



**MATRIX**  
BY CYPHER LEARNING

Getting started guide  
for Learners

# Getting started guide for Learners

## Table of Contents

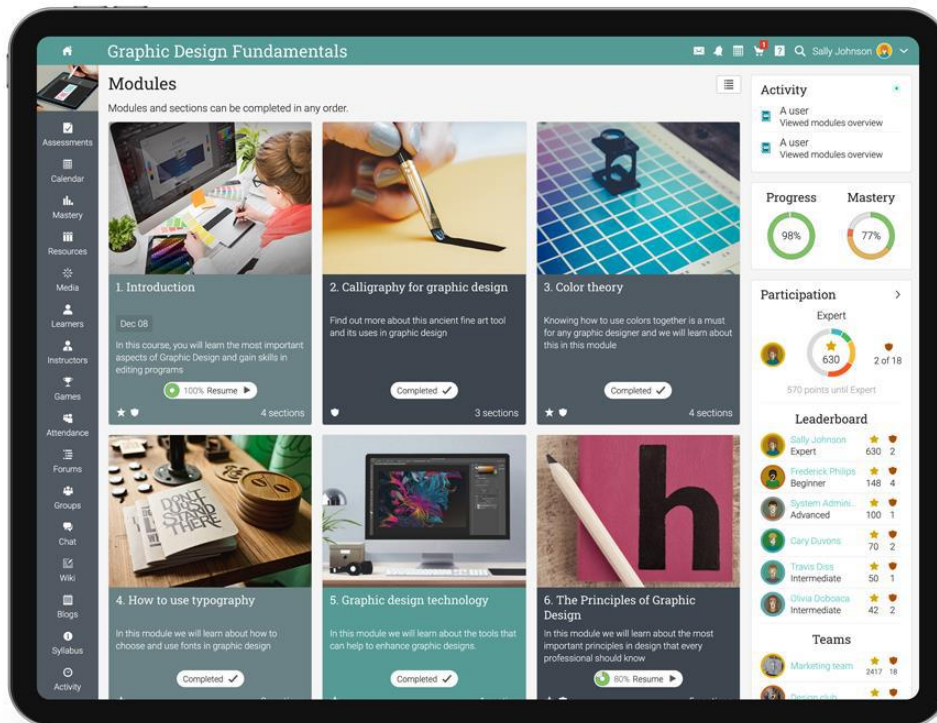
Introduction.....	3
Creating an account.....	5
Navigating the platform.....	8
Help Center .....	12
Profile.....	13
Example of a course.....	15
Enrolling in courses .....	25
Assessments.....	30
Submitting assessments .....	32
Viewing scores .....	36
Compliance .....	37
Learning paths.....	38
Notifications .....	40
Communicating with users.....	41
Summary .....	44

# Getting started guide for Learners

## 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 Learners

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



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 Instructors explains topics such as: navigating in MATRIX, using the Help Center, creating and configuring courses, enrolling learners, using automation and gamification.

This guide covers the most common steps learners 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.

# Getting started guide for Learners

## Creating an account

The company portal is the place where you can find the course catalog with a preview of the available courses, a news area, the company calendar, and more.

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

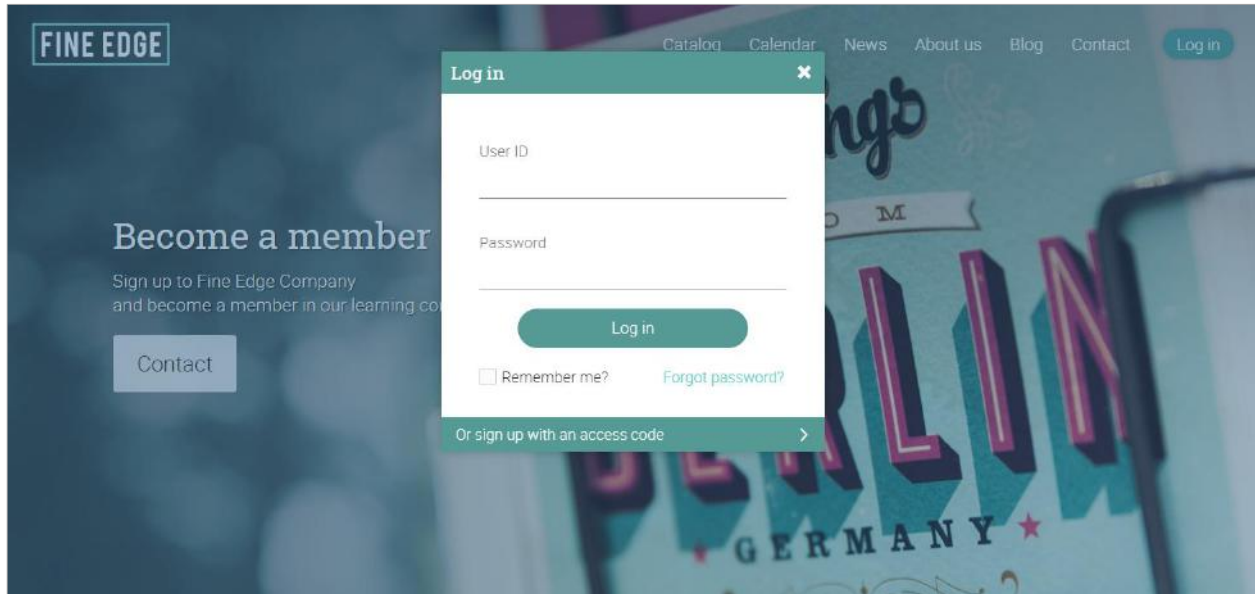
The screenshot shows the homepage of the Fine Edge Company E-learning portal. At the top left is the 'FINE EDGE' logo. The top right navigation menu includes 'Catalog', 'Calendar', 'News', 'About us', 'Blog', 'Contact', and a 'Log in' button. The main header features a large image of an open book with the text 'Welcome to the Fine Edge Company' and a sub-headline 'This is our E-learning portal, powered by MATRIX'. A 'Sign up' button is positioned below the sub-headline. Below the header is a grid of four feature cards, each with a circular image, a title, a short description, and a button:

- Captivating courses:** Interactive courses will keep learners engaged and they will be able to learn at a faster pace. Button: View catalog
- Professional instructors:** We have the best instructors in the region. Learn more about them. Button: About Fine Edge Company
- Engaging activities:** The Fine Edge Company has exciting annual activities planned for 2020. Have a look right now. Button: Upcoming events
- Enroll with us:** Don't hesitate to ask us a question. We're happy to help. Button: Contact

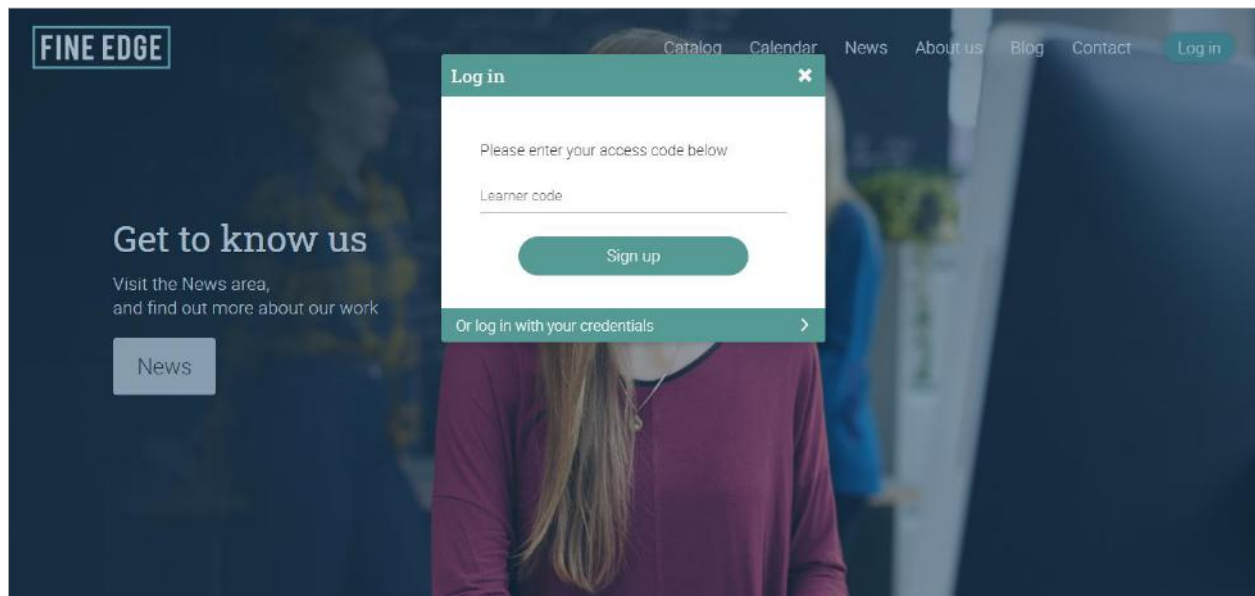
The footer contains links for 'Main Site', 'Sign up Catalog', and 'About us Contact', along with social media icons for Facebook, Twitter, LinkedIn, and YouTube.

# Getting started guide for Learners

Learners can create accounts on MATRIX with or without an access code, depending on how the site administrator has configured the platform.



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



# Getting started guide for Learners

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

**FINE EDGE** [Catalog](#) [Calendar](#) [News](#) [About us](#) [Blog](#) [Contact](#) [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

**Contact**  
Email (optional)   
Confirm email

**Location**  
Country

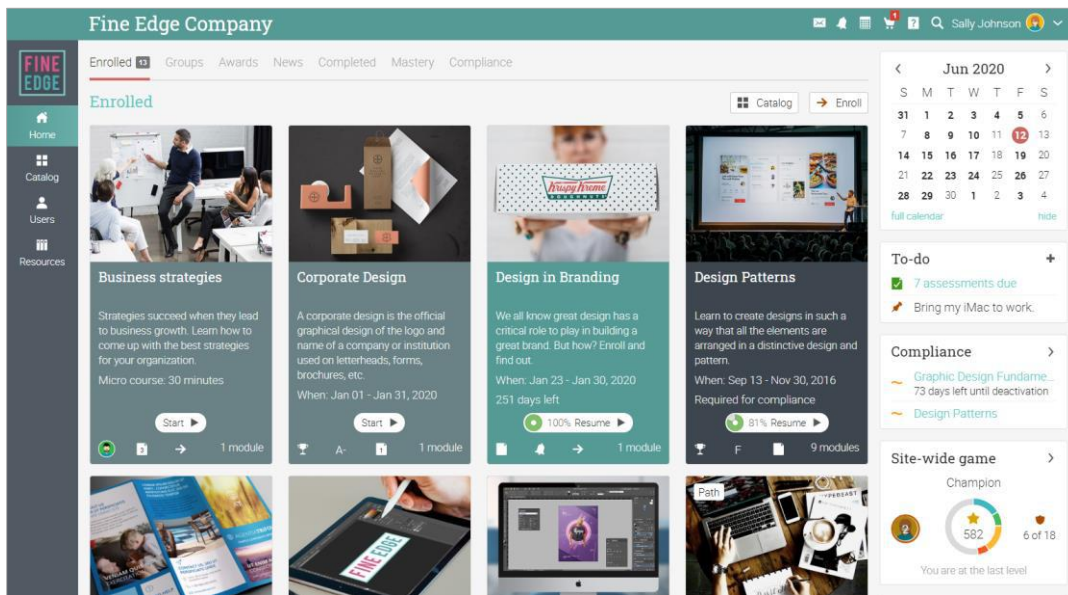
**Miscellaneous**  
Preferred contact method (optional)  
  
 I agree to [Policy statement](#)

Main Site [Sign up](#) [Catalog](#) [About us](#) [Contact](#) [f](#) [t](#) [in](#) [v](#)

# Getting started guide for Learners

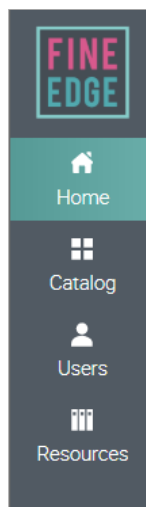
## Navigating the platform

The learner dashboard is the first page you see when you log in to your account. Here you will find an overview of your courses 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 page, Catalog, Users and Resources.





