

# Content Hub

## User Manual

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# Contents

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<b>1</b>	<b>Overview</b> .....	<b>5</b>
<b>2</b>	<b>Configuration and Administration (Admin Guide)</b> .....	<b>6</b>
	Content Hub admin gets permissions to configure for Contents and accounts. Here only lists the steps how to upload preloaded content.....	6
2.1	Preload content.....	6
<b>3</b>	<b>Access Content and Lessons (Student Guide)</b> .....	<b>7</b>
3.1	Connect to the Content Access Point .....	7
3.2	Lesson and content.....	7
3.3	Open lessons and content files .....	8
3.4	Search for content and lessons .....	9
<b>4</b>	<b>Content and Lesson Management (Teacher Guide)</b> .....	<b>10</b>
4.1	Log on as a teacher .....	10
4.2	Upload and manage content in the library.....	10
4.2.1	Create and manage categories.....	11
4.2.2	Upload content.....	12
4.2.3	Open content.....	14
4.2.4	Feature and unfeature content .....	15
4.2.5	Hide and show content and library from students .....	16
4.2.6	Delete content .....	17
4.2.7	Edit details of content .....	18
4.3	Create and manage lessons .....	18
4.3.1	Create a lesson name .....	18
4.3.2	Add content to a lesson.....	19
4.3.3	Show contents within a lesson .....	20
4.3.4	Remove content from a lesson.....	20
4.3.5	Edit a lesson name.....	21
4.3.6	Feature and unfeature a lesson.....	21
4.3.7	Delete a lesson .....	22
4.4	Search for content and lessons .....	22
4.5	Device settings.....	24
4.5.1	Disable and enable Internet .....	24
4.5.2	Change teacher's password .....	24
4.5.3	Change the wireless name (SSID) of the device .....	24
<b>5</b>	<b>Content Management (Admin Guide)</b> .....	<b>25</b>
5.1	Create preloaded content package .....	25
5.2	Log on as an administrator .....	25
5.3	Add preloaded content package.....	26
5.4	Delete preloaded content .....	28
5.5	Delete teacher content.....	28
5.6	Delete empty categories .....	28

# Revision History

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Revision	Description	Date
001	Initial release for Content Hub Open source	January 2017

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# 1 Overview

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## Content management and distribution features

- Supports most file formats (PDF, HTML, JPG, MP3, ZIP, etc.), even apps/executables.
- Supports single-file or bulk-file upload of content.
- Contains two content spaces:
  - “Preloaded Content” which can be populated by the LOEM, reseller, MOE, content publisher, or the factory and cannot be erased or modified by teachers or by device factory reset.
  - “My Uploaded Content” which can be populated and managed (including erasure) by teachers.
- Supports IMS content packaging standard.
- Content can be tagged and categorized according to pedagogical structure.
- Content can be organized into lessons.
- Content and lessons can be featured so it’s easier for students to see what is most relevant.
- Teachers can restrict (hide) access to content from students.
- The device’s content management system allows students easy access to content without any complicated login.



## 2 Configuration and Administration (Admin Guide)

Content Hub admin gets permissions to configure for Contents and accounts. Here only lists the steps how to upload preloaded content.

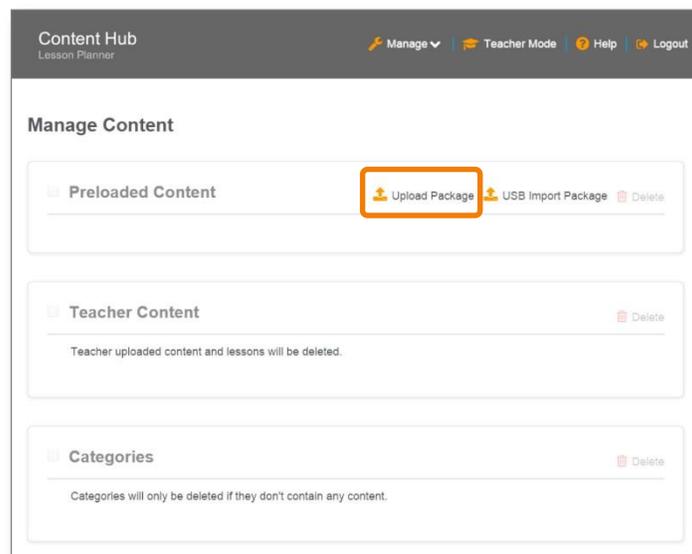
### 2.1 Preload content

**TIP!** See Section 5 (Content Management (Admin Guide)) for advanced methods of uploading content.

To upload content, do the following:

1. Create a package containing the content to upload:
  - a. Zip the content into a file.  
**Note:** Do not use Windows\* built-in compression tool.
  - b. Do not include subfolders.
  - c. Do not encrypt or password-protect the zipped file.
  - d. Total size must not exceed 2 GB for upload over WiFi.
2. Upload:
  - a. Open browser and go to `http://my.content`.
  - b. Click *Login*.
  - c. Log in with the administrator's username and password.
  - d. Click *Upload Package*. (See Figure 9.)
  - e. Click *Choose Files* and select one or more zipped packages.
  - f. Click *Upload*.

Figure 1: Admin - Upload package



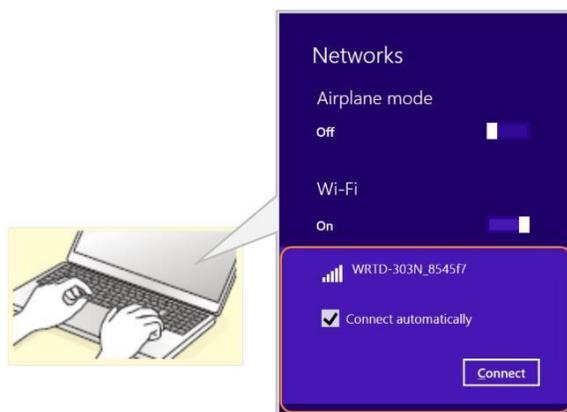
## 3 Access Content and Lessons (Student Guide)

The Content Access Point contains educational content and lessons created by the teacher. “Content” is an individual file, whereas “a lesson” may consist of one or more content files.

### 3.1 Connect to the Content Access Point

1. Wirelessly connect to the device. (See Figure 2.)
2. Enter password if required.
3. Launch a browser and go to `http://my.content`.

Figure 2: Student - Wirelessly connect to the Content Access Point



### 3.2 Lesson and content

A lesson is a collection of one or more content files. Featured lessons and content are shown in the *Home* page. To see all lessons, go to the *Lessons* page. To see all content, go to the *Library* page if it's made accessible. (See Figure 3.)

Figure 3: Student - Home, lessons, library page

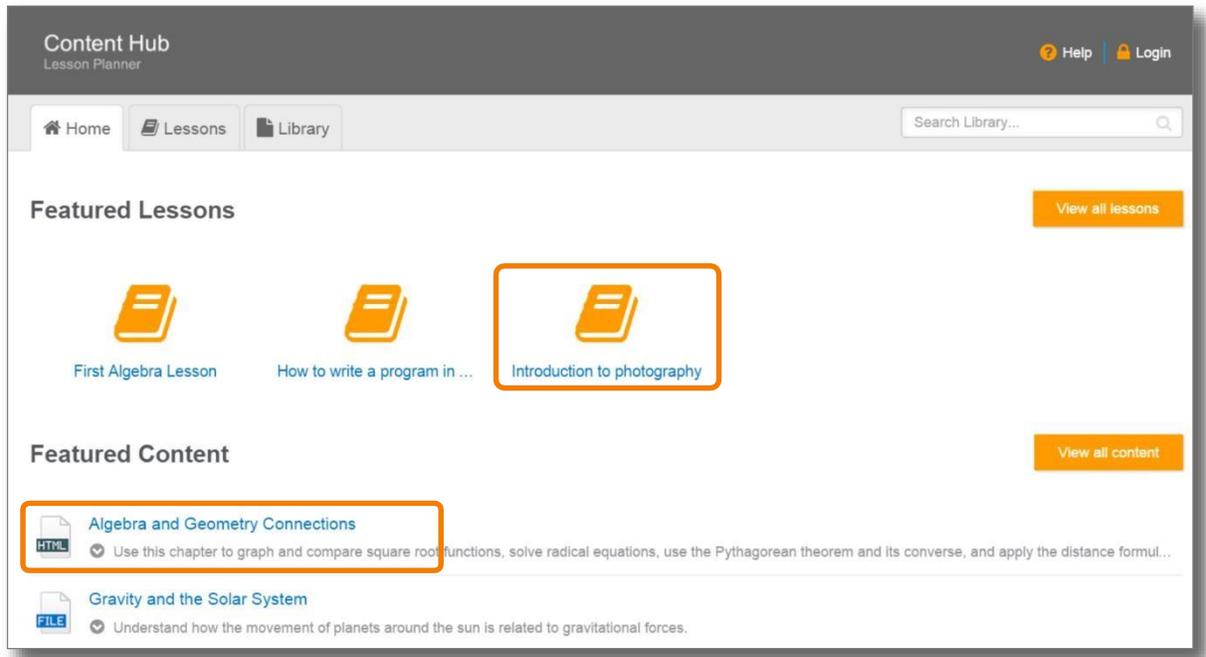


### 3.3 Open lessons and content files

To open a lesson, click it.

