

NEO

BY CYPHER LEARNING

# Getting started guide for Students

# Getting started guide for Students

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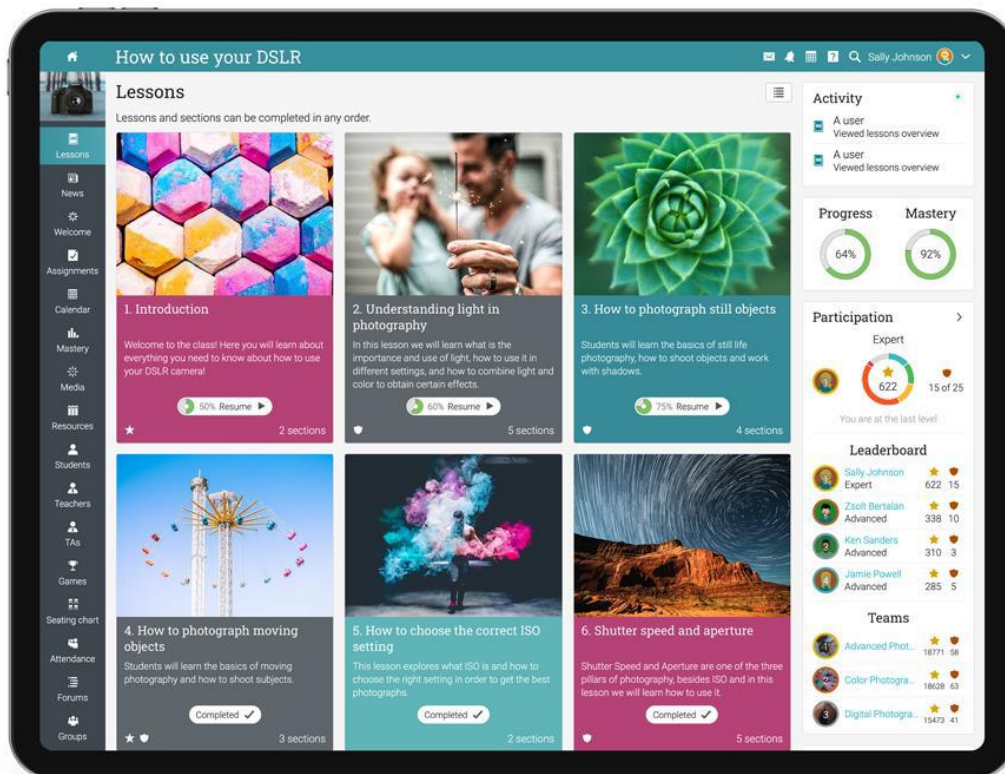
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# Getting started guide for Students

## 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 [seven getting started guides](#) for the main types of users on NEO: administrators, teachers, students, parents, teaching assistants, monitors, and mentors.



[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.



[Getting started guide for Parents](#) explains topics such as: accessing the parent account, accessing children's information, and how to navigate the platform.



[Getting started guide for Teaching Assistants](#) explains topics such as: managing classes, grading assignments and viewing attendance.



[Getting started guide for Monitors](#) explains topics such as: creating your monitor account, enrolling into classes and creating groups.



[Getting started guide for Mentors](#) explains topics such as: creating you mentor account, enrolling into classes, creating groups, and how to navigate the platform.

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.

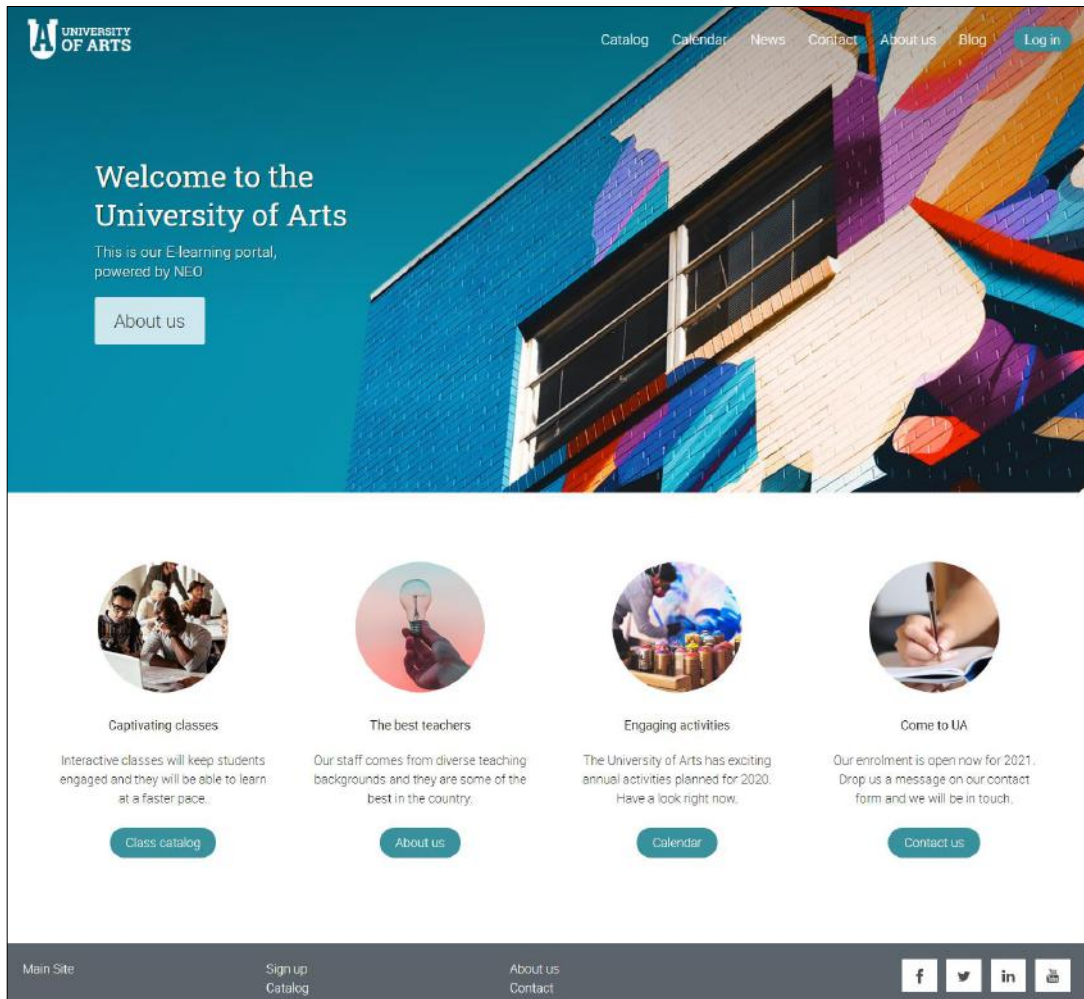
If you have any additional questions or want to explore more of the platform's features, please browse the Help Center.

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## Creating an account

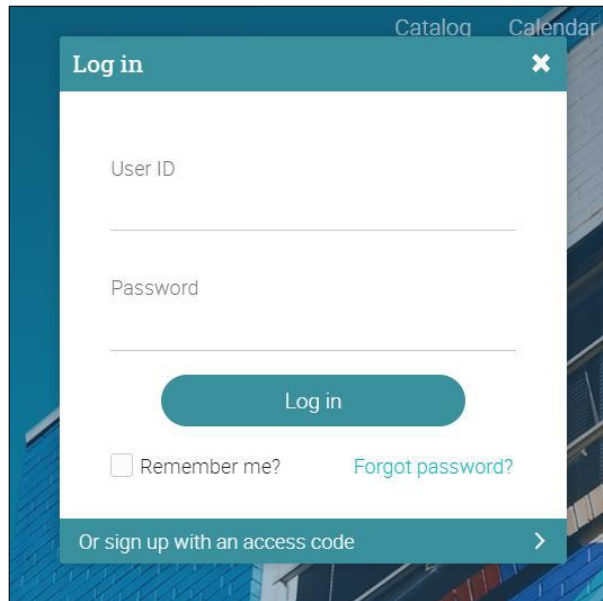
The school portal is the place where you can find the class catalog with a preview of the available classes, a news area, the school calendar, and more.

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.

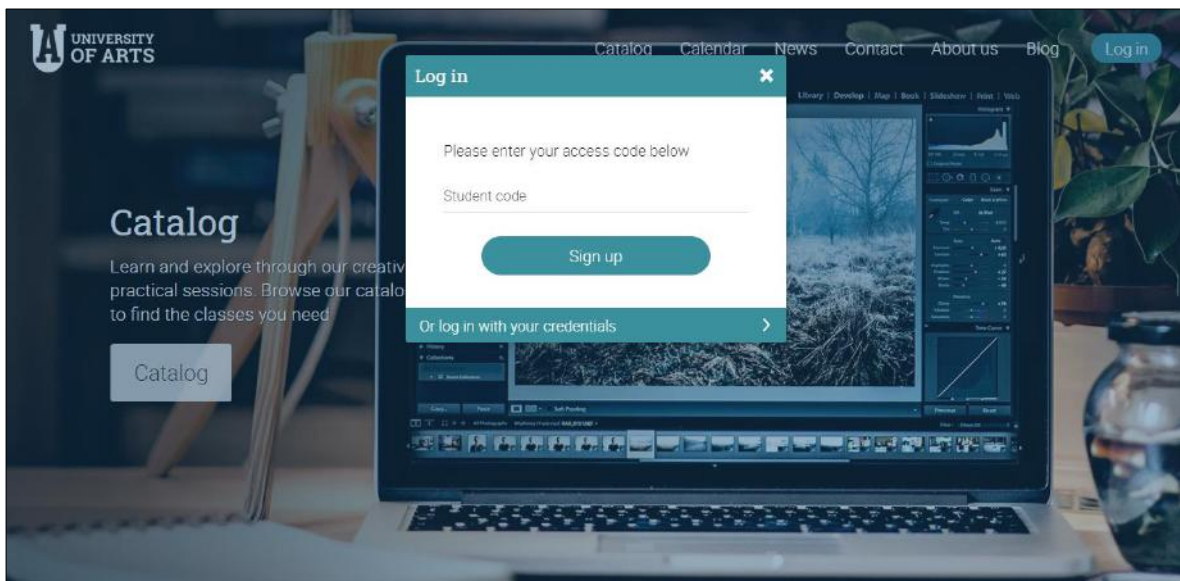


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Students can create accounts on NEO with or without an access code, depending on how the school administrator has configured the portal.

