

# BASIC PROMPT ENGINEERING WITH CHATGPT: AN INTRODUCTION

## MODULE 0

### OVERVIEW

Module 0 is intended to be completed before the course starts. It includes a short introduction to the course, and an orientation to course expectations. You will not be graded on Module 0.

However, you will not be able to progress to Module 1 until this module has been completed.

In this module, you will be asked to confirm that you have full access to ChatGPT Plus before proceeding with the course.

### FLOW

#### WELCOME AND GET STARTED

Intro video (Required) – may split into 2, or not mention specifics:

- Introduce self
- Welcome students
- Outline purpose of course
- Emphasize key objectives
- Make the need to have access to GPT pro clear (if you're not OK, now is the time to ditch)
- Clarify that Module 0 is needed to unlock the rest of the course
- Film so that can be repurposed for general courses

Tasks (Required)

- Course Readiness Checklist
- Course Readiness Confirmation
- Student Honor Code
- ChatGPT Orientation
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Course due dates (Required)

- Links to syllabus

Canvas Tour (required)

## COURSE READINESS CHECKLIST

- Approved Devices
- Canvas Account Credentials
- Local Time Zone
- Personal Notification Settings
- Canvas Calendar
- ChatGPT Plus

## COURSE READINESS CONFIRMATION

- Course syllabus
- Course readiness checklist
- Canvas account
- Communication
- Access to ChatGPT Plus

## STUDENT HONOR CODE

- Yes/No Quiz

## CHATGPT ORIENTATION

*Quick assignment to both confirm that students have access to ChatGPT plus, that they are able to use GPT4, and that they can provide documentation of ChatGPT sessions*

This is a quick exercise to ensure that you are familiar with ChatGPT Pro, that you are able to access the GPT4 model (which is the version of ChatGPT we will be using in this course), and that you are able to provide documentation of your ChatGPT sessions.

You can document your ChatGPT session a number of ways, including:

- ShareGPT extension (Chrome):** Before opening ChatGPT install the ShareGPT extension in Chrome (<https://sharegpt.com/>). When you run ChatGPT, you should have a “Share” button at the bottom of your screen. Pressing this will open a separate tab with your full ChatGPT session. Copy and paste the URL for this page as documentation of your session. Note: ShareGPT sometimes seems a little flaky!
- Save ChatGPT extension (Chrome):** Install the extension “Save ChatGPT” ([link](#)). This allows you to save a session as a PDF or as text.

- c) **PDF:** Save your ChatGPT session as a PDF (**not** recommended as some browsers will not save the full chat)
- d) **Word file:** Copy your ChatGPT session to a Word document. In this case, you will need to check the formatting of the document to make sure that the session is clear before submitting. (this is really tedious, but it does work)
- e) **Screenshots:** This is a messy solution, but possible in a pinch: Take multiple screenshots of your ChatGPT session and compile them together in a PDF. **Do not** submit a series of raw screen shots please!
- f) **Other apps and extensions:** Search the web, as there are a growing number of extensions that allow you to save your ChatGPT sessions.

Exercise:

1. Open ChatGPT Plus in your browser
2. Select “GPT-4” from the drop-down model menu at the top of the screen
3. Enter the following prompt:

Hi ChatGPT. I am in a course where I am learning about prompt engineering with ChatGPT and I need to confirm that I am using GPT-4. My name is [enter your own name here]. Please could you write a note to my instructor confirming that I am using GPT-4 and I am all ready to go!

4. Provide documentary evidence of ChatGPT’s response