Trust-AI-Lab Authoring Tool Tutorial

Create Account

Firstly, users should create an account on the Trust-AI-Lab platform. Users can create their own account by entering the required details as shown in Figure 1.

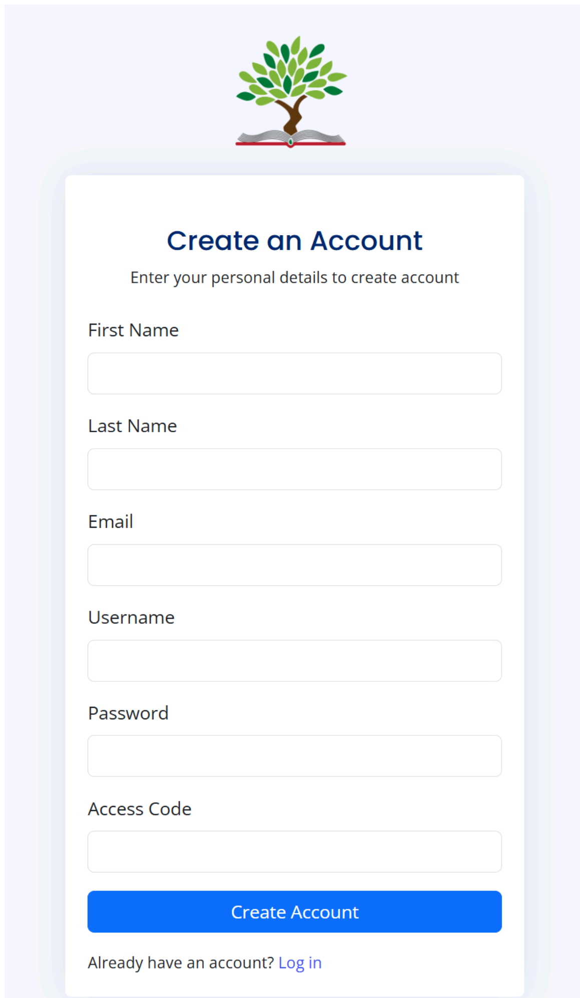

Figure 1: Create account page

Every new user is automatically assigned the role of teacher. To complete the registration, an access code is now required. The access code for teachers is

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Login to the Trust-AI-Lab platform

Users can log in to the Trust-AI-Lab platform using their credentials as shown in Figure 2.

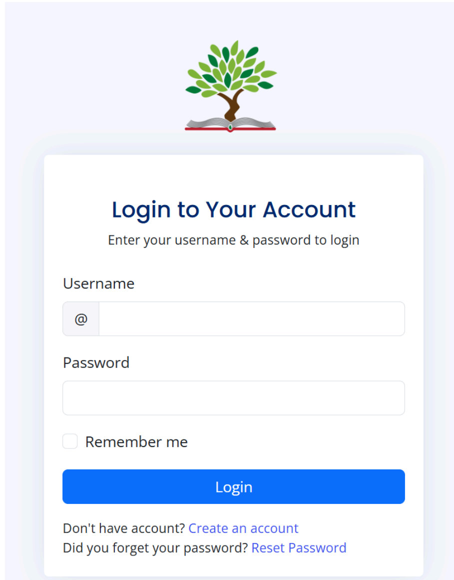

Figure 2: Login page

Reset Password

If a user forgets their password, they can reset it by clicking the "Reset password" option, as shown in Figure 2. Then, the application will redirect them to the page shown in Figure 3, where the user should enter the registered email address.

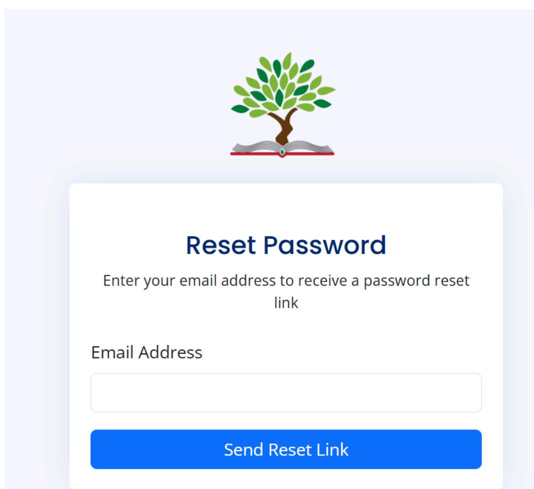

Figure 3: Reset password page

An email with instructions to reset the password will be sent to the email address entered, as shown in Figure 4. The email might be sent to the spam folder, so if it’s not visible in the inbox, please check the spam folder.

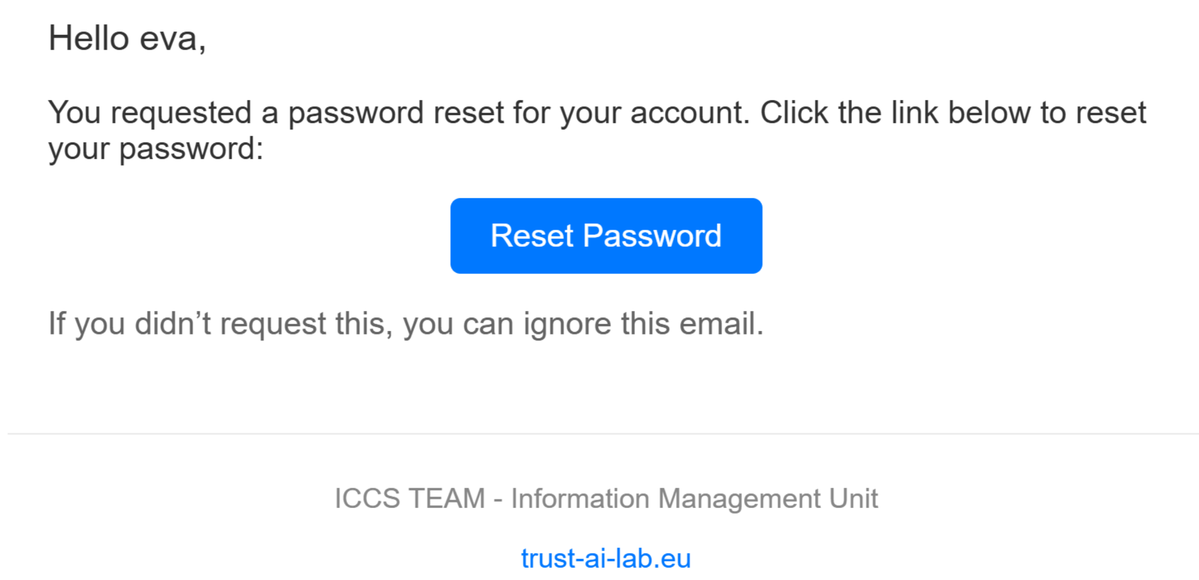

Figure 4: Reset password email

The user should click the "Reset password" button in the email they received, and they will be redirected to the “Set New Password” page shown in Figure 5, where they should enter a new password. The password must be at least 8 characters long and include both letters and numbers.

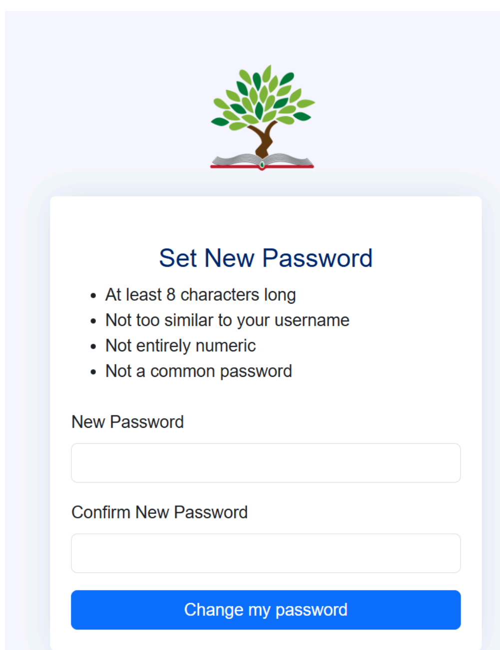

Figure 5: Set new password page

Once the user enters the new password, the reset will be complete, and the application will redirect them to the “Password Reset Complete” page shown in Figure 6. After that, the user can log in with their new password.

