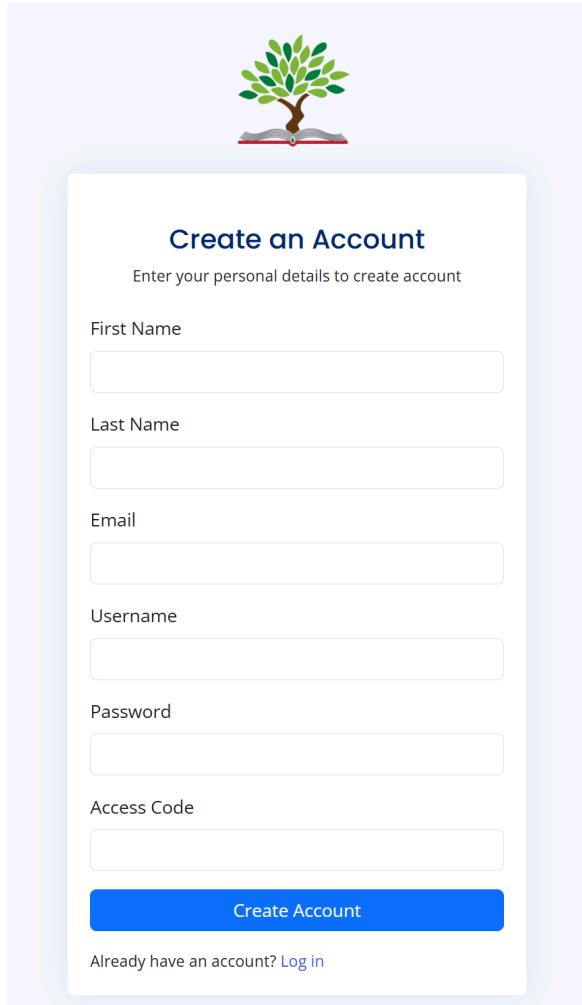


# Trust-AI-Lab Authoring Tool Tutorial

## 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.



The image shows a screenshot of the 'Create an Account' page. At the top center is a logo of a stylized tree with green leaves and a brown trunk. Below the logo, the title 'Create an Account' is centered in a blue font. Underneath the title is a placeholder text 'Enter your personal details to create account'. The form consists of six input fields: 'First Name', 'Last Name', 'Email', 'Username', 'Password', and 'Access Code'. Each field has a corresponding text input box below it. At the bottom of the form is a large blue button labeled 'Create Account'. Below the button, there is a link 'Already have an account? [Log in](#)'.

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

}{80s%3B\x/+

## 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.

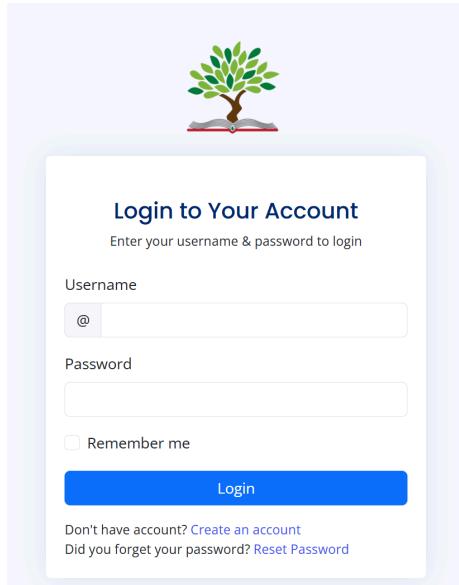


Figure 2: Login page

## 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.

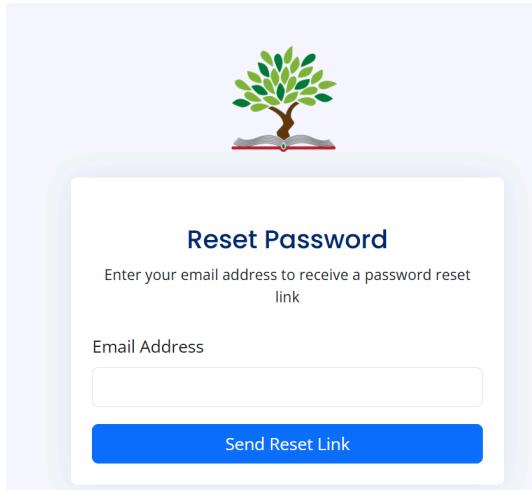


Figure 3: Reset password page

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.

Hello eva,

You requested a password reset for your account. Click the link below to reset your password:

[Reset Password](#)

If you didn't request this, you can ignore this email.

ICCS TEAM - Information Management Unit

[trust-ai-lab.eu](http://trust-ai-lab.eu)

*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.



**Set New Password**

- At least 8 characters long
- Not too similar to your username
- Not entirely numeric
- Not a common password

New Password

Confirm New Password

[Change my password](#)

*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.

