

NEO

by CYPHER LEARNING

Getting started guide for Students

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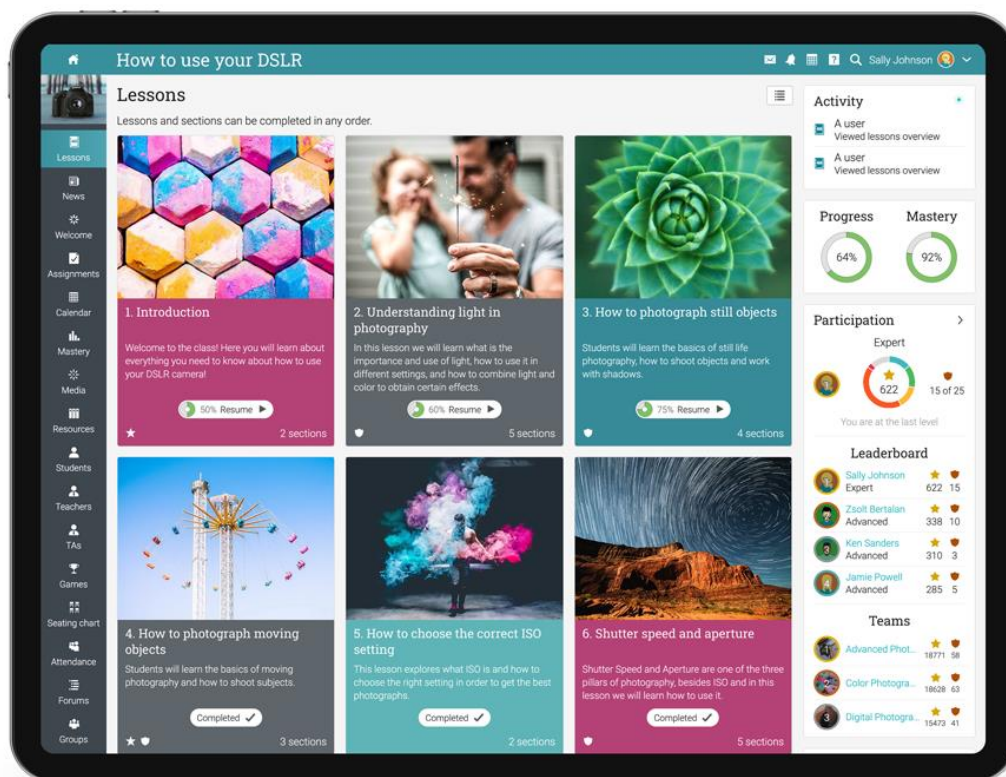
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Introduction

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

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



Getting started guide for Students

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



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



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



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



[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.

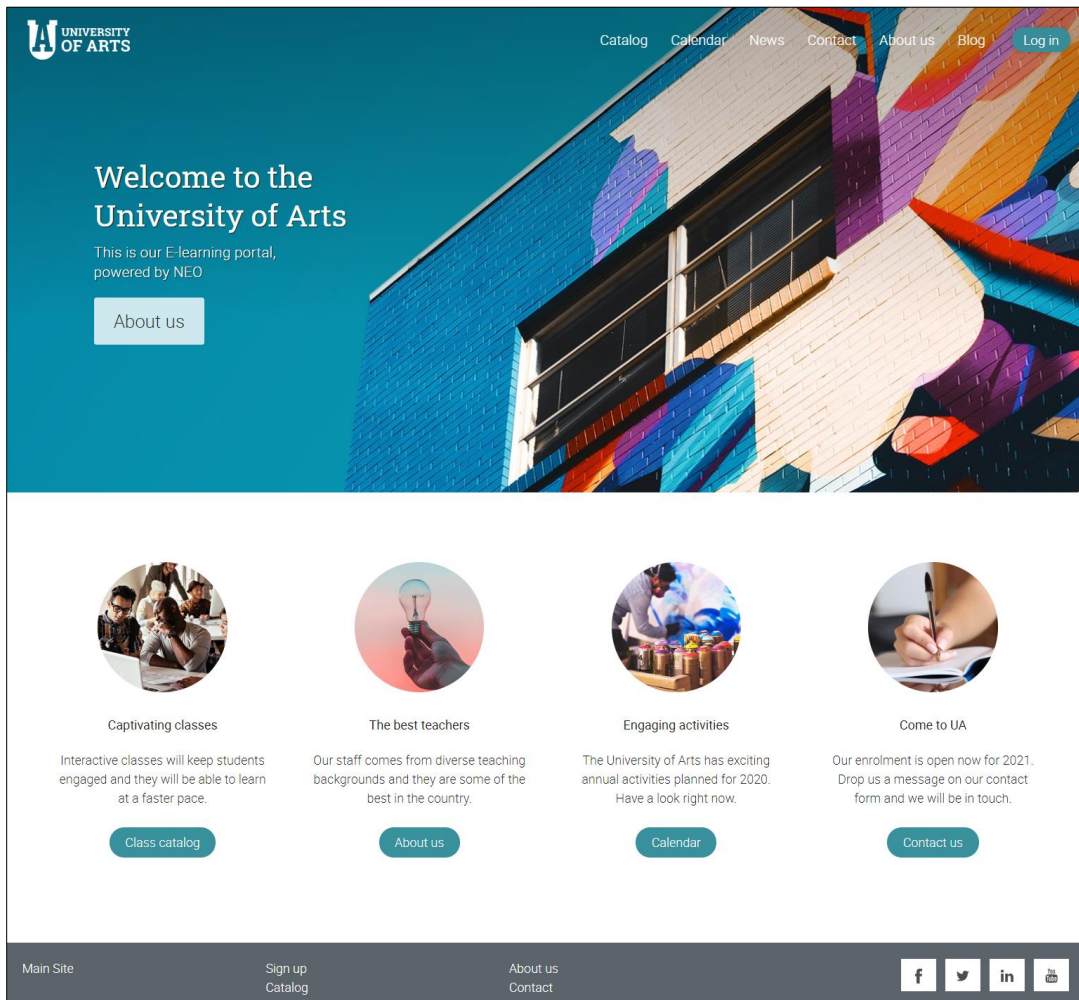


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Creating an account

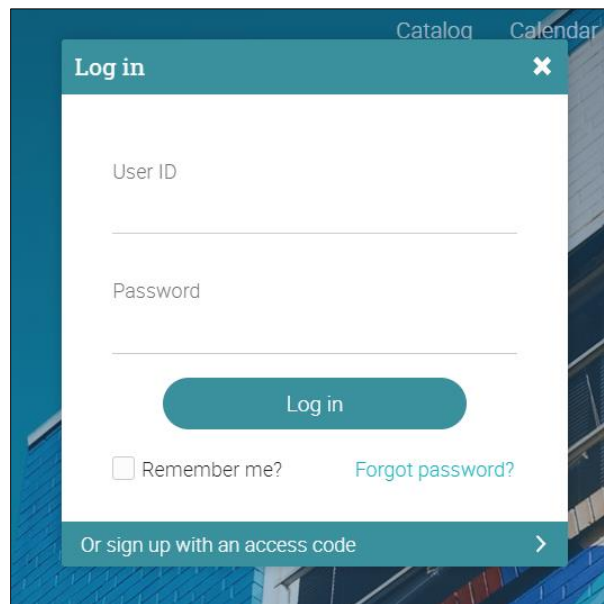
The school portal is the place where you can find the class catalog with a preview of the available classes, a news area, the school calendar, and more.

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



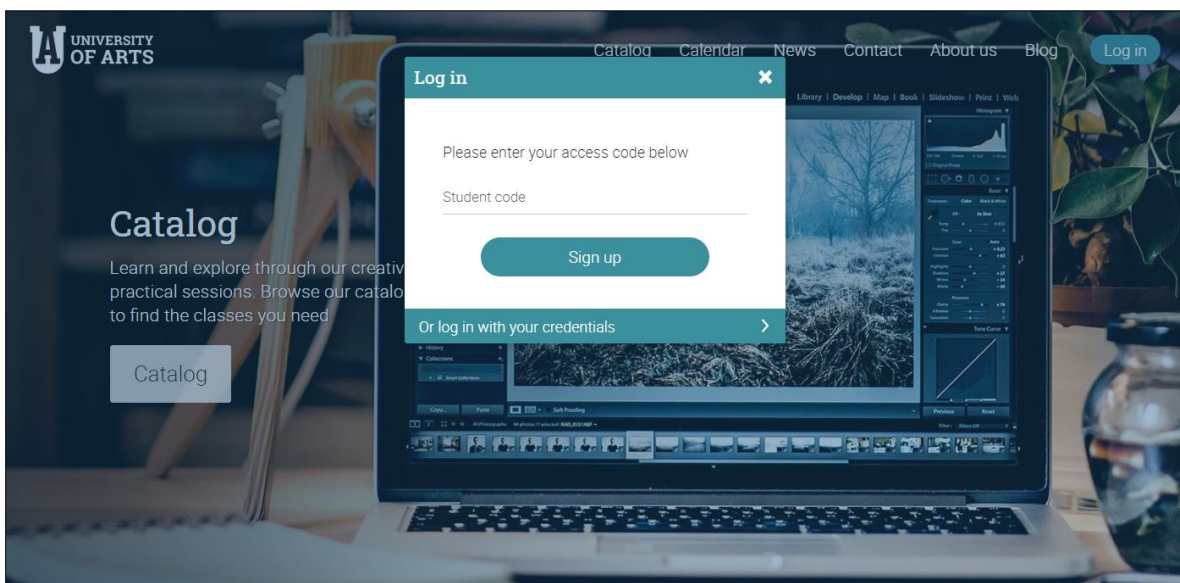
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Students can create accounts on NEO with or without an access code, depending on how the school administrator has configured the portal.




A screenshot of a web form titled "Log in" with a close button (X) in the top right corner. The form has two input fields: "User ID" and "Password". Below the "Password" field is a teal "Log in" button. Underneath the button are two options: a checkbox labeled "Remember me?" and a link labeled "Forgot password?". At the bottom of the form is a teal bar with the text "Or sign up with an access code" and a right-pointing arrow.

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



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

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

Sign up

Sign up

To finish joining, enter your details and click Submit.

