



NEO

Simple, Powerful LMS
for Schools and Universities

Getting started guide
For teachers

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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 Teachers

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.

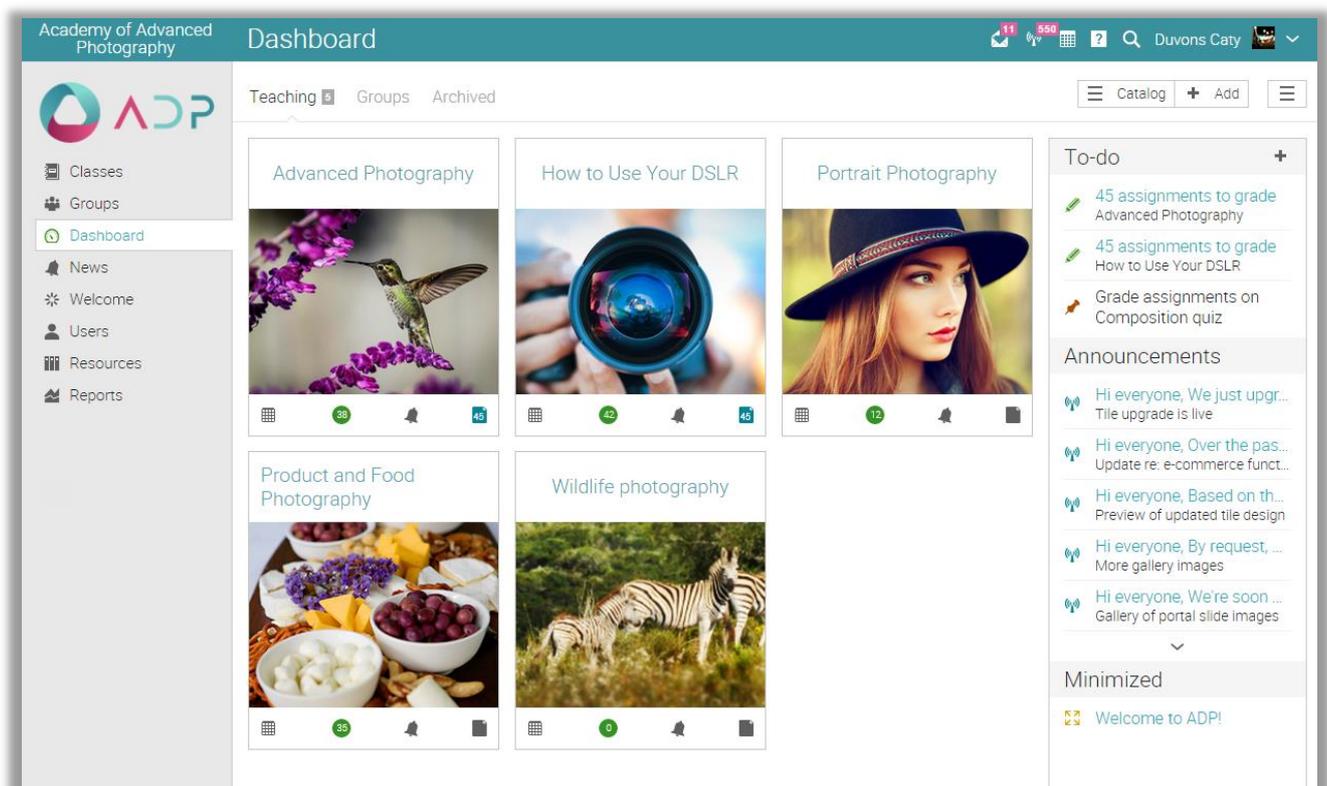
- [Getting started guide for Administrators](#) explains topics such as: navigating in NEO, using the Help Center, creating accounts, configuring the class catalog, setting up policies, customizing the canned messages, and more;
- [Getting started guide for Teachers](#) (this guide) explains topics such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

In the following pages we will go into detail about the most common options for [teachers](#) 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.

Home page and Navigation

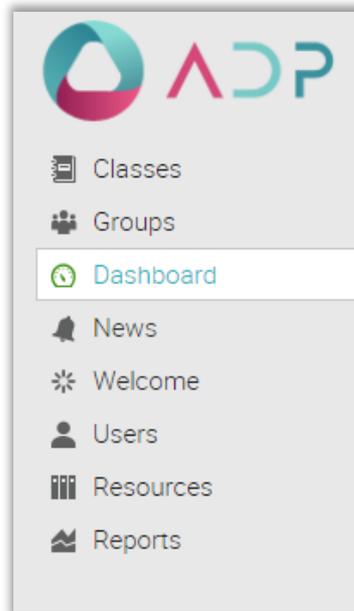
The home page is the first page you see when you log into your account. To jump to your home page from any page in the site, click your site's name in the top left.



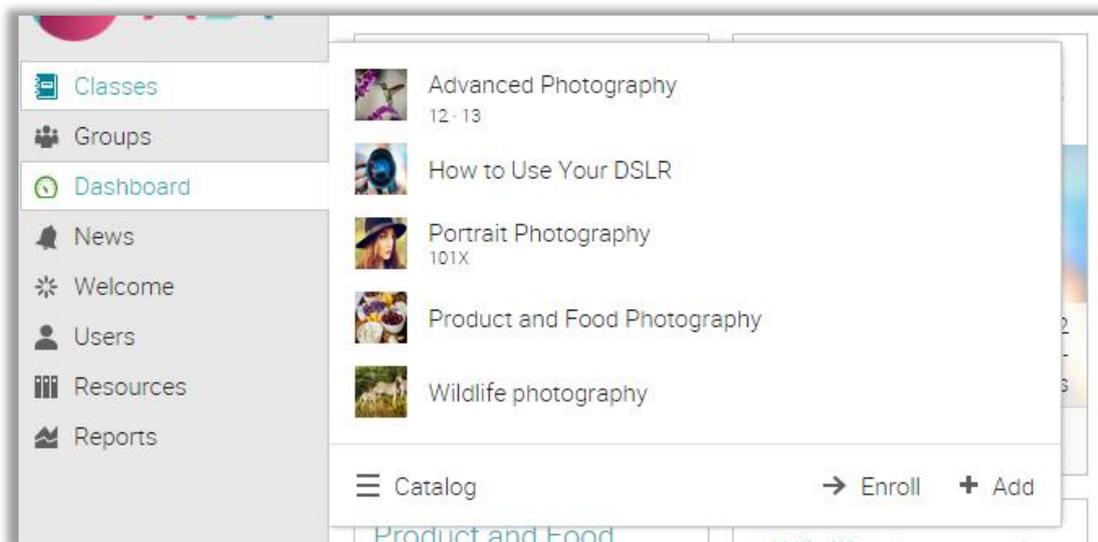
Getting started guide for Teachers

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, Resources, and Reports.



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.



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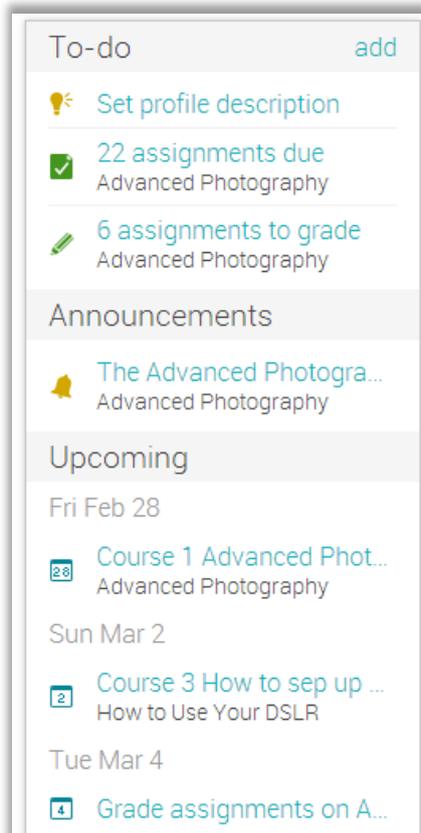
Top right bar

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



Right bar

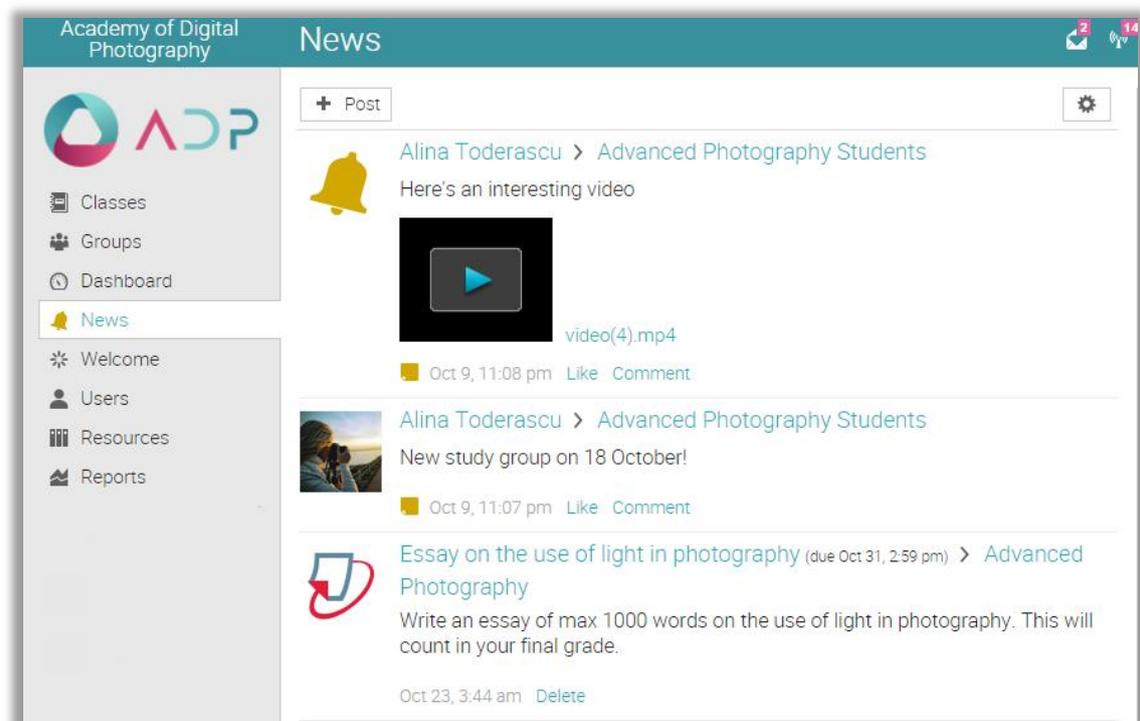
In the right bar you can find listed the following: to-do list, announcements for the last 7 days, upcoming items in the next 7 days, and a list of any minimized windows. To see more details, just click on an item.



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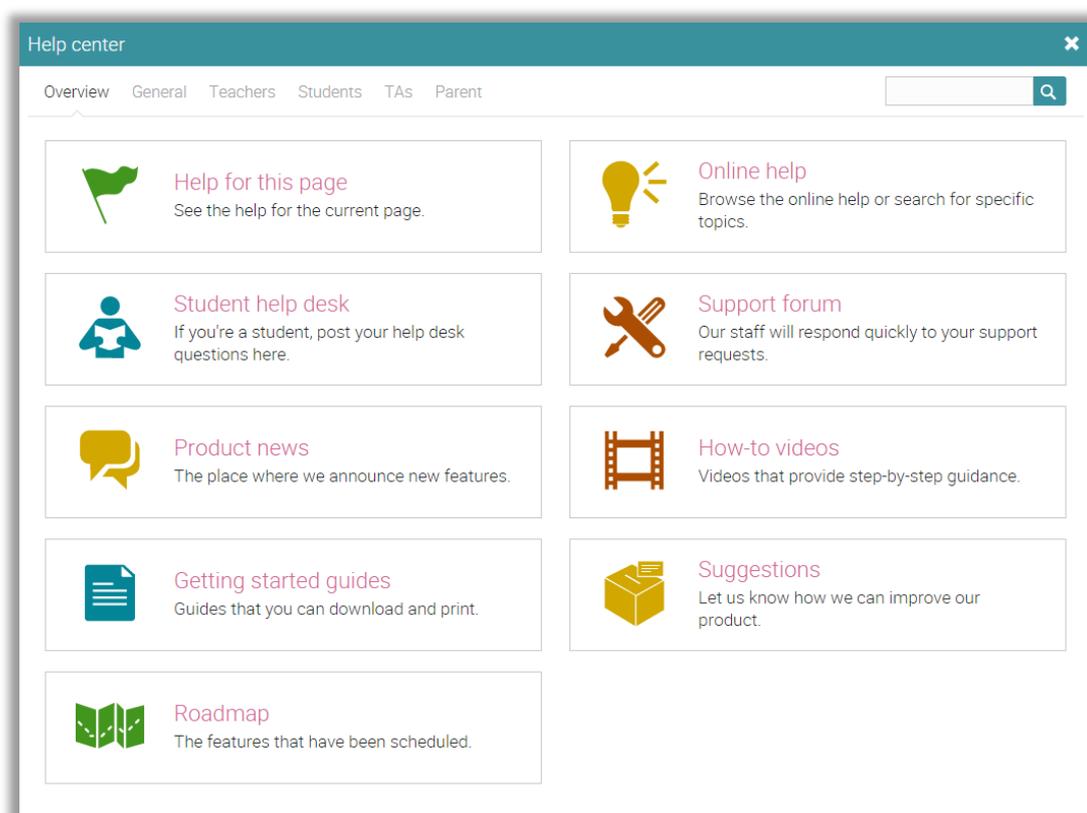
News feed

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



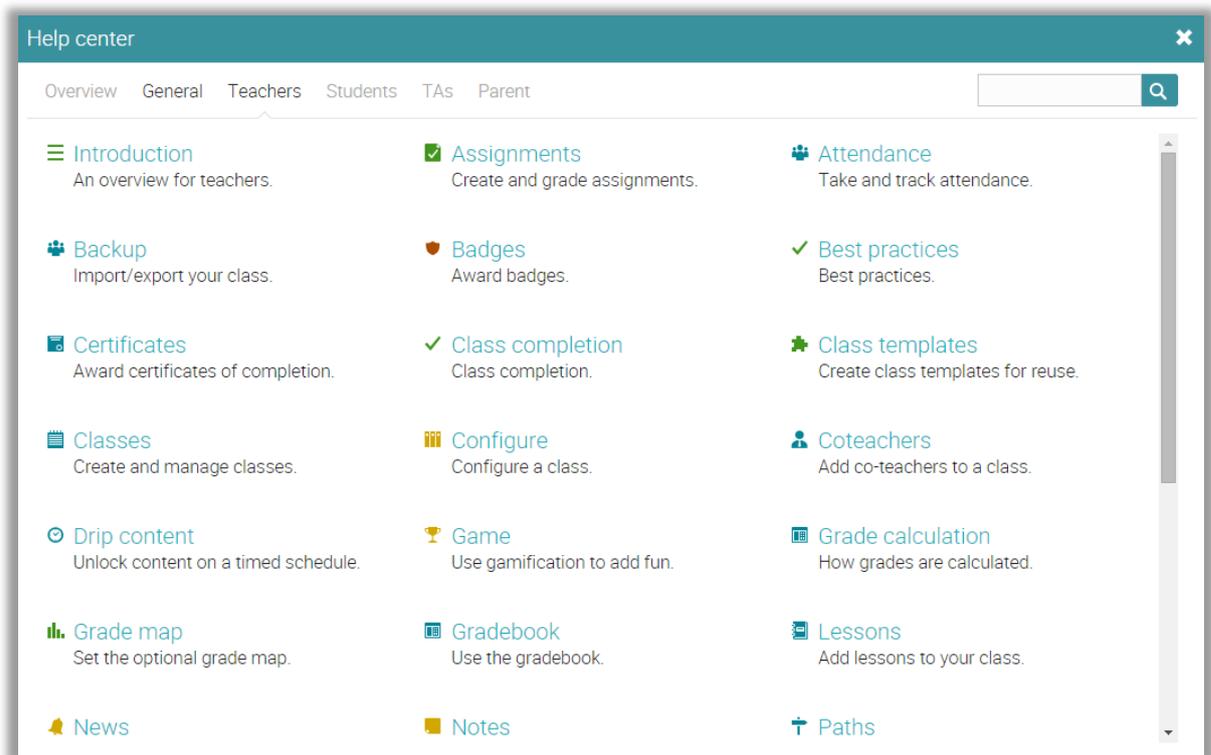
Help Center

We don't want you to encounter difficulty when you are first setting up your 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, how to videos, support forum, product news forum, suggestions area, student help desk (if enabled by an administrator), and roadmap. If the page that you're on has help content, a "Help for this page" option will also appear.



