SP 26 LUNCH AND LEARN | WORKSHOP 1

AI Basics and Literacy

WELCOME FROM THE

UHD Center For Teaching and Learning Excellence!

Executive Director:
Gregory Dement, Ph.D.

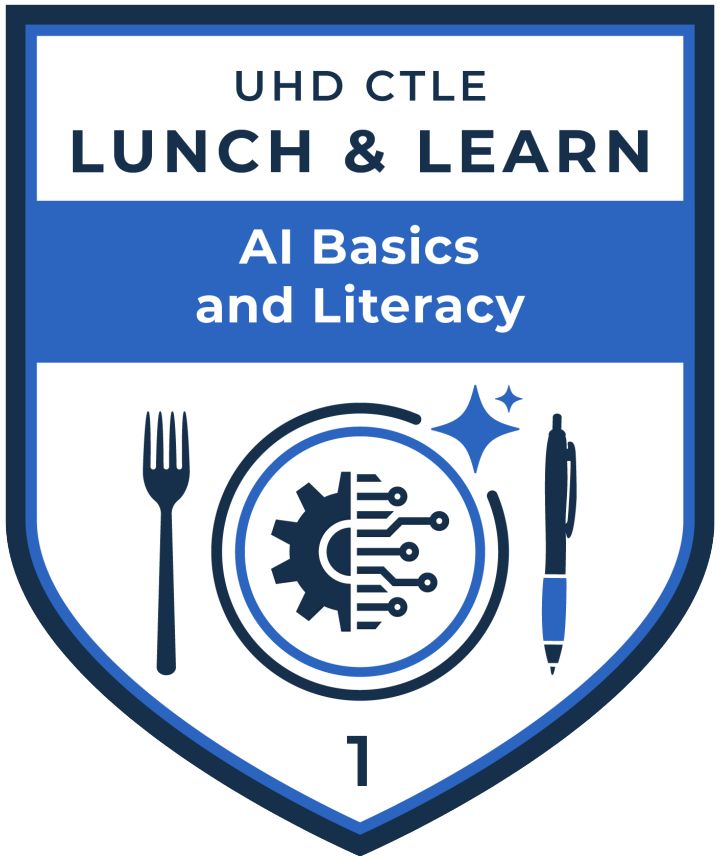
Associate Director:
Megan Scales

Instructional Designer:
Fabiola Vacatoledo

Graphic Designer:
Courtney Banks

Our Mission

"Promote student success by providing targeted faculty support promoting evidenced based instructional strategies, and cultivating an innovative and collaborative learning environment at UHD."

