



TEACHER SETUP GUIDE

Training document for Teachers and Students



AUGUST 30, 2024

www.rellie.com



Welcome to Rellie!

We are continually fine-tuning features within our PAL (Power to Achieve and Learn) web application and will provide updates as we release these valuable features to both teachers and students.

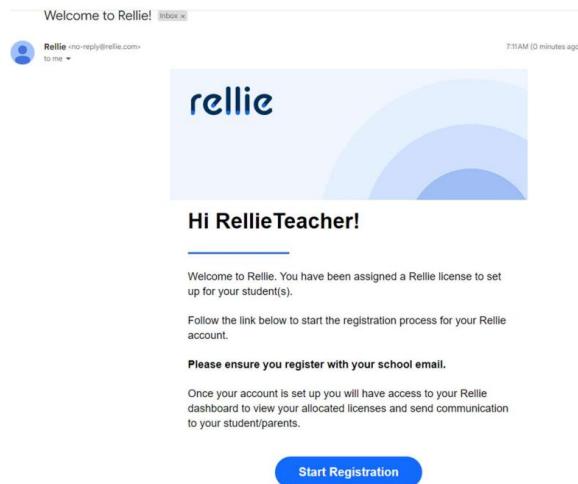
Below is the registration and login process for a teacher and student. Please don't hesitate to reach out via the [Rellie Live Chat](#) if you have any questions.

Thank you, we look forward to your feedback!

TEACHER

As a teacher you will receive a welcome email delivered to the e-mail address provided by your license administrator. Please click on the registration link.

***** NOTE: Please check your JUNK / SPAM filter if you don't see the e-mail *****



Follow the process to login with a 2-factor authentication method (format pre-determined by your license administrator)

Examples:

1. e-mail with 2-factor authentication
2. Google single sign-on account using the Google OAuth



Welcome

Enter your login information below.

Account Information

Enter your email address:

Enter email address

Enter your password:

Enter password

Sign in

Student Sign-In

Please sign-up using your student Google Account.

Please enter your code

We sent a verification code, please enter it within 5 minutes of receiving it.

Enter 4 digit code:

If you haven't received a code, please wait 60 seconds to request a new code. Please note that if you try signing in again, a new verification code will be sent to you and the previous one will expire.

Resend Code **Still having trouble?**

Submit

Choose an account
to continue to [rellie.dev](#)

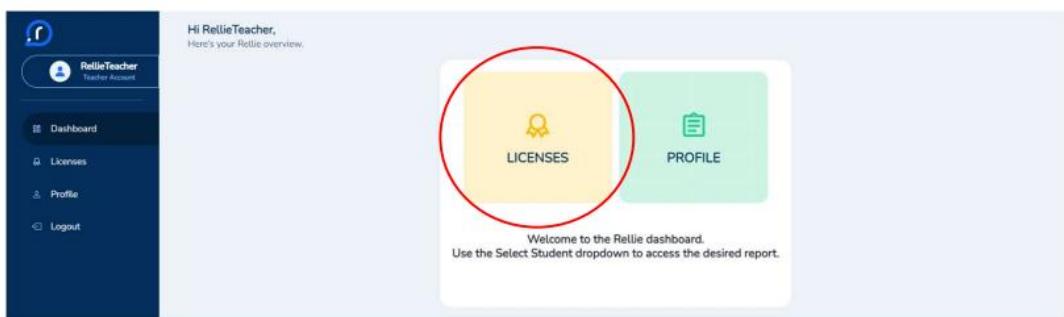
[rellie.pal.6@gmail.com](#)

[Use another account](#)

To continue, Google will share your name, email address, language preference, and profile picture with rellie.dev. Before using this app, you can review rellie.dev's [privacy policy](#) and [terms of service](#).

After successfully registering, you will be directed to the Rellie dashboard.

Please click on the “licenses” tab to view or enter your student details.



Your license administrator may have pre-populated your class. You can “edit” students or add new students. If the license page has been pre-populated, then validate for accuracy prior to sending the registration invitations to your students.