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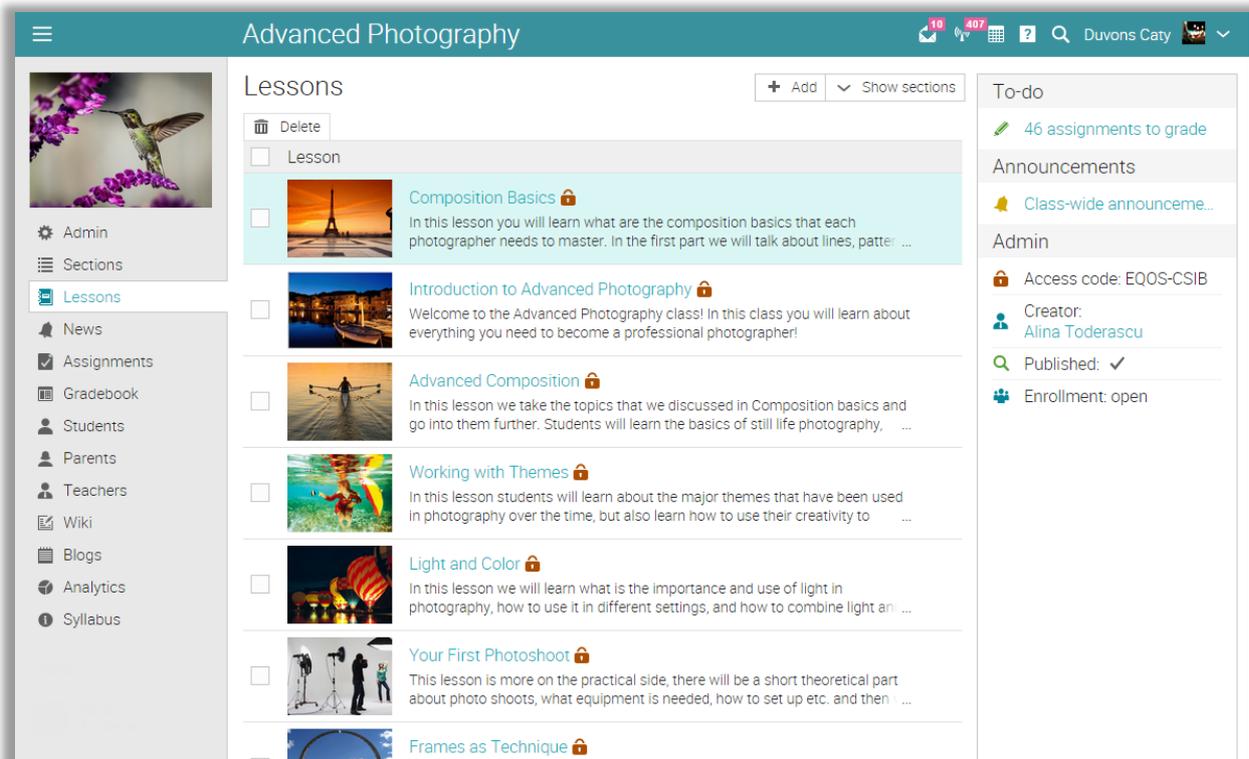
The searchable online help has topics organized by account type, it includes detailed instructions with screenshots for most of them, and because the Help Center is a pop-up, you can browse through the topics without having to leave your current page.



Example of a class

Before we show you how to create your own class, we would like you to become familiar with how a typical class looks in NEO. We will show you how to navigate in a class, explore the main tabs, view lessons and assignments, and more.

The default landing page of a class is its “Lessons” area, which provides a convenient overview of many aspects of your 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 NEO interface for an "Advanced Photography" class. The top header shows the class name and user information. The main content area is titled "Lessons" and features a list of lesson cards, each with a thumbnail image and a brief description. The left sidebar contains navigation tabs for Admin, Sections, Lessons, News, Assignments, Gradebook, Students, Parents, Teachers, Wiki, Blogs, Analytics, and Syllabus. The right sidebar includes a "To-do" section with 46 assignments to grade, an "Announcements" section with a class-wide announcement, and an "Admin" section with access code, creator information, and enrollment status.

Lessons

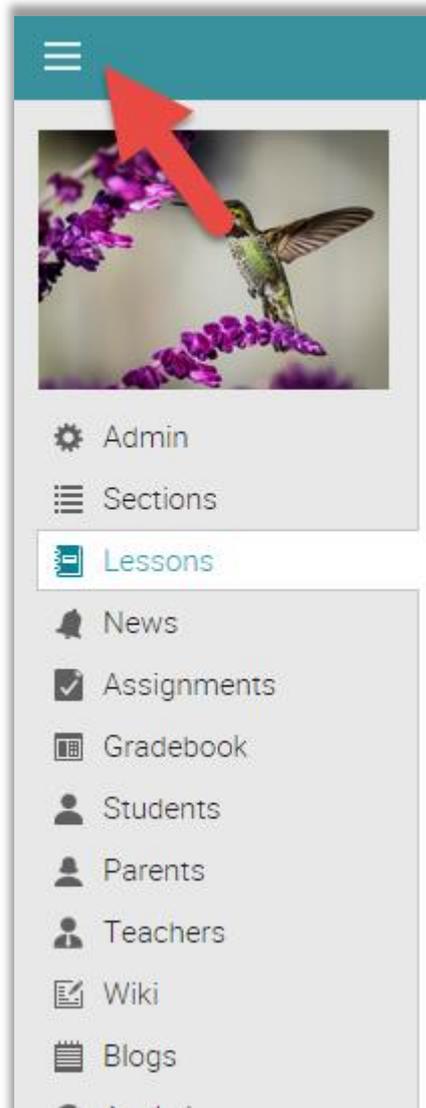
- Composition Basics**
In this lesson you will learn what are the composition basics that each photographer needs to master. In the first part we will talk about lines, patter ...
- Introduction to Advanced Photography**
Welcome to the Advanced Photography class! In this class you will learn about everything you need to become a professional photographer!
- Advanced Composition**
In this lesson we take the topics that we discussed in Composition basics and go into them further. Students will learn the basics of still life photography, ...
- Working with Themes**
In this lesson students will learn about the major themes that have been used in photography over the time, but also learn how to use their creativity to ...
- Light and Color**
In this lesson we will learn what is the importance and use of light in photography, how to use it in different settings, and how to combine light and ...
- Your First Photoshoot**
This lesson is more on the practical side, there will be a short theoretical part about photo shoots, what equipment is needed, how to set up etc. and then ...
- Frames as Technique**

To-do

- 46 assignments to grade
- Announcements
 - Class-wide announceme...
- Admin
 - Access code: EQOS-CSIB
 - Creator: Alina Toderascu
 - Published: ✓
 - Enrollment: open

Main left navigation

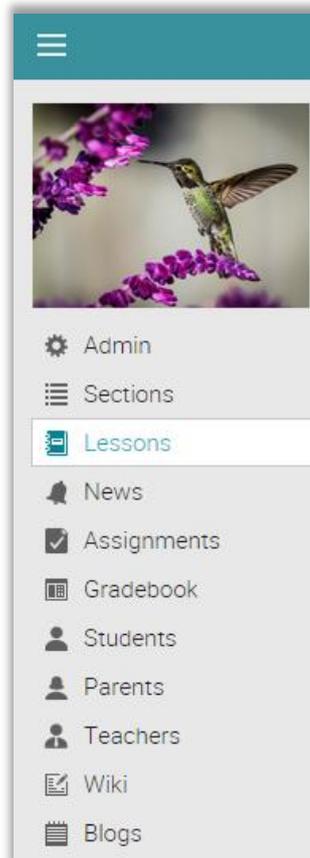
When you are in a class the main left bar is minimized, allowing you to navigate within any area of the site by simply hovering over the icon from the top left.



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Left bar

The class left bar shows tabs that allow you to navigate in different areas of a class such as: news, lessons, calendar, assignments, gradebook, and more.



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

- [Admin](#) - has options for configuring the class, copying the class, importing/exporting content, deleting the class, and more;
- [Welcome](#) - you can create a welcome page for your students to see, with content such as a description of the class;
- [News](#) - shows the latest news items from your class;
- [Lessons](#) - lists the lessons in the class;

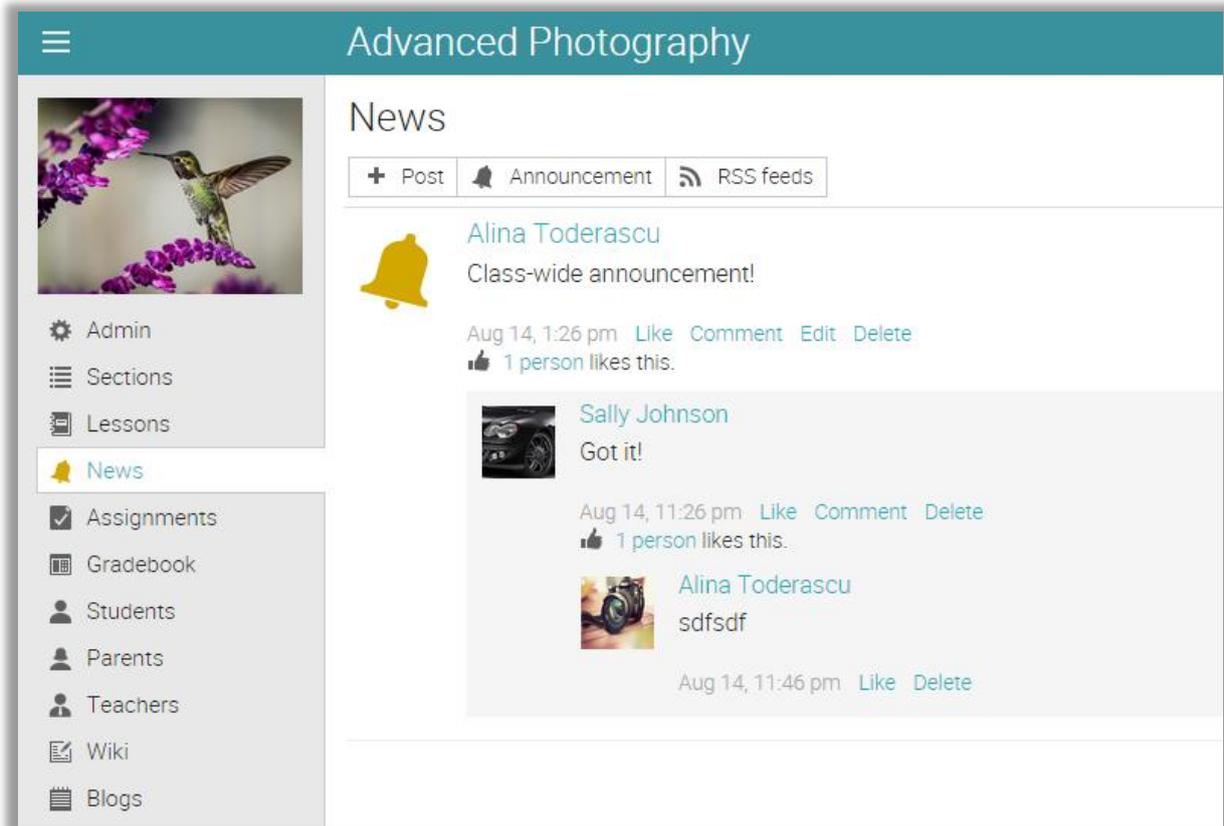
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- [Calendar](#) - shows current and upcoming class events;
- [Assignments](#) - shows the class assignments;
- [Gradebook](#) - displays all the grades;
- [Resources](#) - the area where you can store resources that are independent of any particular lesson;
- [Students](#) - lists all the students that are in the class;
- [Teachers](#) - lists all the teachers that are in the class;
- [Teaching assistants](#) - lists all the teaching assistants that are in the class;
- [Parents](#) - lists all the parents in that class;
- [Game](#) - if the class has a game this is the area where you can see an overview of the game;
- [Attendance](#) - tracks student attendance;
- [Forums](#) - 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;
- [Analytics](#) - allows you to see lesson and assignment progress for the students in the class as well as coverage analysis if the class has an associated curriculum;
- [Syllabus](#) - the syllabus area allows you to create an overview page of the class.

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

News feed

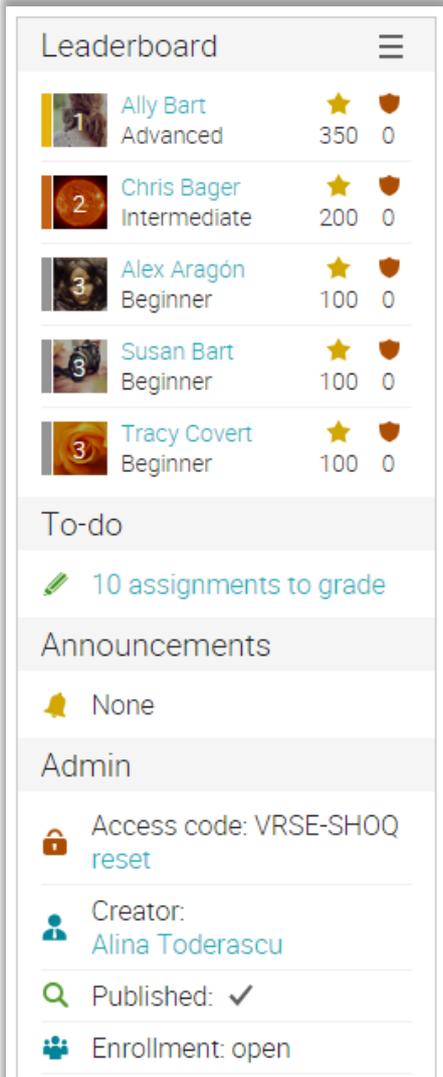
The news feed shows class announcements, posts from teachers and students, new assignments, new lessons, new events, and more.



You can delete any news item, including posts and comments by students, by clicking its Delete option.

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, the class access code (for self-enrollment), and a list of any minimized windows from your class. To see more details, click on an item.



The screenshot displays a vertical sidebar with several sections:

- Leaderboard:** A table with 5 rows. Each row includes a rank in a colored circle, a user profile picture, the user's name, their skill level, a star icon, a shield icon, and two numerical values.
- To-do:** A section with a pencil icon and the text "10 assignments to grade".
- Announcements:** A section with a bell icon and the text "None".
- Admin:** A section containing:
 - An access code "VRSE-SHOQ" with a lock icon and a "reset" link.
 - A creator name "Alina Toderascu" with a person icon.
 - A "Published" status with a checkmark and a magnifying glass icon.
 - An "Enrollment: open" status with a group icon.