Name

First name

Last name

Log in

User ID

Password

Confirm password

Basics

Organization

Year of graduation (optional)

Birthdate

Student ID (optional)

Contact

Email (optional)

Confirm email

Miscellaneous

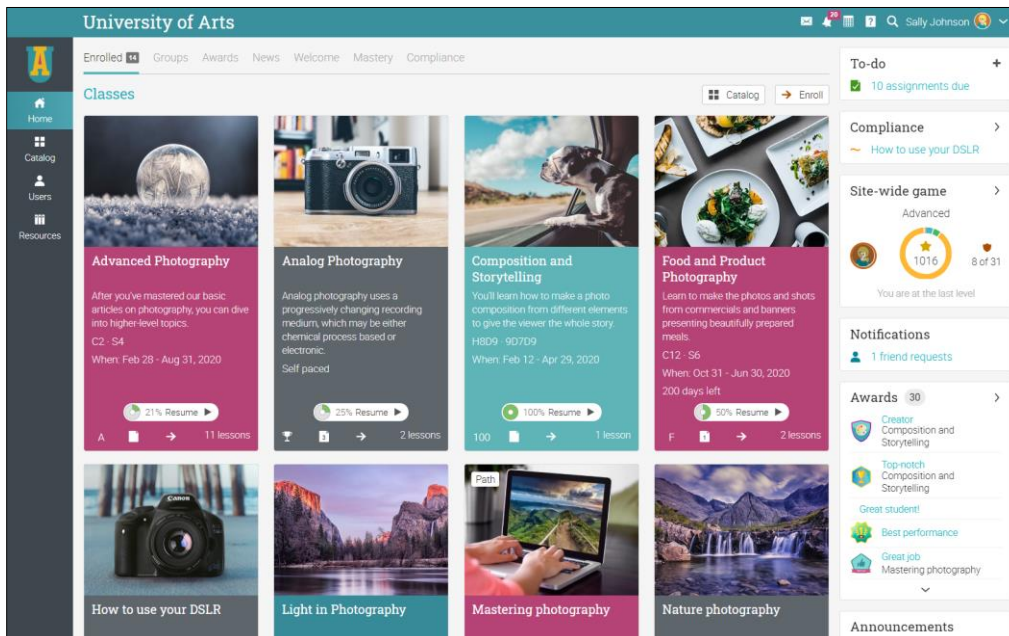
Year of study (optional)

☒ I agree to [Privacy policy](#)

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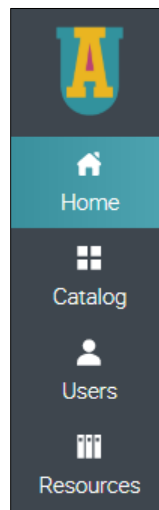
Navigating the platform

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.



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

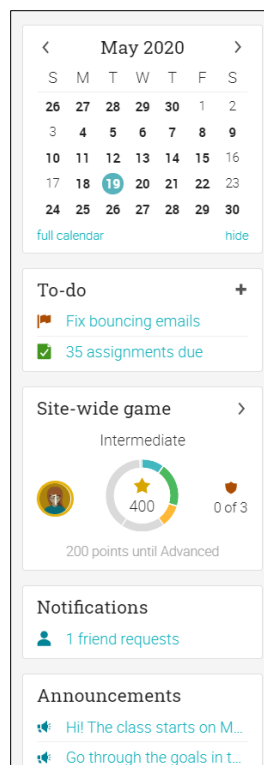
Top right bar

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



Right bar

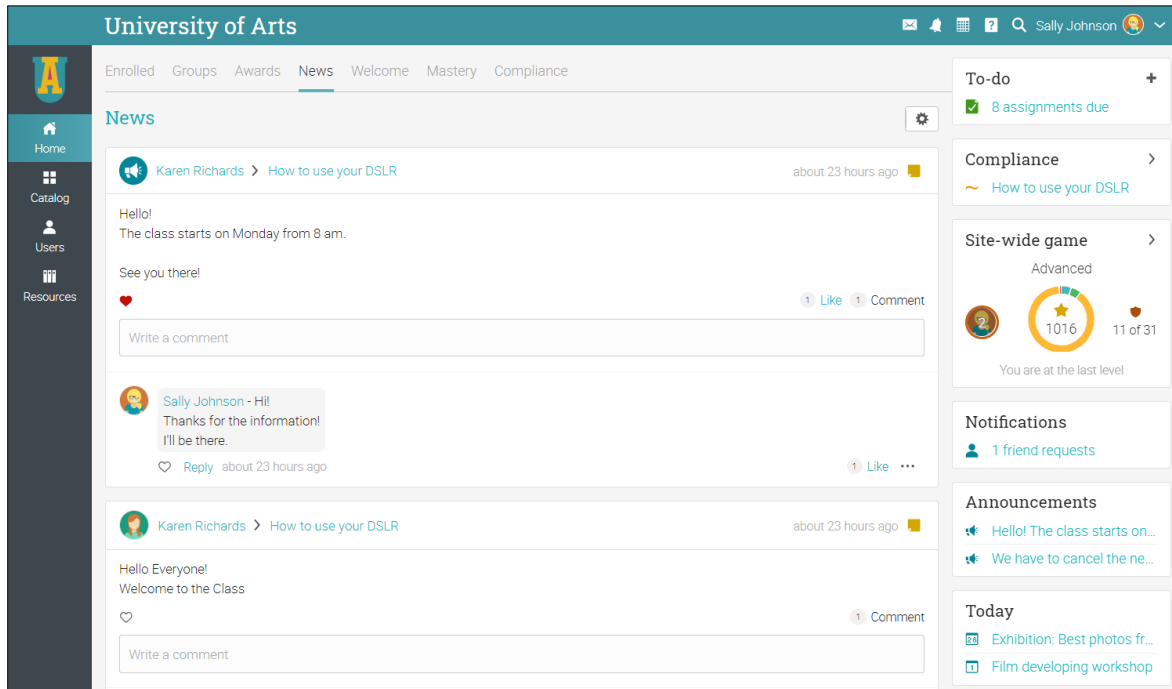
In the right bar, you can find listed the following: games progress and leaderboards, calendar, to-do list, announcements, upcoming items, awards, and a list of any minimized windows. To see more details, just click on an item.



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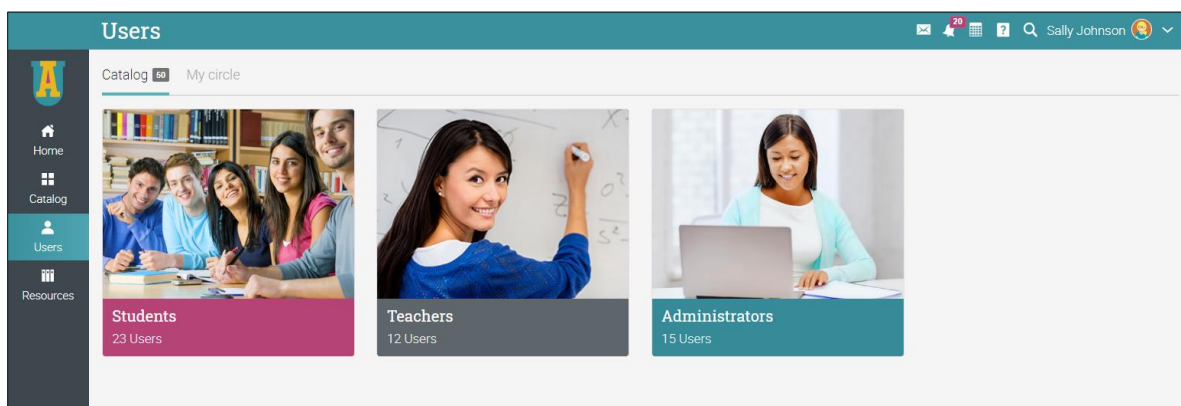
News feed

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



Users

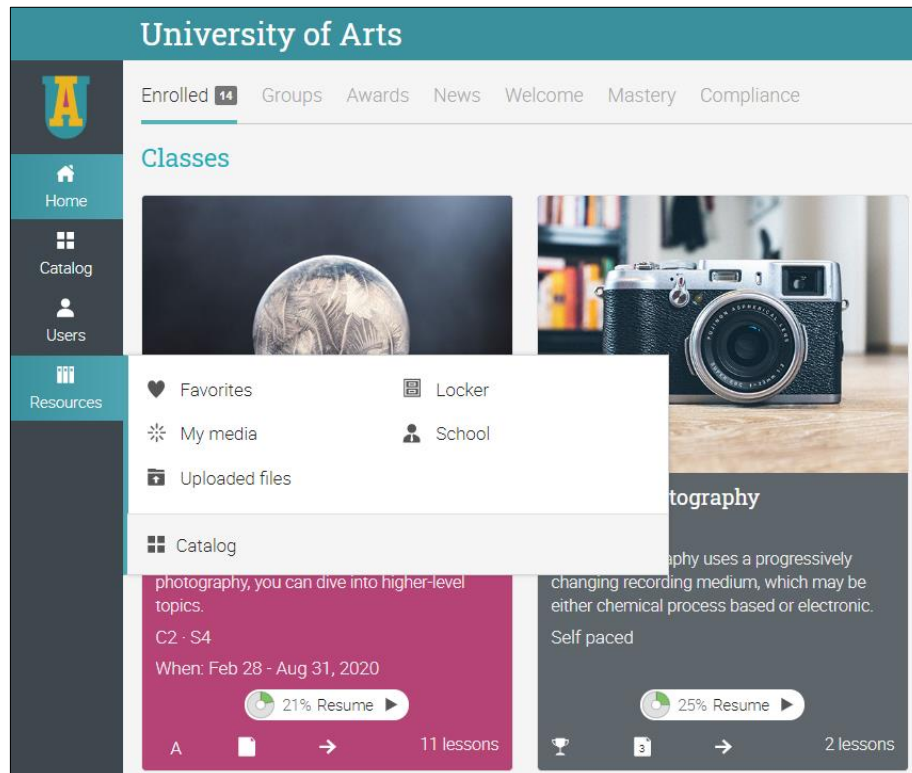
The users catalog is where you can see your friends, teachers and parents.



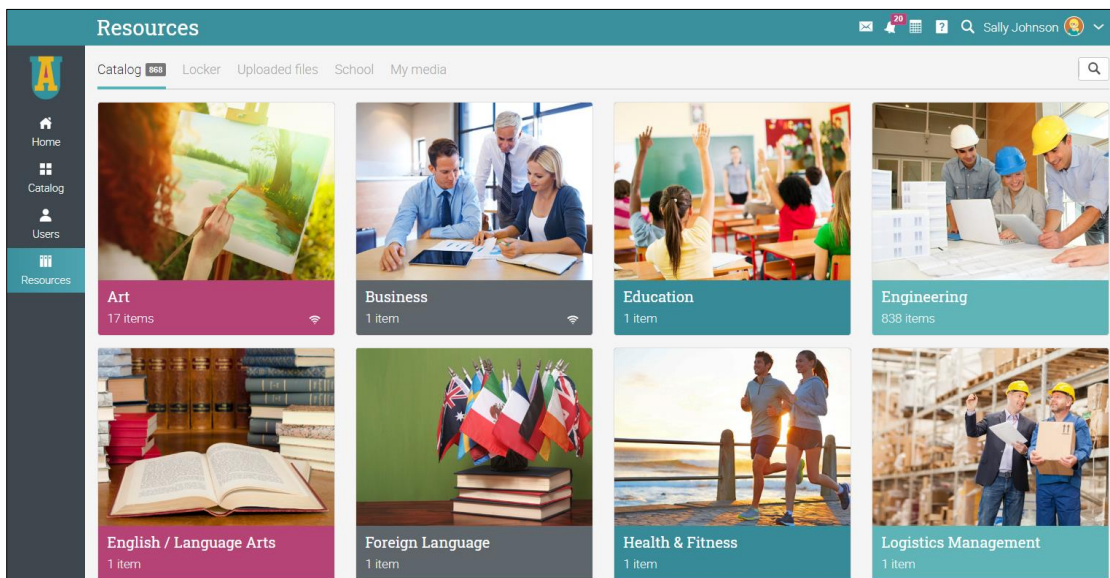
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Resources

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




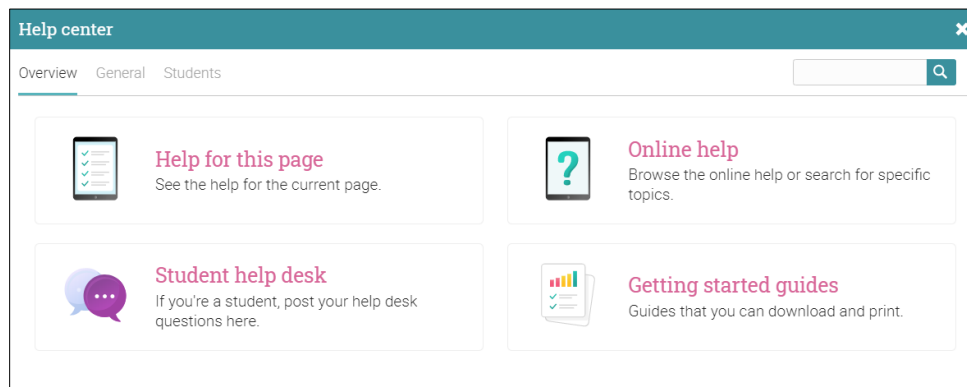
The Resources catalog is the place where you can organize all your files by category.



