

GENERATIVE AI ESSENTIAL LEARNING

INTRODUCING GEN AI IN TEACHING PRACTICE: THE
CURRENT CONTEXT FROM A UK UNIVERSITY.

WORKSHOP (2025-12-09):
CO-DESIGN OF GUIDELINES FOR THE ETHICAL USE OF GENAI

By
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Welcome

By the end of this training you should be able to:

- Explain what Generative AI is, how it's being used across NTU, and how to access Copilot Chat.
- Identify appropriate use cases and critically assess AI-generated content.
- Apply good judgement when interacting with AI tools, making informed decisions about how and when to use them.
- Recognise ethical, legal, security, reputational, and data protection risks.
- Consider the broader impact of AI across all areas of university life.





AI Literacy Framework

This training is structured around the [Digital Education Council's AI Literacy Framework](https://www.digitaleducationcouncil.com/post/digital-education-council-ai-literacy-framework). The framework takes a human-centred approach to AI literacy, emphasising the importance of human skills such as critical thinking, creativity, and emotional intelligence.

<https://www.digitaleducationcouncil.com/post/digital-education-council-ai-literacy-framework>



DEC AI Literacy Framework



		Competency Level		
		Level 1	Level 2	Level 3
Literacy Dimensions	Dimension 1 Understanding AI and Data	AI and Data Awareness	AI and Data in Action	AI and Data Optimisation
	Dimension 2 Critical Thinking and Judgement	Question AI Output	Evaluate AI Output	Challenge AI Output
	Dimension 3 Ethical and Responsible Use	Understand Risks	Apply Responsible Practices	Shape Responsible Practices
	Dimension 4 Human-Centricity, Emotional Intelligence, and Creativity	Awareness of Human-AI Interaction	AI as Collaborative Tool	Develop Human-Centred AI Practices
	Dimension 5 Domain Expertise	Applied AI Awareness	AI Application in Professional Contexts	Strategic AI Leadership





1

Introduction to Generative AI and Tools Available at NTU

2

Using Generative AI Within Your Role

3

Using AI Responsibly and Managing Risks

4

Summary and Next Steps

Generative AI:

Generative AI (or Gen AI for short) is a type of artificial intelligence (AI) technology that automatically generates (or creates) content in response to prompts given to it by users.



Generative AI:

At NTU, we see it as a powerful tool to enhance productivity, creativity, and collaboration across every role.

It can handle everyday tasks like drafting emails, summarising documents, answering questions, and creating checklists, freeing up time for work that matters most.

Building confidence and skills now ensures safe, responsible, and effective use across the University, in an increasingly AI-enabled world.



Accessing Copilot Chat

You will need to use Copilot during the training, so it's important you follow these instructions if you are not familiar with the login process.

At NTU, Microsoft Copilot Chat has been selected as the official Generative AI platform for colleagues and students due to its enhanced Data Protection features.

Here is a step by step guide on signing into Copilot Chat using your NTU credentials.

Step 1



1

Introduction to Generative AI and Tools Available at NTU

Accessing Copilot Chat

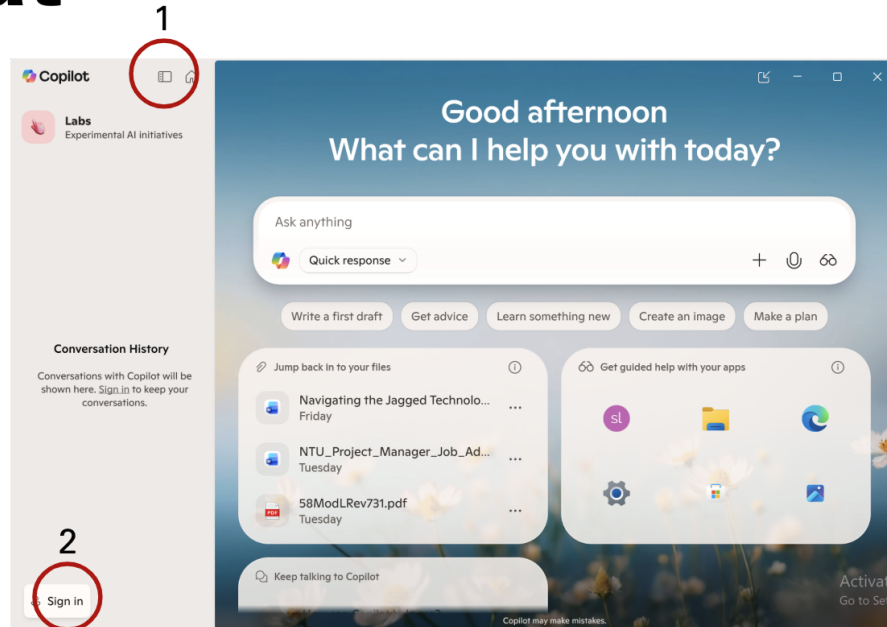
Step 1:

Go to copilot.microsoft.com

Click the Open sidebar icon, as shown in circle 1.

Click Sign In to get started, as shown in circle 2.

Step 2



1

Introduction to Generative AI and Tools Available at NTU

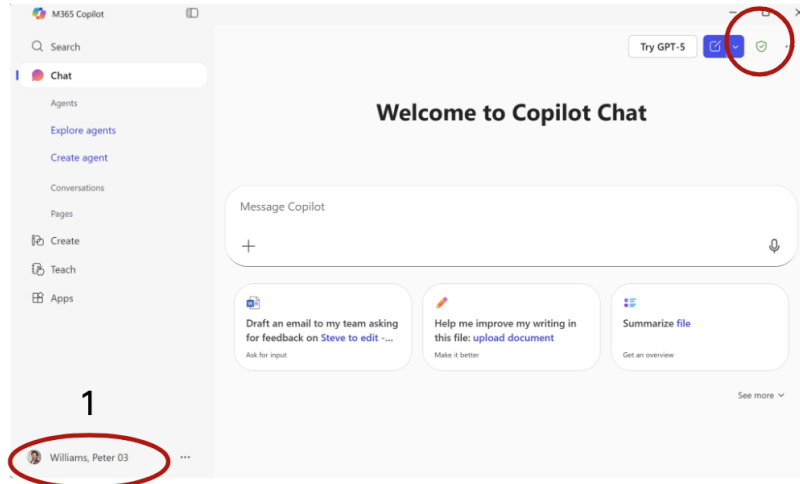
Accessing Copilot Chat

Step 6:

You can see you are logged in with your NTU credentials as show in circle 1.

In circle 2 you can see a green shield which shows you are under Microsoft's Enterprise Data Protection.

You will learn more about Microsoft's Enterprise Data protection in the next slide.



Your turn:

Open Copilot Chat in a new tab or window using one of the methods shown. Once you're in, check for the green shield icon – it's your sign that the conversation is secure and protected.

