



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.

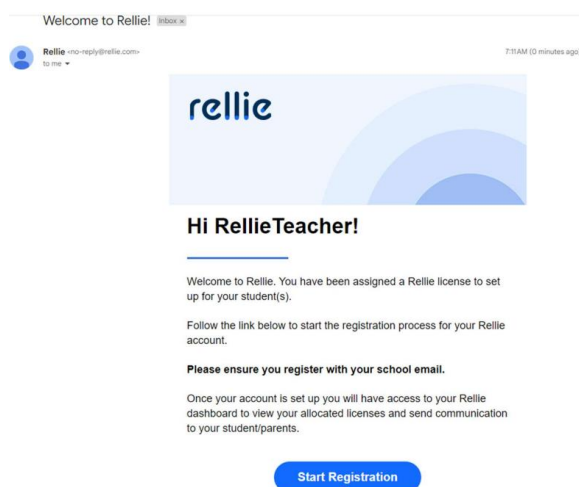
Below is the registration and login process for a teacher and student. Please don't hesitate to reach out via the [Relly Live Chat](#) if you have any questions.

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 your 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:

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](#)

☐ **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 Relle dashboard.

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

Hi RelleTeacher,
Here's your Relle overview.

LICENSES **PROFILE**

Welcome to the Relle dashboard.
Use the Select Student dropdown to access the desired report.

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.



Grade	Student Name	Student ID	Parent Name	Questionnaire Status	Report Status	Registration Status
7	Relle1 Pal.1			***	VIEW	✓
7	Relle2 Pal.2			***	VIEW	✓
7	Relle3 Pal.3			***	VIEW	✓
7	Relle4 Pal.4			***	VIEW	✓
7	Relle5 Pal.5			***	VIEW	✓
7	Relle6 Pal.6			***	VIEW	✓
7	Relle7 Pal.7			***	VIEW	✓
7	Relle8 Pal.8			***	VIEW	✓
7	Relle9 Pal.9			***	VIEW	✓
7	Relle10 Pal.10			***	VIEW	✓

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

Grade	Class	Student Name	Student Email	Parent Name	Parent Email	Parent Approval	Questionnaire	Registration
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Add Student
Enter the information below

Student First Name: Relle Student Last Name: Pal.5

Student Email: relle.pal.5@gmail.com

Grade: 7 Class: 7B

Select Registration Type:

☐ Parent Registration
Send parent an email for registration.

☒ **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

Cancel Send Invite

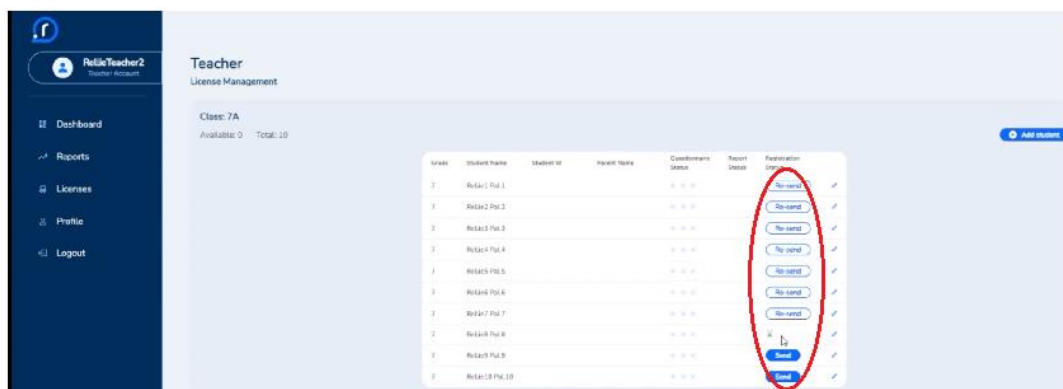
Enter the following:

- 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.