To open a content file, click it and it will appear in a new browser tab. If the browser cannot open the file, it will download it to the default *Downloads* location. Use an appropriate application to open the file. (See Figure 4.)

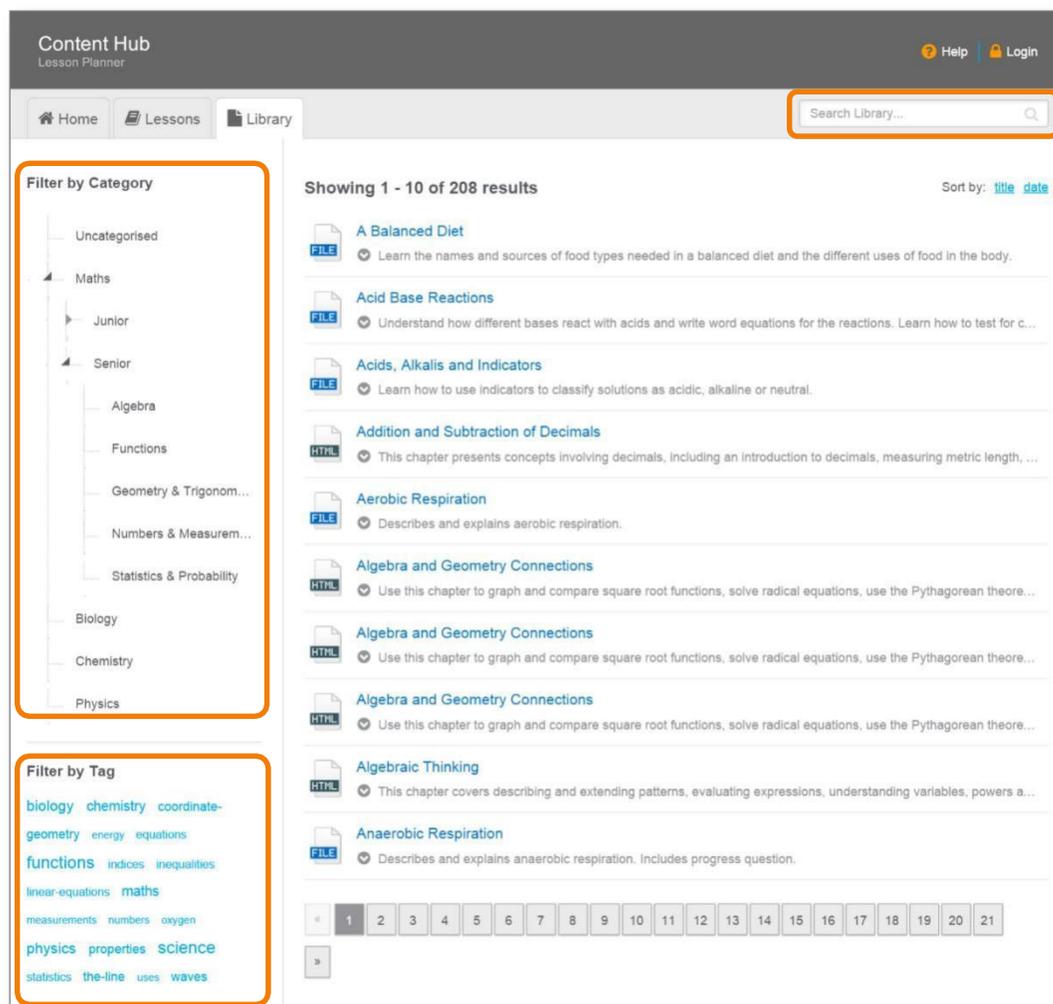
Figure 4: Student - Open lesson and content



### 3.4 Search for content and lessons

- To search for content, go to the *Home* or *Library* page. (See Figure 5.)
  - Enter keywords in the *Search* field. A keyword can be a tag, a description, or the name of a content file.
  - Another way to search in the *Library* page is by filtering based on a category or a tag.
    - To filter by category, expand the desired category under the *Filter by Category* area.
    - To filter by tag, click the desired tag under the *Filter by Tag* area.
- To search for lessons, go to the *Lessons* page and enter the lesson name in the *Search* field.

Figure 5: Student - Search for lessons and content



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## 4 Content and Lesson Management (Teacher Guide)

The Content Access Point contains a web application called the Content Hub Lesson Planner, which allows you to upload and store educational content locally. It supports most common file formats, such as PDF, Word\*, Excel\*, PowerPoint\*, HTML, ePub, audio and video formats, etc. Teachers and administrators can upload files to the *Library* of the *Content Hub Lesson Planner*. Teachers can use the files in the *Library* to create lessons, which students can then access.

Here is a typical workflow for teachers, with detailed instructions for each task in the sections that follow.

- Log on as a teacher.
- Upload and manage content in the library.
- Create and manage lessons.
- Feature content and lessons.
- Search for content and lessons.
- Perform other administrative tasks:
  - Disable Internet access.
  - Change password.
  - Change the wireless name of the device.

### 4.1 Log on as a teacher

To perform teacher-specific tasks, such as uploading content or creating lessons, you must log on as a teacher.

1. Wirelessly connect to the device. (See Figure 6.)
2. Enter password if required.
3. Launch browser and go to `http://my.content`.

Figure 6: Teacher - Wirelessly connect to the Content Access Point



4. Click *Login* (  ). (See Figure 7.)
5. Enter your username and password.

Figure 7: Teacher - Login



### 4.2 Upload and manage content in the library

The *Library* is the place where you upload, store, and manage content files. It contains two content spaces (See Figure 8):

- *Preloaded Content*, which can be populated by the LOEM, reseller, MOE, content publisher, or factory, and which cannot be erased or modified by teachers.
- *My Uploaded Content*, which can be populated and managed (including erasing) by teachers.

Figure 8: Teacher - Preloaded content and My uploaded content



## 4.2.1 Create and manage categories

Before uploading content, it is useful (but not necessary) to create categories and subcategories so you can categorize the content appropriately. This makes it easier for searching. An example of a category and subcategories is as follows:

- Math (primary category)
  - Addition (subcategory)
    - Integers (subcategory)
    - Decimals (subcategory)
  - Subtraction (subcategory)
  - Multiplication (subcategory)
  - Division (subcategory)

To create categories and subcategories, do the following:

1. Click *Manage* (wrench icon). (See Figure 9.)
2. Select *Categories*.

Figure 9: Teacher - Create categories



3. Click *Add New Primary Category*. (See Figure 10.)
4. Enter a category name.
5. Click the checkmark (checkbox icon) button to add it.
6. Once a category is created, you can add subcategories. Click the plus (+) button associated with each category. Repeat steps 4 and 5.

**TIP!** Note that categories assigned to *Preloaded Content* cannot be changed or deleted.

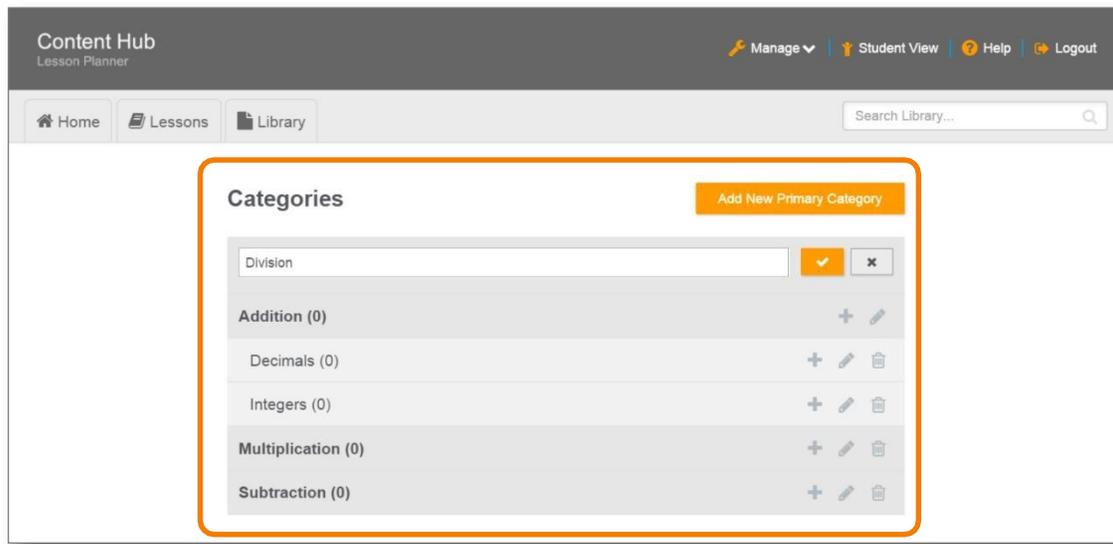
To rename a category, do the following:

1. Click the pencil (edit icon) button associated with it. (See Figure 10.)
2. Change the name.
3. Click the checkmark (checkbox icon) button to save it.

