Kolibri Starter

Date Created: January 2019

Reviewed: May 2019

Version 1.1

Description: An introduction to using Kolibri

Thanks to the people at Kolibri and JamesK

Table of Contents

Setting up Kolibri for the first time

Once you have installed Kolibri you will be asked to fill in some details about your school.
You will have to have considered a few things before you start. The more you think about the Pupil, Teacher and School needs the better your system will work for you.

Some things to think about	Pros	Cons
Your School name	Straight forward	
Do you want to give the pupils passwords?	You keep students work relatively secure. Helps make sure the data collected on pupils is really their work	There will be a lot of work to be done when pupils forget them
Do you want to allow Guest access	Helpful for community users, they can learn as they choose.	You loose some control over who uses the resource
Do you want tight control over the use of the resource	You can organise learning You can get the pupils to focus on material you want them to work on Reduces the time spent off-task	Reduces the creativity of the learners
Who will be responsible for keeping the data collected safe and secure. Is the data you collect permitted?	Data on pupils can, if handled properly, benefit the professional development of the school and teachers	There are often strict rules on who can gather data on people (Data subjects) and even fines for not keeping that data safe.

Entering your organisations details (Second window of setup process)

Once you have entered the location details you will be asked if you want users to log into the system without being registered. This is ok but guest users will not be able to track their progress. Generally I would recommend pupils having an individual account set up by a teacher/administrator This is particularly true if you want to use the data gathering abilities of the system.
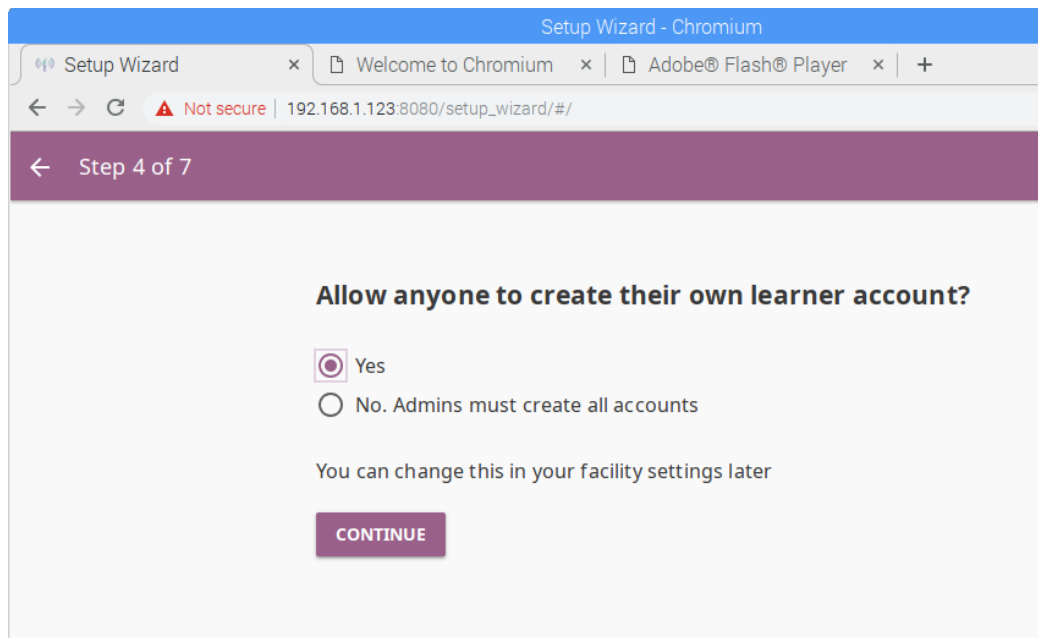
Learner account setup

The choice you have here is for you to monitor and control learner accounts or for the learners themselves to do this.
You monitoring is a lot of work for you
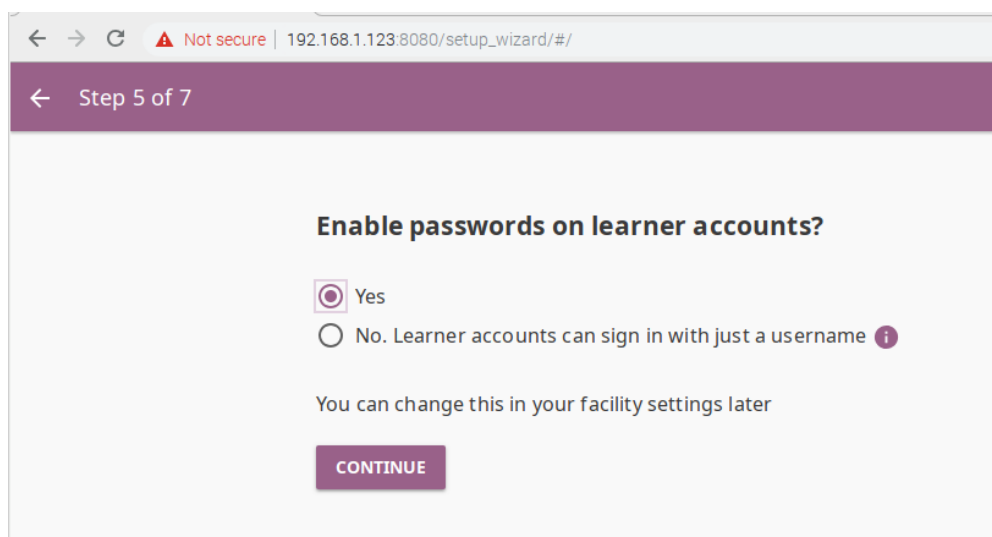Users monitoring themselves is a big responsibility for them.

Enabling learner account passwords is the next screen.
Learner passwords are another big issue
Learners Forget and you will have to manage that!
Without passwords anyone can get into anyone's account
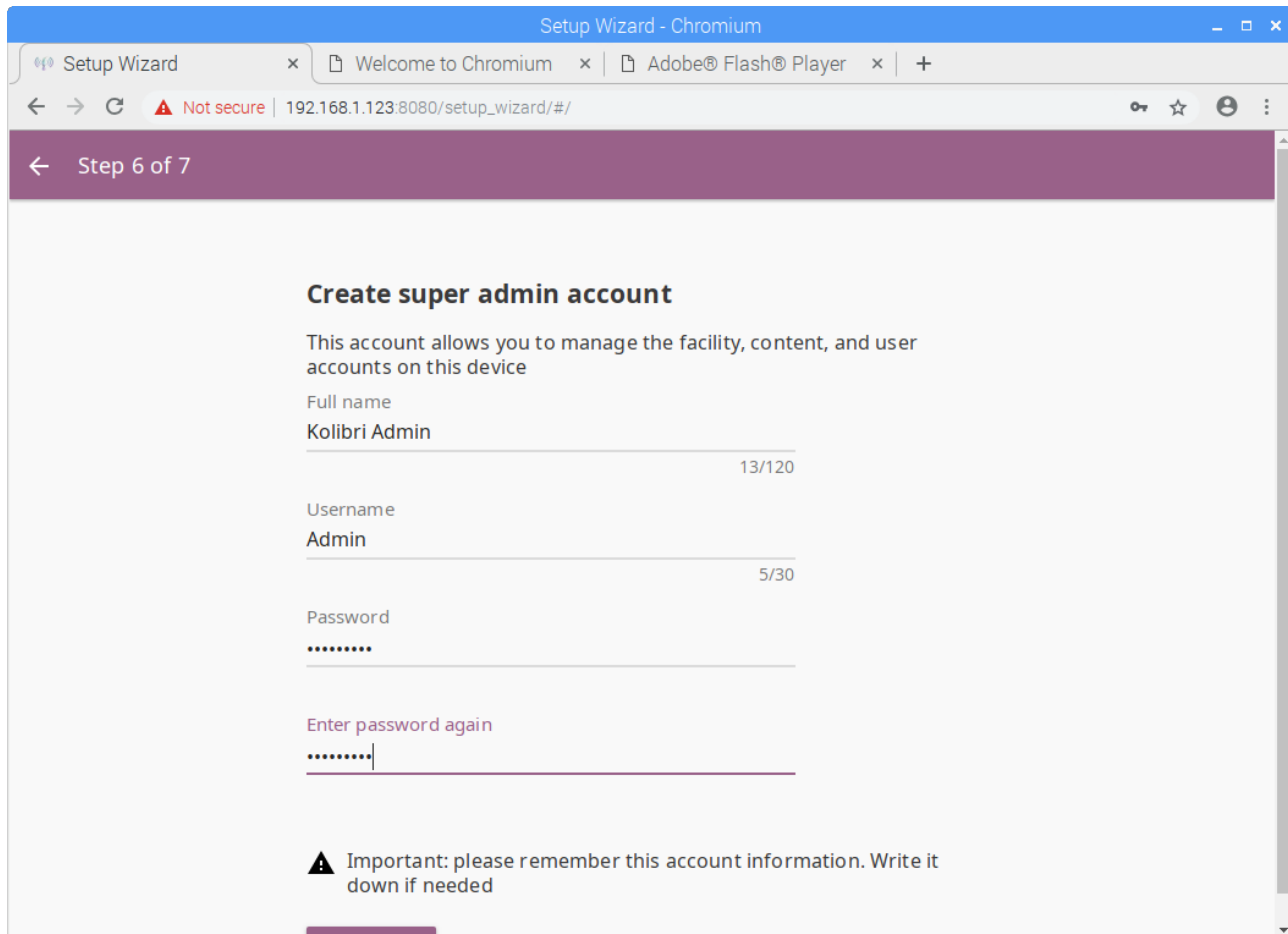
Administrator details.

Needless to say this information is sensitive. Never give anyone the administrative password without giving it a lot of thought, and then it's probably still not a good idea.

Hopefully if you have these notes you are a responsible adult and won't let the kids get their hands on them!

Administrator details and password

username admin

 password P@ssw0rd!

If your browser asks to save your password say **No**. If you don't other people will find it easy to get into your account, lock you out and create havoc!