# Getting started guide for Learners

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

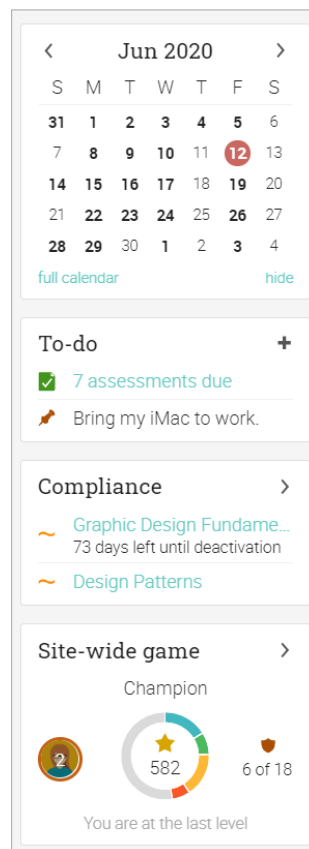
## Top right bar

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



## Right bar

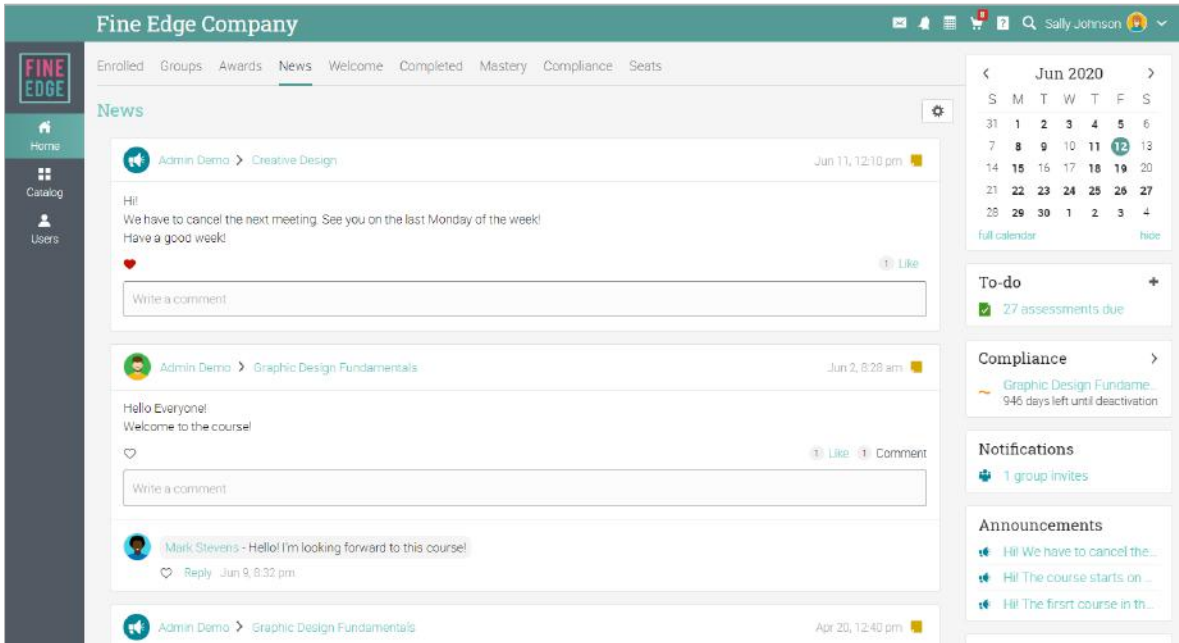
In the right bar, you can find listed the following: games progress and leaderboards, calendar, to-do list, announcements, upcoming items, awards, and a list of any minimized windows. To see more details, just click on an item.



# Getting started guide for Learners

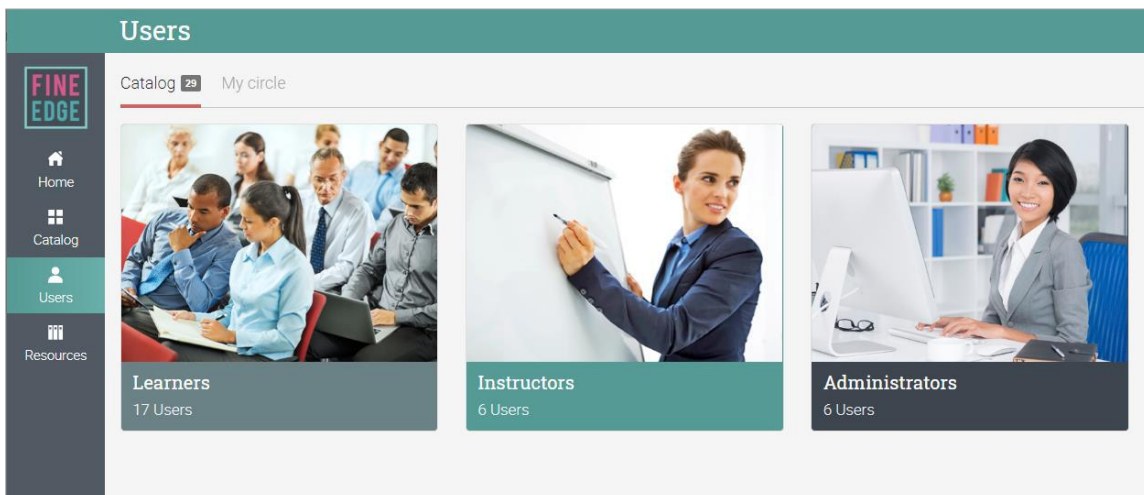
## News feed

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



## Users

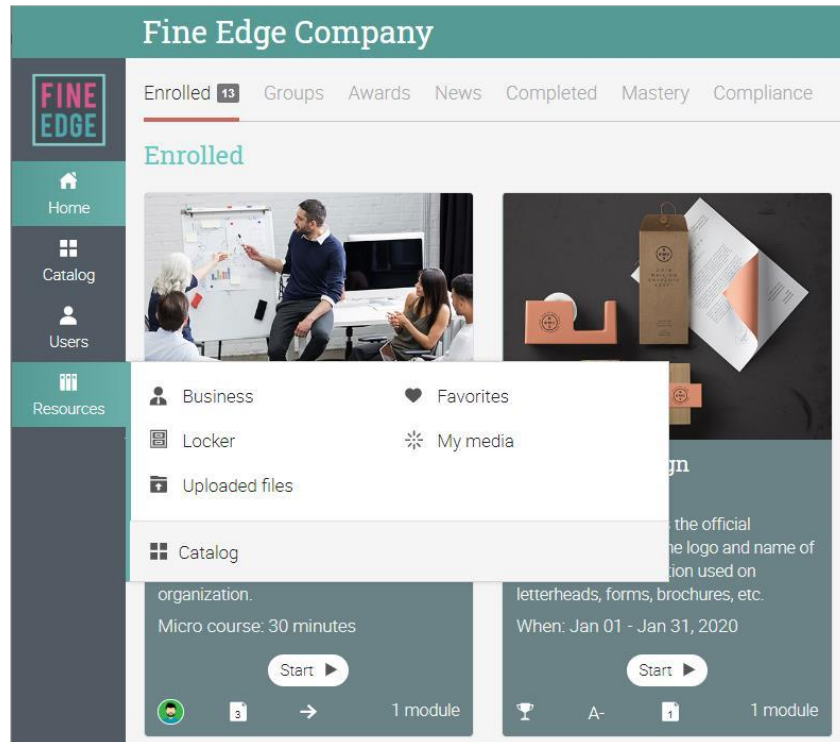
The users catalog is where you can see your friends and instructors.



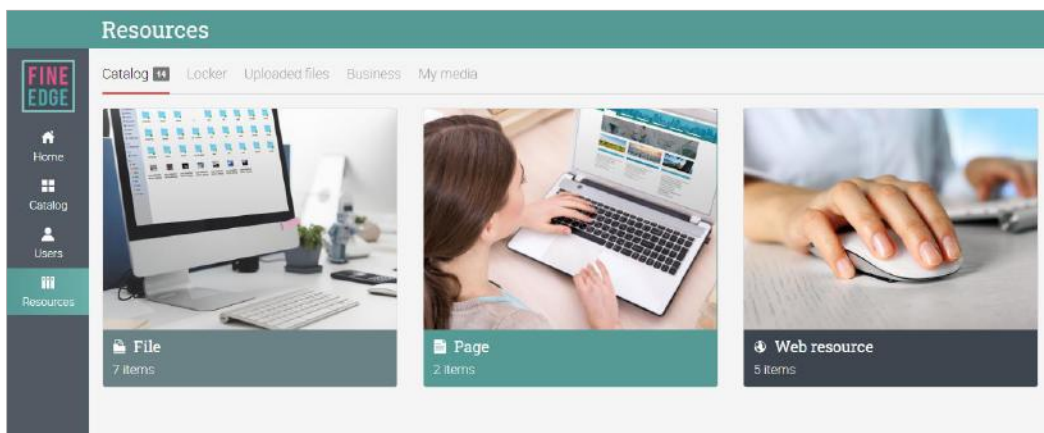
# Getting started guide for Learners

## Resources

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




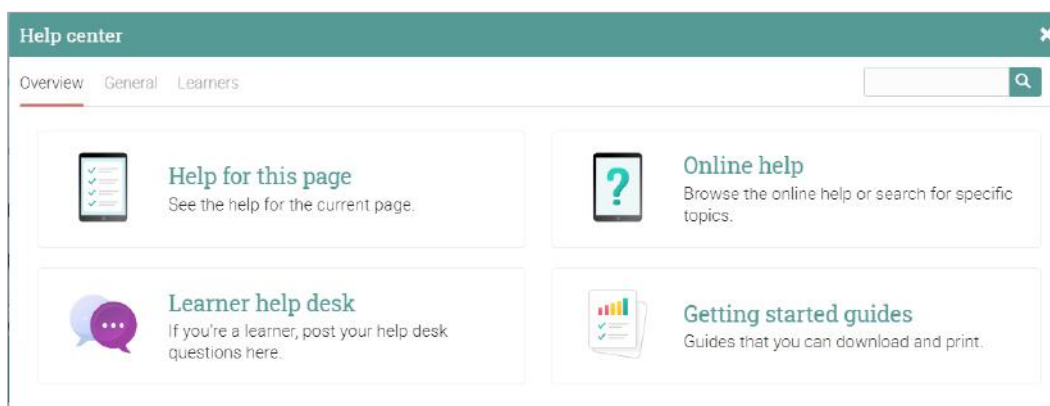
The Resources catalog is the place where you can organize all your files by category.



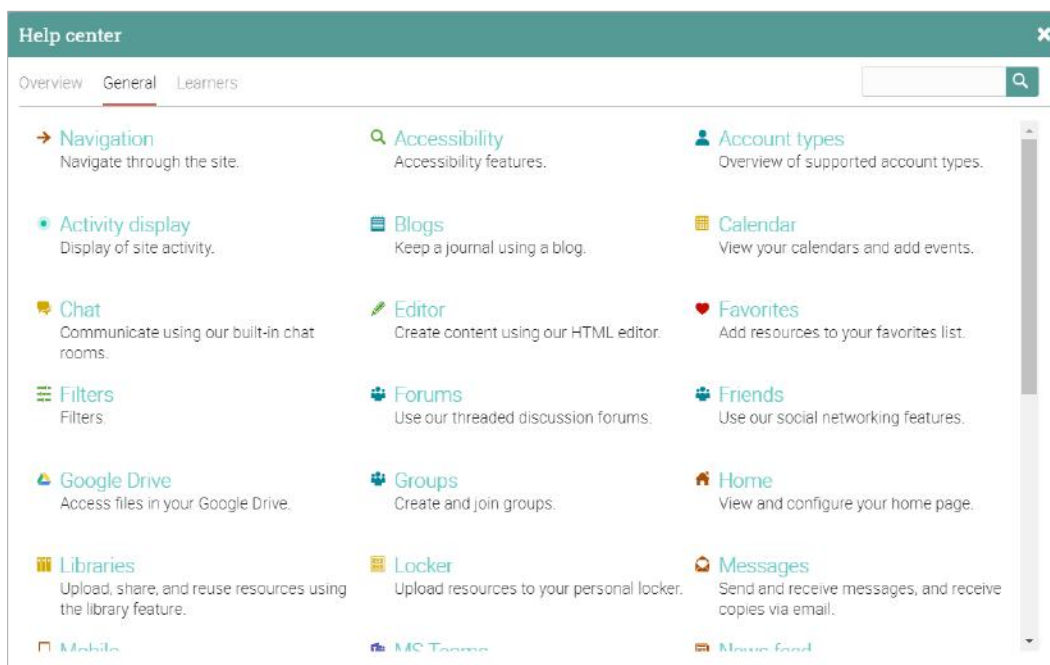
# Getting started guide for Learners

## 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, learner help desk (if enabled by an administrator), and if the page that you're on has help content, a "Help for this page" option will also appear.