STUDENT

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

Follow these 3 simple steps for the student registration:

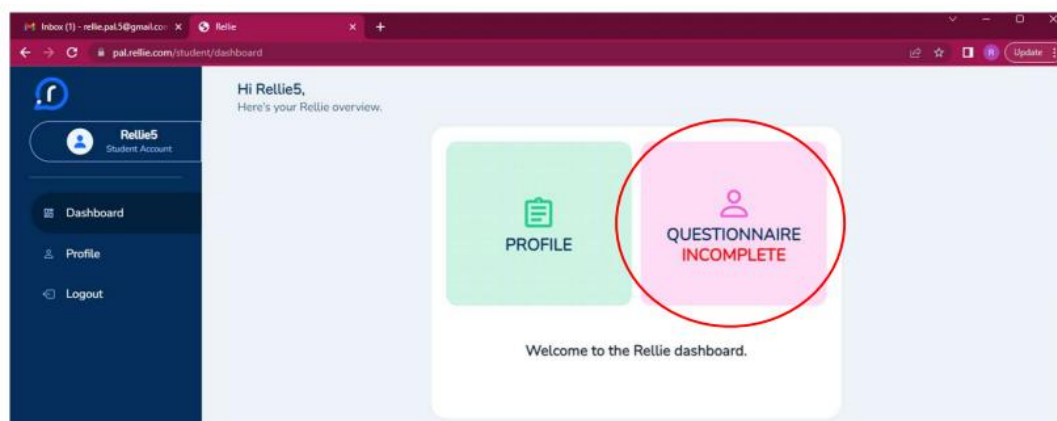
1. Sign studentname@schooldomainname.com into their Google single sign-on account using the Google OAuth
2. Visit the Rellie application directly at <https://pal.rellie.com/register>
3. Enter the studentname@schooldomainname.com to create their Rellie account via their Google single sign-on (Google OAuth)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

rellie



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.

The questionnaire will take approximately 20 minutes to complete



relly Screening Questionnaire

Welcome to the Relly Screening Questionnaire

The Questionnaire is broken down into the sub-sections below. You can continue later at any point, but it's best if you complete it all in one go.

SECTION 1 SECTION 2 SECTION 3

DO IT LATER

relly Screening Questionnaire

In daily math activities, are you able to:

- Manipulate quantities with some difficulties
- Manipulate quantities fast and correctly
- Manipulate quantities at a reasonable pace and correctly
- Manipulate quantities with many difficulties

Previous Continue

relly

Congratulations!

You've completed the screening questionnaire.

Once the report is ready you will receive an email with instructions on how to Log In to access your Relly dashboard to view the full report and customized strategies to support your child.

BACK HOME

Relly Why Relly Case Studies How it works How Relly Works Support Trust Centre Contact Us Investors News Careers

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

relly

Congratulations!

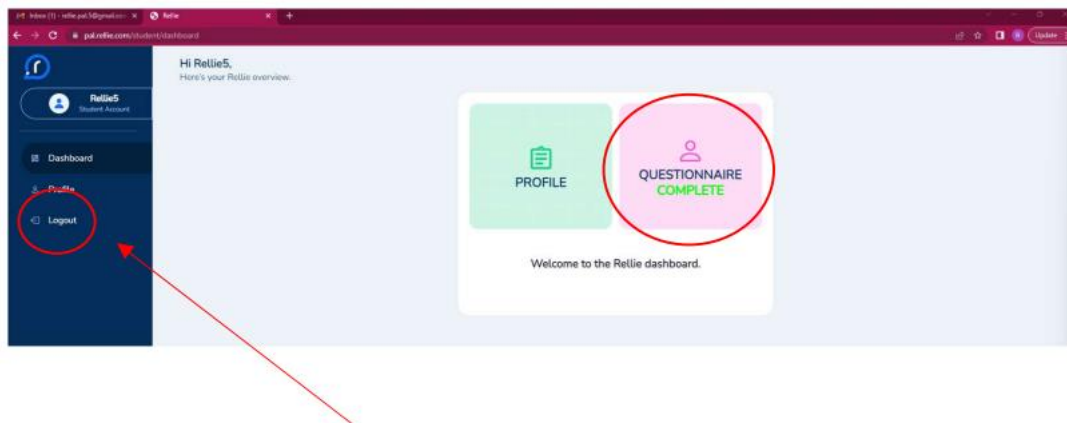
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BACK HOME

