



NEO

Simple, Powerful LMS
for Schools and Universities

Getting started guide
For students

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Introduction

NEO provides a beautiful, simple, powerful LMS for use by schools, individual teachers, universities, and districts. NEO was founded in 2006 by Graham Glass, the CEO of NEO and a serial entrepreneur with a track record of innovation.

Graham used to teach Computer Science at the University of Texas at Dallas, and founded two training companies, so deep familiarity with the features that teachers and students need is in our company DNA. NEO is a product of [CYPHER LEARNING](#), which also provides an LMS for businesses called [MATRIX](#).



NEO and MATRIX are used by over 20,000 organizations around the world (we support 40+ languages), have over a million users, add about 15,000 new users a week, and are both profitable without any need for external investment.

Our [mission](#) is to make teaching and learning more enjoyable and productive by offering an e-learning solution that engages students and makes the whole process more effective.

Getting started guide for Students

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

- [Getting started guide for Administrators](#) explains topics such as: navigating in NEO, using the Help Center, creating accounts, configuring the class catalog, setting up policies, customizing the canned messages, and more;
- [Getting started guide for Teachers](#) explains topics such as: navigating in NEO, using the Help Center, creating and configuring a class, adding lessons and assignments, grading assignments, enrolling students, and more;
- [Getting started guide for Students](#) (this guide) explains topics such as: navigating in NEO, using the Help Center, viewing classes, viewing lessons and assignments, submitting assignments, viewing grades, enrolling in classes, communicating with users, adding friends, and more.

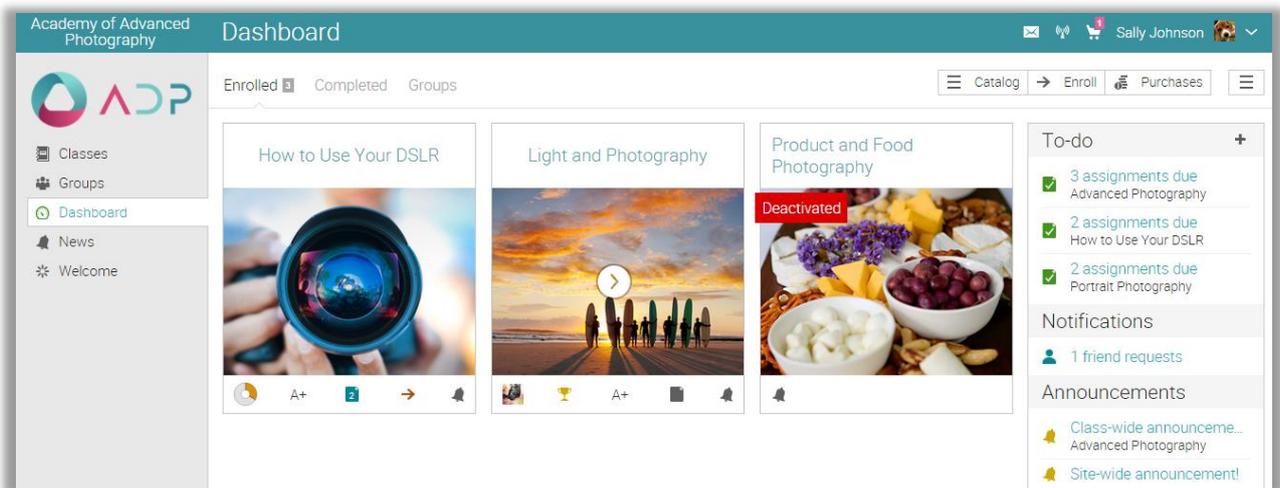
In the following pages we will go into detail about the most common options for [students](#) when they start using NEO. Please consult the table of contents if you want to find a specific topic.

If you have additional questions please browse our Help Center, support forum, or send us an email at support@neolms.com.

Getting started guide for Students

Home page and Navigation

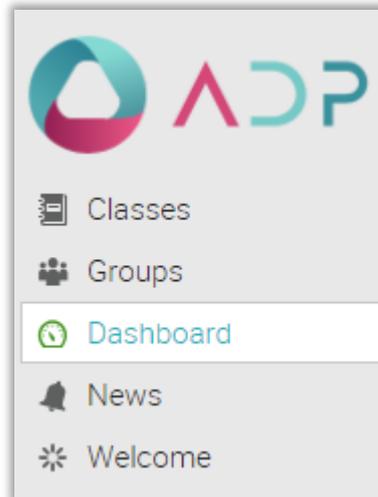
The home page is the first page you see when you log into your account.



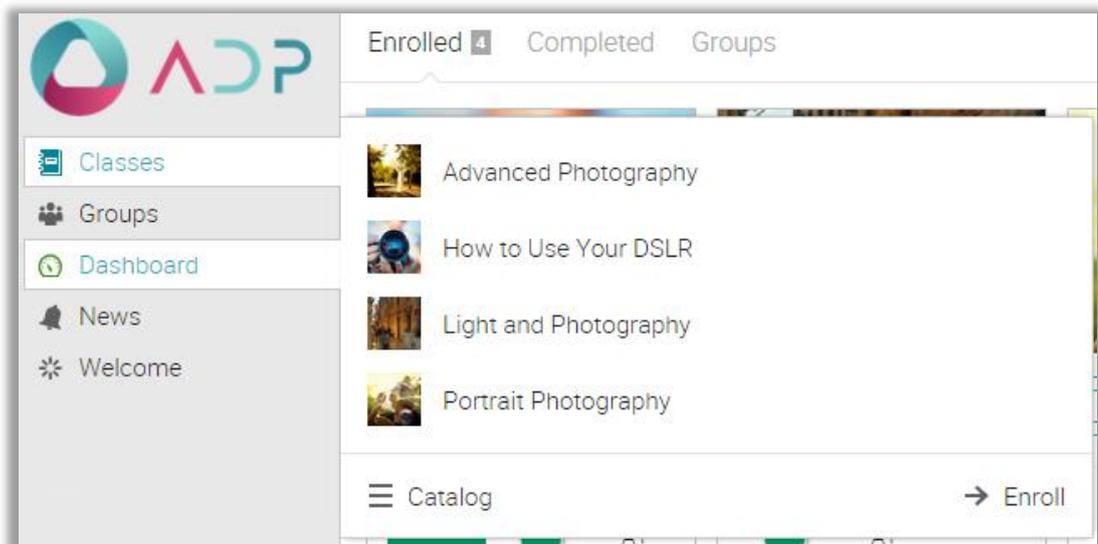
Getting started guide for Students

Left bar

The left bar displays tabs that allow you to quickly navigate to the main areas of the site, such as Classes, Groups, Dashboard, News, Welcome, Users, and Resources.



The left bar allows you access to these tabs regardless of 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.



Getting started guide for Students

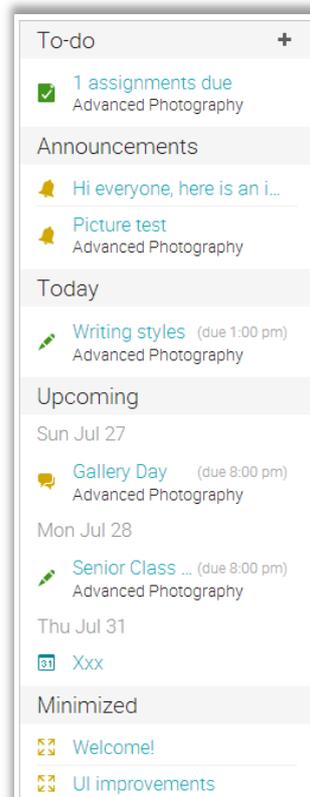
Top right bar

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



Right bar

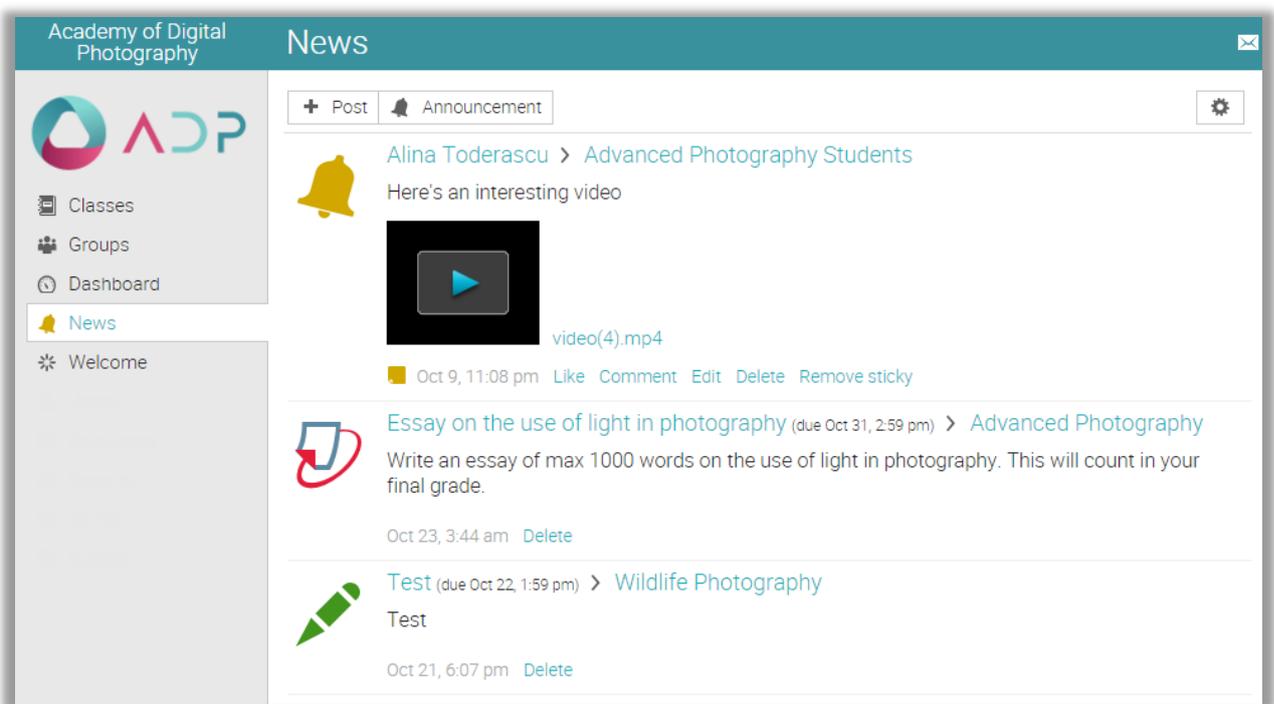
In the right bar you can find listed the following: to-do list, announcements for the last 7 days, upcoming items in the next 7 days, and a list of any minimized windows. To see more details, just click on an item.