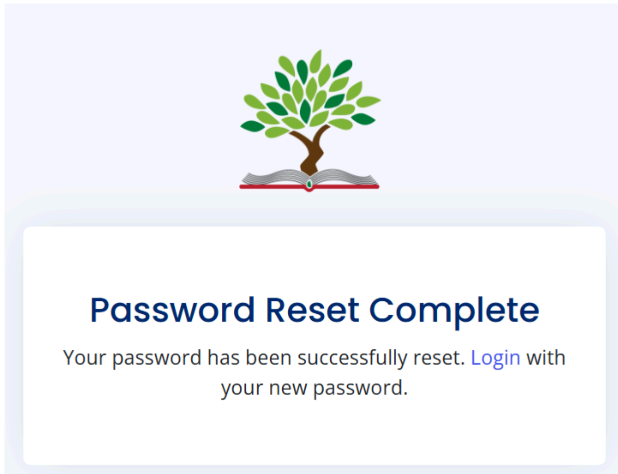

Figure 6: Password Reset Complete page

Main Page

When a user logs into the platform as a teacher, they can view all available scenarios and create new ones. As shown in Figure 7, teachers have access to the authoring tool, where they can edit scenarios, the dashboard, where they can view the results of students who have completed the scenarios, the student view, where they can select any scenario and use it as a student to see how it will appear to students, and the student groups page, where they can create student groups and assign scenarios to specific student groups.

Each user has access to view all public scenarios, as well as private ones and those belonging to their organization. Additionally, they have the ability to edit their own scenarios and those of their organization. Public scenarios can be viewed, copied, and assigned to their students.

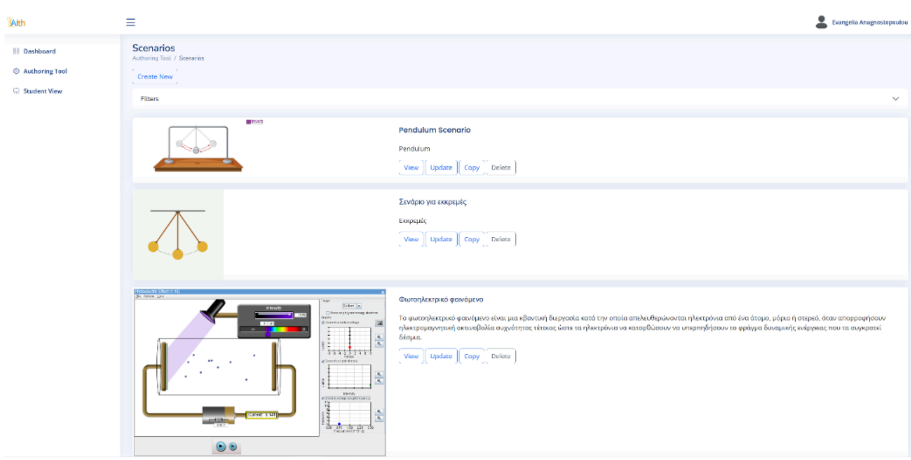

Figure 7: Main page

Creating a new scenario

To create a new scenario, the teacher should click the "New Scenario" button, as shown in Figure 8.

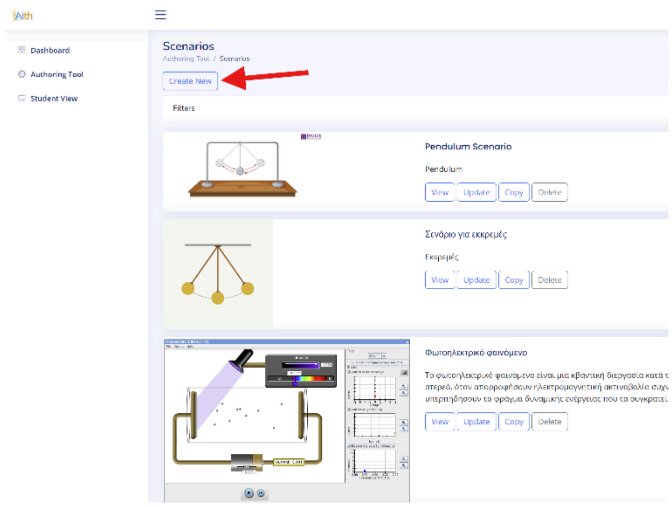

Figure 8: Create new scenario

Next, the teacher must complete all the required fields for the new scenario and click the "Create Scenario" button, as shown in Figure 9. Users can manage the visibility of their scenarios to control who can access and edit them. By default, all new scenarios are set to Private, meaning only the creator can view and edit them. However, users can change the visibility settings to Public, where the scenario becomes visible and accessible to all users on the platform, or to Organization Only, where the scenario is visible and accessible only to members of the user's organization.

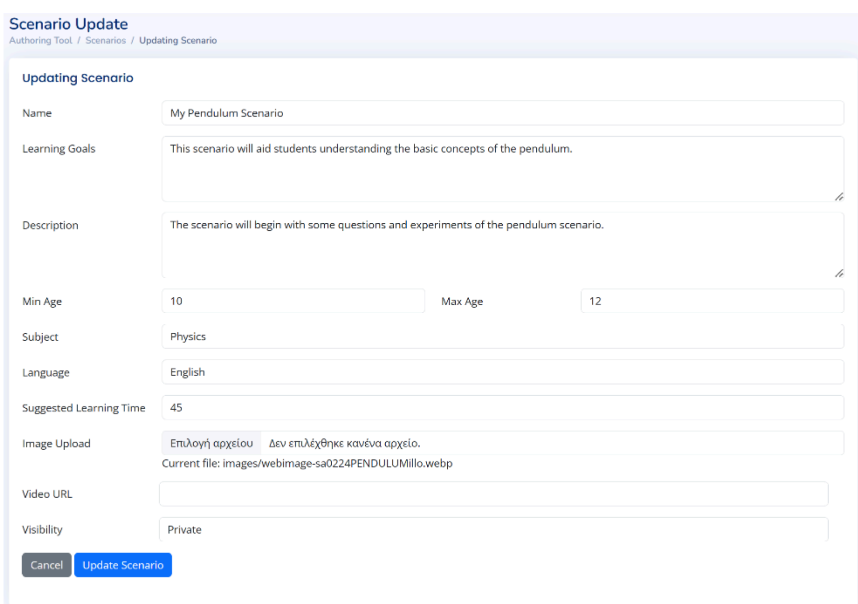

Figure 9: Scenario details page

Afterward, the user is redirected to the page where the newly created scenario is displayed. The next step is to create the first phase of the scenario by clicking the "Create Phase" button in Figure 10.

