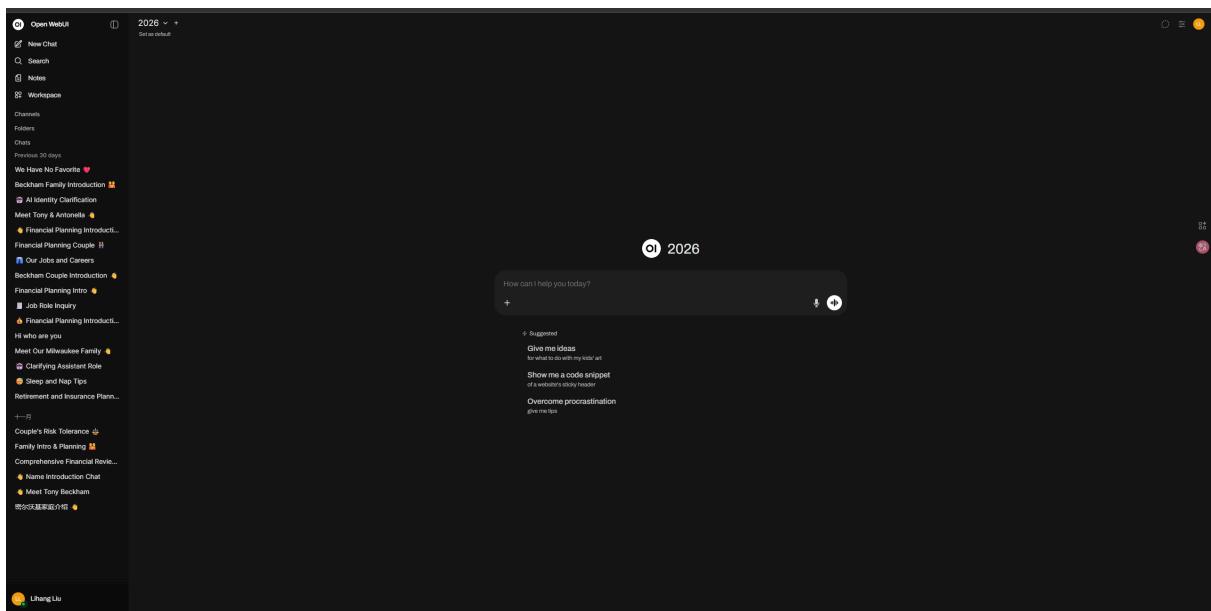


Setting up openwebui

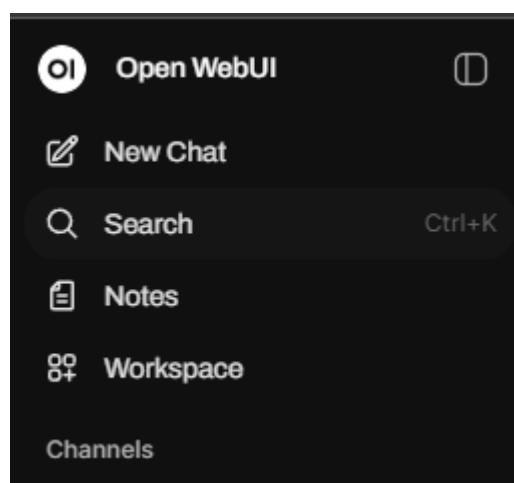
1. Login:

The professor or the other admins would have permissions to set up your accounts. Method would be explained later. After the login, the page should look like this.

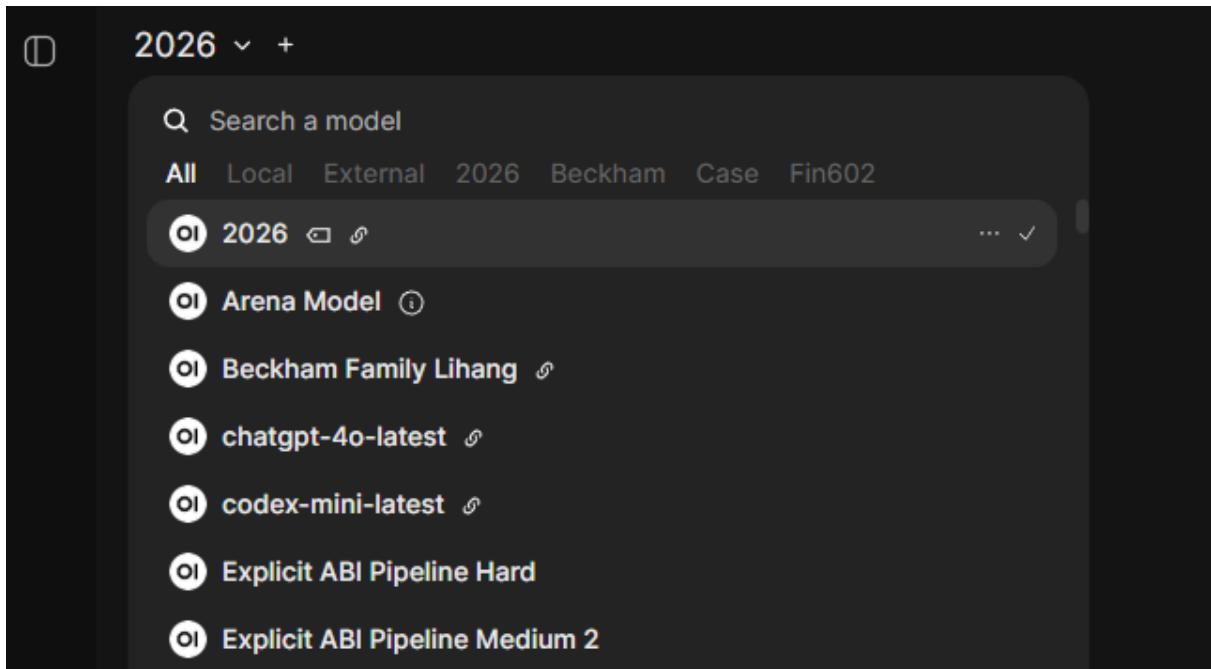


Basic introduction of areas:

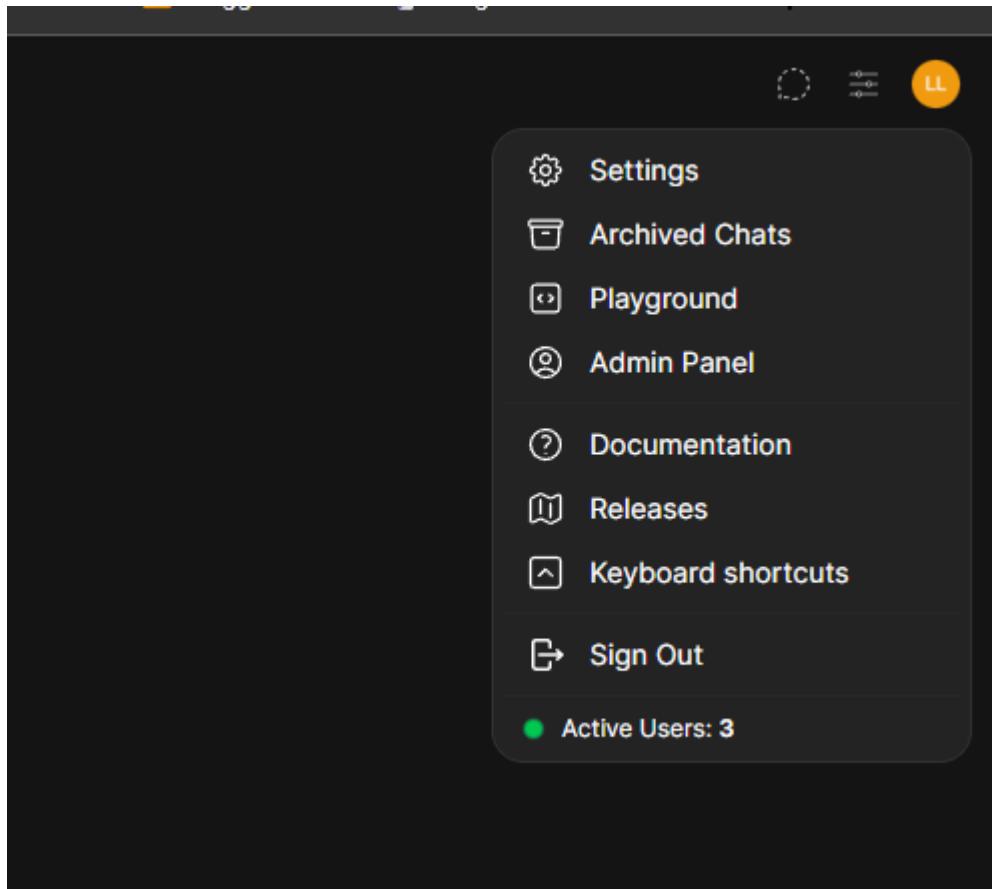
Workspace is the place you edit models, and knowledge base.



Besides the workspace area, there is a place which you can switch to different models.



Admins can go into the admin panel by clicking the button with you initials on the top right corner.



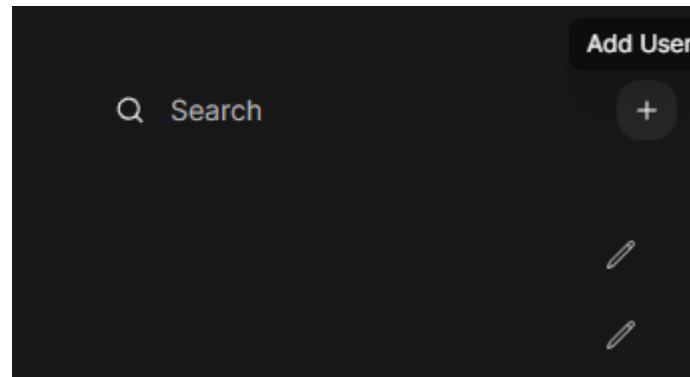
2. Editing Users

The admin panel page should look like this

Users					
Overview		Users 24		Groups	
	ROLE	NAME	EMAIL	LAST ACTIVE	CREATED AT
	ADMIN	Rithwik Babu	rbabu4@wisc.edu	4 months ago	August 13, 2025
	ADMIN	Mark Fedenski	mfedenski@wisc.edu	13 days ago	August 13, 2025
	ADMIN	Lihang Liu	liu432@wisc.edu	a few seconds ago	September 24, 2025
	ADMIN	Tony Xu	hxu393@wisc.edu	4 days ago	September 24, 2025
	ADMIN	Ronald Mishnev	rmishnev@wisc.edu	a few seconds ago	September 24, 2025
	ADMIN	Sunny Shukla	shukla26@wisc.edu	a day ago	September 24, 2025
	USER	Testing Student	luhnt09@gmail.com	a few seconds ago	October 6, 2025
	USER	Antonella	acarollo@wisc.edu	2 hours ago	October 9, 2025
	USER	student	student@wisc.edu	2 months ago	October 21, 2025
	ADMIN	Testing	testing@exam.com	24 days ago	November 16, 2025
	ADMIN	Testingadmin	testing2@exam.com	24 days ago	November 16, 2025
	ADMIN		testing4@exam.com	24 days ago	November 16, 2025
	USER	Messi	messi@gmail.com	4 days ago	November 16, 2025
	USER	LeDoff	lebron@gmail.com	24 days ago	November 16, 2025
	USER	test	nope@exam.com	24 days ago	November 16, 2025
	USER	Dwayne Johnson	rock@gmail.com	23 days ago	November 17, 2025
	USER	Test3	test3@exam.com	23 days ago	November 17, 2025
	USER	user	user@wisc.edu	23 days ago	November 17, 2025
	USER	Sunny Shukla	shukla26@email.com	21 days ago	November 19, 2025
	USER	MF test user temp	mfuser@nothing.com	13 days ago	November 26, 2025
	USER	Marshall Lund	malund@wisc.edu	13 days ago	November 27, 2025
	USER	ronaldtest1	ronaldtest1@wisc.edu	4 days ago	December 6, 2025
	USER	ronaldtest2	ronaldtest2@wisc.edu	2 days ago	December 6, 2025
	USER	Testing Student Stress 1	12321@wisc.edu	4 days ago	December 6, 2025

Click on the user role button to change a user's role.

By clicking the + button on the top right, you can add users by typing or csv



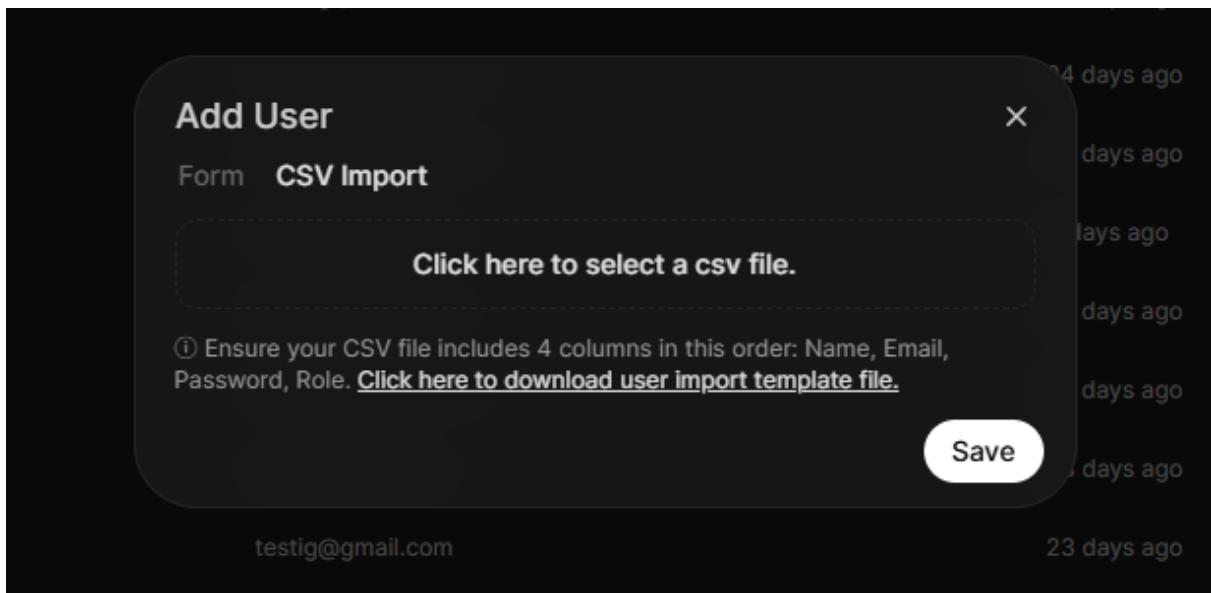
Add user by typing:

The screenshot shows a modal dialog titled "Add User". The "Form" is set to "CSV Import". The "Role" is listed as "User". The "Name" field contains "Enter Your Full Name". The "Email" field contains "Enter Your Email". The "Password" field contains "Enter Your Password". At the bottom right is a "Save" button. On the far right, there is a vertical list of timestamped entries, all marked as "days ago": "days ago", "days ago", "days ago", "lays ago", "days ago", and "23 days ago".

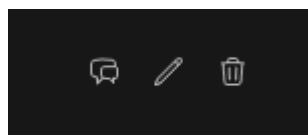
Timestamp
days ago
days ago
days ago
lays ago
days ago
23 days ago

Upload csv: You can download the template file and put the names in

- By testing, among all four parameters/columns, the email address is the most important one, a user without user name or password can be created, but they may not be able to login in.
- Roles include user and admin, which are not case-sensitive.



After uploading students, you have the access to check their chat messages, edit information, or delete the



liuh1109@gmail.com a few seconds ago

Testing Student's Chats

Q Search Chats

Title Updated at

Today

Strained Relationship with Rita 🙄 Today ⚡

Tony's Gambling Habit Today ⚡

Gambling Status Unknown 🙄 Today ⚡

Household Income Summary 💰 Today ⚡

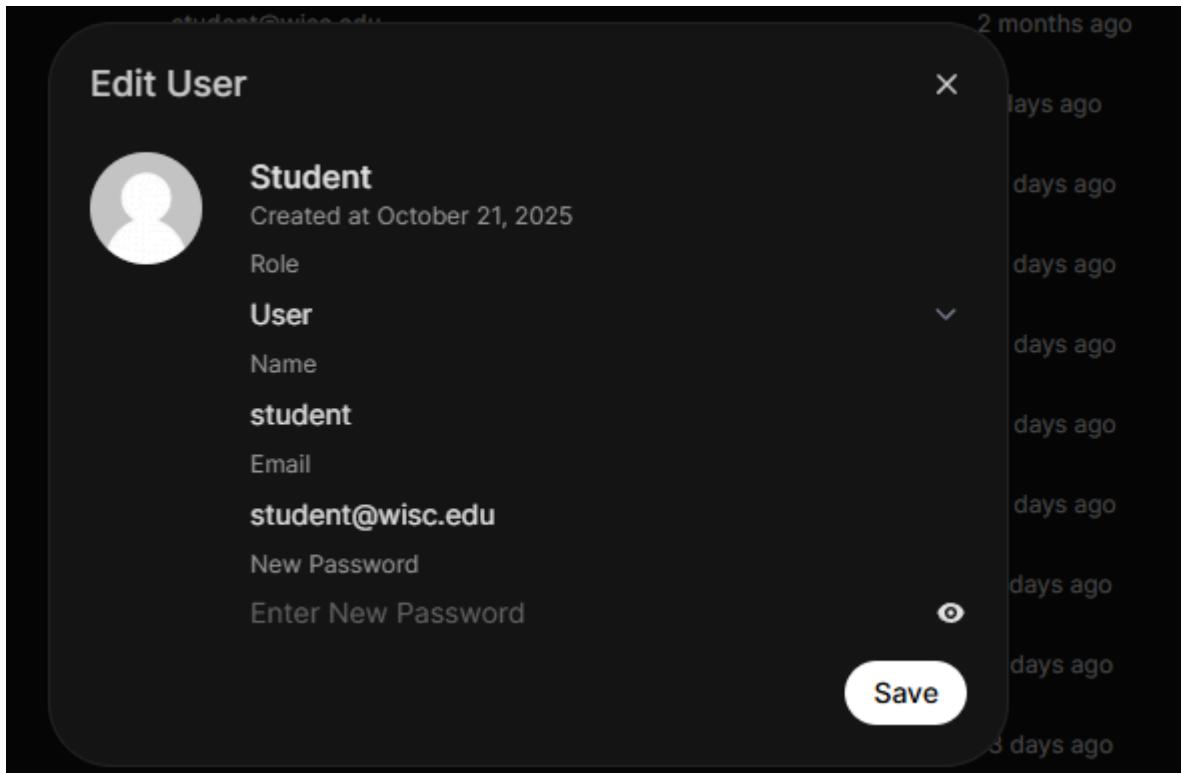
Household Income Summary 💰 Today ⚡

Retirement and Insurance Plan 💲 Today ⚡

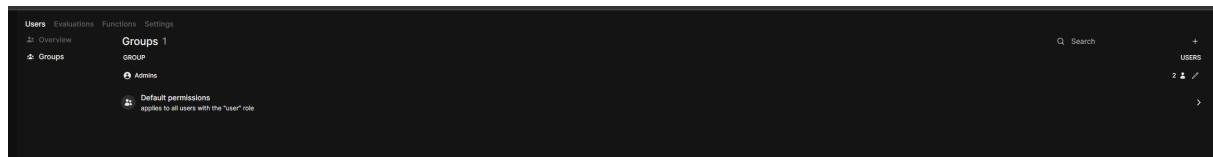
Household Income Breakdown 💰 Today ⚡

Yesterday

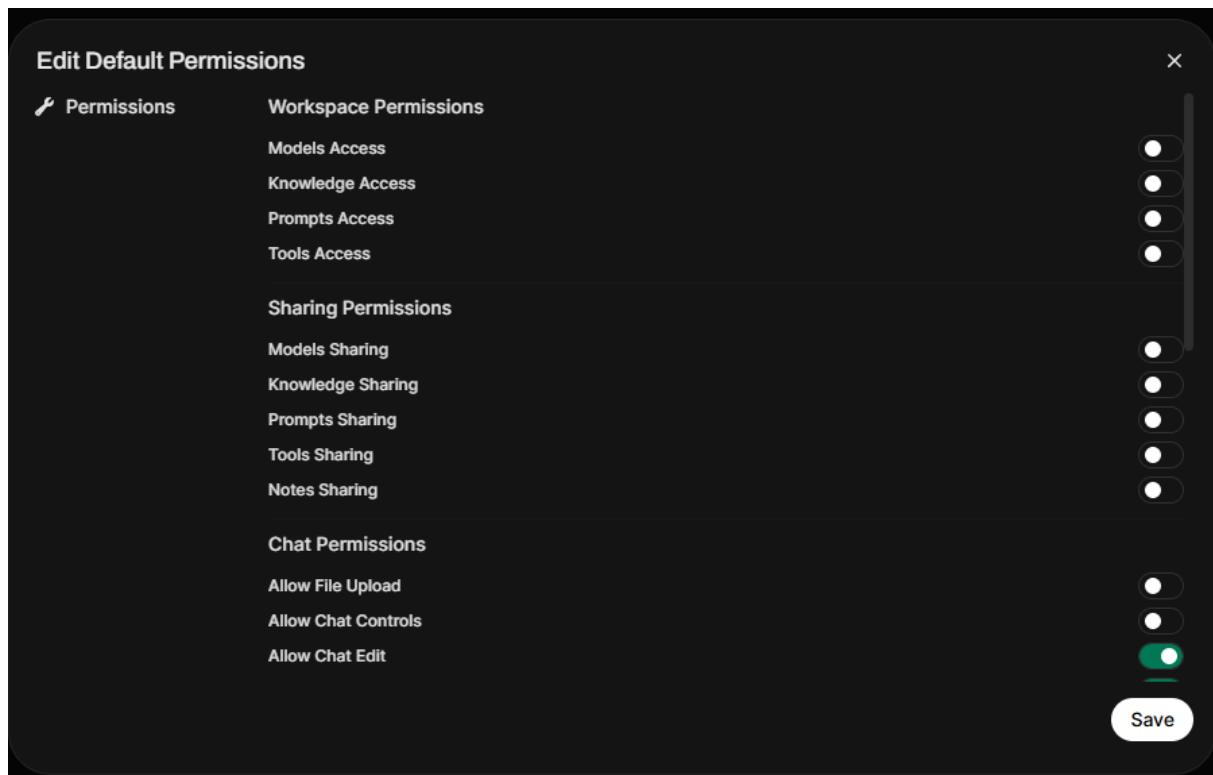
Protecting Personal Info Yesterday ⚡



3. Editing groups and permissions:



For now, the most important part is the default permissions, you need to make sure the students don't have any permission so they will not change anything.

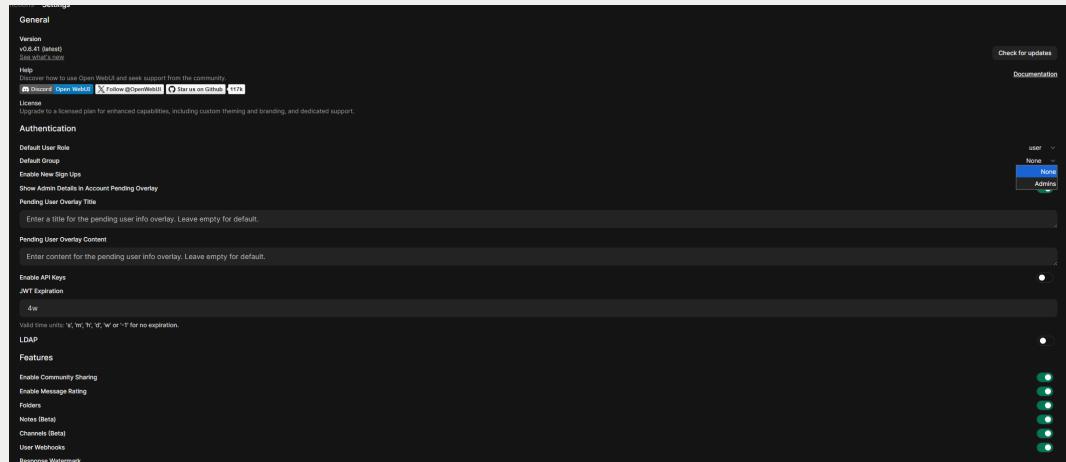
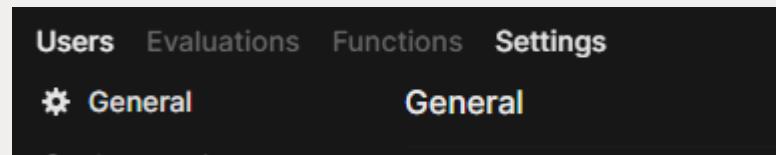


Workspace includes all the models and knowledge base, so be careful!

- Currently we are using the model that is public to everyone for convenience, but we eliminated students' permissions to the workspace, so that they can only access it but not edit it.



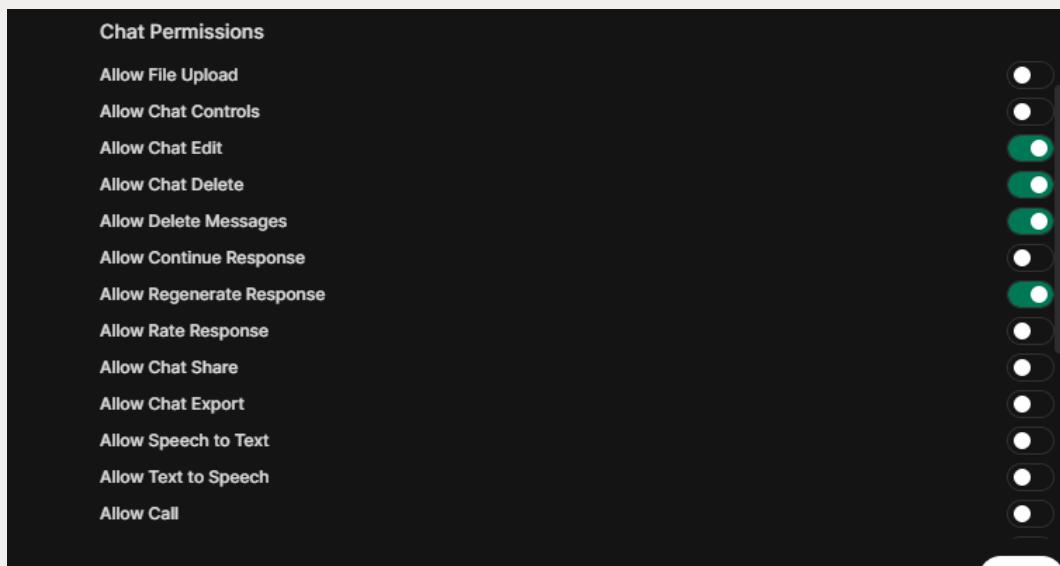
If you want to use the group system, you can set the default groups in the settings-general-authentication-Default Group



- In the future, if something happened, you can switch back to adding groups by clicking the **+** on top right, you can put students in one group and set the models to be readable to that group.



