Quick Reference: AI Tools for Education

A practical companion to "AI in the Curriculum: Challenges & Opportunities"

Common AI Tools in Higher Education

General Purpose AI Assistants

What they are: Conversational AI that can answer questions, generate content, and assist with various tasks.

Examples:

- **ChatGPT** (OpenAI) – General purpose, widely used
- **Claude** (Anthropic) – Strong analytical capabilities
- **Copilot** (Microsoft) – Integrated with Office suite
- **Gemini** (Google) – Connected to Google services

Educational Uses:

- Draft assignment questions
- Generate discussion prompts
- Create practice problems
- Develop rubrics
- Summarise readings

Discipline-Specific Applications

Marketing & Management

- Market analysis: Competitive intelligence, trend identification
- Case generation: Business scenarios with realistic constraints
- Data interpretation: Quick analysis of market research
- Strategy simulation: Scenario planning and risk assessment

Accounting & Finance

- Problem sets: Generate practice calculations with solutions
- Excel formulas: Debug and optimise spreadsheets
- Report templates: Financial statement structures
- Concept explanations: Break down complex regulations

Human Resources

- Interview preparation: Generate behavioural questions
- Policy drafts: Initial frameworks for HR policies
- Training materials: Onboarding content creation
- Conflict scenarios: Role-play situations for training

Strengths and Limitations

Where AI Excels

Drafting and brainstorming new ideas   Summarising and simplifying long texts   Generating variations of content   Handling routine formatting and structures

Where AI Falls Short

Does not verify its own accuracy   May produce plausible but incorrect outputs   Struggles with specialised terminology   Cannot fully understand context or nuance   Inconsistent across sessions

Avoid Using AI For

Personal or confidential information   Medical or legal advice   Final grading or assessment decisions   Replacing human connection in teaching

Quick Decision Framework

Use AI When	Add Human Oversight When	Avoid AI When
Brainstorming ideas	Accuracy is critical	Handling personal data
Drafting initial resources	Current/local info required	Providing legal/medical advice
Summarising readings	Discipline expertise required	Making final grading decisions
Creating variations	Student assessment involved	Replacing human connection

Practical Integration Tips

Start Small

1. Pick one routine task
2. Test with AI assistance
3. Verify results thoroughly
4. Share what you learned

Build Gradually

- **Week 1:** Personal productivity
- **Week 2:** Course preparation
- **Week 3:** Student resources
- **Week 4:** Assessment design

Document Everything

- What worked (and what didn't)
- Time saved or lost
- Student response

Academic Integrity Considerations

For Students

- Disclose AI use clearly
- Reflect on AI's role in your work
- Show improvement or iteration
- Expect assessment to test *understanding*, not just production

For Educators

- Model transparency in your own use
- Verify AI outputs before sharing
- Keep records of prompts and responses
- Share your process with students

Getting Started Checklist

Before introducing AI in your course:

- ☐ Check institutional policies
- ☐ Understand the tool's limitations
- ☐ Test with non-critical tasks first
- ☐ Plan for verification and oversight
- ☐ Decide how disclosure will work
- ☐ Consider equity and access issues
- ☐ Document your process

First 5 Prompts to Try

1. "Generate three discussion questions for a second-year course on digital marketing."
2. "Summarise this 10-page reading into 5 key points for a tutorial."
3. "Create two variations of this assignment rubric with different weightings."
4. "Draft a short case study on supply chain ethics with discussion prompts."
5. "Write a sample feedback paragraph for a student essay that needs more evidence."

Final Thought

AI is a tool, partner, collaborator, not a solution. Its value depends on:

- How you use it
- When you use it
- Why you use it
- Your expertise in evaluating outputs

Goal: Augment your capabilities, not replace your judgment.

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