



ChatGPT Edu

Build Your Own Custom GPT

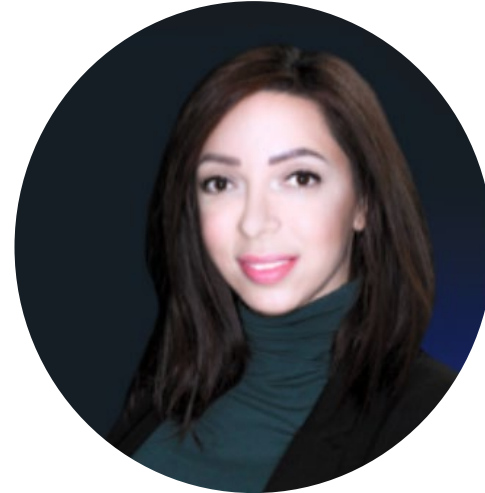




ChatGPT Edu | Meet the Team



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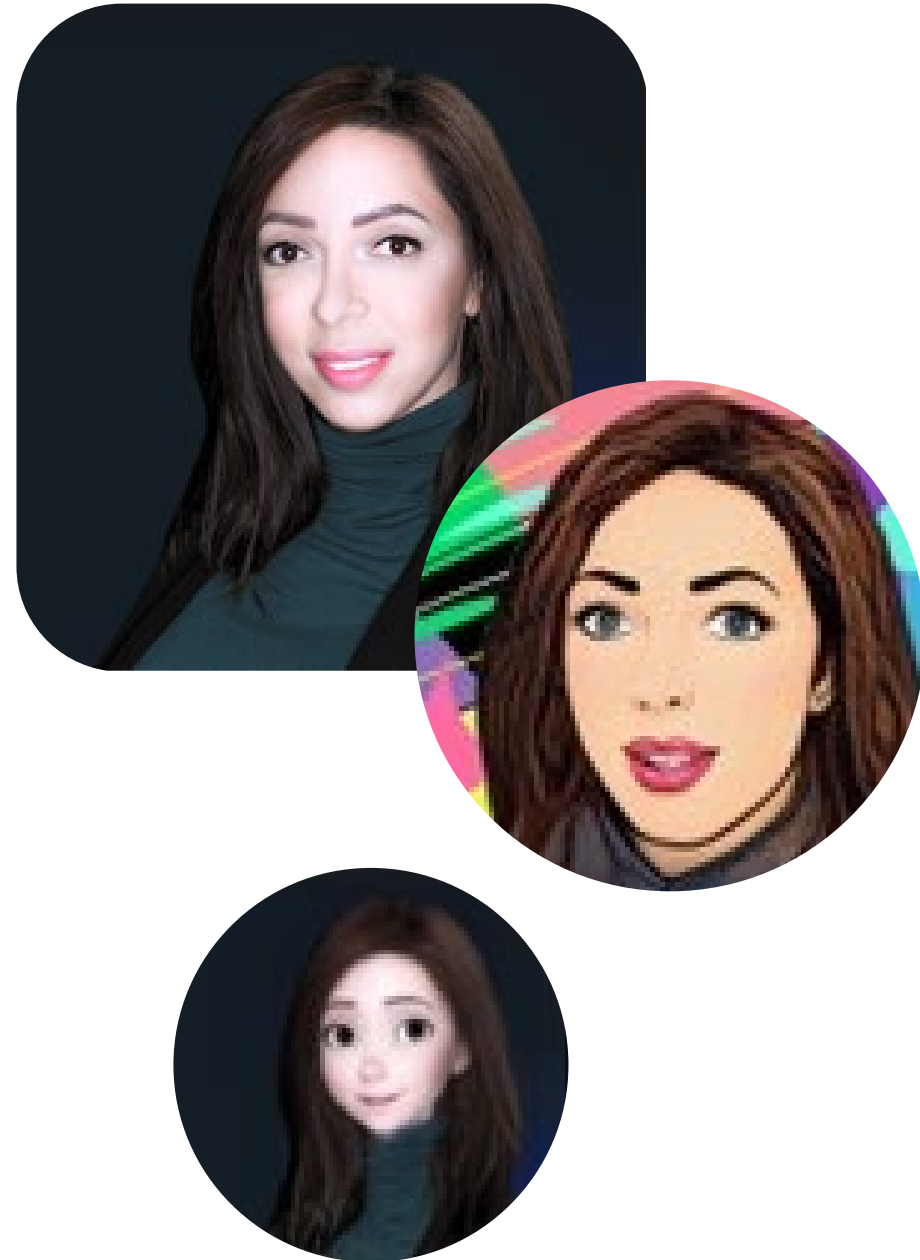
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ChatGPT Edu | Introduction



Tracy Medrano, M.A.

