



NEO

by CYPHER LEARNING

Typical steps in a NEO implementation

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Introduction

The first step in an LMS implementation is to gather as much knowledge as possible about the school's needs and goals. Each institution has individual needs and those needs should be transferred into the LMS features.

You need to know what you want to achieve with the LMS, whether it's creating classes, assigning and submitting homework, taking assessments, collaborating with classmates, and analyzing results. Then decide who will lead the implementation, who will administer the LMS, who will take care of creating or importing the content in the new LMS, and so on.

We recommend clients to sign up for our 14-day free trial to get some hands-on experience with our sample content, before going into the LMS implementation. Our platform is designed to ensure an easy implementation. Most customers are able to configure and customize their site with their site within a few hours, not months. Our support staff is always ready to help with any concerns and web design consulting if needed. Below you will find the typical steps in a NEO implementation.



Typical steps in a NEO implementation

Customizing your site **1 hour**

This includes customizing your site with your own logo, color scheme, URL, portal images, panels, and social media icons. If required, our web design consultants can help you with your selection of color scheme, creating transparent logos, creating images for your class catalog, and any custom CSS that you might need. Based on the amount of customization required, this phase can last anywhere from 1 hour to 1 week.

Creating accounts for administrators and teachers **20 minutes**

This is usually easily done using our web form option for creating accounts. We also support many other kinds of account creation, such as API, LDAP, email invitations, or bulk import.

Creating classes **1 day**

Each class could take from 1 day to 1 week to complete, depending on its complexity. You would start migrating some of your existing content to our site, as well as creating any additional content you need. We have instructional designers who can work with your team on this phase, offering suggestions, porting content, or helping you to create new content as needed. We recommend starting with creating just a single class, and then applying lessons learned from the first class to subsequent classes.



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We also recommend using our built-in support for learning outcomes if you want to map your class to competencies, perform automatic coverage analysis, and track student progress based on competencies. Here is a closer look at this phase:

- ✓ Creating an outline of each class - This requires basic instructor skills and domain knowledge in order to determine what the class will cover.
- ✓ Creating competencies for each class (optional, but recommended) - You can create your own competencies in NEO or upload your own, then tag class content with the competencies it should be teaching and assessing.
- ✓ Creating the materials for each lesson - This is the most time intensive part of implementation, and depends on whether you want to upload your own content or create new content. Our authoring tool makes it easy to create engaging lessons fast.
- ✓ Creating the assignments for each class - All types of assignments can be created easily. Comprehensive randomized quizzes that select from a question bank can take a little longer.

Beta testing the classes

1 day per class on average

This depends on the complexity of the class. You show it to a small sample of users and then adjust it based on their recommendations where possible.



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Creating the learning paths (optional) **30 minutes per learning path**

Paths are classes that can have goals as sections, where each goal can represent another class or a certificate. Adding a path is fairly easy, with just a few options to configure.

Configuring the class catalog **20 minutes**

This simply requires selecting from several layout options. We recommend using attractive pictures for each catalog category, which can easily be purchased from a stock photo site.

Configuring single-sign on (optional) **15 minutes**

Single sign-on can be configured in just a few minutes if using Google Workspace, Auth0 or Office 365. If using LDAP/Active Directory it can take about an hour, as it requires knowledge of LDAP and the ability to configure your LDAP system to be securely accessed by NEO. If you want to set up custom SSO, then this requires developer skills in the language of the site you wish to integrate with.

Creating student accounts **30 minutes**

If using a bulk upload. We also support many other kinds of account creation, such as self sign-up, email invitations, API, LDAP, and purchasing a class via our e-commerce system.

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Technical integration

3-4 days

We will work with your technical team to add any APIs and hooks that are necessary to integrate our site with your on-premise system. This would normally take just a few days. At this point, your site would be ready to go live and our technical support staff would be your point of contact for ongoing assistance.

Ongoing Support

We provide 24/5 support via our electronic forum and phone support for emergencies. Our friendly support staff typically respond to questions posted to our support forum within 15-30 minutes.

We have a comprehensive help center that includes topics organized by account type, one-click access to our support forum, product news forum, suggestions area, how to videos, getting started guides, and features roadmap. On request, We can also deliver online training or live training on how to use our platform.



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Summary

NEO is very easy to implement and we hope these steps provide the guidance needed for setting up your platform. If you have any additional questions, please contact us at info@cypherlearning.com.

www.neolms.com