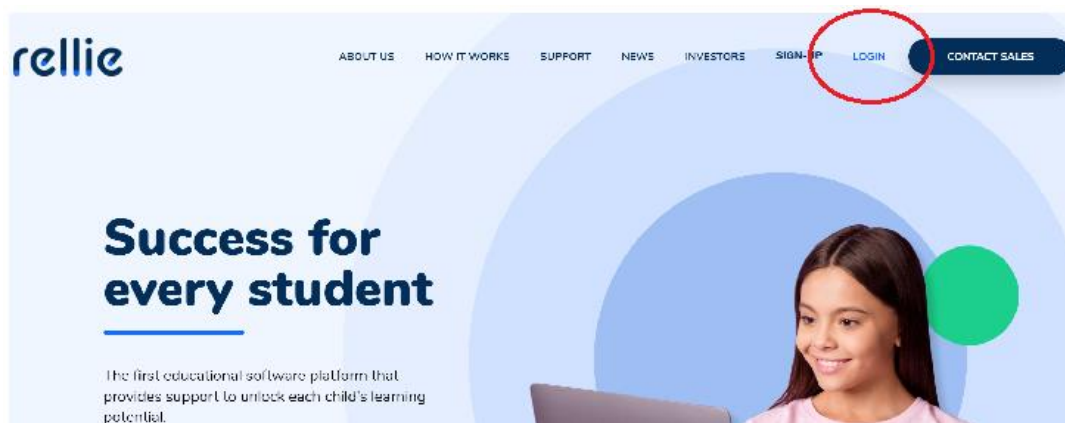
Relly Why Relly Case Studies How it works How Relly Works Support Trust Centre Contact Us Investors News Careers

The questionnaire will now show a status of “complete”



As a best practice, please “Logout” of Relly (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)

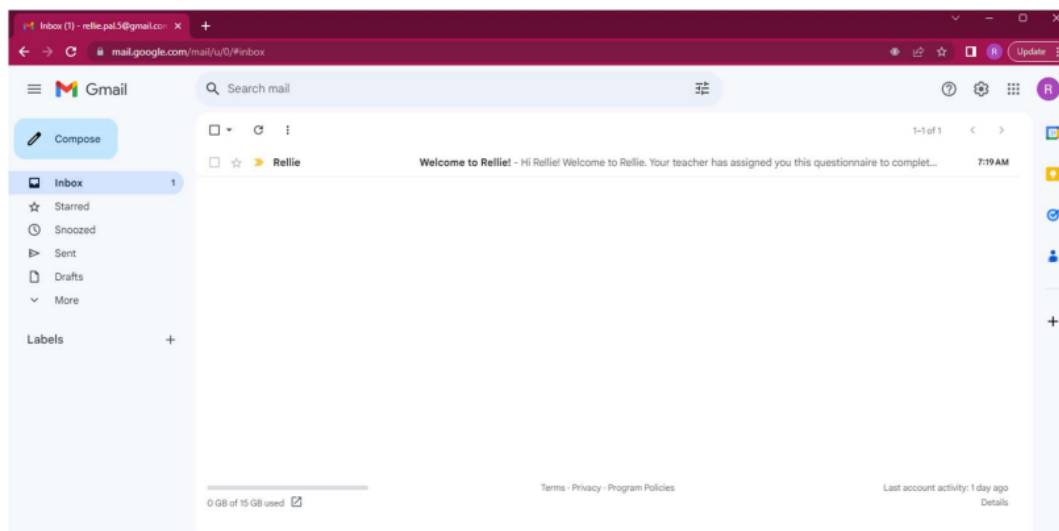




OPTION #2 → **Email invitation to student** (enabled by license administrator):

- **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

Welcome
Enter your login information below.