Administrator Responsibilities

The most important thing to remember is that you hold the key to your pupils records. You lose that key and your pupils progress with Khan Academy and other modules is lost.
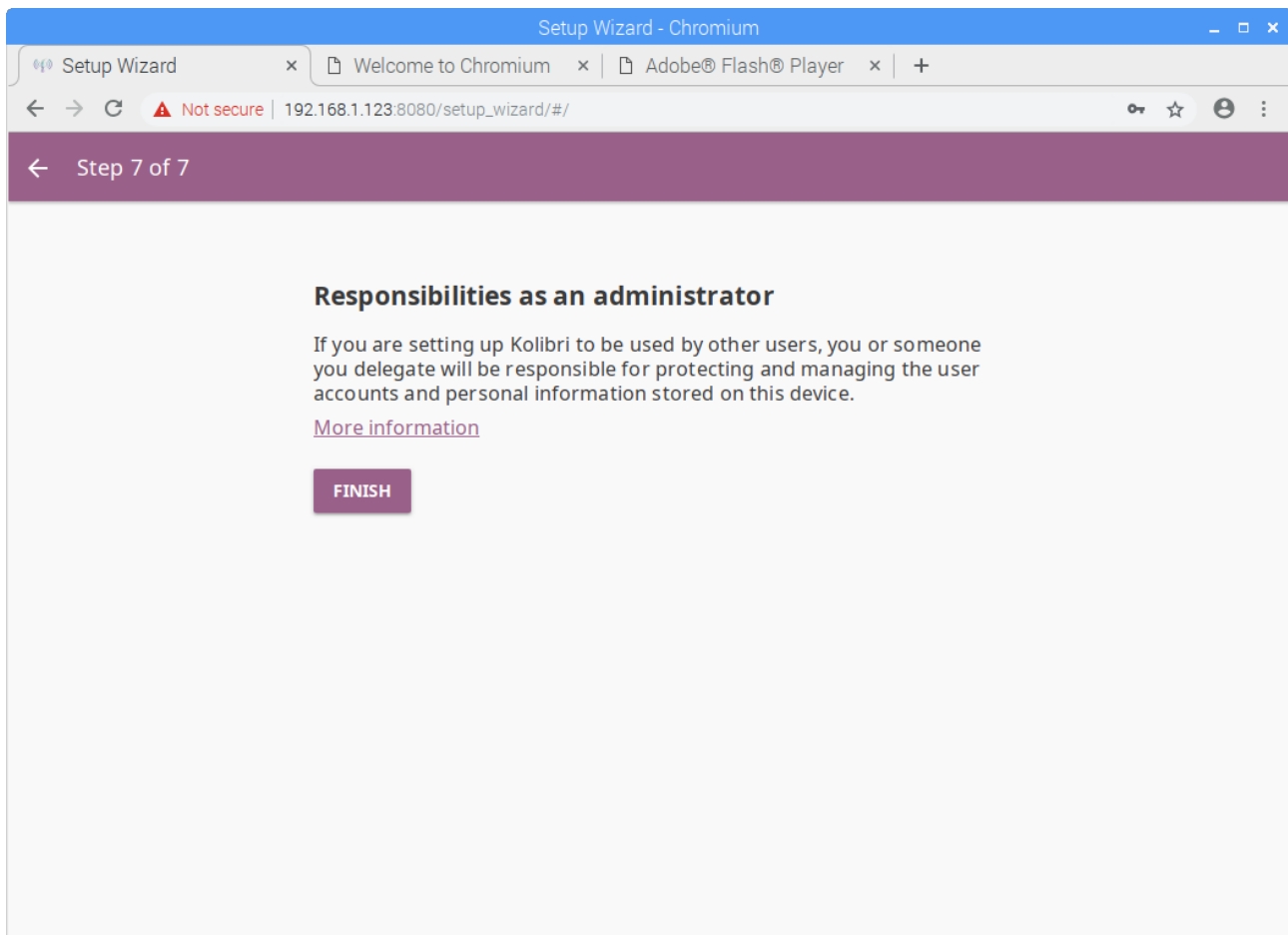
You have now finished the setup to Kolibri.
The next task you have is to now download content to your site.
There is a great deal of material available for you to download, much more than you can add to your computer so you have to make choices.

Adding content Kolibri Channels

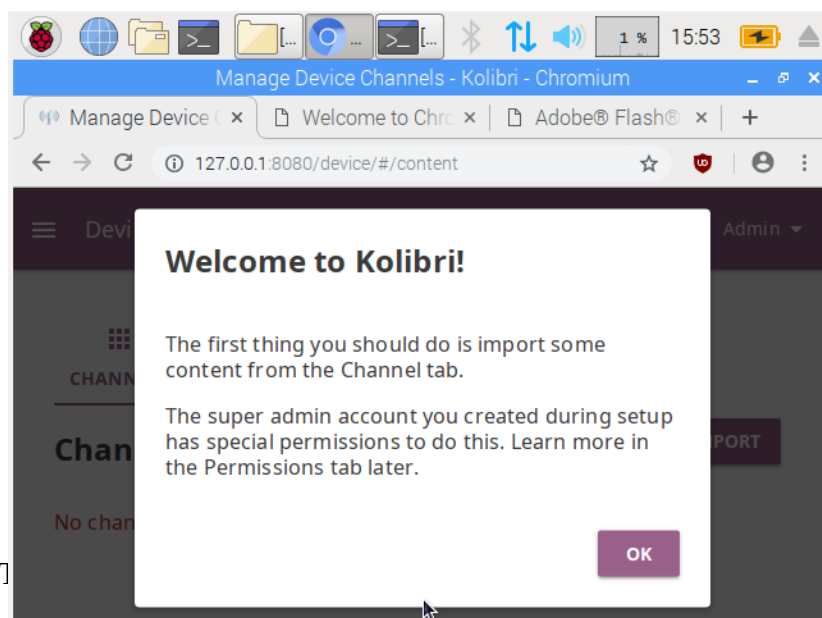Content Source is often the Kolibri Studio which will mean you connecting to the Internet. You can also collect content that has been previously downloaded elsewhere. Usually this will be another device on your network area network or most likely a USB device or external hard drive. It can even be a laptop temporarily connected to your network of local device.

Log into the Kolibri system as an administrator and look for the hamburger menu.
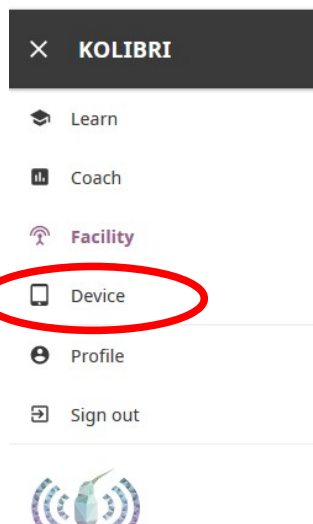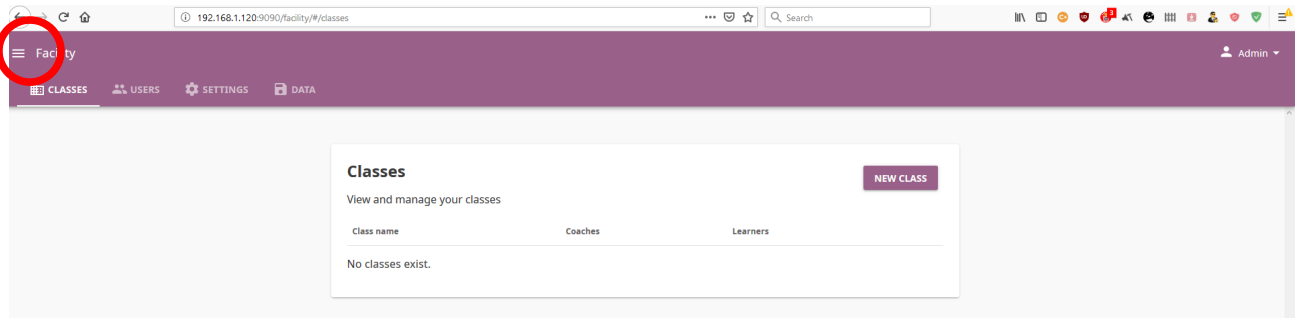
From the hamburger menu select Device

To choose how you will gather the content look for and click on the **IMPORT** button
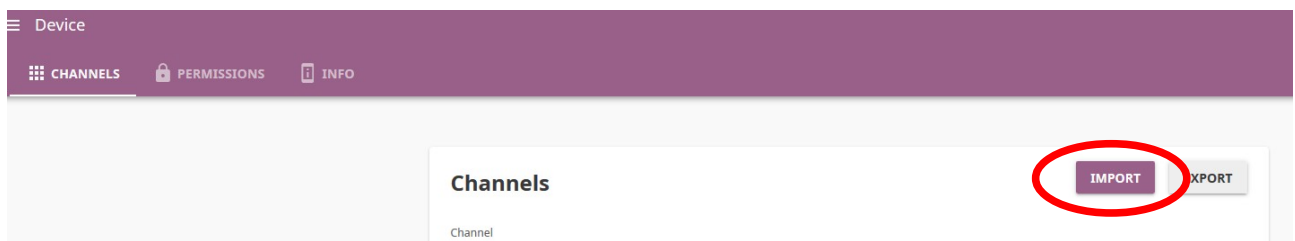
You will be asked to choose a location for the source of the content.

Any location that is not available will be greyed out. So if there is no internet you will not be able to select that source. Let's go over the location choices seperately.

Select a source

◉ Kolibri Studio (online)
  Import content channels from Learning Equality's library if you
  are connected to the internet

○ Local network or internet
  Import content channels from Kolibri running on another
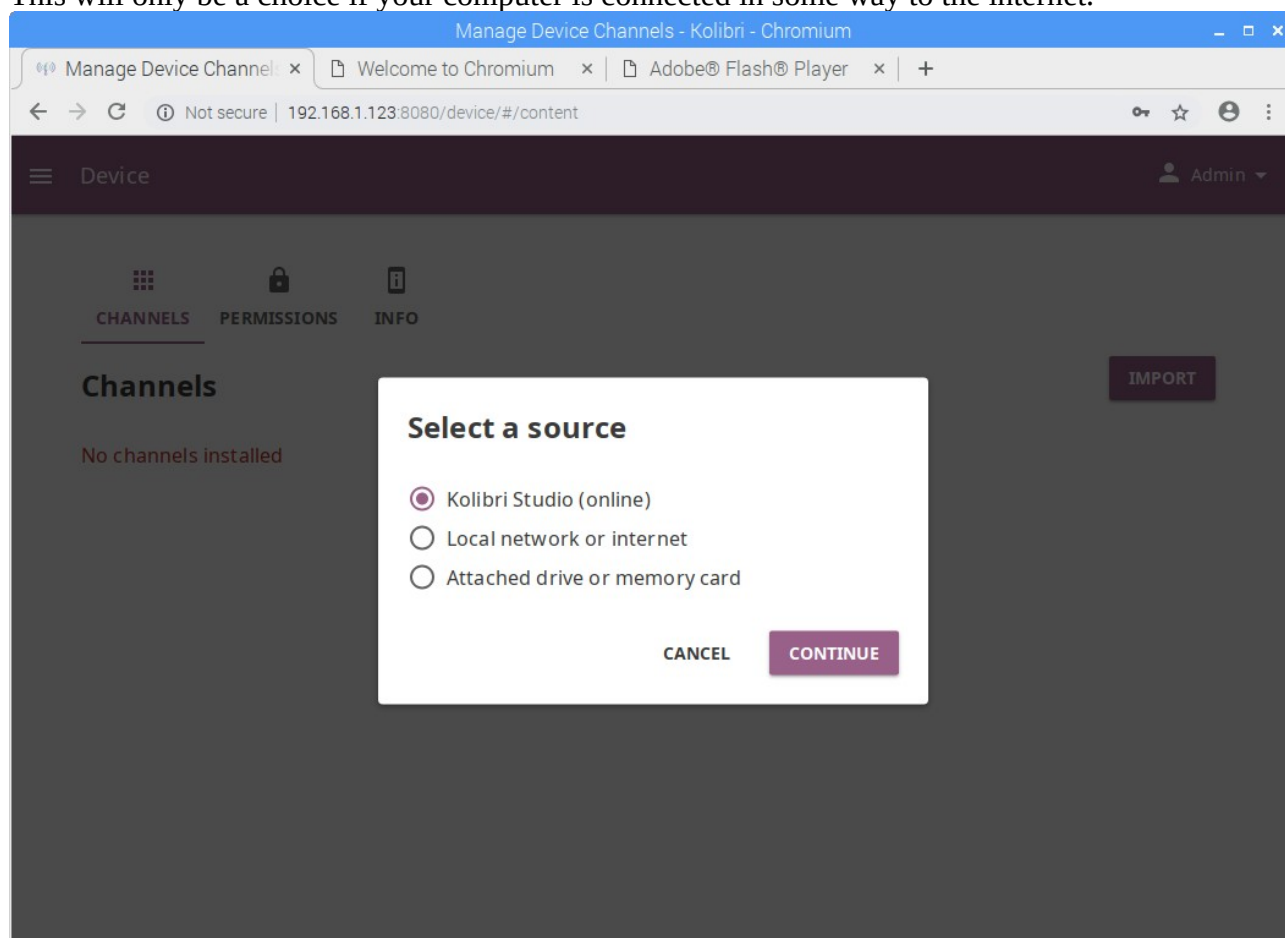 device, either in the same local network or on the internet

○ Attached drive or memory card
  Import content channels from a drive. Channels must first be
  exported onto the drive from another Kolibri device with
  existing content

CANCEL   **CONTINUE**

Adding Content form the Internet

This will only be a choice if your computer is connected in some way to the internet.

