how a complete class looks like in NEO, you are ready to start creating your own.

The next sections of the guide will show you how to create a class, configure it, add lessons and assignments, grade assignments, enroll students, and more.

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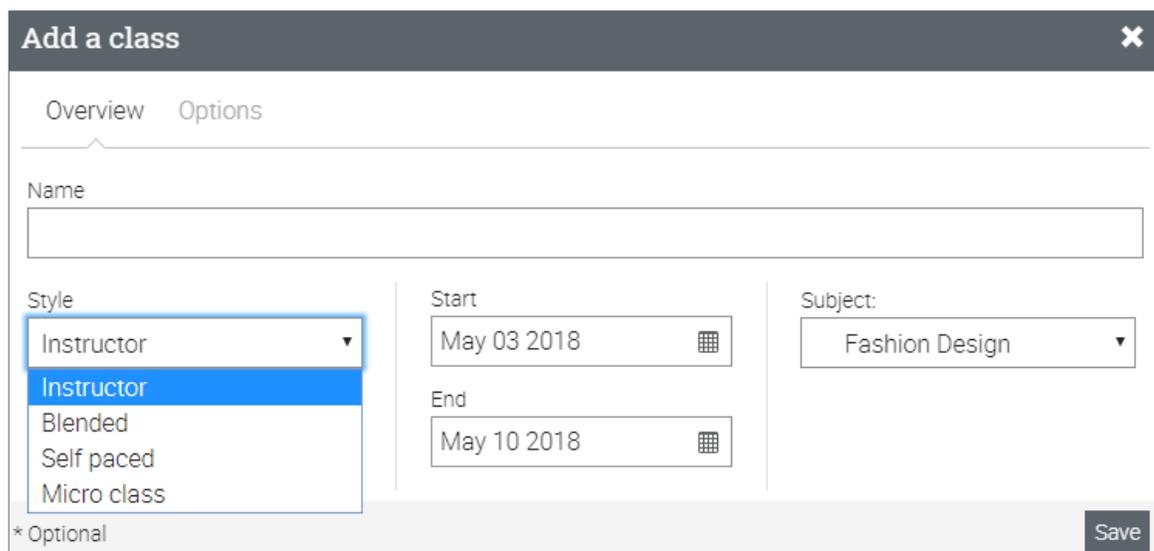
Creating a class

To create a class, hover over the Classes tab from the left bar and choose Add.



Here are some notes when creating a class:

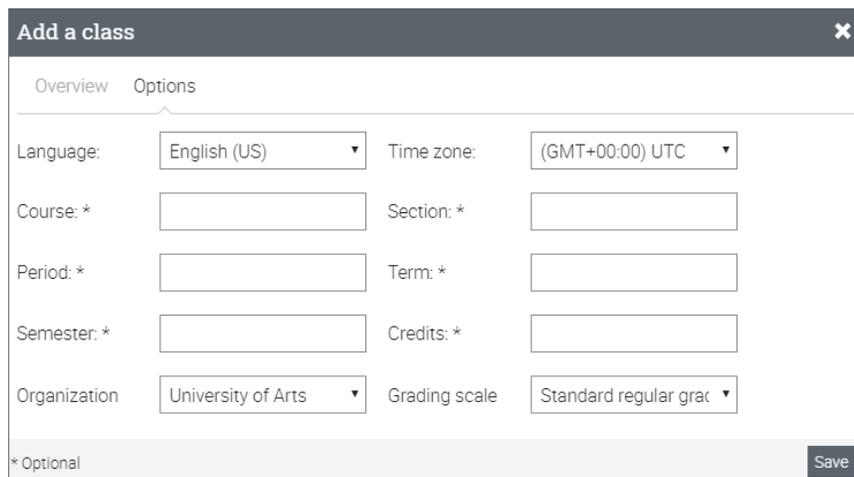
- ✓ **Access code** - if you enable the access code option when creating a class, the access code (for self-enrollment) is displayed on the class landing page, in the right bar under "Admin";
- ✓ **Style** - you can choose from four different styles:

A screenshot of the "Add a class" form. The form has a title bar "Add a class" with a close button (X). Below the title bar are two tabs: "Overview" (selected) and "Options". The form contains several fields: a "Name" text input field; a "Style" dropdown menu with "Instructor" selected and a list of options (Instructor, Blended, Self paced, Micro class) visible; "Start" and "End" date pickers with "May 03 2018" and "May 10 2018" respectively; and a "Subject:" dropdown menu with "Fashion Design" selected. At the bottom left, there is a note "* Optional" and at the bottom right, there is a "Save" button.

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- **Instructor** - learning takes place in a traditional classroom environment. This is the most common choice for schools that are using online learning in combination with their regular school setting;
 - **Blended** - learning takes place in a classroom environment, but some of the modules are self-paced, often with gateway assignments that only allow students to proceed once they've achieved a certain score;
 - **Self-paced** - all lessons are self-paced, and students can take the class anytime, anywhere. There is no class schedule, no dates for particular lessons, no "giving" or "due date" for assignments, and no grading periods;
 - **Micro class** - a very lightweight class that provides access to lessons/sections and no other tabs. In all other aspects, it is the same as conventional classes.
- ✓ **Duration** - you can select the dates between which the class will be held, or if your class is self-paced, you can specify a duration without setting fixed dates;
 - ✓ **Subject** - choose the subject of the class from the list provided;

For more advanced options, visit the Options tab.



The screenshot shows a dialog box titled "Add a class" with a close button (X) in the top right corner. It has two tabs: "Overview" and "Options", with "Options" being the active tab. The form contains several fields:

Language:	English (US) ▼	Time zone:	(GMT+00:00) UTC ▼
Course: *	<input type="text"/>	Section: *	<input type="text"/>
Period: *	<input type="text"/>	Term: *	<input type="text"/>
Semester: *	<input type="text"/>	Credits: *	<input type="text"/>
Organization	University of Arts ▼	Grading scale	Standard regular grac ▼

At the bottom left, there is a note: "* Optional". At the bottom right, there is a "Save" button.

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Here you can set up your class language, time zone, the semester that the class is held in, the number of credits for the class, organization and associate the class with a Grading scale.

Once you've added a class, you are taken to its default landing page, which is its Lessons area.

Light in Photography Karen Richards

Lessons

Your class is ready for content!

[+ Add](#) [Analytics](#)

- 1 Add lessons by clicking [Add](#) at the top of this page. Within each lesson add sections such as pages or assignments.
- 2 Invite students to enroll themselves using the access code **HJMD-CNWT** or enroll them by visiting the [Students](#) area and clicking [Add](#).
- 3 For a social experience, post regular updates and encourage discussions in the [News](#) area.
- 4 To configure your class features, visit the [Admin/Configure](#) area.

Admin

Published [unpublish](#)

Access code: HJMD-CNWT

Enrollment: open

Creator: [Alina Toderascu](#)

Catalog: [Fashion](#), [Fine Arts, Visual Arts](#), [1st Year, 3rd Year, 4th Year](#)

Announcements

None

Class game [>](#)

No players have points.

Getting started guide for Teachers

Configuring a class

As a teacher, you have many options for configuring your class, from choosing which tabs are displayed in the left bar, to setting what happens when a student completes the class.

Go to Admin and select Configure in the the left bar.

The screenshot shows the 'Configure' page for a class titled 'Light in Photography'. The page is divided into several sections: Overview, Settings, Custom fields, and Landing page. The left sidebar contains navigation options like Admin, Lessons, Welcome, Assignments, Gradebook, Mastery, Resources, Students, Teachers, Games, Attendance, Reviews, and Automation. The 'Configure' page has tabs for Basics, Schedule, Enrollment, Lessons, Assignments, Completion, Deactivation, Catalog, E-commerce, and More. The 'Overview' section shows the class name, short description, and long description, with 'Edit' and 'Change picture' buttons. The 'Settings' section is a table with various configuration options.

Name	Value
Tile color	378A98
Access code	HJMD-CNWT
Style	Blended
Duration	Mar 23, 2016 .. Jul 31, 2016
Subject	Fine Arts
Language	English (US)
Time zone	Athens
Semester	-
Course code	C3
Section code	S5
Period	-
Term name	-
Credits	-
Organization	University of Arts

The 'Custom fields' section is a table with three rows: Name, Custom field 1, and Custom field 2, all with a value of '-'. There is an 'Edit' button below this table.

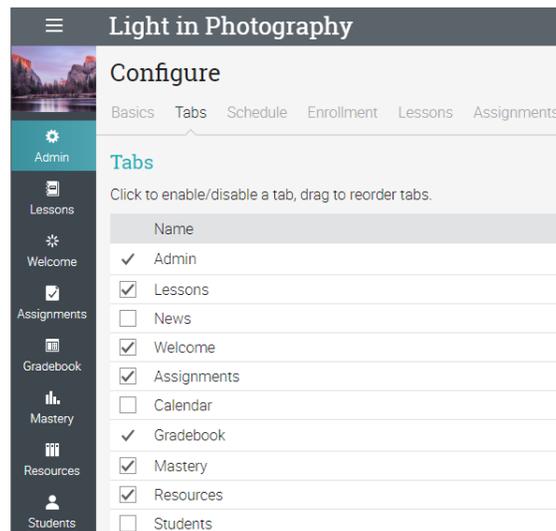
The 'Landing page' section has a 'Tab' dropdown menu with 'Welcome' selected and 'News' as an option.

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

Getting started guide for Teachers

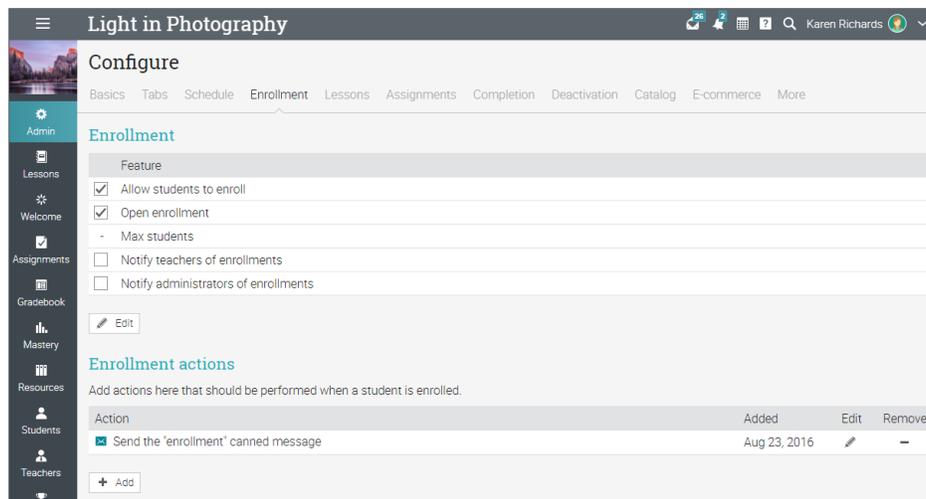
Tabs

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



Enrollment

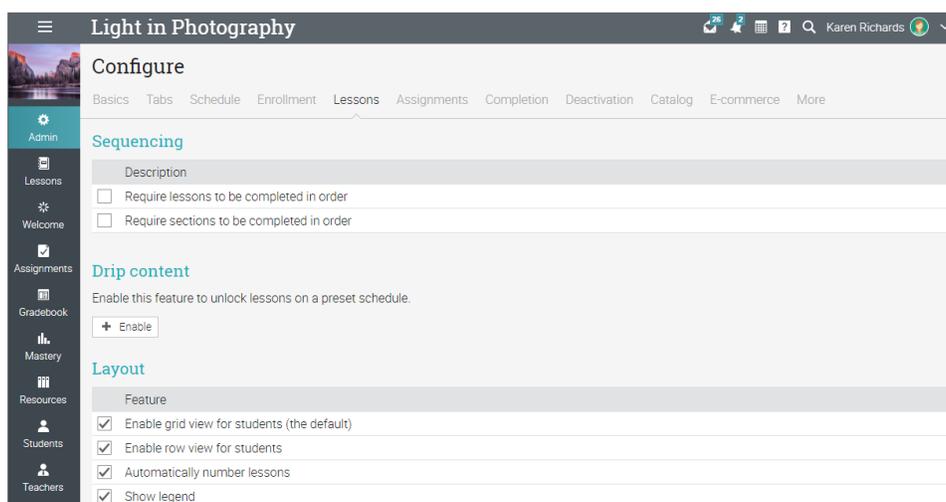
This area allows you to select enrollment options. For example, you can choose if you want students to be able to enroll or unenroll themselves from the class. You can also set up rules that should be performed when students are enrolled or unenrolled, such as sending an automatic message to them.



Getting started guide for Teachers

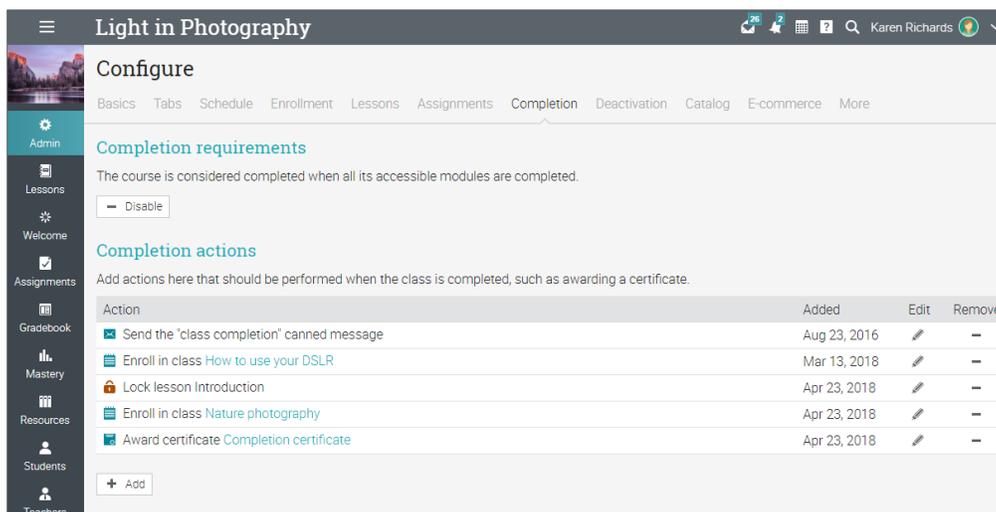
Lessons

In this tab, you can configure your lessons and sections. Choose whether you want your students to complete them in order or not and configure the lesson layout. You can also enable drip content, which allows you to schedule student access to lessons rather than have them all available at once.



