

NEO

by CYPHER LEARNING

How to make teaching and learning more flexible using automation

Table of contents

Introduction..... 3

Using automation in NEO..... 4

Automation for classes..... 5

Automation for learning paths..... 12

Automation for accounts..... 14

Automation for groups..... 14

Automation for e-commerce..... 15

Adaptive learning 16

Summary..... 18



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 helps schools manage all classroom activities, such as creating and delivering educational content, assessing students, tracking student achievement, and promoting communication and collaboration between students and faculty.

NEO is a product of CYPHER LEARNING, a school 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.

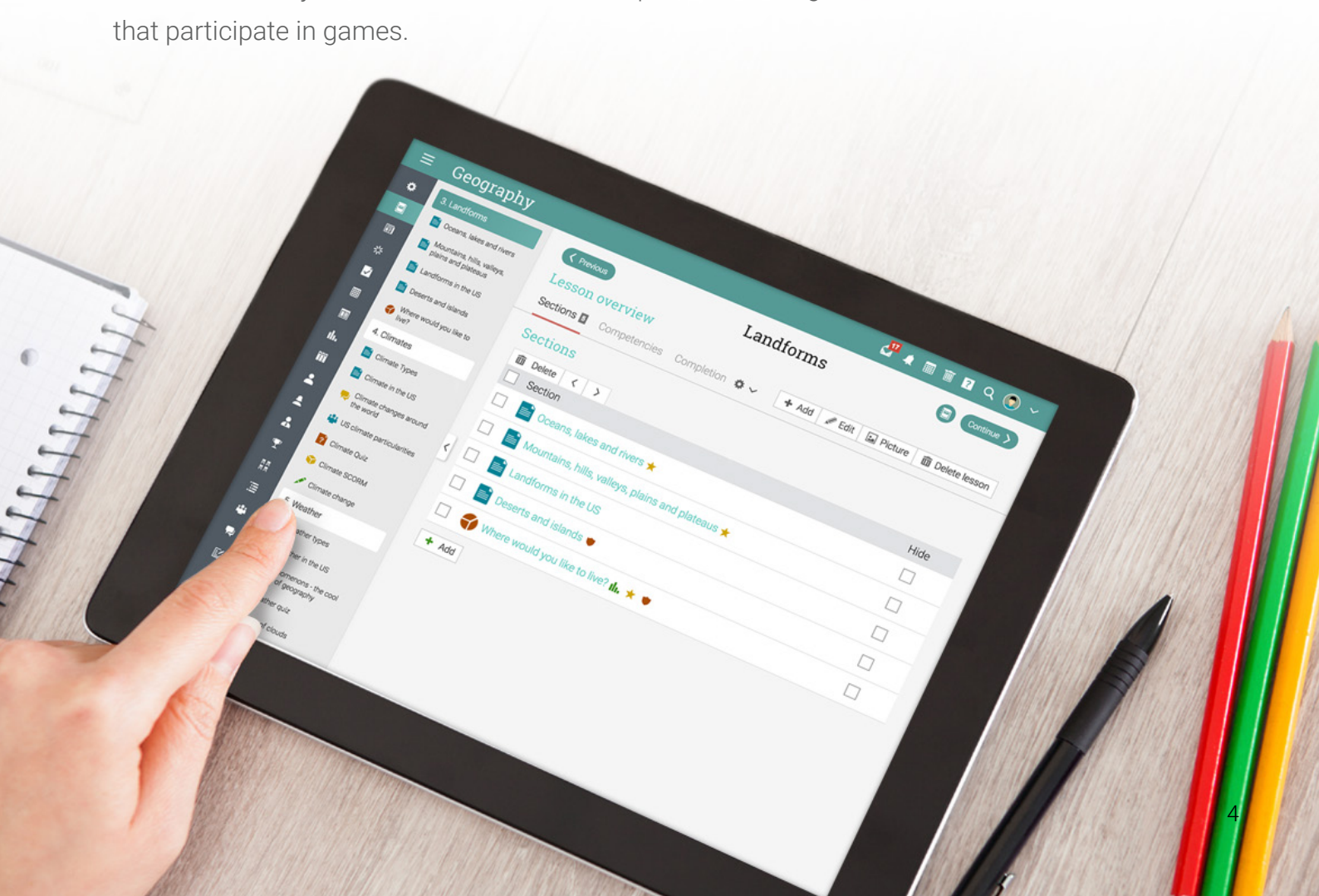


Using automation in NEO

Automation is an innovative concept that allows schools to make learning more personalized and flexible. This powerful feature helps teachers save time on teaching tasks and replaces a lot of rigorous manual work.