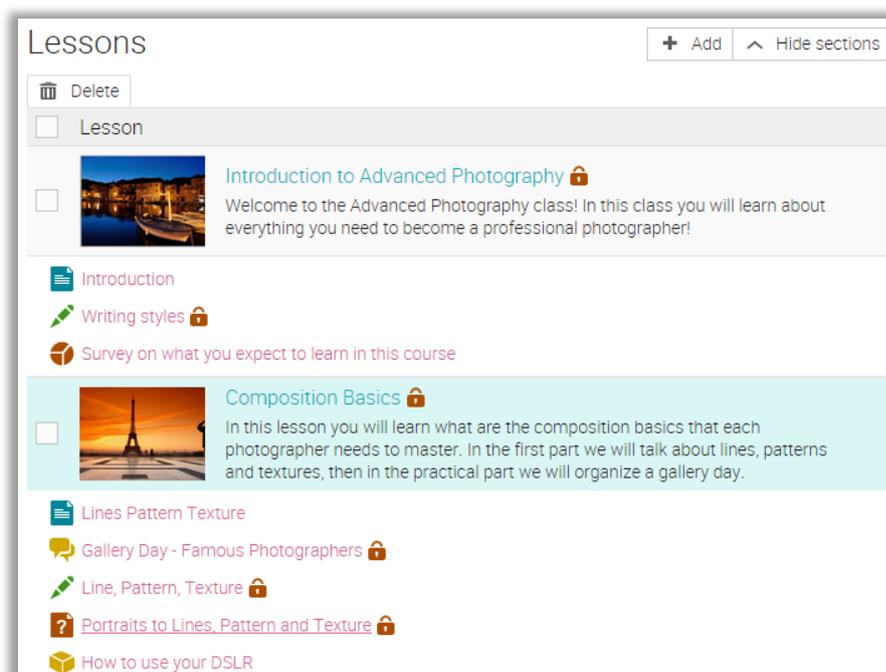
Rank	Name	Level	Star	Shield	Value 1	Value 2
1	Ally Bart	Advanced	★	🛡️	350	0
2	Chris Bager	Intermediate	★	🛡️	200	0
3	Alex Aragón	Beginner	★	🛡️	100	0
3	Susan Bart	Beginner	★	🛡️	100	0
3	Tracy Covert	Beginner	★	🛡️	100	0

Lessons

If you click on the lessons tab you will see all the lessons in the class. You can reorder lessons using drag and drop.



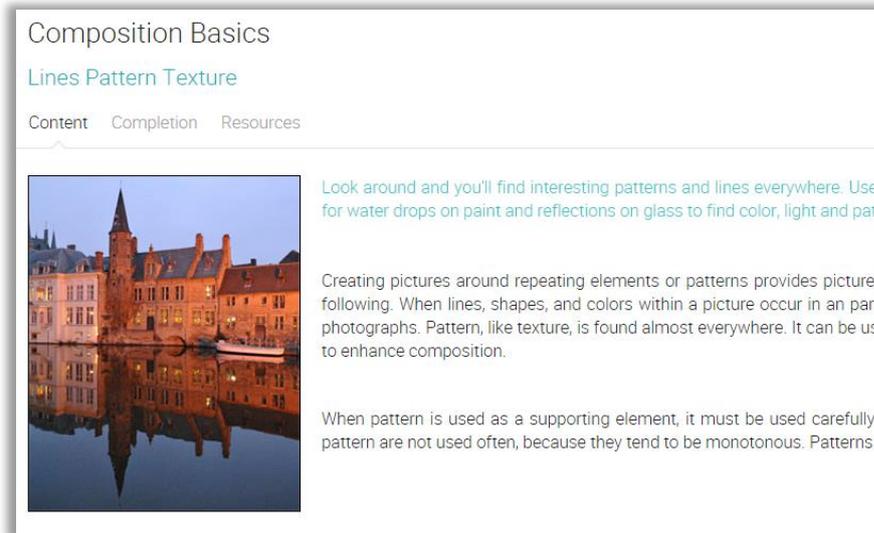
A lesson is comprised of sections, which can be content pages, assignments, and SCORM packages (the industry standard for reusable education content). You can see the sections of lessons by clicking the "Show sections" button in the top right.



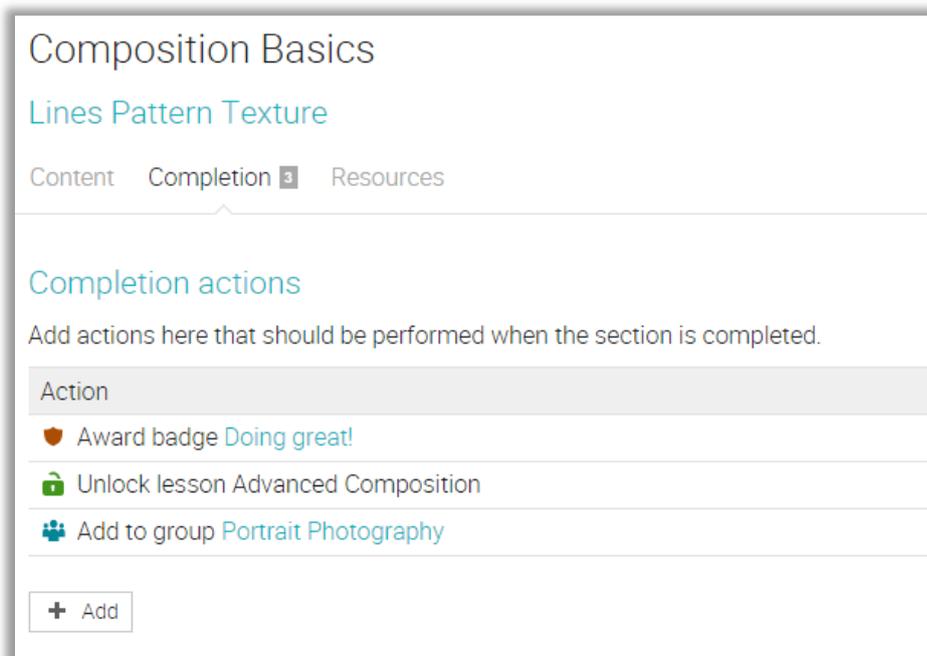
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Content pages

A content page is created using our built-in HTML editor, and can contain any kind of media, including audio, video, office documents, and Google Docs. You can thus create rich, engaging lessons without any technical knowledge. Here is what a content page looks like:



If a class is self-paced you will see the Completion tab, where you can add rules that should be performed when a student completes the section.



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

Lines Pattern Texture

Content Completion Resources 1

Here are the resources for this section.

+ Add

- Remove

Resource

Line Texture Pattern Introduction

Line Texture Pattern Introduction



We're looking for images that will catch your eye. You'll find images with lots of contrast.

In this photograph the window frame literally frames the image, adding depth to your photos. Experiment with a frame that adds contrast.

Flowers and plants are a good source of color and light.

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.

Assignments

All 12 To grade Given

→ Give ← Ungive Edit Delete

Assignment	Start	Due	Given	Max score	% of overall	To grade/Submitted
<input type="checkbox"/> Essay on light, patterns, and textures <small>Composition Basics - Participation (Extra credit)</small>		Feb 25 5:00 pm	✓	100	4.2	24
<input type="checkbox"/> Essay on frames <small>Frames as Technique (Extra credit)</small>		Feb 26 5:00 pm	✓	100	4.2	1 20
<input type="checkbox"/> Framing to Panoramic Photography <small>Panoramas</small>		Feb 26 5:00 pm	✓	5	0.2	3
<input type="checkbox"/> Create a Desktop Background <small>Backgrounds</small>		Feb 27 5:00 pm	✓	100	4.2	6
<input type="checkbox"/> Essay on the use of light <small>Light and Color - Participation</small>	Feb 26 10:00 am	Feb 28	✓	100	4.2	
<input type="checkbox"/> Attendance		Jul 30 5:00 pm	-	0	0	
<input type="checkbox"/> Backgrounds and Wallpapers to Themed Photography <small>Working with Themes - Test</small>		Jul 30 5:00 pm	✓	6	0.3	1 6
<input type="checkbox"/> Digital Photo Shoot - Exploring Light <small>Light and Color - Test</small>		Jul 30 5:00 pm	✓	100	4.2	24
<input type="checkbox"/> Essay on the use of light in photography		Jul 30 5:00 pm	✓	100	4.2	3
<input type="checkbox"/> Final Project - Photo Essay <small>Photo Essays</small>		Jul 30 5:00 pm	✓	30	1.3	14

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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;
- [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 (SCO);
- [Attendance](#) - awards points based on a student's attendance record;
- [TurnItIn](#) – add assignments that can have an originality checking through our TurnItIn integration.

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

Composition Basics

Quiz: Portraits to Lines, Pattern and Texture

Assignment Questions Grades Not submitted Analytics Proficiencies Completion

Scoring
Max score: 10
Grading: Normal
Category: Test
Edit

Grading
Due: 15, Submitted: 25
Graded: 25
Gradebook

Options
Max. attempts: 3
Gateway: 60%
See more

Instructions
This is a True or False Quiz. It consists of 10 questions. You need to get 8 of out 10 correct to be able to move to the next Lesson.
The quiz is timed, and you have 4:00 (mm:ss) to complete it.
If you leave the quiz without clicking the Finished button at the end, your answers are automatically submitted.
Edit Take quiz

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

- **Overview** - shows the most important information about the assignment, such as its grading status, submissions, instructions, and more;
- **Questions** - displays the questions of an assignment if it's a quiz or survey, and the number of points that is allocated to each of them;
- **Grades** - shows the student grades for the assignment, submissions for each student, and more;
- **To grade** - indicates the assignments that need to be graded;
- **Not submitted** - indicates the assignments that haven't been submitted yet;
- **Analytics** - displays the grade distribution amongst students;
- **Proficiencies** - if the class is associated with a curriculum you can set the proficiencies that are assessed by the assignment;

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- [Completion](#) - if the class is self-paced you can add rules that are performed when the assignment is completed;
- [Personalize](#) - you can personalize an assignment and give it only to certain students;
- [Rubrics](#) - you can use a rubric to grade assignments;
- [Samples](#) - you can provide students with a sample answer.

We will go into more details about how to add assignments later in this guide.

Now that you know how a complete class looks like in NEO, you are ready to start creating your own. The next sections of the guide will show you how to create a class, configure it, add lessons and assignments, grade assignments, enroll students, and more.

Creating a class

To create a class, hover over the Class tab from the left bar and click Add. Select if you want to add a new class or a copy of an existing class.

The screenshot shows the 'Add class' dialog box with the following details:

- Title:** Add class
- Tabs:** Overview (selected), Options
- Name:** Nature photography
- Style:** Instructor
- Access code?:**
- Start:** Aug 24 2015
- End:** Oct 31 2015
- Subject:** Art
- Grades:** HigherEc
- to:** HigherEc
- Footer:** * Optional (left), Save (right)

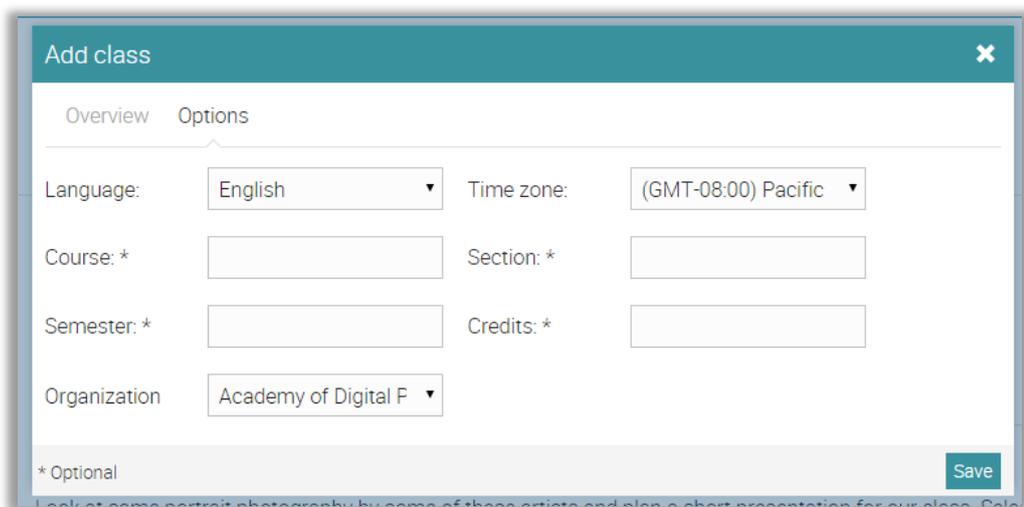
If you choose to add a new class, enter its settings and click Save. Here are some notes when creating a class:

- **Access code** - if you select the "access code" option when creating a class, its access code (for self-enrollment) is displayed on the class landing page, in the right bar under "Admin";
- **Style** - you can choose from three different styles: Instructor, Blended or Self-paced;
 - **Instructor** - learning takes place in a traditional classroom environment. This is the most common choice for schools that are using online learning in combination with their regular school setting;
 - **Blended** - learning takes place in a classroom environment, but some of the modules are self-paced, often with gateway assignments that only allow a student to proceed once they've achieved a certain score;

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- **Self-paced** - all lessons are self-paced, and students can take the class anytime, anywhere. There is no class schedule, no dates for particular lessons, no "giving" or "due date" for assignments, and no grading periods.
- **Duration** - you can select the dates between which the class will be held, or if your class is self-paced, you can specify a duration without setting fixed dates;
- **Subject** - choose the subject of the class from the list provided;
- **Grades** - the grade level(s) associated with the class.

To see more advanced options, visit the Options tab.



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

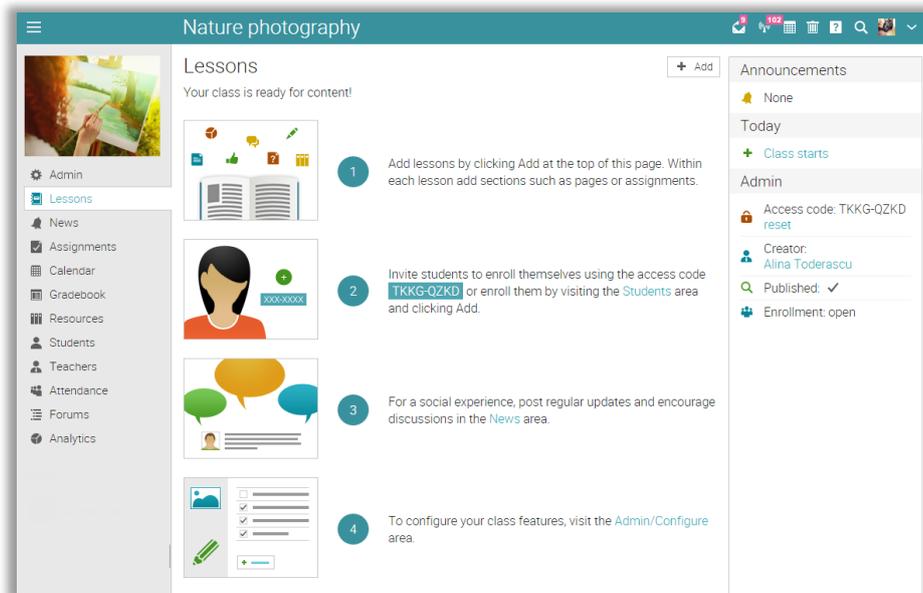
- Language: English (dropdown menu)
- Time zone: (GMT-08:00) Pacific (dropdown menu)
- Course: * (text input field)
- Section: * (text input field)
- Semester: * (text input field)
- Credits: * (text input field)
- Organization: Academy of Digital F (dropdown menu)

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

Here you can set up your class language, time zone, course and section codes, the semester that the class is held, the number of credits for the class, and organization.

