

Hands-on Application

Exploring OpenAI's Latest Tools in Practice

Item	Action or Prompt
Access the Workspace	Click or input bit.ly/eab-intro to gain access to the workspace and show a prior conversation.
Personalized ChatGPT	<p>Click blue and white EAB logo on the top right.</p> <p>Click Customized ChatGPT.</p> <p>Complete form and select save.</p>
File Analysis	<p>Click to download and save these four files:</p> <ul style="list-style-type: none"> • Wake Forest University: Taskforce Update • Indiana University: Trustees Approve Policy Strengthening Iu's Commitment to Free Speech • University of Maryland President: Valuing Freedom of Expression • American University: Announcing Working Group On Free Expression <p>Upload the four files into the workspace.</p> <p>Input prompt: Across the latest free-expression announcements, what urgent issues keep repeating?</p> <p>Input prompt: How can we categorize the announcements into logical groups, I want help building a plan to address this.</p>
Deep Research	<p>Select model o3.</p> <p>Input prompt: I want to look to other institutions, help me write a deep research prompt that I can compare our announcements to other schools and any policies put in place to address these</p> <p>Input prompt: Deep research: run this prompt!</p> <p>Answer follow up questions from deep research.</p>
Data Analysis	<p>Click to download and save Student Sanctions and Targeting Incidents Data.</p> <p>Select model 4o.</p> <p>Open new conversation by clicking NEW CHAT at the top.</p> <p>Upload the Student Sanctions and Targeting Incidents Data into the workspace.</p> <p>Input prompt: I want to look at the recent incidents across these files, help me analyze them.</p> <p>Answer follow up questions.</p>

Item	Action or Prompt
Deep Research Review	<p>Click on the conversation window under “Today” to the left to view the deep research output.</p> <p>Click tools, then “write or code” to enter the writing mode.</p> <p>Input prompt: Create a detailed email for my team based on the output, make sure to include any useful charts.</p>
Image Generation	<p>Click to download and save the Training Notes image.</p> <p>Open new conversation by clicking NEW CHAT at the top.</p> <p>Select model o3.</p> <p>Upload the training notes image into the workspace.</p> <p>Input prompt:</p> <p><i>Option 1:</i> Write an image prompt that helps describe civic life at Rutgers.</p> <p><i>Option 2:</i> Rutgers, has initiatives surrounding civic life that include a project on civic dialogue, workshops to address dialogues across differences, a fellowship program, etc. The campaign image wouldn't need to highlight all of these things but could address one of them or be focused on the larger initiative. Use as a reference: https://communications.rutgers.edu/brand-policies-visual-identity-guidelines</p>