



MATRIX

BY CYPHER LEARNING

Getting started guide
for Instructors

Getting started guide for Instructors

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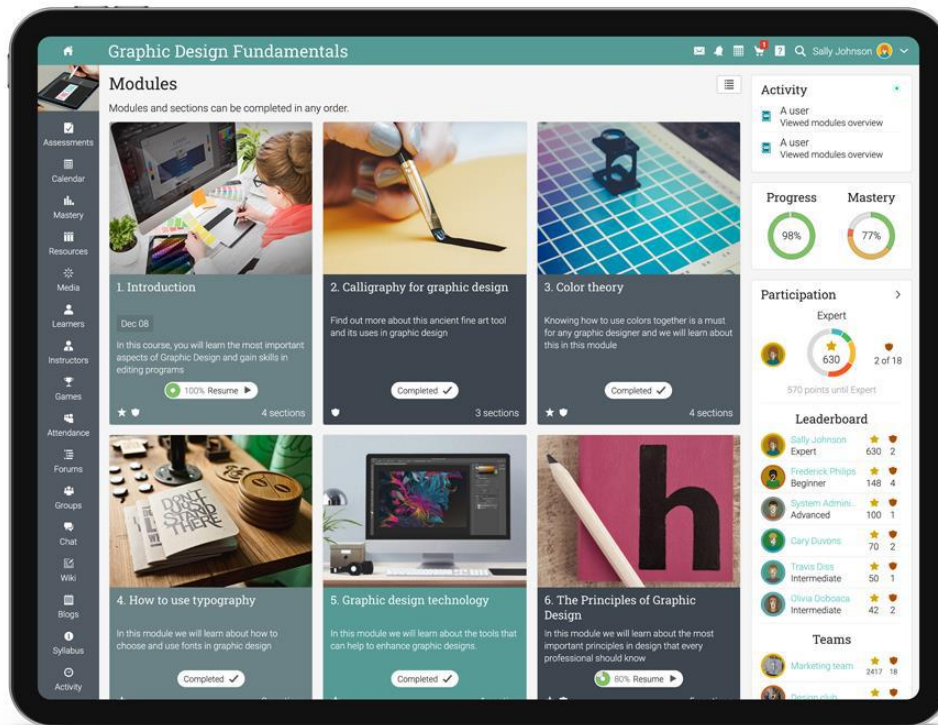
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Introduction

MATRIX is a world-class, award-winning learning management system (LMS) for businesses. The platform is known for delivering a great user experience, while incorporating all the essential tools companies need to support efficient training and learning.

MATRIX 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 entrepreneurs called INDIE and an LMS for use by schools called NEO. CYPHER LEARNING products are used by over 20,000 organizations, have millions of users, and have won several awards.



Getting started guide for Instructors

We want you to get the best results when using our site, especially when you are just starting out. That is why we created three getting started guides for the main types of users on MATRIX: administrators, instructors and learners.



Getting started guide for Instructors (this guide) explains topics such as: navigating in MATRIX, using the Help Center, creating and configuring courses, enrolling learners, using automation and gamification.



Getting started guide for Administrators explains topics such as: navigating in MATRIX, using the Help Center, creating accounts, customizing the platform, setting up e-commerce and managing users.



Getting started guide for Learners explains topics such as: navigating in MATRIX, using the Help Center, enrolling in courses, submitting assessments, communicating with instructors, and more.

This guide covers the most common steps instructors go through when they start using MATRIX. Please consult the table of contents if you want to find a specific topic. If you have any additional questions or want to explore more of the platform's features, please browse the Help Center or visit our support forum.



Getting started guide for Instructors

Navigating in MATRIX

The instructor dashboard is the first page you see when you log in to your account. Here you can find an overview of the most important site information. On their home page, instructors can also see their calendar, to-do list, announcements, and more.

The screenshot displays the instructor dashboard for the Fine Edge Company. The interface includes a top navigation bar with the company name and user information (Julie Andrews). A left sidebar contains navigation links for Home, Courses, Groups, Catalog, Users, Resources, and Reports. The main content area is titled 'Teaching' and features a grid of course cards. Each card includes a representative image, the course title, a brief description, and the enrollment period. The courses shown are: Design for Print (Jan 16 - Aug 31, 2020), Design in Branding (Jan 06 - Aug 31, 2020), Design Patterns (Mar 13 - Dec 31, 2019), Graphic Design Fundamentals (Jan 03 - Dec 31, 2020), Illustrator for Beginners, InDesign for Beginners, Mastering Graphic Design, and Photoshop for Beginners. On the right side, there is a calendar for June 2020, a 'To-do' list with 6 assessments to grade, an 'Announcements' section with two messages, a 'Today' section with 'Company training' and 'Weekly meeting', and an 'Upcoming' section with 'Monthly report submission' and 'Weekly report presentation'.



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Icons and navigation

You will see various icons in the platform that are used for adding, editing, deleting, and other actions. Here is an overview of the most important icons:



Add content such as courses, sections or modules.



Remove items from your platform.



Edit a page or an item.



Configure different areas of the platform.



Delete items.



Access your messages through the messages icon in the top right bar.



Notifications allow you to keep up with different changes in the system.



The trash icon opens a popup with all your deleted content.



Your shopping cart contains your ordered items.



This icon provides access to the MATRIX Help Center.

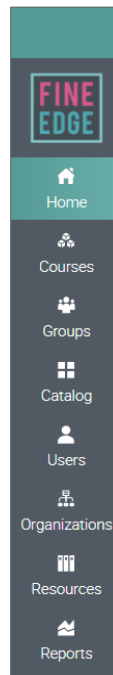


Use the search icon to find specific content on your site.

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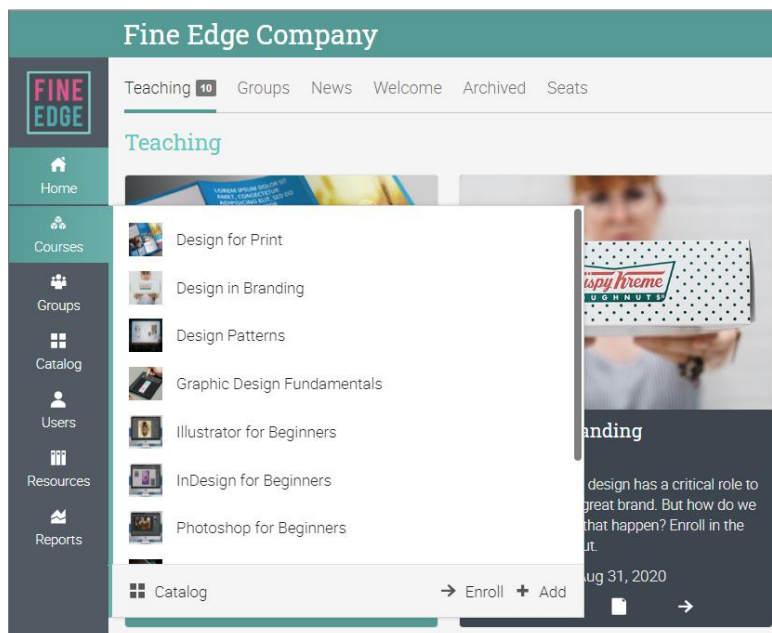
Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site, such as Home, Courses, Groups, Users, Resources and Reports.



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

Top right bar



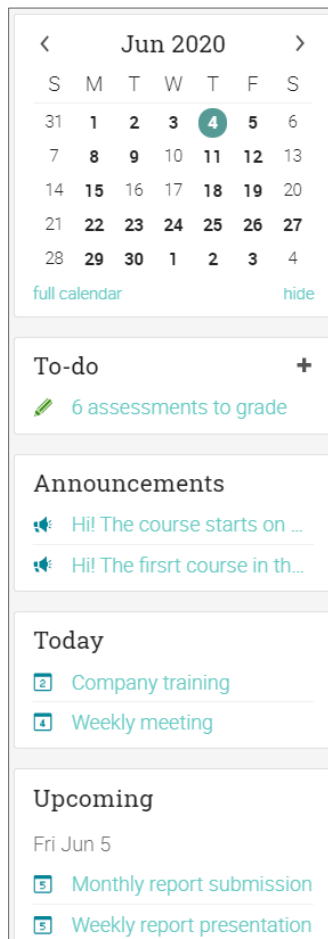
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The top right bar displays icons which you can click to access your messages, notifications, calendar, trash can, help center, search and profile.



Right bar

In the right bar you can find your to-do list, announcements, upcoming events and a list of any minimized windows. To see more details, just click on an item.




< Jun 2020 >



S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

full calendar [hide](#)



To-do +

 6 assessments to grade

Announcements



-  Hi! The course starts on ...
-  Hi! The first course in th...

Today

-  Company training
-  Weekly meeting

Upcoming

Fri Jun 5

-  Monthly report submission
-  Weekly report presentation

Getting started guide for Instructors

News feed

The home page news feed aggregates news items from your courses, groups, friends and company. Product News announcements usually contains updates from the MATRIX team and your site administrator. By default, a news feed only shows the latest news and you can scroll down the page for more items.

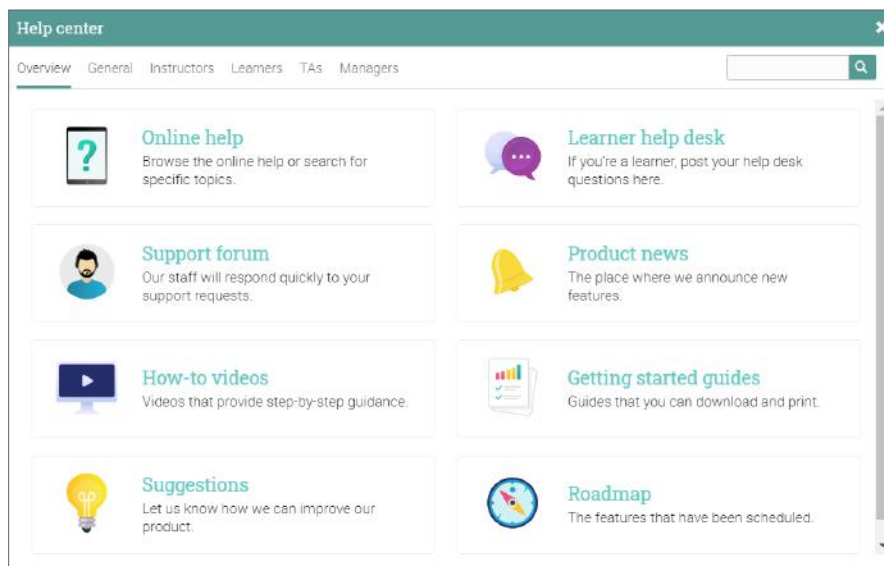
The screenshot shows the 'Fine Edge Company' news feed interface. The top navigation bar includes 'Teaching', 'Groups', 'News', 'Welcome', 'Archived', and 'Seats'. The 'News' section is active, displaying a '+ Post' button and a list of news items. The first item is from 'Admin Demo' for 'Graphic Design Fundamentals', dated 'Jun 2, 11:28 am', with the text 'Hello Everyone! Welcome to the course!'. The second item is also from 'Admin Demo' for 'Graphic Design Fundamentals', dated 'Apr 20, 3:40 pm', with the text 'Hi! The course starts on Monday from 10 am.' The third item is a reply from 'Jane Eire' dated 'Apr 20, 8:41 pm' with the text 'Hello! I'll be there!'. On the right side, there is a calendar for 'Jun 2020', a 'To-do' list with '6 assessments to grade', 'Announcements' including 'Hi! The course starts on ...' and 'Hi! The first course in th...', 'Today' with 'Company training' and 'Weekly meeting', and 'Upcoming' with 'Fri Jun 5' and 'Monthly report submission'. A left sidebar contains navigation options: Home, Courses, Groups, Catalog, Users, Resources, and Reports.

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Help Center

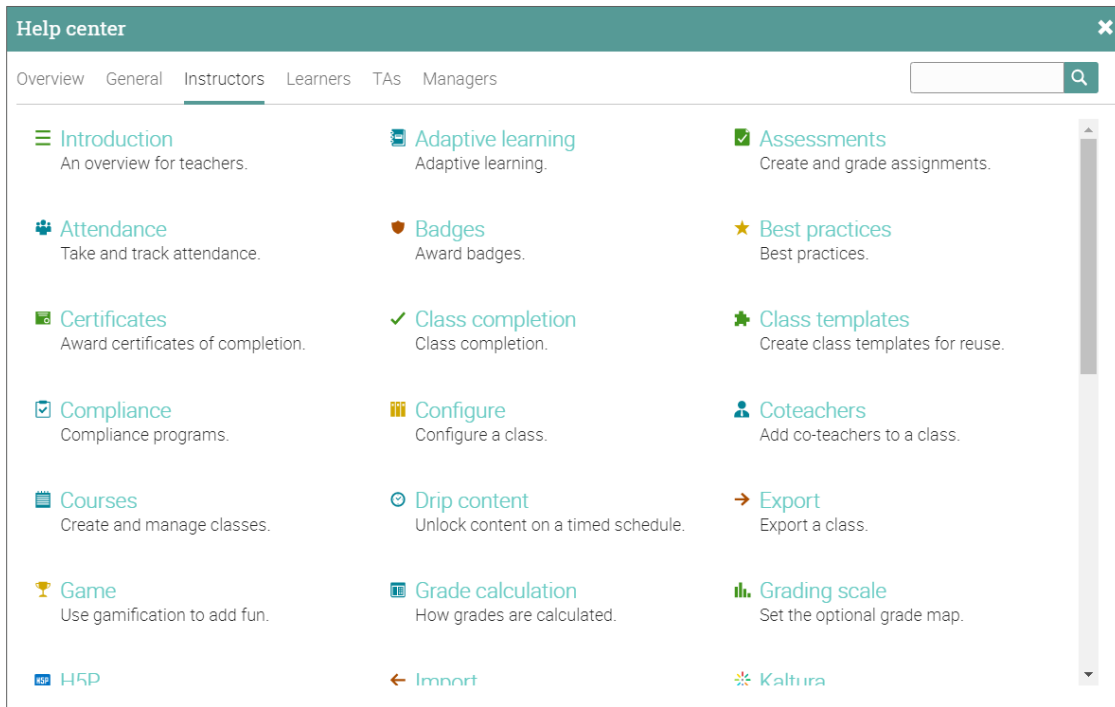
We provide extensive support at every step of our collaboration. To access the Help Center, click the icon at the top right bar.

A pop-up box will open with different options. Use the searchable online help to browse different help topics. If you are on a certain page and need guidance, a help for the current page option will also appear. Here you can also find access to our Support forum and Product news, where we frequently post updates on new features.



Getting started guide for Instructors

You can find the topics that are most relevant to you in the searchable online help. Most of them have detailed instructions with screenshots. The Help Center is a pop-up so you can browse through the topics without leaving your current page.



The screenshot shows a 'Help center' pop-up window with a teal header and a search bar. Below the header are navigation tabs: Overview, General, Instructors (selected), Learners, TAs, and Managers. The main content area displays a grid of 18 topics, each with an icon, a title, and a brief description. The topics are arranged in three columns and six rows. A vertical scrollbar is visible on the right side of the grid.

Topic	Description
Introduction	An overview for teachers.
Adaptive learning	Adaptive learning.
Assessments	Create and grade assignments.
Attendance	Take and track attendance.
Badges	Award badges.
Best practices	Best practices.
Certificates	Award certificates of completion.
Class completion	Class completion.
Class templates	Create class templates for reuse.
Compliance	Compliance programs.
Configure	Configure a class.
Coteachers	Add co-teachers to a class.
Courses	Create and manage classes.
Drip content	Unlock content on a timed schedule.
Export	Export a class.
Game	Use gamification to add fun.
Grade calculation	How grades are calculated.
Grading scale	Set the optional grade map.
H5P	
Import	
Kaltura	



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Profile

Your profile page shows your basic information, account details, photos, and more. The information that is visible depends on your account type and the portal's security settings.

To start setting up your profile, go to the top right bar and click on the profile button. Then, click on the Edit button in the top right.

The screenshot shows a user profile page for Julie Andrews. The profile includes a profile picture, a cover image of purple flowers, and a bio. The bio states: "I had a lifelong love for design. Originally from LA, California, I attended Miami University in Oxford, Ohio, and graduated with a degree in fine arts. Later I earned a Masters in Design from the University of Stockholm. My experience spans the last 15 years all around the United States and overseas." The profile also shows awards, including a Certificate of completion for Graphic Design Fundamentals awarded on Nov 17, 2017. The account details show she joined on Feb 18, 2016, and her last activity was less than a minute ago. The site-wide game shows she is a Runner with 574 points and 3 of 19 items.

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

The screenshot shows the Settings page for Julie Andrews. The page is titled "Settings" and includes a sub-section for "Display" with the following options:

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

There is also a "Social media" section with the following information:

Site	ID
Facebook	-
LinkedIn	-
Twitter	-
Instagram	-

An "Edit" button is located at the bottom of the Social media section.

Getting started guide for Instructors

Example of a course

Before we show you how to create your own course, we would like you to become familiar with how a MATRIX course might look like. We will show you how to navigate in a course, explore the main tabs, view modules and assessments, and more.

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

The screenshot displays the Canvas LMS interface for a course titled "Graphic Design Fundamentals". The top navigation bar includes "Dashboard", "Modules", "News", and "Welcome". The left sidebar contains navigation options: Admin, Start, Assessments, Calendar, Scores, Mastery, Resources, Media, Learners, Instructors, Games, Seating chart, Forums, Groups, and Chat. The main content area is titled "Modules" and contains a grid of eight module cards:

- 1. Introduction**: In this course, you will learn the most important aspects of Graphic Design and gain skills in editing programs. 4 sections.
- 2. Design History**: In this module we will explore the beginnings of design starting with the different uses of symbols in antiquity. 7 sections.
- 3. Calligraphy for graphic design**: Find out more about this ancient fine art tool and its uses in graphic design. 3 sections.
- 4. Color theory**: Knowing how to use colors together is a must for any graphic designer and we will learn about this in this module. 4 sections.
- 5. How to use typography**: In this module we will learn about how to choose and use fonts in graphic design. 2 sections.
- 6. Graphic design technology**: In this module we will learn about the tools that can help to enhance graphic designs. 2 sections.
- 7. The Principles of Graphic Design**: In this module we will learn about the most important principles in design that every professional should know. 5 sections.
- 8. Minimalism in design**: Open this module to learn about the beauty of minimalist designs. 3 sections.

The right sidebar contains several utility sections: "Activity" (No recent activity), "Admin" (Style: self paced, 30 days, Catalog page, Published, Access code: TTSL-QQWJ, Enrollment: open, Unlocked lock, Creator: System Administrator, Tags: cat, dog), "E-commerce" (Price: \$29.95), "To-do" (4 assessments to grade), "Announcements" (Hello Everyone! Welcome...), and "Upcoming" (Fri Jul 3, Weekly meeting).

Next, we will go over each section.

Getting started guide for Instructors

Main left navigation

When you are in a course, the main left bar is minimized, allowing you to navigate within any area of the site by simply hovering over the icon from the top left.

Graphic Design Fundamentals

Dashboard **Modules** News Welcome

Modules

Modules and sections can be completed in any order.

- 1. Introduction**
In this course, you will learn the most important aspects of Graphic Design and gain skills in editing programs.
4 sections
- 2. Design History**
In this module we will explore the beginnings of design starting with the different uses of symbols in antiquity.
7 sections (Not required)
- 5. How to use typography**
In this module we will learn about how to choose and use fonts in graphic design.
2 sections
- 6. Graphic design technology**
In this module we will learn about the tools that can help to enhance graphic designs.
2 sections

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Left bar

The course left bar shows tabs that allow you to navigate in different areas of a course such as: admin, start, assessments, learners and games.



The left bar displays tabs with direct access to the following areas:

- ✓ Administrator - configure the course, import/export course content, delete the course;
- ✓ Start - from the Start tab you can access important areas such as the Dashboard, Modules, News, Calendar, Groups, and Welcome;
- ✓ Assessments - shows the course assessments;
- ✓ Scores tab - displays all the scores;
- ✓ Media - shows Kaltura resources;

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- ✓ Mastery - track course competencies;
- ✓ Resources - the area where you can store resources that are independent of any module;
- ✓ Learners - lists all the learners that are in the course;
- ✓ Instructors - lists all the instructors that are in the course;
- ✓ Games - if the course has a game this is the area where you can see an overview of the game;
- ✓ Automation - see a list of rules based on automation that you have set for your course;
- ✓ Attendance - tracks learner attendance;
- ✓ Seating chart - allows instructors to organize how learners are seated in course;
- ✓ Forums - forums for discussions between members of the course;
- ✓ Chat - chat rooms where members can exchange text messages in real time;
- ✓ Wiki - wikis which are a collection of pages that more than one person can edit;
- ✓ Blogs - blog area where learners and instructors can share their online journals;
- ✓ Purchases- if you have e-commerce enabled, this tab offers a list of all the purchases of a course;
- ✓ Syllabus - the syllabus area allows you to create an overview page of the course;
- ✓ Reviews - allows you to see learners' ratings and reviews of courses they are enrolled in.