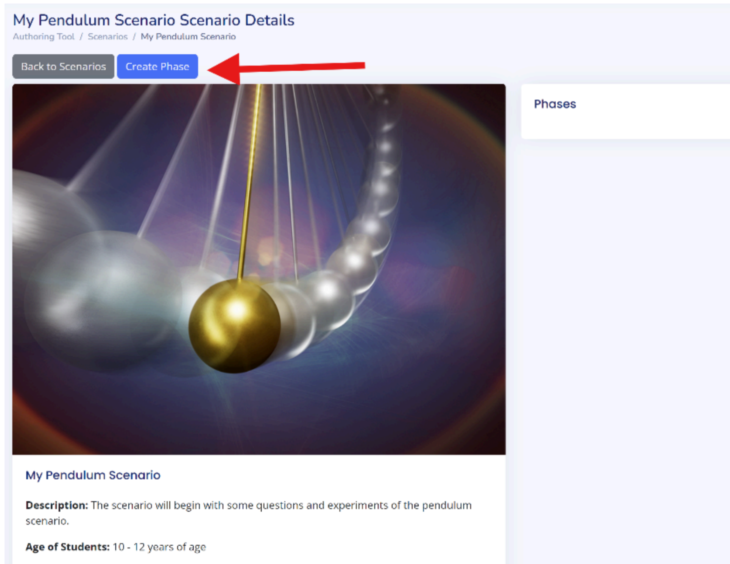

Figure 10: Scenario page

Then, the teacher should fill in the required fields for the phase, as shown in Figure 11, and click the "Create Phase" button.

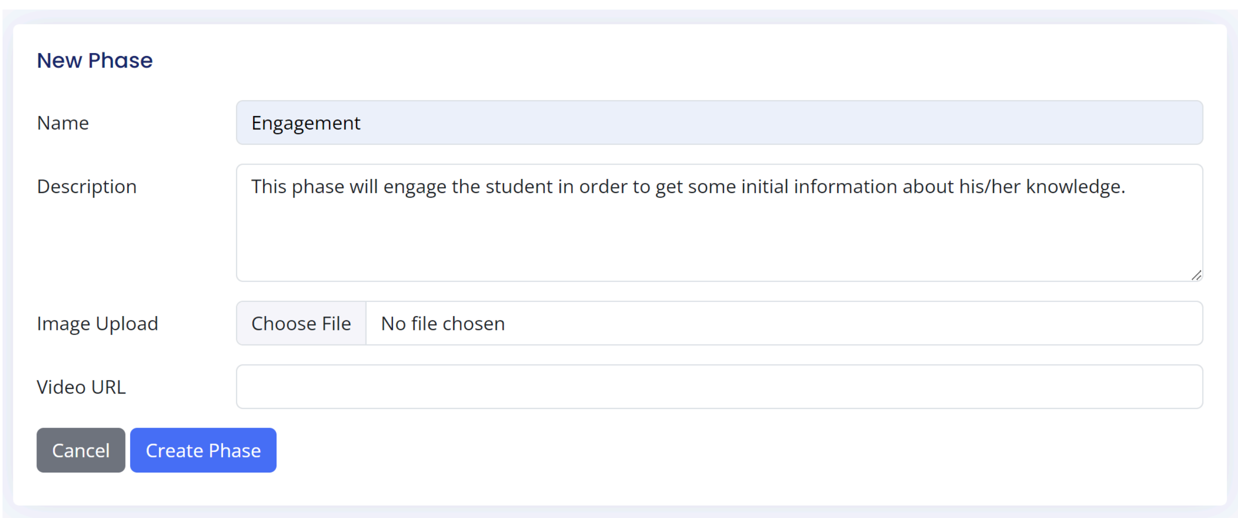

Figure 11: Create new phase

As shown in Figure 12, the Engagement phase has been created but contains no activities. The teacher can view all activities by clicking "View," edit the phase by clicking "Update," and delete the phase by clicking "Delete." By clicking the “View” button, the teacher will be redirected to Figure 13, where they can see all the activities of the selected phase and create new activities.

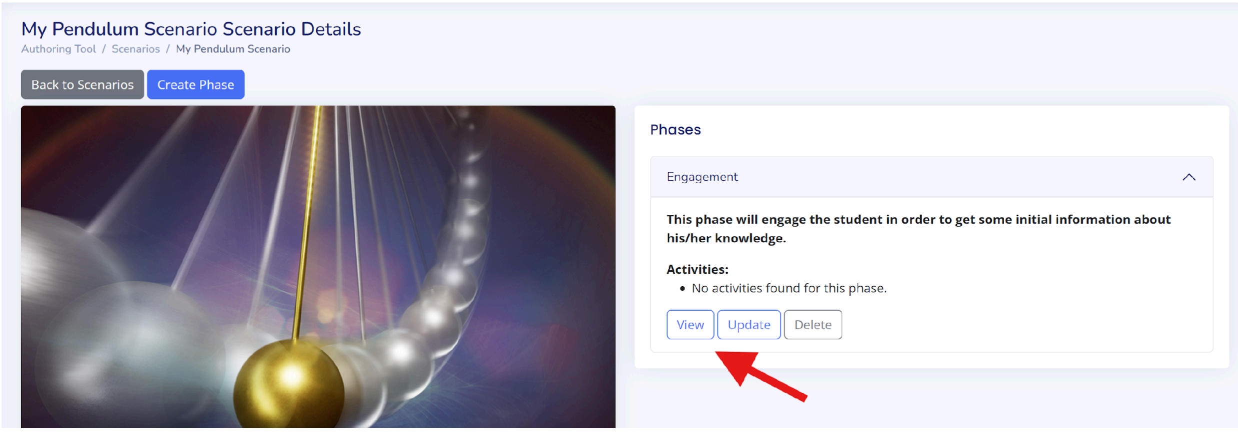

Figure 12: Scenario page that contains the Engagement phase

Creating Activities

The teacher can create a new activity by clicking the "Create Activity" button in Figure 13.

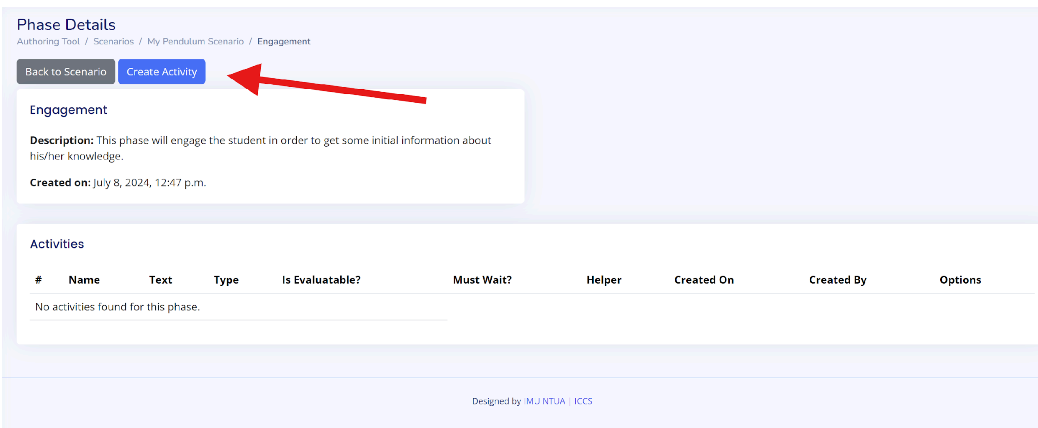

Figure 13: Phase Details page

After that, the teacher will be redirected to Figure 14, where they can create a new activity. They can create four types of activities: explanation, experiment, guidance, and question.

To create an explanation or guidance activity, the teacher must fill in the name of the explanation, write the text in the corresponding field, and select the type "Explanation" or "Guidance" from the dropdown menu in Figure 14, then click the "Create Activity" button.

To create an activity that is an experiment, the teacher needs to fill in the name and content of the activity and select the desired experiment from the dropdown menu, then click the "Create Activity" button. If the desired experiment is not available in the dropdown menu, the teacher should contact us and send the specific PHET experiment they would like to add so that we can include it in the available experiments.