Getting started guide for Students

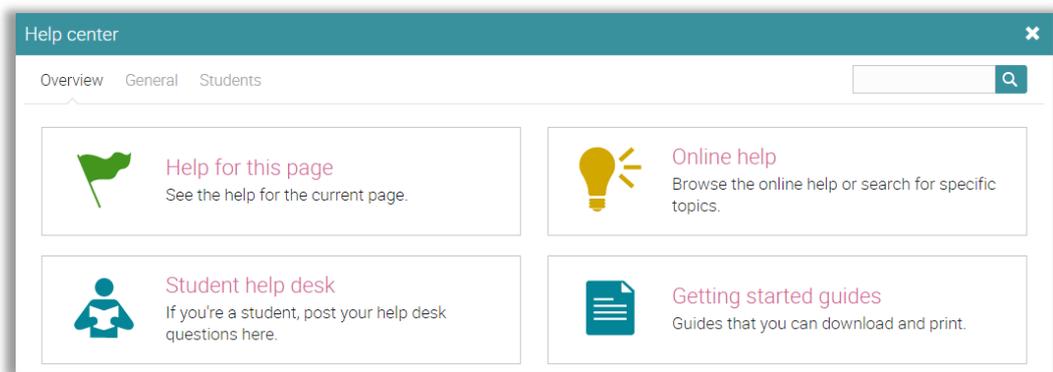
News feed

The home page news feed aggregates news items from your friends, classes, groups, and school. By default, a news feed only shows the latest items. If you scroll the page down, it automatically shows more news items. When the end of the feed is reached, the message “no more news” is displayed.

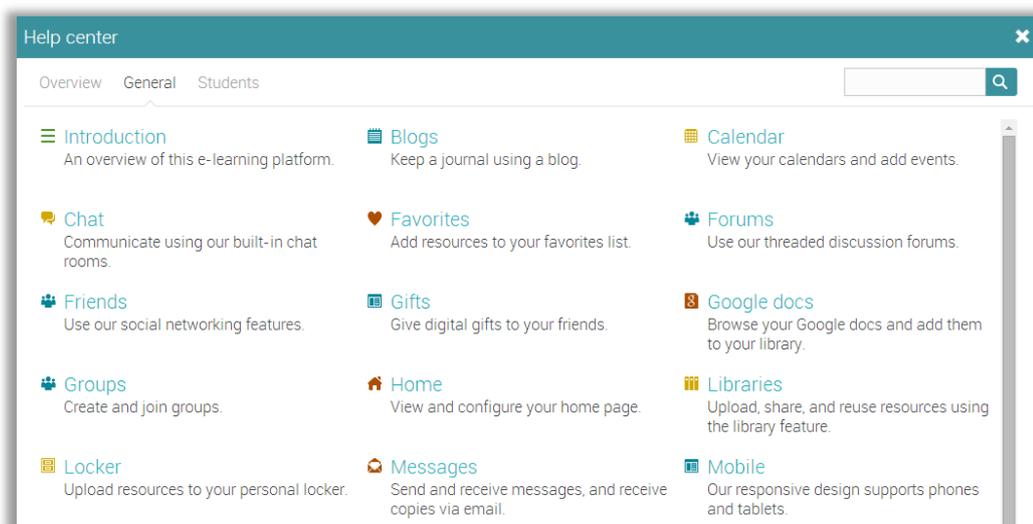


Help Center

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



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



Example of a class

We would like for you to get familiar with how a class looks in NEO. We will show you how to navigate in a class, explore the main tabs, how lessons and assignments look, and more.

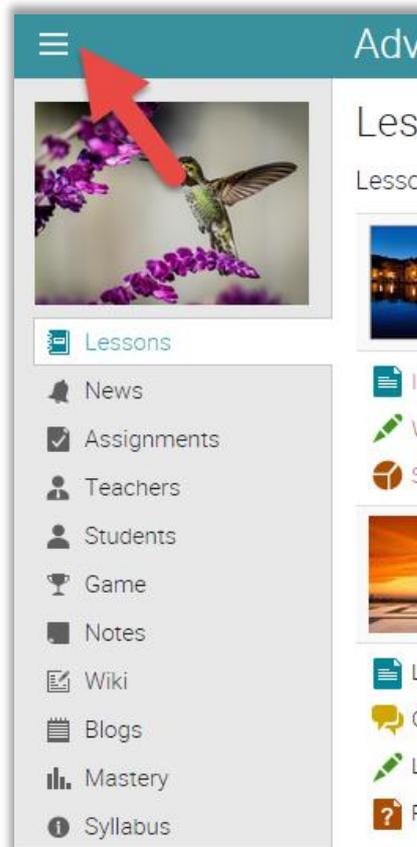
The default landing page of a class is its “Lessons” area, which provides a convenient overview of many aspects of the class, including its lessons, a left bar with tabs that give you direct access to the most important class areas, and a right bar with to do items, announcements, and more. Now we will go over each section.

The screenshot displays the 'Advanced Photography' class interface. On the left is a navigation sidebar with icons for Lessons, News, Assignments, Teachers, Students, Game, Notes, Wiki, Blogs, Mastery, and Syllabus. The main content area is titled 'Lessons' and includes a 'Hide sections' button. Below the title, it states 'Lessons and sections can be completed in any order.' and shows progress indicators for 'Completed', 'Partial', and 'Failed'. The lessons listed are:

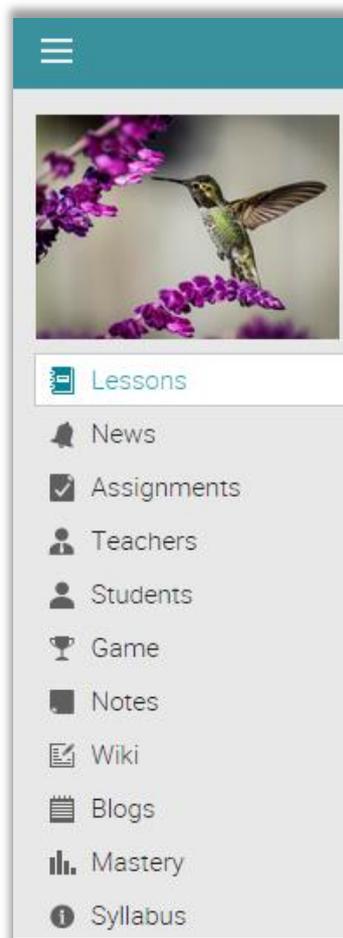
- Introduction to Advanced Photography**: Welcome to the Advanced Photography class! In this class you will learn about everything you need to become a professional photographer! (Partial)
- Introduction**: (Completed)
- Writing styles**: (Failed)
- Survey on what you expect to learn in this course**: (Completed)
- Composition Basics**: In this lesson you will learn what are the composition basics that each photographer needs to master. In the first part we will talk about lines, patterns and textures, then in the practical part we will organize a gallery day. (Partial)
- Lines Pattern Texture**: (Completed)
- Gallery Day - Famous Photographers**: (Completed)
- Line, Pattern, Texture**: (Failed)
- Portraits to Lines, Pattern and Texture**: (Completed)
- How to use your DSLR**: (Completed)
- My sample essay**: (Failed)

Main left navigation

When you are in a class 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.



Left bar



The left bar displays tabs with direct access to the following areas, depending on how the class is configured by the teacher:

- [Welcome](#) – shows the welcome page of the class;
- [News](#) - shows the latest news items from your class;
- [Lessons](#) - displays all the lessons from a class;
- [Calendar](#) - shows the current and upcoming events of the class;
- [Assignments](#) - shows the class assignments;