Teacher
License Management

Class: 7A
Available: 0 Total: 10

Grade	Student Name	Student ID	Parent Name	Questionnaire Status	Parent Status	Registration Status
7	Relie1 Pn.1			NEW	NEW	NEW
7	Relie2 Pn.2			NEW	NEW	NEW
7	Relie3 Pn.3			NEW	NEW	NEW
7	Relie4 Pn.4			NEW	NEW	NEW
7	Relie5 Pn.5			NEW	NEW	NEW
7	Relie6 Pn.6			NEW	NEW	NEW
7	Relie7 Pn.7			NEW	NEW	NEW
7	Relie8 Pn.8			NEW	NEW	NEW
7	Relie9 Pn.9			NEW	NEW	NEW
7	Relie10 Pn.10			NEW	NEW	NEW

Add student

At any time you can add a student. Click on “Add Student”

Licenses

Grade: 7 Class: 7B Used: 0 Available: 20

Grade	Class	Student Name	Student Email	Parent Name	Parent Email	Parent Approval	Questionnaire	Registration
-------	-------	--------------	---------------	-------------	--------------	-----------------	---------------	--------------

Add student

Add Student
Enter the information below

Student First Name: Relie
Student Last Name: Pn.5
Student Email: relie.pn.5@gmail.com
Grade: 7 Class: 7B

Select Registration Type:

Teacher Direct
Send student an email for registration.

Parent First Name: Enter parent name
Parent Last Name: Enter parent Last Name
Parent Email: Enter parent email

Send Invite

Enter the following:

- Student first name, last name, student e-mail address (the same that they use to login at school)
- Click on Teacher Direct (so the student receives the invite directly)



- NOTE – there is no need to enter the parent details (**unless your school chooses to invite a parent to view the parent report**)
- Continue to add students that you want to participate in the diagnostic

Once you have the class ready to conduct the diagnostic, you can send invitations individually or “send all” at one time.

The screenshot shows a teacher's dashboard for 'Teacher License Management'. On the left, a sidebar includes 'Dashboard', 'Reports', 'Licenses', 'Profile', and 'Logout'. The main area displays 'Class: 7A' with 'Available: 0' and 'Total: 10'. A table lists student names and their report status. The 'Report Status' column is circled in red, highlighting options such as 'Re-send' and 'Send'.

Grade	Student Name	Student ID	Parent Name	Commitment Status	Report Status	Report Status
2	Rellie1 Pst.1					Re-send
1	Rellie2 Pst.2					Re-send
2	Rellie3 Pst.3					Re-send
3	Rellie4 Pst.4					Re-send
1	Rellie5 Pst.5					Re-send
2	Rellie6 Pst.6					Re-send
2	Rellie7 Pst.7					Re-send
2	Rellie8 Pst.8					Re-send
2	Rellie9 Pst.9					Re-send
2	Rellie10 Pst.10					Re-send

STUDENT

OPTION #1 → No email / Direct Student login (method determined by your license administrator):

Follow these 3 simple steps for the student registration:

1. Sign studentname@schooldomainname.com into their Google single sign-on account using the Google OAuth
2. Visit the Rellie application directly at <https://pal.rellie.com/register>
3. Enter the studentname@schooldomainname.com to create their Rellie account via their Google single sign-on (Google OAuth) process

rellie

The registration form is titled 'Let's Get Started' and 'Account Information'. It asks for an 'Email address' and has a 'Continue' button.

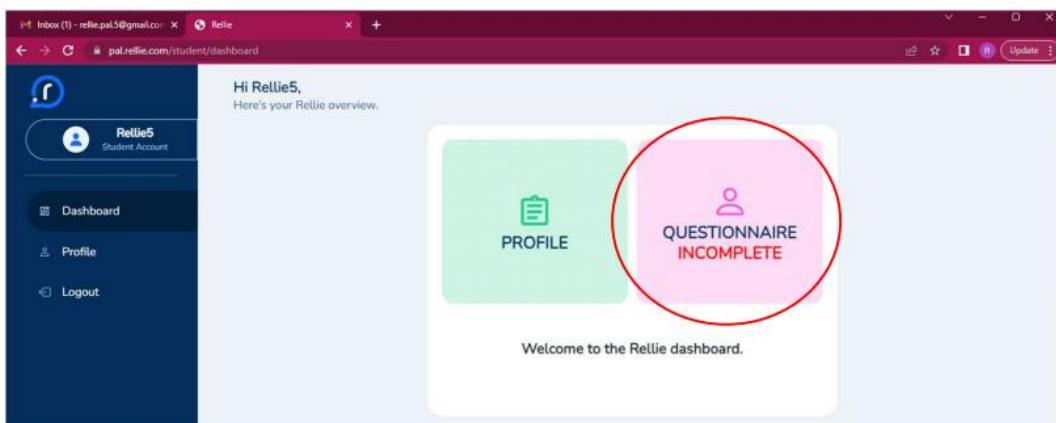
Let's Get Started
Account Information
Enter your email address
Enter email address
Continue

rellie



After successfully registering, the student will be directed to their Rellie Dashboard where they will see the Questionnaire tab.