Completion

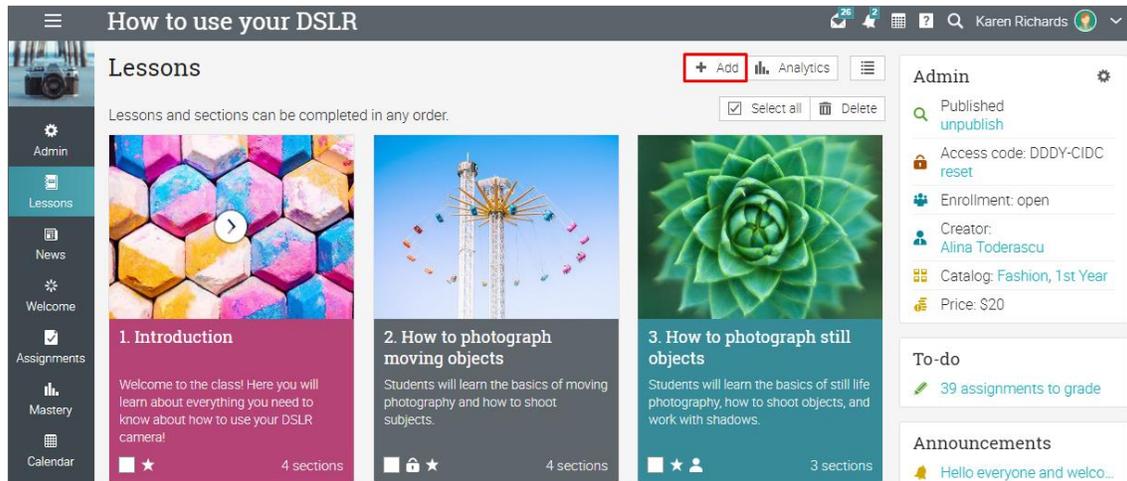
Add actions that should be performed when a class is completed, such as awarding a certificate, badges, sending custom messages to students or enrolling them in another class.



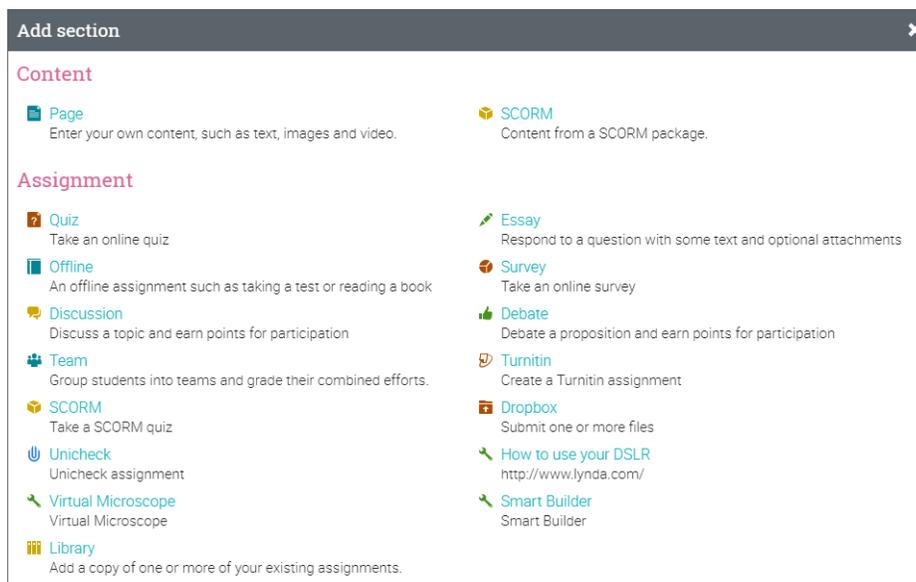
Getting started guide for Teachers

Adding lessons

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



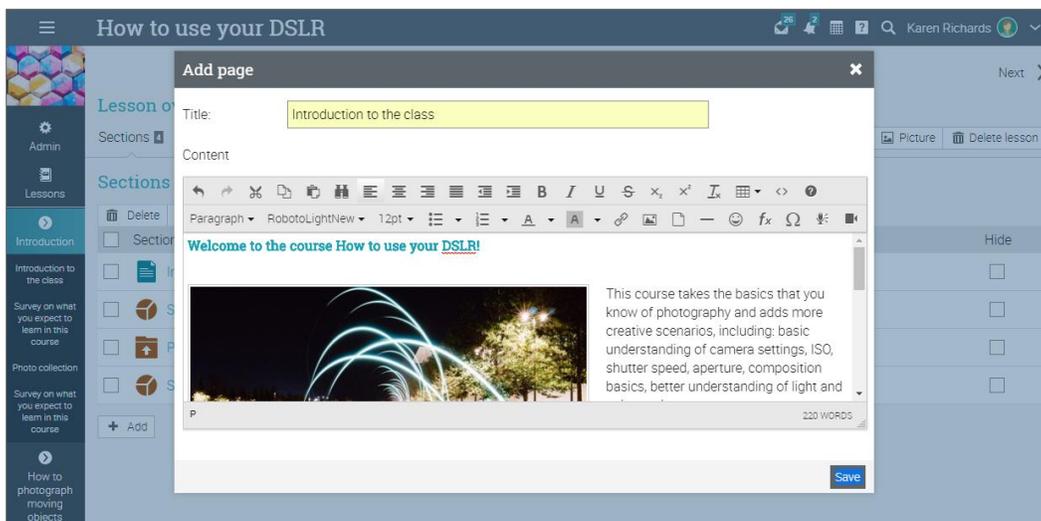
Once you've added a lesson, you can use the edit icon to change settings or description and the picture icon to change the picture. You can then add a section to your lesson, which can either be a content section or assignment.



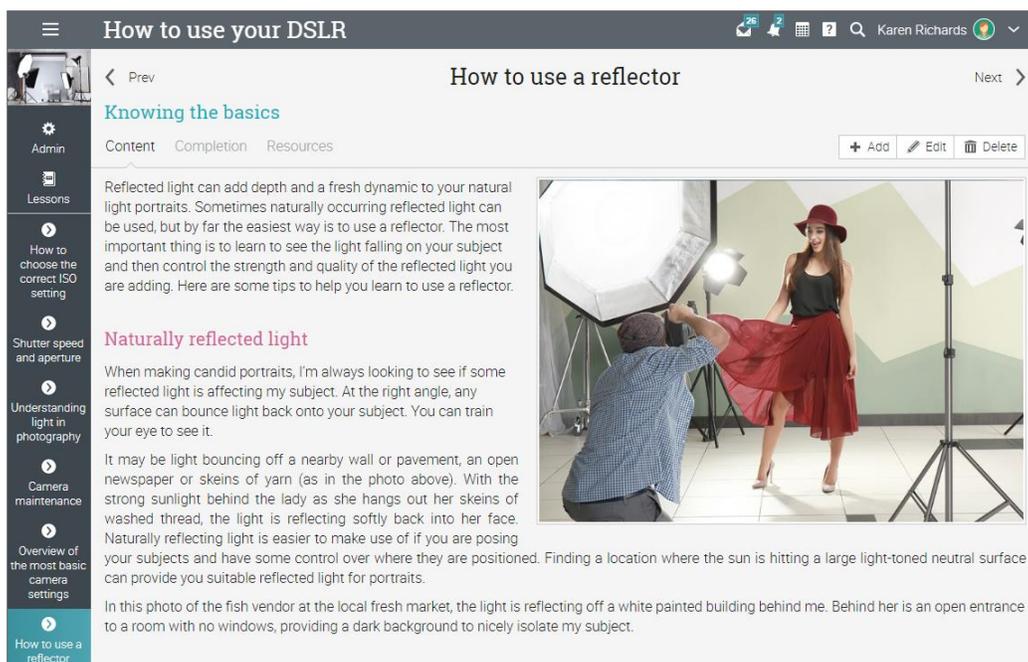
Getting started guide for Teachers

Adding sections

To add a section to a lesson, 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 you can use the HTML editor right away to create content.

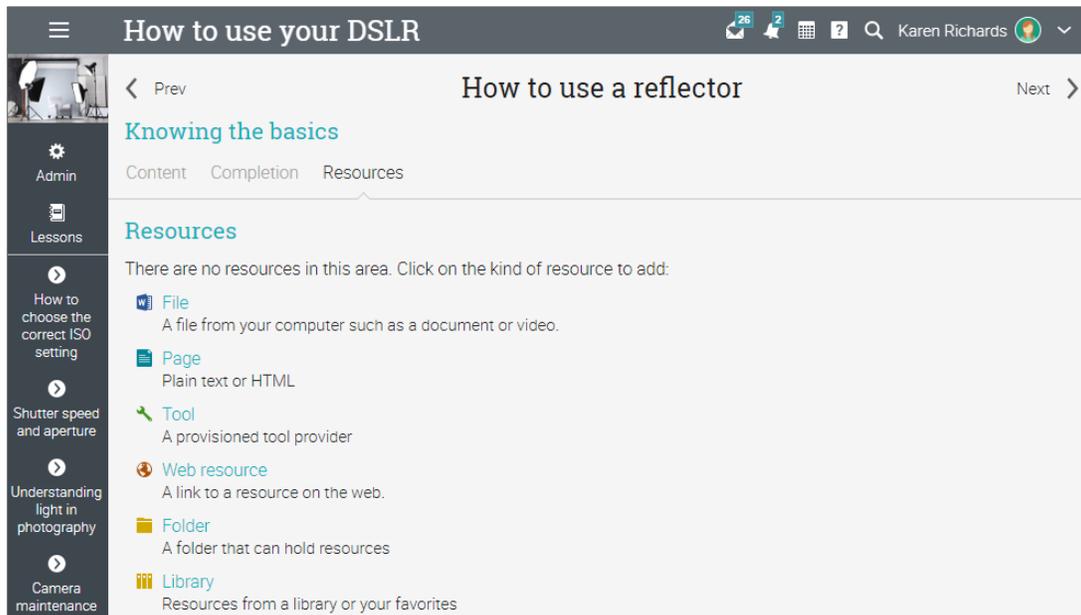


Here you will have many options for editing your content page. You can use the picture icon to upload pictures, add text, upload any kind of file, including video and audio. Additionally, you can record video or audio content directly from your browser. Here is how your created page might look like:



Getting started guide for Teachers

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.

The 'Add File' dialog box contains the following fields and options:

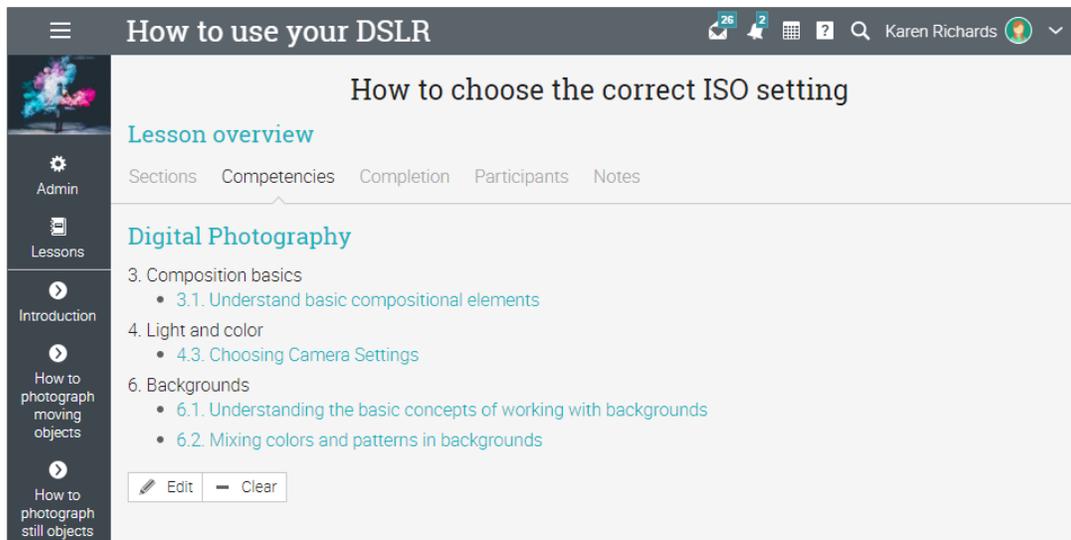
- File name: Reflector(2).docx [change]
- Name: Reflector Resource
- Description: * Guide to using reflectors
- Subject: * Visual Arts
- Library: Personal Organization School District

* Optional Save

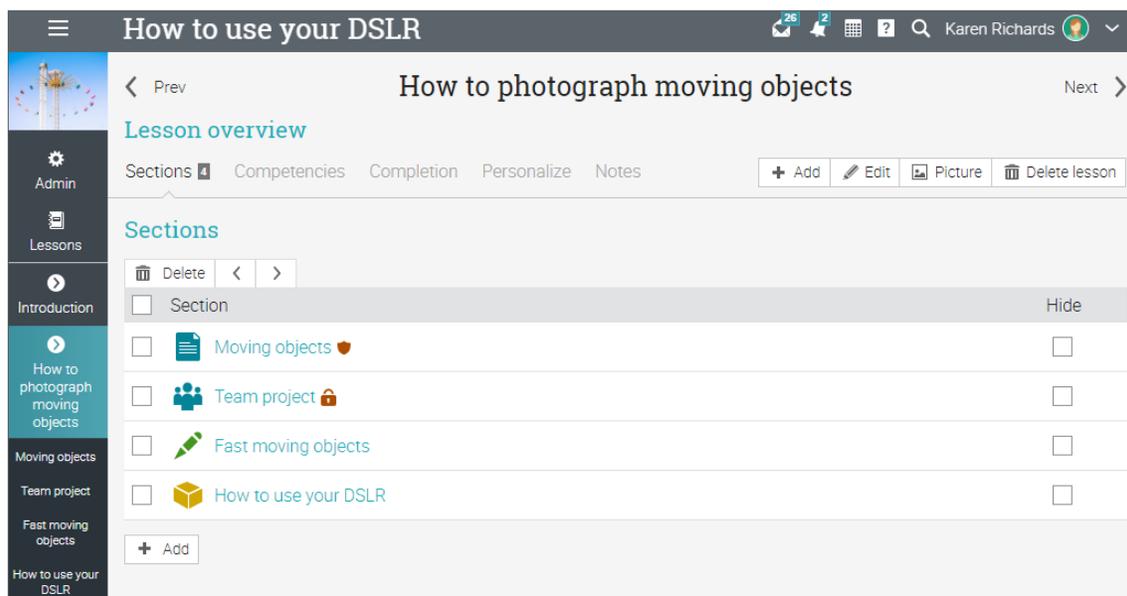
Getting started guide for Teachers

Setting competencies for a lesson

If your class is associated with competencies, you can set them for a lesson. Go to the lesson, then click its Competencies tab, select the related competencies then click Save.