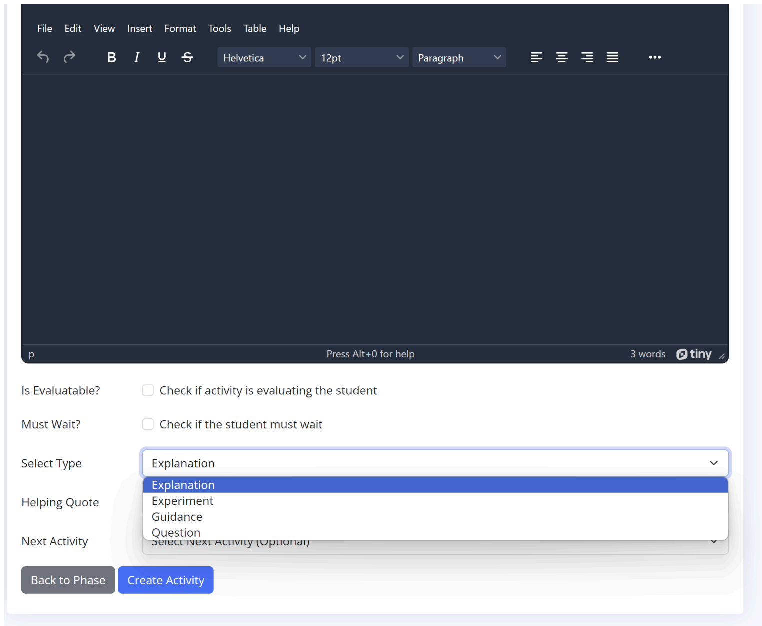

Figure 14: Create Activity page

To create an activity that is a question, the teacher must fill in the name and content of the activity and select the type “Question” from the dropdown menu, then click the “Create Activity” button. Afterwards, they will be redirected to the page in Figure 16, where they must fill in the possible answers to the question.

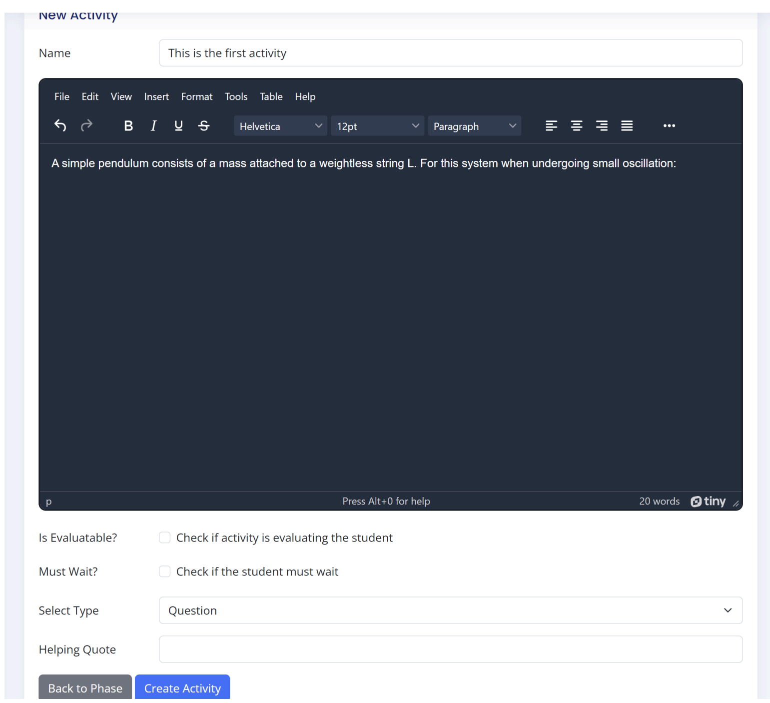

Figure 15: Create Question page

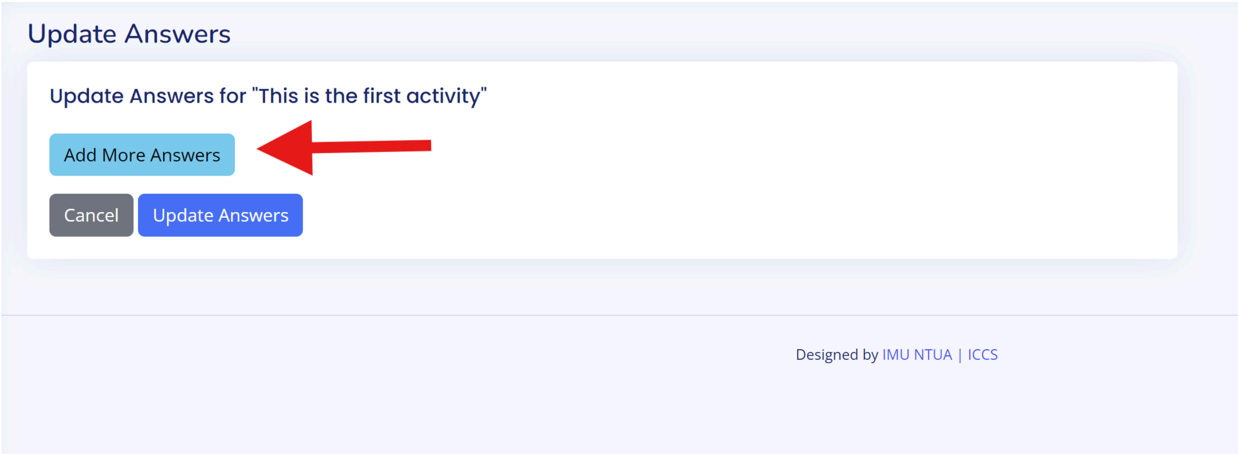

Figure 16: Create answers page

By clicking the "Add more answers" button in Figure 16, the form shown in Figure 17 will appear, where the teacher can add the possible answers to the question. In the “Answer Text” field, the teacher will enter the text of the answer that the student will see. If this answer is correct, they should select the “Is Correct?” checkbox. In the “Answer Weight” field, the teacher will input the weight of the specific answer, and in the “Next Activity field”, they will select from the dropdown menu which question the student will be redirected to if they choose that specific answer.

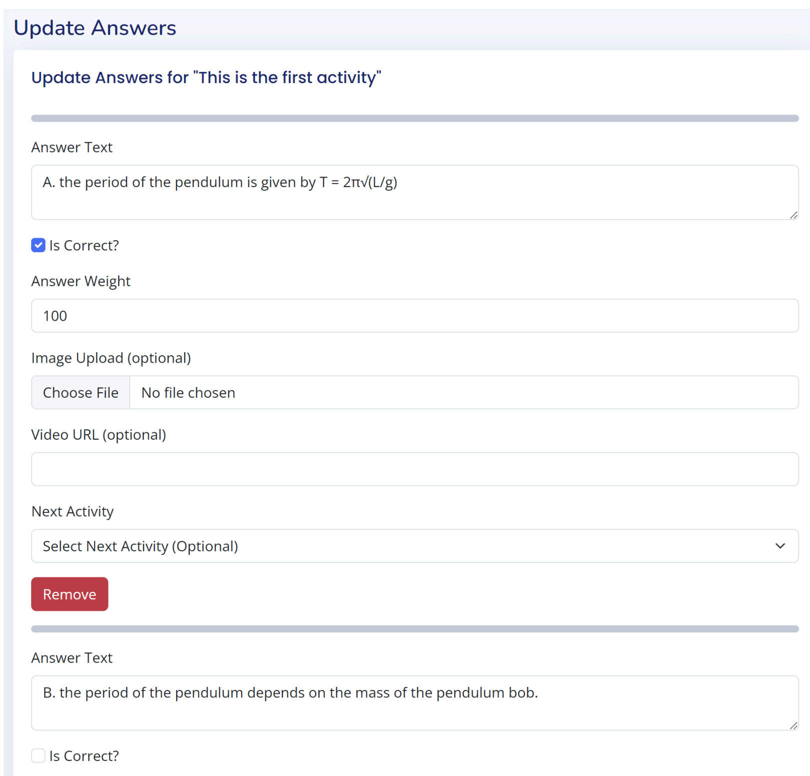

Figure 17:Update answers page

If another activity has already been created and the teacher wants to link them, they can simply find that activity in the Next Activity dropdown in Figure 18 or they can create a new one. The Next Activity field can be left unselected while creating the answers and can be changed later, once all the questions have been completed.