Click on Questionnaire



Please have the student select the appropriate environment at the commencement of the questionnaire.

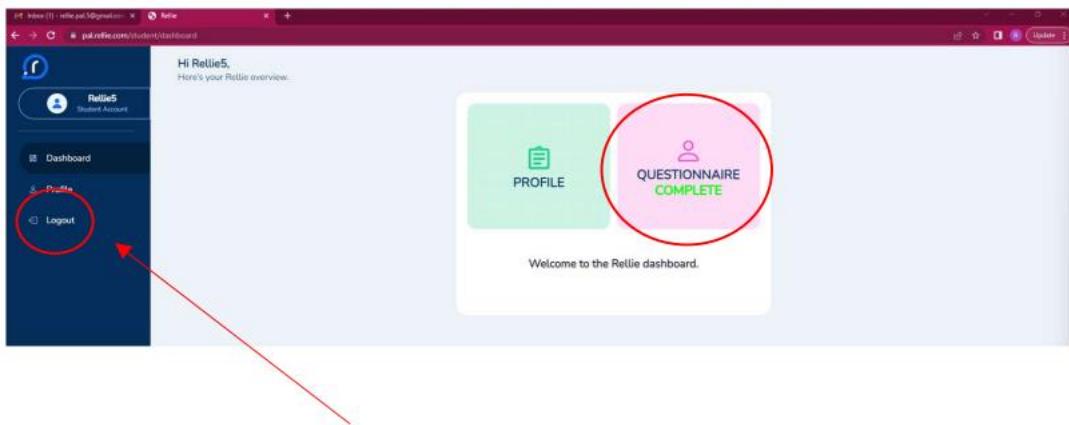
A screenshot of the 'Screening Questionnaire' page. The title 'Screening Questionnaire' is at the top right. Below it is a 'Welcome to the Rellie Screening Questionnaire' message. The text says: 'Before we get started, we just want to know a little bit about the environment you are in. It is very important that you are NOT in a busy, noisy or distracting environment. Please select the most appropriate scenario from the dropdown below.' A dropdown menu is open, titled 'What is your current environment?'. The dropdown menu has a 'Select one' placeholder and a list of options: 'I am in the classroom with my teacher and classmates', 'I am at school in a one-on-one environment with: my teacher / after school program / resource teacher', 'I am at home in a quiet setting with my parents supporting me from the next room', and 'I am a homeschooled student'. The 'I am in the classroom with my teacher and classmates' option is highlighted.

The questionnaire will take approximately 20 minutes to complete



Upon completion ask the student to click “back home” to confirm completion

The questionnaire will now show a status of “complete”



As a best practice, please “Logout” of Rellie (which will take the student back to the login screen)

NOTE: **Once registered**, if the student needs to login again, they can go to <https://rellie.com> or directly to <https://pal.rellie.com> (ONLY valid for a registered user)

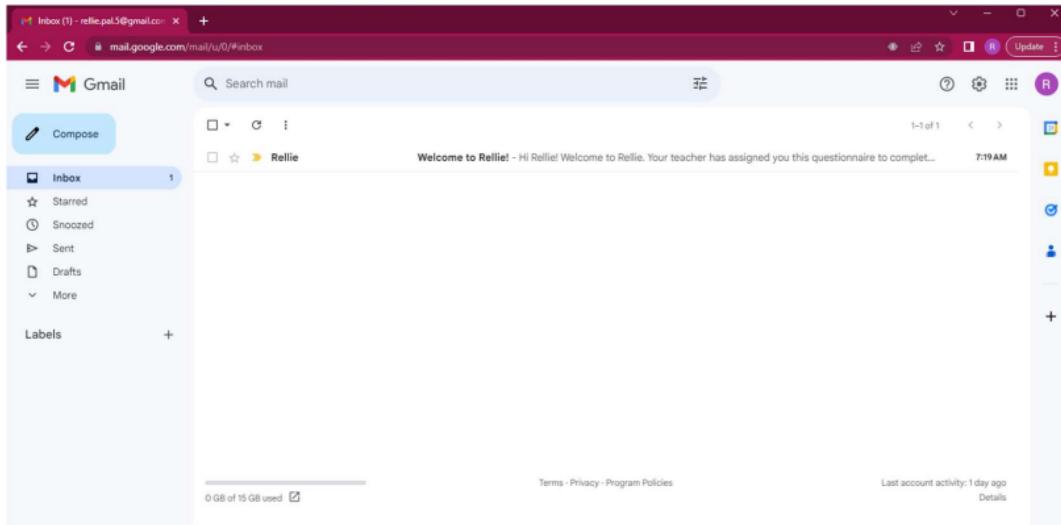




OPTION #2 → [Email invitation to student](#) (enabled by license administrator):

- **NOTE:** Due to school security and privacy settings with the email provider, this method needs to be validated with the Information Technology Department.

