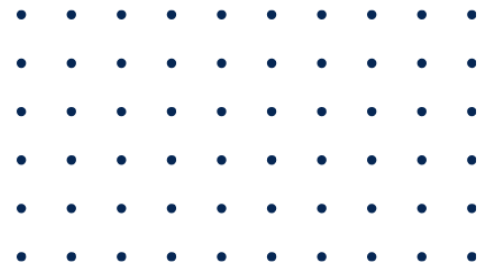




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Task Force AI



# Operational Guide to Using ChatGPT Edu

**A tool to support studying, teaching,  
conducting research, and innovating  
in the academic environment**





## Introduction

This guide was created in response to the need to support the community of the University of Bergamo in the use of ChatGPT Edu by providing a clear, accessible tool for guidance that is consistent with the university context. The introduction of solutions based on generative artificial intelligence represents a significant transformation in the ways in which people study, teach, produce knowledge, organize activities, and manage information processes. For this reason, the adoption of such tools requires not only access to the platform, but also a familiarization process that enables each user to understand how it works, its possible applications, and its limitations.

ChatGPT Edu can support many activities typical of the academic environment: from understanding complex texts to producing drafts, from reworking teaching materials to preparing exercises, from analyzing documents to summarizing information, as well as organizing study, research, and administrative work activities. However, the variety of available functions makes it necessary to provide an operational framework that helps users navigate the different sections of the interface and use the tool appropriately in relation to their objectives.

This guide has been designed for users with different levels of digital experience. It is intended for those using ChatGPT Edu for the first time, as well as for those who wish to consolidate their usage skills and gain a more systematic understanding of the main available features. The descriptions are based on illustrative screenshots and are intended to facilitate recognition of the different areas of the platform, progressively explaining what can be done, where the main functions are located, and in which situations they may be useful.

The objective is not merely to illustrate the sequence of commands or buttons, but to promote the conscious use of generative artificial intelligence in the university



context. Using ChatGPT Edu correctly means knowing how to formulate clear requests, provide adequate context, critically assess the responses received, verify relevant information, and distinguish between support, reworking, in-depth analysis, and autonomous production activities. The quality of the interaction with the platform largely depends on the user's ability to frame the request correctly and interpret the results responsibly

A further objective of the guide is to encourage consistent usage practices within the University. In a broad and complex context such as a university, students, lecturers, researchers, and technical-administrative staff may use ChatGPT Edu for different purposes. Having a shared document makes it possible to establish a common basic language, reduce ambiguity, prevent improper use, and facilitate the integration of the tool into daily activities, in compliance with institutional guidelines.

Particular attention is also devoted to issues of responsibility, confidentiality, and information quality. Generative artificial intelligence tools can provide significant support, but they do not replace human judgment, source verification, disciplinary expertise, or compliance with applicable rules. It is therefore necessary for every use to take place with due attention to the data being processed, the nature of the documents uploaded, the protection of personal or confidential information, and the principles of academic integrity.

From this perspective, the guide serves as a support tool for the adoption of ChatGPT Edu at the University of Bergamo. It aims to contribute to the informed, effective, and responsible use of the platform, enhancing its potential in support of teaching, study, research, and institutional activities, without overlooking the limitations and precautions required in an academic environment.



