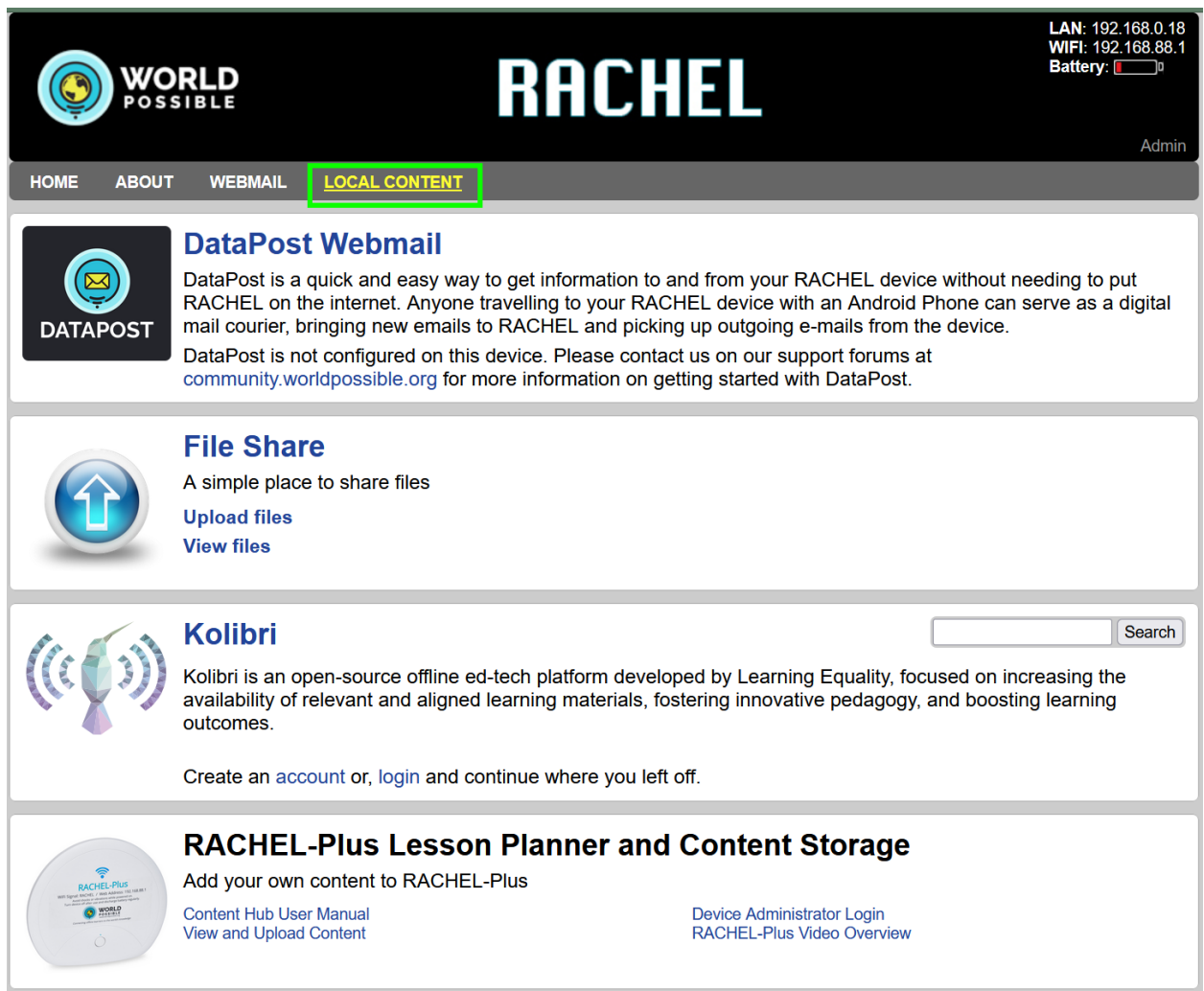


Uploading Local Content to RACHEL

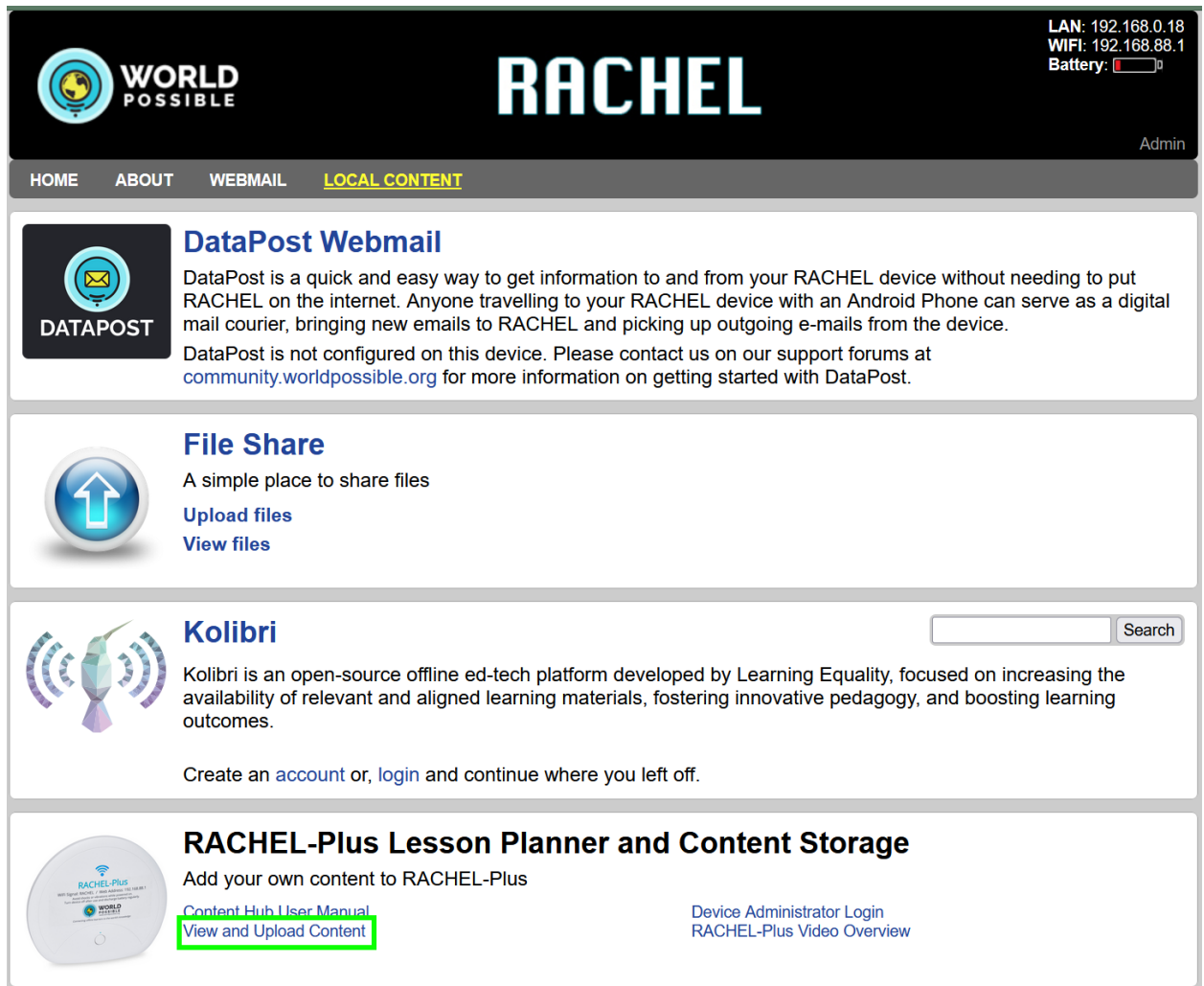
This guide will walk you through adding your own local content to your RACHEL device using the Local Content (Content Hub) software

1. Navigate to the RACHEL home page
2. Click the “Local Content” link



The screenshot shows the RACHEL web interface. At the top, there's a header with the 'WORLD POSSIBLE' logo, the 'RACHEL' title, and network status (LAN: 192.168.0.18, WIFI: 192.168.88.1, Battery: 100%). Below the header is a navigation bar with links: HOME, ABOUT, WEBMAIL, and LOCAL CONTENT (highlighted with a green box). The main content area features several sections: 'DataPost Webmail' with a description and a link to the support forum; 'File Share' with an upload icon and links to 'Upload files' and 'View files'; 'Kolibri' with a search bar and a description; and 'RACHEL-Plus Lesson Planner and Content Storage' with a description and links to the 'Content Hub User Manual', 'View and Upload Content', 'Device Administrator Login', and 'RACHEL-Plus Video Overview'.