With automation you can trigger actions throughout the platform when certain tasks are performed. For example, when a new teacher joins the platform, you can automatically add to a group of faculty members. At the end of a class you can trigger an action that awards certificates of completion to students. Using automation you can also decide what content students see in classes based on their performance.

The possibilities are endless and you can use automation in various areas of the platform such as classes, learning paths, groups, accounts, and more. Gamification is also based on automation and you can define rules for when points and badges should be awarded to students that participate in games.








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Automation for classes



Teachers can use automation to trigger actions when students complete certain tasks in classes. You can add rules that are performed when students enroll in classes when they are unenrolled from classes, when they complete lessons and sections, and more. Here are some of the most common uses for automation and areas in a class where you can use them:

Enrollment, unenrollment, and inactivity actions

Teachers can create actions that are triggered when new students are enrolled in classes or when students are unenrolled from classes. For example, if you created a Geography class when you enroll them in the class you can also automatically add them to a group dedicated to students that are taking this class.

Enrollment actions			
Add actions here that should be performed when a student is enrolled.			
Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Send the "enrollment" canned message	Jul 7, 2016		
 Add to group Geology group	Jun 7, 2018		
<div><div>+ Add</div></div>			

When a student is unenrolled from the class, you can send them an automated message to request feedback about the class.

Unenrollment actions			
Add actions here that should be performed when a student is unenrolled.			
Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Send the "unenrollment" canned message	Jul 7, 2016		
<div><div>+ Add</div></div>			

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If students are not active in the class for a specified number of days, you can trigger actions that are performed when the student is considered inactive. For example, if a student is not active for 10 days, you can send them a reminder to visit the class.

Inactivity actions

Add actions here that should be performed when a learner becomes inactive.

Action	Added	Edit	Remove
🔔 Send custom notification to user	Jun 7, 2018		

[+ Add](#)

Automation also allows users to apply filters to actions. When rules are created, you can target only people from within a class, group, organization, that are studying a particular field, that are from a certain grade, and more. Filters can be used when adding any type of rule, anywhere on the platform.

Filters:

Account type in Student and

Group in Junior high group and

Organization in Big Elm School District

[Save](#)



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Class completion actions

You can trigger actions when students complete classes. For example, when a student completes a class, you can award them with a certificate of completion. The certificates feature allows users to upload a PDF certificate form that can be filled in by our system with the information about the class.

Completion requirements

The course is considered completed when all its accessible modules are completed.

[- Disable](#)

Completion actions

Add actions here that should be performed when the class is completed, such as awarding a certificate.

Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Send the "class completion" canned message	Jul 7, 2016	✎	-
<input checked="" type="checkbox"/> Award certificate Completion certificate	Aug 25, 2016	✎	-

[+ Add](#)

Notifications

Feature
<input type="checkbox"/> Notify teachers of class completions
<input type="checkbox"/> Notify administrators of class completions
<input type="checkbox"/> Disable awarding of certificates on completion

Completion actions for lessons, sections, and assignments

You can trigger actions when lessons, content pages, and assignments are completed. For example, you can award a badge when a lesson is completed.

Completion requirements

The lesson is considered completed when all its sections are completed.

Completion actions

Add actions here that should be performed when the lesson is completed.

Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Award badge Participation for game Participation	Aug 9, 2016	✎	-
<input checked="" type="checkbox"/> Unlock lesson Landforms	Aug 9, 2016	✎	-

[+ Add](#)

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In the case of assignments you can also set a minimum score that is required for the assignment to be completed. As an example, when a student gets the score of 100, the assignment is complete and you can add a rule to award 50 points for the class game.

Lesson completion

☒ Require this section to be completed for lesson completion.

Completion requirements

The assignment is considered completed when the student scores at least 50%.