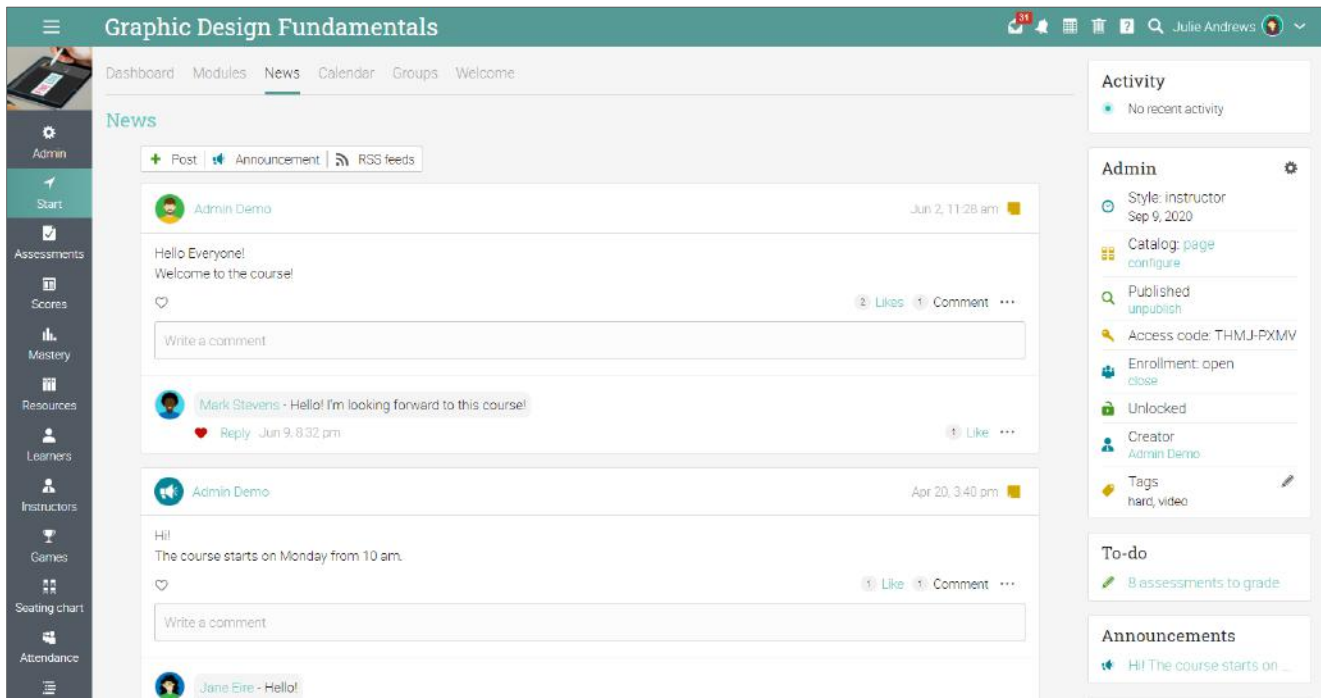
You can configure the course to enable/disable most of these tabs.



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News feed

To access the course news feed, go to Start then click the News tab. The news feed shows course announcements, posts from other users, new assessments, new modules, events, and more.



The screenshot displays the Canvas LMS interface for the course "Graphic Design Fundamentals". The top navigation bar includes "Dashboard", "Modules", "News", "Calendar", "Groups", and "Welcome". The "News" tab is active, showing a feed of posts. The first post is from "Admin Demo" dated "Jun 2, 11:28 am", with the text "Hello Everyone! Welcome to the course!". Below it is a post from "Mark Stevens" dated "Jun 9, 8:32 pm" with the text "Hello! I'm looking forward to this course!". The third post is from "Admin Demo" dated "Apr 20, 3:40 pm", with the text "Hi! The course starts on Monday from 10 am.". The interface also features a sidebar with navigation options like "Admin", "Start", "Assessments", "Scores", "Mastery", "Resources", "Learners", "Instructors", "Games", "Seating chart", and "Attendance". On the right, there are panels for "Activity" (No recent activity), "Admin" (with settings like "Style: instructor", "Catalog: page configure", "Published: unpublish", "Access code: THMJ-PXMV", "Enrollment: open close", "Unlocked", "Creator: Admin Demo", and "Tags: hard, video"), "To-do" (8 assessments to grade), and "Announcements" (Hi! The course starts on ...).

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



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Right bar

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

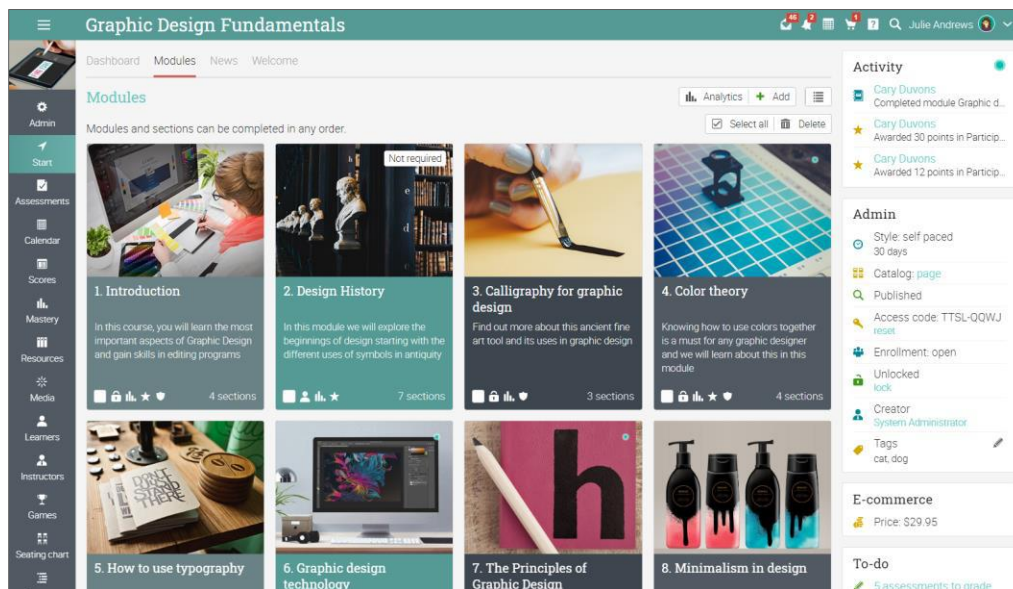
The right bar interface is a vertical stack of sections:

- Activity**: Shows a list of recent activities for Cary Duvons, including "Completed module Graphic d..." and two instances of "Awarded 30 points in Particip..." and "Awarded 12 points in Particip..."
- Admin**: A control panel with settings like "Style: self paced 30 days", "Catalog: page", "Published", "Access code: TTSL-QQWJ reset", "Enrollment: open", "Unlocked lock", "Creator System Administrator", and "Tags cat, dog".
- E-commerce**: Shows "Price: \$29.95".
- To-do**: Shows "5 assessments to grade".
- Announcements**: Shows "Hello Everyone! Welcome..."
- Upcoming**: Shows "Fri Jul 3" and "Weekly meeting".
- Participation**: Shows a user profile for Frederick Philips (Beginner) with 148 stars and 4 hearts.

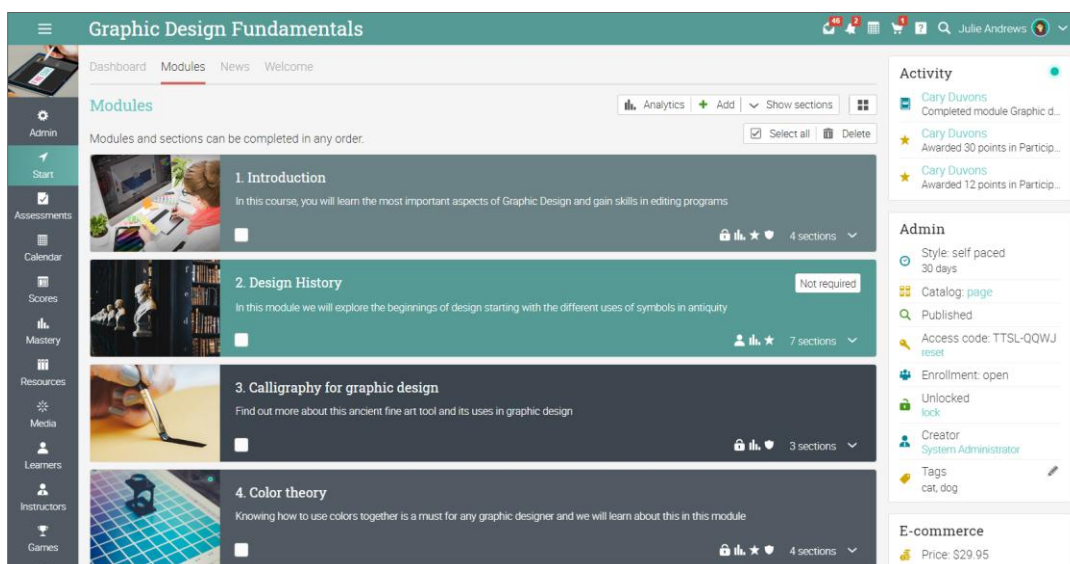
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Module

To see the modules of the course, go to Start and click the Modules tab. Here you will see all the modules in the course. You can reorder them using drag and drop.

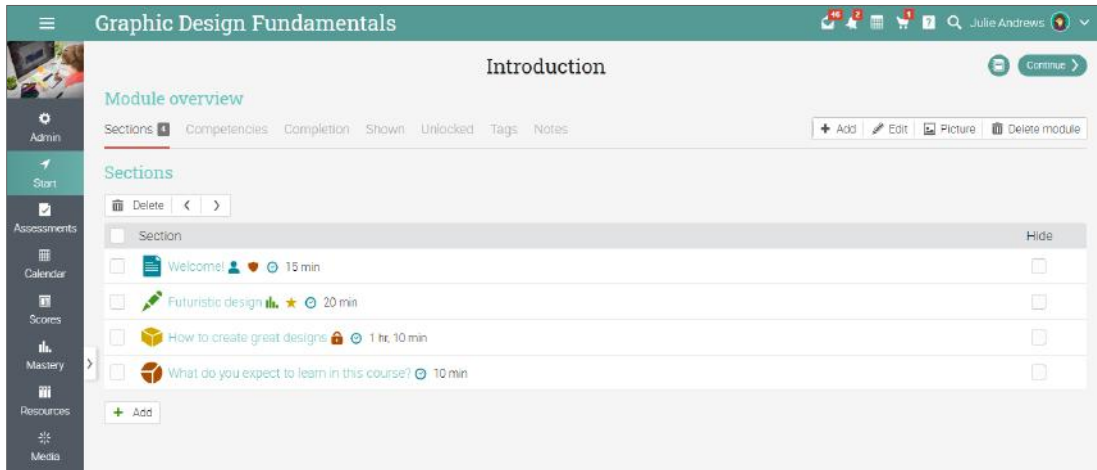


Depending on your preferences, you can also switch to the List view option from the top right. This view shows all the sections for all modules:



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A module has content and assessment sections. You can see the sections of modules by going to the Sections tab.



Content pages

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



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In the Completion tab, you can add rules that should be performed when a learner completes the section.

The screenshot shows the 'Completion' tab for the 'Introduction' section of 'Graphic Design Fundamentals'. The interface includes a sidebar with navigation options like Admin, Start, Assessments, Calendar, Scores, Mastery, Resources, Media, Learners, Instructors, and Games. The main content area is titled 'Introduction' and has a 'Continue' button. Below the title, there are tabs for 'Content', 'Resources', 'Completion', 'Shown', and 'Tags'. The 'Completion' tab is active, showing 'Completion requirements' (This section is considered completed when the learner marks it as complete), 'Module completion' (Require this section to be completed for module completion), 'Completion time estimate' (15 minutes), and 'Completion actions'. A table lists the actions:

Action	Added	Edit	Remove
Award badge <i>Fast learner</i> for game Participation (Popup)	Nov 19, 2019		-
Award 34 points for game Participation (Popup)	Jul 1, 2020		-

There is an '+ Add' button at the bottom of the table.

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

The screenshot shows the 'Resources' tab for the 'Introduction' section of 'Graphic Design Fundamentals'. The interface is similar to the previous screenshot, but the 'Resources' tab is active. It shows 'Resources' for this section, with an 'Add' button and 'Remove' and 'Export' buttons. A list of resources is displayed:

- Resource
- Graphic design video
- Introduction to Graphic Design - Design principles

Below the list, the 'Graphic design video' resource is expanded, showing a file path: `/files/436690/Graphic_design.mp4`. A video player is visible at the bottom of the page, displaying an abstract graphic design image.

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Assessments

To see a list of the assessments for a course, go to the Assessments tab. An assessment can be connected to a module or a standalone task.

Assessment	Max score	% of overall	To grade/Submitted
Module: Introduction			
<input type="checkbox"/> Futuristic design	100	1.1	9
<input type="checkbox"/> How to create great designs	100	1.1	9
<input type="checkbox"/> What do you expect to learn in this course?	100	1.1	7
Module: Design History			
<input type="checkbox"/> What are the biggest design influences from 100 years ago	100	1.1	6
<input type="checkbox"/> Design history Participation	100	8.8	9
<input type="checkbox"/> Frequently used design elements is web design	100	1.1	7
<input type="checkbox"/> Essay on Photoshop	90	1.1	1 / 10
<input type="checkbox"/> Nature photography Homework	100	30	7
Module: Calligraphy for graphic design			
<input type="checkbox"/> Use of modern Calligraphy Participation	100	8.8	7
<input type="checkbox"/> Calligraphy vs. Screen Printing	100	1.1	3 / 9
Module: Color theory			

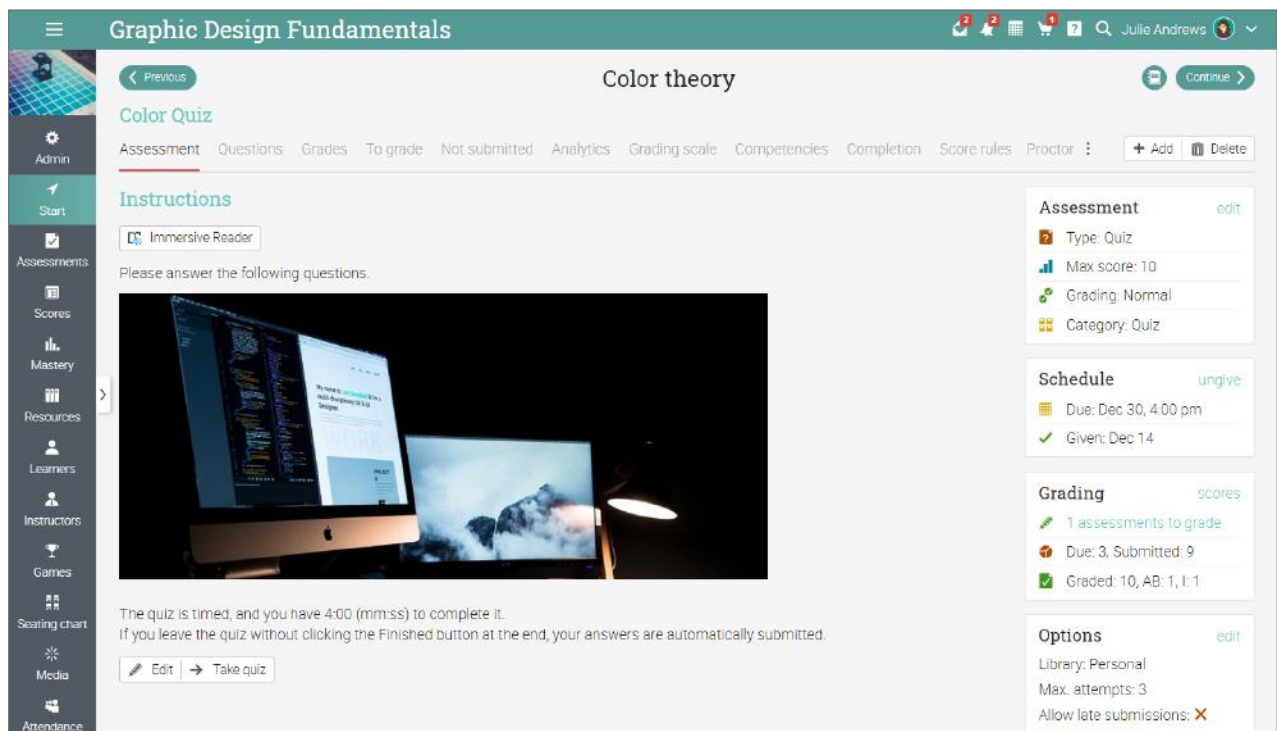
You can create 15 different kinds of assessments:

- ✓ Quiz - a set of questions that learners can answer online;
- ✓ Essay - learners can submit their response using the HTML editor, and include an unlimited number of attachments;
- ✓ Offline - a traditional assessment such as a paper-based test or reading a book. There is no online submission for this kind of assessment, and the instructor is expected to enter the scores for each learner based on the results of the offline work;
- ✓ Survey - choose between multiple choice and freeform questions;
- ✓ Discussion - learners earn points by participating in a single thread of discussion that is started by the instructor;
- ✓ Debate - learners add arguments for or against a proposition that is supplied by the instructor;
- ✓ Team - allows groups of learners to work on joint submissions. The instructor organizes the learners into teams, each of which get their own private group;
- ✓ Dropbox - learners upload one or more files as their submission;
- ✓ SCORM - captures the results of a SCORM item;

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- ✓ Attendance - awards points based on a learner's attendance record;
- ✓ Turnitin - add an assessment that can have an originality check through our Turnitin integration;
- ✓ Custom LTI assessments - integrates 3rd party LTI assessments;
- ✓ Google Assignments - if the integration is enabled, you can add Google Assignments;
- ✓ H5P assessments - if the H5P content standard is enabled, you can add H5P assessments.

To see the details for an assessment click on its name. Here is how an assessment in a module looks like:



Graphic Design Fundamentals Julie Andrews

Color theory Continue

Color Quiz

Assessment Questions Grades To grade Not submitted Analytics Grading scale Competencies Completion Score rules Proctor + Add Delete

Instructions

Immersive Reader

Please answer the following questions.

The quiz is timed, and you have 4:00 (mm:ss) to complete it.
If you leave the quiz without clicking the Finished button at the end, your answers are automatically submitted.

Edit Take quiz

Assessment edit

Type: Quiz

Max score: 10

Grading: Normal

Category: Quiz

Schedule ungive

Due: Dec 30, 4:00 pm

Given: Dec 14

Grading scores

1 assessments to grade

Due: 3, Submitted: 9

Graded: 10, AB: 1, I: 1

Options edit

Library: Personal

Max. attempts: 3

Allow late submissions: X

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

- ✓ Assessment - shows the most important information about the assessment, such as its grading status, submissions and instructions;
- ✓ Questions - displays the questions of an assessment if it's a quiz or survey, and the number of points that are allocated to each of them;
- ✓ Grades - shows a list of learner grades for the assessment, submissions for each learner;
- ✓ To grade - indicates the assessments that need to be graded;
- ✓ Not submitted - indicates the assessments that haven't been submitted yet;
- ✓ Analytics - displays the grade distribution amongst learners;
- ✓ Grading scale - here you can see the grading scale associated with the assessment;
- ✓ Rubric - view the rubric associated with an assessment;
- ✓ Competencies - see the competencies that are assessed by the assessment;
- ✓ Completion - if the course is self-paced, you can add rules that are performed when the assessment is completed;
- ✓ Score rules - add rules and actions for when learners achieve a specified score;
- ✓ Personalize - you can personalize an assessment to only show it to certain learners or hide it from certain learners;
- ✓ Tags - you can tag an assessment and then use the tags as optional requirements for module completion;
- ✓ Proctor - this feature allows you to restrict learners' access to the assessment based on access codes, start date, and IP address.

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

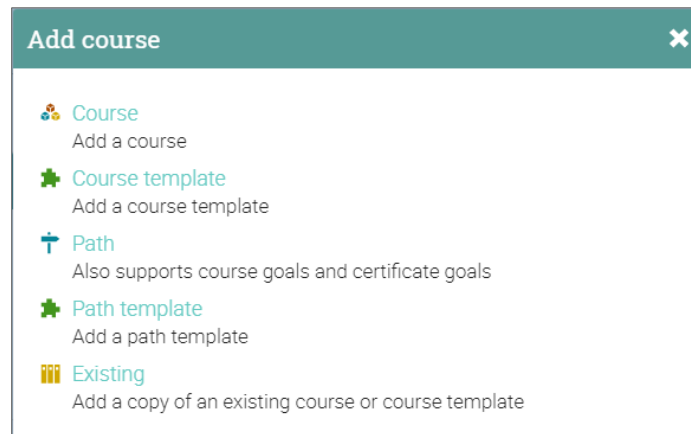
The next sections of the guide will show you how to create a course, configure it, add modules and assessments, grade assessments, enroll learners, and more.