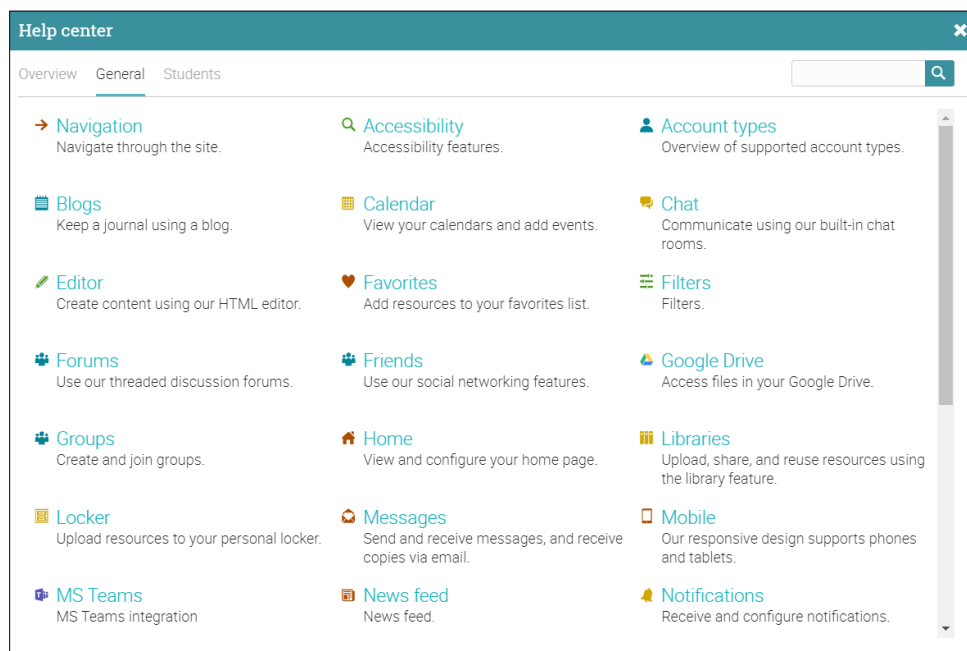
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Help Center

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



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

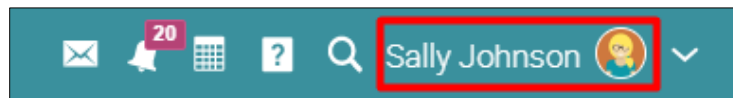


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Profile

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 web application's user profile page. The top navigation bar is teal and shows the user's name 'Sally Johnson' and a dropdown arrow. A left sidebar contains various navigation options like Profile, Settings, Privacy, etc. The main content area has a teal header with the user's name 'Sally Johnson' and a profile picture. Below this, there are tabs for 'About', 'Info', 'Enrolled', and 'Groups', with 'About' currently selected. The 'About' section contains a bio and a paragraph about the user's background. To the right of the bio is an 'Edit' button highlighted with a red box. Below the bio is an 'Awards' section with a table listing certificates and courses. On the far right, there are two sidebars: 'Account' showing join date and last online status, and 'Site-wide game' showing a progress bar and score.


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


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


Edit ✕

 **Picture**
Change your picture

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


 **Password**
Select a different password.

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

 **Social media**
Social media settings

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.

Sally Johnson 📧 🔔 📅 ? 🔍 Sally Johnson 👤

**Settings**
Here are your general account settings. Privacy settings are in Privacy tab.

Display

Feature
<input type="checkbox"/> Use accessible theme
<input checked="" type="checkbox"/> Audio notifications
<input type="checkbox"/> Display small calendar in dashboard
<input checked="" type="checkbox"/> Display shortcuts

Social media

Site	ID
Facebook	sallyjohnson
LinkedIn	sally_johnson
Twitter	sallyjohnson
Instagram	sally_johnson

Edit

Integrations

Feature
<input type="checkbox"/> Google Drive
<input type="checkbox"/> OneDrive
<input type="checkbox"/> OneDrive for Business

Miscellaneous

Feature	Setting
Language	English (US) ▼
Time zone	(GMT-08:00) Pacific Time (US & Canada) ▼

Profile

Settings

Privacy

Purchases

Awards

Blog

Portfolio

Photos

Gifts

Parents

Mentors

Friends

Getting started guide for Students

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

- Left Sidebar:** Contains navigation tabs: Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, Attendance, Forums, Groups, and Chat.
- Header:** Displays the class title "How to use your DSLR" and the user's name "Sally Johnson".
- Lessons Section:** Features 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 (e.g., "2 sections"). The lessons are:
 - 1. Introduction (50% Resume, 2 sections)
 - 2. Understanding light in photography (60% Resume, 5 sections)
 - 3. How to photograph still objects (75% Resume, 4 sections)
 - 4. How to photograph moving objects (Completed, 3 sections)
 - 5. How to choose the correct ISO setting
 - 6. Shutter speed and aperture
 - 7. Camera maintenance
 - 8. Overview of the most basic camera settings
- Right Sidebar:** Contains several widgets:
 - Activity:** Shows "A user Viewed lessons overview".
 - Progress:** A circular progress indicator showing 64%.
 - Mastery:** A circular progress indicator showing 92%.
 - Participation:** Shows a star icon, a score of 622, and a level of 15 of 25. It also indicates "You are at the last level".
 - Leaderboard:** Lists the top performers:

Rank	Name	Level	Score	Points
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:** Lists the top teams:

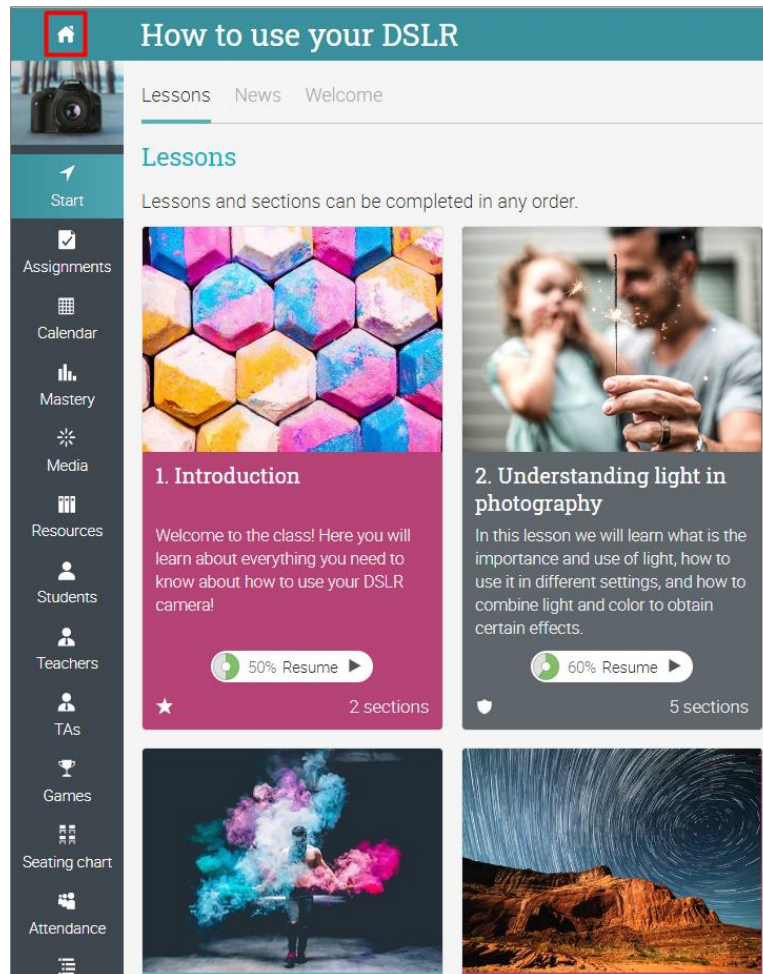
Rank	Team Name	Score	Points
1	Advanced Phot...	18771	58
2	Color Photogra...	18628	63
3	Digital Photogra...	15473	41

Let's go over each section.

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Main left navigation

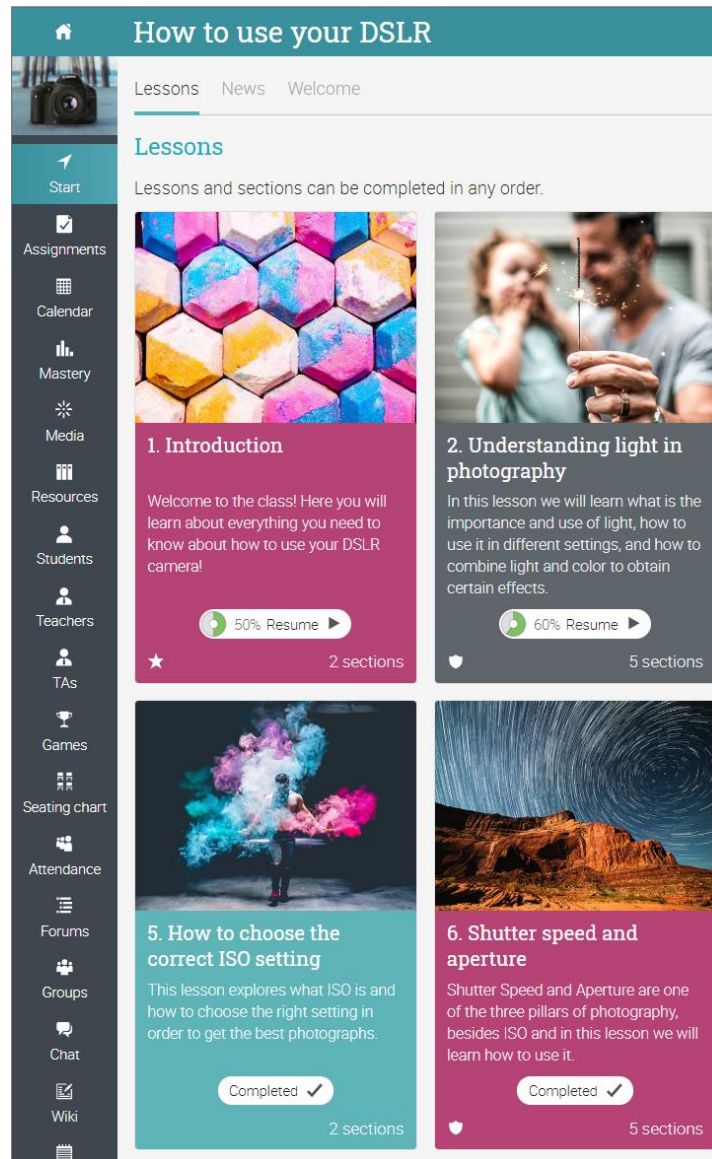
When you are in a class the main left bar of the platform is minimized. To go back to your home page, just click the Home icon in the top left.