To delete a category, do the following:

1. Click the trashcan (delete icon) button associated with it. (See Figure 10.)

Figure 10: Teacher - Add, edit, and delete categories and subcategories



## 4.2.2 Upload content

1. Go to the *Library* (📁) page. (See Figure 11.)
2. Click *Upload Content* (📁).

Figure 11: Teacher - Upload content



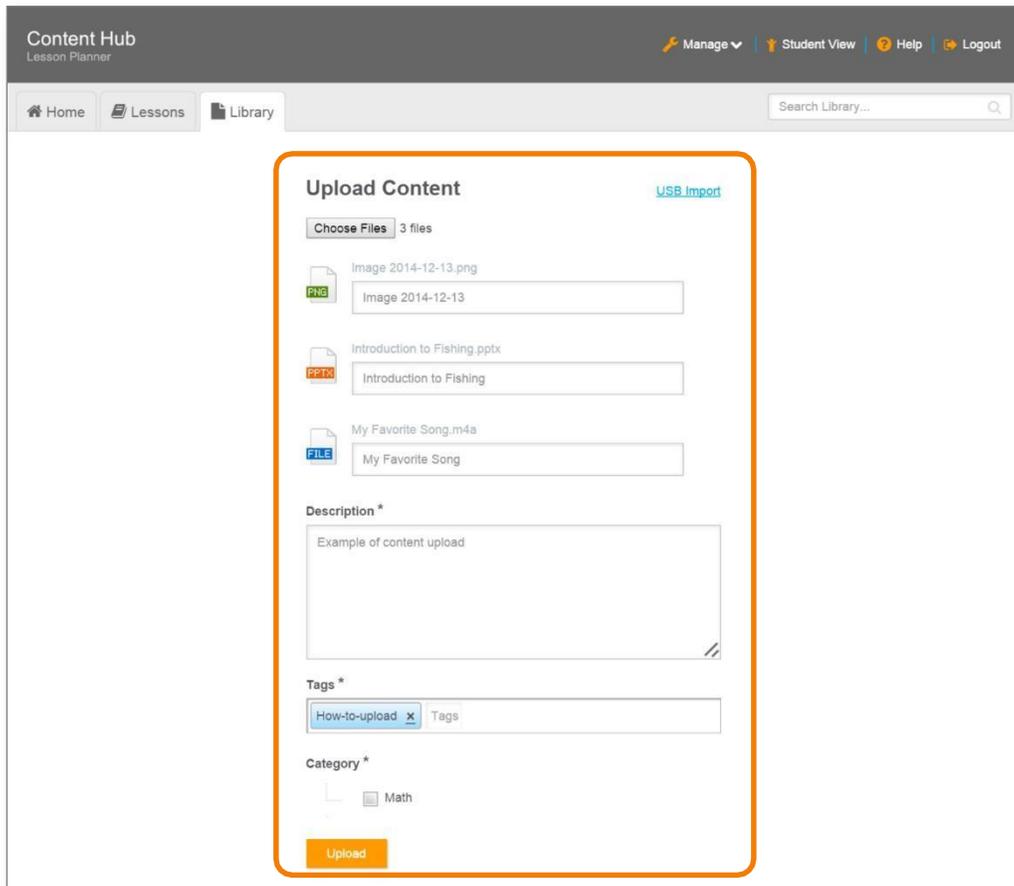
3. Click *Choose Files* and select one or more files. (See Figure 12.)
4. Modify the title (if desired).
5. Add a brief description about the content.
6. Add one or more tags. Tags are words used to describe content, making it easier for searching. For example: science, physics, and lab exercise.

**TIP!** Existing tags can be managed (rename and delete) by clicking *Manage* (🔧) and selecting *Tags*. Note that tags assigned to Preloaded Content cannot be changed or deleted.

**TIP!** To add more tags to an existing content, click the *Edit Content Information* (✎) button associated with the content.

7. Assign it a category.
8. Click *Upload*. Uploaded content will appear in the *My Upload* Content tab.

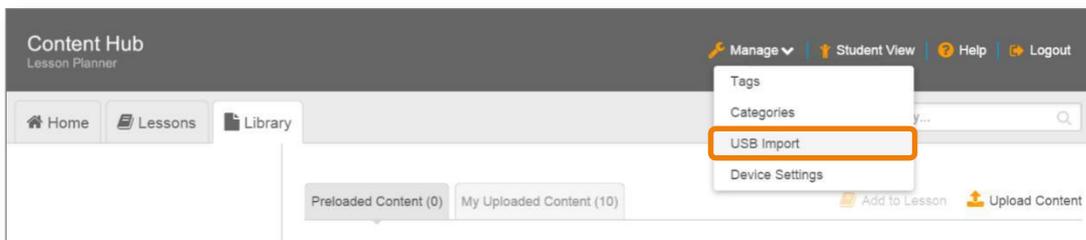
Figure 12: Teacher - Upload content, add metadata information



To upload through the device's USB port, do the following:

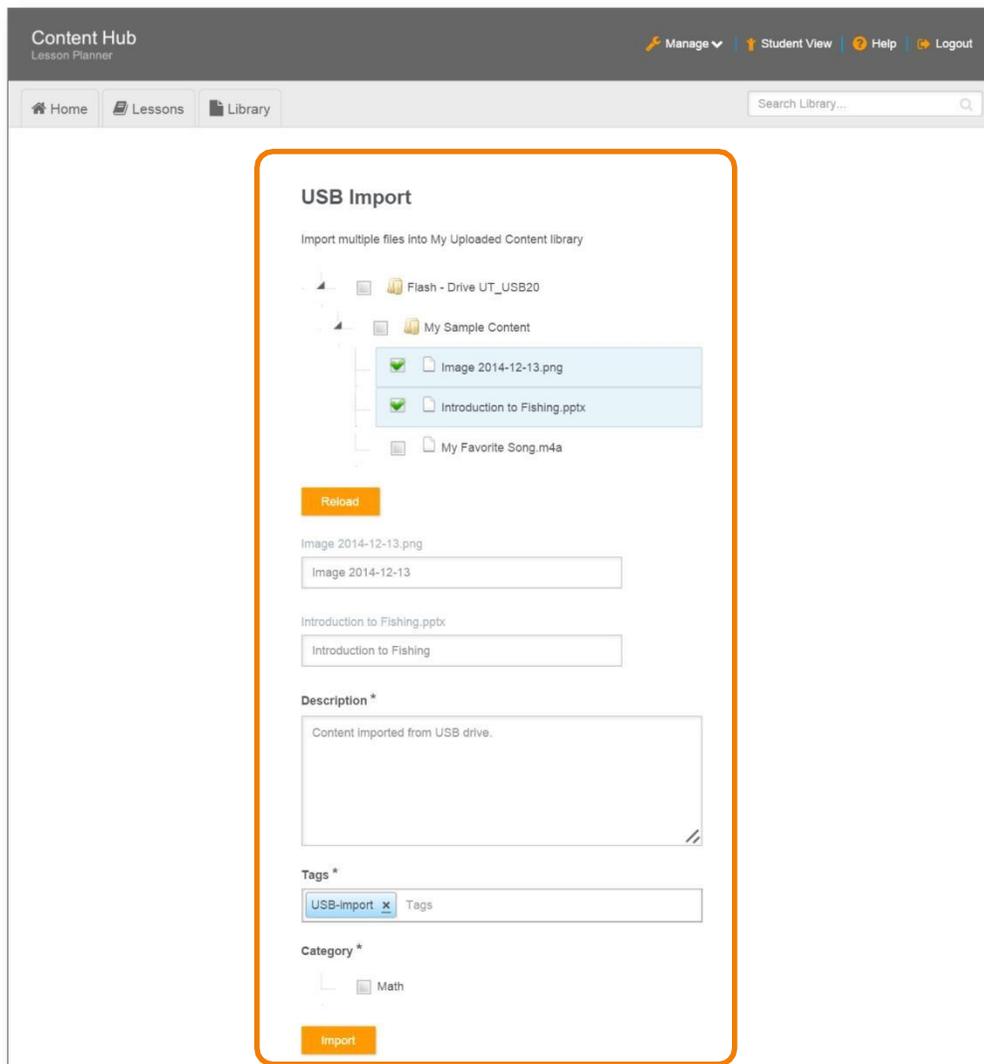
1. Plug the USB drive with the content into the USB port of the device.
2. Click *Manage* (wrench icon). (See Figure 13.)
3. Select *USB Import*.