If the internet is available to you and you want content from the Kolibri repository then choose the first option Kolibri Studio.

Next you will asked to choose a Channel. Kolibri uses the word Channel to mean Module. So Khan Academy is a Channel.
You will also have to chose a language unless you want to see content in languages other than English.
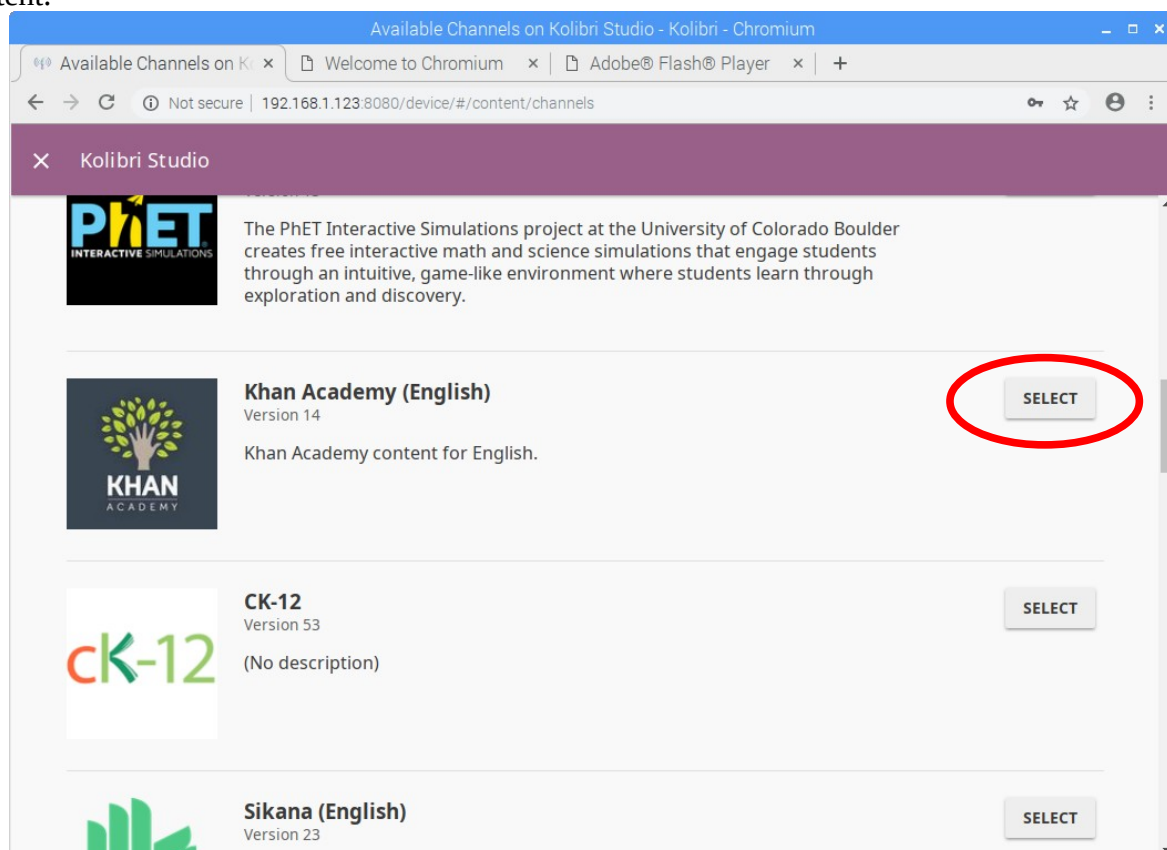Click the downward triangle beside All languages and select English.

You will now see all the Channels available in English.

Let's choose to install Khan Academy as our Content. Click the SELECT button to the right of that content.

Occasionally downloading content may fail. This is usually due to internet connectivity. Should this happen simply cancel the current download and start the import process again.

Note: The content which was downloaded prior to the failure will be still on your computer and will not need to be downloaded again
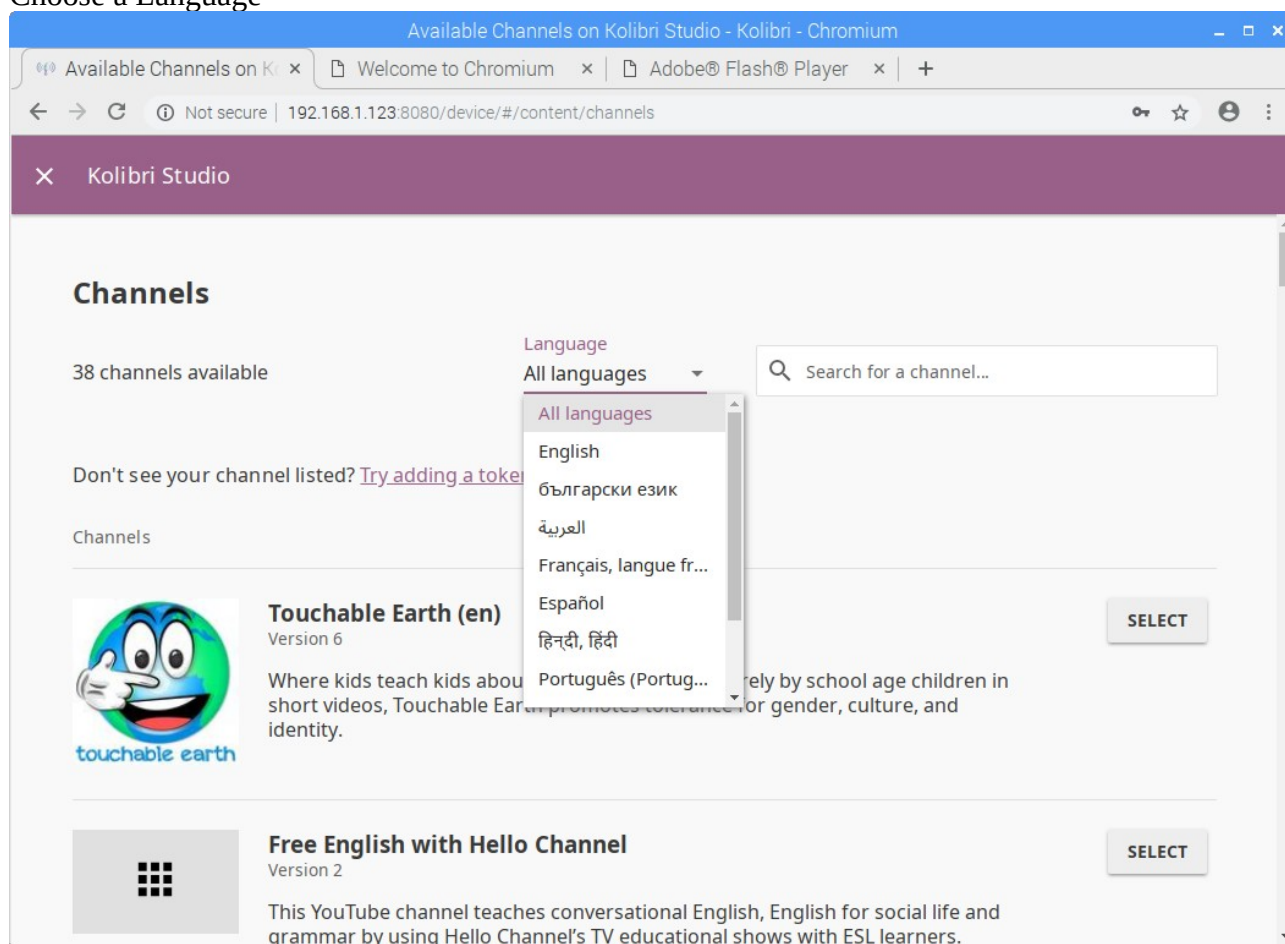
Adding Content from a USB drive