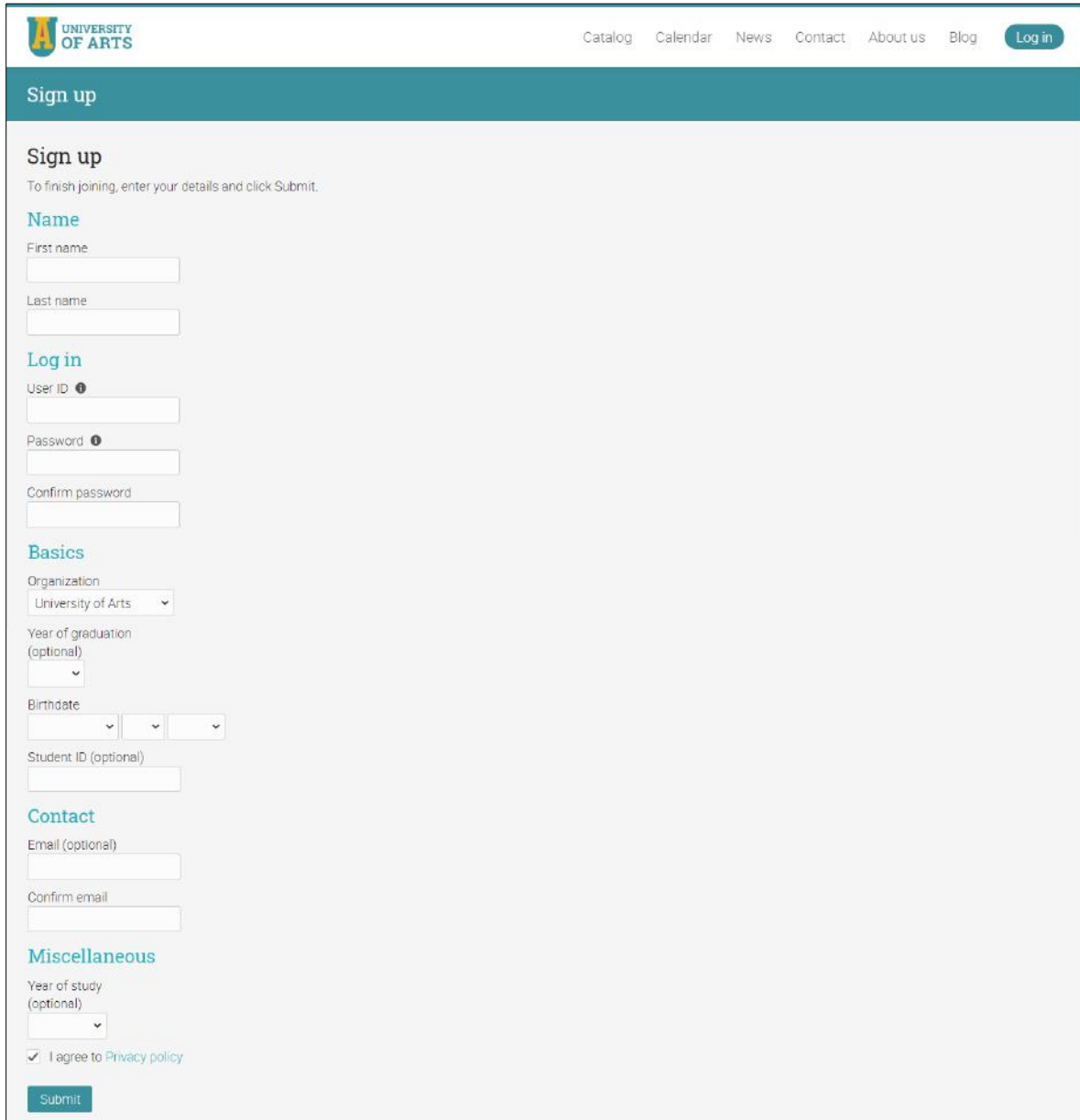


To create an account, go to Log in and click Sign up/ Sign up with an access code.



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



The image shows a web browser window displaying the sign-up page for the University of Arts. The page has a teal header with the university logo and navigation links. The main content area is titled 'Sign up' and contains several sections for data entry.

**Sign up**  
To finish joining, enter your details and click Submit.

**Name**  
First name:   
Last name:

**Log in**  
User ID <sup>i</sup>:   
Password <sup>i</sup>:   
Confirm password:

**Basics**  
Organization:   
Year of graduation (optional):   
Birthdate:     
Student ID (optional):

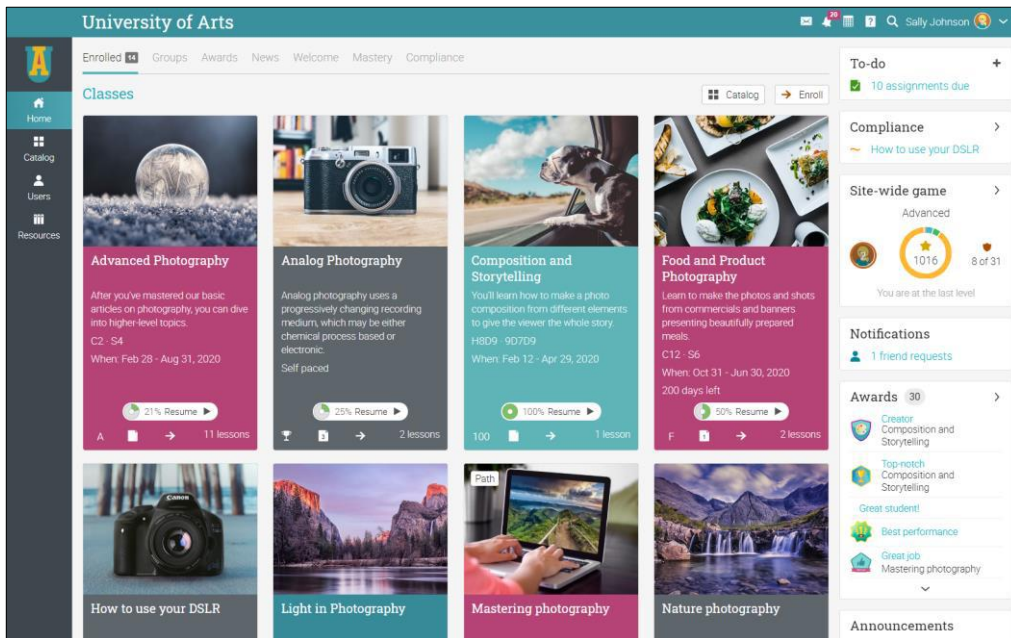
**Contact**  
Email (optional):   
Confirm email:

**Miscellaneous**  
Year of study (optional):   
 I agree to [Privacy policy](#)

# Getting started guide for Students

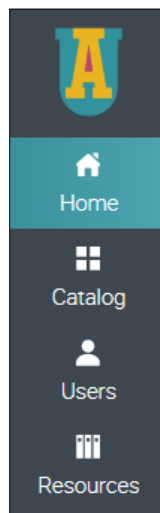
## Navigating the platform

The student home page 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 Home, Catalog, Users and Resources.

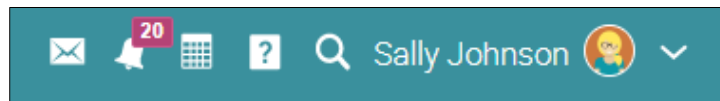


# Getting started guide for Students

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.

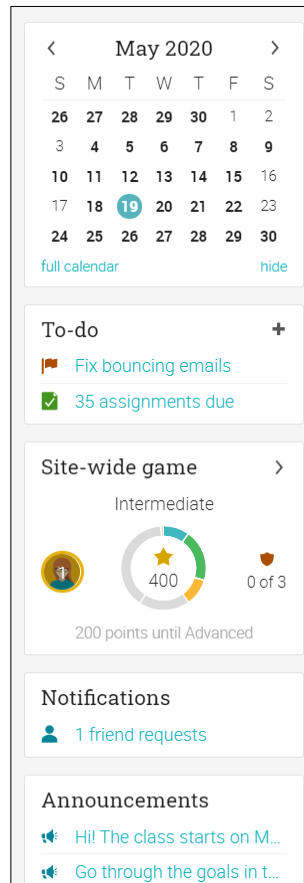
## Top right bar

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



## Right bar

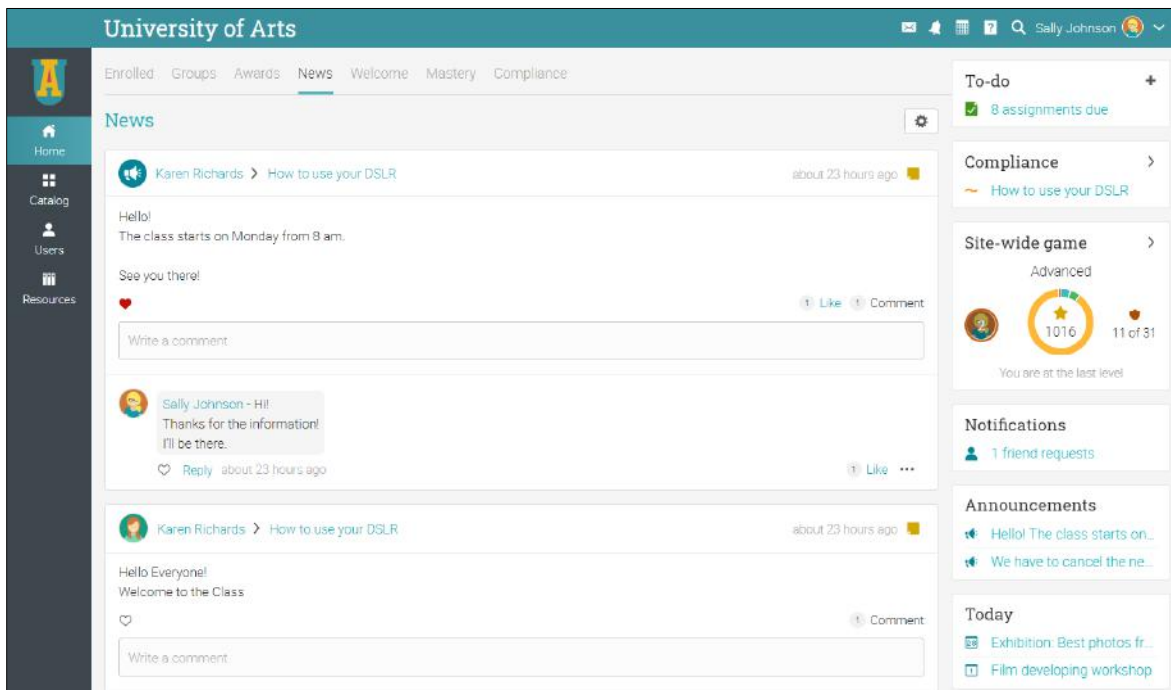
In the right bar, you can find listed the following: games progress and leaderboards, calendar, to-do list, announcements, upcoming items, awards, and a list of any minimized windows. To see more details, just click on an item.



# Getting started guide for Students

## 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

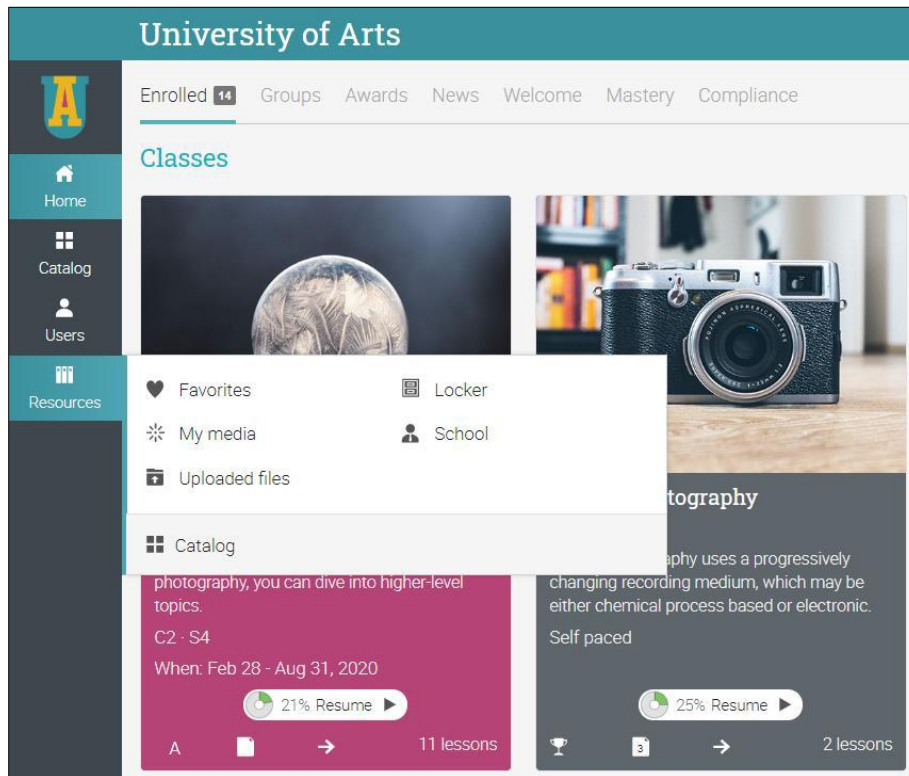
The users catalog is where you can see your friends, teachers and parents.



