AI Prompts & Curriculum Implementation
Part 1: Understanding AI & Writing Effective Prompts

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OBJECTIVES

- Introduce faculty to AI's role in curriculum development.

- Understand the basics of writing effective AI prompts.

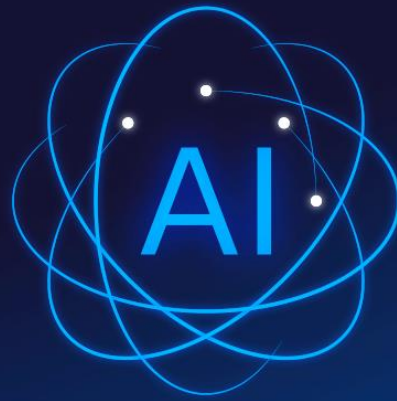# AI for Education | Using AI Critically in the Classroom

Discussion

- What platforms of AI are you currently using?

- How are you currently using AI?

https://dribbble.com/shots/16134521-AI-Technology

Different AI Platforms

ChatGPT

- Responds to creative prompts
- Answers qquestions related to specific, specialized topics that involve technical knowledge or skills
- Casual chats

Microsoft

- Dive deep into discussions
- Help people see things from new angles

Anthropic

- Excels at in-depth intellectual discourse across diverse fields
- Strong writing tool

Google

- writing different kinds of creative text formats
- translating languages
- writing different kinds of code
- providing summaries of factual topics

Meet Microsoft CoPilot

Tutorial Video

Features of Microsoft CoPilot (Chat)

- Conversational Assistance
- Web Search
- Image Generation
- Productivity Tools
- Content Creation
- Learning & Education
- Entertainment

Features of CoPilot for M365

Personalized responses grounded in your data	Excellent search and retrieve
Reference your files	Real-time monitoring
Use AI in the apps you use every day	Private and secure
Multi-modal	Gaining personal insights

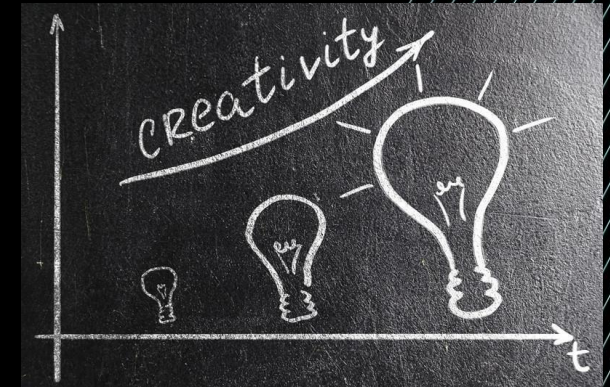https://www.linkedin.com/pulse/features-microsoft-copilot-m365-paresh-sharma-ov5zc/

Key Features & Capabilities of GenAI

Improves productivity by helping you with tasks.

https://www.icscareergps.com/blog/latest-education-and-career-buzz/7-ways-to-boost-your-weekly-productivity/

Using AI as a partner to help you think will increase your creativity.

https://www.roberthalf.com/ca/en/insights/management-tips/5-tips-on-how-to-boost-creativity-on-your-team

Get solutions by prompting AI with an issue

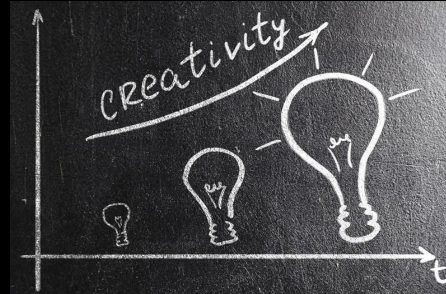https://www.flare-solutions.com/news/how-to-get-ai-ready-data/

CoPilot Improves Productivity by Helping With Tasks

https://www.icscareergps.com/blog/latest-education-and-career-buzz/7-ways-to-boost-your-weekly-productivity/

- **Document Creation and Editing:** Copilot can assist in drafting, editing, and formatting documents in Word, making the writing process faster and more efficient.

- **Data Analysis in Excel:** Copilot can help analyze data, create complex formulas, generate insights, and even build visualizations, streamlining data management tasks.

- **Email Management:** Copilot can draft emails, suggest responses, and help prioritize your inbox, ensuring you stay on top of important communications.

- **Meeting Summaries in Teams:** Copilot can generate summaries of meetings, highlight key points, and create action items, making it easier to keep track of discussions and follow-ups.

