This manual is a compilation of open source information from World Possible’s RACHEL Initiative, the Foundation for Learning Equality and their KA Lite User Manual version 0.14, Hackers for Charity, and experience from the author.
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RACHEL-Plus
Basic Instructions

New Features in RACHEL-Plus

- Up to 40 simultaneous users
- 500GB of available storage (~300GB is pre-loaded by World Possible. ~100GB is available for local content)
- Remote access and updates if/when plugged into the internet
- 5 hour+ battery life
- Extended WiFi range
- Password protected teacher portal to easily upload PDFs, movies, and other files
- Most modules are search enabled
- Static IP address

New Content in RACHEL-Plus

- Updated Wikipedia to March 2016 content
- Wiki Voyage – worldwide travel guide
- TED Talks – 2000 inspiring videos of world thinkers and doers
- GCF Learn Free – articles and videos focusing on technology and job training
- And more…
Getting Started

STEP 1. Plug in RACHEL-Plus device into power supply (AC)

STEP 2. Press and hold small white power button on top of device for 2 seconds. Allow 10-12 minutes for all services to be ready.

**NOTE:** Do not move device while it is running

STEP 3. When blue WiFi light is ‘breathing’ that is, blinking slowly, the WiFi signal is on.

**NOTE:** Placing the device near a large metal object interferes with signal and slows down the site

STEP 4. On computer device, e.g. desktop computer, laptop, tablet, or phone, connect to RACHEL by going to computer device’s internet connections (usually under **settings** on tablets) and choosing RACHEL

STEP 5. Open web-browser\(^1\) on computer device. The following browsers are compatible with RACHEL:

- Internet Explorer 9+ (on Windows, Windows Phone and Windows RT)
- Google Chrome 3+ (for Windows or Mac)
- Safari (for Mac or iOS 3.5+)
- Android 3+
- Firefox 22+ (for Windows, MacOS, Linux)
- Firefox for Android 4.1 (Jelly Bean)
- Samsung phones and tablets with Android 4.0 (Ice Cream Sandwich)

STEP 6. Type **my.content** into URL bar at the top of the browser page to open the

*Welcome to RACHEL* page. Click on **click here to start** button to open the

*RACHEL-Plus homepage.*

---

\(^1\) If there is no modern web-browser on computer device, a download for a modern web-browser has been included in the Windows Applications module on the *RACHEL-Plus homepage.*
OR

Type 192.168.88.1 into the URL bar to open the RACHEL-Plus homepage

STEP 7. Choose learning module by one of the following methods:
   a. Clicking on the title of the module
   b. Clicking on the icon of the module
   c. Clicking on one of the content links within some modules

Sign in as Administrator
There are two portals to sign in as an administrator. One page is the Content Administration Portal also called the Content Management Portal; the other page is the Content Access Point Dashboard. For both locations, the default username/password2 is admin/Rachel+1

Sign into Content Administration PORTAL – (192.168.88.1/admin.php.)
NOTE: Also referred to as Content Management Portal

2 For all default usernames and passwords see APPENDIX A
To get to this page, click on Admin on the RACHEL-Plus homepage found in lower right hand corner of RACHEL title ribbon.

Or administrators can enter 192.168.88.1/admin.php into the URL. From this page the administrator can choose what content to show on the RACHEL-Plus homepage and what to hide by checking the box to the right of the module’s name. Administrator can also reorder the modules as they appear on the RACHEL-Plus homepage by clicking and holding the module’s name and dragging the name up or down the list. After reordering the list, go to the bottom of the page and click on Save Changes. When returning to homepage, press the refresh to see new order of modules.

NOTE: Image below is of Sept 2016 version. More tabs are added in the newer January 2017 version of RACHEL-Plus and the first tab’s name is changed from MAIN to MODULES.

Read about other administrative options for this portal in the RACHEL-Plus Technical Assistance section of this manual.

Sign into Content Access Point DASHBOARD - (192.168.88.1:8080)
The Content Access Point Dashboard allows administrator to view and select various settings for the device. It is a device management portal. There are two ways to sign into this portal. First is by going to the learning module on the RACHEL homepage entitled RACHEL-Plus
Lesson Planner and Content Storage and clicking on Device Administrator Login. The second is by entering 192.168.88.1:8080 into the URL bar.