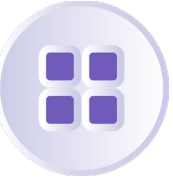


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Lecturer, CSUSB Department of Educational Leadership and Technology



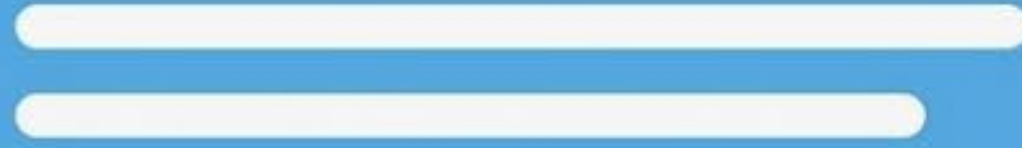
Quality Learning & Teaching (QLT) Course Manager, CSU Office of the Chancellor



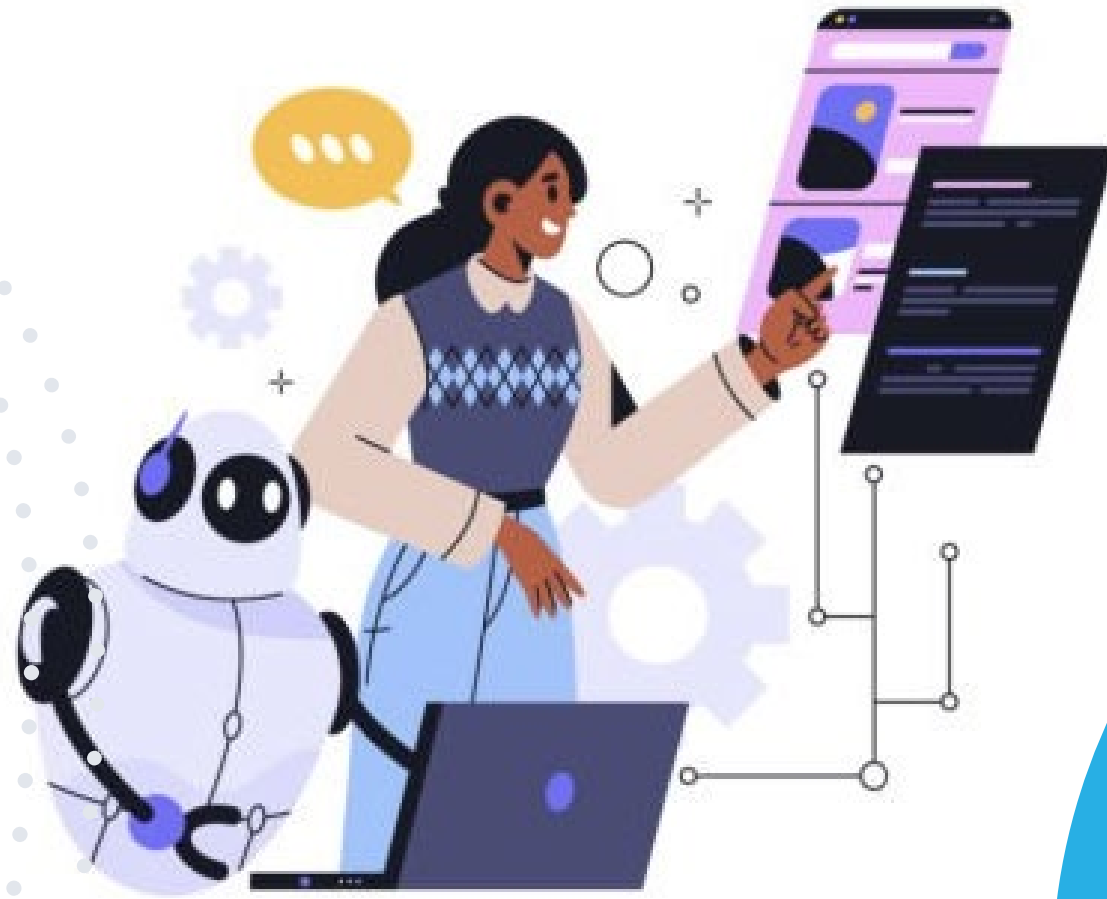
GOALS

- 01 Differentiate between standard ChatGPT and Custom GPTs
- 02 Identify key benefits of Custom GPTs
- 03 Create a Custom GPT
- 04 Apply best practices to refine and optimize a Custom GPT

What Are Custom GPTs?



