

Administrator Guide

Everything an admin can see and do on the Sci-AI platform

For platform administrators

knowledgewithai.com · UC Merced · August 2026

1. Before you start

1.1 What this platform is

Sci-AI (knowledgewithai.com) distributes course materials and runs retrieval practice for STEM topics. Anonymous visitors can download public files. Signed-in staff get answer keys, instructor guides, and class dashboards. Admins additionally build the course itself: lab modules, question banks, simulations, and every account on the system.

1.2 The four roles

Every account has exactly one role. The role decides which navigation groups appear and which pages will open.

Role	Shown in the UI as	What it can do
admin	Admin	Everything: all teaching tools, plus Labs, Simulations, All classes, and Users.
faculty	Teacher	Teaching tools only: their own classes, files (read-only), questions, and all class dashboards.
student	Student	Their enrolled classes, the labs released to them, retrieval practice, and their own progress.
guest	Guest	A self-registered browsing account. Practice and history only — cannot be enrolled in a class until promoted to student.

Note Only an admin can change roles, and no one — not even an admin — can change their own role or delete their own account. That guard is deliberate: it stops the last admin from locking everyone out.

1.3 Signing in

1. Go to knowledgewithai.com and click **Enter the full site** or **Open Retrieval tool**.
2. Enter your username (always lowercase) and password.
3. You land on the portal home or retrieval tool home page.

1.4 Signing out

The **Sign out** button sits at the bottom of the left sidebar, under your name and role. It ends the session on that device only.

2. Getting around

2.1 The admin home page

Signing in drops you on the portal home page. As an admin this is a platform overview: a **User management** card linking to Users, All classes, and Labs, followed by three teacher quick-links: **Overall Progress**, **Lab Completion**, and **Post-Class Engagement**.

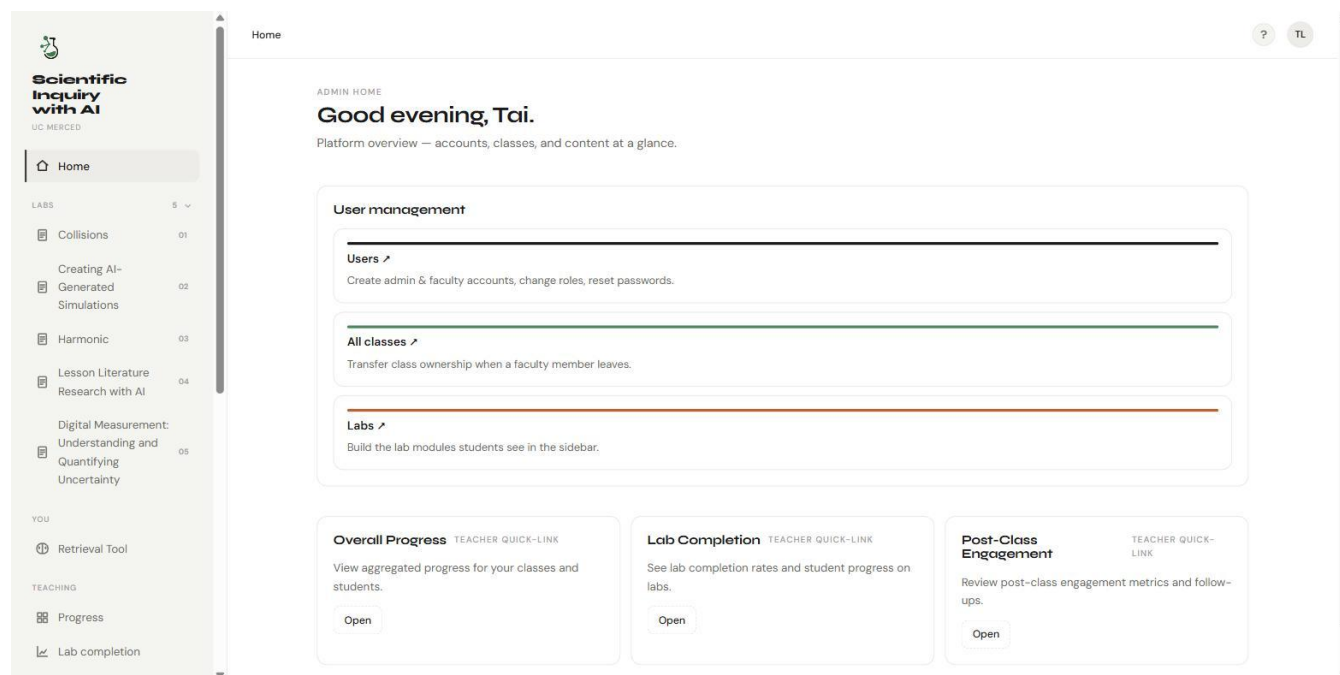


Figure 1 — The admin home page at /portal.

2.2 The sidebar

The left sidebar is the same on every page. As an admin it holds Home, a General Documents link, and four groups:

- **Home** — the overview above.
- **General Documents** — course-wide files that belong to no single lab: the syllabus, the lab schedule, and anything else you publish there. See 3.26.
- **Labs** — every published lab module, numbered. Click the word **Labs** to collapse or expand the group.
- **Practice** — Retrieval Tool (staff practice preview).
- **Teaching** — Progress, Lab completion, Post-class engagement, Retrieval Tool Questions. (Files sits in the Admin group for you, not here — a teacher, who has no Admin group, gets it under Teaching instead.)
- **Admin** — Labs, Simulations, Files, All classes, Users.

Admin vs. Teacher A teacher sees a **Classes** entry inside the Teaching group; you do not. As an admin you get **All classes** in the Admin group instead, which covers every faculty member's classes rather than only your own. Opening Classes as an admin redirects you to all-classes.

Below the groups, is a **Help** link, your name and role, the **Sign out** button, and small links to **Connections & data** and **Privacy**.

2.3 The top bar

The top bar shows a breadcrumb of where you are, a ? button that opens Help, and your initials. On a phone the sidebar collapses into a drawer opened by the hamburger button on the left of the top bar.

2.4 Built-in Help

The **Help** link opens a searchable list of step-by-step guides written for your role. Each guide expands into numbered steps, and a **Show me** option walks you through them on the real page. The catalogue is role-scoped: your version includes the Accounts category that teachers never see.

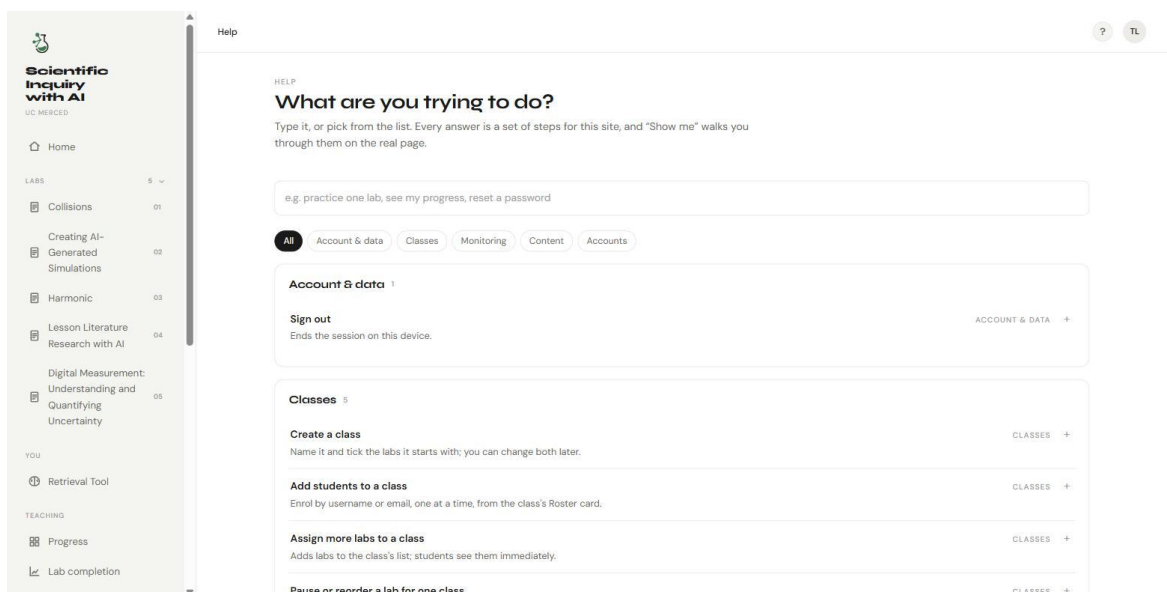


Figure 3 — The Help page. Category chips filter the guide list.

