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FEBRUARY 17 – FEBRUARY 21, 2025

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AI: Best Practices, Prompts, and Privacy

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Agenda

- ❑ Best practices for using AI in your classroom or office
- ❑ Checking for bias and accuracy
- ❑ Protecting privacy
- ❑ What to do when AI doesn’t get it right!

Write in the chat

Describe a recent situation in which you used AI.

Think about

- What tool did you use?
- What did you ask it to create?
- Were you satisfied with the results?

Wisconsin Literacy, Inc.

Connecting Communities, Elevating Individuals

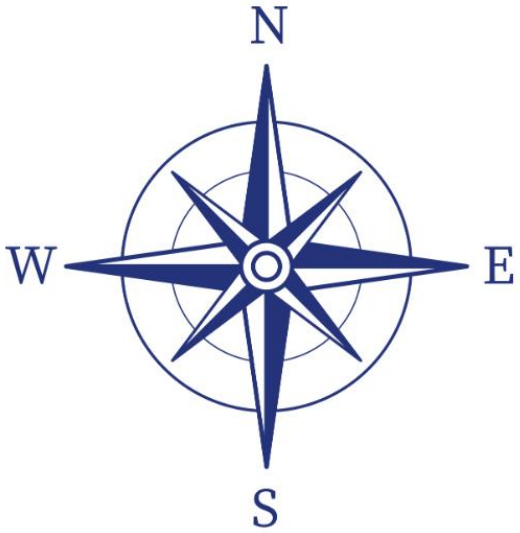
Understanding is a Human Right

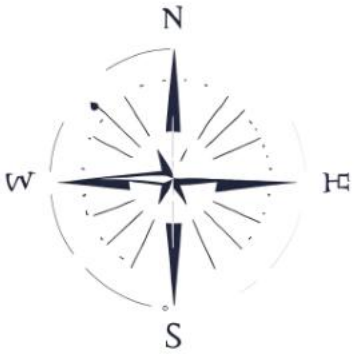
Collective Wisdom

Renewed

A compass

Excelsior!





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People

Life-changing

Caring

Inclusion

Support of knowledge

Makes learners feel powerful

Mascot: a person dancing with a book

Celebrate

Dialogue for ELL Lesson

Optician: Hello! Welcome to Vision Care Optics. How can I help you today?

Customer: Hi, I need new glasses. My old ones are broken.

Optician: Oh no! I can help you with that. Do you have your prescription with you?

Customer: Yes, here it is.

Optician: Thank you. Let me check it. *[reviews the prescription]* I see that you need lenses for both distance and reading. Would you like bifocal or progressive lenses?

Customer: Hmm… I'm not sure. What's the difference?

Optician: Good question! Bifocals have two sections: the top part is for seeing far away, and the bottom part is for reading. There is a visible line between the two sections.

Customer: Oh, I think I've seen those before. What about progressives?

Checking a translation

Conversion to Usted Form

For consistency, I will convert the **tú** forms into **usted**:

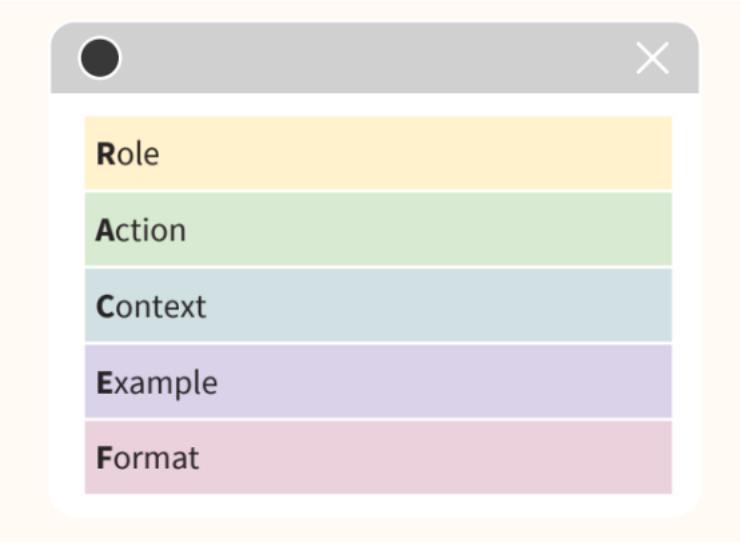
1. **Hoy, vamos a ayudarle a configurar su nueva computadora portátil.**
2. **Abra la caja y saque todo el contenido.**
3. **Si está recibiendo su laptop en persona, le pediremos el número de serie.**
4. **Asegurémonos de que la batería de su 'laptop' esté cargada.**
5. **Presiónelo una vez para encender su laptop.**
6. **Tenga paciencia.**
7. **Use un dedo en el trackpad para mover el cursor.**
8. **El cursor no se moverá si usa más de un dedo.**