Figure 13: Teacher - USB import



4. Checkmark the content to upload. (See Figure 14.)

Figure 14: Teacher - Select items to import from USB



5. Modify the title (if desired).
6. Add a brief description about the content.
7. Add one or more tags. Tags are words used to describe a content file - making it easier for searching. For example: science, physics, and lab exercise.

**TIP!** Existing tags can be managed (rename and delete) by clicking *Manage* (🔧) and selecting *Tags*. Note that tags assigned to Preloaded Content cannot be changed or deleted.

**TIP!** To add more tags to an existing content file, click the *Edit Content Information* (✎) button associated with the content.

8. Assign the content file to a category.
9. Click *Import*. Uploaded content will appear in the *My Uploaded Content* tab.

### 4.2.3 Open content

Some content can be opened by the browser and shown in a new tab. If the browser cannot open the file, it will download it to the default *Downloads* location. Use an appropriate application to open the file.

1. Go to the *Library* (📁) page.

2. Click either the *Preloaded Content* tab or the *My Uploaded Content* tab.
3. Click the name of the content to open.

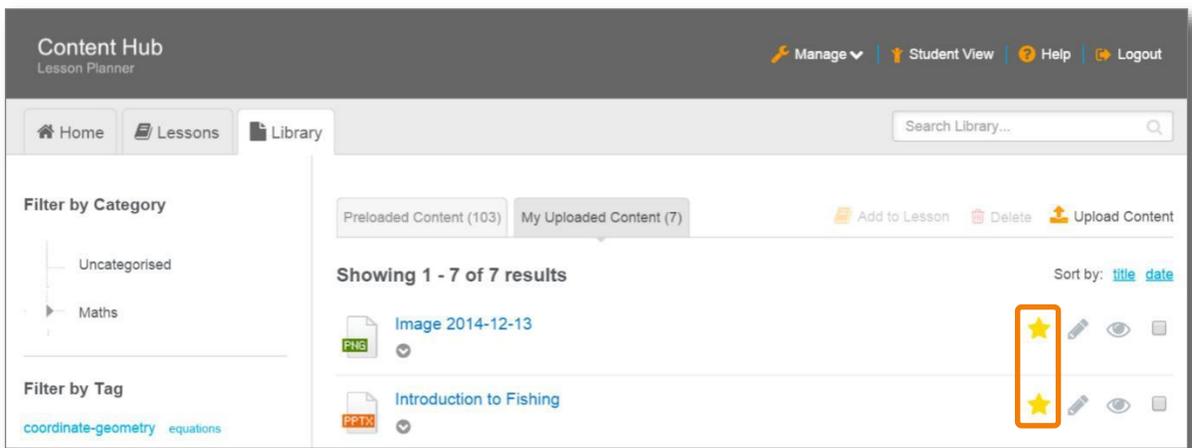
#### 4.2.4 Feature and unfeature content

To highlight content for students to focus on, feature it. Featured content will appear in the *Home* page.

1. Go to the *Library* (  ) page. (See Figure 15.)
2. Click either the *Preloaded Content* tab or the *My Uploaded Content* tab.
3. Locate the content to feature/unfeature.
4. To feature a content file, click the star (  ) button. The star will turn yellow, and the content will appear under the *Featured Content* section in the *Home* page.
5. To unfeature a content file, click the yellow star button associated with it. The star will turn gray.

**TIP!** A teacher may unfeature a featured content file from the *Home* page.

Figure 15: Teacher - Feature/unfeature content



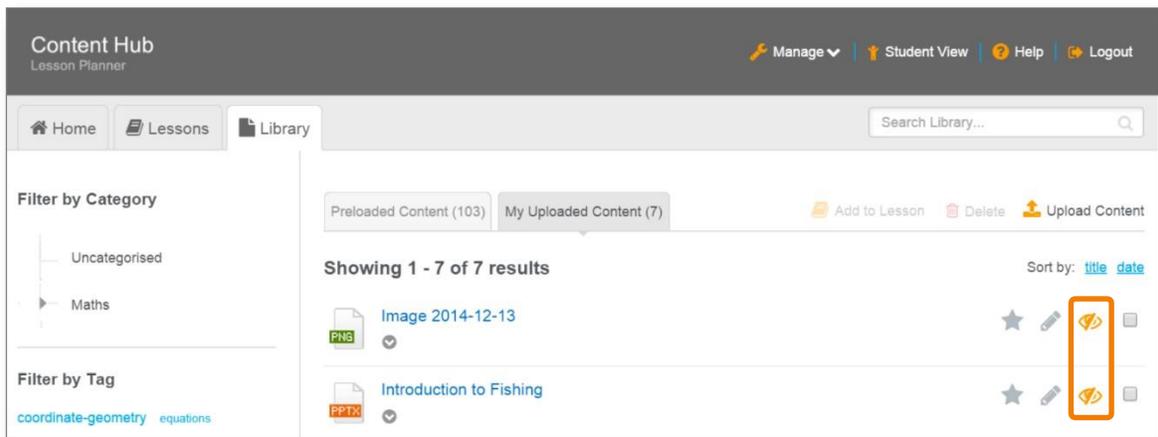
## 4.2.5 Hide and show content and library from students

Individual content can be hidden so students cannot access it.

1. Go to the *Library* (📁) page. (See Figure 16.)
2. Click either the *Preloaded Content* tab or the *My Uploaded Content* tab.
3. Locate the content to hide/show.
4. To hide a content file, click the eye (👁) button. A slash will appear over the eye, and students will not be able to access the content file.
5. To show a content file, click the eye with the slash (👁/) button. The slash will disappear, and students will be able to access the content file.

**TIP!** A teacher may hide/show a featured content file from the *Home* page.

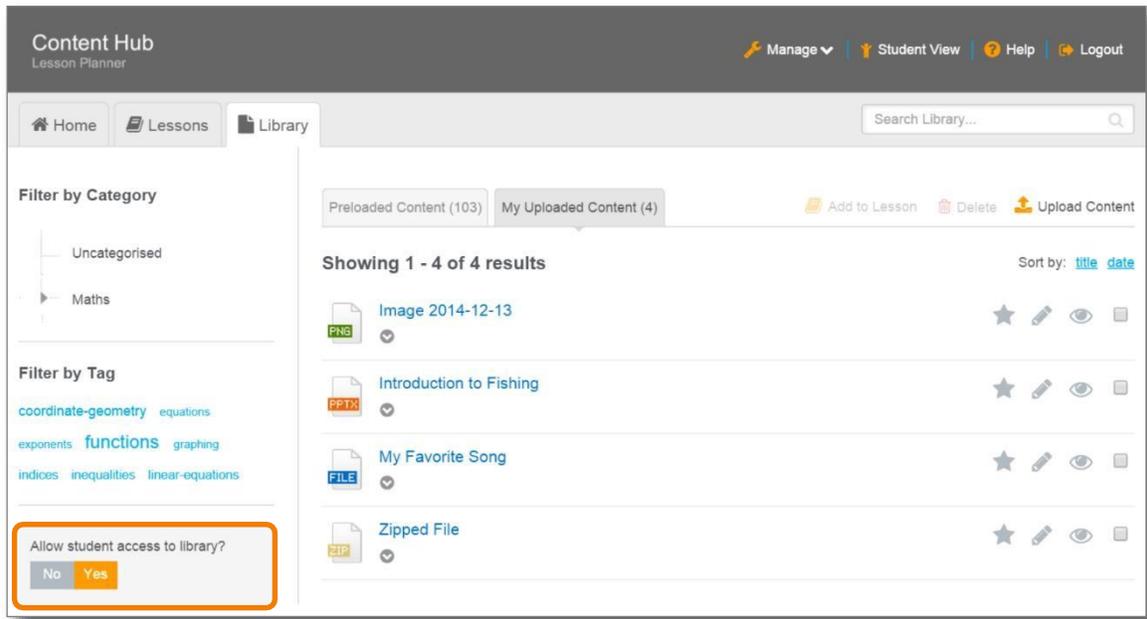
Figure 16: Teacher - Hide content



To hide/show all content (the entire Library) from students:

1. Go to the *Library* (📁) page. (See Figure 17.)
2. Locate the *Allow student access to library?* widget (bottom left).
3. To hide the Library, click *No*.
4. To show the Library, click *Yes*.