3. Common tasks

Short walkthroughs for the jobs that come up most. [Section 4](#) documents every page and control in full.

3.1 Create an account

Staff accounts are created by hand — there is no invite flow and no self-service signup for admin or teacher accounts. Students are different: anyone who signs up with a @ucmerced.edu email (verified by a link that expires in 24 hours) or with a UC Merced Google Workspace account is given the student role automatically and can be enrolled without you doing anything. Any other self-signup lands as a guest and needs promoting (3.4). Create a student by hand only for someone with no UC Merced identity.

1. Sidebar → **Users** (Admin group).
2. Open the **Create user** tab.
3. **Pick the role first.** The role buttons default to **Admin**, which is almost never what you want. Click **Teacher**, **Student**, or **Guest**.
4. Fill in **Display name** (required for everything except Admin), then **Username** — lowercase letters, digits, dot, underscore and hyphen only, 3–64 characters. It is stored lowercase whatever you type.
5. Click **Generate strong password** or create a password.
6. Click **Create**.

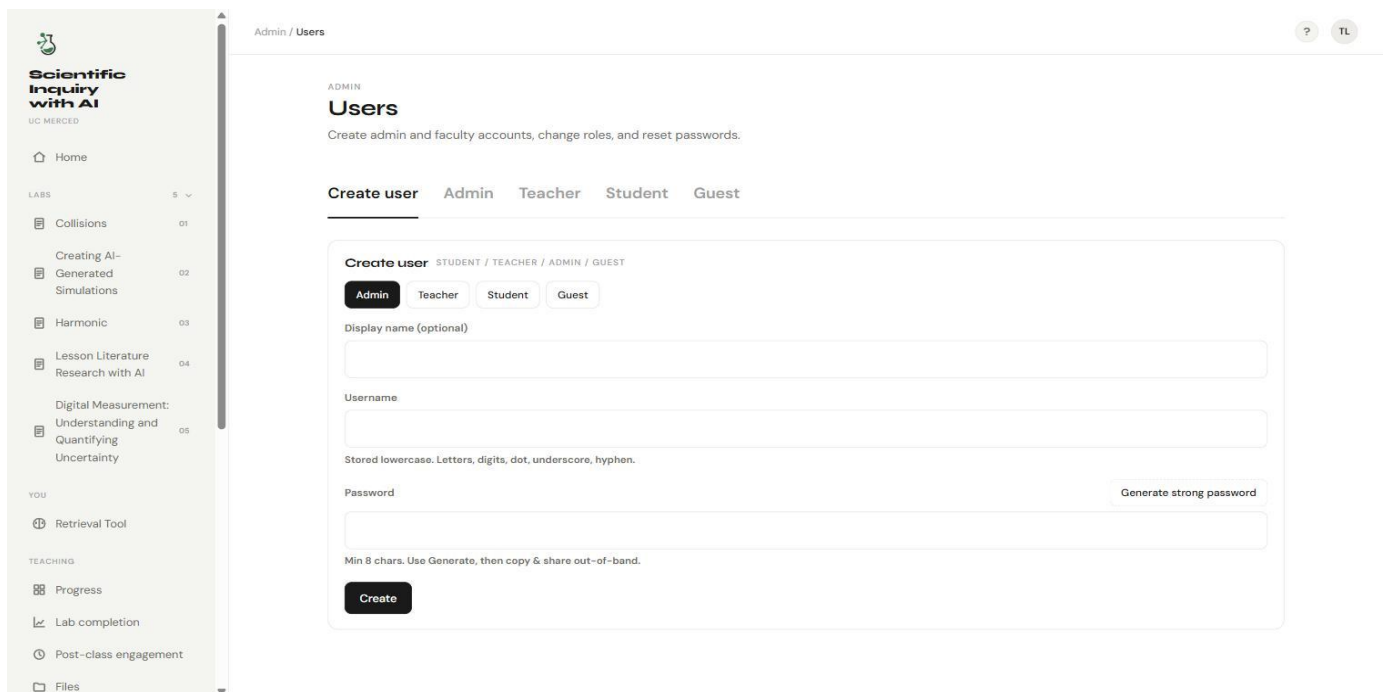


Figure 4 — The Create user tab. Note the role buttons default to Admin.

Which role? "Teacher" is the faculty role. Only **student** accounts can be enrolled in a class and earn class credit. A guest has to be promoted first ([3.4](#)).

3.2 Find an existing account

The tabs across the top of Users — **Admin, Teacher, Student, Guest** — each list that role with a count. Every row shows the display name, a role badge, the username, the created date, and the last login date.

3.3 Reset a password

1. Sidebar → **Users**, then open the tab for that person's role.
2. Find their row and click **Reset password**.
3. Click **Generate strong password** or create a new password, then **Save new password**.
4. A green banner confirms the change. Copy the password before you dismiss it. It will not be shown again and cannot be recovered.

A reset signs them out and disconnects their apps. Setting a new password ends every session that account has open and revokes every OAuth grant on it. If the student was running prelabs through ChatGPT or Claude, they must reconnect the app afterwards or their next prelab will not sync back. Tell them so when you hand over the password.

3.4 Promote a guest to student

Guests can practice and browse but cannot be enrolled. Promoting them is what makes class credit possible.

1. Sidebar → **Users** → **Guest** tab.
2. On their row, change the role dropdown from **guest** to **student**.
3. A promotion panel opens. Optionally tick any active classes to enroll them into at the same time.
4. Click through the confirmation. The Student tab opens with a green banner naming the classes that were requested.

3.5 Delete an account

The **Delete** button on any row removes the account after a confirmation dialog. Deleting a teacher or admin warns you that files they uploaded lose their attribution but are not removed. You cannot delete your own account.

Careful Deletion cannot be undone. Changing someone's role or removing them from a class is reversible; deleting the account and history is not.

3.6 Upload a file

Uploads go from your browser straight to Cloudflare R2 storage, so large files are fine.

1. Sidebar → **Files** (Admin group).
2. Open the **Upload** tab.
3. Fill in **Title** (required) and pick a **Category** (required). The list holds the two course-wide categories, Syllabus and Lab Schedule, then the thirteen lab-section names — the section name is how a file gets

matched to the right card on a lab page, and Syllabus or Lab Schedule puts it on General Documents automatically. Pick Other... to type a category of your own.

4. Optionally add a **Description**.
5. Set **Access**: public (anyone can download) or private (only visible to teachers/admins).
6. Choose the a file and click **Upload**.