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Left bar

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



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The left bar displays tabs for the following areas:

- ✓ [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 application interface for a class titled "How to use your DSLR". The top navigation bar includes a home icon, the class title, and a user profile for "Sally Johnson". Below the navigation bar, there are tabs for "Lessons", "News", and "Welcome". The "News" tab is active, displaying a feed of posts. On the left, a sidebar menu lists various class features: Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, and Attendance. The news feed contains two posts. The first post is from Karen Richards, posted about 23 hours ago, with the text "Hello! The class starts on Monday from 8 am. See you there!". It has 1 Like and 1 Comment. The second post is from Sally Johnson, posted about 23 hours ago, with the text "Hi! Thanks for the information! I'll be there.". It has 1 Like. On the right side of the interface, there are three sections: "Activity" showing recent user actions, "Progress" and "Mastery" gauges (64% and 92% respectively), and a "Participation" section showing a star chart and a level indicator (Expert, 622 points, 15 of 25). Below these is a "Leaderboard" table.

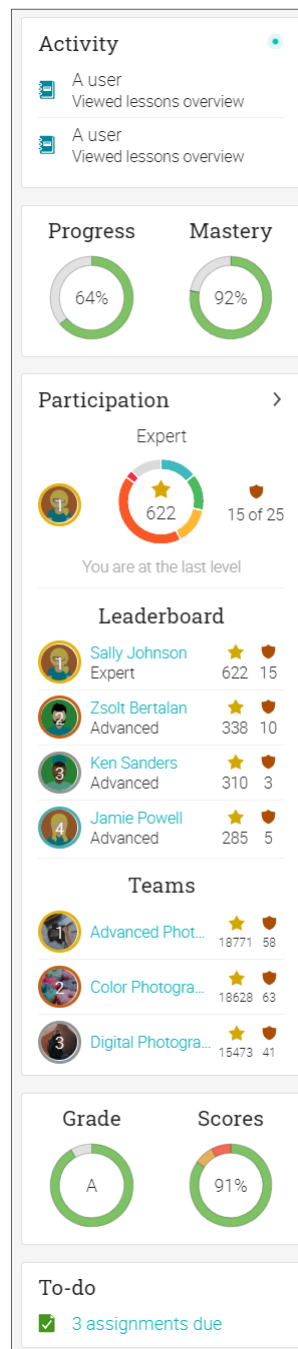
Leaderboard			
1	Sally Johnson	Expert	622 15
2	Zsolt Bertalan	Advanced	338 10
3	Ken Sanders	Advanced	310 3
4	Jamie Powell	Advanced	285 5



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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.



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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.

The screenshot shows the 'How to use your DSLR' class page. The left sidebar contains navigation links: Start, Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, and a Seating chart. The main content area is titled 'Lessons' and shows three lesson tiles. Each tile includes a title, a description, a progress bar, and a 'Resume' button. The right sidebar contains an 'Activity' section with three items, 'Progress' and 'Mastery' progress bars, and a 'Participation' section showing a star icon and a score of 622 out of 15 of 25. The bottom of the right sidebar shows a 'Leaderboard'.

How to use your DSLR

Lessons News Welcome

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!

50% Resume

2 sections

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.

60% Resume

5 sections

3. How to photograph still objects

Students will learn the basics of still life photography, how to shoot objects and work with shadows.

75% Resume

4 sections

Activity

- A user Viewed lessons overview
- A user Viewed lessons overview
- A user Viewed lessons overview

Progress 64% **Mastery** 92%

Participation

Expert

622 15 of 25

You are at the last level

Leaderboard

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 screenshot shows the 'How to use your DSLR' class page in list view. The left sidebar is the same as the previous screenshot. The main content area is titled 'Lessons' and shows three lesson tiles. Each tile includes a title, a description, a progress bar, and a 'Resume' button. The right sidebar contains an 'Activity' section with three items, 'Progress' and 'Mastery' progress bars, and a 'Participation' section showing a star icon and a score of 313 out of 9 of 23. The bottom of the right sidebar shows a 'Leaderboard'.

How to use your DSLR

Lessons News Calendar Groups Mastery Welcome

Lessons

Lessons and sections can be completed in any order.

Show sections

Available Partial Retry Completed

1. Introduction

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

50% Resume

2 sections

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

3. How to photograph still objects

Students will learn the basics of still life photography, how to shoot objects and work with shadows.

50% Resume

4 sections

Section	Submitted	Score	Due	Required	Duration	Status
Still life photography	✓	1/1	Dec 31	✓	✓	✓
Quiz: Shooting still life	✓	-	Dec 31	✓	✓	✓
Essay on still life photography	✓	-	Dec 31	✓	✓	✓
Attendance	✗	M	Dec 31	✓	✓	✗

Activity

- A user Viewed lessons overview
- A user Viewed lessons overview

Progress 43% **Mastery** 94%

Participation

Advanced

313 9 of 23


287 points until Expert

Leaderboard

- Zsolt Bertalan Advanced 338 9
- Sally Johnson Advanced 313 9
- Ken Sanders Advanced 310 3
- Jamie Powell Advanced 287 9

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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%

Expand all


- 1. Introduction
- 2. Understanding light in photography
- 3. How to photograph still objects
- ~ Still life photography
 - ✓ Essay on still life photography
 - ✓ Quiz: Shooting still life
 - ✓ Attendance
- 4. How to photograph moving objects
- 5. How to choose the correct ISO setting
- 6. Shutter speed and aperture
- 7. Camera maintenance
- 8. Overview of the most basic camera settings
- 9. How to use a reflector
- 10. Choosing the right lens
- 11. Macros
- 12. Final test

How to photograph still objects

Still life photography

Immersive Reader


Select interesting objects to shoot



Choosing objects for a great still life takes an artistic, poetic eye. But if you struggle with this, there are some rules of thumb that can get you started. Experts say that if you use multiple objects for your still life, they shouldn't be random. Rather, they should all fit into a common theme, whether that theme is shape, color, texture, function, the period of origin and so on.

Get comfortable with light and lighting


Carefully craft the composition



Developing a sophisticated sense of composition is essential to still life photography. It's so integral that beginner photographers study still life specifically to learn the art of composition. It's not uncommon for professional photographers to spend hours in the studio striving to perfect composition for a single shot. Don't be afraid to take your time and make adjustments.

Get inspired by the masters

Choose an appropriate background



Once you have your objects you can begin to think about the background. The best choice has to do with whether it will complement and, most importantly, not distract from your subject. Hedgecoe says that with lighter subjects, the background should be darker, and vice versa. The background should blend with (but have a different tone than) the subject in order to emphasize it.

Develop your eye for still life scenes

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

The screenshot shows a course interface for 'How to use your DSLR'. On the left, a sidebar lists 12 topics. Topic 3, 'How to photograph still objects', is the current topic and is marked as 'Complete' with a green checkmark. Topic 4, 'How to photograph moving objects', is marked as 'Incomplete' with an orange wavy line. The main content area is titled 'How to photograph still objects' and contains three columns of text and images. The first column is titled 'Select interesting objects to shoot' and includes an image of a still life with fruit and a bowl. The second column is titled 'Carefully craft the composition' and includes an image of two potted plants. The third column is titled 'Choose an appropriate background' and includes an image of an ice cream cone in a bowl. Navigation buttons 'Previous' and 'Continue' are visible at the top of the main content area.

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 titled "How to use your DSLR" with a progress bar at 63%. The current section is "Shutter speed and aperture". The left sidebar lists 11 topics, with "5. Shutter speed and aperture" selected. Under this topic, "Understanding shutter speed" is checked. The main content area is titled "How to set shutter speed" and explains that most cameras handle shutter speeds automatically. It provides two ways to manually set the shutter speed: "Shutter Priority" mode and "Manual" mode. A red box highlights three links: "Setting the shutter speed", "How to set up the shutter speed", and "DSLR presentation". Below the text is a video player titled "Shutter Speed | Tutorial Training Video" showing a close-up of a camera lens.

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

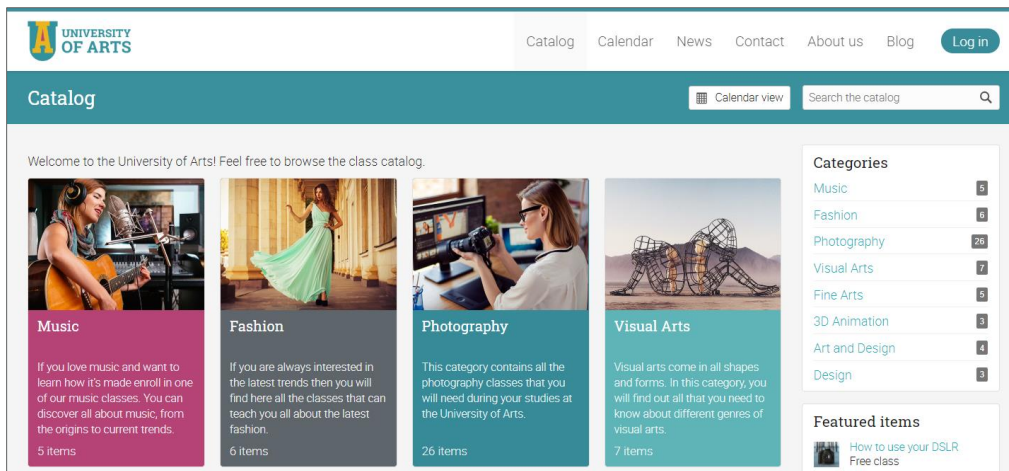
The screenshot shows the "Resources" tab of the "How to use your DSLR" course. The page title is "Resources" and it states "This area is for resources shared by your teacher." There are "Remove" and "Export" buttons. A list of resources is shown, including "Best photographs of the week", "Camera settings", "Photography", "Top Ten Digital camera - article", "Wikipedia", and "12 Reasons Photographers Still Choose to Shoot Film over Digital". Below the list, the "Photography" resource is selected, showing a video player titled "Making a living with Photography" with a URL: <https://www.youtube.com/watch?v=BEm8MzrdkJO>. The video player shows a person holding a Canon camera.

