

Everything you could possibly need to know about AI

Site: [UR Courses](#)

Course: Josh's Test Course

Book: Everything you could possibly need to know about AI

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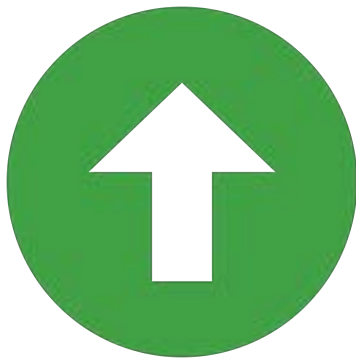
A brief introduction

This book is meant to serve as a pro's/con's & do's/do not's list for AI tools that I have experimented with. It is by no means everything you need to know, but it is a good starting foundation. The book will continue to be expanded upon as more research is done on these tools, I experiment with new tools, and changes to the AI world occur. I hope you find it useful!

ChatGPT

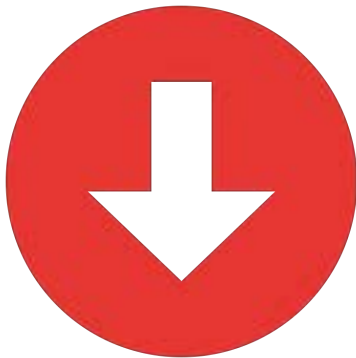


Pro's



- Can be used to answer questions and explain difficult concepts across a wide range of subjects
- Can also help generate learning objectives, quizzes, and creative content
- It's an adaptable tool for answering questions in real time, providing step-by-step explanations, and assisting in various academic tasks

Con's




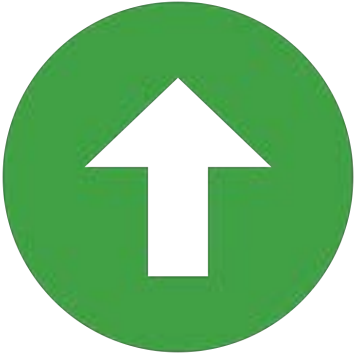
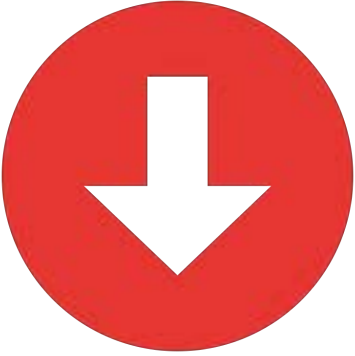
- Difficult to attribute a true source
- It's not always right
- Responses can occasionally be biased or discriminatory
- Most of the time it's responses will sound like AI
- Context Length
 - Eventually if you keep talking to ChatGPT in the same thread messages will get dropped off, losing some of the context
- Inconsistency
 - ChatGPT will give different responses to the same prompt
- Regulatory and Security Concerns

Do's

| | |
|---|--|
|  | <ul style="list-style-type: none"> • Use it to generate ideas <ul style="list-style-type: none"> ◦ It's much easier to be an editor than it is to create something from nothing • Treat it as a virtual assistant <ul style="list-style-type: none"> ◦ Allow it to handle more mundane tasks so you can focus on work that requires a heavier hand • Tell it what it's role is <ul style="list-style-type: none"> ◦ Tell it to ask questions, this way it'll better understand it's role • Tell it what tone to use • Give it parameters on how long you want its response to be • Give it context • Ask it to try again, or to provide some additional information • Get it to explain concepts in simpler terms • Get it to help problem solve issues you're running into • Ask it to summarize content • Generate Learning objectives <ul style="list-style-type: none"> ◦ Good to set a format for it to follow because otherwise it might be vague or use obscure terms • Generate ideas for learning activities • Generate multiple choice questions • Add a disclaimer if you used AI <ul style="list-style-type: none"> ◦ Honesty is the best policy |
| <h3>Do Not's</h3> | |
|  | <ul style="list-style-type: none"> • Don't copy and paste <ul style="list-style-type: none"> ◦ Always treat it as a starting point, not the final product ◦ Review and revise ◦ Building upon it's ideas allows you to still add a human element and make content that feels more genuine instead of artificially produced • Don't treat it as a search engine <ul style="list-style-type: none"> ◦ Treat it as if it's a conversation ◦ The more context you give and the more questions you ask the better the response's you'll get |