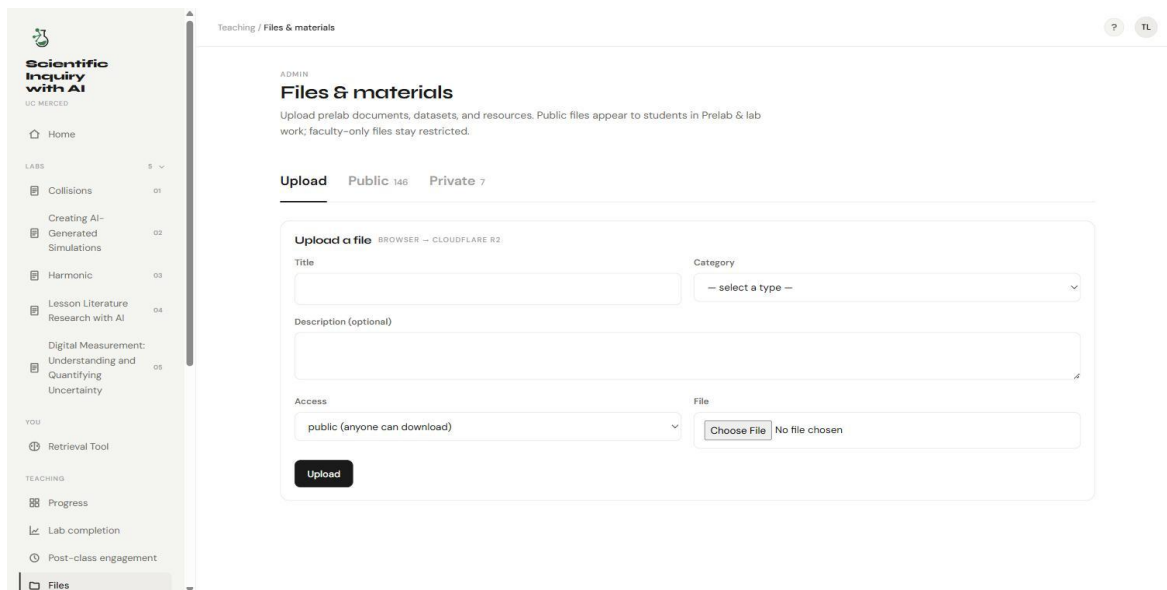


Figure 5 — The Upload tab on Files & materials.

Instructor-only material Files attached to the Instructor guide, Lesson plan, or Self check answer key sections **must** be private. Public is the wrong access level for anything with answers in it.

3.7 Change who can download a file

1. Sidebar → **Files**, then open the **Public** or **Private** tab.
2. Narrow the list with the file-type sub-tabs: Documents, Images, Videos, Slides, Audio.
3. On the file's row, switch the dropdown between **public** and **private**.

Cache Flipping a file from public to private also purges the CDN cache. That takes a moment to propagate, so the old copy may stay reachable briefly. Deleting a public file does the same, and warns you if the purge fails.

3.8 Create a lab module

Labs are the modules students see in the sidebar. Each one carries its documents, its practice bank, and its simulation.

1. Sidebar → **Labs** (Admin group).
2. Click **New lab**, or **Edit** on an existing one.
3. Give it a **Lab name** and, optionally, a short **Description** (up to 500 characters) shown under the title on the lab landing page.

4. Tick the sections this lab has — "This lab has a prelab", "...a postlab", and so on down the list. Each ticked section reveals an attachment area.
5. For each section, click **Upload new PDFs** to add a file directly, or **Pick from library** to attach something already in Files. **Remove** detaches a file without deleting it.
6. Tick **This lab has a retrieval practice** and pick a practice set, and **This lab has a postlab simulation** and pick a simulation, if applicable.
7. Click **Save changes**.

Figure 6 — Editing a lab. Each section is a checkbox plus an attachment area.

No unsaved-changes guard This form will not warn you if you navigate away with unsaved edits. Save before you click anything else. The card-flow panel at the bottom also requires you to save section and attachment changes first, then reopen the lab, before it will accept edits.

3.9 The thirteen lab sections

Every lab is assembled from the same set of optional sections. Three of them are instructor-only: their card never renders for a student, and their attached files must be private.

Section	Card tag	Accepts	Visible to
Prelab	READ FIRST	PDF	Everyone
Postlab	SELF-CHECK	PDF	Everyone
Activity	HANDS-ON	PDF	Everyone
Analysis guide	ANALYSIS	PDF	Everyone
Video tutorial	WATCH	Video	Everyone
Research paper	READING	PDF	Everyone
Student guide	GUIDE	PDF	Everyone

Section	Card tag	Accepts	Visible to
Self check	CHECK	PDF	Everyone
AI grading prompt	SELF-GRADE	.md / .txt	Everyone (download only)
Instructor guide	INSTRUCTOR	PDF	Staff only
Lesson plan	LESSON PLAN	PDF	Staff only
Self check answer key	ANSWER KEY	PDF	Staff only
Supplemental Files	RESOURCES	Any allowed type	Everyone

Opening most section pages marks that section complete for the student. **Supplemental Files** is the exception, it is an optional resource and is not tracked. The **AI grading prompt** is download-only: students feed it to their own chatbot rather than reading it on screen.

3.10 Set a lab's card order

The **Card flow** panel at the bottom of the lab editor controls the numbered order students see on the lab landing page.

- **Automatic** (the default) derives the order by analyzing the lab's Student Guide with Claude, and re-derives it whenever the guide or the enabled cards change. The lab list shows the result as **Flow · ready**, **Flow · failed**, or **Flow · waiting for guide**.
- **Manual** pins an order you choose. It holds until a guide change or an enabled-card change returns the lab to automatic.

The panel shows the saved mode, the analysis state, a student preview of the numbering, the timestamp of the last analysis, any analyzer warnings, and a **Retry analysis** button. Choose an ordering mode and click **Save card flow**.

3.11 Add a retrieval practice question

1. Sidebar → **Retrieval Tool Questions**.
2. Open the **New Question** tab.
3. Pick the **Lab name**. Only published lab modules appear, and a new lab becomes published the moment you create its first question.
4. Set **Difficulty**, **Format** (Short answer, Multiple choice, True / False, or Calculation), and **Role** (canonical, isomorph, transfer, scaffold, or extension).
5. Write the **Question prompt**. Optionally attach a **Figure**, the image shown alongside the question.
6. Add an **Expected answer** if the format needs one, then click **Create question**.

Figure 7 — The New Question form.

The **Existing Questions** tab lists what is already in each bank so you can review or edit individual questions.

3.12 Import a question bank from JSON

For bulk loading, use the importer instead of typing questions one at a time.

1. Sidebar → **Retrieval Tool Questions** → click **Import bank from JSON** → at the top of Retrieval Tool Questions.
2. Step 1: pick the bank JSON file.
3. Step 2: supply the figure images the JSON references.
4. Review the validation report and confirm.

What the importer checks It validates the JSON schema, fuzz-checks every parameterized formula with 1000 random seeds per family, and checks families and variants idempotently by their bank key, so re-running the same file will not create duplicates.

3.13 Add a simulation

1. Sidebar → **Simulations**.
2. Open the **Upload** tab.
3. Choose the simulation's HTML file.
4. Set the **Slug**, which becomes its permanent URL. Choose carefully; it does not change later.
5. Fill in **Title**, an optional **Subtitle** shown under the title on the lab page, and **Complete after (minutes)**.
6. Optionally record **Why that many minutes**. Judge it from the simulation's own content, not a course-wide default.
7. Upload, then attach it to a lab from the Labs editor.