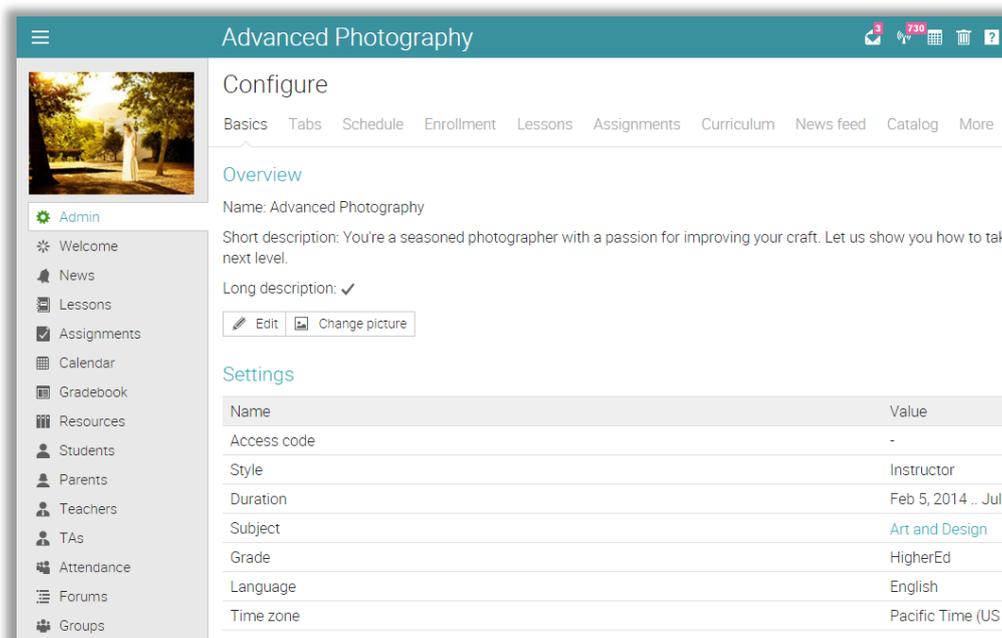
Once you've added a class, you are taken to its default landing page, which is its "Lessons" area, where a list of tips on how to get started with the class is displayed.

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Configuring a class

To configure your class settings, click Admin/Configure from the left bar. You have options for configuring the class picture, landing page, left tabs, curriculum, schedule, catalog, enrollment settings, assignment settings, weighting scheme, prerequisites certificates, completion certificates, and more.

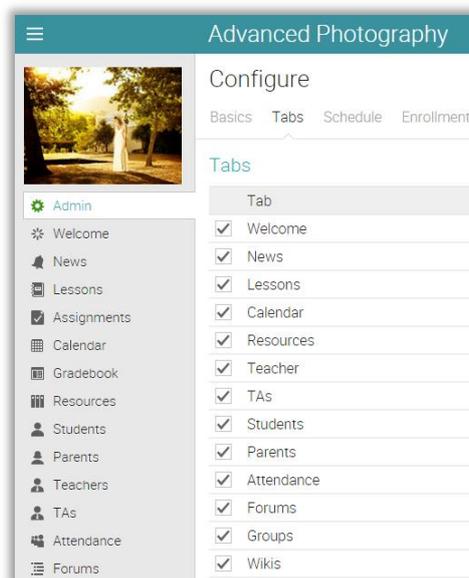


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Now we will go over the most important configuration options.

Tabs

You can select the tabs that are displayed to you and your students, such as news, lessons, calendar, people, collaboration tools, and more. By default, only the most common features are enabled, and less common features such as wikis and chat rooms are disabled.



Enrollment

This area allows you to select the enrollment options. For example, you can choose if you want students to be able to unenroll, if you want to notify teachers of enrollments, if you want to allow deactivated students to be able to access a class, and more. You can also set up rules that should be performed when student are enrolled/unenrolled.

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The screenshot shows the 'Configure' page with the 'Enrollment' tab selected. The page has a header with tabs: Basics, Tabs, Enrollment, Lessons, Assignments, Completion, Game, Curriculum. Below the header, the 'Enrollment' section is active. It contains a 'Feature' table with the following rows:

Feature
<input checked="" type="checkbox"/> Allow students to enroll
<input type="checkbox"/> Open enrollment
- Max students
<input type="checkbox"/> Notify teachers of enrollments
<input type="checkbox"/> Notify administrators of enrollments

Below the table is an 'Edit' button. Underneath is the 'Enrollment actions' section, which includes the instruction: 'Add actions here that should be performed when a student is enrolled.' It contains an 'Action' table with the following rows:

Action
<input checked="" type="checkbox"/> Send the "enrollment" canned message
<input checked="" type="checkbox"/> Award badge Participation

At the bottom of the 'Enrollment actions' section is an 'Add' button.

Lessons

This area allows you to set options related to lessons, such as including a list of sections at the top of each lesson, requiring lessons to be completed in order, and more.

The screenshot shows the 'Configure' page with the 'Lessons' tab selected. The page has a header with tabs: Basics, Tabs, Enrollment, Lessons, Assignments, Completion, Game, Curriculum. Below the header, the 'Lessons' section is active. It contains a 'Sequencing' section with the following options:

Description
<input type="checkbox"/> Require lessons to be completed in order
<input type="checkbox"/> Require sections to be completed in order

Below this is the 'Drip content' section, which includes the instruction: 'Enable this feature to unlock lessons on a preset schedule.' and an 'Enable' button.

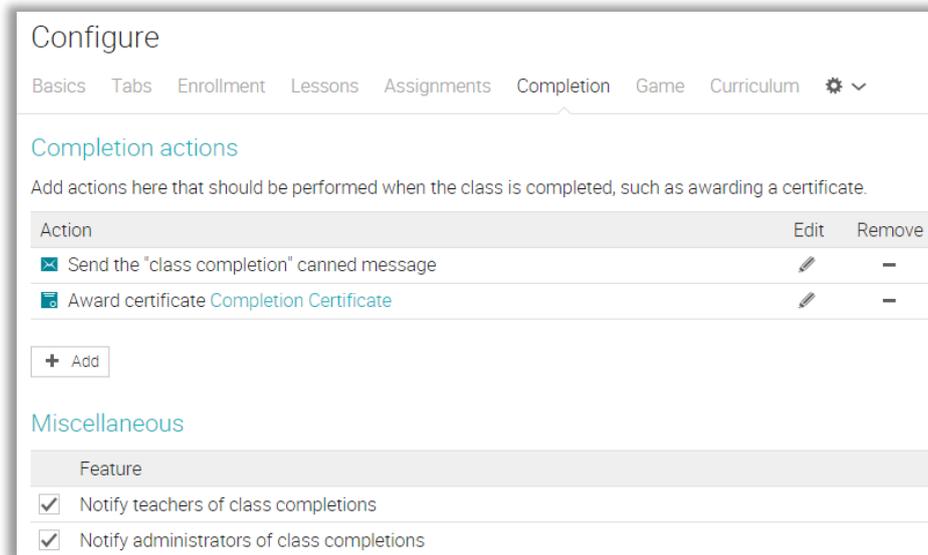
At the bottom is the 'Layout' section, which contains a 'Feature' table with the following rows:

Feature
<input checked="" type="checkbox"/> Show current lesson picture in upper-left
<input type="checkbox"/> Include a list of sections at the top of each lesson
<input type="checkbox"/> Show all sections on same page to students

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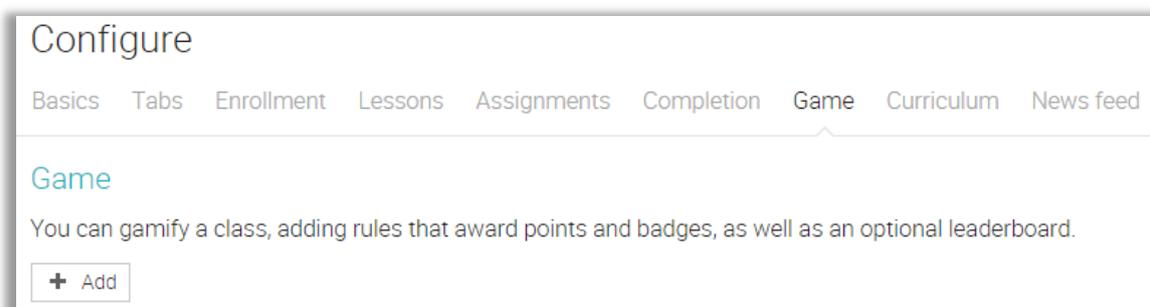
Completion

In the Completion tab you can add actions that should be performed when a class is completed, such as awarding a certificate, awarding badges, enrolling students in groups, classes, learning paths, sending custom messages, and more.



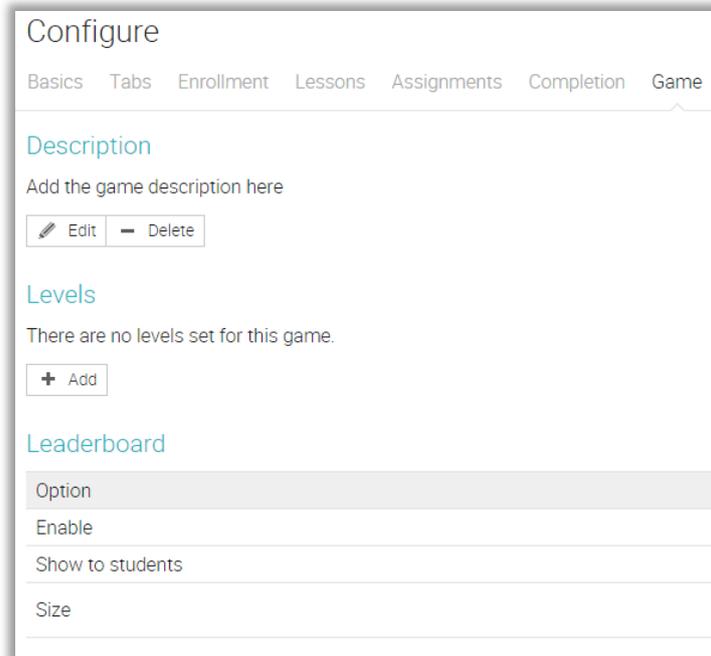
Game

If you add a class game, students can earn points and badges by doing certain tasks, advance through levels as they gain points, and optionally see a leaderboard to introduce a fun competitive spirit. To add a new game, click Add.



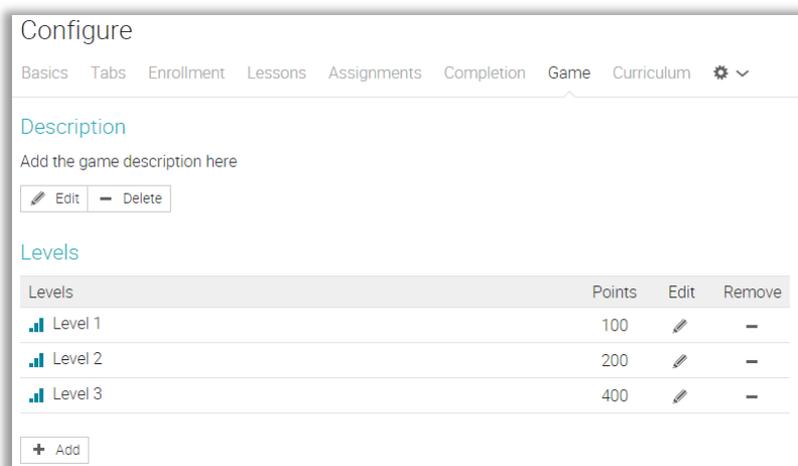
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To edit the class game, click Edit.



To add levels for the class game, click Add in the Levels section, then enter the name of the level and the number of points.

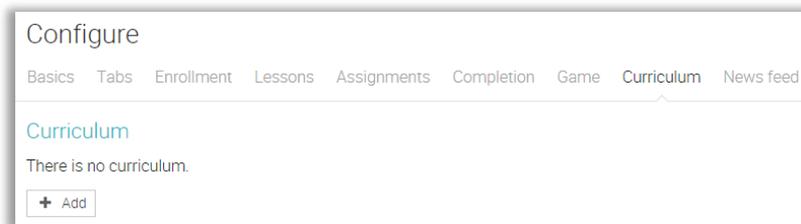
Then you can go ahead and add rules for lessons, sections, and assignments that award points and badges and help students advance in the class game. For more details on gamification, visit the Game topic in our Help center.



Getting started guide for Teachers

Curriculum

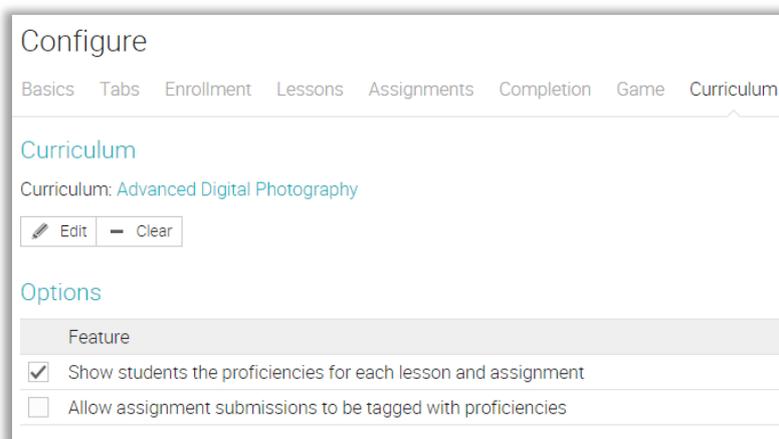
To associate the class with a curriculum, click Add, then click “New” or “Library” depending on whether you want to create a new curriculum or reuse an existing one.



If your admin has enabled "US Common Core Standards" via Admin/Policies, a list of the US common core curricula will also appear when you click Library.

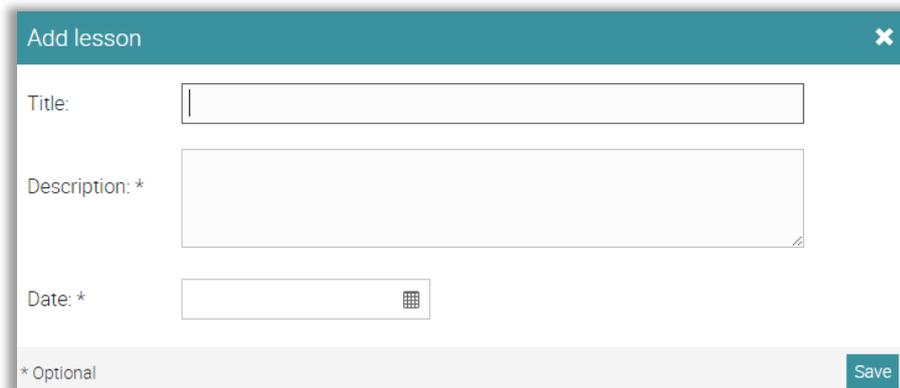


To disassociate the class with its current curriculum, click Clear.



