

# Your Personal Grimoire

## Enter the Grimoire

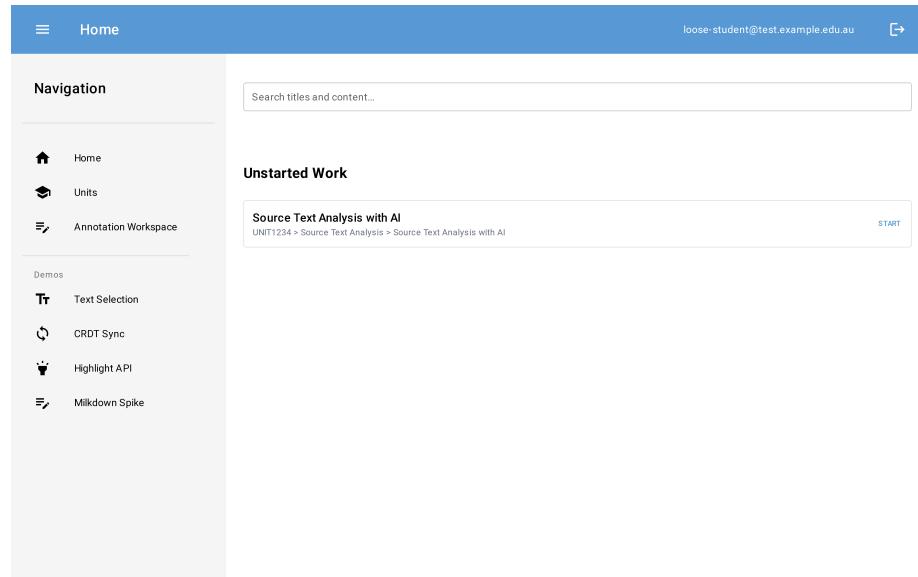


Figure 1: Navigator showing your enrolled unit and activities

After logging in, you see the Navigator with your enrolled units and activities. Instead of clicking Start on an activity, you will create your own workspace — your personal grimoire.

Navigate to the annotation page directly. The Create Workspace button lets you start a workspace outside any activity — a loose workspace that belongs only to you.

Your workspace is created. Unlike activity-based workspaces, this one has no inherited tags and no course association. It is your blank slate — a grimoire waiting to be filled.

## Bring Your Conversation

Copy an AI conversation that you want to analyse. This could be from ChatGPT, Claude, or any other tool. Paste it into the editor to begin building your grimoire.

Paste your AI conversation into the editor. This conversation about cultural markers in Japanese legal translation will be the artefact you annotate.

Your conversation is processed and displayed with formatted turns. The grimoire now holds your artefact — ready for annotation.