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



Getting started guide for Teachers

Enrolling students

To begin enrolling students in a class, go to the Students tab in the class left bar.

Student	Progress	Scores	Grade	Due	Awards	Notes	Portfolio	Mastery	Enrolled Last visited	More
<input type="checkbox"/> Bertalan, Zsolt			B 79%	2	13	-	-		Jun 8, 2016 5 days ago	
<input type="checkbox"/> Dillon, James			F 0%	15	-	-	-	-	Jan 26, 2018 87 days ago	
<input type="checkbox"/> Doboaca, Olivia			A 91%	7	3	-	-		May 10, 2017 Never	
<input type="checkbox"/> Jefferson, Tom			B 75%	13	-	-	-	-	Jan 11, 2018 5 days ago	
<input type="checkbox"/> Johnson, Sally			B+ 81%	1	10	1	1		Jan 25, 2016 3 days ago	
<input type="checkbox"/> McGregor, Tom			A- 88%	8	2	-	-		May 25, 2017 45 days ago	
<input type="checkbox"/> Mullon, Tracy			B+ 81%	4	3	-	-		Jan 25, 2016 563 days ago	
<input type="checkbox"/> Murray, Danielle			B- 73%	5	6	1	-		Mar 15, 2016 109 days ago	
<input type="checkbox"/> Philips, Jeremy		-	-	13	2	-	-		Mar 6, 2018 47 days ago	

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

Enroll students ✕

Here are the ways to enroll students:

- Classes tab**
Students can hover over the Classes tab, click Enroll, then enter the access code DDDY-CIDC.
- People picker**
Enroll students using the people picker
- Email invitations**
Send invitations by email.

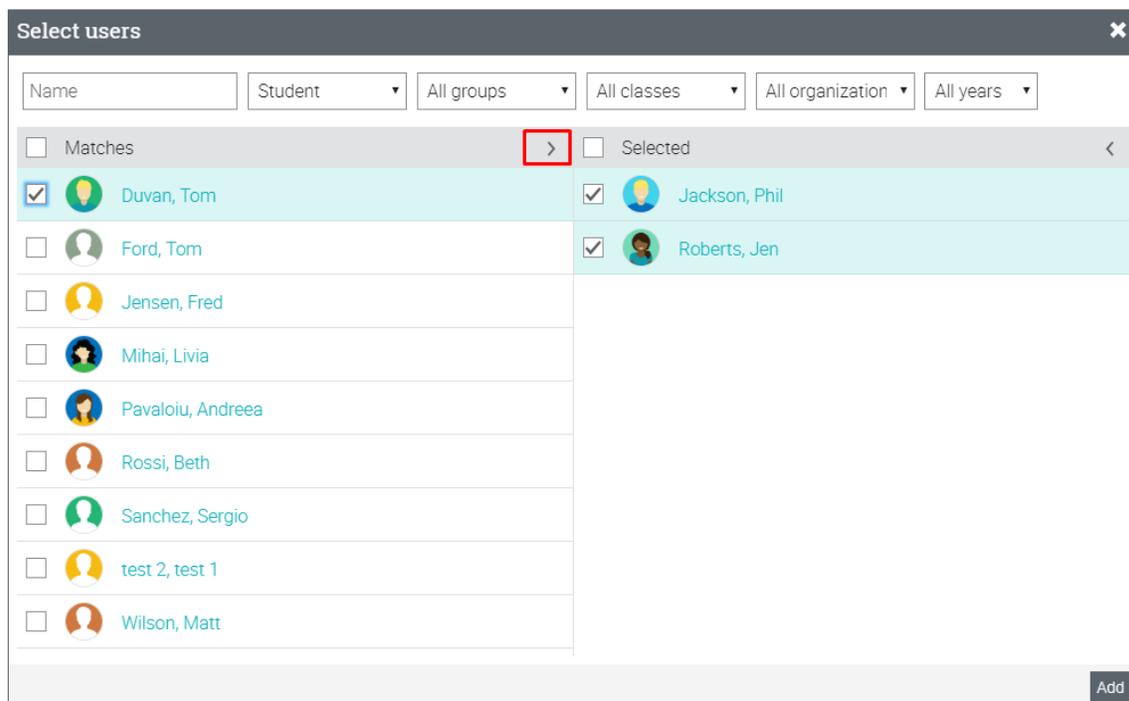
Getting started guide for Teachers

Classes tab

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

People picker

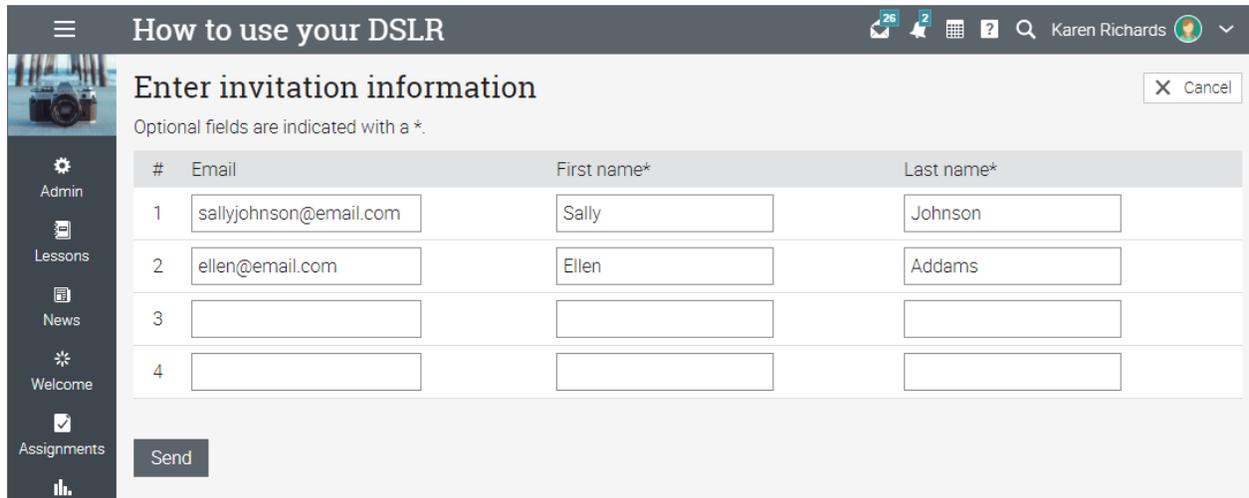
You can enroll students using the people picker, which allows you to filter people by name, account type, groups, organizations and classes. Select the students you want to add and click the middle arrow to move them in the column on the right, then click Add.



Getting started guide for Teachers

Email invitations

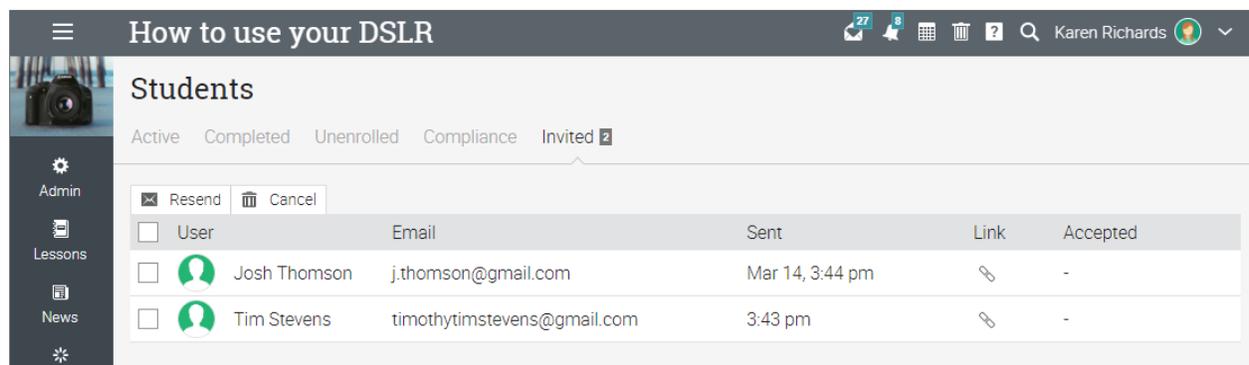
Select the approximate number of invitations to send, then enter the email addresses and names of the students to add them to your class.



The screenshot shows the 'Enter invitation information' form in the DSLR interface. The form has a sidebar on the left with navigation options: Admin, Lessons, News, Welcome, and Assignments. The main content area is titled 'Enter invitation information' and includes a 'Cancel' button. Below the title, there is a note: 'Optional fields are indicated with a *'. The form contains a table with four rows, each representing an invitation. The first two rows are filled with data, while the last two are empty. A 'Send' button is located at the bottom left of the form.

#	Email	First name*	Last name*
1	sallyjohnson@email.com	Sally	Johnson
2	ellen@email.com	Ellen	Addams
3			
4			

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 home page.



The screenshot shows the 'Students' page in the DSLR interface. The page has a sidebar on the left with navigation options: Admin, Lessons, News, and Welcome. The main content area is titled 'Students' and includes a 'Resend' button and a 'Cancel' button. Below the buttons, there is a table with columns: User, Email, Sent, Link, and Accepted. The table contains two rows of data, representing two students who have been invited.

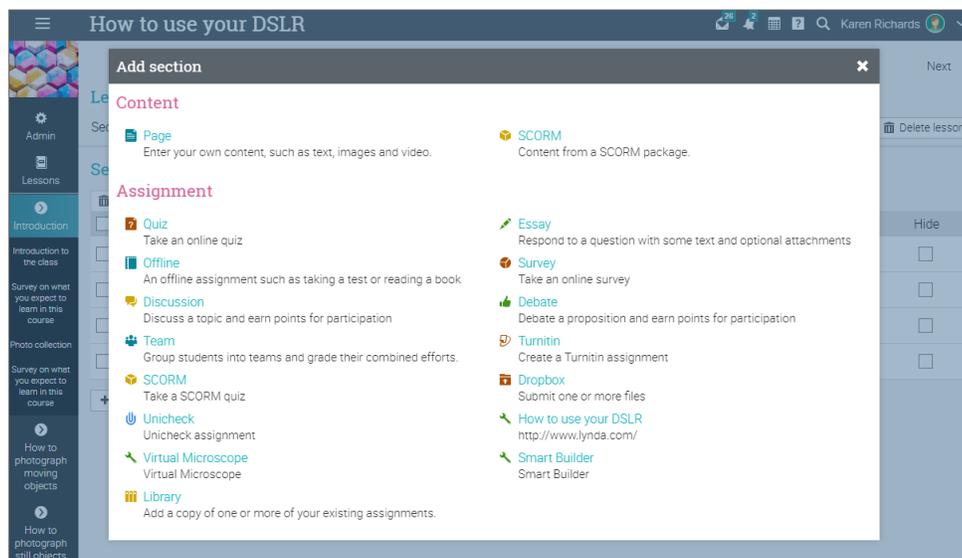
User	Email	Sent	Link	Accepted
<input type="checkbox"/> Josh Thomson	j.thomson@gmail.com	Mar 14, 3:44 pm	Link	-
<input type="checkbox"/> Tim Stevens	timothytimstevens@gmail.com	3:43 pm	Link	-

Getting started guide for Teachers

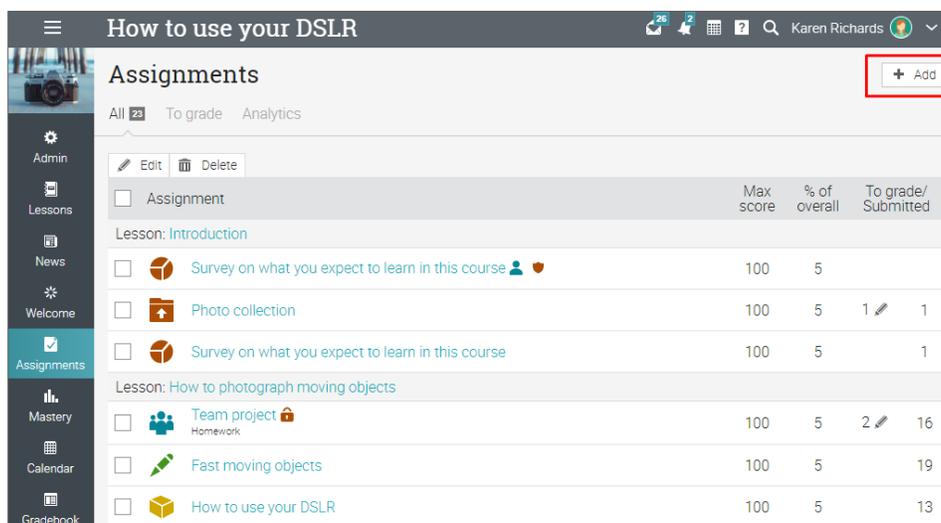
Adding assignments

An assignment is a task that a student 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 assignments: you can add an assignment directly from the lesson page or from the Assignments tab of the class. From a lesson page, click Add Section, then select an assignment from out list of twelve different types:

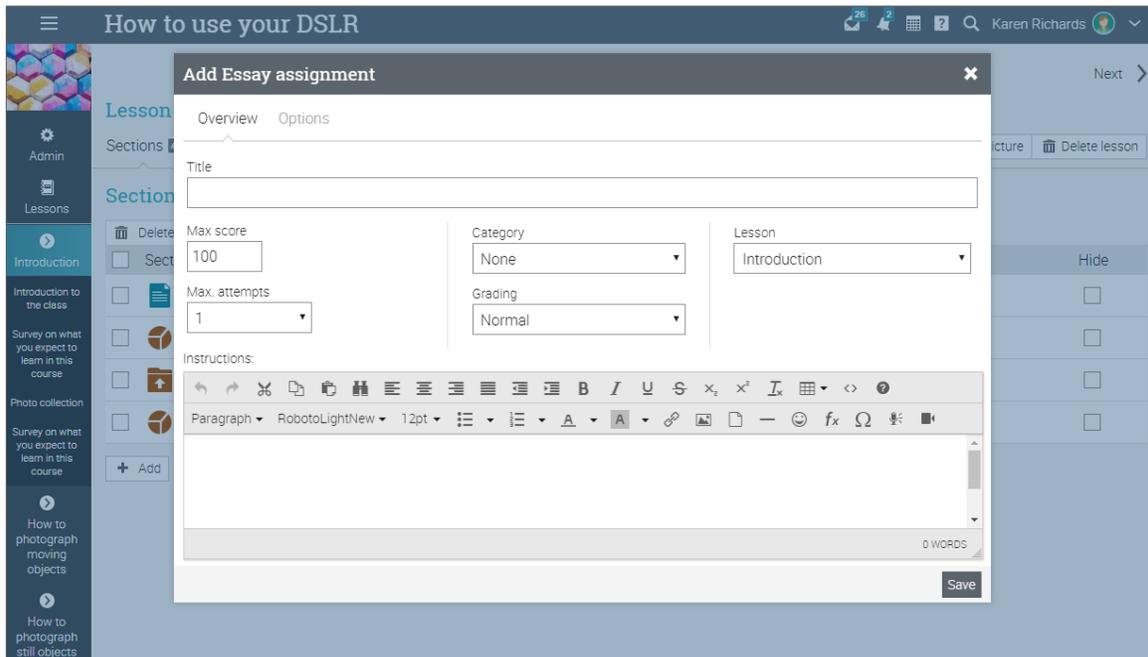


From the Assignments tab of your class, click Add Assignment from the top right.