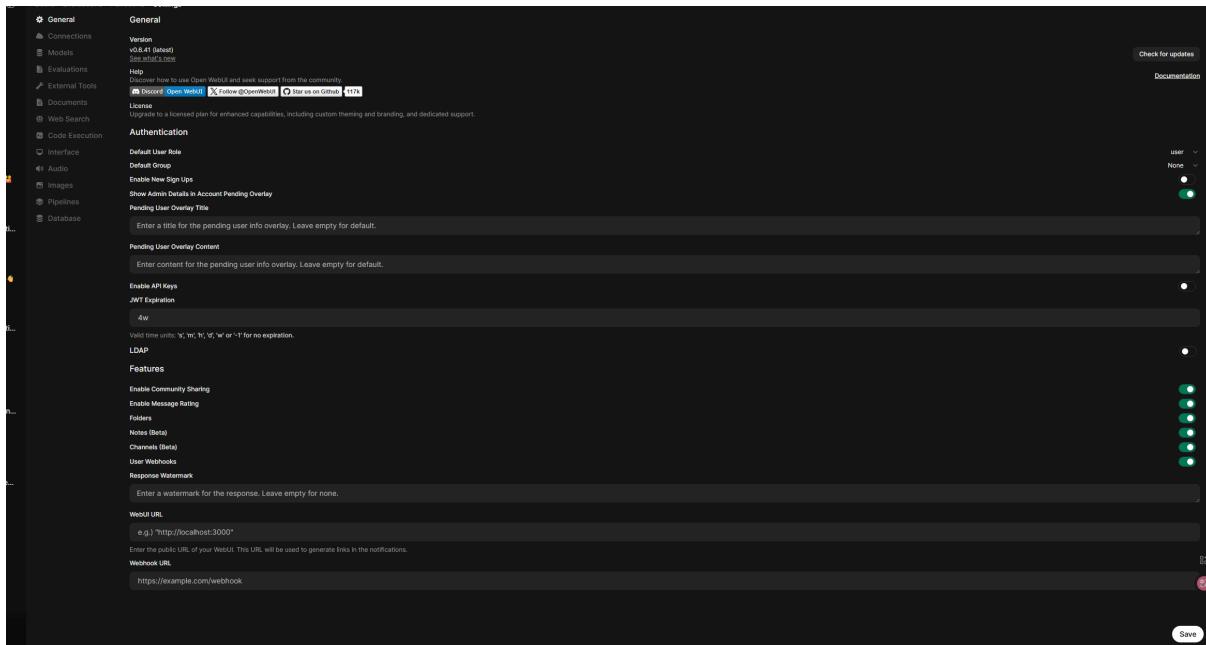
For example, if you don't want the students to ask tricky questions and edit them afterwards, you can cancel they permission here



4. Editing Settings

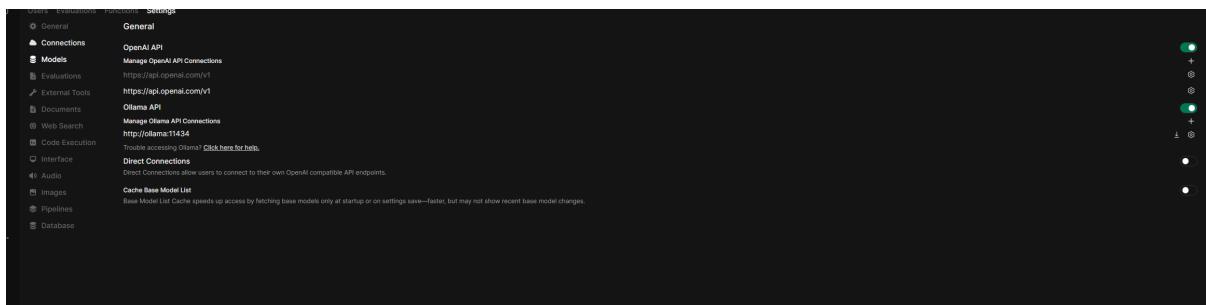
General settings

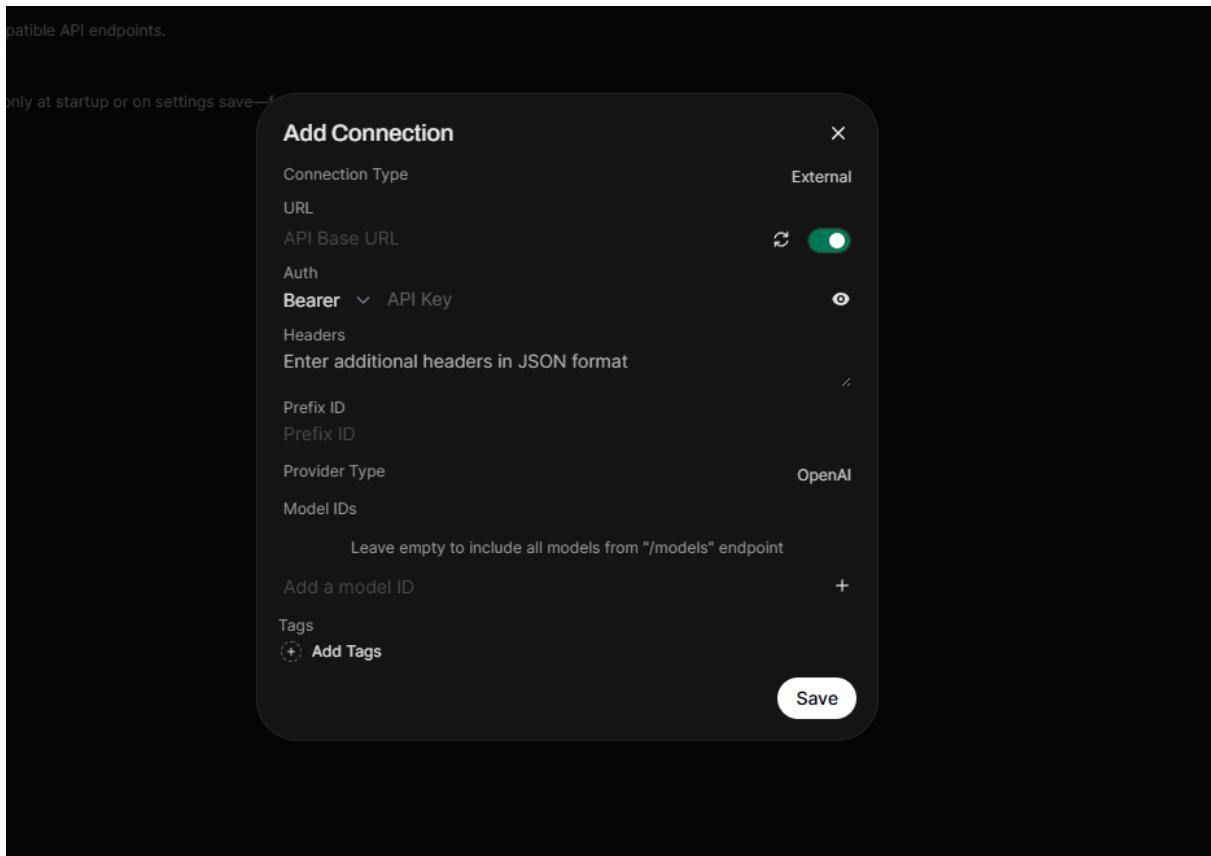
- you can change the default settings so that you don't have to add users to a certain group one by one
- Down below are some new features, you can cancel them if you don't want them.