[- Remove this requirement](#)

Completion actions

Add actions here that should be performed when the assignment is completed.

Action	Added	Edit	Remove
★ Award 50 points for game Appleton game	Jun 7, 2018	✎	-

[+ Add](#)

Start and finish actions

If a class is instructor-led or blended you can add actions that are performed when the class starts, a few days before the class starts, or a few days after the class starts. For example, you can send a reminder to your students two days before the class starts. You can also lock the class a few days before the class starts, so that students can enroll in the class but not access its content.

Start actions

Specify a time before/after this course starts that a set of actions should be taken.

[+ Add rule](#)

3 days before class starts

The following actions are performed 3 days before class starts:

Action	Added	Edit	Remove
🔔 Send custom notification to students	Jun 22, 2018	✎	-
🔒 Unlock this class	Jun 26, 2018	✎	-

[+ Add action](#) [✎ Edit](#) [🗑 Delete](#)

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You can also add actions when the class is finished. For example a number of days after the class is finished, you can archive it. You can also send a custom message to your students to ask for feedback about the class.

Finish actions

Specify a time before/after this course finishes that a set of actions should be taken.

[+ Add rule](#)

7 days after class finishes

The following actions are performed 7 days after class finishes:

Action	Added	Edit	Remove
🔔 Send custom notification to students	Jun 22, 2018	✎	-
🗄️ Archive this class	Jun 26, 2018	✎	-

[+ Add action](#) [✎ Edit](#) [🗑️ Delete](#)

Score-based actions

You can also add rules that are triggered when students achieve a certain score. For example, if a student gets a low score, you can automatically lock the next lesson until they improve.

Geography

4. Climates

Climate Types

Climate in the US

Climate changes around the world

US climate particularities

Climate Quiz

Climate SCORM

Climate change

5. Weather

Weather types

Weather in the US

Phenomenons - the cool side of geography

Weather quiz

Types of clouds

[← Previous](#)

Climates

[Continue →](#)

Assignment

Grades

Not submitted

Analytics

Grading scale

Use rubric

Set competencies

Completion

Score rules

Personalize

Samples

Score rules

This is the area where you can add rules and actions for when learners achieve a specified score.

[+ Add rule](#)

Score < 50%

The following actions are performed if the score < 50%:

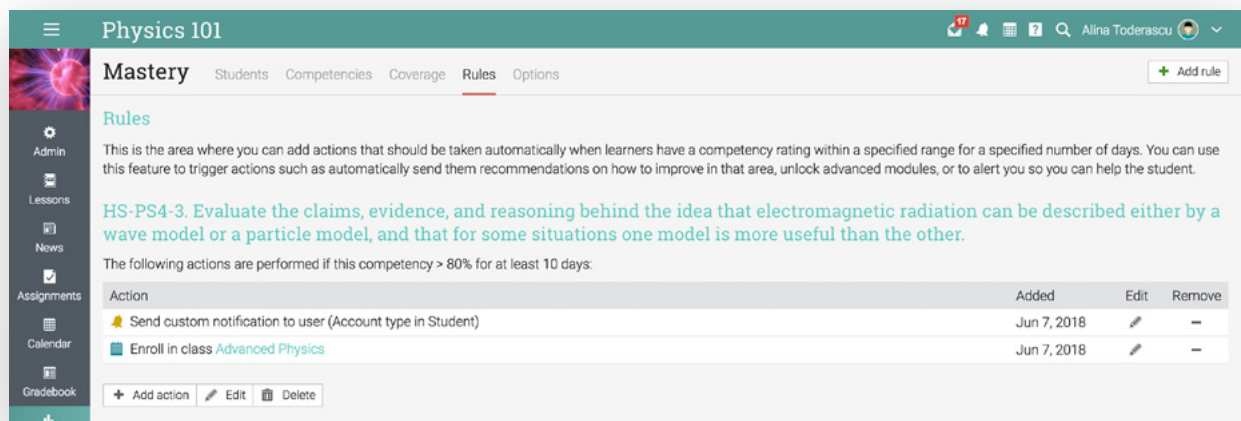
Action	Added	Edit	Remove
🔔 Send custom notification to teacher	Jan 23, 2019	✎	-
🔒 Lock lesson Continents	Jan 23, 2019	✎	-

[+ Add action](#) [✎ Edit](#) [🗑️ Delete](#)

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Mastery rules

You can add actions that should be performed when students reach a certain competency level. For example, if they achieve more than 80% on a competency you can unlock an advanced lesson. If a student stays between a 30 - 40 % competency level for more than 10 days, you can set up a rule to get an alert when this happens and send students recommendations on how to improve in that area.