Set Time & Date of Device
Of the many operations you can access from the Dashboard, one is to set the time and date of your location.

Reset Passwords
Only the administrator can change passwords for the administrator and for the teacher. Use the Account Settings tab. IMPORTANT: Record new administrator password in a secure location.
Sign in as a Teacher
Teachers and Administrators can add content to RACHEL-Plus including lessons, e-textbooks, student exercises, tests and quizzes. Content can be visible to or hidden from students.

RACHEL-Plus has only one teacher portal to which there is only one username/password. Therefore multiple teachers must share the same username/password and Content Hub’s Home, Lessons, and Library. The default teacher username/password is teacher/teacher.

NOTE: This is different from Teacher/Coach users for KA Lite which allows multiple teachers.

RACHEL-Plus Teacher Portal: Adding Content
To learn how to add content to the Teacher Portal, view RACHEL-Plus Video Overview by entering 192.168.88.1/modules/en-local_content/intro.mp4 into the URL bar or by going to the
local content module called **RACHEL-Plus Lesson Planner and Content Storage** on the 
*RACHEL-Plus homepage* and clicking on **RACHEL-Plus Video Overview**.

**NOTE:** Adding content is different from adding new RACHEL-Plus learning modules.

Both teachers and administrators can add content to the Local Content’s *Library* or *Lessons* from 
files on a USB thumb drive plugged into the RACHEL-Plus device or from files on the computer 
device connected wirelessly to the RACHEL-Plus device.

**STEP 1.** Click on View and Upload Content link on **RACHEL-Plus Lesson Planner** 
and **Content Storage**

**STEP 2.** Log in as teacher on the *Content Hub* page by clicking Login in upper right 
corner of grey ribbon. The default username/password is teacher/teacher

**STEP 3.** Choose *Library* or *Lesson* tab
STEP 4. Click on **Upload Content** on upper right of screen.

STEP 5. Add content by clicking on **Choose Files** to activate dropdown menu with files from computer device or USB thumb drive inserted into computer device. Click on desired file or select several files to upload content.
STEP 6. Content may also be added by inserting a USB thumb drive into the RACHEL-Plus device. Click on Upload Content and then click on USB Import.

![Upload Content](image)

STEP 7. After uploading files, edit title of file, add description of content, and then add tags to help future users search for content. Determine whether content should be visible or hidden from student users. Finally, click on the orange box with Upload Content to complete the process.

The screen below shows CK-12 teacher textbook editions that have been uploaded to content. The list shown can be generated by a teacher by selecting Teacher Edition from the list of tags on the lower left of the screen. Other tags used for searching in the example include added-content, Algebra, Biology, etc.

![Tag Selection](image)

The icons to the right of each file represent settings that can be selected by the teacher.
The star represents **Featured Content.** By selecting the star, this file is listed on the *Content Hub homepage* under **Featured Content**

The pencil represents editing. By selecting the pencil, the teacher can change the status and/or description of the file.

The eye with a slash through it represents files that are hidden from student users’ view. Selecting the eye with slash hides the file from students’ view.

The box icon, if selected, allows the teacher to add a lesson to accompany the file or delete the file.

**Turn Off or Reboot RACHEL-Plus**

There are two ways to reboot the device for the Sept 2016 version and a third way with Jan 2017:

Through the Admin console (preferred method):

**STEP 1.** Sign in as Administrator

**STEP 2.** Go to *Content Access Point DASHBOARD.*

**STEP 3.** Click on last tab in list on the left, **Device Management**

**STEP 4.** Under **Reboot & Reset**, click on Reboot

Hard reboot:

**STEP 1.** Press and hold the power button for two seconds and it should turn off

**STEP 2.** Press and hold the power button again for two seconds to power on

Through the *Content Management Portal*:

**STEP 1.** Sign in to *Content Management Portal* by clicking on **Admin** on the *RACHEL-Plus homepage* found in lower right hand corner of RACHEL title ribbon

**STEP 2.** Click on **Hardware** tab and scroll to bottom of page

**STEP 3.** Under **System Shutdown**, click on **Shutdown** button
System Shutdown

RACHEL-Plus

To safely shut down, just press the power button for one second and release. The unit will power off after a few moments.

