GETTING STARTED WITH PROMPTING

WHAT IS GENERATIVE AI?

Generative AI, or 'Gen AI,' refers to deep learning models that create content—such as text, images, video, or audio—in response to a user's prompt. These models generate "new" content based on patterns learned from their training data, producing content **similar to, but distinct from**, the originals.

REMINDERS ABOUT GENERATIVE AI

- Every response will be different
- It doesn't understand knowledge
- Watch for hallucinations (False Information) and Bias
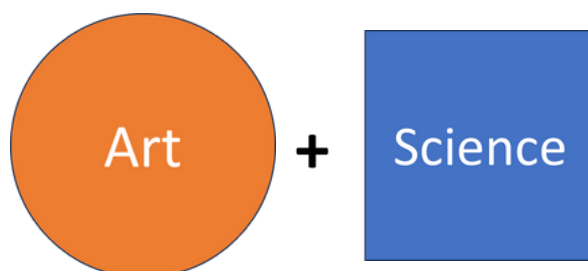- Use it transparently, especially if using it in decision making

THE ART AND SCIENCE OF PROMPTING

Art:
- Prompting is like writing. It depends on your preference for interacting with the chatbot and the complexity of the task.

Science:
- Utilize the keys to effecting prompting below, no matter how you prompt.
- A prompting framework can help us include all of the pertinent information to improve our outputs.

Art + Science

KEYS TO EFFECTIVE PROMPTING

1. **Specificity + Context + Detail = Better Outputs**
   a. A prompting framework such as RTRI can help remind us of what to include
2. **Always review the outputs**
   a. Ask, "Are you sure?"
   b. Make sure sources are factual
3. **Prompting is an iterative process**
   a. There is a lot of nuance with chatbots, so working and trying them out is the best way to experience what is possible

PRACTICING WITH AI

- A simple prompting framework will help you get started with crafting your own prompts.
  - RTRI Template, Developed by Prof. Danny Liu from the University of Sydney in Australia

Prompt Components	Prompt Guidance	Example 1	Example 2
Role	Who should the AI be?	"Act as an expert HR Communication Specialist"	"Act as personal fitness coach"
Task	What do you want it to do?	"Write a job description for a [insert role]"	"Build me a weekly fitness plan."
Requirement	What are the task parameters (i.e., include, remove, facts, etc)?	"Include that the person have 5-6 years of project management experience. [Insert any other known details]"	"Ensure there is a mix of cardio and weightlifting activites"
Instructions	How should the AI act on the prompt?	"Align the job description structure with the following job description: [Paste job description here]."	"One by one, ask me key questions to help build my personalized plan."

ADAPTED FROM: <u>PROMPT ENGINEERING FOR EDUCATORS – MAKING GENERATIVE AI WORK FOR YOU</u>

Try the above prompts & note your observations!

PROMPTS TO TRY

Proofread Text

Act as a professional editor. Proofread the following text for clarity, grammar, and flow: [Insert text]

Summarize Meeting Notes

Summarize the following notes into a concise format. Organize the notes into major themes and important follow-up tasks for team members. No more than 500 words.

Quickly Draft Supportive and Constructive Email

Act as an HR professional. Help me write an email to [Insert audience]. Include the following: [Insert necessary points for the email]. Make sure the tone is supportive and constructive.

Edit Text

I want the following text to meet these criteria: [list target tone, length, style, or audience]: [Insert text].

Ask for Feedback

Act as [Insert expert]. Provide feedback for the following text, focusing on [Insert objectives]: [Insert text].

Brainstorm Ideas

Help me brainstorm ideas for [Insert activity] on [Insert topic] for [Insert audience]. Focus on [Insert learning goals, engagement strategies, …].

Generate a Custom Prompt for You

Act as an excellent prompt engineer. Help me craft a prompt that would help me accomplish [Insert task]. Make the prompt easy to reproduce. Ask me any clarifying questions one at a time.

PROMPTING REMINDERS

- Review all AI outputs
- Start a new chat window for unrelated or new tasks
- Prompting is an iterative process

RESOURCES

CWRU Gen AI Chatbots

CWRU AI Chatbot	**Google Gemini**	**Microsoft Copilot**
(ai.case.edu)	(gemini.google.com)	(http://copilot.microsoft.com)
In-house Gen AI Platform	(Use CWRU Login)	(Use CWRU Login)

CWRU Resources

CWRU AI HUB (https://case.edu/provost/initiatives/innovation/ai-education)
- Explore Case Western Reserve University's AI in Education initiative homepage to discover new resources designed to equip you with the skills needed to thrive in an AI-driven world.

KSL Library Guides on Artificial Intelligence
(https://researchguides.case.edu/artificialintelligence/home)
- Access the library's curated collection of resources, including articles, guides and tools.

Prompting Resource

OneUsefulThing.org - Prompting Library (https://www.moreusefulthings.com/prompts)
- Ethan Mollick, a leading voice in Gen AI and higher ed, has a great prompt library to explore and learn from. I also highly recommend his blog, www.oneusefulthing.org, for staying current on AI developments in education.

Getting Started with Gen AI in Education Training

"Getting Started with Gen AI in Education"
(https://canvas.case.edu/enroll/HMT7MT)

While this is intended for faculty, this self-paced training provides a clear and concise foundation in Generative AI, designed to help you begin exploring how to integrate these tools into your roles.

SCAN ME!

CONTACT INFORMATION

- More information about AI resources available at case.edu/utech/ai
- For assistance with AI, contact the University Technology Service Desk at 216.368.HELP (4357) or visit help.case.edu.