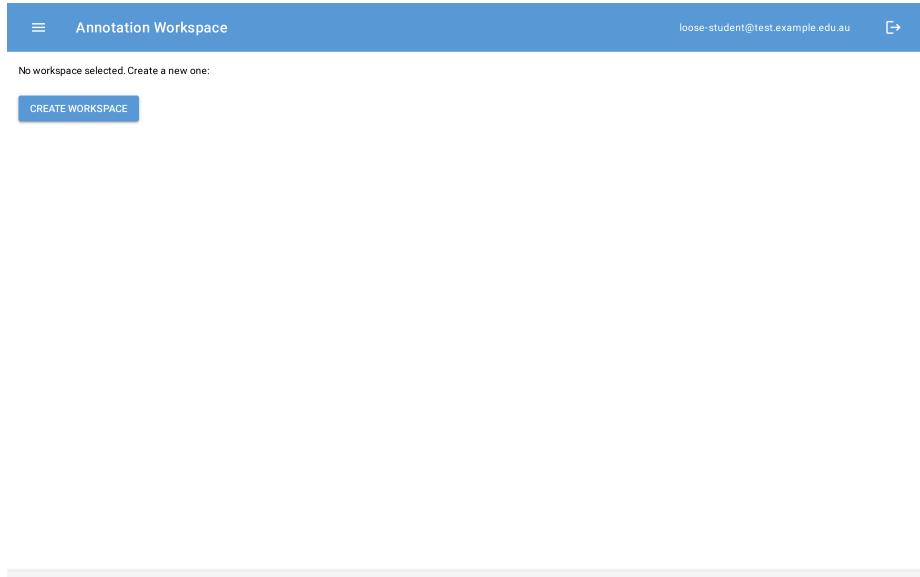


Figure 2: Annotation page with Create Workspace button

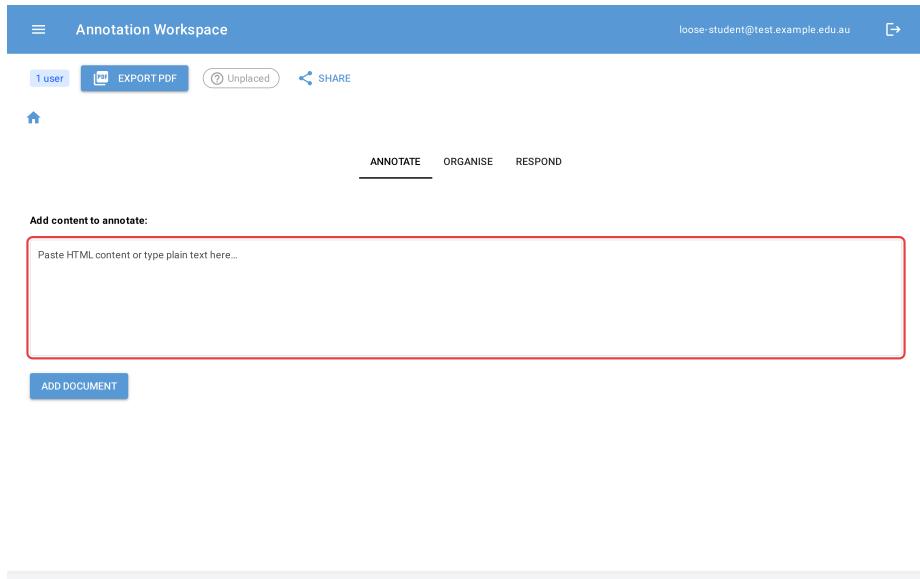


Figure 3: Your new loose workspace on the annotation page

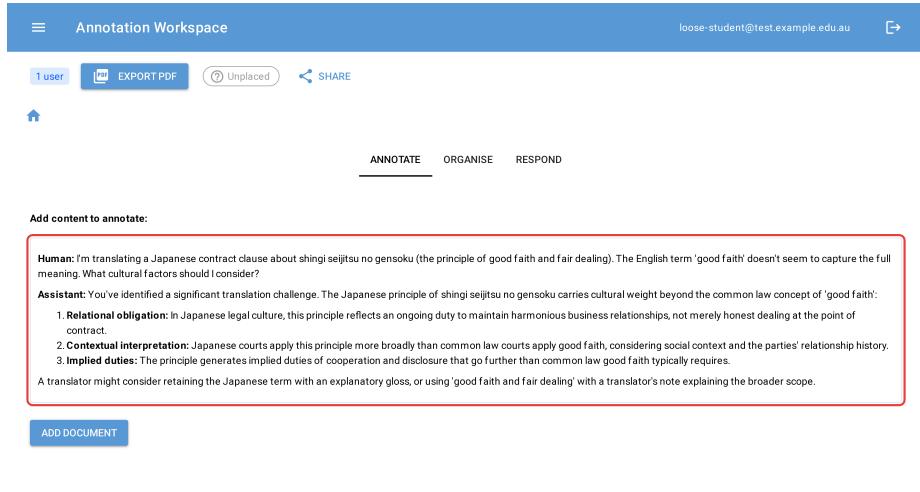


Figure 4: AI conversation pasted into the editor

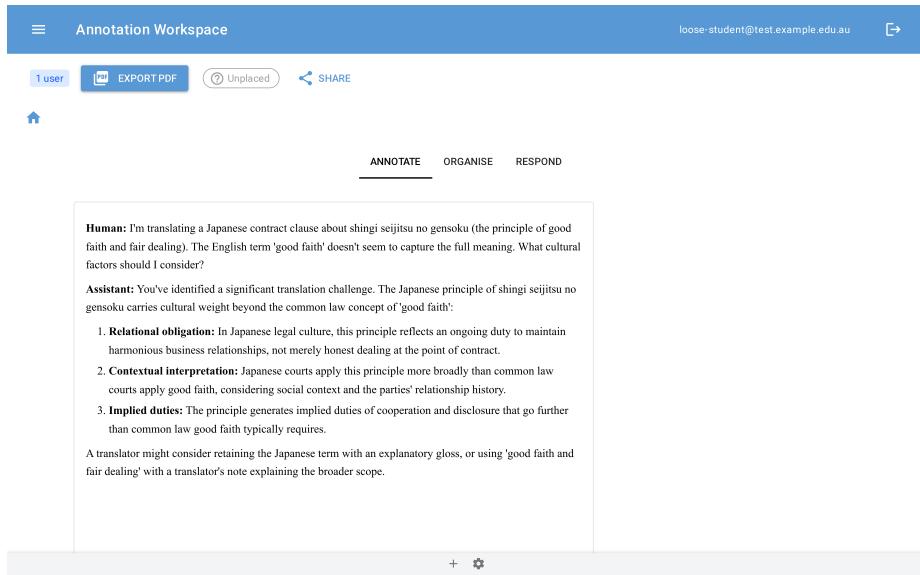


Figure 5: Processed conversation with formatted turns