The screenshot shows the 'Physics 101' interface with the 'Mastery' tab selected. The 'Rules' sub-tab is active, displaying a table of rules. The table has columns for 'Action', 'Added', 'Edit', and 'Remove'. Two rules are listed, both added on 'Jun 7, 2018'. The first rule is 'Send custom notification to user (Account type in Student)' and the second is 'Enroll in class Advanced Physics'. The background of the page shows a person's hands typing on a laptop keyboard.

Action	Added	Edit	Remove
Send custom notification to user (Account type in Student)	Jun 7, 2018		
Enroll in class Advanced Physics	Jun 7, 2018		

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Drip content

Automation can also be used to schedule student access to lessons rather than having them all available at once. Teachers can use automation to lock/unlock lessons at a specified time

For example, you can set up to release lessons in a class every two days. You can also use automation to lock/unlock lessons at a specified time. You could unlock a lesson when a student completes an assignment.

Drip content

The first lesson is unlocked immediately, and the others are unlocked every 3 days, 5 hours, 10 minutes.

[Edit](#) [Disable](#)

Gamification

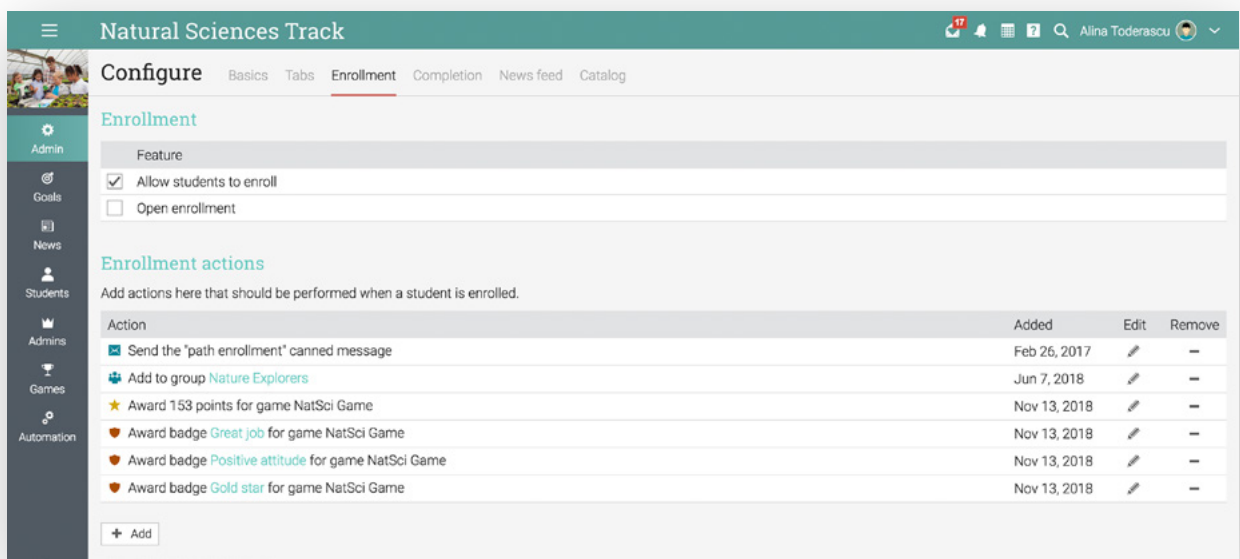
Gamification is based on automation. Games in classes can be comprised of levels and you can define how many points are required to pass each level. Then you can set up rules throughout the class that award points and badges as students complete tasks.