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



# Getting started guide for Learners

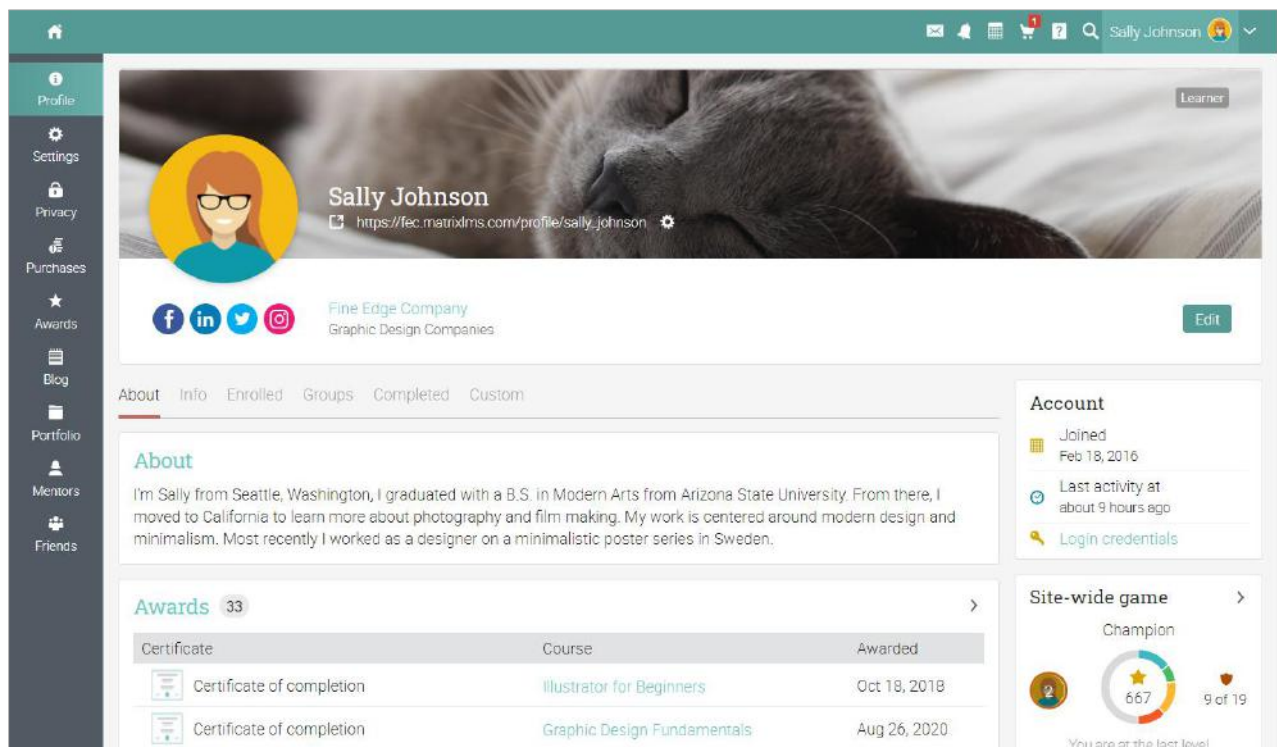
## Profile

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.



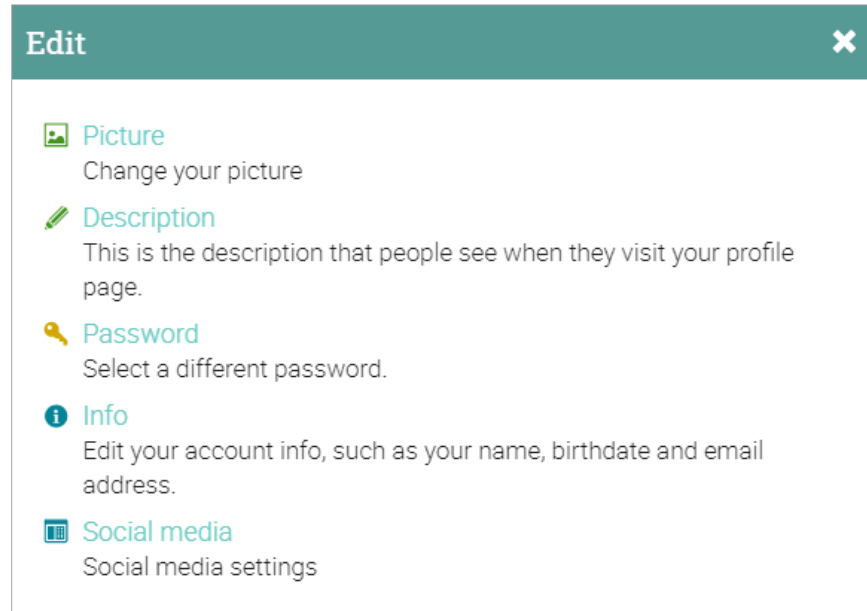
The screenshot displays the user profile page for Sally Johnson. The page is divided into several sections:

- Header:** Displays the user's name "Sally Johnson", a profile picture, and a link to the profile page. Below the name, it shows the company "Fine Edge Company" and "Graphic Design Companies". An "Edit" button is visible in the top right corner of the header.
- Navigation:** A sidebar on the left contains navigation options: Profile, Settings, Privacy, Purchases, Awards, Blog, Portfolio, Mentors, and Friends.
- 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."
- Awards Section:** Shows a table of awards with 33 total awards. The table has columns for Certificate, Course, and Awarded.
- Account Section:** Displays account details: "Joined Feb 18, 2016", "Last activity at about 9 hours ago", and a "Login credentials" link.
- Site-wide game Section:** Shows a "Champion" status with a score of 667 and a progress indicator showing 9 of 19 levels completed. A message at the bottom says "You are at the last level".

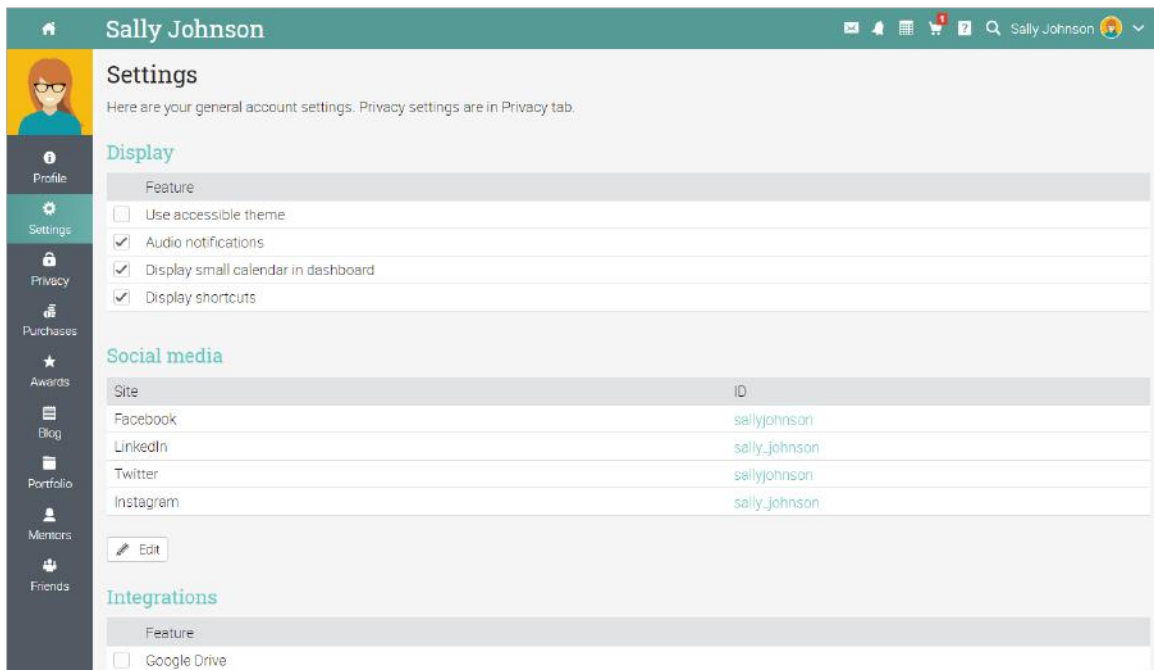
Certificate	Course	Awarded
Certificate of completion	Illustrator for Beginners	Oct 18, 2018
Certificate of completion	Graphic Design Fundamentals	Aug 26, 2020

# Getting started guide for Learners

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



In the Settings tab, you can enable/disable different options for your profile and how you appear to other platform users. Here you can also change your default language setting by choosing a language from the dropdown menu in the Miscellaneous section.



# Getting started guide for Learners

## Example of a course

We would like you to get familiar with how a typical course looks like in MATRIX, how to browse a course, explore the main features, and have a look at modules and assessments.

The default landing page of a course is the Modules area which provides an overview of the modules in a course. The left bar has tabs that give you direct access to the most important areas of the course. The right bar displays your progress through the modules, mastery, games progress, to-do list, announcements, and more.

The screenshot displays the 'Graphic Design Fundamentals' course interface. The main content area features a grid of 8 modules:

- 1. Design History**: Not required, 66% Resume, 3 sections.
- 2. Color Theory**: Completed, 4 sections.
- 3. Calligraphy for graphic design**: Completed, 2 sections.
- 4. How to use typography**: Completed, 2 sections.
- 5. The Principles of Graphic Design**: In progress, 3 sections.
- 6. Minimalism in design**: In progress, 4 sections.
- 7. Vector graphics**: In progress, 2 sections.
- 8. Logo design**: In progress, 2 sections.

The right sidebar provides a summary of progress and activity:

- Activity**: 3 items (e.g., 'Viewed modules overview').
- Progress**: 66% (green progress bar).
- Mastery**: 87% (green progress bar).
- Result**: B+ (green progress bar).
- Scores**: 83% (red progress bar).
- To-do**: 8 assessments due.
- Announcements**: 1 item ('The course starts on...').
- Compliance**: In progress.
- Course game**: Advanced.

Let's go over each section.

# Getting started guide for Learners

## Main left navigation

When you are in a course 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.

The screenshot displays the 'Graphic Design Fundamentals' course page. On the left, a dark navigation bar is minimized, with a red box highlighting a home icon at the top. The main content area features a header with the course title and navigation links for 'Modules', 'News', and 'Welcome'. Below this, a 'Modules' section contains a grid of four module cards:

- 1. Design History**: A card with a background image of classical busts. It includes a 'Not required' badge, a description: 'In this module we will explore the beginnings of design starting with the different uses of symbols in antiquity', a '66% Resume' button, a star icon, and '3 sections'.
- 2. Color Theory**: A card with a background image of a color calibration chart and a magnifying glass. It includes a description: 'Knowing how to use colors together is a must for any graphic designer and we will learn about this in this module', a 'Completed' button with a checkmark, a star icon, and '4 sections'.
- 5. The Principles of Graphic Design**: A card with a background image of a pencil and a large letter 'h'. It includes a description: 'In this module we will learn about the most important principles in design that every professional should know'.
- 6. Minimalism in design**: A card with a background image of four bottles of ink. It includes a description: 'Learn about the beauty of minimalist designs'.



# Getting started guide for Learners

## Left bar

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

The screenshot displays the 'Graphic Design Fundamentals' course interface. On the left is a dark navigation bar with icons and labels for: Home, Start (highlighted with a red box), Assessments, Calendar, Mastery, Learners, Resources, Media, Seating chart, Instructors, Games, Attendance, Forums, Groups, and Chat. The main content area has a teal header with the course title and navigation links for 'Modules', 'News', and 'Welcome'. Below the header, the 'Modules' section is titled, followed by the text 'Modules and sections can be completed in any order.' A grid of four module cards is shown:

- 1. Design History**: Includes a 'Not required' badge, a description about exploring the beginnings of design, a '66% Resume' button, and '3 sections'.
- 2. Color Theory**: Includes a description about using colors together, a 'Completed' button with a checkmark, and '4 sections'.
- 5. The Principles of Graphic Design**: Includes a description about learning the most important principles in design.
- 6. Minimalism in design**: Includes a description about learning the beauty of minimalist designs.

# Getting started guide for Learners

The left bar displays tabs for the following areas:

- ✓ Start - From the Start tab, you can access important areas such as Modules, News, Groups, Calendar, and Welcome;
- ✓ Assessments - shows the course assessments;
- ✓ Scores - shows your assessment scores;
- ✓ Mastery - see your mastery rating for the competencies associated with the course;
- ✓ Resources - where the course resources are stored;
- ✓ Learners - lists all the learners in the course;
- ✓ Instructors - lists all the instructors in the course;
- ✓ Media - Shows Kaltura resources;
- ✓ Games - you can see an overview of all the course games, if this feature is enabled;
- ✓ Forums - each course has its own forums section for discussions between course members;
- ✓ Teaching assistants - lists all the teaching assistants in the course;
- ✓ Attendance - you can see your attendance records;
- ✓ Notes - instructors can leave notes for learners;
- ✓ Chat - members can exchange text messages in real time;
- ✓ Wiki - a collection of pages that more than one person can edit;
- ✓ Blogs - learners and instructors can share their online journals;
- ✓ Portfolio - here learners can store copies of valuable resources of the course;
- ✓ Syllabus - the syllabus provides an overview of the course.

# Getting started guide for Learners

## News feed

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

The screenshot shows the Canvas LMS interface for the course 'Graphic Design Fundamentals'. The top navigation bar includes 'Modules', 'News', and 'Welcome'. The left sidebar contains navigation options: Start, Assessments, Calendar, Mastery, Learners, Resources, Media, Seating chart, Instructors, Games, Attendance, and Forums. The main content area is titled 'News' and features a '+ Post' button. Below this, there are three posts:

- Admin Demo** (Jun 2, 8:28 am): "Hello Everyone! Welcome to the course!" with 2 Likes and 1 Comment.
- Mark Stevens** (Jun 9, 8:32 pm): "Hello! I'm looking forward to this course!" with 1 Like and 1 Comment.
- Admin Demo** (Apr 20, 12:40 pm): "Hi! The course starts on Monday from 10 am." with 1 Like and 1 Comment.