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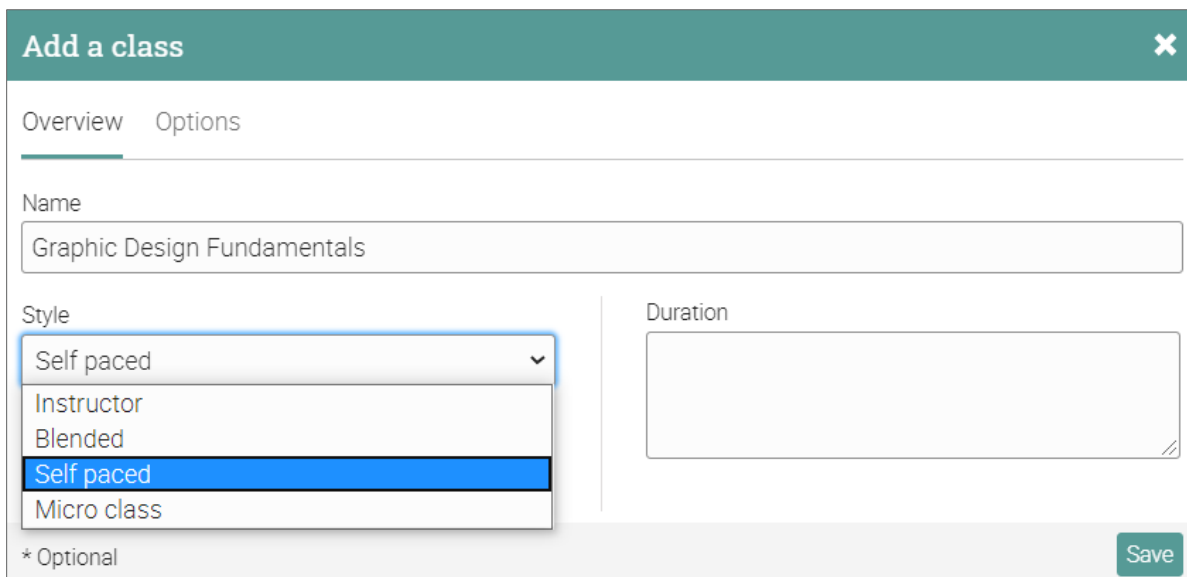
Creating a course

To create a course, hover over the Courses tab from the left bar and choose Add.

Here are some notes when creating a course:



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



The 'Add a class' form is shown with a teal header and a close button. It has two tabs: 'Overview' (selected) and 'Options'. The form contains the following fields:

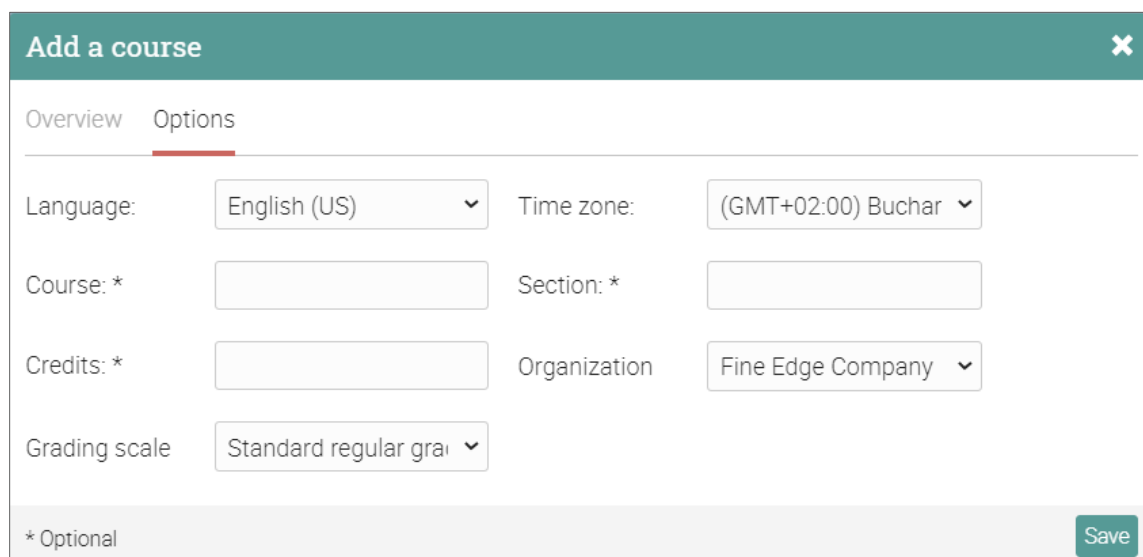
- Name**: A text input field containing 'Graphic Design Fundamentals'.
- Style**: A dropdown menu with four options: 'Self paced', 'Instructor', 'Blended', and 'Self paced' (highlighted in blue).
- Duration**: A text input field.

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

Getting started guide for Instructors

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

For more advanced options, visit the Options tab. Here you can set up your course language, time zone, the semester that the course is held in, the number of credits for the course, organization and associate the course with a Grading scale.



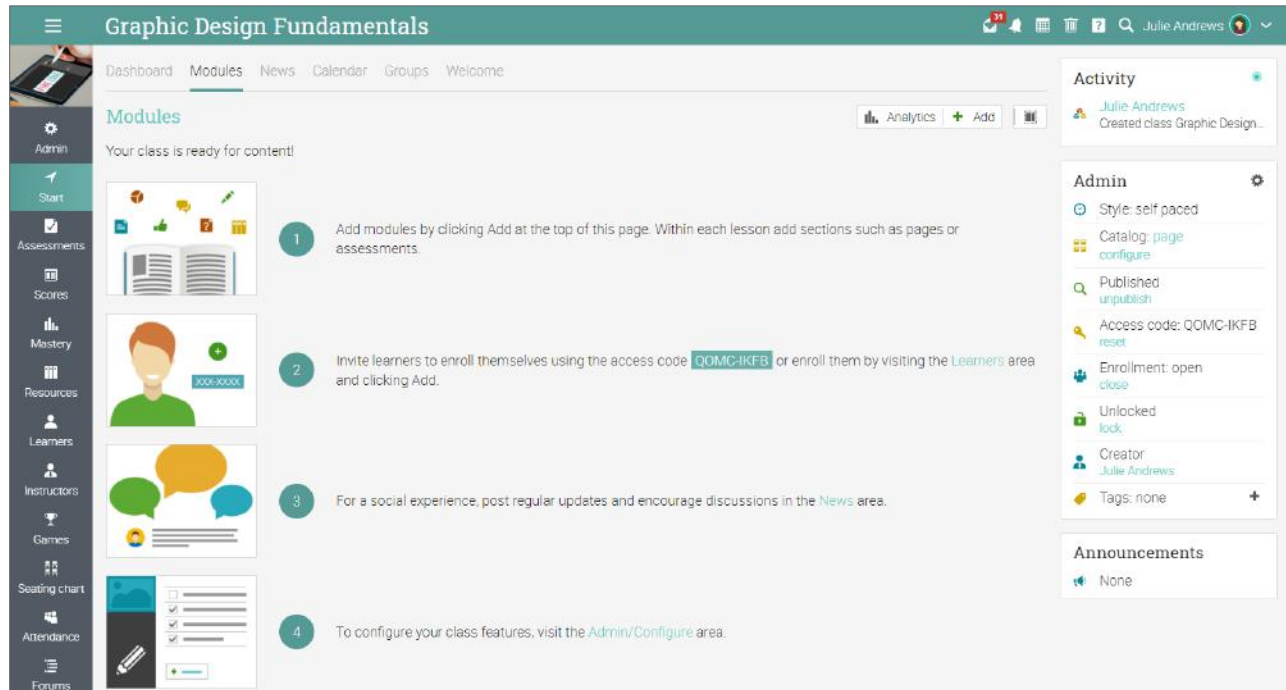
The screenshot shows a dialog box titled "Add a course" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Overview" and "Options", with "Options" being the active tab. The form contains several fields:

- Language: English (US) (dropdown menu)
- Time zone: (GMT+02:00) Buchar (dropdown menu)
- Course: * (text input field)
- Section: * (text input field)
- Credits: * (text input field)
- Organization: Fine Edge Company (dropdown menu)
- Grading scale: Standard regular gra (dropdown menu)

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

Getting started guide for Instructors

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



Graphic Design Fundamentals

Dashboard Modules News Calendar Groups Welcome

Modules

Your class is ready for content!

- 1 Add modules by clicking Add at the top of this page. Within each lesson add sections such as pages or assessments.
- 2 Invite learners to enroll themselves using the access code **QOMC-IKFB** or enroll them by visiting the **Learners** area and clicking Add.
- 3 For a social experience, post regular updates and encourage discussions in the **News** area.
- 4 To configure your class features, visit the **Admin/Configure** area.

Activity

Julie Andrews
Created class Graphic Design...

Admin

Style: self paced

Catalog: [page configure](#)

Published: [unpublish](#)

Access code: QOMC-IKFB
[reset](#)

Enrollment: [open](#) [close](#)

Unlocked: [lock](#)

Creator: Julie Andrews

Tags: none

Announcements

None

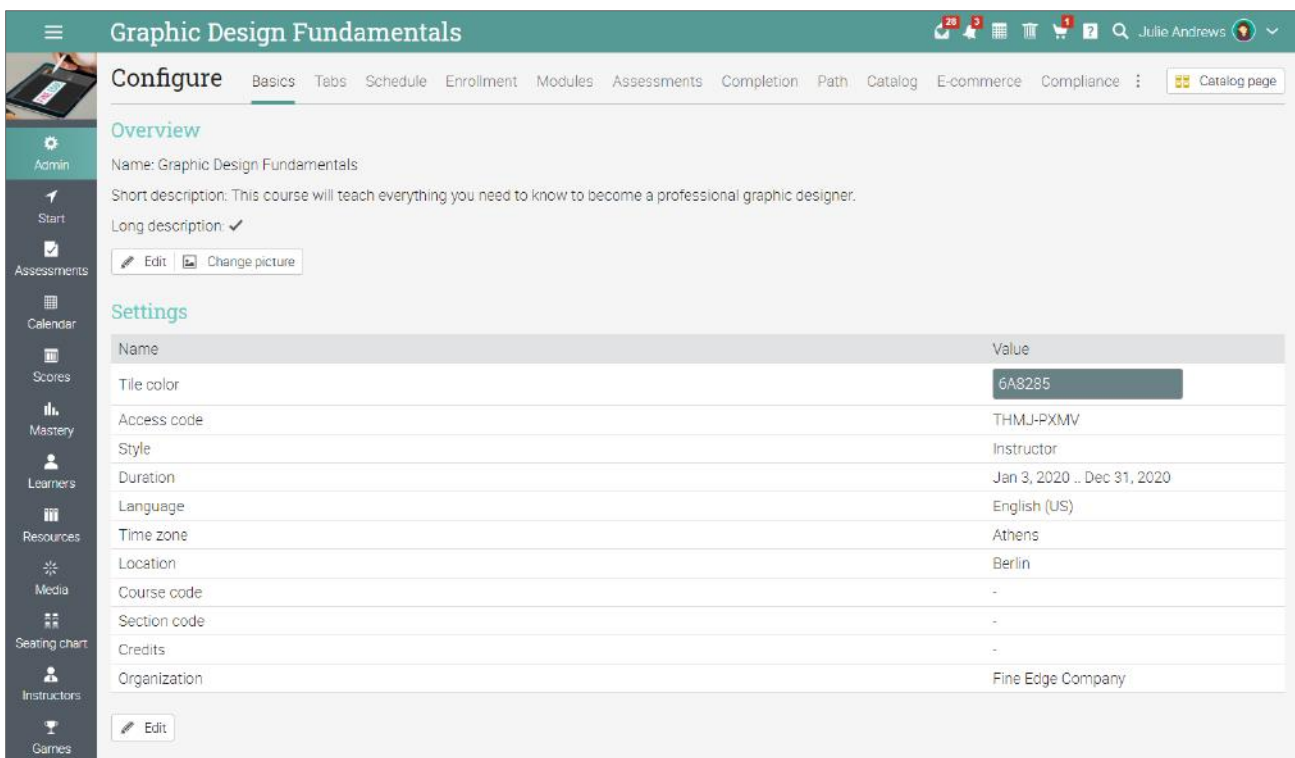


Getting started guide for Instructors

Configuring a course

As an instructor, you have many options for configuring your course, from choosing which tabs are displayed in the left bar, to setting what happens when a learner completes the course.

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



The screenshot shows the Canvas LMS interface for configuring a course. The course name is "Graphic Design Fundamentals". The left sidebar contains navigation options: Admin, Start, Assessments, Calendar, Scores, Mastery, Learners, Resources, Media, Seating chart, Instructors, and Games. The main content area is titled "Configure" and includes tabs for Basics, Tabs, Schedule, Enrollment, Modules, Assessments, Completion, Path, Catalog, E-commerce, and Compliance. The "Overview" section displays the course name, short description ("This course will teach everything you need to know to become a professional graphic designer."), and long description (checked). Below this is a "Settings" table with various configuration options.

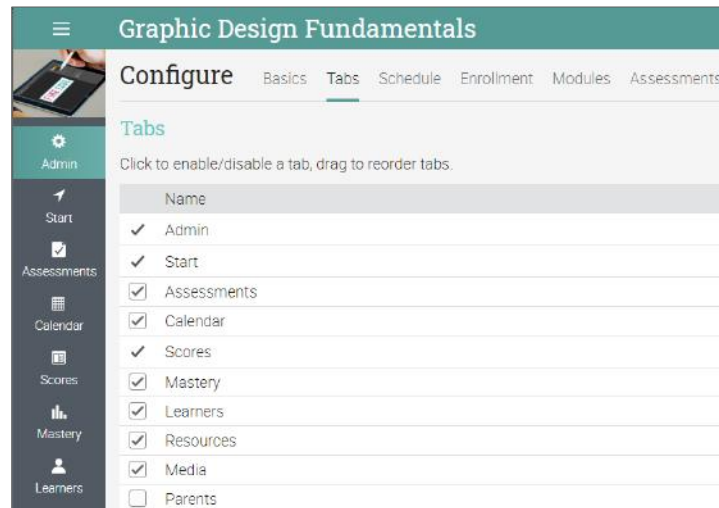
Name	Value
Tile color	6A82B5
Access code	THMJ-PXMV
Style	Instructor
Duration	Jan 3, 2020 .. Dec 31, 2020
Language	English (US)
Time zone	Athens
Location	Berlin
Course code	-
Section code	-
Credits	-
Organization	Fine Edge Company

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

Getting started guide for Instructors

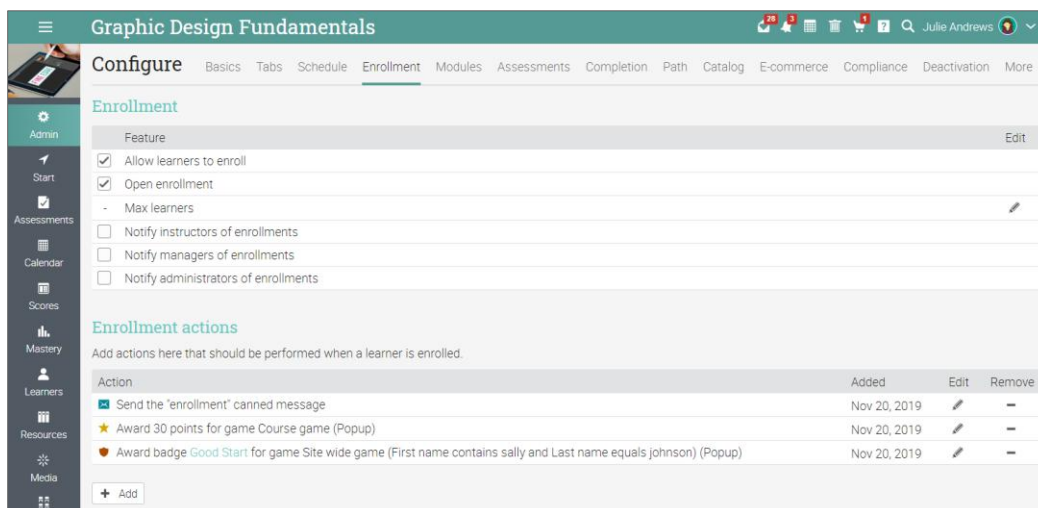
Tabs

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



Enrollment

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



Getting started guide for Instructors

Modules

In this tab, you can configure your modules and sections. Choose current module settings and configure the module layout. You can also enable drip content, which allows you to schedule learner access to modules rather than have them all available at once.

The screenshot shows the 'Modules' configuration page for 'Graphic Design Fundamentals'. The page is divided into three main sections: 'Current module', 'Drip content', and 'Layout'. The 'Current module' section has three checkboxes: 'Only show modules up to the current lesson to learners' (unchecked), 'Hide (instead of showing) all modules if no current lesson is set' (unchecked), and 'Automatically set current module by date' (unchecked). The 'Drip content' section has a description and an 'Enable' button. The 'Layout' section has four checkboxes: 'Module descriptions' (checked), 'Automatically number modules' (checked), 'Enable grid view for learners (the default)' (checked), and 'Enable row view for learners' (checked).

Completion

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

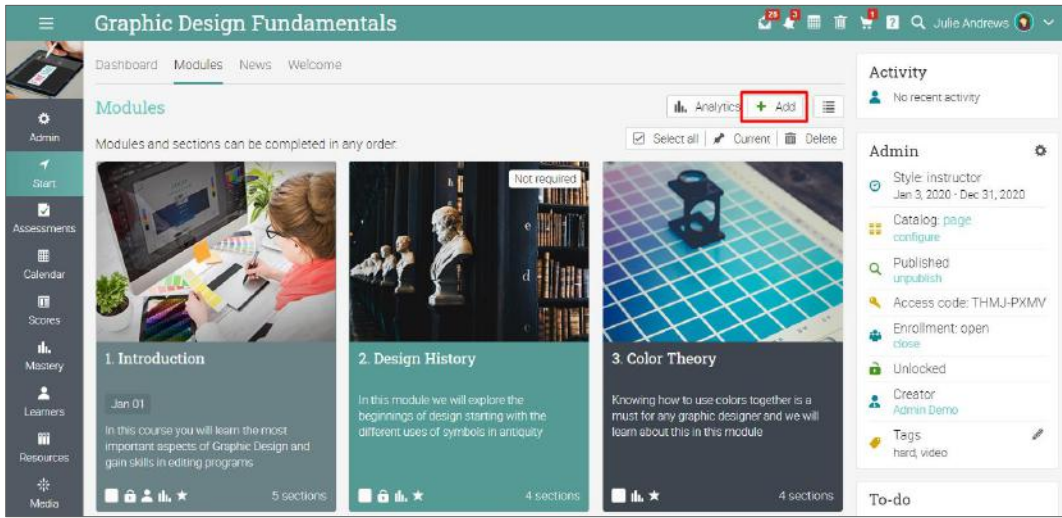
The screenshot shows the 'Completion' configuration page for 'Graphic Design Fundamentals'. The page is divided into four main sections: 'Completion requirements', 'Sequencing', 'Auto-completion', and 'Completion actions'. The 'Completion requirements' section has a description and a 'Disable' button. The 'Sequencing' section has two checkboxes: 'Require modules to be completed in order' (unchecked) and 'Require sections to be completed in order' (unchecked). The 'Auto-completion' section has two checkboxes: 'Automatically complete a page section when it is visited' (checked) and 'Require video completion' (checked). The 'Completion actions' section has a description and a table of actions.

Action	Added	Edit	Remove
Send the "class completion" canned message (Popup)	Nov 20, 2019		
Award certificate <i>Wellness Artist</i> (Popup)	Nov 20, 2019		

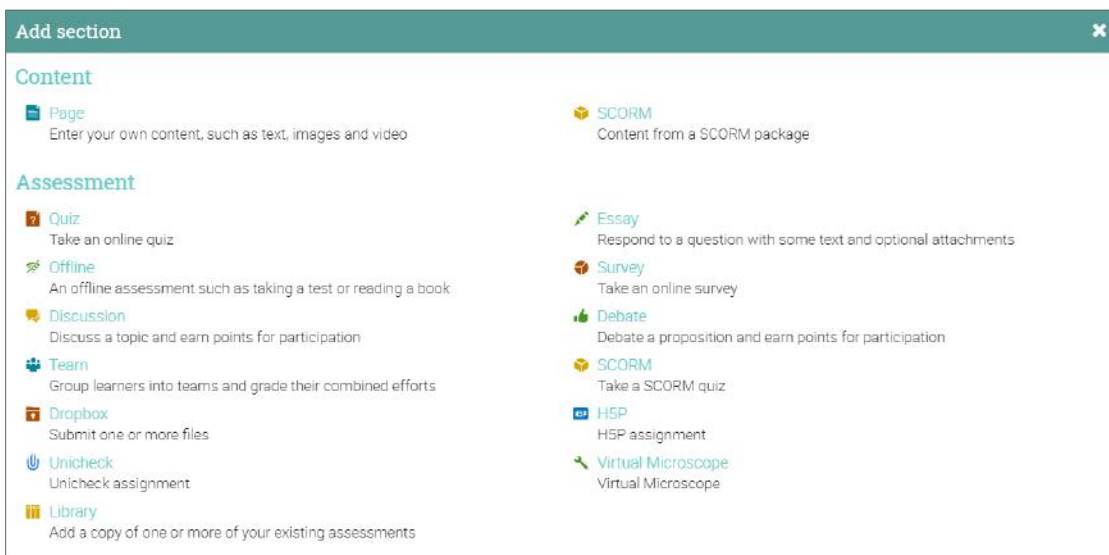
Getting started guide for Instructors

Adding modules

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



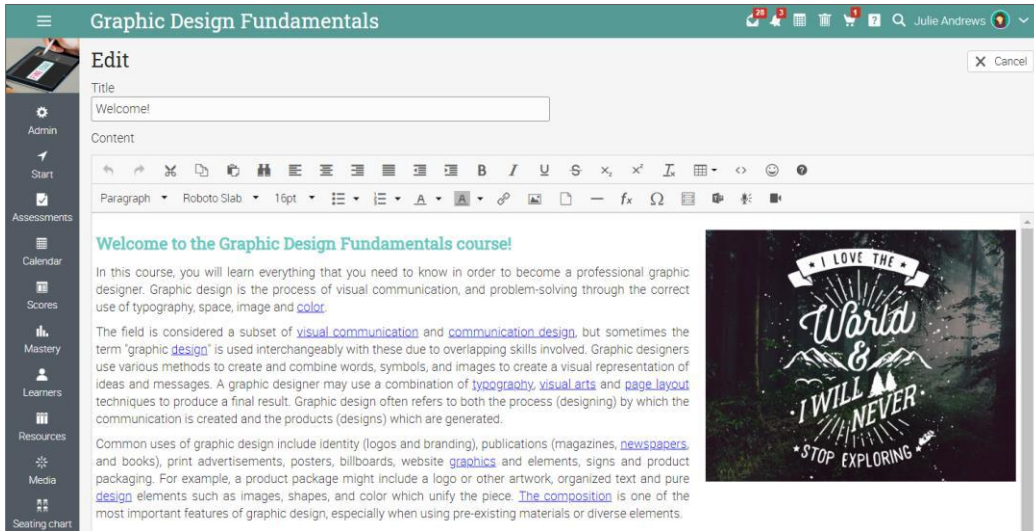
Once you've added a module, you can use the edit icon to change settings or description and the picture icon to change the picture. You can then add a section to your module, which can either be a content section or assessment.