The screenshot shows a web interface for a 'Geography' course. The left sidebar lists course sections: 1. Introduction, 2. Spatial organization, and 3. Landforms. The main content area is titled 'Introduction' and shows the 'Lesson overview' tab. It includes sections for 'Completion requirements', 'Class completion', and 'Completion actions'. The 'Class completion' section has a checkbox for 'Require this lesson to be completed for class completion.' The 'Completion actions' section has a table with three columns: Action, Added, Edit, and Remove. The table lists three actions: 'Award 50 points for game Appleton game (popup)', 'Award badge Perfect attendance for game Appleton game', and 'Unlock lesson Spatial organization', all added on 'Aug 29, 2018'.

Action	Added	Edit	Remove
★ Award 50 points for game Appleton game (popup)	Aug 29, 2018	Edit	Remove
🏆 Award badge Perfect attendance for game Appleton game	Aug 29, 2018	Edit	Remove
🔓 Unlock lesson Spatial organization	Aug 29, 2018	Edit	Remove

Automation for learning paths

Automation allows you to trigger actions when students enroll in the path, when they complete the path, and when they complete each goal in the path. For example, you can set up a rule that when students are enrolled in a path they are also added to a study group.



Natural Sciences Track

Configure Basics Tabs **Enrollment** Completion News feed Catalog

Enrollment

Feature

- ☒ Allow students to enroll
- ☐ Open enrollment

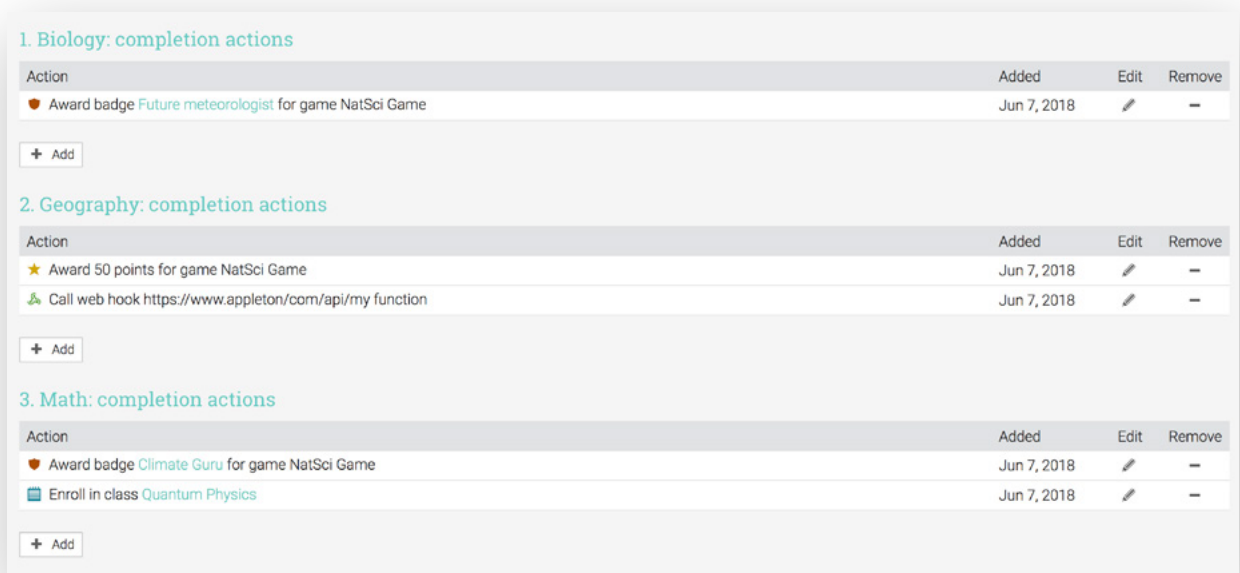
Enrollment actions

Add actions here that should be performed when a student is enrolled.

Action	Added	Edit	Remove
Send the "path enrollment" canned message	Feb 26, 2017		—
Add to group Nature Explorers	Jun 7, 2018		—
Award 153 points for game NatSci Game	Nov 13, 2018		—
Award badge Great job for game NatSci Game	Nov 13, 2018		—
Award badge Positive attitude for game NatSci Game	Nov 13, 2018		—
Award badge Gold star for game NatSci Game	Nov 13, 2018		—

[+ Add](#)

When students complete a goal in the path, you can automatically invoke an API through a webhook.



