

Student Workflow

Step 1: Logging In

After logging in, you see the Navigator - your home page. Activities assigned by your instructor appear here.

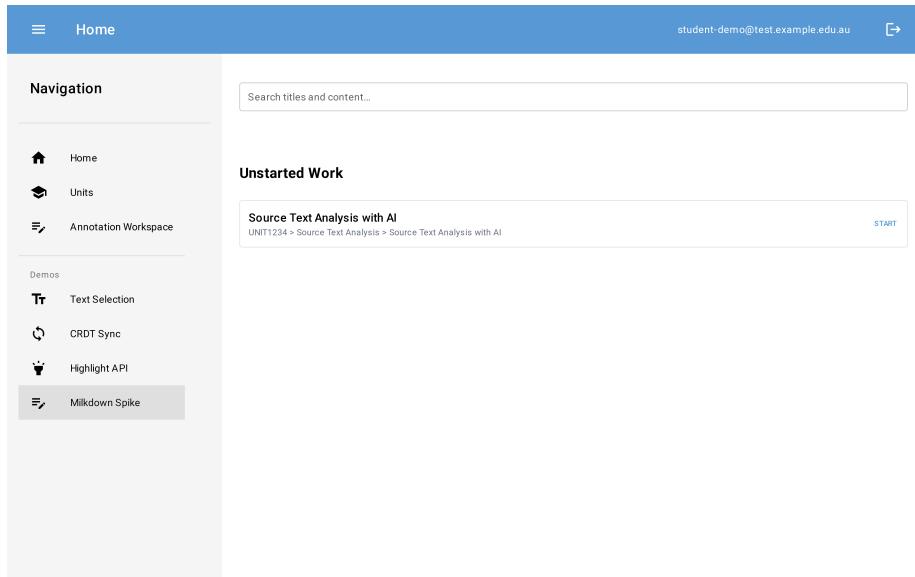


Figure 1: Step 1: Logging In

Step 2: Finding Your Activity

The Navigator shows activities available to you. Find the activity your instructor created.

You can see the unit and activity on your Navigator.

Step 3: Creating a Workspace

Click Start on the activity to create your workspace. The workspace inherits the tag configuration set by your instructor.

Your workspace is created. You are now on the annotation page with three tabs: Annotate, Organise, and Respond.

Step 4: Pasting Your AI Conversation

Copy your AI conversation from ChatGPT, Claude, or another tool. Then paste it into the editor.