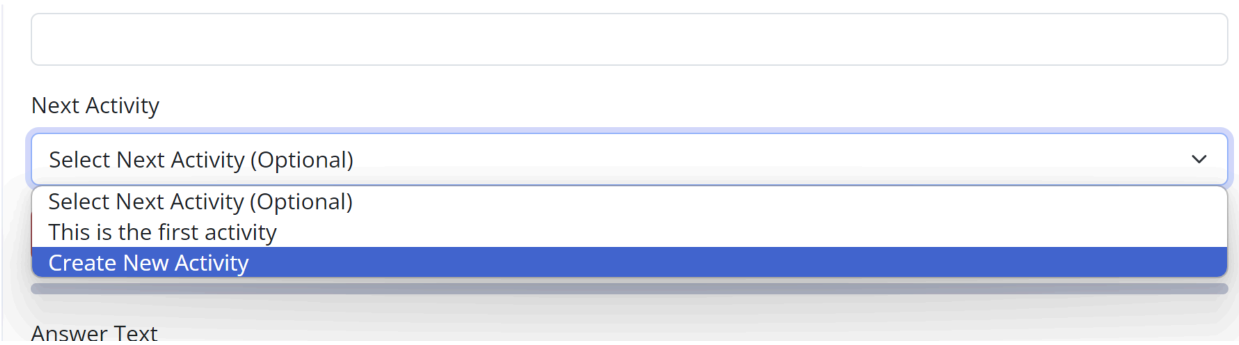

Figure 18: Next Activity field

The Image and Video fields are optional, in case the teacher wants the answer to include an image or video. Once the teacher has filled in all the possible answers for the question and clicks "Save", they will be redirected to Figure 19, where they can see the question they have created.

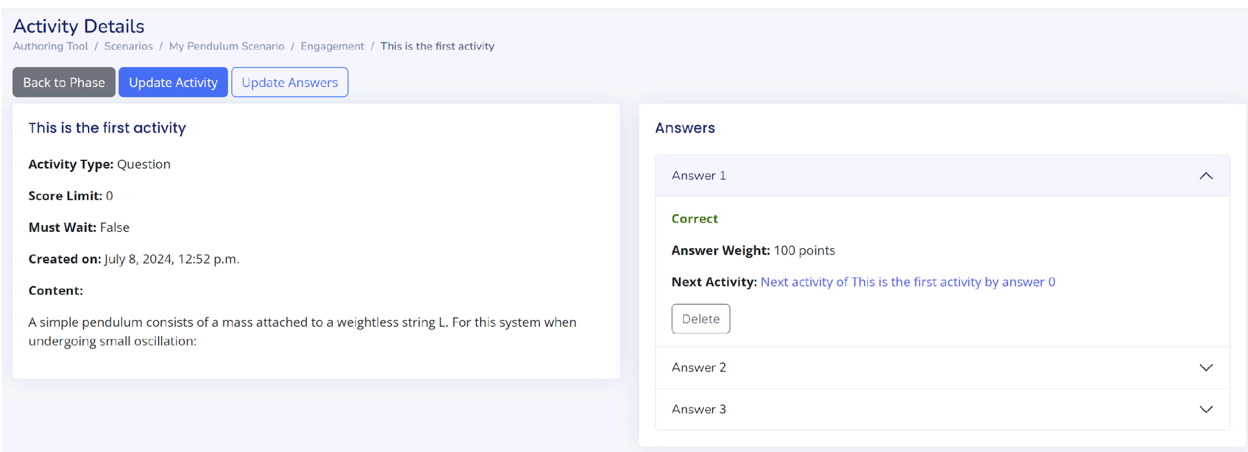

Figure 19: Activity details page

If the teacher wants to create a questionnaire that contains two or more questions, they must create all the questions, and in the last one, they should select the “Is Evaluatable” field. When the teacher selects “Is Evaluatable”, a multi-select dropdown will appear, as shown in Figure 20. There, they need to select the activities for that questionnaire and mark the “Primary Evaluation” checkbox if this is the primary evaluation of the phase. Note that each phase requires at least one primary evaluation to categorize students. Larger phases may consist of multiple primary evaluations.

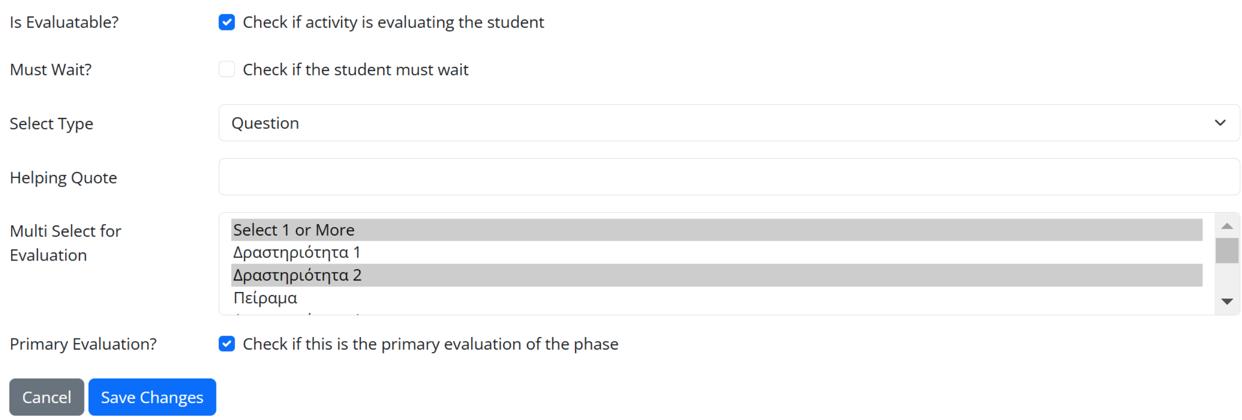

Figure 20: Multi select field for evaluation

After creating this activity, they will be redirected to Figure 21, where they will need to define the criteria for the three different paths. In the viewing of that activity, the teacher will be able to see the questionnaire activities as well as the next activities for each criterion.