Account Information

Enter your email address:

Enter your password:

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Student Sign-In

Please sign-up using your student Google Account.

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

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Resend Code **Still having trouble?**

Submit

Sign in with Google

Choose an account
to continue to relle.dev

relle.pat.5@gmail.com

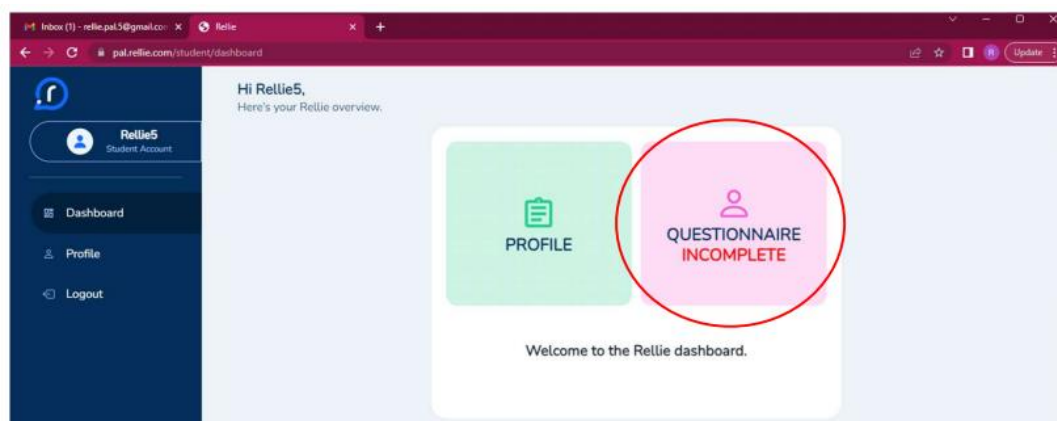
Use another account

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



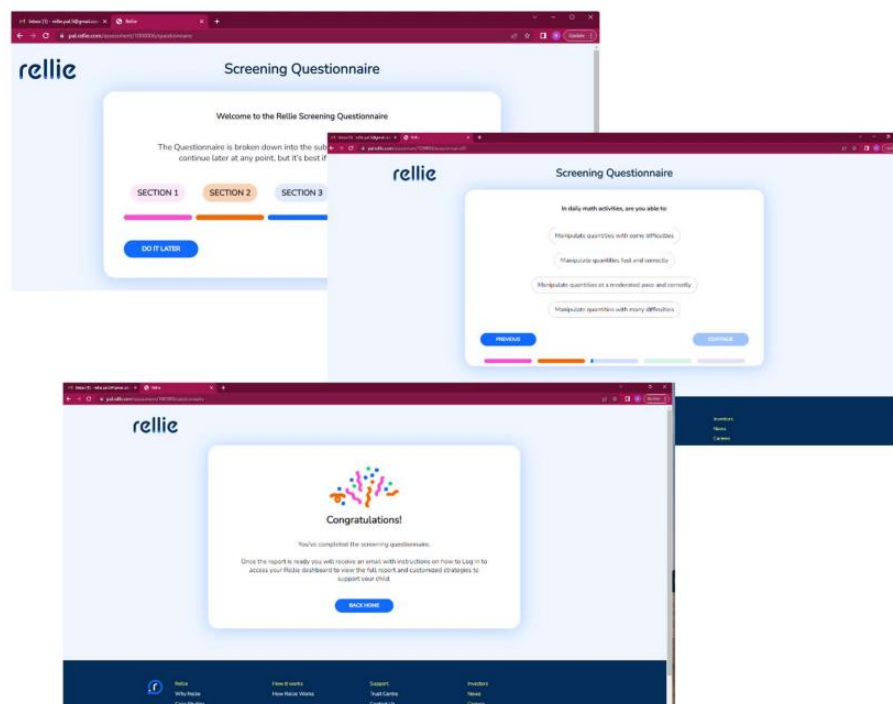
After successfully registering, the student will be directed to their Rellie Dashboard where they will see the Questionnaire tab.

