GERMANNA
ACADEMIC CENTER FOR EXCELLENCE

Generative AI Usage Guide

The table below serves as a guide to different situations in which generative AI (GenAI) can be used.

Use Case	Free Generative AI Tool	Ethical Considerations	Example Prompts
Brainstorming essay topics	ChatGPT (free tier)	• Ensure final ideas are your own. • Use as a starting point, not a replacement for critical thinking.	Example prompt: "I'm studying [your field]. Can you suggest 5 current and relevant topics for a research essay?"
Proofreading and grammar checking	LanguageTool (free version)	• Don't rely solely on AI for final editing. • Understand the suggestions before applying them.	Example prompt: "I'm trying to explain [concept]. Here's my current sentence: [your sentence]. Can you suggest 3 alternative ways to phrase this more clearly?"
Summarizing research papers	TLDR This	• Verify AI-generated summaries for accuracy. • Use as a complement to, not a replacement for, reading the full paper.	Example prompt: "Give me the main takeaways from this news article: [Insert link to article.]" or "TLDR This article on [topic]."
Generating practice questions	Google Gemini	• Verify the accuracy of generated questions. • Use as a supplement to, not a replacement for, course materials.	Example prompt: "Rephrase this sentence to make it more concise." or "I have this text from my textbook/lecture notes: [paste text]. Please generate 5 multiple-choice questions to help me study and test my understanding."
Creating study notes	Notion (free plan with AI features)	• Ensure you understand the material; don't just copy AI-generated notes. • Use as a tool to enhance - not replace - your own note-taking.	Example Prompt: "Organize my notes from [class/topic] into a table." or "Create a new page for notes on [class/topic]."
Coding assistance	Tabnine (free tier)	• Understand the code generated; don't blindly use it. • Be aware of potential limitations in the free version.	Example prompt: "Complete this function for [purpose]." or "Help me debug this error in my code."

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Data visualization	Google Charts	• Verify the accuracy of AI-generated visualizations. • Understand the data and what the visualization represents.	Example prompt: "Create a pie chart to show the distribution of [data]." or "Generate a line chart to track the trend of [data]."
Language translation	Google Translate	• Double-check translations for context and nuance. • Be aware of potential cultural misinterpretations.	Example prompt: "Translate this article from [language] to English." or "Help me understand this phrase in [language]."
Time management and scheduling	Any.do (free version)	• Maintain control over your schedule; don't let AI make all decisions. • Be mindful of privacy concerns with sharing calendar data.	Example prompt: "Add [task] to my to-do list for [date]." or "Create a recurring task for [task] on [days]."
Creating presentations	Canva (free version with AI features)	• Ensure content is original and properly cited. • Use AI as a design aid, not a content generator.	Example prompt: "Design a presentation template for my [class/project]." or "Create an infographic to illustrate [concept]."
Research assistance	Connected Papers (free for basic use)	• Verify sources and information provided by AI. • Use as a tool to enhance research, not replace critical analysis.	Example prompt: "Find related papers to this one on [topic]." or "Explore the research landscape of [field]."
Personalized learning paths	Khan Academy	• Be aware of potential biases in AI-generated learning paths. • Use as a supplement to, not a replacement for, guidance from professors.	Example prompt: "Explain the concept of [topic] to me." or "Show me how to solve this type of [math/science problem]."

Visit the Academic Center for Excellence's Generative AI webpage for more information about GenAI.