## Make Meaning Through Tags

Your workspace has no tags — unlike activity-based workspaces that inherit the instructor's tag vocabulary, your grimoire starts empty. You build your own analytical vocabulary: an emergent folksonomy that reflects how you see the conversation.

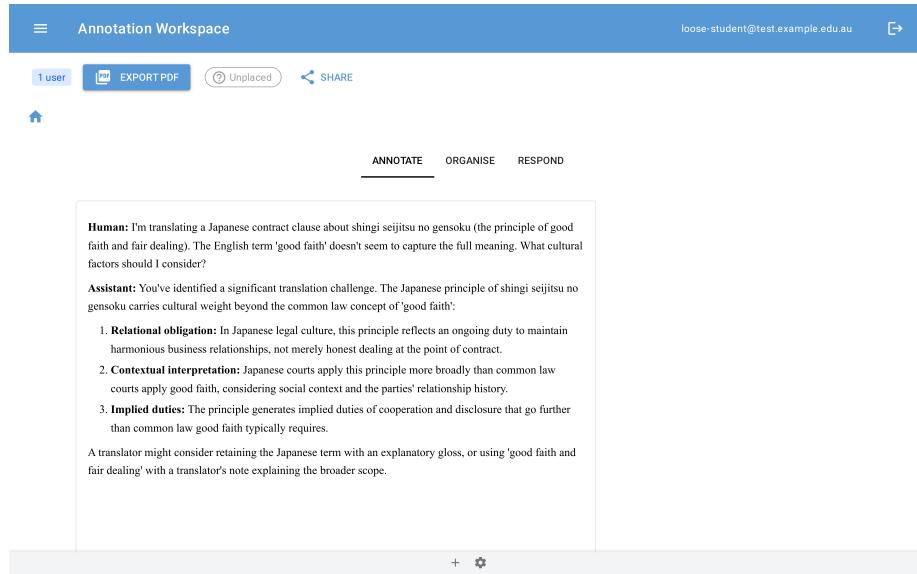


Figure 6: Tag settings button in the toolbar

Click the tag settings button (gear icon) in the toolbar.