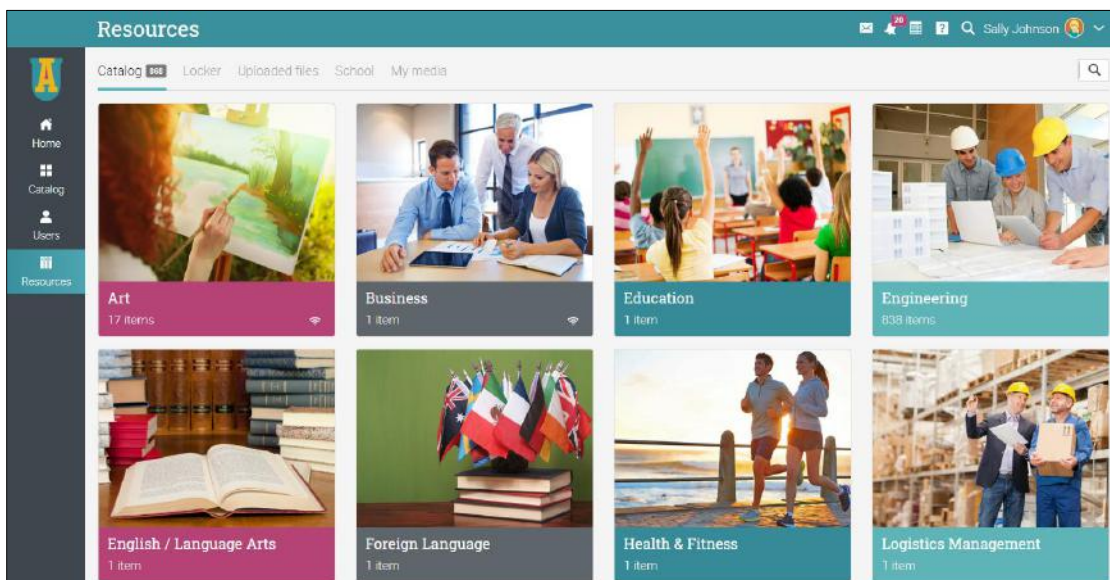
# Getting started guide for Students

## Resources

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




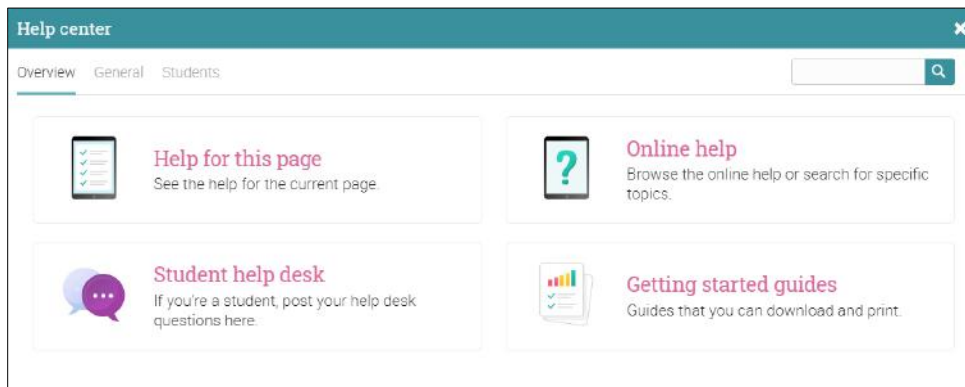
The Resources catalog is the place where you can organize all your files by category.



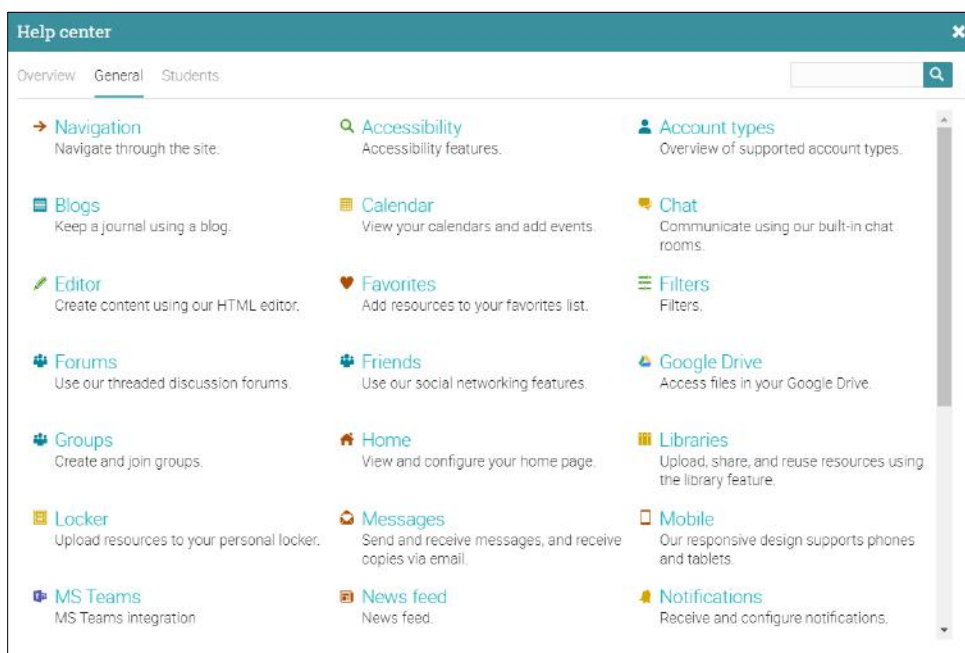
# Getting started guide for Students

## 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.

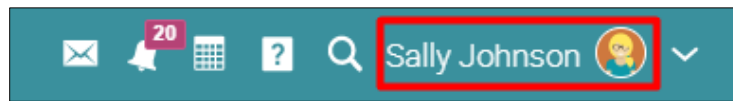


# Getting started guide for Students

## 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.

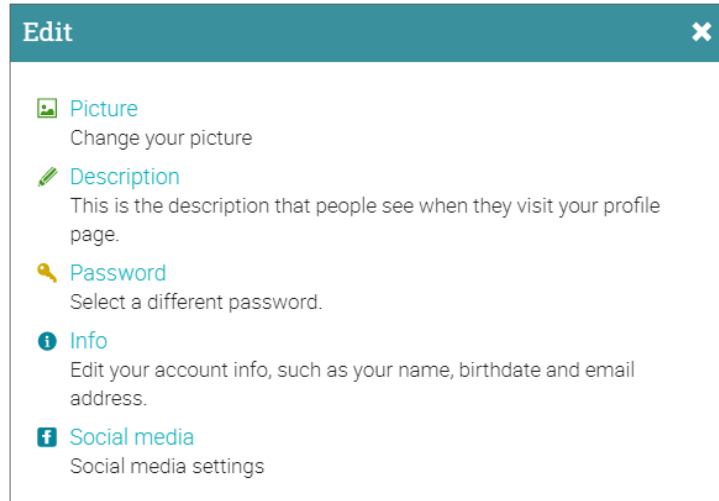
A screenshot of a user profile page. The top navigation bar is visible, with the user's name 'Sally Johnson' and profile picture. Below this is a dark teal banner with a patterned background. On the left, there's a circular profile picture of a woman with glasses. To the right of the picture, the name 'Sally Johnson' is displayed, followed by a URL: 'https://arts.neolms.com/profile/user\_3218167'. Below the name are social media icons for Facebook, LinkedIn, Twitter, and Instagram. Further down, it says 'University of Arts' and 'Year of graduation: 2018'. On the far right of this section is a red-bordered 'Edit' button. Below the banner are tabs for 'About', 'Info', 'Enrolled', and 'Groups', with 'Info' selected. The 'About' section contains a paragraph of text: 'I'm Sally from Seattle, Washington, I graduated with a B.S. in Modern Arts from Arizona State University. From there, I moved to California to learn more about photography and film making. My work is centered around still life photography and underwater film making. Most recently I worked as a co-producer on a documentary about the life of sea lions.' Below this is an 'Awards' section with a count of 30. It contains a table with columns 'Certificate', 'Course', and 'Awarded'.

Certificate	Course	Awarded
Photography certificate	How to use your DSLR	Sep 12, 2019
Visual Arts Basics	How to use your DSLR	Jan 7, 2020

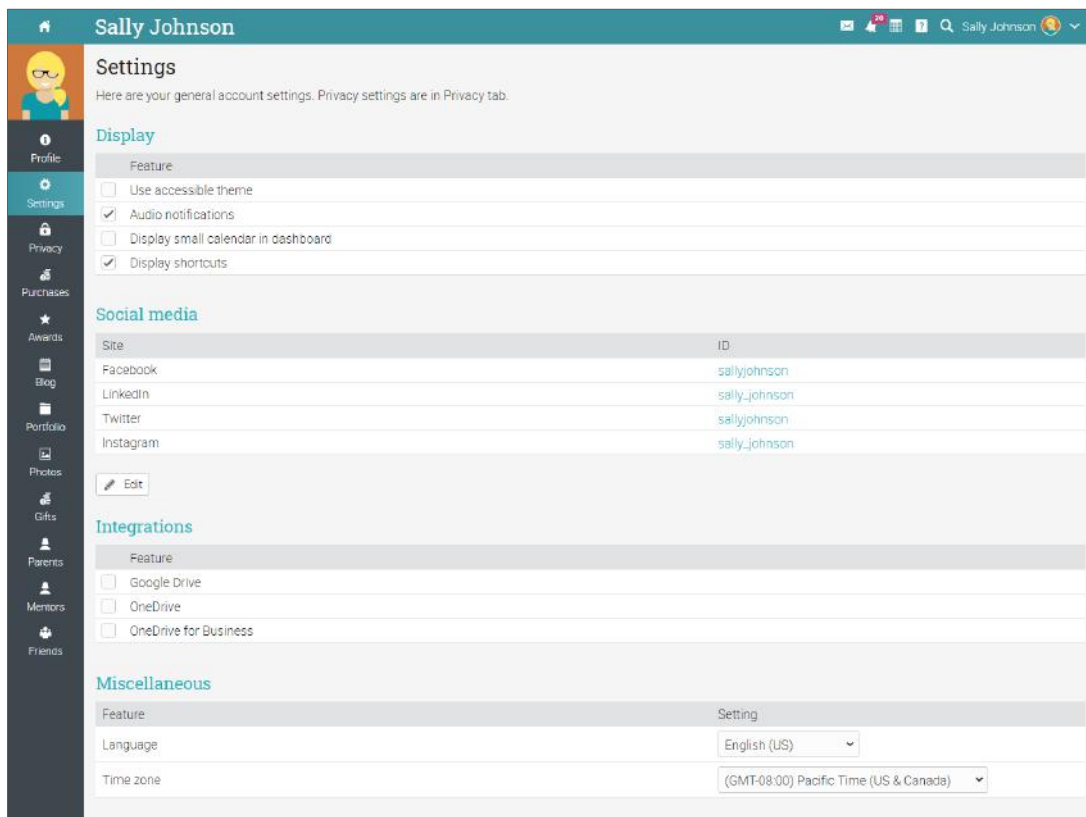
On the right side of the page, there are two sidebars. The top one is 'Account' with details: 'Joined Jan 25, 2016', 'Last online at 2 minutes ago', and a 'Login credentials' link. The bottom one is 'Site-wide game' showing 'Advanced' level, a progress circle with '1016' points, and '8 of 31' users. A message at the bottom says 'You are at the last level'.

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



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.



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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, activity, mastery, games progress, to-do list, announcements, and more.