Figure 17: Teacher - Hide library from students



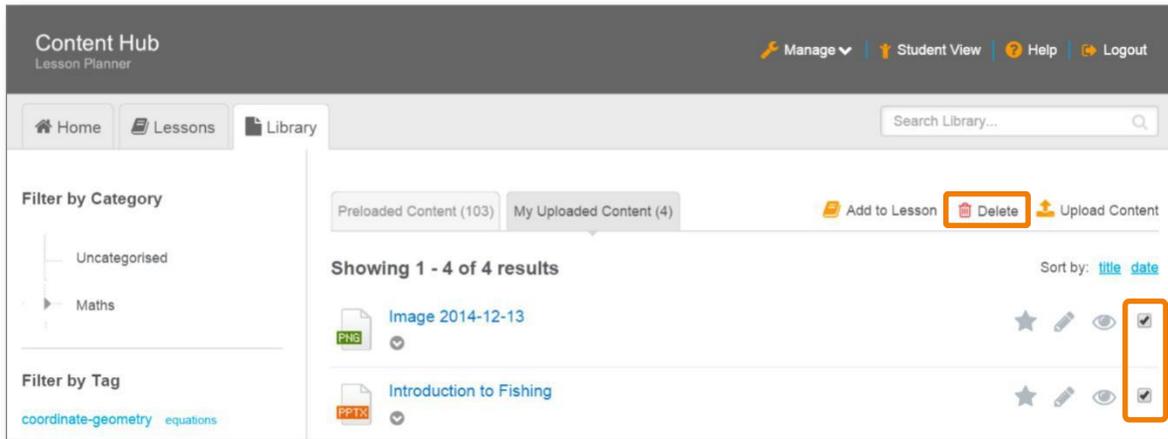
#### 4.2.6 Delete content

1. Go to the *Library* ( ) page. (See Figure 18.)
2. Click the *My Uploaded Content* tab.

**TIP!** Teachers cannot delete content files in the *Preloaded Content* area.

3. Checkmark the content to be deleted and click *Delete* ( ).

Figure 18: Teacher - Delete content



### 4.2.7 Edit details of content

1. Go to the *Library* ( ) page.
2. Click the *My Uploaded Content* tab.

**TIP!** Teachers cannot modify details in the *Preloaded Content* area.

3. Locate the content to edit details.
4. Click the pencil ( ) button.
5. Edit the details as desired.
6. Click *Save* to save changes.

**TIP!** A teacher may edit the details of a featured content file in *My Uploaded Content* from the *Home* page.

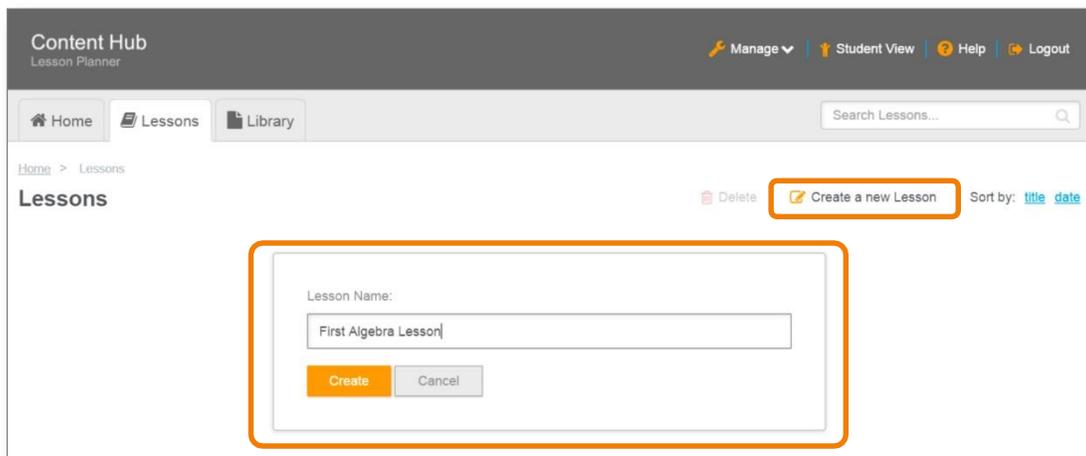
## 4.3 Create and manage lessons

A lesson is collection of one or more content files that teachers create for students. The *Lessons* page is where lessons are created, viewed, and managed (delete, feature, edit).

### 4.3.1 Create a lesson name

1. Go to the *Lessons* ( ) page. (See Figure 19.)
2. Click *Create a New Lesson*.
3. Enter the name of the lesson when the pop-up appears.
4. Click *Create*.

Figure 19: Teacher - Create lesson

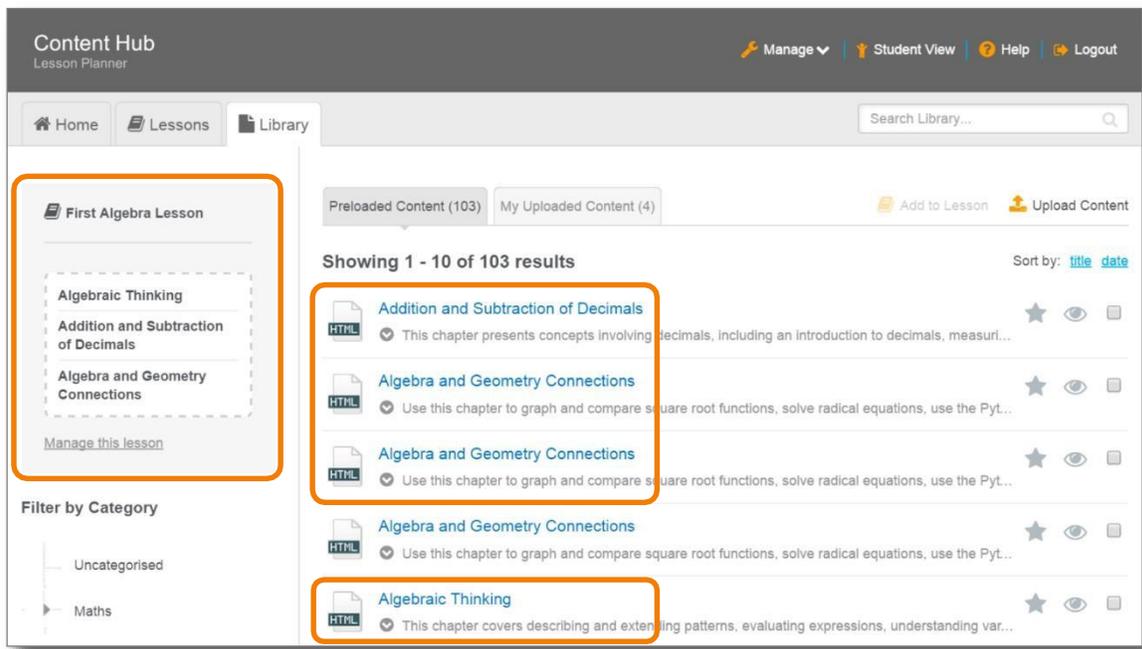


### 4.3.2 Add content to a lesson

There are two ways to add content to a lesson.