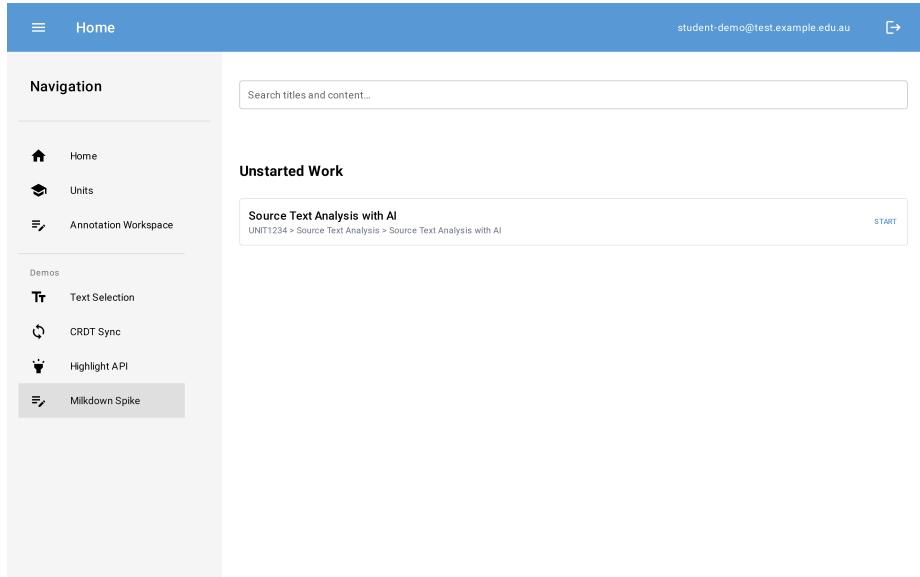


Figure 2: Navigator showing the unit and activity

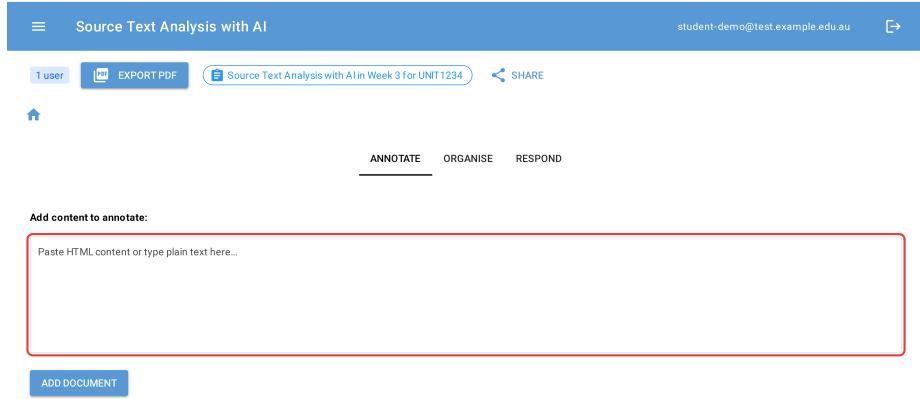


Figure 3: New workspace on the annotation page

The screenshot shows a web-based application titled "Source Text Analysis with AI". At the top, there are user statistics ("1 user"), a PDF export button ("EXPORT PDF"), a title ("Source Text Analysis with AI in Week 3 for UNIT 1234"), and a share icon. Below the header, there are tabs for "ANNOTATE", "ORGANISE", and "RESPOND", with "ANNOTATE" being the active tab. A red box highlights a section of the content area. The content area contains a "Human" message asking about challenges in translating legal documents between English and Japanese, followed by an "Assistant" message detailing three key challenges: structural differences, terminology gaps, and formality registers. At the bottom of the content area is a blue "ADD DOCUMENT" button.

Figure 4: AI conversation pasted into the editor

Paste your AI conversation into the editor. PromptGrimoire accepts content from ChatGPT, Claude, and other tools.

PromptGrimoire detects the content type. Confirm the detected type or change it, then click Confirm.

Your conversation is now processed and displayed with formatted turns.

Step 5: Annotating - Creating a Highlight

Select text in the conversation to highlight it. A tag menu appears so you can categorise the highlight.

Select text and click a tag in the popup menu to create a highlight. The text is colour-coded by tag.

Step 6: Adding a Comment

Click on a highlighted section to select it, then type a comment in the sidebar.

Comments appear below each highlight in the sidebar. Use comments to record your analysis.

Step 7: Organising by Tag

Switch to the Organise tab to view your annotations grouped by tag.

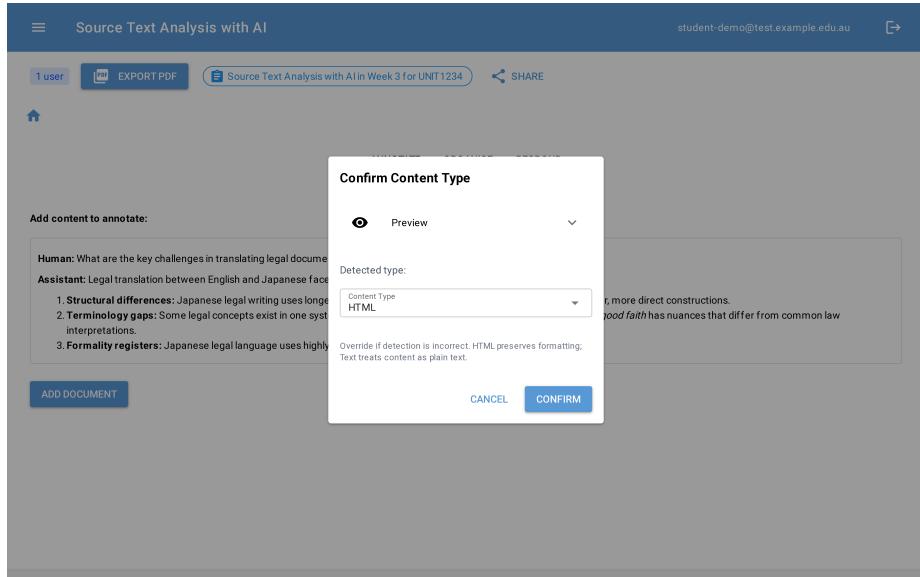


Figure 5: Content type confirmation dialog

The screenshot shows the "Source Text Analysis with AI" interface after processing. The main area displays a conversation between a "Human" and an "Assistant". The Human asks: "What are the key challenges in translating legal documents between English and Japanese?". The Assistant responds: "Legal translation between English and Japanese faces several key challenges: 1. Structural differences: Japanese legal writing uses longer sentences with nested clauses, while English prefers shorter, more direct constructions. 2. Terminology gaps: Some legal concepts exist in one system but not the other. For example, the Japanese concept of *good faith* has nuances that differ from common law interpretations. 3. Formality registers: Japanese legal language uses highly formal registers that have no direct English equivalent." Below the conversation, there is a navigation bar with tabs: "ANNOTATE" (underlined), "ORGANISE", and "RESPOND". At the bottom, there is a footer with buttons for "SOURCE TEXT FEATURES", "TRANSLATION STRATEGY", and "CULTURAL ADAPTATION", along with a "+" and settings icon.