The screenshot displays the NEO interface for a class titled "How to use your DSLR". The interface is divided into several sections:

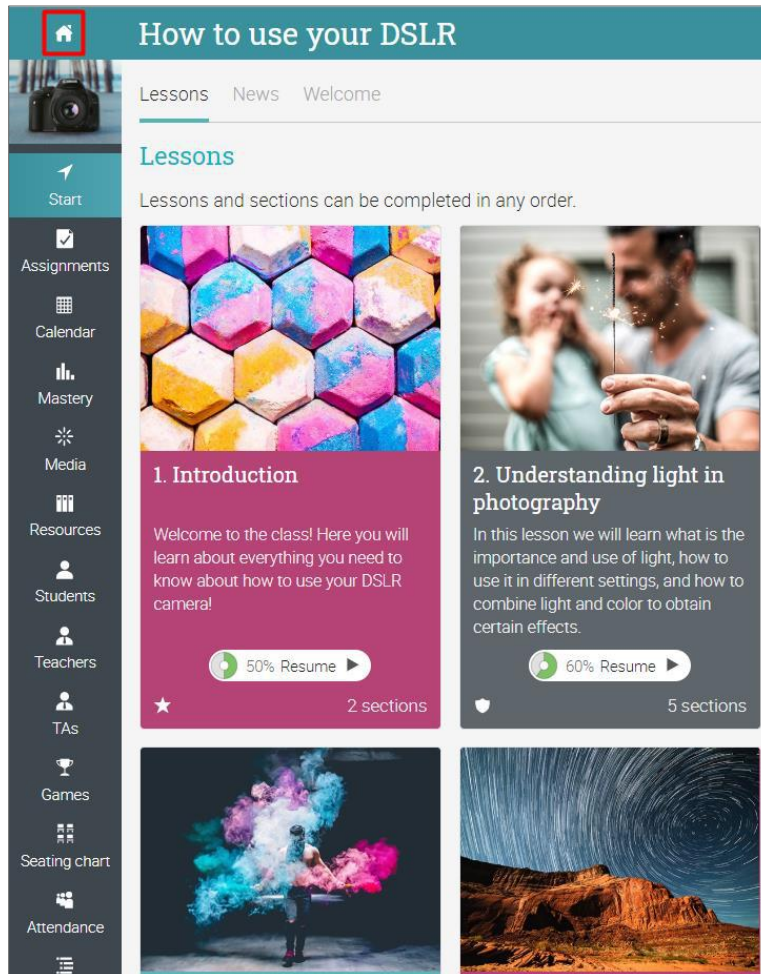
- Header:** "How to use your DSLR" with navigation links for "Lessons", "News", and "Welcome".
- Left Sidebar:** A vertical menu with icons for Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, Attendance, Forums, Groups, and Chat.
- Main Content Area:** A grid of lesson cards. Each card includes a title, a brief description, a progress indicator (e.g., "50% Resume"), and the number of sections. The cards are:
  - 1. Introduction (2 sections, 50% Resume)
  - 2. Understanding light in photography (5 sections, 50% Resume)
  - 3. How to photograph still objects (4 sections, 75% Resume)
  - 4. How to photograph moving objects (3 sections, Completed)
  - 5. How to choose the correct ISO setting (2 sections, 50% Resume)
  - 6. Shutter speed and aperture (5 sections, 50% Resume)
  - 7. Camera maintenance (4 sections, 75% Resume)
  - 8. Overview of the most basic camera settings (3 sections, Completed)
- Right Sidebar:** A panel showing "Activity" (A user Viewed lessons overview), "Progress" (64%), "Mastery" (92%), "Participation" (Expert level, 622 points, 15 of 25), and a "Leaderboard" with student names and scores.

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 home page, just click the Home icon in the top left.



# Getting started guide for Students

## Left bar

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

The screenshot displays a course interface for "How to use your DSLR". On the left is a dark navigation bar with icons and labels for: Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, Attendance, Forums, Groups, Chat, Wiki, and a calendar icon. The main content area has a teal header with a home icon and the course title "How to use your DSLR". Below the header are tabs for "Lessons", "News", and "Welcome", with "Lessons" selected. A sub-header "Lessons" is followed by the text "Lessons and sections can be completed in any order." The main area contains four lesson cards:

- 1. Introduction**: Features a colorful hexagonal pattern. Description: "Welcome to the class! Here you will learn about everything you need to know about how to use your DSLR camera!". Progress: 50% Resume. 2 sections.
- 2. Understanding light in photography**: Features a photo of a man and a child looking at a camera. Description: "In this lesson we will learn what is the importance and use of light, how to use it in different settings, and how to combine light and color to obtain certain effects." Progress: 60% Resume. 5 sections.
- 5. How to choose the correct ISO setting**: Features a photo of a person surrounded by colorful smoke. Description: "This lesson explores what ISO is and how to choose the right setting in order to get the best photographs." Status: Completed. 2 sections.
- 6. Shutter speed and aperture**: Features a photo of a landscape with star trails. Description: "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." Status: Completed. 5 sections.

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The left bar displays tabs for the following areas:

- ✓ [Start](#) - from here, you can access Lessons, News, Groups, Calendar, and the Welcome page;
- ✓ [Assignments](#) - shows the class assignments;
- ✓ [Mastery](#) - see your mastery rating for the competencies associated with the class;
- ✓ [Media](#) - Shows Kaltura resources;
- ✓ [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 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;
- ✓ [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;
- ✓ [Activity](#) - shows the student's activity in the class;
- ✓ [Syllabus](#) - the syllabus provides an overview of the class.

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## News feed

To access the class news feed go to the Start tab and click News. The news feed shows class announcements, posts from teachers and students, posts about new assignments, lessons, events, and more.

The screenshot shows a web interface for a class titled "How to use your DSLR". The interface includes a navigation sidebar on the left with icons for Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, and Attendance. The main content area is titled "News" and displays a feed of posts. The first post is from Karen Richards, announcing the start of the class on Monday at 8 am. The second post is from Sally Johnson, thanking the class for information. The third post is from Karen Richards, welcoming everyone to the class. On the right side, there are three panels: "Activity" showing recent user actions, "Progress" and "Mastery" sections with circular progress indicators (64% and 92% respectively), and a "Participation" section showing a star chart and a score of 622 out of 25. Below that is a "Leaderboard" table listing students and their scores.

Student	Level	Score	Count
Sally Johnson	Expert	622	15
Zsolt Bertalan	Advanced	338	10
Ken Sanders	Advanced	310	3
Jamie Powell	Advanced	285	5



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## Right bar

In the right bar, you can find: your class progress and mastery, activity display, 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.

The right bar interface displays the following sections:

- Activity:** A list of recent activities, such as "A user Viewed lessons overview".
- Progress and Mastery:** Two circular progress indicators. Progress is at 64% and Mastery is at 92%.
- Participation:** A section showing the user's level as "Expert" with a score of 622 and 15 of 25 items completed. A note states "You are at the last level".
- Leaderboard:** A table of top performers:

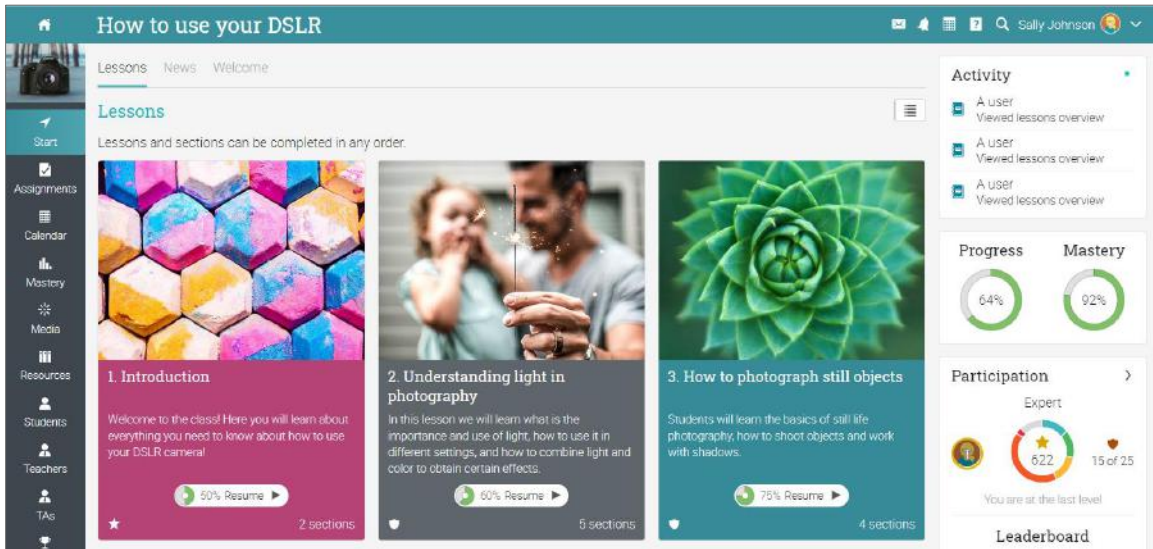
Rank	Name	Level	Score	Items
1	Sally Johnson	Expert	622	15
2	Zsolt Bertalan	Advanced	338	10
3	Ken Sanders	Advanced	310	3
4	Jamie Powell	Advanced	285	5
- Teams:** A list of teams with their scores and item counts:

Rank	Team Name	Score	Items
1	Advanced Phot...	18771	58
2	Color Photogra...	18628	63
3	Digital Photogra...	15473	41
- Grade and Scores:** Two circular indicators. Grade is "A" and Scores are at 91%.
- To-do:** A section showing "3 assignments due".

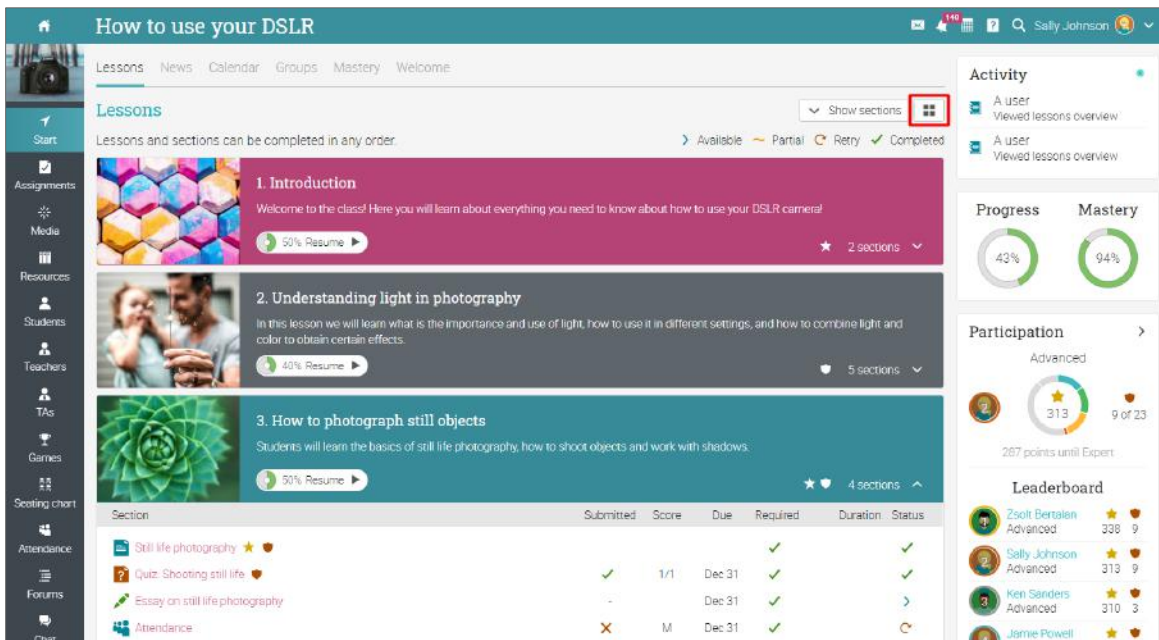
# Getting started guide for Students

## Lessons

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

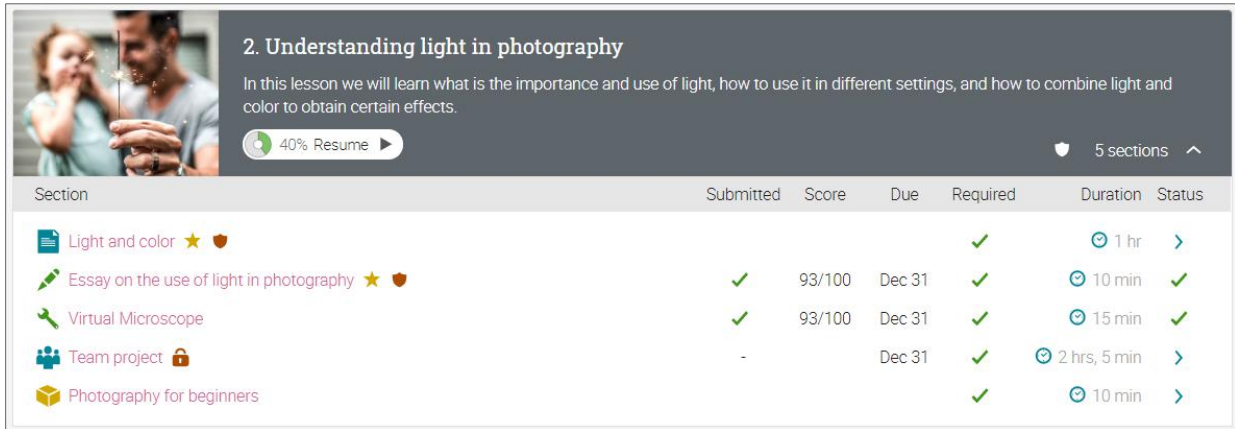


You can also switch from tiles to list view and back if this option is enabled by your school administrator. The list view shows all sections from all lessons.



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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.