The student receives a welcome email delivered to the email address provided by the school.



The student should follow the process to login with a 2-factor authentication method (format pre-determined by your license administrator)

Examples:

3. e-mail with 2-factor authentication
4. Google single sign-on account using the Google OAuth

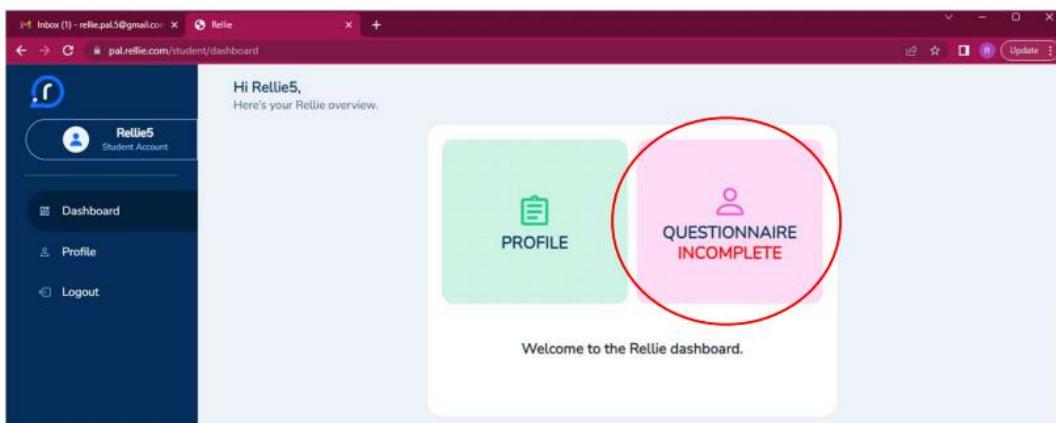
The screenshots show the following steps:

- Welcome:** Enter your login information below.
Account Information:
Enter your email address:
Enter email address
Enter your password:
Enter password
Sign in
- Student Sign-In:** Please sign-up using your student Google Account.
Continue with Google
- Please enter your code:** We sent a verification code, please enter it within 5 minutes of receiving it.
Enter 4 digit code:
[Four empty boxes for code entry]
If you haven't received a code, please wait 60 seconds to request a new code. Please note that if you try signing in again, a new verification code will be sent to you and the previous one will expire.
Resend Code Still having trouble?
Submit
- Sign in with Google:** Choose an account to continue to [rellie.dev](#)
rellie.pal.6@gmail.com (circled)
Use another account
To continue, Google will share your name, email address, language preference, and profile picture with [rellie.dev](#). Before using this app, you can review [rellie.dev's privacy policy](#) and [terms of service](#).



After successfully registering, the student will be directed to their Rellie Dashboard where they will see the Questionnaire tab.

Click on Questionnaire



Please have the student select the appropriate environment at the commencement of the questionnaire.