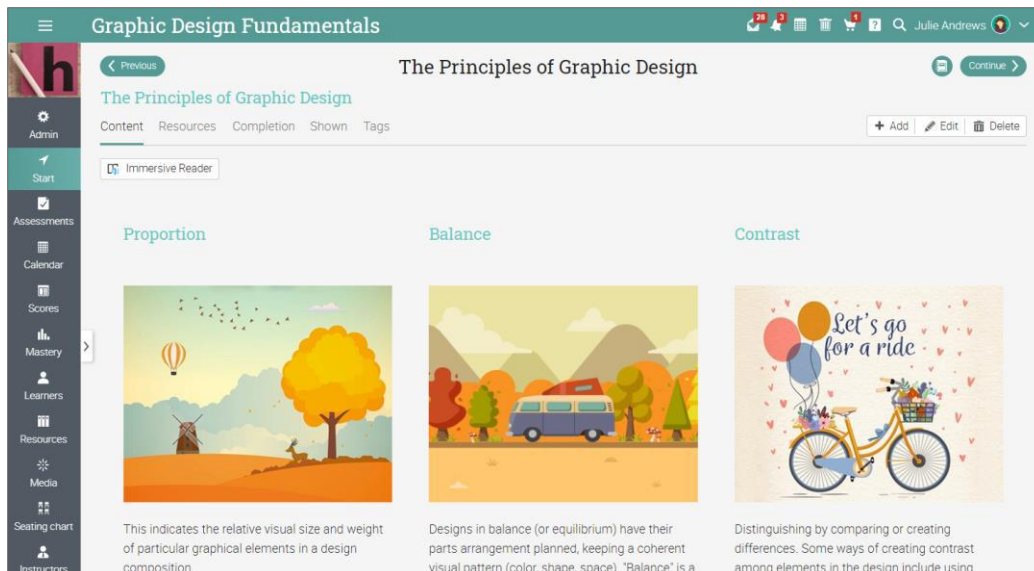
Getting started guide for Instructors

Adding sections

To add a section to a module, click on the Sections tab, then select the kind of section you want to add (see the picture above). For example, add a content Page, enter a title and click save. Then you can use the HTML editor right away to create content.

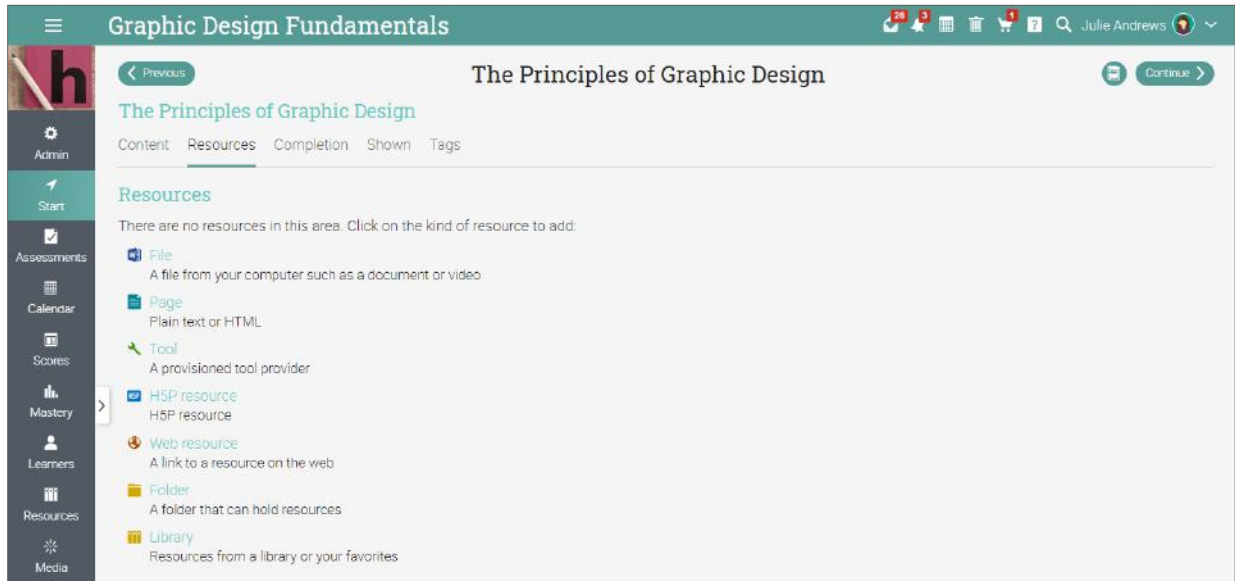


Here you will have many options for editing your content page. You can use the picture icon to upload pictures, add text, upload any kind of file, including video and audio. Additionally, you can record video or audio content directly from your browser. Here is how your created page might look like:

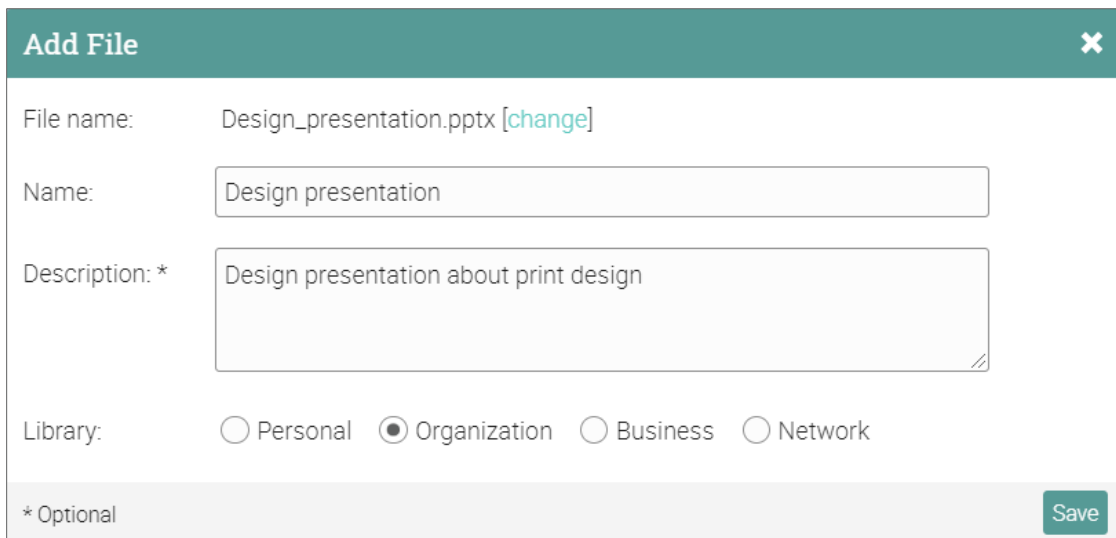


Getting started guide for Instructors

To add resources to a content page, click its Resources tab, then select the type of resource that you want to add.



For example, to add a file from your computer, click File, select the file you want to upload, a description and the library that this resource will be a part of.

A screenshot of the "Add File" dialog box in Canvas LMS. The dialog has a teal header with the title "Add File" and a close button (X). The form contains the following fields and options:

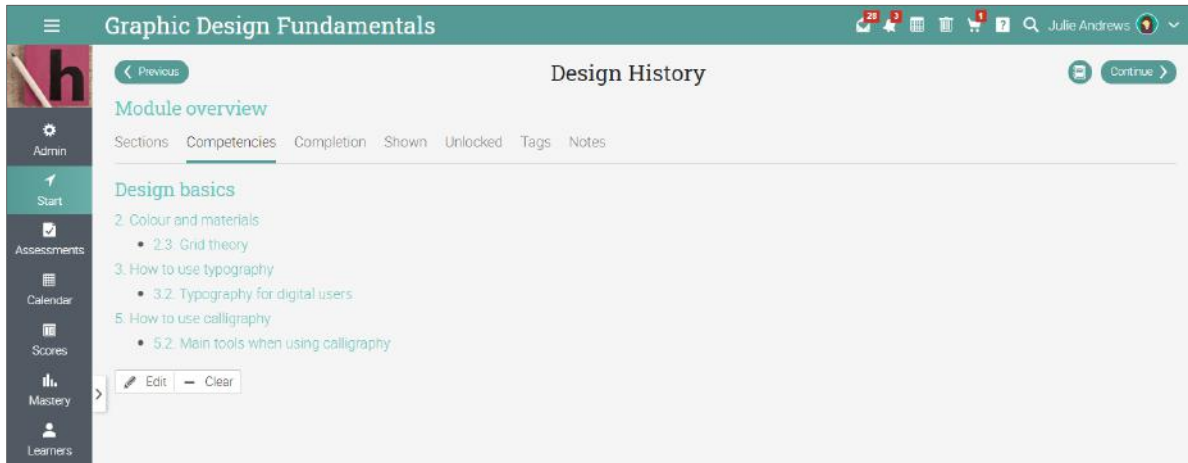
- File name:** Design_presentation.pptx [change]
- Name:** A text input field containing "Design presentation".
- Description: *** A text area containing "Design presentation about print design".
- Library:** A set of radio buttons with the following options: Personal, Organization (selected), Business, and Network.

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

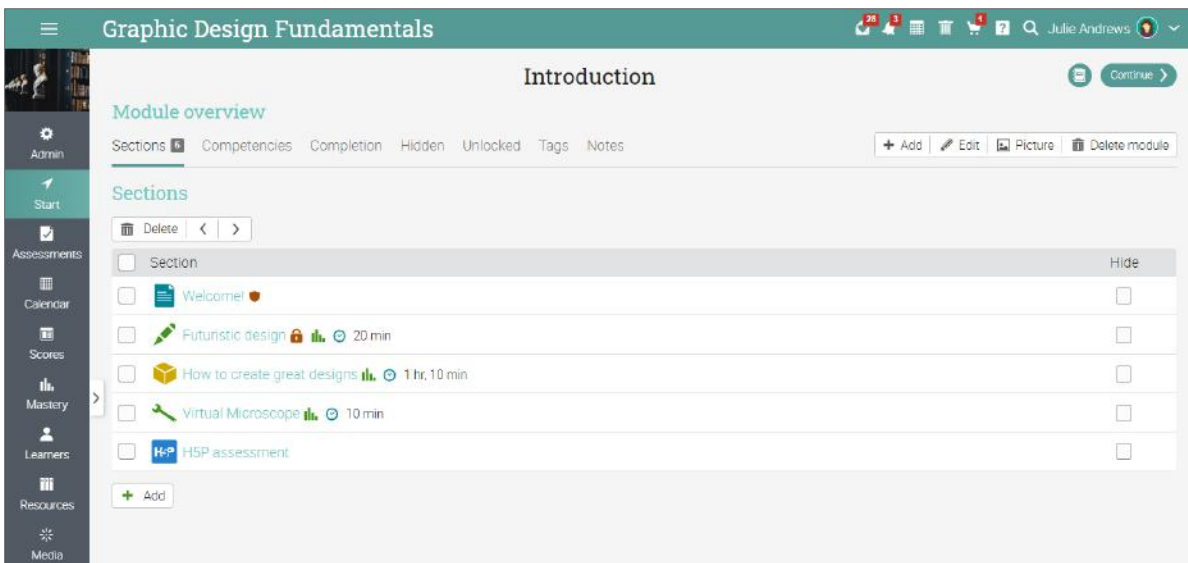
Getting started guide for Instructors

Setting competencies for a module

If a course is associated with competencies, you can tag modules with the competencies it should be teaching. Go to the module, then click its Competencies tab, select the related competencies then click Save.



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



Getting started guide for Instructors

Enrolling learners

To begin enrolling learners in a course, go to the Learners tab in the course left bar.

The screenshot shows the 'Learners' page for the course 'Graphic Design Fundamentals'. The page is divided into several sections:

- Header:** Course name 'Graphic Design Fundamentals', user name 'Julie Andrews', and navigation icons.
- Sub-headers:** 'Learners' (Active, Completed, Unenrolled, Compliance) and an 'Add' button.
- Active Learners:** A table listing active learners with columns for Name, Progress, Scores, Grade, Due, Awards, Mastery, and Enrolled.
- Left Sidebar:** Navigation menu with options like Admin, Start, Assessments, Calendar, Scores, Mastery, Learners (selected), Resources, Media, and Seating chart.

Name	Progress	Scores	Grade	Due	Awards	Mastery	Enrolled
Brat, Tony	100%	87%	A-	10	4	100%	Mar 13, 2018 129 days ago / 927
Corser, Troy	100%	82%	B+	10	17	100%	Mar 13, 2018 715 days ago / 927
Demo, Admin	100%	65%	C+	17	1	100%	Mar 13, 2020 26 days ago / 880
Duvons, Cary	100%	86%	A-	11	5	100%	Mar 13, 2018 Never / 927
Eire, Jane Marketing Specialist	100%	93%	A	10	12	100%	Mar 13, 2018 19 days ago / 927
Johnson, Sally Marketing Specialist	100%	84%	B+	8	6	100%	Mar 13, 2018 5 days ago / 927
Payton, Tess Graphic Designer	100%	84%	B+	10	5	100%	Mar 13, 2018 840 days ago / 927
Phillips, Jeremy	100%	79%	B	17	18	100%	Jun 5, 2020 19 days ago / 927
Stevens, Mark	100%	80%	B+	9	7	100%	Mar 13, 2018 21 days ago / 927
Tom, Samy	100%	60%	C	9	11	100%	Mar 13, 2018 25 days ago / 927

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

The 'Enroll learners' dialog box provides the following information:

- Courses tab:** Learners can hover over the Courses tab, click Enroll, then enter the access code THMJ-PXMV.
- People picker:** Enroll learners using the people picker.
- Email invitations:** Send invitations by email.

Getting started guide for Instructors

Courses tab

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

People picker

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

Select users ✕

Name Learner All groups All courses All organization

Matches ➤ Selected ➤

Black, Jeff

Curtis, Stephen

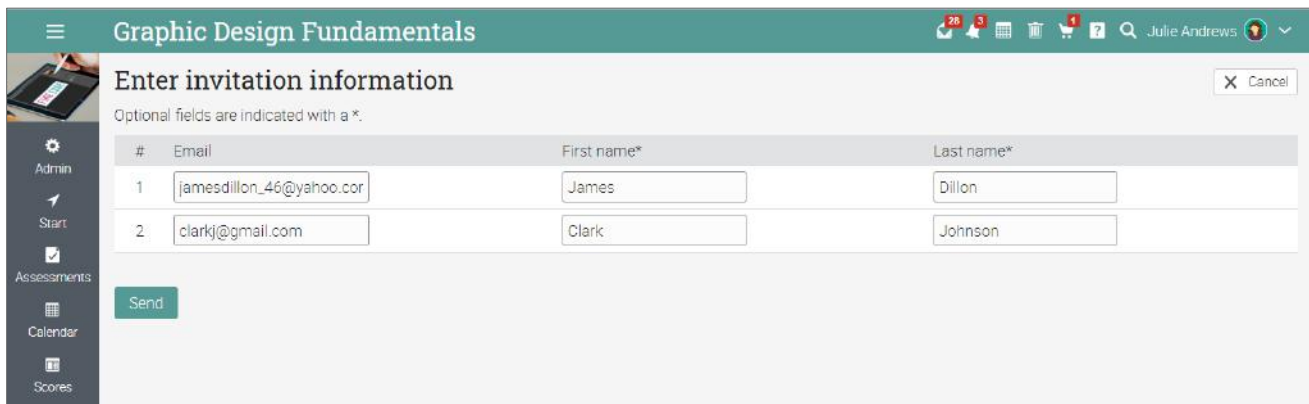
Hansen, George

Johnson, Phil

Getting started guide for Instructors

Email invitations

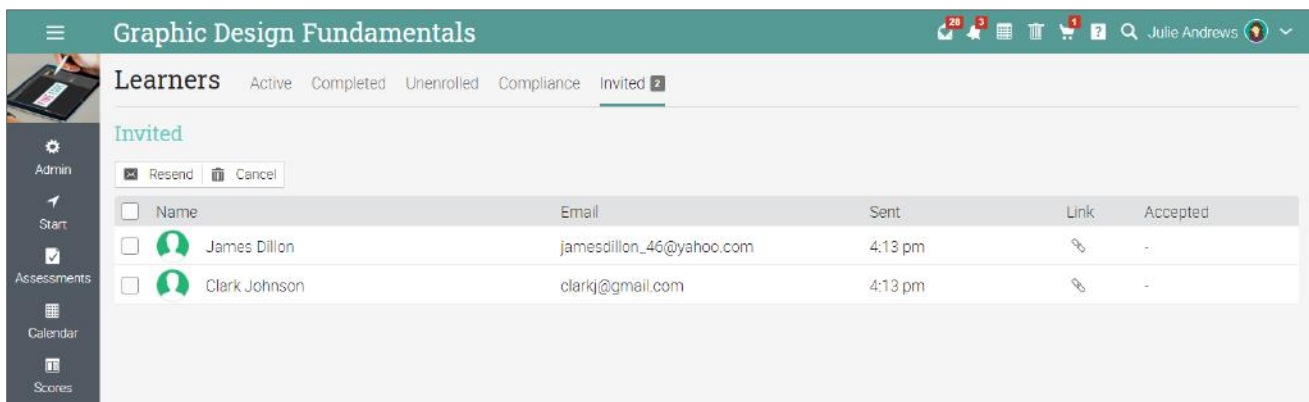
Select the approximate number of invitations to send, then enter the email addresses and names of the learners to add them to your course.







The screenshot shows the 'Enter invitation information' form in the LMS interface. The form is titled 'Enter invitation information' and has a 'Cancel' button. Below the title, it says 'Optional fields are indicated with a *'. The form contains a table with two rows of input fields for email, first name, and last name. A 'Send' button is located below the table.

#	Email	First name*	Last name*
1	<input type="text" value="jamesdillon_46@yahoo.com"/>	<input type="text" value="James"/>	<input type="text" value="Dillon"/>
2	<input type="text" value="clarkj@gmail.com"/>	<input type="text" value="Clark"/>	<input type="text" value="Johnson"/>

An email is sent to each user. The email includes the invitation message and a clickable link. When the person clicks the link, they are sent to your site and asked to click an "Accept" option. When they click Accept, they are logged in to the system and taken to their dashboard.



The screenshot shows the 'Learners' page in the LMS interface. The page is titled 'Learners' and has tabs for 'Active', 'Completed', 'Unenrolled', 'Compliance', and 'Invited'. The 'Invited' tab is selected. Below the tabs, there is a 'Resend' button and a 'Cancel' button. The main content is a table with columns for Name, Email, Sent, Link, and Accepted.