3. You can also click “View and Upload Content” on the “RACHEL-Plus Lesson Planner and Content Storage” module



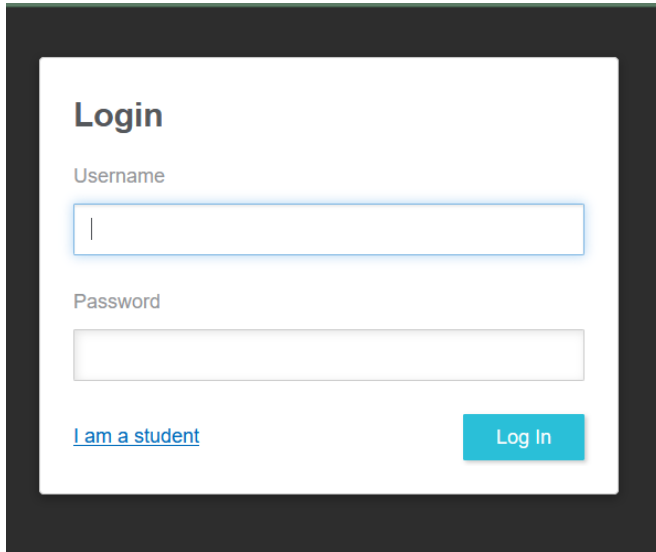
The screenshot shows the RACHEL web interface. At the top, there's a header with the "WORLD POSSIBLE" logo, the word "RACHEL" in large letters, and network status (LAN: 192.168.0.18, WIFI: 192.168.88.1, Battery: 100%). Below the header is a navigation bar with links: HOME, ABOUT, WEBMAIL, and LOCAL CONTENT (highlighted). The main content area features several modules: "DataPost Webmail" with a description of its function and a link to the support forum; "File Share" with an upload icon and links for "Upload files" and "View files"; "Kolibri" with a search bar and a description of the platform; and "RACHEL-Plus Lesson Planner and Content Storage" which includes a "Content Hub User Manual" link (highlighted with a green box) and links for "Device Administrator Login" and "RACHEL-Plus Video Overview".

