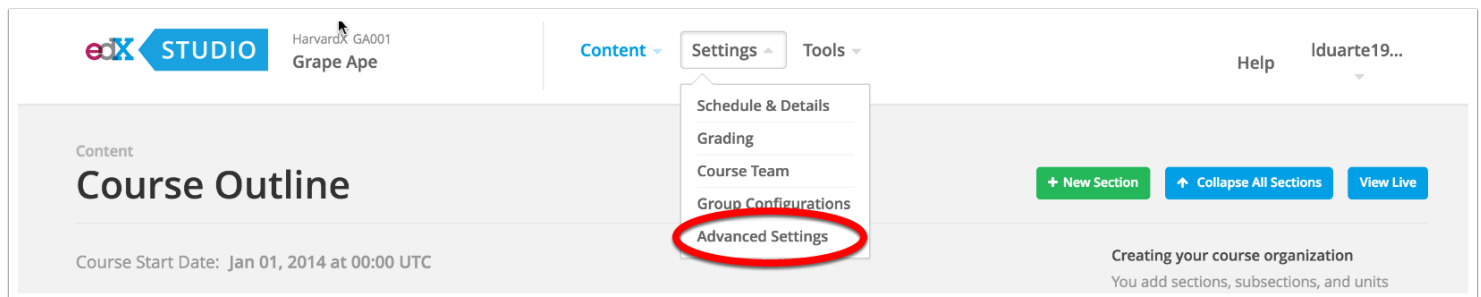


The following manual will guide the instructor through setting up the HxAT in edX. It will also go through the steps of setting up the tool in the Admin Hub

1. Adding LTI module to edX

First thing you need to do is head over to the "Advanced Settings" page in Studio.



1.1 Advanced Settings - Advanced Module List

edX allows you to add advanced modules, which are usually experimental, not commonly used because of the amount of settings involved to turn them on, or at least not necessarily upkept by edX. Here you can add the LTI module which allows you to add any LTI tool you would like as part of the platform. Here you will want to make sure you add "lti" (all lowercase!) to the "Advanced Module List". Note that the policy definitions are all in alphabetical order.

Advanced Settings

Manual Policy Definition

Warning: Do not modify these policies unless you are familiar with their purpose.

Show Deprecated Settings

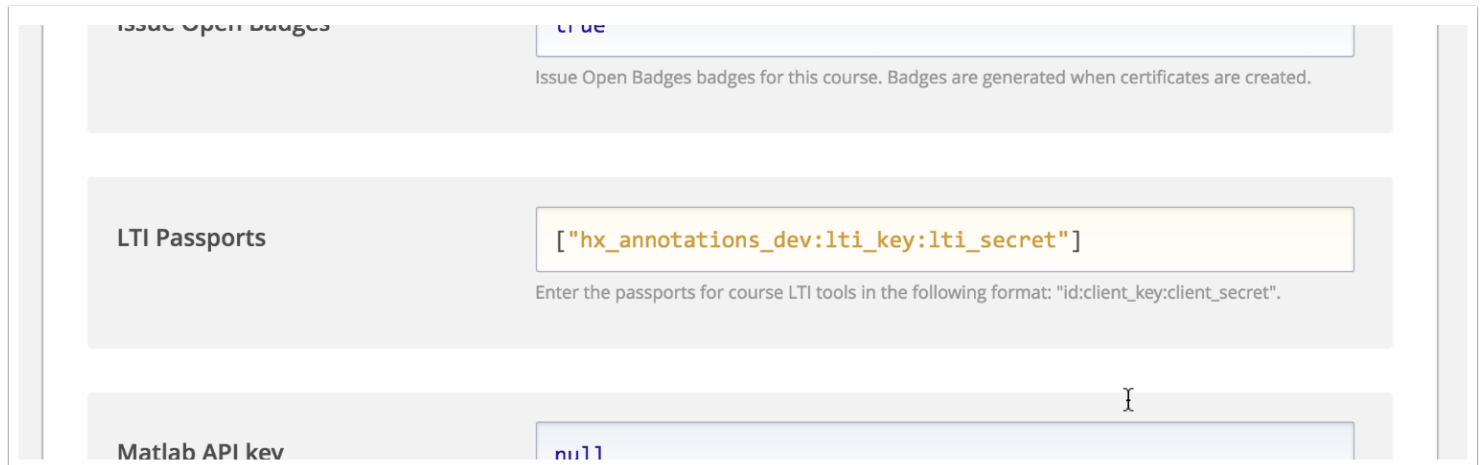
Advanced Module List

```
[  
  "openassessment",  
  "word_cloud",  
  "annotatable",  
  "lti",  
  "textannotation",  
  "videoannotation",  
  "split_test",  
  "imageannotation",  
  "library_content",  
  "recommender",  
  "poll",  
  "survey"  
]
```

Enter the names of the advanced components to use in your course.