Below the posts is a 'Write a comment' input field. The right sidebar contains several widgets:

- Activity**: A list of recent user activities, including 'Viewed modules overview' and 'Viewed section in module Ho...'.
- Progress**: A circular progress indicator showing 66%.
- Mastery**: A circular progress indicator showing 87%.
- Result**: A circular progress indicator showing a grade of B+.
- Scores**: A circular progress indicator showing a score of 83%.
- To-do**: A list of tasks, including '8 assessments due'.
- Announcements**: A list of announcements, including 'Hi! The course starts on ...'.
- Compliance**: A section with a right-pointing arrow.

# Getting started guide for Learners

## Right bar

In the right bar, you can find: your course 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 course, and a list of any minimized windows. Here you can also rate and review a course. To see more details, click on an item.

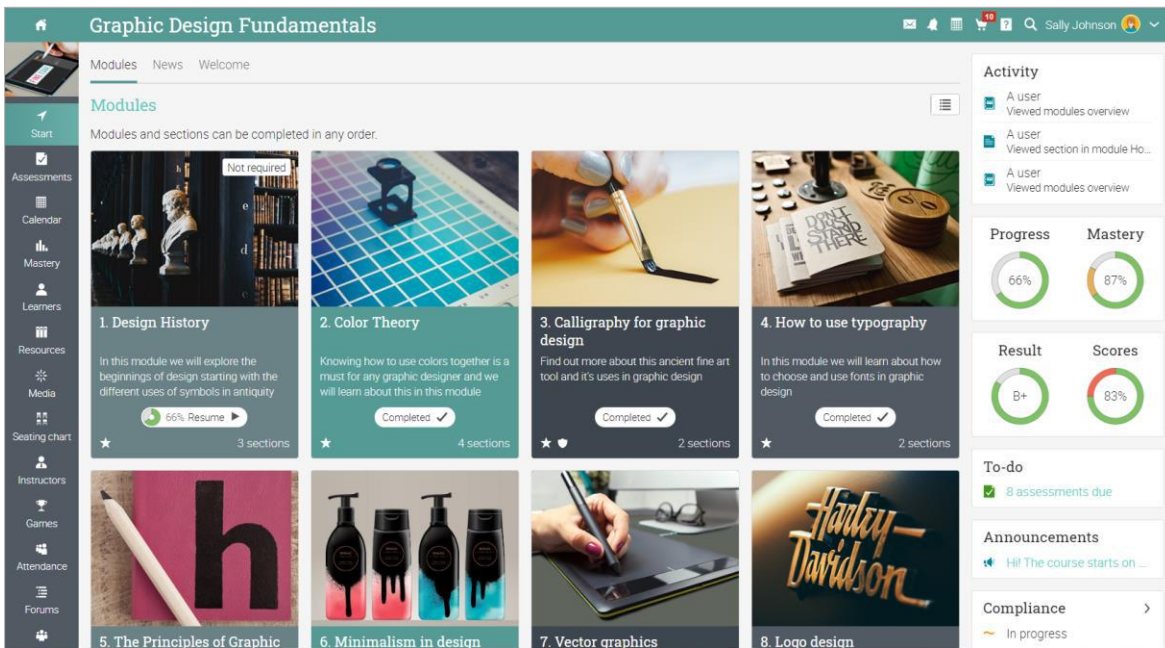
The screenshot displays a vertical dashboard with the following sections:

- Activity:** A list of recent activities, each with a user icon and the text "A user Viewed lessons overview".
- Progress:** A circular progress indicator showing 96% completion.
- Mastery:** A circular progress indicator showing 77% mastery.
- Result:** A circular progress indicator showing a grade of B+.
- Scores:** A circular progress indicator showing a score of 84%.
- Announcements:** A section with a speaker icon and the text "Hello Everyone! Welcome...".
- Today:** A section with a calendar icon and the text "Web conference with the ...".
- Upcoming:** A section with the date "Fri Jun 19" and a calendar icon followed by "Weekly meeting".
- Participation:** A section with a right-pointing arrow, a "Expert" title, a star icon, a circular progress indicator showing "630", a shield icon, and "2 of 18". Below this, it says "570 points until Expert".

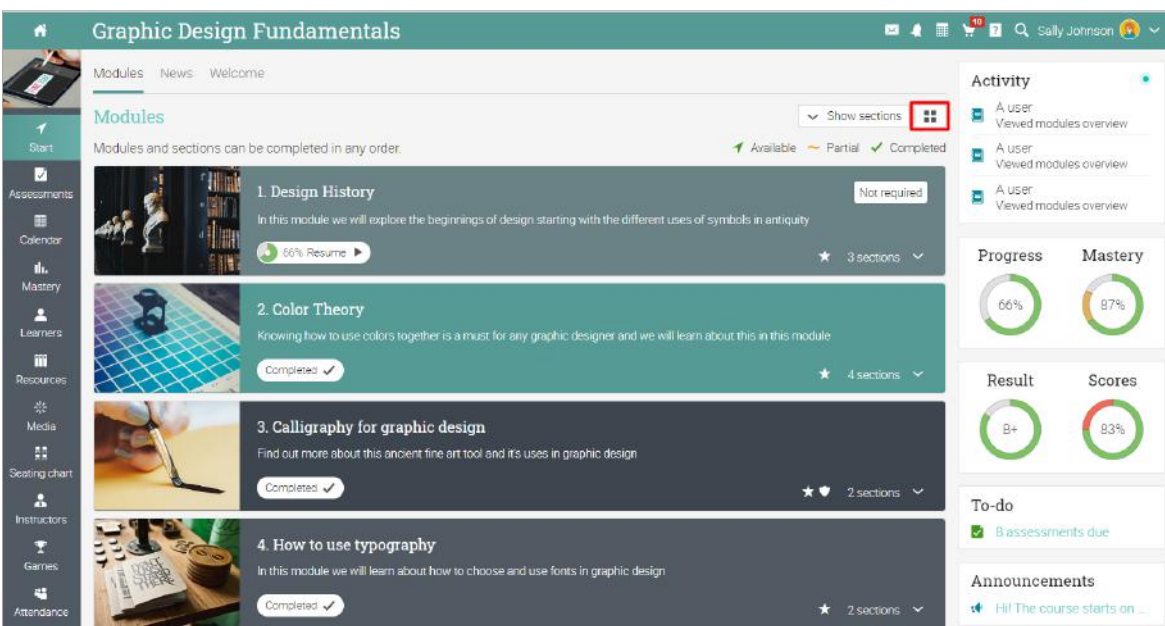
# Getting started guide for Learners

## Modules

The Modules area of a course is where its primary content is located. To see the details for a module, click on its name.



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



# Getting started guide for Learners

The number of sections in each module is mentioned on its tile or if you click on a section. You can also see if the modules award badges and points and the completion status.

The screenshot shows the 'Graphic Design Fundamentals' course dashboard. At the top, there are navigation links for 'Modules', 'News', 'Calendar', 'Groups', 'Mastery', and 'Welcome'. Below this, the 'Modules' section is displayed, with a 'Hide sections' button. A note states: 'Modules and sections can be completed in any order.' There are three status indicators: 'Available' (blue arrow), 'Partial' (orange arrow), and 'Completed' (green checkmark).

**1. Introduction** (Jan 01)  
In this course you will learn the most important aspects of Graphic Design and gain skills in editing programs.  
53% Resume (53%) 6 sections

Section	Submitted	Score	Due	Required	Duration	Status
Welcome!					1 day	✓
Futuristic design	✓	100/100	Dec 31	✓	20 min	✓
How to create great designs	✓	95/100	Dec 31	✓	1 hr, 10 min	✓
Virtual Microscopes	✓	78/100	Dec 31	✓	10 min	✓
HSP assessment			M Aug 28	✓		
PAGINA DE CONTENIDO PRUEBA				✓		✓

**2. Design History**  
In this module we will explore the beginnings of design starting with the different uses of symbols in antiquity.  
Completed (✓) 2 sections

Section	Submitted	Score	Due	Required	Duration	Status
History of Graphic Design				✓	5 hrs, 10 min	✓
Frequently used design elements is web design	✓	98/100	Dec 31	✓		✓

Modules are made of learning content such as content pages. Assessments can also be associated with each module. Here is what a content page looks like:

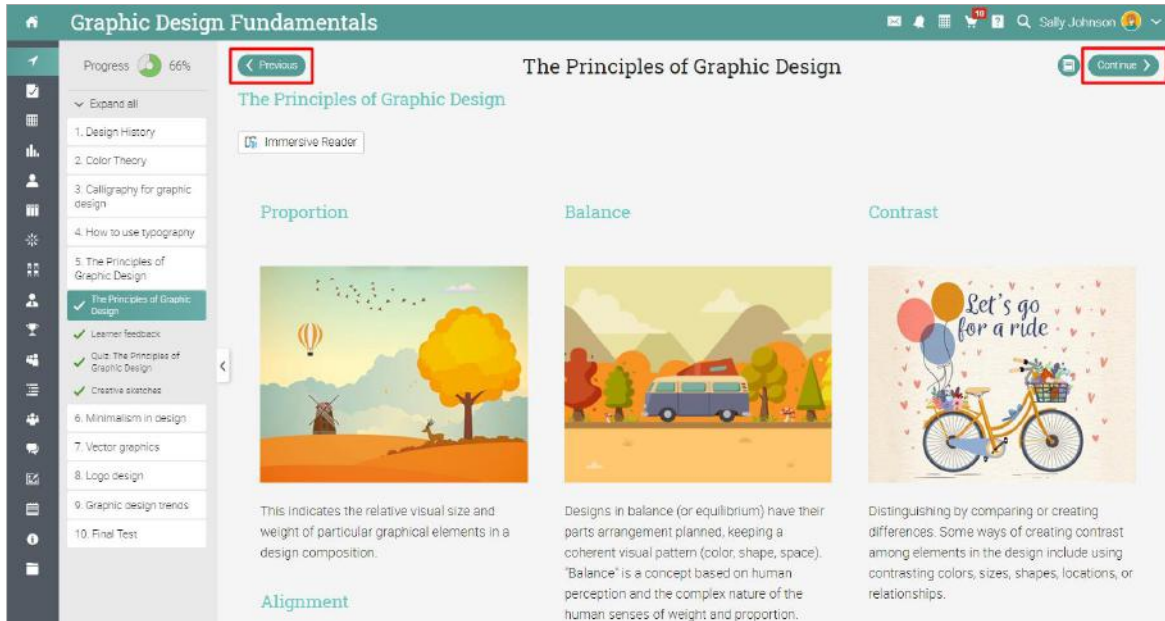
The screenshot shows a content page titled 'The Principles of Graphic Design' within the 'Graphic Design Fundamentals' course. The page has a progress indicator of 66% and a 'Continue' button. A sidebar on the left lists the course content, with 'The Principles of Graphic Design' selected and marked as completed. The main content area is titled 'The Principles of Graphic Design' and includes an 'Immersive Reader' button. It features three columns of content:

- Proportion**: This indicates the relative visual size and weight of particular graphical elements in a design composition.
- Balance**: Designs in balance (or equilibrium) have their parts arrangement planned, keeping a coherent visual pattern (color, shape, space). "Balance" is a concept based on human perception and the complex nature of the human senses of weight and proportion.
- Contrast**: Distinguishing by comparing or creating differences. Some ways of creating contrast among elements in the design include using contrasting colors, sizes, shapes, locations, or relationships.

Below the 'Proportion' section, there is a heading for 'Alignment'.

# Getting started guide for Learners

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



In the left bar, you can see your progress for each section of a module and the module itself.



## Retry

Assessments that you have failed, are marked with this icon.



## Incomplete

This shows you that a section has not been completed, and there are lessons or assessments to take.



## Complete

You can also see the lessons and assessments that you have completed

# Getting started guide for Learners

Each page can also have its own resources area, where instructors can add resources for the learners.

**Graphic Design Fundamentals**

Progress 97%

**The Principles of Graphic Design**

**Emphasis**

Making a specific element stand out or draw attention to the eye. Emphasis can be achieved in graphic design by placing elements on the page in positions where the eye is naturally drawn, by using other principles such as contrast, repetition, or movement. Bold and italic type provides emphasis for text. Graphic elements gain emphasis through size, visual weight, color, complexity, uniqueness, placement on the page, and other features.

**Movement**

Movement is creating an instability, making motion to blur the image. Movement can be achieved by using graphic elements that direct the eye in a certain direction such as arrows that point the way overtly or a series of lines or dots that get progressively larger or smaller, creating a more subtle sense of movement. Movement can be accomplished simply by using a photograph or clip art of something moving - a runner - as opposed to something stationary - a person standing.

**Contrast**

Distinguishing by comparing or creating differences. Some ways of creating contrast among elements in the design include using contrasting colors, sizes, shapes, locations, or relationships.