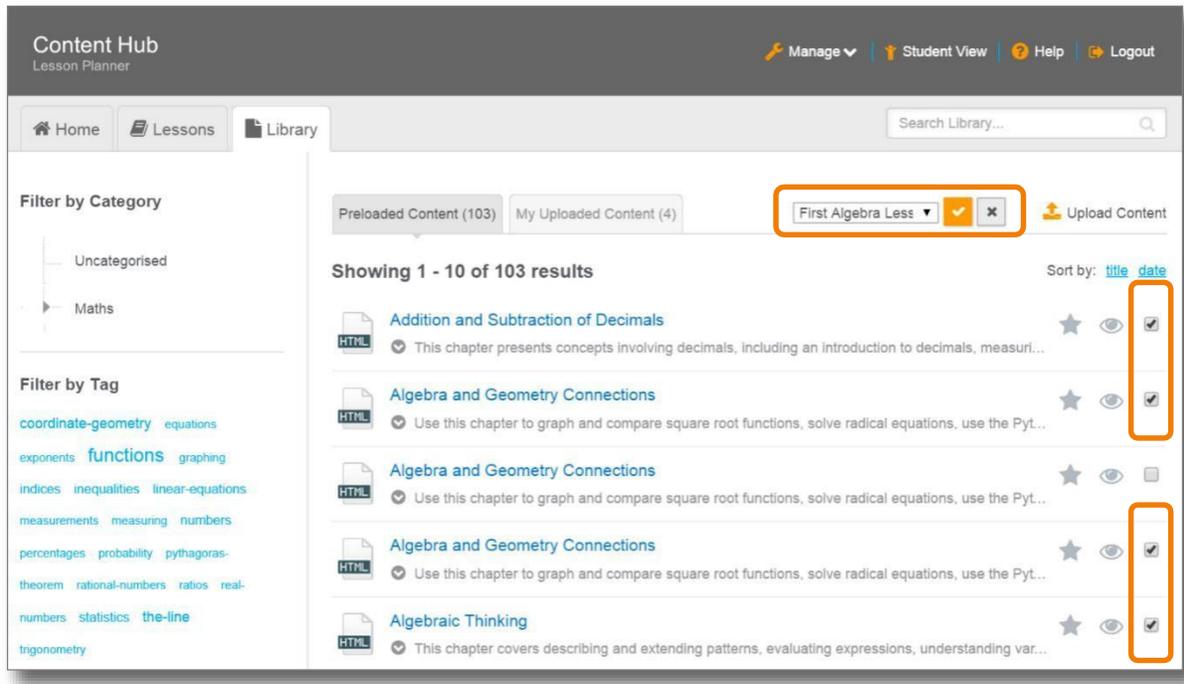
1. Method #1:
  - a. Go to the *Lessons* (📅) page. (See Figure 20.)
  - b. Click the plus (+) button under the lesson. The lesson name will show up in the Library page with an empty box on the left side.
  - c. Click either the *Preloaded Content* tab or the *My Uploaded Content* tab.
  - d. Drag and drop each content item into the lesson box.

Figure 20: Teacher - Add content to lesson with drag-and-drop



2. Method #2:
  - a. Go to the *Library* (📖) page. (See Figure 21.)
  - b. Click either the *Preloaded Content* tab or the *My Uploaded Content* tab.
  - c. Checkmark the desired content.
  - d. Click *Add to Lesson* and a dropdown list of lessons will appear.
  - e. Select the lesson name.
  - f. Click the checkmark (☑) button to add.

Figure 21: Teacher - Add content to lesson using dropdown list



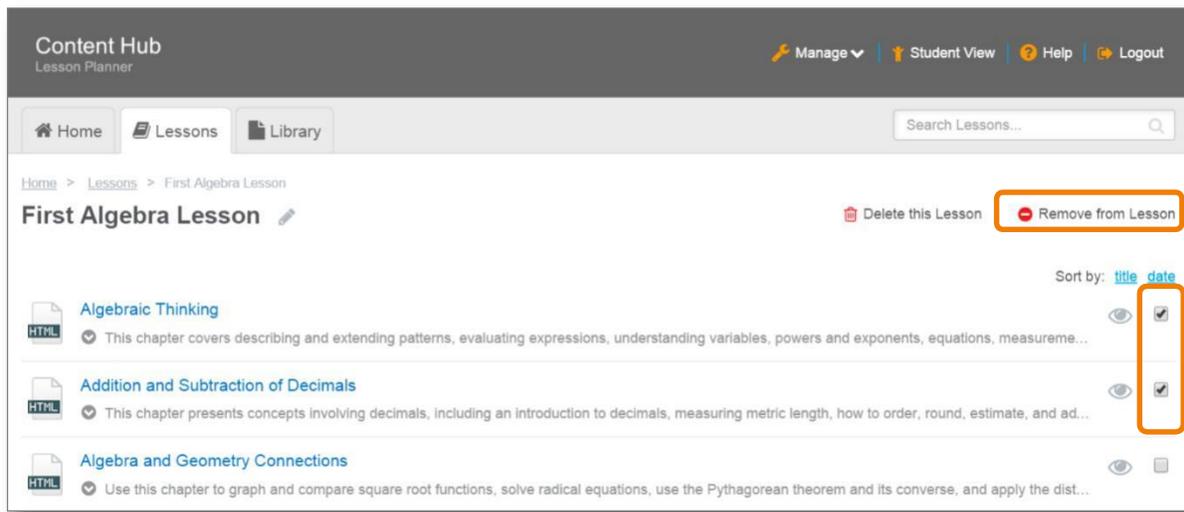
### 4.3.3 Show contents within a lesson

1. Go to the *Lessons* (📖) page.
2. Click the lesson to reveal content within.

### 4.3.4 Remove content from a lesson

1. Go to the *Lessons* (📖) page. (See Figure 22.)
2. Click the lesson to reveal content.
3. Checkmark the desired content to remove.
4. Click *Remove From Lesson* (✖).

Figure 22: Teacher - Remove content from lesson

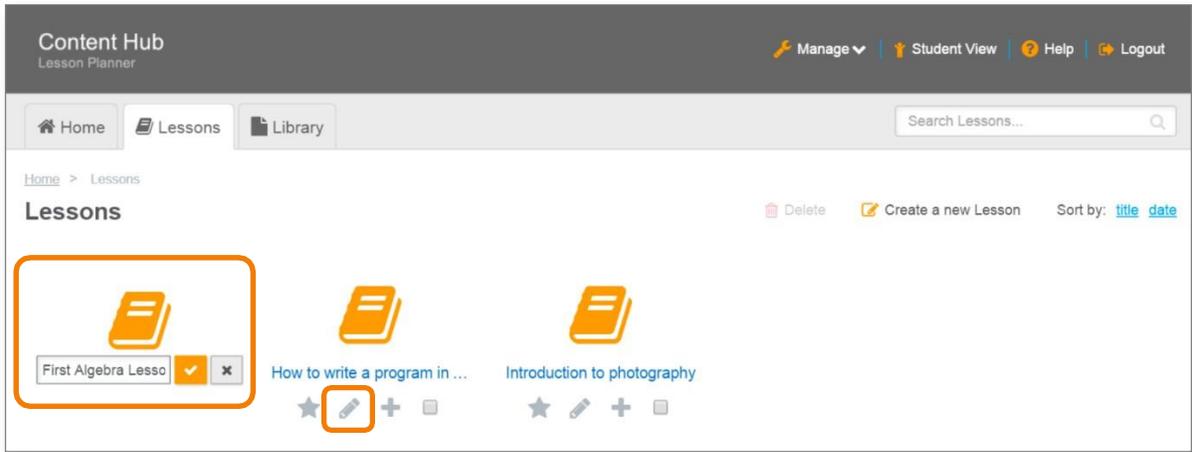


### 4.3.5 Edit a lesson name

1. Go to the *Lessons* (📖) page. (See Figure 23.)
2. Click the pencil (✎) button.
3. Change the lesson name.
4. Click the checkmark (☑) button to save.

**TIP!** A teacher can also rename a featured lesson from the *Home* page.

Figure 23: Teacher - Edit lesson name



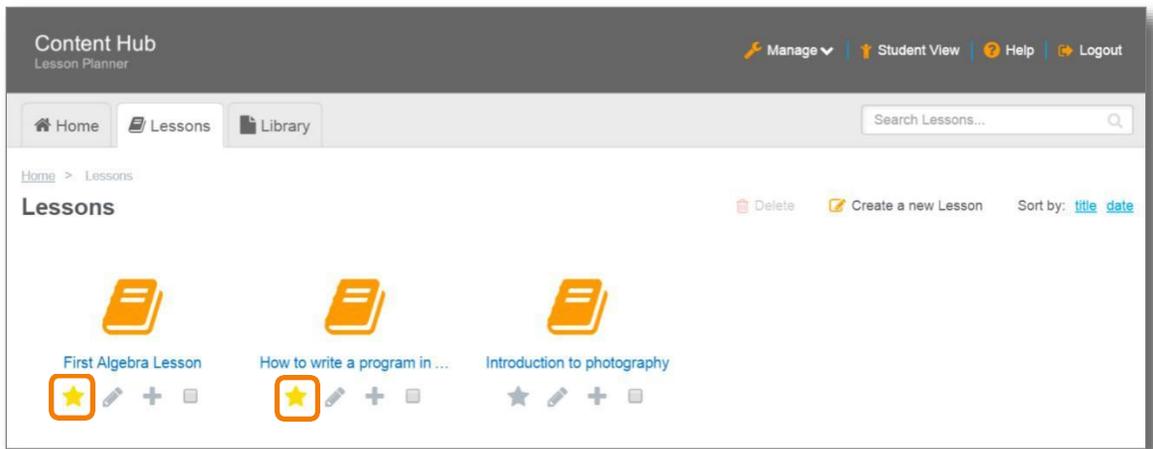
### 4.3.6 Feature and unfeature a lesson

To highlight lessons that students should focus on, feature it. Featured lessons will appear in the *Home* page.