The dialog is empty — you are starting from scratch. Click Add Group to create your first tag group.

Create a tag group and tags that make sense for your analysis. These tags — ‘AI Assumption’, ‘Cultural Gap’, and ‘Useful Insight’ — reflect the student’s own analytical categories, not the instructor’s.

Click Done to save your tags and return to the annotation page.

## Annotate Your Conversation

With your tags ready, read through the conversation and annotate the parts that matter. Each highlight is a claim about the text — a moment where you assert that this passage is significant and why.

Select text in the conversation, then click a tag to apply it.

Your tags — not the instructor’s — categorise the annotation. The highlight appears in the sidebar.

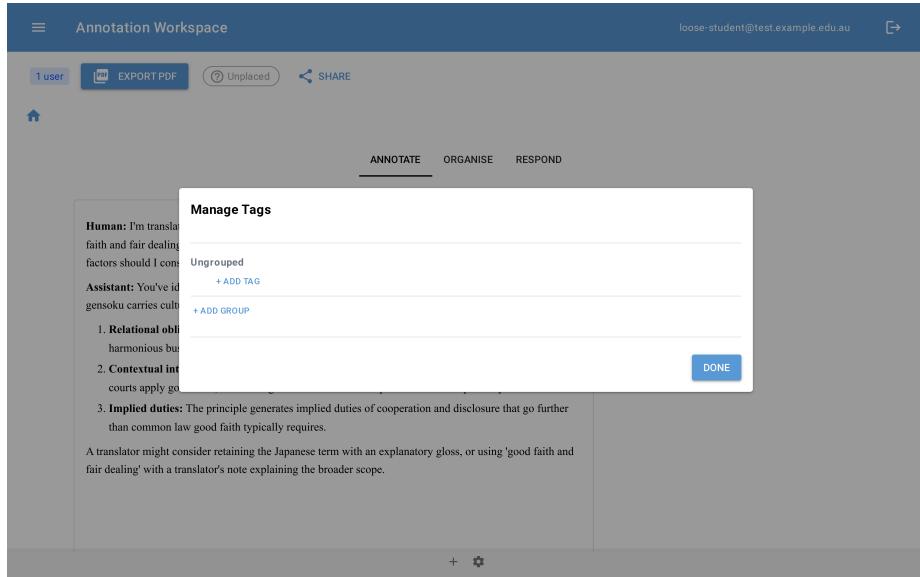


Figure 7: Tag management dialog with no existing tags

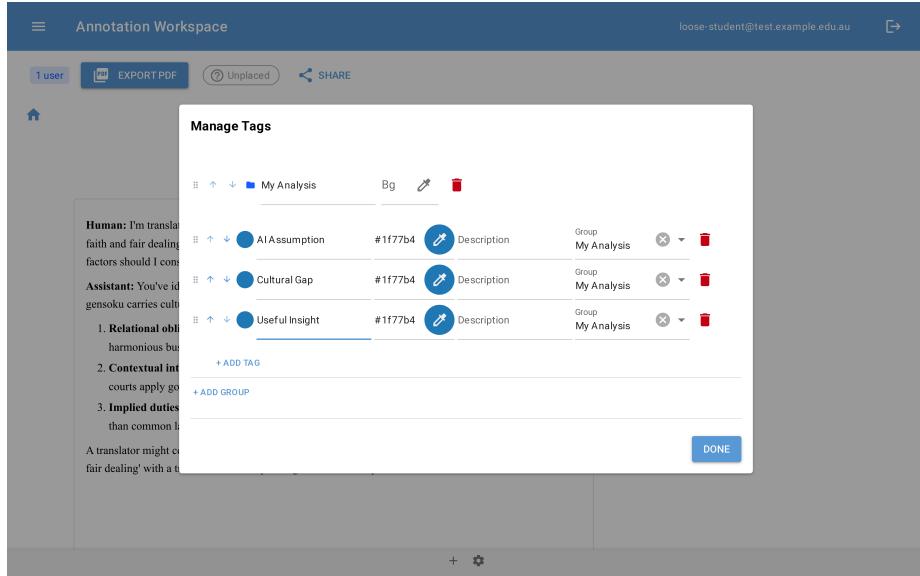


Figure 8: Tag group 'My Analysis' with three student-created tags

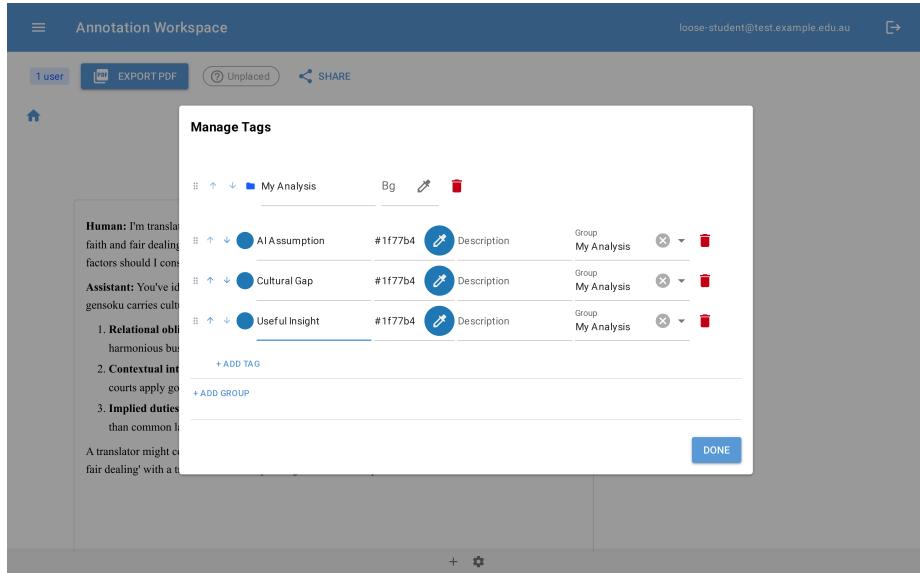


Figure 9: Done button to close tag management

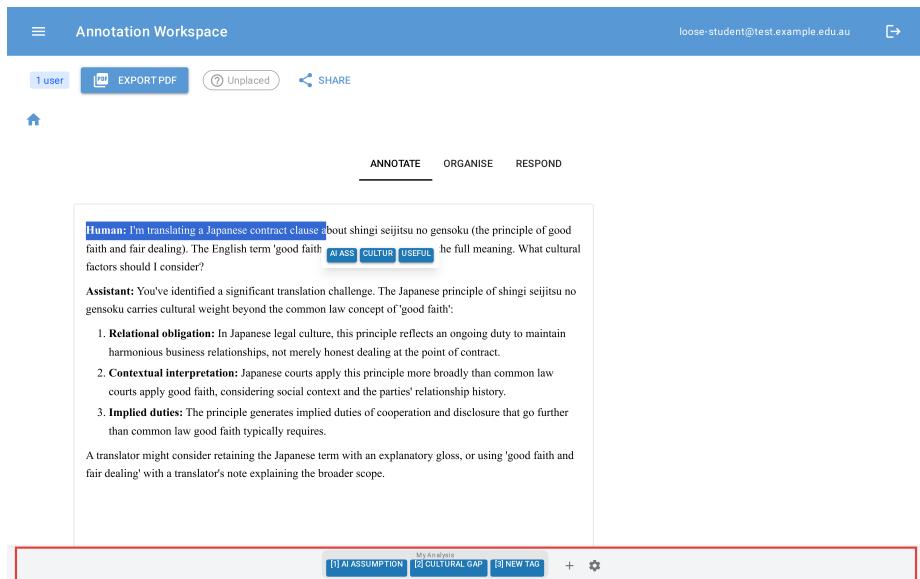


Figure 10: Tag toolbar with your custom tags

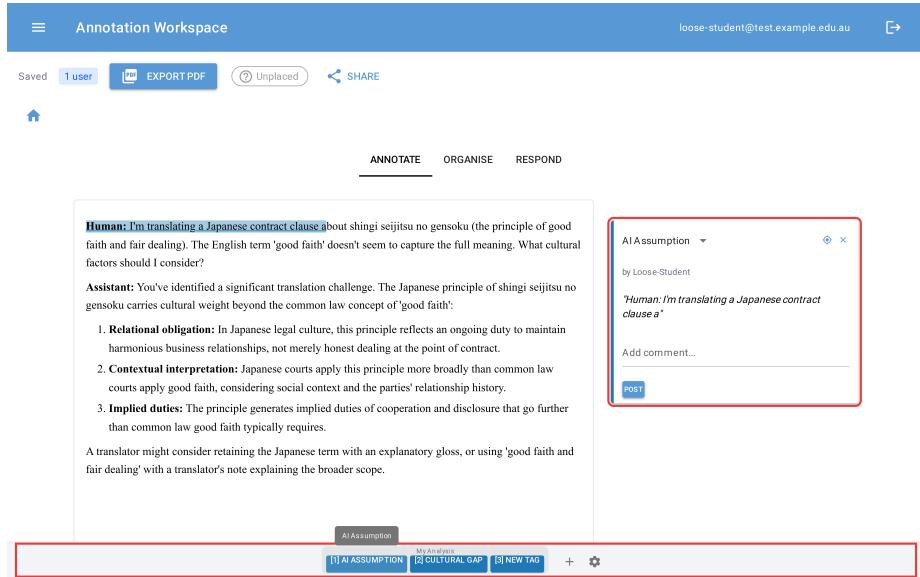


Figure 11: Text highlighted and tagged with your own category

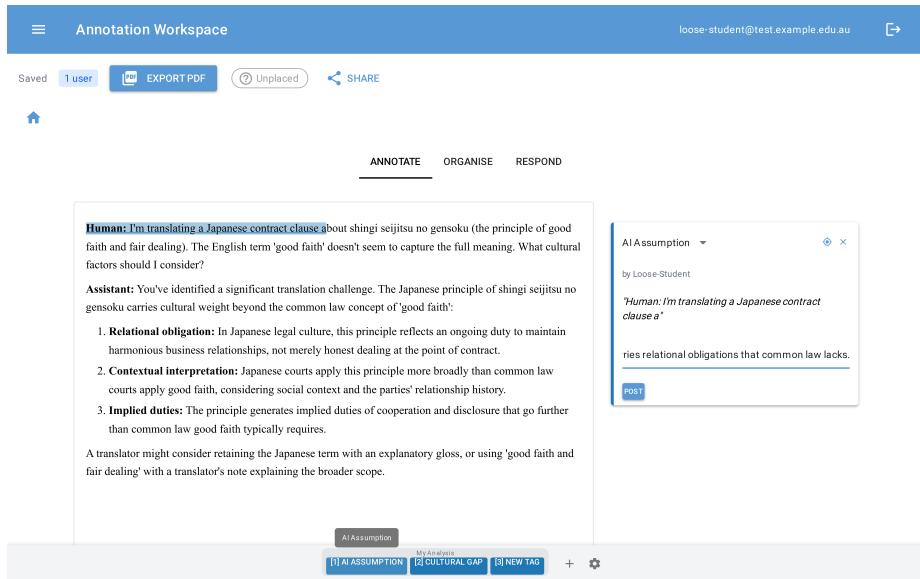


Figure 12: Comment input on the annotation card

Type your comment, then click the post button.

The screenshot shows the Annotation Workspace interface. At the top, there are navigation links: 'Annotation Workspace', 'loose-student@test.example.edu.au', and a share icon. Below this, there are buttons for 'Saved' (1 user), 'EXPORT PDF', 'Unplaced', and 'SHARE'. The main area has tabs: 'ANNOTATE' (which is selected), 'ORGANISE', and 'RESPOND'. In the 'ANNOTATE' tab, there is a conversation between 'Human' and 'Assistant'. Human says: 'I'm translating a Japanese contract clause about shingi seijitsu no gensoku (the principle of good faith and fair dealing). The English term "good faith" doesn't seem to capture the full meaning. What cultural factors should I consider?'. Assistant responds: 'You've identified a significant translation challenge. The Japanese principle of shingi seijitsu no gensoku carries cultural weight beyond the common law concept of "good faith". 