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



Here are some notes on the assignment settings:

- ✓ **Max score** - the maximum score that a student can obtain;
- ✓ **Points** - if you selected "weight by points", then these are the points that the assignment is worth;
- ✓ **Category** - the category of the assignment. You can see the available categories via Admin/Configure/Assignments;
- ✓ **Grading** - here are the options:
 - **Normal** - the assignment 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 assignment is not graded and does not contribute to the final grade;

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- ✓ **Max attempts** - the maximum number of attempts that a student can have for submitting an assignment;
- ✓ **Allow late** - allows students to submit the assignment after the due date has passed;
- ✓ **Lesson** - indicates the lesson associated with the assignment, if any;
- ✓ **Allow students to comment** – students can comment on the submissions of other students;
- ✓ **Gateway** - an optional minimum percentage that a student must achieve to pass the assignment;
- ✓ **Instructions** - instructions on how to perform the assignment.

The screenshot displays a user interface for a learning management system. At the top, the page title is "How to use your DSLR" and the user name "Karen Richards" is visible. The main content area is titled "Water drops macro" and includes tabs for "Submission", "History", and "Competencies". The "Submission" tab is active, showing a submission by "Bertalan, Zsolt" with a score of 100. The submission details include the date and time (Mar 22, 12:22 pm), the number of attempts (6), and the maximum attempts (Unlimited). A list of comments shows six submissions made at various times on Mar 22, 2017. The interface also features a sidebar with navigation options like Admin, Lessons, News, Welcome, Assignments, Calendar, Gradebook, Purchases, Mastery, Resources, and Students.

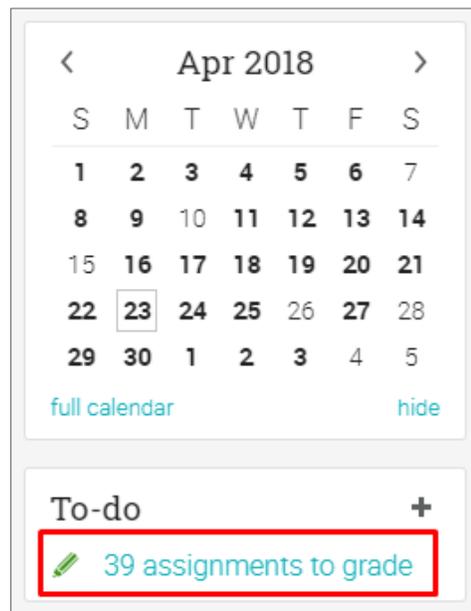
Getting started guide for Teachers

Grading assignments

There are three ways to grade an assignment:

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

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

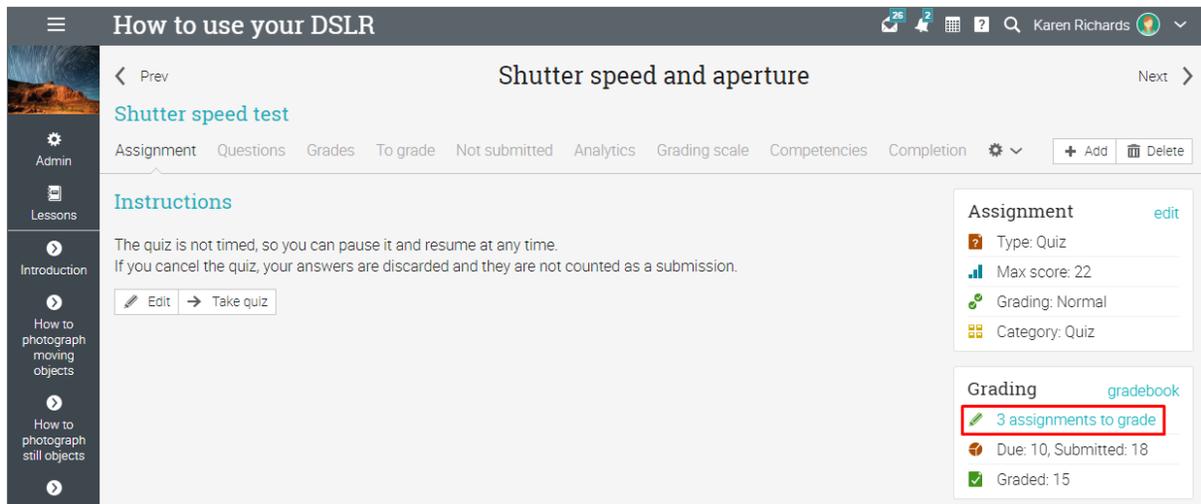


The screenshot displays a user interface for a teacher dashboard. At the top, there is a calendar for April 2018. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates from 1 to 30. The date 23 is highlighted with a red box. Below the calendar, there are two links: "full calendar" and "hide". Below the calendar, there is a "To-do" section with a plus sign. The "To-do" section contains a red box around the text "39 assignments to grade" with a pencil icon to the left.

Getting started guide for Teachers

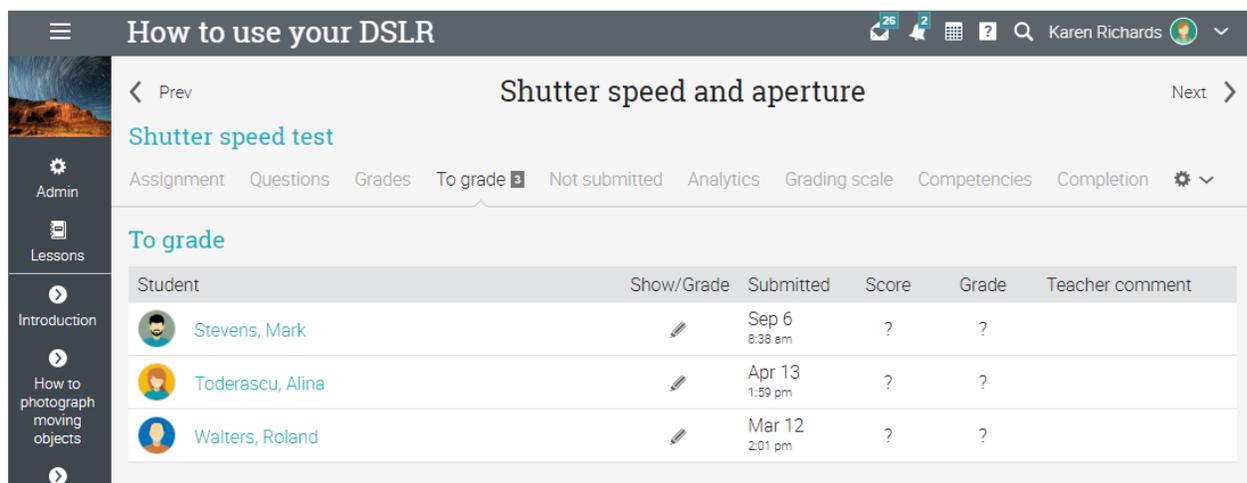
Grading from the assignment page

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



The screenshot shows the 'Shutter speed test' assignment page. The 'Grading' section is visible on the right, with a red box highlighting '3 assignments to grade'. The 'Assignment' section shows details like 'Type: Quiz', 'Max score: 22', 'Grading: Normal', and 'Category: Quiz'. The 'Grading' section also shows 'Due: 10, Submitted: 18' and 'Graded: 15'.

Or you can visit the To grade tab.

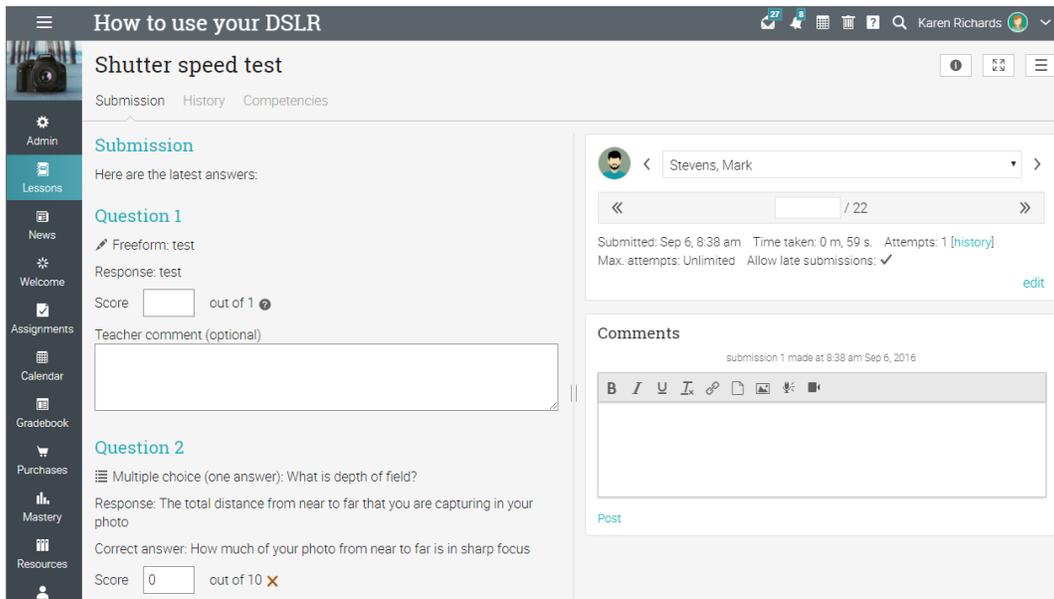


The screenshot shows the 'Shutter speed test' assignment page with the 'To grade' tab selected. The table below lists the submissions that need to be graded.

Student	Show/Grade	Submitted	Score	Grade	Teacher comment
 Stevens, Mark		Sep 6 8:38 am	?	?	
 Toderascu, Alina		Apr 13 1:59 pm	?	?	
 Walters, Roland		Mar 12 2:01 pm	?	?	

Getting started guide for Teachers

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

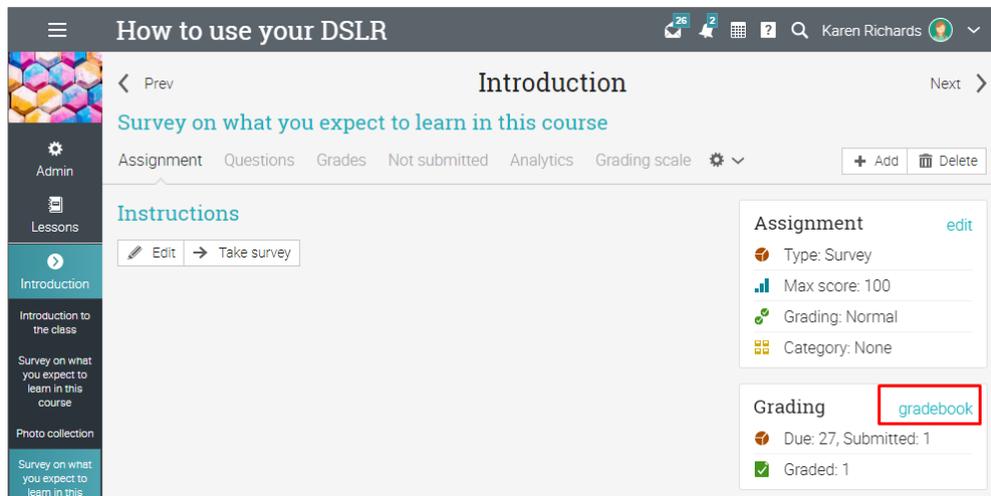


- ✓ On the right side, you can see assignment information such as the date of submission and number of attempts. Click on edit to override the default maximum number of attempts. Here you can also find the threaded comment section should you wish to leave a comment for your student. Threaded comments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

Getting started guide for Teachers

Grading from the gradebook

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



Depending on how many students and assignments there are, scroll bars that let you scroll through the grades list will appear.

The screenshot shows the 'Gradebook' page with a table of student grades. The table has columns for assignments and student names. A vertical scrollbar is visible on the right side of the table.

Students	Team project	Fast moving objects	How to use your DSLR	Essay on still life photog...	Attendance	Vote the correct ISO setting
Bertalan, Zsolt	100	100	100	60	50	90
Blyne, Damian	70	85	95	0	50	80
Corser, Troy	40	95	96	90	50	100
Dillon, James			0			
Doboaca, Olivia		96	89		0	86
Dove, Rob			68	65	0	95
Jefferson, Tom			75			
Johnson, Sally		85	95	90	50	70

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Each assignment is listed at the top of the gradebook, with an icon to indicate its type, a link to the assignment and the number of points associated with the assignment.