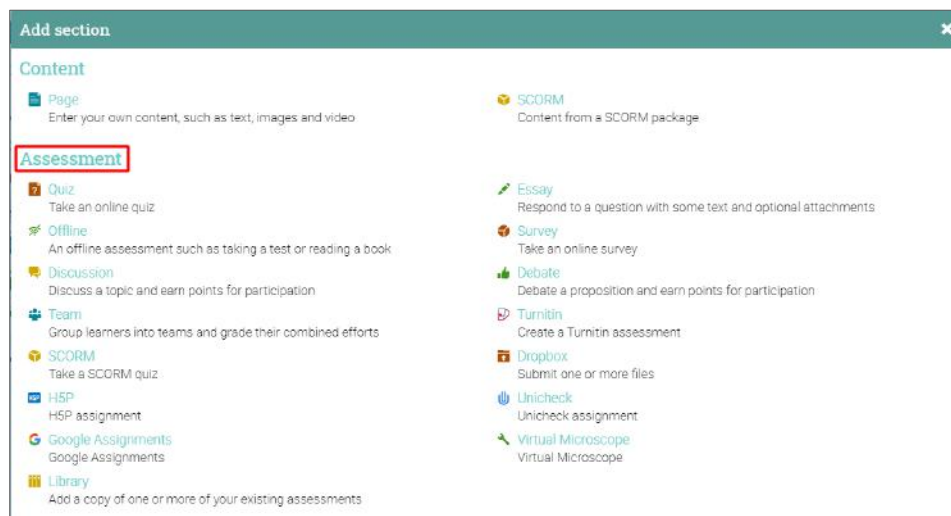
<input type="checkbox"/>	Name	Email	Sent	Link	Accepted
<input type="checkbox"/>	 James Dillon	jamesdillon_46@yahoo.com	4:13 pm		-
<input type="checkbox"/>	 Clark Johnson	clarkj@gmail.com	4:13 pm		-

Getting started guide for Instructors

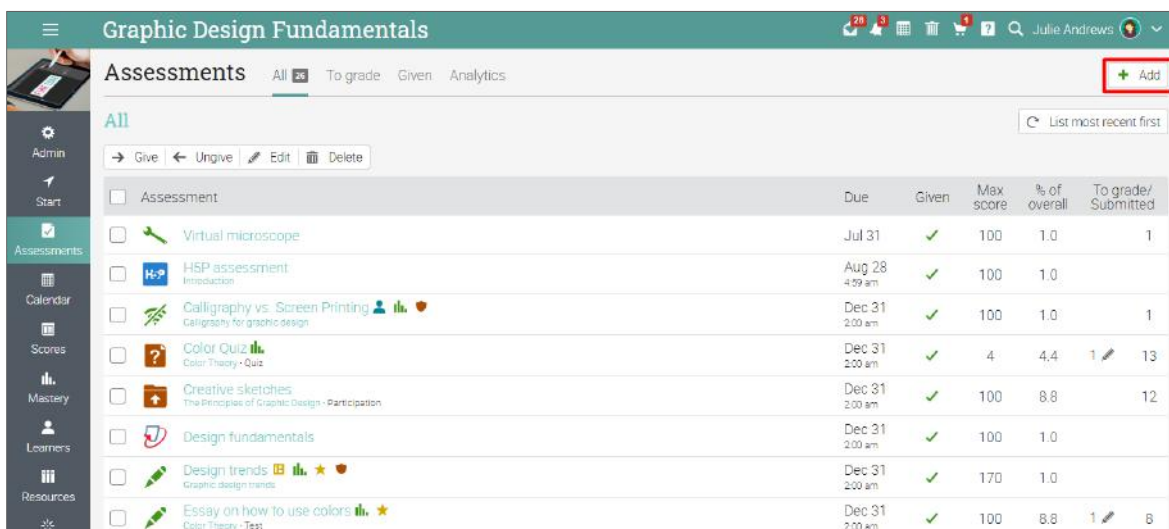
Adding assessments

An assessment is a task that a learner has to complete in order to earn points. These points add up towards a final grade based on the selected weighting scheme.

There are two ways of adding assessments: you can add an assessment directly from the module page or from the Assessments tab of the course. From a module page, click Add Section, then select an assessment from our list of 15 different types:

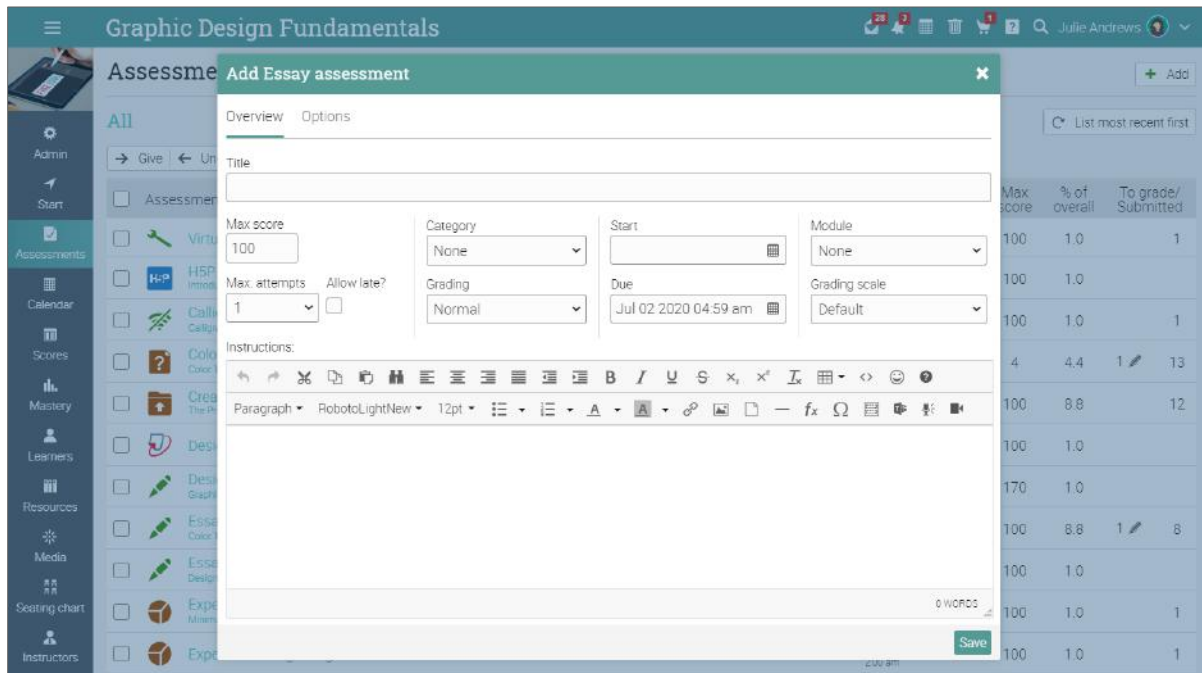


From the Assessments tab of your course, click Add Assessment from the top right.



Getting started guide for Instructors

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



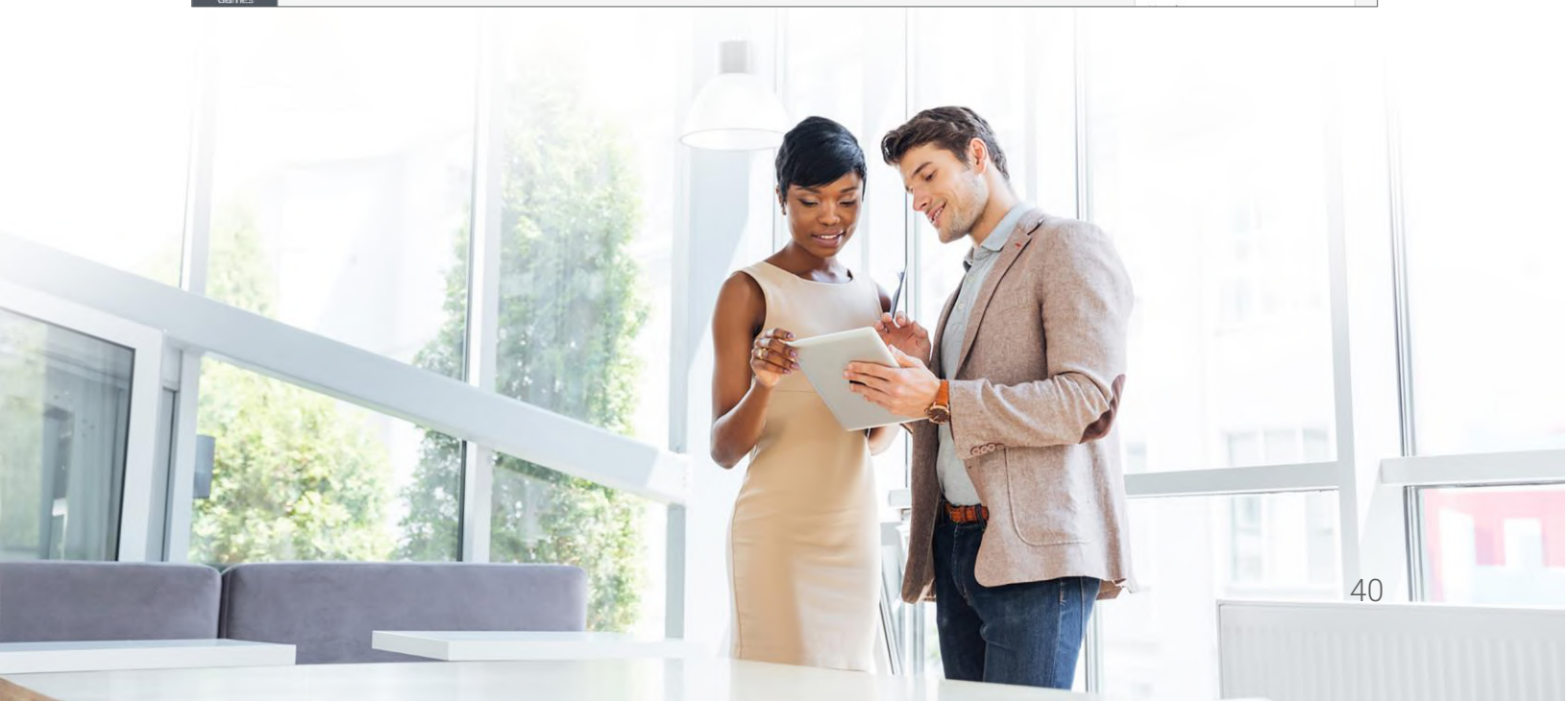
Here are some notes on the assessment settings:

- ✓ Max score - the maximum score that a learner can obtain;
- ✓ Points - if you selected "weight by points", then these are the points that the assessment is worth;
- ✓ Category - the category of the assessment, which you can find Admin/Configure/Assessments;
- ✓ Grading - here are the options:
- ✓ Normal - the assessment grade, counts towards the final grade;
- ✓ Extra credit - a bonus towards the final grade;
- ✓ Ignore - does not contribute to the final grade;
- ✓ Not graded - the assessment is not graded and does not contribute to the final grade;
- ✓ Max attempts - the maximum number of attempts that a learner can have for submitting an assessment;

Getting started guide for Instructors

- ✓ Allow late - allows learners to submit the assessment after the due date has passed;
- ✓ Module - indicates the module associated with the assessment, if any;
- ✓ Allow learners to comment - learners can comment on the submissions of other learners;
- ✓ Gateway - an optional minimum percentage that a learner must achieve to pass the assessment;
- ✓ Instructions - instructions on how to perform the assessment.

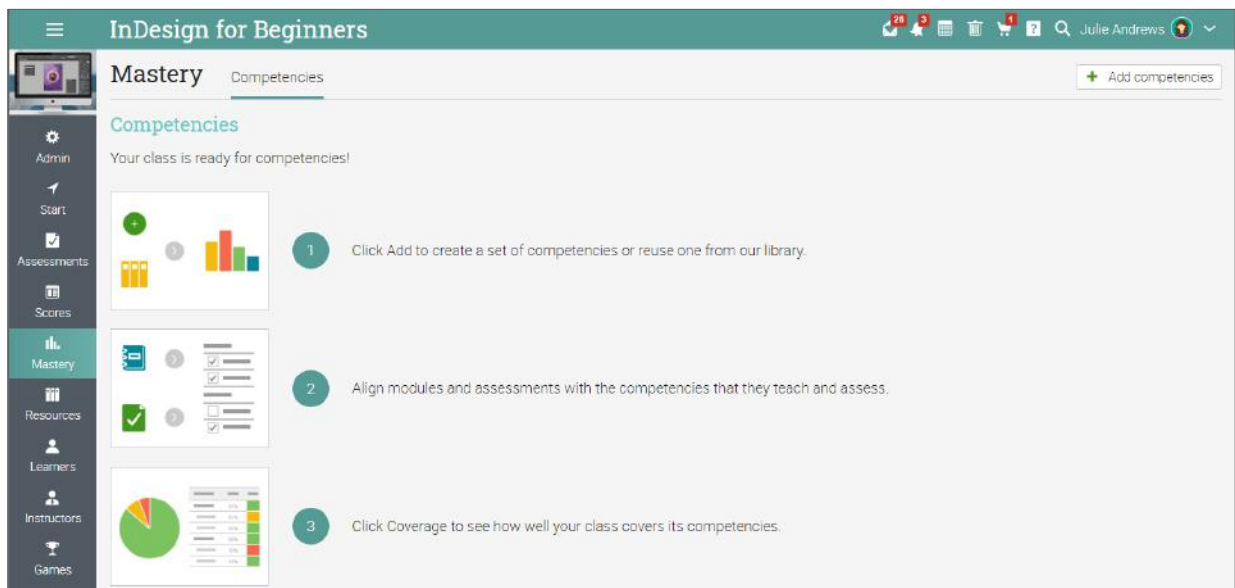
The screenshot shows a user interface for a course titled "Graphic Design Fundamentals". The main content area is for a "Color Theory" assessment. The interface includes a sidebar with navigation options like Admin, Start, Assessments, Calendar, Scores, Mastery, Learners, Resources, Media, Seating chart, Instructors, and Games. The main content area has a "Color Quiz" header and a "Instructions" section. The instructions state: "Answer the questions. The quiz is timed, and you have 4:00 (mm:ss) to complete it. If you leave the quiz without clicking the Finished button at the end, your answers are automatically submitted." There are "Edit" and "Take quiz" buttons. On the right side, there are several panels: "Assessment" (Type: Quiz, Max score: 4, Grading: Normal, Category: Quiz), "Schedule" (Due: Dec 31, 2:00 am, Given: Mar 21), "Grading" (1 assessments to grade, Due: 1, Submitted: 13, Graded: 12), and "Options" (Library: Personal, Max. attempts: 3, Allow late submissions: X).



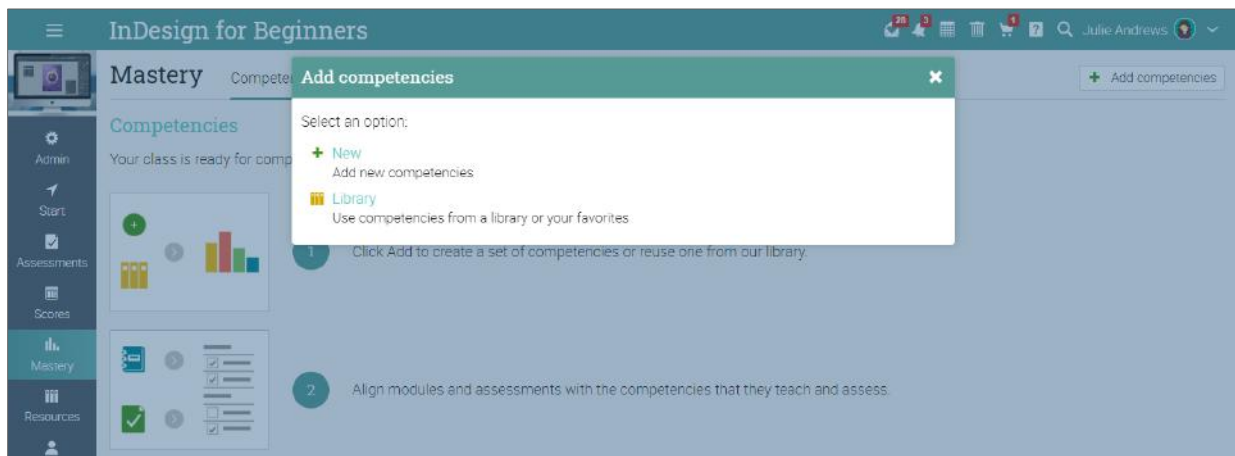
Getting started guide for Instructors

Mastery and competencies

You can track your learners' progress and understanding of the training material through competencies. Competencies are associated with modules, including content pages and assessments. To associate a course with competencies, visit the Mastery tab and click Add competencies.

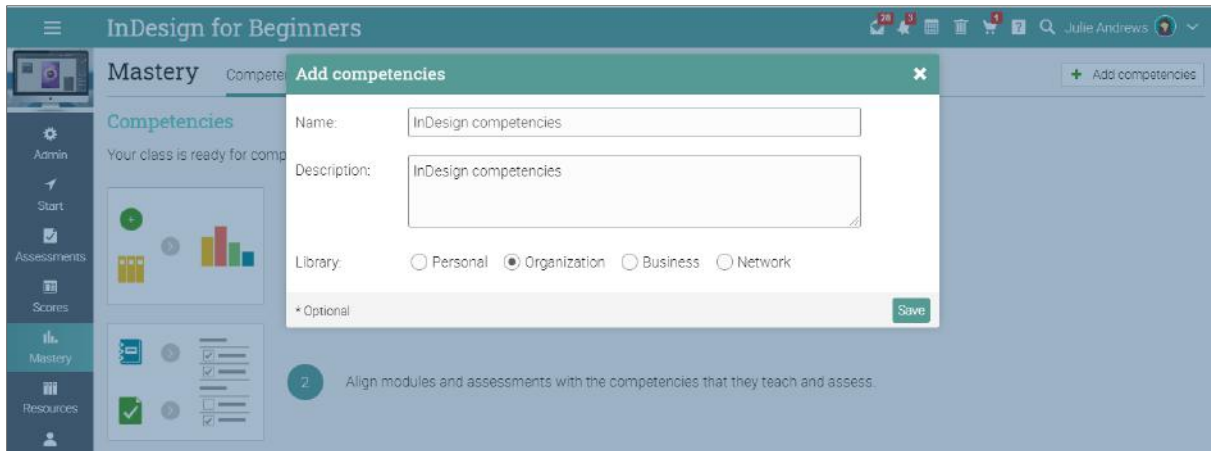


You can add your own or use pre-existing competencies from a library.

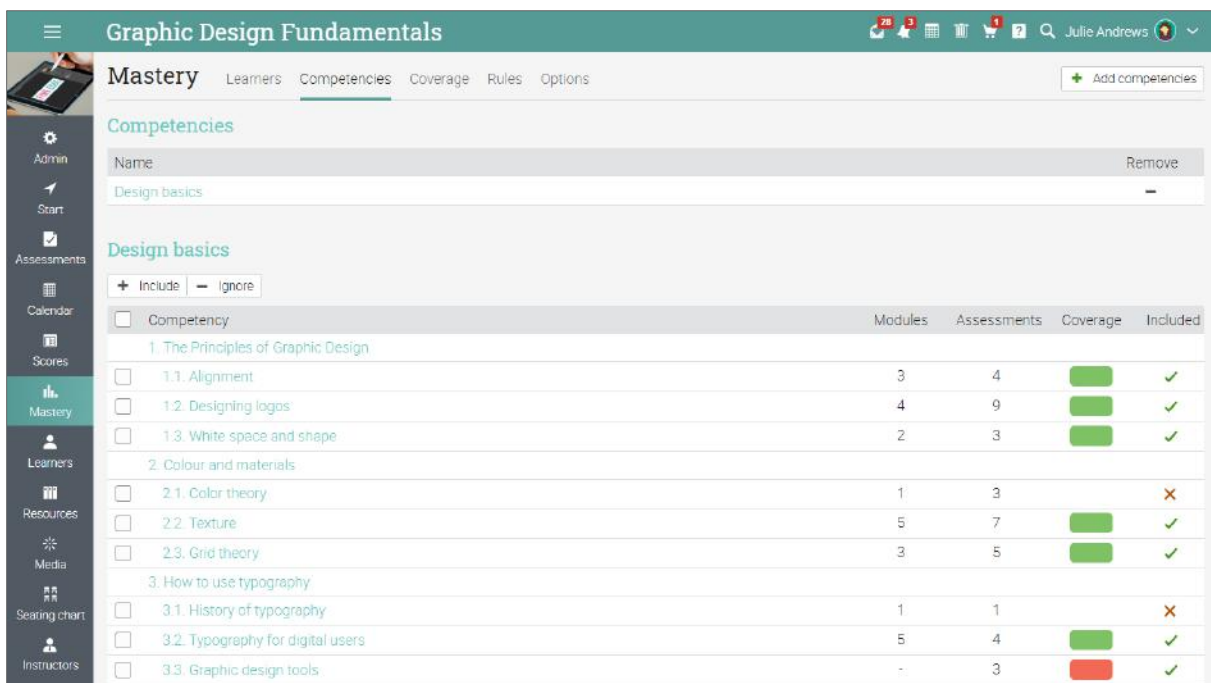


Getting started guide for Instructors

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

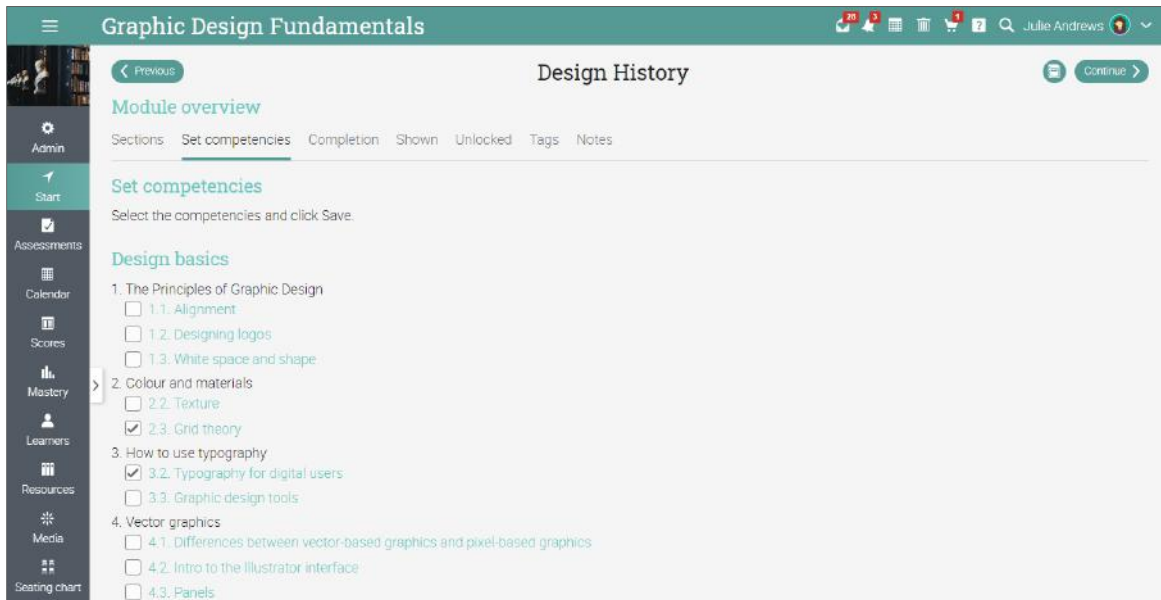


For example, this is how a competencies page might look like:

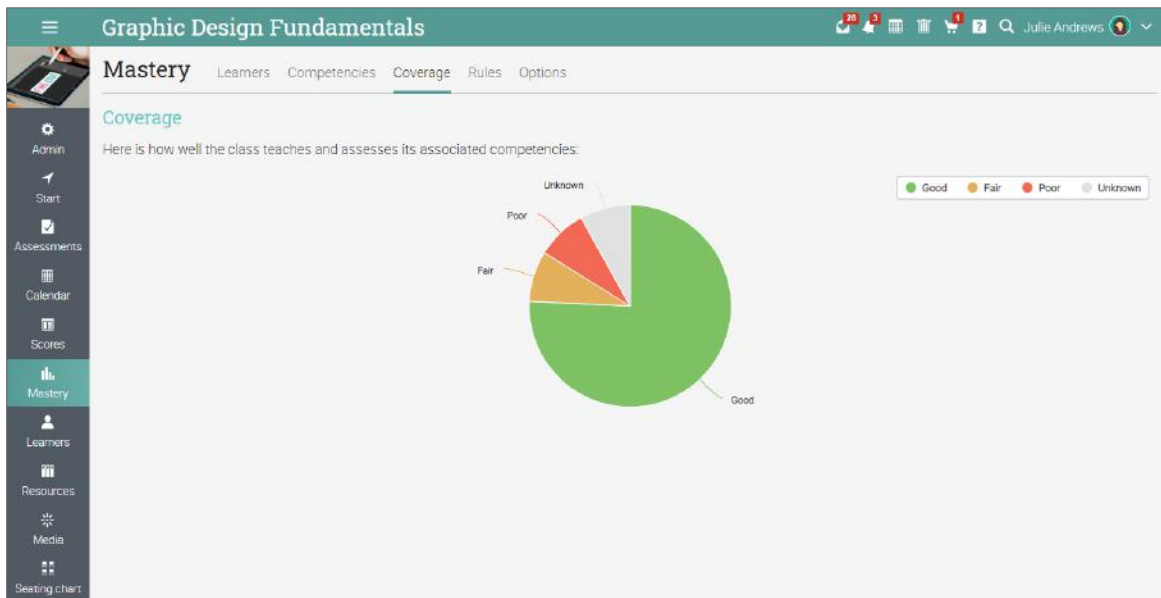


Getting started guide for Instructors

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



In the Coverage analysis tab, you can see how well the course covers the competencies:

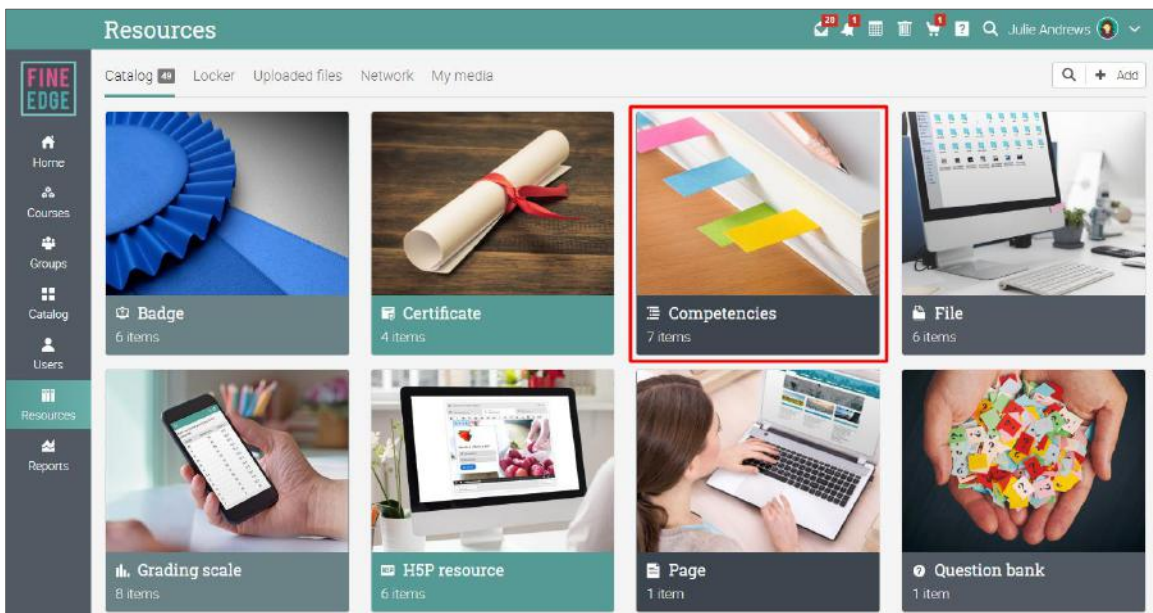


Getting started guide for Instructors

You can then see a mastery grid in the Mastery tab, under Learners. In the Mastery grid you can see the learners progress through each competency and identify the ones that are doing well or the ones that are struggling.

Competencies		The Principles of Graphic Design	Alignment	Designing logos	Writes space and shape	Colour and materials	Texture	Grid theory	How to use typography	Typography for digital users	Graphic to
Code		1	1.1	1.2	1.3	2	2.1	2.3	3	3.1	3
Learner	Average	75%	72%	72%	85%	67%	66%	70%	75%	79%	7
Blair, Tony	77%	70%	61%	64%	84%	72%	90%	55%	74%	93%	2
Corsar, Troy	86%	95%	97%	98%	90%	73%	60%	86%	80%	94%	2
Demo, Admin	30%	30%	30%	30%		30%	30%				
Diss, Travis	66%	97%	98%	99%	93%	66%	61%	72%	42%	28%	2
Duvons, Cary	80%	69%	61%	61%	85%	79%	79%	79%	79%	78%	1
Eire, Jane	86%	90%	91%	96%	82%	63%	64%	62%	85%	99%	2
Johnson, Sally	87%	72%	65%	63%	88%	98%	100%	95%	92%	83%	1
Payton, Tess	84%	92%	88%	97%	91%	82%	72%	91%	81%	87%	2
Phillips, Jeremy	0%					0%	0%	0%			
Stevens, Mark	71%	74%	100%	50%	72%	45%	44%	46%	70%	91%	2
Tom, Sammy	57%	69%	65%	54%	89%	63%	48%	59%	49%	30%	2
Willis, John	91%	82%	60%	88%	100%	97%	97%	98%	96%	95%	2

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



Getting started guide for Instructors

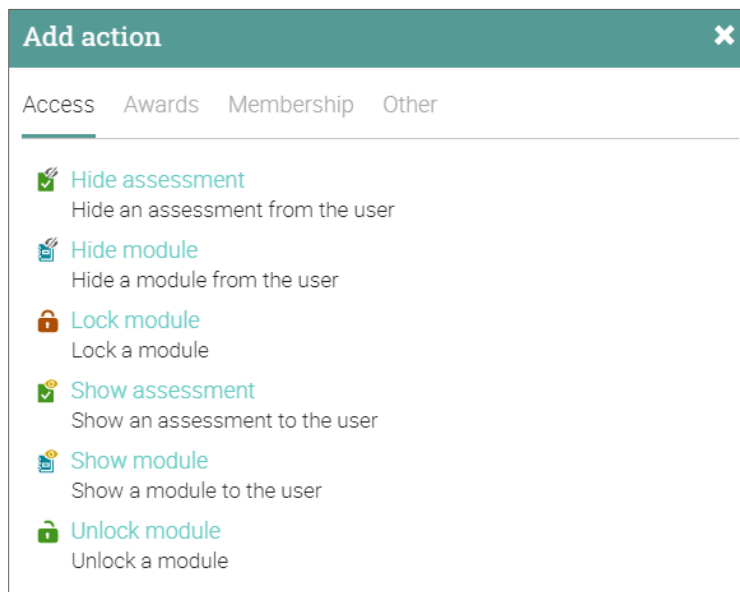
Using automation in a course

Automation helps instructors save time and makes courses more enjoyable for learners. The automation feature allows you to define actions that occur under certain conditions. You can set up rules that are performed when learners do certain tasks. For example, you can send a custom message when learners enroll in a course or award certificates when they finish it.

Here is a list of rules that you can add:

Adding rules

Rules can be added to various areas such as courses, modules and different sections of a module.



Getting started guide for Instructors

Adding course completion rules

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

Graphic Design Fundamentals | Admin | Start | Assessments | Calendar | Scores | Mastery | Learners | Resources | Media | Seating chart | Instructors | Games

Configure | Basics | Tabs | Schedule | Enrollment | Modules | Assessments | **Completion** | Path | Catalog | E-commerce | Compliance | Deactivation

Completion requirements

The class is considered completed when all its required modules are completed.

Disable

Sequencing

Feature

Require modules to be completed in order

Require sections to be completed in order

Auto-completion

Feature

Automatically complete a page section when it is visited.

Require video completion

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 (Popup)	Nov 20, 2019		
<input checked="" type="checkbox"/> Award certificate <i>Wellness Artist</i> (Popup)	Nov 20, 2019		

Adding rules for modules

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

Graphic Design Fundamentals | Admin | Start | Assessments | Calendar | Scores | Mastery | Learners | Resources | Media | Seating chart | Instructors | Games

Introduction | Continue

Module overview

Sections | Competencies | **Completion** | Hidden | Unlocked | Tags | Notes

Completion requirements

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

Additional requirement

	Edit	Remove
Complete 2 optional sections with #easy video & #medium video		

Class completion

Require this module to be completed for class completion.

Completion actions

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

Action	Added	Edit	Remove
<input checked="" type="checkbox"/> Unlock module Calligraphy for graphic design	Nov 20, 2019		
<input checked="" type="checkbox"/> Award 15 points for game Course game (Popup)	Nov 20, 2019		
<input checked="" type="checkbox"/> Show module Design History	Nov 20, 2019		

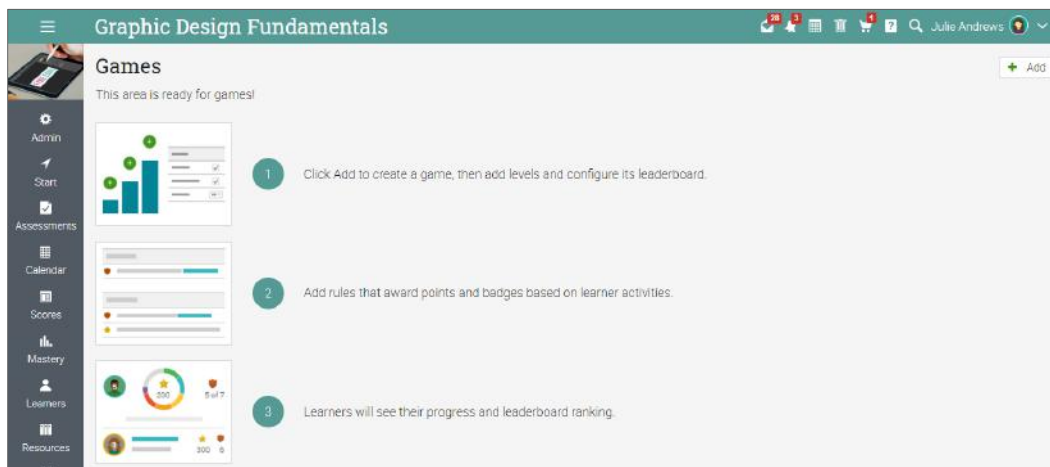
Getting started guide for Instructors

Using gamification

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

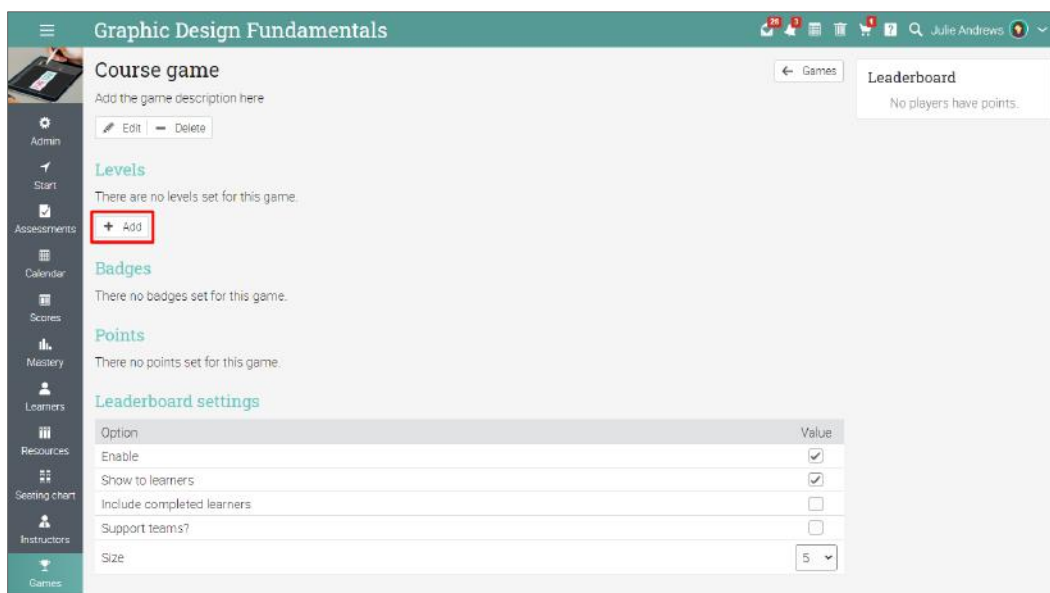
Configuring gamification in a course

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



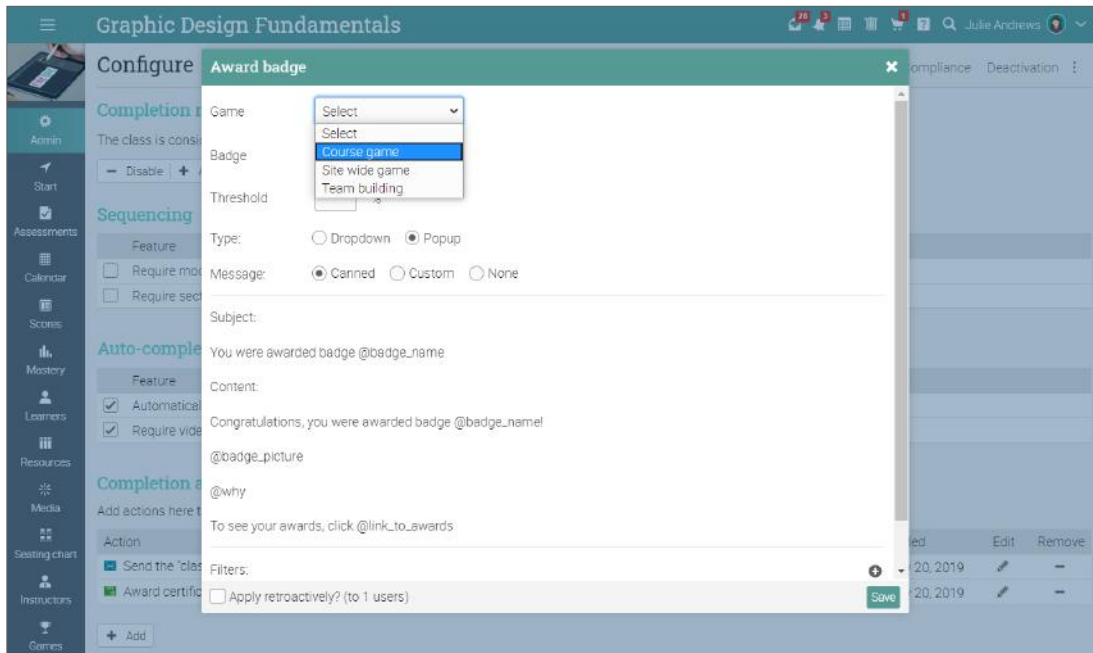
Now you can start adding levels for the game.

After adding the levels and points for each one, you can begin adding rules for modules, sections, and

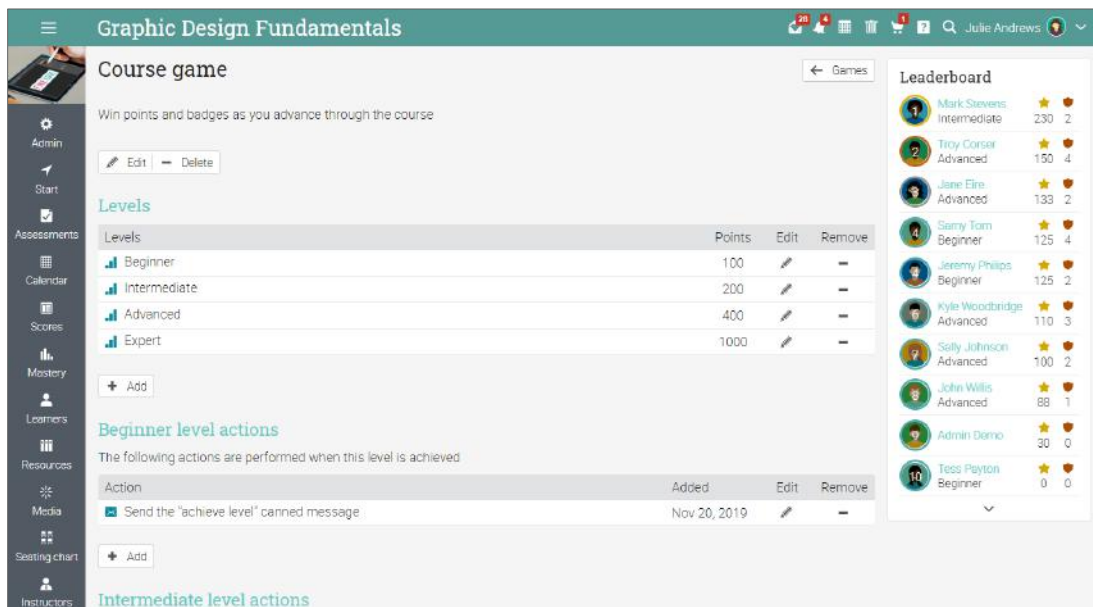


Getting started guide for Instructors

assessments that award points and badges.



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

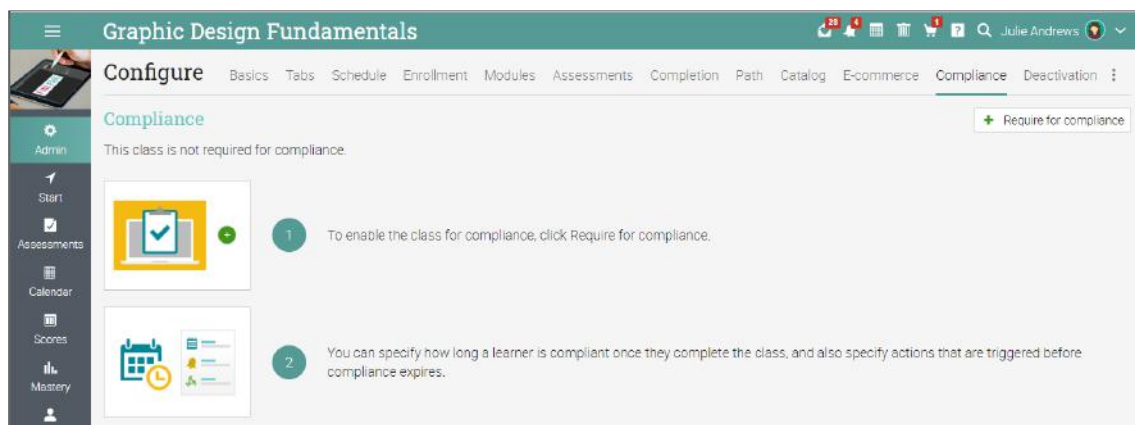


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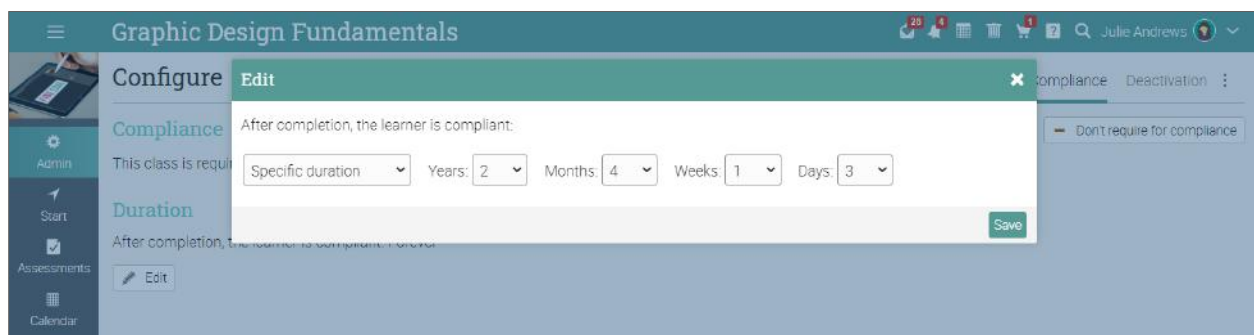
Using compliance for training

Compliance is a useful feature for companies that offer compliance training for their employees and instructors. You can select courses that are required for compliance, then set up for how long the learner is in compliance once they've completed the course, and whether they need to renew their compliance periodically. This feature has to be enabled by the portal administrator first.

