

# ChatGPT Literacy: Navigating AI in Academia

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Presented by Fadi Muheidat

ChatGPT Edu workshops Facilitation Team:

Tracy Medrano, *IDAT*, Mandy Taylor, *IDAT*, Elizabeth Viramontes-Merino, *IDAT*, and Fadi Muheidat, *TRC*



Have you used ChatGPT or AI tools before? What's one word to describe your experience?



# Workshop Objectives

- Understand ChatGPT's capabilities and limitations
- Learn effective prompting strategies
- Develop skills to critically evaluate AI outputs for accuracy, bias, and reliability
- Discuss ethical and responsible AI use
- Examine the impact of AI-generated content on education, research, and integrity by understanding AI detection tools

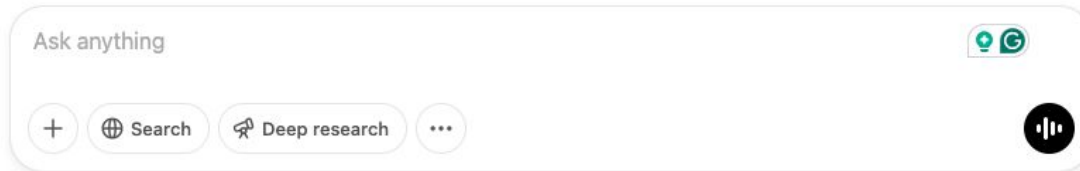
What is ChatGPT and how does  
it work?



# What is ChatGPT?

ChatGPT is an artificial intelligence (AI) chatbot technology developed by OpenAI that can process natural human language and generate a response, enhancing personal productivity and can assist with teaching and learning activities.

**What can I help with?**



Let's hear from the developers:

<https://vimeo.com/1030195117> up to the minute 3:51

What is ChatGPT Edu?

# ChatGPT Edu

- ChatGPT Edu, a tailored version of ChatGPT designed specifically for universities
- Built to support **university teaching and learning needs**. (Data analytics, web browsing, document summarization)
- Provides a **secure and reliable** version of ChatGPT for **educational** environments
- Equipped with features to **enhance** teaching and research productivity

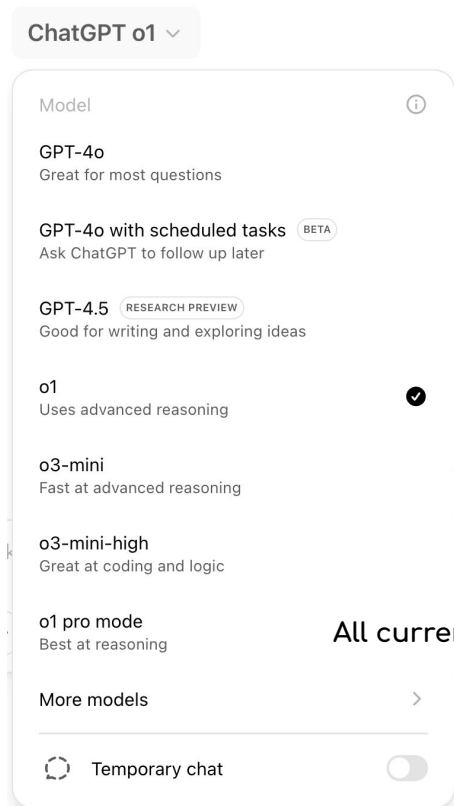


# ChatGPT Edu

- Supports student learning with AI-driven assistance and feedback. (Custom GPTs)
- Compliant with educational privacy and security standards at institutions. **Inputs not used to train OpenAI models**
- Optimized for universities to integrate seamlessly into existing educational systems and workflows
- We now have model 4.5 and only it is capped. Also, cap is aggregate, so 200,000 prompts every five hours for CSUSB, not by individual. Access to 4o is unlimited, which is good news for custom GPTs

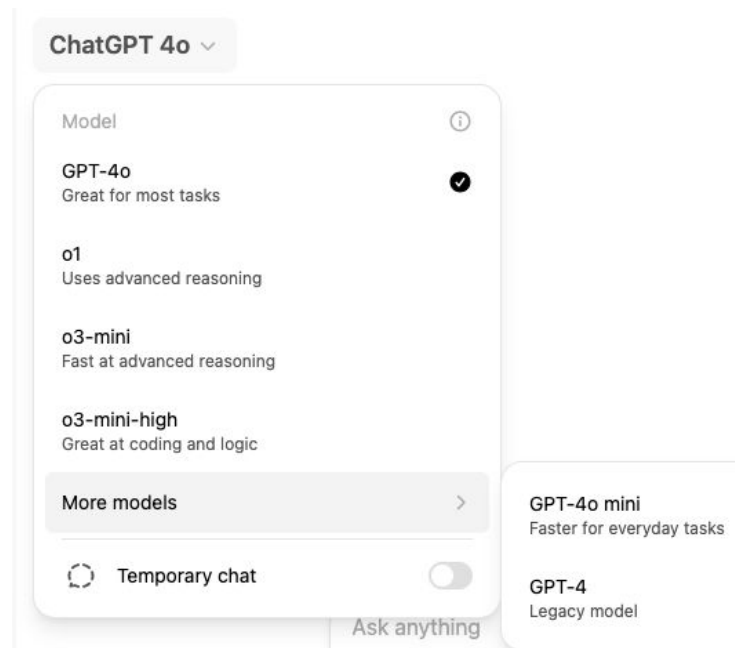
# ChatGPT Model Selector

Switch between  
different models in  
ChatGPT



All current supported Models

ChatGPT Edu current models



<https://help.openai.com/en/articles/7864572-what-is-the-chatgpt-model-selector>

ChatGPT Home Screen

# ChatGPT: Capabilities and Limitations



# What do you think is ChatGPT's main limitation?



# Benefits of ChatGPT

- Content generation
- Brainstorming
- Enhances productivity through task automation
- Facilitates effective multilingual communication (translation)
- Reduces errors, improves data-driven decision-making
- Accelerates research and innovation