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

Assignments	at	Team project	Fast moving objects	How to use your DSLR	Essay on still life photog.	Attendance	Vote the correct ISO setting	Shut
Category	Overall	Homework	-	-	Test	Participation	Test	
Students		100	100	100	100	50/ec	100	
Bertalan, Zsolt		80	96	100	60	50	90	
Blyne, Damian	1	70	85	95	0	50	80	
Corser, Troy		40	95	96	90	50	100	
Dillon, James	1	0%		0				
Doboaca, Olivia			96	89		0	86	
Dove, Rob	1			68	65	0	95	
Jefferson, Tom		75		75				

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

Assignments	at	Team project	Fast moving objects	How to use your DSLR	Essay on still life photog.	Attendance	Vote the correct ISO setting	Shut
Category	Overall	Homework	-	-	Test	Participation	Test	
Students		100	100	100	100	50/ec	100	
McGregor, Tom	1	85%	A-	75	100	0		
Mullon, Tracy		81%	B+	60	78	89	91	

Jess Potter | Team project

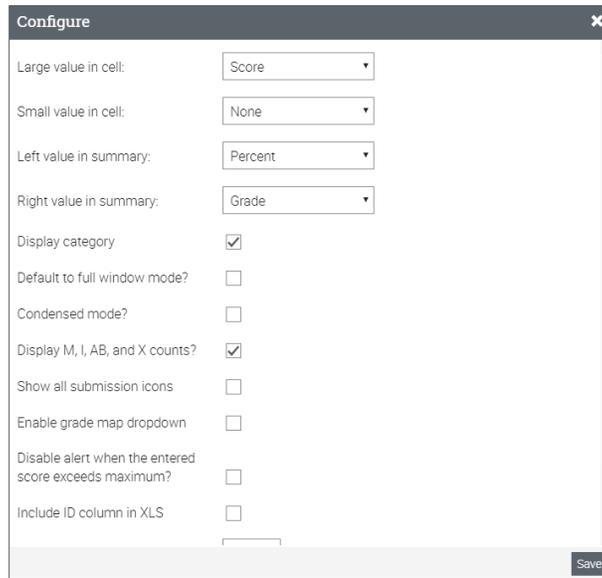
Score: / 100

Teacher comment:

Save

Getting started guide for Teachers

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

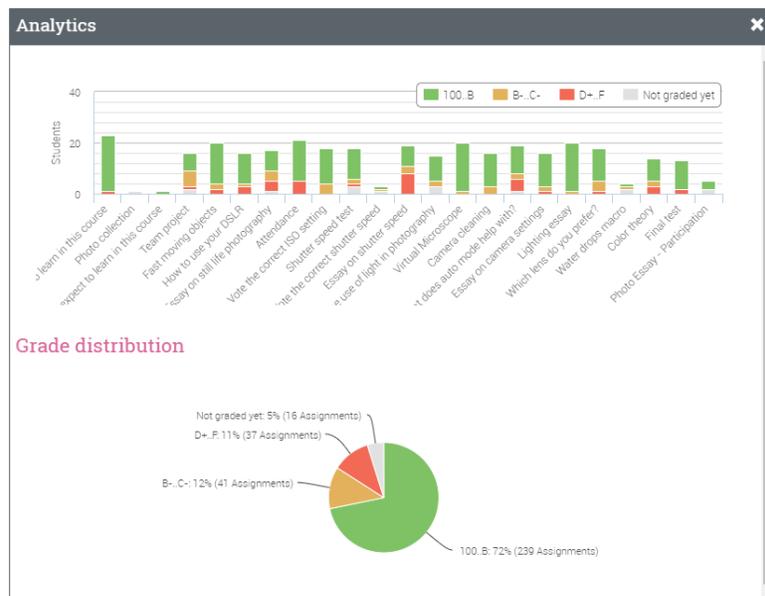


The 'Configure' dialog box allows teachers to customize the gradebook display. It includes the following settings:

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

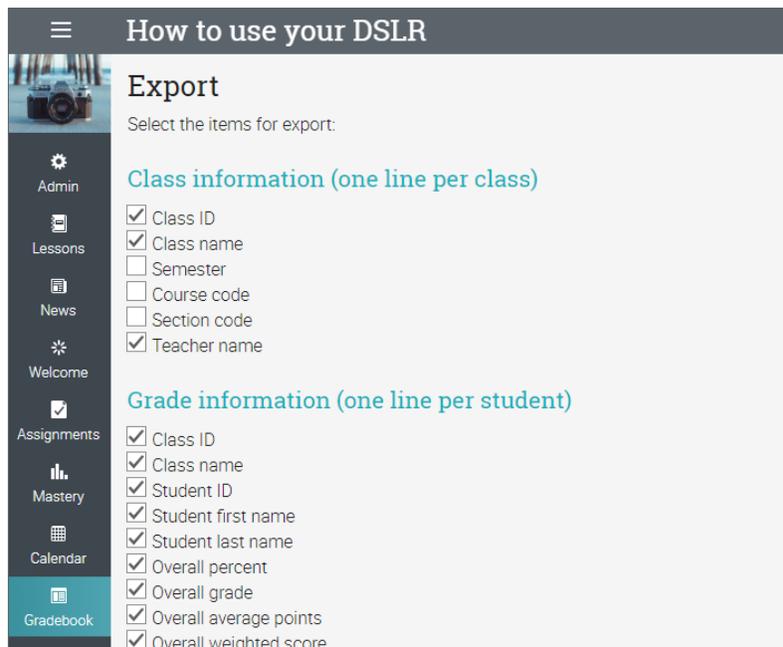
A 'Save' button is located at the bottom right of the dialog.

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



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



The screenshot shows a web interface titled "How to use your DSLR". On the left is a navigation menu with icons and labels for Admin, Lessons, News, Welcome, Assignments, Mastery, Calendar, and Gradebook. The main content area is titled "Export" and includes a sub-header "Select the items for export:". There are two sections of checkboxes: "Class information (one line per class)" and "Grade information (one line per student)".

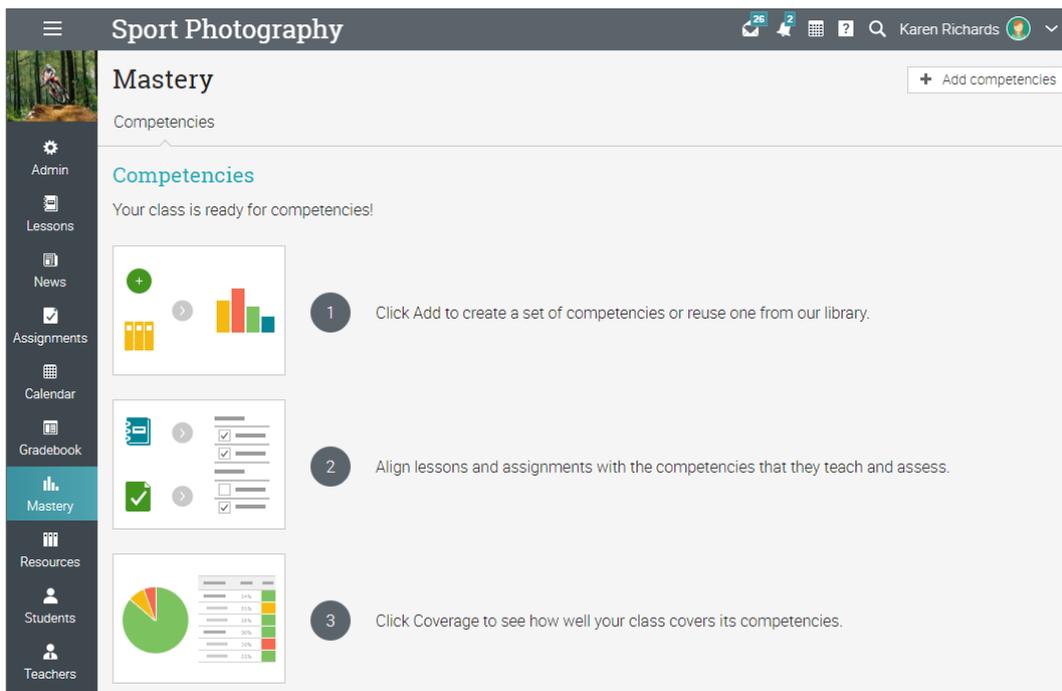
Section	Field	Selected
Class information (one line per class)	Class ID	<input checked="" type="checkbox"/>
	Class name	<input checked="" type="checkbox"/>
	Semester	<input type="checkbox"/>
	Course code	<input type="checkbox"/>
	Section code	<input type="checkbox"/>
Grade information (one line per student)	Teacher name	<input checked="" type="checkbox"/>
	Class ID	<input checked="" type="checkbox"/>
	Class name	<input checked="" type="checkbox"/>
	Student ID	<input checked="" type="checkbox"/>
	Student first name	<input checked="" type="checkbox"/>
	Student last name	<input checked="" type="checkbox"/>
	Overall percent	<input checked="" type="checkbox"/>
	Overall grade	<input checked="" type="checkbox"/>
Overall average points	<input checked="" type="checkbox"/>	
Overall weighted score	<input checked="" type="checkbox"/>	



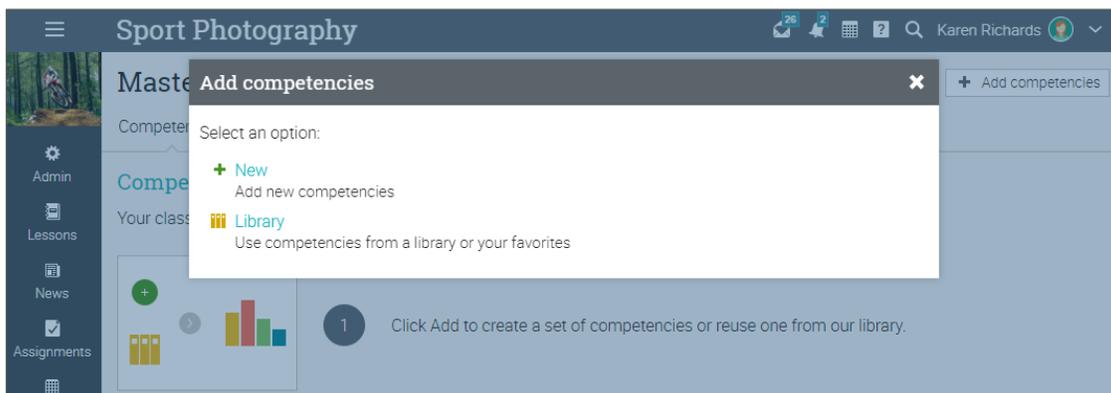
Getting started guide for Teachers

Mastery and competencies

You can track your students' progress and understanding of the class material through competencies. Competencies are associated with lessons, including content pages and assignments. To associate a class with competencies, visit the Mastery tab and click Add competencies.

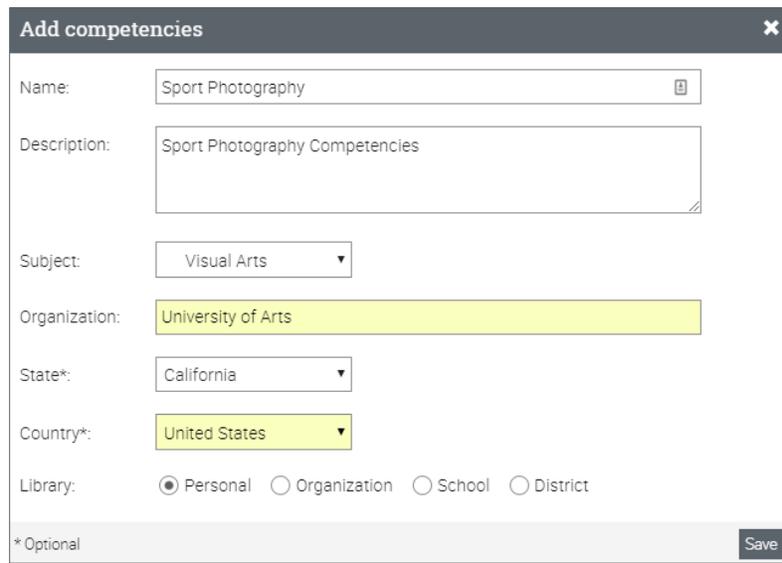


You can add your own or use pre-existing competencies from a library.



Getting started guide for Teachers

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

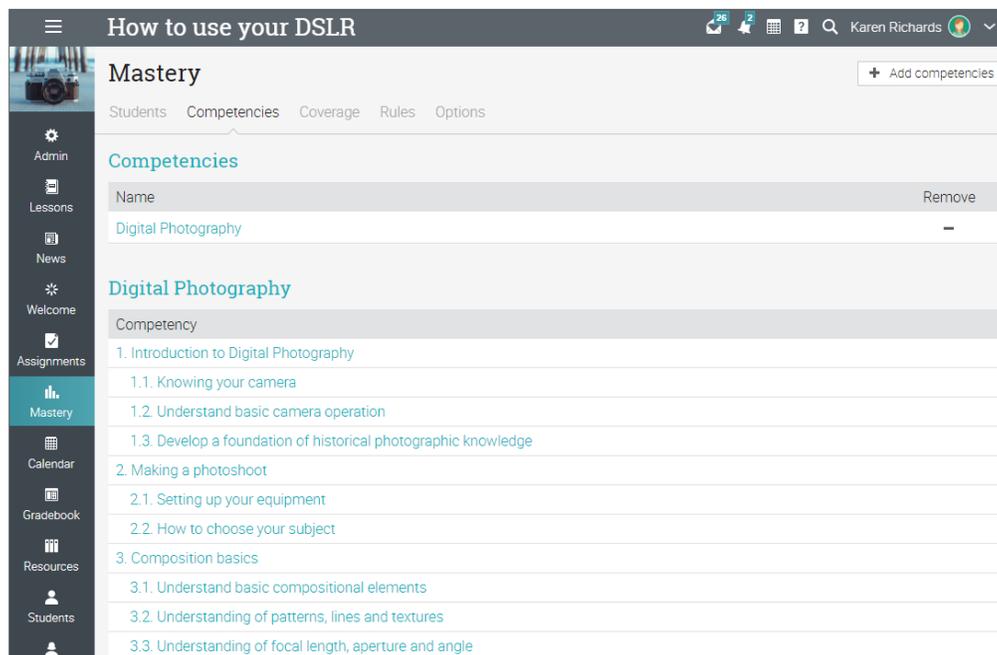


The screenshot shows a form titled "Add competencies" with the following fields and options:

- Name: Sport Photography
- Description: Sport Photography Competencies
- Subject: Visual Arts
- Organization: University of Arts
- State*: California
- Country*: United States
- Library: Personal Organization School District

* Optional Save

For example, this is how the competencies for a class might look like:



The screenshot shows a course page titled "How to use your DSLR" with a sidebar menu and a main content area. The main content area is titled "Mastery" and shows a list of competencies for "Digital Photography".