1.2 Advanced Settings - LTI Passports

Now scroll down to the LTI Passports option. Here you will have to input an ID (could be anything you like, I call it "hxat" or "hx_annotations") followed by a colon, followed by the key for the LTI tool (ask for this information) and the secret password for the LTI tool (also ask for this) after a second colon.



The screenshot shows a configuration interface with three sections. The first section, 'Issue Open Badges', has a text input field containing 'true' and a description: 'Issue Open Badges badges for this course. Badges are generated when certificates are created.' The second section, 'LTI Passports', has a text input field containing '["hx_annotations_dev:lti_key:lti_secret"]' and a description: 'Enter the passports for course LTI tools in the following format: "id:client_key:client_secret".' The third section, 'Matlab API key', has a text input field containing 'null'.

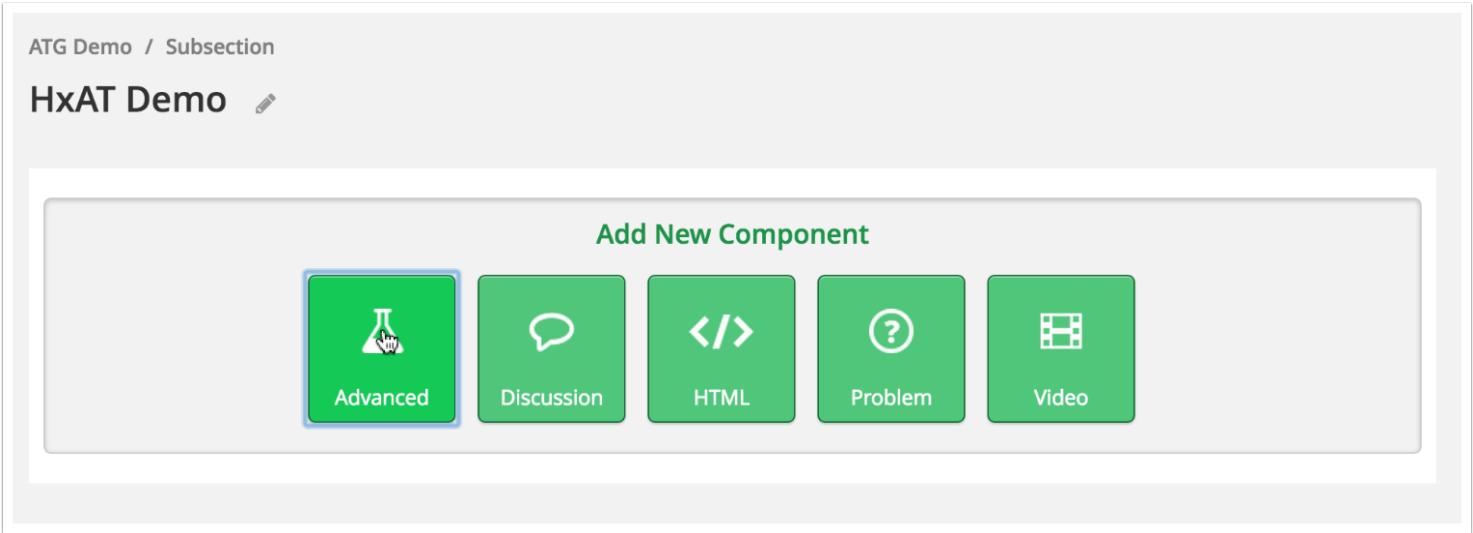
Issue Open Badges	true	Issue Open Badges badges for this course. Badges are generated when certificates are created.
LTI Passports	<code>["hx_annotations_dev:lti_key:lti_secret"]</code>	Enter the passports for course LTI tools in the following format: "id:client_key:client_secret".
Matlab API key	null	

1.3 Ready to Go!

That should be all you need! Please remember the ID code you used in the LTI Passports section as you will need to referenced later.