2. Understanding light in photography

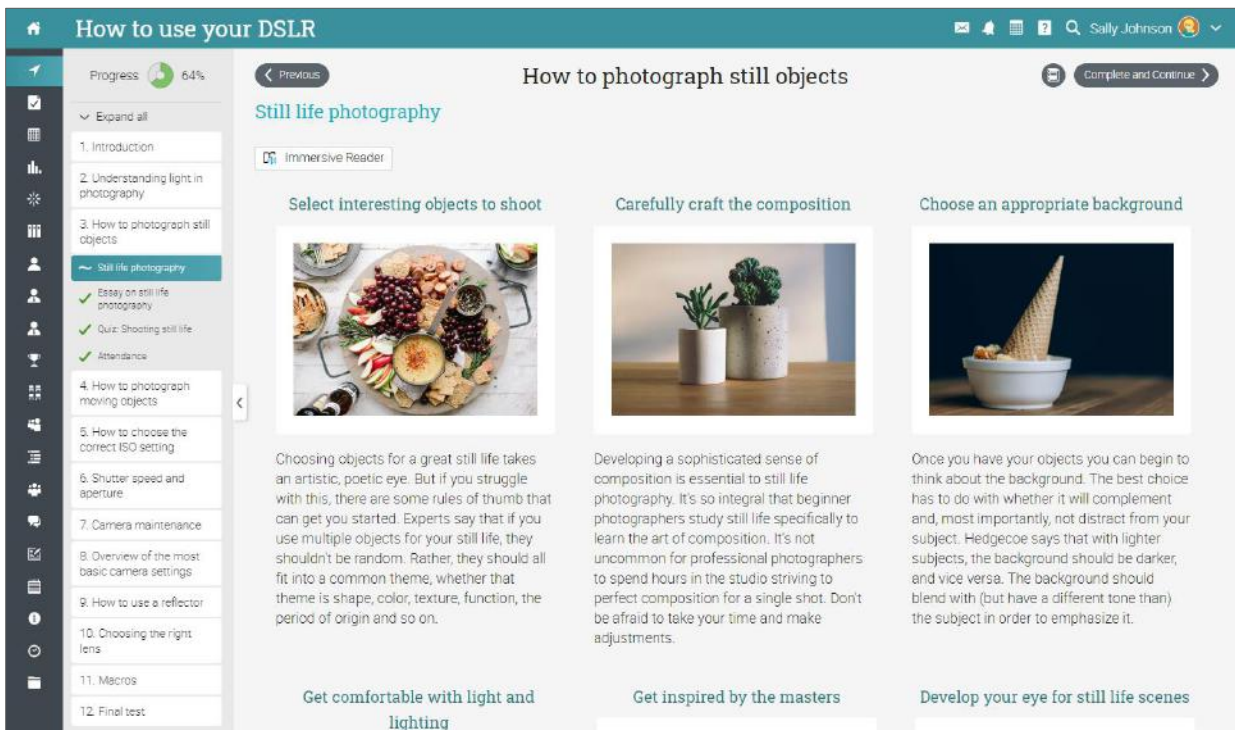
In this lesson we will learn what is the importance and use of light, how to use it in different settings, and how to combine light and color to obtain certain effects.

40% Resume ▶

5 sections ^

Section	Submitted	Score	Due	Required	Duration	Status
Light and color ★				✓	1 hr	>
Essay on the use of light in photography ★	✓	93/100	Dec 31	✓	10 min	✓
Virtual Microscope	✓	93/100	Dec 31	✓	15 min	✓
Team project 🔒	-		Dec 31	✓	2 hrs, 5 min	>
Photography for beginners				✓	10 min	>

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

Progress 64%

How to photograph still objects

Still life photography

Select interesting objects to shoot

Carefully craft the composition

Choose an appropriate background

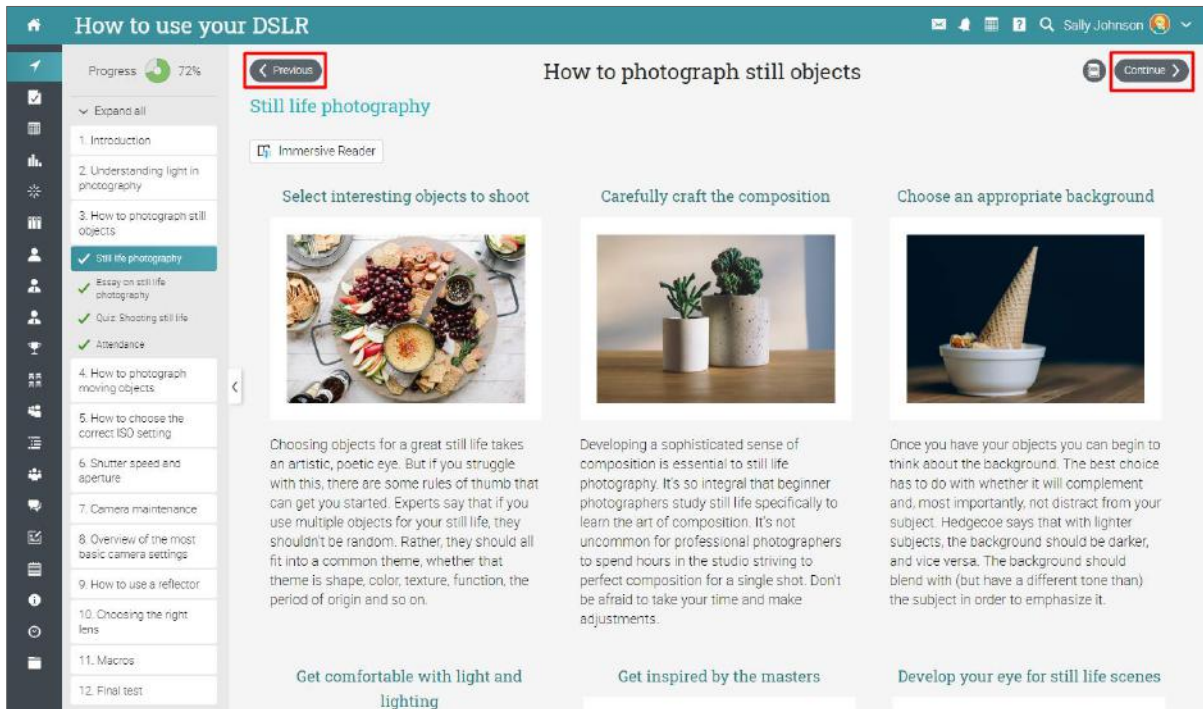
Get comfortable with light and lighting

Get inspired by the masters

Develop your eye for still life scenes

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



In the table of contents, you can see your progress for each section of a lesson.



## Incomplete

This shows you that a section has not been completed.



## 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 course page for 'How to use your DSLR'. The current section is 'Shutter speed and aperture'. The progress is 63%. The sidebar lists 11 topics, with '5. Shutter speed and aperture' selected. The main content area has a sub-section 'How to set shutter speed' with text explaining camera modes and a video player titled 'Shutter Speed | Tutorial Training Video'. A red box highlights three items in the sidebar: 'Setting the shutter speed', 'How to set up the shutter speed', and 'DSLR presentation'.

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

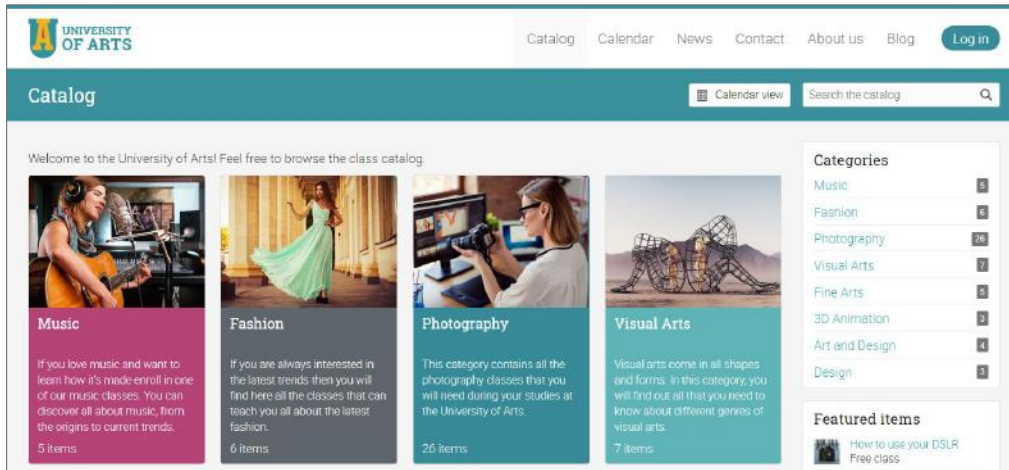
The screenshot shows the 'Resources' tab in the course page. It displays a list of resources shared by the teacher, including 'Best photographs of the week', 'Camera settings', 'Photography', 'Top Ten Digital camera - article', 'Wikipedia', and '12 Reasons Photographers Still Choose to Shoot Film over Digital'. Below the list is a video player titled 'Photography' with the URL <https://www.youtube.com/watch?v=BEm8MzrdkJO> and a video thumbnail showing a person taking a photo.

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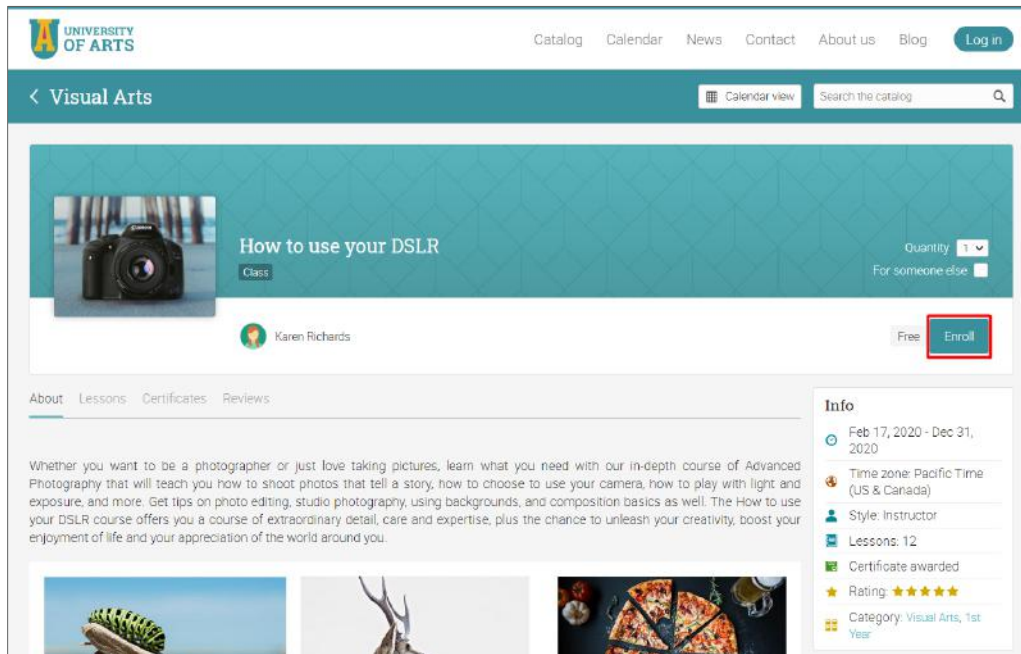
## Enrolling in classes

### 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.
- [C Sign into existing account](#)  
Select this option if you're a returning user.