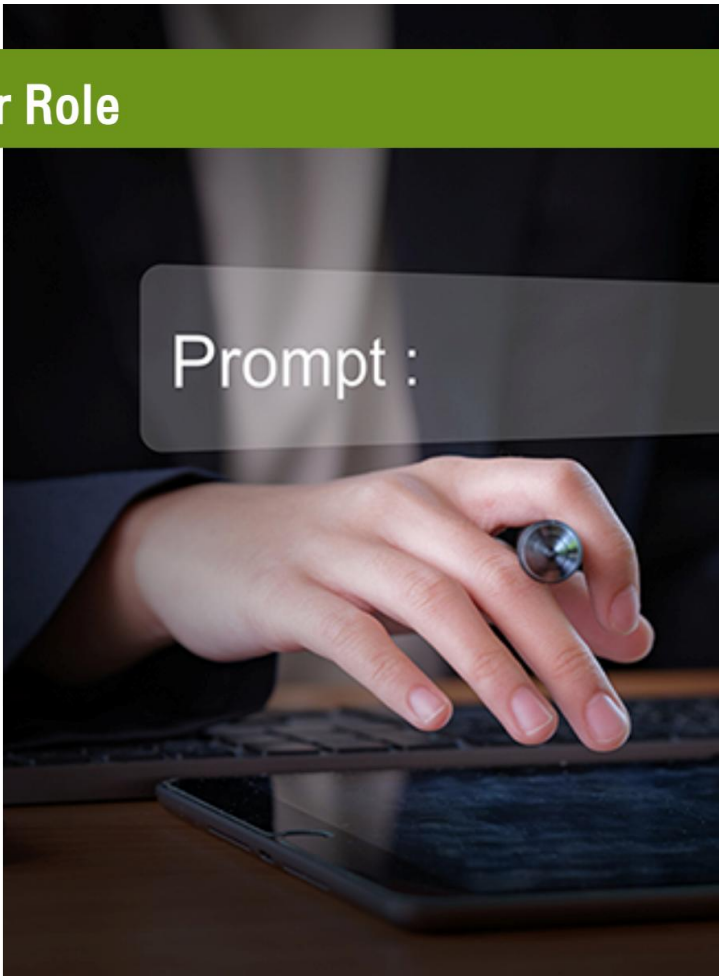


Prompt guidance:

A prompt is simply a question or instruction you give to a Gen AI tool (like Copilot Chat) to get help with something.

Think of it like talking to a helpful assistant who's good at understanding what you need.

For the best responses, focus on these four key elements when phrasing your Copilot Chat prompts: goal, context, source, and expectations.

A close-up photograph of a person's hand holding a black pen, positioned over a laptop keyboard. A semi-transparent grey rectangular box with the word 'Prompt:' in white text is overlaid on the upper part of the image. The background is dark and out of focus.

Prompt :

2

Using Generative AI Within Your Role

Click buttons for more information

Goal

Give me a concise summary of recent news about [company name]. I work in marketing and focus on competitor research. Focus on web articles from the last 2 months. Provide the answer in two to three paragraphs and use a business tone.

Context

Source

Expectations



What response do you want from Copilot?

Goal

Context

Give me a concise summary of recent news about [company name]. I work in marketing and focus on competitor research. Focus on web articles from the last 2 months. Provide the answer in two to three paragraphs and use a business tone.

Source

Expectations



2

Using Generative AI Within Your Role

Goal

Give me a concise summary of recent news about [company name]. **I work in marketing and focus on competitor research.** Focus on web articles from the last 2 months. Provide the answer in two to three paragraphs and use a business tone.

Why do you need it and who is involved?

Context



Source

Expectations



Goal

Context

Give me a concise summary of recent news about [company name]. I work in marketing and focus on competitor research. **Focus on web articles from the last 2 months.** Provide the answer in two to three paragraphs and use a business tone.

Source

Expectations

Which information sources or samples should Copilot use?



Goal

Context

Give me a concise summary of recent news about [company name]. I work in marketing and focus on competitor research. Focus on web articles from the last 2 months. **Provide the answer in two to three paragraphs and use a business tone.**

Source

Expectations

How should Copilot respond to best meet your expectations?



Video tutorials:

This section shows how you can use Generative AI in everyday work at NTU. It focuses on practice instead of talking about theory.

In the short videos, you'll see how AI can help save time, spark new ideas, and take care of repetitive tasks.

Remember: **Goal, context, source, and expectations.**

You must complete all three sections before progressing to the next slide.

Copilot Chat 101

Summarising

Knowledge

Click to continue to videos



Your Turn:

Open Copilot Chat, in a new tab/window, work through one of the methods shown in the previous videos. Turn your theoretical knowledge into practical application.



1

Introduction to Generative AI & Tools Available at NTU ✓

2

Relevance to Your Role ✓

3

Using AI Responsibly and Managing Risks

4

Summary and Next Steps



Getting it right:

AI tools like Copilot Chat can be very useful, but it's important to be aware of the risks. This section will help you understand what those risks are, how to use AI safely, and how to support others in doing the same.





Key Risks of Using AI:

Click icons to reveal





Unhelpful Inputs

Poorly worded or context-free prompts can lead to inaccurate or misleading responses.