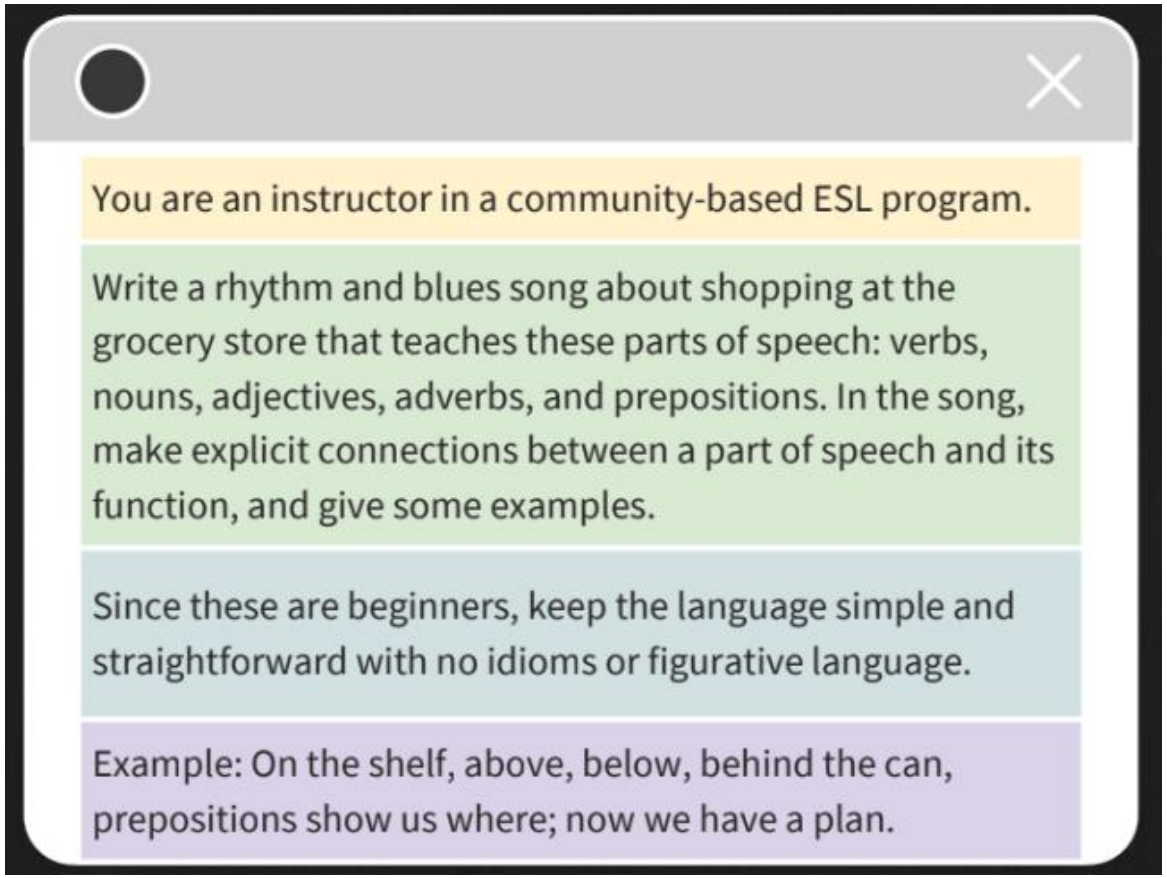
Now the entire document maintains a formal and respectful tone using **usted**. Let me know if you'd like the full document revised with these changes!

