

# Best Practices for Using ChatGPT in Teaching



chatgpt

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# Full Potential

TO HARNESS THE FULL POTENTIAL OF CHATGPT, FACULTY CAN FOLLOW A SET OF BEST PRACTICES DESIGNED TO MAXIMIZE ITS IMPACT ON STUDENT ENGAGEMENT, UNDERSTANDING, AND CRITICAL THINKING.



# Best Practices: 1 & 2

BEST PRACTICE 1: SET CLEAR LEARNING OBJECTIVES  
BEGIN BY ESTABLISHING WELL-DEFINED LEARNING OBJECTIVES THAT ALIGN WITH YOUR COURSE CURRICULUM. DETERMINE HOW CHATGPT CAN CONTRIBUTE TO ACHIEVING SPECIFIC LEARNING OUTCOMES, WHETHER IT'S SIMPLIFYING COMPLEX CONCEPTS, GENERATING EXAMPLES, OR ENCOURAGING DEEPER DISCUSSIONS.

BEST PRACTICE 2: SELECT APPROPRIATE USE CASES  
IDENTIFY THE AREAS OF YOUR COURSE WHERE CHATGPT CAN BRING THE MOST VALUE. OPT FOR USE CASES WHERE AI CAN AMPLIFY THE LEARNING EXPERIENCE. DON'T JUST USE IT TO USE IT.



# Best Practices: 3 & 4

BEST PRACTICE 3: INTRODUCE CHATGPT GRADUALLY  
INTEGRATING NEW TECHNOLOGY TAKES TIME. START WITH BASIC  
INTERACTIONS AND SLOWLY EXPLORE MORE ADVANCED USE  
CASES AS EVERYONE BECOMES ACCUSTOMED TO THE TOOL.

BEST PRACTICE 4: PROVIDE CONTEXT AND GUIDANCE  
INTRODUCING CHATGPT SHOULD BE ACCOMPANIED BY CLEAR  
CONTEXT AND GUIDELINES. HELP STUDENTS UNDERSTAND HOW  
AI FUNCTIONS AND ITS PURPOSE IN THE COURSE. OFFER  
GUIDANCE ON HOW THEY CAN EFFECTIVELY ENGAGE WITH THE  
AI TO ENHANCE THEIR LEARNING EXPERIENCE.



# Best Practices: 5 & 6

BEST PRACTICE 5: ENCOURAGE CRITICAL THINKING  
USE CHATGPT TO FOSTER CRITICAL THINKING SKILLS AMONG  
STUDENTS. CHALLENGE THEM TO EVALUATE AI-GENERATED  
RESPONSES, COMPARE CHATGPT RESPONSES WITH OTHER  
SOURCES, AND CONSIDER ALTERNATIVE VIEWPOINTS.

BEST PRACTICE 6: PROMOTE ACTIVE LEARNING  
UTILIZE CHATGPT TO CREATE INTERACTIVE LEARNING  
ENVIRONMENTS. ENGAGE STUDENTS IN DISCUSSIONS, DEBATES,  
AND COLLABORATIVE ACTIVITIES WHERE THE AI'S INSIGHTS CAN  
CONTRIBUTE TO DIVERSE PERSPECTIVES AND MEANINGFUL  
INTERACTIONS.



# Best Practices: 7 & 8

BEST PRACTICE 7: MONITOR AND EVALUATE CONTENT  
REGULARLY REVIEW THE CONTENT GENERATED BY CHATGPT TO  
ENSURE ITS ACCURACY AND RELEVANCE. WHILE AI IS A  
POWERFUL TOOL, HUMAN OVERSIGHT IS ESSENTIAL TO MAINTAIN  
THE QUALITY AND ALIGNMENT OF THE INFORMATION.

BEST PRACTICE 8: PROVIDE HUMAN VALIDATION  
REMIND STUDENTS THAT CHATGPT IS A COMPLEMENT, NOT A  
REPLACEMENT, TO HUMAN EXPERTISE. ENCOURAGE THEM TO  
SEEK CLARIFICATION AND GUIDANCE FROM YOU WHEN NEEDED,  
REINFORCING THE VALUE OF HUMAN VALIDATION.



# Best Practices: 9 & 10

BEST PRACTICE 9: ENGAGE WITH STUDENT QUESTIONS  
ADDRESS STUDENTS' QUESTIONS AND CONCERNS ABOUT  
CHATGPT'S RESPONSES. TRANSFORM THESE MOMENTS INTO  
OPPORTUNITIES FOR CLASS DISCUSSIONS, CLARIFYING ANY  
MISCONCEPTIONS AND DEEPENING THEIR UNDERSTANDING OF  
THE MATERIAL.