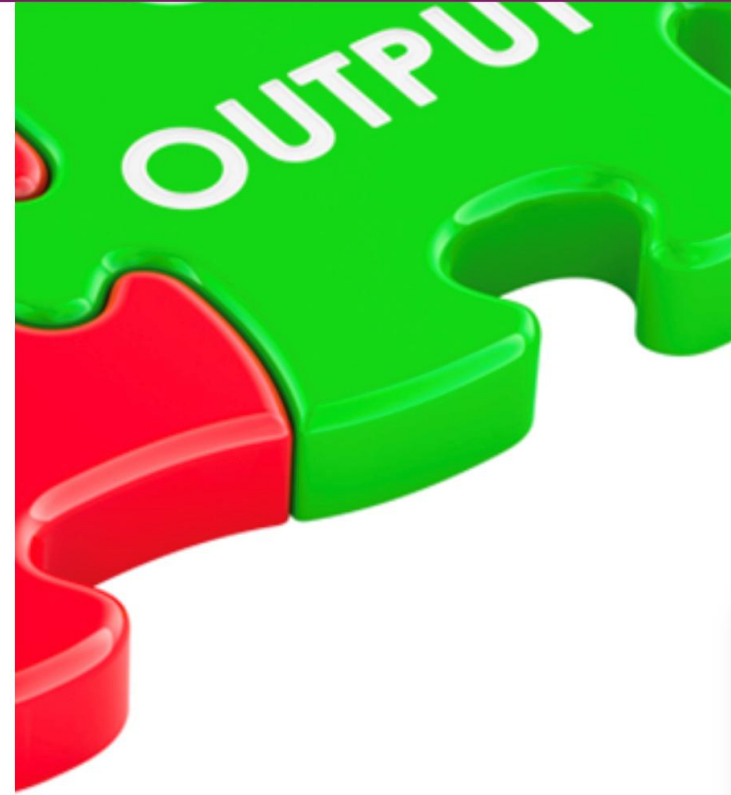




Unreliable outputs

AI can sound confident even when it's wrong.

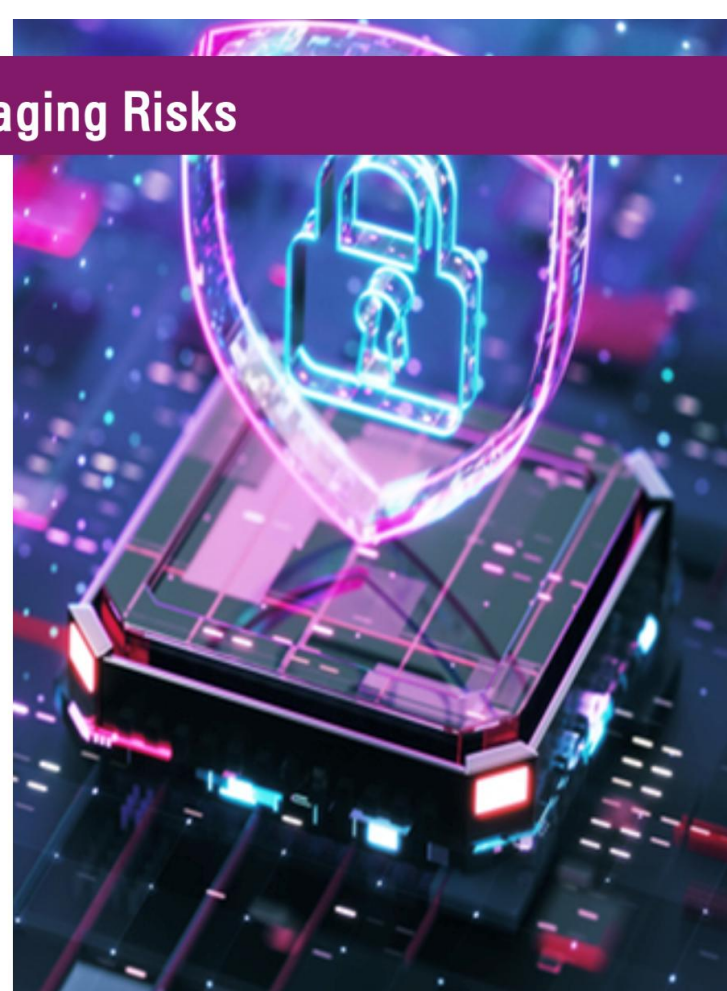
Challenging AI outputs helps ensure reliable results.





