

**Administrators
Users Group
Meeting
CollaborNation®**

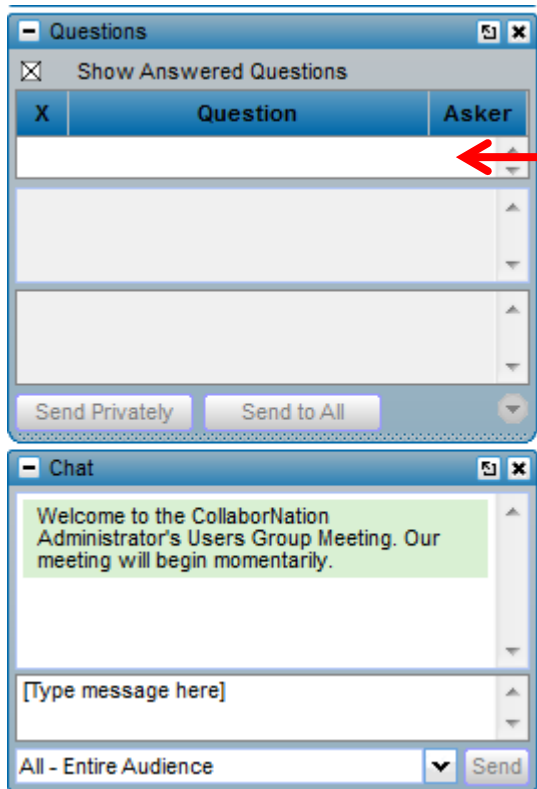
Housekeeping



Right-click on the orange arrow and you'll see two options: Auto-Hide Control Panel or Show Control Panel.

Clicking on "Show Control Panel" will let you keep the control panel open throughout the presentation.

Housekeeping



If you have a question, please type it into the questions area on your “Go To Webinar” control panel.

We want to encourage questions, so please feel free to type them in at any time.

Our Presenters



Chris Glenn, Customer Service
Rep, CypherWorx



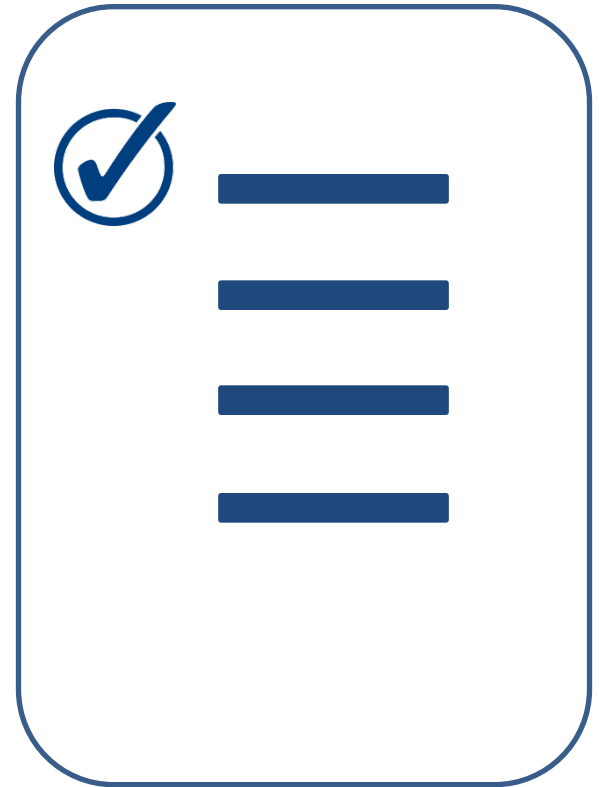
Debbie DiBacco, Director,
Client Services, CypherWorx



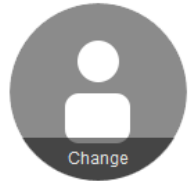
Jessica Trace, VP of Strategic
Initiatives, CypherWorx

Agenda

- Registration URL
- Instructional Design
- Our “Snapshot” Site
- Disabling Accounts



Registration



Change

First Name *
Lucie

Last Name *
[Redacted]

CEUs Earned ?
0

Total Clock Hours
0

▶ [Administrator Settings](#)

General

E-mail address *
[Redacted]

All e-mails from the system will be sent to this address. It will not be made public and will only be used for receiving news and notifications, resetting your password, and maintaining communication between site members.

Additional Registration Information

Here you can view and edit the information you filled in when you were signing up for a site.

Expand All

— ▶ [YMCA of the North Shore](#) ←

Importance of the URL:

- Specific URLs for each site
- Naming convention is:
<https://collabornation.net/login/yoursiteinfohere>
- Without that URL, a customer registers incorrectly (usually into collabornation.net) and without the courses they need.