Click on **Questionnaire**

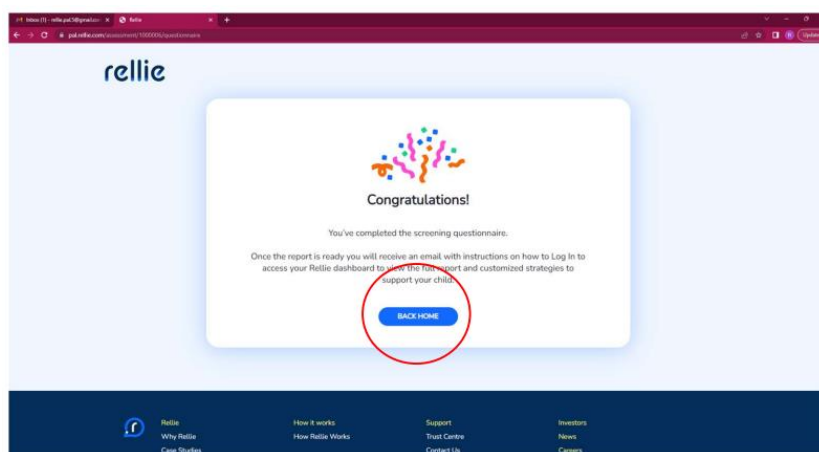


Please have the student select the appropriate environment at the commencement of the questionnaire.

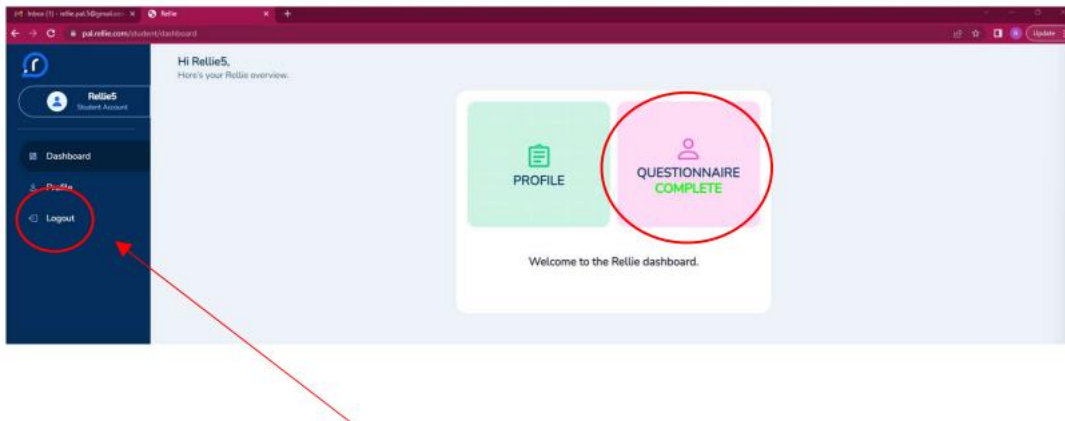
The questionnaire will take approximately 20 minutes to complete.



