

# AI, IT or eLearning Solutions

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Use the search bar next to the torch logo to get help with McNeese questions or to contact a support team member with [RedShelf textbooks](#), [Turnitin](#), [Office 365](#), [BigBlueButton](#), [Respondus](#), [SmarterProctoring](#), and [ProctorU](#).

Staff and Faculty can also use their personal AI accounts to assist with technical questions.

Log On	Learn More About
ChatGPT <ul style="list-style-type: none"><li><a href="#">Moodle Expert GPT</a></li><li><a href="#">Tech Support Advisor GPT</a></li></ul>	<a href="#">ChatGPT and Watch OpenAI demos</a>
Grok	<a href="#">X (Formerly Twitter) Grok</a>
Venice	<a href="#">Venice (Use Any Device, No Account Required)</a>
Gemini	<a href="#">Google Gemini</a>
Co-Pilot	<a href="#">Microsoft Co-Pilot</a>

When asking AI for help, staff and faculty members should let AI know the university uses:

- Moodle version 3.11.18 using a "Boost" theme
- Microsoft Office 365
- BigBlueButton for Moodle 3.11.18

eLearning has **multiple AI prompt templates with examples that instructors can use to create activities** for online courses. To access, log into [Moodle](#), then select the [Employee Training](#) pinned at the top of the dashboard; next select the [AI Training and Prompts](#) tile in the course shell. If needed, contact eLearning ([wprater@mcneese.edu](mailto:wprater@mcneese.edu)) for access to the Employee Training course.

## Basic Structure of an AI Prompt

(these are just a few examples)

Acting as a [ROLE]	Create a [TASK]	Show as a [FORMAT]
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Instructor Student Analyst Accountant Manager Nurse Teacher Engineer Copywriter  [ Insert any Professional Title ]	Headline Presentation Essay Assignment Forum Wiki Article Quiz or Exam	A Table A List Summary HTML Code Spreadsheet Moodle activity PDF
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**Example of an activity prompt:**

- **ROLE:** Course Instructor
- **TASK:** Create an assignment in Moodle where students will develop a proposal. The proposal should include an executive summary, business description, market analysis, organizational structure, and financial projections.
- **FORMAT:** Written Report

**This prompt would be combined into one paragraph and then copied and pasted into ChatGPT 4o as follows:**

A course instructor, would like to create an assignment in Moodle where students will develop a written proposal. The proposal should include an executive summary, organization description, market analysis, organizational structure, and financial projections. Students need to submit a written report.

**If needed, the next step would be to open Moodle Expert GPT within ChatGPT for detailed technical steps to set up the activity in Moodle. For example, you would copy and paste the following prompt into Moodle Expert GPT:**

As an instructor using Moodle 3.11.18 with a Boost Theme, how do I add and set up an Assignment activity in my course.

**To add Job Placement High Wage High Demand or Competency-Based Education skill(s) to this activity, return to ChatGPT 4o and enter a prompt from these articles:**

- [High Wage High Demand \(HWHD\) job skills prompts](#)
- [Competency-Based Education outcome prompts](#)

**Prompts for Gradebook Setup or Review**

**Examples of AI Prompts for Instructors:**

- As an instructor, please give me instructions for setting up SmarterProctoring in Moodle 3.11.18 with a Boost theme.
- *After attaching a PDF with topic information ask AI-* "As an instructor, please create a 10 question quiz from the attached file that I can upload to Moodle 3.11.18."
- *After copy and paste of text about a topic ask AI-* "As an instructor, please create a college level discussion question for students."

- As an instructor, please explain how to share an iPhone photo album with OneDrive.
  - As an instructor, would you please recommend ways to increase student engagement in an online course.
  - As an instructor, how can I use rewards and recognition in an online course in Moodle 3.11.18.
  - As an instructor, how can I enhance navigation in an online course in Moodle 3.11.18.
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#### Examples of Job Placement Prompts:

- View article on AI Prompts to identify **High Wage High Demand (HWHD)** job skills for topics and activities
  - View article on **Competency-Based Education** outcomes for topics and activities
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#### For additional help contact:

- Office of Information Technology (M-TH 7:30 am – 5:00 pm and Friday 7:30 am – 11:30 am) by email at: [helpdesk@mcneese.edu](mailto:helpdesk@mcneese.edu)
- eLearning department: Dr. Wendi Prater, Director of eLearning, [wprater@mcneese.edu](mailto:wprater@mcneese.edu)

**Please avoid sharing sensitive personal information with AI**, such as: financial information, any type of identification information, passwords, health information, personal address or location, private conversations, sensitive images or files. Always exercise caution and discretion when interacting with any online platform, including AI, and refrain from sharing information that could compromise your privacy or security.

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