Name	Remove
Digital Photography	-
Digital Photography	
Competency	
1. Introduction to Digital Photography	
1.1. Knowing your camera	
1.2. Understand basic camera operation	
1.3. Develop a foundation of historical photographic knowledge	
2. Making a photoshoot	
2.1. Setting up your equipment	
2.2. How to choose your subject	
3. Composition basics	
3.1. Understand basic compositional elements	
3.2. Understanding of patterns, lines and textures	
3.3. Understanding of focal length, aperture and angle	

Getting started guide for Teachers

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

The screenshot shows the 'How to use your DSLR' lesson overview page. The main heading is 'Overview of the most basic camera settings'. Under 'Lesson overview', there are tabs for 'Sections', 'Set competencies', 'Completion', 'Personalize', and 'Notes'. The 'Set competencies' tab is active, showing a list of competencies under the heading 'Digital Photography'. The competencies are grouped into three sections: 1. Introduction to Digital Photography, 2. Making a photoshoot, and 3. Composition basics. Each competency has a checkbox to indicate if it should be set for this lesson.

Section	Competency	Selected
1. Introduction to Digital Photography	1.1. Knowing your camera	<input checked="" type="checkbox"/>
	1.2. Understand basic camera operation	<input checked="" type="checkbox"/>
	1.3. Develop a foundation of historical photographic knowledge	<input checked="" type="checkbox"/>
2. Making a photoshoot	2.1. Setting up your equipment	<input checked="" type="checkbox"/>
	2.2. How to choose your subject	<input checked="" type="checkbox"/>
3. Composition basics	3.1. Understand basic compositional elements	<input type="checkbox"/>
	3.2. Understanding of patterns, lines and textures	<input checked="" type="checkbox"/>

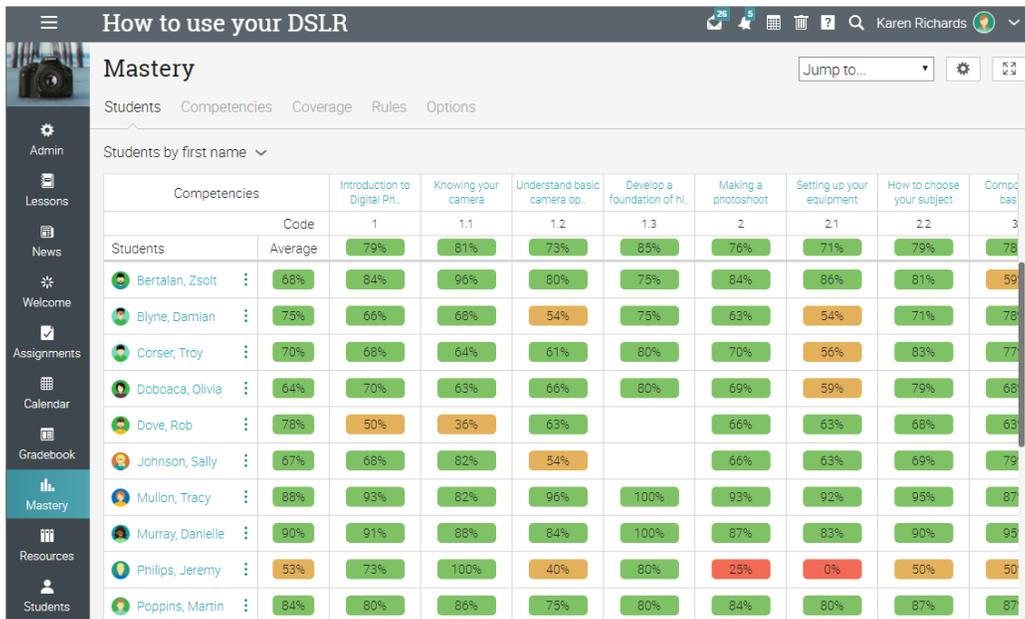
In the Coverage analysis tab, you can see how well the class covers the competencies.

The screenshot shows the 'How to use your DSLR' Coverage analysis page. The main heading is 'Coverage'. Below the heading, there is a pie chart showing the distribution of competency coverage: Good (green), Fair (orange), Poor (red), and Unknown (grey). The 'Good' category is the largest, followed by 'Fair', 'Poor', and 'Unknown'. Below the pie chart, there is a table showing the details of competency coverage for 'Digital Photography'.

Competency	Lessons	Assignments	Rating
1. Introduction to Digital Photography			
1.1. Knowing your camera	5	4	Good
1.2. Understand basic camera operation	5	6	Good
1.3. Develop a foundation of historical photographic knowledge	3	2	Good
2. Making a photoshoot			
2.1. Setting up your equipment	3	5	Good

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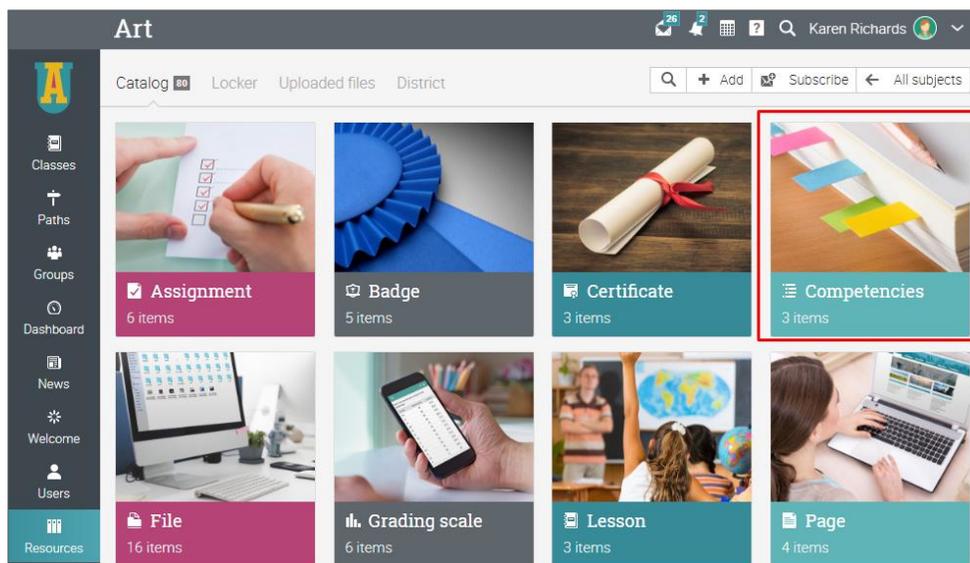
In the Mastery grid you can see the students' progress through each competency and identify the ones that are doing well or the ones that are struggling.



The screenshot shows a 'Mastery' grid for the course 'How to use your DSLR'. The grid lists students and their progress percentages for ten different competencies. The 'Competencies' column lists: Introduction to Digital Ph., Knowing your camera, Understand basic camera op., Develop a foundation of hl., Making a photoshoot, Setting up your equipment, How to choose your subject, and Comp bas. The 'Students' column lists: Bertalan, Zsolt; Blyne, Damian; Corser, Troy; Doboaca, Olivia; Dove, Rob; Johnson, Sally; Mullan, Tracy; Murray, Danielle; Phillips, Jeremy; and Poppins, Martin. The 'Average' row shows overall progress for each competency. The 'Students' row shows individual progress for each student. The 'Competencies' column shows the code for each competency. The 'Students' column shows the student's name and a small icon. The 'Average' row shows the average progress for each competency. The 'Students' row shows the progress for each student. The 'Competencies' column shows the code for each competency. The 'Students' column shows the student's name and a small icon.

Competencies	Introduction to Digital Ph.	Knowing your camera	Understand basic camera op.	Develop a foundation of hl.	Making a photoshoot	Setting up your equipment	How to choose your subject	Comp bas	
Code	1	1.1	1.2	1.3	2	2.1	2.2	3	
Students	Average	79%	81%	73%	85%	76%	71%	79%	78
Bertalan, Zsolt	68%	84%	96%	80%	75%	84%	86%	81%	59
Blyne, Damian	75%	66%	68%	54%	75%	63%	54%	71%	78
Corser, Troy	70%	68%	64%	61%	80%	70%	56%	83%	77
Doboaca, Olivia	64%	70%	63%	66%	80%	69%	59%	79%	68
Dove, Rob	78%	50%	36%	63%		66%	63%	68%	63
Johnson, Sally	67%	68%	82%	54%		66%	63%	69%	79
Mullan, Tracy	88%	93%	82%	96%	100%	93%	92%	95%	87
Murray, Danielle	90%	91%	88%	84%	100%	87%	83%	90%	95
Phillips, Jeremy	53%	73%	100%	40%	80%	25%	0%	50%	50
Poppins, Martin	84%	80%	86%	75%	80%	84%	80%	87%	87

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



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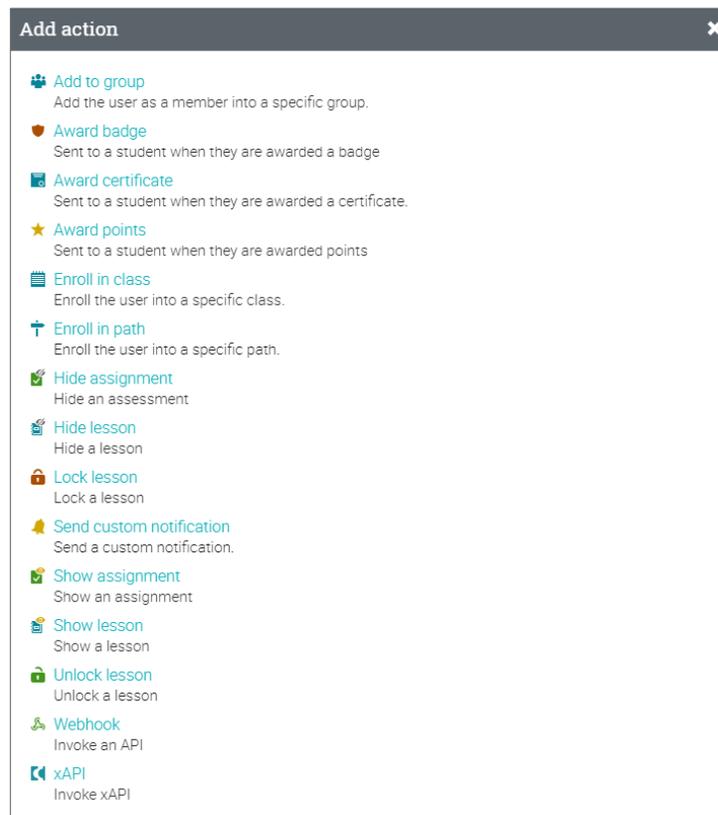
Using automation in a class

Automation helps teachers save time and makes classes more enjoyable for students. The automation feature allows you to define actions that occur under certain conditions. You can set up rules that are performed when students do certain tasks. For example, you can send a custom message when learners enroll in a class 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 classes, lessons and different sections of a lesson.



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Adding class completion rules

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

The screenshot shows the 'Configure' page for the class 'How to use your DSLR'. The 'Completion' tab is selected. Under 'Completion requirements', there is a 'Disable' button. Under 'Completion actions', there is a table listing actions:

Action	Added	Edit	Remove
Send the "class completion" canned message	Jan 18, 2016		
Award certificate Completion certificate	Jun 3, 2016		
Enroll in path Mastering photography	Mar 6, 2018		
Enroll in class How to use your DSLR	Mar 13, 2018		
Award certificate Certificate of completion	Apr 24, 2018		

Adding rules for lessons

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

The screenshot shows the 'Lesson overview' page for the lesson 'How to photograph moving objects'. The 'Completion' tab is selected. Under 'Completion requirements', there is a text description. Under 'Completion actions', there is a table listing actions:

Action	Added	Edit	Remove
Award 100 points for game Participation	Jan 25, 2016		
Hide assignment Essay on shutter speed	Mar 26, 2018		
Show lesson Shutter speed and aperture	Apr 18, 2018		
Award badge Best Student for game Participation	Apr 23, 2018		
Add to group The use of light	Apr 23, 2018		

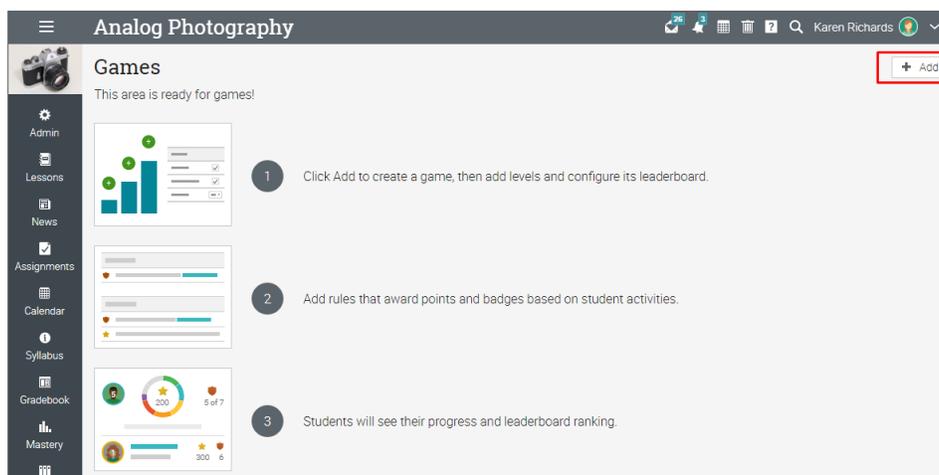
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Using gamification

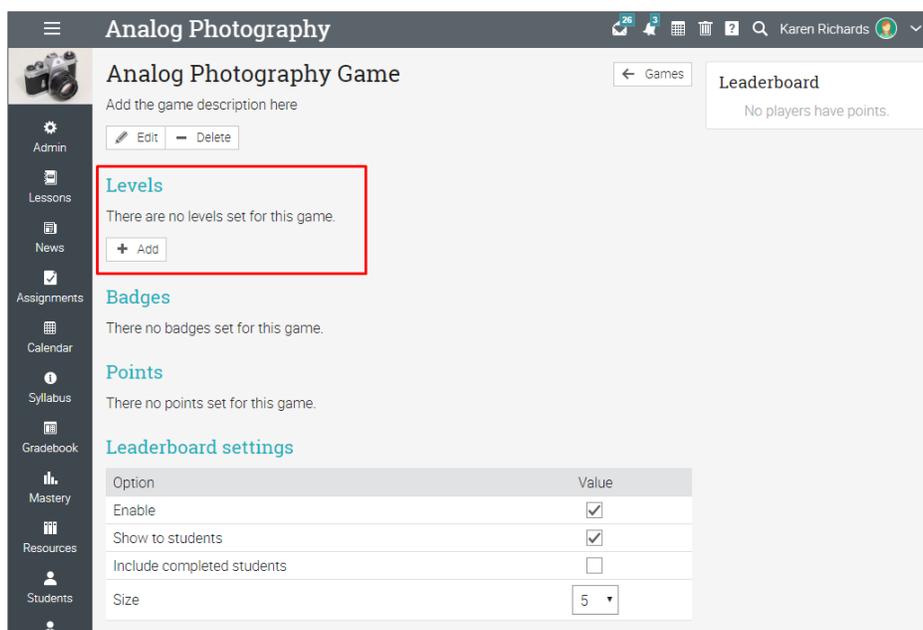
Gamification is based on our automation feature and allows you to create site-wide and class-wide games where students can earn points and badges by doing certain tasks such as completing assignments. They can also advance through levels and see leaderboards with rankings.