1. Biology: completion actions

Action	Added	Edit	Remove
Award badge Future meteorologist for game NatSci Game	Jun 7, 2018		—

[+ Add](#)

2. Geography: completion actions

Action	Added	Edit	Remove
Award 50 points for game NatSci Game	Jun 7, 2018		—
Call web hook https://www.appleton.com/api/my function	Jun 7, 2018		—

[+ Add](#)

3. Math: completion actions

Action	Added	Edit	Remove
Award badge Climate Guru for game NatSci Game	Jun 7, 2018		—
Enroll in class Quantum Physics	Jun 7, 2018		—

[+ Add](#)

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When students complete the learning path you can enroll them in an additional advanced class.

Completion requirements

The path is considered completed when all its goals are completed.

Completion actions

Add actions here that should be performed when the path is completed.

Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Send the 'path completion' canned message	Feb 26, 2017		
<input checked="" type="checkbox"/> Award certificate Completion certificate	Aug 14, 2017		
<input checked="" type="checkbox"/> Enroll in class Biology	Jun 7, 2018		

Add

Learning paths can also have games, so you can trigger actions that award badges and points, which helps students advance through the game.

Badges

Description	Badge
For completing Biology.	Future meteorologist
For completing Math.	Climate Guru

Points











Description	Points
For completing Geography.	50



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





Automation for accounts

Automation for accounts allows users to trigger actions that are performed when new accounts are created. Rules can be filtered by account type. For example you can create a rule that when new parents join the platform to automatically enroll them in a group dedicated to parents. When new students join the platform you can automatically enroll them in a class or learning

Added actions			
Add actions here that should be performed when an account is added.			
Action	Added	Edit	Remove
 Send the "new account" canned message	Jul 7, 2016		
 Add to group Appleton parents (Account type in Parent)	Jun 7, 2018		
 Award 50 points for game Appleton game (Account type in Student)	Jun 7, 2018		
 Add			

Automation for groups

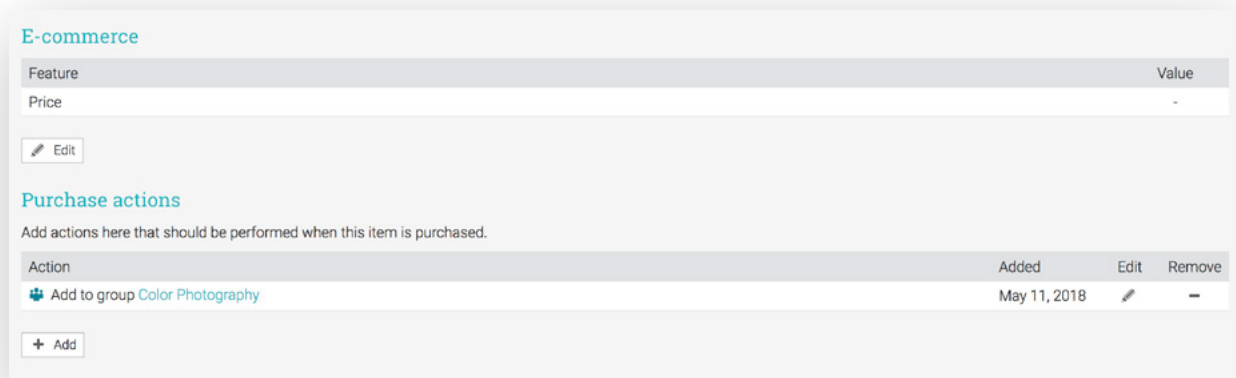
You can create rules that are triggered when users are added to groups or removed from group's. For example, you can trigger an action that when a new group member is added to also enroll them in a learning path. When a group member is removed, you can create a rule to send this information to an LRS using our xAPI option.

Added actions			
Add actions here that should be performed when a user is added as a member.			
Action	Added	Edit	Remove
 Send the "group member added" canned message	May 10, 2017		
 Enroll in path Natural Sciences Track	Jun 7, 2018		
 Add			
Removed actions			
Add actions here that should be performed when a user is removed as a member.			
Action	Added	Edit	Remove
 Call xAPI	Jun 7, 2018		
 Add			

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Automation for e-commerce

You can create rules that are triggered when users purchase classes, bundles, subscriptions, or digital media items. In the case of subscriptions you can also trigger actions when they cancel subscriptions. For example, you can automatically add the learners that purchased a photography class to a group dedicated to photography.