Disclaimer: ChatGPT did help to generate some of the ideas that you see on this page. Some were kept in their original form, others were reworded to either be improved upon, or to gear them more towards instructional design


Canva

| | |
|---|---|
|  | |
| Pro's | |
|  | <ul style="list-style-type: none"> • Can help create engaging visual content quickly without needing graphic design experience • Offers templates, access to basic elements, and tools for design • Simplifies the process of creating educational visuals, making it easy to communicate ideas and concepts effectively |
| Con's | |
|  | <ul style="list-style-type: none"> • Technical challenges and accessibility issues <ul style="list-style-type: none"> ◦ There is a wide range of design elements to be used in Canva. The more in depth you try to make your design, the higher the learning curve will be • Content readability challenges <ul style="list-style-type: none"> ◦ It can be tempting to just merge your content with their templates and call it a day, but sometimes the slightest change can cause readability issues • Depersonalization of learning <ul style="list-style-type: none"> ◦ The uniqueness of Canva templates can wear off quickly, especially in the free version ◦ If used too often presentations will begin to feel stale and repetitive • Privacy and security concerns |
| Do's | |



- Start by going to the templates
 - Odds are they have a template for however you wish to present your information
- Star templates that you like
 - They are constantly updating and so if there's one you like you should star and save it to potentially use in the future
- Take individual aspects from templates
 - If you like a specific element of a template, but not the whole template copy that aspect over into your project
 - The social media templates often have really cool graphic effects and it can be good just to study them to see what's possible
- Utilize all the tools at your disposal
 - Specialized text designs
 - Quick resizer option to resize your document
 - Ruler and/or margins
 - User-friendly charts
 - Effects and animations
 - Image editor featuring:
 - Background remover
 - Filters
 - Smart mockups which instantly move your image into a different context
- Remember everything in Canva is layered
 - Position settings can be quite helpful
- Share designs with coworkers
 - Each design has a custom shareable URL in case you need or want to send it to colleagues for review purposes

Do Not's

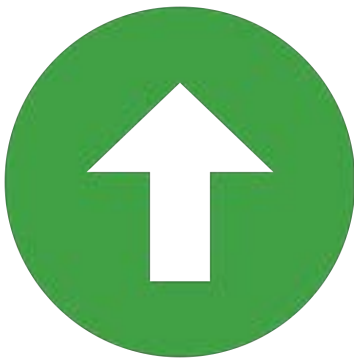
| | |
|--|--|
|  | <ul style="list-style-type: none">• Don't use Canva as a shortcut<ul style="list-style-type: none">◦ If you do this you'll run into the issue of repetitive designs◦ The goal should be to one day be able to come into Canva and start with a blank page instead of a template◦ Build the confidence overtime by practicing and experimenting so eventually you can utilize it's design features and create something on your own• Don't be lazy<ul style="list-style-type: none">◦ Put thought and care into your designs◦ The more effort you put in the better the final product will be |
|--|--|

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Microsoft Immersive Reader

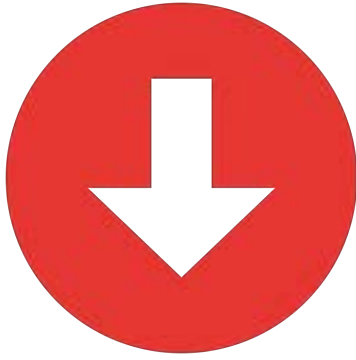


Pro's



- Uses AI to assist students with reading and comprehension, offering features like text-to-speech, translation, and focus mode
- Embedded in many Microsoft tools such as:
 - Word
 - One Note
 - Teams
 - Edge
 - Powerpoint
 - Outlook
- Helps students with learning differences or language barriers by making content more accessible and easy to understand
- Can be used to read text aloud, break it into manageable parts, or translate content into different languages
- Great for removing advertisements and pop ups on assigned articles