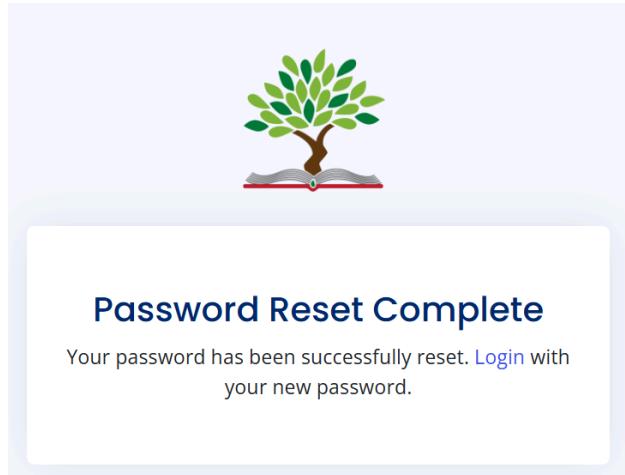


Figure 6: Password Reset Complete page

## 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.

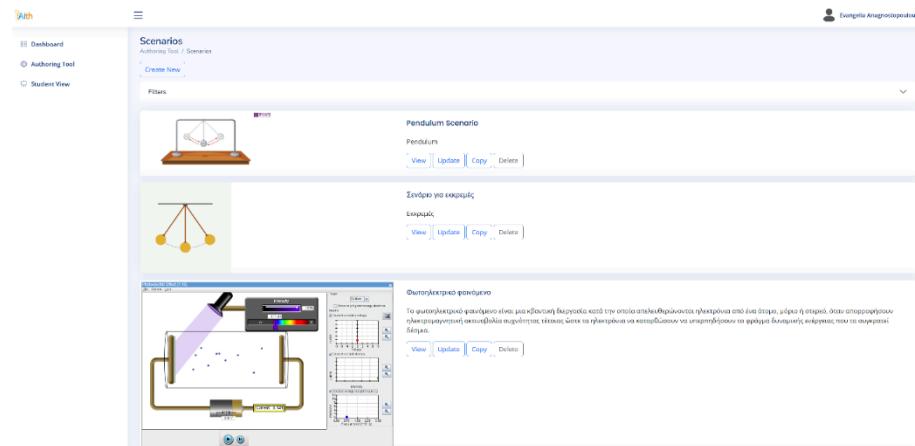


Figure 7: Main page

## Creating a new scenario

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

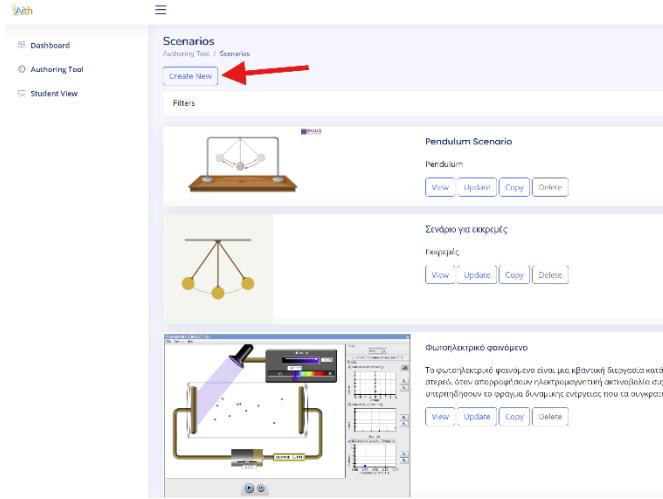


Figure 8: Create new scenario

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.

A screenshot of the 'Scenario Update' page. The title is 'Updating Scenario' under 'My Pendulum Scenario'. The form includes fields for Name (My Pendulum Scenario), Learning Goals (This scenario will aid students understanding the basic concepts of the pendulum.), Description (The scenario will begin with some questions and experiments of the pendulum scenario.), Min Age (10), Max Age (12), Subject (Physics), Language (English), Suggested Learning Time (45), Image Upload (file: images/webimage-sa0224PENDULUMillo.webp), Video URL, and Visibility (Private). At the bottom are 'Cancel' and 'Update Scenario' buttons.

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.