If you select Attached drive or memory card you will see, hopefully, the drive displayed
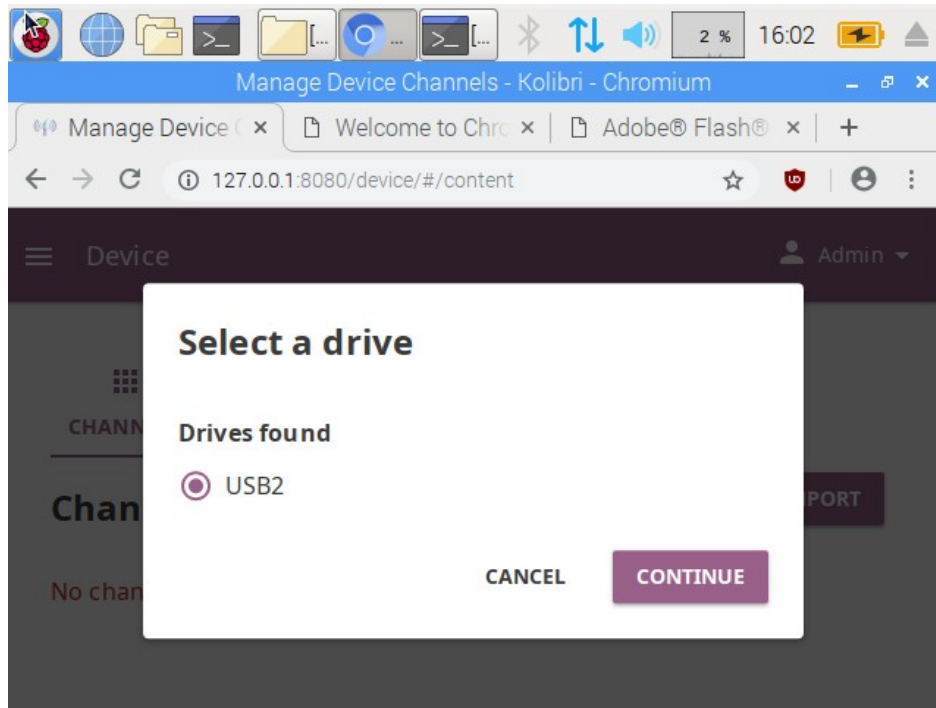
Select the language you want from the All languages drop-down. The languages you see will depend on how the source was exported.
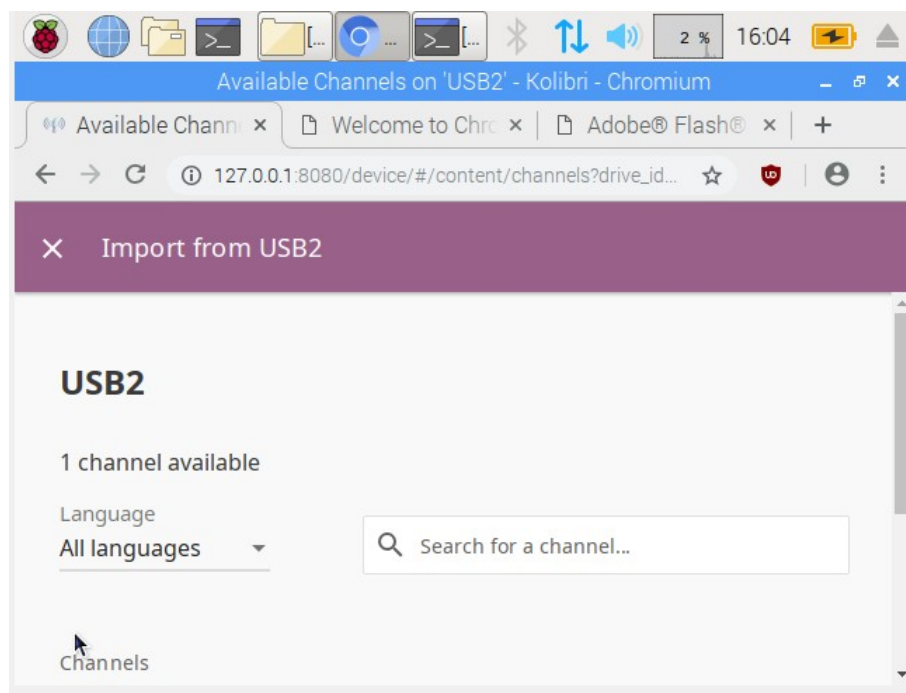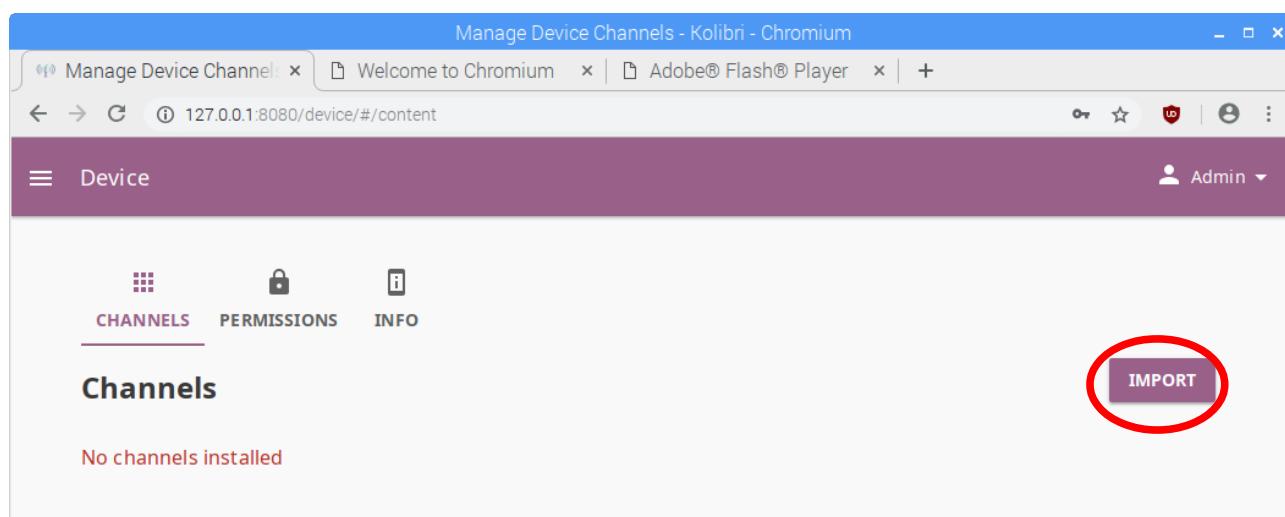
Choose a Language

Then Choose a Channel as described previously.

Adding Content over the Local Area Network LAN

Choose the **Local Network or Internet** option from the Source list. (**Device** then **Import**)

Now click on the IMPORT button and select the Local network or internet radio button

Select a source

○ Kolibri Studio (online)
◉ Local network or internet
○ Attached drive or memory card

Click **CONTINUE**

CANCEL   CONTINUE

The next bit is a little complicated so maybe ask the help of someone who understands networks.

You will have to add a new network connection if you have not done this before.

You will need the IP address of your Kolibri computer which has the Content you want.

You will also need your wireless network name (SSID) and the password for it if you are using Wi-Fi. To set this up click on **New Address**

Select network address

~~New address~~

ℹ You have not entered any addresses

CANCEL   CONTINUE

Now enter the IP address of your Kolibri server then the SSID of your network

My network server with Kolibri on is 192.168.1.124 and the network name is kirkhome

Note: you can see how to find a network address from the Table of Contents

New address

Full network address
192.168.1.124

Network name
kirkhome

8/40

CANCEL   ADD

Select network address

New address

◉ kirkhome   Forget
http://192.168.1.124:8080/

CANCEL   **CONTINUE**

If it finds the server it will be displayed (as above) and you simply click CONTINUE to start the download process.
Again choose a language and Channel you want as before.

✕ Import from kirkhome (http://192.168.1.124:8080/)

Channels

9 channels available

Language
All languages ▾

🔍 Search for a channel...

Channels

Free English with Hello Channel
Version 3   **SELECT**

This YouTube channel teaches conversational English, English for social life and grammar by using Hello Channel's TV educational shows with ESL learners.

GLOBAL DIGITAL LIBRARY

Global Digital Library - Book Catalog
Version 5   **SELECT**

The Global Digital Library (GDL) is being developed to increase the availability of high quality reading resources in languages children and youth speak and understand.

Porting Kolibri content to other systems

Using a USB device to port content

This process will allow you to copy the content on one machine to another by using only a USB memory stick. Particularly useful if there is no internet!

This requires you to choose the content you want, export it to an external hard drive or USB drive then import it to the new system.

Note: you must be logged in as the administrator to do this.

Click on the hamburger menu on the top right of the Administrator's page and select **Device**
On this screen you have two options that import and export content to and from Kolibri.

If you have been following these notes from the beginning you will have already used the IMPORT option to add content. You can see we have added Khan Academy and African Storybook.

Now we are going to use the EXPORT option to send a copy of the African Storybook from this computer to an external device in this case a USB storage device.

Note: You will have to make sure your device has enough space to hold the files you want.

You can see on the screen that African Storybook is 3 Gb so your storage device will have to have more that 3Gb of free space.

When you select Export you will be asked to select the device, here we are going to export to a USB storage device attached to the computer. Any attached external drive would be available to export to.
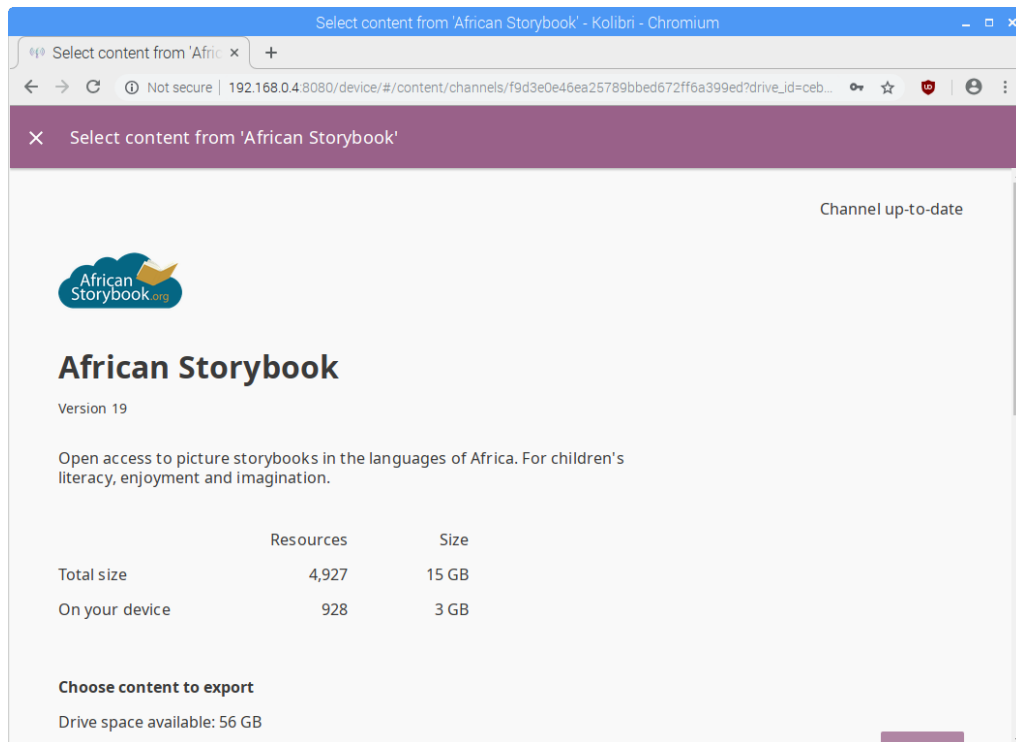