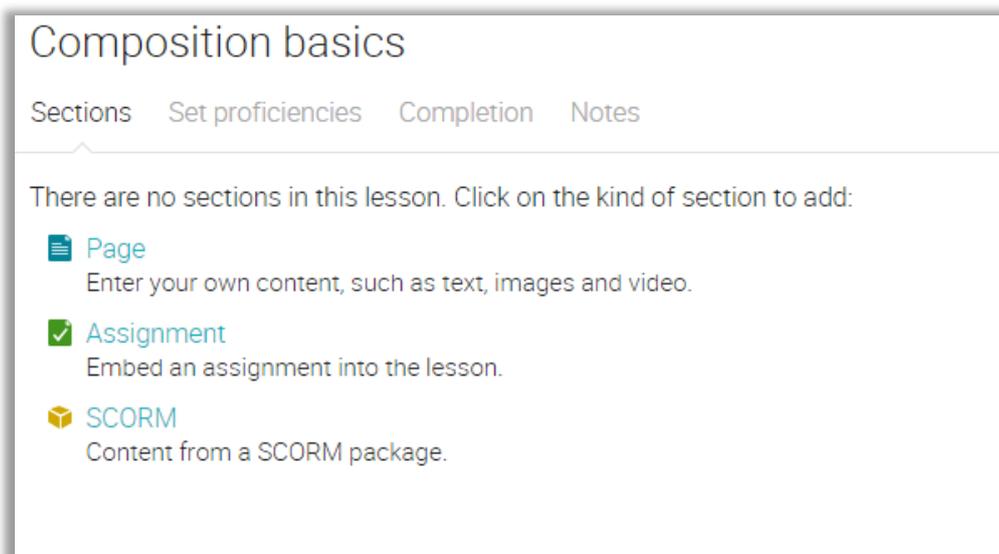
Adding lessons

To add a lesson, click the Lessons tab in the left bar, then click Add. Then either click New to add a new lesson, or Existing to add a copy of one or more of your existing lessons. If you add a new lesson, enter its title, an optional date, a description, then click Save.



The screenshot shows a dialog box titled "Add lesson" with a close button (X) in the top right corner. It contains three input fields: "Title:" with a text box, "Description: *" with a larger text area, and "Date: *" with a date picker icon. At the bottom left, there is a note "* Optional" and at the bottom right, a "Save" button.

Once you've added a lesson, you can use the edit icon to change its settings or description and the picture icon to change its picture. You can add sections which can be content pages, assignments, or SCORM packages. You can also set proficiencies for your lesson, rules, and add teacher notes.



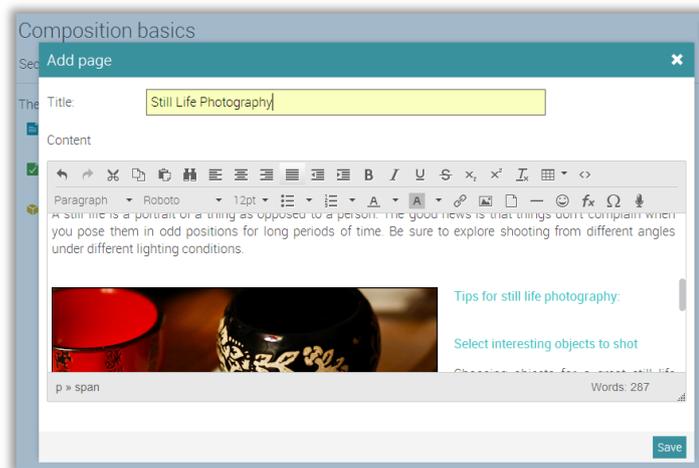
The screenshot shows a section editor titled "Composition basics" with tabs for "Sections", "Set proficiencies", "Completion", and "Notes". The "Sections" tab is active. Below the tabs, it says "There are no sections in this lesson. Click on the kind of section to add:". There are three options listed: "Page" (with a document icon) with the description "Enter your own content, such as text, images and video.", "Assignment" (with a checkmark icon) with the description "Embed an assignment into the lesson.", and "SCORM" (with a cube icon) with the description "Content from a SCORM package."

Getting started guide for Teachers

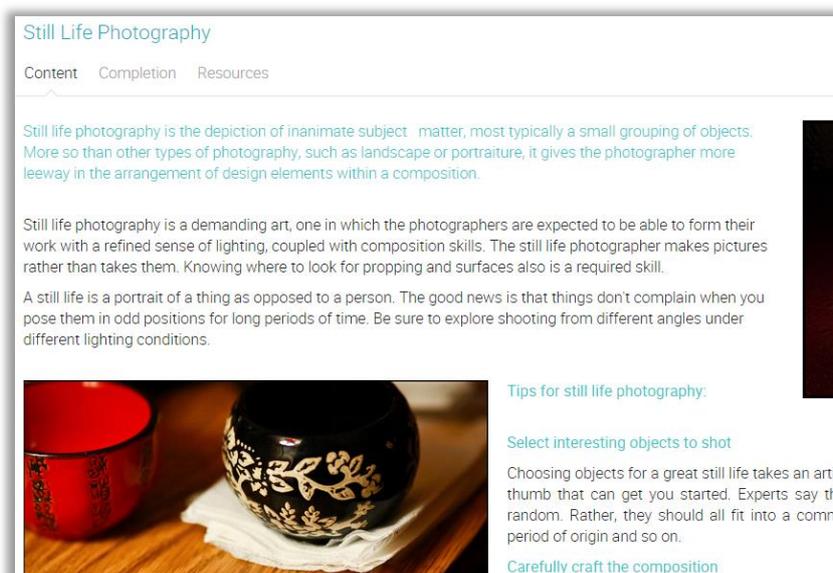
Adding sections

To add a section to a lesson, click its Sections tab, then select the kind of section you want to add. For example to add a content page, click Page and a pop-up window will appear. Then enter the title of your page and use the HTML editor to create the content, which can include any type of media, such as audio, video, office documents, and Google Docs.

You can click the picture icon to upload a picture, and click the file icon to upload any kind of file such as video or audio. We automatically display files using the appropriate media player. After you're finished adding your content, click Save.



Here is how your created page might look:

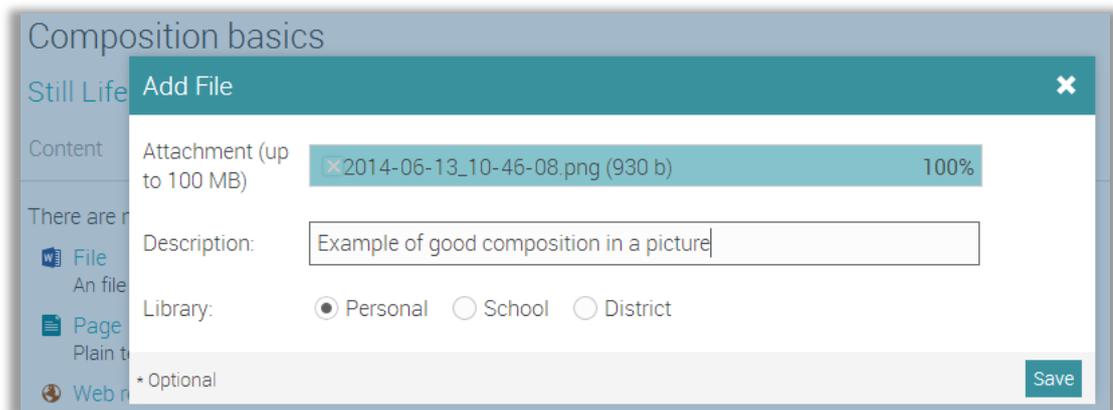


Getting started guide for Teachers

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



For example, to add a file from your computer, click File, select the file you want to upload, a description, the library you want to put it in, then click Save.



Getting started guide for Teachers

Setting proficiencies for a lesson

If your class is associated with a curriculum, you can set proficiencies for a lesson. Go to the lesson, then click its Set Proficiencies tab, select the proficiencies that are taught by the lesson, then click Save.



Composition Basics

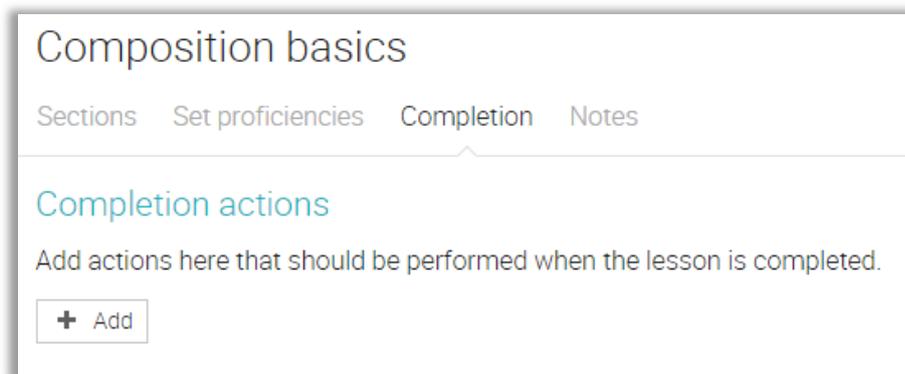
Sections Set proficiencies Completion Notes

Select the proficiencies and click Save.

1. Introduction to Digital Photography
 - 1.1. Knowing your camera
 - 1.2. Understand basic camera operation
 - 1.3. Develop a foundation of historical photographic knowledge
 - 1.4. How to make portraits
2. Making a photoshoot
 - 2.1. Setting up your equipment
 - 2.2. How to choose your subject
 - 2.3. Setting up an outdoor photoshoot
 - 2.4. How to manage photoshoots with multiple subjects

Adding rules

You can add actions that should be performed when the lesson is completed.



Composition basics

Sections Set proficiencies Completion Notes

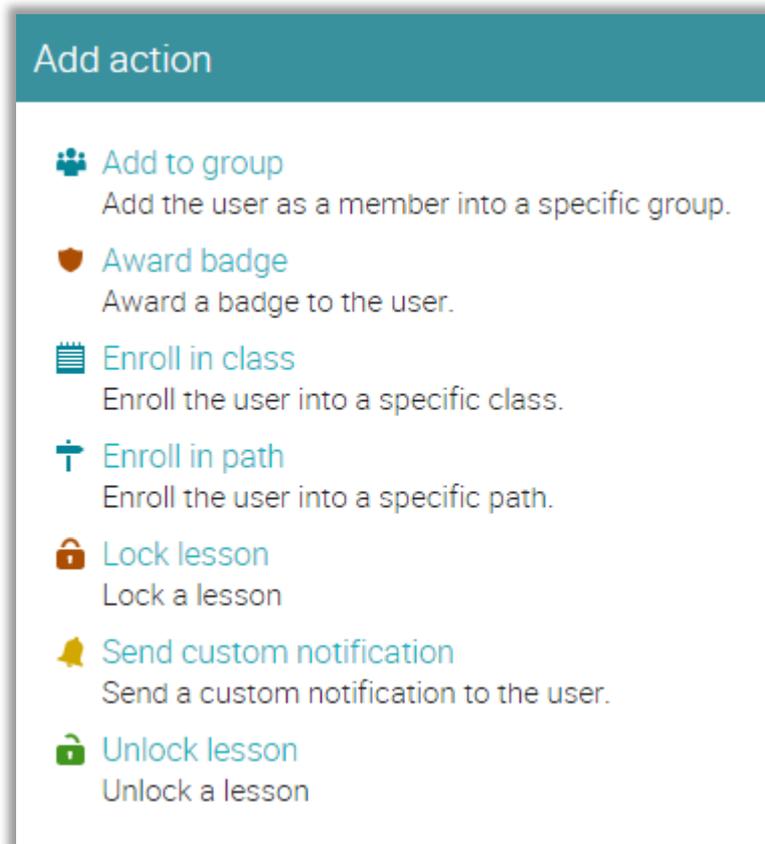
Completion actions

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

+ Add

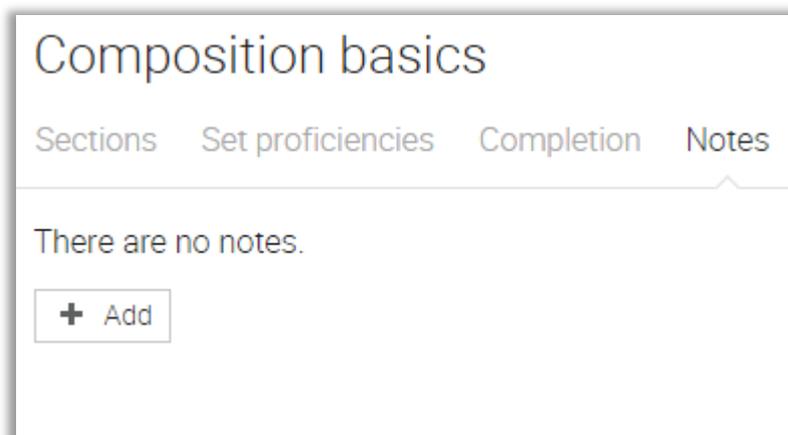
Getting started guide for Teachers

To add a new rule, click Add.



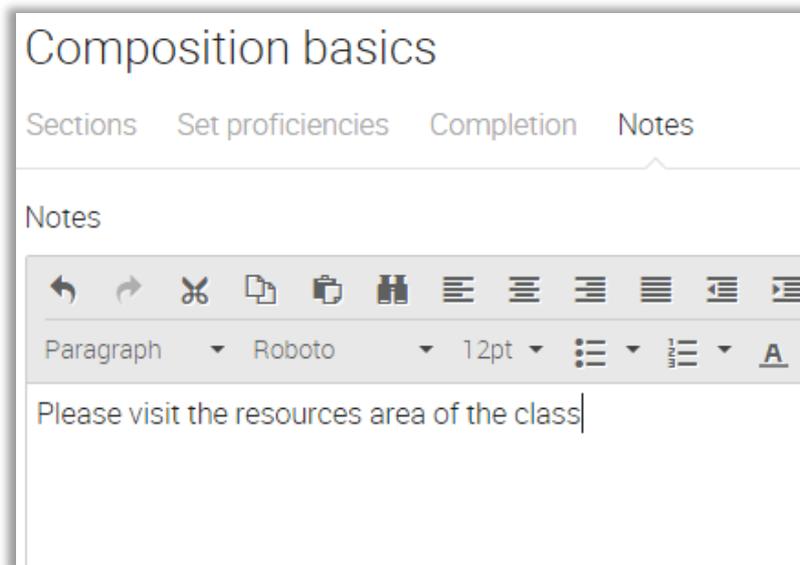
Adding notes

To add a note to your lesson, click the Notes tab, then click Add.

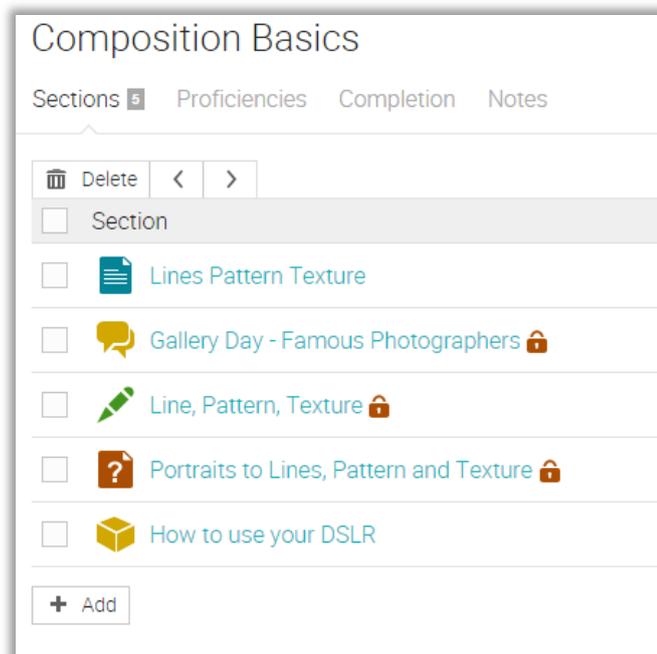


Getting started guide for Teachers

Write your note, then click Save.



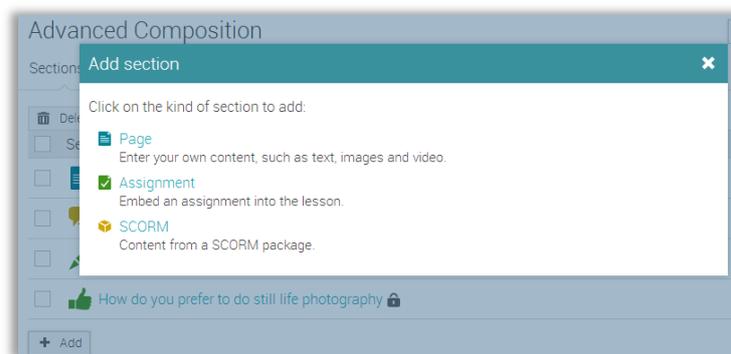
To reorder lessons or sections in a lesson, you can use drag and drop. To delete items, select them, then click Delete.