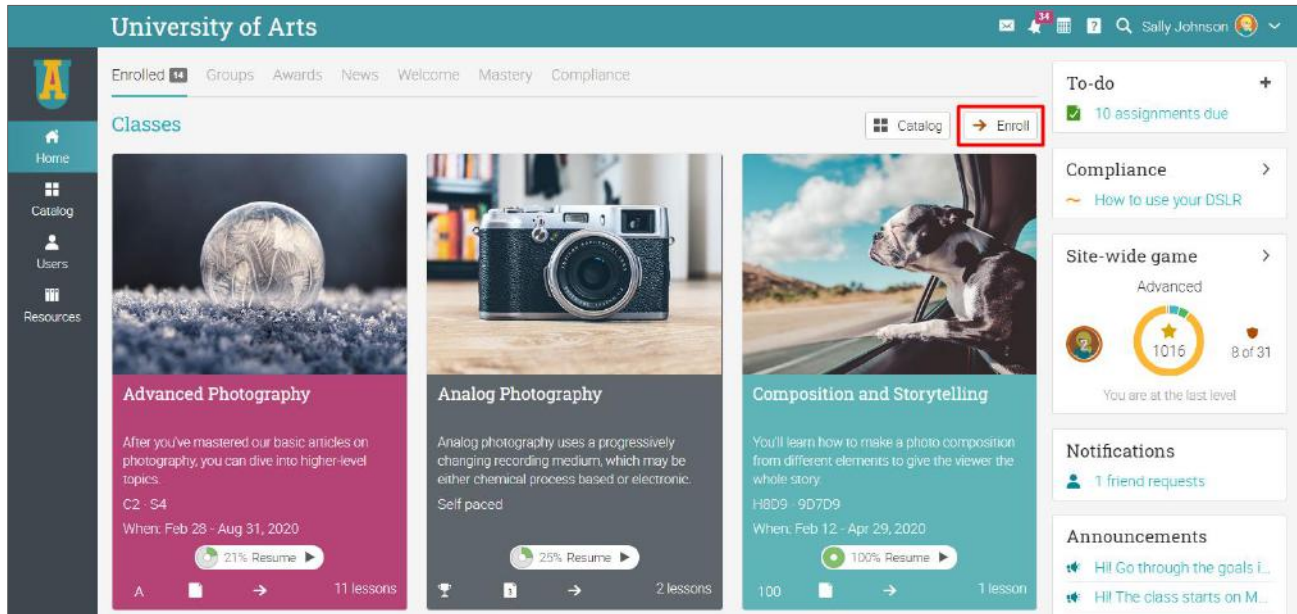
## With a NEO account

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

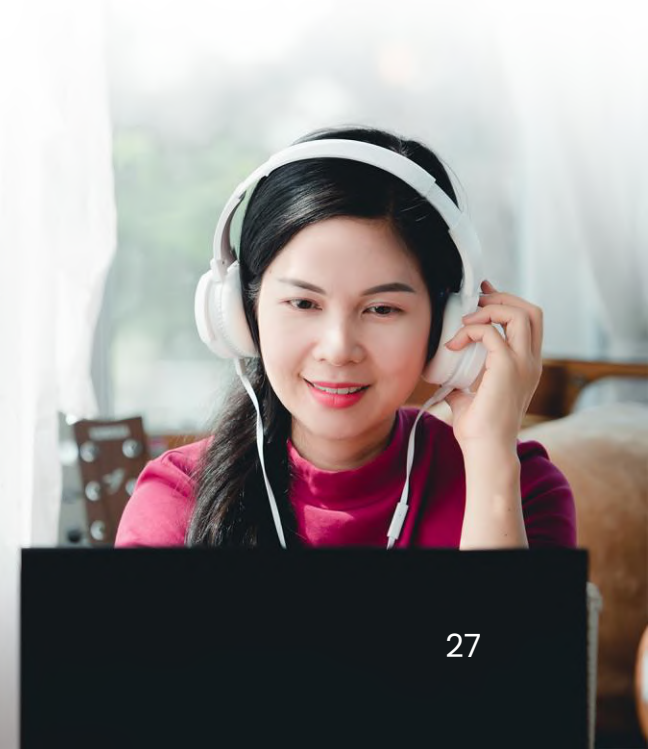
The screenshot shows the 'Catalog' page of the University of Arts. The page features a navigation sidebar on the left with links for Home, Catalog, Users, and Resources. The main content area is titled 'Classes' and includes a search bar and a 'Calendar view' toggle. A welcome message reads: 'Welcome to the University of Arts! Feel free to browse the class catalog.' Below this, there are six category cards: Music (5 items), Fashion (6 items), Photography (26 items), Visual Arts (5 items), Fine Arts (3 items), and Art and Design (4 items). A 'Featured items' section on the right lists three classes: 'How to use your DSLR' (Free class), 'Mastering photography' (\$29.95 path), and 'Advanced Photography' (30 class). The University of Arts logo is displayed in the bottom right corner.

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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 home page.



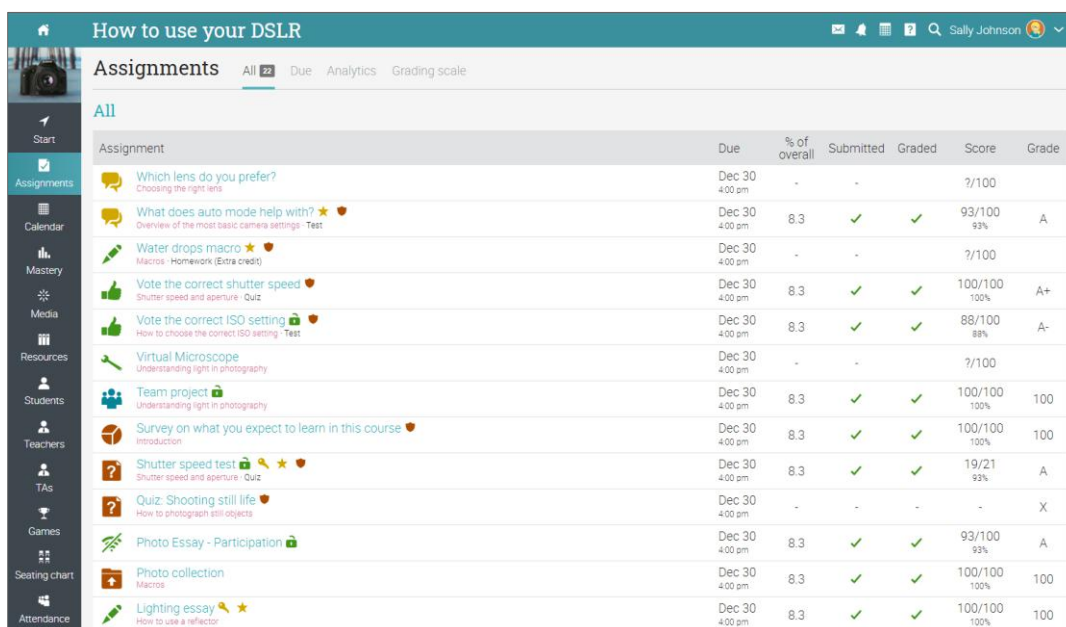
Please note that your school administrator or teacher can also enroll you in courses directly or they can send invitations to join the platform via your email.



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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
Which lens do you prefer? Choosing the right lens	Dec 30 4:00 pm	-	-	-	7/100	
What does auto mode help with? ★ Overview of the most basic camera settings - Test	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Water drops macro ★ Macros - Homework (Extra credit)	Dec 30 4:00 pm	-	-	-	7/100	
Vote the correct shutter speed Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	A+
Vote the correct ISO setting How to choose the correct ISO setting - Test	Dec 30 4:00 pm	8.3	✓	✓	88/100 88%	A-
Virtual Microscope Understanding light in photography	Dec 30 4:00 pm	-	-	-	7/100	
Team project Understanding light in photography	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Survey on what you expect to learn in this course Introduction	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Shutter speed test Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	19/21 93%	A
Quiz: Shooting still life How to photograph still objects	Dec 30 4:00 pm	-	-	-	-	X
Photo Essay - Participation	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Photo collection Macros	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Lighting essay How to use a reflector	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100

We support 15 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;

# Getting started guide for Students

- ✓ **Debate** - add arguments for or against a proposition that is supplied by the teacher;
- ✓ **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.
- ✓ **Google Assignments** - if the integration is enabled, you can submit Google Assignments;
- ✓ **H5P assignment** - if the H5P content standard is enabled, you can have H5P 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.

The screenshot displays a user interface for a course titled "How to use your DSLR". The user's name is Sally Johnson, and her progress is 72%. The current assignment is "Shutter speed and aperture", which is an "Essay on shutter speed". The page includes a navigation sidebar on the left with options like Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, and Attendance. The main content area shows the "Instructions" for the essay, which includes an "Immersive Reader" icon and text explaining that shutter speed is the length of time the camera's sensor is exposed to light. A photograph of a long-exposure light trail over a lake is shown. Below the photo is a button to "Prepare another answer". On the right side, there is a summary box for the "Assignment" (Type: Essay, Max score: 100, Category: Homework, Due: Dec 30, 4:00 pm), a "Score" section showing a grade of "C" (60/100, 60%) with a "rubric" link, a "Submission" section (Submitted: Sep 12, 3:08 am, Attempts: 1, Max. attempts: 2, Allow late submissions: X), and a "Comments" section (Submission 1 @ 3:08 am Sep 12, 2019).

# Getting started guide for Students

## Submitting assignments

When you visit your home page 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.

To-do +

- ✓ 10 assignments due
- Analog Photography 3
- Food and Product Pho... 1
- How to use your DSLR 3
- Mastering photography 2
- Nature photography 1

Compliance >

How to use your DSLR

Site-wide game >

Advanced

1016 8 of 31

You are at the last level

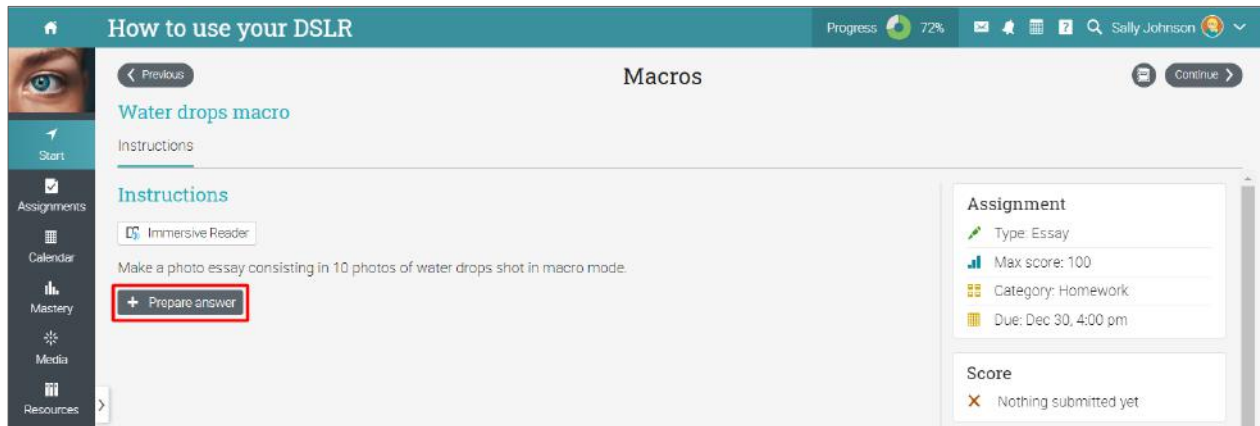
You can also see the assignments that are due by clicking the Assignments tab in a class. Assignments that have not yet been submitted don't have a check mark.