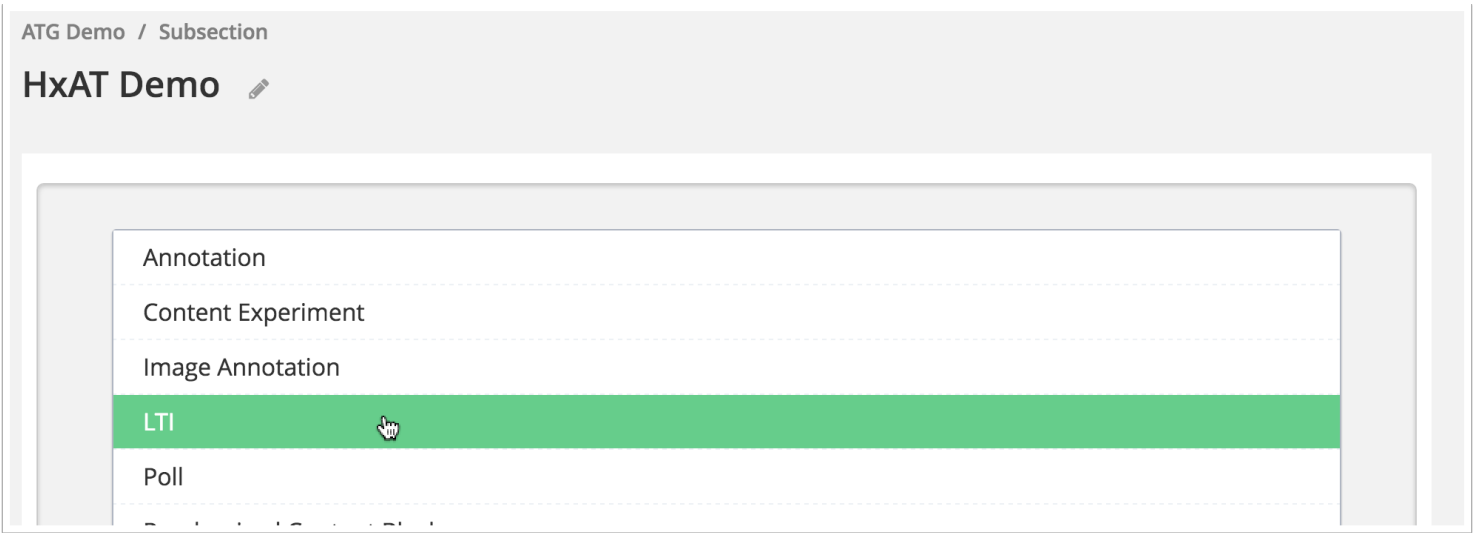
2. Setting Up HxAT in LTI Module

Now head over to the section in the course where you want the annotation tool to appear. Once you've created a new unit, you will see an "Advanced" button as an option to add a new component.



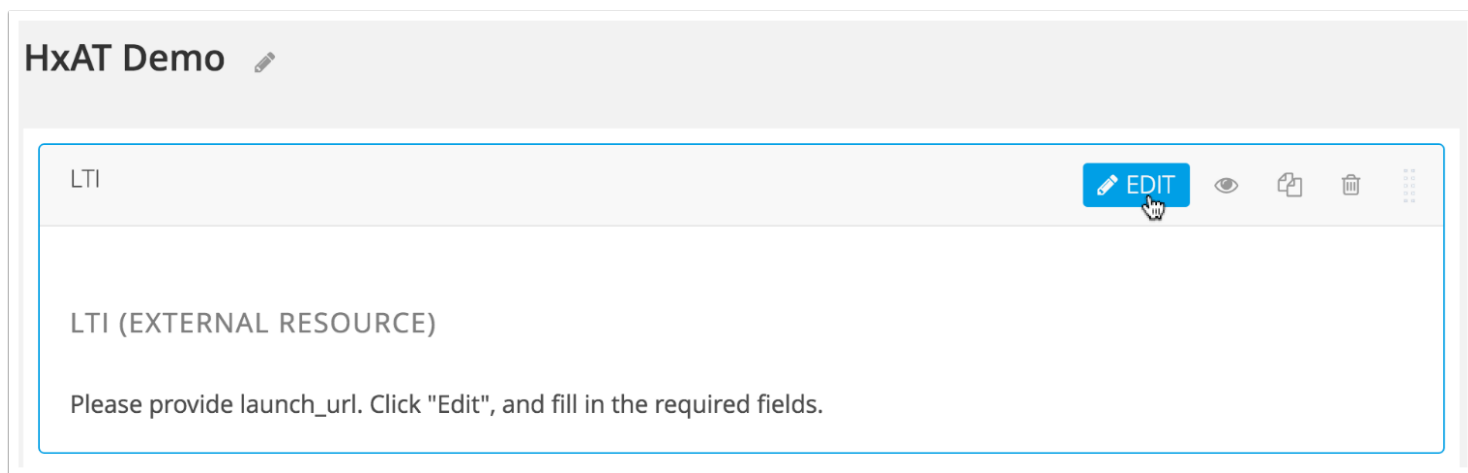
2.1 Add LTI Module

Now click on the "LTI" module option. **Note:** If you had previously turned on any annotation modules, DO NOT CLICK the option here. "Image Annotation" and "Text Annotation" will take you to the old tool that will be removed very soon and you may be left with errors in your course if you choose them as an option.