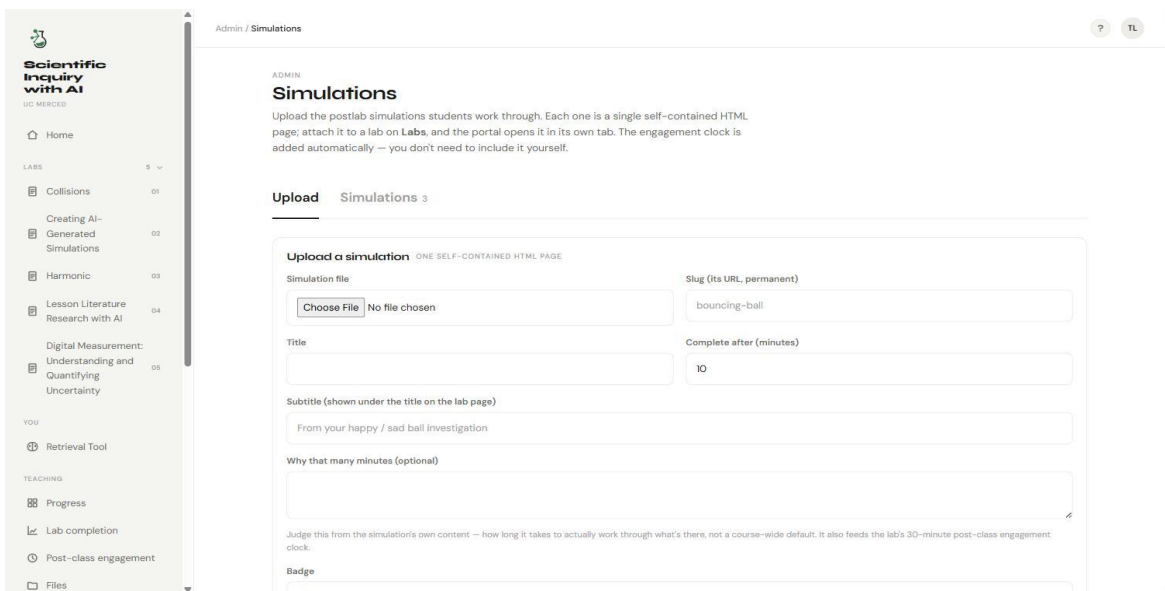


Figure 8 — Uploading a simulation.

The engagement clock is automatic The site injects the engagement script into every simulation it serves. Do not add your own, the minutes a student banks flow straight into that lab's 30-minute post-class engagement target.

3.14 Create a class

1. Sidebar → **All classes** → **New class**.
2. Type the class name — for example ***PHYS 21 — Spring 2026***.
3. Tick the labs this class starts with. Students see only the labs assigned here, in this order.
4. Click **Create class**. You land on the class management page.

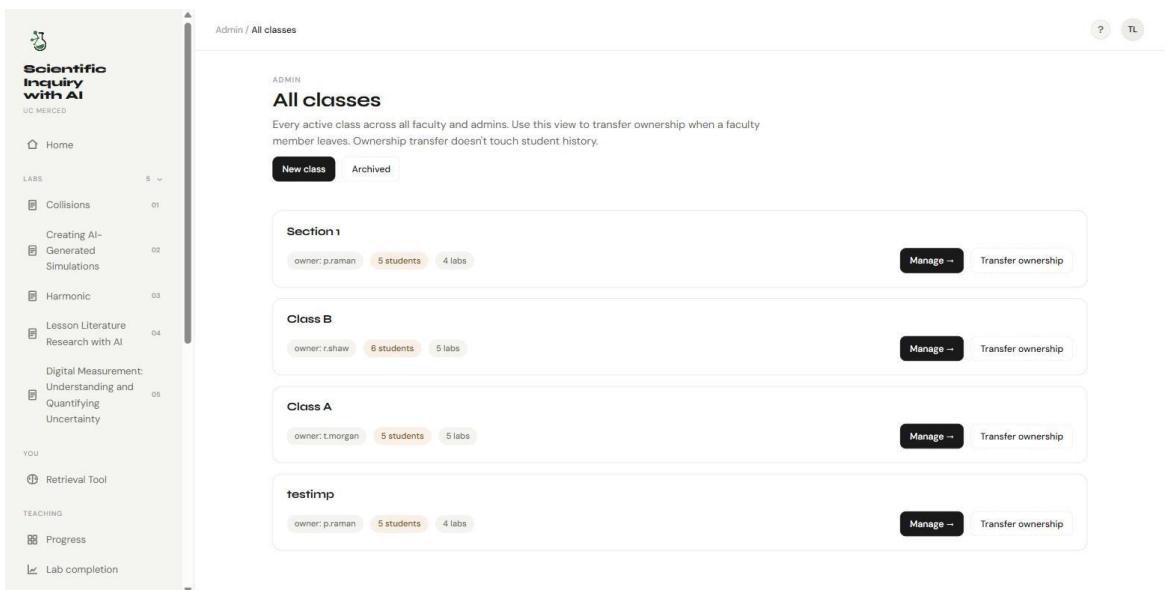


Figure 9 — All classes. Every active class across all faculty, with its owner, roster size, and lab count.

3.15 Enroll students

1. Open the class from **All classes** → **Manage** →.
2. Scroll to the **Roster** card.
3. Type a username or email address and click **Add**.

The account must exist first Enrollment does not create accounts. If the student has no account yet, create one on the Users page ([3.1](#)), or promote their guest account ([3.4](#)), and then enroll them.

3.16 Assign, pause, and reorder labs for one class

On the class management page:

- **Add labs** — tick the labs to add and click **Add selected**. Students see them immediately.
- **Reorder** — drag a row by its handle. The order here is the order in that class's sidebar.
- **Pause** — click the padlock on a lab row to lock it. A locked lab stays visible to that class's students with a padlock icon, but will not open. Use it to hold a lab back until you are ready.
- **Remove** — takes the lab off this class's list.

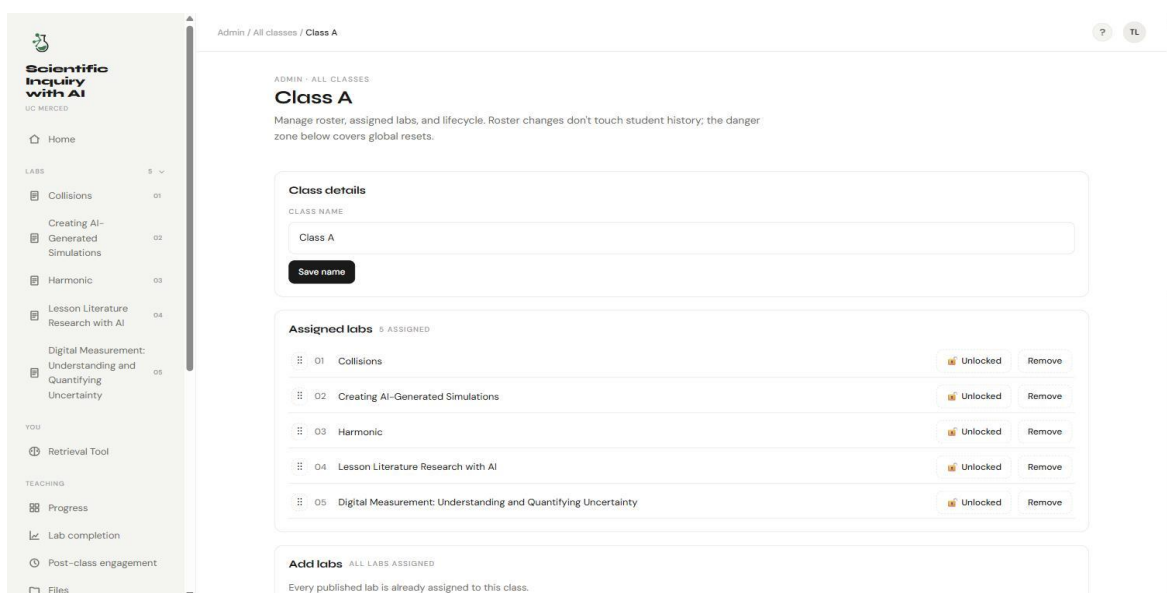


Figure 10 — Class management: name, assigned labs with lock toggles, and drag handles.