Benefits



SPECIALIZED
KNOWLEDGE

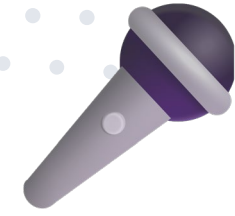


PERSONALIZED
LEARNING



STUDENT
SUPPORT





Live Demo: Creating Custom GPTs in ChatGPT Edu

The screenshot displays the 'Configure' tab of the ChatGPT Edu interface. The interface is dark-themed and divided into two main sections: 'Configure' on the left and 'Preview' on the right.

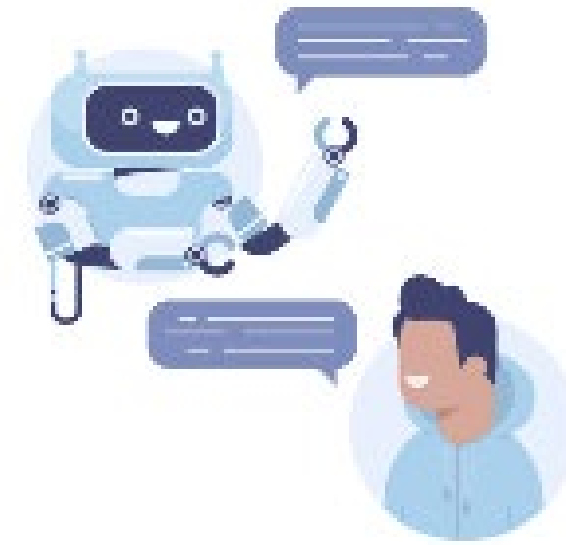
Configure Tab:

- Buttons:** 'Create' and 'Configure' (active).
- Name:** A text input field with the placeholder 'Name your GPT'.
- Description:** A text input field with the placeholder 'Add a short description about what this GPT does'.
- Instructions:** A text area with the placeholder 'What does this GPT do? How does it behave? What should it avoid doing?'.
- Conversation starters:** A text input field with a close button (X).
- Knowledge:** A section with a sub-header 'Knowledge' and a note: 'If you upload files under Knowledge, conversations with your GPT may include file contents. Files can be downloaded when Code Interpreter is enabled'. Below this is an 'Upload files' button.
- Capabilities:** A list of checkboxes:
 - Web Search
 - Canvas
 - DALL·E Image Generation
 - Code Interpreter & Data Analysis
- Actions:** A button labeled 'Create new action'.

Preview Tab:

- Header:** 'Preview'.
- Content:** A large empty area with a small cube icon in the center.
- Footer:** 'Ask anything' text, a plus sign icon, and an upward arrow icon.

Benefits & Examples of Custom GPTs



Best Practices

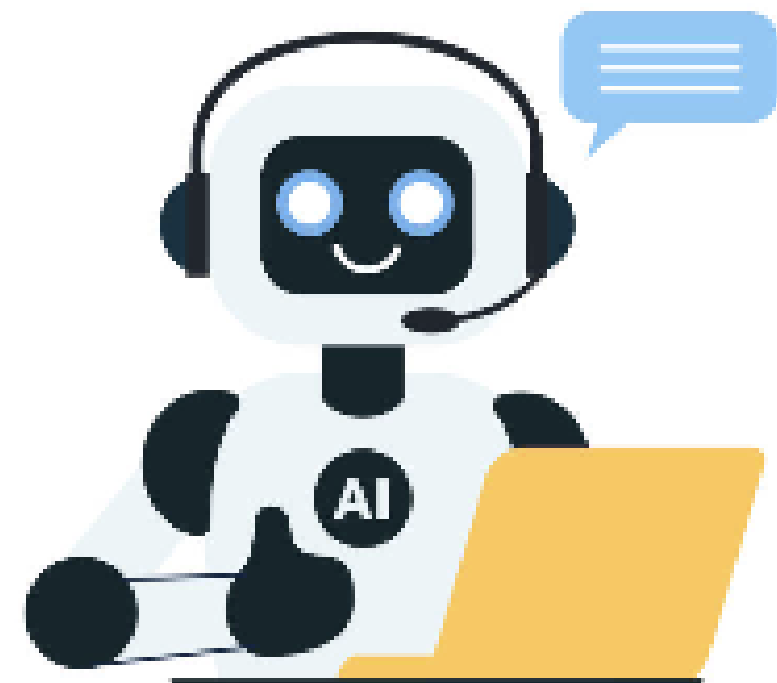
For best results:

- **Define the GPT's purpose clearly**
- **Be specific in your instructions and structured prompts**
- **Use examples to guide responses**
- **Avoid overloading with information at once**
- **Refine responses based on testing**