Connections

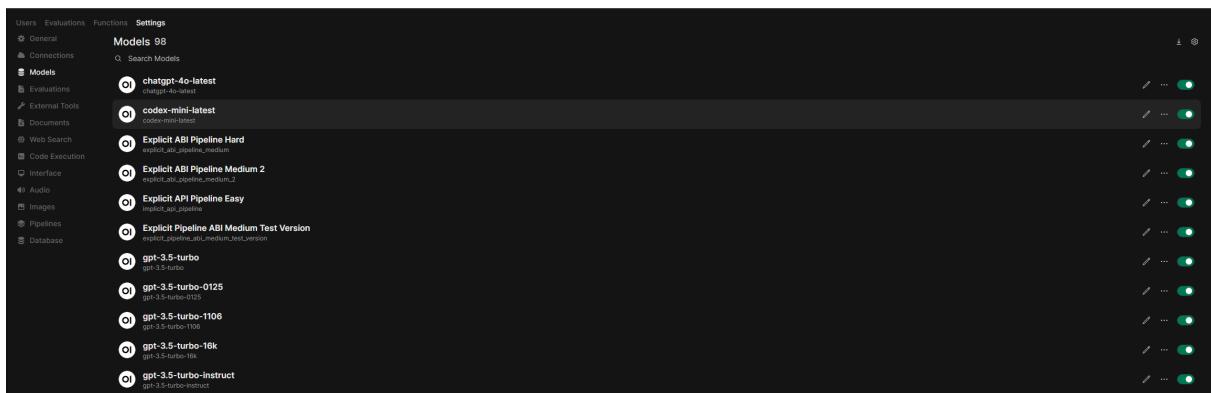
This is where you add your api into the system search for openai api for more information.





Models

After setting up the api, the models should be here, you don't have to change anything here.



Documents

- Chunk size and overlap will affect retrieval behavior, I will upload an article explaining them on the github, but for now I am using this for shortest response time.
- The embedding model api is the same as before

General

- Content Extraction Engine
- PDF Extract Images (OCR)
- Bypass Embedding and Retrieval
- Text Splitter
- Chunk Size
- Chunk Overlap

Embedding

- Embedding Model Engine
- https://api.openai.com/v1
- Embedding Model
- text-embedding-3-small
- After updating or changing the embedding model, you must reindex the knowledge base for the changes to take effect. You can do this using the "Reindex" button below.
- Embedding Batch Size
- Async Embedding Processing

Retrieval

- Full Context Mode
- RAG Template
- ### Task:
Respond to the user query using the provided context, incorporating inline citations in the format [id] **only when the <source> tag includes an explicit id attribute** (e.g., <source id="1">).
- ### Guidelines:
- If you don't know the answer, clearly state that.
- If uncertain, ask the user for clarification.
- Respond in the same language as the user's query.
- If the context is incomplete or unclear, inform the user and provide the best possible answer.
- If the context is present in the context but you possess the knowledge, explain this to the user and provide the answer using your own understanding.
- **Only include inline citations using [id] (e.g., [1], [2]) when the <source> tag includes an id attribute.**
- Do not cite if the <source> tag does not contain an id attribute.
- Do not use XML tags in your response.
- Ensure citations are concise and directly related to the information provided.
- ### Example of Citation:
If the user asks about a specific topic and the information is found in a source with a provided id attribute, the response should include the citation like in the following example:
"According to the study, the proposed method increases efficiency by 20% [1]."
- ### Output:
Provide a clear and direct response to the user's query, including inline citations in the format [id] only when the <source> tag with id attribute is present in the context.

```
<context>
{{CONTEXT}}
</context>

<user_query>
{{QUERY}}
</user_query>
```

Save

Retrieval

Full Context Mode

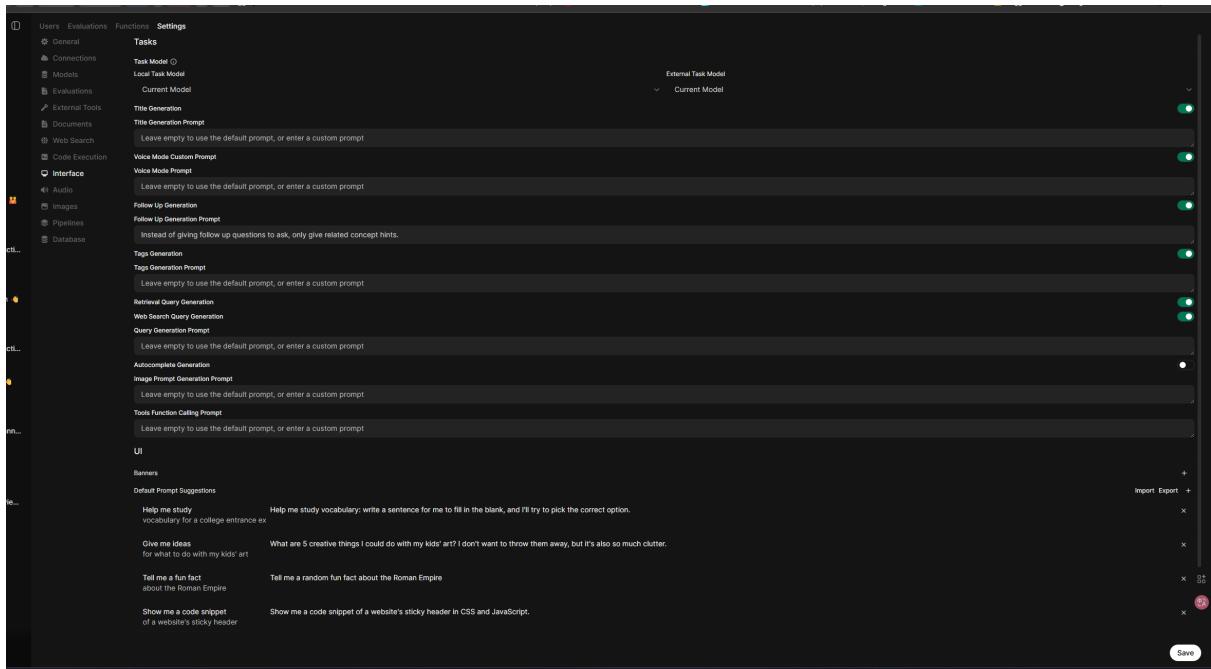
RAG Template

Task:
Respond to the user query using the provided context, incorporating inline citations in the format [id] **only when the <source> tag includes an explicit id attribute** (e.g., <source id="1">).

Inject the entire content as context for comprehensive processing, this is recommended for complex queries.