Using CoPilot as a Partner Increases Creativity

- <u>Brainstorming Ideas:</u> Generating ideas for projects, presentations, or creative writing. It can provide prompts, suggestions, and help organize your thoughts

- <u>Design Assistance:</u> PowerPoint presentation & designing fliers. Copilot can suggest layouts, color schemes, and graphics that enhance your visual content

- <u>Content Creation:</u> Help with drafting blog posts, social media content, or even scripts for videos. It can offer suggestions for improving your writing style, tone, and structure

- <u>Learning and Skill Development:</u> Copilot can recommend resources, tutorials, and courses to help you learn new skills or improve existing ones. Whether it's learning a new software, mastering a craft, or exploring a new hobby, Copilot can guide you to the right materials and tools.
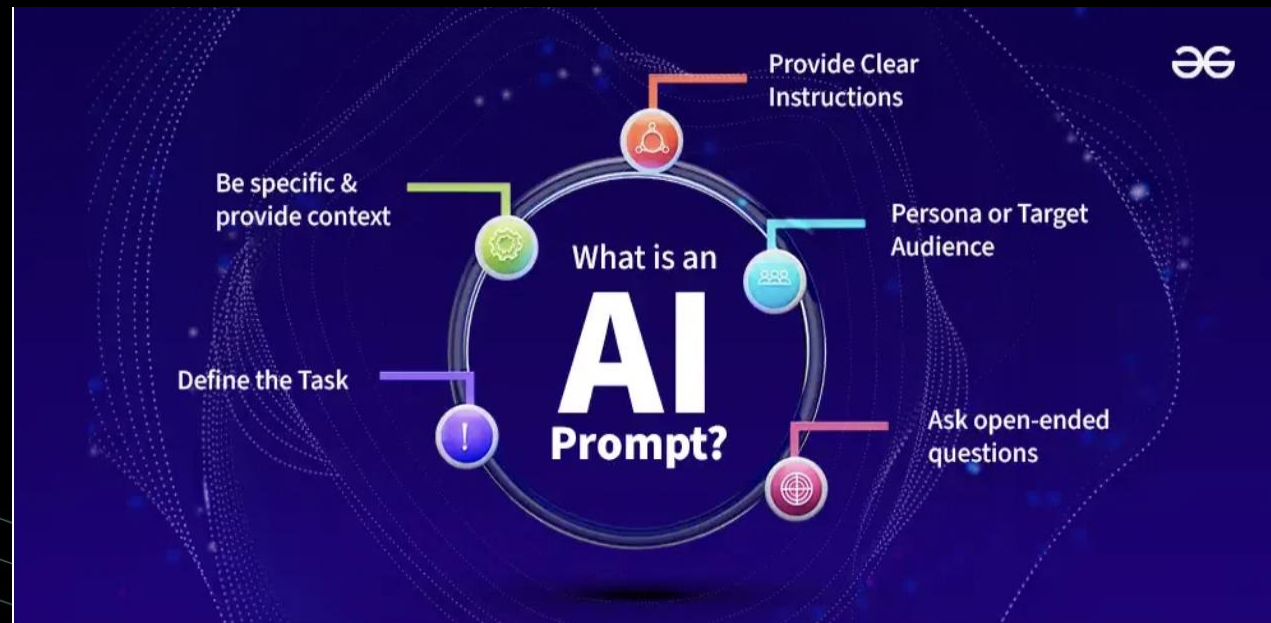
Get Solutions by Prompting CoPilot with an Issue

- <u>Project Management:</u> Struggling to keep track of project deadlines and tasks? Prompt Copilot with, "Help me organize my project timeline." Copilot can then create a detailed project plan, set reminders, and suggest tools for tracking progress.

- <u>Data Analysis:</u> Need to analyze a large dataset but aren't sure where to start? Ask, "How can I identify trends in this sales data?" Copilot can suggest relevant statistical methods, create visualizations, and highlight key insights.

- <u>Content Creation:</u> Facing writer's block? Prompt Copilot with, "I need help drafting an article on remote work trends." Copilot can provide an outline, suggest key points to cover, and even generate introductory paragraphs to get you started.

- <u>Meeting Preparation:</u> If you're preparing for an important meeting and need to gather information, you can ask, "What are the key points I should cover in my presentation on market analysis?" Copilot can compile relevant data, create slides, and suggest talking points

What is a Prompt?

A prompt is simply how you ask CoPilot to do something for you.

https://www.geeksforgeeks.org/what-is-an-ai-prompt/

Prompts Can Include Four Parts

Goal

What do you want from Copilot?

"I want a list of 3-5 bullet points to prepare me..."

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Context

Why do you need it and who is involved?

"...for an upcoming meeting with [client], focusing on their current state and what they're looking to achieve."

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Expectations

How should Copilot respond to best fulfill your request?