Once you have selected your device you choose what to export by clicking **SELECT** to the right of the content name
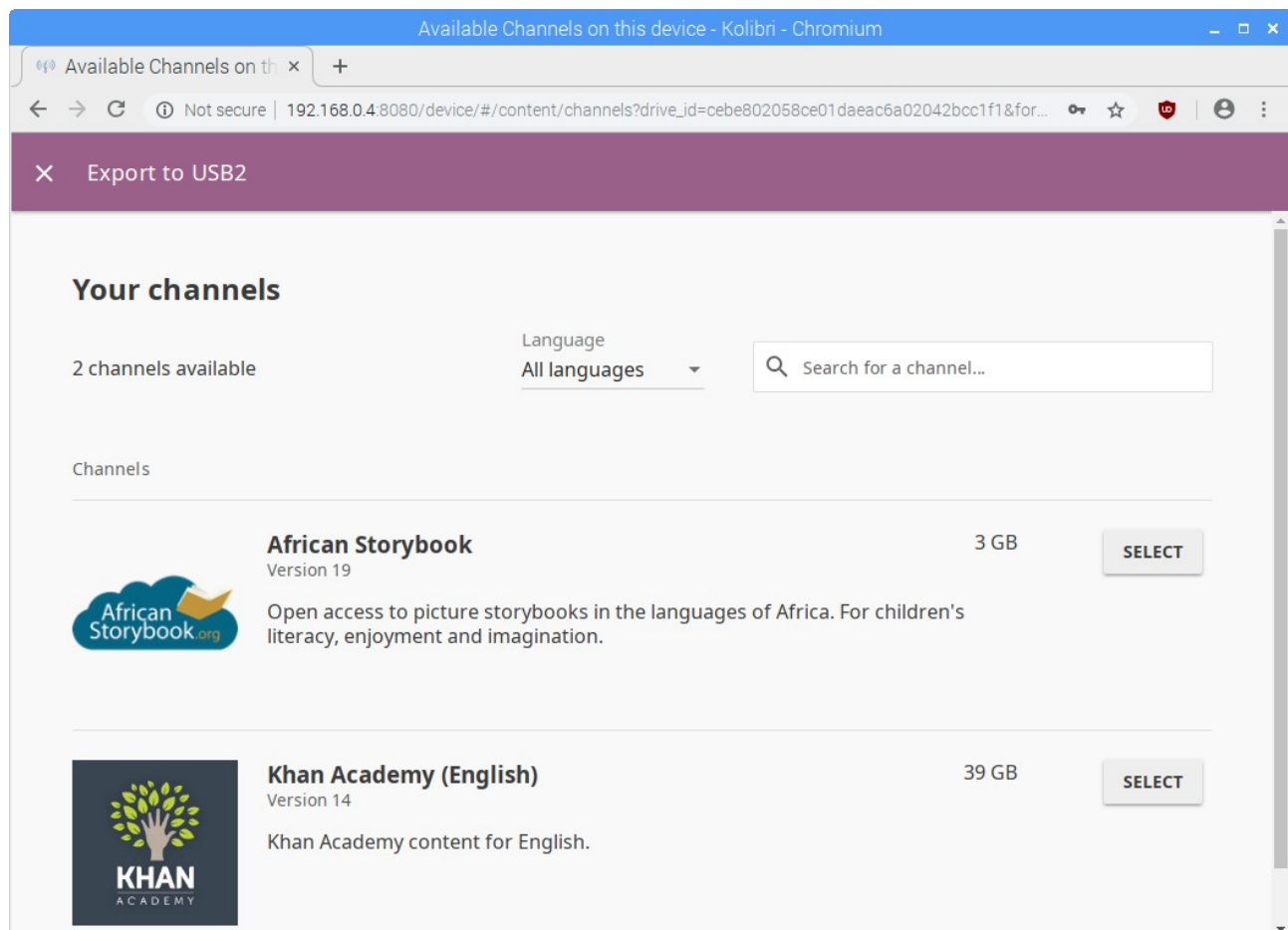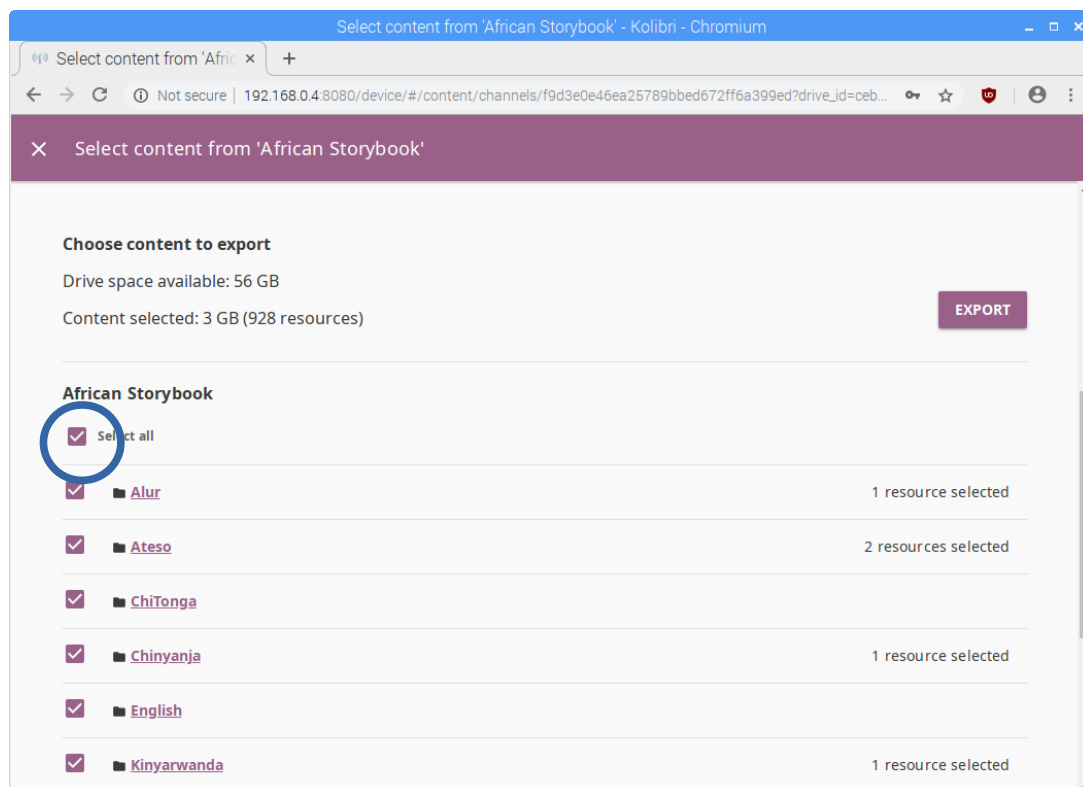
Here we have selected the African Storybook. There are lots of books to choose to export.

Here I have selected all the content from African Story Book, as you can see from the check box circled in the next screen-shot

Finally we have to wait for the process to finish. This can take a long time with lots of content but it is faster to transfer content this way that download it from the internet.
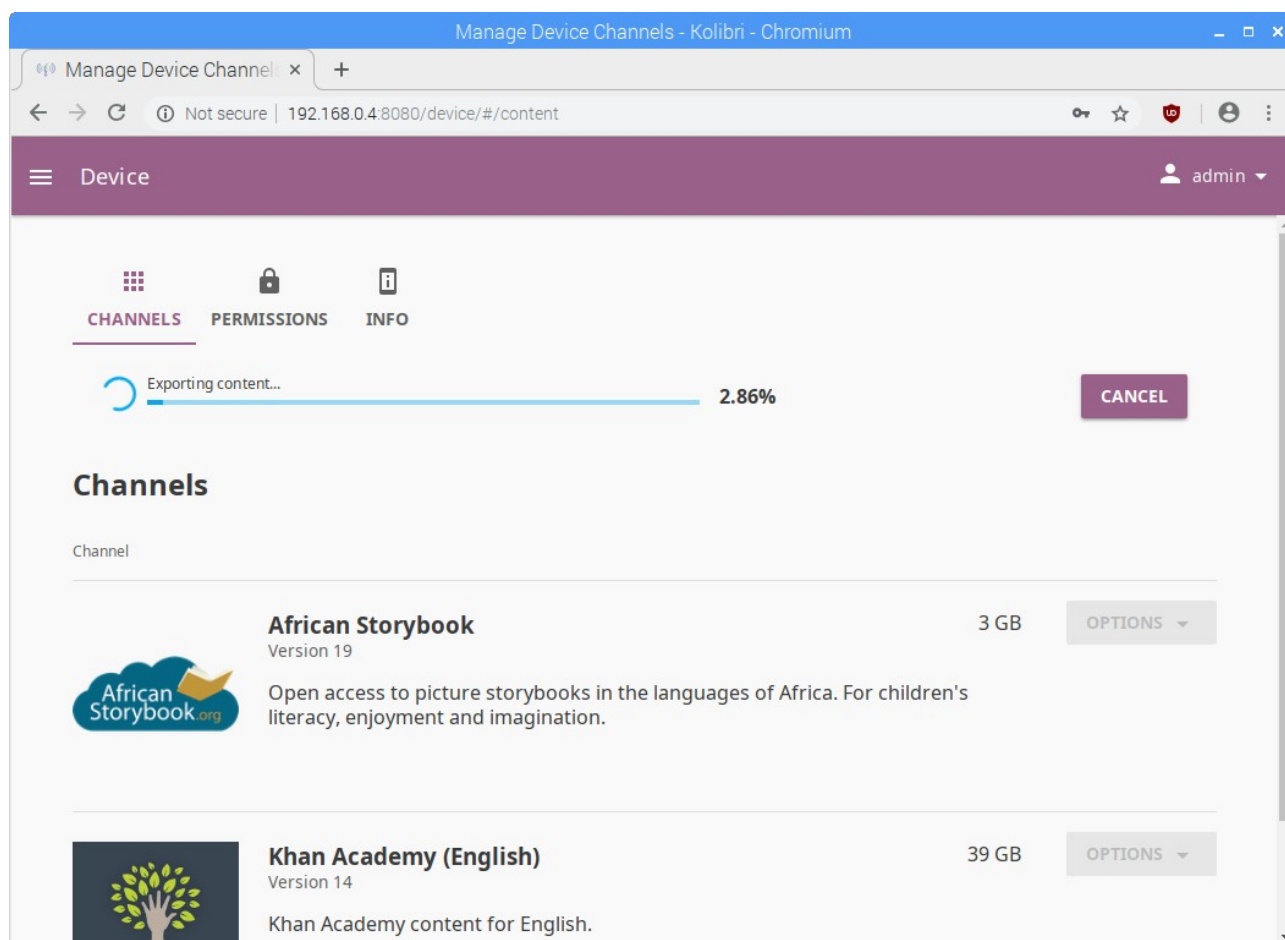

Once saved on the USB device this content can be taken to any computer running Kolibri and added to that system.

Porting content on a Local Area Network LAN

1. Choose option *Local network or internet,* and click CONTINUE.
2. Click *New address* link to add a new network address.
3. Input the full network address, and assign a name for this network. Don't forget to add the correct port if different from the default one `8080`. You can use either the IP address or the domain name.

> **Note:** The Port address on the Raspberry Pi with RACHEL is 9090
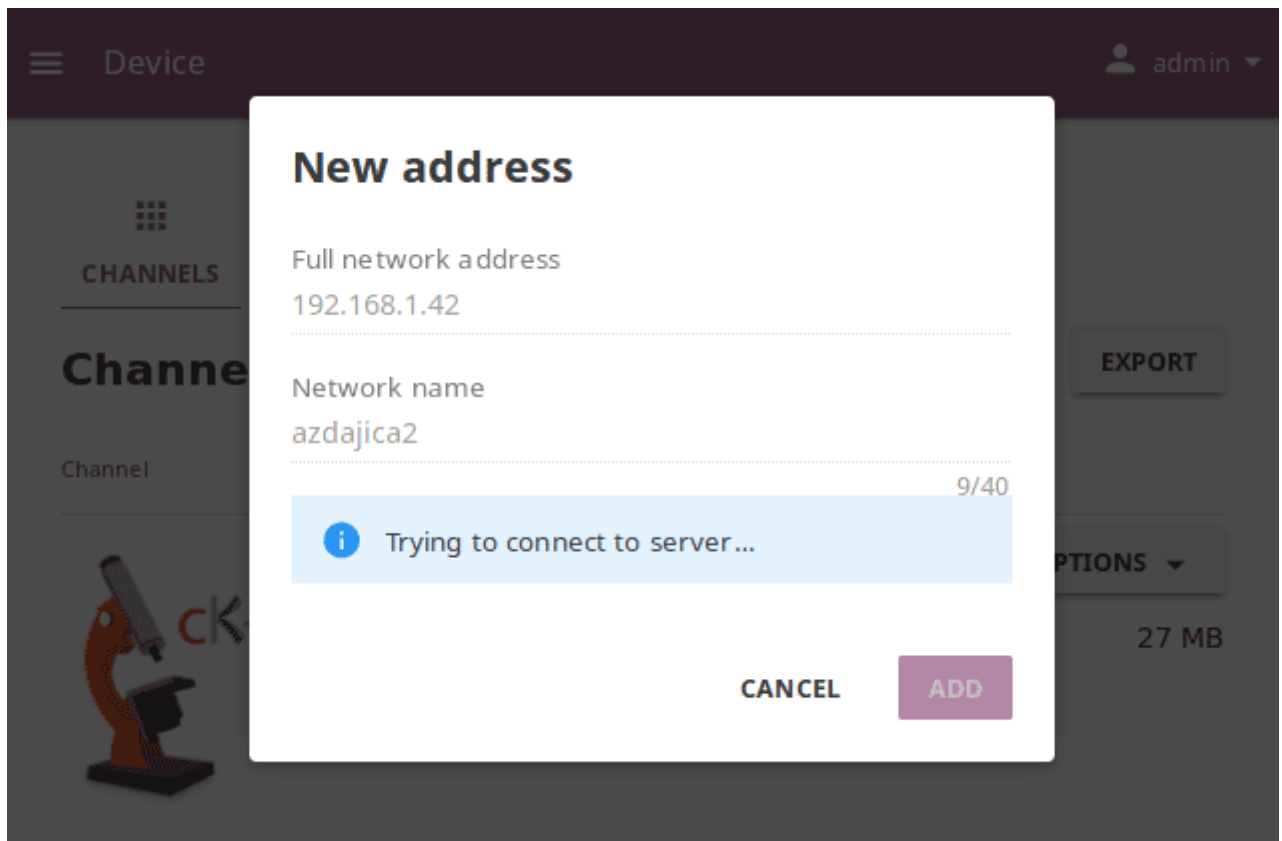
1. Click ADD to save this address to your device settings. If you later decide to delete it, use the link *Forget.*
2. Click CONTINUE and follow the same steps for selecting topics and resources as for the import from Kolibri Studio.

