

Resources

Site	URL	Notes
What are AI and ChatGPT?		
Student Guide to AI Literacy (Modern Language Association [MLA])	https://style.mla.org/student-guide-to-ai-literacy/	
6 Things to know about AI (News Literacy Project)	https://newslit.org/educators/resources/6-things-to-know-about-ai/	Learn the pros and cons about using AI and ChatGPT Downloadable infographic: https://newslit.org/wp-content/uploads/2024/01/AI-Infographic_FIN_AL.pdf
Learning about AI: Fundamentals, Ethics and Keeping Up (LinkedIn)	https://www.linkedin.com/pulse/learning-ai-fundamentals-ethics-keeping-up-glenn-vander-laan/	There are many links in this article to help you learn more about AI and ChatGPT.
Artificial Intelligence Index Report 2025 (Stanford University, Human-Centered Artificial Intelligence)	https://hai.stanford.edu/ai-index	Covers trends, public perceptions of AI technology, and much, much more.
A brief history of Artificial Intelligence	https://substackcdn.com/image/fetch/w_1456,c_limit,f_webp,q_auto:good,fl_progressive:steep/https%3A%2F%2Fsubstack-post-media.s3.amazonaws.com%2Fpublic%2Fimages%2Fc916f4f1-41b7-475c-8f04-c54538ee8968_3600x5138.png	A brief timeline, with dates, persons, companies, impacts, definitions, and more.
ChatGPT Use Cases	https://research.aimultiple.com/chatgpt-use-cases/	
Learn about generative AI (Google)	https://support.google.com/a/users/answer/13954172?hl=en&ref_topic=14438752	
Google AI Principles	https://ai.google/responsibility/principles/	
Learn in creative ways with generative AI (Google)	https://support.google.com/gemini/answer/15216790?hl=en&ref_topic=13194540&sjid=871894462665568207-NA	RE: Google's Gemini
Is it okay for me to use AI for these tasks in school?		
Florida Atlantic University Regulation 4.001, Code of Academic Integrity	https://www.fau.edu/regulations/documents/chapter4/reg4-001-august2024.pdf	Always carefully read your syllabus to see if AI is allowed by your instructor for your particular course.
Generative AI Decision Tree	https://wpvip.edutopia.org/wp-content/uploads/2024/06/Generative-AI-Decision-Tree-Prompt-Engineering-JStauffer-.pdf	
A Decision Tree to Guide Student AI Use (Edutopia)	https://www.edutopia.org/article/student-use-ai-helpful-framework	