You can also shut down or restart here:

- Shutdown
- Restart
RACHEL-Plus Technical Assistance

User Manuals

User Manual for World Possible’s RACHEL-Plus 2016/17
An electronic copy of this manual which describes how to use the RACHEL-Plus device and how to use Khan Academy Lite can be found on the Content Hub under Library tab, Preloaded Content tab.

Content Access Point User Manual by Intel®
This 50 page manual describe Intel’s Content Access Point device and DOES NOT have any information on the RACHEL-Plus system that is loaded on it. A hard copy of the manual is included with the device. An electronic copy of the manual can be found online at https://drive.google.com/file/d/0B5hqZ2wCvuQ7UnVPbnNQ52IrbbHM/view

Video Tutorials (online)
Video tutorials can be found on the RACHEL-Plus website and are regularly updated: https://racheloffline.org/products/rachel-plus. Tutorials include (at time of publishing):

- Introduction to RACHEL-Plus Hardware (3:15 min)
- Tutorial: Showing & Hiding Content Modules (6:37 min)
- Tutorial: Adding & Updating Content (2017 ver.) (9:21 min)
- Introduction to using RACHEL-Plus (including Teacher Portal) (6:04 min)

Updating RACHEL-Plus Content

RACHEL-Plus (September 2016): The procedure for updating the learning modules on this system is quite complex. The 2016 version requires connecting the RACHEL-Plus device to an internet connection, finding its IP address, and navigating the World Possible’s development teaching module site. For details on how to update this system, see video entitled Tutorial: Optional Updating of Content (Requires Internet) on YouTube. https://www.youtube.com/watch?v=GvnJgfe_8O4. It is recommended that September 2016 and earlier versions of software be updated to the newer 2017 version for easier learning module updates. See Manual’s section: Updating RACHEL-Plus Software (Older versions to Jan 2017 version)
RACHEL-Plus (January 2017): Updating the learning module content of this newer version of RACHEL-Plus is much more user-friendly. In fact, little else has changed from the previous version. The new Content Management Portal has 6 function tabs (see description below). To update learning modules, use Version tab.

MODULES Tab: Allows administrator to show, hide, and move learning modules. See Manual’s section Sign into Content Administration PORTAL – (192.168.88.1/admin.php.) for details.

HARDWARE Tab: Shows how much free space is available on device.

VERSION Tab: Allows user to update existing modules on device. The list of modules is located under Content heading. Steps to update modules are described in the video entitled Add, Update Content on RACHEL- Internet Required on YouTube https://www.youtube.com/watch?v=CMQLFgICOiw&t and are listed below.

NOTE: Ethernet (cat 5) cable and active internet connection are required for updates.

STEP 1. Plug Ethernet cable into RACHEL-Plus and into back of active internet router or cable modem.

STEP 2. On computer device, e.g. desktop computer, laptop, tablet, or phone, connect to RACHEL by going to computer device’s internet connections (usually under settings on tablets) and choosing RACHEL.

STEP 3. Log into Content Administration Portal. On RACHEL-Plus homepage, click on Admin found in lower right hand corner of RACHEL title ribbon. Or administrators can enter 192.168.88.1/admin.php into the URL bar.
STEP 4. Click on **Version** tab located under RACHEL Admin.

STEP 5. Click on **Check for Updates** button to reveal which of the modules have a newer version to update. **NOTE:** Update button will not work if device is not connected to internet.

STEP 6. Scroll down modules and choose desired learning module with newer version to update. Click **version available** button. **NOTE:** Some modules are very large and may take an extended period of time. If internet cuts off, process will continue where it left off.
INSTALL Tab: Allows users to install new modules made available at World Possible. Follow first three steps listed under VERSION tab above.

STEP 4. Click Install tab.

STEP 5. Select desired new module listed under Add Modules. For example, choose learning module entitled Algebra 2Go - English version (en-algebra2go – 1.2 GB) as shown below.

STEP 6. Click on the Download button. Progress bar will appear showing progress of download.
Updating RACHEL-Plus Software (Older versions to Jan 2017 version)

Description of how to update to the 2017 software version of RACHEL-Plus is located on the RACHEL Friends forum site [http://community.rachelfriends.org/t/add-or-update-content-rachel-plus-2017-software-release/21/2](http://community.rachelfriends.org/t/add-or-update-content-rachel-plus-2017-software-release/21/2) and listed below.

The process requires an internet connection, Ethernet (cat 5) cable, and some basic familiarity with the command line.