Security and Privacy

Uploading student data, research, or unpublished University documents to unapproved tools (such as ChatGPT) can breach General Data Protection Regulation (GDPR) and NTU's commercial agreements. Only use approved platforms and follow relevant University policies concerning data use and GDPR.





Hallucinations

AI is designed to provide answers, but it may fabricate details to do so. Always verify its outputs with trusted sources.





Over-reliance

Leaning too heavily on AI could weaken critical thinking. At NTU, we're building a future where AI supports productivity, creativity, and collaboration, always with people at the centre.





Intellectual Property

Sharing unpublished or sensitive internal content with unapproved platforms can lead to various risks to the University's intellectual property interests.





Ethical Challenges in Higher Education:

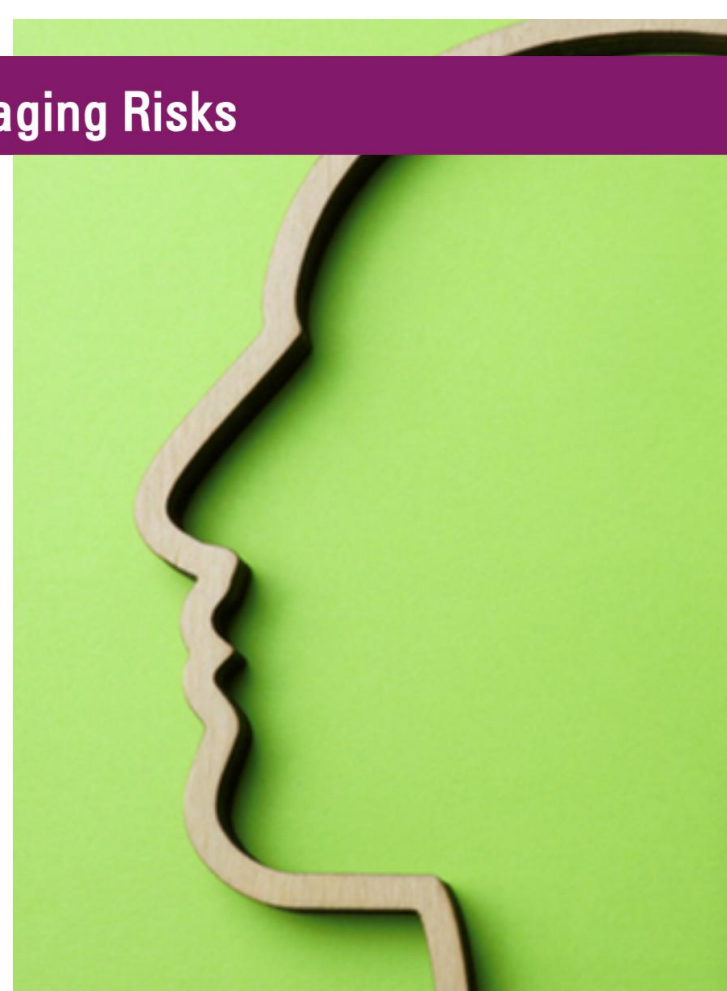
Click icons to reveal





Bias and Fairness

AI systems can unintentionally reflect or amplify biases in the data they're trained on.





Transparency

Colleagues and students need to understand when and how AI is being used – especially in decisions that affect academic outcomes.





Environmental Considerations

AI systems use a lot of computing power, which can lead to high energy use and carbon emissions.





Accountability

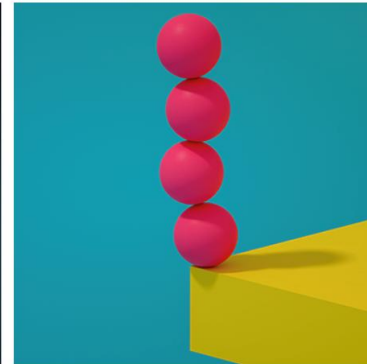
When AI makes a mistake, like giving incorrect feedback or mishandling data, primary responsibility lies with the University.