How to find the IP Address of the Kolibri computer.

(Often called the Server).

Click on the hamburger menu, (circled red below), and the drop down menu will appear.
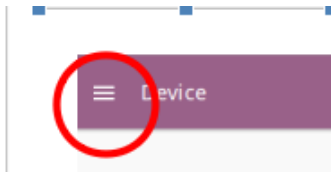
From this menu select Device then click on the INFO tool on the right.
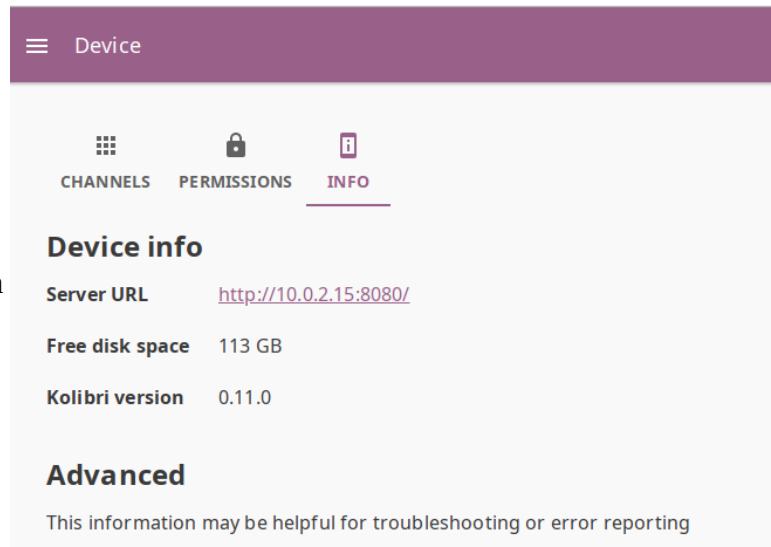
In this case you can see the IP Address is **10.0.2.15:8080**

This is the IP Address to use if you are not working on the Kolibri computer itself.

Creating the Class Management System

Once you have your content you will want your learners to have access to it. This can be done in several ways, some more controlled than others. In a formal school arrangement it is likely that you will want to identify Teachers, Pupils and Classes. This is the traditional way of doing things here in Britain, where I'm writing this. The Kolibri system allows for this type of management.

Administrators can set up classes on the computer, assign teachers/coaches and pupils/learners to classes, and see every user's interaction and how much time they spend with each piece of content.

This section explains how, as an Administrator, you can do this.

Log into the system as an administrator. If you are sitting on the computer that has Kolibri installed then you simply open the browser and type, in the URL bar

127.0.0.1:8080

If you are using a Raspberry Pi then it may well be 10.10.10.10:9090

> **Note**: This is the default name (IP Address) for the computer you are on. If you are on another computer then you would type the IP Address of the Kolibri computer.

This would give you access to the administrative screen with the Administrators username and password of course.
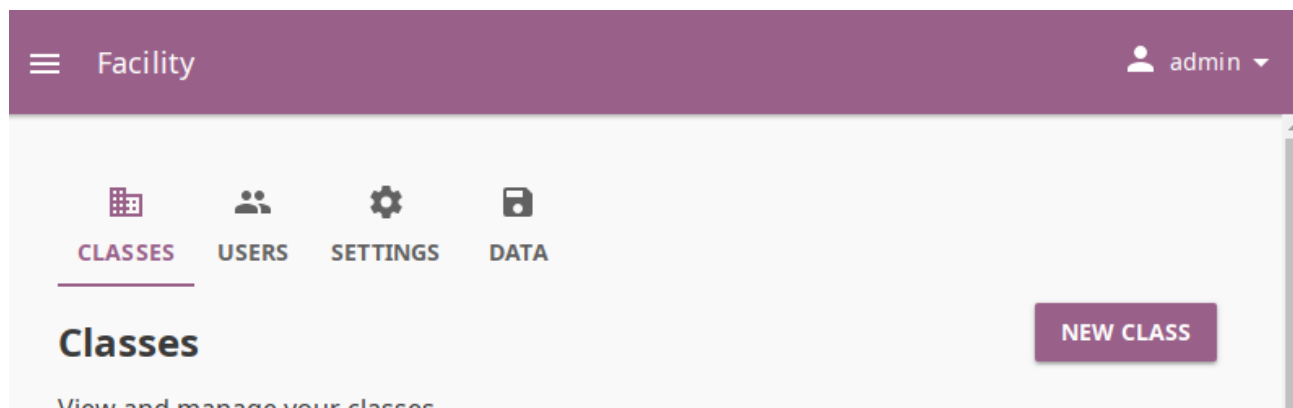
From here you can setup Classes, Teachers and Pupils. You can assign Teachers and Pupils to Classes and monitor the progress of the pupils.

These tasks will be outlined in the next few sections.

Adding Classes

A Class is a group of pupils set up to work together on some learning task.

Generally It would be assigned a teacher and often it would have specific learning materials associated with it.
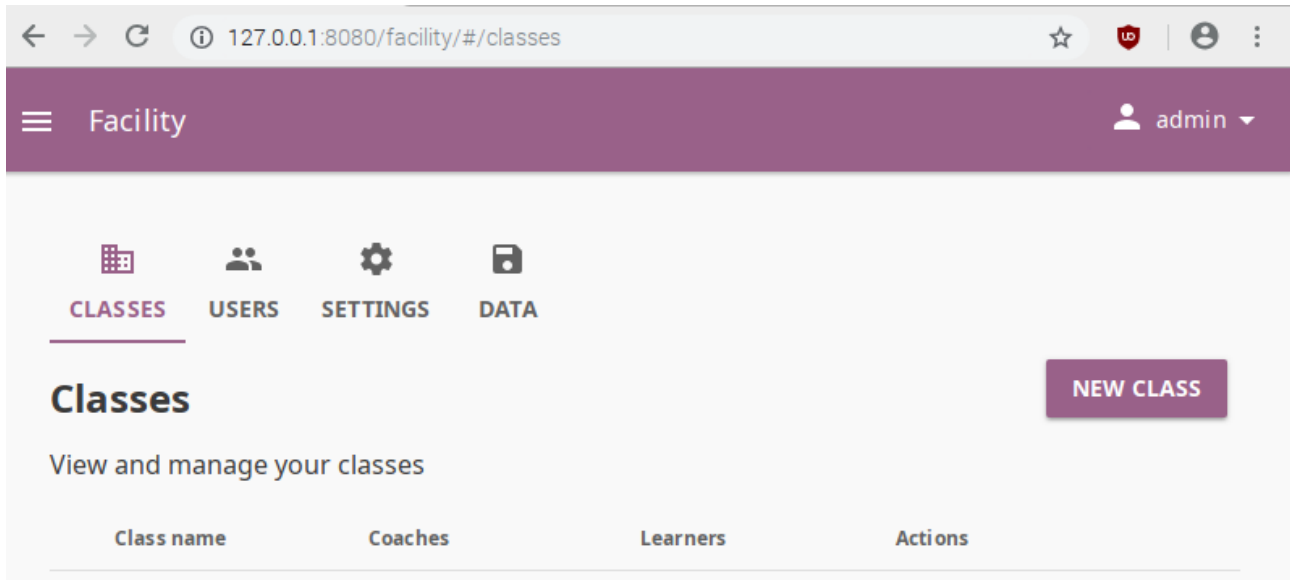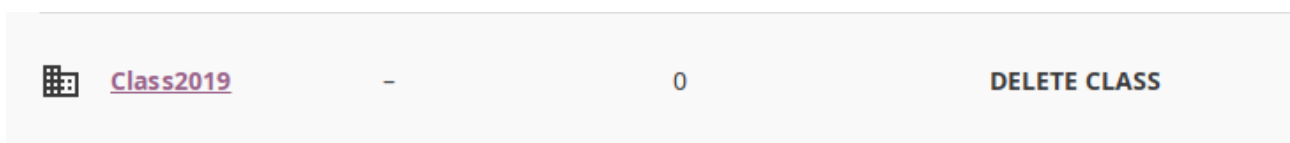

Clicking **NEW CLASS** will prompt you for the name of the new class here it is **Class2019**

Once you have entered the class name click **SAVE** to store it .

It will appear as shown below. Clicking on the name will allow you to assign teachers and pupils to this class. You could also change the class name if you wished.

And as you can see you can easily delete the class if you need to.

Adding Users

User accounts can be set up as learners/pupils, coaches/teachers, or administrators. Users can access the Kolibri server from most web browsers on any Linux, MacOS, Windows, Android, or iOS device on the same network, even when the network isn't connected to the internet.