**STEP 1.** Connect the RACHEL-Plus to the internet -- [video instructions here](http://community.rachelfriends.org/t/add-or-update-content-rachel-plus-2017-software-release/21/2) (watch 0:33 - 1:12 to plug RACHEL into internet). Turn on RACHEL-Plus.

**STEP 2.** Connect computer device to RACHEL-Plus wireless signal and go to RACHEL-Plus homepage

**STEP 3.** Go to the RACHEL-Plus Administrative Dashboard by using link on the RACHEL-Plus Lesson Planner and Content Storage module or by entering 192.168.88.1:8080 in the URL bar. Under GENERAL SETTINGS, there is a choice for "network mode of this device". Click on "Full Internet Access" for setting.
**STEP 4.** Determine the IP address of RACHEL-Plus—video instructions here (watch minutes 1:33 - 3:19 to get into RACHEL via SSH) – by using an IP identifier program that will ping nearby internet devices. The RACHEL-Plus device name will come up as Gemtek Technology. Alternatively, open the RACHEL-Plus homepage and look at the upper right corner for the LAN. In the example image below the IP is 10.0.0.8

![Example Image](image_url)

**STEP 5.** Open the Secure Shell (SSH) program on computer device. NOTE: If using a Mac computer, SSH software is preloaded. If using a PC, SSH software will need to be downloaded, an example is PuTTY ssh open source software.

**STEP 6.** Enter Hostname: *your IP address*, and click on the connect or open button

Enter Username: root

Enter Password: 123lkj, and press OK

**NOTE:** Check updated password for ssh – RACHEL-Plus on the default passwords page.
STEP 7. Copy the following highlighted command and paste after the prompt, making sure to get everything on one line:

```
rsync -Pavz --exclude modules --exclude /admin/admin.sqlite --exclude '.*' --del
rsync://dev.worldpossible.org/rachelmods/contentshell/ /media/RACHEL/rachel/
```

STEP 8. After update has completed (which can be a matter of seconds with a fast internet connection), run the following command by copying and pasting it after the prompt: `killall lighttpd`

The device should be up-to-date with the latest RACHEL-Plus software. Installs and future updates can now be completed through **RACHEL-Plus Administrative Dashboard** by using Install and Version tabs respectively.

**NOTE:** The RACHEL-Plus Quick Start Guide states that using the Default SSH voids any support from RACHELoffline. However, World Possible states that using it for this software update will NOT void the warranty.¹

**User Forum – RACHEL Friends (online)**
For technical support, please visit forums [http://community.rachelfriends.org/](http://community.rachelfriends.org/), specifically, [http://community.rachelfriends.org/c/support/rachel-plus](http://community.rachelfriends.org/c/support/rachel-plus)

**Advanced Technical Assistance (online)**
For RACHEL-Plus advanced technical support, go to [https://github.com/rachelproject/rachelplus](https://github.com/rachelproject/rachelplus)

¹See answer to the query at [http://community.rachelfriends.org/t/software-update-for-sept-2016-to-jan-2017-version/63/2](http://community.rachelfriends.org/t/software-update-for-sept-2016-to-jan-2017-version/63/2)
RACHEL-Plus KA Lite
Basic Instructions

Navigating Khan Academy Lite (KA Lite)

KA Lite is software that allows users without Internet access to engage with Khan Academy educational videos and exercises in completely offline settings. Users can track their progress on videos and exercises, and coaches (or teachers) can login and check up on their classes’ progress to identify in which areas the students need the most help.

Some aspects of KA Lite on RACHEL-Plus cannot be edited. The facility name, for example, can be added but not registered because the program is embedded into RACHEL. Administrative functions that can be performed include: Adding teachers and students, adding groups, assigning a teacher and students to each group, and viewing the progress of students in those groups. Students can watch videos, perform practice problems, and view their own progress. Steps for each of these processes are outlined below.

Getting Started

There are three ways to access KA Lite. (1) On the RACHEL-Plus homepage, click on the KA Lite Learning Module by clicking icon in upper left corner of module, (2) click on “KA Lite” at top of module or (3) enter KA Lite address into the URL bar: 192.168.88.1:8008

The KA Lite Welcome page appears and offers 5 choices.

SEARCH BAR: On the top ribbon there is a search bar to search for topic, video, or exercises.