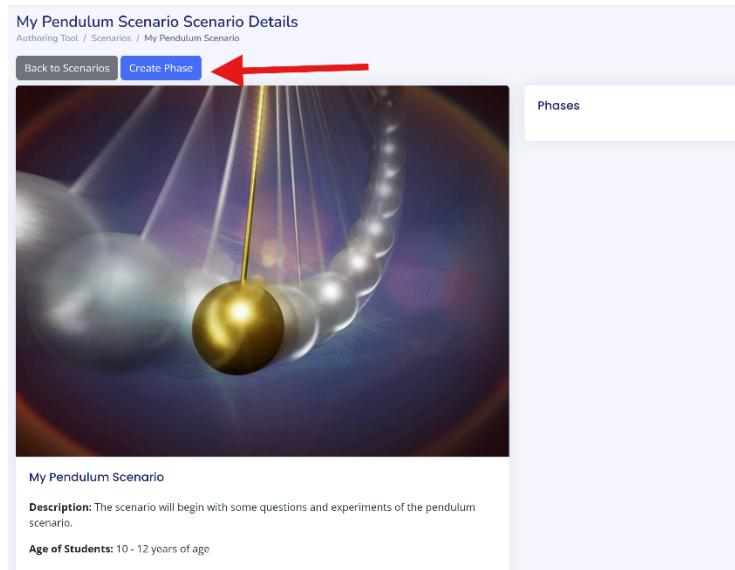


Figure 10: Scenario page

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

New Phase	
Name	Engagement
Description	This phase will engage the student in order to get some initial information about his/her knowledge.
Image Upload	Choose File   No file chosen
Video URL	<input type="text"/>
<button>Cancel</button> <button>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.

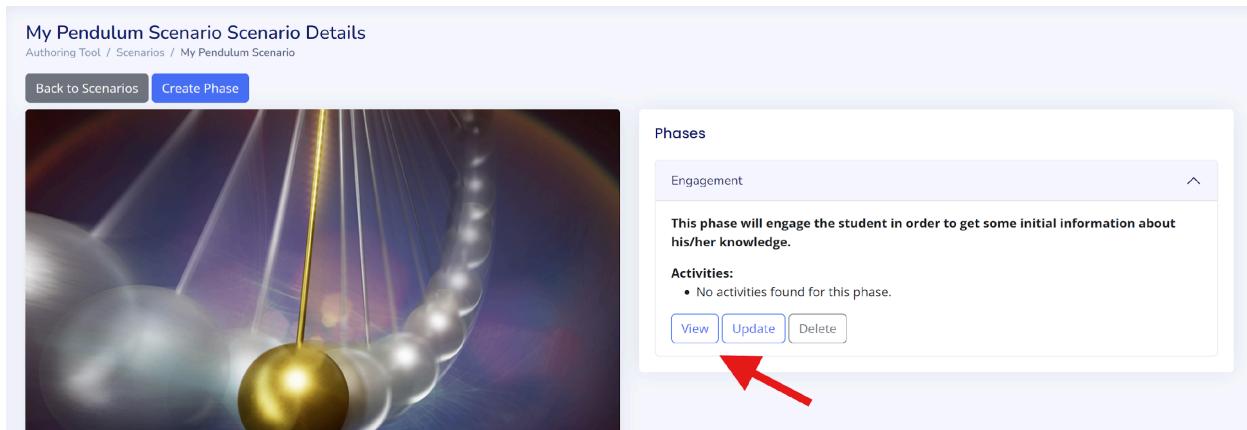


Figure 12: Scenario page that contains the Engagement phase

## 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.

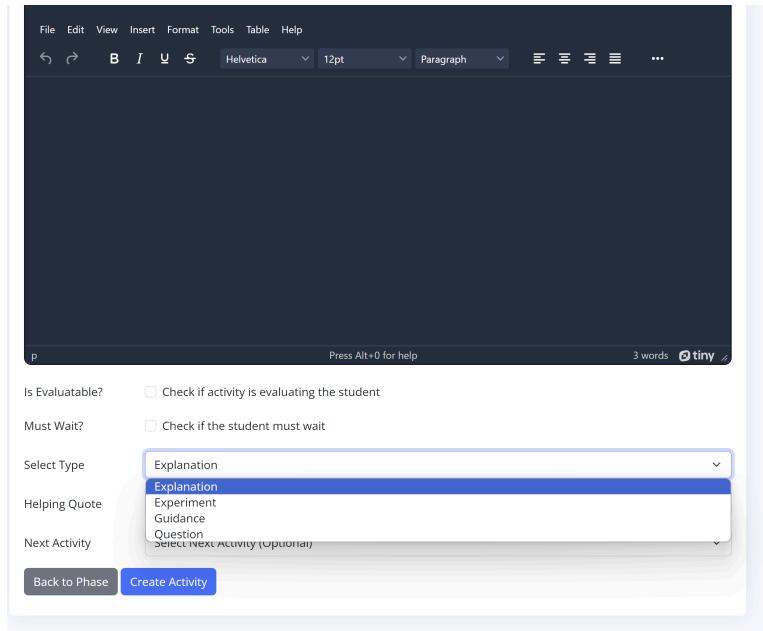


Figure 14: Create Activity page

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.

