Capital University

AI Guidebook:

Generative AI Tools

Generative AI Tools

This *AI Guidebook* section is written for staff and faculty, particularly those new to using AI tools for work.

Generative AI (GenAI) has rapidly expanded across educational settings, offering new possibilities for teaching, research, and administrative functions. Understanding the landscape of available tools is essential for making informed decisions about which technologies to adopt.

AI tools generally fall into two main categories:

Integrated Tools

Integrated tools are embedded within existing platforms and systems that educational institutions already use.

Integrated tools offer the advantage of working within familiar environments, often with institutional data security measures already in place.

- Learning Management Systems (LMS) with AI features for content creation, grading assistance, and student engagement analytics (e.g., Canvas)
- Research databases enhanced with AI search capabilities, such as academic search engines with summarization features
- Office productivity suites with AI writing assistants, such as Microsoft Copilot integrated with Word and PowerPoint
- Library catalog systems with AI-powered recommendation engines

Standalone Tools

Standaline tools serve specific functions and typically require separate accounts or subscriptions.

While these tools often have greater specialization they may require additional evaluation for compatibility with institutional systems and compliance with data policies.

- General-purpose AI assistants like ChatGPT, Claude, and Gemini for content generation, brainstorming, and information synthesis
- Specialized disciplinary tools developed for specific fields of study (e.g., AI for music composition, legal research, scientific data analysis)
- Media creation tools that generate or manipulate images, audio, and video
- Data analysis platforms that use AI to identify patterns and create visualizations
- Translation and language tools for multilingual content creation and accessibility

University Approval and Adoption Process for AI Tools

Many AI tools are integrated into other products that the university uses, for example, Microsoft Copilot is integrated with Word and PowerPoint. If there are other AI tools that faculty or staff want to use, program-wide or university-wide, then there are university processes in place for adoption of those tools.

For All AI Tools that Integrate with Capital's Student Information System:

These AI tools need approval from the Data Management Committee. Contact the Provost's Office to connect with the Data Management Committee.

For Other AI Tools and Software for Program-wide/University-wide Adoption

Contact IT.

GenAI Tools

Choose the right AI tools based on what you need to do. Here are some AI tools and what they do, note that the field of AI changes rapidly and so this list of AI tools might become outdated.

Text Generation and Chatbots

- **OpenAI ChatGPT**: Writing, research, coding help, productivity; easy to start with and you don't need an account.
- **Google Gemini** or **Anthropic Claude**: Chat, ask questions, write content, get summaries.

Image Generation

- **DALL·E** (built into **ChatGPT**): Quick visuals for stories, articles, thumbnails, and social media.
- **Midjourney** (via **Discord**): Creates high-quality, stylized art from text.
- **Stable Diffusion** (via **Playground AI, DreamStudio**): Text to image generation, good for niche, consistent image styles.

Video Generation

- **Runway ML**: Generates AI videos from text prompts, images, or input videos.
- **Pika**: Fun, fast AI video generation from text or image prompts.
- **Sora**: Can generate highly realistic videos from a simple text prompt.

Code and App Generation

- **GitHub Copilot**: Sugests code as you type in most programming languages, writes functions, debugs, explains code.
- **Replit**: Lets you write, run, and deploy code in the browser, supports many coding languages.
- **Glide**: No-code app builder, creates mobile or web apps and connect them to data.
- **Bubble**: no-code app builder, builds full-featured web applications visually.

Regardless of the tools you choose, it is important that you follow Capital University's data security policies when using AI tools. When working with sensitive data, we all must ensure that the tools we use comply FERPA, HIPAA, and state and federal regulations. When in doubt, use AI *only* for general administrative tasks that do not involve personal data.

Building Effective Prompts

GenAI tools need some kind of prompt. An AI prompt is a set of instructions or input text that you give to an AI tool, platform, or system to generate a specific output. Think of it as telling the AI what you want — clearly and specifically — just like giving directions to a very fast and smart assistant. An effective prompt typically includes several key elements that work together to guide the AI toward producing the desired output. The effectiveness of generative AI tools depends significantly on how questions and instructions are formulated. Developing prompt engineering skills is essential for maximizing educational value.

Tone of Output	Role or Perspective	Output Format	Purpose	Issue and Context
• Specify the desired tone (e.g., formal, conversational, simple, technical, etc.) based on intended audience. • Tone affects word choice, sentence structure, and overall presentation. • Consider how different academic contexts require different tones (e.g., scholarly publication vs. undergraduate instruction).	• Define the role AI should adopt (e.g., "Respond as an expert in American history..."). • Providing a role gives the AI context for how to frame its response. • This can be particularly useful when seeking discipline-specific approaches or perspectives.	• Clearly specify the desired format (e.g., essay, outline, table, analysis, etc.). • Include details about structure, length, citation style, and any specific sections needed • Ensure the requested format is supported by the AI tool you're using	• Explain why you need this information and how it will be used (e.g., specify whether content is for student instruction, research purposes, or administrative documentation). • This context helps the AI tailor its response to your specific needs.	• Provide detailed information about your specific question or task. • Include relevant background information, constraints, and parameters. • For discipline-specific work, include any relevant theories, frameworks, or methodological approaches.