For text, contrast is achieved by mixing serif and sans-serif on the page, by using very different type styles, or by using type in surprising or unusual ways. Another way to describe contrast, is to say 'a small object'.

Collection of materials

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

**Graphic Design Fundamentals**

**Resources**

This area is for resources shared by your instructor.

Remove Export

- Resource
- How To Create A Great Logo Design
- Graphic design
- HSP Resource
- Wikipedia
- InDesign
- Minimalism
- Design tools

**How To Create A Great Logo Design**

<https://www.youtube.com/watch?v=ksr1-fM3ptU>

How To Create A Great Logo Design

Watch later Share

LOGO DESIGN

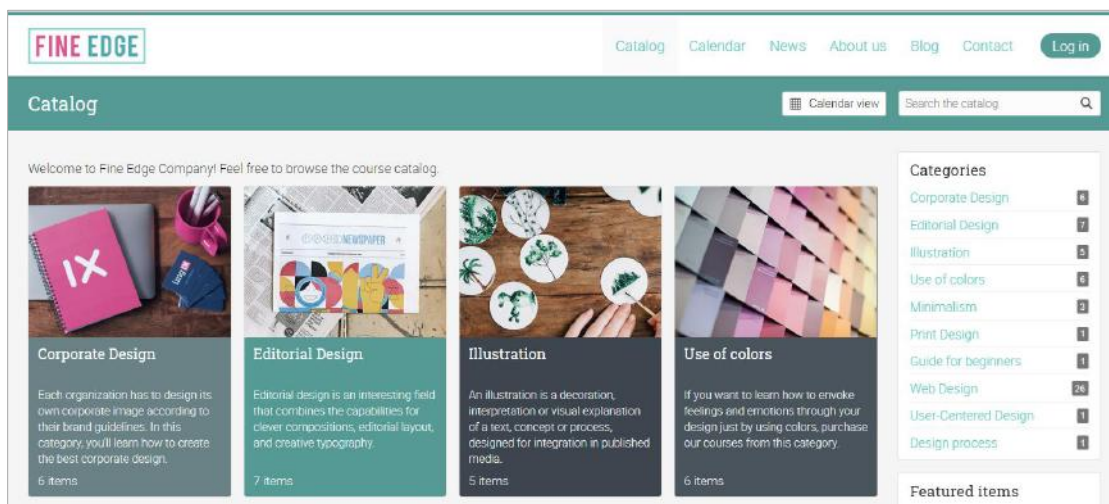


# Getting started guide for Learners

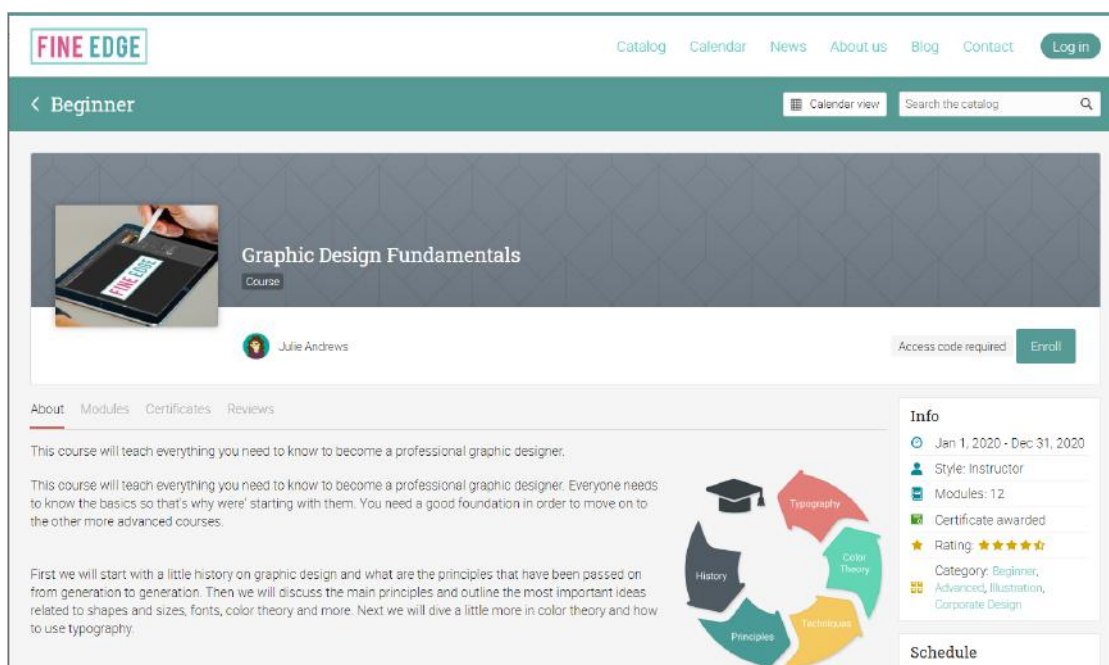
## Enrolling in courses

### Without a MATRIX account

If you don't have an account created on MATRIX, you can create one when enrolling in your first course.



From the visitor portal, browse the course catalog and select an item. To enroll in the course, enter its access code (if it has one) and click Enroll.



# Getting started guide for Learners

Then click on Create account and fill in your 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 MATRIX account

If you have a MATRIX account, you can simply visit the catalog from your home page and select the course.

The screenshot shows the 'Catalog' page of the Fine Edge Company. The interface includes a sidebar with navigation options: Home, Catalog, Users, Resources, and Online (with a profile icon for Zsólt Bertalan). The main content area displays a grid of course categories, each with a representative image, a title, a brief description, and the number of items available. The categories shown are Corporate Design (6 items), Editorial Design (7 items), Illustration (5 items), Use of colors (6 items), Minimalism (3 items), Print Design (1 item), Guide for beginners (1 item), and Web Design (26 items). A 'Categories' sidebar on the right lists these categories with their respective item counts. Below the categories, there are sections for 'Featured items' (Graphic Design Fundamentals: Free course and Mastering Graphic Design: \$60 path) and 'Art education' (Teaching art or t...).

# Getting started guide for Learners

Enter the access code if it has one.

### Enroll in a course ✕

Access code:

If the course does not have an access code, you can enroll by finding it in the [course catalog](#) and then clicking its Enroll option.

[Enroll](#)

## Purchasing training items

Learners have the option of purchasing training items, whether it is an individual course, a bundle, digital media or a subscription. You can also receive a coupon code for discounts from the portal administrator or instructors.

## Purchase a course

A standalone course is an online course that is not part of any bundle or subscription.

The screenshot displays the 'Graphic Design Fundamentals' course page on the Fine Edge website. The page features a navigation bar with links for Catalog, Calendar, News, About us, Blog, Contact, and Log in. Below the navigation bar, there is a 'Beginner' category filter and a search bar. The main content area includes a course image, the title 'Graphic Design Fundamentals', the instructor's name 'Julie Andrews', and a 'Purchase for \$29.95' button. The page also has tabs for 'About', 'Modules', 'Certificates', and 'Reviews'. The 'About' section contains text describing the course and its focus on teaching professional graphic design fundamentals. A circular diagram illustrates the course topics: History, Principles, Techniques, Color Theory, and Typography. The 'Info' section provides details such as the course dates (Jan 1, 2020 - Dec 31, 2020), instructor (Style: Instructor), number of modules (12), certificate awarded, and a 5-star rating. The 'Schedule' section is partially visible at the bottom.

# Getting started guide for Learners

Click on the Purchase from the overview page of the course. If you don't have an account, you will need to create one before finishing the purchase. Please note that the checkout page might look different depending on how the site administrator has configured the portal.

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

## Checkout

Review your order

- Graphic Design Fundamentals
- Quantity: 1
- Price: \$29.95

Total: \$29.95

[Apply coupon](#)

If the total value of the items in your shopping cart is at least \$50 you will get a 10% discount.

To complete the checkout submit the form below, or [Continue to shop](#).

### Account

Create an account below or [Log in](#) if you already have an account.

First name:  Last name:

User ID:  Password:  Confirm password:

Organization:

Email (optional):  Confirm email:

Country:

Preferred contact method (optional):

I agree to [Policy statement](#)

## Digital media

You can also buy digital media, such as e-books, videos, documents or other file types.

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

## Beginner

[Calendar view](#)

### Advanced Illustrator Guide

Digital media

[Purchase for \\$23](#)

#### About

The Advanced Illustrator Guide offers you all the advanced tool knowledge you need to design using Illustrator.

This course is meant to be an introduction to elements of design, spatial relationships, typography and imagery as they apply to practical visual solutions for self-promotion, resumes, logo design, Web design, and sequential systems. This course instructs the student in graphic design skills employing traditional and digital tools, materials and procedures employed in the communication arts industry. The focus will be on finding creative visual solutions to communication problems using technical skills.

This item is included in bundle: [Beginner pack](#).

#### Info

Category: [Beginner](#), [Advanced](#)

# Getting started guide for Learners

## Course bundles

Course bundles are packages that can contain one or more courses, digital media or a combination of items.

The screenshot shows the 'Beginner pack' course bundle page. The header includes the 'FINE EDGE' logo, navigation links (Catalog, Calendar, News, About us, Blog, Contact), and a 'Log in' button. The page title is '< Beginner' with a 'Calendar view' toggle and a search bar. The main content area features a large banner with the text 'Beginner pack' and 'Bundle' next to an image of boxes. A 'Purchase for \$56' button is located in the bottom right of the banner. Below the banner, there is an 'About' section with a dropdown menu for 'Items' (set to 3). The text reads: 'Here is a list of the items in the bundle:'. Two course cards are listed: 'Illustrator for Beginners' (Adobe Illustrator is a vector graphics editor. Take this course to learn how to use Illustrator.) and 'InDesign for Beginners' (Adobe InDesign can be used to create works such as posters, flyers, brochures, and more.). An 'Info' sidebar on the right shows 'Items: 3' and 'Category: Beginner, Use of colors'.

## Subscription plans

You can also choose to purchase a monthly or yearly subscription to courses.

The screenshot shows the 'Gold' subscription plan page. The header is identical to the previous page. The page title is '< Beginner' with a 'Calendar view' toggle and a search bar. The main content area features a large banner with the text 'Gold' and 'Subscription' next to an image of a golden bust. A 'Subscribe for \$35/month' button is located in the bottom right of the banner. Below the banner, there is an 'About' section with a dropdown menu for 'Items' (set to 3). The text reads: 'Here is a list of the items in the subscription:'. Two course cards are listed: 'Business strategies' (Strategies succeed when they lead to business growth. Learn how to come up with the best strategies for your organization.) and 'Design in Branding' (We all know great design has a critical role to play in building a great brand. But how? Enroll and find out.). An 'Info' sidebar on the right shows 'Items: 3' and 'Category: Beginner, Editorial Design, Illustration, Brochures, Use of colors'.

# Getting started guide for Learners

## Assessments

To see a list of the assessments in a course, go to the Assessments tab in the left bar. An assessment can be associated to a module or a standalone task. If it is linked to a module, it counts towards module completion.

Assessment	Due	% of overall	Submitted	Graded	Score	Grade
Virtual microscope	Aug 1 4:59 am	8.3	✓	✓	78/100 78%	B
Color Quiz Color Theory - Quiz	Dec 31 9:00 am	11.1	✓	✓	2/4 50%	D+
Creative sketches The Principles of Graphic Design - Participation	Dec 31 9:00 am	33.3	✓	✓	95/100 95%	A+
Design fundamentals	Dec 31 9:00 am	-	-	-	?/100	
Design trends Graphic design trends	Dec 31 9:00 am	-	-	-	?/170	
Essay on how to use colors Color Theory - Test	Dec 31 9:00 am	-	✓	✗	?/100	?
Expectations regarding this module Minimalism in design	Dec 31 9:00 am	-	-	-	?/100	
Expectations regarding this module	Dec 31 9:00 am	8.3	✓	✓	100/100 100%	A+
Final test Final Test - Quiz	Dec 31 9:00 am	-	-	-	?/10	
Fonts How to use typography - Quiz	Dec 31 9:00 am	11.1	✓	✓	5/5 100%	A+

We support 15 different kinds of assessments:

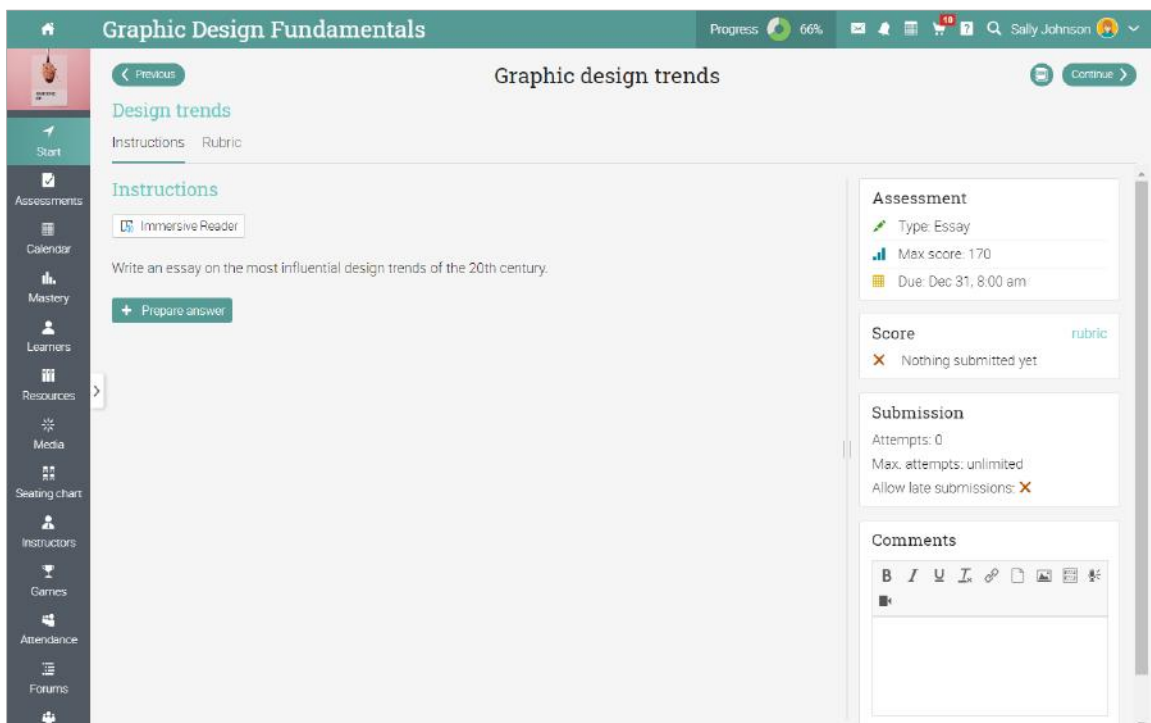
- ✓ Quiz - a set of questions that you can answer online;
- ✓ Essay - submit an essay using the HTML editor and include unlimited attachments;
- ✓ Offline - a traditional assessment such as a paper-based test or reading a book. There is no online submission for this kind of assessment and the instructor is expected to enter the grades for each learner 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 instructor;
- ✓ Debate - add arguments for or against a proposition that is supplied by the instructor;
- ✓ Team - work together with other trainees and enter your joint submission. The instructor organizes the learners 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;

# Getting started guide for Learners

- ✓ Attendance - awards points based on your attendance record;
- ✓ Turnitin - Turnitin assessments go through an originality check;
- ✓ Custom LTI assessments - integrates 3rd party LTI assessments;
- ✓ Google Assignments - if the integration is enabled, you can submit Google Assignments;
- ✓ H5P assessments - if the H5P integration is enabled, you can have H5P assessments.

To see the details for an assessment, click on its name. Here is for example of how an essay assessment looks like:

On the assessment page, you will find instructions for submitting the assessment, the maximum score that you can obtain, duration, submission, grade, answer, and more.



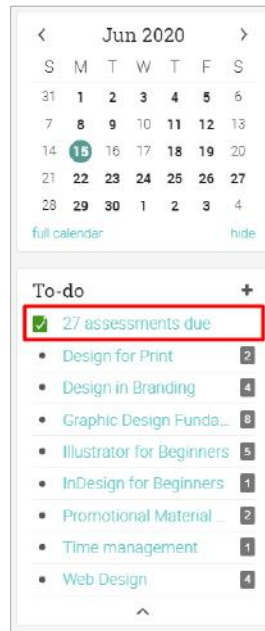
The screenshot shows a user interface for a course titled "Graphic Design Fundamentals". The user's progress is 66%, and the user is identified as Sally Johnson. The current assessment is "Graphic design trends". The interface includes a sidebar with navigation options: Start, Assessments, Calendar, Mastery, Learners, Resources, Media, Seating chart, Instructors, Games, Attendance, and Forums. The main content area is divided into "Design trends" (with sub-tabs for Instructions and Rubric) and "Instructions". The instructions state: "Write an essay on the most influential design trends of the 20th century." and includes an "Immersive Reader" button and a "Prepare answer" button. On the right side, there is a summary panel with the following information:

- Assessment**
  - Type: Essay
  - Max score: 170
  - Due: Dec 31, 8:00 am
- Score** (with a "rubric" link)
  - Nothing submitted yet
- Submission**
  - Attempts: 0
  - Max. attempts: unlimited
  - Allow late submissions: ✗
- Comments**
  - Rich text editor with formatting options (B, I, U, L, link, image, video, etc.)

# Getting started guide for Learners

## Submitting assessments

When you visit your dashboard or a course landing page, assessments 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 assessment.



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

Graphic Design Fundamentals

Assessments All 10 Due Analytics Grading scale

All

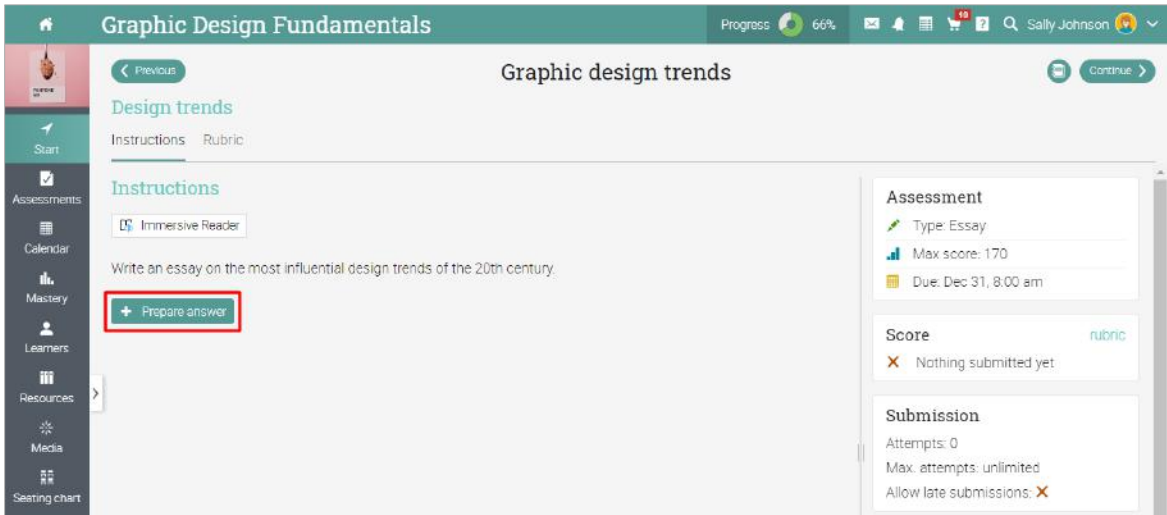
Assessment	Due	% of overall	Submitted	Graded	Score	Grade
Virtual microscope	Aug 1 4:59 am	8.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	78/100 78%	B
Color Quiz Color Theory Quiz	Dec 31 8:00 am	11.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/4 50%	D+
Creative sketches The Pillolates of Graphic Design - Participation	Dec 31 8:00 am	33.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	95/100 95%	A+
Design fundamentals	Dec 31 8:00 am	-	<input type="checkbox"/>	<input type="checkbox"/>	?/100	
Design trends Graphic design trends	Dec 31 8:00 am	-	<input type="checkbox"/>	<input type="checkbox"/>	?/170	
Essay on how to use colors Color Theory Test	Dec 31 8:00 am	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	?/100	?
Expectations regarding this module Minimalism in design	Dec 31 8:00 am	-	<input type="checkbox"/>	<input type="checkbox"/>	?/100	
Expectations regarding this module	Dec 31 8:00 am	8.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100/100 100%	A+
Final test Final Test - Quiz	Dec 31 8:00 am	-	<input type="checkbox"/>	<input type="checkbox"/>	?/10	
Fonts How to use typography - Quiz	Dec 31 8:00 am	11.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/5 100%	A+



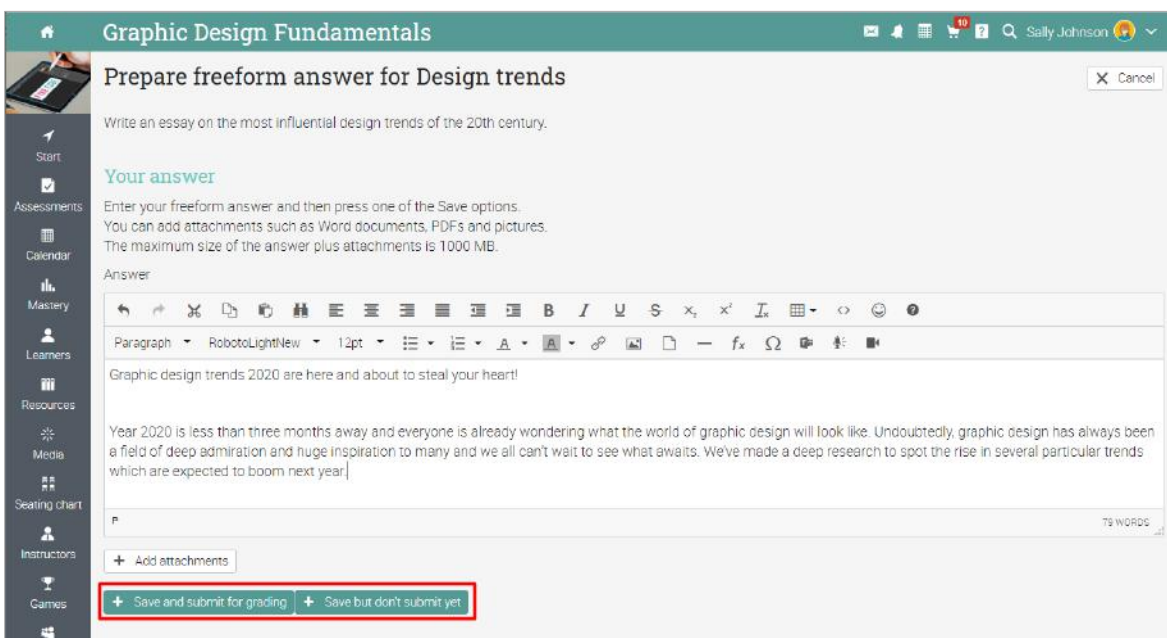
# Getting started guide for Learners

The submission method can depend on the type of assessment that you want to submit, and the options are:

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



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



# Getting started guide for Learners

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

The screenshot shows a quiz interface for 'Graphic Design Fundamentals'. The main content area displays 'End of quiz' with instructions: 'You are at the end, press Finished to complete and grade the quiz. You can review your answers below and click Edit if you want to change any.' A red box highlights the 'Finished' button. Below this are three questions, each with a 'Response: False' and an 'Edit' button. The questions are: 'Question 1: Ancient Egyptians were the originator of what is today defined as 'visual communication design'.', 'Question 2: The terms 'typeface' and 'font' refer to the same notion.', and 'Question 3: The RYB primary colors became the foundation of 18th century theories of color vision.'. On the right, there is a 'Status' panel with 'Pause', 'Cancel', and 'Pop up instructions' options, and a 'Questions' panel listing 'Question 2' through 'Question 10' and 'End of quiz'.

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

The screenshot shows a 'Design History' interface for 'Graphic Design Fundamentals'. The main content area displays a 'Proposition' titled 'Frequently used design elements is web deign' (sic) with the text 'Fonts are the most popular design elements in web design.' Below this is a 'Votes' section with a table for voting. The table has columns for 'Add support', 'Supports', 'Challenges', 'Cast vote', and 'Votes'. There are two rows: 'For' and 'Against'. The 'For' row shows 1 support and 1 vote, while the 'Against' row shows 0 supports and 1 vote. There is also a 'See entire debate' button. On the right, there is an 'Assessment' panel showing 'Type: Debate', 'Max score: 100', and 'Due: Dec 31, 8:00 am'. Below this is a 'Score' panel showing a green 'A+' grade and '98/100 (98%)' with the message 'Congratulations, you have completed this assessment.' At the bottom, there is a 'Submission' panel showing 'You have posted 1 times in threads.' and 'Allow late submissions: ✓'.

	Add support	Supports	Challenges	Cast vote	Votes
For	+	1	0	👍	1
Against	+	0	0	👍	1

# Getting started guide for Learners

Attendance - the instructor awards points based on attendance records.

Offline - there is no online submission by learners for this type of assessment.

Turnitin - the submission is done on the Turnitin site.

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

H5P assessment - the assessments are embedded and the submission is done via the LMS.

LTI custom assessments - the submission is done on the LTI assessment site.



# Getting started guide for Learners

## Viewing scores

Scores for individual assessments are displayed in the Assessments tab.

