AI, IT or eLearning Solutions

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Use the search bar next to the "M" to get help with McNeese questions or to contact a support team member with RedShelf textbooks, Turnitin, Office 365, BigBlueButton, Respondus, SmarterProctoring, and ProctorU.

Students can also use their personal AI account to assist with technical questions.

Log On	Learn More About
ChatGPT • **Moodle Expert GPT** • **Tech Support Advisor GPT**	ChatGPT and Watch OpenAI demos
Grok	X (Formerly Twitter) Grok
Venice	Venice (Use Any Device, No Account Required)
Gemini	Google Gemini
Co-Pilot	Microsoft Co-Pilot

When asking AI for help, students 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

If you are an instructor at McNeese, 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) for access to the Employee Training course.

In addition, eLearning has a limited list of **AI prompts in the faculty staff knowledgebase**.

Basic Structure of an AI Prompt

(these are just a few examples)

Acting as a [ROLE]	Create a [TASK]	Show as a [FORMAT]

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

- **ROLE:** Student
- **TASK:** I need to upload an assignment in my course. What are the steps to upload?
- **FORMAT:** PDF file

This prompt would be combined into one sentence or a paragraph and then copied and pasted into ChatGPT 4o, using the Moodle Expert GPT: As a student using Moodle 3.11.18 with a Boost theme, I need to upload an assignment in my course. What are the steps to upload my PDF file?

Examples of AI Prompts for Students:

- As a student, please give me instructions for uploading a Word document to my course in Moodle 3.11.18 with a Boost theme.
- As a student using Moodle 3.11.18 with a Boost theme, please guide me how to reply to a forum discussion.
- Please explain how to share an iPhone photo album with OneDrive using Office 365.

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
- eLearning department: Dr. Wendi Prater, Director of eLearning, 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.