University of Houston DOWNTOWN

MAKING FRIENDS WITH COPILOT

hosted by: nick martinez - ttlc

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WHAT MAKES COPILOT EFFECTIVE?

Prompts: This is the input or what you provide Copilot.
Think: "What do you want Copilot to do for you?"

Learning: This is what you tell Copilot they are.
Think: "What role do you want them to play?"

Styles: The voice/tone/ of Copilot's response.
Think: What style output are you desiring.

DEEP DIVE: PROMPTS

- Act as [ROLE] perform [TASK] in [FORMAT]

ROLE

"Act as..."

- As an Instructor...
- As a master Instructional Designer
- As department chair of...
- As an SME in XYZ...
- In the voice of [*Enter Character*]...

Task

"perform the following..."

- create an 8 week course containing 4 units of course content on the subject of anime's impact on American pop culture.
- create a Rubic based on the following criteria
- Develop a lesson plan for XYZ...Include an assignment, a pop quiz, and...
- Create me a course calendar with the following items attach to specific Learning Outcomes...

Format

"type of end product or output"

- A list
- Table/chart
- PDF
- Vector Image
- Graph/Visuals
- CSV or Spreadsheet file
- Summary
- email template

ADOPTION IN YOUR DEPARTMENT

- Set browser page to auto launch Copilot when browser starts up
- Bookmark Copilot to bookmarks bar for easy access
- Start with low risk, repetitive tasks
- Share experience with peers on how Copilot has been helpful recently.
- Bring TTLC Roadshow for a short demo
- HANDS ON! Just use it!

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PRIVACY AND VALIDITY

Prohibited Use

- Do not use confidential, sensitive, or mission critical data.

Check Accuracy

- AI models may “hallucinate” or provide biased information. It is critical that you verify the data the AI model presents before sharing with the public.

Data Privacy

- Consider how you share data with others. Be mindful that any info you share with others or make publicly available, can be used for content generation

scan ME FOR MORE INFO

UHS: AI Policies

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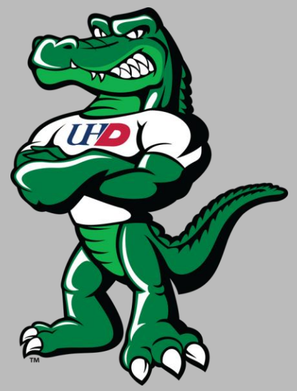
SCAN CODE FOR MORE TRAINING



QUESTIONS?

CALL OR EMAIL US

Nick Martinez - TTLC

Technology Trainer II

ttlhelp@uhd.edu

713-221-2786