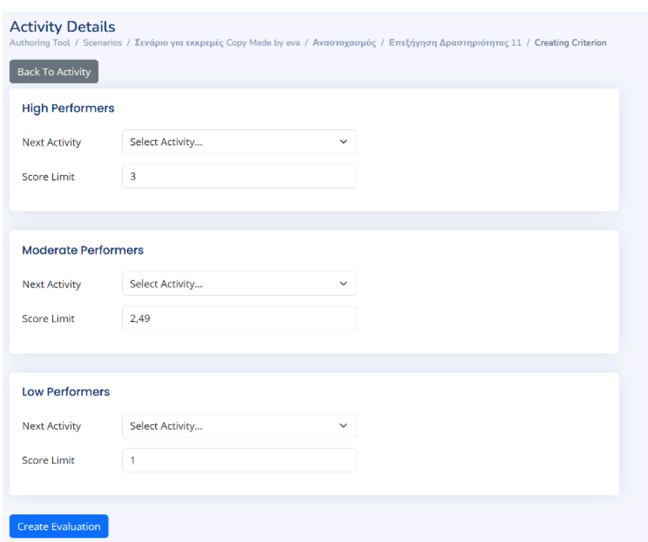

Figure 21: Create criterion page

Updating Activities

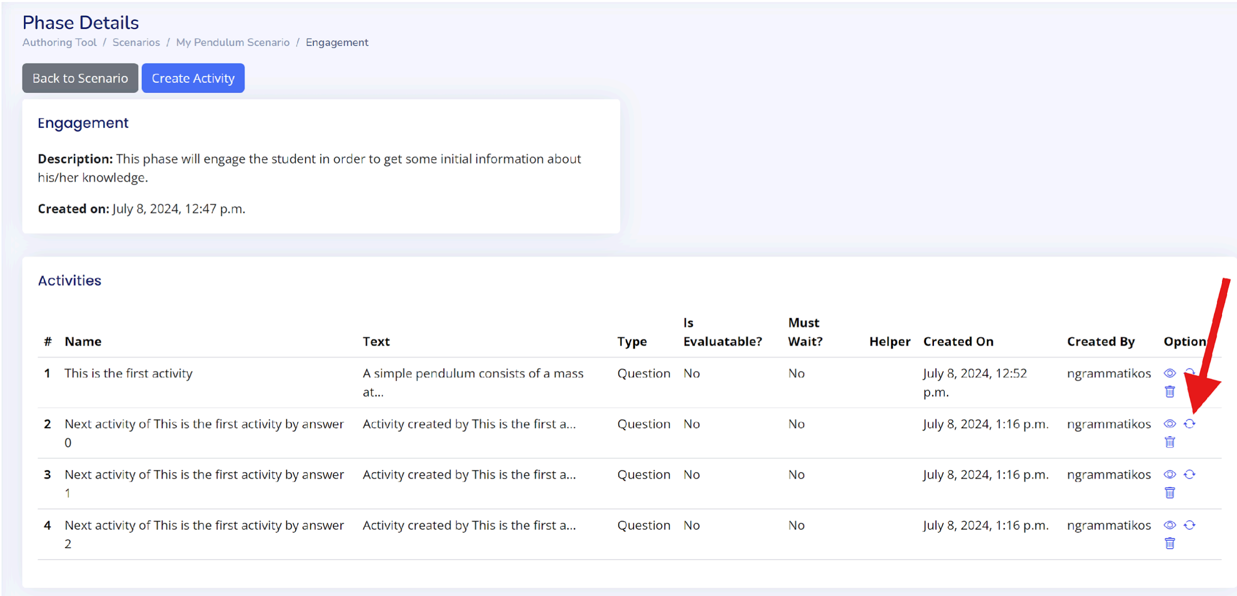

Figure 22: Phase details page

To update an activity, the teacher can either select the update icon from the phase details page, as shown in Figure 22, or select the view icon and be redirected to Figure 23, where they can click the “Update Activity” button.

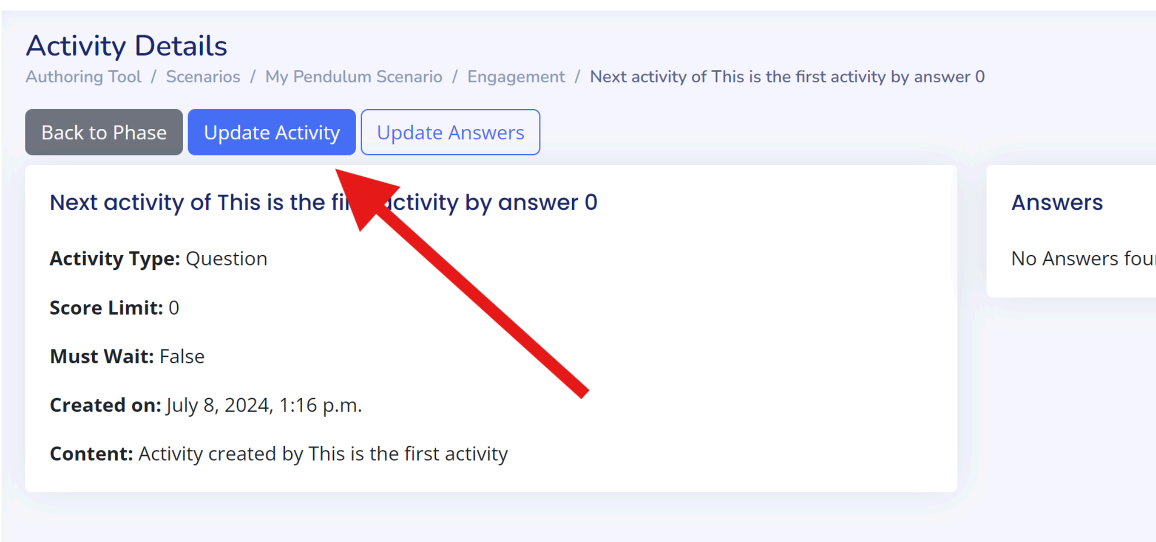

Figure 23: Activity details page

Afterwards, they can now change the type of activity and its content, as shown in Figure 24.

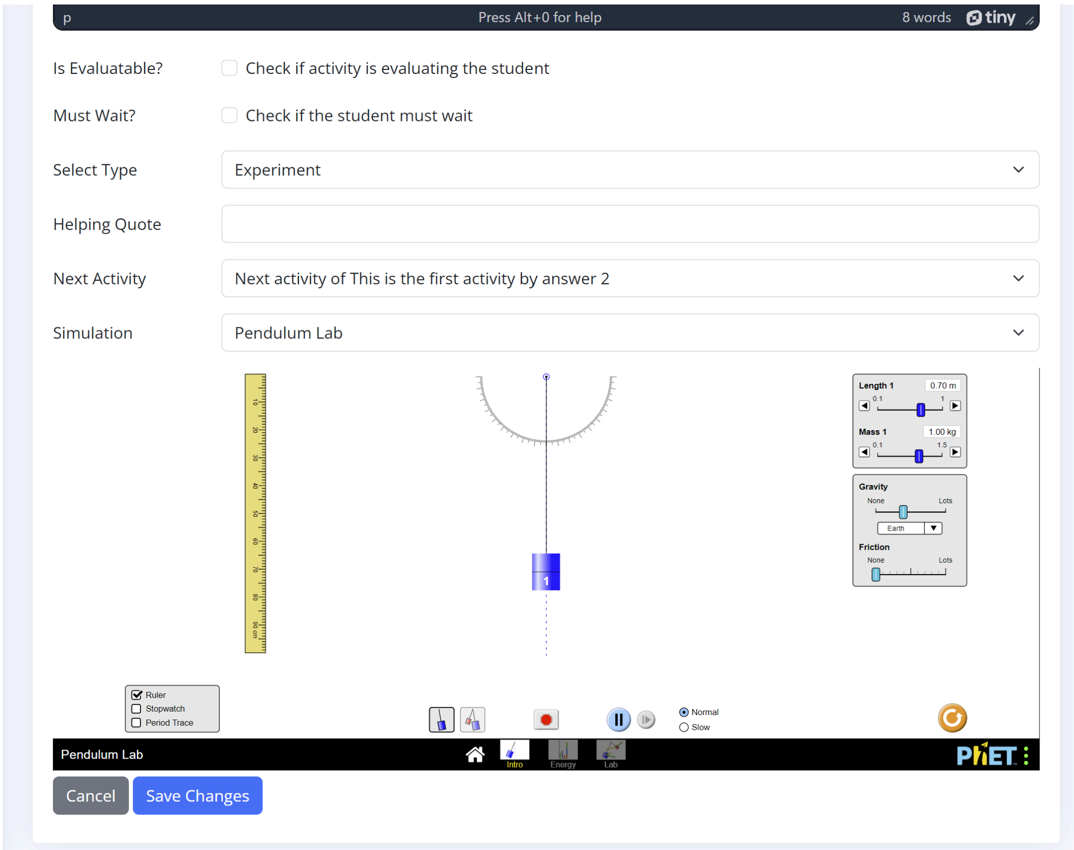

Figure 24: Update Activity details page

Lastly, teachers can see a general view of their scenario by going to the scenario page, as shown in Figure 25. Additionally, they can edit any activity they want by clicking on the activity box, which redirects them to the page with the details of the specific activity.