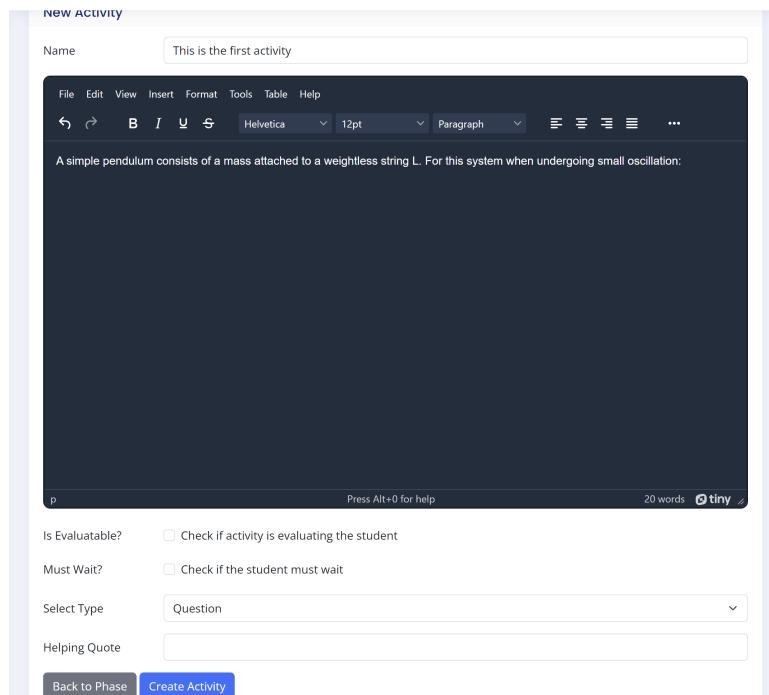


Figure 15: Create Question page

Update Answers

Update Answers for "This is the first activity"

[Add More Answers](#) 

[Cancel](#) [Update Answers](#)

Designed by IMU NTUA | ICCS



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.

Update Answers

Update Answers for "This is the first activity"

Answer Text  
A. the period of the pendulum is given by  $T = 2\pi\sqrt{L/g}$

Is Correct?

Answer Weight  
100

Image Upload (optional)  
 No file chosen

Video URL (optional)

Next Activity

[Remove](#)

Answer Text  
B. the period of the pendulum depends on the mass of the pendulum bob.

Is Correct?

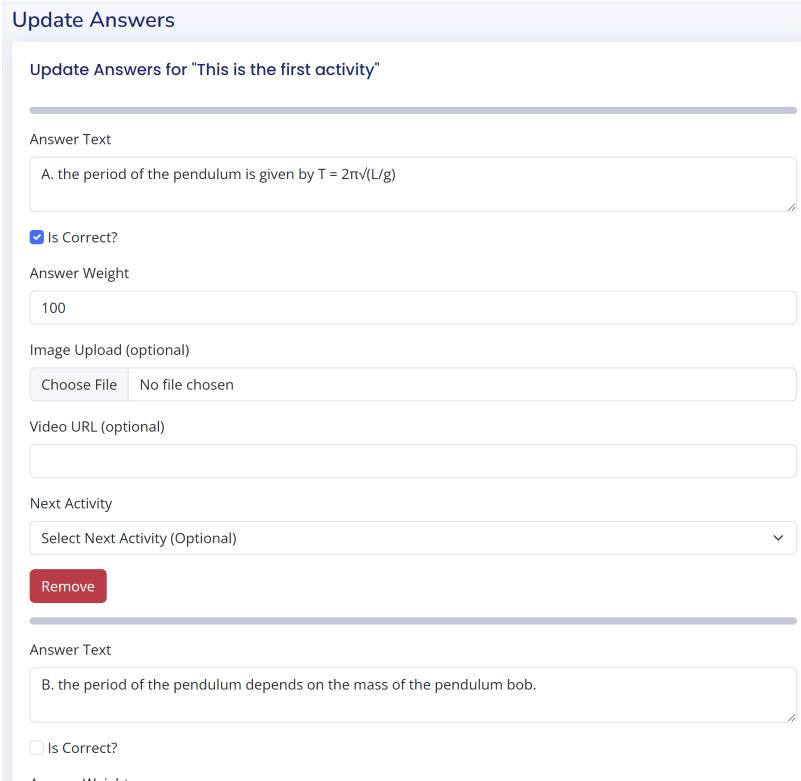


Figure 17: Update answers page

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.

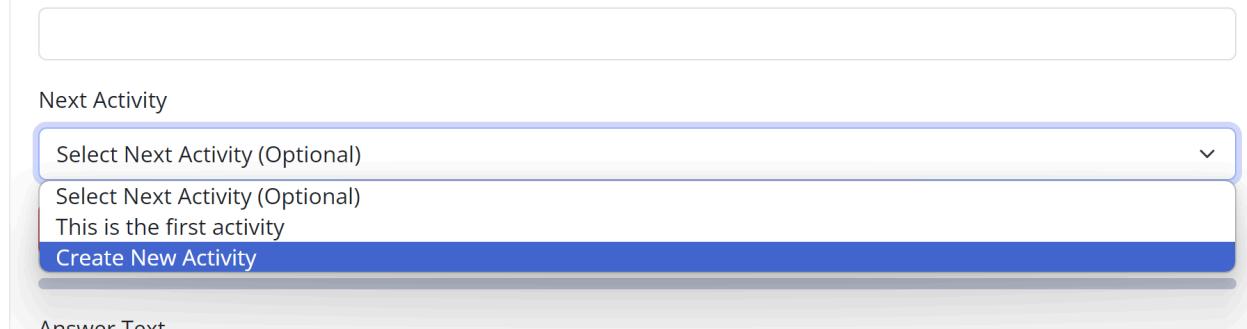


Figure 18: Next Activity field

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.