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## ChatGPT Edu sidebar menu

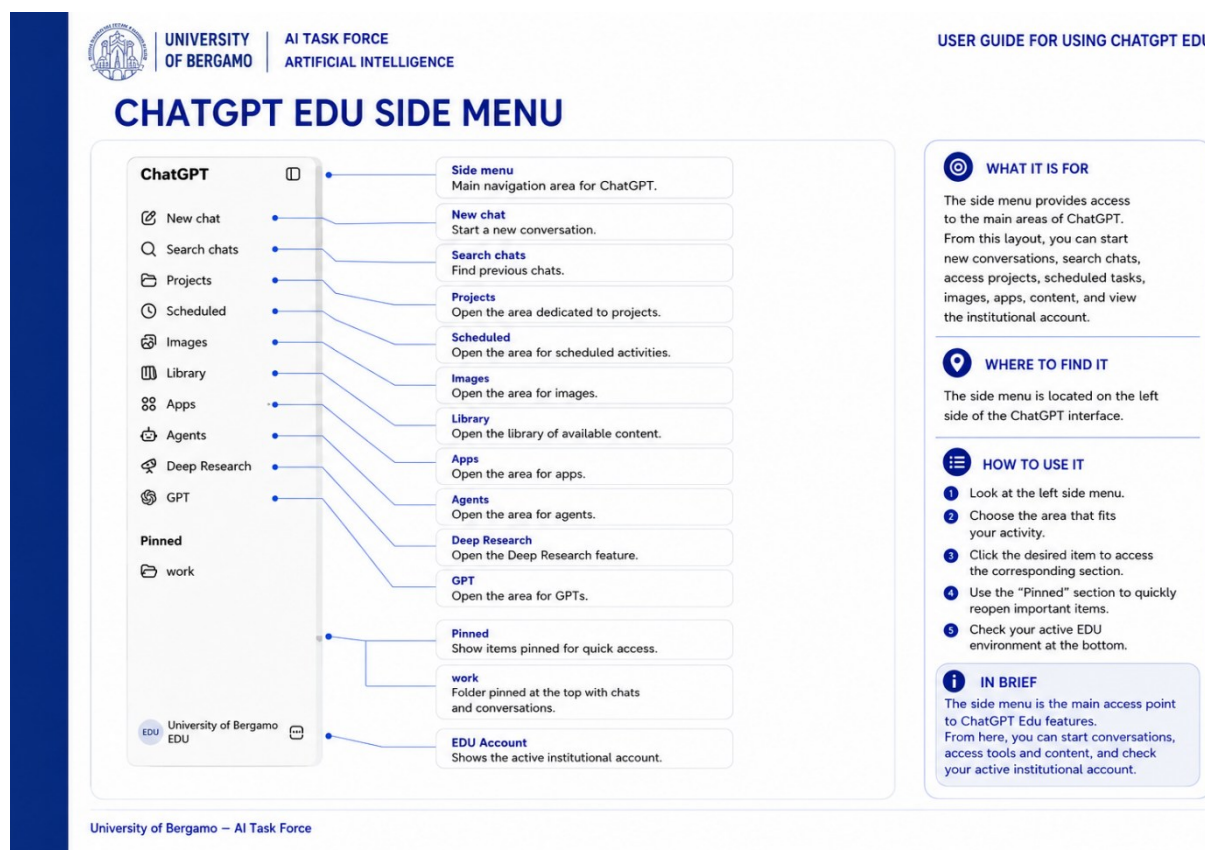
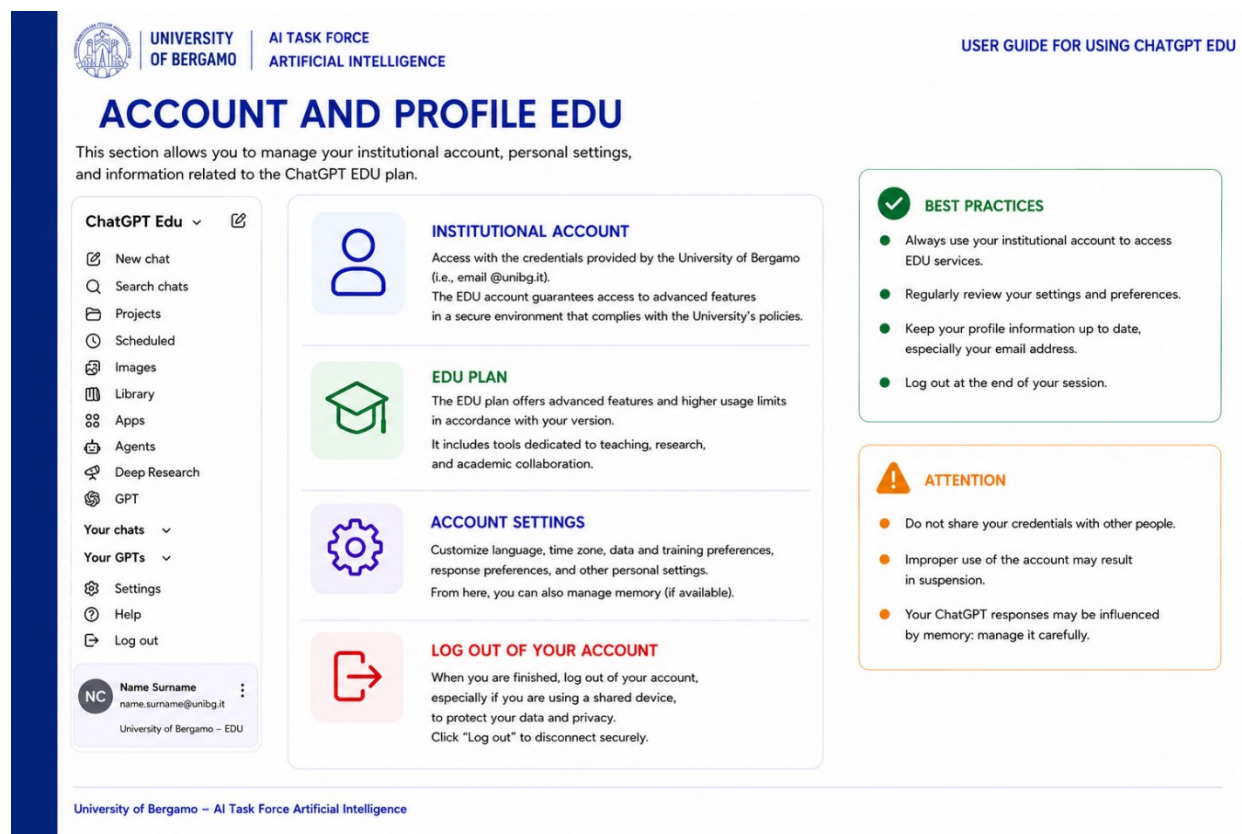