How to use ChatGPT as a learning tool (American Psychological Association [APA])	https://www.apa.org/monitor/2023/06/chatgpt-learning-tool	
ChatGPT in Your Classroom (Harvard University)	https://teach.extension.harvard.edu/blog/chatgpt-your-classroom	
3 Ways to use ChatGPT to help students learn – and not cheat	https://theconversation.com/3-ways-to-use-chatgpt-to-help-students-learn-and-not-cheat-205000	<ul style="list-style-type: none"> - Treat ChatGPT as a learning partner. - Use ChatGPT to boost confidence. - Prompt ChatGPT to give supportive feedback.
Customizing Settings		
I changed 5 ChatGPT settings and instantly became more productive – here's how. (ZDNET)	https://www.zdnet.com/article/i-changed-5-chatgpt-settings-and-instantly-became-more-productive-heres-how/	
Creating Prompts		
10 Prompts to do your Tasks Better and Faster	https://gptcentral.substack.com/p/10-prompts-tasks-better-faster	
How to use ChatGPT for learning (Pluralsight)	https://www.pluralsight.com/resources/blog/ai-and-data/how-use-chatgpt-learning	Includes prompts for making flashcards, explaining concepts, and learn a new language
Use ChatGPT at the workplace like a Pro	https://gptcentral.substack.com/p/use-chatgpt-at-work-like-a-pro	Handout – some of these options may be useful for you as an employee but not as a student
Must-read best of practical prompt engineering strategies to become a skillful prompting wizard in Generative AI (Dr. Lance Eliot)	https://www.forbes.com/sites/lanceeliot/2023/12/28/must-read-best-of-practical-prompt-engineering-strategies-to-become-a-skillful-prompting-wizard-in-generative-ai/	A very advanced look at the many types of prompt engineering that can be used by an expert in the field of AI.
17 Tips to Take Your ChatGPT Prompts to the Next Level (Wired)	https://www.wired.com/story/17-tips-better-chatgpt-prompts/	
Chat-GPT Cheat Sheet 2024: Achieve better results with advanced AI prompts	https://yourstory.com/2024/01/chat-gpt-cheat-sheet-guide	
Prompt Engineering Guide (LearnPrompting)	https://learnprompting.org/docs/introduction	Free course. Last updated 10/23/24.
Prompt engineering guide (OpenAI.com)	https://platform.openai.com/docs/guides/prompt-engineering	Follow the many hyperlinks for examples and details
Best practices for prompt engineering with the OpenAI API	https://help.openai.com/en/articles/6654000-best-practices-for-prompt-engineering-with-the-openai-api	How to give clear and effective instructions to OpenAI models
Prompt engineering best practices for ChatGPT	https://help.openai.com/en/articles/10032626-prompt-engineering-best-practices-for-chatgpt	
Top 22 ChatGPT prompts for exam preparation	https://testfellow.com/top-22-chatgpt-prompts-for-exam-preparation/	

Tips to write prompts for Gemini	https://support.google.com/a/users/answer/14200040?sjid=871894462665568207-NA	
How to Write a Prompt (Google)	https://skillshop.exceedlms.com/student/path/1176018/activity/2381231#/page/666b637e5d877ca345db475b	This is a great basic handout!
Examples of Using AI/ChatGPT in the Business Workspace		
Prompting Guide 101: A quick-start handbook for effective prompts	https://workspace.google.com/resources/ai/writing-effective-prompts/	See description below. This is the website for the PDF below.
Gemini for Google Workspace: Prompting Guide 101: A quick-start handbook for effective prompts (Google)	https://services.google.com/fh/files/misc/gemini-for-google-workspace-prompting-guide-101.pdf	PDF of guide. Breaks out prompts by job type. See general prompt-writing information at the beginning of the manual and then specific information via Table of Contents.
Google's Prompt Guide (Gemini for Workspace)	https://inthecloud.withgoogle.com/gemini-for-google-workspace-prompt-guide/dl-cd.html?ref=jeffsu.org	
FAU Libraries resources		
AI @ FAU	https://www.fau.edu/ai/	
AI Glossary - FAU	https://www.fau.edu/ai/ai-glossary	
AI Tools - FAU	https://www.fau.edu/ai/ai-tools	
AI Training - FAU	https://www.fau.edu/ai/learning	
Student Resources - FAU	https://www.fau.edu/ai/student	
University Resources - FAU	https://www.fau.edu/ai/staff	
FAU Libraries OneSearch, Library Catalog, and Databases	https://library.fau.edu	Search by topic or keyword
Sage Campus	https://go.openathens.net/redirector/fau.edu?url=https://classroom.sagepub.com/	
O'Reilly for Higher Education	https://go.oreilly.com/florida-atlantic-univ	
LinkedIn Learning	https://www.fau.edu/linkedin-learning/	
Other Resources		
Google Arts & Culture – Play with AI	https://artsandculture.google.com/project/play-with-ai	Games and experiments made with machine learning
Google Workspace Learning Center	https://support.google.com/a/users/answer/14506784?visit_id=638671086682715807-3359503594&hl=en&rd=1	
Generative AI for Educators	https://grow.google/ai-for-educators/	2-hour course with foundational learning about AI and how to save time with everyday tasks