1. Relational obligation: In Japanese legal culture, this principle reflects an ongoing duty to maintain harmonious business relationships, not merely honest dealing at the point of contract. 2. Contextual interpretation: Japanese courts apply this principle more broadly than common law courts apply good faith, considering social context and the parties' relationship history. 3. Implied duties: The principle generates implied duties of cooperation and disclosure that go further than common law good faith typically requires. A translator might consider retaining the Japanese term with an explanatory gloss, or using "good faith and fair dealing" with a translator's note explaining the broader scope.' To the right, a comment from 'Loose-Student' is shown in a red-bordered box: 'AI Assumption by Loose-Student 'Human: I'm translating a Japanese contract clause a'' and 'Loose-Student The AI assumes "good faith" is a direct equivalent, but the Japanese concept carries relational obligations that common law lacks.' There is a 'POST' button at the bottom of this box. At the bottom of the workspace, there are buttons for '[1] AI ASSUMPTION', '[2] CULTURAL GAP', '[3] NEW TAG', and a '+' sign.

Figure 13: Comment reflecting on the AI's cultural assumption

Add a comment explaining your annotation. This is where reflection happens — you are not just marking text, you are articulating why it matters.

## Organise Your Highlights

Click the Organise tab to see your highlights grouped by tag.

### Viewing Your Tags

The Organise tab displays your highlights in columns, one column per tag. Your emergent vocabulary becomes a lens for seeing patterns across the conversation.

### Reordering Within a Column

Drag highlights up and down within a column to group related passages together. This lets you build clusters of evidence before writing your response.

### Moving Between Columns

Drag a highlight from one column to another to reclassify it under a different tag. As your analysis develops, you may find that a passage fits a different category than you first thought.

*Note: with longer conversations, you may need to scroll within each column to see all your highlights.*