LEARN: Clicking on LEARN tab brings up the choice of topics and their corresponding videos and exercises. Click on a topic to display a set of subtopics. Continue to click on
desired subtopics until you are given a choice of video lessons and possibly exercises for that topic.

Subtopic icon designates the selection can be further expanded into subtopics

Pencil icon designates the selection is an exercise for that topic

Video icon designates the selection is a video for that topic

LOGIN: Login as an administrator, teacher/coach, or student/learner

SIGN UP: This allows students or teachers to sign up students as “users” and create their usernames and passwords. They also are given the option to choose a group for the user which may be their school grade level or class, for example, sample group A.

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4 For all default usernames and passwords see APPENDIX A
Learn! KA LITE: By clicking on this large KA Lite icon, users can go directly to the video and exercise content without logging in as a student, teacher/coach, or administrator.

KA Lite Administrator
An administrator can install updates to KA Lite, add facilities, create Coach/Teacher logins, Learner/Student logins and add Groups. An administrator also can view Groups’ statistics and delete Learner/Students, Coach/Teachers, and Groups.

Login to KA Lite as an Administrator
STEP 1. Click on KA Lite learning module from the RACHEL-Plus homepage
STEP 2. Click on LOGIN tab located with upper right set of green tabs
STEP 3. Enter username: admin and password: Rachel+1 (these are case sensitive)
Administration Tabs
The administrator’s tabs include:

TEACH: By clicking on this tab, teachers and administrators can view Coach Reports. Coach Reports show how a group is performing on assigned exercises. KA Lite has exercises that correspond to learning videos for some topics in math and grammar.

MANAGE: By clicking on MANAGE, administrators can add or edit facilities, e.g. Joseph & Mary School Learning Center. By clicking on learning facility, administrators can view and/or add:

- Coaches/Teachers
- Learner Groups
- Learners

The MANAGE page also has red box in the upper right corner entitled Show me how! This is KA Lite’s inline help system. Clicking this box gives a helpful quick tutorial of how to navigate the page.

LEARN: Clicking on LEARN tab brings up the choice of topics and their corresponding videos and exercises.
**DOCS:** This tab opens another window bringing you to the *KA Lite documents page*. Documents include:

- Installation Guide
- User Manual
- FAQ (Frequently Asked Questions)
- Contributing and Development
- For Devs

* It is important to note that these documents are specifically written for KA Lite as a stand-alone program and NOT as it is embedded in RACHEL. Therefore much of the information is not relevant. The User Manuals for Administrators, Coaches, and Learners are helpful but in many instances not relevant.

**ADMIN:** Clicking this tab allows administrators to logout

**Add a Facility as Administrator**

**STEP 1.** Once logged in to KA Lite as an administrator, click **MANAGE** on the top set of green tabs

**STEP 2.** Under Facilities, click on **Add a new facility**…

**NOTE:** You will not be able to register your facility with RACHEL-Plus
STEP 3. Fill in the name and description of facility and click Save Facility at the bottom of the page

Add a Coach/Teacher or Group or Learner/Student as Administrator

STEP 1. Once logged in to KA Lite as an administrator, click MANAGE on the top set of green tabs

STEP 2. Make sure the FACILITIES tab on upper left under KA Lite icon is selected

STEP 3. Click on desired facility name
STEP 4. Click on *Add a new coach* or *Add a new group* or *Add a new learner*

STEP 5. To add Coaches and Learners, fill out names and assign usernames and passwords. Students may also be assigned to groups. To add Groups, fill out name and description.
STEP 6. To save new user or group, select and click **Create user** or **Create group** at the bottom of the page

**NOTE:** For new coaches/teachers and for new learners/students, record the usernames and passwords in your records. A sample record page is in **APPENDIX B: KA Lite USERNAME & PASSWORD RECORD SHEET.**

Delete Coach/Teacher or Group or Learner/Student

STEP 1. Login as administrator

STEP 2. Click on **MANAGE** tab

STEP 3. Select box(es) to the left of group or user and then click on **Delete Coaches** or **Delete Groups** or **Delete Learners** located above corresponding list.
View COACH REPORTS as Administrator
Coach reports are visualizations of the data generated by your learners. The goal of the coach reports is to put the data into an easy to understand format, so you can understand how learners are progressing and where they need the most help.