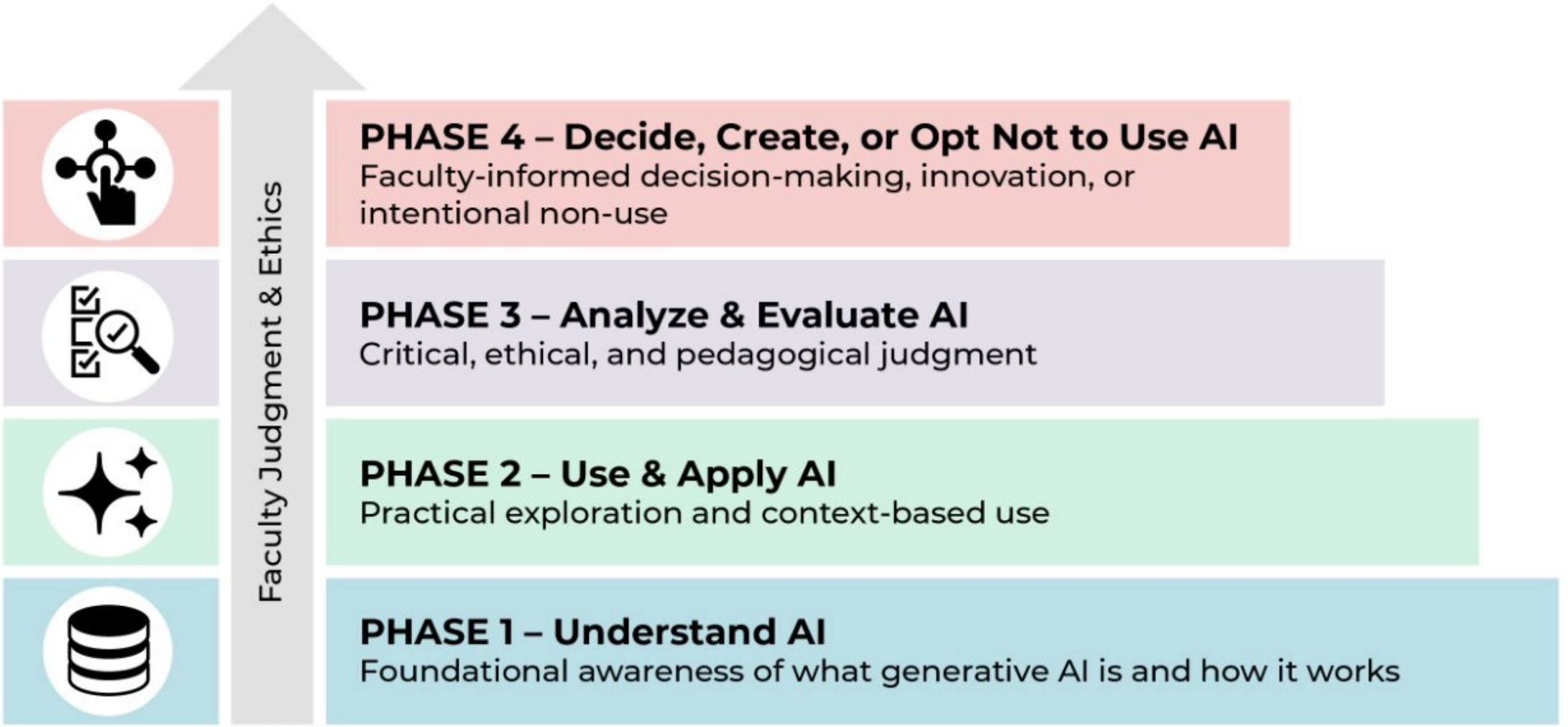


AI Basics & Literacy

This interactive workshop offers faculty a practical introduction to generative AI while sparking ideas for how it can be used for teaching and learning. UHD TTLC will demystify Copilot, clarify essential IT policies, and introduce prompt creation. We will share examples of how to use AI to create teaching tools like assessments and rubrics, along with resources to support informed decision-making about AI in your courses.

Faculty Generative AI Framework

A Scaffolded Approach to Informed-Decision Making



Adapted from Educause AI Literacy in Teaching and Learning: A Durable Framework for Higher Education

Outline

1. Introduction
2. Copilot by TTLC
3. SWOT Analysis Activity
4. AI Considerations & Opportunities for Teaching & Learning
5. Demo of Copilot for Teaching & Learning

Technology Teaching & Learning Center

TTLC Introduction to Copilot

Special Guest: Nick Martinez, TTLC

- **Technology Trainer II**
- **Technology Teaching and Learning Center**
- Canvas
- Zoom
- Adobe: Demystifying PDFs in Acrobat
- Microsoft 365 Products:
  - OneDrive
  - Teams
  - CoPilot

Gen AI SWOT Analysis

For Teaching & Learning

SWOT

What is SWOT?