Go to the Compliance tab under Course/Admin/Compliance and click the Required for compliance button:



After enabling this option, when a learner completes the course, they are deemed compliant for a specified period of time. By default, the period is "forever". To change it, click on Edit. The following options are available: Forever, Specific duration, Until a specific date, and For date period. For example, if you want compliance to be available for 3 months choose a specific duration:

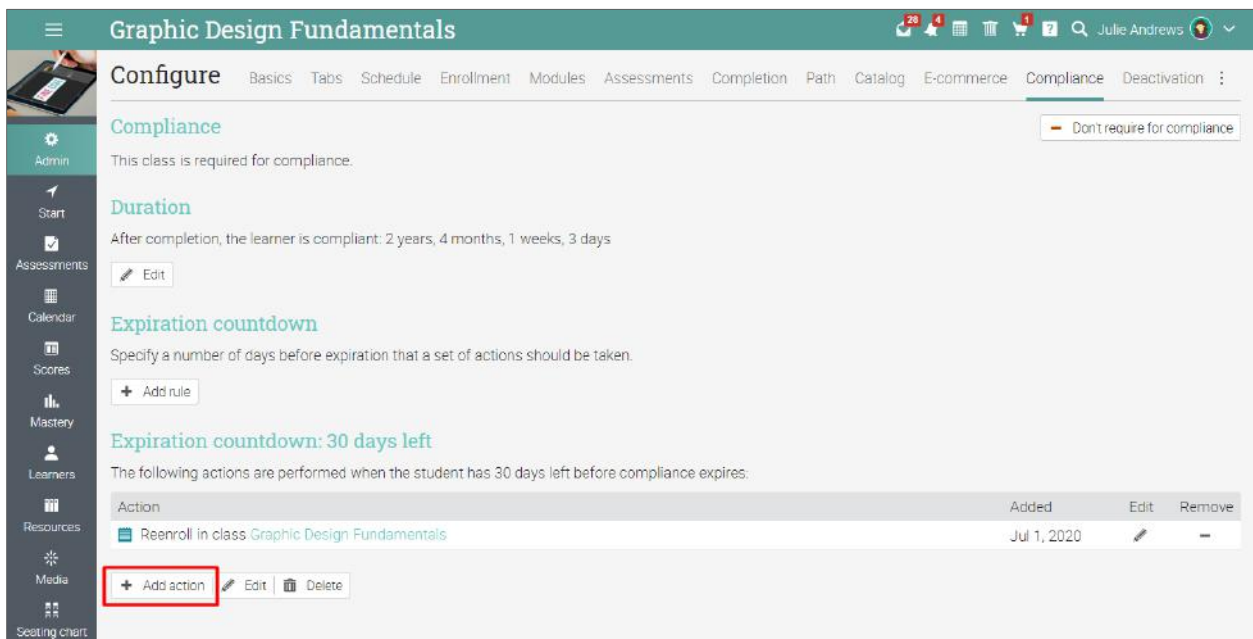


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You can then add ruled that specify what happens before compliance expires. For example, you might choose to start the countdown 30 days before expiration:

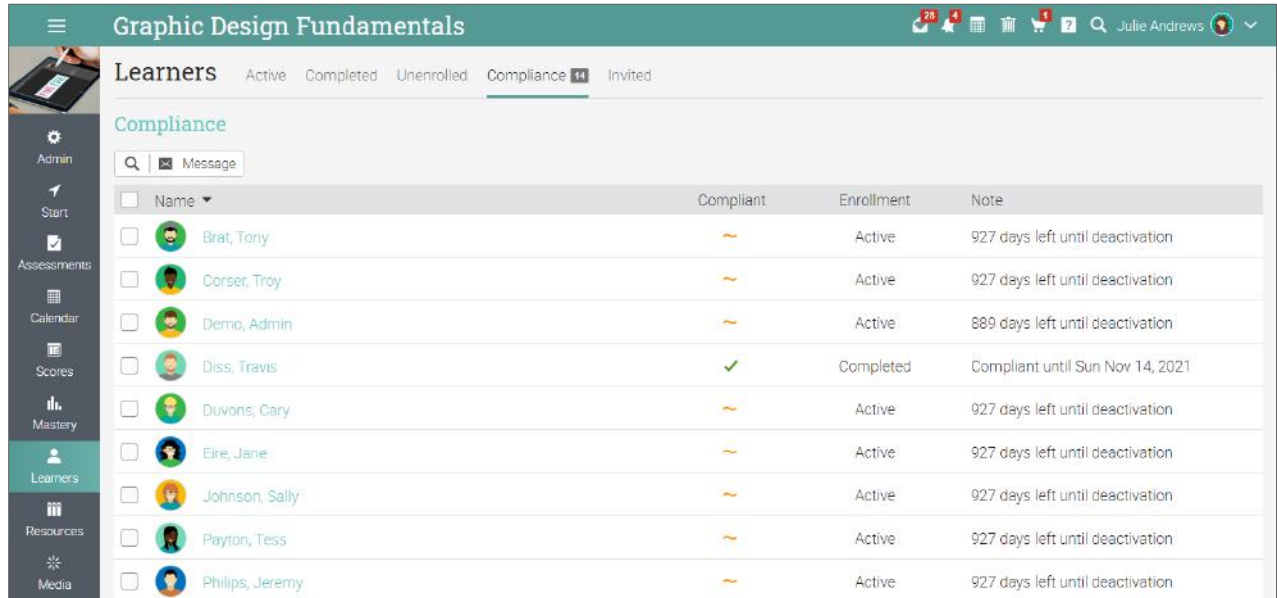


Then, choose actions that will be performed when the learner has 30 days left before compliance expires:



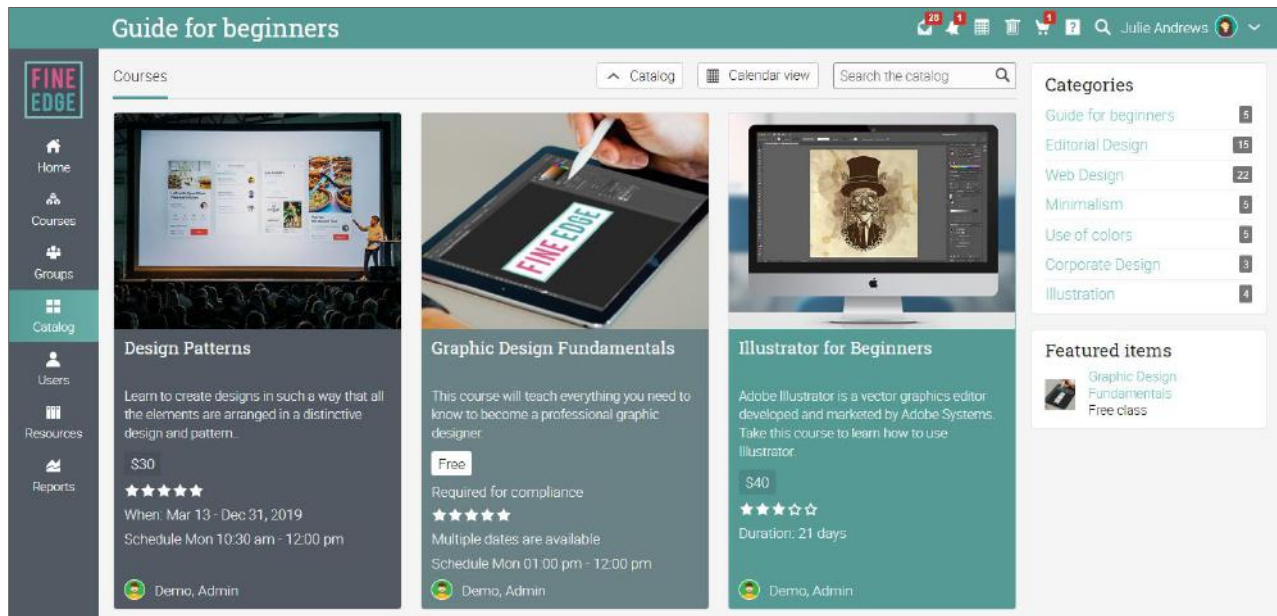
Getting started guide for Instructors

You can see the compliance status of all learners in the course by visiting Learners/Compliance.



Name	Compliant	Enrollment	Note
Brat, Tony	~	Active	927 days left until deactivation
Corser, Troy	~	Active	927 days left until deactivation
Demo, Admin	~	Active	889 days left until deactivation
Diss, Travis	✓	Completed	Compliant until Sun Nov 14, 2021
Duvons, Cary	~	Active	927 days left until deactivation
Eire, Jane	~	Active	927 days left until deactivation
Johnson, Sally	~	Active	927 days left until deactivation
Payton, Tess	~	Active	927 days left until deactivation
Phillips, Jeremy	~	Active	927 days left until deactivation

If a course is required for compliance, this is displayed in the Course catalog.



Design Patterns
Learn to create designs in such a way that all the elements are arranged in a distinctive design and pattern.
\$30
★★★★★
When: Mar 13 - Dec 31, 2019
Schedule Mon 10:30 am - 12:00 pm
Demo, Admin

Graphic Design Fundamentals
This course will teach everything you need to know to become a professional graphic designer.
Free
Required for compliance
★★★★★
Multiple dates are available
Schedule Mon 01:00 pm - 12:00 pm
Demo, Admin

Illustrator for Beginners
Adobe Illustrator is a vector graphics editor developed and marketed by Adobe Systems. Take this course to learn how to use Illustrator.
\$40
★★★★☆
Duration: 21 days
Demo, Admin

Categories

- Guide for beginners: 5
- Editorial Design: 15
- Web Design: 22
- Minimalism: 5
- Use of colors: 5
- Corporate Design: 3
- Illustration: 4

Featured items

- Graphic Design Fundamentals: Free class

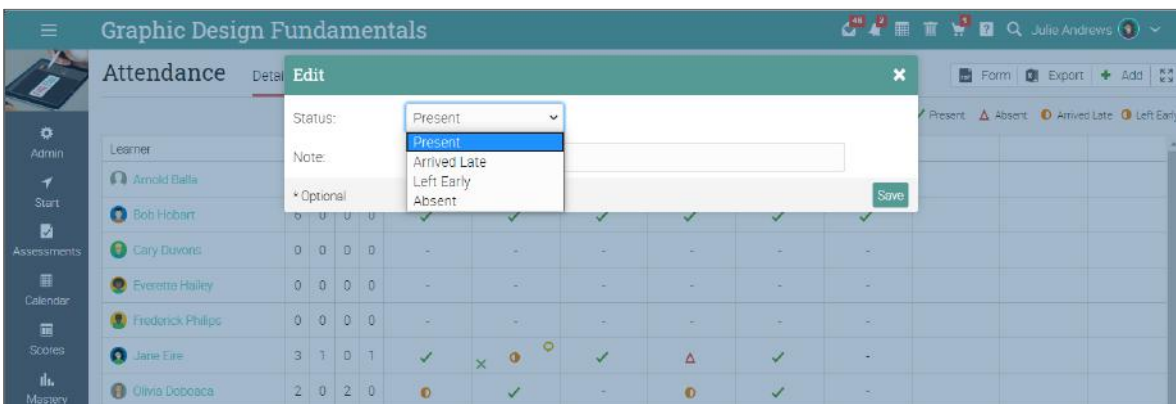
Getting started guide for Instructors

Taking attendance

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

Learner	Present	Absent	Arrived Late	Left Early	Oct 16	Jun 23	Jun 22	May 10	Apr 30	Apr 26
Arnold Balla	0	0	0	0	-	-	-	-	-	-
Bob Hobart	6	0	0	0	✓	✓	✓	✓	✓	✓
Cary Duvoins	0	0	0	0	-	-	-	-	-	-
Everette Halley	0	0	0	0	-	-	-	-	-	-
Frederick Philips	0	0	0	0	-	-	-	-	-	-
Jane Eise	3	1	0	1	✓	✗	○	✓	△	✓
Olivia Doboaca	2	0	2	0	○	✓	-	○	✓	-
Sally Johnson	0	0	0	0	-	-	-	-	-	-
Spike Dussay	2	1	2	1	✗	○	△	✓	○	○
System Administrator	4	2	0	0	✓	△	✓	✓	✓	△
Tom McGregor	5	0	0	0	✓	✓	✓	✓	✓	-
Travis Diss	4	0	0	0	✓	✓	-	✓	✓	-
Tony Cooney	0	0	0	0	-	-	-	-	-	-

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



Getting started guide for Instructors

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

Learner	On time	Arrived late	Left early	Absent	Excused
Arnold Balla	-	-	-	-	-
Bob Hobart	6	-	-	-	-
Cary Duvons	-	-	-	-	-
Everette Hailey	-	-	-	-	-
Frederick Phillips	-	-	-	-	-
Jane Eire	3	-	1	1	1
Olivia Doboaca	2	2	-	-	-
Sally Johnson	-	-	-	-	-
Spike Dussay	2	2	1	1	1
System Administrator	4	-	-	2	-
Tom McGregor	5	-	-	-	-

To export the list, use the Export button:

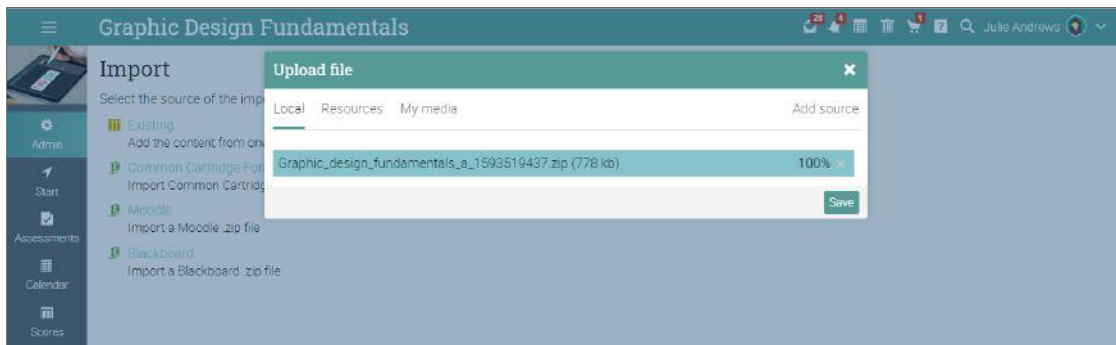
Learner	Present	Absent	Arrived Late	Left Early	Oct 16	Jun 23	Jun 22	May 10	Apr 30	Apr 26
Arnold Balla	0	0	0	0	-	-	-	-	-	-
Bob Hobart	6	0	0	0	✓	✓	✓	✓	✓	✓
Cary Duvons	0	0	0	0	-	-	-	-	-	-
Everette Hailey	0	0	0	0	-	-	-	-	-	-
Frederick Phillips	0	0	0	0	-	-	-	-	-	-
Jane Eire	3	1	0	1	✓	✗	○	✓	△	✓
Olivia Doboaca	2	0	2	0	○	✓	-	○	✓	-
Sally Johnson	0	0	0	0	-	-	-	-	-	-
Spike Dussay	2	1	2	1	✗	○	△	✓	○	✓
System Administrator	4	2	0	0	✓	△	✓	✓	✓	△
Tom McGregor	5	0	0	0	✓	✓	✓	✓	✓	-
Travis Diss	4	0	0	0	✓	✓	-	✓	✓	-
Travis Dussay	0	0	0	0	-	-	-	-	-	-

Getting started guide for Instructors

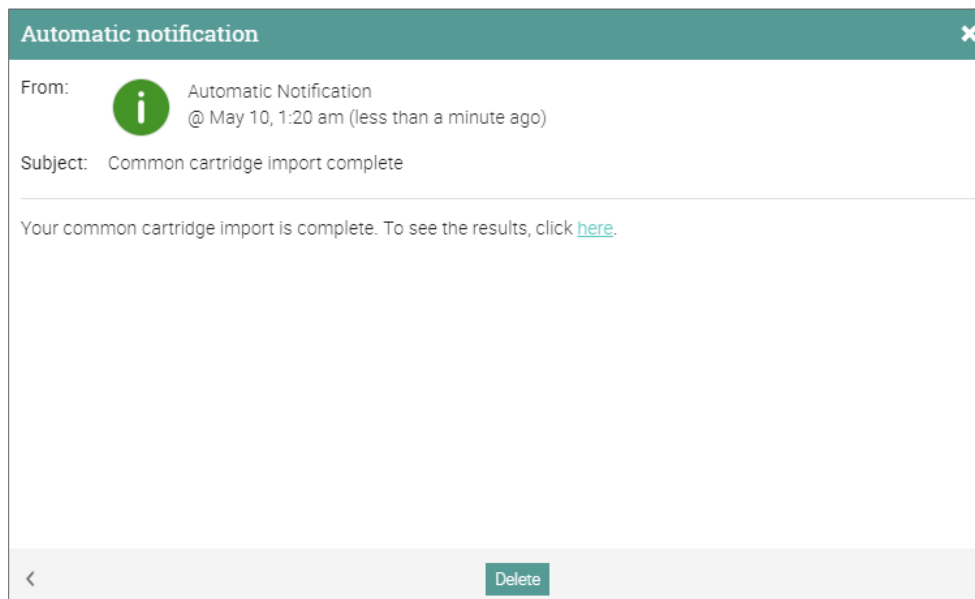
Importing/Exporting course content

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

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



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

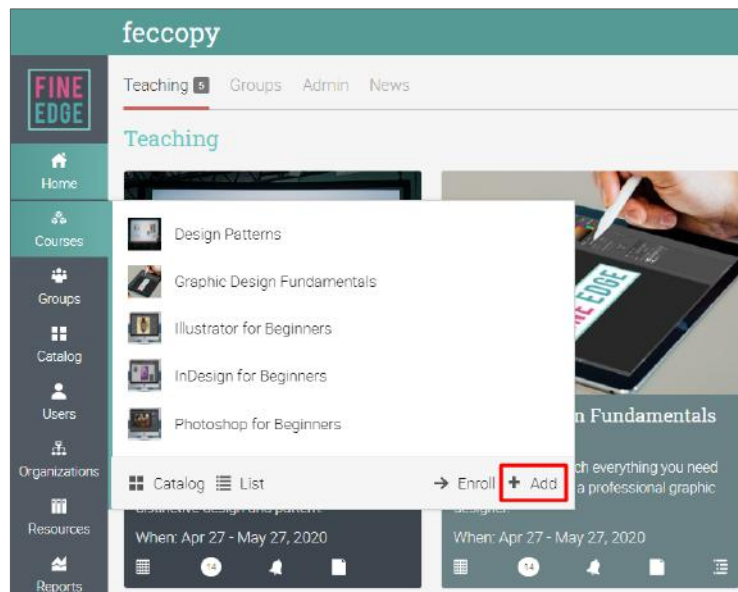


Getting started guide for Instructors

Creating learning paths

A learning path is a special kind of course that supports sections such as Course goals and Certificate goals. A course section is one that requires the learner to complete a specified course in order to complete that section. The certificate section is considered completed when the learner earns the certificate.

To add a new learning path, go to Courses in the main left bar then click Add.

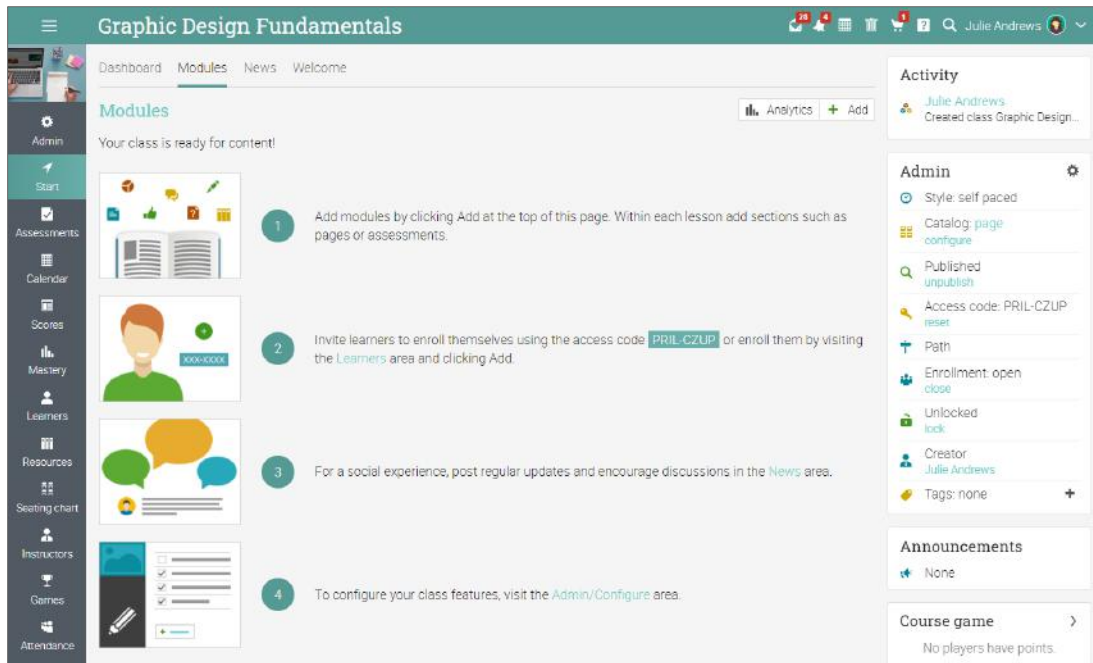


Select Path from the pop-up.