Assignment	Due	% of overall	Submitted	Graded	Score	Grade
Which lens do you prefer? Choosing the right lens	Dec 30 4:00 pm	-	-	-	7/100	
What does auto mode help with? ★ Overview of the most basic camera settings - Test	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Water drops macro ★ Macros - Homework (Extra credit)	Dec 30 4:00 pm	-	-	-	7/100	
Vote the correct shutter speed Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	A+
Vote the correct ISO setting How to choose the correct ISO setting - Test	Dec 30 4:00 pm	8.3	✓	✓	88/100 88%	A-
Virtual Microscope Understanding light in photography	Dec 30 4:00 pm	-	-	-	7/100	
Team project Understanding light in photography	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Survey on what you expect to learn in this course Introduction	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Shutter speed test Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	19/21 93%	A
Quiz: Shooting still life How to photograph still objects	Dec 30 4:00 pm	-	-	-	-	X
Photo Essay - Participation	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Photo collection Macros	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Lighting essay How to use a reflector	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100

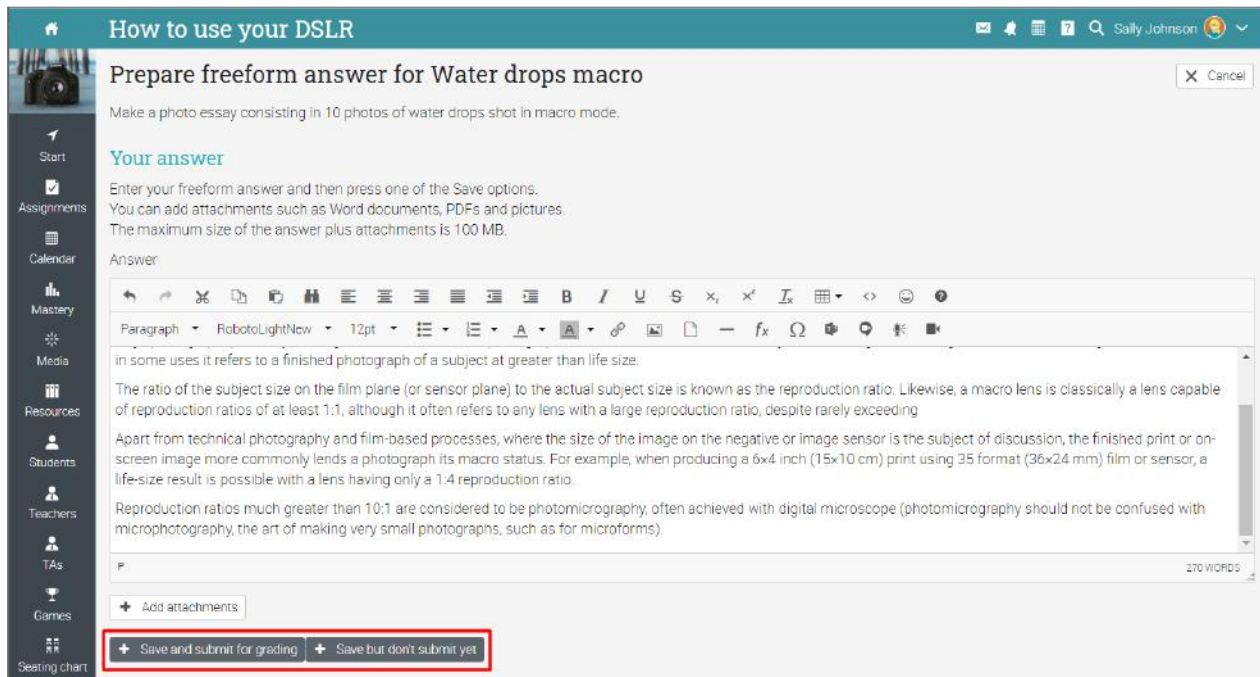
# Getting started guide for Students

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.



# Getting started guide for Students

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

The screenshot shows a quiz interface for 'How to use your DSLR'. The main content area is titled 'Final test' and contains an 'End of quiz' message: 'You are at the end, press Finished to complete and grade the quiz. You can review your answers below and click Edit if you want to change any.' A red box highlights the 'Finished' button. Below this are three questions, each with a 'Response: False' and an 'Edit' button. The questions are: 1. Angle shoulders so they match the rule of thirds of the camera. 2. Blur the background (use a large aperture (f/2.8 vs. f/11). The larger the aperture, the shorter the depth of field. 3. For portraits, it is best to get close enough so the subject fills 2/3 of the frame. On the right side, there is a 'Status' panel with 'Pause', 'Cancel', and 'Pop up instructions' buttons, and a 'Questions' panel listing 'Question 2' through 'Question 10' and 'End of quiz'.

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

The screenshot shows a discussion interface for 'How to use your DSLR'. The main content area is titled 'Overview of the most basic camera settings' and contains a thread titled 'What does auto mode help with?'. The thread includes an 'Instructions' section with an 'Immersive Reader' button, a 'Thread' section with a 'Subscribe' button, and a table of posts. The table has columns for 'Read?', 'Subject', 'Author', 'When', and 'Posts'. The first row shows a checked 'Read?' box, the subject 'What does auto mode help with?', the author 'Aline Todarasu', the date 'Jan 25', and '6' posts. Below the table is a reply titled 'Re: What does auto mode help with?' with the text 'I can make good pictures even in low-light conditions.' and 'posted May 25, 1:09 am. thread'. On the right side, there is an 'Assignment' panel with details: 'Type: Discussion', 'Max score: 100', 'Category: Test', and 'Due: Dec 30, 4:00 pm'. Below this is a 'Score' panel showing a green 'A' grade and '93/100 (93%)'. Further down is a 'Submission' panel with 'details' and the text 'You have posted 1 times in 1 threads. Allow late submissions: X'. At the bottom is a 'Comments' panel with 'Submission 1 @ 3:08 am Sep 12, 2019'.

# Getting started guide for Students

**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.

**Google Assignments** - the submission is done on the Google Assignments site.

**H5P assignment** - the assignments are embedded and the submission is done via the LMS.



# Getting started guide for Students

## Viewing grades

Grades for individual assignments are displayed in the assignments tab.

Assignment	Due	% of overall	Submitted	Graded	Score	Grade
Which lens do you prefer? Choosing the right lens	Dec 30 4:00 pm	-	-	-	?/100	
What does auto mode help with? Overview of the most basic camera settings - Test	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Water drops macro Macro - Homework (Extra credit)	Dec 30 4:00 pm	-	-	-	?/100	
Vote the correct shutter speed Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	A+
Vote the correct ISO setting How to choose the correct ISO setting - Test	Dec 30 4:00 pm	8.3	✓	✓	86/100 86%	A-
Virtual Microscope Understanding light in photography	Dec 30 4:00 pm	-	-	-	?/100	
Team project Understanding light in photography	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Survey on what you expect to learn in this course Introduction	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Shutter speed test Shutter speed and aperture - Quiz	Dec 30 4:00 pm	8.3	✓	✓	19/21 93%	A
Quiz: Shooting still life How to photograph still objects	Dec 30 4:00 pm	-	-	-	-	X
Photo Essay - Participation	Dec 30 4:00 pm	8.3	✓	✓	93/100 93%	A
Photo collection Macro	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100
Lighting essay How to use a reflector	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100

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

How to use your DSLR

Progress 72%

How to photograph moving objects

Fast moving objects

Instructions Submissions

Prepare another answer

Assignment

- Type: Essay
- Max score: 100
- Due: Dec 30, 4:00 pm

Score

A

93/100 (93%)

✓ Congratulations, you have completed this assignment.

Submission details

Submitted: Sep 12, 3:08 am

Attempts: 1

Max. attempts: 3

Allow late submissions: ✗

You will usually receive notifications when an assignment is graded.

# Getting started guide for Students

## Learning paths

A learning path helps you achieve your learning goals. A learning path is a special kind of class that supports sections such as Class goals and Certificate goals. A class section is one that requires you to complete a specified class in order to complete that section. The certificate section is considered completed when you earn the certificate. You can also receive a certificate of completion once you have finished a path.


To enroll in a path, go to your home page and select Enroll then enter the access code if the path requires it. You can enroll directly from your class catalog if no access code is required.

The screenshot displays the University of Arts student dashboard. At the top, the header includes the university name, user name (Sally Johnson), and navigation icons. Below the header, a navigation bar contains links for Enrolled, Groups, Awards, News, Welcome, Mastery, and Compliance. The main content area is titled 'Classes' and features a grid of four learning path cards: 'Advanced Photography' (21% Resume), 'Analog Photography' (25% Resume), 'Composition and Storytelling' (100% Resume), and 'Food and Product Photography' (50% Resume). Each card includes a description, course code, dates, and a 'Resume' button. A red box highlights the 'Enroll' button in the top right of the class grid. On the right side, there are several widgets: 'To-do' (10 assignments due), 'Compliance' (How to use your DSLR), 'Site-wide game' (Advanced, 1016 points, 8 of 31), 'Notifications' (1 friend requests), and 'Announcements' (Hi! Go through the goals...). A left sidebar contains navigation icons for Home, Catalog, Users, and Resources.

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

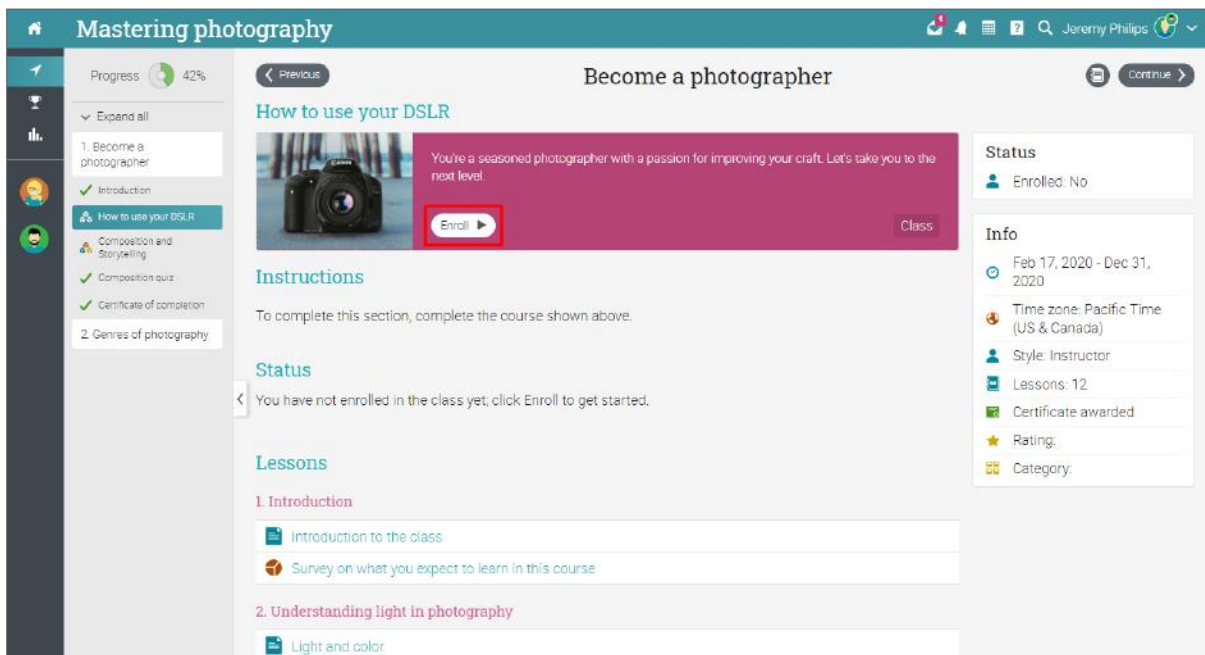
# Getting started guide for Students

The main difference compared to a simple class is that here you will find class goals and certificate goals as sections. 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.



The screenshot shows the 'Mastering photography' course interface. The main heading is 'Become a photographer'. The current section is 'Introduction'. The text describes photography as the art, application, and practice of creating durable images by recording light or other electromagnetic radiation. It also explains the typical use of a lens and the process of creating a latent image on a light-sensitive surface. A small image of a hand holding a camera is visible on the right. The left sidebar shows a progress bar at 75% and a list of goals: '1. Become a photographer' (with sub-goals 'Introduction', 'How to use your DSLR', 'Composition and Storytelling', 'Composition quiz', and 'Certificate of completion') and '2. Genres of photography'.

To start working on class goals, go to the class goal section and click Enroll. 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 shown next to the class goal.

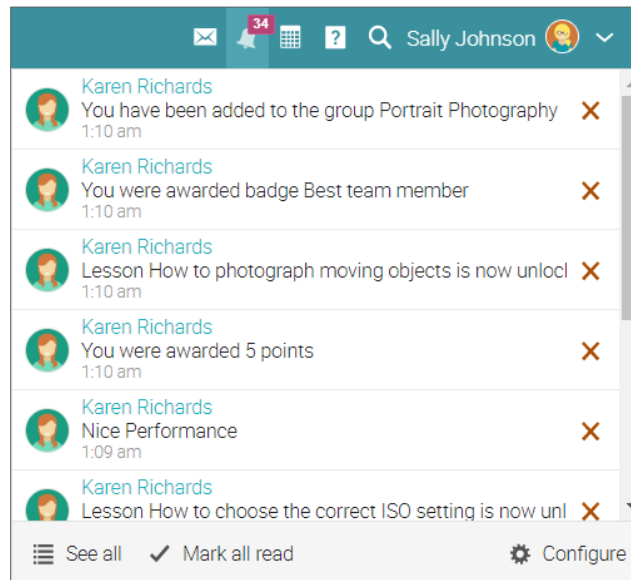


The screenshot shows the 'Mastering photography' course interface. The main heading is 'Become a photographer'. The current section is 'How to use your DSLR'. A prominent purple banner contains the text 'You're a seasoned photographer with a passion for improving your craft. Let's take you to the next level.' and an 'Enroll' button. Below this, the 'Instructions' section states 'To complete this section, complete the course shown above.' The 'Status' section indicates 'You have not enrolled in the class yet; click Enroll to get started.' The 'Lessons' section lists '1. Introduction' (with sub-lessons 'Introduction to the class' and 'Survey on what you expect to learn in this course') and '2. Understanding light in photography' (with sub-lesson 'Light and color'). The right sidebar shows 'Status' (Enrolled: No) and 'Info' (Feb 17, 2020 - Dec 31, 2020, Pacific Time, Instructor, 12 Lessons, Certificate awarded, Rating, Category).