Configuring gamification in a class

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

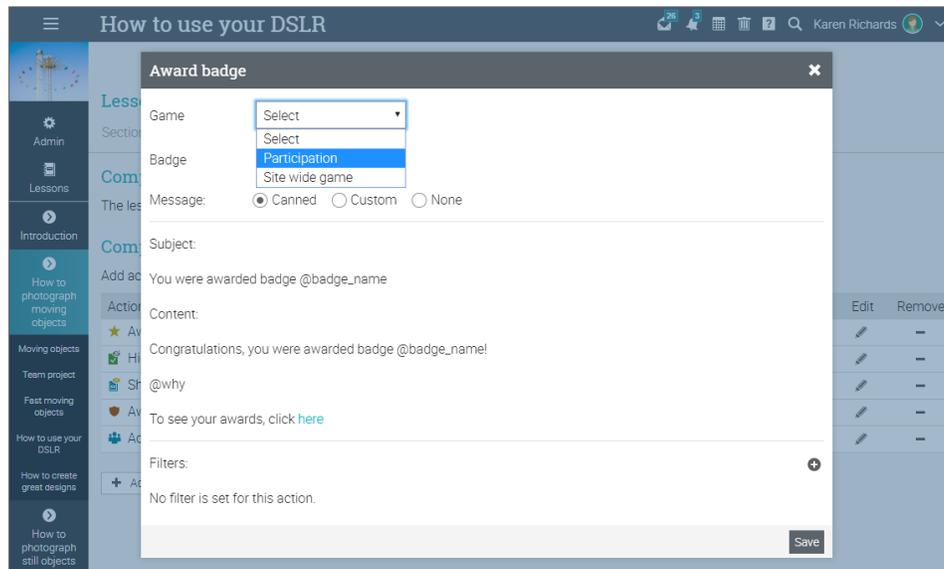


Now you can start adding levels for the game.

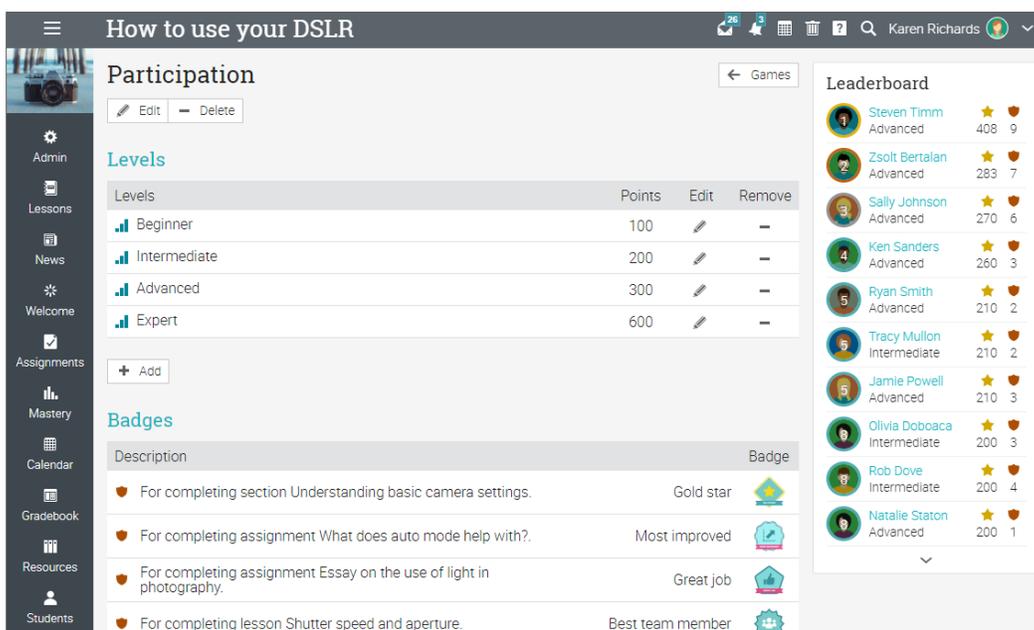


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After adding the levels and points for each one, you can begin adding rules for lessons, sections, and assignments that award points and badges.



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



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Taking attendance

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

Student	Present	Absent	Arrived Late	Left Early	Apr 30	Apr 26	Apr 24			
Bertalan, Zsolt	2	0	1	0	○	✓	✓			
Doboaca, Olivia	2	0	1	0	✓	✓	○			
Johnson, Sally	3	0	0	0	✓	✓	✓			
Philips, Jeremy	2	0	0	1	○	✓	✓			
Rangel, Armando	2	1	0	0	△	✓	x	✓		
Roberts, Jen	3	0	0	0	✓	✓	✓			
Stane, Trish	2	1	0	0	△	✓	✓			
Thomson, James	3	0	0	0	x	✓	x	✓		
Timm, Steven	3	0	0	0	✓	✓	✓			
Walters, Roland	3	0	0	0	x	✓	x	✓		

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

Attendance Edit

Status: Present

Note:

* Optional

Save

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

Student	On time	Arrived late	Left early	Absent	Excused
Bertalan, Zsolt	3	1	-	-	-
Doboaca, Olivia	2	1	-	-	-
Johnson, Sally	3	-	-	-	-
Philips, Jeremy	2	-	1	-	-
Rangel, Armando	2	-	-	1	1
Roberts, Jen	3	-	-	-	-
Stane, Trish	2	-	-	1	-
Thomson, James	3	-	-	-	2

To export the list, use the Export button:

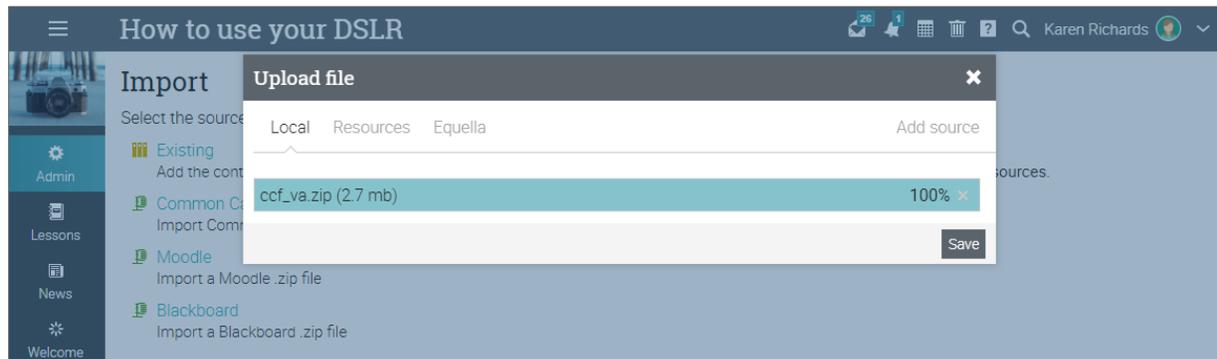
Student	Present	Absent	Arrived Late	Left Early	May 3	Apr 30	Apr 26	Apr 24
Bertalan, Zsolt	3	0	1	0	✓	⚠	✓	✓
Doboaca, Olivia	3	0	1	0	✓	✓	✓	⚠
Johnson, Sally	3	0	1	0	⚠	✓	✓	✓
Philips, Jeremy	3	0	0	1	✓	⚠	✓	✓
Rangel, Armando	3	1	0	0	✓	⚠	✓	✗
Roberts, Jen	4	0	0	0	✓	✓	✓	✓
Stane, Trish	3	1	0	0	✓	⚠	✓	✓
Thomson, James	4	0	0	0	✓	✗	✓	✗
Timm, Steven	4	0	0	0	✓	✓	✓	✓
Walters, Roland	4	0	0	0	✓	✗	✓	✗

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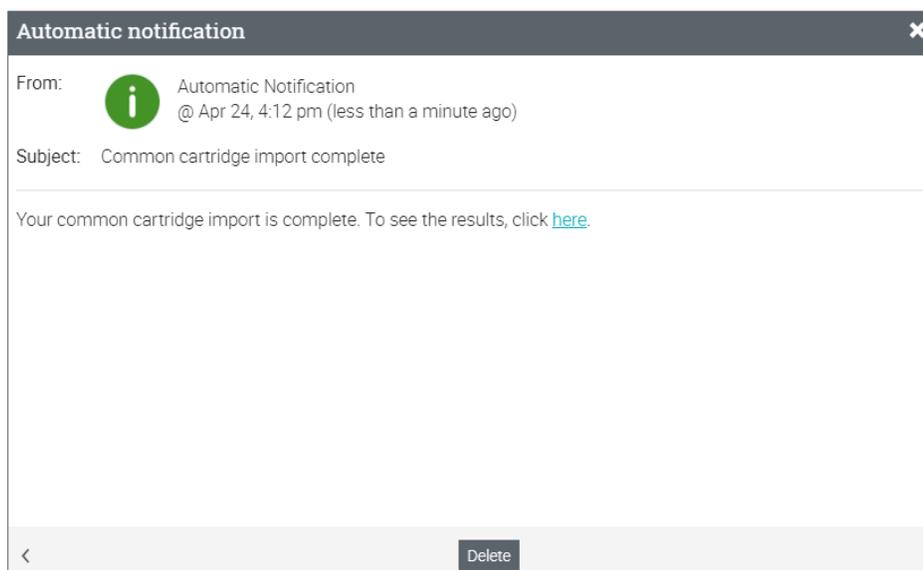
Importing/Exporting class content

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

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



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

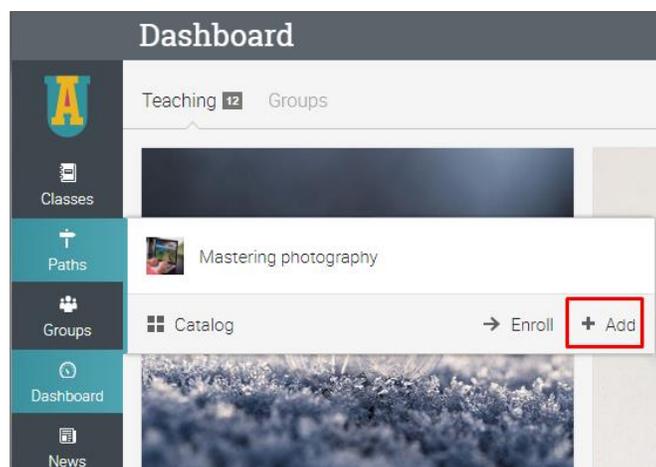


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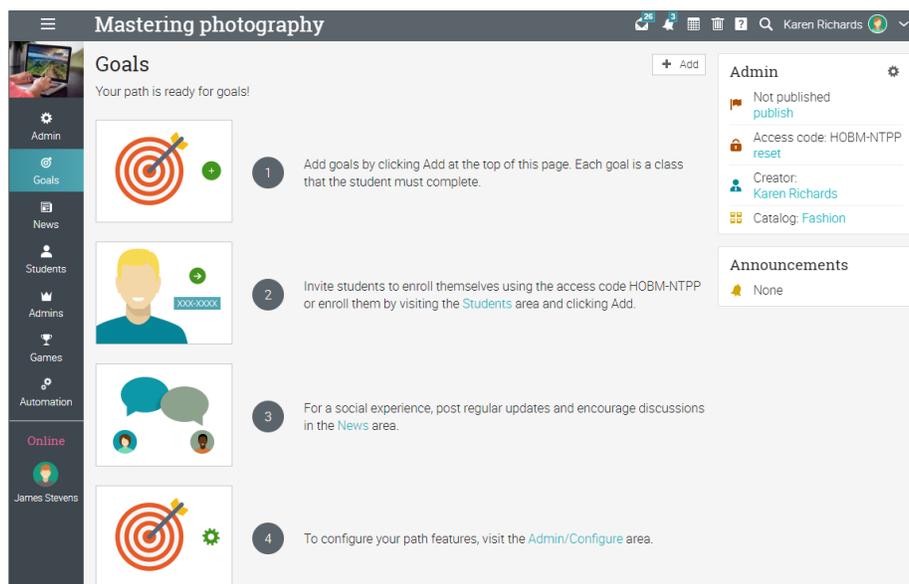
Creating learning paths

A learning path is a set of goals that a student must accomplish. Paths are used to create a personalized learning experience for them. You can configure goal completion and define actions that occur when the path is completed.

To add a new learning path, go to the main left bar.

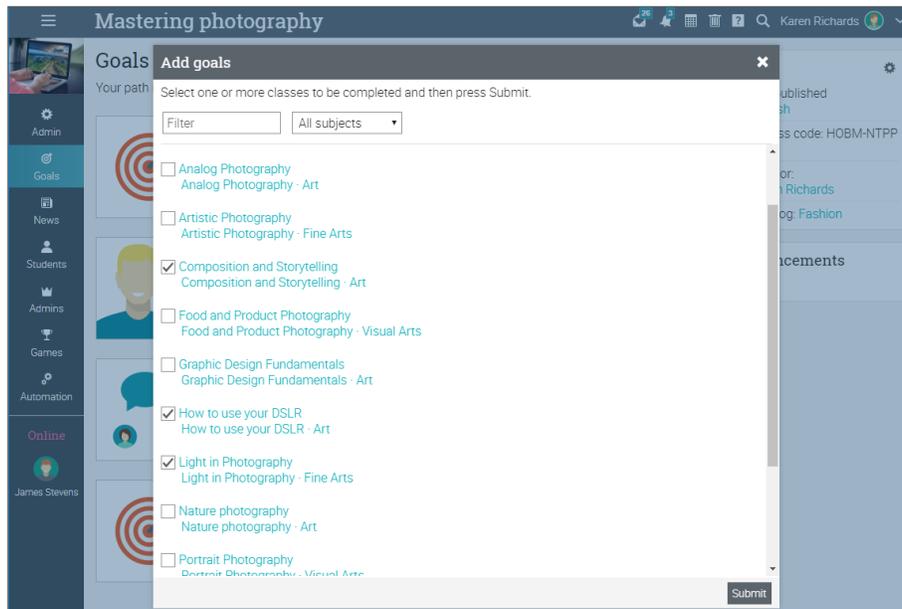


Choose a name, then you will see an overview page, complete with an Admin panel to the right.