EXAMPLE: <https://collabornation.net/login/ymcanorthshore>

Examples of Interactivity in Instructional Design



While online training can be a cost-effective, efficient way to deliver information and knowledge, it often results in a passive experience that fails to capture the attention or interest of the learner. In order to make the learning experience dynamic and engaging, CypherWorx strives to incorporate meaningful interactivity to the greatest extent possible. Interactivity is essential to enhancing content, serving as an opportunity for greater learning, retention, and formative assessment.

The CypherWorx Instructional Design team has created more than 500 hours of training since inception. This document highlights only a small selection of the award-winning work the team has produced (2014-2015 Brandon Hall awards, 2016 IACET Exemplar Training Organization Award).



Example 1

PROJECT: Animal Species: Birds

CLIENT: San Diego Zoo Global

LINK: https://collabornation.net/courses_cdn/CW-INTERACTIVITY-SDZG-BIRDS-121015/story.html



In this example, the objective is to teach learners the terminology used for birds' body parts. Instead of showing a static graphic or list, for example, learners are able to interact with the graphic. First, they are asked to roll over the parts of the bird's body to see what they already know, and also to teach them new terminology. An assessment follows on the next page. Body parts are listed one at a time, and learners must select that body part on the bird graphic. Immediate feedback tells learners whether they are correct or incorrect.

Example 2

PROJECT: Core Knowledge Competencies and Big Ideas Framework

CLIENT: Pennsylvania Key

LINK: https://collabornation.net/courses_cdn/CW-INTERACTIVITY-PAK-CKC-121015/story.html

My Core Knowledge Competencies Self-Assessment

[Return to My Professional Development Plan](#)

Include administrator/director essential questions in Self-Assessment

You have answered 55 of the required 73 Self-Assessment Essential Questions

0 10 20 30 40 50 60 70

Instructions: To enter your answers, click the + sign next to each knowledge area and select your level of understanding for each essential question. For Pennsylvania Big Ideas Framework and Individual Professional Development Plan.

[Expand All Knowledge Areas](#) [Collapse All Knowledge Areas](#)

[-] Knowledge Area 1: Child Growth and Development - (0 of 6 Completed)

[Clear All Answers in this Knowledge Area](#)

Big Idea: "Children develop and grow over time as a result of interacting factors occurring in the context of the family, the cultural environment and social experiences."

Essential Question	Level of Understanding
To what degree can I name, describe, and compare the theories and domains of child development and the importance of brain development in young children?	Not Answered
What is my knowledge of how children develop in constantly changing environments?	Not Answered
What is my awareness of the role that home culture influences have on children's behavior and development?	Not Answered
What is my level of understanding of how play and learning influences child development?	Not Answered

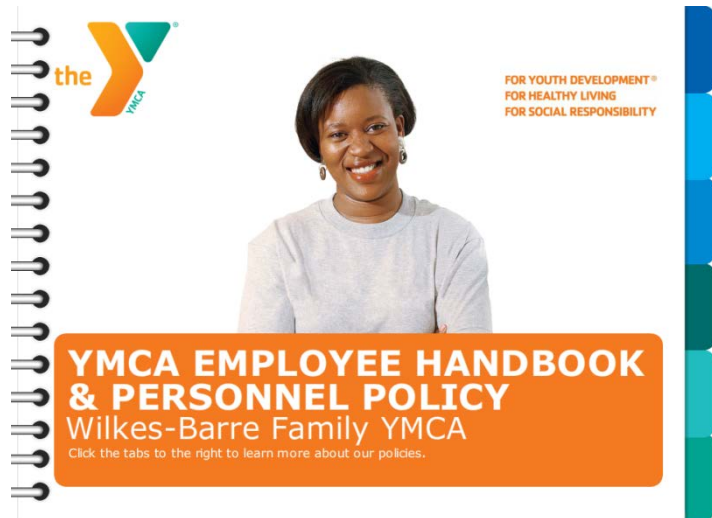
For this course, the client wanted learners to become familiar with the online website they will use to track their professional development activities. Rather than simply showing the website, we ask the learner to interact with a simulated version of the site. This simulation allows the learner to become familiar with how to use the site in a safe, controlled manner, before they are asked to use the live site, which is a critical component of their professional development.