4. On the main page of Content Hub click “Login”



The screenshot shows the Content Hub Lesson Planner interface. At the top, there's a header with the "Content Hub Lesson Planner" logo and a "Login" button (highlighted with a green box). Below the header is a navigation bar with links: Home, Lessons, and Library. A search bar labeled "Search Library..." is also present. The main content area features a "Featured Lessons" section with a "View all lessons" button.

5. Enter the admin username and password, then click “Log In”.
The default login/password is admin/Rachel+1



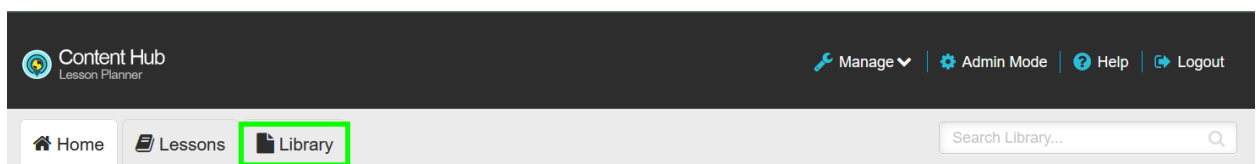
The image shows a login form titled "Login" within a white box on a dark background. It contains two input fields: "Username" and "Password". Below the "Username" field is a blue link that says "I am a student". To the right of the "Password" field is a blue button labeled "Log In".

6. On the next screen click “Teacher Mode”

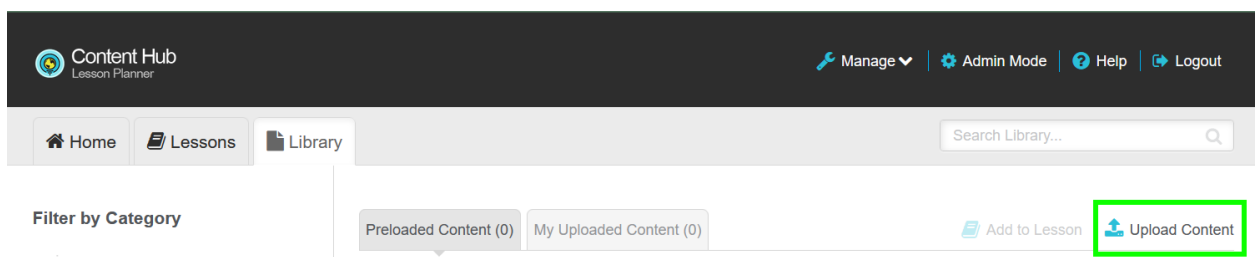


Manage Content

7. Click the “Library” button

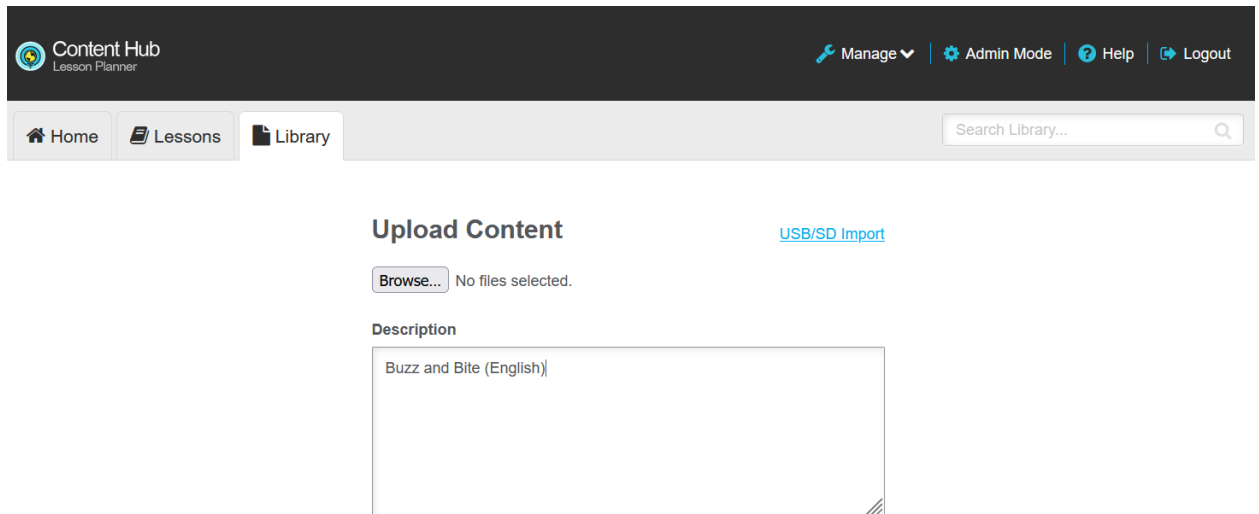


8. Click “Upload Content”



9. On this screen you can upload multiple files at once. These files will all have the same Description. You can also add tags which helps identify the type of file you are uploading

