

# Instructor Setup

## Step 1: Login and Navigator

After logging in, you see the Navigator. As a new instructor with no units configured, it will be empty.

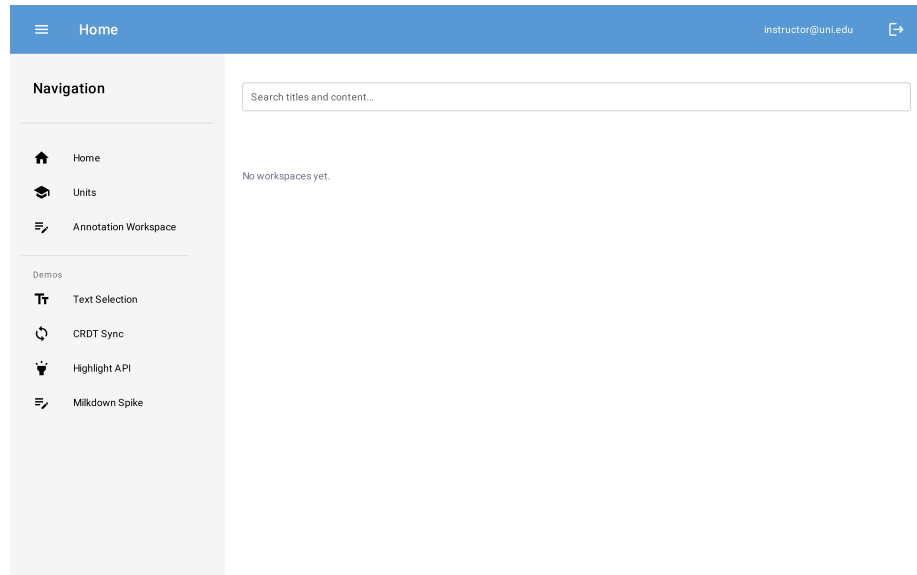


Figure 1: Step 1: Login and Navigator

## Step 2: Creating a Unit

Navigate to Units and create a new unit for your class.

Enter the unit code, name, and semester, then click Create.

## Step 3: Adding a Week

Create a week by entering the week number and title.

Publish the week to make it visible to students.

## Step 4: Creating an Activity

Create an activity within the week. Students will create workspaces from this activity.

# Create New Unit

Unit Code

UNIT1234

---

Unit Name

AI in Professional Practice

---

Semester

S1 2026

---

**CREATE**

**CANCEL**

Figure 2: Create unit form with code, name, and semester fields

# Add Week to UNIT1234

Week Number

3

---

Title

Source Text Analysis

---

CREATE

CANCEL

Figure 3: Add week form with number and title

## Add Activity to UNIT1234

Title

Source Text Analysis with AI

---

Description (optional)

Analyse a source text using AI conversation tools, then  
annotate your conversation in the Grimoire.

---

CREATE

CANCEL

Figure 4: Create activity form with title and description

## Step 5: Configuring Tags

Tags help students categorise their annotations. Configure tag groups and tags for the activity.

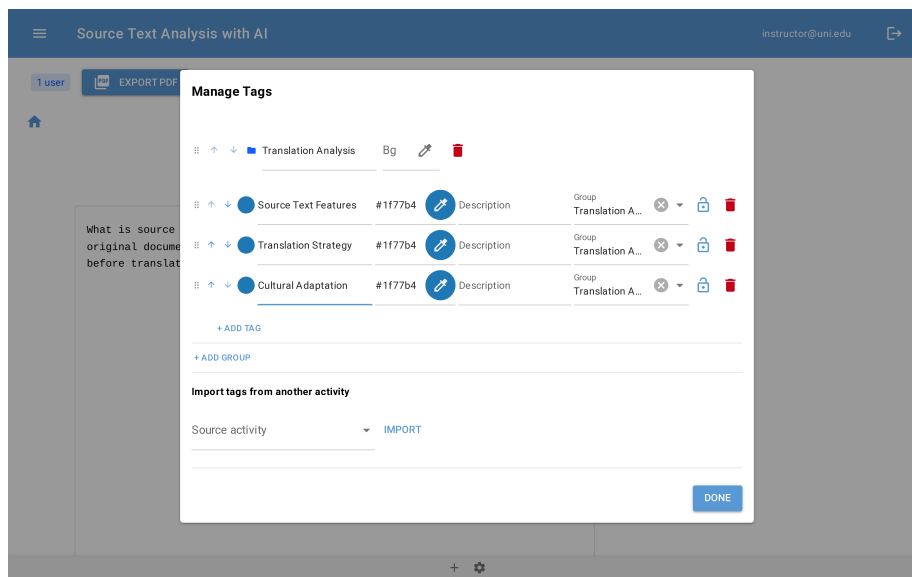


Figure 5: Tag groups and tags configured for the activity

Configure tag groups and tags. Students' workspaces will inherit this tag configuration.

## Step 6: Enrolling Students

Navigate to the unit's enrollment page to add students.

Add student email addresses to enrol them in the unit. Students will see the unit and its activities on their Navigator after enrolment.

## Step 7: Verifying the Student View

Re-authenticate as a student to verify the activity is visible.

The student can see the unit and activity on their Navigator. They can click Start to create a workspace.

## Enrollments for UNIT1234

**Add Enrollment**

Enter email address. User will be created if they don't exist yet.

Role  
student

ADD

**Instructor**

instructor@uni.edu

coordinator

Enrolled: 2026-03-01

**student**

student@uni.edu

student

Enrolled: 2026-03-01

BACK TO UNIT

✓

Enrollment added (new user created)

Figure 6: Enrollment page showing student added

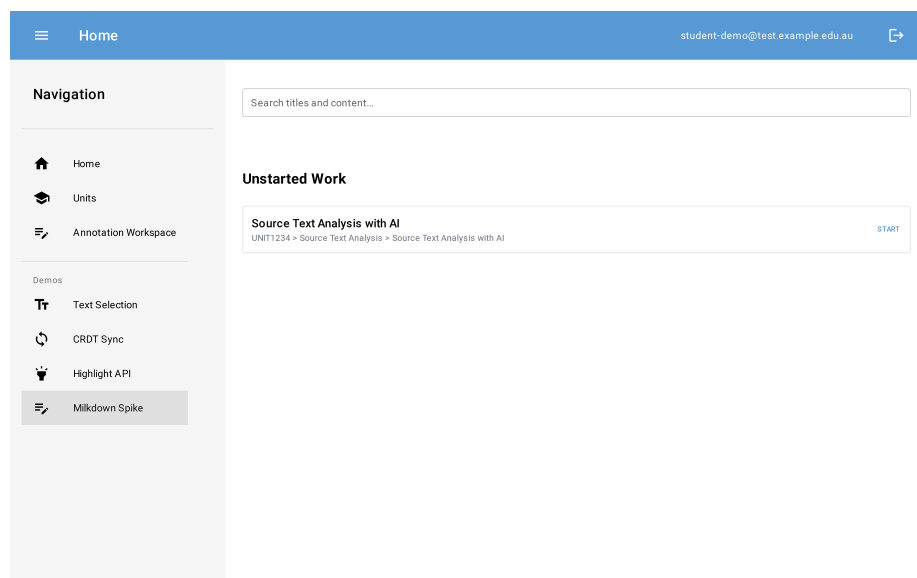


Figure 7: Student Navigator showing the activity with Start button