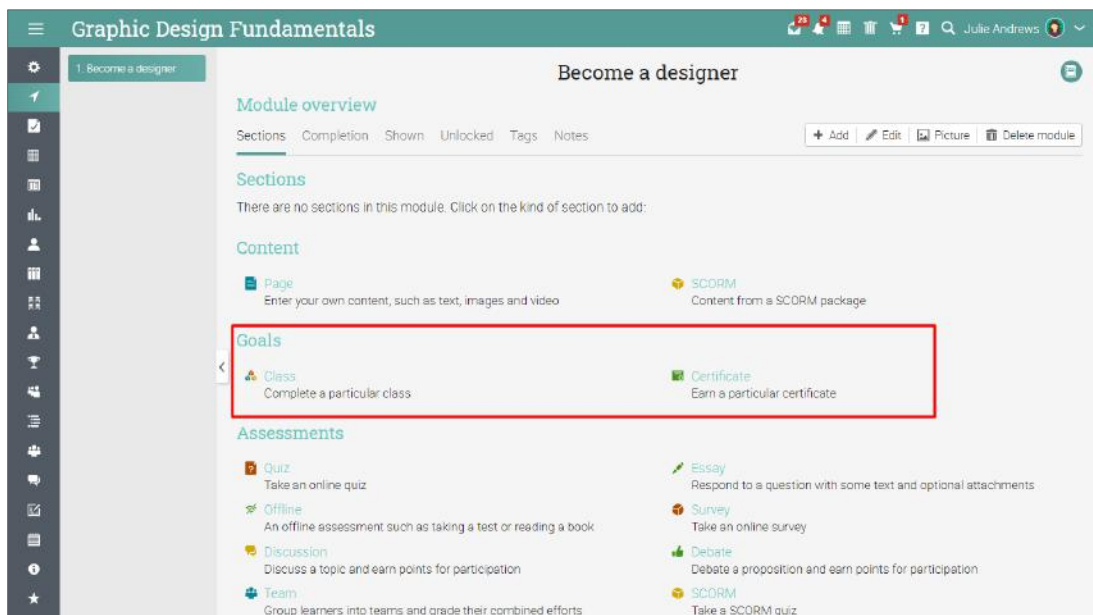


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After adding the path, you will see an overview page, complete with an Admin panel to the right. Here you can add modules just as in the case of conventional courses.

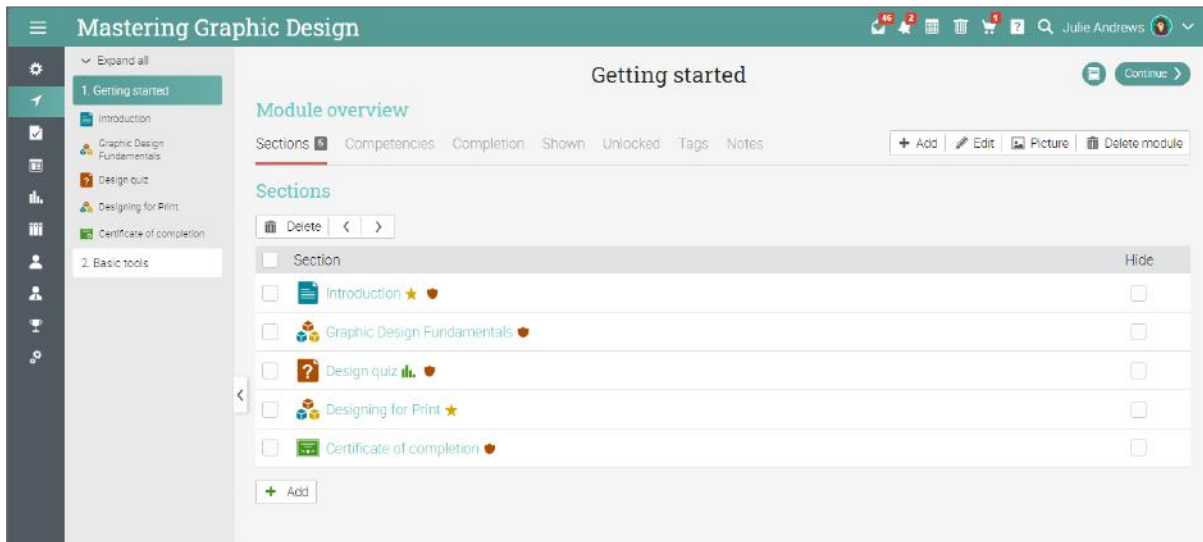


When you add sections to modules you will see the Goals area where you can select Course and Certificate goals as section.

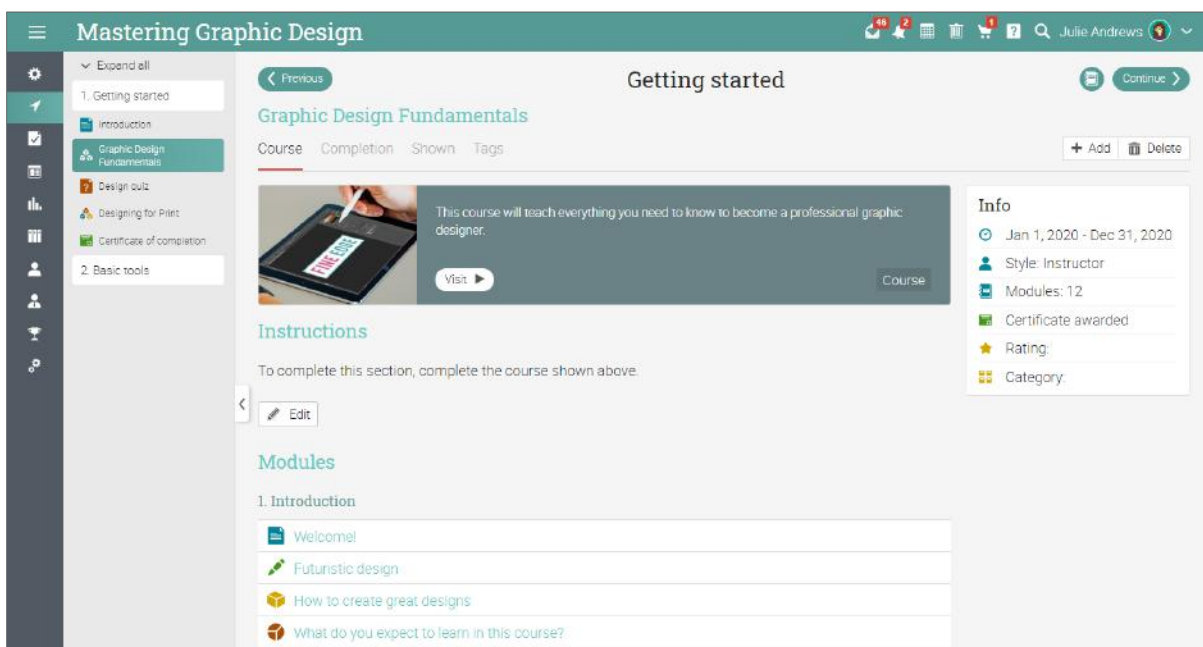


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Learning paths allow you to mix regular course sections with references to other courses and certificates creating more powerful flows.



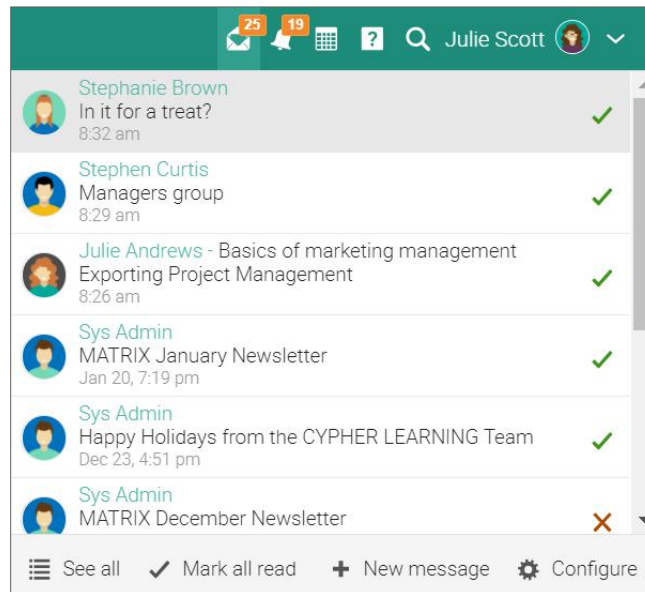
You can post news, enroll learners and configure the learning path. The full power of courses applies to paths as well. They support optional completion requirements, waitlists, deactivation, child paths, sync of paths, and more.



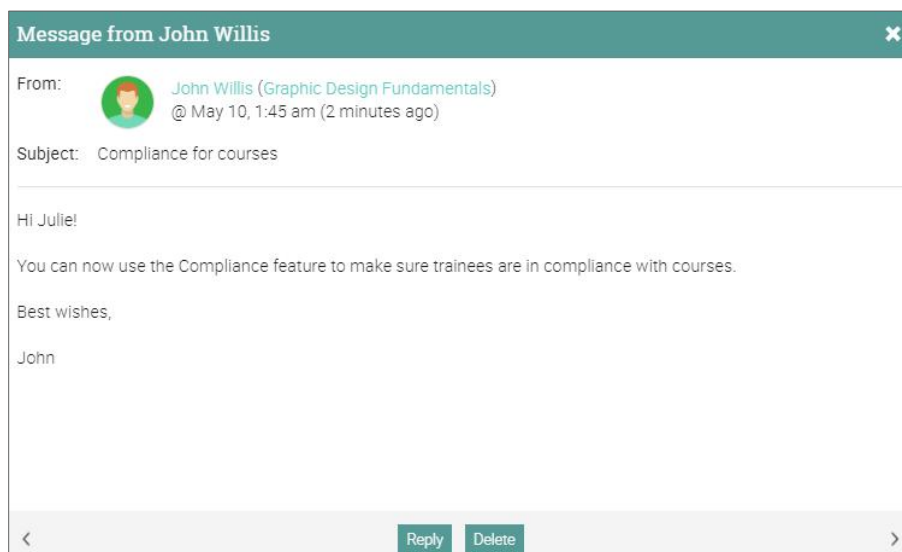
Getting started guide for Instructors

Communicating with learners

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

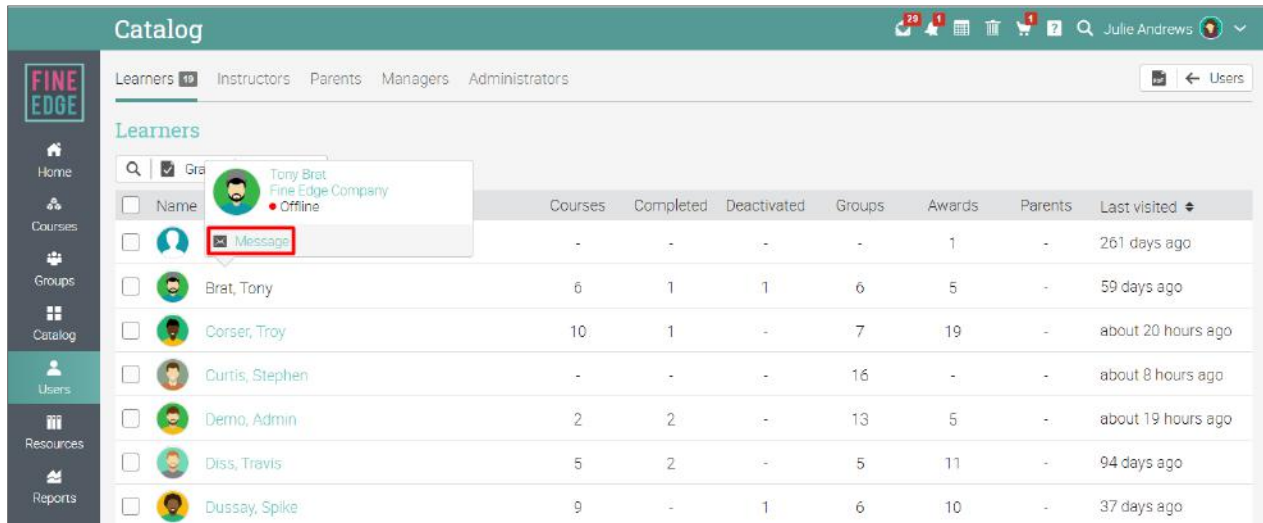


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.



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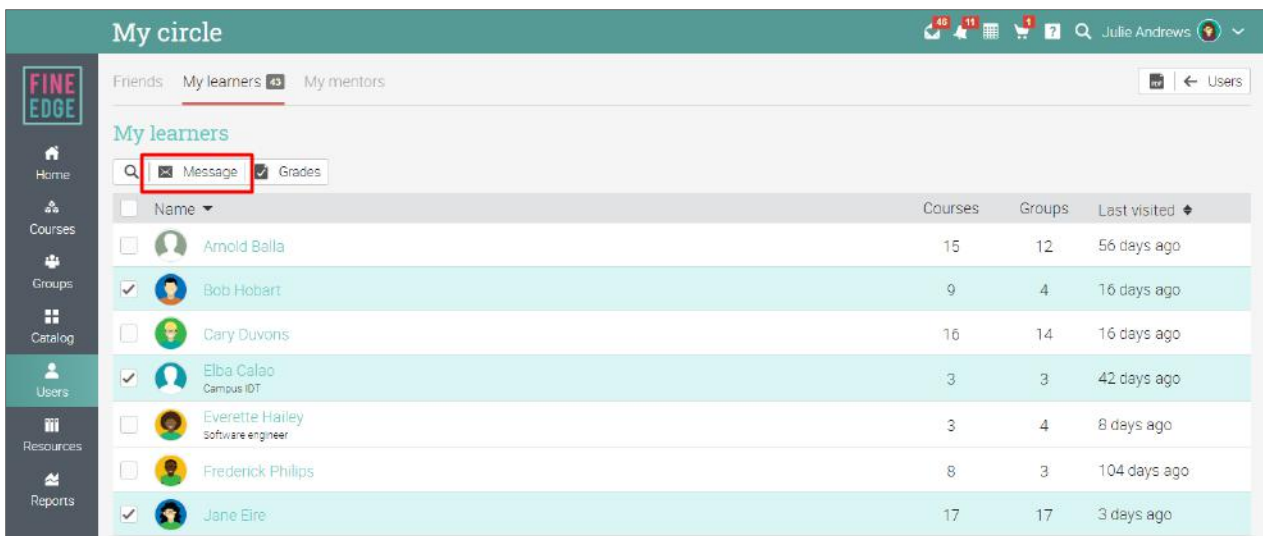
To send a message to someone, hover over their name. Links to users appear in most places in the site such as a list of learners, instructors, profile pages and in the forums. Click Send Message, then enter your message.



The screenshot shows the 'Catalog' page with a list of learners. A tooltip for 'Tony Brat' is visible, highlighting the 'Message' button. The table below shows the list of learners and their associated data.

Name	Courses	Completed	Deactivated	Groups	Awards	Parents	Last visited
Brat, Tony	-	-	-	-	1	-	261 days ago
Brat, Tony	6	1	1	6	5	-	59 days ago
Corser, Troy	10	1	-	7	19	-	about 20 hours ago
Curtis, Stephen	-	-	-	16	-	-	about 8 hours ago
Demo, Admin	2	2	-	13	5	-	about 19 hours ago
Diss, Travis	5	2	-	5	11	-	94 days ago
Dussay, Spike	9	-	1	6	10	-	37 days ago

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



The screenshot shows the 'My circle' page with a list of learners. The 'Message' button is highlighted. The table below shows the list of learners and their associated data.

Name	Courses	Groups	Last visited
Arnold Balla	15	12	56 days ago
Bob Hobart	9	4	16 days ago
Cary Duvons	16	14	16 days ago
Elba Calao Campus IDT	3	3	42 days ago
Everette Hatley software engineer	3	4	8 days ago
Frederick Philips	8	3	104 days ago
Jane Eire	17	17	3 days ago

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

The screenshot shows a 'Catalog' page with a list of users. A chat window for 'Julie Andrews' is open on the right side. The chat window has a 'Discussion' tab and a 'Users' tab. Under the 'Users' tab, there is a 'Write a message' field and a 'You' label. Below the field, there is a profile card for Julie Andrews with a 'Mute' checkbox.

User	1	2	3	4	5	6	7	Last Active
Curtis, Stephen	-	-	-	-	16	-	-	about 8 hours ago
Demo, Admin	2	2	-	-	13	5	-	about 19 hours ago
Diss, Travis	5	2	-	-	5	11	-	94 days ago
Dussay, Spike	9	-	1	-	6	10	-	37 days ago
Duvons, Cary	8	-	1	-	11	6	-	402 days ago
Eire, Jane	10	-	1	-	5	16	-	7 days ago
Johnson, Sally Marketing Specialist Fine Edge Company Online	-	-	-	-	-	-	-	-
Johnson, Sally Marketing Specialist	11	2	-	-	13	-	-	-
Payton, Tess Graphic Designer	7	2	1	-	3	-	-	-
Philips, Jeremy	6	1	-	-	5	-	-	-
Stevens, Mark	5	-	-	-	1	-	-	-
Tom, Samy	5	-	-	-	2	-	-	-
Willis, John	5	-	-	-	4	-	-	-
Wilson, Mark	5	-	-	-	-	-	-	-
Woodbridge, Kyle	5	-	-	-	3	-	-	-

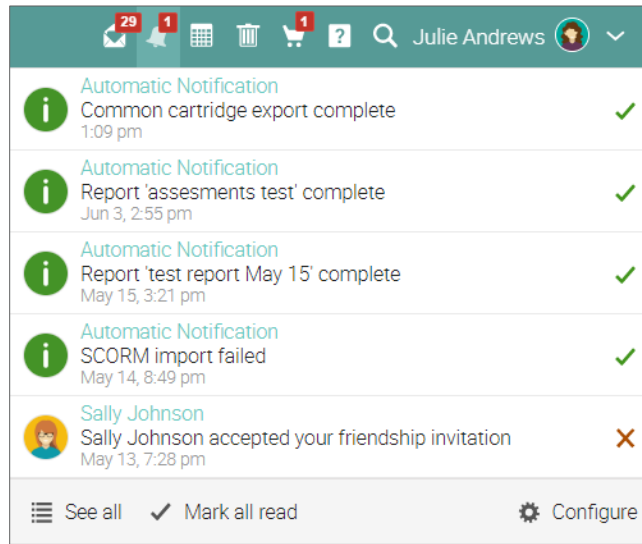
You can also add users as friends:

The screenshot shows a user profile for Sally Johnson. The profile includes a profile picture, name, and bio. There are social media icons for Facebook, LinkedIn, Twitter, and Instagram. A 'Message' button and an 'Add friend' button (highlighted with a red box) are visible. The 'About' section contains a bio: '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 modern design and minimalism. Most recently I worked as a designer on a minimalistic poster series in Sweden.' The 'Awards' section shows three certificates of completion for 'Illustrator for Beginners' and 'Graphic Design Fundamentals'. The 'Communication' section has 'Ignore messages' and 'Report' buttons. The 'Account' section shows 'Joined Feb 18, 2016' and 'Last activity at 16 minutes ago'. The 'Friends' section shows one friend, 'Bob Hobart'.

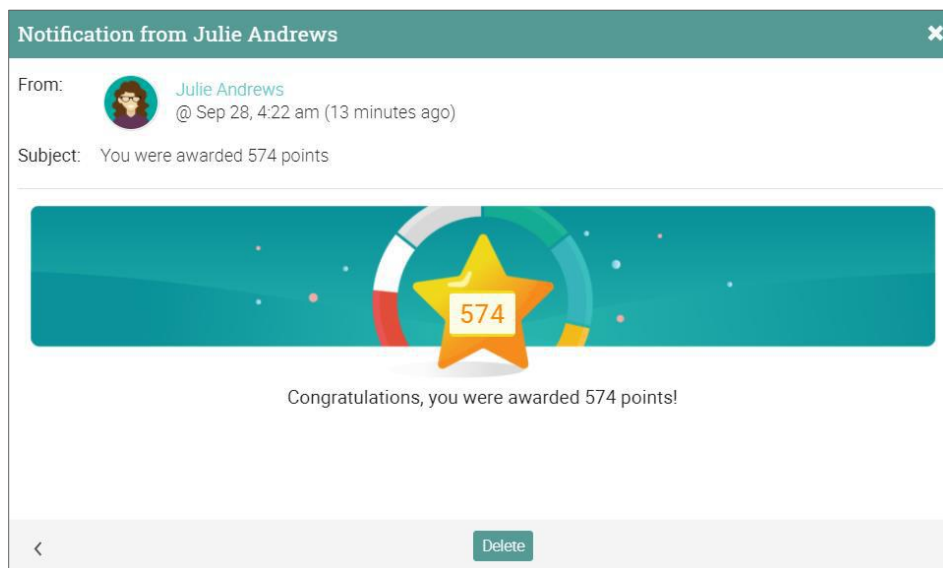
Getting started guide for Instructors

Notifications

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



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



Getting started guide for Instructors

Summary

The Getting Started Guide for Instructors provided the basic information that instructors need when they first start using MATRIX. Some of the topics we covered were: navigating in MATRIX, using the Help Center, creating and configuring a course, adding modules and assessments, enrolling learners, communicating with learners, using automation, gamification and compliance.

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

www.cypherlearning.com