2.2 Editing the LTI Settings

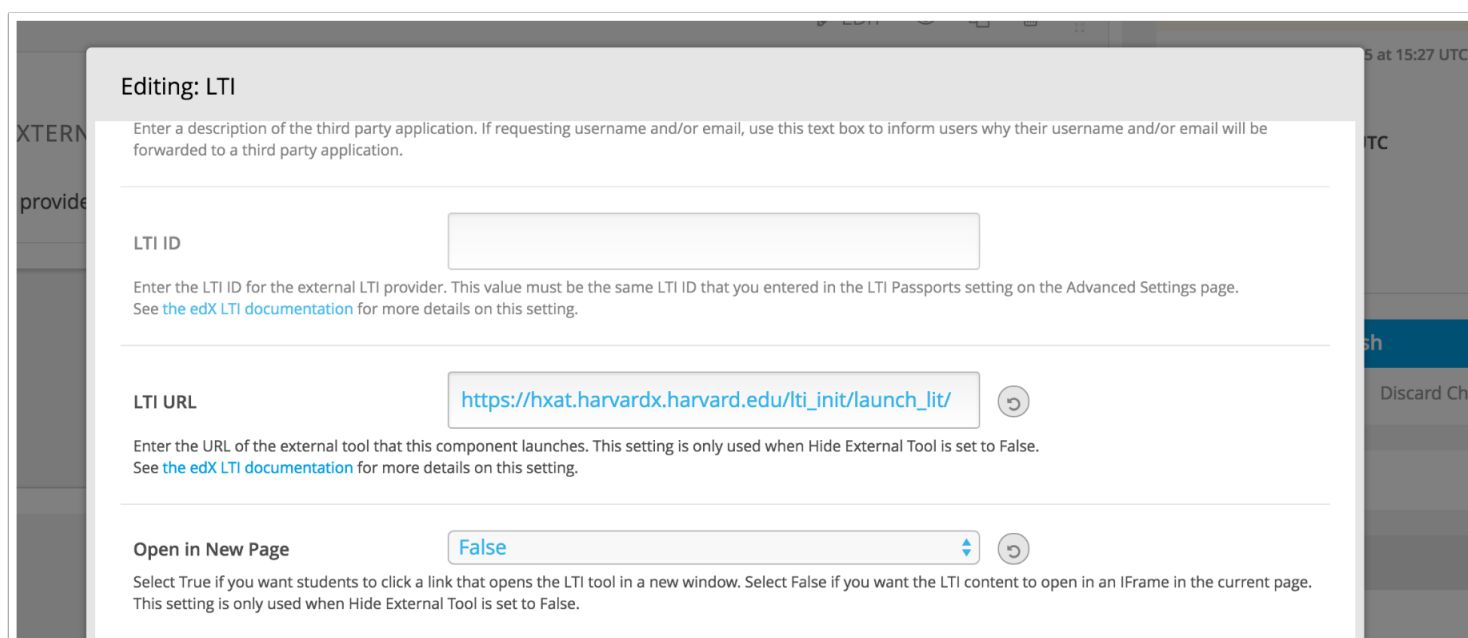
Now you will see a generic component for LTIs we will go into edit mode to set up the appropriate settings.



The screenshot shows the 'HxAT Demo' interface. At the top, there's a header 'HxAT Demo' with a pencil icon. Below it, a component titled 'LTI' is highlighted with a blue border. In the top right corner of this component, there's a blue 'EDIT' button with a pencil icon, which is being clicked by a mouse cursor. To the right of the 'EDIT' button are icons for visibility (eye), duplication (two documents), deletion (trash), and a settings menu (three dots). Below the 'LTI' header, the text 'LTI (EXTERNAL RESOURCE)' is displayed. At the bottom of the component, a message reads: 'Please provide launch_url. Click "Edit", and fill in the required fields.'

2.3 Settings - Part 1

After changing the Display Name for the component (as you would do with any other components), scroll all the way down to LTI ID. Remember the ID you were supposed to remember from Advanced settings? Here's where it comes into play. Change the LTI URL to the one below https://hxat.harvardx.harvard.edu/lti_init/launch_lti/. And change the Open in New Page to **False**.