Con's




- Must be using Microsoft services
- Divided attention
 - According to Time Magazine listening to information instead of reading information can lead to divided attention which in turn can cause lower levels of comprehension and retention
- The voice always sounds a little robotic regardless of which voice you choose
- Takes the design elements out of a page
 - If those design elements were there to enhance the reading then removing them could lead to attention loss and less information being retained
- Certain Microsoft Tools will have limited features
 - This also applies to different article styles in Edge

Do's



- Come up with instructions for students on how they can use this tool
 - It will be especially helpful to those with learning differences or those in language courses
- Be aware of all of it's features
 - Colour code individual parts of speech (noun, verb, adjective, adverb)
 - Syllables option which will break apart words into their syllables
 - Picture dictionary where you can click on a word and it will show a picture of that word
 - Line focus allowing you to read text either one or three lines at a time
 - Translate entire documents or individual words and hear pronunciations of those words in the translated language

Do Not's

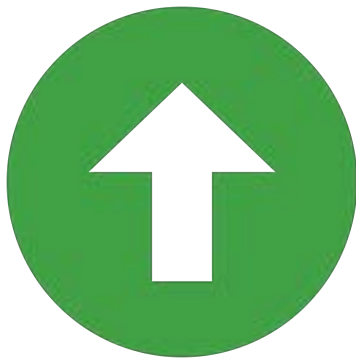
| | |
|--|--|
|  | <ul style="list-style-type: none">• Do not force yourself to use it<ul style="list-style-type: none">◦ Some users will find it beneficial, while others will find it is actually harmful to their comprehension and retention◦ Test it out and decide for yourself if it helps you or not |
|--|--|

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Copilot

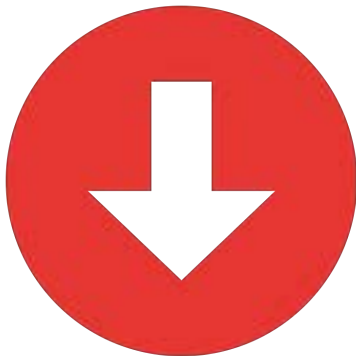


Pro's



- Creativity Boost
 - Can help you brainstorm and visualize ideas
- Customization
 - You can specify styles, themes, and elements to tailor results to your needs
- User-Friendly
 - The interface is designed to be intuitive, making it accessible for users of all skill levels

Con's



- Copilot is not free
 - Thankful FLD is currently paying for the premium version
- Based on the research conducted there appear to be some features that either have been recently removed, or that our team doesn't have access to
- Results can often contain biases or discrimination
 - These appear through race, gender, sexuality, disability, religion, or other channels for biases and stereotypes
- Struggles with certain human features like fingers, teeth, or eyes
- Copyright concerns
 - AI takes art styles from other artists
- The moral use
 - Is utilizing these images morally wrong
 - Should I instead be using art by someone who's job it was to make it?

Do's



- Write prompts like you're speaking to a real person
 - Alternatively, write as if it's a caption
- Describe the background
 - Sometimes we're only focused on the main idea of the image, but other aspects are just as important
- Use more adjectives
 - This helps describe the aesthetic and/or the feel of the image. As well as the atmosphere and mood
- Describe the artistic style
 - If you're not sure what style would be best do a quick google search of different artistic styles so you have something to reference
 - Here is a good resource:
 - <https://zapier.com/blog/ai-art-styles/>
- Ask Copilot to help you write prompts
 - It can help you improve your prompt or suggest additions which will lead to better image

Do Not's



- Do not use an image without double checking it
 - AI images can contain elements that appear off, but they can also be missed at first glance
- Do not try to include the following in your image:
 - Words in an image
 - Too many high detail aspects in the prompt
 - People in general
 - This one may be hard to avoid, but human details are often where AI Image generators struggle most
 - If you do try to use any of the aspects listed above then extra time will need to be spent ensuring there are no errors in the final product
- Do not leave elements to chance
 - If you have an idea in your head include each aspect in your prompt

Disclaimer: Copilot helped to generate the ideas seen in the Pro's section of this page. Some were kept in their original form, others were reworded to either be improved upon, others were reworded as they needed improvement.