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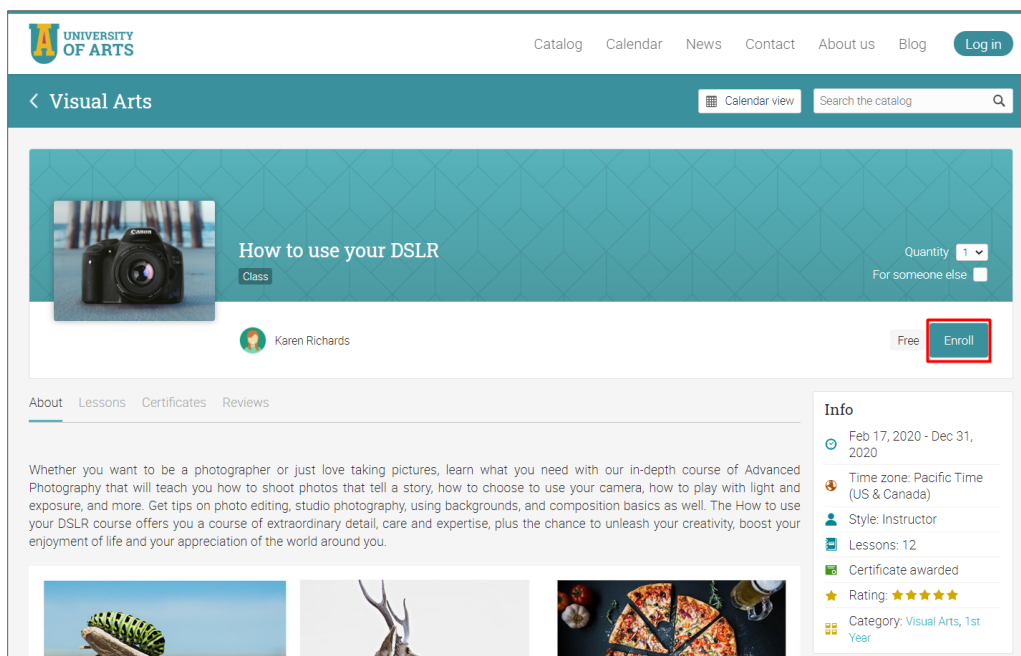
Enrolling in classes

Without a NEO account

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



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



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


Enroll ✕

Select an option to proceed:

- + [Create an account](#)
Select this option if you are a new user.
- ↻ [Sign into existing account](#)
Select this option if you're a returning user.

With a NEO account

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



Home

Catalog

Users

Resources


Catalog

Classes

Calendar view

Search the catalog


Welcome to the University of Arts! Feel free to browse the class catalog.



Music

If you love music and want to learn how it's made enroll in one of our music classes. You can discover all about music, from the origins to current trends.


5 items



Fashion

If you are always interested in the latest trends then you will find here all the classes that can teach you all about the latest fashion.


6 items




Photography

This category contains all the photography classes that you will need during your studies at the University of Arts.


26 items



Visual Arts



Fine Arts







3D Animation

Categories

Music	5
Fashion	6
Photography	26
Visual Arts	7
Fine Arts	5
3D Animation	3
Art and Design	4
Design	3

Featured items

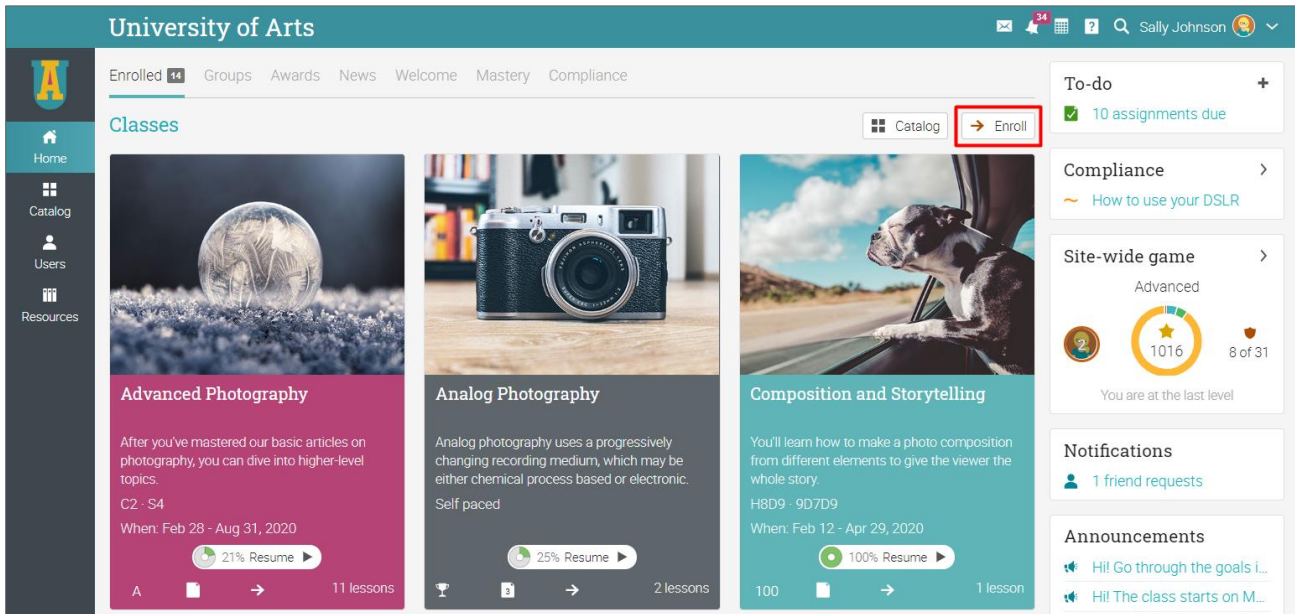
-  [How to use your DSLR](#)
Free class
-  [Mastering photography](#)
\$29.95 path
-  [Advanced Photography](#)
\$0 class

University of Arts

26

Getting started guide for Students

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



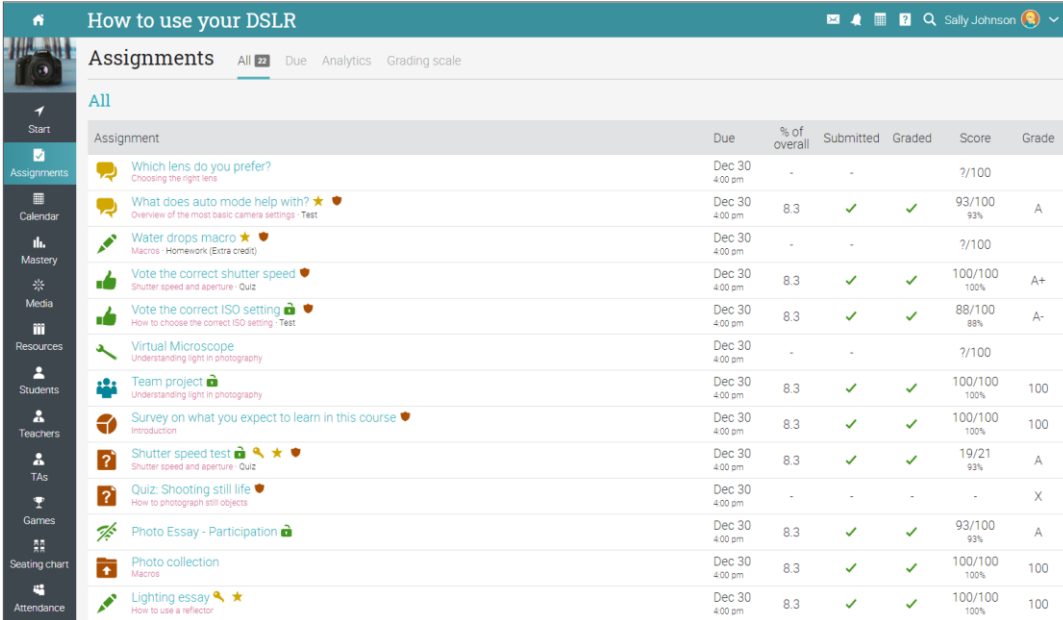
Please note that your school administrator or teacher can also enroll you in courses directly or they can send invitations to join the platform via your email.



Getting started guide for Students

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:

The screenshot shows a student interface for an assignment titled "How to use your DSLR". The page is divided into several sections:

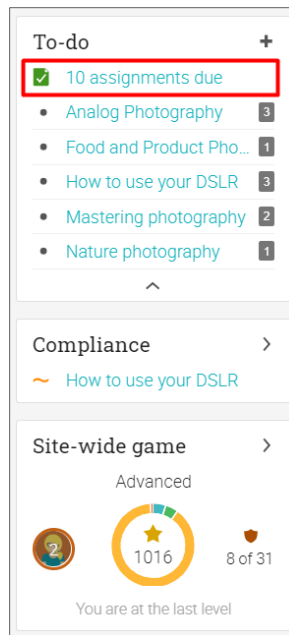
- Header:** "How to use your DSLR" with a progress bar at 72% and a user profile for Sally Johnson.
- Navigation:** A sidebar on the left contains icons for Assignments, Calendar, Mastery, Media, Resources, Students, Teachers, TAs, Games, Seating chart, and Attendance.
- Assignment Details:**
 - Title:** "Shutter speed and aperture"
 - Sub-section:** "Essay on shutter speed"
 - Instructions:** "In photography, shutter speed or exposure time is the length of time when the film or digital sensor inside the camera is exposed to light, also when a camera's shutter is open when taking a photograph. The amount of light that reaches the film or image sensor is proportional to the exposure time. Write an essay of max 1000 words on shutter speed." Below the text is a photograph of a long-exposure light trail of a firework over a lake.
 - Assignment Summary:**
 - Type: Essay
 - Max score: 100
 - Category: Homework
 - Due: Dec 30, 4:00 pm
 - Score:** A circular progress indicator shows a grade of 'C' with a score of 60/100 (60%).
 - Submission:** Submitted: Sep 12, 3:08 am; Attempts: 1; Max. attempts: 2; Allow late submissions: ✗.
 - Comments:** Submission 1 @ 3:08 am Sep 12, 2019.

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.

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.