The screenshot shows the 'Editing: LTI' dialog box. It has a title bar 'Editing: LTI'. Below the title bar, there's a text area for 'Enter a description of the third party application. If requesting username and/or email, use this text box to inform users why their username and/or email will be forwarded to a third party application.' Below this, there's a section for 'LTI ID' with a text input field. Below the 'LTI ID' field, there's a text area for 'Enter the LTI ID for the external LTI provider. This value must be the same LTI ID that you entered in the LTI Passports setting on the Advanced Settings page. See the [edX LTI documentation](#) for more details on this setting.' Below this, there's a section for 'LTI URL' with a text input field containing the URL 'https://hxat.harvardx.harvard.edu/lti_init/launch_lti/' and a refresh button. Below the 'LTI URL' field, there's a text area for 'Enter the URL of the external tool that this component launches. This setting is only used when Hide External Tool is set to False. See the [edX LTI documentation](#) for more details on this setting.' Below this, there's a section for 'Open in New Page' with a dropdown menu set to 'False' and a refresh button. Below the 'Open in New Page' dropdown, there's a text area for 'Select True if you want students to click a link that opens the LTI tool in a new window. Select False if you want the LTI content to open in an IFrame in the current page. This setting is only used when Hide External Tool is set to False.'

2.4 Settings - Part 2

The last option you **must** turn on is to change request user's username to **True**. Then hit Save to finish the set up. **Note:** Because of a current studio issue with edX, you will see a **403 Forbidden** error. Do not freak out, publish and view live or just hit preview and you will see the admin hub.

Editing: LTI

Select True if you want students to click a link that opens the LTI tool in a new window. Select False if you want the LTI content to open in an IFrame in the current page. This setting is only used when Hide External Tool is set to False.

Request user's email

False

Select True to request the user's email address.

Request user's username

True

Select True to request the user's username.

Scored

False

Select True if this component will receive a numerical score from the external LTI system.

Weight

1

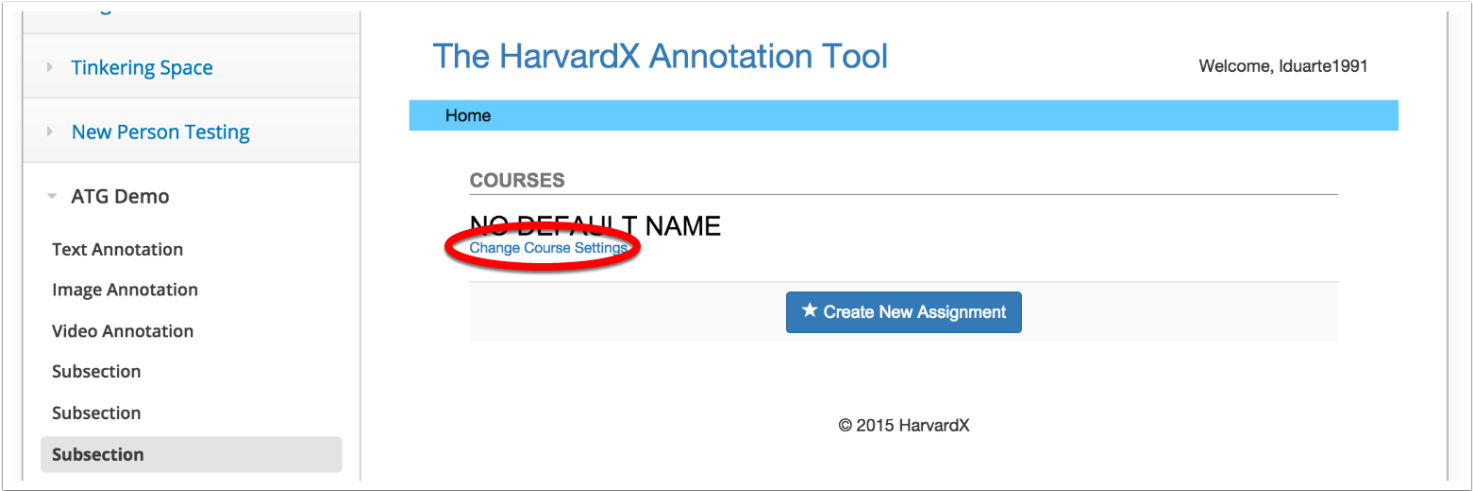
Enter the number of points possible for this component. The default value is 1.0. This setting is only used when Scored is set to True.

Save

Cancel

3. Admin Hub

The first time you open the annotation tool, you will see the following page. It will take your course ID from edX but edX does not pass in the actual name of the course. So first step after you reach here is to hit the "Change Course Settings" button.



3.1 Course Settings Page

In this page you will change the name of the course. Everything is done via the course ID so you can feel free to change the name of the course to whatever you'd like. Learners can currently not see this, but always err on the side of it popping up somewhere.