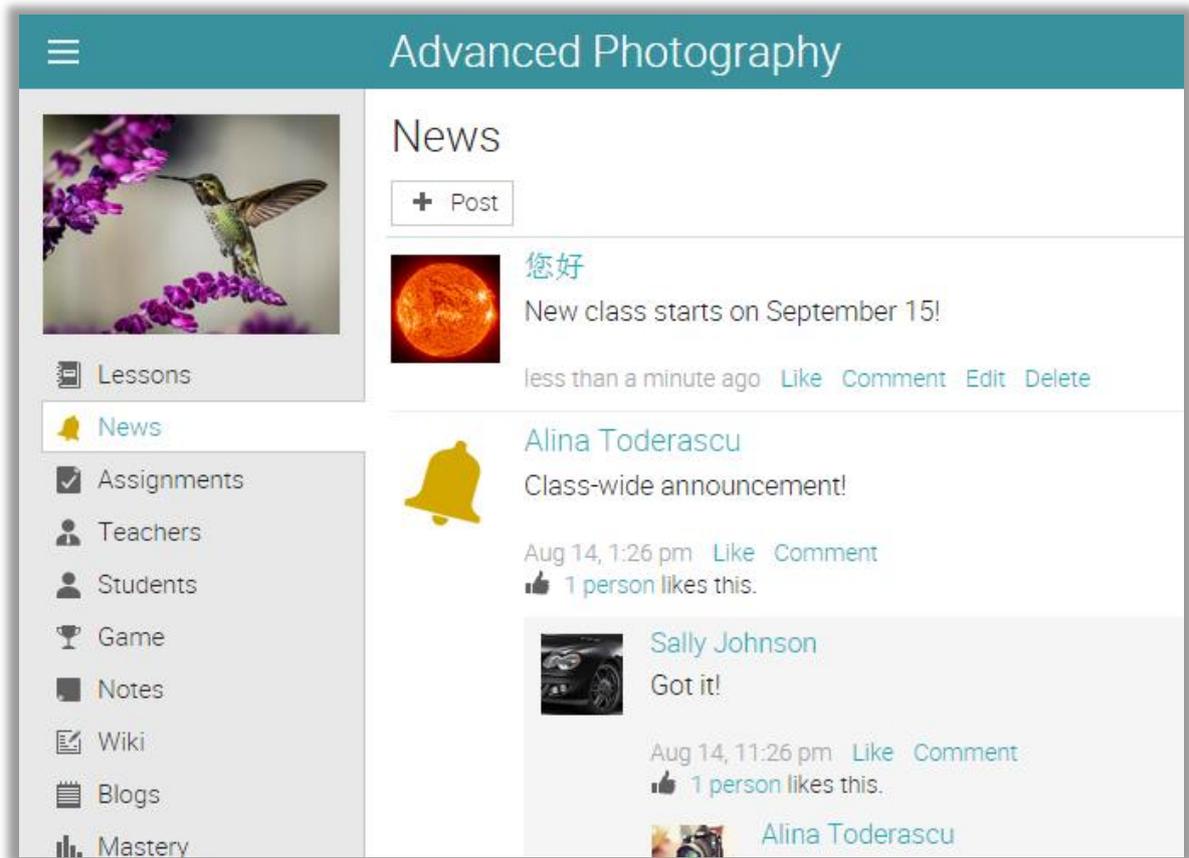
Getting started guide for Students

- [Resources](#) - the area where the class resources are stored;
- [Students](#) - lists all the students in the class;
- [Game](#) - if the class has a game this is the area where you can see an overview of the game progress;
- [Teachers](#) - lists all the teachers in the class;
- [Parents](#) - lists all the parents in the class;
- [Teaching assistants](#) - lists all the teaching assistants in the class;
- [Attendance](#) - you can see your attendance records;
- [Forums](#) - each class has its own forums for discussions between members of the class;
- [Groups](#) - groups for the members of the class;
- [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;
- [Blog](#) - blog area, where students and teachers can share their online journals;
- [Mastery](#) - the ratings of your proficiencies in the curriculum of the class;
- [Portfolio](#) - here students can store copies of valuable resources of the class;
- [Syllabus](#) - the syllabus provides an overview of the class.

Getting started guide for Students

News feed

The news feed shows class announcements, posts from teachers and students, new assignments, new lessons, new events, and more.



Getting started guide for Students

Right bar

In the right bar you can find listed the following: game progress and leaderboard if the class has a game, announcements for the last 7 days, to-do list, upcoming items in the next 7 days, your enrollment status, list of certificates that are awarded or required in the class, and a list of any minimized windows. To see more details, click on an item.

The screenshot displays a vertical sidebar with several sections:

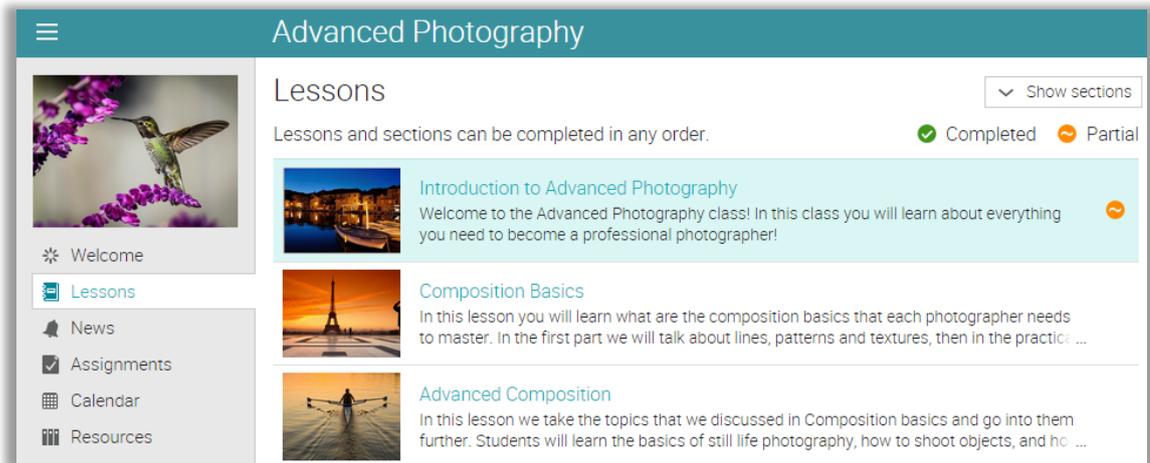
- Advanced:** Shows a progress ring with a star and the number 350. A shield icon indicates 'None'.
- Leaderboard:** A table listing students and their progress.
- Announcements:** Shows 'None'.
- To-do:** Shows '27 assignments due' with a green checkmark.
- Status:** Shows 'unenroll'.
- Enrollment:** Shows 'Enrolled: Sep 2, 2015'.

| Rank | Name | Level | Score | Certificates |
|------|--------------|--------------|-------|--------------|
| 1 | Ally Bart | Advanced | 350 | 0 |
| 2 | 您好 | Intermediate | 200 | 0 |
| 3 | 您好 | Beginner | 100 | 0 |
| 3 | Susan | Beginner | 100 | 0 |
| 3 | Tracy Covert | Beginner | 100 | 0 |

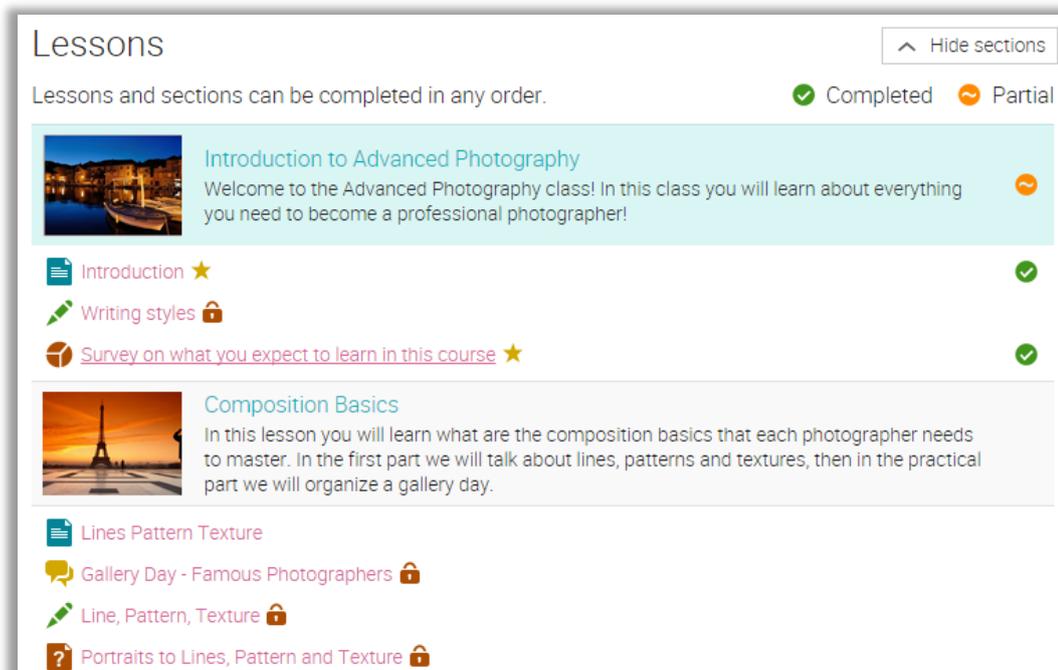
Getting started guide for Students

Lessons

The “Lessons” area of a class is where its primary education content is located. To see the lessons in a class, click the Lessons tab from the left bar. To see a particular lesson, click on its name.



You can see the sections of lessons by clicking the “Show sections” button in the top right. The progress you made on each individual section is displayed in the right-side icons.



Getting started guide for Students

Lessons can be comprised of content pages, assignments, and SCORM packages. Here is how a content page looks:

Light and Color



The most common light sources:

Natural light

As a photographer, you work with light to produce quality pictures. The color, direction, quantity, and quality of the light you use determines how your subjects appear. In the studio, with artificial light sources, you can precisely control these four effects; however, most of the pictures you make are taken outdoors. Daylight and sunlight are not a constant source, because they change hourly and with the weather, season, location, and latitude. This changing daylight can alter the apparent shapes, colors, tones, and forms of a scene. The color of sunlight changes most rapidly at the extreme ends of the day. Strong color changes also occur during storms, haze, or mist and on blue wintery days. The direction of light changes as the sun moves across the sky. The shape and direction of shadows are altered, and the different directions of sunlight greatly affect the appearance of a scene.

Glowing light sources

Bulbs based on heat (tungsten lamps) – incandescent light – have for a long time been (and still is) the most common source of light in our homes. We are so accustomed to the warm yellowish light created by these lamps that we perceive it as fairly white. But our camera records



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

Take a look at Evan Leeson's

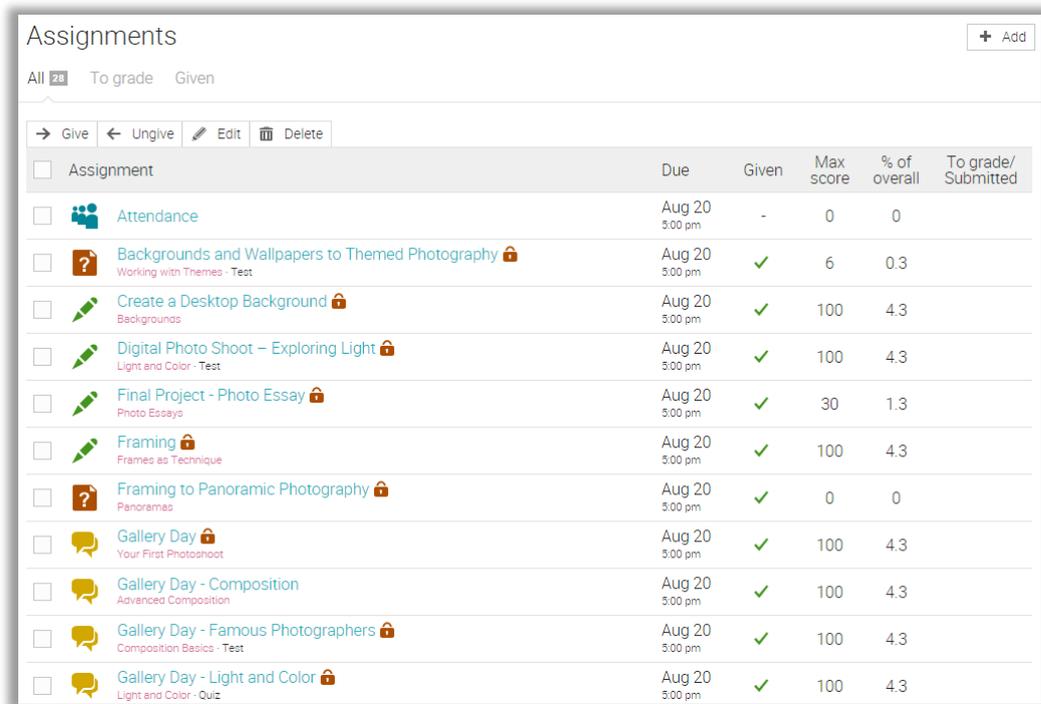


To get in close you'll need to use your "Macro" setting on your camera.