The Report Page displays an overview of the learners and a tabular report.

**STEP 1.** Login as administrator

**STEP 2.** Select TEACH tab located on upper right set of green tabs

**STEP 3.** Use dropdown menu to select a specific group or All Groups to view reports The display should refresh with the data requested, for student activity from the previous week onwards.

**STEP 4.** To view data over a longer period, use drop down menu on calendar to select range of dates for report. Select the desired day in the start date dropdown calendar and do the same for the end date calendar. The start date will be highlighted in blue and the end date in yellow. Then select the refresh button.
The overview will display the activity of the group: the percentage of hours logged on content versus exercises, the average progress in exercises, and the total exercises attempted.

**STEP 5.** To view the tabular report, click the green Show Tabular Report button at the bottom of the page.

The tabular report is a grid that shows how students are doing in specific subjects. As administrator or coach, you can select which group of students for which you’d like to check progress and which subset of videos or exercises you’d like to see reports on. This allows you to easily identify the areas in which learners are struggling, as well as which learners are doing well.
The color of the rectangle in the table indicates how that student is doing on a particular exercise. The following key explains the color code of the table cells (this information will also be available on the Coach Report page):

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Not Attempted: The student has not attempted the subtopic.</td>
</tr>
<tr>
<td>Blue</td>
<td>In Progress: The student has completed a few questions.</td>
</tr>
<tr>
<td>Red</td>
<td>Struggling: The student is struggling on the subtopic.</td>
</tr>
<tr>
<td>Green</td>
<td>Completed: The student has completed the subtopic.</td>
</tr>
</tbody>
</table>

**STEP 6.** To view specific details of students’ performance, click on the colored cells by student’s name. A panel should open up below the cell to reveal the number of questions attempted and the actions made on each exercise. Click on the same cell to close the panel. In the table below, student 4 is struggling to complete exercises “Add within 20.” On question 1 of that exercise, student 4 spent 28 seconds, answered it correctly, and received 15 points.
KA Lite Coach/Teacher
Coach/Teachers can add, manage, and track the progress of groups of students. Teachers have access to student progress data in the form of Coach Reports. Also, by default, coaches can create Coach/Teacher logins and Learner logins.

Login to KA Lite as a Coach/Teacher

STEP 1. Click on KA Lite from the RACHEL-Plus homepage.

STEP 2. Click on LOGIN tab located with upper right set of green tabs
STEP 3. Enter username assigned by KA Lite administrator. Usernames and passwords are case sensitive.

Coach Tabs

The Coach/Teacher tabs include:

**TEACH**: By clicking on this tab, teachers and administrators can view Coach Reports. Coach Reports show how a group is performing on assigned exercises. KA Lite has exercises that correspond to learning videos for some topics in math and grammar.

**MANAGE**: By clicking on **MANAGE**, teachers can view and/or add:
- Coaches/Teachers
- Learner Groups
- Learners

They can also delete Learners.

The **MANAGE page** also has red box in the upper right corner entitled **Show me how!** This is KA Lite’s inline help system. Clicking this box gives a helpful quick tutorial of how to navigate the page.

**LEARN**: Clicking on **LEARN** tab brings teacher to the choice of topics and their corresponding videos and exercises.
DOCS: This tab opens another window bringing you to the KA Lite documents page*. Documents include:

- Installation Guide
- User Manual
- FAQ (Frequently Asked Questions)
- Contributing and Development
- For Devs

* NOTE: These documents are specifically written for KA Lite as a stand-alone program and NOT as it is embedded in RACHEL. Therefore much of the information is not relevant. The User Manuals for Administrators, Coaches, and Learners are helpful but in many instances not relevant.

TEACHER’S NAME: Clicking this tab allows Coach/Teacher to logout

Add Coach/Teacher or Group or Learner/Student

STEP 1. Login in as a Coach/Teacher

STEP 2. Select MANAGE on the top set of green tabs

STEP 3. Click on *Add a new coach* or *Add a new group* or *Add a new learner*
STEP 4. To add Coaches and Learners, fill out names and assign usernames and passwords. Students may also be assigned to groups. To add Groups, fill out name and description.

STEP 5. To save new user, select and click Create user or Create group at the bottom of the page

NOTE: For new coaches/teachers and for new learners/students, record the usernames and passwords in your records. A sample record page is in Appendix B.