Figure 1 ChatGPT Edu sidebar menu

This is the sidebar menu of your ChatGPT. From this menu, you can begin to find your way around ChatGPT Edu and choose what you want to do. It is your quick-access area: you can open a new chat whenever you want to start from scratch, return to a conversation you have already started, access projects, check scheduled tasks, or move to more specific tools such as Images, Library, Apps, Agents, Deep Research, and GPTs. The items pinned at the top help you keep the features you use most often within easy reach, while the Edu account shown at the bottom confirms that you are working within the University's institutional environment. This screen is useful because it brings together, in a single place, the main possibilities offered by the platform, ranging from a simple conversation to the management of more complex activities. In practice, the sidebar menu works like a map: it shows you where the available functions are, helps you navigate with greater confidence, and allows you to resume your work without having to start over each time.



## ChatGPT Edu account and profile



The screenshot shows the 'ACCOUNT AND PROFILE EDU' interface. At the top, there are logos for the University of Bergamo and AI Task Force Artificial Intelligence, along with the title 'USER GUIDE FOR USING CHATGPT EDU'. The main heading is 'ACCOUNT AND PROFILE EDU'. Below it, a subtitle states: 'This section allows you to manage your institutional account, personal settings, and information related to the ChatGPT EDU plan.' The interface is divided into several sections: a left sidebar with navigation options like 'New chat', 'Search chats', 'Projects', 'Scheduled', 'Images', 'Library', 'Apps', 'Agents', 'Deep Research', 'GPT', 'Your chats', 'Your GPTs', 'Settings', 'Help', and 'Log out'; a central area with four main sections: 'INSTITUTIONAL ACCOUNT' (with a person icon), 'EDU PLAN' (with a graduation cap icon), 'ACCOUNT SETTINGS' (with a gear icon), and 'LOG OUT OF YOUR ACCOUNT' (with a red arrow icon); and a right sidebar with 'BEST PRACTICES' (green box) and 'ATTENTION' (orange box). The 'BEST PRACTICES' section lists: 'Always use your institutional account to access EDU services.', 'Regularly review your settings and preferences.', 'Keep your profile information up to date, especially your email address.', and 'Log out at the end of your session.' The 'ATTENTION' section lists: 'Do not share your credentials with other people.', 'Improper use of the account may result in suspension.', and 'Your ChatGPT responses may be influenced by memory: manage it carefully.' At the bottom of the page, it says 'University of Bergamo – AI Task Force Artificial Intelligence'.

Figure 2 ChatGPT Edu account and profile

From the EDU Account and Profile area, you can check which identity you are using to access ChatGPT Edu and manage the main settings related to your access. This section allows you to verify that the connected account is the University's institutional account and that the active environment is indeed the Edu environment. From here, you can access profile settings, update certain personal preferences and, when necessary, sign out of the session. This is an important part of the platform because it helps you work in the correct context, especially if you use multiple accounts or access the service from different devices. The screen also highlights several useful precautions: always use your institutional credentials, keep them secure, do not share them with other users, and sign out when you have finished, particularly when working from a shared computer or a public workstation.