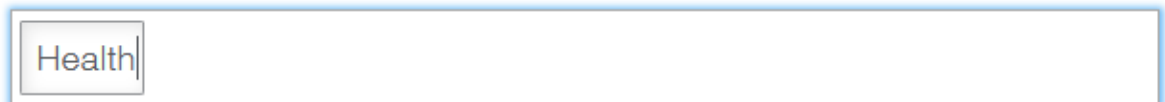
10. Enter a description for your content



The screenshot shows the 'Content Hub Lesson Planner' interface. At the top, there's a dark header with the logo and navigation links: 'Manage', 'Admin Mode', 'Help', and 'Logout'. Below this is a light gray navigation bar with 'Home', 'Lessons', and 'Library' tabs, and a search bar labeled 'Search Library...'. The main content area is titled 'Upload Content' and includes a link for 'USB/SD Import'. There's a 'Browse...' button with the text 'No files selected.' below it. A 'Description' section contains a text area with the text 'Buzz and Bite (English)'.

11. To add tags for your content click on the tags input bar and type a word and type a word

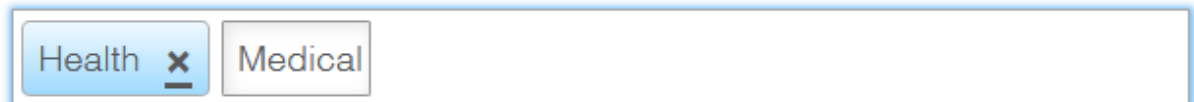
Tags



The screenshot shows a 'Tags' input bar. The word 'Health' is typed into the input field, which is highlighted with a blue border.

12. When you press enter it will save the tag. A saved tag will turn blue. You can now add another tag

Tags



The screenshot shows the 'Tags' input bar after two tags have been added. The first tag, 'Health', is now a blue button with a close icon (x). The second tag, 'Medical', is a white button with a gray border. The input bar is highlighted with a blue border.

13. When you have finished adding your description and tags, click “browse”

Upload Content [USB/SD Import](#)

Browse... No files selected.

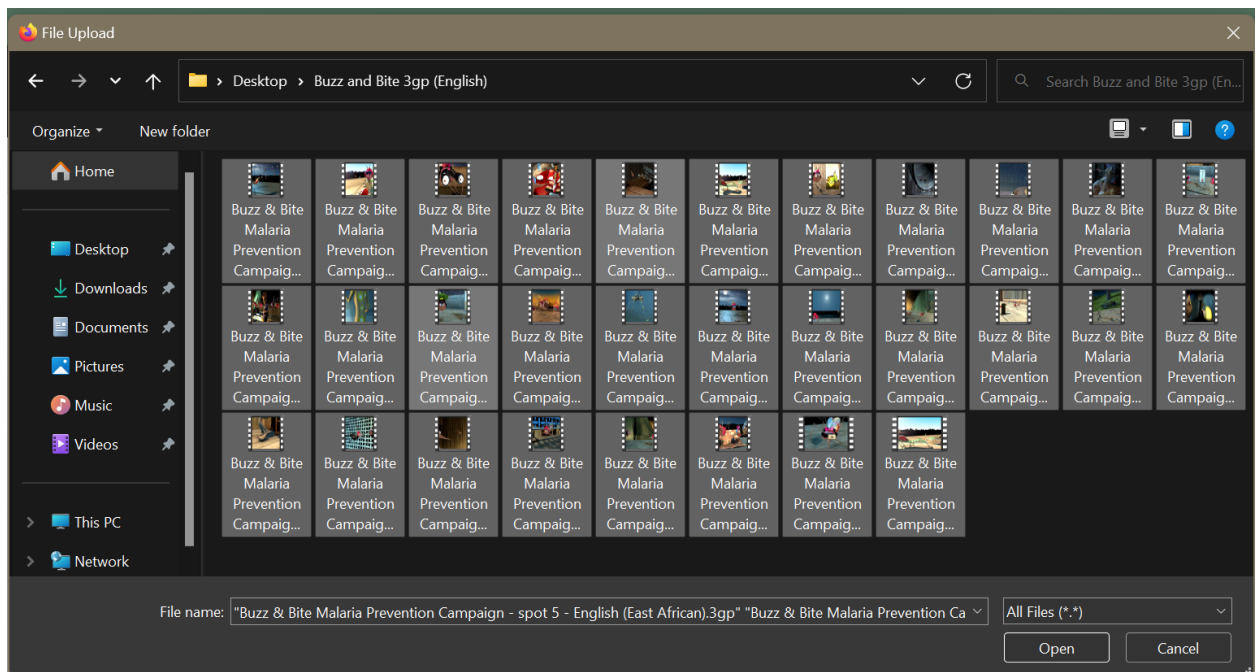
Description

Buzz and Bite (English)

Tags

Health ☐ Medical ☐ Tags

14. Select all of the files you want to upload. For example, if your description is “Buzz and Bite (English)”, select all English Buzz and Bite videos, then click “Open”



15. You will now see a list of all your selected files. Next to “browse” you should see the number of files you selected

Upload Content [USB/SD Import](#)

Browse... 30 files selected.