Scope Locking affects one class only. Other classes assigned the same lab are untouched.

3.17 Transfer a class to another teacher

This is the admin-only job the All classes page exists for typically when a faculty member leaves.

1. Sidebar → **All classes**.
2. On the class, click **Transfer ownership** and pick the new owner.

Ownership transfer does not touch student history. Archived classes can be transferred too — open **Archived** first.

3.18 Archive, unarchive, or delete a class

At the bottom of the class management page, the **Lifecycle** card has **Archive class**. Archiving hides the class from active lists and from students' sidebars without losing any data. Archived classes are reachable from the **Archived** button on the class hub; open one from there to unarchive or hard-delete it. A hard-deleted class can not be recovered.

3.19 Reset a class's progress

This is global, not per-class The **Danger zone** on the class management page deletes every enrolled student's learning history EVERYWHERE, not only in this class: SRS scheduling, attempts, reviews, sessions, lab and simulation completions, downloads, mastery, their row on every archived weekly leaderboard, and everything the AI tutor recorded about them (mind map, personalization, learning style, struggles, and per-lab prelab progress). A student enrolled in three classes loses all three. Student accounts survive so they can still sign in. Resetting a class's progress cannot be undone.

To run it you must type the class name exactly into the confirmation box, then click **Reset progress for everyone in this class**.

3.20 Check how a class is doing

1. Sidebar → **Progress** → **Open retrieval progress**.
2. Pick a class tab, or stay on **All classes** for the whole picture.
3. Read **Mastery by lab** for the class average per lab, and **Flagged students** for the rule-based attention list.
4. Use the **Students** card at the bottom to search for one student and open their answer-by-answer history.

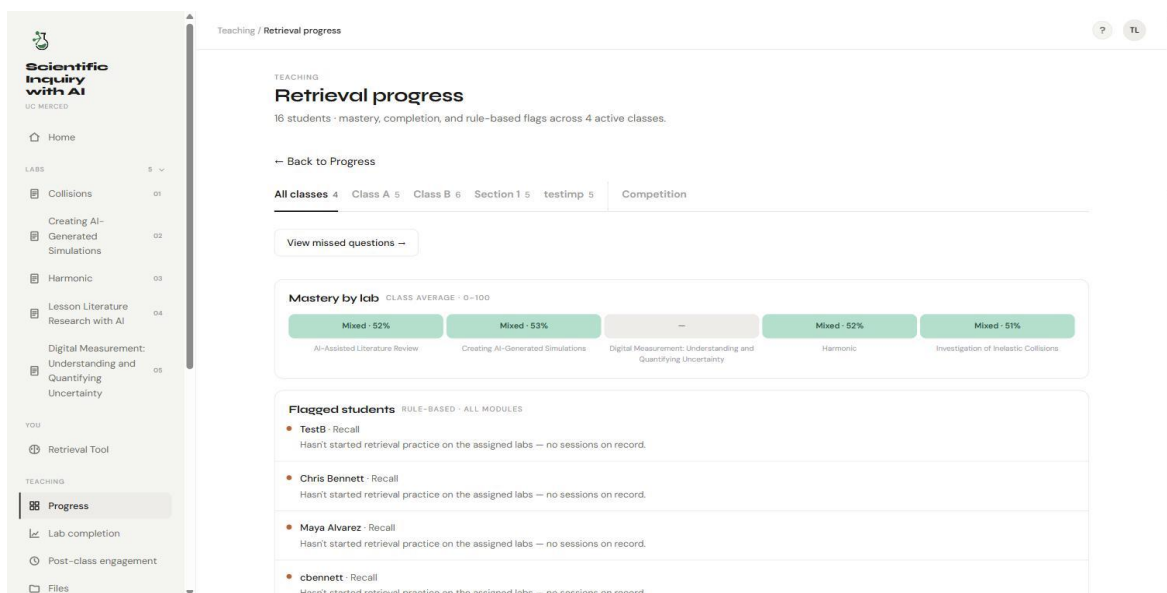


Figure 11 — Retrieval progress. Class tabs across the top, mastery tiles, then flagged students.

Read flags before acting Early in a term most flags are simply "hasn't started yet". The detail line under each name tells you which it is.

3.21 See who has finished each lab

Sidebar → **Lab completion**. Pick a class tab and a lab, and you get a table of every student against **Prelab**, **Simulation**, **Postlab**, and a **Done** count.

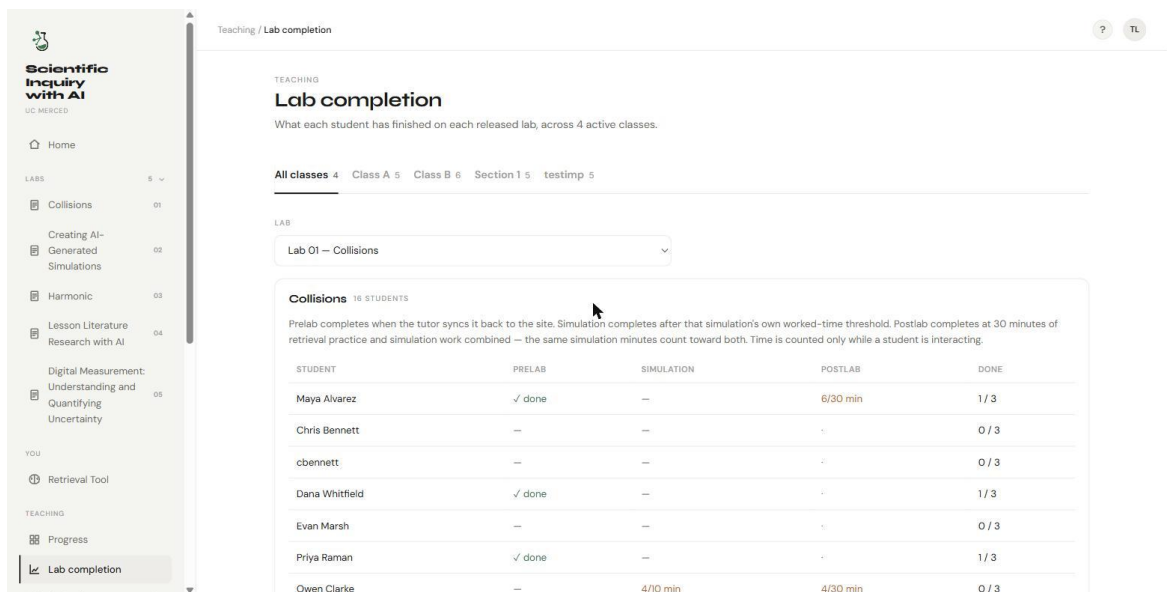


Figure 12 — Lab completion for one lab.

The three columns complete on different triggers: the prelab when the AI tutor syncs it back to the site or a student inputs the prelab JSON file (fallback), the simulation after that simulation's own worked-time threshold, and the postlab at 30 minutes of retrieval practice and simulation work combined. The same simulation minutes count toward both.

3.22 Check post-class engagement minutes

Sidebar → **Post-class engagement**. A grid of every student against every lab, showing minutes banked out of 30, plus a **Labs done** total.