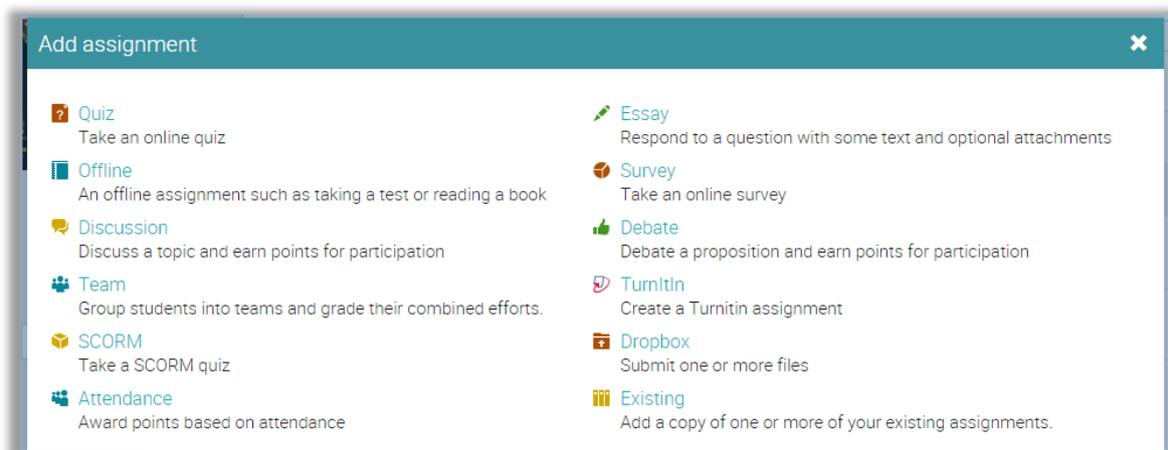
Adding assignments

An assignment is a task that a student has to complete in order to earn points. These points count towards a final grade based on the selected weighting scheme.

There are two ways of adding assignments: you can add an assignment as a section of a lesson, or add an assignment as a standalone task. To add an assignment as a section of a lesson, go to the lesson, click Add Section, then click Assignment.

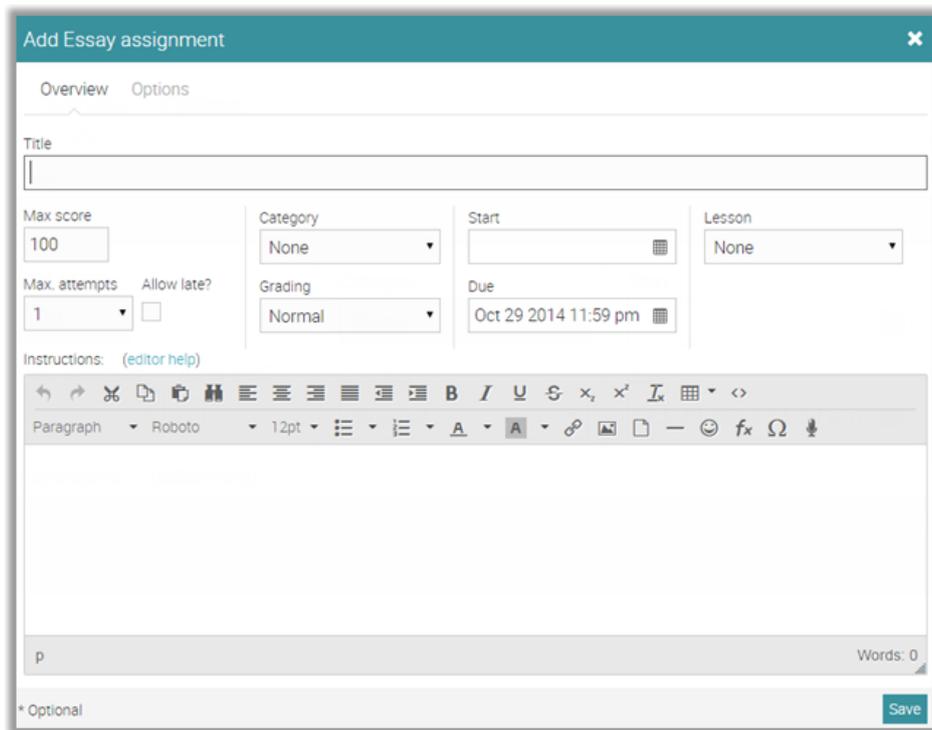


To add an assignment as a standalone task, go to the Assignments tab of your class, then click Add Assignment from the top right. Regardless of which approach you take, you will then see a list of assignment types to choose from:



Getting started guide for Teachers

Select the kind of assignment you want to add, enter its initial settings, then click Save. For example, if you selected an Essay assignment, you would see the following:



Here are some notes on the assignment settings:

- **Max score** - is the max score that a student can obtain;
- **Points** - if you have selected "weight by points", then these are the points that the assignment is worth;
- **Category** - is the category of the assignment. You can set the available categories via Admin/Configure;
- **Grading** - here are the options:
 - **Normal** - the assignment grade, counts towards the final grade;
 - **Extra credit** - the assignment grade is a bonus towards the final grade;
 - **Ignore** - the assignment grade does not contribute to the final grade;
 - **Not graded** - the assignment is not graded and does not contribute to the final grade;

Getting started guide for Teachers

- **Max attempts** - indicates the max number of attempts that a student can have for submitting an assignment;
- **Allow late** - allows students to submit after the due date has passed;
- **Lesson** - indicates the lesson to which the assignment is allocated;
- **Allow students to comment** - allow students to comment on the submissions of other students;
- **Gateway** - an optional minimum percentage that a student must achieve in order to pass the assignment;
- **Instructions** - instructions on how to perform the assignment.

Light and Color

Essay: Essay on the use of light

Assignment Grades Not submitted Analytics Use rubric Set proficiencies Personalize Samples

Scoring Max score: 100 Grading: Normal Category: Participation Edit	Schedule Start: Feb 26 Due: Feb 28 Given: Feb 24 Ungive	Grading Due: 34, Submitted: 0 Graded: 0 Gradebook	Options Max. attempts: 2 Allow late submissions: ✓ Gateway: 60% See more
--------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

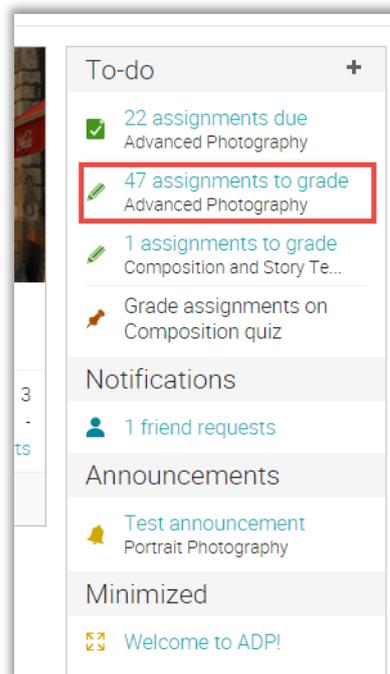
Instructions
Write an essay of 1000 words on the use of light in photography
[Edit](#)

Grading assignments

There are three ways for an assignment to be graded:

- [Automatically](#) - quiz assignments are fully auto-graded if they do not contain freeform questions; survey assignments and attendance assignments are always auto-graded;
- [From the assignment page](#) - online assignments that are not graded automatically are best viewed and graded from the assignment page;
- [From the gradebook](#) - offline assignments are not submitted online, so the most common way to enter their grades is via the gradebook.

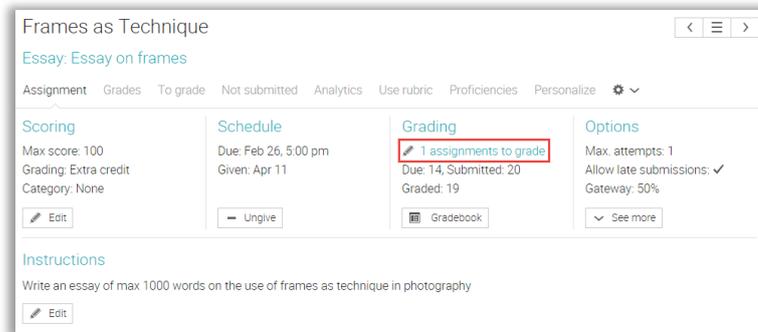
Note that when you visit your home page or a class landing page, assignments that need grading will appear in the to-do list, and you can click on the item in the to-do list to see more details.



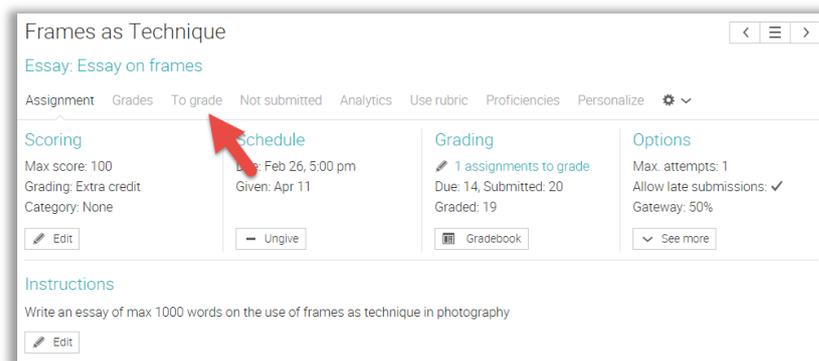
Getting started guide for Teachers

Grading from the assignment page

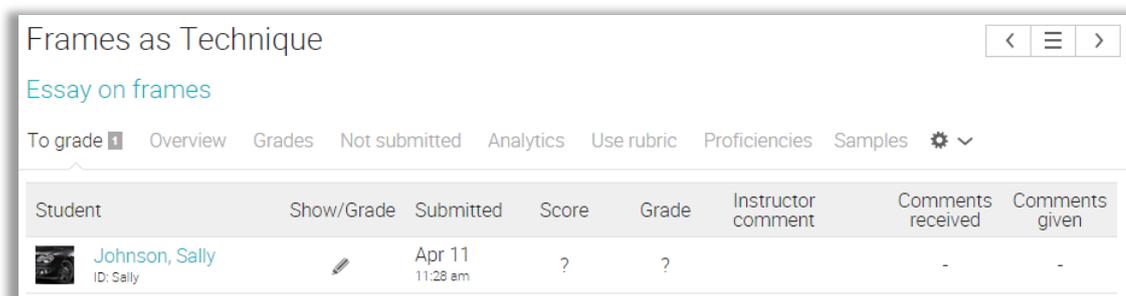
If you go to an assignment page and it has assignments that need grading, its to-do list will indicate the number of assignments that need grading:



To see a list of the submissions that need grading, click this link or visit the 'To grade' tab.

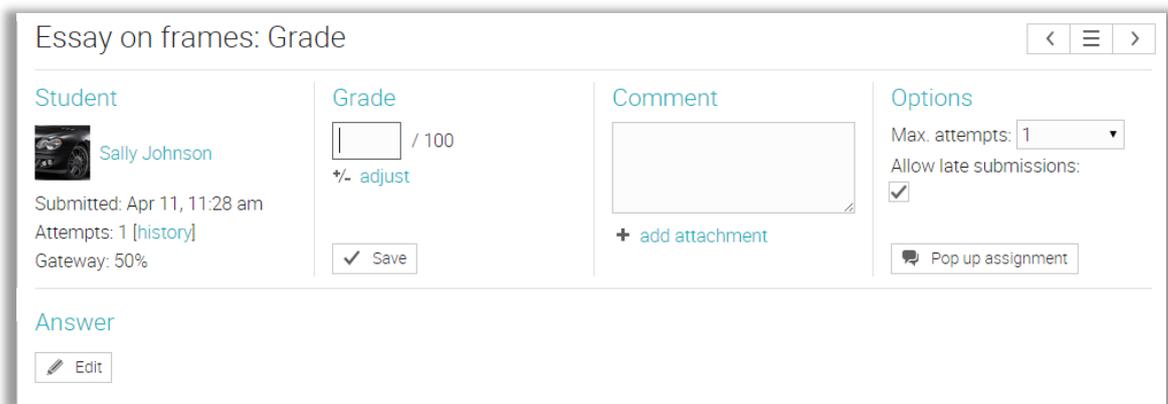


To grade a submission, click its Edit icon.



Getting started guide for Teachers

A new window will open that shows the student's submission.



The screenshot shows a window titled "Essay on frames: Grade" with navigation arrows in the top right. The window is divided into four main sections:

- Student:** Displays a profile picture, the name "Sally Johnson", and submission details: "Submitted: Apr 11, 11:28 am", "Attempts: 1 [history]", and "Gateway: 50%".
- Grade:** Features a text input field, a "/ 100" label, and an "adjust" link with plus/minus symbols. A "Save" button is located below.
- Comment:** Includes a large text area for comments and an "add attachment" link with a plus sign.
- Options:** Contains a "Max. attempts: 1" dropdown menu, a checked "Allow late submissions:" checkbox, and a "Pop up assignment" button.

At the bottom of the window, there is an "Answer" section with an "Edit" button.

In the left side is displayed information such as the date of submission, attempts, and more. The central part is where you can enter the grade, leave a comment, and add an attachment if necessary.

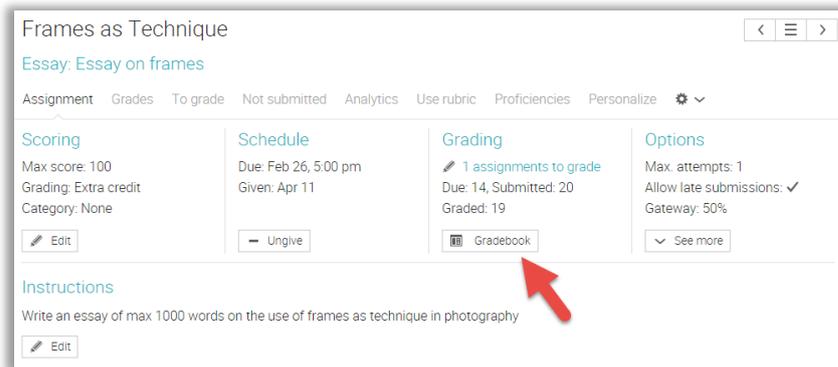
The right side gives you the option of overriding the default max number of attempts and/or whether late submissions are allowed.

The bottom part displays the student's answer which you can edit to insert notes. After you're finished entering the grade you have two possibilities: you can save the grade and go back to the Grades tab, or you can save the grade and move to the next submission.

Getting started guide for Teachers

Grading from the gradebook

Another way of grading assignments is from the gradebook, which is particularly useful when you have offline assignments such as a traditional test paper or reading a book. To see the gradebook, either click Gradebook from the left bar, click Gradebook from the assignment page, or click the Gradebook shortcut icon next to the class in the Classes pop-up.



Depending on how many students and assignments there are, scroll bars will appear that let you scroll through the grades.