Getting started guide for Students

Assignments

To see a list of the assignments for a class, click the Assignments tab. An assignment can be a section in a lesson or a standalone task.



| Assignment | Due | Given | Max score | % of overall | To grade/Submitted |
|--|----------------|-------|-----------|--------------|--------------------|
| <input type="checkbox"/> Attendance | Aug 20 5:00 pm | - | 0 | 0 | |
| <input type="checkbox"/> Backgrounds and Wallpapers to Themed Photography  <small>Working with Themes - Test</small> | Aug 20 5:00 pm | ✓ | 6 | 0.3 | |
| <input type="checkbox"/> Create a Desktop Background  <small>Backgrounds</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |
| <input type="checkbox"/> Digital Photo Shoot – Exploring Light  <small>Light and Color - Test</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |
| <input type="checkbox"/> Final Project - Photo Essay  <small>Photo Essays</small> | Aug 20 5:00 pm | ✓ | 30 | 1.3 | |
| <input type="checkbox"/> Framing  <small>Frames as Technique</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |
| <input type="checkbox"/> Framing to Panoramic Photography  <small>Panoramas</small> | Aug 20 5:00 pm | ✓ | 0 | 0 | |
| <input type="checkbox"/> Gallery Day  <small>Your First Photoshoot</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |
| <input type="checkbox"/> Gallery Day - Composition <small>Advanced Composition</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |
| <input type="checkbox"/> Gallery Day - Famous Photographers  <small>Composition Basics - Test</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |
| <input type="checkbox"/> Gallery Day - Light and Color  <small>Light and Color - Quiz</small> | Aug 20 5:00 pm | ✓ | 100 | 4.3 | |

We support eleven different kinds of assignments:

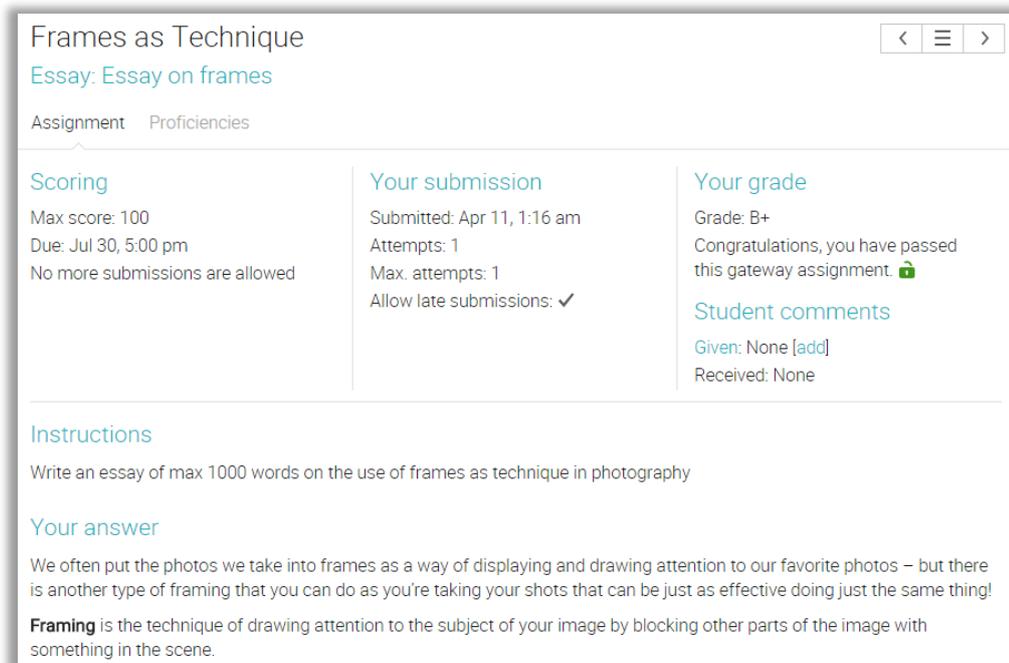
- **Quiz** - presents the students with a set of questions that they can answer online;
- **Essay** - students can submit their response using the HTML editor, and include an unlimited number of attachments;
- **Offline** - represents a traditional assignment such as a paper-based test or reading a book. There is no online submission for this kind of assignment, and the teacher is expected to enter the grades for each student based on the results of the offline work;
- **Survey** - presents the students with a set of questions that they can answer online;

Getting started guide for Students

- [Discussion](#) - allows students to earn points by participating in a single thread of discussion that is started by the teacher;
- [Debate](#) - allows students to add arguments for or against a proposition that is supplied by the teacher;
- [Team](#) - allows groups of students to work on joint submissions. The teacher organizes the students into teams, each of which get their own private group;
- [Dropbox](#) - requires students to upload one or more files as their submission;
- [SCORM](#) - captures the results of a SCORM item;
- [Attendance](#) - awards points based on a student's attendance record;
- [TurnItIn](#) - add assignments that can have an originality checking through our TurnItIn integration.

Getting started guide for Students

To see the details for a particular assignment, click on its name. Here is for example how an essay assignment looks:



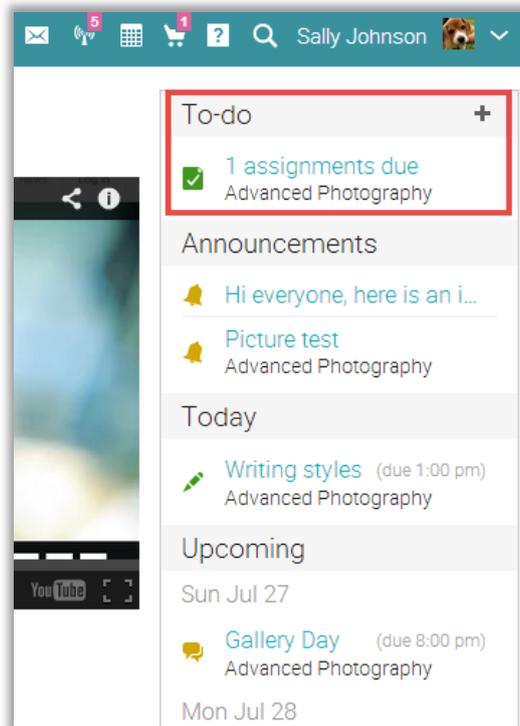
The screenshot shows a web interface for an assignment titled "Frames as Technique". The page is divided into several sections:

- Assignment:** "Essay: Essay on frames" (with a link to "Proficiencies").
- Scoring:** Max score: 100, Due: Jul 30, 5:00 pm, No more submissions are allowed.
- Your submission:** Submitted: Apr 11, 1:16 am, Attempts: 1, Max. attempts: 1, Allow late submissions: ✓.
- Your grade:** Grade: B+, Congratulations, you have passed this gateway assignment. (with a lock icon), Student comments: Given: None [add], Received: None.
- Instructions:** Write an essay of max 1000 words on the use of frames as technique in photography.
- Your answer:** We often put the photos we take into frames as a way of displaying and drawing attention to our favorite photos – but there is another type of framing that you can do as you're taking your shots that can be just as effective doing just the same thing! **Framing** is the technique of drawing attention to the subject of your image by blocking other parts of the image with something in the scene.

On the assignment page you will find information regarding its max score, duration, your submission, your grade, your answer, and more.

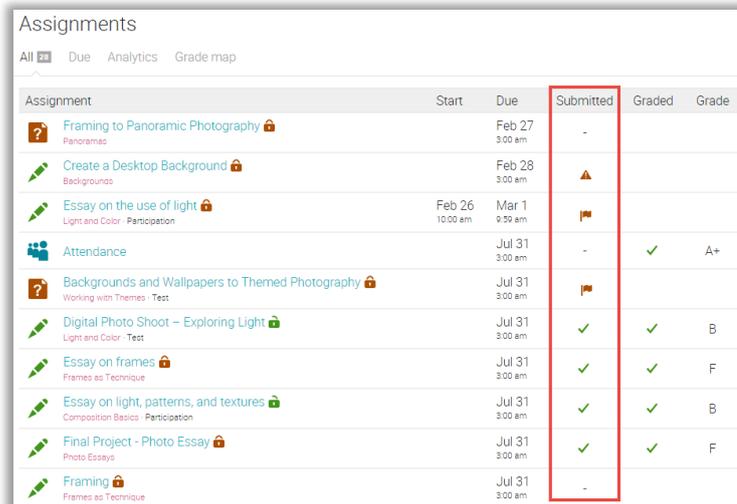
Submitting assignments

Note that when you visit your home page or a class landing page, assignments that are due will appear in the to-do list, and you can click on the item in the to-do list to see more details.