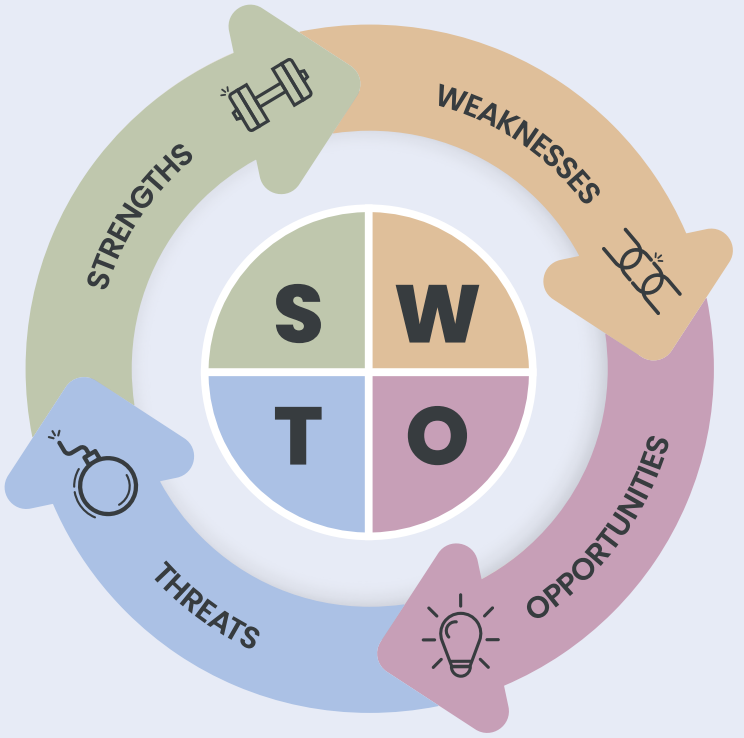
A framework used to evaluate Strengths, Weaknesses, Opportunities, and Threats that can influence a decision, project, or goal.

Why use it for generative AI?

This activity helps you:

- Reflect on internal and external factors related to AI
- Surface benefits, concerns, and questions
- Support informed decision-making about AI in your courses

📌 This an exploratory activity



ACTIVITY
SWOT Analysis Handout

Strengths

What advantages do you see in using generative AI?

Weaknesses

What limitations or challenges might arise for you or your students?

Opportunities

What possibilities can AI open for your teaching and students?

Threats

What risks or ethical issues could generative AI pose in your courses?

ACTIVITY
Think, Pair, Share

Step 1: Think (5 minutes)
Individually reflect and jot down ideas in each section of the SWOT worksheet.

Step 2: Pair (6–8 minutes)
Discuss your reflections with a colleague

Step 3: Share with your group

Step 4: Jot down any additional reflections

Considerations

- Weakens critical thinking & meaningful learning
- Bias & stereotypes
- Spreads misinformation
- Raises privacy concerns
- Unclear ownership of AI-generated content
- High environmental costs (energy, carbon, water use)
- Workforce & global inequalities

Opportunities

- Personalized learning
- Research & writing assistance
- Tutoring & practice
- Language learning & translation
- Reformatting for accessible content
- Faculty planning support
- Multimodal projects
- Simulation & scenario-based learning

Demo of Copilot For Teaching & Learning

Course Components

Design

- CLOs Aligned to PLOs
- Module-Learning Objectives Aligned to CLOs
- Alignment Matrix
- Assessments For Bloom's Levels

Build

- Overviews
- Aligned Assessments
- Rubrics
- Quiz Banks
- Quick Checks
- Case Studies
- Discussion Prompts

Teach

- Ice Breakers
- Announcement Scripts
- Check Ins
- Feedback Banks
- Engagement Opportunities
- Wrap-Up Pages

Demo of Copilot For Teaching & Learning

Utilizing Backward Design

- Module-Level Objectives
- Quiz
- Short Answer Assignment

Biggs Constructive Alignment

- Rubric
- Module Overview Page
- Alignment Matrix

Copilot Demo Considerations

- Check follow-up responses.
- Carefully examine quiz questions.
- Utilize course specific resources.

Microsoft 365 Copilot

ACTIVITY
Demo Handout

Handout Targeted To Backward Design & Constructive Alignment

- MLOs
- Quiz
- Short Answer Assignment
- Rubric
- Module Overview Page
- Alignment Matrix

THANK YOU

UHD Center for Teaching and Learning Excellence

Email: ctle@uhd.edu

Website: uhd.edu/ctle

LinkedIn: linkedin.com/company/uhd-ctle

Drop In: ACAD 700A

Leave Us Your Feedback!