Common Mistakes:

- **Vague or conflicting instructions**
- **Expecting perfect answers immediately**
- **Not testing in multiple scenarios**

Important: Avoid adding sensitive data



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Contact Us

Faculty Center for Excellence

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📍 PL-4005

Office Hours

Monday - Friday:
8:00 am-5:00 pm

Saturday - Sunday:
Closed

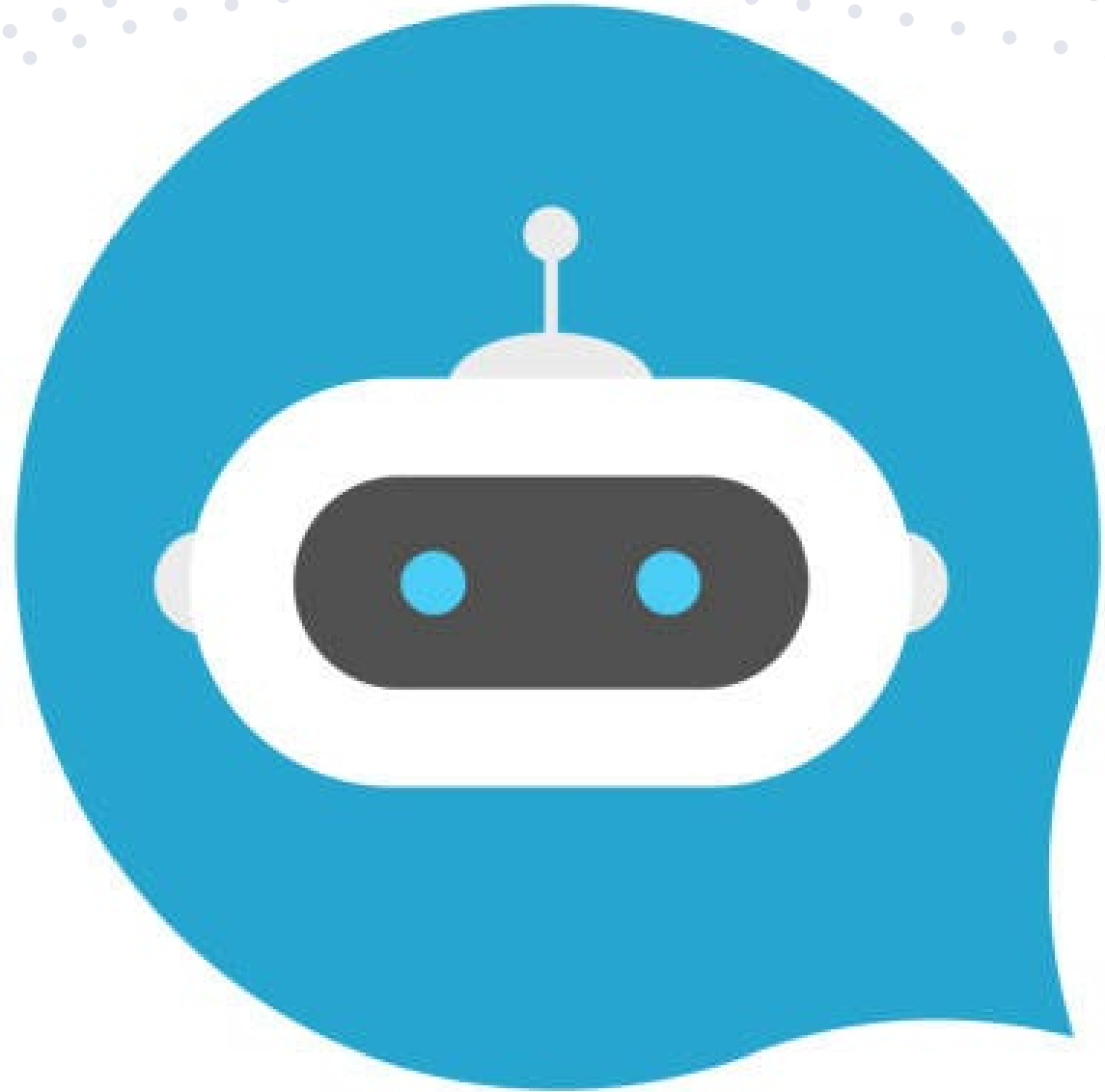
[FCE Reservations](#)

Main Number: 909-537-7684

Canvas and instructional design support:
909-537-7439

[Canvas Support Request](#) ✉

[Instructional Design Support Request](#) ✉



ChatGPT Edu

**THANK
YOU**