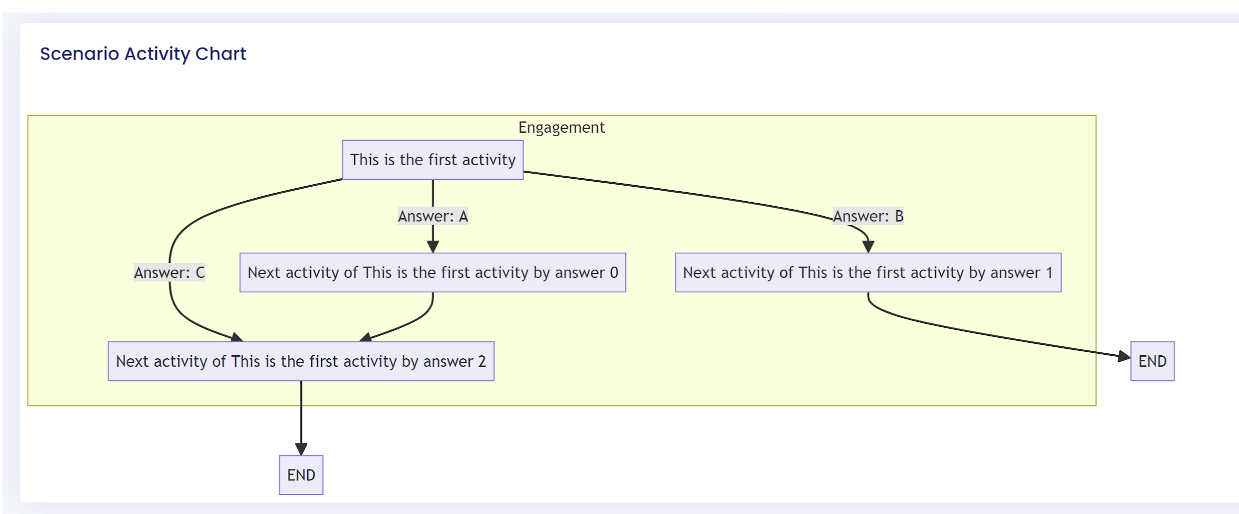

Figure 25: Scenario Activity Chart

Creating Student Groups

Teachers can create student groups, assign scenarios to these groups, and download credentials for each student account. To create a group, teachers should select the "Student groups" option from the sidebar menu on the main page, which will redirect them to the "User groups" page, as shown in Figure 26.

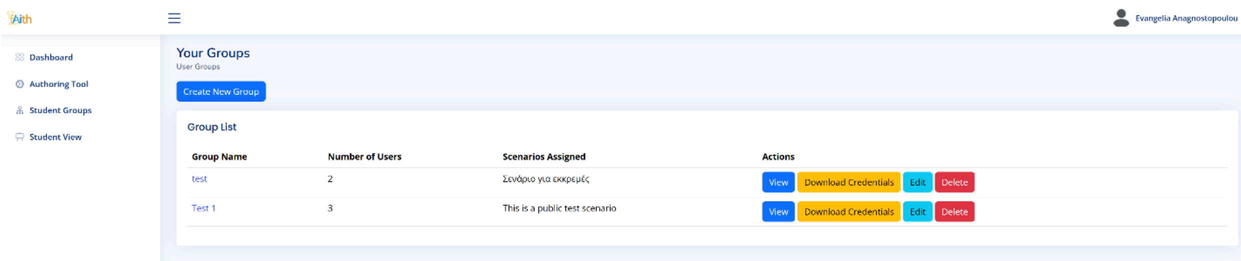

Figure 26: User Groups page

On this page, teachers can create new groups, view the groups they have already created, edit them, delete them, and download the credentials for the accounts that have been created.

To create a new student group, they need to click the "Create new group" button and then fill in the group's name, the prefix for the credentials, the number of accounts they want to create, and the scenario they wish to assign to the students, as shown in Figure 27.

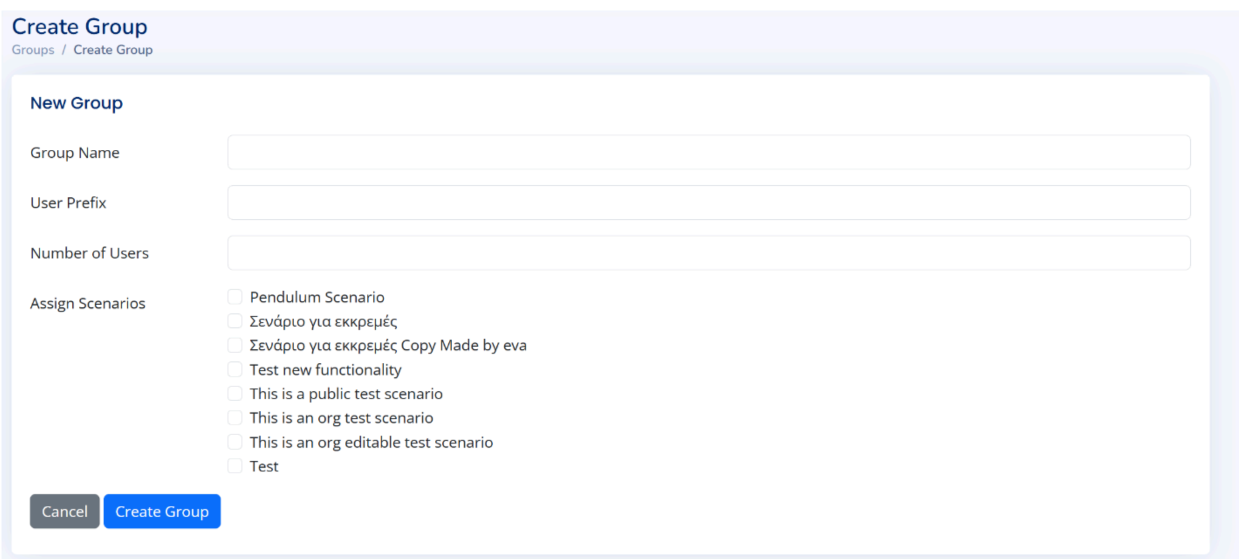

Figure 27: Create group page

By clicking the "Create group" button, the group will be created, and teachers can download the student credentials by clicking the "Download credentials" button to distribute them to their students.

Creating and Managing Organization

Users can create organizations to group other teachers from the same institution. To view all organizations or create a new one, a teacher should select the "Organizations" menu item from the options under their profile name, as shown in Figure 28.

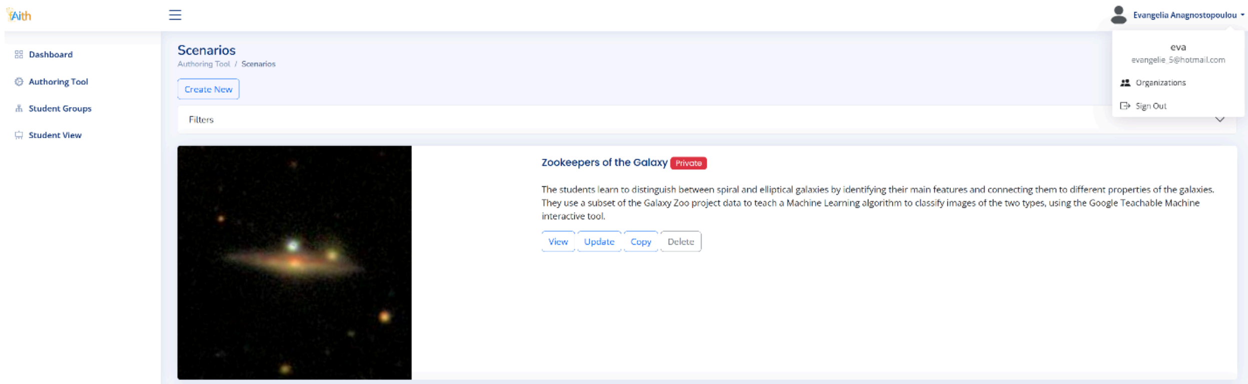

Figure 28: Main page

They will then be redirected to the "All Organizations" page, as shown in Figure 29, where they can view all organizations and edit their own.