Figure 6: Processed conversation with formatted turns

The screenshot shows a web-based application for source text analysis. At the top, there's a blue header bar with the title "Source Text Analysis with AI". Below the header, there are several buttons: "Saved" (with "1 user"), "EXPORT PDF", and "SHARE". The main content area has tabs: "ANNOTATE" (which is selected), "ORGANISE", and "RESPOND".

In the "ANNOTATE" tab, there's a text box containing the following text:

Human: What are the key challenges in translating legal documents between English and Japanese?

Assistant: Legal translation between English and Japanese faces several key challenges:

1. **Structural differences:** Japanese legal writing uses longer sentences with nested clauses, while English prefers shorter, more direct constructions.
2. **Terminology gaps:** Some legal concepts exist in one system but not the other. For example, the Japanese concept of *good faith* has nuances that differ from common law interpretations.
3. **Formality registers:** Japanese legal language uses highly formal registers that have no direct English equivalent.

To the right of the text, there's a sidebar titled "Source Text Features" which includes a dropdown menu, a "by Student-Demo" section, and a "POST" button. A red box highlights this sidebar area.

At the bottom of the main content area, there's a navigation bar with three items: "[1] SOURCE TEXT FEATURES" (highlighted in green), "[2] TRANSLATION STRATEGY", and "[3] CULTURAL ADAPTATION".

Figure 7: Text highlighted and tagged with colour coding

This screenshot is similar to Figure 7, showing the same interface and text content. However, the sidebar now contains a new comment:

Student-Demo
This passage highlights key structural differences between legal writing traditions.

A red box highlights this comment area in the sidebar.

The bottom navigation bar remains the same, with "[1] SOURCE TEXT FEATURES" highlighted in green.

Figure 8: Comment added to a highlight in the sidebar

Figure 9: Organise tab with highlights grouped by tag

The Organise tab shows your highlights in columns by tag. You can drag highlights between columns to reclassify them.

Step 8: Writing Your Response

Switch to the Respond tab to write your analysis. Your highlights appear in the reference panel on the right.

The Respond tab has a markdown editor on the left and your highlights as reference on the right. Write your analysis using the highlights as evidence.

Step 9: Exporting to PDF

Click Export PDF to generate a PDF of your complete annotation work.

The exported PDF includes your pasted conversation with highlights, comments, organised notes, and your written response.

The screenshot shows the 'Source Text Analysis with AI' application. At the top, there are navigation links for 'Saved', '1 user', 'EXPORT PDF', and a file named 'Source Text Analysis with AI in Week 3 for UNIT1234'. On the right, there are 'SHARE' and 'student-demo@test.example.edu.au' buttons. Below the header, there are three tabs: 'ANNOTATE', 'ORGANISE', and 'RESPOND', with 'RESPOND' being the active tab. In the 'Highlight Reference' sidebar, there is a 'Filter highlights...' input field and a 'Source Text Features' section. The 'Source Text Features' section contains a list of items, with one item highlighted: "'Human: What are the key challenges in translating I'". A detailed description of this item is provided: "Student-Demo: This passage highlights key structural differences between legal writing traditions." The main panel, titled 'Response Draft', contains a text area with the following content: "This analysis examines the translation challenges identified in the AI conversation. The key structural differences between English and Japanese legal writing highlight the importance of understanding both legal systems." Below the text area is a toolbar with three tabs: '[1] SOURCE TEXT FEATURES' (selected), '[2] TRANSLATION STRATEGY', and '[3] CULTURAL ADAPTATION'.

Figure 10: Respond tab with markdown editor and highlight references

The screenshot shows the 'Source Text Analysis with AI' application. At the top, there are navigation links for 'Saved', '1 user', 'EXPORT PDF', and a file named 'Source Text Analysis with AI in Week 3 for UNIT1234'. On the right, there are 'SHARE' and 'student-demo@test.example.edu.au' buttons. Below the header, there are three tabs: 'ANNOTATE', 'ORGANISE', and 'RESPOND', with 'ANNOTATE' being the active tab. In the 'Source Text Features' sidebar, there is a list of items, with one item highlighted: "'Human: What are the key challenges in translating legal documents between English and Japanese?'". A detailed description of this item is provided: "Assistant: Legal translation between English and Japanese faces several key challenges: 1. Structural differences: Japanese legal writing uses longer sentences with nested clauses, while English prefers shorter, more direct constructions. 2. Terminology gaps: Some legal concepts exist in one system but not the other. For example, the Japanese concept of *good faith* has nuances that differ from common law interpretations. 3. Formality registers: Japanese legal language uses highly formal registers that have no direct English equivalent." The main panel, titled 'Translation Analysis', contains a text area with the following content: "This passage highlights key structural differences between legal writing traditions." Below the text area is a toolbar with three tabs: '[1] SOURCE TEXT FEATURES' (selected), '[2] TRANSLATION STRATEGY', and '[3] CULTURAL ADAPTATION'.

Figure 11: Export PDF button on the annotation page