

# Uoc

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## How to question AI

Useful prompts for  
teaching staff when  
using generative AI



Universitat  
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eLearning  
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## Presentation

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## What is a prompt?

**In the field of generative artificial intelligence (AI), a prompt is a fragment of text or information that gives instructions to the AI model. It is the key that communicates our intentions to any given tool in order to get the output. It is important to note that certain AI tools require specific prompts to ensure that the output is what you want.**

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## What is this guide for?

If you haven't interacted with a generative AI tool before, correctly communicating the idea you want to express to get the best result can be a complicated process. A well-formed prompt inputs clear and concise instructions that will generate the desired output from the AI system. Although an AI prompt can take many forms, including an image or even an audio prompt, this document is based on prompts using natural language. The aim of this guide is to help get results that support academic teams in their teaching processes. It is based on a series of teaching tasks and recommended uses of tools to help perform them, together with recommended prompts.

## Issues to bear in mind:

**The responses provided by generative AI tools must be reviewed and checked.** Many of these tools are still in the test phase or are free versions with fewer functions than the paid versions.

Tools such as **ChatGPT** or **Bing Chat** help to produce first drafts, generate the structure of a document, correctly write out jumbled ideas provided by the user, or summarize texts, but they are less reliable when it comes to finding information.

**The recommendations provided in this guide may need to be modified to meet the specific needs of each user.** It also recommends certain tools for particular uses.



**DISCLAIMER:** European and local data protection authorities do **not recommend the use of ChatGPT and other generative AI tools until the legal context surrounding this technology has been clarified.**

If you do use them, we recommend you follow these guidelines:  
<https://blogs.uoc.edu/elearning-innovation-center/the-legal-situation-regarding-the-use-of-generative-ai/>

### Credits

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# Preparing the course

Use	Tools	Prompt
<b>Finding information on specific topics for the course</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li><li>• Perplexity AI</li></ul>	<p>"I want information on [X]. I need to know about [write here the points you want more detail on. For example, if X is the First World War: the causes, key events, socio-economic impact, technologies, and the most important battles and figures]. What reliable sources can I use to find information on this subject? Can you recommend specific sources for each topic?"</p> <hr/> <p>Note: You can also find sources using tools such as Talk to Books, asking the question "Can you recommend bibliography on [topic X]?", and Tutor AI, entering the topic name directly.</p>
<b>Preparing the course contents and course plan</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	<p>"Give me, for the [course name and level] course, the students' learning objectives, and the competencies and skills they will acquire. Then, develop a structure for the course, giving a general overview of the content to be taught, the reading and other materials to be used, the learning activities that will take place and how they will be assessed. Consider the teaching strategies to be used and what communication and feedback students will receive."</p> <p>If you only want the course contents, try asking ChatGPT the following question: "Can you give a summary of the syllabus for the [course name or subject and level] course, including the key concepts and the topics to be covered during the course? This can include a general overview of the course content and the key concepts."</p>
<b>Help with identifying the key learning objectives for the course.</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	<p>"Give me a list of key learning objectives that students must achieve by the end of the [X] course. These objectives must be specific, measurable and achievable, and must reflect the knowledge and skills that the students will acquire during the course. Please include a brief description of how these objectives link to the subject standards and how to assess students' progress towards these objectives during the course."</p>
<b>Information on best practices and the best teaching approaches for encouraging learning and improving students' performance</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li><li>• Perplexity AI</li></ul>	<p>"Give me information on best practices and the best teaching approaches for encouraging learning and improving students' performance. This can include innovative pedagogical methodologies, motivation strategies, educational resources and technologies, and assessment techniques to accurately measure students' progress. Please provide specific examples and empirical evidence to support your recommendations."</p>

# Preparing teaching materials

Use	Tools	Prompt
<b>Help with structuring infographics</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li><li>• Perplexity AI</li></ul>	<p>"Create an infographic on [topic name]. Select the content, identifying the most important aspects. Create a clear structure, organizing the information logically. Use titles and subtitles to group linked information and order the information consistently to help readers effectively understand it."</p> <hr/> <p>* Note: For more help on preparing effective infographics, you can ask: "Give me information on how to create an effective infographic on [topic X]. This can include key statistics, graphics, images and other visual elements that help to explain the topic clearly and concisely. Please also give me advice on the best way to design the infographic so it is eye-catching and easy to read, and suggestions about what tools and resources can be used to create the infographic."</p>
<b>Summarizing syllabuses</b>	<ul style="list-style-type: none"><li>• ChatGPT</li></ul>	<p>"Can you summarize the following content? [Your text]".</p>
<b>Suggestions for places to find online educational resources</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li><li>• Perplexity AI</li></ul>	<p><b>For general sources, such as websites:</b> "Can you help me find online educational resources for my students on [topic name and level]? Please give me suggestions for the best platforms and websites, and advice to help me identify good quality resources."</p> <p><b>For specific sources, such as books:</b> "Can you recommend resources for [course or topic name and level]? This can include books, academic articles, tutorials and other resources that can help complement the course content."</p>