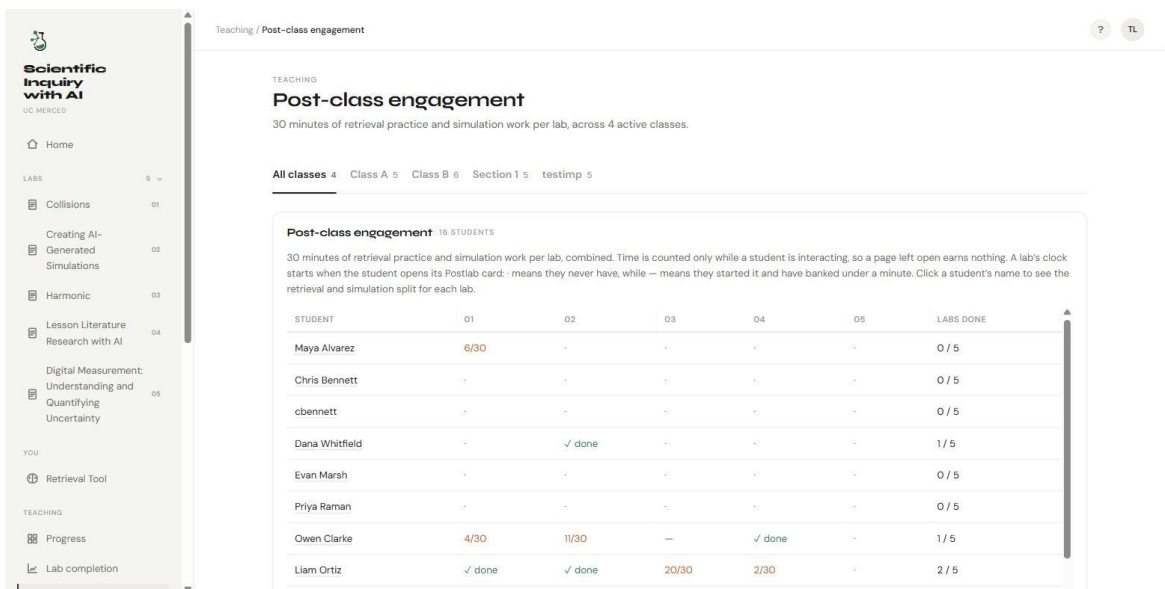


Figure 13 — Post-class engagement across all classes.

- Time counts only while a student is actually interacting, so a page left open earns nothing.
- A lab's clock starts when the student opens its Postlab card.
- “.” means they never opened it. “—” means they started and have banked under a minute.
- Click a student's name for the retrieval-versus-simulation split per lab.

3.23 Run a competition between classes

1. Sidebar → **Progress** → **Open retrieval progress** → the **Competition** tab.
2. Name the competition and tick two or more classes.
3. Click **Create competition**.

A class scores the average points per enrolled student, so a smaller class is not at a disadvantage — but students who do not practice still count toward the average. Existing competitions can be renamed, have classes added or removed, or be deleted.

3.24 Read one student's prelab history

Sidebar → **Progress** → **Open prelab progress**, or **Prelab progress** from Course tools. Search by username or display name and click **View progress** → for what the AI tutor recorded lab by lab: topic mastery, mind map, personalization, learning style, and struggles. The **Missed topics** card at the top aggregates missed topics per lesson, and flags any topic shared by at least two students.

3.25 Preview practice the way students see it

Sidebar → **Retrieval Tool** → **Start practice**. Staff sessions run against the unlocked banks students can see and are never recorded as class activity.

3.26 Publish a course-wide document

The syllabus and the lab schedule belong to the course, not to any one lab, so they get their own page. Every signed-in account sees **General Documents** in the sidebar, directly under Home.

- Upload the file on **Files** with its Category set to **Syllabus** or **Lab Schedule**. It appears on the page immediately, with no further action.
- For anything else, open **General Documents** and use **+ Add files** to pick a file that is already in the library. Only public files can be added this way.
- **Remove** on a row takes it off the page without deleting the file — including a Syllabus or Lab Schedule file, which is how you retire last term's copy.

Who sees what Public files show for everyone signed in. Files set to private show on this page for teachers and admins only, tagged Faculty. Question figures never appear here.

4. Page-by-page reference

Every page an admin account can open, with what each control does.

4.1 Home page (portal)

Platform overview. A **User management** card links to Users, All classes, and Labs. Three quick-link cards below open Overall Progress, Lab Completion, and Post-Class Engagement.

4.2 Users page

Admin only. Tabs: **Create user**, **Admin**, **Teacher**, **Student**, **Guest**.

Create user tab

Control	What it does
Role buttons	Admin / Teacher / Student / Guest. Defaults to Admin , change it before you fill anything else in.
Display name	Required for Teacher, Student, and Guest; optional for Admin.
Username	Required. 3–64 characters, lowercase letters, digits, dot, underscore, hyphen. Stored lowercase.
Generate strong password	Fills the password box with a 16-character random string from an alphabet with no look-alike characters.
Password	Required, minimum 8 characters, and checked against known breach lists — a password that has appeared in a public breach is rejected with “password appears in known breach lists”, so pick another (Generate always passes). Shown in plain text so you can copy it.
Create	Creates the account. The password is never displayed again.

Role list tabs

Each tab lists that role with a total count. A row shows the display name, role badge, a **you** badge on your own account, and a meta line: username · created date · last login · expiry where set.

Control	What it does
Role dropdown	Appears only on student and guest rows, and never on your own. Switches between guest and student. Choosing student on a guest opens the promotion panel.
Promotion panel	Optional multi-select of active classes to enroll into. Existing memberships are preserved. Confirming switches you to the Student tab with a green banner.
Reset password	Opens an inline form with Generate strong password and Save new password. Success banner: share it now, it will not be shown again.
Delete	Removes the account after a confirmation. Disabled on your own row. Deleting staff warns that their uploaded files lose attribution but are not removed.

4.3 Files page

Faculty and admins can open this page; **only admins can upload, change access, or delete**. Teachers see the same lists with a View button and nothing else.

Tabs: **Upload** (admins only, and the default tab for them), **Public** with a count, **Private** with a count, and **General Documents** (admins only), a read-only summary of what is on /portal/general-documents with a link through to it. Inside Public or Private, file-type sub-tabs split the list into Documents, Images, Videos, Slides, and Audio, each with a count.

File rows

Each row shows a type icon, the title, an access badge, a **pending** badge if the upload never finalized, a **figure** badge if it came from a question form rather than the library, the description, and a meta line of filename · size · category.

Control	What it does
View	Opens the file inline in a new tab.
Access dropdown	Admin only . Switches between public and private. Flipping public → private purges the CDN cache.
Delete	Admin only . Removes the file after a confirmation. Warns if the cache purge fails, in which case the file may stay downloadable until the cache expires.

Upload form

Title (required) · Category (required; the lab-section names) · Description (optional) · Access (public / private) · File picker. Uploads go browser → Cloudflare R2 directly, so large files are fine.

4.4 Labs page

Admin only. Lists every published lab module with its number, name, and a row of chips summarizing what is attached — Flow status, Prelab · n, Practice, Postlab · n, Analysis · n, Guide · n, Self check · n, AI grading · n, and the padlocked staff-only chips Answer key · n, Instructor · n, Lesson plan · n, plus Supplemental files · n and Sim · <slug>. Each row has **Edit** and **Delete**; the card header has **New lab**.

The **Flow** chip reports card-order analysis: **ready**, **failed**, or **waiting for guide**.

The lab editor

- **Lab name** and **Description** (optional, 500-character limit).
- A checkbox per section, "This lab has a prelab", and so on for all thirteen. Ticking one reveals its attachment area with **Upload new PDFs** (or **Upload new files (.md/.txt)** for the AI grading prompt), **Pick from library**, and **Remove** per attached file.
- The three instructor-only sections carry a reminder: attach a private file, because the card is hidden from students and only teachers and admins can open it.
- **This lab has a retrieval practice** → a dropdown of practice sets, each showing its question count.
- **This lab has a postlab simulation** → a dropdown of uploaded simulations.
- **Card flow** panel, see [3.10](#).
- **Save changes** and **Cancel**.