Assessment	Start	Due	% of overall	Submitted	Graded	Score	Grade
Nature photography Homework	Jul 2 9:00 am	Dec 31 8:00 am	-	-	-	7/100	
Which logo design trend do you like? Logo design		Dec 31 8:00 am	-	-	-	7/100	
Virtual Microscope Introduction		Dec 31 8:00 am	3.7	✓	✓	78/100 78%	B
Vector survey Vector graphics		Dec 31 8:00 am	-	-	-	7/100	
Use of modern Calligraphy Calligraphy for graphic design Particecion		Dec 31 8:00 am	-	✓	✗	7/100	?
The story of minimalism Minimalism design Test		Dec 31 8:00 am	-	✓	✗	7/100	?
Quiz: The Principles of Graphic Design The Principles of Graphic Design Quiz		Dec 31 8:00 am	16.7	✓	✓	1/2 50%	D+
Leamer feedback The Principles of Graphic Design		Dec 31 8:00 am	3.7	✓	✓	83/100 83%	B+
How to create great designs		Dec 31 8:00 am	-	-	-	7/1	
How to create great designs Introduction		Dec 31 8:00 am	3.7	✓	✓	95/100 95%	A+
Futuristic design Introduction		Dec 31 8:00 am	3.7	✓	✓	100/100 100%	A+
Frequently used design elements is web design Design History		Dec 31 8:00 am	3.7	✓	✓	98/100 98%	A+
Fonts How to use typography Quiz		Dec 31 8:00 am	16.7	✓	✓	5/5 100%	A+

The score of an assessment is also displayed on the overview page.

**Assessment**

- Type: Quiz
- Max score: 16
- Category: Quiz
- Due: Dec 31, 8:00 am

**Score**

Your latest submission is used

**A+**

5/5 (100%)

✓ Congratulations, you have completed this assessment.  
Your score was set by the instructor.

**Submission** [details](#)

Submitted: Mar 13, 7:22 pm  
Attempts: 1  
Max. attempts: 3

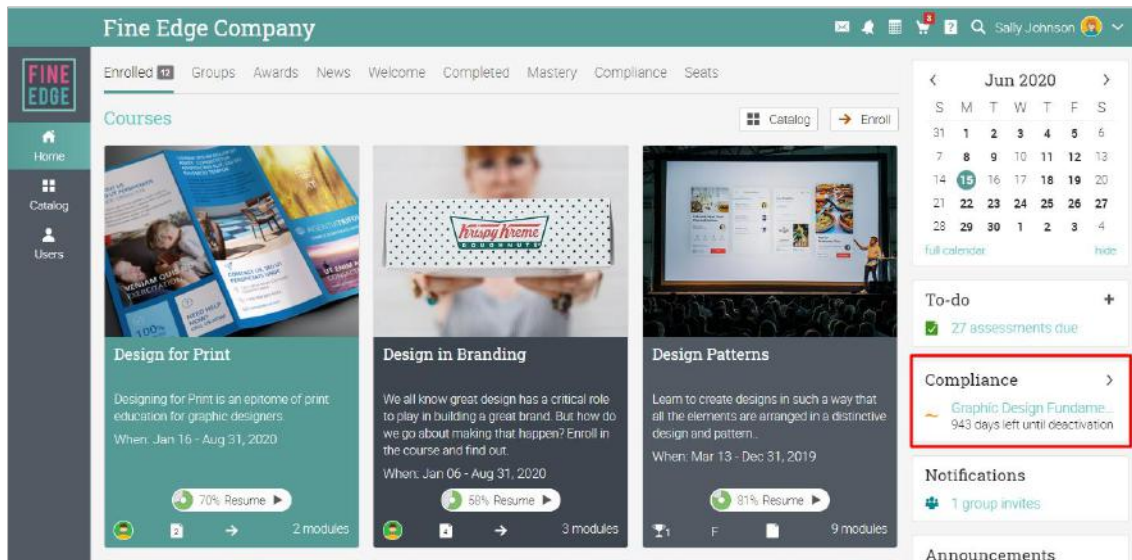
You will usually receive notifications when an assessment is graded.

# Getting started guide for Learners

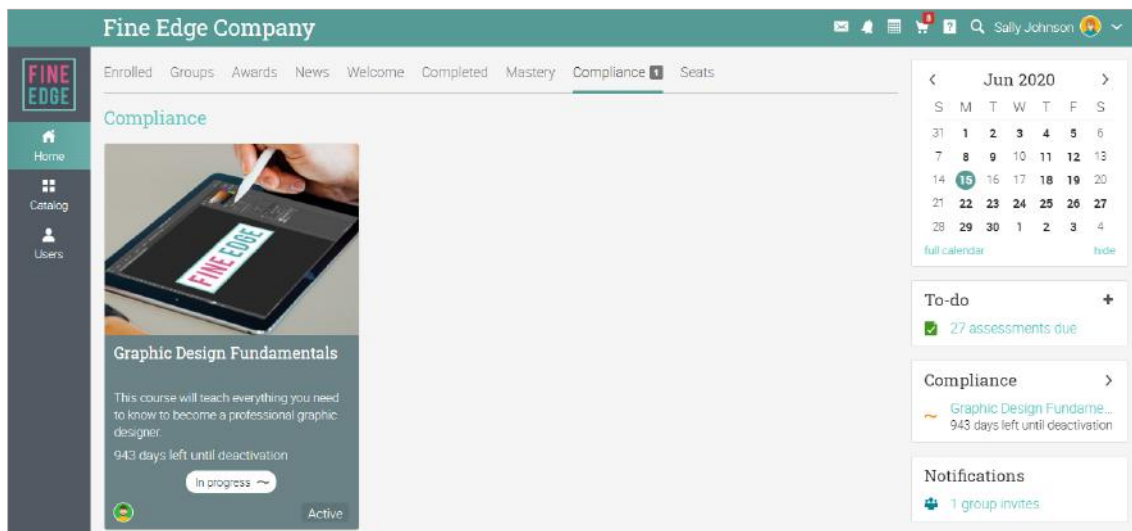
## Compliance

Compliance is a useful feature for companies that do compliance training for their employees. It means that you can demonstrate training compliance and renew your training periodically, depending on what your company needs.

If you are enrolled in at least one course that is required for compliance, then your dashboard will include a box on the right that indicates your compliance status for each course.



To see the compliance status in detail for each course, visit the Compliance area:



# Getting started guide for Learners

## Learning paths

A learning path helps you achieve your learning goals. 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 you to complete a specified course 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.

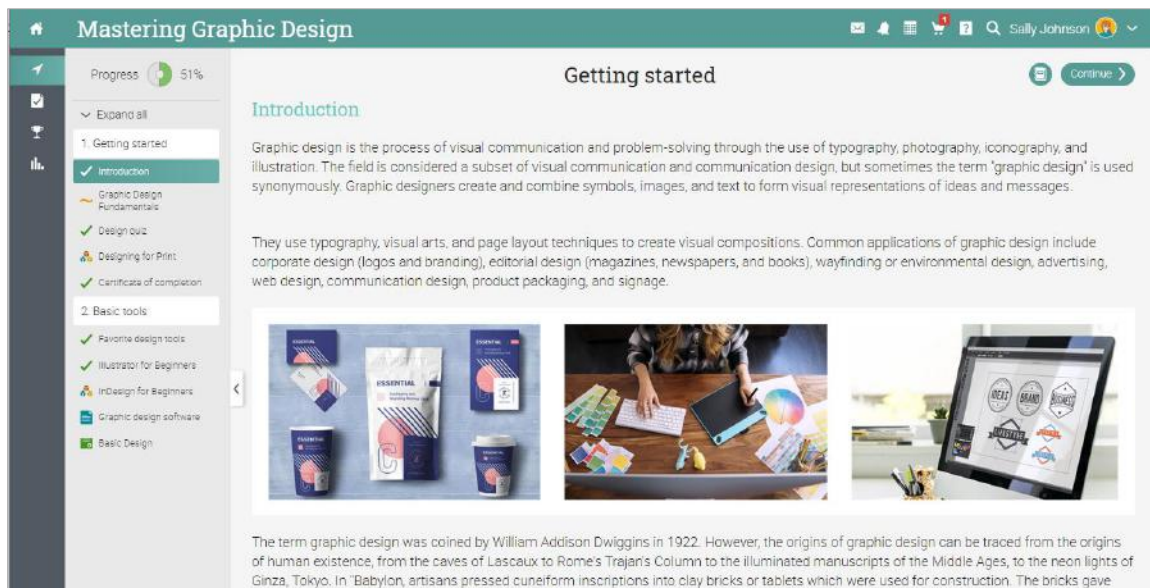
To enroll in a path, go to your home page and select Enroll then enter the access code if the path requires it. You can enroll directly from your course catalog if no access code is required.

The screenshot displays the 'Fine Edge Company' LMS interface. At the top, the user is logged in as 'Sally Johnson'. The main navigation bar includes 'Enrolled' (with a count of 23), 'Groups', 'Awards', 'News', 'Completed', 'Mastery', and 'Compliance'. A sidebar on the left provides quick access to 'Home', 'Catalog', 'Users', and 'Resources'. The central area features four course cards: 'Business strategies' (30-minute micro course), 'Corporate Design' (Jan 01 - Jan 31, 2020), 'Design in Branding' (Jan 23 - Jan 30, 2020, 248 days left), and 'Design Patterns' (Sep 13 - Nov 30, 2016, 81% resume). A red box highlights the 'Enroll' button in the top right. The right sidebar contains a calendar for June 2020, a 'To-do' list with '7 assessments due' and 'Bring my iMac to work', a 'Compliance' section with 'Graphic Design Fundame...' and 'Design Patterns', and a 'Site-wide game' link.

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.

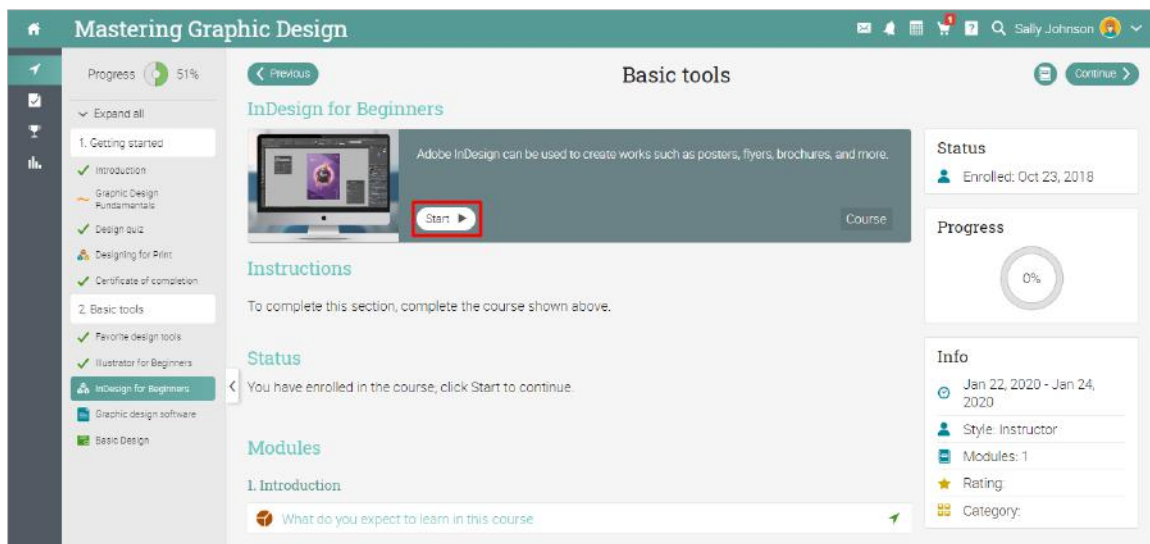
# Getting started guide for Learners

The main difference compared to a simple course is that here you will find course goals and certificate goals as sections. Please note that the goals can be completed sequentially, one at a time or ad hoc, depending on how the path has been configured by your instructor.



The screenshot shows the 'Mastering Graphic Design' course interface. The top navigation bar includes a home icon, the course title 'Mastering Graphic Design', and user information 'Sally Johnson'. The main content area is titled 'Getting started' and features an 'Introduction' section. The introduction text explains that graphic design is the process of visual communication and problem-solving through the use of typography, photography, iconography, and illustration. It also lists common applications of graphic design, such as corporate design, editorial design, and advertising. Below the text are three images: a collection of branded coffee cups, a person working at a desk with a laptop and design materials, and a tablet displaying various logos and branding elements. A sidebar on the left shows the course progress at 51% and lists various sections like 'Getting started', 'Introduction', 'Graphic Design Fundamentals', and 'Basic tools'. A 'Continue' button is visible in the top right corner of the main content area.

To start working on course goals, go to the course goal section and click Enroll. Note that if you are already enrolled in a course before you enrolled in the path, you would not have to enroll again. The existing course progress will shown next to the class goal.