 Buzz & Bite Malaria Prevention Campaign - spot 1 - English (East African).3gp
Buzz & Bite Malaria Prevention Campaign - spot 1 - Eng

 Buzz & Bite Malaria Prevention Campaign - spot 2 - English (East African).3gp
Buzz & Bite Malaria Prevention Campaign - spot 2 - Eng

 Buzz & Bite Malaria Prevention Campaign - spot 3 - English (East African).3gp
Buzz & Bite Malaria Prevention Campaign - spot 3 - Eng

 Buzz & Bite Malaria Prevention Campaign - spot 4 - English (East African).3gp
Buzz & Bite Malaria Prevention Campaign - spot 4 - Eng

 Buzz & Bite Malaria Prevention Campaign - spot 5 - English (East African).3gp
Buzz & Bite Malaria Prevention Campaign - spot 5 - Eng

 Buzz & Bite Malaria Prevention Campaign - spot 6 - English (East African).3gp
Buzz & Bite Malaria Prevention Campaign - spot 6 - Eng

16. Scroll down to the bottom of the page where you will see the description and tags you entered

17. Click “Upload”


Upload

* Common metadata applied to all items (excludes IMS packages).



18. Your files will now start uploading. Wait while the “Please Wait” notification is showing

Description *

Buzz and Bite (English)

 Please Wait...

Tags *

Health  Medical  Tags

Category *

19. When uploading is finished, you will see “successfully uploaded” notifications for each file

Content Hub Lesson Planner

Manage Admin Mode Help Logout

Home Lessons Library

Search Library...

Filter by Category

- Uncategorised
- Biology
- Chemistry
- Maths
- Physics

Filter by Tag

Health Medical

Allow student access to library?



















































No Yes

Preloaded Content (0) My Uploaded Content (30)

Add to Lesson Delete Upload Content

Showing 1 - 10 of 30 results

Sort by: title date

	Buzz & Bite Malaria Prevention Campaign - spot 1 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 10 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 11 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 12 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 13 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 14 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 15 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 16 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 17 - English (East African)	   
	Buzz & Bite Malaria Prevention Campaign - spot 18 - English (East African)	   

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

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Item successfully uploaded

Item successfully uploaded

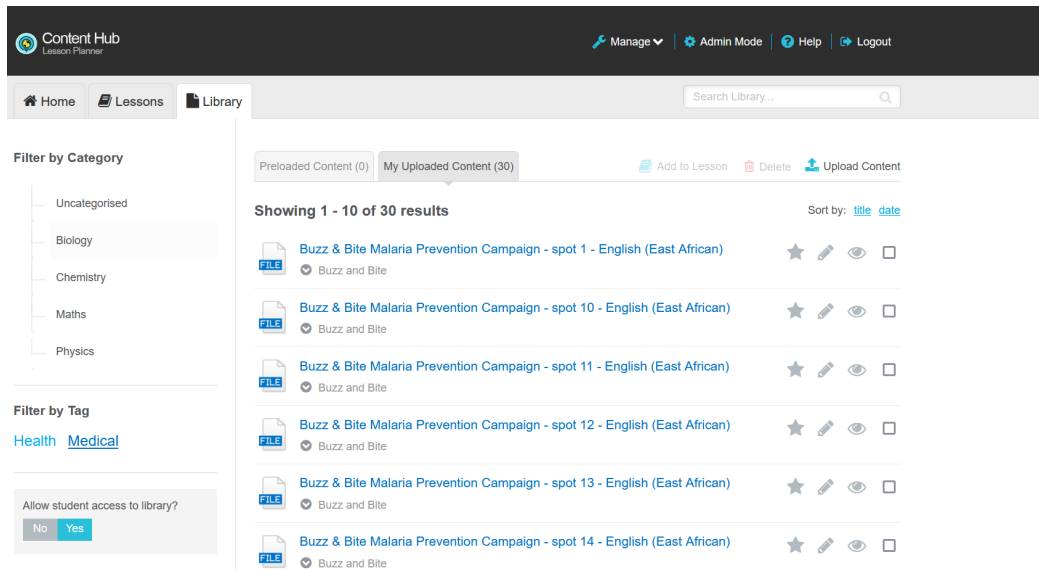
Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

Item successfully uploaded

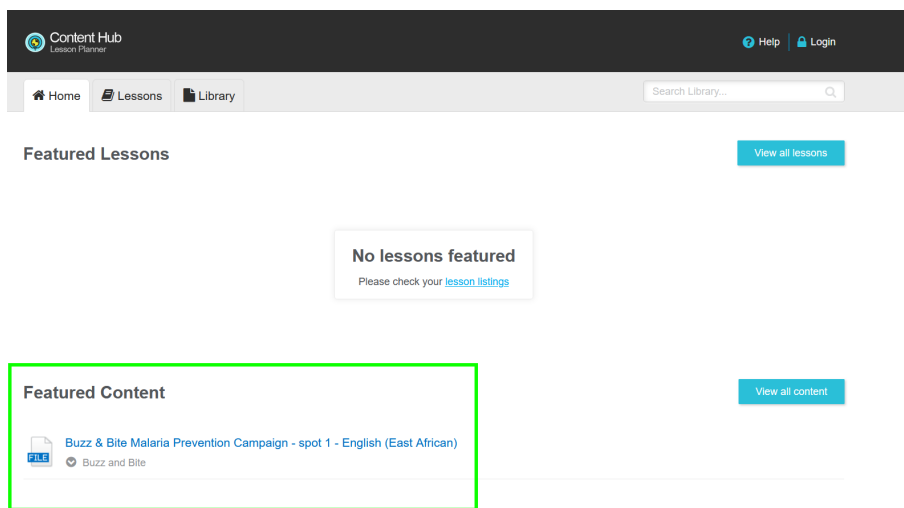
20. Your items have now been uploaded. You will now be on the Library page viewing “My Uploaded Items”