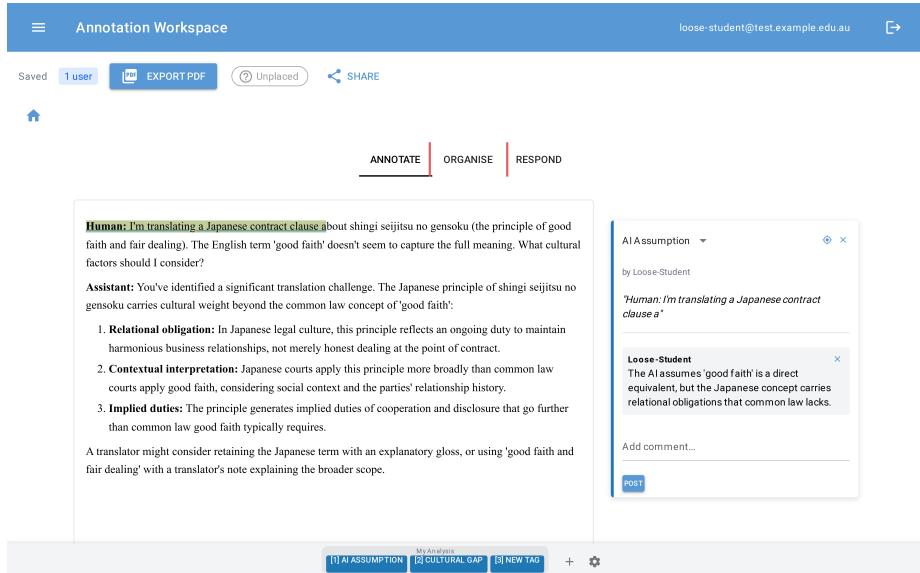


Figure 14: Organise tab button

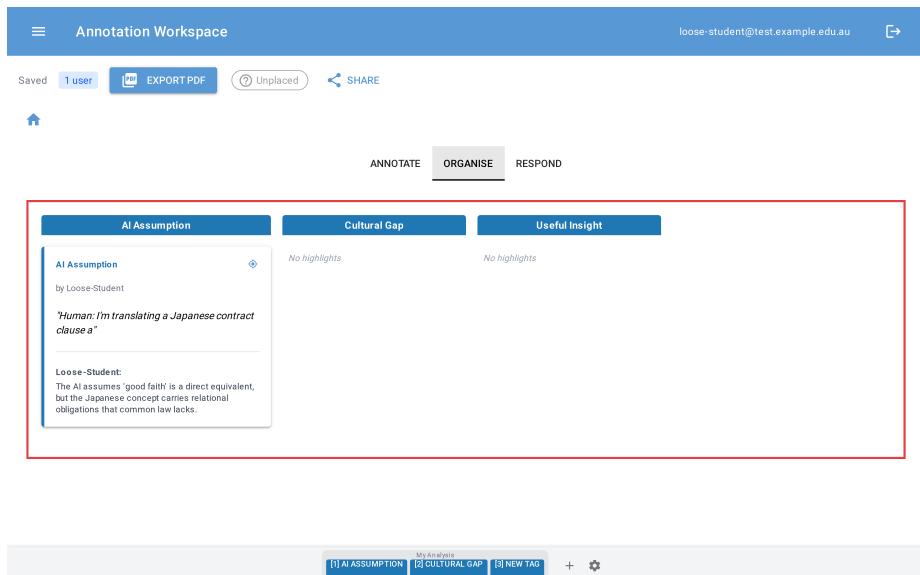


Figure 15: Organise tab showing highlights grouped by your tags

## Write Your Response

The screenshot shows the Annotation Workspace interface. At the top, there's a blue header bar with the title 'Annotation Workspace' and a user email 'loose-student@test.example.edu.au'. Below the header are buttons for 'Saved' (1 user), 'EXPORT PDF', 'Unplaced', and 'SHARE'. The main area has tabs for 'ANNOTATE', 'ORGANISE' (which is selected and highlighted in red), and 'RESPOND'. Under 'ORGANISE', there are three sections: 'AI Assumption', 'Cultural Gap', and 'Useful Insight', each with a 'No highlights' message. The 'AI Assumption' section contains a card with a title 'AI Assumption' by 'Loose-Student', a quote 'Human: I'm translating a Japanese contract clause a', and a note from 'Loose-Student' about AI assumptions. At the bottom, there's a toolbar with icons for 'AI ASSUMPTION', 'CULTURAL GAP', 'NEW TAG', and others.

Figure 16: Respond tab button

Click the Respond tab to write your analysis.

### Writing Your Response

The Respond tab gives you a markdown editor alongside your highlights. Use it to draft a reflection that draws on the patterns you identified.

The editor supports markdown formatting: # for headings, **\*\*bold\*\*** for emphasis, and \* for bullet lists. Your formatting renders as you type.

For a full guide to markdown syntax, see [Markdown Guide](#).

### Locating Source Text

Click the target icon on any reference card to jump back to its highlight in the Annotate tab.

This lets you move between analysis and source text — check the original context while writing your response.

### Connect to Your Unit

Your grimoire has grown from a blank slate into a structured analysis. Now you can connect it to your unit — associating your personal work with the course activity so your instructor can see it alongside the class work.