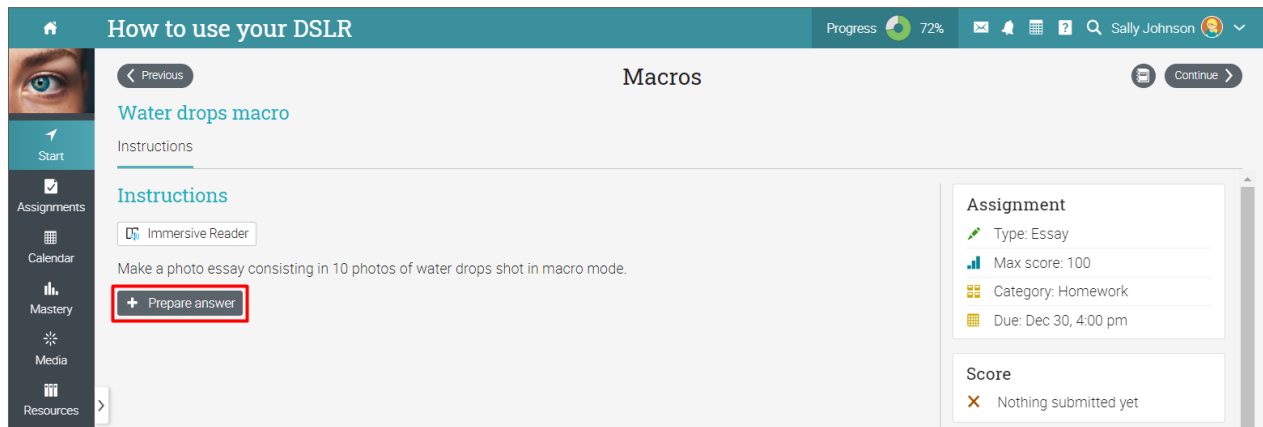
You can also see the assignments that are due by clicking the Assignments tab in a class. Assignments that have not yet been submitted don't have a check mark.

How to use your DSLR							
Assignments							
All 22 Due Analytics Grading scale							
All							
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	
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Lighting essay How to use a reflector	Dec 30 4:00 pm	8.3	✓	✓	100/100 100%	100	

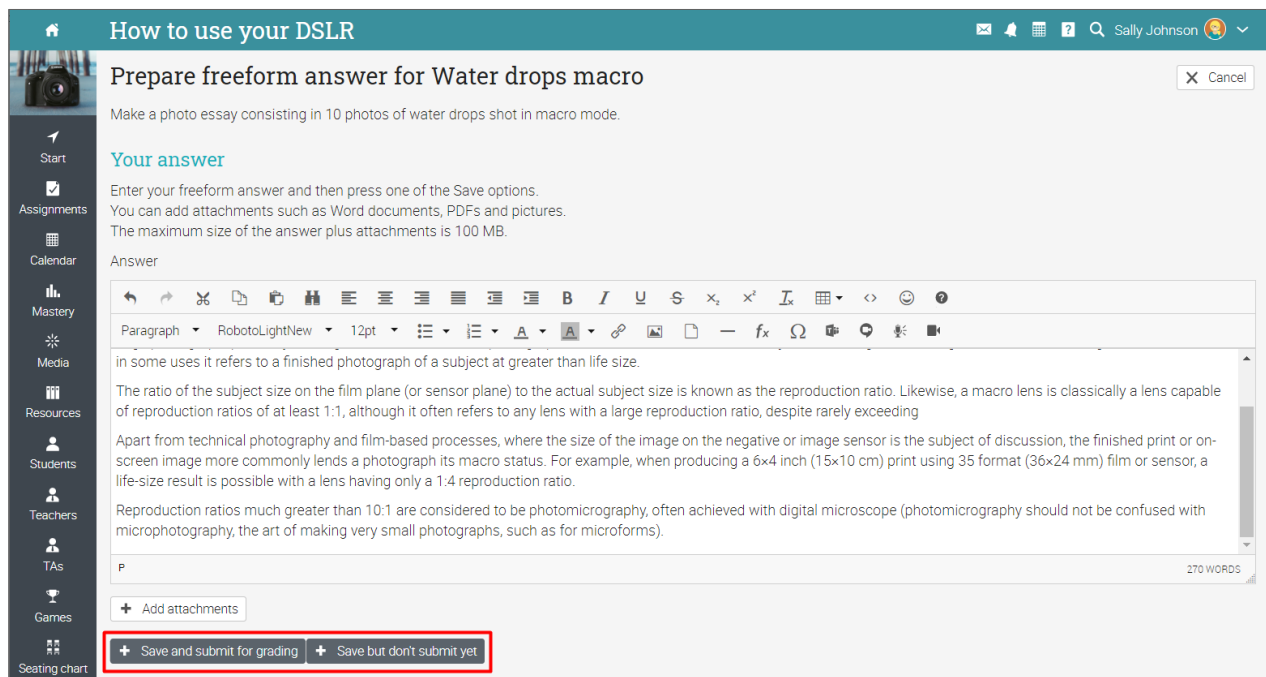
Getting started guide for Students

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:

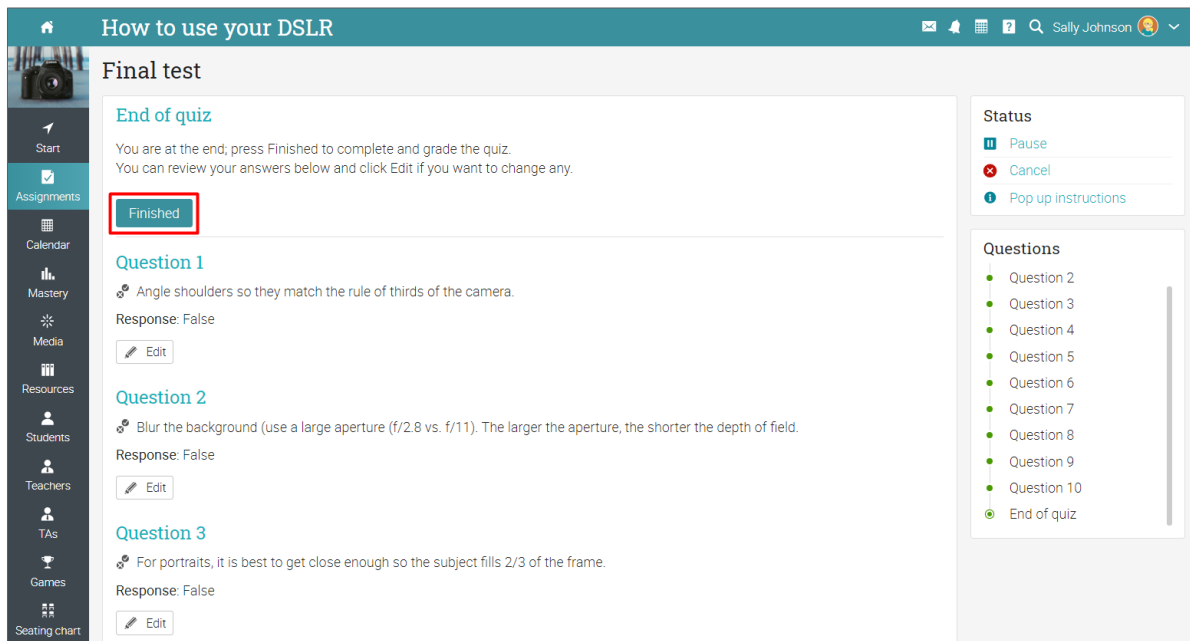


These types of assignments give you the option to submit answers right away or save your work and submit later.

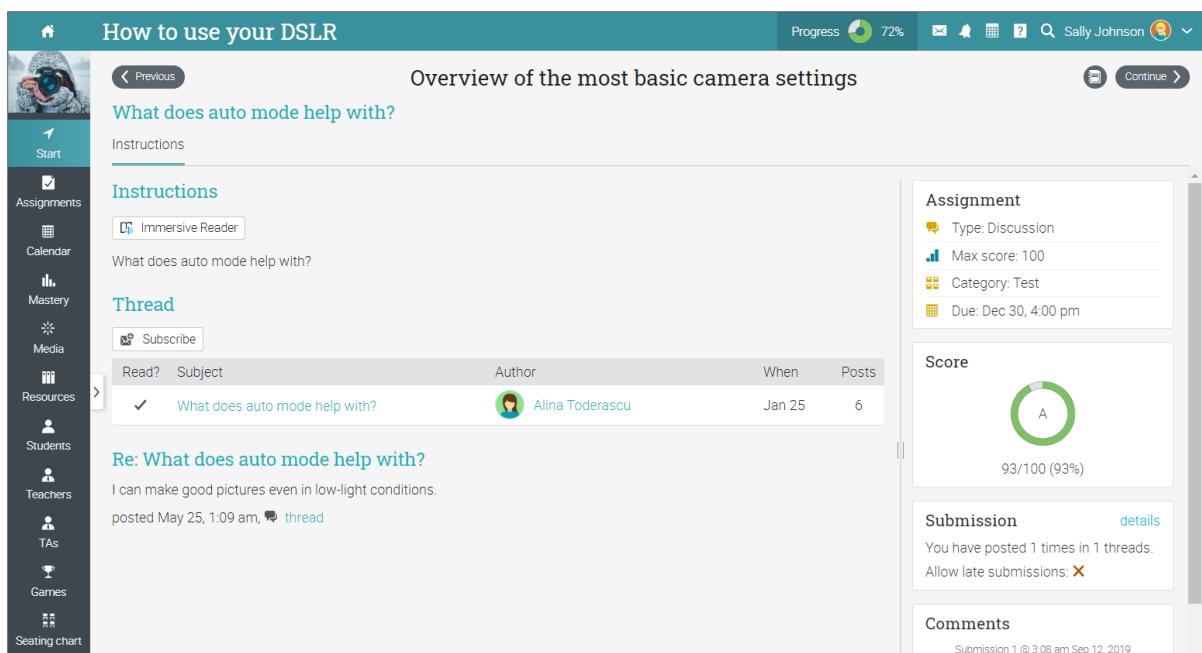


Getting started guide for Students

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



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



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.

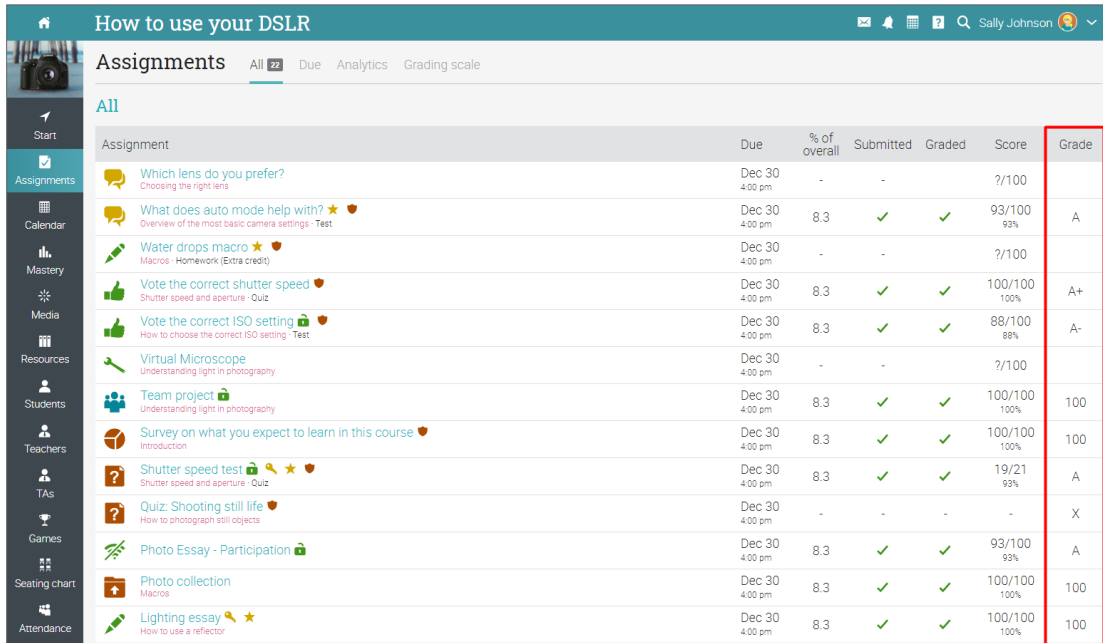
H5P assignment - the assignments are embedded and the submission is done via the LMS.