Example 3

PROJECT: YMCA New Employee Orientation

CLIENT: Wilkes-Barre Family YMCA

LINK: https://collabornation.net/courses_cdn/CW-INTERACTIVITY-YMCA-HANDBOOK-121015/story.html



The YMCA wanted to incorporate their employee handbook in their New Employee Orientation course. Like many employee handbooks, the official document contains a lot of detailed information about employee policies and procedures. Instead of reading through entire sections of the handbook, we opted to highlight some specific sections within the course that were most important to the Y and its employees, while also making the full version available for download. This example presents several sections from the employee handbook in a clean way that is easy to navigate.

Example 4

PROJECT: Emergency First Aid

CLIENT: CypherWorx Compliance U Catalog

LINK: http://collabornation.net/courses_cdn/CW-INTERACTIVITY-FIRST-AID-121015/story.html

Helping with Breathing Problems


To help someone who is having breathing problems, there are specific steps you should follow. Read through the following scenario to learn about these steps.

You're walking down the street, and encounter a man who is having difficulty breathing. What do you think you should do first?
Select your response below.

Make sure the scene is safe.

Phone the emergency response number (or 911).

See if the person needs CPR.



Emergency First Aid presents specific emergency situations, and teaches learners what they should do in these instances—for example, what to do if they encounter someone who is having difficulty breathing. Rather than simply showing a list of steps to follow, we developed a scenario-based activity that asks the learner to make decisions. Feedback is provided to direct the learner and teach them the proper steps to follow in this circumstance.

Example 5

PROJECT: Building Skills for Financial Confidence

CLIENT: NeighborWorks America

LINK: https://collabornation.net/courses_cdn/CW-INTERACTIVITY-NW-CREDIT-121015/story.html

NeighborWorks AMERICA Choosing Appropriate Traditional Credit Products
Topic 4.1: Examining the Impact of One-Time and Annual Fees on the Client's Total Cost of Credit

Check and Reflect

Instructions
Fill in the correct dollar and percent amounts, and use a calculator, to calculate the Pseudo APR for the credit card offer shown to the right based on \$3,000 at the given interest rates and applicable annual fees.

Once you have filled in each field, click on the submit button to see your results.

\$3,000 for 1 year (12 payments)
Revolving Loan: 10% Interest Rate, \$100 Annual Fee

\$ x % = \$ per year of interest

Annual Fee = \$ per year

Total Cost = \$ for the first year

\$ cost / \$ borrowed = % total cost to borrow for 1 year

Note: Round any percent value to the nearest hundredth place. For example: 11.11%

Submit

8 of 12 © 2014 Neighborhood Reinvestment Corporation, dba NeighborWorks America. All rights reserved. v3.2

This course teaches learners about the costs associated with credit cards and borrowing money. First, they learn the definition of and how to calculate a Pseudo APR. The quiz, shown in this example, then challenges the learner to apply this information. Instead of simply presenting the learner with a multiple choice question, however, we provide the learner with a chart and ask them to use it to calculate the Pseudo APR. This interactive element helps the learner to retain the information, so that they can calculate these numbers on their own in the future.

Example 6

PROJECT: Child Abuse and Maltreatment Prevention Training

CLIENT: YMCA of the North Shore

LINK: https://collabornation.net/courses_cdn/CW-INTERACTIVITY-YMCA-CAP-INDICATORS-121015/story.html

All indicators are now in the correct boxes. Please take some time to read through them.

Also, take a moment to download a PDF outlining more indicators of each type of abuse. It is important for you to be able to recognize these indicators when working with children.

When you've completed these steps, you can move on with the orientation by clicking the next arrow on your control bar in the bottom right corner of this screen.

Download PDF

COMMON FOR ALL TYPES OF ABUSE

- Exhibits suicidal gestures/attempts suicide
- Exhibits delinquent behavior, such as running away from home

INDICATORS OF NEGLECT

- Begs or steals food
- Is truant or tardy to school often or arrives early and stays late
- Is extremely dependent or detached

INDICATORS OF PHYSICAL ABUSE

- Is frightened of parents or going home
- Is extremely aggressive or withdrawn

INDICATORS OF SEXUAL ABUSE

- Reluctant to change clothes in front of others
- Is obsessively clean
- Has poor peer relationships

INDICATORS OF EMOTIONAL ABUSE

- Has unrealistic goal setting
- Is overeager to please
- Has unprovoked fits of yelling or screaming

While working with the YMCA to develop their Child Abuse Prevention training, they gave us a long list of behaviors that could be possible indicators of child abuse, sorted by type of abuse. We knew it would be difficult for learners to retain this information if we simply presented the list as is. We chose instead to create a drag-and-drop activity, in which the learner is asked to categorize each behavior under the appropriate type of abuse. Immediate feedback teaches them whether or not they've placed the behavior in the appropriate box. Direct interaction with the content, as opposed to simply reading it, leads to greater retention of this critical information.