4.5 Import question bank (Retrieval Tool Questions page)

Admin only. A two-step wizard: **Step 1 — Bank JSON** (pick the file), then the figures it references. The importer validates the schema, fuzz-checks parameterized formulas with 1000 seeds per family, and checks families and variants idempotently by bank key.

4.6 Retrieval Tool Questions page

Faculty and admins, but not equally: a teacher gets a read-only Existing Questions list with no tab strip and no row actions, so everything below is the admin view. A prominent **Import bank from JSON →** button sits above the tabs (admins only). Tabs: **New Question** and **Existing Questions**.

Field	What it does
Lab name	Which bank the question joins. Published labs only, creating the first question for a new lab publishes it.
Difficulty	Easy / Medium / Hard. Defaults to Medium.
Format	Short answer, Multiple choice, True / False, or Calculation. Defaults to Short answer.
Role	canonical, isomorph, transfer, scaffold, or extension. Defaults to canonical. Variant roles hang off a canonical question rather than standing alone.
Question prompt	The text students see.

Field	What it does
Figure	Optional image shown with the question. Uploading here tags the file as a figure in the file library.
Expected answer	Optional. Used for grading and for the reveal.
Create question	Adds it to the bank and to students' spaced-repetition queues.

Individual question editing is **admin only**.

4.7 Simulations page

Admin only. Tabs: **Upload** and **Simulations** with a count. Each row on the Simulations tab shows its slug, size, completion threshold, and which labs use it (or a **not on any lab** badge), with **Replace HTML** to swap the file while keeping the slug and every banked minute, **Edit** for the title, subtitle, minutes, rationale and badge, and **Delete**, which warns you how many students had banked time against it.

Field	What it does
Simulation file	One self-contained HTML page.
Slug	Its permanent URL segment. Cannot be changed later.
Title	Shown on the lab page card.
Complete after (minutes)	The worked-time threshold that marks the simulation complete. Defaults to 10.
Subtitle	Optional line under the title on the lab page.
Why that many minutes	Optional rationale. Judge it from the simulation's own content , it feeds the lab's 30-minute post-class clock.
Badge	Optional label on the card.

4.8 All classes page

Admin only. Every active class across all faculty and admins. Buttons: **New class** and **Archived**. Each class row shows its name and chips for owner, student count, and lab count, with **Manage →** and **Transfer ownership**. Ownership transfer does not touch student history.

4.9 New class (All Classes page)

Class details → class name (up to 200 characters). **Assigned labs** → a checkbox per published lab with its two-digit order, and a live "N selected" count. **Create class / Cancel**.

4.10 Class management (All Classes page)

Reached via **Manage →**. Faculty see the same page for their own classes under a Teaching breadcrumb.

Card	What it contains
Class details	Editable class name and Save name .
Assigned labs	One row per lab: drag handle, order number, name, an Unlocked/Locked padlock toggle, and Remove . Drag to reorder, this is the order students will see.
Add labs	Tick unassigned labs and click Add selected . Shows "All labs assigned" when there is nothing left.
Roster	Add by username or email plus Add ; one row per student with username, display name, email, and Remove . Roster changes do not touch student history.
Lifecycle	Archive class , hides it from active lists and student sidebars. No data is lost; unarchive or hard-delete later from the Archived view.
Danger zone	Global progress reset. Type the class name to confirm, then Reset progress for everyone in this class . Deletes SRS scheduling, attempts, completions, downloads, and mastery for every enrolled student in all their classes. Accounts are kept.

4.11 Archived classes (All Classes page)

Every archived class across all faculty. Open one to unarchive or hard-delete it. Archived classes are hidden from students.

4.12 Progress page

The staff progress hub. Two cards: **Retrieval progress** → *Open retrieval progress*, and **Prelab progress** → *Open prelab progress*. Below them, **Overall mastery by lesson**, weighted prelab 30% / retrieval 70%, with a bar per lesson showing prelab %, recall %, and the combined figure. The line under each bar reads "among the N who started · X% across all N · N not started".

4.13 Retrieval progress (Progress page)

Header: student count, and the number of active classes in scope. Tabs for **All classes** and each class, plus a **Competition** tab. A **View missed questions** → button sits above the cards.

Card	What it shows
Mastery by lab	Class-average mastery per lab, 0–100, one tile each.
Flagged students	Rule-based flags across all module: a name, the signal, and a one-line reason.
Class leaderboards	This week, resets Monday. Per class only: points count practice on that class's own labs, so classes are not directly comparable.
Students	Sorted needs-attention-first. Search by name or username. Each row shows sessions, answers, percent correct, percent guessed, and last activity, with View progress → for the answer-by-answer history.

Sub-pages: **Missed questions** ranks the five lessons affecting the most students and lets you inspect every strictly incorrect answer; **How scoring works**; **Weekly results** shows the frozen board for a closed week, scoped to the selected class tab, and only appears once a week has closed; and **Competition**.

4.14 Lab completion page

Class tabs, then a **Lab** dropdown. The table lists every student against Prelab, Simulation, Postlab, and a Done count. See [3.21](#) for how each column completes.

4.15 Post-class engagement page

Class tabs, then a grid of students against lab numbers, with minutes banked out of 30 and a Labs done total. See [3.22](#) for how the clock works.

4.16 Prelab progress (Progress page)

Missed topics card with a lesson selector and a Recurring struggle notes section that surfaces any topic shared by at least two students. Below that, a search box and the full student list with **View progress** → into one student's AI-tutor history.

4.17 Retrieval Tool page

The staff practice preview. **Mixed practice** shows the banks in scope and the pool size, with **Start practice** →. **Practice specific topics** opens a focus picker via **Choose topics**. A footer notes that staff sessions run against the unlocked banks students can see and are never recorded as class activity.

4.18 Labs page

The landing page for one lab, as students see it plus the three instructor-only cards. Cards are numbered by the card-flow order: 1.1 Prelab, 1.2 Self check, 2.1 Simulation, 2.2 Retrieval, with unnumbered supporting cards after them. Each card opens a sub-page with the attached files.

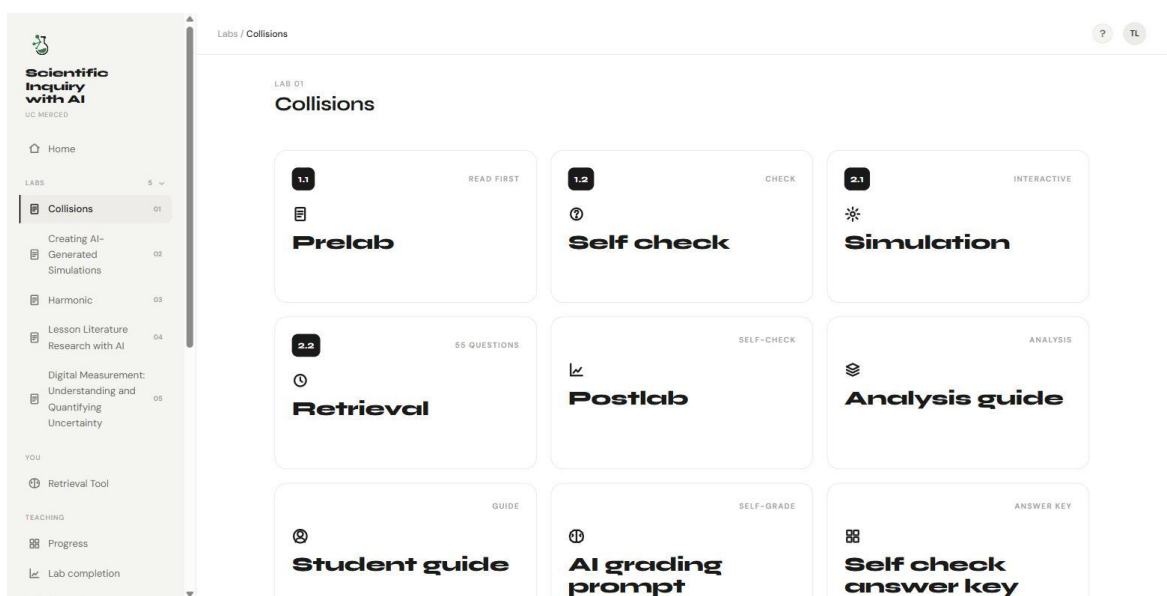


Figure 14 — A lab landing page seen by staff. Instructor guide, Lesson plan, and Self check answer key cards appear only for staff.