# Confección de materiales didácticos

Use	Tools	Prompt
<b>Prompts for creating presentation slides</b>	<ul style="list-style-type: none"><li>• SlidesAI</li><li>• MagicSlides App</li><li>• GPT for Slides</li><li>• Tome</li><li>• MotionIt AI</li></ul>	<p>Enter a title and the tool will prepare and structure the presentation. Add your own content to personalize it.</p> <p>Many of these tools allow you to choose the number of slides and enter instructions for improving the experience. The following prompt could be useful: "Write an introduction on [main topic]. Then go into detail on the key concepts, and end with a conclusion."</p>
<b>Creating images from a text to illustrate academic content</b>	<ul style="list-style-type: none"><li>• Midjourney</li><li>• DALL·E</li><li>• Stable Difussion</li><li>• Adobe Firefly</li><li>• Fotor</li><li>• Craiyon</li></ul>	<p>"Create an image to illustrate [idea or concept; you can add the following specifications: image type (photo or illustration), technique to imitate (digital, oil painting, watercolour, etc.), artistic style, position of any people, type of lighting, and other features]."</p>
<b>Creating glossaries for a course or topic</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	<p>"Create a glossary for [course name or topic and level]. I want to be sure my students understand the specific vocabulary and technical terms used in this field."</p> <p>"Please give me suggestions for best practices for creating a glossary for [course name or topic and level], including resources for finding definitions and examples. Finally, give me advice on how to organize and present the glossary so it is as clear and useful as possible for my students."</p>

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# Creating tests and assessments

Use	Tools	Prompt
<b>Ideas for types of tests and generic assessments</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Give me ideas for creating tests and assessment activities for [discipline or topic and level]."
<b>Creating tests that are difficult to complete using generative AI tools</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Give me ideas for creating tests and assessment activities for [discipline or topic and level] that make it hard for students to answer directly using ChatGPT or other generative AI tools."
<b>Practising dialogue in language studies</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Can you give me a question to practice [language]?"
<b>Simulations</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Can you create a simulation for [purpose; e.g. the practice of employment law]?"
<b>Creating open questions for classroom discussions</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Can you help me design questions for open discussions in the classroom at [level] for [discipline or topic]?"
<b>Ideas for activities and projects</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Can you recommend ideas for activities and projects for [discipline or topic and level]?"
<b>Gamifying tests</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	"Can you recommend ideas for gamifying activities and projects for [discipline or topic and level]?"

## Help with grading methods and rubrics

### Utilidad

**Creating a rubric in line with the course learning objectives**

### Herramientas

- ChatGPT
- Bing Chat

### Prompt

"What specific criteria can be used to assess students' performance on the [course name and level] course? The assessment rubric must centre on the key learning objectives for the course [for greater precision, you can include them]."

**Suggestions for specific criteria for assessing students' performance**

- ChatGPT
- Bing Chat

"Can you suggest specific criteria that can be used to assess students' performance on a course [for greater precision, you can add the discipline or topic and the level]?"

## Feedback and communication with students

### Utilidad

**Devising FAQs for the administrative aspects of a course with the corresponding answers**

### Herramientas

- ChatGPT
- Bing Chat

### Prompt

"Can you help me devise frequently asked questions (FAQs) for the administrative aspects of a course [level; you can include additional details for a more personalized response] and the corresponding answers?"

**Devising FAQs for the learning aspects of a course with the corresponding answers**

- ChatGPT
- Bing Chat

"Can you help me devise frequently asked questions (FAQs) for the learning aspects of [course name or topic and level] and the corresponding answers?"

You can include specific syllabus sections to get a more course-specific response, adding the prompt "about the following syllabus section: [information]."

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\* Note: ChatGPT is more useful for devising the answers.

**Ideas for encouraging metacognitive reflection (reflection on the learning process itself)**

- ChatGPT
- Bing Chat

"Can you give me advice on how to encourage metacognitive reflection by university students on a course at [X level]?"



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## Summarizing and consulting documents

Use	Tools	Prompt
<b>Summarizing the information in a document</b>	<ul style="list-style-type: none"><li>• ChatPdf</li><li>• Chatdoc</li><li>• Humata</li><li>• Explainpaper</li></ul>	"Can you summarize the information in this document, reviewing each paragraph and section, plus the conclusions?"
<b>Detecting key ideas within a text</b>	<ul style="list-style-type: none"><li>• ChatPdf</li><li>• Chatdoc</li><li>• Humata</li><li>• Explainpaper</li></ul>	"Can you detect the key ideas in the text?"
<b>Explaining complex ideas within texts</b>	<ul style="list-style-type: none"><li>• ChatPdf</li><li>• Chatdoc</li><li>• Humata</li><li>• Explainpaper</li></ul>	"Can you define [complex concept or idea in the text]?"

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## Downloading work and help with repetitive tasks

Utilitat	Eines	Prompt
<b>Updating annual tables with the current calendar</b>	<ul style="list-style-type: none"><li>• ChatGPT</li></ul>	"Can you update the following dates for [the year you want to apply the information to]?"
<b>Preparing informative emails about the classroom and submission timetable</b>	<ul style="list-style-type: none"><li>• ChatGPT</li><li>• Bing Chat</li></ul>	<p>Can you help me to draft an email to inform [level and discipline] students about the classroom and submission timetable?"</p> <p>For more detailed, personalized results, you can insert the key information you want to communicate: "with the following information: [details]."</p>

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