Getting started guide for Students

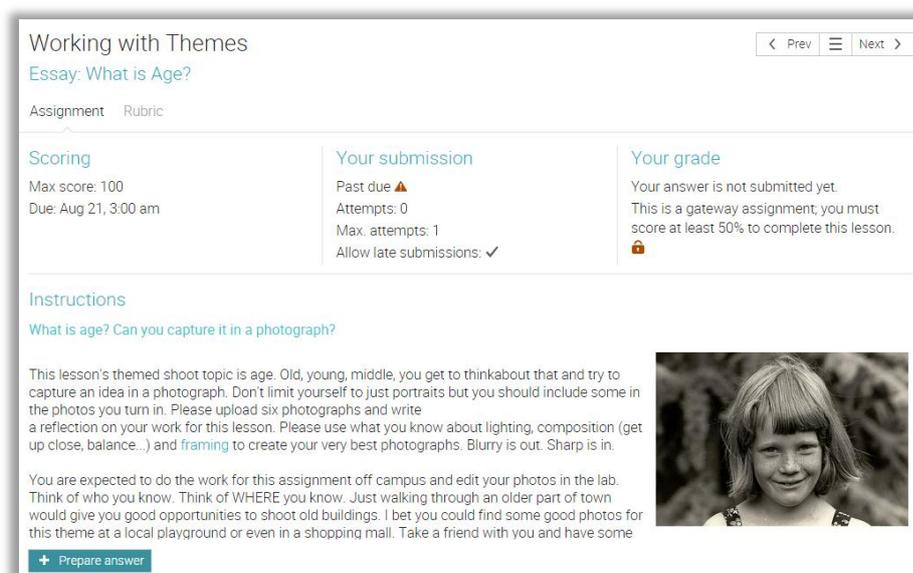
You can also see the assignments that are due by clicking the Assignments tab in your class. Note that the assignments that have not been submitted yet do not have a check mark. The red flag icon indicates the assignments that are almost due. The red triangle icon indicates assignments that are past due.



| Assignment | Start | Due | Submitted | Graded | Grade |
|---|--------------------|-------------------|-----------|--------|-------|
| Framing to Panoramic Photography <small>Panoramas</small> | | Feb 27 3:00 am | - | | |
| Create a Desktop Background <small>Backgrounds</small> | | Feb 28 3:00 am | | | |
| Essay on the use of light <small>Light and Color - Participation</small> | Feb 26 10:00 am | Mar 1 9:59 am | | | |
| Attendance | | Jul 31 3:00 am | - | | A+ |
| Backgrounds and Wallpapers to Themed Photography <small>Working with Themes - Test</small> | | Jul 31 3:00 am | | | |
| Digital Photo Shoot – Exploring Light <small>Light and Color - Test</small> | | Jul 31 3:00 am | | | B |
| Essay on frames <small>Frames as Technique</small> | | Jul 31 3:00 am | | | F |
| Essay on light, patterns, and textures <small>Composition Basics - Participation</small> | | Jul 31 3:00 am | | | B |
| Final Project - Photo Essay <small>Photo Essays</small> | | Jul 31 3:00 am | | | F |
| Framing <small>Frames as Technique</small> | | Jul 31 3:00 am | - | | |

The submission method can depend on the type of assignment that a student wants to submit, and the options are:

[Dropbox or Essay](#) - you have to first prepare an answer by clicking “Prepare Answer”:



Working with Themes

Essay: What is Age?

Assignment Rubric

| | | |
|--|--|--|
| Scoring Max score: 100 Due: Aug 21, 3:00 am | Your submission Past due Attempts: 0 Max. attempts: 1 Allow late submissions: | Your grade Your answer is not submitted yet. This is a gateway assignment; you must score at least 50% to complete this lesson. |
|--|--|--|

Instructions

What is age? Can you capture it in a photograph?

This lesson's themed shoot topic is age. Old, young, middle, you get to think about that and try to capture an idea in a photograph. Don't limit yourself to just portraits but you should include some in the photos you turn in. Please upload six photographs and write a reflection on your work for this lesson. Please use what you know about lighting, composition (get up close, balance...) and framing to create your very best photographs. Blurry is out. Sharp is in.

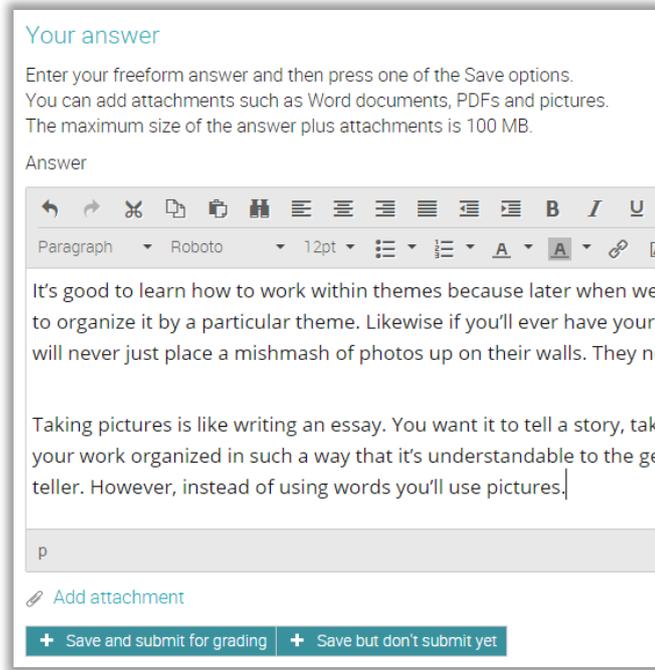
You are expected to do the work for this assignment off campus and edit your photos in the lab. Think of who you know. Think of WHERE you know. Just walking through an older part of town would give you good opportunities to shoot old buildings. I bet you could find some good photos for this theme at a local playground or even in a shopping mall. Take a friend with you and have some



[+ Prepare answer](#)

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These types of assignments also give you the option to submit your answer right away or save it for a later time.



Your answer

Enter your freeform answer and then press one of the Save options.
You can add attachments such as Word documents, PDFs and pictures.
The maximum size of the answer plus attachments is 100 MB.

Answer

Paragraph Roboto 12pt

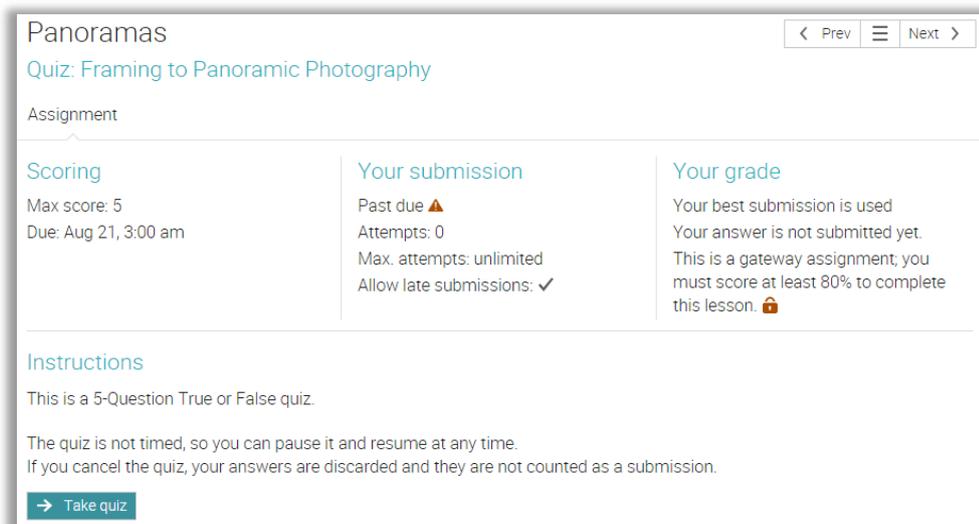
It's good to learn how to work within themes because later when we to organize it by a particular theme. Likewise if you'll ever have your will never just place a mishmash of photos up on their walls. They ne

Taking pictures is like writing an essay. You want it to tell a story, tak your work organized in such a way that it's understandable to the ge teller. However, instead of using words you'll use pictures.

[Add attachment](#)

[+ Save and submit for grading](#) [+ Save but don't submit yet](#)

[Quiz](#), [SCORM quiz](#), or [Survey](#) - in order to submit the assignment you have to answer the questions of the quiz/survey by clicking "Take quiz", and then click "Finished" once the quiz/survey is completed.



Panoramas

Quiz: [Framing to Panoramic Photography](#)

Assignment

| Scoring | Your submission | Your grade |
|--------------------------------------|--|---|
| Max score: 5 Due: Aug 21, 3:00 am | Past due ▲ Attempts: 0 Max. attempts: unlimited Allow late submissions: ✓ | Your best submission is used Your answer is not submitted yet. This is a gateway assignment; you must score at least 80% to complete this lesson. 🔒 |

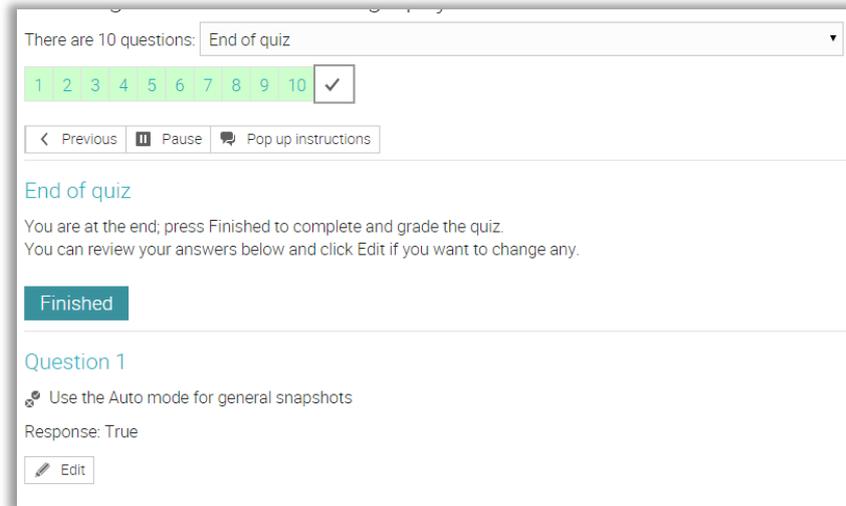
Instructions

This is a 5-Question True or False quiz.

