New User Script

**HAX Login**

At the HAX login screen, just click the Login button.

**Not Already Authenticated**

If you are not already authenticated through Penn State, you will be redirected to do so. Supply your user ID, password, and complete the two-factor authentication.

**Choose your Journey**

You will land on the HAX New Journey screen. HAX can create more than courses, and you can build courses from scratch or by using an import file. We’ll demonstrate the import feature in a later tutorial. Let’s click on Course.

**Name your Course**

You need to name your course site. This could be the course abbreviation, a shortened form of the course name, or anything you like. There are very few restrictions…

**Names Cannot Contain Spaces**

…but putting a space is the name is one of them. Here I typed “First” followed by a space, and HAX immediately caught that and helpfully alerted me to the issue. The underscore character or a hyphen are often substituted for spaces. I will name mine “first-underscore-course.”

**Click Create Journey**

Now we will click the Create Journey button.

**Wait to See the Confetti**

It will only take HAX a few seconds to create your course. You’ll quickly see the progress reach 100%, and there’ll be a splash of confetti on your screen. Success!

**Learning through Rebuilding**We’ve landed on the first page of the course, the Welcome page. To quickly acquire a few common HAX skills, we will guide you through the rebuilding of an actual page from the *Design Thinking and Creativity* course, AA 121. We will supply the content for you, and to rebuild the page, you will do the following:

* Add a new page to the course
* Rename it
* Add a textual narrative and sub headings
* Embed two images
* Embed a lecture video directly into the page, and
* Link to two external videos.

The steps are straightforward, and only take a few minutes.

**Add a New Page**To add a new page to the course, click the Add button, then click Page. A new blank page will be created below the Welcome page.

**Rename the Page**New pages have the title “page” by default, so you will want to rename them to something descriptive and meaningful. We need to go into Edit mode to do that. Click the Edit button.

**Editing Buttons Displayed**

Now you can see the editing buttons across the top of the page. You can add new content blocks to the page, add a variety of media, change the properties of content blocks, save the page, and so on. The currently active object is a new blank paragraph, but we want to change the page title instead. Let’s click on page details.

**Change the Page Title**

Notice that the blue sidebar on the left has changed to “Page Break Properties”, confirming that we have the page break selected. Select the text in the “Title” field and change it to ”A Designerly Engagement with the World.”

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**Blank Paragraph**Like any text editor, we could click on this blank paragraph and type in the page text and apply a variety of styling to the text. But we have provided a Microsoft Word document named, First-Time HAX User Tutorial Content, that you will copy and paste the text from. Please download and open that document if you haven’t already.

**Select and Copy the Text**

Select only the seven paragraphs of text as shown, and then copy them by a keypress or menu command.

**Back to HAX**

Switch back to HAX, click inside the paragraph text box, and paste the text.

**Save the Page**

HAX has created a series of seven paragraph blocks and populated them with the text from Word. Notice that the italicized formatting applied in Word has been retained. **Please note:** HAX does **not** automatically save as you work, so period saving is highly recommended. Let’s save and see what the page actually looks like.

**View the Page**

In saving the page, we have exited the edit mode and see the in-progress page as a student would. Periodically saving and reviewing your work is a good idea. Our next step will be to add two subheadings to the page. Click Edit again.

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**Scroll Down**

Scroll down to the bottom of the page.

**Set the Insertion Point**

In HAX, blocks are typically added below whichever block is currently selected. Since we want the heading to appear above the last paragraph, we’ll click the paragraph above that to set the insertion point.

**Click Add Block**

Now click Add Block.

**The Block Categories**

This is something you haven’t seen before, the menu of blocks listed by category. We’ll explore these categories and blocks in future tutorials, but you may familiarize yourself with them as you wish. When you rollover a block, a “preview” appears showing what the block does. For now, we want to open the Text category to see the header block.

**Click Text Category**

Now we can see that we can choose to add a paragraph block, a bulleted list, or a heading.

**Click H2 Heading**

Click on H2 Heading to select that.

**Rename First Heading**

The heading is in the proper place. Select and change the existing text from “Heading” to “Designing in the Prairie Spirit.”

**Click Two Paragraphs Above**

We need another heading just above the paragraph introducing the TED talk, so click one paragraph above that.

**Faster Heading Method**

But this time, we’ll show you a faster method. Click the Insert Item button, and choose “Insert item Below.”

**New Blank Paragraph**

A new blank paragraph has been added. Type in, “The First Secret is Noticing.”

**Switch to H2 Heading**

Now just use this menu… to switch from paragraph to Heading 2…and the text that was formatted as a normal paragraph is now styled as an H2 heading.

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**Switch to Word Doc**   
OK, next we will add the two images. First, you will need to save the image files from the First-Time HAX User Tutorial Content document to your computer. In Word, select the first image and choose to save it as a file. Here, I am right-clicking on a Mac.

**Name the First Image**   
You will be prompted to name the image file and choose a location to save it. Let’s call the first one “Songline-underscore-1”. Repeat this process for the second image as “Songline-underscore-2”.

**Scroll Back Up**Back in HAX, let’s scroll back up to the top of the page.

**Select Page Details**The first image should be placed at the top of the page. Click the page title to make it the currently selected block.