Here you can add administrators for the course. When one of your TFs/Staff logs on for the first time they will not be able to see the course until you add them to course admins. They will need to log in at least once via edX to create a profile (happens automatically when they reach this page). Then you will see them from the dropdown list and be able to add them.

The HarvardX Annotation Tool

Welcome, lduarte1991

Home

Edit Course

Course name:

HarvardX Test Course

Course admins:

ubuntu, lduarte1991, Rashmi Singhal, Sidhani

ubuntu

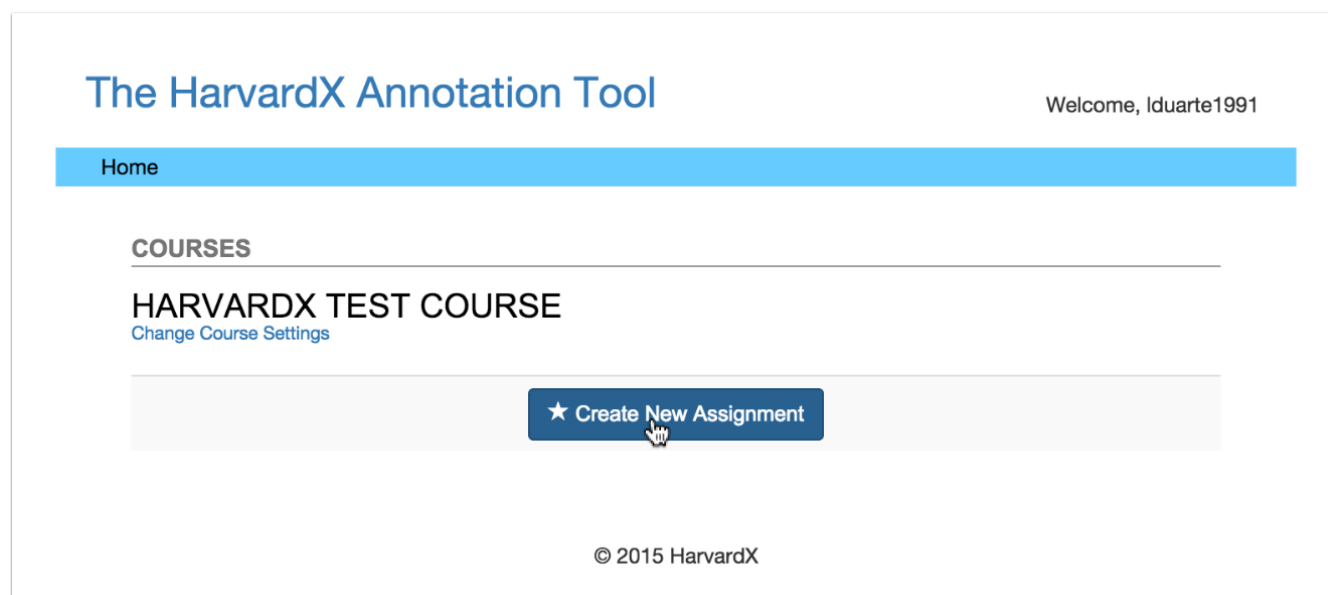
Luis Duarte

lduarte1991

Duarte

3.2 Assignments - Part 1

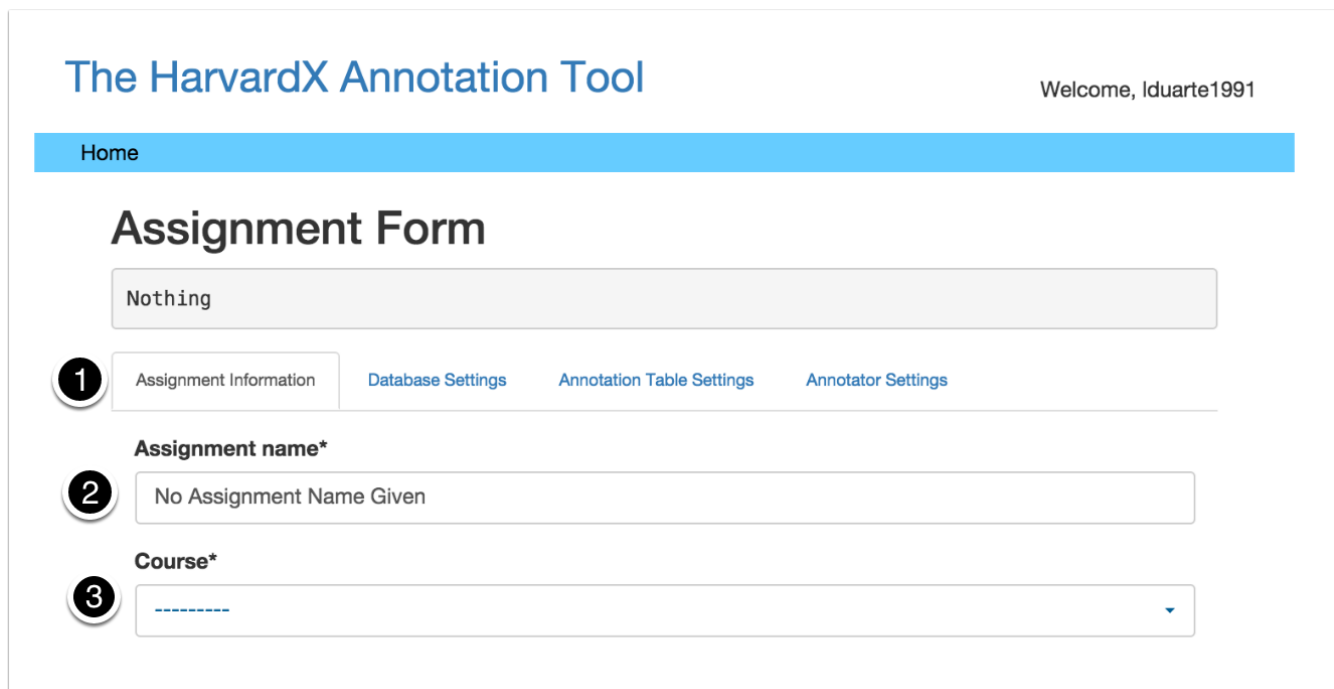
Let's start out with your first assignment. Once back in the hub main page, hit the "Create New Assignment" button.



3.3 Assignments - Part 2

The Assignment page is split up into two areas. The first area is the tabular options section on the top half of the page.

1. In the first part you will see different Tabs, each with its own set of information that must be filled out. If you forget to fill out one or more of the required fields, you will be brought back to this page and the missing section will be marked in red, so make sure you go through each tab to make sure you've filled out all pertinent information.
2. Give a name to the Assignment. They are organized in reverse chronological order on the main page (i.e. the newest assignment at the top) so make sure you name it something that will let you keep track of it.
3. Course: make sure you associate it with your course.



The screenshot shows the 'The HarvardX Annotation Tool' interface. At the top right, it says 'Welcome, lduarte1991'. Below the title is a blue bar with 'Home'. The main heading is 'Assignment Form'. Below this is a grey box containing the text 'Nothing'. There are four tabs: '1 Assignment Information' (selected), 'Database Settings', 'Annotation Table Settings', and 'Annotator Settings'. Under the 'Assignment Information' tab, there are two required fields: 'Assignment name*' with a text input containing 'No Assignment Name Given', and 'Course*' with a dropdown menu showing '-----'.