4.19 Course tools page

Reached at **/admin**, and the breadcrumb for it reads Course tools. A grid of links to every content and account tool in one place: Files & materials, Retrieval Tool Questions, Import question bank (whose tile a teacher can see but whose page refuses them), Prelab progress, and — for admins only — Labs, All classes, Users, and Security log. Teachers can open the page too and see a Classes tile plus the shared tools; the admin-only tiles are simply absent for them. Nothing here is unique to the page — it is a shortcut board, and Security log is the one entry with no sidebar equivalent.

4.20 Security log page

Admin only, at **/admin/security**. It is not in the sidebar — reach it from the Course tools page. The page is the account-activity record: sign-ins and failures, sign-outs, registrations, email verifications, password resets, data purges, “sign out everywhere”, and every admin change to somebody else's account (role changed, password set, account deleted). The OAuth connector log is interleaved into the same table, marked · oauth.

A banner at the top counts the last 24 hours' failed and throttled sign-ins and names the oldest entry still kept. Below it, a filter row of **Event**, **Window** and **User id**, then a table of When (UTC) · Event · Account · Client · Detail. It shows up to 100 rows.

- The User id filter wants a real account id (a UUID). Anything else is ignored with a warning rather than failing.
- An account deleted since the event was written shows as **(deleted)** rather than vanishing, so the row stays answerable.
- Rows are kept for a year by default and then swept by the nightly cleanup job. The page prints the figure actually in force.

No IP addresses are stored. The Client column holds the connector name, and addresses are kept only as a one-way hash, so the log answers “what happened to this account” without becoming a record of where people were. Entries are append-only — nothing on this page edits or deletes them.

4.21 Help page

Search box plus category chips: All, Account & data, Classes, Monitoring, Content, Accounts. Each guide expands into numbered steps with a **Show me** walkthrough. The Accounts category is admin-only.

4.22 Connections & Data page

Apps connected to your Sci-AI account through ChatGPT Actions or MCP, each listed with its granted scopes, connection date, and a **Revoke** button. Further down the page are the controls for the data those apps have written about you.

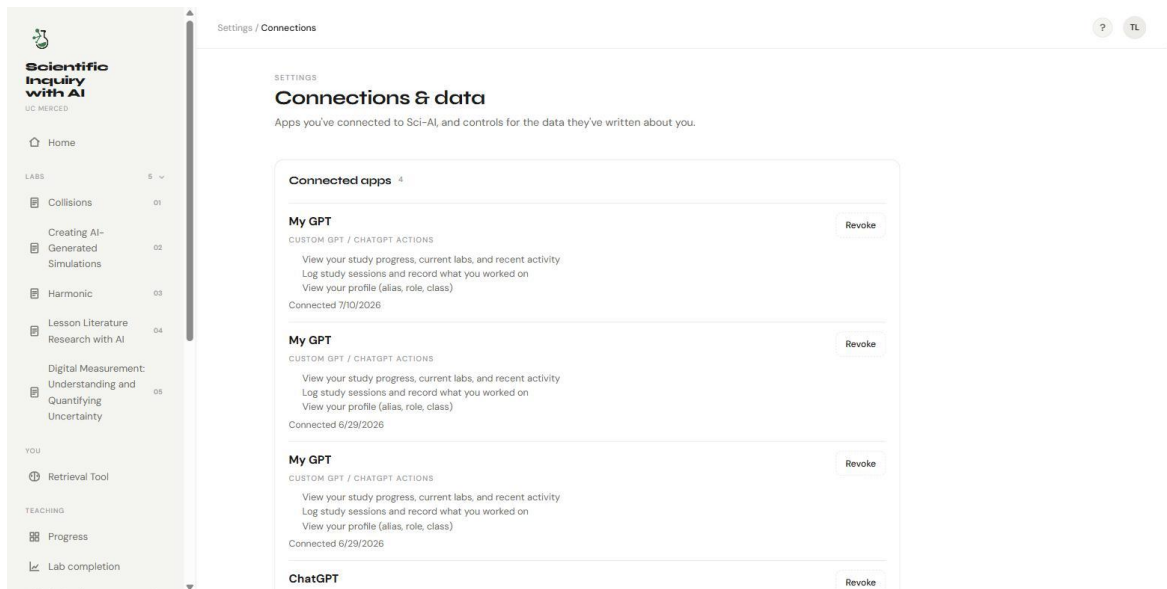


Figure 15 — Connections & data.

Appendix A: Admin vs. Teacher at a glance

Capability	Admin	Teacher
Create, edit, delete accounts	Yes	No
Reset passwords · change roles	Yes	No
Create lab modules · attach documents	Yes	No
Upload simulations	Yes	No
Import a question bank from JSON	Yes	No
Upload files · change access · delete files	Yes	No — read and download only
Edit an individual question	Yes	No
Create retrieval practice questions	Yes	No
Create and manage classes	Yes — every class	Yes — their own
Transfer class ownership	Yes	No
Archive / unarchive / hard-delete a class	Yes — all classes	Yes, for their own
Reset class progress (danger zone)	Yes — all classes	Yes, for their own
All class dashboards and student histories	Yes	Yes
Instructor guide · Lesson plan · Answer key	Yes	Yes

Appendix B: Glossary

Term	Meaning
Bank	The pool of retrieval-practice questions attached to one lab.
Card flow	The numbered order of the section cards on a lab landing page. Automatic mode derives it from the Student Guide; manual mode pins it.
Competition	Two or more classes grouped into one leaderboard, scored on average points per enrolled student.
Family / variant	A parameterized question and its generated instances, created by the JSON bank importer.
Flag	A rule-based attention marker on a student, shown on the Retrieval progress dashboard.
Locked lab	A lab paused for one class. Still visible in that class's sidebar with a padlock, but it will not open.
Mastery	A 0–100 score combining prelab work (30%) and retrieval recall (70%).
Post-class engagement	The 30-minute per-lab target of retrieval practice and simulation work combined, counted only while a student is interacting.
Practice set	A lab's question bank as selected in the lab editor.
Prelab progress	What the AI tutor recorded about a student during their prelab sessions.
Slug	The permanent URL segment of an uploaded simulation.
SRS	Spaced repetition scheduling, how the retrieval tool decides when a student sees a question again.
Security log	The admin-only record at /admin/security of sign-ins, failures, password resets, registrations, and admin changes to accounts, with the OAuth connector log interleaved. Reached from Course tools, not the sidebar.
General Documents	The sidebar page for course-wide files — syllabus, lab schedule — that belong to no single lab. Syllabus and Lab Schedule categories publish there automatically; anything else is added by hand.