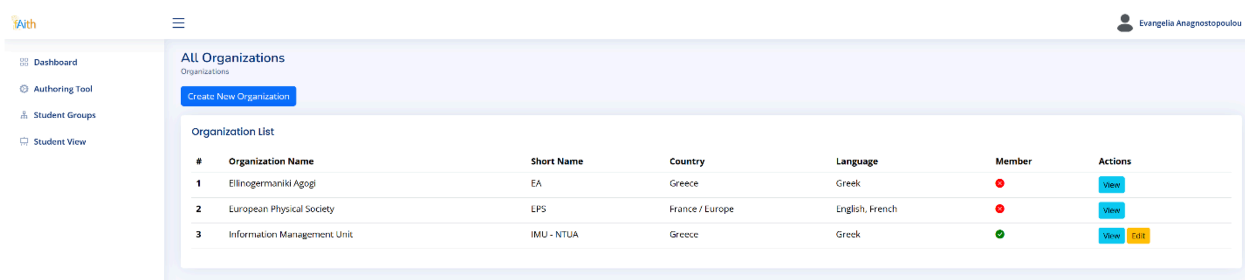

Figure 29: All Organizations page

To create a new organization, they need to click the "Create" button, which will take them to the "Create New" page, where they must fill in the required fields as shown in Figure 30.

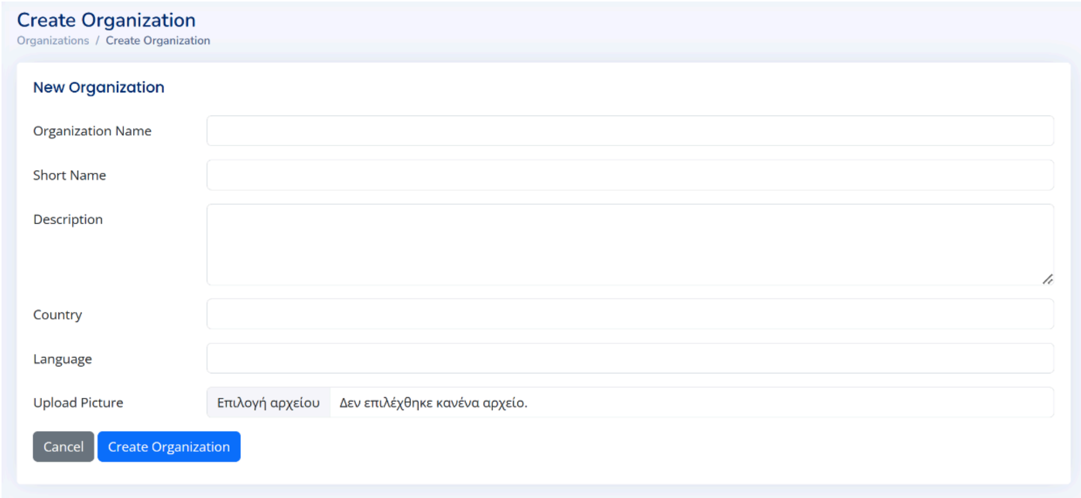

Figure 30: Create organization page

By clicking the "Edit" button for their organization, they will be redirected to the page shown in Figure 31, where they can add new members, edit, or delete their organization.

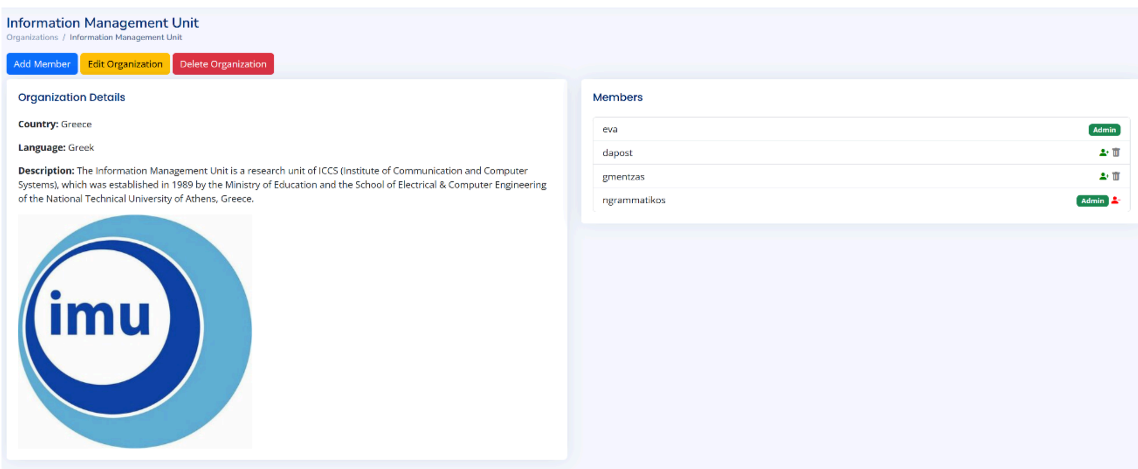

Figure 31: Organization page

To add new members, they need to click the "Add Member" button, which will redirect them to the page shown in Figure 32. On “Add Member” page, they can search for the team member they want to add by username, first name, or surname

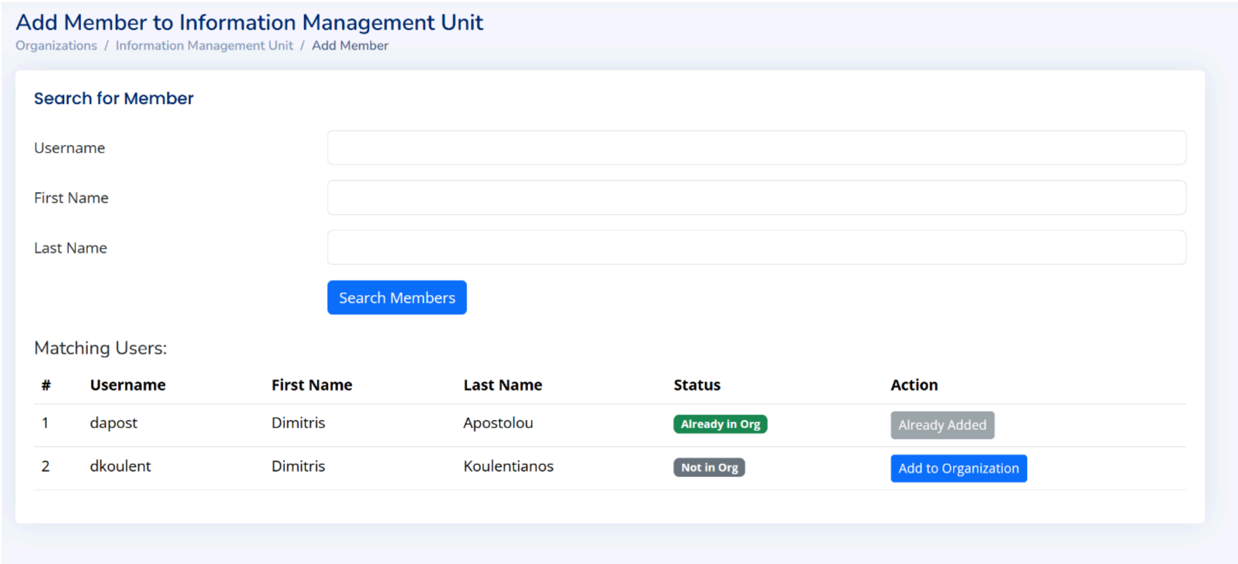

Figure 32: Add new member page