E-commerce

Feature	Value
Price	-

[Edit](#)

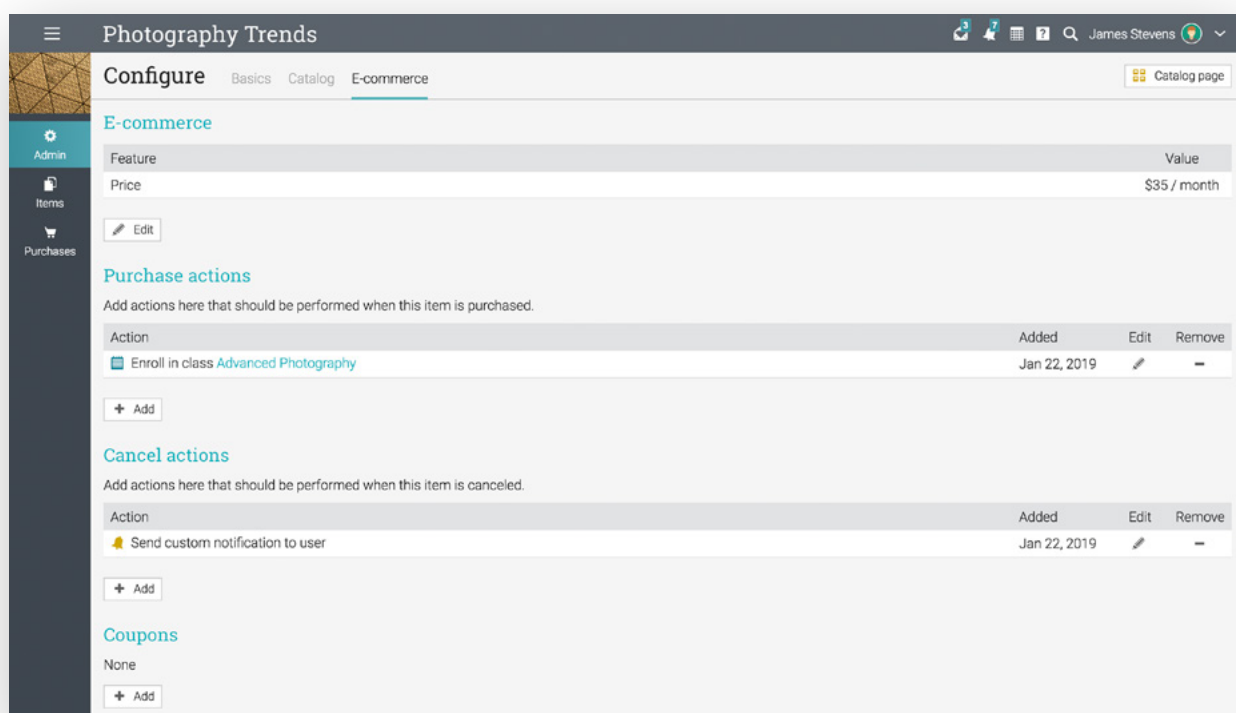
Purchase actions

Add actions here that should be performed when this item is purchased.

Action	Added	Edit	Remove
Add to group Color Photography	May 11, 2018	Edit	-

[+ Add](#)

You can also add an action to send a custom message to request feedback when someone cancels a subscription.



Photography Trends

Configure Basics Catalog **E-commerce** [Catalog page](#)

E-commerce

Feature	Value
Price	\$35 / month

[Edit](#)

Purchase actions

Add actions here that should be performed when this item is purchased.

Action	Added	Edit	Remove
Enroll in class Advanced Photography	Jan 22, 2019	Edit	-

[+ Add](#)

Cancel actions

Add actions here that should be performed when this item is canceled.