Getting started guide for Students

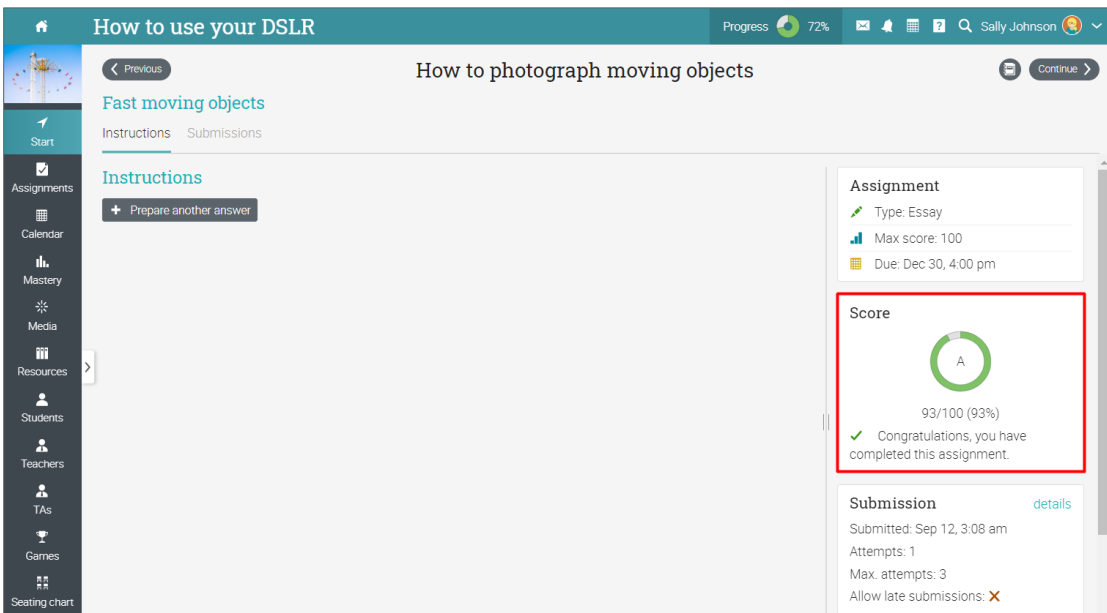
Viewing grades

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 Macros - 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+
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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

Instructions

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: X

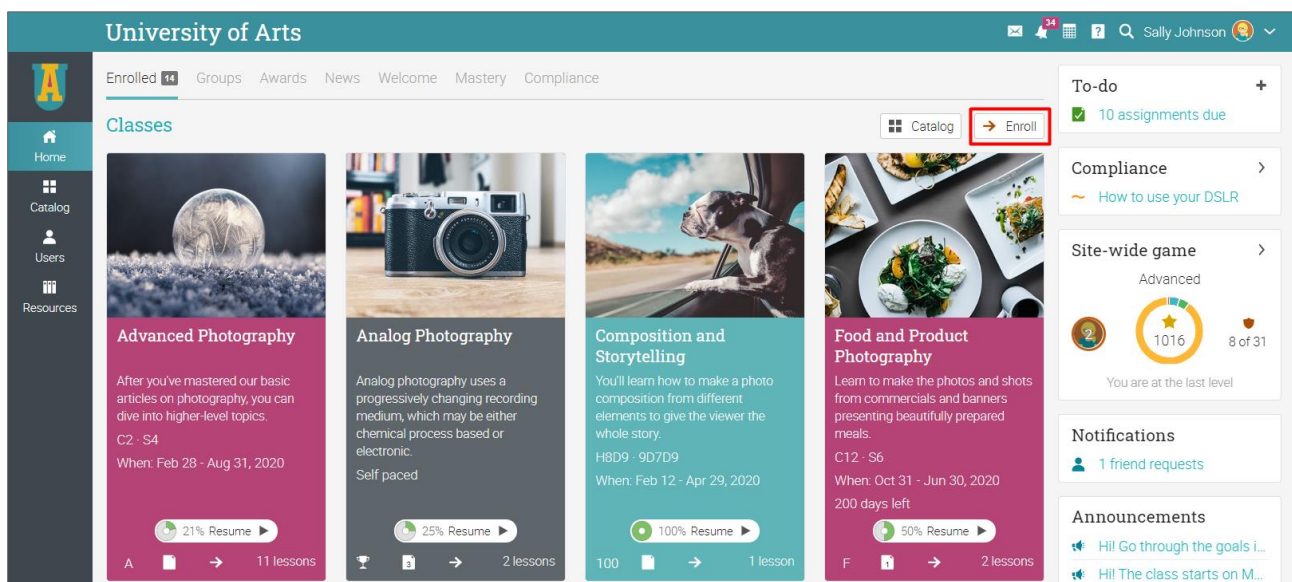
You will usually receive notifications when an assignment is graded.

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.



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.

Mastering photography Sally Johnson

Progress 75%

Become a photographer Continue

Introduction

Photography is the art, application, and practice of creating durable images by recording light or other electromagnetic radiation, either electronically by means of an image sensor, or chemically by means of a light-sensitive material such as photographic film. It is employed in many fields of science, manufacturing (e.g., photolithography), and business, as well as its more direct uses for art, film and video production, recreational purposes, hobby, and mass communication.

Typically, a lens is used to focus the light reflected or emitted from objects into a real image on the light-sensitive surface inside a camera during a timed exposure. With an electronic image sensor, this produces an electrical charge at each pixel, which is electronically processed and stored in a digital image file for subsequent display or processing. The result with photographic emulsion is an invisible latent image, which is later chemically "developed" into a visible image, either negative or positive depending on the purpose of the photographic material and the method of processing. A negative image on film is traditionally used to photographically create a positive image on a paper base, known as a print, either by using an enlarger or by contact printing.

The word "photography" was created from the Greek roots φωτός (phōtós), genitive of φῶς (phōs), "light" and γραφή (graphé) "representation by means of lines" or "drawing", together meaning "drawing with light".

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.

Mastering photography Jeremy Phillips

Progress 42%

Become a photographer Continue

How to use your DSLR

You're a seasoned photographer with a passion for improving your craft. Let's take you to the next level.

Enroll Class

Instructions

To complete this section, complete the course shown above.

Status

You have not enrolled in the class yet; click Enroll to get started.

Lessons

1. Introduction

- Introduction to the class
- Survey on what you expect to learn in this course

2. Understanding light in photography

- Light and color

Status

Enrolled: No

Info

Feb 17, 2020 - Dec 31, 2020

Time zone: Pacific Time (US & Canada)

Style: Instructor

Lessons: 12

Certificate awarded

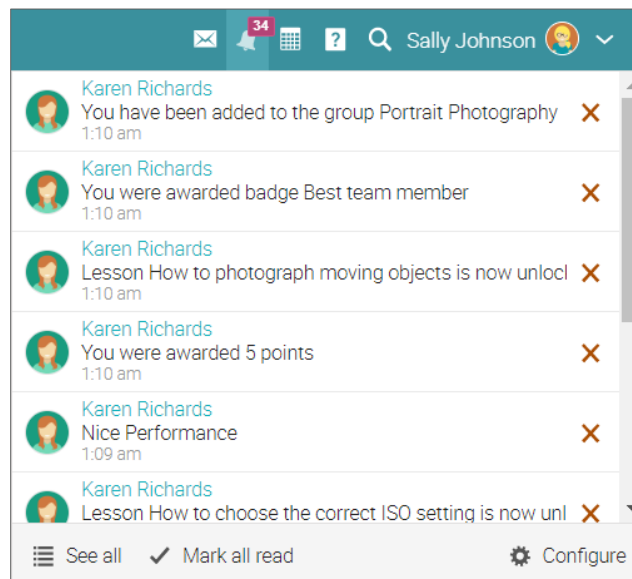
Rating:

Category:

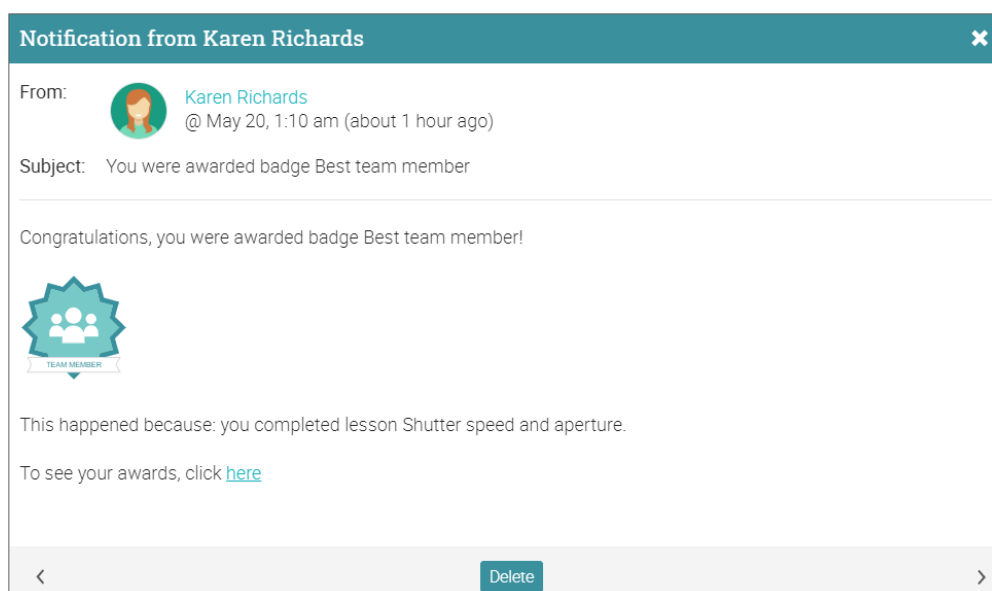
Getting started guide for Students

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.