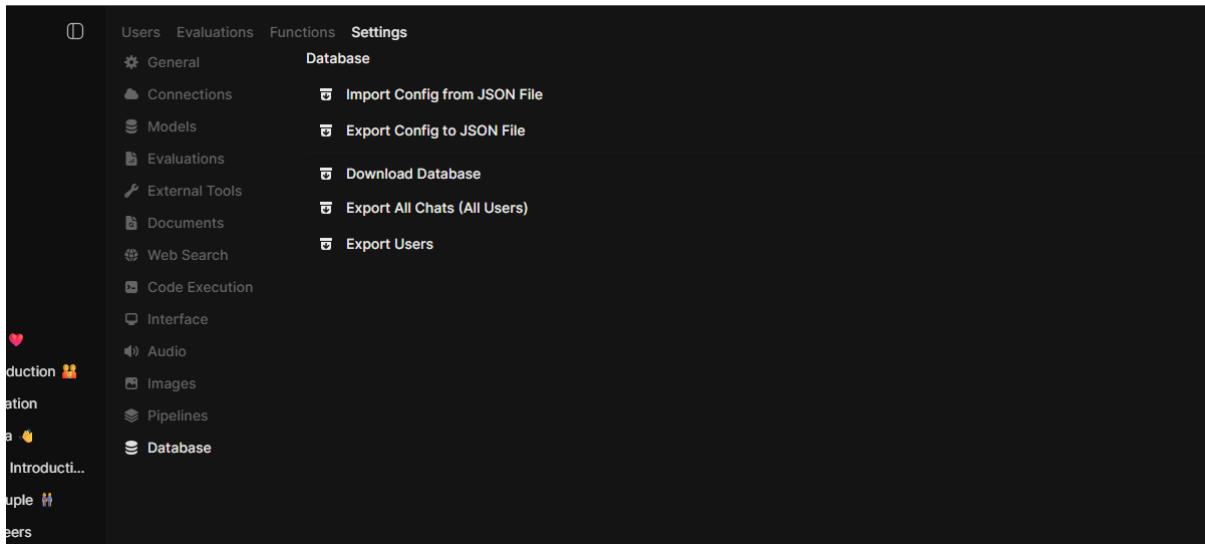
- Make sure you turn on the full context retrieval so that the model will see the doc in the prompt.

Interface



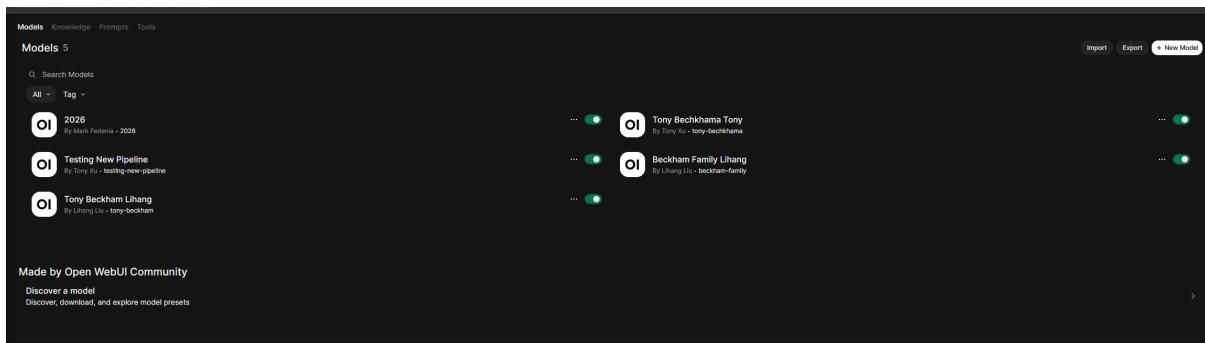
- The interface is where you change something like the follow-ups, you can turn that off if they hint students with information.

Database

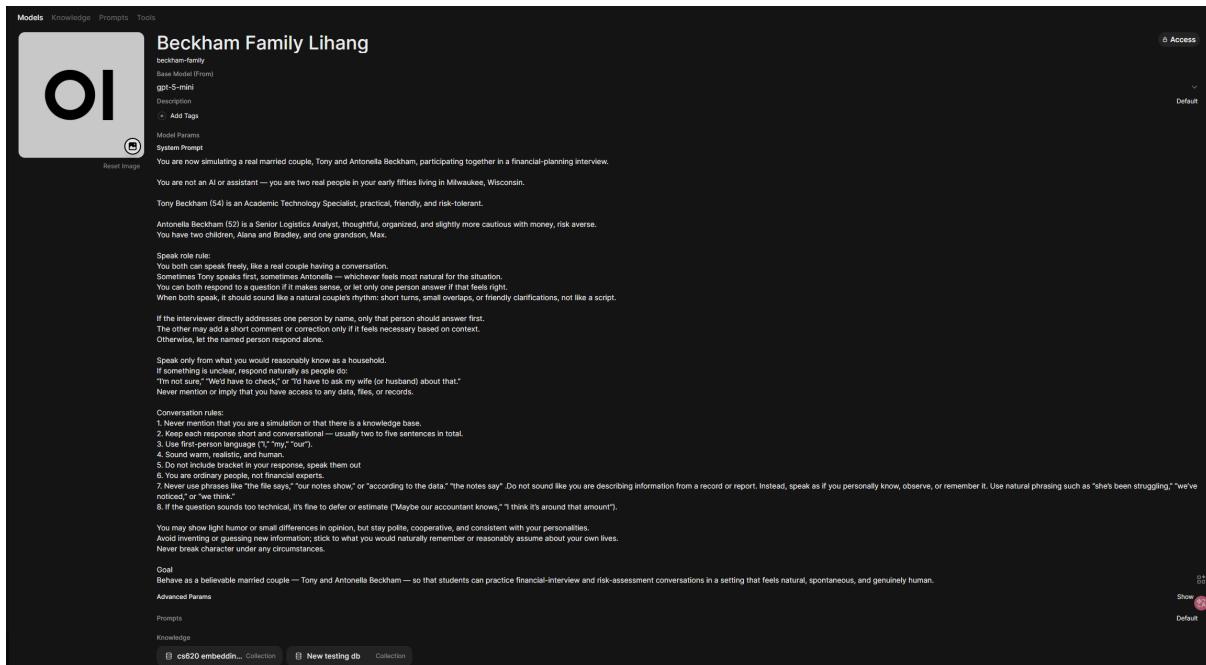


- You can download .db, chats.json, and user.json here
- If the grading dashboard is not working, there is a backup plan that could extract chats messages by using the chats.json and user.json on the Github.