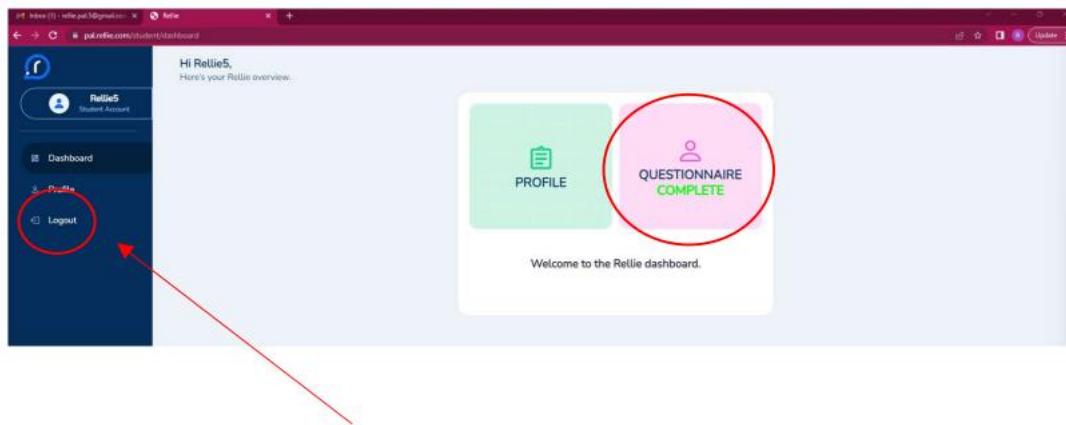
A screenshot of the 'Screening Questionnaire' page. The title 'Screening Questionnaire' is at the top right. Below it is a 'Welcome to the Rellie Screening Questionnaire' message. The text explains that the user should select the most appropriate scenario from a dropdown. A dropdown menu is open, showing four options: 'I am in the classroom with my teacher and classmates', 'I am at school in a one-on-one environment with: my teacher / after school program / resource teacher', 'I am at home in a quiet setting with my parents supporting me from the next room', and 'I am a homeschooled student'. The 'Select one' label is above the dropdown.

The questionnaire will take approximately 20 minutes to complete.



Upon completion ask the student to click “back home” to confirm completion

The questionnaire will now show a status of “complete”



As a best practice, please “Logout” of Rellie (which will take the student back to the login screen)

TEACHER

Successful registration/login of the student will show in the teacher dashboard as “Registered”

- NOTE: you may need to refresh your page to update the status

Grade	Student Name	Student ID	Parent Name	Questionnaire Status	Report Status	Registration Status
7	Rellie1 Pn.1		
7	Rellie2 Pn.2		
7	Rellie3 Pn.3		
7	Rellie4 Pn.4		
7	Rellie5 Pn.5		
7	Rellie6 Pn.6		
7	Rellie7 Pn.7		
7	Rellie8 Pn.8		
7	Rellie9 Pn.9		
7	Rellie10 Pn.10		

Upon completion of each student questionnaire, the status will show as “complete” (with 3 dots) in the teacher dashboard. Alternatively, 1 or 2 dots will be presented, depending on the progress, if they exited the application prior to completion.

- NOTE: you may need to refresh your page to update the status



Teacher
License Management

Class: 7A
Available: 0 Total: 10

State	Student Name	Student ID	Parent Name	Guardian Status	Report Status	Permittee Status
7	Rellie1 Pn.1			***	NEW	✓
7	Rellie2 Pn.2			***	NEW	✓
7	Rellie3 Pn.3			***	NEW	✓
7	Rellie4 Pn.4			***	NEW	✓
7	Rellie5 Pn.5			***	NEW	✓
7	Rellie6 Pn.6			***	NEW	✓
7	Rellie7 Pn.7			***	NEW	✓
7	Rellie8 Pn.8			***	NEW	✓
7	Rellie9 Pn.9			***	NEW	✓
7	Rellie10 Pn.10			***	NEW	✓

Student reports can be viewed from this screen upon completion or from the sidebar and main dashboard page

Teacher
License Management

Class: 7A
Available: 0 Total: 10

State	Student Name	Student ID	Parent Name	Guardian Status	Report Status	Permittee Status
7	Rellie1 Pn.1			***	NEW	✓
7	Rellie2 Pn.2			***	NEW	✓
7	Rellie3 Pn.3			***	NEW	✓
7	Rellie4 Pn.4			***	NEW	✓
7	Rellie5 Pn.5			***	NEW	✓
7	Rellie6 Pn.6			***	NEW	✓
7	Rellie7 Pn.7			***	NEW	✓
7	Rellie8 Pn.8			***	NEW	✓
7	Rellie9 Pn.9			***	NEW	✓
7	Rellie10 Pn.10			***	NEW	✓

Click into “dashboard” or “reports” to view the class report

Hi RellieTeacher2,
Here's your Rellie overview.

Grade: 7 - Class: 7A

	REPORTS	10/10
	LICENSES	10/10



Click on a “header” or “View All” to see more class details and strategies

Grade: 7 - Class: T

Class Strategies

Learning Experience	Verbal Skills	Math Skills	Executive functioning	Sensory Integration	Social Skills	Coordination and Visual
64.6%	67.6%	65.6%	61.6%	71.1%	47.1%	66%
DEVELOPING	DEVELOPING	DEVELOPING	DEVELOPING	DEVELOPING	NEEDS DEVELOPMENT	DEVELOPING

Student Reports

Click on the student to see their personal full report.

