AI MAKERSPACE · UNIVERSITY OF MARYLAND

UMD AI Cheat Sheet

Start with **TerpAI**: free with your UMD login and approved for internal (Level 2) data.

1 · PICK THE RIGHT TOOL

Which UMD AI tool, when

Use it to...	Tool	Access	Data up to
Draft, rewrite, summarize, brainstorm	TerpAI	Everyone	L2
Work in Gmail, Docs, Sheets, Slides, Meet	Gemini	Everyone	L2
Ask questions across your own files	NotebookLM	Everyone	L2
Work in Word, Outlook, Excel, PowerPoint	M365 Copilot Chat	Microsoft 365 users	L2
Research with cited web sources	Perplexity Pro	Faculty & staff pilot	L2
Work with sensitive data	ChatGPT EDU · Claude	Licensed seats	L3
Create images and graphics	Adobe Firefly	Creative Cloud	Ask SRM
Run a 24/7 office FAQ assistant	UMD Virtual Agent	Request from DIT	L2

Tools and access change. Current list: ai-resources.umd.edu/services.html

2 · KNOW YOUR DATA

What data can go where

Level	Examples	Where it can go
L1 · Public	Public web pages, published research, flyers	Any UMD-approved tool
L2 · Internal	Memos, meeting notes, records without sensitive details	TerpAI, Gemini, NotebookLM, Copilot, Perplexity
L3 · High	SSNs, health or disciplinary records	ChatGPT EDU or Claude seats only
L4 · Restricted	Payment cards, HIPAA, export-controlled data, CUI	Not without extra review

When in doubt: strip names and ID numbers, or ask first. Never put UMD data into free, personal AI accounts.

Data levels: IT-2 Data Classification Standard

3 · PROMPT WELL

Give it four things: R-T-C-F

Part	Ask yourself	Example
Role	Who should it act as?	"You are an experienced academic advisor…"
Task	What exactly do I need?	"…draft a reply to this student email…"
Context	Audience, background, rules, material	"…she's a stressed first-year; here's her email…"
Format	Length, tone, structure	"…under 120 words, warm, with a subject line."

Then keep talking to it. The first answer is a draft. Try:

"Make it shorter / warmer / more formal."	"What's missing? What would a dean ask?"
"Did you add anything not in my material?"	"Turn this into a table or checklist."
"Give me 3 different versions."	"Ask me questions before you start."

4 · STAY IN CHARGE

UMD's five rules for AI at work

1	**Use it for admin work** · drafting, workflows, gathering information
2	**Check with your supervisor** · before building AI into your processes
3	**Protect the data** · Level 2+ only in UMD-approved tools
4	**Verify the output** · accurate, unbiased, fit for purpose
5	**Disclose AI use** · in official communications and reports

Source: UMD Generative AI Guidelines (approved January 15, 2025)

5 · GET HELP

Where to go next

Guidance & training	ai-resources.umd.edu
AI services questions	dit-ais@umd.edu
How do I do this?	engr-ai-maker@umd.edu
Where to watch for future activities?	https://terrapinworks.umd.edu/facilities/ai-makerspace
Hands-on help	AI Makerspace open hours