BEST PRACTICE 10: COLLECT STUDENT FEEDBACK  
ACTIVELY SEEK FEEDBACK FROM STUDENTS REGARDING THEIR  
EXPERIENCES WITH CHATGPT. THEIR INSIGHTS CAN OFFER  
VALUABLE PERSPECTIVES ON WHAT'S WORKING WELL AND WHAT  
CAN BE IMPROVED, ENABLING YOU TO REFINE YOUR APPROACH.

BY ADHERING TO THESE BEST PRACTICES, YOU CAN SEAMLESSLY  
INTEGRATE CHATGPT INTO YOUR TEACHING.





# Checklist

## BEFORE IMPLEMENTATION:

\_\_\_ DEFINE LEARNING OBJECTIVES: CLEARLY OUTLINE HOW CHATGPT WILL CONTRIBUTE TO ACHIEVING SPECIFIC LEARNING OUTCOMES IN YOUR COURSE.

\_\_\_ SELECT USE CASES: IDENTIFY SUITABLE SCENARIOS WHERE CHATGPT'S CAPABILITIES CAN ENHANCE STUDENT ENGAGEMENT AND UNDERSTANDING.

\_\_\_ PROVIDE CONTEXT: INTRODUCE CHATGPT TO STUDENTS BY EXPLAINING ITS ROLE, CAPABILITIES, AND INTENDED USE IN THE COURSE.



# Checklist

## DURING IMPLEMENTATION:

\_\_\_ START GRADUALLY: BEGIN WITH SIMPLE INTERACTIONS TO FAMILIARIZE BOTH YOU AND YOUR STUDENTS WITH CHATGPT'S FUNCTIONALITIES.

\_\_\_ GUIDE INTERACTION: OFFER GUIDELINES ON HOW STUDENTS SHOULD ENGAGE WITH CHATGPT, EMPHASIZING ITS ROLE AS A SUPPORTIVE TOOL.

\_\_\_ ENCOURAGE CRITICAL THINKING: DESIGN ACTIVITIES THAT PROMPT STUDENTS TO CRITICALLY EVALUATE AI-GENERATED RESPONSES AND CONSIDER ALTERNATIVE PERSPECTIVES.

\_\_\_ PROMOTE ACTIVE LEARNING: INCORPORATE CHATGPT INTO DISCUSSIONS, DEBATES, AND COLLABORATIVE ACTIVITIES TO ENRICH STUDENT INTERACTIONS.

\_\_\_ MONITOR CONTENT: REGULARLY REVIEW AI-GENERATED CONTENT TO ENSURE ITS ACCURACY, RELEVANCE, AND ALIGNMENT WITH LEARNING OBJECTIVES.



# Checklist

## ONGOING:

- \_\_\_ VALIDATE RESPONSES: PROVIDE HUMAN VALIDATION AND CLARIFICATION FOR AI-GENERATED CONTENT TO ENSURE ACCURATE UNDERSTANDING.
- \_\_ ENGAGE WITH STUDENT QUERIES: ADDRESS STUDENT QUESTIONS ABOUT CHATGPT'S RESPONSES, USING THEM AS OPPORTUNITIES FOR CLASS DISCUSSIONS.
- \_\_\_ COLLECT FEEDBACK: GATHER FEEDBACK FROM STUDENTS REGARDING THEIR EXPERIENCES WITH CHATGPT AND USE INSIGHTS TO REFINE YOUR APPROACH.



# Checklist

## REFLECT AND ADAPT:

- \_\_\_ EVALUATE IMPACT: ASSESS HOW CHATGPT'S INTEGRATION IS INFLUENCING STUDENT ENGAGEMENT, UNDERSTANDING, AND CRITICAL THINKING.
- \_\_\_ ADJUST STRATEGY: BASED ON FEEDBACK AND EVALUATION, ADJUST YOUR APPROACH TO OPTIMIZE CHATGPT'S EFFECTIVENESS IN THE COURSE.
- \_\_\_ CONTINUED PROFESSIONAL DEVELOPMENT: STAY INFORMED ABOUT AI ADVANCEMENTS, NEW FEATURES, AND BEST PRACTICES THROUGH ONGOING LEARNING.



# Surprise

WANT TO KNOW SOMETHING INTERESTING? THIS ENTIRE EBOOK  
(OTHER THAN THIS LAST COMMENT AND SOME MINOR EDITING)  
WAS CREATED BY CHATGPT.



# ChatGPT

I am an AI chatbot style program that uses AI to create responses to users' prompts. I have the ability to give detailed, personalized answers that take into account what the user has asked for and how they would like to receive information. For example, if a user asks me to write a wedding speech, I can add the appropriate tone and sentiment to the speech based on the user's requests.



# published books

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Use Me