AI Best Practices

- Goals before tools
- 80/20 approach
  - Prompting
  - Check for bias and accuracy
  - Protect privacy

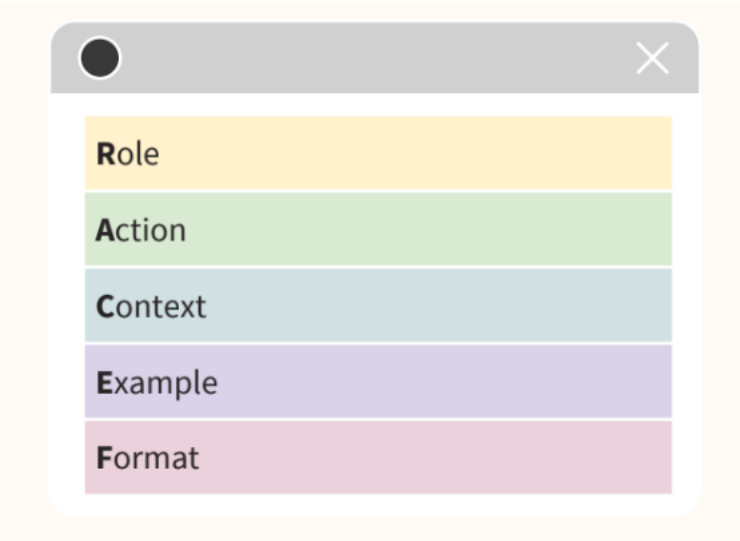
The art of prompting





Source: [Open Prompt Book from CampGPT](#) (a World Education project)

The art of prompting



Write a three-paragraph story, at a reading level appropriate for an 8th grader, about two skilled immigrants who have moved to the U.S.

The story should use the past perfect tense to describe what each immigrant had studied and what jobs they had held prior to moving to the U.S. Each should have studied something different. And the story should end with a sentence about how they are now trying to find out how they can work in their respective fields in the U.S.

Privacy

- Don’t include in prompts:
  - Personal information
  - Not yet released information or documents

Activity

- Identify the best prompt.

Check for bias and accuracy

“Adult reading tutor”

Check for bias and accuracy

“Doctor walking in hallway”

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Check for bias and accuracy

"Doctor walking in hallway **with assistive device**"

Check for bias and accuracy

Create a text about Martin Luther King Jr. Write it at NRS level 1. Include quotes from MLK Jr.

Martin Luther King Jr.

Martin Luther King Jr. was a leader who wanted people to be treated fairly. He believed in peace and love. He worked hard to make the world better for everyone.

Dr. King said, **"I have a dream."** His dream was for all people to live together in peace, no matter the color of their skin. He wanted children to grow up in a world where they were treated equally.

Dr. King believed in solving problems without fighting. He said, **"Hate cannot drive out hate; only love can do that."** He taught people to be kind and to help each other.

Martin Luther King Jr. gave speeches, marched in the streets, and wrote letters. He worked so that laws would change to make life better for all people.

Dr. King's dream is still alive today. People remember him every year on Martin Luther King Jr. Day. They honor his work by helping others and spreading kindness.

"The time is always right to do what is right," he said. What can you do today to make the world better?

Check for bias and accuracy

Revise text to include Martin Luther King's identity as an African American.

Martin Luther King Jr.

Martin Luther King Jr. was an African American leader who wanted people to be treated fairly. He believed in peace and love. He worked hard to make the world better for everyone.

Dr. King said, "**I have a dream.**" His dream was for all people to live together in peace, no matter the color of their skin. He wanted children to grow up in a world where they were treated equally.

As an African American, Dr. King experienced unfair treatment because of his skin color. He spoke out against racism and fought for civil rights for Black people and other communities.

Dr. King believed in solving problems without fighting. He said, "**Hate cannot drive out hate; only love can do that.**" He taught people to be kind and to help each other.

Martin Luther King Jr. gave speeches, marched in the streets, and wrote letters. He worked so that laws would change to make life better for all people.

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"**The time is always right to do what is right,**" he said. What can you do today to make the world better?

When AI doesn’t get it right . . .

Clarify and correct

- ask AI to check its work

Circumvent

- that time I stumped ChatGPT

Adapt existing content

- adapt a trusted source

Breakout Rooms

Choose 1:

1. Use Chat GPT to create a donor outreach plan.
2. Use Adobe Firefly to create a photo of a person to accompany an activity about shopping.

Questions, Answers, and Tips

- What advice do you have for others?

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