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



The questionnaire will now show a status of “complete”

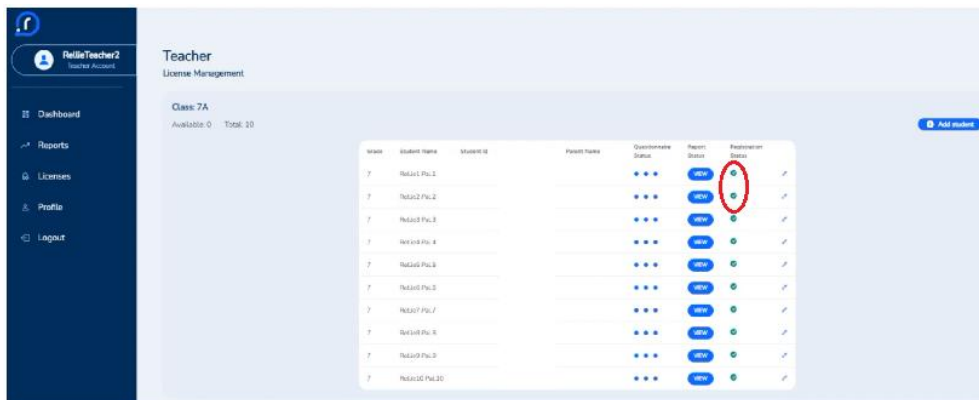


As a best practice, please “Logout” of Rellie (which will take the student back to the login screen)

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



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

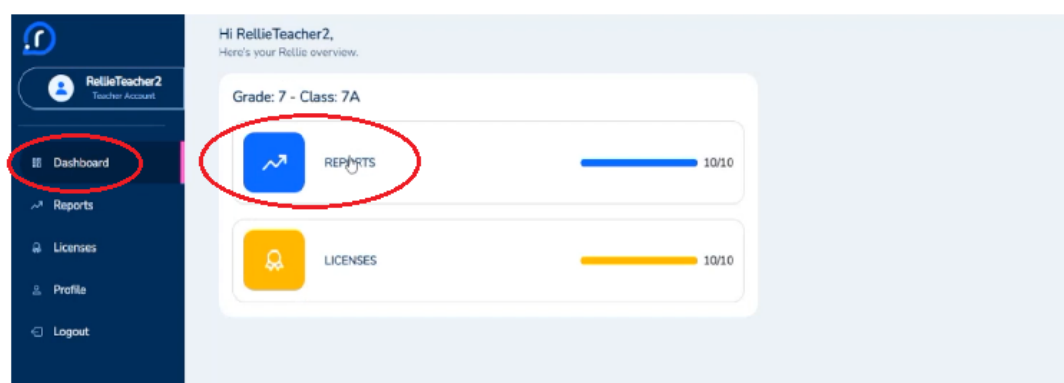


Grade	Student Name	Student ID	Parent Name	Questionnaire Status	Report Status	Registration Status
7	Relie2 Pta.1			***	VIEW	✓
7	Relie2 Pta.2			***	VIEW	✓
7	Relie2 Pta.3			***	VIEW	✓
7	Relie2 Pta.4			***	VIEW	✓
7	Relie2 Pta.5			***	VIEW	✓
7	Relie2 Pta.6			***	VIEW	✓
7	Relie2 Pta.7			***	VIEW	✓
7	Relie2 Pta.8			***	VIEW	✓
7	Relie2 Pta.9			***	VIEW	✓
7	Relie2 Pta.10			***	VIEW	✓