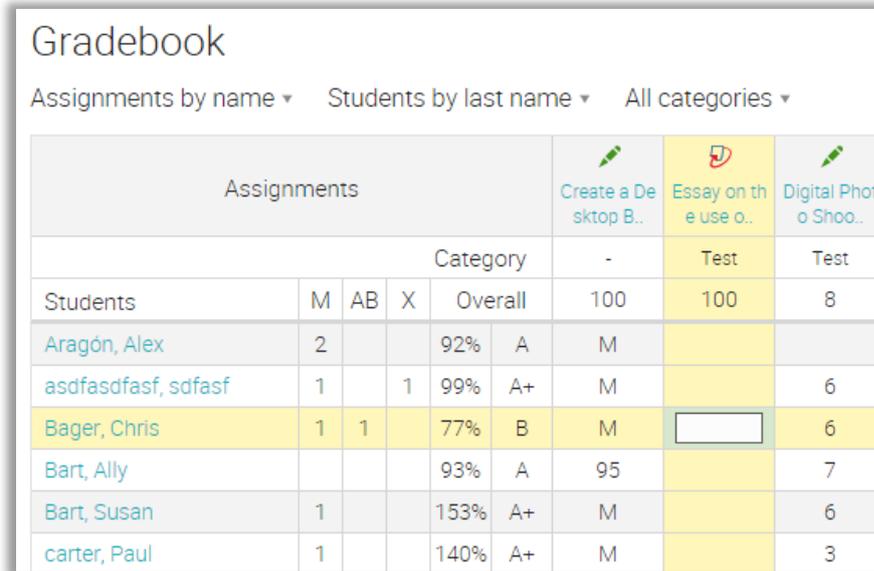
The screenshot shows the 'Advanced Photography' gradebook. The table lists students and their scores for various assignments. The sidebar on the left contains navigation options like Admin, Sections, Lessons, News, Assignments, Gradebook, Students, Parents, Teachers, and Attendance.

Assignments		Writing styles	Survey on what you expect...
Category		-	Test
Students	M I AB X Overall	100	100
Aragón, Alex		50	90
asdfasdfasf_sdfasf	1	100	90
Bager, Chris	1	60	100
Bart, Ally		100	100
Bart, Susan		100	100
carter, Paul		90	100
Covert, Tracy		100	90
curioso, usuario		90	90
Gabriel, Candin		100	100

Each assignment is listed at the top of the gradebook, with an icon to indicate its type, a link to the assignment, and the number of points associated with the assignment.

Getting started guide for Teachers

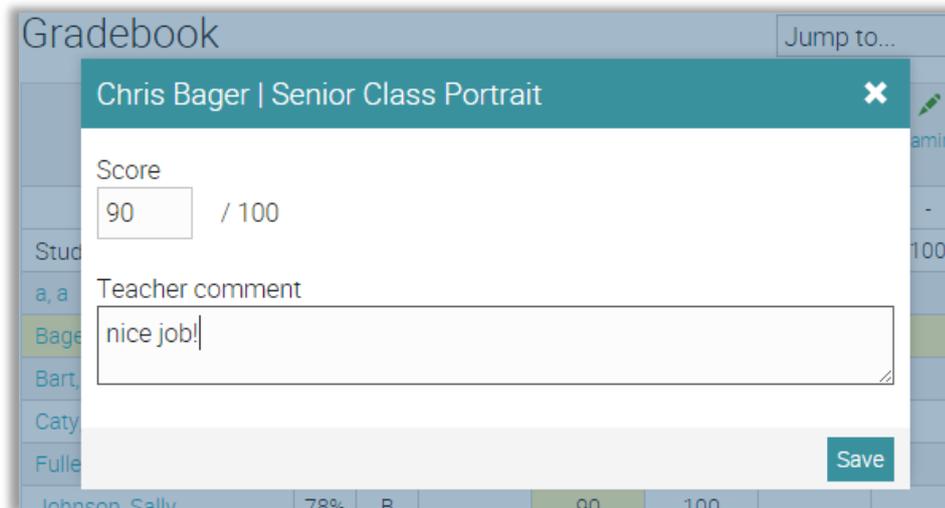
To edit a gradebook cell, click on it and then enter the number of points, a percentage (a number followed by %), a letter grade, a blank (to clear the grade), "X" for excused, "M" for missing, or "AB" for absent.



The screenshot shows a 'Gradebook' interface with a table of student scores. The table has columns for 'Students', 'M', 'AB', 'X', 'Overall', and three assignment categories: 'Create a Desktop B..', 'Essay on the use o..', and 'Digital Photo Shoo..'. The row for 'Bager, Chris' is highlighted in yellow, and a small input box is visible in the 'Essay on the use o..' column for this student.

Students	M	AB	X	Overall	Create a Desktop B..	Essay on the use o..	Digital Photo Shoo..
Aragón, Alex	2			92% A	M		
asdfasdf, sdfasf	1		1	99% A+	M		6
Bager, Chris	1	1		77% B	M	<input type="text"/>	6
Bart, Ally				93% A	95		7
Bart, Susan	1			153% A+	M		6
carter, Paul	1			140% A+	M		3

If you double click on a cell, a pop-up window will appear with an extra option for leaving a comment.

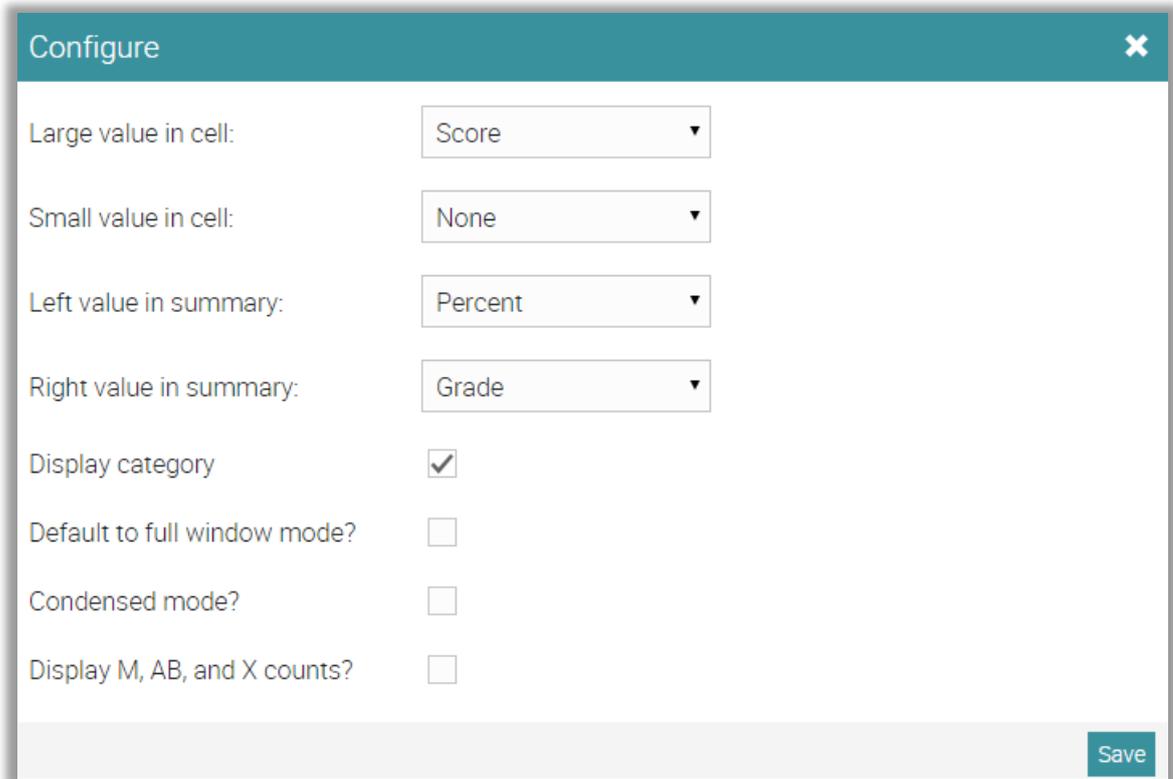


The screenshot shows a 'Gradebook' interface with a pop-up window titled 'Chris Bager | Senior Class Portrait'. The window has a 'Score' field with '90 / 100' and a 'Teacher comment' field with 'nice job!'. A 'Save' button is visible at the bottom right of the pop-up.

Students	M	AB	X	Overall	Create a Desktop B..	Essay on the use o..	Digital Photo Shoo..
Johnson, Sally				78% B	90	100	

Getting started guide for Teachers

To configure the settings for the gradebook display, click the Configure icon in the top right. You can then select options such as what combination of points, percent, and grade to be displayed in each cell, and more.



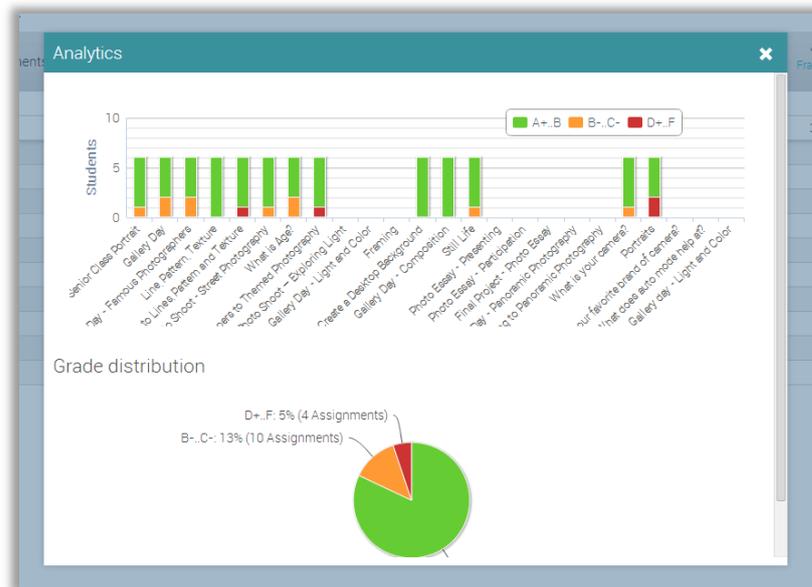
The image shows a 'Configure' dialog box with a teal header and a close button (X) in the top right corner. The dialog contains the following settings:

- Large value in cell: Score
- Small value in cell: None
- Left value in summary: Percent
- Right value in summary: Grade
- Display category:
- Default to full window mode?:
- Condensed mode?:
- Display M, AB, and X counts?:

A 'Save' button is located in the bottom right corner of the dialog.

Getting started guide for Teachers

The gradebook has a full-screen mode and configurable display options, including ordering of students and assignments. It also has pop-up analytics for the whole class, for individual assignments, or for individual students.



To export the gradebook, click the Export icon in the top right. Then select if you want to export a XLS or CSV file. If you select CSV file, select the fields to export, then press 'Export'. This creates a comma-separated-value (CSV) file that you can import into other systems.

Export

Select the items for export:

Class information (one line per class)

- Class ID
- Class name
- Semester
- Course code
- Section code
- Teacher name

Grade information (one line per student)

- Class ID
- Class name
- Student ID
- Student first name
- Student last name
- Overall percent
- Overall grade
- Overall average points
- Overall weighted score
- Points for each assignment
- Score for each assignment
- Percent for each assignment
- Grade for each assignment

Enrolling students

To enroll students into a class, first click its Students tab from the left bar.

<input type="checkbox"/>	Student	Progress	Scores	Grade	Due	Awards	Notes	Mastery	Enrolled Last visited	More
<input type="checkbox"/>	Aragón, Alex			B- 74%	14	3	-		May 19, 2015 Never	
<input type="checkbox"/>	asdfasdf, sdfasf			B+ 83%	17	1	-		May 19, 2015 Never	
<input type="checkbox"/>	Bager, Chris Architecture school · Chris			B- 74%	11	6	1		Aug 2, 2015 23 days ago	
<input type="checkbox"/>	Bart, Ally Architecture school · Ally			B+ 80%	4	5	-		May 19, 2015 Never	
<input type="checkbox"/>	Bart, Susan			A- 87%	18	4	1		May 28, 2015 11 days ago	
<input type="checkbox"/>	carter, Paul 12345			B 78%	18	2	-		May 19, 2015 Never	
<input type="checkbox"/>	Covert, Tracy			B+ 81%	18	3	-		May 28, 2015 90 days ago	

Then Add from the top right, and select one of the following choices:

Enroll students

Here are the ways to enroll students:

- Classes tab**
Students can hover over the Classes tab, click Catalog, then select the class and click Enroll.
- People picker**
Enroll students using the people picker
- Email invitations**
Send invitations by email.
- Resend invitations**
Resend invitations to students that have not visited the class yet
- Enroll students from a file**
Bulk enroll students from a file.

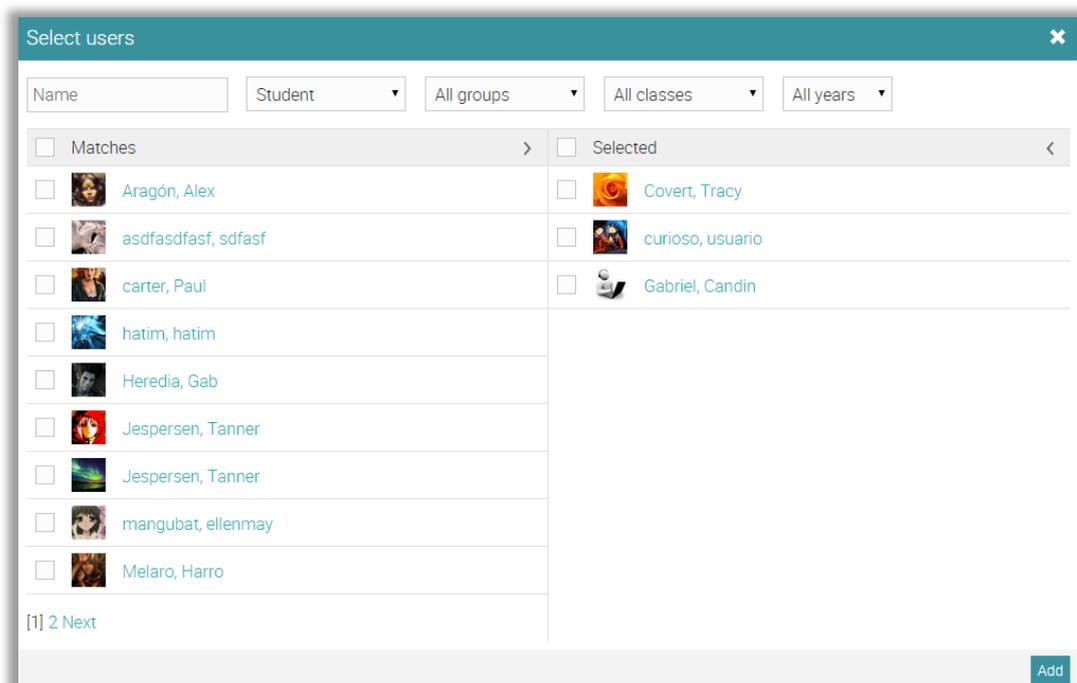
Getting started guide for Teachers

Classes tab

If you give students the class access code, they can enroll themselves by hovering over the Classes tab, selecting Enroll, entering the access code and clicking Enroll. Alternatively, if you have enabled the class catalog, they can hover over the Classes tab, click Catalog, then select the class and enroll from the catalog.

People picker

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



Getting started guide for Teachers

Email invitations

Select the approximate number of invitations to send and click Continue. Then enter the email addresses and names of the students and click Send.

A student account is immediately created for each user that doesn't already exist for a specified email address. In addition, each invited member will immediately appear in the class student roster with the status "invited".

Enter invitation information ✕ Cancel

Optional fields are indicated with a *.

