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

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

**Getting started guide for Teachers** explains topics such as: creating a class, using competencies and grading assignments.

**Getting started guide for Administrators** explains topics such as: navigating in NEO, configuring features, customizing the platform and managing users.

**Getting started guide for Parents** explains topics such as: accessing the parent account, accessing children’s information, 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.
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.
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.
Enter the access code if required, then fill in your account details.
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.
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.
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.
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.
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.
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.
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.
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.

Let’s go over each section.
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.
Left bar

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

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

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

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.
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.
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.

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;
✓ **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:

![Example essay assignment image]

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.
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.

You can also see the assignments that are due by clicking the Assignments tab in a class. Assignments that have not yet been submitted don’t have a check mark.
The submission method can depend on the type of assignment that you want to submit, and the options are:

**Dropbox or Essay** - first prepare an answer by clicking Prepare Answer:

These types of assignments give you the option to submit answers right away or save your work and submit later.
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Quiz, SCORM quiz, or Survey - answer the questions by clicking Take quiz or Take survey, and then finished once the quiz/survey is completed.

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

Grades for individual assignments are displayed in the assignments tab.

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

You will usually receive notifications when an assignment is graded.
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.

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.
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.

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.
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.

Notification from Karen Richards

From: Karen Richards
@ May 20, 1:10 am (about 1 hour ago)

Subject: You were awarded badge Best team member

Congratulations, you were awarded badge Best team member!

This happened because: you completed lesson Shutter speed and aperture.

To see your awards, click here

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

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

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

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

www.neolms.com