Let's put this into practice with and example format and then an example prompt. In this example, our goal is to get students to complete the FAFSA before the deadline so that they can get their financial aid and continue attending Capital to complete their degree.

Example Format

- **Tone**: [specify desired tone]
- **Role**: [indicate perspective or expertise level]
- **Format**: [define structure, length, style]
- **Purpose**: [explain how information will be used]
- **Issue**: [provide information about your question]
- **Additional context**: [background information]

Example Prompt

- **Tone**: Conversational
- **Role**: Financial Aid Director
- **Format**: Email
- **Purpose**: Encourage students to complete FAFSA
- **Issue**: Students need to complete FAFSA before deadline
- **Additional context**: Financial aid requires FAFSA completion

Even well-crafted initial prompts may benefit from refinement. Use follow-up interactions to clarify or expand on initial responses. Request modifications from the AI tool to better meet your needs (e.g., "Could you make this more accessible for first-year students?"). Ask for alternative perspectives or counterarguments. Remember that some AI systems limit the number of follow-up interactions or may lose context of the original question over time.

Developing a Prompt Library

You and your colleagues can share common prompts to further simplify workflows across your department or division. Creating institutional or departmental prompt libraries helps standardize quality and share effective practices. If you decide to create a prompt library, for yourself or for your team, consider using a categorical organization of the prompts, document the elements of the prompts, and have a process for reviewing and improving prompts over time. You can store your prompt library on SharePoint or the university's Google Drive and, if you choose, provide access to only people on your team.

Categorical Organization	Documentation Elements	Collaborative Development
•Administrative prompts (e.g., email drafting, meeting summarization) •Student support prompts (e.g., tutoring approaches, learning resource creation) •Teaching prompts (e.g., lecture preparation, assignment creation, feedback templates) •Research prompts (e.g., literature review assistance, methodology development)	•The complete prompt text •Notes on intended purpose and context •Suggestions for customization •Examples of successful outputs •Identified limitations or cautions •Attribution to prompt creators when applicable	•Processes for peer review of prompts •Mechanisms for suggesting improvements •Version control for prompt iterations •Tags for cross-referencing related prompts

Prompt Engineering Resources

For those looking to develop their prompt engineering skills, several resources are available:

- https://law-capital.libguides.com/Jennys_AI_Resources/AI_Prompt_Worksheets provides downloadable, fillable prompt worksheets for different AI systems. These worksheets guide users through the process of creating effective prompts by addressing each element systematically.

- Wondracek, J. (2024). *Mastering AI Prompts for Legal Professionals: Practical Strategies and Tools*. AALL Spectrum. https://aallspectrum.aallnet.org/html5/reader/production/default.aspx?pubname=&edid=4e7e0687-ce38-4185-8f86-89016b27d101&pnum=28

Remember that effective AI prompting is similar to other research skills: Taking time to plan before typing will yield better results than an unstructured approach. The principle of "garbage in, garbage out" applies to AI prompts just as it does to other information retrieval methods.

Creating an AI Community of Practice

Creating an AI Community of Practice (CoP) is an effective way to accelerate learning, innovation, and responsible adoption of artificial intelligence, especially as AI technology continues to evolve. The benefits of working with others who use AI tools in the same way that you do are manifold:

- Share lessons learned, avoid repeating mistakes, and build practical skills through peer experience.
- Learn to use AI tools more quickly and effectively and AI workflows and best practices will spread organically.
- Facilitate creative use cases and cross-pollination of ideas.
- Work with a trusted group of colleagues helps people raise important ethical questions.
- Experiment with others to further develop your AI skills and critical thinking.
- Stay aligned with local context, particularly regarding institutional values and priorities as well as work products and outcomes.

Activities for your AI COP can include sharing effective AI implementation strategies, discussing ethical considerations of AI in education and careers, discuss AI integration challenges, and engaging in prompt engineering for the type of work you do.

Professional Development Resources

Building institutional capacity for effective AI tool use requires ongoing professional development. Several LinkedIn Learning courses available through many Ohio public libraries offer valuable training:

- Career Essentials in Generative AI by Microsoft and LinkedIn Six courses in 6 hours that provide information on AI literacy, MS Copilot, and ethical considerations. You can earn a certificate by completing all 6 courses.
- Design Thinking in the Age of AI
- Big Data in the Age of AI
- Learning AI for Business Analysis
- Generative AI in Learning and Development
- Tips for Using AI as an Instructional Designer
- Amplify Your Critical Thinking with Generative AI
- Everyday AI Business Tools
- How to Boost Your Productivity with AI Tools

Supplemental Training Resources

Beyond LinkedIn Learning, institutions might consider:

- AI vendor-provided workshops specific to their platforms
- Disciplinary association resources on AI in specific fields
- Open educational resources from leading AI research institutions
- Internal skill-sharing sessions highlighting successful implementations

Sources

OpenAI. (2025). *ChatGPT* [Large Language Model]. https://chat.openai.com/chat

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