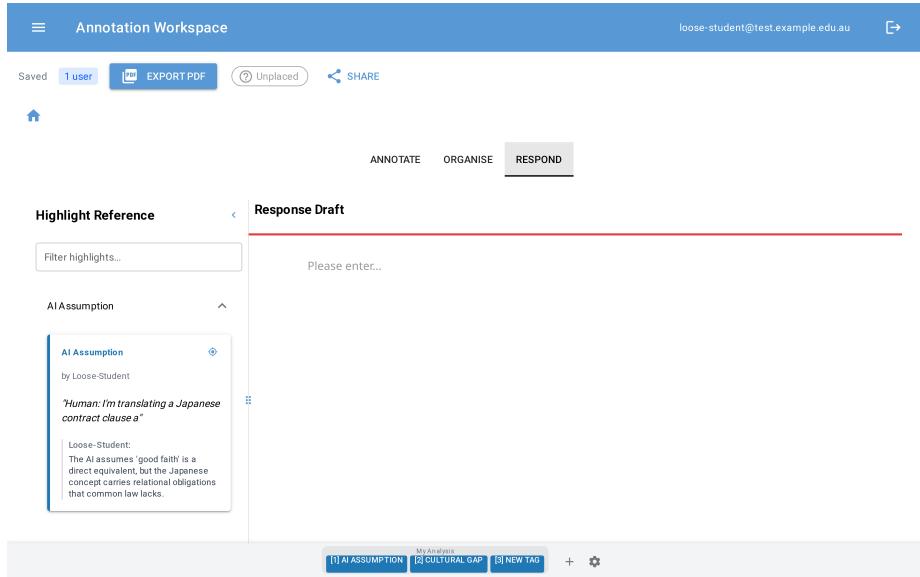


Figure 17: Respond tab with reference panel and markdown editor

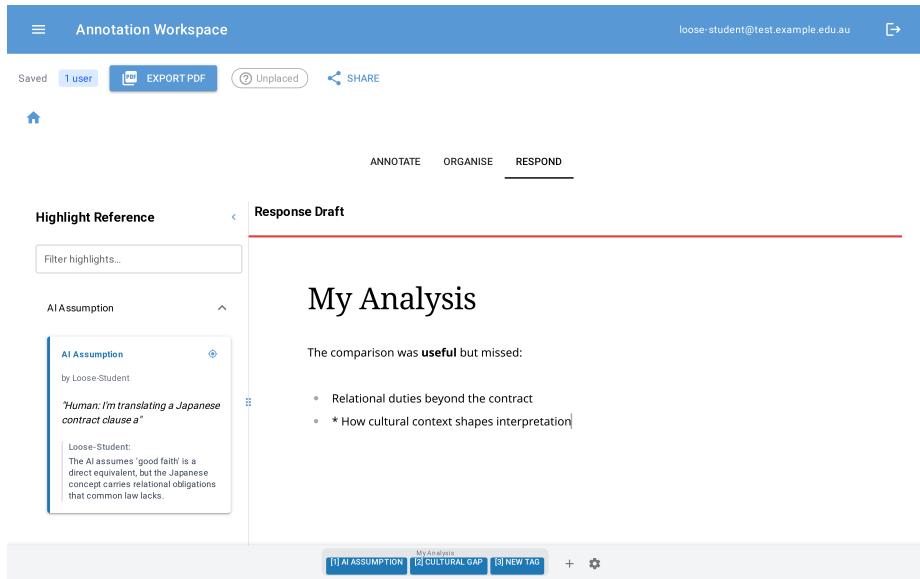


Figure 18: Drafting a response with markdown formatting

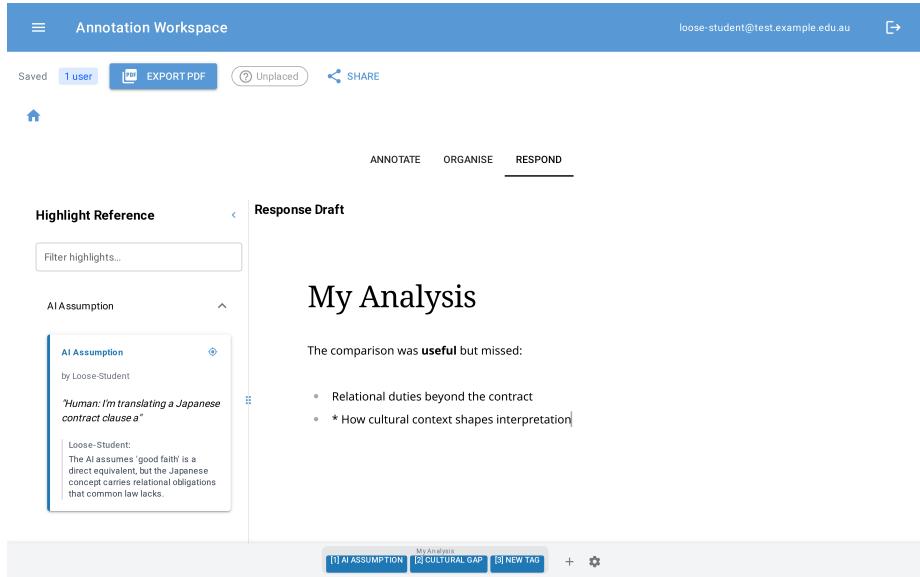


Figure 19: Locate button on a reference card

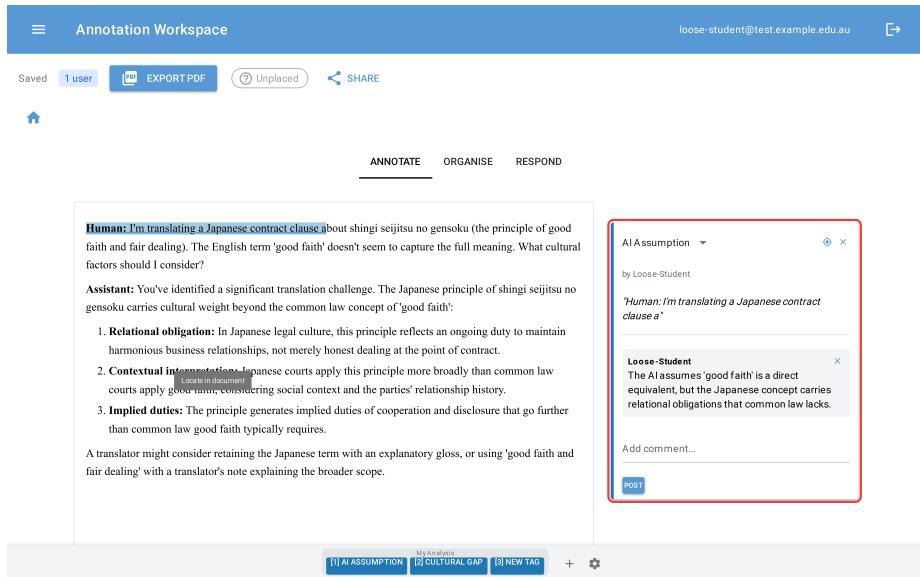


Figure 20: Navigated back to the highlighted passage from Respond tab

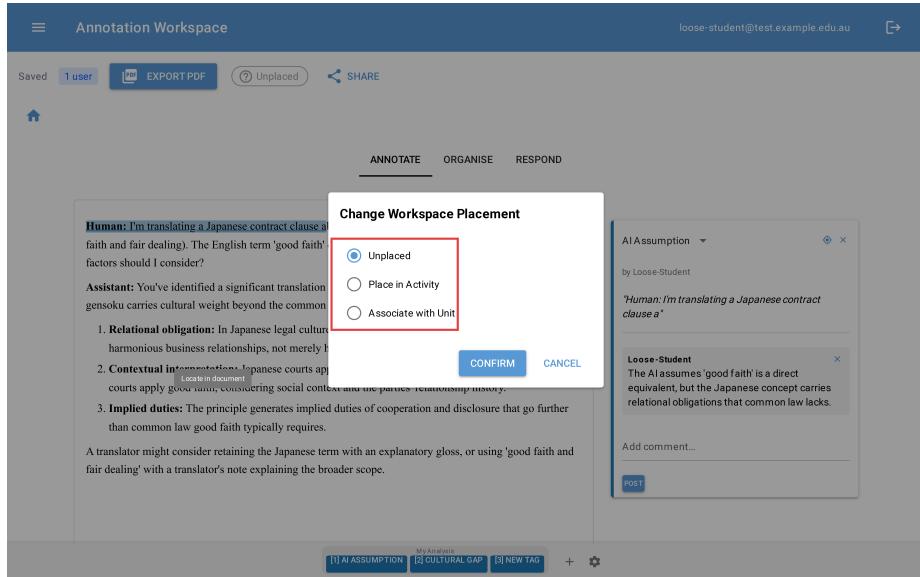


Figure 21: Placement dialog for associating workspace with a unit

Click the placement chip in the header to open the placement dialog. Your enrolled units appear in the cascading selects because you are already enrolled.