Delete Coach/Teacher or Group or Learner/Student

STEP 1. Login as teacher

STEP 2. Click on MANAGE tab

STEP 3. Select box(es) to the left of learner and then click Delete Learners located above corresponding list.
View COACH REPORTS as Coach/Teacher
Coach reports are visualizations of the data generated by your learners. The goal of the coach reports is to put the data into an easy to understand format, so you can understand how learners are progressing and where they need the most help.

The Report Page displays an overview of the learners and a tabular report.

**STEP 1.** Login as teacher

**STEP 2.** Select TEACH tab located on upper right set of green tabs

**STEP 3.** Use dropdown menu to select a specific group or All Groups to view reports.

The display should refresh with the data requested, for student activity from the previous week onwards.

**STEP 4.** To view data over a longer period, use drop down menu on calendar to select range of dates for report. Select the desired day in the start date dropdown
calendar and do the same for the end date calendar. The start date will be highlighted in blue and the end date in yellow. Then select the refresh button.

![Calendar Example](image)

The **overview** will display the activity of the group: the percentage of hours logged on content versus exercises, the average progress in exercises, and the total exercises attempted.

**STEP 5.** To view the **tabular report**, click the green **Show Tabular Report** button at the bottom of the page.

The tabular report is a grid that shows how students are doing in specific subjects. The administrator or coach can select which group of students to check progress and which subset of videos or exercises to see reports on. This allows easy identification of the areas in which learners are struggling, as well as which learners are doing well.
The color of the rectangle in the table indicates how that student is doing on a particular exercise. The following key explains the color code of the table cells (this information will also be available on the Coach Report page):

<table>
<thead>
<tr>
<th>Color Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Attempted: The student has not attempted the subtopic.</td>
<td></td>
</tr>
<tr>
<td>In Progress: The student has completed a few questions.</td>
<td></td>
</tr>
<tr>
<td>Struggling: The student is struggling on the subtopic.</td>
<td></td>
</tr>
<tr>
<td>Completed: The student has completed the subtopic.</td>
<td></td>
</tr>
</tbody>
</table>
STEP 6. To view specific details of students’ performance, click on the colored cell by student’s name. A panel should open up below the cell to reveal the number of questions attempted and the actions made on each exercise. Click on the same cell to close the panel. In the table below, student 4 is struggling to complete exercises “Add within 20.” On Question 1 of that exercise, student 4 spent 28 seconds, answered it correctly, and received 15 points. To view how the student performed on question 2, select the button Question 2. To view how the student did on question 5, select page 2 on sequence of page numbers in boxes located on the bottom of student 4’s data. This will bring up data on questions 5 – 8.

KA Lite Learner/Student
KA Lite Learners have access to videos and exercises as well as a view to their personal progress.
Sign up for KA Lite as a Learner/Student

Learners may receive their account information from their teachers or administrator if their account has been preconfigured. However, learners can also create their own account.

   STEP 1. Select **KA Lite learning module** on the **RACHEL-Plus homepage**.

   STEP 2. Click **SIGN UP** tab located with upper right set of green tabs

   ![KA Lite login page](image)

   STEP 3. Fill out the information and create user username and password

   STEP 4. To save new user, select and click **Create user** button at the bottom of the page

   **NOTE:** New users should report username and password to teacher or administrator for their records. A sample record page is in **Appendix B**.

Login to KA Lite as User

   STEP 1. Click on KA Lite from the **RACHEL-Plus homepage**.

   STEP 2. Click on **LOGIN** tab located with upper right set of green tabs

   ![KA Lite login page](image)

   STEP 3. Enter username and password
Navigate KA Lite Content

STEP 1. Log into KA Lite. A green menu on the left that lists the content will come up. (If this green menu is not visible, click on the LEARN tab on the home page.)

STEP 2. Select the desired subject. The list will expand the side menu displaying subtopics within that subject until the list of videos and/or exercises appears.

STEP 3. The icons to the left of the menu selections describe whether it is a video, an exercise, or a menu that can be further expanded:

- Subtopic icon designates the selection can be further expanded into subtopics
- Pencil icon designates the selection is an exercise for that topic
- Video icon designates the selection is a video for that topic

Practice Exercises

STEP 1. Log into KA Lite

STEP 2. Navigate to the desired topic’s exercises

STEP 3. Answer each question by entering the answer in the box on the top right of the module, or select the bubble next to the answer choice in the exercise panel

STEP 4. Once you have indicated your answer, click Check Answer button
Correct Answer: If the answer is correct, the button will indicate the answer is correct and ask to click again to proceed to the next question. Points will be added to the progress bar on the top right of the screen.