To add users
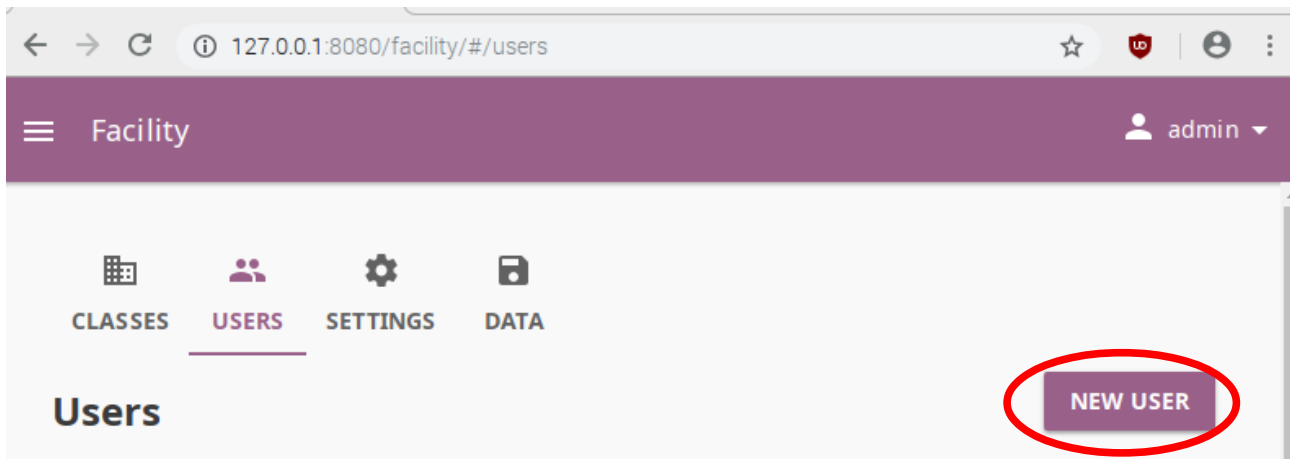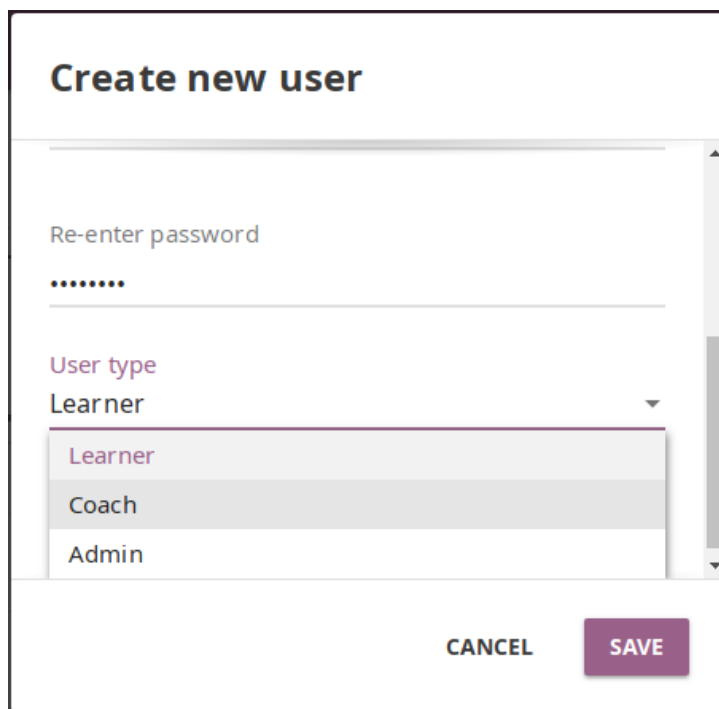
Adding Coach/Teachers

Click the **NEW USER** tool
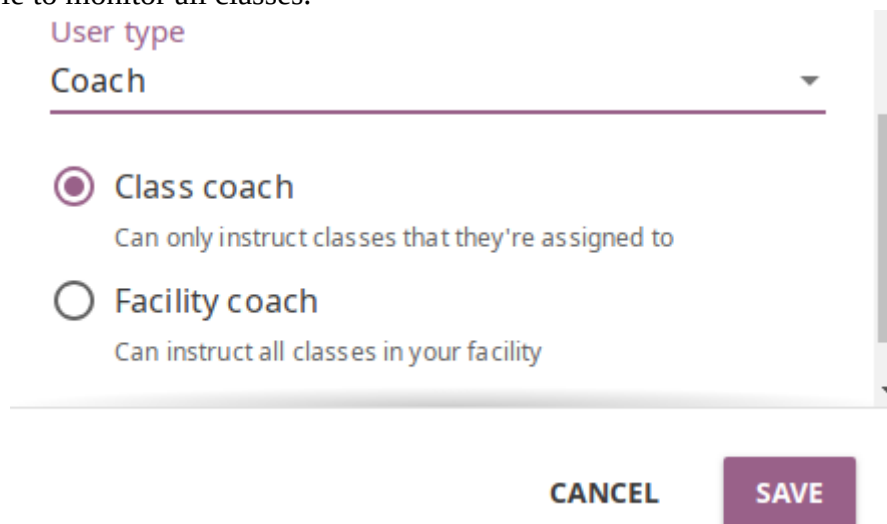
Don't forget to scroll down to see all the parts you need to fill in.

At the last part of the form select the User type.

Create new user

Re-enter password

••••••••

User type
Learner ▾

Learner
Coach
Admin

CANCEL **SAVE**

If you select Coach (Teacher) then you will be asked if this person is a Class coach, in which case they will only be able to monitor the classes they are assigned to, or Facility coach in which case they will be able to monitor all classes.
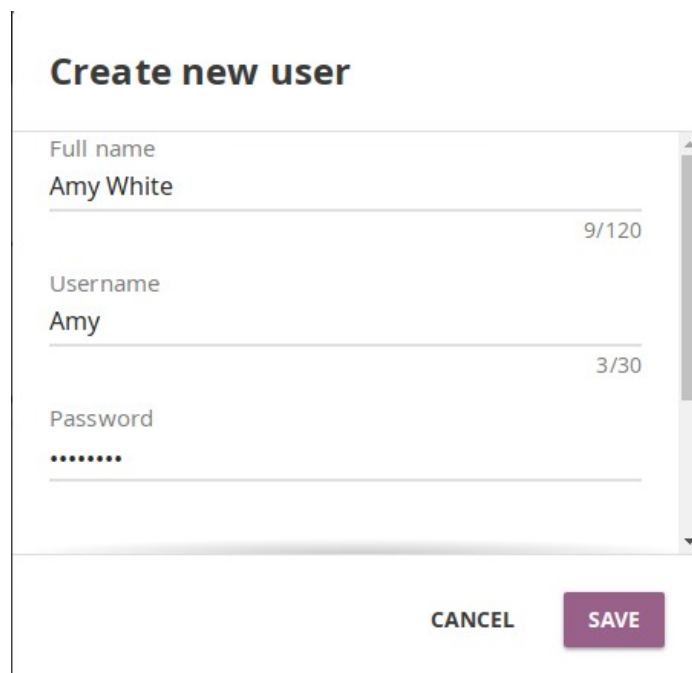
User type
Coach ▾

◉ Class coach
Can only instruct classes that they're assigned to

○ Facility coach
Can instruct all classes in your facility

CANCEL **SAVE**

Once you have filled in all the fields correctly click the SAVE button.

Adding Pupils/Learners
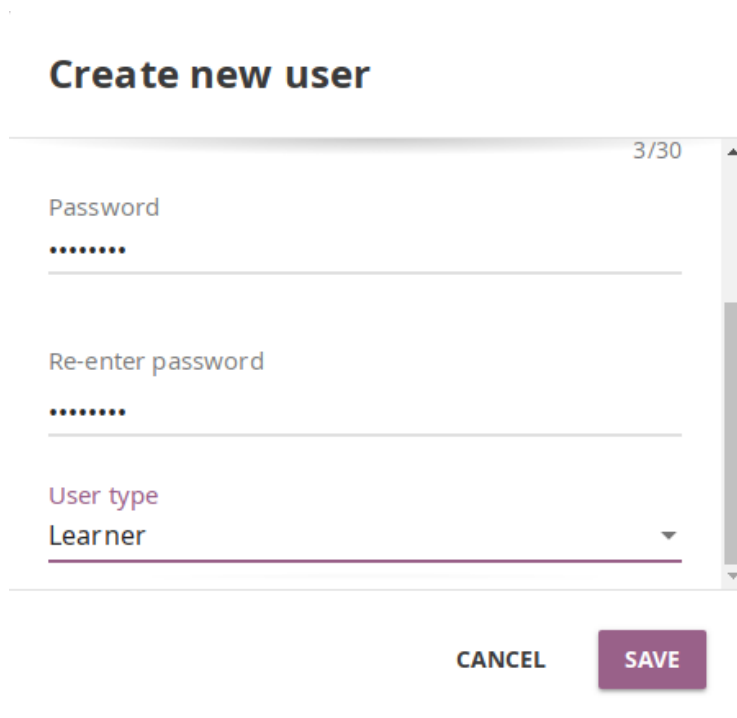
Adding a pupil is similar to coach (see above) but with fewer boxes to fill in.

Create new user

Full name
Amy White
9/120

Username
Amy
3/30

Password
••••••••

CANCEL   SAVE

Don't forget to fill in all the fields!

If the user is a learner (pupil) then the choice is straightforward

Create new user

3/30
Password
••••••••

Re-enter password
••••••••

User type
Learner

CANCEL   SAVE

Click **SAVE** to complete the task.

Adding Administrators

The final type of user to add is an administrator. Experience has taught me not to add Administrator unless the person really needs to have those privileges and is also prepared to take on the responsibility that goes with the role. If you have got this far by working through the document then you are already an administrator. Do you need another?

A quick list of what an Administrator can/should do

View Coach dashboard and track progress of other users and usage stats for individual exercises
Create/Edit/Delete other admins and coaches,
Create/Edit/Delete/Import learners
Change the password of all those learners/pupils who forget them. (This is without doubt the worst task I have had to face).
Create/Edit/Delete Classes and enrol users in them
Create/Edit/Delete Groups in Classes and add users to them
Create/Edit/Delete Exams and assign them to users
Create/Edit/Delete Lessons and assign them to users
View/Edit Facility configuration settings
Export Detail and Summary logs usage data
Import/Export Content channels
View/Edit Permissions of other users
Create a new Super Administrator when he/she forgets their own password!

You should now have setup a Coach/Teacher, a Learner/Pupil and maybe an additional administrator.

How do you put these together to deliver your curriculum.

Find out what your curriculum is, plan your schemes of work, get to know where things are on Kolibri. Once you have those concepts firmly in your head you can now add content to each of the classes and associate pupils to those classes. This is a very big challenge and best done by a group of subject teachers within a District.

Adding Classes (recap)

From the hamburger menu select Facility.
This will present you with the option to create a new class. Click **NEW CLASS**

Enter a logical name for the class

Then click save

Job done, see list!

Add the classes as required.