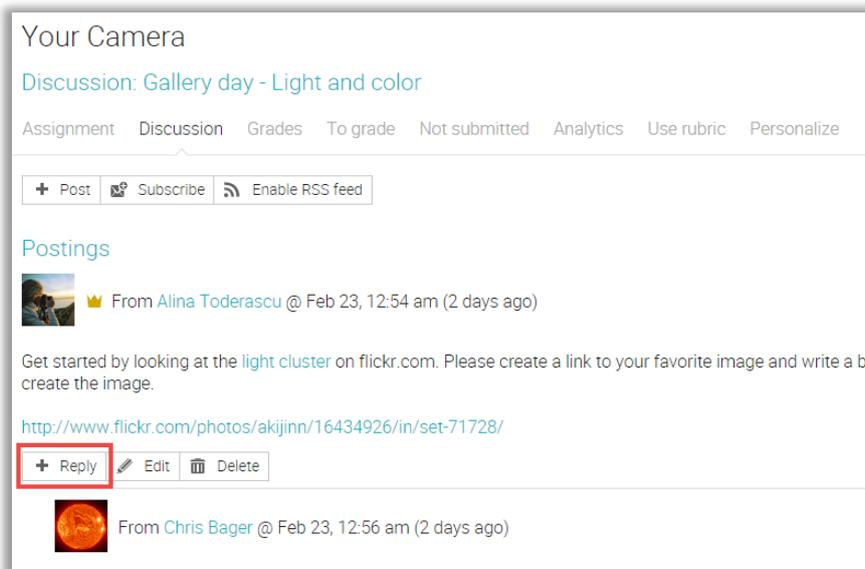
The quiz is not timed, so you can pause it and resume at any time.
If you cancel the quiz, your answers are discarded and they are not counted as a submission.

[→ Take quiz](#)

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Debate or Discussion - participating in the discussions is considered a submission.



Attendance - the teacher awards points based on attendance records.

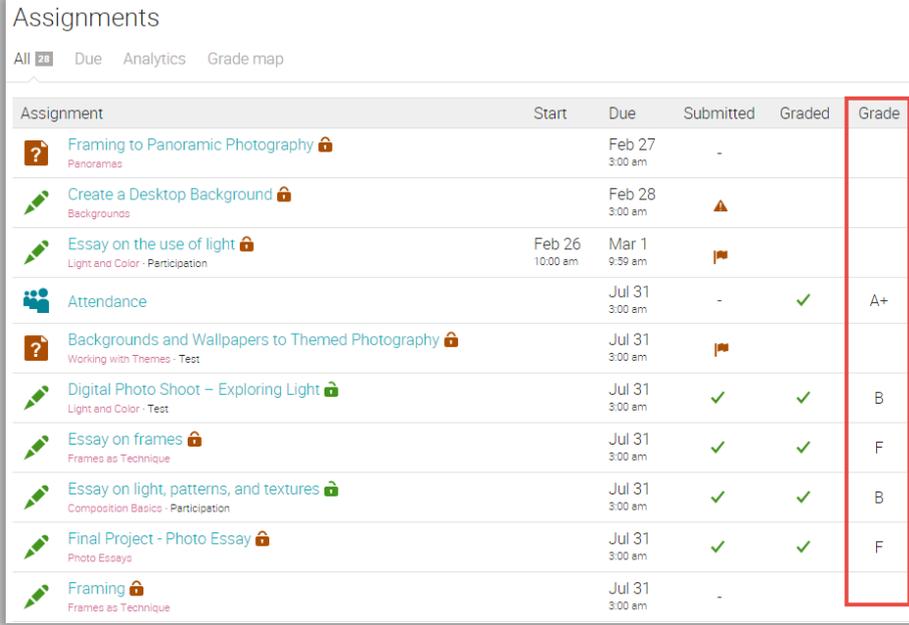
Offline - there is no online submission by students for this type of assignment.

TurnItIn - the submission is made on the TurnItIn site.

Getting started guide for Students

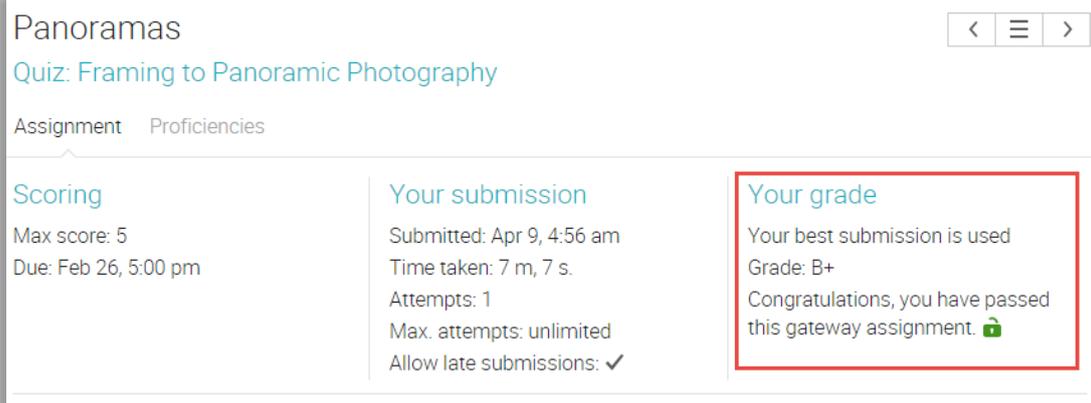
Viewing grades

Grades for individual assignments are displayed in the assignments list.



| Assignment | Start | Due | Submitted | Graded | Grade |
|---|--------------------|-------------------|-----------|--------|-------|
| Framing to Panoramic Photography <small>Panoramas</small> | | Feb 27 3:00 am | - | | |
| Create a Desktop Background <small>Backgrounds</small> | | Feb 28 3:00 am | | | |
| Essay on the use of light <small>Light and Color - Participation</small> | Feb 26 10:00 am | Mar 1 9:59 am | | | |
| Attendance | | Jul 31 3:00 am | - | | A+ |
| Backgrounds and Wallpapers to Themed Photography <small>Working with Themes - Test</small> | | Jul 31 3:00 am | | | |
| Digital Photo Shoot – Exploring Light <small>Light and Color - Test</small> | | Jul 31 3:00 am | | | B |
| Essay on frames <small>Frames as Technique</small> | | Jul 31 3:00 am | | | F |
| Essay on light, patterns, and textures <small>Composition Basics - Participation</small> | | Jul 31 3:00 am | | | B |
| Final Project - Photo Essay <small>Photo Essays</small> | | Jul 31 3:00 am | | | F |
| Framing <small>Frames as Technique</small> | | Jul 31 3:00 am | - | | |

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



Panoramas

Quiz: Framing to Panoramic Photography

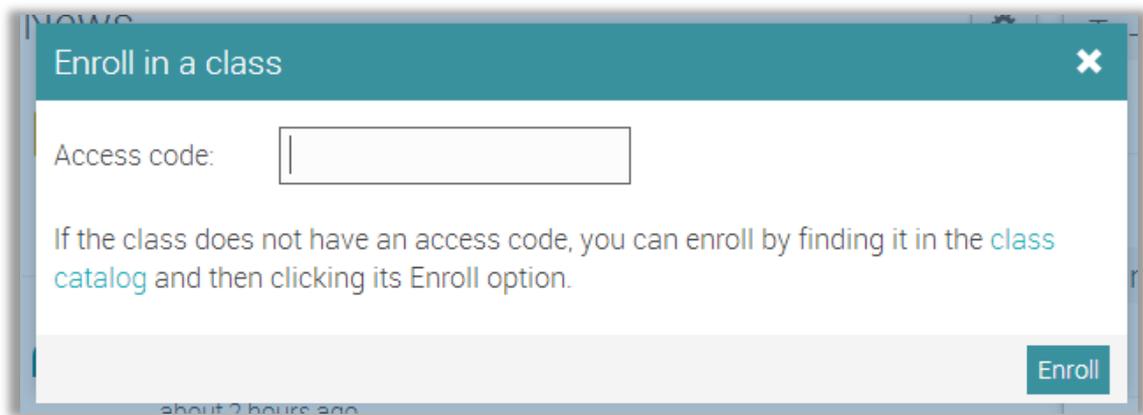
Assignment Proficiencies

| | | |
|--|--|---|
| Scoring Max score: 5 Due: Feb 26, 5:00 pm | Your submission Submitted: Apr 9, 4:56 am Time taken: 7 m, 7 s. Attempts: 1 Max. attempts: unlimited Allow late submissions: | Your grade Your best submission is used Grade: B+ Congratulations, you have passed this gateway assignment. |
|--|--|---|

Enrolling in classes

To enroll in a class whose access code you already know, hover over the Classes menu, then click Enroll.

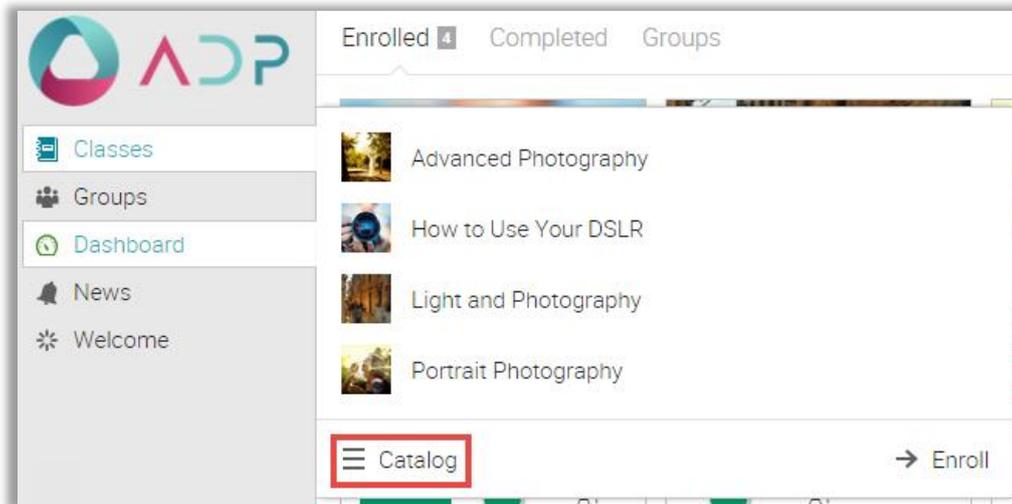
Enter the class access code, then click Enroll.



