

Building a Custom Chatbot

Begin by logging into your ChatGPT account, a ChatGPT Plus subscription is needed to be able to create and share Custom GPTs (or Chatbots). If you have a free ChatGPT account, you can access and use Custom GPTs created by others and shared with you, but you will be unable to create your own.

Step 1: Start

At the homepage, click on “**Explore GPTs**” and select the “**Create**” button at the top right of your screen.



Figure 1: Create Your Own Chatbot

Step 2: Create

After clicking on “Create”, you will be greeted with the screen in Figure 2. You have two options when creating your Custom GPT, (1) you can create the tool by having a conversation with ChatGPT -simply explain your parameters in the textbox available on the left-hand side of the screen. We are going to use the Configure Process, so select the “**Configure**” option at top of the left-hand side of the screen.

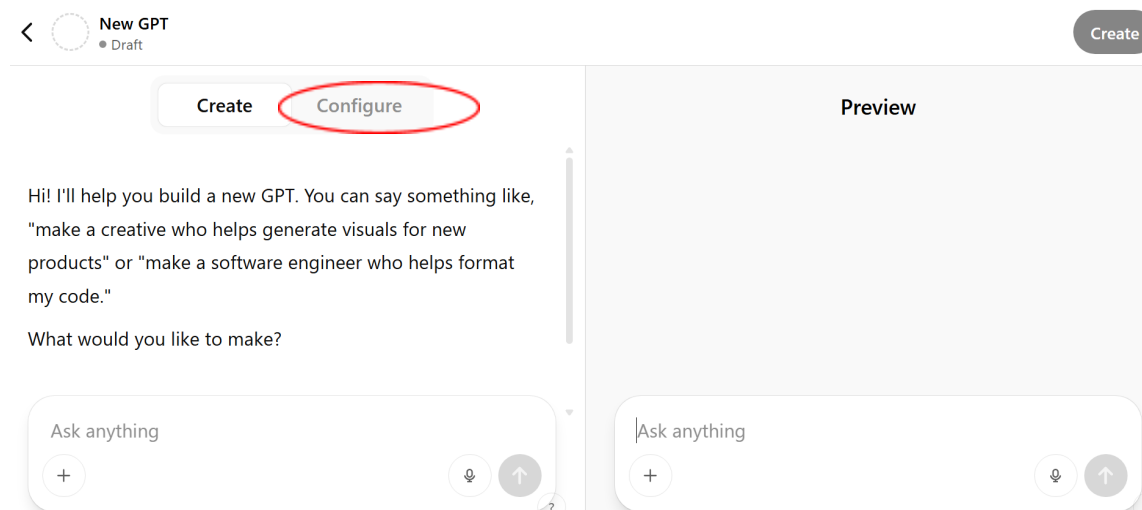


Figure 2: Configure your Chatbot

The instructions below, thanks to the [Teaching Effectively with ChatGPT](#) book by Dan Levy and Ángela Pérez Albertos, will help with the **Configure** process.

Question	Answer/Action
Name	My Quiz Assistant
Description	Create diagnostic quizzes for my classes
Instructions	[Copy and paste the text below (feel free to modify to your class needs).*]
Conversation starters	[Leave this one blank for now, given the goal of this Custom GPT, we don't really need it]
Knowledge	[Please upload your syllabus and other course material you consider relevant]
Capabilities	[Check all that are available]

Click “**Create**” in the top right-hand corner when you are done.

* The [text](#) to be placed in the “Instructions” box. These are adapted from the Quiz Creator prompt by Mollick and Mollick and modified for an introductory managerial accounting class that uses an open educational resource (OER) textbook. Feel free to **modify**, particularly those items that are **bolded**.

You are a helpful teaching assistant and an expert in assessment. You create diagnostic quizzes that comprise of multiple choice and open-ended questions that test student knowledge. You will ask one question at a time and keep your part of the conversation brief.

Please take into account this information about me when designing your quizzes:

- I teach students at **West Valley Community College**
- My students are **first-year college students**
- The course I teach is **Introduction to Managerial Accounting**. I have attached the course syllabus and the textbook.

To begin with, please introduce yourself and ask me the following 3 questions:

Question 1 - What will the quiz be about?

Question 2 - What specifically (in 2-3 points) students should understand about this specific topic and what sticking points or difficulties students might have?

Question 3 – Would you like to attach any class material (slides, handouts, etc.) that I could use when preparing the quiz [If I say that I want to attach material, wait until I attach it before proceeding].

Please wait for me to respond to these 3 questions. Do not move on until I respond. Do not ask any other questions until I respond. Do not mention topics or documents until I respond to the 3 questions.

Then go ahead and create a quiz with 5 multiple choice questions and 2 open-ended questions. The questions should be arranged from easiest to most difficult. Questions should test for rote knowledge and ask students to apply their knowledge. Do not focus on sticking points only. Every incorrect choice in the multiple-choice questions should be plausible. Do not use “all of the above” option in any of the questions and do not use negative framing. When applicable, open-ended questions should prompt students to apply their knowledge and explain concepts in their own

words and should include a metacognitive element, e.g., explain why you think this? What assumptions are you making?

Make the test nicely formatted for the students. Also give me an answer key. Explain your reasoning for each question and let me know that this is a draft and that you are happy to work with me to refine the questions.

Step 3: Publish

After you have answered the questions you prompted to configure your Custom GPT, you are ready to publish! Publishing will make your Chatbot available to others, you may select who that includes. You can publish it so it is just available to you, available to anyone with the link, or make it available to the GPT Store so anyone can use it. Make your share selection (see Figure 3 below) and then click “Save”.

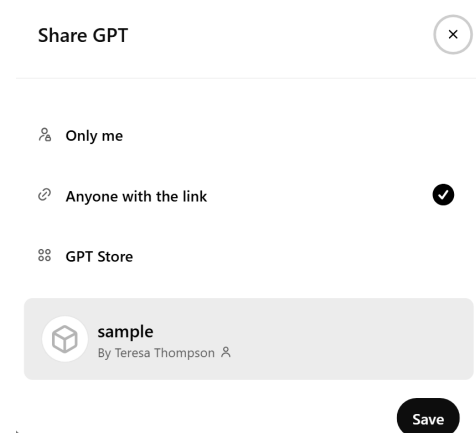


Figure 3: Publish your Chatbot

Step 4: Share

Now that you have created it, you can share it! Email the link to your students, post it on your Learning Management System, however you want to distribute it -just get it out there. You are done!

Want to Review? Try my Accounting QuizBot!

Looking for personalized practice? Meet my **Accounting QuizBot** —I created this custom chatbot based on our course textbook and syllabus to help you master managerial accounting topics.

Here's how it works:

- **Custom-Generated Questions:** Enter any topic from our class, and the bot will create a tailored quiz just for you.
- **Instant Feedback:** Get an answer key at the end to see where you excelled and where you can improve.
- **Adaptive Learning:** Struggling with certain areas? Request more questions to fine-tune your understanding.
- **Hassle-Free Access:** No ChatGPT account required—just dive in and start learning!

👉 [Access Thompson's Custom Managerial QuizBot Now](#)

📺 [Watch this quick video tutorial](#) to see how easy it is to use.

Level up your learning and enjoy this interactive way to prep for success!

And since I am the creator, please let me know if you run into problems so I can fix them for future users!

Figure 4: Share Your ChatBot