Action	Added	Edit	Remove
Send custom notification to user	Jan 22, 2019	Edit	-

[+ Add](#)

Coupons

None

[+ Add](#)

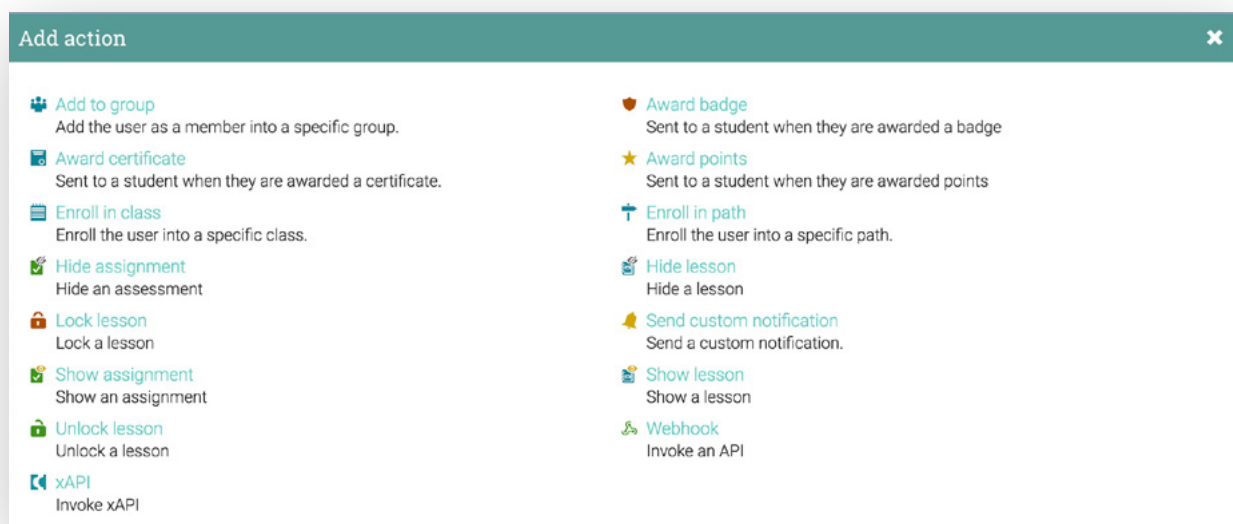
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Adaptive learning

Adaptive learning can help schools deliver a highly personalized experience and close knowledge gaps for their students. With adaptive learning, you can dynamically personalize what content and assignments students see in classes and learning paths based on their progress. Using automation, teachers can create rules that when triggered show or hide specific classes, content sections or assignments.

Adaptive learning for classes

Adaptive learning can be used in classes to show or hide content sections and assignments. If adaptive learning is enabled, you will see the options for show/hide lesson and show/hide assignment in the areas of the class where automation can be used.



How to make teaching and learning more flexible using automation

For example, if a student is doing very well and completes a difficult lesson, you can choose to show them some more advanced lessons or give them a harder assignment in the next lesson. If a student achieves a low score on an assignment, you can automatically hide a lesson until the student achieves the score needed.

☰
Geography
🔔 🔊 📄 🗒️ 🔍 👤 ⌵

- ⚙️ 6. Population
- 📖 Human evolution
- 👥 Human races
- 🌎 Population of the USA
- 👉 Races and sub-races
- 🌐 7. Continents
- 🏞️ Plate tectonics
- 🌱 Layers of Earth
- 🌿 8. Environment
- 🌳 Ecosystems
- 🌲 Natural resources
- 🌫️ Environmental issues
- 🏢 Environmental agencies
- 💧 9. Hydrosphere
- 🌊 Waterfalls
- 🏡 Favorite waterfall
- 🌊 10. Oceans

Population

Lesson overview

Sections Competencies **Completion** Personalize Notes

Completion requirements

The lesson is considered completed when all its required sections are completed.

Class completion

☒ Require this lesson to be completed for class completion.

Completion actions

Add actions here that should be performed when the lesson is completed.

Action	Added	Edit	Remove
🏆 Award badge Positive attitude for game Participation	Aug 9, 2016		—
★ Award 25 points for game Participation	Aug 9, 2016		—
🕒 Hide assignment Smallest countries in the world	Oct 10, 2018		—

+ Add



Summary

Automation is a powerful feature that helps schools make teaching and learning more personalized. For more details on automation and NEO, please contact us at info@cypherlearning.com or visit our website.

www.neolms.com