## New chat

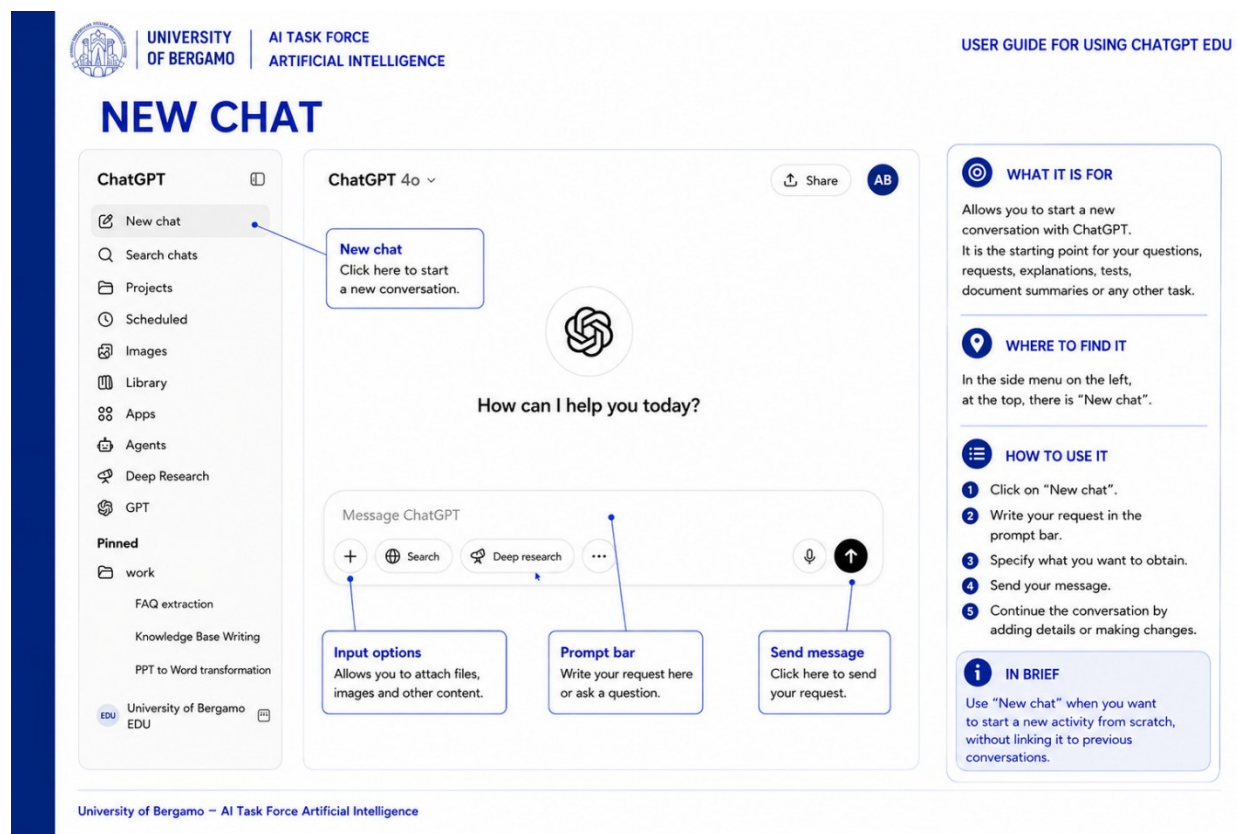


Figure 3 New chat

With New chat, you can immediately start a conversation from scratch and set up a new working context. It is the most direct way to begin interacting with ChatGPT Edu: it allows you to ask a question, request an explanation, generate a text, translate content, analyze material, or start a new activity without linking it to previous conversations. On the screen, you can see the command in the sidebar menu, the central area where the conversation develops, and the prompt bar, where you write your request. Starting a new chat is useful when you want to address a different topic, separate unrelated activities, or begin again with clearer instructions. In this way, you can organize your work more effectively and help ChatGPT Edu respond more consistently with the objective you want to achieve..