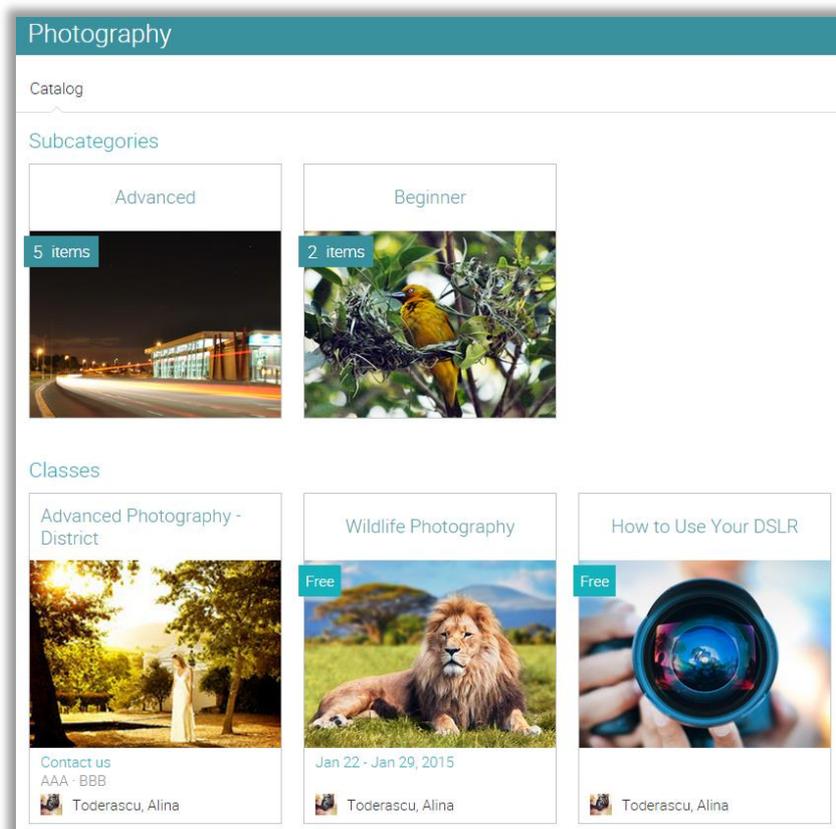
The image shows a screenshot of a web application dialog box titled "Enroll in a class". The dialog has a teal header with a close button (X) in the top right corner. Below the header, there is a label "Access code:" followed by an empty text input field. Below the input field, there is a paragraph of text: "If the class does not have an access code, you can enroll by finding it in the [class catalog](#) and then clicking its Enroll option." At the bottom right of the dialog, there is a teal button labeled "Enroll".

Getting started guide for Students

To see the classes in your school's class catalog (if your administrator has enabled the catalog), hover over the Classes menu, then click Catalog.



To see the classes in a category or subcategory, click on it.



Getting started guide for Students

To see details for a particular class, click on the class. To enroll in the class, enter its access code (if it has one), then click Enroll.

Advanced Photography

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

Whether you want to be a photographer or just love taking pictures, learn what you need with our in-depth course of Advanced Photography that will teach you how to shoot photos that tell a story, how to choose to use your camera, how to play with light and exposure, and more. Get tips on photo editing, studio photography, using backgrounds, and composition basics as well.

Enrollment

Enter the class access code:

Enroll

Info

Category: [Interior Design](#)
Grade: HigherEd
Style: Self paced
Duration: 30 days

Teacher

[Alina Toderascu](#)

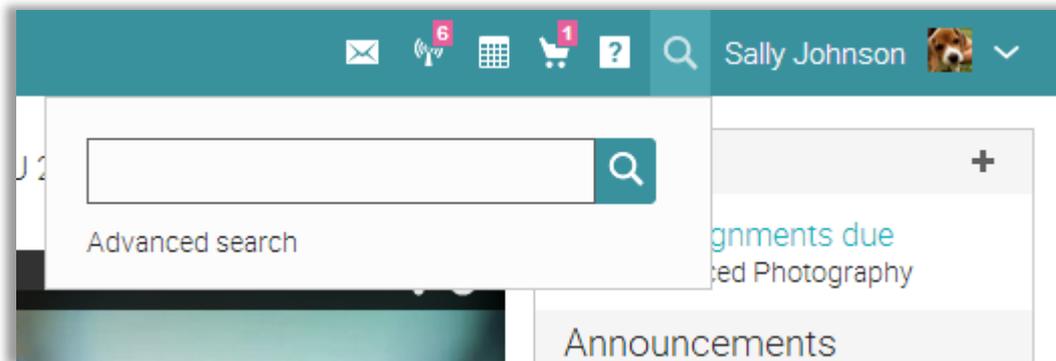
Purchases

You have purchased 3 enrollments in this class. Select how you would like to use them:

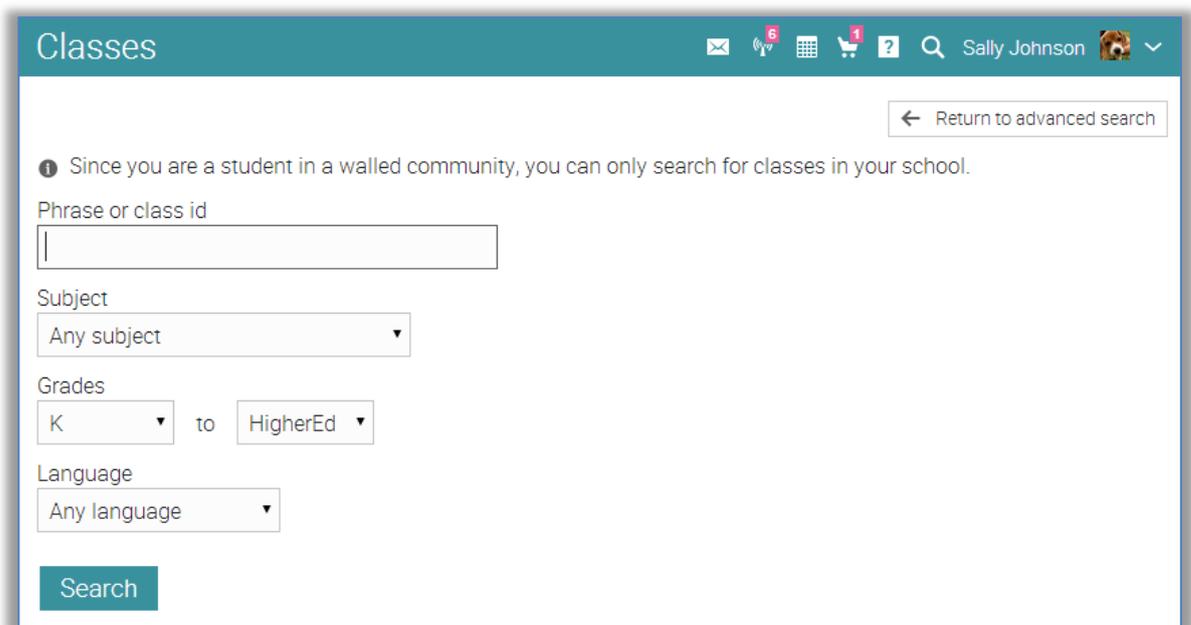
- [Enroll yourself](#)
Enroll yourself into the class.

Getting started guide for Students

To search for a particular class, click the icon , then enter its in the Search box,

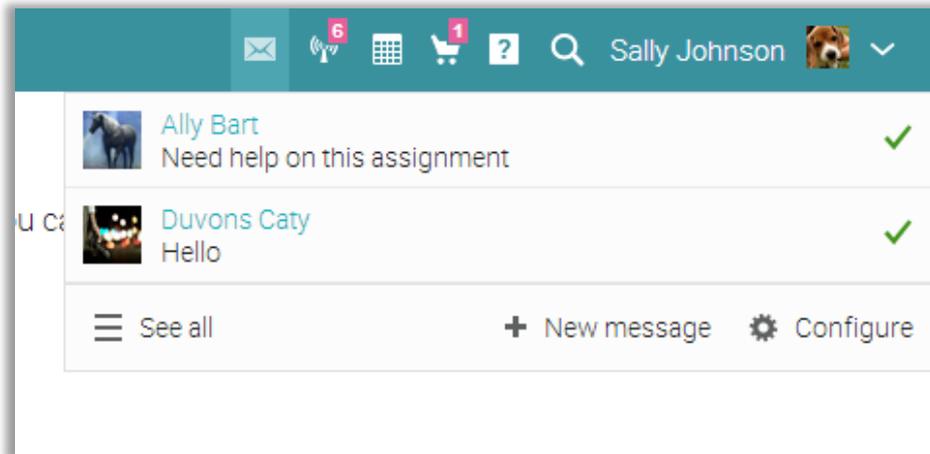


Or use Advanced search and select the Classes option.

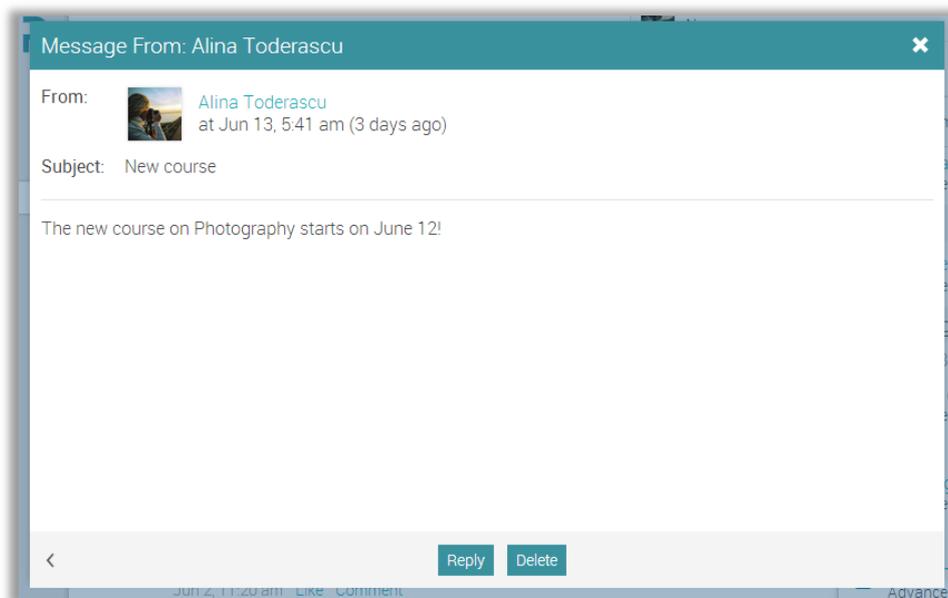


Communicating with users

You can communicate with teachers and friends, using the private messaging system. To see your inbox, click on the message icon in the top right bar or click Home/Messages. If you click on the top right message icon, 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.