21. To add your file to “Featured Content” click the star next to the file



22. The file will now be featured on the main page



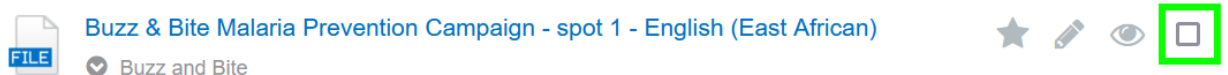
23. To edit information about your uploaded file click the pencil icon next to the file



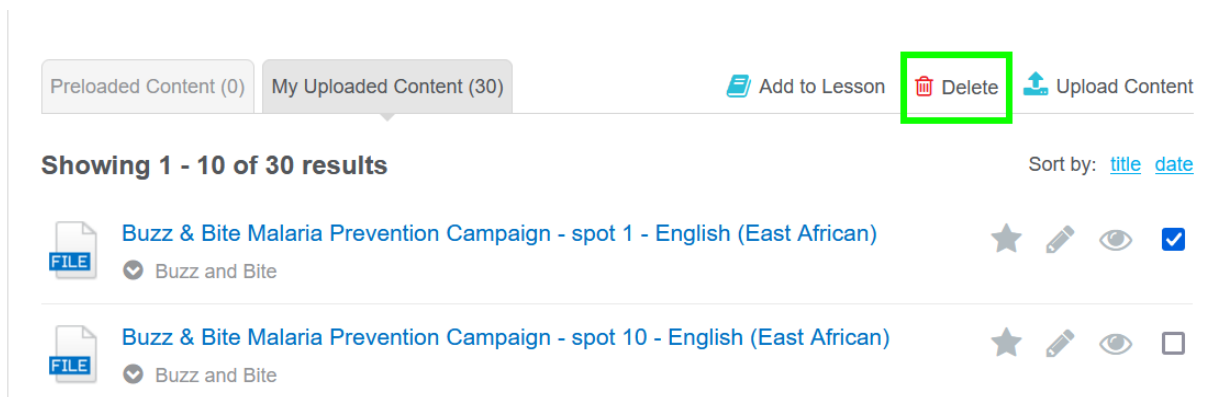
24. To hide a file from users click the eye icon next to the file



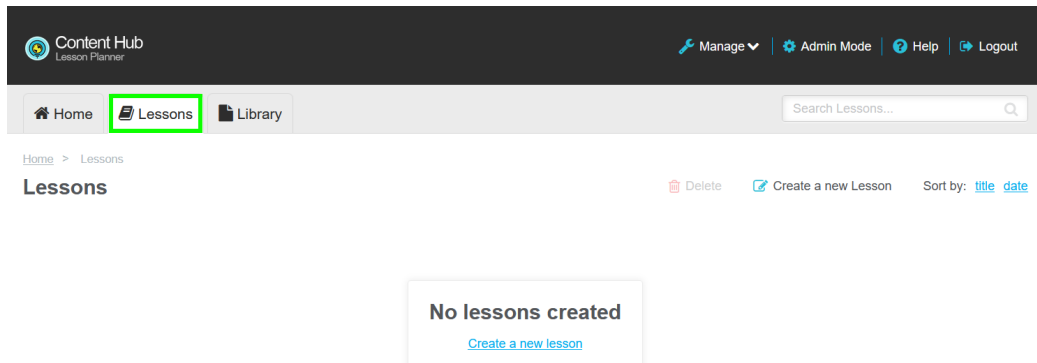
25. To delete a file click the checkbox next to it



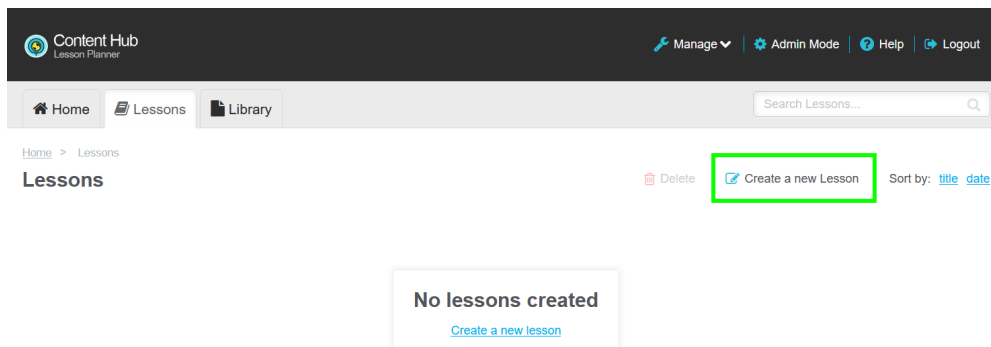
26. Then click the delete button at the top



