

# Student Workflow

## Step 1: Logging In

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

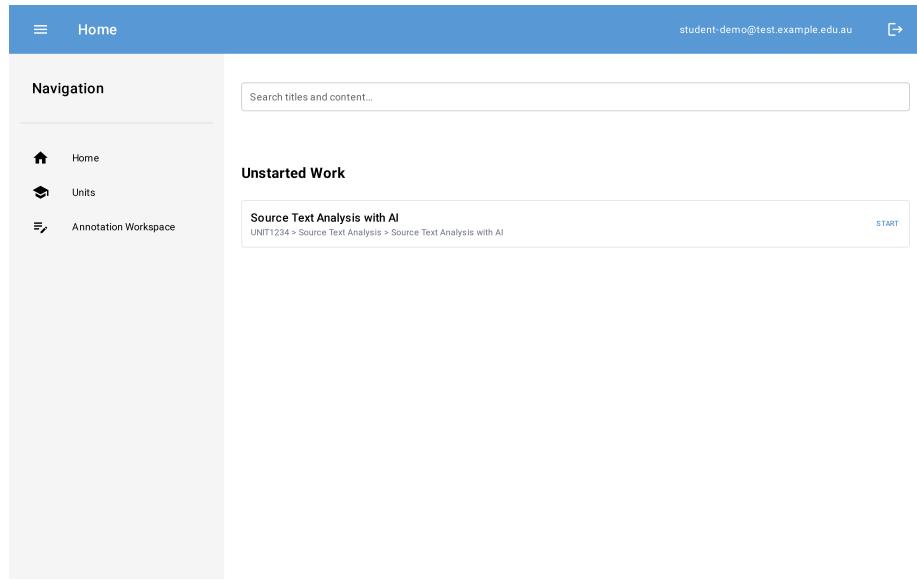


Figure 1: Step 1: Logging In

## 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.

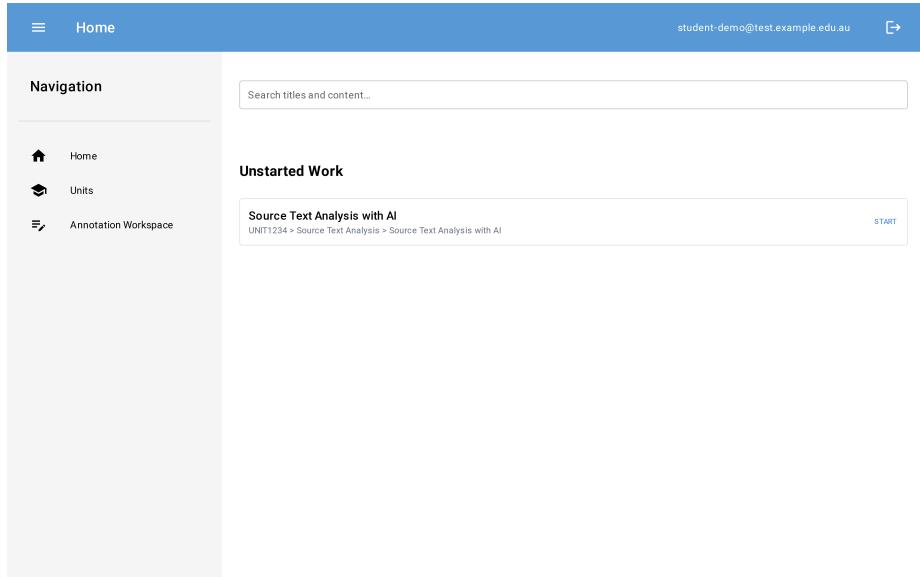


Figure 2: Navigator showing the unit and activity

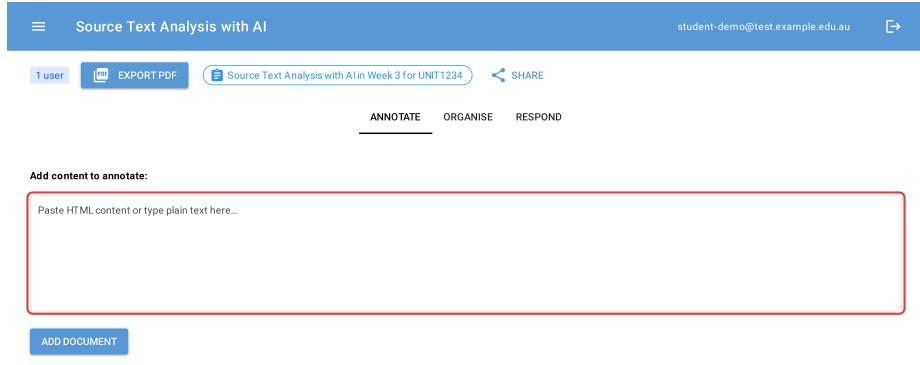


Figure 3: New workspace on the annotation page

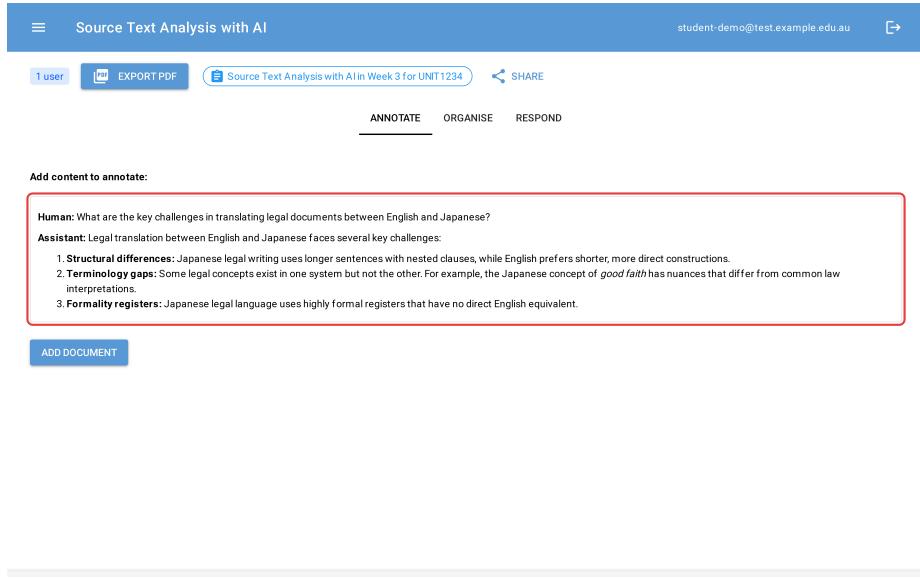


Figure 4: AI conversation pasted into the editor

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.

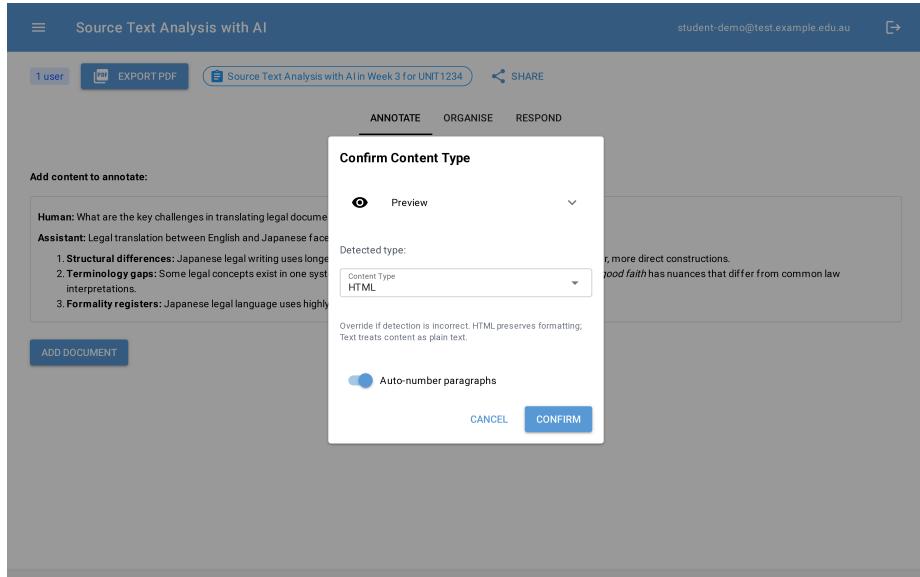


Figure 5: Content type confirmation dialog

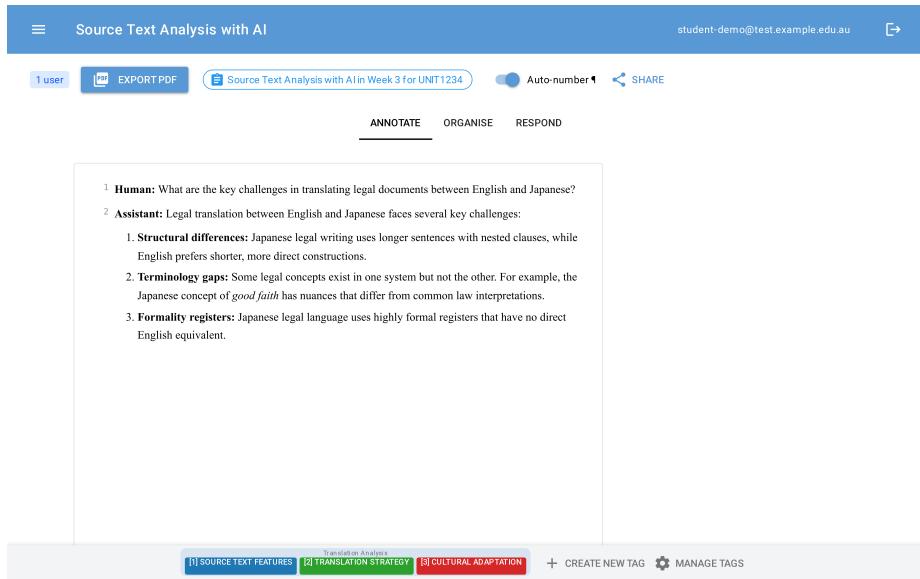


Figure 6: Processed conversation with formatted turns

The screenshot shows the 'Source Text Analysis with AI' interface. At the top, there are buttons for 'EXPORT PDF' and 'Auto-number'. Below the main content area, there are tabs for 'ANNOTATE', 'ORGANISE', and 'RESPOND'. The main content area displays a numbered list of challenges in translating legal documents between English and Japanese. A specific section of the text is highlighted with a red border. To the right of the highlighted text, a sidebar contains a 'Source Text Features' section with a dropdown menu, a comment input field, and a 'POST' button. The sidebar also shows a comment from 'Student-Demo' and a note about highlighting structural differences.

Figure 7: Text highlighted and tagged with colour coding

This screenshot is identical to Figure 7, showing the 'Source Text Analysis with AI' interface. It features the same layout with 'EXPORT PDF' and 'Auto-number' buttons at the top, and 'ANNOTATE', 'ORGANISE', and 'RESPOND' tabs below. The main content area shows the same numbered list of challenges. A specific section of the text is highlighted with a red border. The sidebar on the right contains a 'Source Text Features' section with a dropdown menu, a comment input field, and a 'POST' button. The sidebar also shows a comment from 'Student-Demo' and a note about highlighting structural differences.

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.

Figure 10: Respond tab with markdown editor and highlight references

Figure 11: Export PDF button on the annotation page