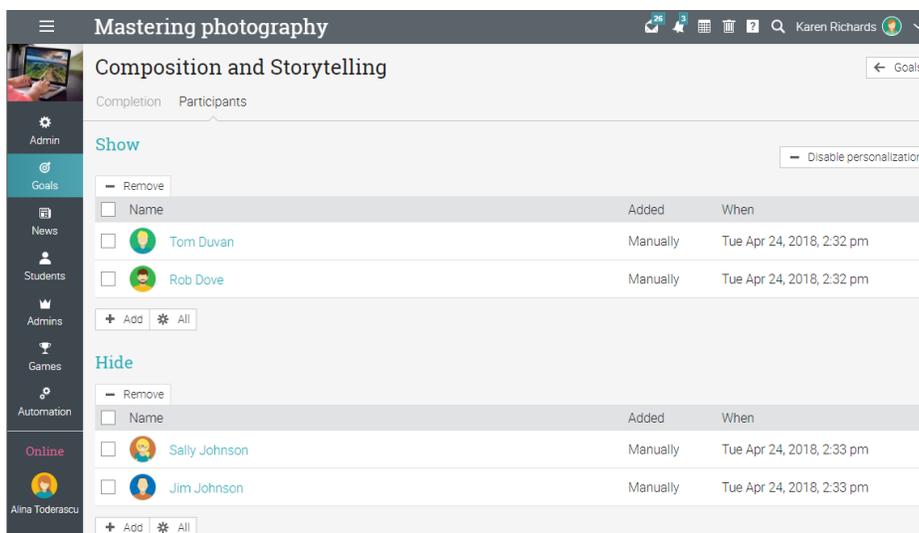


Getting started guide for Teachers

Choose the classes that you want as part of the learning path:



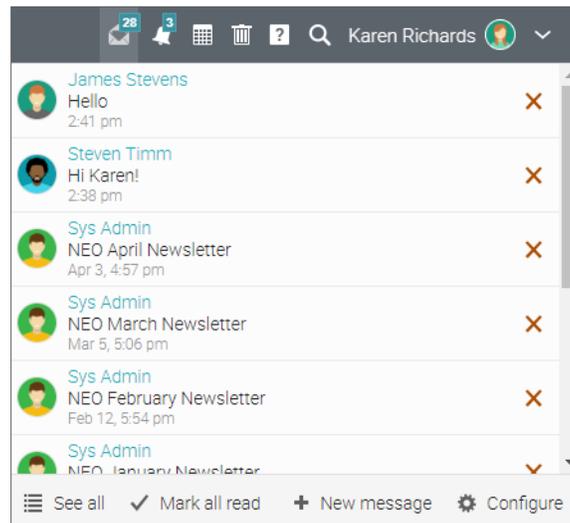
You can then post news, enroll students and configure the learning path. You can also add rules such as enrollment actions through the Automation tab and games in the Game tab. Personalize the learning path by clicking the configure icon next to a goal:



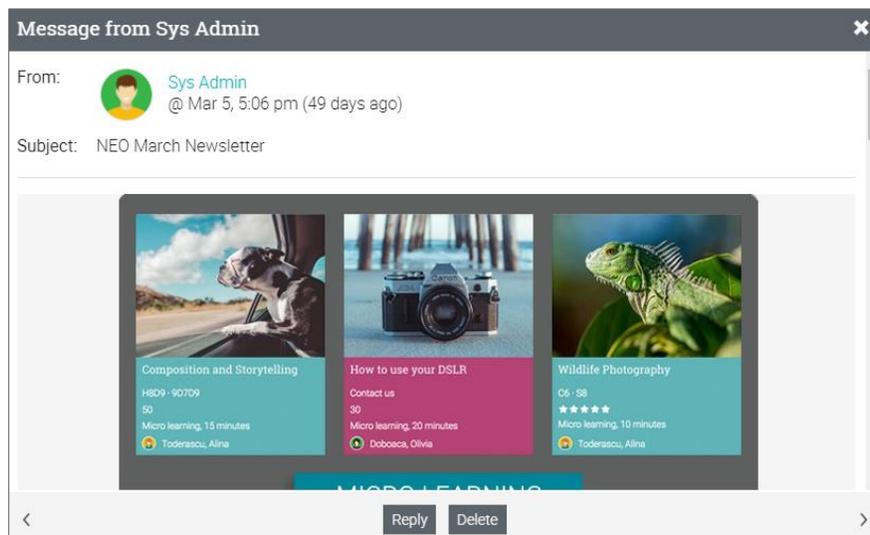
Getting started guide for Teachers

Communicating with users

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

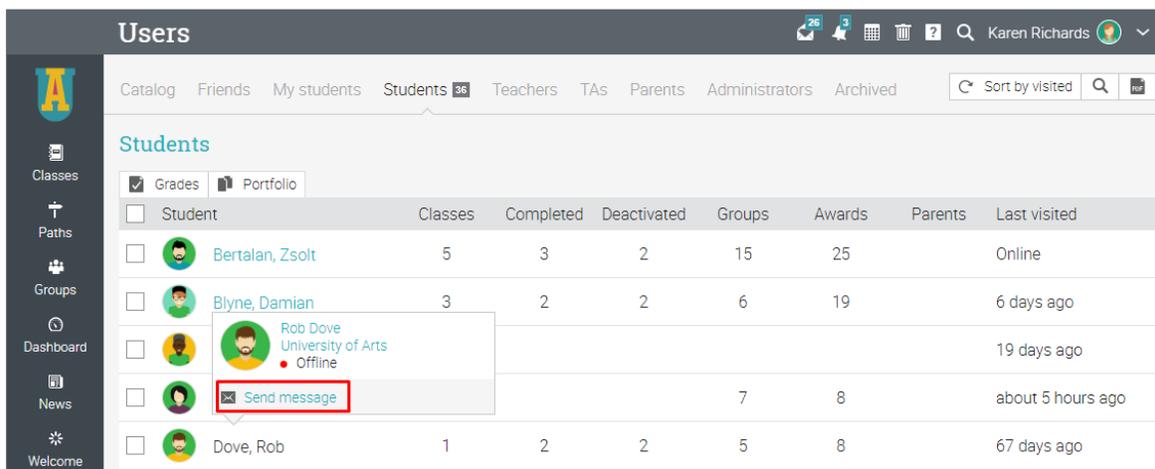


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.

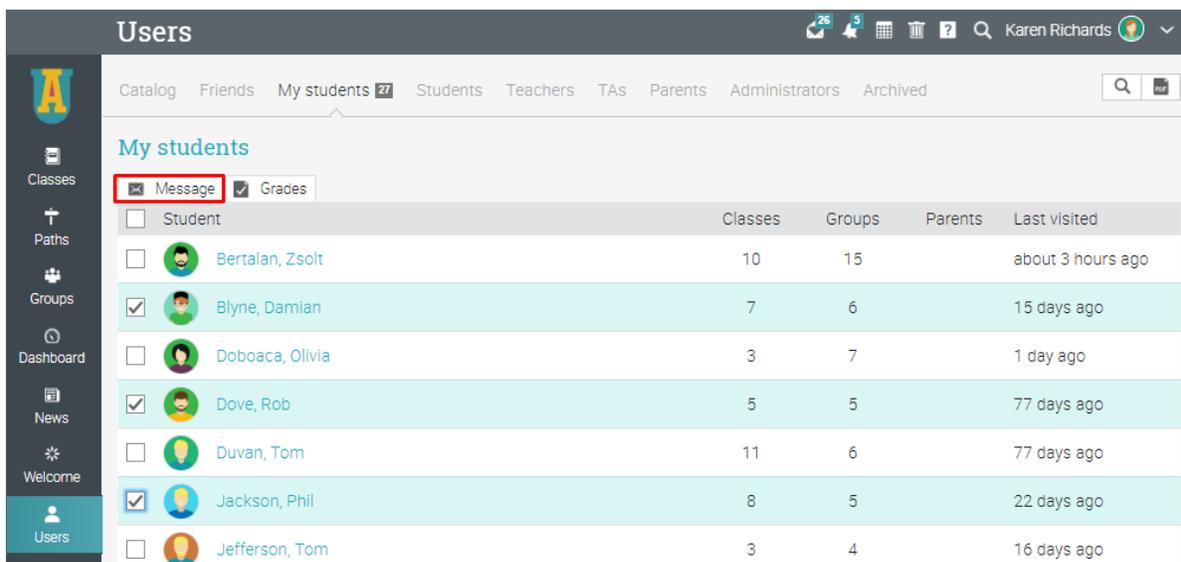


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To send a message to someone, hover over their name (links to users appear in most places in the site such as a list of students, teachers, profile pages and in the forums), click Send Message, then enter your message and click Send.



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



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

The screenshot shows the 'Users' page in a learning management system. The page title is 'Users' and the user is logged in as 'Karen Richards'. The page displays a list of users with columns for checkboxes, profile pictures, names, and various statistics. A user named Sally Johnson is highlighted as 'Online'. A chat window for Karen Richards is open, showing a message 'Hi Sally!' and options to 'Send message', 'Chat', and 'Skype'.

Check	Profile	Name	Stat 1	Stat 2	Stat 3	Stat 4	Stat 5	Last Active
<input type="checkbox"/>		Dove, Rob	1	2	2	5	8	67 days ago
<input type="checkbox"/>		Duvan, Tom	8	2	1	6	13	68 days ago
<input type="checkbox"/>		Ford, Tom						Never
<input type="checkbox"/>		Jackson, Phil	5	2	1	5	9	13 days ago
<input type="checkbox"/>		Sally Johnson University of Arts Online	2	2		4	5	7 days ago
<input type="checkbox"/>		Johnson, Sally	10		3	16		
<input type="checkbox"/>		McGregor, Tom	4		1	3		
<input type="checkbox"/>		Mihaj, Livia				1		
<input type="checkbox"/>		Mullon, Tracy	5	1	3	2		
<input type="checkbox"/>		Murray, Danielle	1	3	3	4		
<input type="checkbox"/>		Pavaloiu, Andreea				11		
<input type="checkbox"/>		Philips, Jeremy	3		1	2		
<input type="checkbox"/>		Poppins, Martin	5		3	1		
<input type="checkbox"/>		Potter, Jess	1			1		

You can also add users as friends:

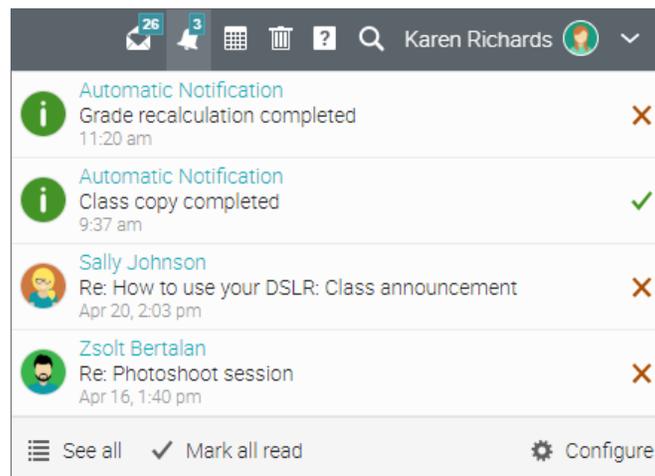
The screenshot shows the 'Enrolled' page for Sally Johnson. The page title is 'Sally Johnson' and the user is logged in as 'Karen Richards'. The page displays a list of classes with columns for checkboxes, class names, progress, scores, grades, due dates, and mastery levels. A red box highlights the 'Add friend' button in the 'Communication' section.

Check	Class	Progress	Scores	Grade	Due	Mastery	Enrolled Last visited	More
<input type="checkbox"/>	Advanced Photography C2 - S4	-		A- 89%			Mar 20, 2017 27 days ago	
<input type="checkbox"/>	Analog Photography		-	-	1	-	May 4, 2017 28 days ago	
<input type="checkbox"/>	Artistic Photography C5 - S2	-	-	-		-	May 4, 2017 65 days ago	
<input type="checkbox"/>	Composition and Storytelling H8D9 - 9D7D9			100%	1	-	Feb 29, 2016 68 days ago	
<input type="checkbox"/>	Food and Product Photography C12 - S6	-	-	-		-	May 4, 2017 43 days ago	
<input type="checkbox"/>	How to use your DSLR			B+ 81%	1		Jan 25, 2016 13 days ago	

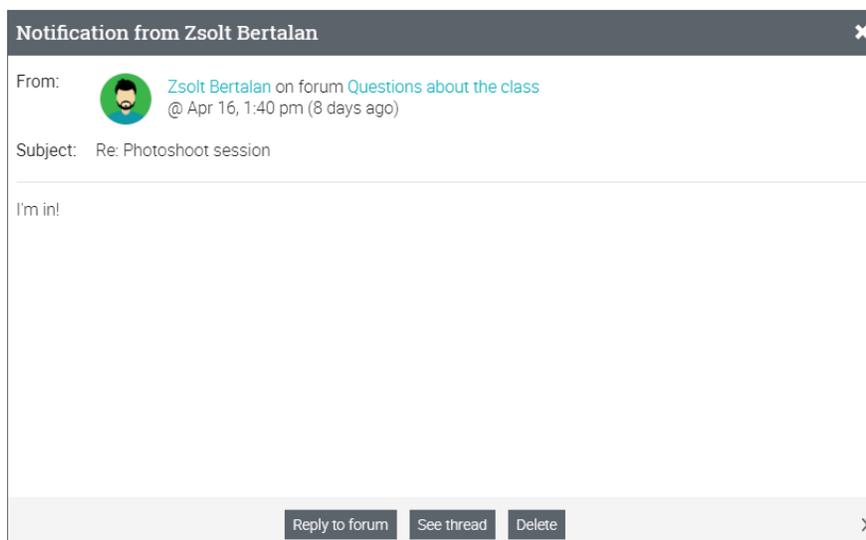
Getting started guide for Teachers

Notifications

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



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



Summary

The Getting Started Guide for Teachers provided the basic information that teachers need when they first start using NEO.

Some of the topics we covered were: navigating in NEO, using the Help Center, creating and configuring a class, adding lessons and assignments, enrolling students, communicating with students and taking attendance.

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

www.neolms.com