27. To add a new Lesson, click the “Lessons” button



28. Click “Create a new Lesson”



29. Enter a name for your lesson, then click “Create”

Lesson Name:

Buzz and Bite

Create Cancel

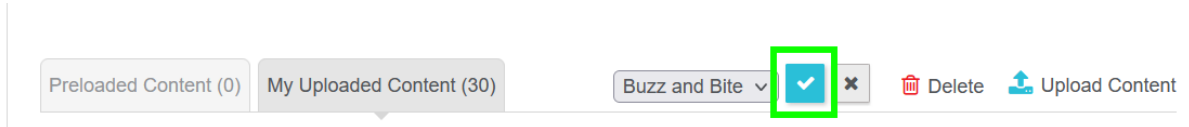
30. To add files to your lesson select the files on the “My Uploaded Content” screen, then click “Add to Lesson”

The screenshot shows the Content Hub Lesson Planner interface. The top navigation bar includes 'Manage', 'Admin Mode', 'Help', and 'Logout'. The main navigation bar has 'Home', 'Lessons', and 'Library' tabs. A search bar is located on the right. On the left, there are filters for 'Filter by Category' (Uncategorised, Biology, Chemistry, Maths, Physics) and 'Filter by Tag' (Health, Medical). A toggle for 'Allow student access to library?' is set to 'Yes'. The main content area shows 'Preloaded Content (0)' and 'My Uploaded Content (30)'. The 'Add to Lesson' button is highlighted with a green box. Below the button, it says 'Showing 1 - 10 of 30 results'. The list of files includes 'Buzz & Bite Malaria Prevention Campaign - spot 1 - English (East African)' through 'spot 14 - English (East African)'. Each file has a 'FILE' icon, a 'Buzz and Bite' tag, and a set of icons (star, edit, eye, and a checkmark) for actions.

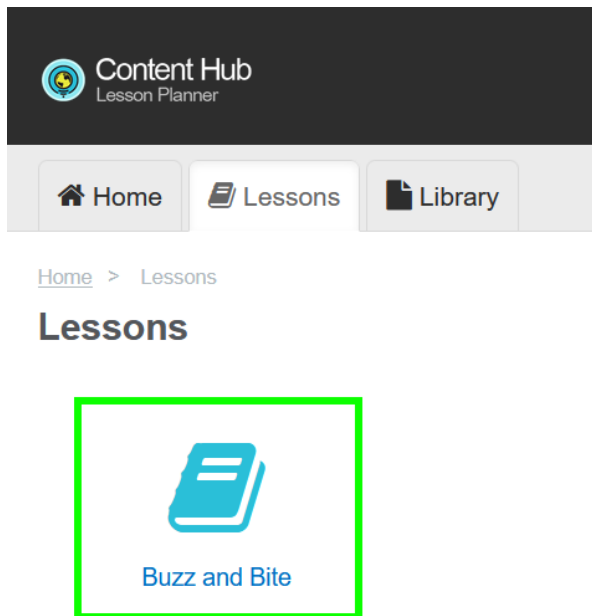
31. Select the lesson you want to add the files to

The screenshot shows the Content Hub Lesson Planner interface. The top navigation bar includes 'Manage', 'Admin Mode', 'Help', and 'Logout'. The main navigation bar has 'Home', 'Lessons', and 'Library' tabs. A search bar is located on the right. On the left, there are filters for 'Filter by Category' (Uncategorised, Biology, Chemistry, Maths, Physics) and 'Filter by Tag' (Health, Medical). A toggle for 'Allow student access to library?' is set to 'Yes'. The main content area shows 'Preloaded Content (0)' and 'My Uploaded Content (30)'. The 'Add to Lesson' button is highlighted with a green box, and a dropdown menu is open showing 'Add to Lesson' and 'Buzz and Bite'. Below the button, it says 'Showing 1 - 10 of 30 results'. The list of files includes 'Buzz & Bite Malaria Prevention Campaign - spot 1 - English (East African)' through 'spot 11 - English (East African)'. Each file has a 'FILE' icon, a 'Buzz and Bite' tag, and a set of icons (star, edit, eye, and a checkmark) for actions.