**Click Add Block Yet Again**Click Add Block to put a new block immediately below the page title.

**Click Images Category**From the Blocks panel, click the Images category.

**Click Image Option**Click on Image; a “dummy” image placeholder will be added to the page.

**Click Placeholder Image**Placeholders are used frequently throughout HAX. They allow you to “rough sketch” a content block to be completed later. For example, we might add a placeholder image here to remind ourselves to obtain a good image of song line painting at a future point. But for this tutorial, we will replace the temporary image immediately. Click once anywhere on the placeholder image to select it.

**Left Panel Image Properties**The left panel changes to Image Properties.

**Click Upload**Click the Upload button.

**Choose “Songline\_1”**Navigate to the location where you saved “Songline\_1” and choose that file.

**See the Image Update**The placeholder image has been replaced with “Songline\_1.” Using the text provided in the Tutorial Content document, copy/paste the appropriate text into the citation, caption, and alternative text fields. This information should always be supplied for copyright and accessibility purposes.

**Add the Second Image**Let’s repeat the process to build a little muscle memory. Scroll down and select the paragraph shown.

**Press Enter**

Click to place the cursor after the last character. Press Enter or Return on your keyboard to create a new blank paragraph.

**Click Merlin**

Click Merlin. Merlin is a powerful search feature in HAX. It gives you rapid access to everything you can do. Just type in keywords to locate functions. We’ll show much more about Merlin in another tutorial. For now, we’ll just use it to replace the paragraph with an image.

**Type “Image”**

Type in the word “image.” Notice how Merlin responds as I type, narrowing the possibilities rapidly. Now click Image.

**Second Placeholder Added**

As before, a placeholder image has been added. Click on it to select it, then click Upload.

**Choose Songline\_2**

Choose Songline\_2

**Songline\_2 Has Been Added**

The Songline\_2 image has been added and is ready to be cited.

**Information Supplied**

As before, the necessary information for citation, caption, and alt text have been supplied from the Tutorial Content document. Let’s Save the page to see what it looks like now.

**Take a Look**

If you scroll down and back up, you’ll see that the page is really shaping up. Also, note that the images we just added are clickable. Click anywhere on an image...

**Larger View**

…and a larger view appears. Using the icons at the top, you can zoom in or out, rotate the image, and open the image in a new tab. Click the X to close the view.

---------------------Add Lecture Video---------------------

**Back to Edit Mode**   
The page is nearly complete. The last step is to add a lecture video to the page and link two external videos. Click Edit Page to return to edit mode.

**Scroll and Select Paragraph**   
We need to scroll down and click the right paragraph to make it active; it’s the last paragraph before the first sub-heading.

**You Click Add Block**   
Click Add Block.

**Click Audio-Video Category**   
Open the Audio-Video category.

**Click Video Button**   
Click the Video button.

**Click Video Player**   
A Video block has been added to the page, and a placeholder video has loaded by default. Changing from the placeholder to your video is as easy as updating the URL. First, click anywhere on the video player to select it.

**Note the Video URL**   
Now you can see the URL field you need to update. We’ll get the lecture video URL from Word.

**Copy Video URL from Word**  
Be sure to get the lecture video URL and not one of the two external video links, which we’ll work with in a moment.

**Paste Video URL from Word**  
Back in HAX, just select the URL text and replace it with a paste.

**See the Video Update**  
Why hasn’t the video changed? You need to click on another field for HAX to process the updated URL. Click into the title field.

**Add the Video Title**  
You can copy/paste the video title from Word or just type it in. Incidentally, play the video to check out a bit of Dr. Aeschbacher’s unique approach to lecture capture.

---------------------Link First External Video---------------------

**First External Link**  
We’ll finish by adding two links to external videos.

**Activate first paragraph**   
Click this paragraph to edit it.

**Select the wording**   
Select the last sentence, “Watch it here.”

**Click the link button**   
Click the link button.

**There is the URL slot**   
There is the slot for the URL, which you will copy and paste from the Tutorial Content document.

**After the paste**   
After the paste, click the check mark to OK the link creation.

**Link 1 complete**   
The first link is complete. It is always a good idea to click a new link to be sure you entered the URL correctly.

---------------------Link Second External Video---------------------

**Repeat the Process**   
Now just follow the same process to complete the second link. Save your work and view the finished page.

**Summary**   
Congratulations! You have just built your first page using HAX, and in the process you have used a variety of blocks and media. This page is a good example of how text, images, and video can be combined to effectively teach one topic from a broader lesson.

**Teaser**   
But there is so much more, both in terms of HAX capabilities that support course authoring, and in terms of designing stronger pedagogical approaches. While you are free to explore our other tutorials in any order you desire, we would recommend completing the “Structuring a Course” tutorial next.

---------------------First Version Content---------------------

**Click Add Block Again**

With this paragraph selected, click Add Block again.

**Explain Recent Items**

Notice something new in the blocks panel. HAX has opened a new category of recently used blocks. The five most recently-used blocks will be listed here.

**Click H2 Heading Again**

Click H2 Heading again.

**Rename Second Heading**

As before, we need to select the default heading text and replace it. Type in, “The First Secret is Noticing.”

**Add Another Block**

Once again, click Add Block.

**Notice Recent Items Update**

Notice that your Recent Items list has updated to include Image.

**Click Image in Recent**

Click the Image button.