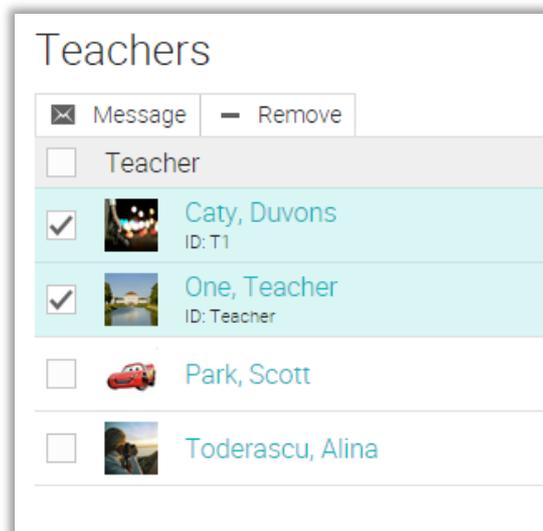


Getting started guide for Students

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 students, teachers, profile pages, and in the forums), click Send Message, then enter your message and click Send. For convenience, URLs in messages are automatically converted into clickable links.

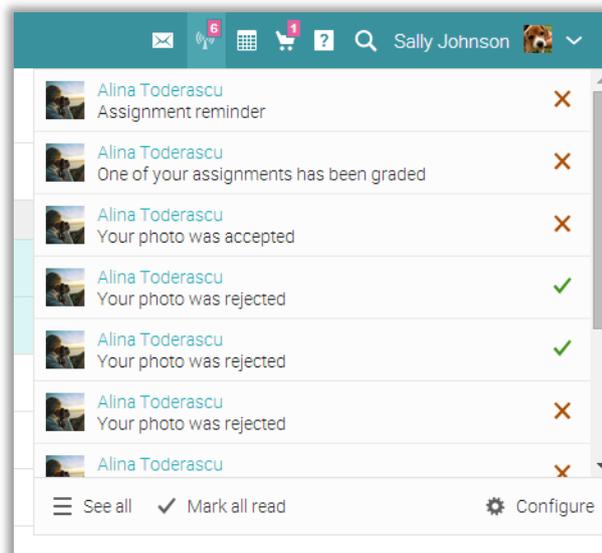


To send a message to multiple users at once, select the users from a list, then click Message.

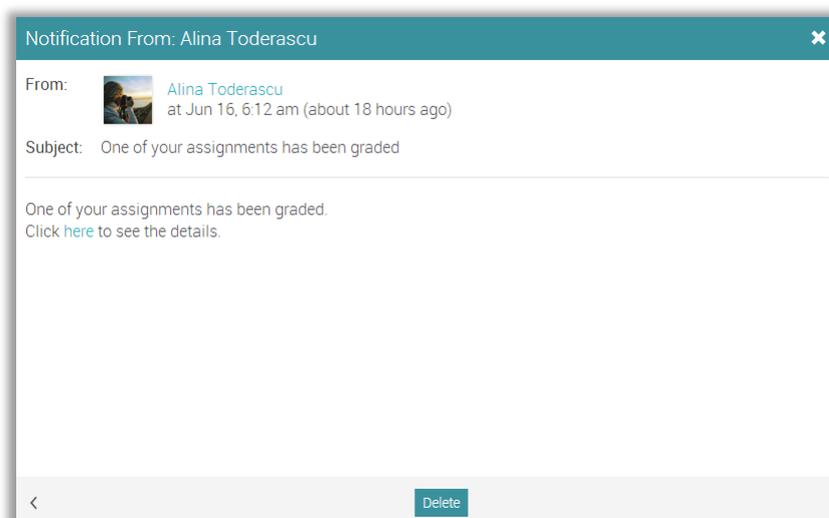


Notifications

To see all your notifications, click the notifications icon in the top right bar or click Home/Notifications. If you click on the top right message icon, a drop down menu will appear that lists your most recent notifications. Notifications include posts from forums you are subscribed to, enrollments, invitations, and more.

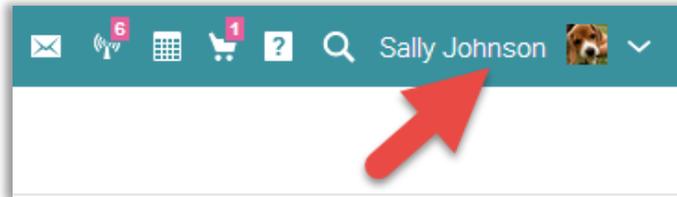


To select which notifications are automatically emailed to you, click the Configure option. If you are subscribed to a forum, you can reply to a posting directly from the notifications box, or click "See thread" to see the entire thread on the forum.

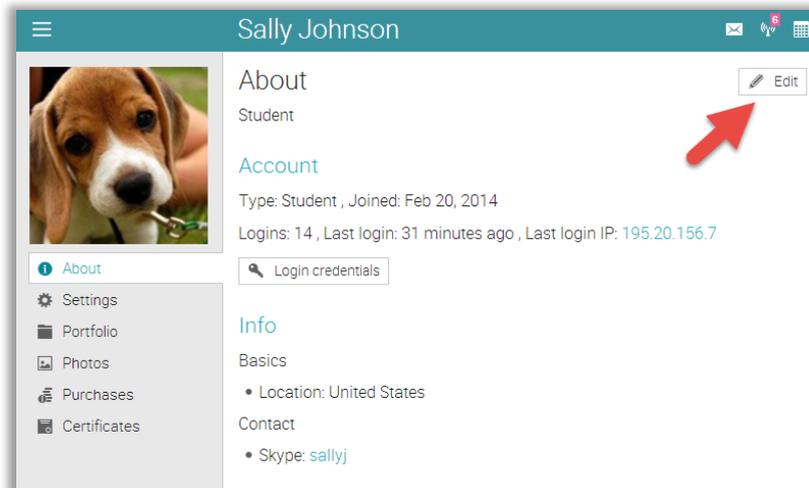


Profile

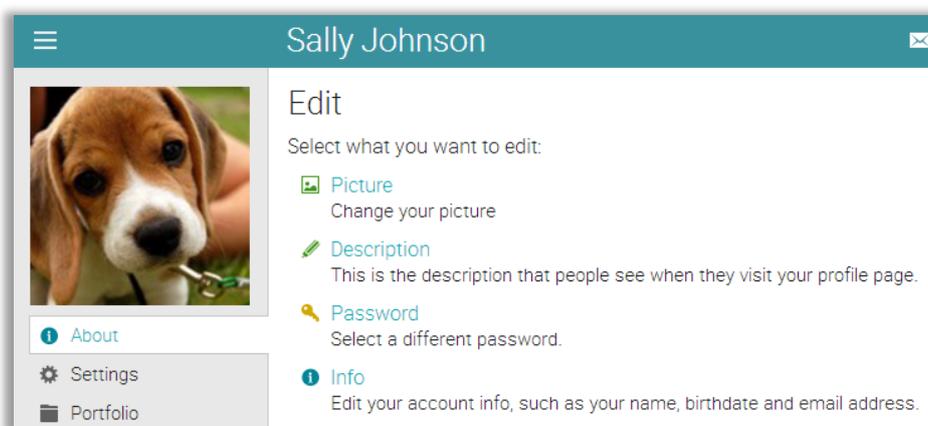
To access your profile, click the profile icon in the top right.



Here you can find your account information, login credentials, photos, and certificates.



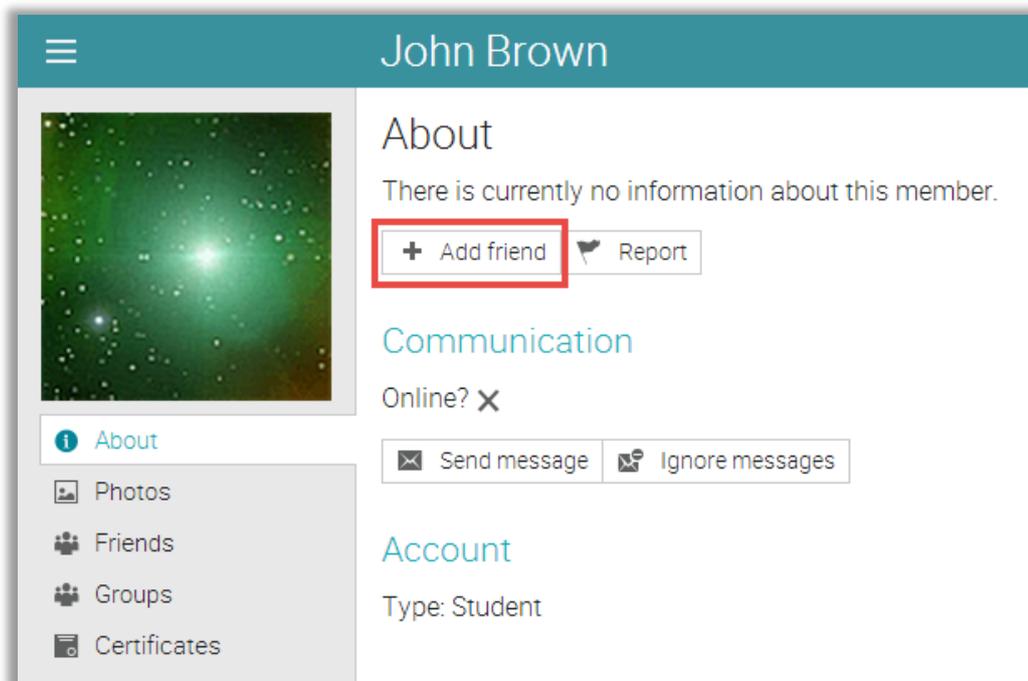
To change your settings click the edit icon in the top right. Here you can change your picture, description, password, and info.



Adding friends

Students can connect with other users as friends in order to message and exchange resources. They can also see which friends are online and chat with them to collaborate on projects.

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.



Summary

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

If you have any additional questions or need any help please contact us at support@neolms.com, browse our Help Center, or visit the support forum. You can also find us here:

www.neolms.com