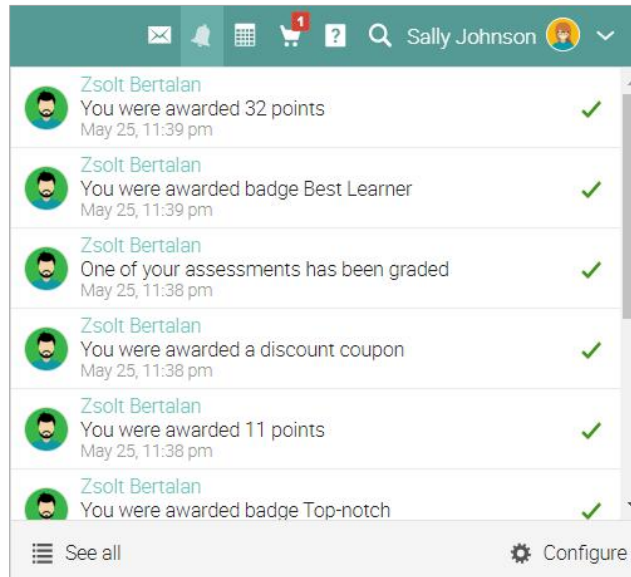


The screenshot shows the 'Mastering Graphic Design' course interface, specifically the 'Basic tools' section. The top navigation bar is consistent with the previous screenshot. The main content area is titled 'Basic tools' and features an 'InDesign for Beginners' section. This section includes a video player with a 'Start' button highlighted by a red box. Below the video player, there are sections for 'Instructions', 'Status', and 'Modules'. The 'Status' section shows the user is enrolled on Oct 23, 2018. The 'Progress' section shows a progress indicator at 0%. The 'Info' section provides details about the course, including the start and end dates (Jan 22, 2020 - Jan 24, 2020), the instructor (Style: Instructor), the number of modules (1), and the rating and category. A sidebar on the left shows the course progress at 51% and lists various sections like 'Getting started', 'Introduction', 'Graphic Design Fundamentals', and 'Basic tools'. A 'Continue' button is visible in the top right corner of the main content area.

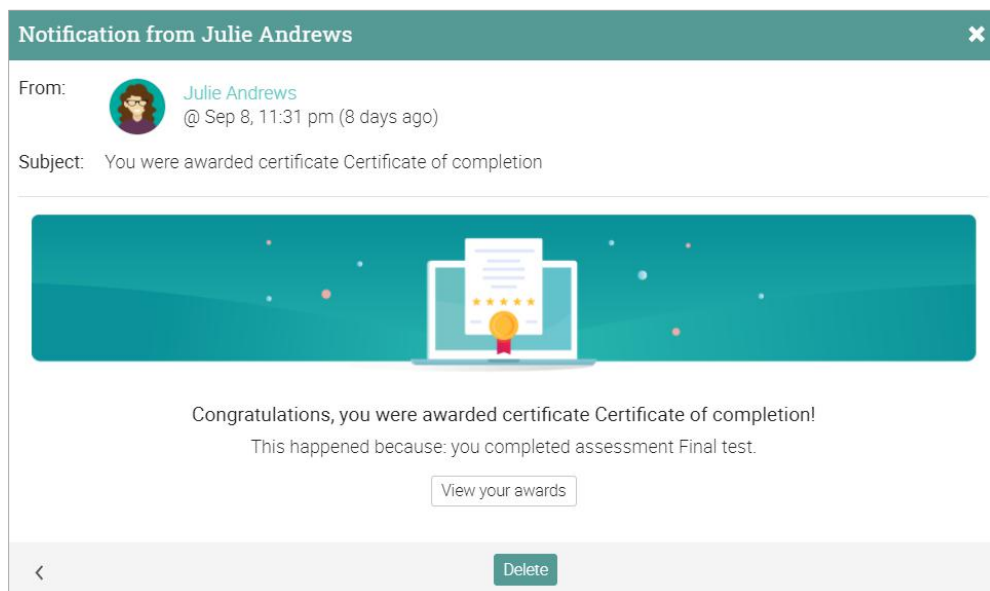
# Getting started guide for Learners

## 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 course-related notifications, enrollments and assessment grading. If your course 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.



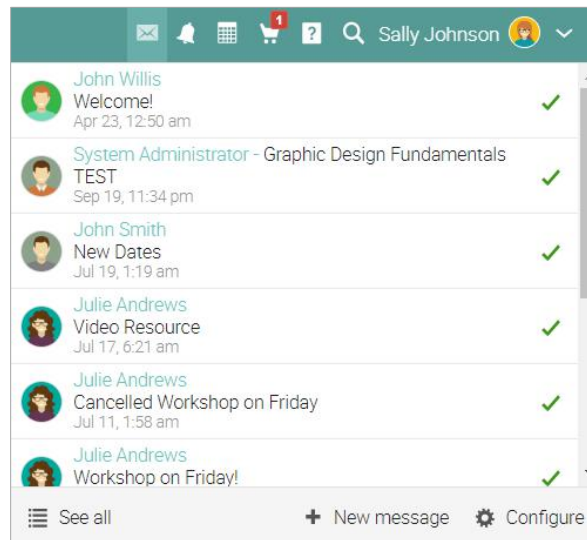


# Getting started guide for Learners

## Communicating with users

### Sending messages

You can communicate with instructors and colleagues 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.

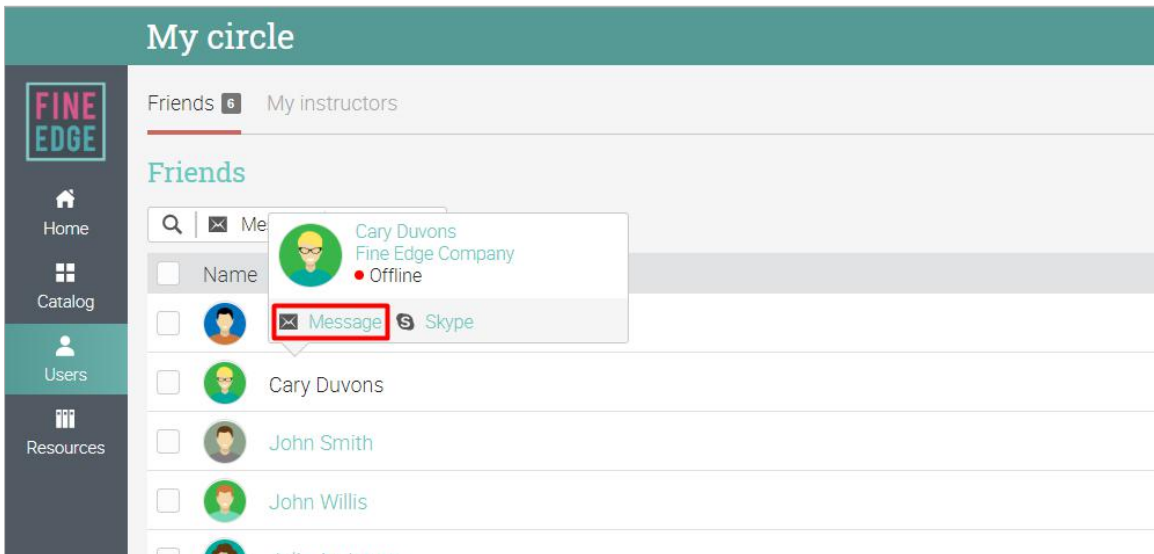


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.

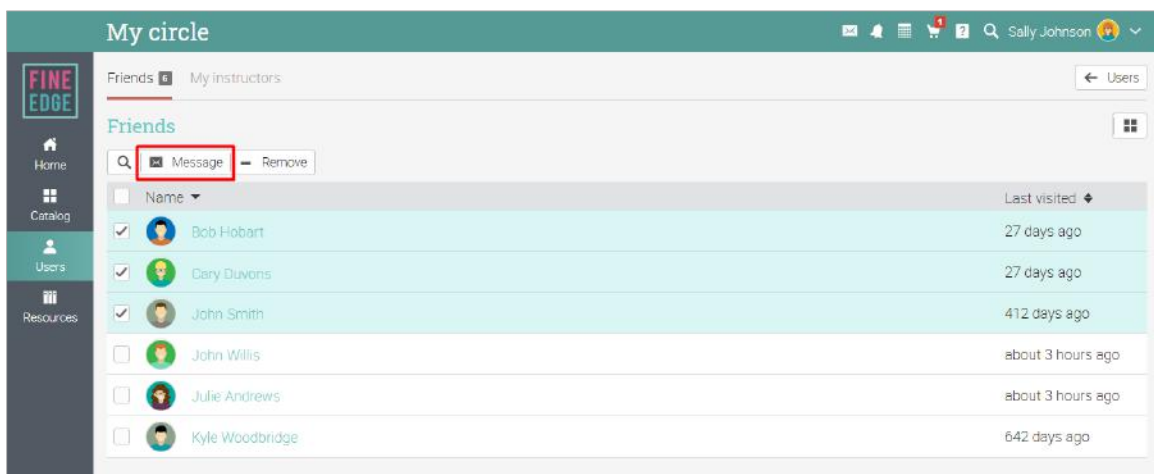


# Getting started guide for Learners

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 learners, instructors, profile pages and forums. Then click Send Message, enter your message and Send.



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

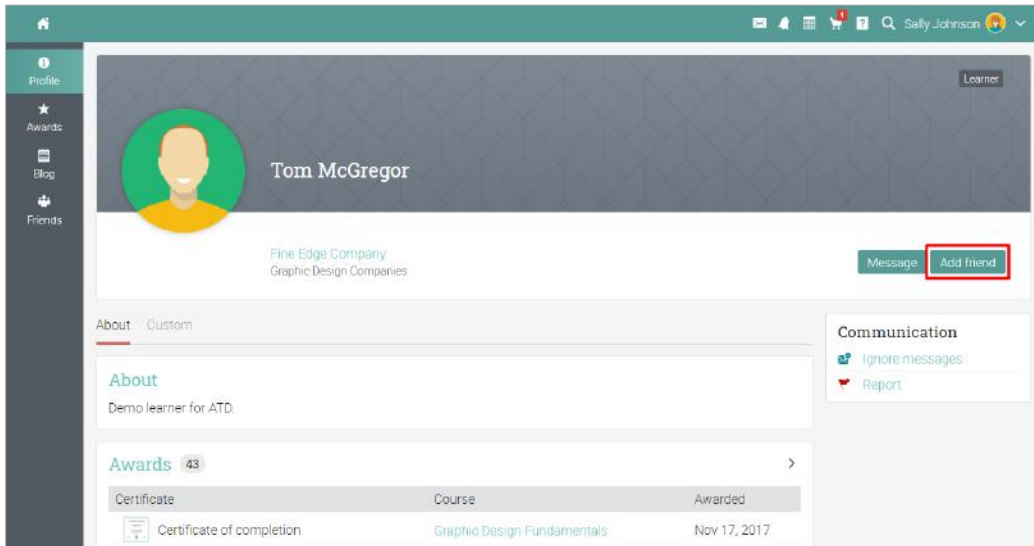


You can also view users by selecting tile view from the top right corner. In this case you can select multiple users and send them a message by clicking the Message button.

# Getting started guide for Learners

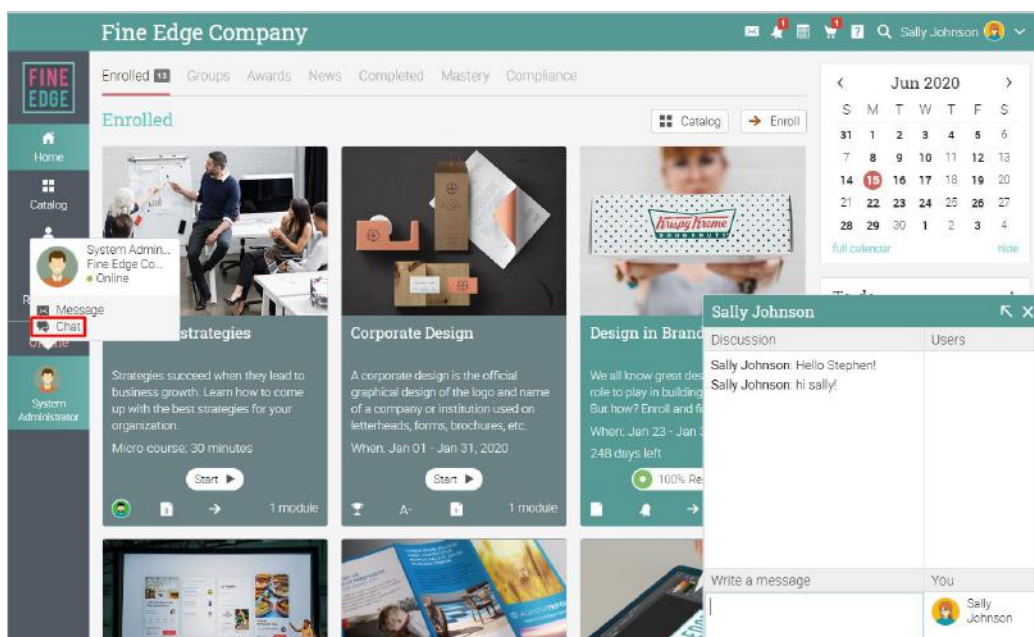
## Adding friends

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 Learners

## Summary

The Getting Started Guide for Learners provided the basic information that learners need when they first start using MATRIX. Some topics we covered were: navigating in MATRIX, using the Help Center, the layout of an example course, viewing modules and assessments, submitting assessments, enrolling in courses and communicating with users.

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

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