Snapshot “sandbox” site


- Primary use is for potential clients to sample courses and try out features or for clients interested in the DIY course creator feature to experiment with it.
- If you are a current member and do not need to access the site anymore, please send a note to Chris (cglenn@cypherworx.com) so that we can deactivate that membership for you (it can always be re-activated).



Disabling Accounts

Site Administrators can render an account “Disabled” and then re-Enable it if needed.

Click on the Site Members menu item and uncheck the box next to a name to disable.

Email Address	First Name	Last Name	Enabled	Admin	User Registration Date	Membership Purchase Date
 tester1cg@example.com	tester1	forcg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/11/2015	11/11/2015



Once an account is disabled:

- The site member will no longer be able to log in.
- The site admin will still be able to pull reports on course completion information and view transcripts.

What disabling an account does NOT do:

- Remove the site member from reporting group(s) or Team(s).

Support Hub

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[Forums](#)

How can we help you today?

SEARCH

[+ New support ticket](#)

[Check ticket status](#)

[888-685-4440](#)

Knowledge base

General

FAQ (4)

- [Pop Up Blocker message when downloadin...](#)
- [System requirements for loading courses](#)
- [What version of the browser am I running?](#)
- [If a course expires, do I lose the notes I wro...](#)

Group Registration (1)

- [Grant permission to CypherWorx to group r...](#)

Learning Management System - How To (2)

- [CypherWorx Learning Management System...](#)
- [How to Register and Take a Course in WizN...](#)

Private Sites Best Practices Guide (1)

- [CypherWorx Private Site Best Practices Gui...](#)

User group recordings and video links found here

Group Creation (1)

- [Group Creation Checksheet - How to Edit G...](#)

Course Complete/No Certificate (1)

- [Course Needs to Complete](#)

Community forums

Showing recent updates

[Start a new topic](#)

CypherWorx Forums

Announcements (4)

- [Users Group Meeting Oct. 15, 2014](#)
Posted by Debbie DiBacco, 3 months ago
- [Users Group Meeting 8_13_14](#)
Posted by Debbie DiBacco, 5 months ago
- [Users Group Meeting - 01/21/14](#)
Posted by Debbie DiBacco, 12 months ago

[» See all 4 topics](#)

Feature Requests (2)

- [Tag courses as "assigned to me" or "tak...](#)
Posted by Chris Glenn, 9 days ago
- [Assigning a course with a deadline - ca...](#)
Posted by Debbie DiBacco, 12 months ago

Suggestions

If you have any suggestions, and/or would like to request a new feature that would increase YOUR overall customer experience with our system, then please share them with us.

Any features which are incorporated into our LMS will be announced on next month's call. By sharing your ideas with us you are assigning us all rights to the features.

In appreciation of your time, submitters whose features are incorporated into our LMS will be sent a \$5 Starbucks gift card as a quick "Thank You!"



Community forums

Showing recent updates

[Start a new topic](#)

CypherWorx Forums

Announcements (14)

[Users Group Meeting January 20, 2016](#)

Posted by Debbie DiBacco, 18 days ago

[Users Group Meeting December 16, 2015](#)

Posted by Debbie DiBacco, about 1 month ago

[Users Group Meeting November 18, 2015](#)

Posted by Debbie DiBacco, 3 months ago

[» See all 14 topics](#)

Feature Requests (4)

[Discussion Topics/Groups feature requests](#)

Posted by Chris Glenn, 10 months ago

[Course Assignments and New Registrant ...](#)

Posted by Debbie DiBacco, 10 months ago

[Tag courses as "assigned to me" or "take..."](#)

Posted by Chris Glenn, about 1 year ago

[» See all 4 topics](#)

Suggestion Box (0)

Issue Discussions (2)

[Discussion notifications](#)

Posted by Stacy Graison, about 2 years ago ,

[Last Reply](#) by Debbie DiBacco about 2 years ago

[Registration - CollaborNation membershi...](#)

Posted by Chris Glenn, about 2 years ago



<http://support.cypherworx.com/support/discussions>

Click on "Suggestion Box" to add your ideas
in our community forum



Contact Info

Please feel free to reach out to any of us after the webinar if you have more questions.

- Debbie DiBacco – ddibacco@cypherworx.com
- Chris Glenn – cglenn@cypherworx.com
- Al Ryan – aryan@cypherworx.com