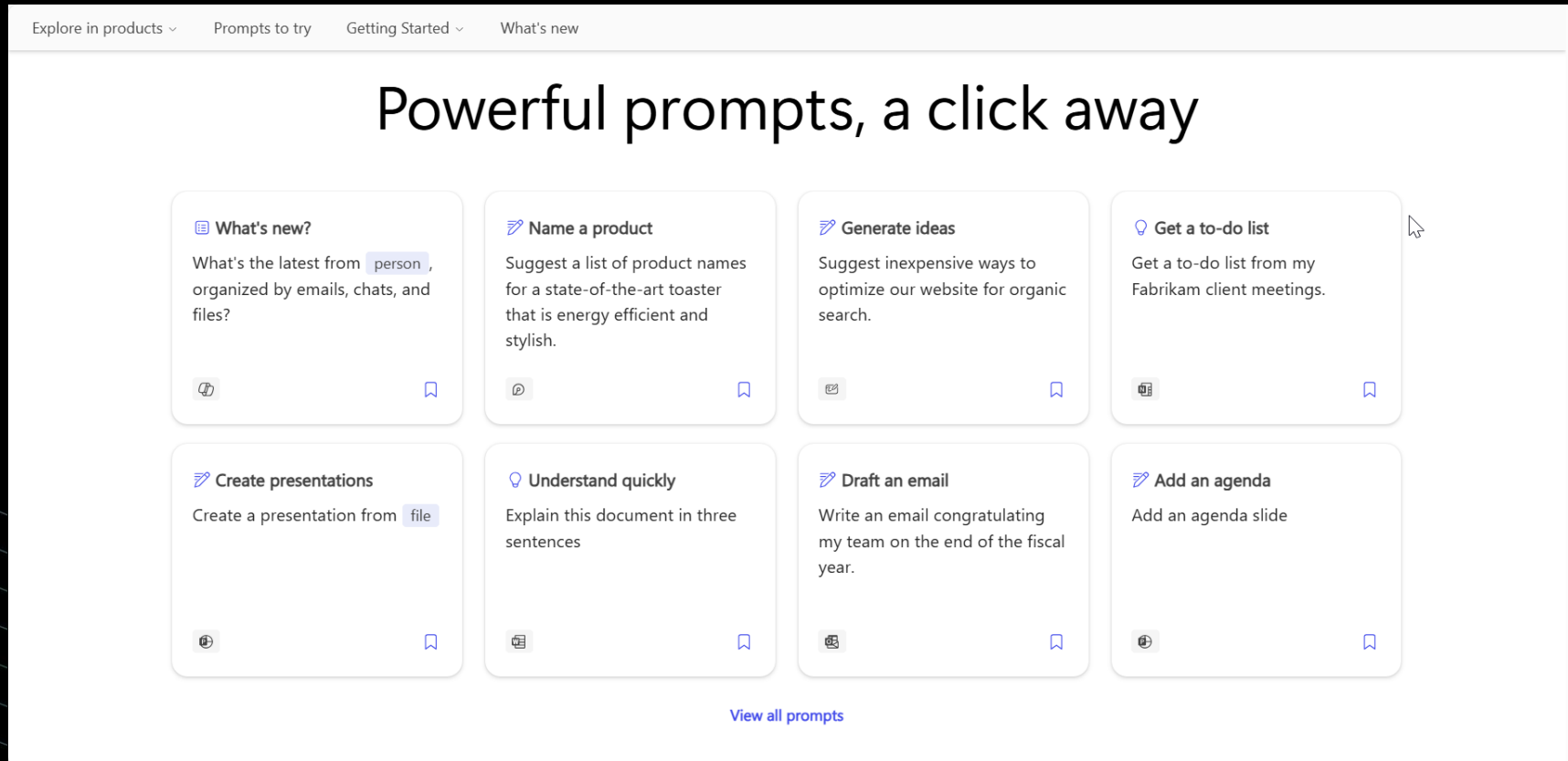_"Respond with a tone that is friendly but authoritative..."_

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Source

What information or samples do you want Copilot to use?

"... and focus on email and Teams chats with [people] over the last two weeks.

Prompts to Try

CoPilot Lab

Signing in to Copilot

- Use Microsoft Edge Browser

- Go to microsoft.com/copilot

- Sign in with TN Tech credentials to save history

- Sign in "for work"

Prompt Example

- Remember the 4 Criteria for a good prompt: **Goal**, **Context**, **Expectations**, & **Source**

- **Come up with an activity** for undergraduate university students enrolled in a technology class about assistive technology and inclusion in the classroom. Align with the ISTE educator standard 2.5.a Accommodate Learner Differences. Use technology to create, adapt and personalize learning experiences that foster independent learning and accommodate learner differences and needs. Include information about assistive technology and make the activity one hour. **(attach source if desired)**

Explore "CoPilot Lab's" Prompts

- Open a new tab and type in the URL below. Check out CoPilot Lab's "Prompts to Try". This is a great place to get started.

- http://tiny.cc/ee2pzz

Paste into CoPilot Chat

- Copy and paste a prompt from CoPilot Lab into Copilot Chat

- You can also try creating your own prompts to use with CoPilot

www.microsoft.com/copilot

Extra Prompt Resources

- Copy and paste from Josh Cavalier's 250 Prompts for Curriculum Development

- Also try creating your own prompt to use with CoPilot

https://shorturl.at/oRjTN

Questions?

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