3.4 Assignments - Part 3

1. Database Settings contains information about where the annotations are stored. Make sure to get the following information from the person in charge. **Do NOT use the same information you may have used in a previous version of the course as those credentials may be removed without notice.**
2. URL - make sure that this is pointing to the production, i.e. the url should not say "dev" anywhere.

3. APIKey is a username to access the database
4. Secret token is the password to access the database. DO NOT SHARE THIS WITH ANYONE.

Assignment Information **1** Database Settings Annotation Table Settings Annotator Settings

Annotation database url*

2

Annotation database apikey*

3

Annotation database secret token*

4

3.5 Assignments - Part 4

1. This section sets up the dashboard (in this case sidebar) for the annotations.
2. Allows you to include an instructor tab to separate out instructor annotations.
3. Sets what the default tab for the dashboard
4. How many annotations are loaded initially, default is 50.

Assignment Information Database Settings **1** Annotation Table Settings Annotator Settings

2 ☐ Include instructor tab
Include a tab for instructor annotations.

Default tab*

3 Public

Pagination limit*

4

How many annotations should show up when you hit the 'More' button?

3.6 Assignments - Part 5

1. These are specific settings for the annotation tool and what you see over the target content.
2. Allows you to add predetermined tags and colors
3. Input tags and colors in the following manner: **tag1:color1,tag2:color2,tag3:color3**
4. Purely experimental settings at the moment, will notify when these become available.

Assignment Information Database Settings Annotation Table Settings **1** Annotator Settings

Colored Highlights

2 Allow highlights
Allow predetermined tags with colors.

3 Highlights options

4 Turn Settings On/Off

☐ Allow touch
Allow touch devices to use tool (warning, experimental).