Images created so far

Here are the images I have created so far using Copilot, as well as the prompts used to generate them.



A Ukrainian Squirrel snowboarding in Alaska with a cowabunga hand



A cute pig sitting down reading A Court of Thorns and Roses book in one hand while watering with a watering can a pink princess philodendron plant in a bookstore



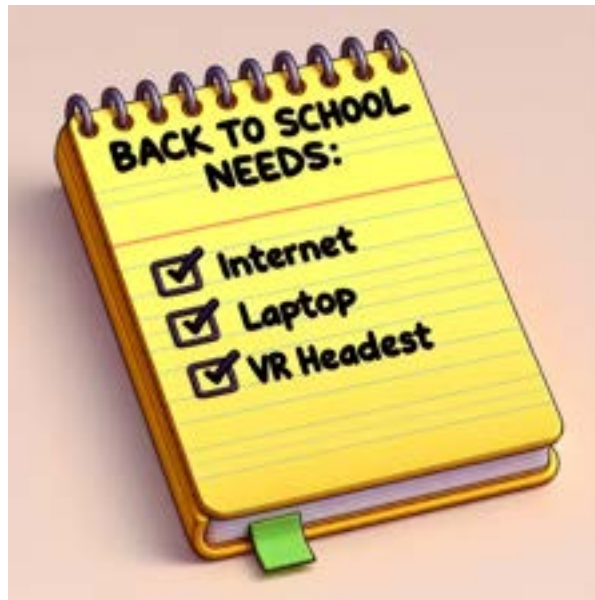
A Bernese Mountain Dog skiing in Hawaii while drinking a mojito



A Labrador retriever with Weimaraner colors in a prairie wheat field with the sunset in the background



Someone doing the hand gesture of putting their hands on their head like moose antlers while making a funny face (This was an attempt to showcase Copilot's struggle with human details like fingers and faces)



A cartoon image of a yellow notebook page that says: Back to School Needs: Internet, Laptop, VR Headset with a checkbox beside each item, checkmarks in the boxes next to Internet and Laptop, a question mark in the box next to VR Headset, no background, and the notepad perfectly straight up and down, zoomed in more on the notebook (Despite many attempts I was never able to get a question mark next to VR Headset)

My Journey

If you care to explore my first steps into creating this book you can view the five part journey below:

AI Journey Into the Great Unknown - EC&I 832 Major Project Part 1

https://www.youtube.com/watch?v=nggzd_Mvkqs

Time for a Test Run - EC&I 832 Major Project Part 2

<https://www.youtube.com/watch?v=xSyFuwlHD78>

Consider this... - EC&I 832 Major Project Part 3

<https://www.youtube.com/watch?v=HJY4fDgeriY>

Listen to the Pros - EC&I 832 Major Project Part 4

<https://www.youtube.com/watch?v=YtS1YiAiPr4>

The Grand Finale - EC&I 832 Major Project Part 5

<https://youtu.be/QE1b-J2DJ-c>

Alternative assessment ideas

Below are ChatGPT's suggestions for how to avoid assignments where students might use AI. This question will need to be asked on a regular basis in order to keep up with changes in AI tools and how they play in to education.

A key note is that at the end it recommends gearing the question towards a specific subject. This is also a good recommendation to take advantage of as specifying the subject will better help the individual instructor when they're having concerns. The ideas here are very general.

Question:

What alternative assessment ideas do you recommend for online university classes where cheating using AI is of great concern to the instructor.

Response:

When designing assessments for online university classes with concerns about AI-assisted cheating, it's important to focus on activities that emphasize originality, critical thinking, and applied skills. Here are some alternative assessment ideas:

1. Authentic Assessments

Create assessments that require students to apply knowledge in real-world or personalized contexts, making AI-generated answers less relevant.

- **Case Studies:** Analyze real-world scenarios related to course material.
- **Project Proposals:** Develop a plan or proposal for a specific issue in their field.
- **Reflective Journals:** Require students to reflect on their learning process, making answers deeply personal.

2. Oral Assessments

Incorporate spoken components that AI tools cannot easily generate.

