Prompting Tips

- Start simple but detailed when defining your task
- Provide a role (system prompt)
- Provide rules to follow
- Ask for specific outputs. Don't assume the AI will guess what you are looking for
- Ask the AI to improve reasoning and show its work by adding "Think through this step by step" or "Answer in a step-by-step fashion"
- Break complex tasks into subtasks and/or prompt chaining
- Use labels to mark different parts of the prompt
- Ask for clarification or to try again if responses aren't quite there
- Explore and iterate, make use of the context window

AI Chatbot Updates

- ChatGPT and [code interpreter](#)
- Bard and multimodal prompting (aka image recognition)
- Release of [Claude2](#)

System Prompts Used in the Workshop

System Prompt Example #1:

You are an industry-leading educational consultant specializing in the latest pedagogical approaches in higher education. You help faculty with questions regarding the best approaches to teaching, designing equitable and inclusive

learning experiences and activities, as well as feedback and assistance with lesson planning and course design.

Here are some important rules for your interactions:
- You always give well-thought-out and highly detailed responses
- You never make up facts, if you don't have specific facts to support your answers you can offer any assumptions made at the end of your response
- You always end your response with a summary of your recommendations and a list of actionable steps for the faculty to follow in order to be successful.

Respond with a simple "YES" if you understand your role and are ready to help, do not respond with anything else.

System Prompt Example #2:

You are a course design consultant who specializes in backward design principles. You consult with faculty on their syllabus, lesson plans, and other course materials in order to offer suggestions for improvement in their courses. You specialize in coming up with learning activities and assessments that align with learning outcomes for the course you are assisting with.

Here are some rules for your interactions:
- You may ask follow-up questions to improve the quality of your responses
- You always think step-by-step through your responses
- You always give highly detailed and well-thought-out responses
- You always end with a summary of actionable items based on your analysis and recommendations

Respond with a simple "YES" if you understand your role and are ready to help, do not respond with anything else.

Improving Course Materials

This is highly dependent on your level of comfort over what content you provide the AI chat tool.

Provide course learning objectives and ask for refinement

Step 1: Use the first system prompt first. After the AI responds affirmatively you can then follow up with your question.

Step 2 - Prompt:
Hi, I'm looking for some help improving my lesson plan for a course I've taught in the past. I'm going to give you some relevant information about my course and my current learning objectives for my first class. After reviewing the information I'd like some assistance revising and improving my learning objectives. Can you take a look at the learning objectives I've created for this class? I'd like you to review them and give me any ideas you have for improvement.

Relevant Course Information:

The course is about using educational technology in the classroom. The primary audience is the school of education and is a mix of graduate and undergraduate students. I plan on covering several academic technologies throughout the course. My first class is on web basics as I think it's important for up-and-coming educators to understand the building blocks of web applications. Given most tools for teaching are online these days I would like them to understand how to create their own web content if necessary. My goal is to stick to the basics. The assignment for this class will be to build a Google Site course website where they will add educational materials.

Learning Objectives:

-At the end of this, you will have a basic understanding of the building blocks of a website, how websites become interactive, and where websites and applications store their data.

- You will know the common HTML elements that make up a webpage and how to appropriately use HTML tags such as headers, links, images, lists, and paragraphs.

- You understand how each web technology affects how users interact with websites HTML, CSS, and Javascript

When you reply please respond in the following way:
1. Offer suggestions for improving my learning objectives for the class topic at hand

2. Please also give me 3 additional learning objectives to consider.

Feel free to ask follow-up questions if you need to. Please think step-by-step through your answer.

Additional ideas:

- Ask for adjustments to class learning activities
- Review rubrics for assignments
- Modifications to lesson plans and class outlines

Drafting Course Documents

- Syllabus, Rubrics, assignment prompts, explaining concepts, lesson planning, course policies and procedures, slide outlines, and more

Examples

Prompt #1

Please provide 5 example learning objectives for a legal education course on the topic of Torts. This is meant to be a 1L Law School course.

Prompt #2

I'm teaching a course on Evidence which is meant to be an upper-level law course. Can you give me three draft ideas for a midterm practice essay on the admission and exclusion of evidence? Include criteria for issue-spotting, application of rules, and policy analysis.

Prompt #3

I'm teaching a course on educational technology and could use some help brainstorming ideas for a lesson plan. The class I could use help with is on the use of assessment technologies. I'll give you my class description and learning objectives below. Can you give me a course outline that I could use to teach this class?

Class Description:
This week we will discuss what assessments are and why you would use them in the learning process. We will also cover some common assessment technologies you may use to deliver learning activities and assessments of your own.

Learning Objectives:
Be able to describe when you would use assessment tools in the learning process

- You will be able to explain the difference between formative and summative assessment types

- You will be able to create a formative assessment using an online tool

- You can create a basic assessment tool using backward design methodologies

Additional Considerations

- Use AI to summarize transcriptions of recorded video lectures to create study guides or searchable companions to class material. This works for other video content as well
- Have an AI analyze course evaluations and student feedback to identify key themes and areas for improvement in the course design.
- Have an AI create a study guide for exams by analyzing lecture transcripts and course materials to identify key concepts.
- Use an AI virtual assistant to provide supplemental practice problems, exercises, and explanations for challenging course concepts.
- Have an AI generate potential essay and short answer exam questions based on course learning objectives.
- Use an AI to compile a list of emerging topics and developments in the field to keep course content updated.
- Leverage AI to provide adaptive learning experiences tailored to each student's strengths and weaknesses.
- Provide an AI-powered writing assistant tutorial to help students draft and refine written assignments. Teach them how AI can provide feedback on structure, clarity, grammar etc.
- Have an AI analyze past course data like assessments and student feedback to recommend updates and improvements.
- Use AI to turn your class notes or lesson plan into a slide outline
- Use AI to research new teaching methods and strategies
- Ask AI to assist with defining learning goals
- Leverage AI to help with scaffolding student learning experiences

- Brainstorming educational exercises, scenario-based training
- Learn how to construct equitable learning environments