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

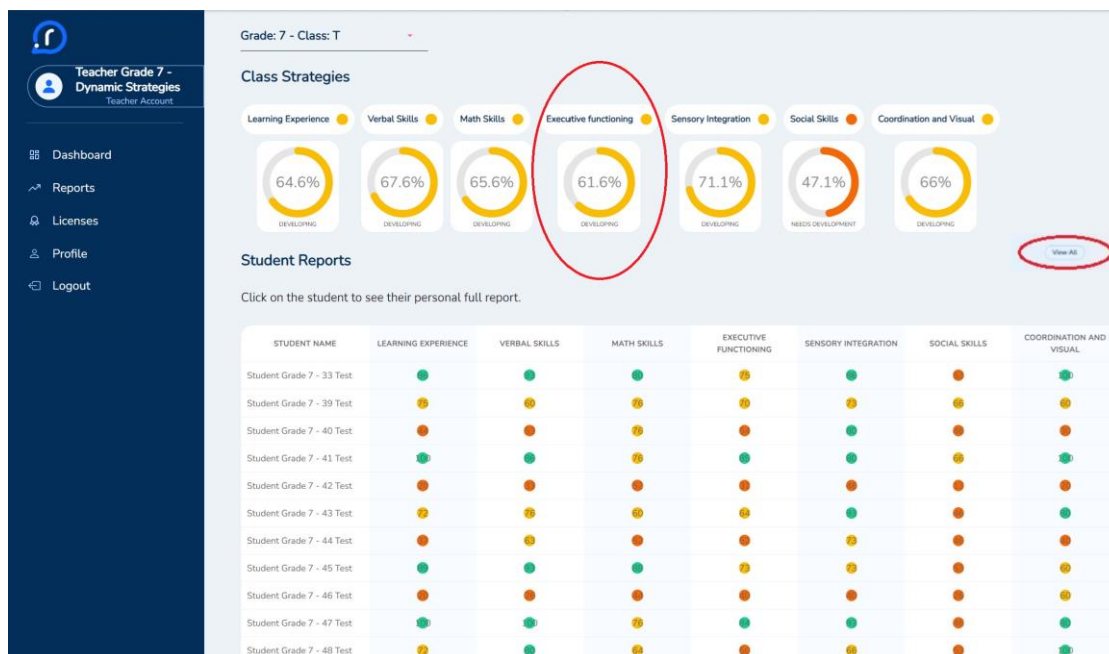
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7	Relie2 Pta.5			***	VIEW	✓
7	Relie2 Pta.6			***	VIEW	✓
7	Relie2 Pta.7			***	VIEW	✓
7	Relie2 Pta.8			***	VIEW	✓
7	Relie2 Pta.9			***	VIEW	✓
7	Relie2 Pta.10			***	VIEW	✓