1. Go to the *Lessons* (📖) page. (See Figure 24.)
2. Locate the lesson to feature/unfeature.
3. To feature a lesson, click the star (★) button under the lesson and it will turn yellow. The lesson will now appear under the *Featured Lessons* section in the *Home* page.
4. To unfeature a lesson, click the yellow star button under the lesson and it will turn gray.

**TIP!** A teacher can also unfeature a featured lesson from the *Home* page.

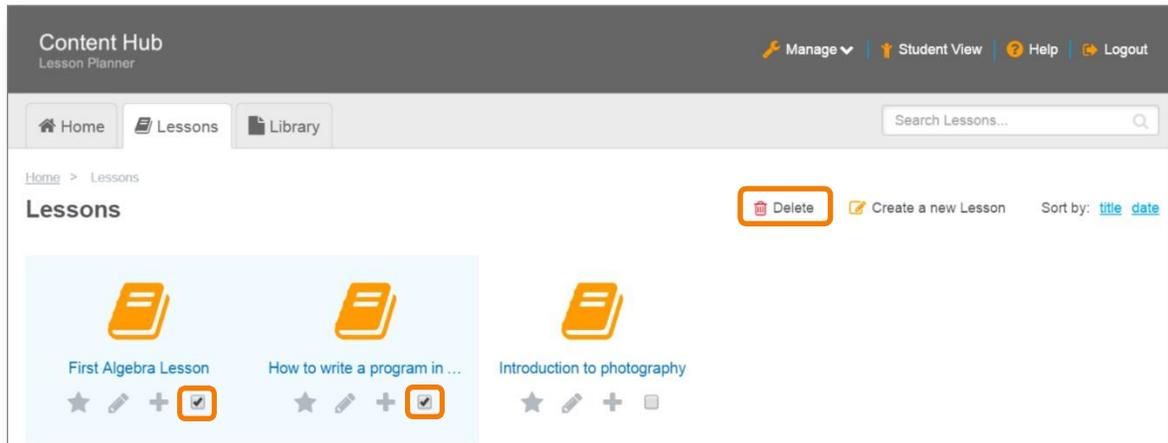
Figure 24: Teacher - Feature/unfeature lesson



### 4.3.7 Delete a lesson

1. Go to the *Lessons* (  ) page. (See Figure 25.)
2. Checkmark the desired lessons to be deleted.
3. Click *Delete* (  ).

Figure 25: Teacher - Delete lesson



## 4.4 Search for content and lessons

1. To search for content, go to the *Home* or *Library* page. (See Figure 26.)
  - a. Enter the search keywords in the *Search* field. The keyword can be a tag, a description, or content file name.
  - b. Another way to search in the *Library* page is by filtering based on a category or a tag.
    - i. To filter by category, expand the desired category under the *Filter by Category* area.
    - ii. To filter by tag, click the desired tag under the *Filter by Tag* area.
2. To search for lessons, go to the *Lessons* page and enter the lesson name in the *Search* field.

Figure 26: Teacher - Search for lessons and content

The screenshot displays the 'Content Hub Lesson Planner' interface. At the top, there are navigation links for 'Manage', 'Student View', 'Help', and 'Logout'. Below this is a navigation bar with 'Home', 'Lessons', and 'Library' tabs. A search bar labeled 'Search Library...' is positioned in the top right. The main content area is divided into two sections: 'Filter by Category' and 'Filter by Tag'. The 'Filter by Category' section shows a tree view with 'Uncategorised', 'Maths', 'Junior', 'Algebra', 'Functions', 'Geometry & Trigonom...', 'Numbers & Measurem...', 'Statistics & Probability', and 'Senior'. The 'Filter by Tag' section lists various tags such as 'coordinate-geometry', 'equations', 'exponents', 'functions', 'graphing', 'indices', 'inequalities', 'linear-equations', 'measurements', 'measuring numbers', 'percentages', 'probability', 'pythagoras-', 'theorem', 'rational-numbers', 'ratios', 'real-numbers', 'statistics', and 'the-line'. The main results area shows 'Showing 1 - 10 of 103 results' and 'Sort by: title date'. The results list includes items like 'Addition and Subtraction of Decimals', 'Algebra and Geometry Connections', 'Algebraic Thinking', 'Analyzing Data', and 'Applying Percents', each with a file icon, a description, and action buttons (star, eye, square).

## 4.5 Device settings

In *Device Settings*, a teacher can change the following settings:

- Disable and enable Internet access.
- Change teacher's password.
- Change the wireless name (SSID) of the device.
  1. Click *Manage* . (See Figure 27.)
  2. Select *Device Settings*.

Figure 27: Teacher - Manage device settings



### 4.5.1 Disable and enable Internet

Sometimes it may be necessary to temporarily disable the Internet connection during class time to prevent distractions. (See Figure 28.)

1. To disable the Internet connection, set *Allow Internet access via this device?* to No.
2. To enable the Internet connection, set *Allow Internet access via this device?* to Yes.

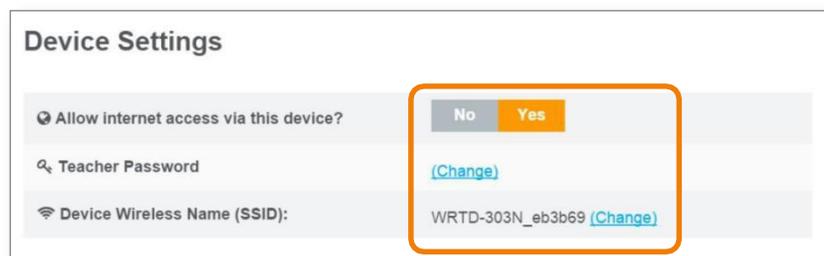
### 4.5.2 Change teacher's password

1. Click *Change*. (See Figure 28.)
2. Enter the old and new passwords, and confirm the new password.
3. Click *Update*.

### 4.5.3 Change the wireless name (SSID) of the device

1. Click *Change*. (See Figure 28.)
2. Enter the new SSID name.
3. Click the checkmark  button for the change to take effect.
4. Reconnect using the new wireless name (SSID).

Figure 28: Teacher - Change device settings



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## 5 Content Management (Admin Guide)

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The Content Access Point contains a web application called the Content Hub Lesson Planner, which allows you to upload and store educational content locally. It supports most common file formats, such as PDF, Word\*, Excel\*, PowerPoint\*, HTML, ePub, audio and video formats, etc.

The tasks for the administrator for the Content Hub Lesson Planner are:

- Create preloaded content package.
- Add and delete preloaded content.
- Delete teacher content.
- Delete empty categories.

### **What is preloaded content?**

Preloaded content is educational content loaded into the Content Hub Lesson Planner before it is used by the teacher and students. This content may be loaded by, for example, the equipment manufacturer or a Ministry of Education before it is shipped to the school or educational establishment in which it is being used. Preloaded content can only be uploaded/imported/removed by an administrator.

### **What is teacher content?**

- Content that a teacher adds to the library in the Content Hub Lesson Planner. That content be any type of file e.g. Excel\* document, Word\* document, HTML, PDF, ePub, video, image, etc.
- Lessons that a teacher creates

### **What are categories?**

Categories provide a mechanism for teachers/administrators to group/classify content within the library. A content category can be:

- Assigned within a preloaded content package and created when preloaded content is uploaded/imported to the Content Hub Lesson Planner by an administrator
- Assigned when teacher content is uploaded/imported to the Content Hub Lesson Planner by a teacher
- Configured by a teacher through the Manage Categories screen, or configured by an administrator through the Manage Categories screen when viewing the Content Hub Lesson Planner in Teacher Mode

## 5.1 Create preloaded content package

1. Zip the content into a file. **Note:** Do not use Windows\* built-in compression tool.
2. Do not include subfolders.
3. Do not encrypt or password-protect the zipped file.
4. Total size must not exceed 2 GB for upload over WiFi.

## 5.2 Log on as an administrator

To perform administrator-specific tasks, you must log on as an administrator.

1. Wirelessly connect to the device. (See Figure 29.)
2. Enter password if required.
3. Launch browser and go to <http://my.content>.

Figure 29: Admin - Wirelessly connect to the Content Access Point



4. Click *Login* (  ). (See Figure 38.)
5. Enter administrator's username and password.

Figure 38: Admin - Login



### 5.3 Add preloaded content package

There are two ways to add preloaded content to the Content Hub Lesson Planner.