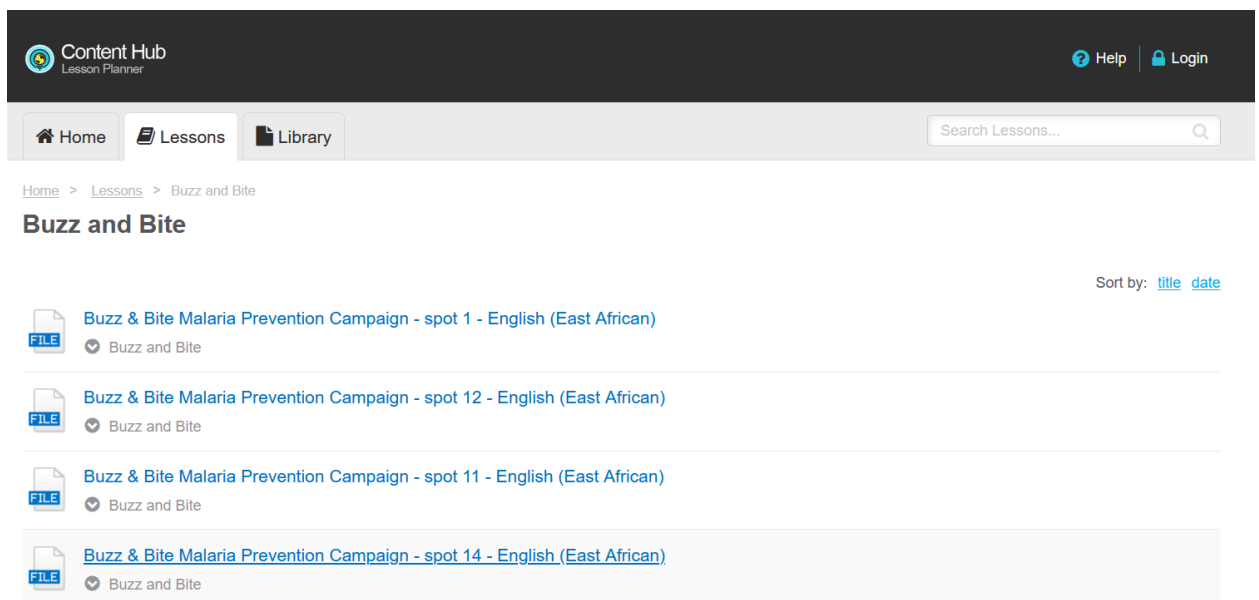
32. With your Lesson selected, click the checkmark button



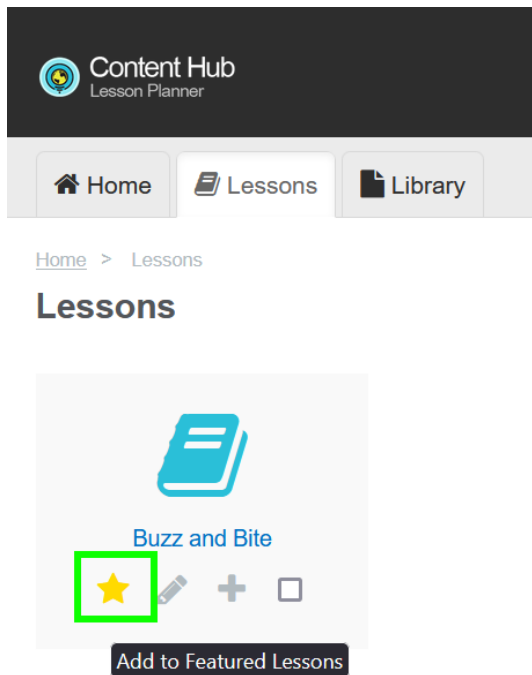
33. On the Lessons page click your lesson



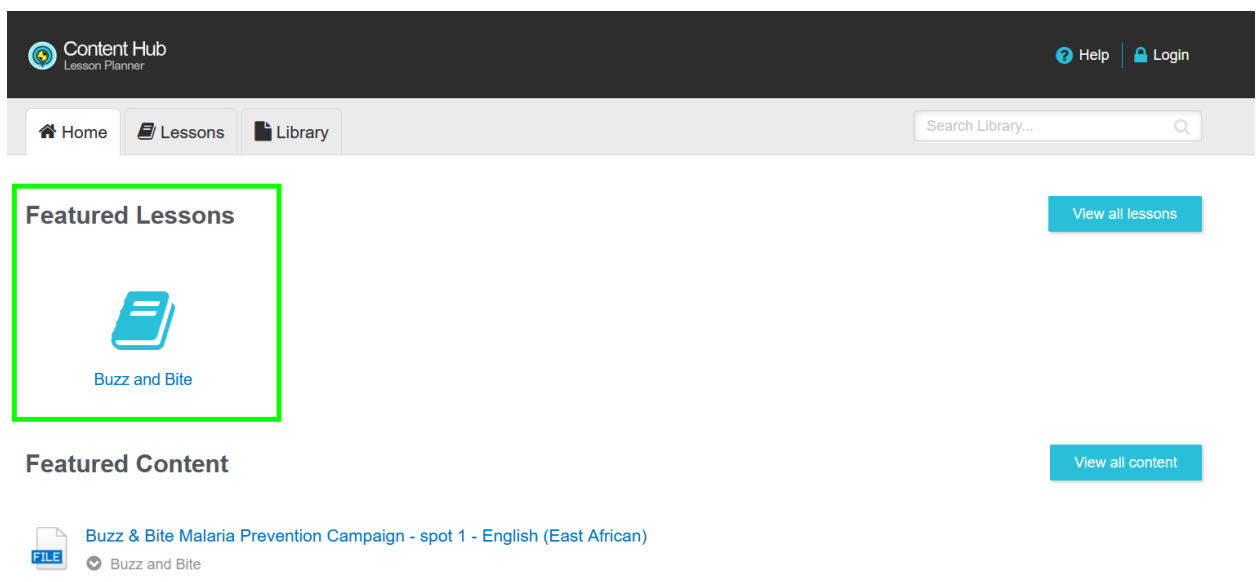
34. You will now see the files added to your lesson



35. To feature your lesson on the main page for users, click the start button under your lesson



36. The lesson is now featured on the main page



37. Users can view the Home page with featured lessons, Lessons, or the file library
38. To enable or disable the file library for users, click yes or no under “Allow student access to library?”