Adding Pupils to Classes

Click on the Class you want to manage. In this case Year1 2019

Classes

View and manage your classes

Class name	Coaches	Learners	
Year1 2019	—	0	DELETE CLASS
Year2 2019	—	0	DELETE CLASS

NEW CLASS

This will open the Class editing window. Click on **ENROLL LEARNERS**

Year1 2019 _Edit_

Manage class coaches and learners

Coaches

ASSIGN COACHES

Full name	Username

You don't have any assigned coaches

Learners

ENROLL LEARNERS

Full name	Username

You don't have any enrolled learners

Here you will see ALL the users on the system. Be careful to only select the pupils/learners

Enroll learners into 'Year1 2019'

Only showing learners that are not enrolled in this class

Q Search for a user

User List

Select all on page	Username
Kolibri Administration Super admin	Admin
Pupil1	Pupil1
Wendy Thompson Facility coach	WendyT

1 - 3 of 3 < >

CONFIRM

Check the boxes of those pupils you want in this class and click **CONFIRM**

Adding Teachers/Coaches to Classes

Click **ASSIGN COACHES**

Check the Teacher you want to add to this class. Here it is Wendy Thompson.
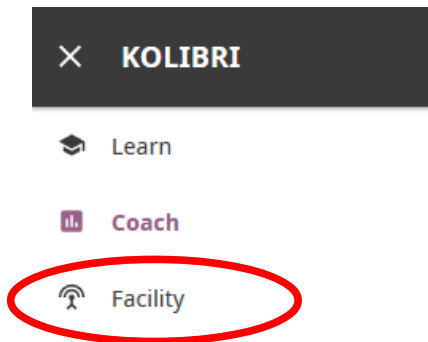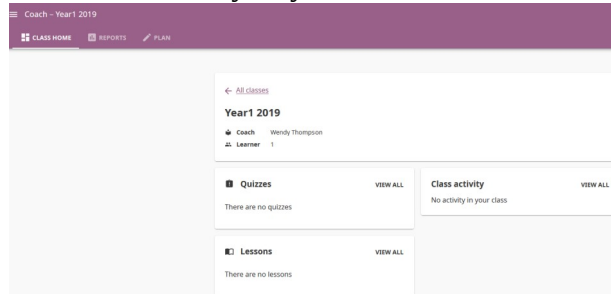

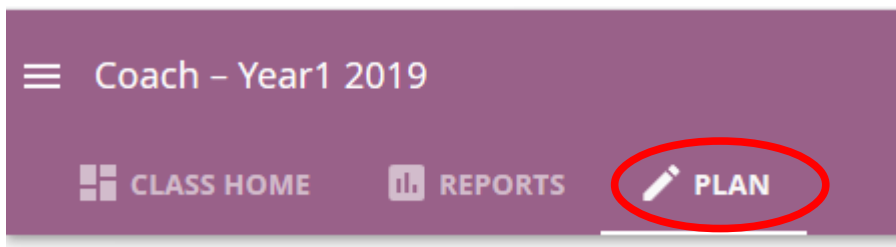Click on **CONFIRM**

Adding Content to Classes

From the hamburger menu click on **Coach**

You will see a summary of your class activities, if any.

To add lessons click on the **PLAN** tab to the right.

The Plan tab allows you to add Lessons, Quizzes and Group work

To Create a new Lesson make sure the Lesson tab is active and click on NEW LESSON tool

Then add the basic information on you class.

When you are ready click **CONTINUE**

To add resources for the class click on **MANAGE RESOURCES**

Bye the way. Classes have to be Active to be available for students.

Note: The class when first created in Inactive, that is Pupils don't see it. To make the class available to Pupils you must first create it then change its status with the Change option

So let's create a lesson. Start by clicking the **MANAGE RESOURCES** tool

This will bring up the resources you have available to you. Below I have added the search term Chemistry because that's what I am interested in.

Click on the magnifying glass to set the search going.

The results obtained will vary depending how many matches the search can find.

Manage resources in 'Chemisty 1'

| Chemistry | ✕ | 🔍 |

0 resources in this lesson

Results for 'Chemistry'

Type: Channel: Show:
All   All   All

Chemistry

Module 2 Secondary Science - Chemistry

View

Chemistry

Did you know that everything is made out of chemicals? Chemistry is the study of matter: its composition, properties, and reactivity. This material roughly covers a first-year high school or college course, and a good understanding of algebra is helpful.

EXIT SEARCH

In amongst the loads of stuff found was one called Introduction To Chemistry. I have viewed this separately and I like it so I shall tick the checkbox to add it to the lesson. At this point you could clich on the resource to view it before adding it to your lesson.

Introduction to chemistry

A big picture view of chemistry and why it is fascinating. How chemistry relates to math and other sciences.

View

I don't like the Idea of just playing videos so I'll not add any more videos at this point.

I'll add some reading material with a few questions at the end.
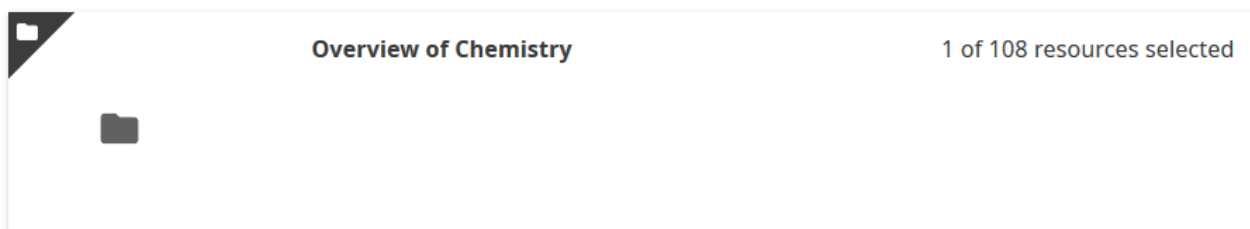
I also know, because I have looked at the available resources before hand, that there is a nice text on the history of Chemistry with a few questions at the end. So I'll look for that. It's a flex book in the CK-12 channel. So I'll come out of the search and click on the CK-12 channel
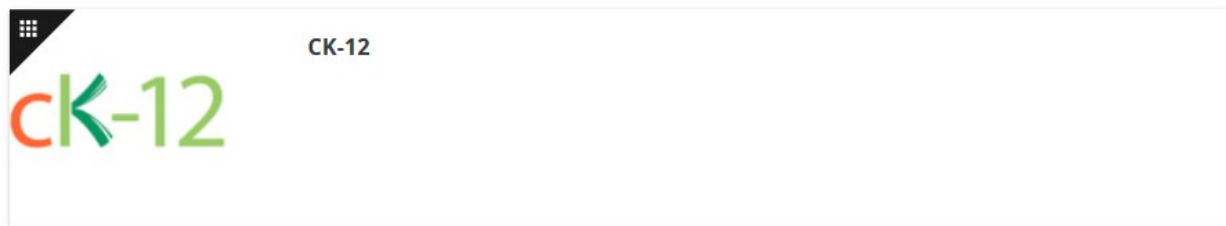
And browse this until I find it.

The route to the resource is clickable so looking for things is relatively easy once you have practised it. I can't emphasise enough the need to look through the resources before you start. It's a chore but once you have collected the items you want they can be shared between colleagues. Sharing is caring.

You can look through the material just to be sure it's what you want.

You can remove it if it's not!

There are a lot of other good resources on the Raspberry Pi but for now this will do as an example.

So here is my first lesson. Don't forget to activate it!

Pupils added to the class Class 1 will now be able to view the resources you have setup. More importantly their progress will be monitored.

Adding a quiz

Who doesn't like a quiz! They can be added from the **Plan** tab as was Lessons. All the quizzes are pre-defined for you.

Again you will need to have looked through the quizzes before hand to know what is available.

Here I have a quiz on Separating Mixtures. The quiz is OK but the language could be a challenge for some pupils. Don't forget to activate the quiz in **OPTIONS**!

Monitoring Pupils progress

Log into Kolibri in the usual way as a teacher/coach

Select the class you waant to look at by clicking its name

Classes

View learner progress and class performance

Class name	Coaches	Learners
Year1 2019	Wendy Thompson	2
Year2 2019	—	0

This class has only 2 pupils and only one of them has started the lesson.

← All classes

Year1 2019

Coach Wendy Thompson
Learners 2

Quizzes   VIEW ALL

Separating Mixtures   Entire class

⭐ Completed by 1 of 2

Lessons   VIEW ALL

Chemisty 1   Entire class

🕐 1 of 2 has started

Class activity   VIEW ALL

⭐ Chemisty 1
Ben Kirk completed 'Events in Chemistry History (Flexbook)'

🕐 Chemisty 1
Ben Kirk started 'Events in Chemistry History (Flexbook)'

🕐 Chemisty 1
Ben Kirk started 'Chemisty 1'

🕐 Chemisty 1
Ben Kirk started 'Introduction to chemistry'
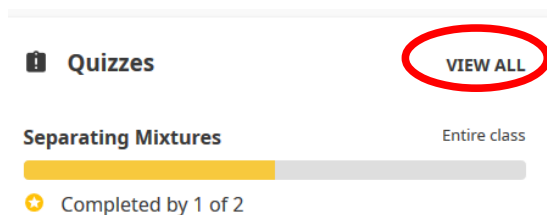
⭐ Separating Mixtures
Ben Kirk completed 'Separating Mixtures'

🕐 Separating Mixtures
Ben Kirk started 'Separating Mixtures'

To View the quizzes click the **VIEW ALL** tool

This will bring up the Quiz Report.
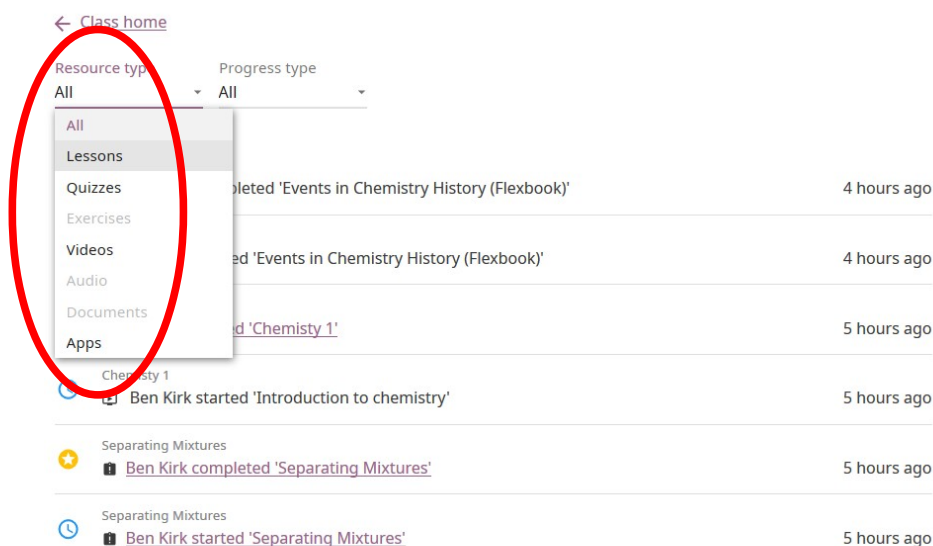
The Quiz has been completed by Ben who had 80%

More detail can be viewed by clicking the **VIEW ALL** tool of each activity.

Here you can see what the pupil has been doing and you can sort the resource types being used.

How to Import users from a CSV file

If you keep your students details on a spreadsheet this will be invaluable.

CSV file structure

To import users into Kolibri with this command, you will need to provide the user data in a CSV (comma separated variables) file format. You can export the CSV file from a spreadsheet (Excel, Google Sheets, LibreOffice Calc, etc.).

full_name	username	password	facility	class
Wendy	wendyk			
Charlie	charliem			
Peter	peterm			
Milz	milztt			
Howard	howardk			
Idris	idrisd			

Header row is optional, but if you do not include it, Kolibri will assume that you are providing the data in the following order:
`<full_name>,<username>,<password>,<facility>,<class>`

If you do include a header row, you can provide less data, or put them a different order:
`<full_name>,<username>,<password>,`
`or`
`<username>,<full_name>`

Only the **username** is required.

When you do not provide passwords for the imported users, Kolibri will set the default password `<kolibri>` for those usernames.

The facility can be either the facility name or the facility ID. If you do not provide the facility, Kolibri will import users in the default facility on the device. You can also specify the facility by adding the `--facility` argument in the command line (see below).

Make sure not to include the angle brackets "< >" in the commands below.

Kolibri running on Linux or OSX

Open the Terminal and run this command from the folder where the CSV file is located:

kolibri manage importusers <your-csv-filename>.csv

If you want to specify the facility while running the command, add the `--facility` argument.

kolibri manage importusers <your-csv-filename>.csv --facility <your-facility>