

WORKBOOK FOR K-12 EDUCATORS: SETTING UP CHATGPT

Introduction

Welcome to the world of ChatGPT! This worksheet is designed to guide you through the process of setting up and utilizing ChatGPT in your educational setting. Whether you're teaching English, Science, or any other subject, ChatGPT can be a versatile tool to engage students and enhance learning.

1. Setting Your Custom Instructions

Objective: To customize ChatGPT to align with your educational goals and classroom needs.

Steps:

1. **Log in to your ChatGPT account:** If you don't have one, you can sign up [here](#).
2. **Navigate to Settings:** Look for the 'Custom Instructions' tab.
3. **Write Your Instructions:** Be specific about what you want the AI to do. For example, "Provide concise and accurate answers suitable for a 5th-grade reading level."

Write your Own Custom Instructions:

Reflection:

2. Writing Your First Prompt

Objective: To create an effective prompt that elicits the desired response from ChatGPT.

Steps:

1. **Open the ChatGPT Interface:** You can do this from your dashboard.
2. **Type Your Prompt:** For instance, "Explain the water cycle in simple terms."
3. **Review the Response:** Make sure it aligns with your educational goals.

Write Your Prompt:

Reflection:

3. Adding Plugins

Objective: To extend the functionality of ChatGPT by adding plugins like PDF creators, language translators, etc.

Steps:

1. **Go to the Plugin Store:** Accessible from your ChatGPT dashboard.
2. **Browse and Select:** Choose plugins that align with your educational needs.
3. **Install and Test:** Follow the installation instructions and test the plugin.

Plugins I am interested in:

Reflection:

4. Other ChatGPT Features (Dall-E, Advanced Data Analysis)

Objective: To explore additional features that can further enrich your educational experience.

Steps:

1. **Research Features:** Visit the OpenAI blog or community forums to learn about features like Dall-E for image creation or advanced data analysis tools.
2. **Implement and Experiment:** Try these features in a controlled setting before introducing them to students.

Features I've Tried:

Reflection:

Notes