☐ Allow flags
Allow users to flag items as inappropriate/offensive.

3.7 Assignments - Part 6

The second part to the assignment page lets you organized all of the source material you are including in this one assignment. You should see a table below with at least one row. In each row you will see a source material name (or the words "Nothing selected" if it's your first time here), a plus sign, a gear icon, a trash icon, and three vertical dots.

1. The first item you will notice is a big green button that says "Add Source Materials". Note: This does not create new materials! It only adds existing ones. You can add materials by hitting the plu icon (#3 below) on a new row you have added. Think of this as making a spreadsheet and linking out to the individual pieces of text or the images you want to include in this assignment.

2. Here you will see the name of the current selected material. If you click on it, you'll get a dropdown list of all available source materials from all different courses. Once the list gets too long, you might want to use the search functionality to find the source material you are looking for.
3. The plus sign on the right allows you to create a new piece of source material (text/image/video). Clicking on this will cause a pop-up window to appear that lets you input your information. Once you hit save there, it should automatically select the new material piece in the dropdown menu to the left (#2).
4. The gear allows you to set settings particular to this assignment. Currently you can add instructions to the source material for this assignment, set up any mirador settings for images, and even allow you to link specific css to the page from an external source.
5. The trash icon allows you to delete the row. Note: this does not delete the source material, but merely disconnects it from this assignment. If you really need to delete a piece of source material let me know, otherwise feel free to edit.
6. I suggest you only do this after saving at least once: you can move the rows up or down to reorganized the source materials to the order you want them. You can always come back and do this if you've saved before.

Source Material

To add an existing source, hit the green "Add Source Materials" button and use the dropdown menu to select the source you are using. If you would like to create new source material, hit the **+** next to the new line instead of choosing from the drop down menu. Use the **⚙** to set instructions, custom CSS, and mirador settings for that item. Hit the **🗑** to remove the source material from this assignment (it does **not** delete the source material. Use the **⋮** to reorder the source material within this assignment.

2

Assembled Paintings of Commodore Perry's Visit" by None

3

4

5

6

+

⚙

🗑

⋮

1

+ Add Source Materials

★ Save

✖ Cancel

3.8 Editing the Hub

1. Once you hit save above you should be taken back to the main hub page. Here you will find the assignment you just created. Clicking on the row or the arrow on the right will open up the assignment to reveal your source materials in the order they appeared in the previous section.
2. Clicking on the edit button to the left of an assignment will take you to the page with the settings you just saw above (Steps 3.2-3.7)
3. Clicking on the name of the assignment will take you to what the students will see while clicking on the edit to the left will take you to the page you reached when you first made that source material.
4. Hitting Setup Info will make a box appear at the top of the screen with information on how to get the user to be directed to the appropriate page (**extremely important step!!!**)

The HarvardX Annotation Tool

Welcome, Iduarte1991

Home

COURSES

HARVARDX TEST COURSE

[Change Course Settings](#)

2

Edit

Assignment One

1

^

Title	Author	Date Created
<div><div>Edit</div><div>Assembled Paintings of Commodore Perry's Visit</div><div>(Setup Info)</div></div> <div>3</div>	None	1 month ago
<div><div>Edit</div><div>Ode to a Nightingale</div><div>(Setup Info)</div></div> <div>4</div>	John Keats	2 months, 1 week ago

★ Create New Assignment

3.9 Setup Info Clicked

You will see a box appear with two fields (collection_id) and (object_id) and values associated with that page. **Note:** you only need to do this for the first object in the assignment that the users will see. Open up studio in a separate screen and hit edit on the LTI module to bring up the "custom parameters" setting.

COURSES

HARVARDX TEST COURSE

[Change Course Settings](#)

In order to access the chosen object via LTI, make sure to add the following as custom parameters:

collection_id=7ab9e91c-727d-445a-8744-ba63e3739057

object_id=6

Edit Assignment One

Title

Author

Date Created

Edit

Assembled Paintings of Commodore Perry's Visit
(Setup Info)

None

1 month ago

3.10 Leading Students to the right page

Hit the blue "Add" button on the edit settings section and copy and paste the values into different lines, one for collection_id and one for object_id. Once that is complete, hit save and now when you switch to "Student" in preview or live mode, you should be taken to the page you specified below. Otherwise, you will see an error!!

Editing: LTI

Accept grades past deadline

Select True to allow third party systems to post grades past the deadline.

Button Text

Enter the text on the button used to launch the third party application.

Custom Parameters

Add the key/value pair for any custom parameters, such as the page your e-book should open to or the background color for this component. See [the edX LTI documentation](#) for more details on this setting.