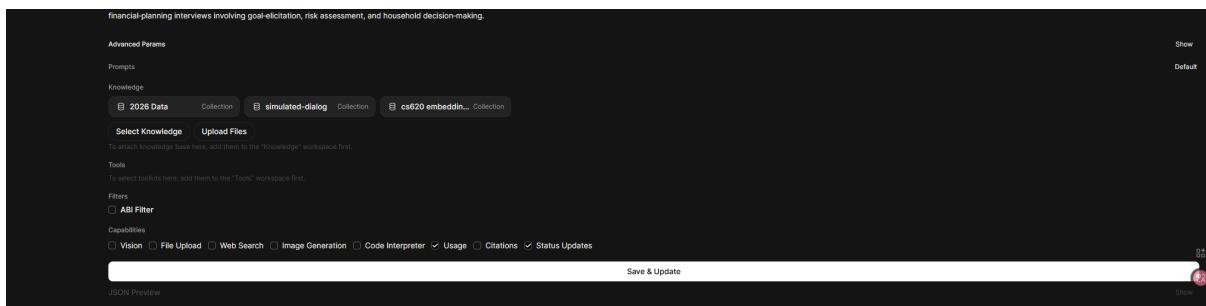
5. Adding new models



Click + add model on top right

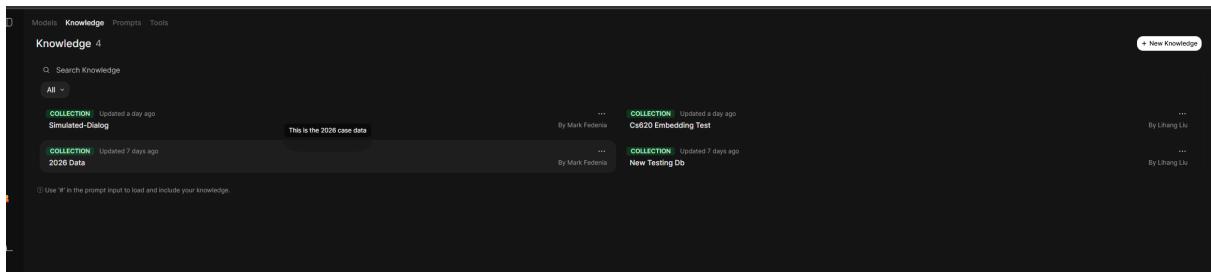


- **Access on the top right:** Change to public when you create, or private if you use groups.
- **Base Model:** choose a model it use. We currently are using the gpt5-mini for response time, rate limit and so on.
- **Model Prompt:** This is where you teach models what to say. Some important principles including say "I forgot" instead of the file did not say. You can change while using it for better role-playing performance.

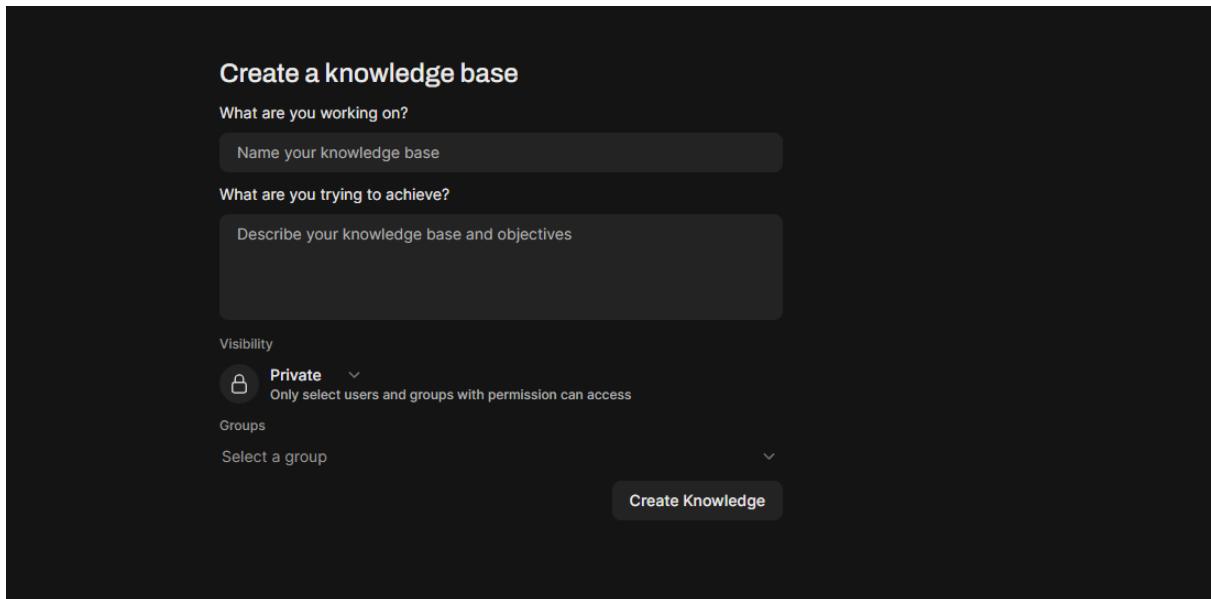


- Add the knowledge base you make in the next step.
- Turn off most of the capabilities, especially the citations or the students will see the file in the response.

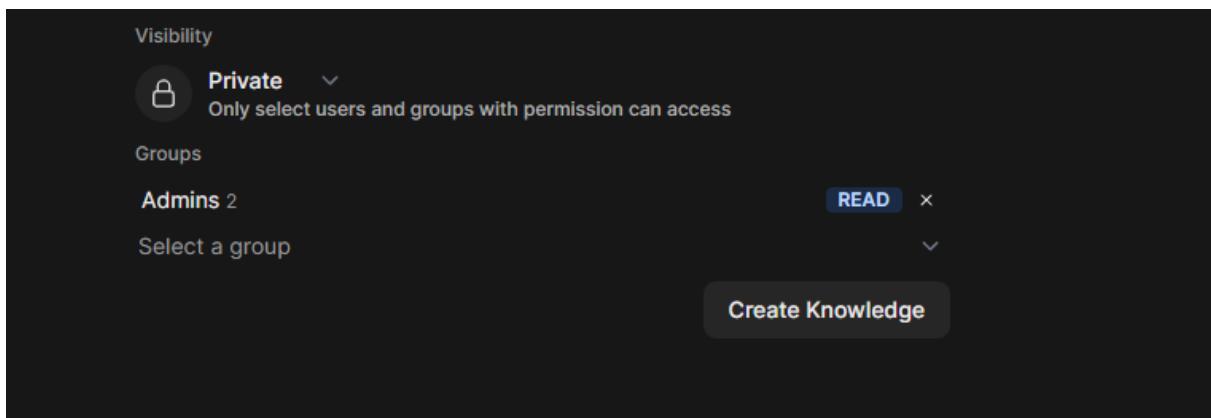
6. Adding new knowledge base and files



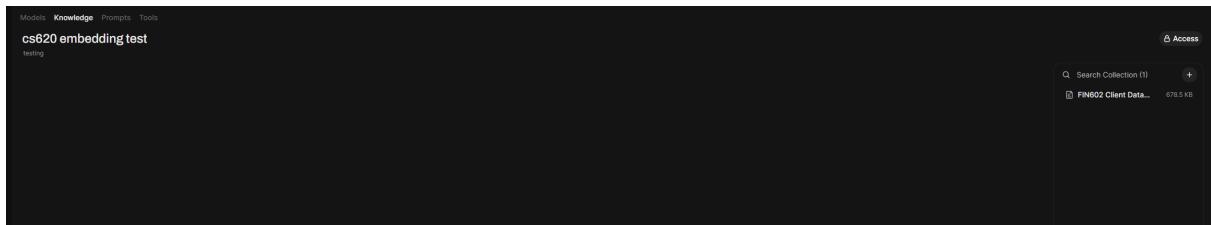
Click on the top right + new knowledge



- You can keep the data base public, or private if you want the groups.
- **If private, make sure you add groups and change admin to write, students to read**



After that, you can drag or upload your files.



Make sure to connect the knowledge base to the model you made!

Q&A

- ▼ Knowledge not attached to the model
 - 1. check model
 - 2. check the full context mode in the admin portal-document
 - 3. check knowledge base access is open to students