Incorrect Answer: If the answer is incorrect, the button will state the answer is incorrect and instruct student to try again.

Need a Hint: If stuck on a problem, ask for a hint by clicking on the I’d like a hint button. There are a limited number of hints for every section.

The exercise module will not advance to the next question until the answer is correct and until the Correct! Next Question... button is selected.

The points bar on the top right displays student’s progress. After 8 correct answers out of the last 10 attempts, total points for the exercise are recorded and exercise is noted as mastered. No points are awarded if the answer is wrong or a hint is needed to answer the question.
**NOTE:** If at any point during an exercise student wishes to watch a video to refresh memory, navigate to the video by expanding the green tab with the arrow located on the left of the screen to bring up the content menu. Progress for that exercise will be saved and work will not be lost.

**STEP 5.** Students who are logged in can leave feedback on each content item. Rate each content item on *Quality* and *Difficulty* on a 1 to 5 scale by clicking on the star icons. 1 represents the lowest rating, and 5 represents the highest rating. Students can also leave comments in the *Your Comments* textbox. At this time, only students are able to view their ratings.

**Content Recommendation**
After making progress on exercises and videos, content recommendations will appear on homepage. Three cards will appear now on the homepage:
Resume: This card allows navigation to resume the last exercise on which student worked or last video viewed.

Next Steps: This card allows navigation to exercises begun; also to navigate to the over-arching topic to which that exercise belongs.

Explore: This card recommends content based on topics completed and begun. This card also recommends random content from KA Lite collection of topics to encourage learning from multiple fields.

Content Rating: Students may rate content with designation of stars but this will only be viewable to student.

View Progress
At any point while logged in, students are able to view progress on any topic.

   **STEP 1.** If not logged in, log into KA Lite
   **STEP 2.** Click on name in the top right of the page
   **STEP 3.** A drop-down menu will appear. Click on My Progress

On the progress page, there will be two bars for each topic. The top bar represents student’s progress on the videos for that topic, and the bottom bar represents progress on the exercises for that topic.
## APPENDIX A: USERNAMES & PASSWORDS

<table>
<thead>
<tr>
<th>Number of users</th>
<th>Address</th>
<th>Default Username</th>
<th>Default Password</th>
<th>Authority to change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RACHEL Plus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator Sign In</td>
<td>single</td>
<td>my.content:8080 or 192.168.88.1:8080</td>
<td>admin</td>
<td>Rachel+1</td>
</tr>
<tr>
<td>Content Administrator Sign In</td>
<td>single</td>
<td>192.168.88.1/admin.php</td>
<td>admin</td>
<td>Rachel+1</td>
</tr>
<tr>
<td>Teacher Sign In</td>
<td>single</td>
<td>my.content:8090 or 192.168.88.1:8090</td>
<td>teacher</td>
<td>teacher</td>
</tr>
</tbody>
</table>

| **KA Lite** |                  |                  |                  |                     |
| Administrator Sign In | single | my.content:8008 or 192.168.88.1:8008 | admin | Rachel+1 | administrator |
| Teacher/Coach Sign In | multiple | must create* | must create* | teacher or administrator |
| Student/Learner Sign In | multiple | must create | must create | student, teacher, or administrator |

*Keep written record of created usernames and passwords. See sample username and password record sheet in APPENDIX B.*
APPENDIX B: KA Lite USERNAME & PASSWORD RECORD SHEET

USERNAME & PASSWORD RECORD

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ASSIGNED GROUPS</th>
<th>TEACHER FIRST &amp; LAST NAME</th>
<th>LOGON INFORMATION</th>
<th>ASSIGNED GROUPS</th>
<th>STUDENT FIRST &amp; LAST NAME</th>
<th>LOGON INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1, S-2</td>
<td>Mrs Iyamabo</td>
<td>Iyamabo 1</td>
<td>S-1</td>
<td>Patience Echon</td>
<td>pechon passwww</td>
</tr>
</tbody>
</table>

SIGNED ____________________________________________________________________