The screenshot shows the "Activity Details" page for a question titled "This is the first activity". The page includes the following sections:

- Activity Details**: Includes buttons for "Back to Phase", "Update Activity", and "Update Answers".
- Description**: The text "This is the first activity".
- Properties**:
  - Activity Type:** Question
  - Score Limit:** 0
  - Must Wait:** False
  - Created on:** July 8, 2024, 12:52 p.m.
  - Content:** A simple pendulum consists of a mass attached to a weightless string L. For this system when undergoing small oscillation:
- Answers**:
  - Answer 1**: Labeled "Correct", with "Answer Weight: 100 points".
  - Next Activity:** Next activity of This is the first activity by answer 0
  - Delete** button for Answer 1.
  - Answer 2** and **Answer 3**: Both have a "v" icon to their right.

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.

The screenshot shows a configuration form for an activity. The fields include:

- Is Evaluatable?**:  Check if activity is evaluating the student
- Must Wait?**:  Check if the student must wait
- Select Type**: Question
- Helping Quote**: (empty input field)
- Multi Select for Evaluation**: A dropdown menu titled "Select 1 or More" containing items: Δραστηριότητα 1, Δραστηριότητα 2, Πέιραμα. This is a multi-select dropdown.
- Primary Evaluation?**:  Check if this is the primary evaluation of the phase

At the bottom are "Cancel" and "Save Changes" buttons.

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.

The screenshot shows the "Activity Details" page under "Creating Criterion". It includes sections for:

- High Performers**: Next Activity dropdown, Score Limit: 3
- Moderate Performers**: Next Activity dropdown, Score Limit: 2,49
- Low Performers**: Next Activity dropdown, Score Limit: 1

At the bottom is a "Create Evaluation" button.

Figure 21: Create criterion page

# Updating Activities

The screenshot shows the 'Phase Details' page for a scenario titled 'My Pendulum Scenario'. The 'Engagement' phase is selected. A red arrow points to the 'Update' icon (a blue circle with a white edit symbol) next to the fourth activity in the list.

#	Name	Text	Type	Is Evaluatable?	Must Wait?	Helper	Created On	Created By	Options
1	This is the first activity	A simple pendulum consists of a mass at...	Question	No	No		July 8, 2024, 12:52 p.m.	ngrammatikos	
2	Next activity of This is the first activity by answer 0	Activity created by This is the first a...	Question	No	No		July 8, 2024, 1:16 p.m.	ngrammatikos	
3	Next activity of This is the first activity by answer 1	Activity created by This is the first a...	Question	No	No		July 8, 2024, 1:16 p.m.	ngrammatikos	
4	Next activity of This is the first activity by answer 2	Activity created by This is the first a...	Question	No	No		July 8, 2024, 1:16 p.m.	ngrammatikos	

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.

The screenshot shows the 'Activity Details' page for the second activity in the engagement phase. A red arrow points to the 'Update Activity' button (blue background with white text). The activity details include its name, type, score limit, creation date, and content.

**Activity Details**  
Authoring Tool / Scenarios / My Pendulum Scenario / Engagement / Next activity of This is the first activity by answer 0

Back to Phase **Update Activity** Update Answers

**Next activity of This is the first activity by answer 0**

**Activity Type:** Question  
**Score Limit:** 0  
**Must Wait:** False  
**Created on:** July 8, 2024, 1:16 p.m.  
**Content:** Activity created by This is the first activity