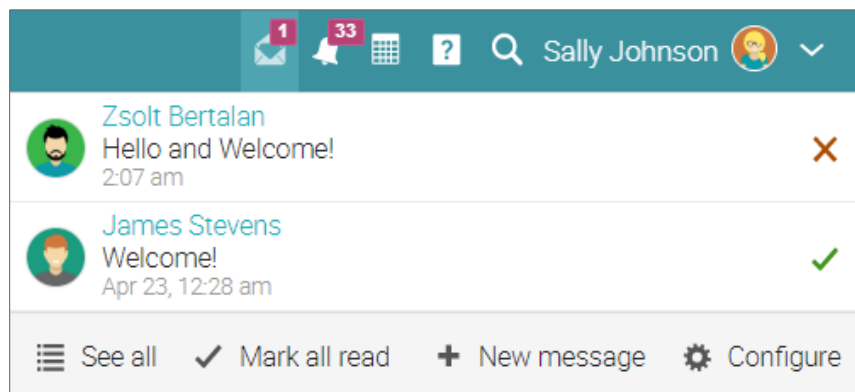


Getting started guide for Students

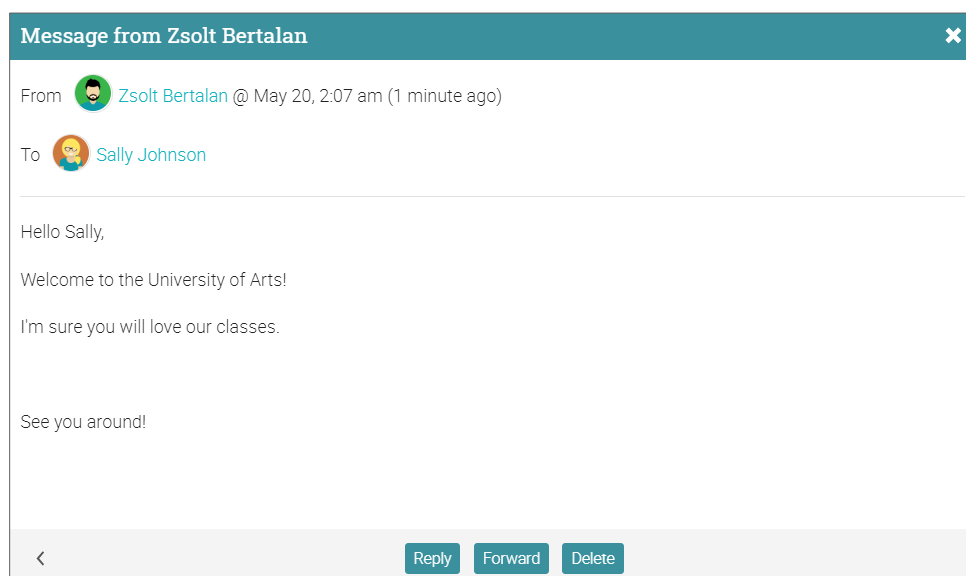
Communicating with users

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.

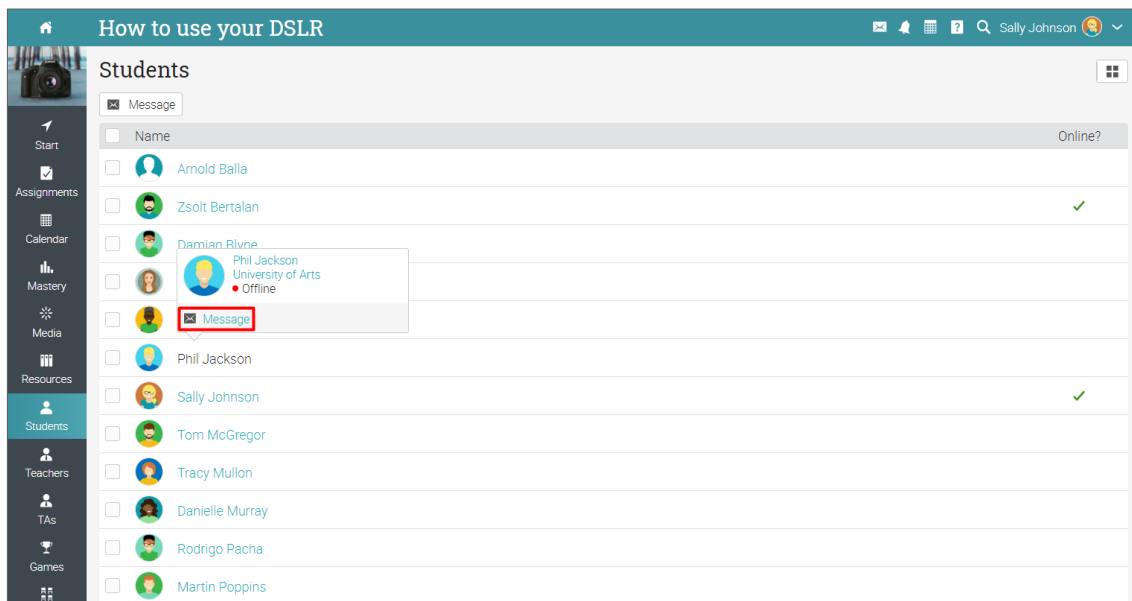


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.

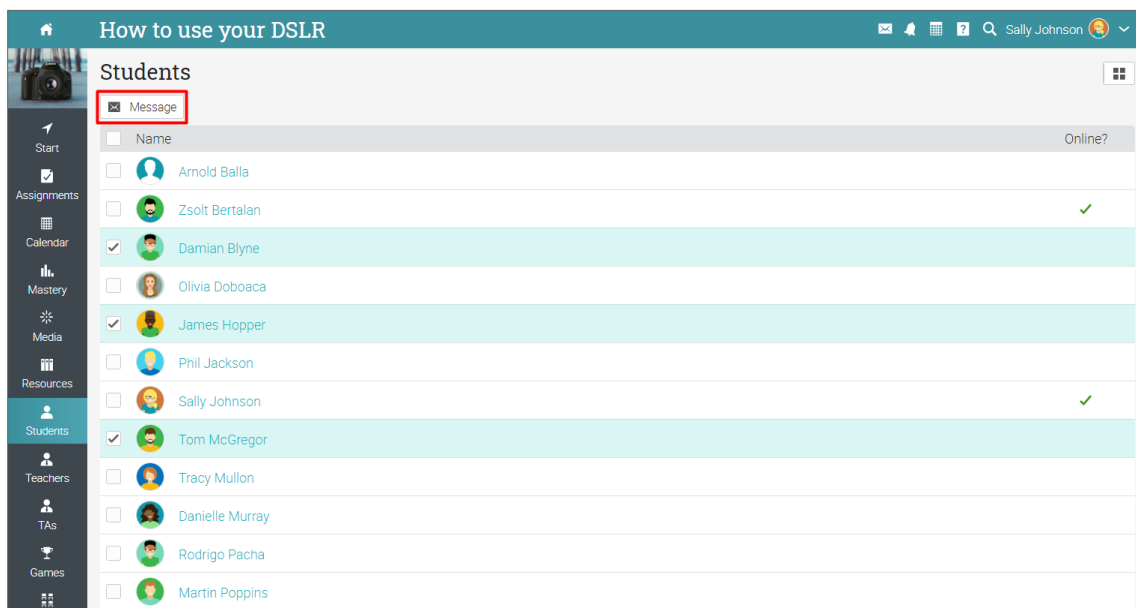


Getting started guide for Students

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.

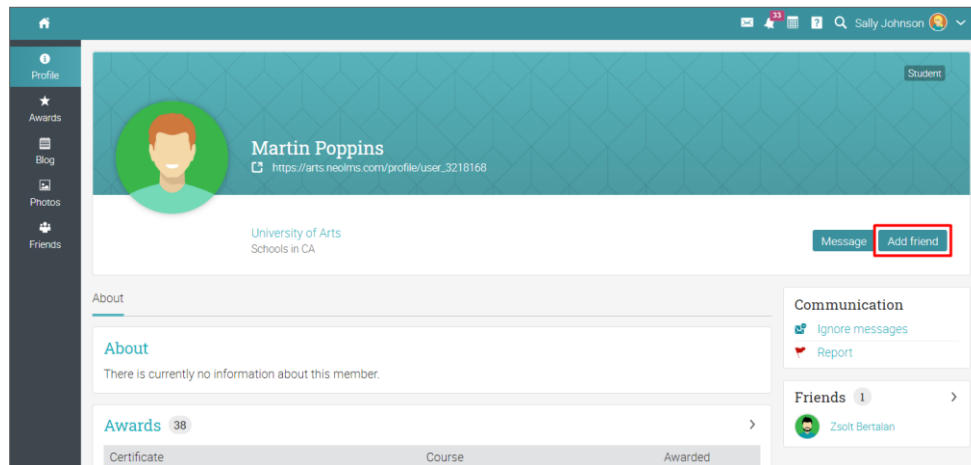


You can also view users by selecting tile view from the top right corner. In this case you can select multiple users and send them a message by clicking the Message button.

Getting started guide for Students

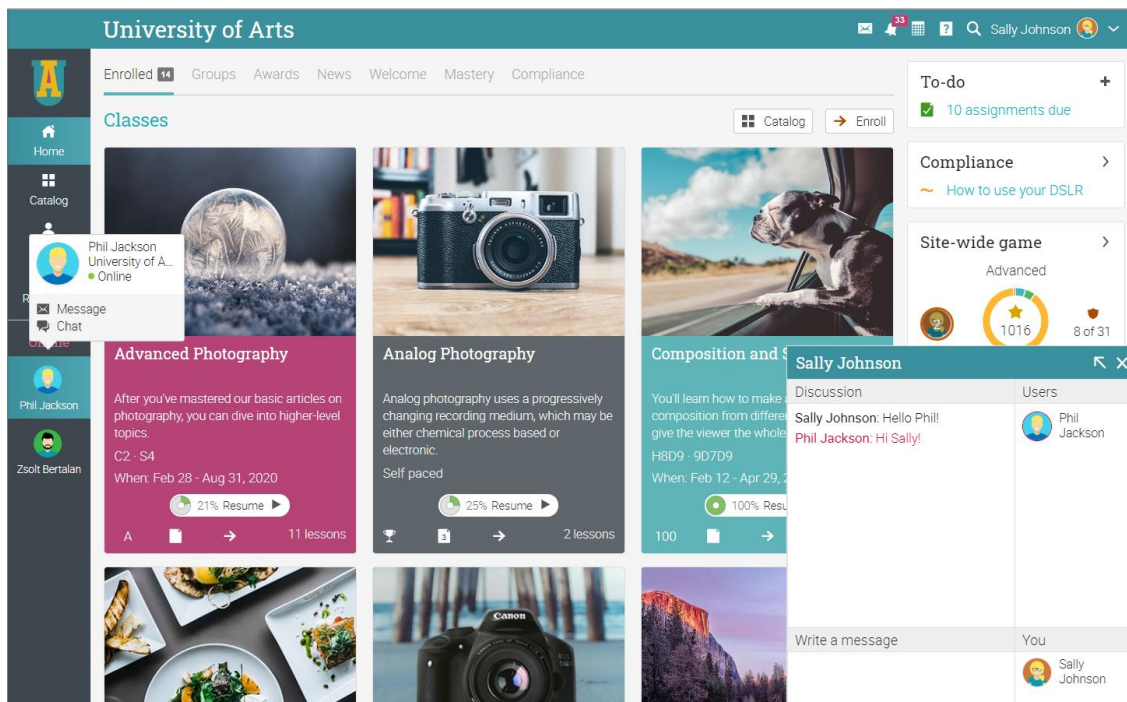
Adding friends

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.neolms.com

