



Exploring AI for Everyday Use, using ChatGPT

Tu 10:30-Noon (90 min), 9/9 -10/28 (8 wks)



Instructor: Leena Prasad



Today: definitions, demos, play

Class Schedule



10:30-10:35 (5 min) – Login to ChatGPT & email account (if possible)

10:35-11:15 (40 min) – Lecture / Demo / Practice

11:15-11:20 (5 min) – BREAK

11:20-11:55 (35 min) – Lecture / Demo / Practice

11:55-12:00 – (5 min) – Wrap Up

Today's Agenda

Class Schedule

- Saving Responses
- Prompt Engineering
 - ❖ ChatGPT Prompts and Responses
 - ❖ Clarity, specificity, and creativity in prompting

Wrap Up

ChatGPT Prompts and Responses

Prompts: The **input** you provide, e.g., questions, instructions, texts, images, etc., that guide ChatGPT's responses.

Responses: The **output(s)** ChatGPT generates, answers, explanations, etc., based on your prompt and its training.

Chats: A loop where prompts shape the responses, and responses can inspire new prompts.

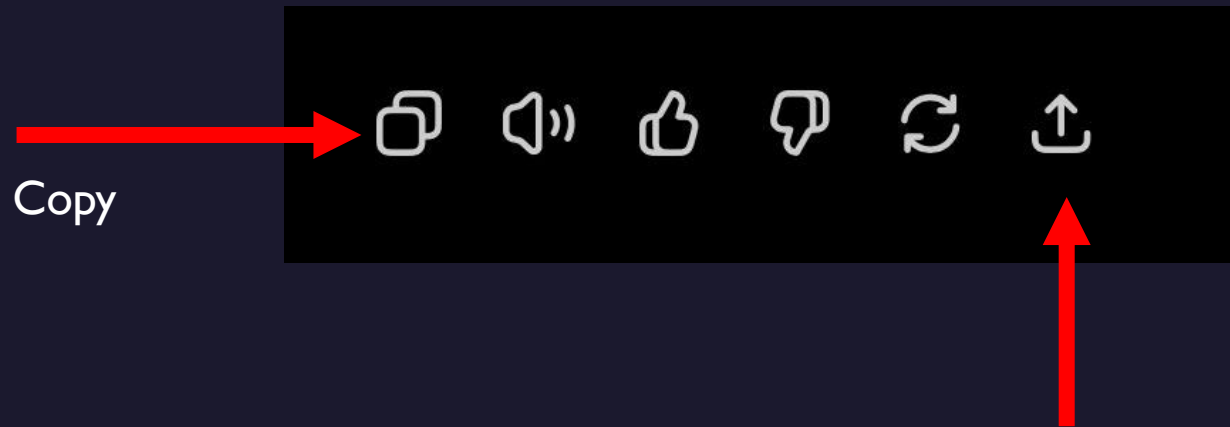
Prompt Play



What are all the different ways to save a response?

Saving Responses

Icons below the response



Copy

Share link to the response via email. Social media, etc.

Saving Responses

Play

Prompt: What are all the document formats for saving a response?

TO SAVE the response from ChatGPT , type “Save to docx” or “Save to xlsx”, etc.

On a computer, ChatGPT will download the file. On a phone or tablet, it will create the document for you to email or save.

Saving Responses

Play

Save in ChatGPT memory:

Prompt: label this response as Ziggy

To bring it back:

Prompt: show me the response Ziggy

Saving Responses

Export

Settings → **Data Controls** → **Export Data**
gives you **ALL** conversations ever on your
account, not just the current session.





Refined Prompt Play

What are all the different ways to save a response if I am using a computer in a classroom?

Prompt Engineering: Clarity

Play

Say *exactly* what you want, avoid ambiguity or generalities.

Prompt: “*Tell me about monkeys.*”

Clarified Prompt: “Write three separate sentences, each containing one unique fact about monkeys.”

Prompt Engineering: Specificity

Play

Include constraints

Prompt: *“Help me plan for a Japanese dinner tonight.”*

More specific Prompt: “Plan a Japanese-style dinner menu for three people, featuring salmon as the main ingredient. Provide three distinct menu ideas (each with a main dish and complementary sides), but do not include miso paste in any of the dishes.”

Prompt Engineering: Creativity

Play

Have fun with it 😊

Prompt: “give me ideas for easy exercises I can do in a classroom”

More Creative Prompt: “give me ideas for 2 exercises I can sneak into a classroom, give them fun names, and explain them in one fun sentence”

Class Playtime

Practice creating prompts and refining them. Talk to classmates and/or Leena about your prompts.

Practice different methods for saving.

Wrap up

1. Q&A
2. Optional homeplay: keep a journal of your prompts.
3. Next Week: System Prompts, Using ChatGPT for Research and Learning.
4. Log out of your ChatGPT Account.
5. Log out of your computer and turn it off.