- **Video Presentations:** Students present their work or findings.
- **Oral Exams:** Conduct brief individual interviews or viva voces.
- **Live Q&A:** Ask students follow-up questions in real time based on their submissions.

3. Process-Oriented Assignments

Evaluate the steps leading to the final product.

- **Draft Submissions:** Require multiple drafts with feedback loops to assess growth.
- **Work Logs:** Students document their research process and decisions.
- **Collaborative Workspaces:** Use shared tools like Google Docs to monitor contributions.

4. Creative Outputs

Ask for outputs that require creativity and critical thinking.

- **Infographics:** Students synthesize information visually.
- **Podcasts or Videos:** Require students to explain concepts or narrate findings.
- **Storytelling:** Create fictional narratives or dialogues based on course material.

5. Community and Peer-Engagement Tasks

Use activities that involve collaboration or peer feedback.

- **Peer Review:** Students critique and provide feedback on each other's work.
- **Discussion Forums:** Require participation in discussions, focusing on originality and depth.
- **Group Projects:** Design tasks that require teamwork, making individual contributions apparent.

6. Gamified and Interactive Assessments

Add interactivity to make cheating more challenging.

- **Simulations:** Have students participate in or design simulations.
 - **Role-Playing:** Assign roles where students defend or debate perspectives.
 - **Interactive Quizzes:** Include adaptive or randomized questions.
-

7. Personalized Assessments

Customize tasks to each student's interests or experiences.

- **Personalized Questions:** Include prompts tied to their past assignments or unique backgrounds.
 - **Customized Problem-Solving:** Use student-specific variables or data sets.
 - **Learning Portfolios:** Ask students to build a portfolio over the course.
-

8. Proctored and Synchronous Exams

Although more traditional, these remain effective when AI is a concern.

- **Proctored Exams:** Use software or live monitoring during exams.
 - **Synchronous Assessments:** Schedule live assessments that must be completed in one sitting.
-

9. AI-Aware Assignments

Leverage the use of AI tools while ensuring critical engagement.

- **AI Analysis Tasks:** Have students critique or improve AI-generated work.
 - **AI Collaboration:** Require students to document how they used AI tools responsibly.
 - **Comparative Work:** Compare human-generated and AI-generated content.
-

10. Non-Traditional Evidence of Learning

Explore assessments beyond written assignments.

- **Community Projects:** Students engage with their local community or conduct interviews.
 - **Experiential Learning:** Assess via internships, fieldwork, or service-learning.
 - **Skill Demonstrations:** Record practical applications of skills learned.
-

Implementation Tips:

- **Rubrics:** Use clear, detailed rubrics to reduce ambiguity and standardize grading.
- **Frequent Check-ins:** Schedule milestones or regular progress updates.
- **Transparency:** Discuss the reasons behind these assessments to build student buy-in.

Would you like specific examples for a particular subject or course?

References

Much of the information in this book has been gathered from personal experience and experimentation with the four tools. Some other bits of information have come from ChatGPT and Copilot. A big thanks is also deserved for the following outside sources.

ChatGPT

- [Higher Ed Beware: 10 Dangers of ChatGPT in Education that Schools Need to Know](#) - Kate Rogerson - Comm100.com
- [Create An Online Course Using ChatGPT](#) - Wooninjas
- [How to Use ChatGPT for Instructional Design](#) - Devlin Peck

Canva

- [Top 10 Pros and Cons of Canva](#) - Adomantra.com
- [Embracing digital learning: Benefits and challenges of using Canvas in education](#) - Oudat & Othman
- [Canva in Instructional Design](#) - InstructionalDesignCompany - Gayle Bower

Microsoft Immersive Reader

- [4 Powerful Pros and 4 Cons of Immersion Reading](#) - Mark El-Ayat
- [Tips and tricks for using Immersive Reader in Word | Microsoft](#) - Microsoft Helps
- [How to use the Immersive Reader - making reading more accessible](#) - Mike Tholfsen
- [Immersive Reader Overview with Microsoft Edge](#) - TylersEduTechChannel

Copilot

- [The Pros and Cons of AI Images](#) - Conroycreativecounsel.com
- [AI Image Fails? Learn These Prompting Tips](#) - Lisa Crosbie