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

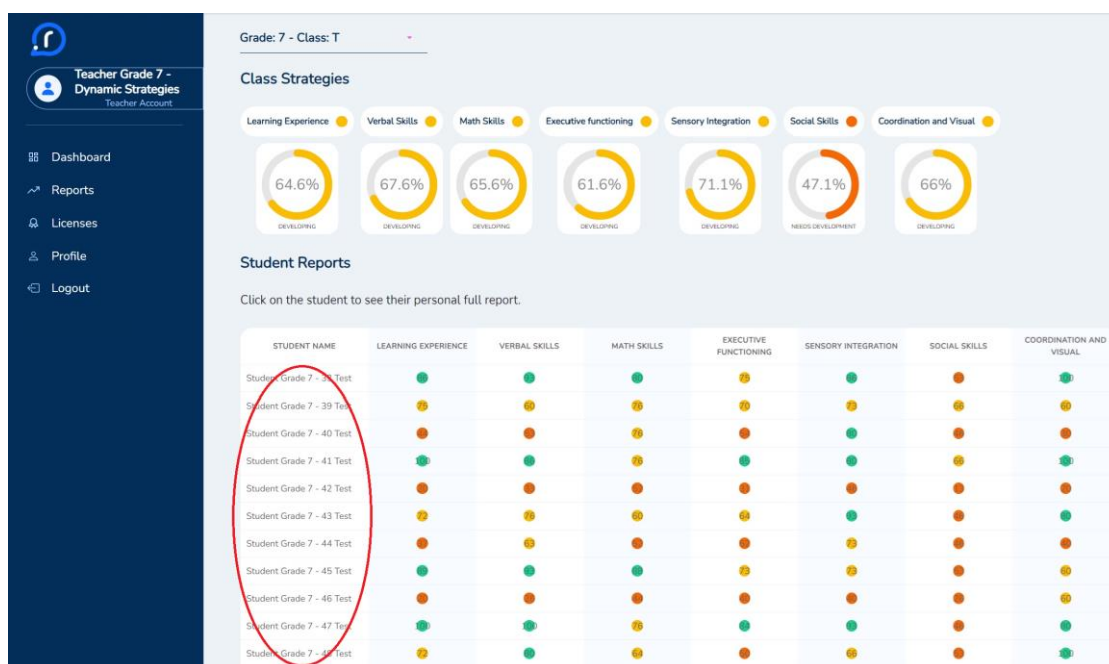




Click on a “header” or “View All” to see more class details and strategies

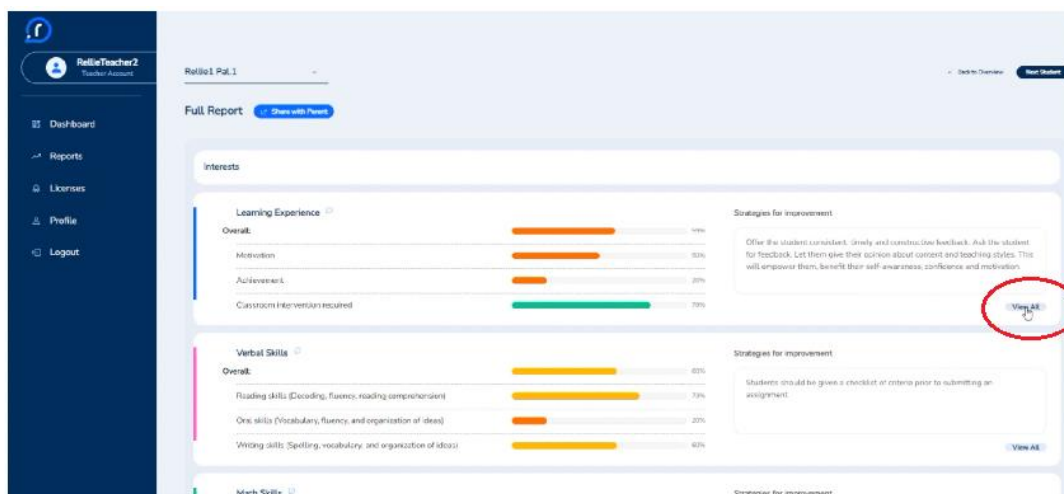


Click into the “student” to view individual student scoring and associated strategies

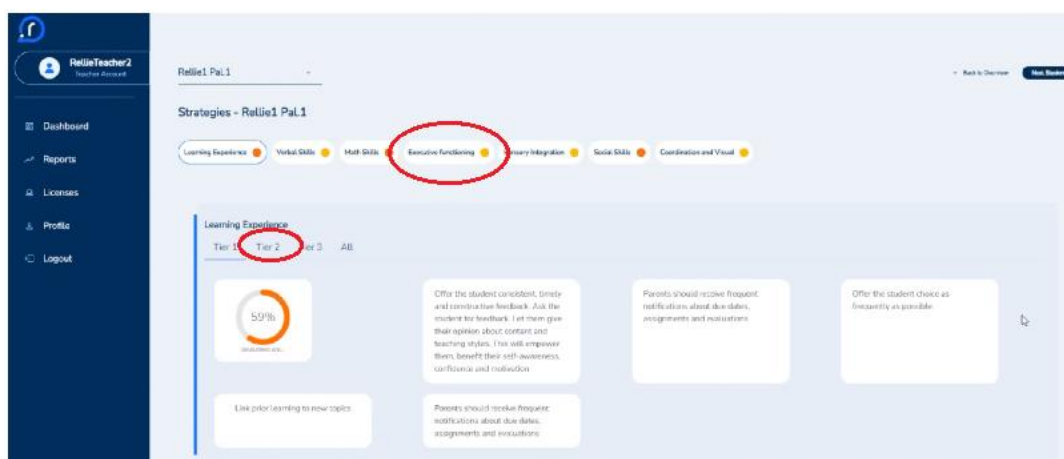




Click “View All” in the student view to see more strategies



Strategies are displayed by category or by Tier



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](#).