Select your unit, week, and activity from the cascading dropdowns. Your enrolment in UNIT1234 makes it available in the placement dialog.

Your personal grimoire is now connected to the course activity. It appears alongside other students' work in the unit, while retaining your personal tag vocabulary and annotations.

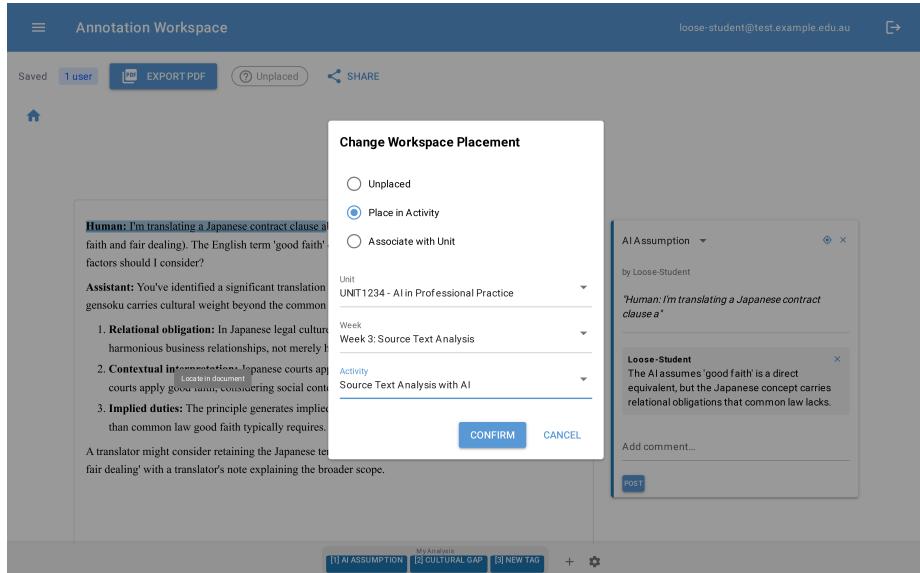


Figure 22: Cascading selects with UNIT1234, week, and activity selected

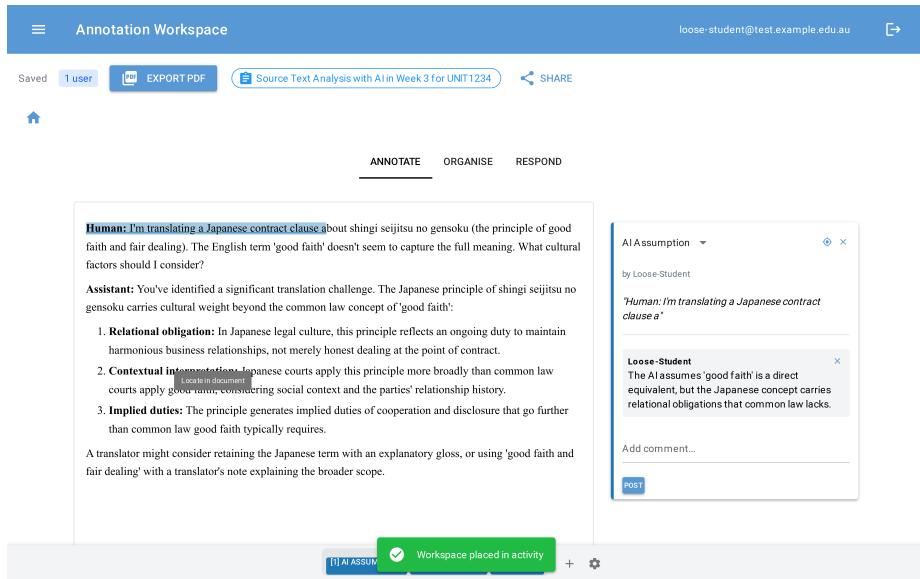


Figure 23: Workspace now associated with the course activity