1. Upload package over WiFi (only for packages smaller than 2GB):
  - a. Click *Upload Package*. (See Figure 39.)
  - b. Click *Choose Files* and select one or more packages. (See Figure 32.)
 

**Note:** If a preloaded content package with the same name already exists, an option will be displayed to overwrite it.
  - c. Click *Upload*.
2. Import package through the Content Access Point's USB port:
  - a. Plug the USB drive with the content into the USB port of the device.
  - b. Click *USB Import Package*. (See Figure 39.)
  - c. Checkmark the packages to import. (See Figure 33.)
 

**Note:** If a preloaded content package with the same name already exists, an option will be displayed to overwrite it.
  - d. Click *Import*.

Figure 39: Admin - Manage content

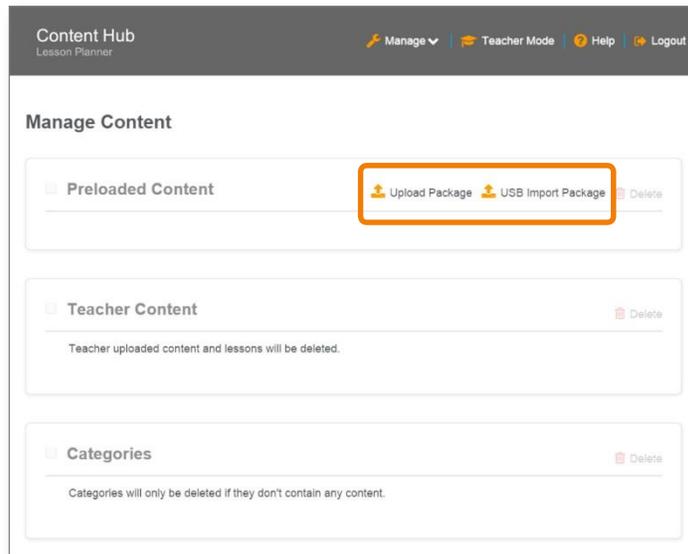


Figure 32: Admin - Upload package

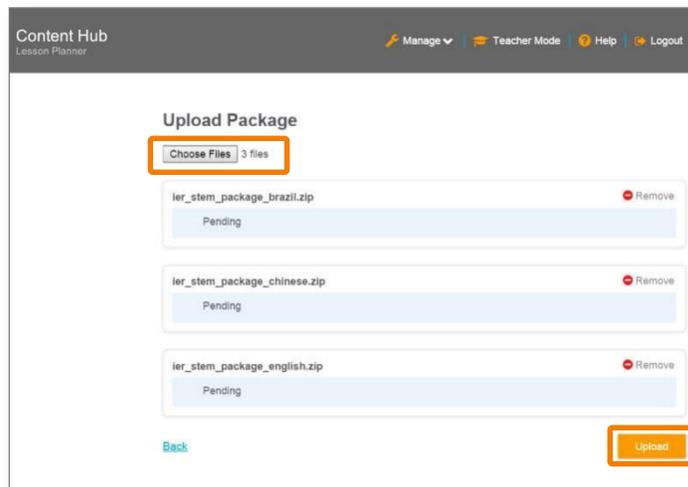
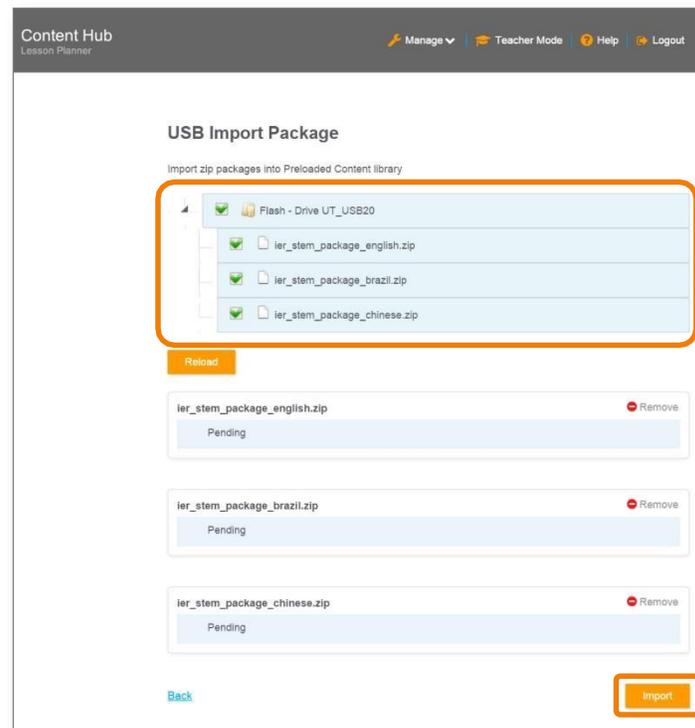


Figure 33: Admin - USB import package



## 5.4 Delete preloaded content

1. Go to the *Preloaded Content* section. (See Figure 34.)
2. Checkmark the desired package to delete.  
TIP! To delete all packages at once, checkmark the top-left checkbox.
3. Click *Delete*.

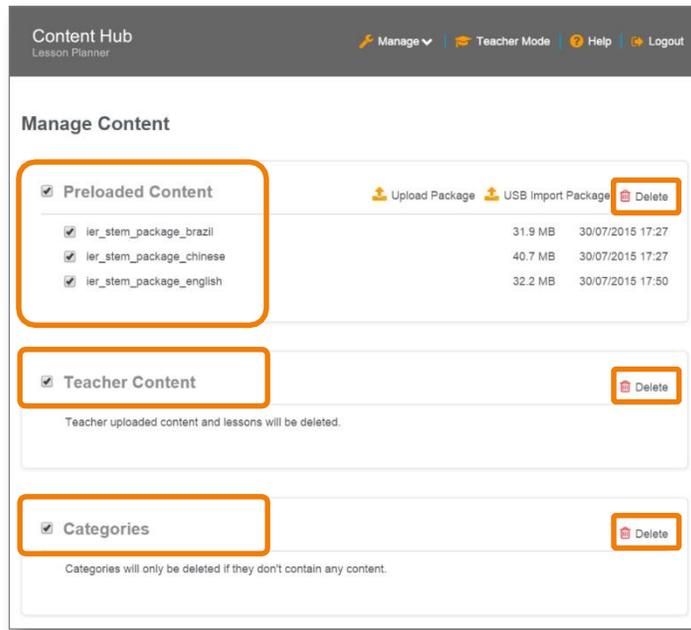
## 5.5 Delete teacher content

1. Go to the *Teacher Content* section. (See Figure 34.)
2. Checkmark the checkbox left of “Teacher Content”.  
**Note:** The checkbox will be disabled if no teacher content exists.
3. Click *Delete*.

## 5.6 Delete empty categories

1. Go to the *Categories* section. (See Figure 34.)
2. Checkmark the checkbox left of “Categories”.  
**Note:** Only categories that do not have any content assigned to them will be deleted.
3. Click *Delete*.

Figure 34: Admin - Delete package, teacher content, categories



## 6 Troubleshooting and Support

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### No Internet access through Ethernet connection.

1. Confirm the physical Ethernet WAN connection works.
2. Confirm the network mode is set to Full Internet access in the *Admin console > General Settings*.
3. Confirm the WAN settings are configured properly in the *Admin console > WAN Settings*.

### No Internet access through 3G/4G/LTE connection.

1. Confirm the SIM card is activated and there's an adequate data plan.
2. Confirm the SIM card is installed properly (gold pins face down and notch oriented in the right direction).
3. Confirm the network mode is set to Full Internet access in the *Admin console > General Settings*.
4. Confirm 3G/4G/LTE is set to ON and saved in the *Admin console > WAN Settings*.
5. Confirm 3G/4G/LTE LED status is on and is solid blue.

### “503 - Service Not Available” message when accessing *http://my.content*.

Malformatted or encrypted content was uploaded to the server.

1. Make sure there aren't any subfolders in the content package file.
2. Reload the content.

### Uploaded content package does not show up in Preloaded Content space.

The content package might be malformatted or encrypted.

1. Make sure the content within the package is not in subfolders, but at the top level.
2. Make sure the package is not encrypted.
3. Properly create the package. See Section 5.1 (Create preloaded content package) for details.
4. Reload.

### System unresponsive and admin cannot log on to reboot.

1. Press and hold the power button until the device powers off.
2. Power back on.

### Where to get latest firmware?

1. Contact the supplier of the Content Access Point.

### Firmware update failed.

1. Confirm the firmware update file's extension is “.tgz”. If the browser changed the file's extension during the download process, change it back to “.tgz”.

### Whom should I contact for additional technical support?

1. Contact the supplier of the Content Access Point.