**Answers**  
No Answers four

Figure 23: Activity details page

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

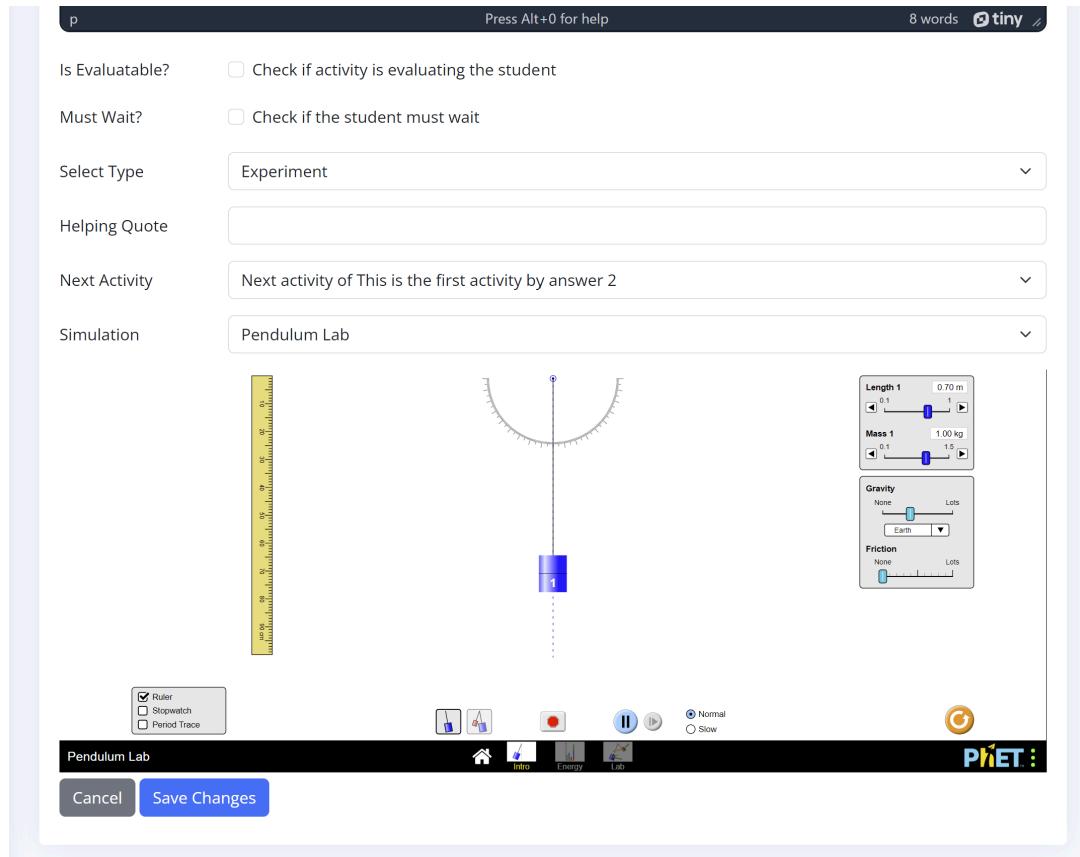


Figure 24: Update Activity details page

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.