STUDENT NAME	LEARNING EXPERIENCE	VERBAL SKILLS	MATH SKILLS	EXECUTIVE FUNCTIONING	SENSORY INTEGRATION	SOCIAL SKILLS	COORDINATION AND VISUAL
Student Grade 7 - 33 Test	●	●	●	●	●	●	●
Student Grade 7 - 39 Test	●	●	●	●	●	●	●
Student Grade 7 - 40 Test	●	●	●	●	●	●	●
Student Grade 7 - 41 Test	●	●	●	●	●	●	●
Student Grade 7 - 42 Test	●	●	●	●	●	●	●
Student Grade 7 - 43 Test	●	●	●	●	●	●	●
Student Grade 7 - 44 Test	●	●	●	●	●	●	●
Student Grade 7 - 45 Test	●	●	●	●	●	●	●
Student Grade 7 - 46 Test	●	●	●	●	●	●	●
Student Grade 7 - 47 Test	●	●	●	●	●	●	●
Student Grade 7 - 48 Test	●	●	●	●	●	●	●

[View All](#)

Click into the “student” to view individual student scoring and associated strategies

Grade: 7 - Class: T

Class Strategies

Learning Experience	Verbal Skills	Math Skills	Executive functioning	Sensory Integration	Social Skills	Coordination and Visual
64.6%	67.6%	65.6%	61.6%	71.1%	47.1%	66%
DEVELOPING	DEVELOPING	DEVELOPING	DEVELOPING	DEVELOPING	NEEDS DEVELOPMENT	DEVELOPING

Student Reports

Click on the student to see their personal full report.

STUDENT NAME	LEARNING EXPERIENCE	VERBAL SKILLS	MATH SKILLS	EXECUTIVE FUNCTIONING	SENSORY INTEGRATION	SOCIAL SKILLS	COORDINATION AND VISUAL
Student Grade 7 - 33 Test	●	●	●	●	●	●	●
Student Grade 7 - 39 Test	●	●	●	●	●	●	●
Student Grade 7 - 40 Test	●	●	●	●	●	●	●
Student Grade 7 - 41 Test	●	●	●	●	●	●	●
Student Grade 7 - 42 Test	●	●	●	●	●	●	●
Student Grade 7 - 43 Test	●	●	●	●	●	●	●
Student Grade 7 - 44 Test	●	●	●	●	●	●	●
Student Grade 7 - 45 Test	●	●	●	●	●	●	●
Student Grade 7 - 46 Test	●	●	●	●	●	●	●
Student Grade 7 - 47 Test	●	●	●	●	●	●	●
Student Grade 7 - 48 Test	●	●	●	●	●	●	●



Click "View All" in the student view to see more strategies

Full Report [Share with Parent](#)

Interests

Learning Experience

Category	Score
Overall	44%
Motivation	53%
Adversarial	20%
Classroom Intervention required	79%

Strategies for improvement: Offer the student consistent, timely and constructive feedback. Ask the student for feedback. Let them give their opinion about content and teaching styles. This will empower them, benefit their self-awareness, confidence and motivation.

Verbal Skills

Category	Score
Overall	62%
Reading skills (Decoding, fluency, reading comprehension)	73%
Oral skills (Vocabulary, fluency, and organization of ideas)	20%
Writing skills (Spelling, vocabulary, and organization of ideas)	62%

Strategies for improvement: Students should be given a checklist or criteria prior to submitting an assignment.

Math Skills

Strategies for improvement: [View All](#)

Strategies are displayed by category or by Tier

Strategies - Rellie1 Pal.1

Learning Experience [Tier 1](#) [Tier 2](#) [Tier 3](#) [All](#)

Executive Functioning

Offer the student consistent, timely and constructive feedback. Ask the student for feedback. Let them give their opinion about content and teaching styles. This will empower them, benefit their self-awareness, confidence and motivation.

Parents should receive frequent notifications about due dates, assignments and evaluations.

Offer the student choice as frequently as possible.

You don't have to be an educational psychologist to assess students and implement universal teaching strategies. Thank you for choosing Rellie to differentiate instruction with qualitative student data!

The best teachers understand and teach to a students' unique strengths and needs. We are here to support your journey by helping to simplify the implementation of teaching strategies in the classroom.

We understand that all children learn and think differently, therefore our goal is to provide teachers with evidence-based data and actionable strategies to help differentiate instruction and personalize learning at the classroom level.

Please don't hesitate to reach out with any questions by opening a support request with [Rellie Live Chat](#).