A large consulting firm used AI to create a report for the Australian Government's Department for Employment and Work Relations (DEWR). The report included statistical errors, fabricated citations, and misquotes, which led to reputational damage and a partial return of the project fee.

What do you think the key takeaways are from this scenario?

Click each image to reveal.

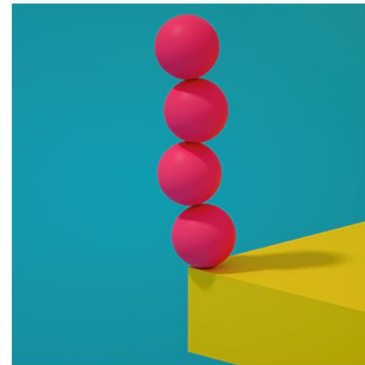


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AI Hallucinations:
The report contained made-up references, showing that AI can sometimes produce false or misleading content.



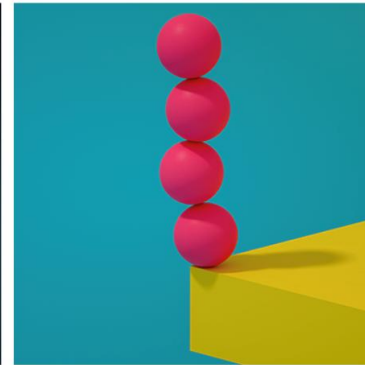
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Poor Input Quality:
Unclear or inadequate prompts may have contributed to flawed outputs. Good input = better output.



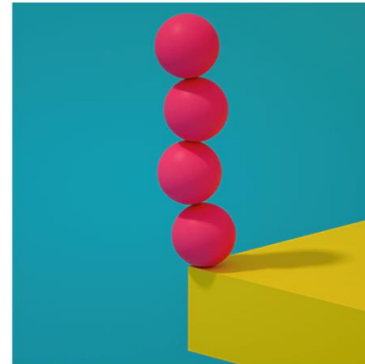
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Over-Reliance on AI:
The firm may have leaned too heavily on AI without enough human input. AI is a tool, not a replacement.



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Organisational Risk:

The incident caused reputational harm and financial consequences.

Learning
example one

Learning
example two

Click the tabs for more information

How NTU is working with AI

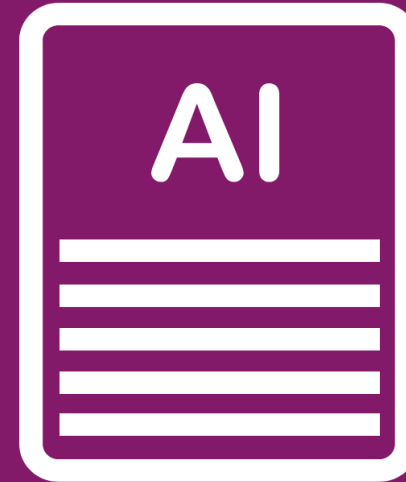


Learning
example one

Learning
example two

Click the tabs for more information

An AI tool called Read AI was set up to automatically join meetings and send out transcripts afterwards. Unfortunately, it did this without asking attendees for their consent, which may have led to a data breach. This situation reminded us how important it is to manage AI tools carefully. As a result, we've now introduced new guidance to make sure AI bots can't join meetings unless they've been approved in advance. This helps



Learning
example one

Learning
example two

Click the tabs for more information

We used AI within our Thrive learning platform to help identify resources that weren't being used. By clearing out these unused items, the system became faster and more efficient - making it easier for everyone to access what they need.



3

Using AI Responsibly and Managing Risks

Applying What We've Learned to NTU Colleague Roles



Admissions Colleague



Academic Colleague



Research-Focused Colleague



Professional Services Colleague





Under time pressure, an academic uses Copilot to create multiple-choice quizzes for an upcoming seminar. Without reviewing the questions or answers, they print and distribute the quizzes to students. The quiz later turns out to contain errors and questions unrelated to the session content.