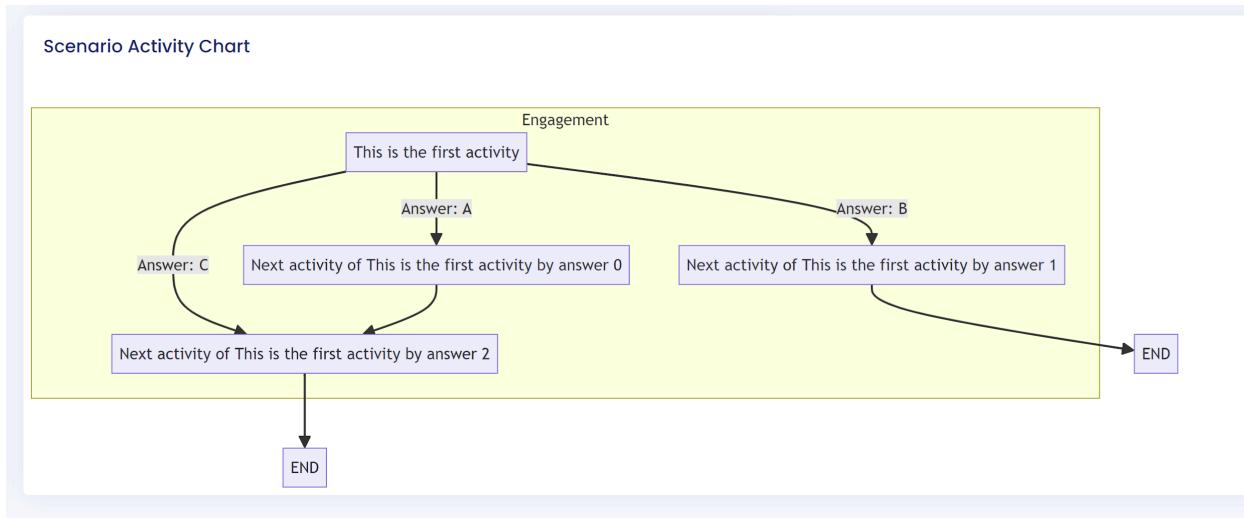


Figure 25: Scenario Activity Chart

## 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.



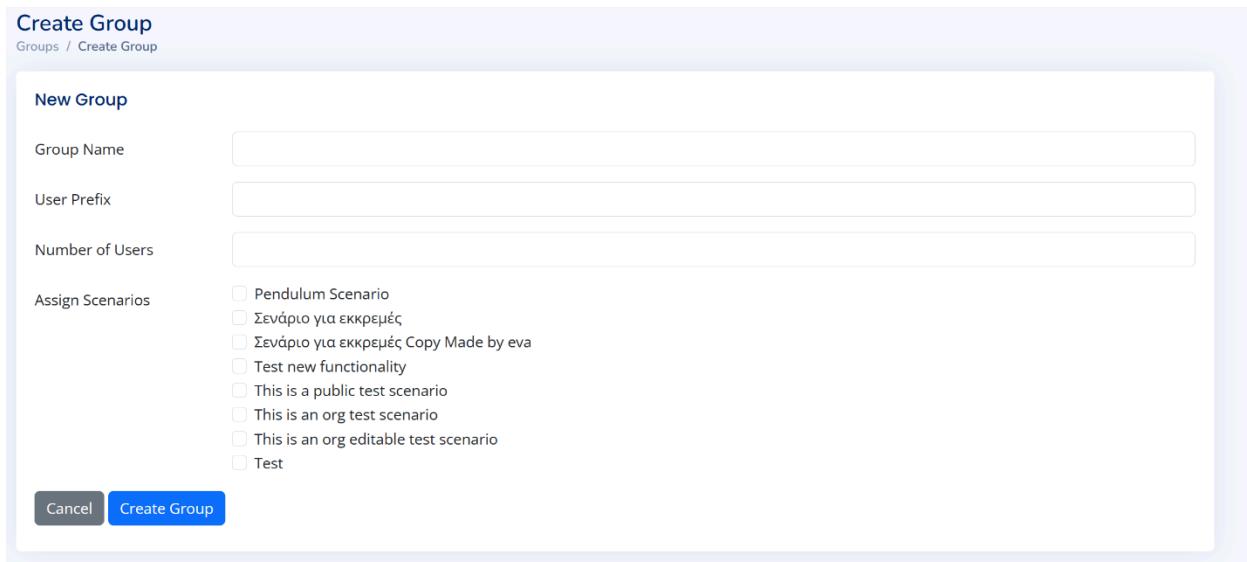
The screenshot shows a user interface for managing student groups. On the left, there's a sidebar with options: Dashboard, Authoring Tool, Student Groups (which is selected and highlighted in blue), and Student View. The main area is titled 'Your Groups' and 'User Groups'. It features a 'Create New Group' button. Below it is a 'Group List' table with two rows:

Group Name	Number of Users	Scenarios Assigned	Actions
test	2	Σενάριο για εκκρεμές	<a href="#">View</a> <a href="#">Download Credentials</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test 1	3	This is a public test scenario	<a href="#">View</a> <a href="#">Download Credentials</a> <a href="#">Edit</a> <a href="#">Delete</a>

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.



The screenshot shows a 'Create Group' form. At the top, it says 'Create Group' and 'Groups / Create Group'. The form has several input fields and a list of checkboxes:

- New Group**
- Group Name:**
- User Prefix:**
- Number of Users:**
- Assign Scenarios:** A list of checkboxes:
  - Pendulum Scenario
  - Σενάριο για εκκρεμές
  - Σενάριο για εκκρεμές Copy Made by eva
  - Test new functionality
  - This is a public test scenario
  - This is an org test scenario
  - This is an org editable test scenario
  - Test
- Buttons:** [Cancel](#) [Create Group](#)

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.

The screenshot shows the main interface of the iAuth system. On the left, there's a sidebar with links to Dashboard, Authoring Tool, Student Groups, and Student View. The main content area is titled 'Scenarios' and shows a card for 'Zookeepers of the Galaxy' which is marked as 'Private'. The card contains a small image of a galaxy, a brief description about distinguishing between spiral and elliptical galaxies, and four buttons at the bottom: View, Update, Copy, and Delete.

Figure 28: Main page

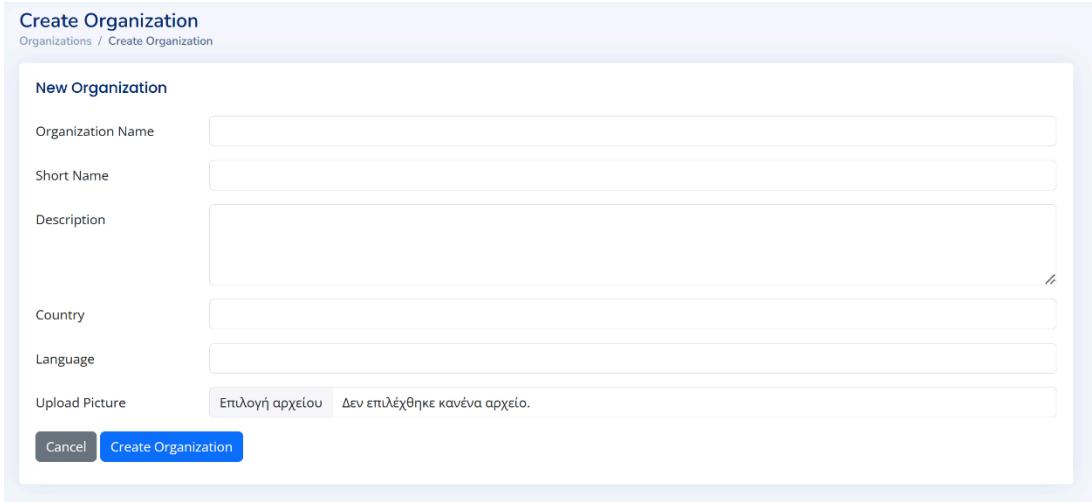
They will then be redirected to the "All Organizations" page, as shown in Figure 29, where they can view all organizations and edit their own.

