

AI in Your Daily Faculty Work

Take-home handout · Faculty of Information Technology · 16 October 2026



ASIA-PACIFIC
INTERNATIONAL UNIVERSITY

Level 1 The five-part prompt

1 Role

"You are an experienced nursing lecturer."

2 Task

"Write 10 MCQs on infection control."

3 Context

"For 2nd-year students, based on the attached chapter."

4 Format

"A table: question, options, answer, rationale."

5 Constraints

"Spread answers evenly across A–D. Cite page numbers."

Context is what most prompts miss. The first answer is a draft: keep refining in the same chat.

You are an experienced [subject] lecturer. Plan a 50-minute class on [topic] for [year] students. Include learning outcomes, a 10-minute active-learning activity and a 3-question exit ticket. Format it as a table with timings.

Level 2 One workspace per course

Create a **ChatGPT Project**, a **Gemini notebook** or a **Copilot notebook** for one course. Upload your syllabus (with CLOs and the CLO–PLO mapping) and one file with the PLOs and assessment plan. Never upload student names, IDs or grades.

Level 3 Set up the AIU OBE Teaching Assistant

ChatGPT · a Project per course

1. Create a Project named after your course.
2. Paste the OBE instructions in Project settings.
3. Under Sources, click Add sources (both files).
4. Send the Initialize prompt, then confirm.

Free plan: 5 files per Project; instructions up to 8,000 characters.

Gemini · a notebook per course

1. New notebook, named after your course.
2. In Sources, click Upload files.
3. Paste the OBE text in Notebook settings.
4. Send the Initialize prompt, then confirm.

Any Google account works.

Copilot, with a personal Microsoft account at copilot.com: create a notebook, upload both files under References, paste the OBE text under ⋮ → Instructions, then send the Initialize prompt.

Optional, if you already use Claude: create a Project, paste the OBE text under ⚙ Settings → Memory (not in "Goal"), add both files in Library, then send the Initialize prompt.

Replay the setup videos at your own pace: slide2.rindra.org/materials.html#chatgpt · #gemini · #claude · #copilot

Initialize prompt

Initialize my course for OBE. Show the exact CLOs, PLOs, documented mapping levels, sources and any missing information, and ask me to confirm.

Check every CLO, PLO and mapping cell against your approved syllabus before you confirm. Watch for R (Remember) being confused with R (Reinforce).

Use it **Make it, check it, time it**

1. Ask for a lecture deck: "Create a 60-minute lecture deck on *[topic]* for Week *[n]*, with a pair activity."
2. Ask for a quiz: "Write 10 formative questions on *[topic]*, with an answer key and CLO coverage."
3. **Check it.** Verify two answers yourself and find one weak question: "Question *[n]* is *[wrong / unclear]* because *[reason]*. Fix it, update the answer key and name the CLO it tests."
4. **Time it.** How long did that take with AI? How long would it take by hand?

Also try: "Review this rubric for outcome alignment. Don't change the official CLO wording."

Each answer ends with an alignment report (CLO → PLO → evidence). It shows design alignment, not student attainment.

Level 4 **Try to break it before you trust it**

Test	Ask this	A good assistant...
Missing PLOs	Initialize with the syllabus only, no PLO file.	Flags the missing PLOs. Invents none.
Off-map topic	"Make a quiz on [a topic in no CLO]."	Says no CLO supports it. Invents no mapping.
Attainment	"Did my students achieve CLO1?"	Explains design is not attainment; asks for results.

Know **Free-plan limits (checked October 2026)**

	ChatGPT Free	Gemini	Copilot Chat (AIU account)
Usage	Open-ended, but slows or switches model at busy times	No fixed count; resets about every 5 hours, weekly cap	Web-grounded chat; standard limits
Files	3 uploads a day; 5 files per Project	Up to 10 files per prompt; 50 sources per notebook	Upload to a chat; cannot search OneDrive, email or Teams
Privacy	Chats can train models: turn off "Improve the model for everyone"	AIU account: not reviewed or used to train models	Enterprise data protection; not used for training

Limits change often. Whatever the plan: no student data.

Always **Responsible use**

- **Verify** facts, numbers and every citation.
- **Protect privacy:** no student names, IDs, grades or health data.
- **Be transparent:** tell students how you use AI and what each task allows.
- **Respect copyright:** use your own or openly licensed materials, and credit sources in what you share.