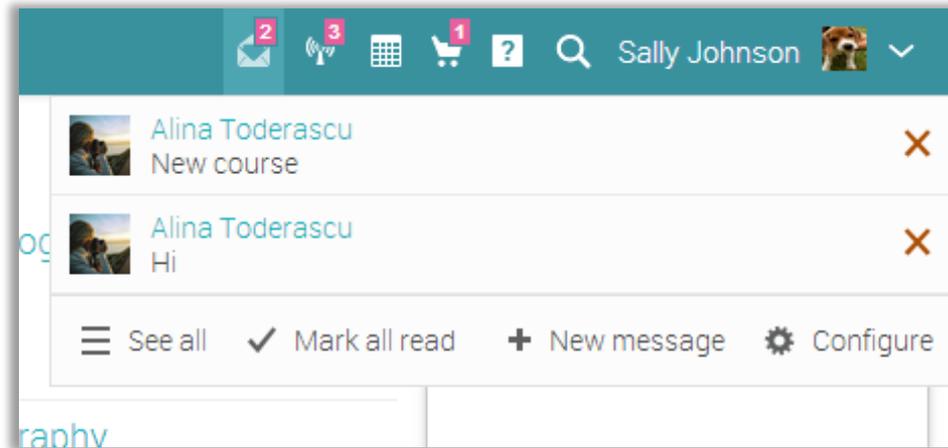
#	Email	First name*	Last name*
1	sallyjohnson@yahoo.com	<input type="text"/>	<input type="text"/>

Send

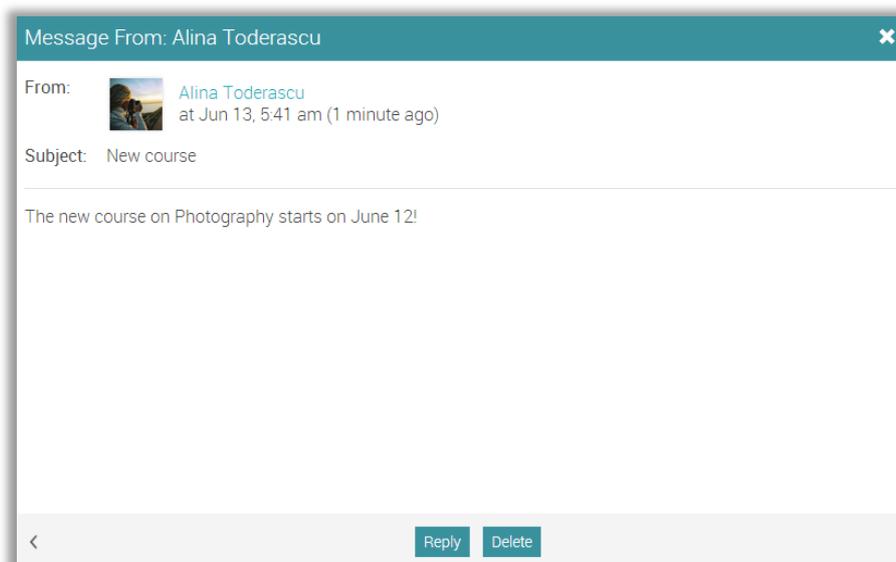
An email is sent to each user. The email includes the invitation message and a clickable link. When the person clicks the link, they are sent to this site and asked to click an "Accept" option. When they click Accept, they are logged into the system and taken to their home page.

Communicating with users

You can communicate with students through our 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.

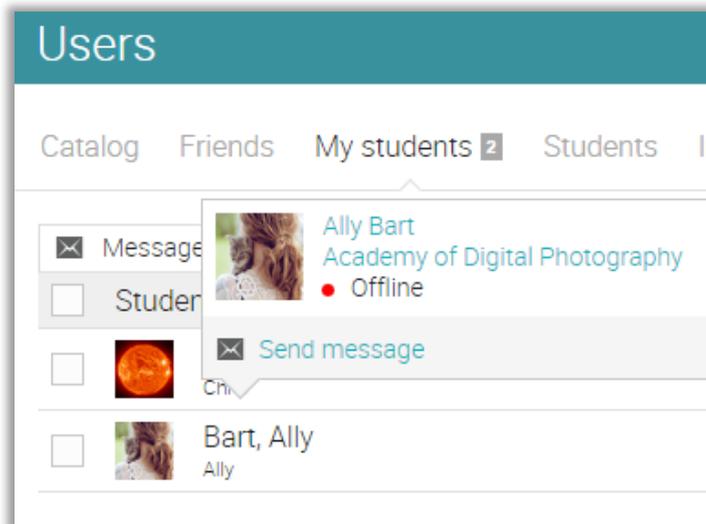


To read a message, click on it. To reply to a message, click Reply, enter your response and click Send. To delete a message, click Delete.

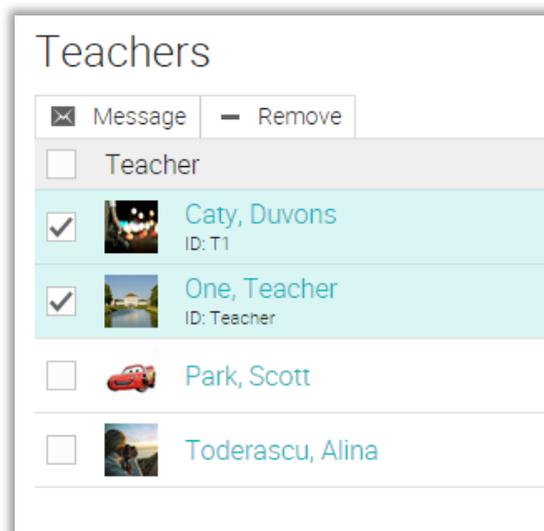


Getting started guide for Teachers

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.

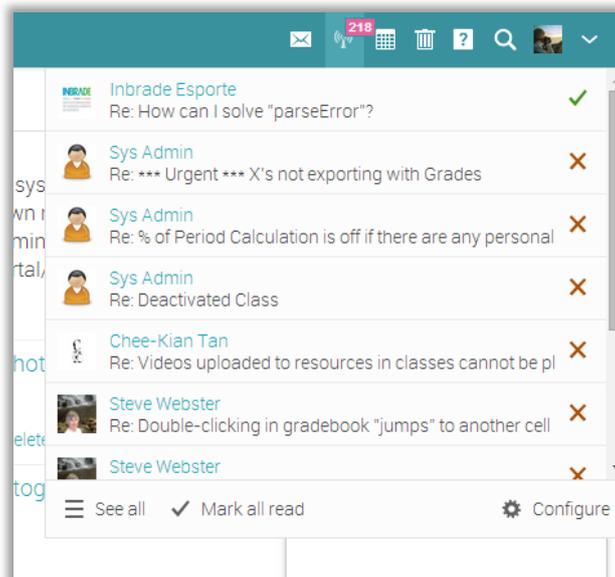


To send a message to multiple users at once, select them from a list and click Message.

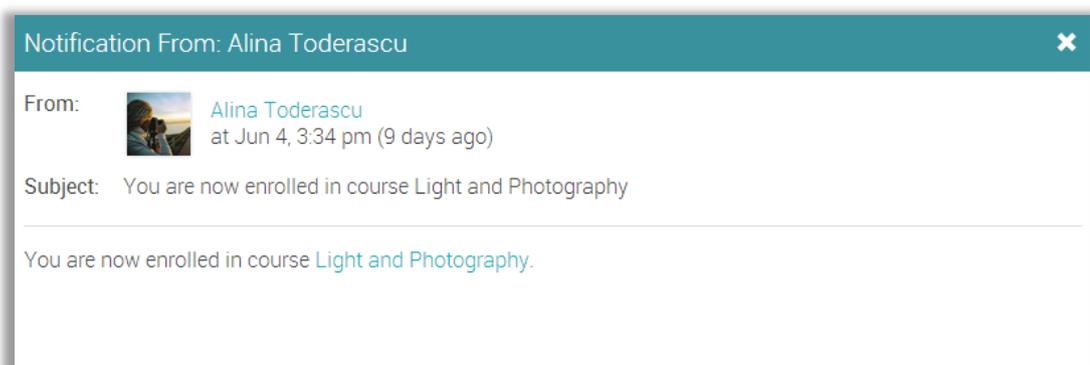


Notifications

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, new submissions that need grading, and more.



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



Taking Attendance

You can track student attendance for a particular class session, including whether a student arrives on time, arrives late, leaves early, or is absent. You can also excuse a student and include a note. You can award points for attendance by adding one or more attendance assignments.

Advanced Photography

Attendance

Details Summary

L = arrived late, E = left early, X = excused

Class time	Sep 22	Sep 22	Sep 18	Sep 18
Student				
Aragón, Alex	✓	✓	✓	✓
asdfasdf, sdfasf	✓	✗	✗	✓ (L)
Bager, Chris	✓	✓	✓	✗
Bart, Ally	✓	✓ (E)	✓	✓ (X)
Bart, Susan	✓	✓	✓ (E)	✓ (X)
carter, Paul	✓	✓	✓	✓
Covert, Tracy	✓	✓	✓	✓
curioso, usuario	✓	✗	✓ (E)	✓
Gabriel, Candin	✓	✓	✓	✓
Glass, Graham	-	-	-	✓
hatim, hatim	✓	✓	✗	✓

To record attendance for a particular session, click Add, enter the time of the class session, the details for each student, then click Save. To edit an attendance record, click its Edit icon. To delete an attendance record, click its Delete icon.

Record attendance ✗ Cancel

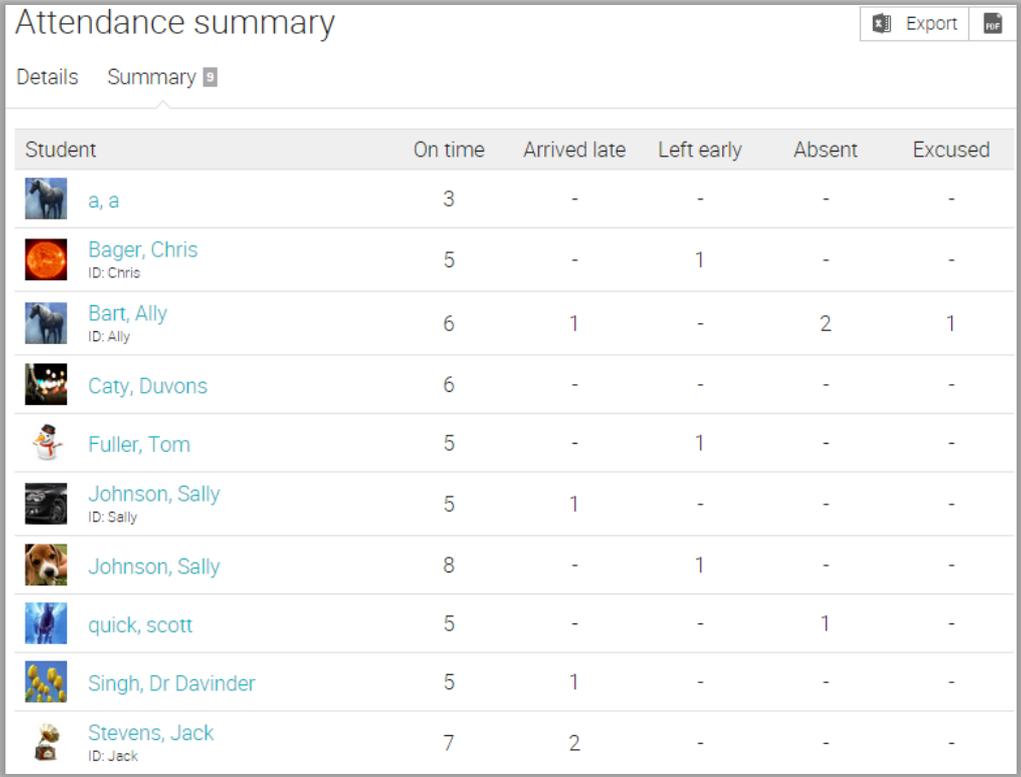
There are 17 students.

Time
 September 17, 2014 - 11 PM : 00

Student	On time	Arrived late	Left early	Absent	Excused	Note
a, a	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>
Bager, Chris ID: Chris	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>
Bart, Ally ID: Ally	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>
Caty, Duvons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>
Fuller, Tom	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>
Johnson, Sally ID: Sally	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>

Getting started guide for Teachers

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



The screenshot shows the 'Attendance summary' interface. At the top right, there is an 'Export' button. Below the title, there are two tabs: 'Details' and 'Summary'. The main content is a table with the following data:

Student	On time	Arrived late	Left early	Absent	Excused
 a, a	3	-	-	-	-
 Bager, Chris ID: Chris	5	-	1	-	-
 Bart, Ally ID: Ally	6	1	-	2	1
 Caty, Duvons	6	-	-	-	-
 Fuller, Tom	5	-	1	-	-
 Johnson, Sally ID: Sally	5	1	-	-	-
 Johnson, Sally	8	-	1	-	-
 quick, scott	5	-	-	1	-
 Singh, Dr Davinder	5	1	-	-	-
 Stevens, Jack ID: Jack	7	2	-	-	-

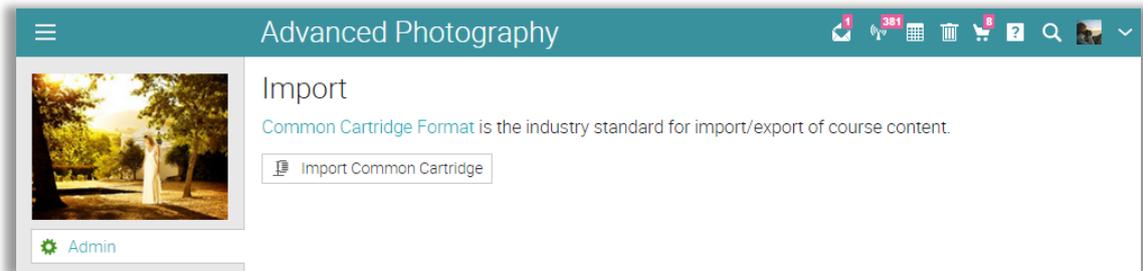
To award points based on attendance, add an attendance assignment for one or more grading periods.

To export the attendance data as a CSV format suitable for import into software such as a spreadsheet, click Export.

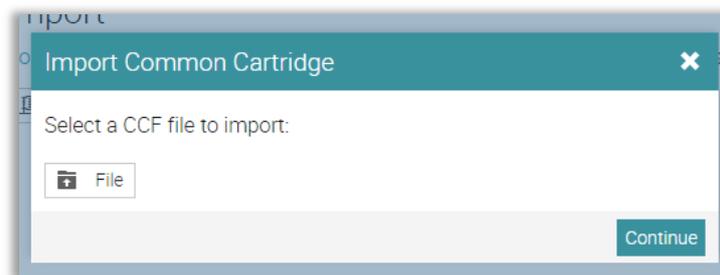
Importing/Exporting class content

Our site allows you to import/export class content using Common Cartridge Format (CCF), which is the industry Standard for import/export of class content.

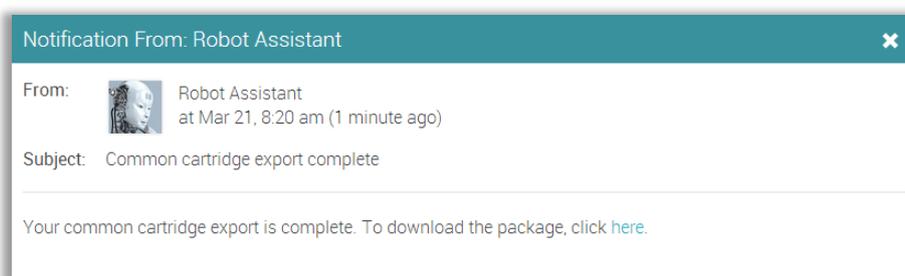
To import content into a class, click Admin/Import.



Then select a CCF file to upload and click Continue. You will receive a message when the upload is completed.



To export the contents of a class, click Admin/Export. You will receive a message when the export is completed with a link to download your CCF package.



Summary

The Getting Started Guide for Teachers provided the basic information that teachers 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, creating and configuring a class, adding lessons and assignments, grading assignments, enrolling students, communicating with students, taking attendance, and importing/exporting class content.

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