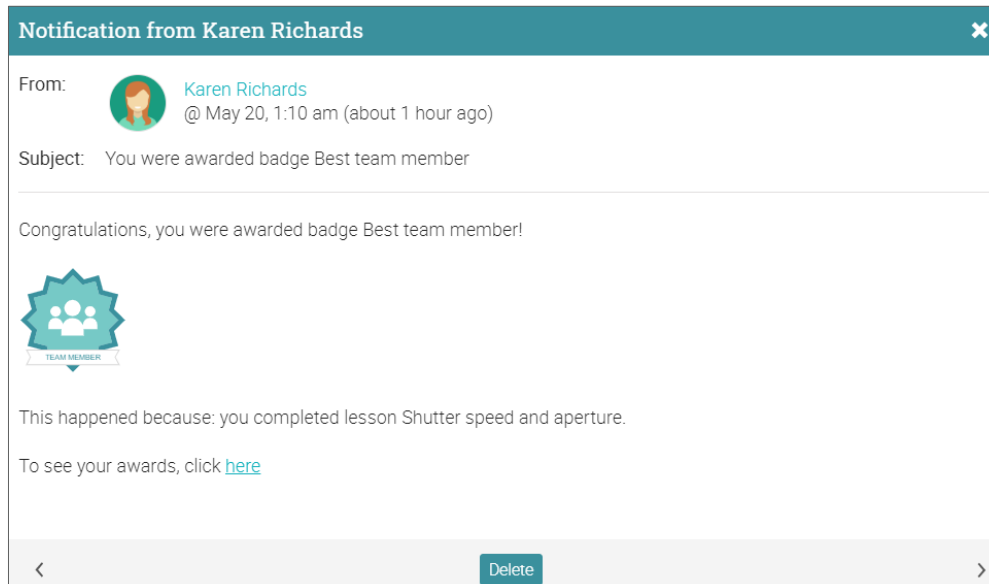
# Getting started guide for Students

## 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.

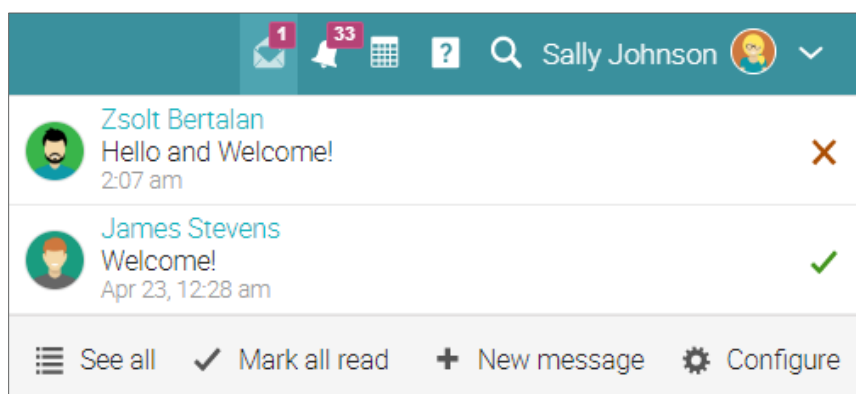


# Getting started guide for Students

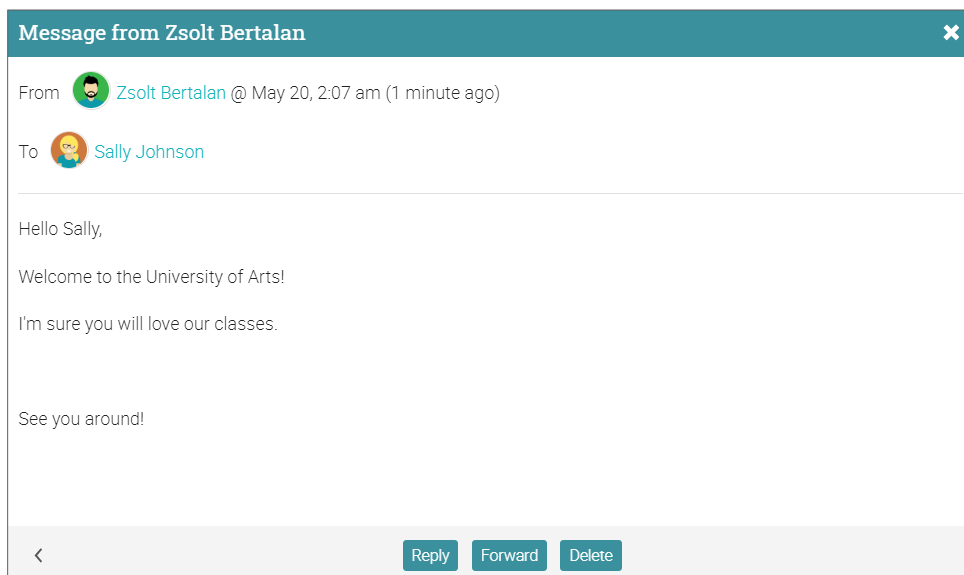
## Communicating with users

### 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.

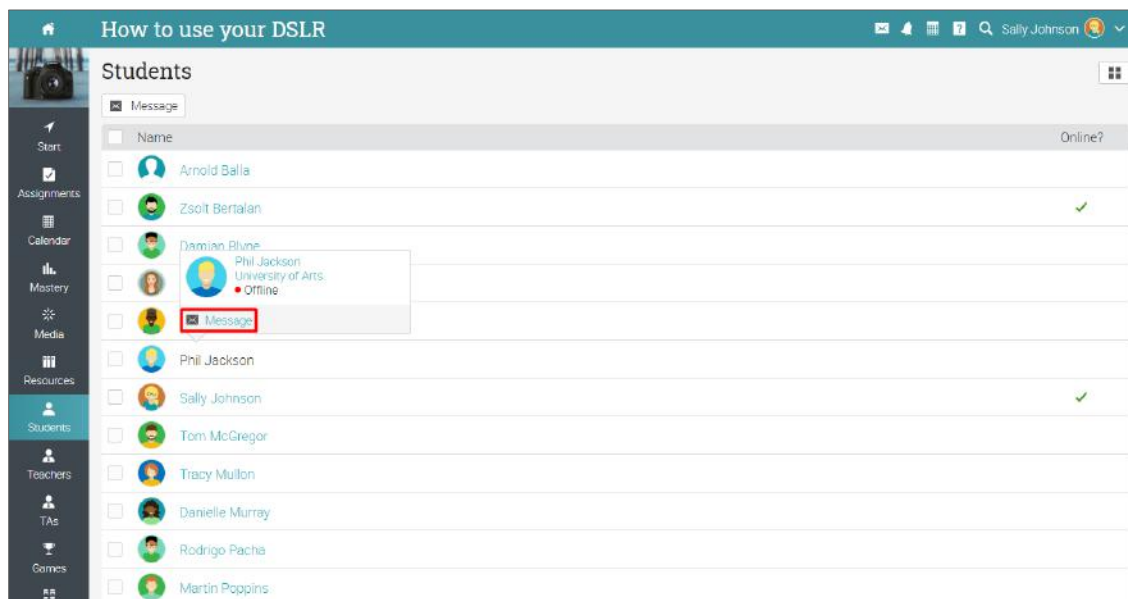


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.



# Getting started guide for Students

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 Message, enter your message and Send.



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

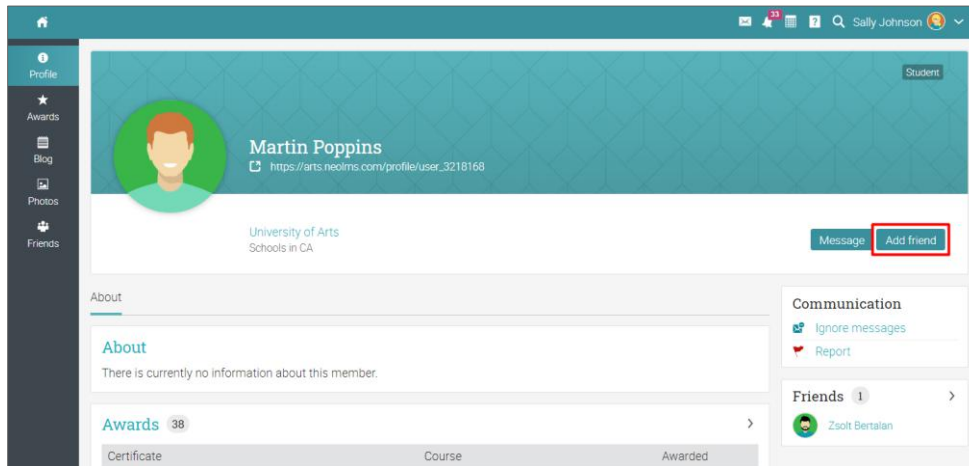


You can also view users by selecting tile view from the top right corner. In this case you can select multiple users and send them a message by clicking the Message button.

# Getting started guide for Students

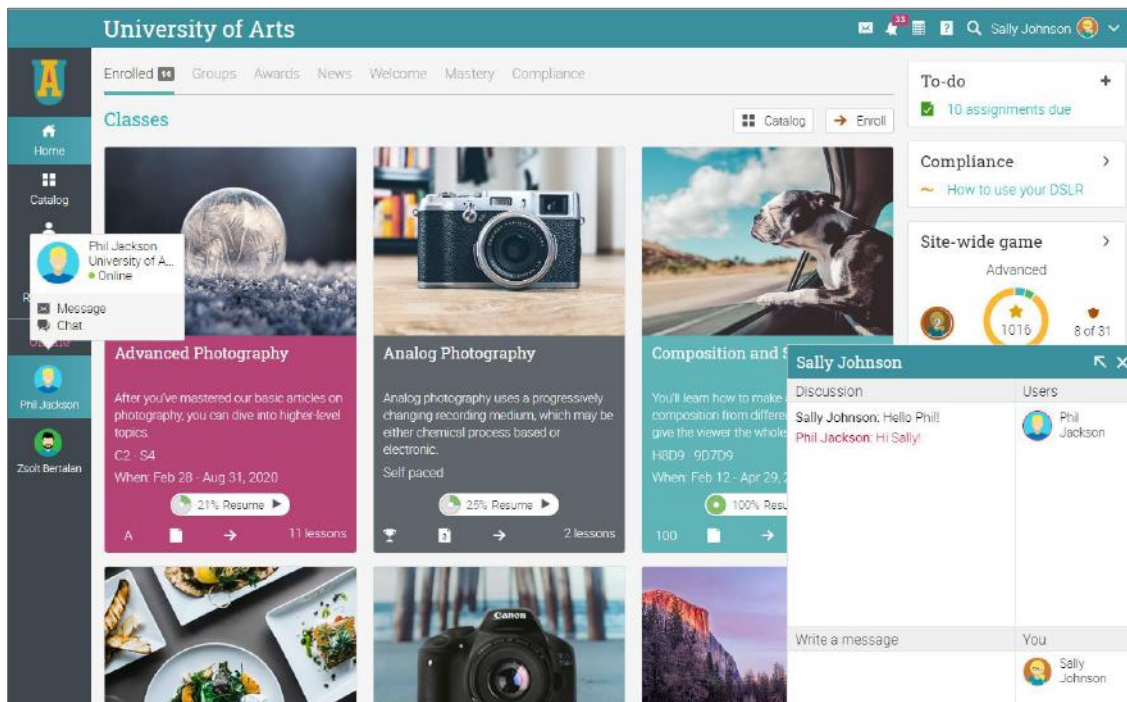
## Adding friends

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.



# Getting started guide for Students

## 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.cypherlearning.com](http://www.cypherlearning.com)