The screenshot shows the 'All Organizations' page. The sidebar has the same navigation as Figure 28. The main area is titled 'All Organizations' and shows a table of existing organizations. The table has columns for #, Organization Name, Short Name, Country, Language, Member status, and Actions. There are three entries:

#	Organization Name	Short Name	Country	Language	Member	Actions
1	Ellinogermaniki Agogi	EA	Greece	Greek	●	<a href="#">View</a>
2	European Physical Society	EPS	France / Europe	English, French	●	<a href="#">View</a>
3	Information Management Unit	IMU - NTUA	Greece	Greek	●	<a href="#">View</a> <a href="#">Edit</a>

Figure 29: All Organizations page

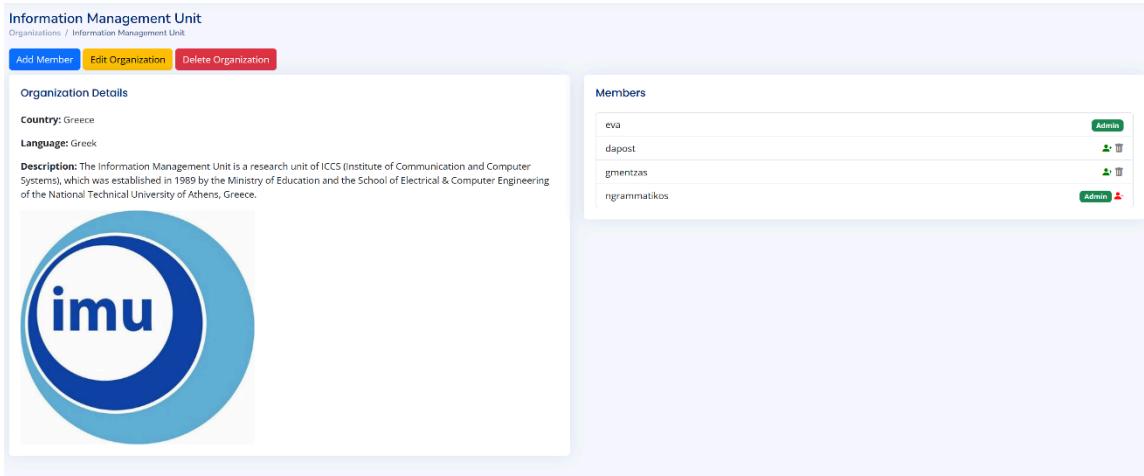
To create a new organization, they need to click the "Create" button, which will take them to the "Create New" page, where they must fill in the required fields as shown in Figure 30.



The screenshot shows the 'Create Organization' page. At the top, it says 'Create Organization' and 'Organizations / Create Organization'. Below that, there's a section titled 'New Organization' with fields for 'Organization Name', 'Short Name', 'Description', 'Country', and 'Language'. There's also a file upload field for 'Upload Picture' with the placeholder 'Επιλογή αρχείου' and a note 'Δεν έπιλεξθηκε κανένα αρχείο.' At the bottom are 'Cancel' and 'Create Organization' buttons.

*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.



The screenshot shows the 'Information Management Unit' organization page. At the top, it says 'Information Management Unit' and 'Organizations / Information Management Unit'. Below that, there are buttons for 'Add Member', 'Edit Organization' (which is highlighted in yellow), and 'Delete Organization'. The left side has 'Organization Details' with 'Country: Greece' and 'Language: Greek'. It also contains a description: 'The Information Management Unit is a research unit of ICCS (Institute of Communication and Computer Systems), which was established in 1989 by the Ministry of Education and the School of Electrical & Computer Engineering of the National Technical University of Athens, Greece.' On the right, there's a 'Members' section listing 'eva', 'dapost', 'gmentzas', and 'ngrammatikos'. Each member has a small profile icon and a 'Admin' badge.

*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

Add Member to Information Management Unit

Organizations / Information Management Unit / Add Member

Search for Member

Username

First Name

Last Name

**Search Members**

Matching Users:

#	Username	First Name	Last Name	Status	Action
1	dapost	Dimitris	Apostolou	Already in Org	Already Added
2	dkouleent	Dimitris	Koulentianos	Not in Org	Add to Organization

Figure 32: Add new member page