What do you think the risks are in this scenario?

Click on the boxes to reveal.





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Click on the boxes to reveal.

Unreliable Outputs: AI-generated questions may contain factual errors or irrelevant content, reducing the quality of learning materials.





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Over-Reliance on AI: Distributing quizzes without review assumes AI outputs are accurate, which can lead to errors, student confusion, and poor learning outcomes.

Reputational: Providing inaccurate or irrelevant quizzes can undermine student trust and damage both the academic's and University's credibility.



3

Using AI Responsibly and Managing Risks

Applying What We've Learned to NTU Colleague Roles



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Professional Services Colleague





A research colleague, frustrated by irrelevant Copilot recommendations, uploads full research findings and datasets into ChatGPT for better results. They copy the generated content directly into a paper and send it to their supervisor. The supervisor approves without noticing sources include "chatGPT" before journal submission.

What do you think the risks are in this scenario?

Click on the boxes to reveal.



Risk 1



Risk 2



Risk 3



Risk 4



Risk 5



Risk 6





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What do you think the risks are in this scenario?

Click on the boxes to reveal.

Financial: Non-compliance with research ethics or data handling rules could impact grants or future funding.

Reputational: Damage to researcher and institutional credibility if AI-generated content or improper citations are

Unreliable Outputs: AI may produce inaccurate or fabricated references.

Scroll to view all the text.

Legal: Uploading personal or sensitive research data to unapproved, non UK based AI tools can violate data protection laws and breach institutional or funder

Security and Privacy: Sensitive research data exposed to third party platforms.

Over-reliance on AI: Lack of critical review of outputs before submission.





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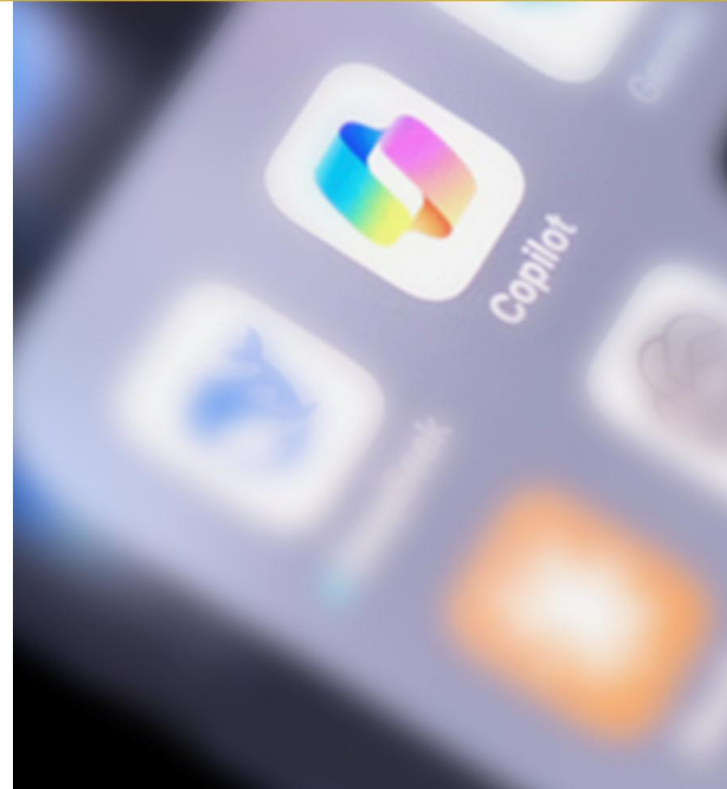
Using AI Responsibly and Managing Risks ✓

4

Summary and Next Steps

We covered:

- What Generative AI is and how it's used at NTU.
- How to access and use Copilot Chat safely.
- How to spot and manage ethical, legal, and data risks.
- Ways to use AI responsibly across all areas of University life.
- How AI can enhance work, creativity, and efficiency when used with good judgement.



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