

# USING GENAI TOOLS

## *practical guide for students*

Steps to consider when deciding to use GenAI Tool in your school/university work

### 1 - Consult with Instructors

Before incorporating AI tools into any assessments or assignments, consult with your instructors. Seek clarification on their expectations and guidelines regarding the use of AI in your coursework.



### 2- Understand the Purpose

Before using the AI tool, ensure that you understand the purpose of your report or document. What message are you trying to convey? What information needs to be included? Knowing this will help you use the AI tool more effectively to enhance your language and create relevant images.

### 3 - Prepare

Before using the AI tool, gather all the necessary information, data, and resources related to your topic. Having a clear understanding of the content will enable you to better guide the AI in generating relevant language and images.

### 4 - Enhance Language

Use the AI tool to enhance the language of your text by providing it with specific prompts or sections of your writing that you want to improve. Ask the AI to suggest alternative phrases, reword sentences for clarity, or expand on certain ideas. Always review the AI-generated content to ensure it aligns with your original intent and maintains accuracy.



### 5 - Create Images

Utilize the AI tool's capabilities to generate images that support the content of your report. Provide clear instructions or descriptions of the visuals you need, such as charts, graphs, diagrams, or illustrations. Be specific about the data or concepts you want the images to represent. Review the generated images to ensure they are accurate and visually appealing.

### 6 - Make Videos

If creating videos, use AI tools responsibly to enhance visual elements and storytelling. Ensure that the content aligns with the purpose and message of your report. The story and information used to generate the video should be your original work and not generated from AI tools.



### 7- Combine Text and Images

Integrate the AI-generated language and images seamlessly into your report. Ensure that the text and visuals complement each other and enhance the overall clarity and effectiveness of your communication.

### 8 - Review and Revise

After incorporating AI-generated content into your report, thoroughly review the document to ensure coherence, accuracy, and consistency. Make any necessary revisions to refine the language and improve the visual presentation.



## 9 - Remember Ethical Considerations

Remember to uphold ethical standards when using AI tools. Avoid plagiarism by properly attributing any AI-generated content in your report. Additionally, critically evaluate the accuracy and reliability of AI-generated information before including it in your document.



## 10 - Ensure Documentation of Prompts

When utilizing the AI tool to enhance language or create images, it's important to document the prompts or instructions provided to the tool. Before using the AI, take screenshots of the specific prompts or input text you've used to guide the generation process. This documentation serves as evidence of the inputs provided and can help clarify the origin of AI-generated content if needed.

## 11 - Ensure Transparency and Accountability

Providing screenshots of the prompts ensures transparency and accountability in the use of AI-generated content. In academic or professional settings, it's essential to demonstrate the integrity of your work by documenting the sources and inputs used to generate text or visuals.



## 12 - Incorporate Screenshots

Include the screenshots of the prompts alongside the AI-generated content in your report or documentation. This practice not only acknowledges the use of AI but also provides context for readers or evaluators to understand how the content was generated and the extent of human input involved.



## 13 - Save Earlier Drafts

Using GenAI tools to improve your writing is a valuable skill, but it is essential to demonstrate your initial efforts to fully appreciate the improvements made. By saving earlier drafts, you can effectively show your teachers how GenAI tools have helped you enhance your writing or the concepts taught, leading to a deeper understanding of your growth and progress.

## 14 - Facilitate Review and Evaluation

By providing screenshots of the prompts, you enable reviewers or instructors to assess the appropriateness and relevance of the AI-generated content in relation to the original context and intent of the report. This transparency fosters trust in the credibility and authenticity of your work.

## 15- Remember Compliance with Guidelines

Adhering to the requirement of providing screenshots of prompts ensures compliance with any academic or institutional guidelines regarding the use of AI tools. It demonstrates a commitment to ethical conduct and responsible use of technology in academic or professional endeavours.



## 16 - Get Final Approval

Before submitting your report, seek feedback from peers or instructors to ensure that the AI-generated content effectively enhances the quality of your work. Make any final adjustments based on the feedback received.

**DISCLAIMER:** These guidelines emphasise the responsible and ethical use of AI tools to enhance language and visual elements in reports, while also highlighting considerations such as data privacy, bias, hallucination, and appropriate use in academic contexts. They are not meant to replace Using GenAI - any student's campus policy or procedures laid out by instructors in classrooms. Students thinking to use GenAI must speak to their academic advisors and course instructors to understand their own campus' rules and regulations, find out about approvals and acknowledgement before using the tools.

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