# Limitations of ChatGPT

- May generate inaccurate information (hallucinations)
- Requires human oversight for accuracy and ethical use
- Computationally intensive, costly resources needed ( not an issue at the user level)
- Ethical concerns: misinformation, privacy, job displacement

# Prompt Engineering

*Getting solid results from ChatGPT requires a conversation with it.*

*It will provide ideas and support but can't do all the work for you.*

*You MUST check its work or you are asking for trouble.*



“Rather than thinking about creativity of responses from AI, focus on bringing creativity into your prompts.”

– Jose Bowen

# Guidelines for a good prompt

1. Use correct spelling and grammar and write complete sentences, otherwise it will answer based on its understanding
2. Be clear, specific and detailed about your request to the AI
3. Provide context and perspective to focus the AI output
4. Break down complex tasks into multiple short prompts
5. Specify the desired format, tone and style of the output

# Guidelines for a good prompt

## Basic prompt formula

- Declare a [ROLE]
- Give [CONTEXT]
- Create a [TASK] and
- specify [FORMAT]

You are a college student. You are taking a political science course and writing a 1,500-word essay on the topic of disinformation in modern societies. Please produce a potential outline for the essay, suggesting key points to cover and possible sources to research. Cite the sources for your response.

# Framework adopted from Jose Bowen

## 1. Task

- Write, Create, Summarize, Analyze, Elaborate, Reimagine, Explain,

## 2. Format

- Essay, Opinion Piece, Blog Post, Email, Jargon-Free Summary, Dialogue,
- Syllabus, Lesson Plan, Product Description, Legal Brief, Nurses Notes
- Length or number: List only the top four using bullet points.

## 3. Voice

- Using academic/comic/medical language, right-wing/left-wing,
- Like a copywriter, engineer, human resources manager, millennial,
- In the style of my professor, Oprah, this person/group, Yoda

## 4. Context

- Use/read/follow these models/examples
- Previous institution/personal emails/articles/press releases
- Suitable as a reading assignment for an undergraduate course
- I'm trying to be serious and funny at the same time

Another tip from Lance Eaton:

The first prompt - always:

*Improve this prompt to maximize the  
creativity and analytical abilities of a  
large language model:*

*[Insert prompt]*

# Ethical Considerations and Challenges

- Key Concerns :
  - Bias in AI outputs and its impact on equity
  - Academic integrity and plagiarism concerns
  - Data privacy and security issues

# Ethical Considerations and Challenges

- Strategies for Responsible Use :
  - Promote transparency about AI use in classrooms
  - Teach students to critically evaluate AI-generated content
  - Develop policies around AI tools in assessments

# How are students using AI?

## Ethical Ways

- Interactive replacement for Google
- Guided research
- Personalized tutoring
- Grammar/syntax assistance
- Digital accessibility

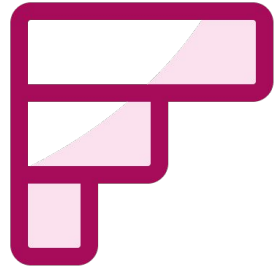
## Borderline Ways

- Learning from generated content
- Having ChatGPT “do the easy stuff”

## Unethical Ways

- Generating whole assignments





# Rank the following ethical ways students use AI in education.



# Why student AI use matters

## Risks

- Makes errors
- Can hurt long-term learning outcomes
- Has a huge ecological cost
- Undermines collaborative work
- Includes and perpetuates bias

## Opportunities

- Good for shy/self-guided learners
- Accessible help
- Can help students learn if used effectively
- Will be in students' futures
- Workforce skill development



# Which risk of AI use in education concerns you the most?



# How to Use AI Responsibly EVERY Time

AI for Education

## How to Use AI Responsibly **EVERY** Time

**E** **VALUATE** the initial output to see if it meets the intended purpose and your needs.

**V** **ERIFY** facts, figures, quotes, and data using reliable sources to ensure there are no hallucinations or bias.

**E** **DIT** your prompt and ask follow up questions to have the AI improve its output.

**R** **EVISE** the results to reflect your unique needs, style, and/or tone. AI output is a great starting point, but shouldn't be a final product.

**Y** **OU** are responsible for everything you create with AI. Always be transparent about how you've used these tools.



# What's one action you'll take to use ChatGPT responsibly?



# Extra Resources

CSUSB Teaching with Generative AI /ChatGpt Edu web page and resources:

<https://www.csusb.edu/faculty-center-for-excellence/instructional-design-and-academic-technologies-idat/chatgpt>

Other self-paced learning resources:

- [OpenAI, LLMs & ChatGPT \(05:34\)](#)
- [Multimodality Explained \(10:24\)](#)
- [Introduction to Prompt Engineering \(05:52\)](#)
- [Introduction to GPTs \(06:40\)](#)
- [ChatGPT Search \(05:43\)](#)
- [Advanced Prompt Engineering \(08:50\)](#)
- [ChatGPT for Data Analysis \(04:48\)](#)

Next workshop:

# ChatGPT for Course Design

Presented by Tracy Medrano

Wednesday 4/9 11-12 pm by Zoom

Thank you