## Prompt bar

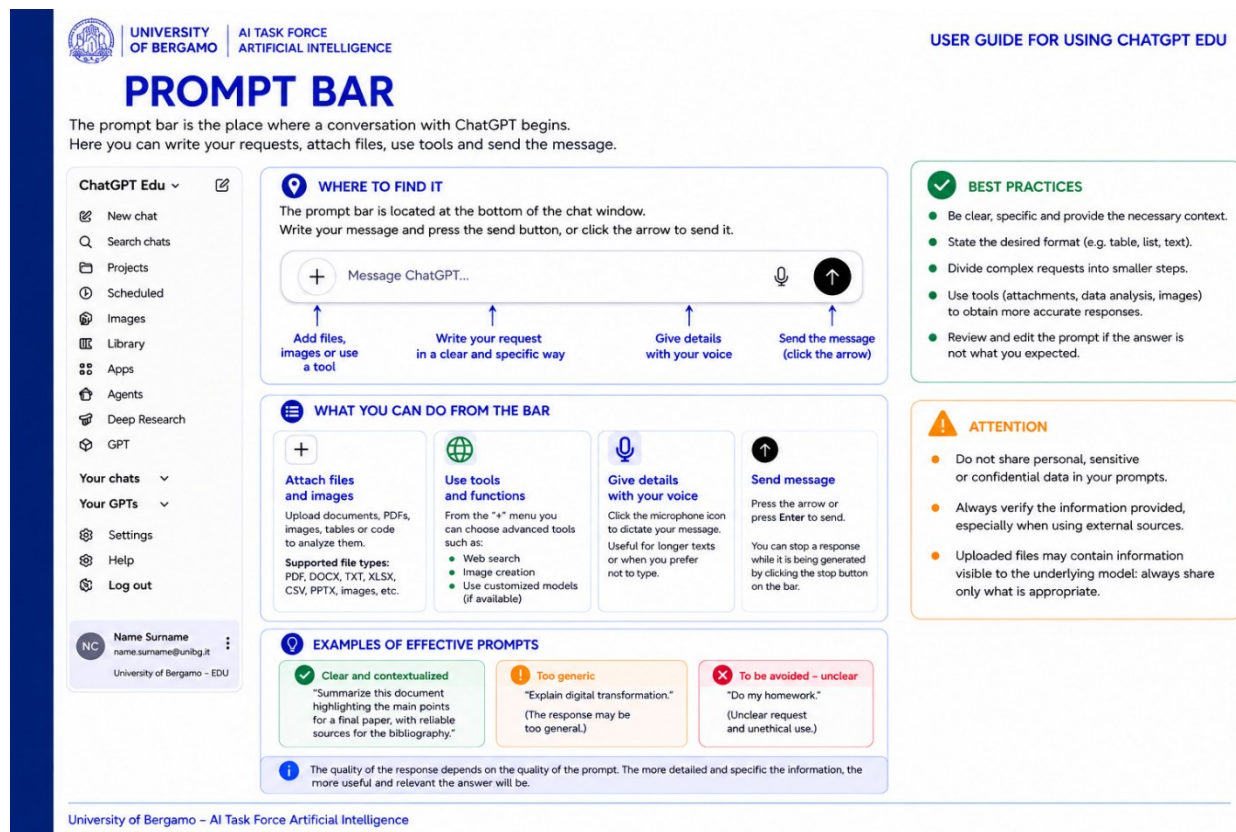


Figure 4 Prompt bar

From the prompt bar, you can communicate directly with ChatGPT Edu and specify precisely what you want to achieve. It is the space where you write your requests, ask questions, request explanations, attach documents, access the available tools, and send your message to the platform. The screen highlights the main elements: the button for adding files or using other functions, the field where you formulate your request, the microphone icon for dictating text, and the send button. The prompt bar is the starting point for every activity, because this is where the interaction with ChatGPT Edu takes shape. A clear, complete, and well-contextualized request helps produce responses that are more relevant, well organized, and consistent with the result you want to achieve.

## Effective prompts



**ChatGPT**

- New chat
- Search chats
- Projects
- Scheduled
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT

**Pinned**

- work
- FAQ extraction
- Knowledge Base Writing
- PPT to Word transformation

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### EFFECTIVE PROMPTS

How to write clear and effective prompts to get high-quality answers from ChatGPT Edu.

#### THE STRUCTURE OF A GOOD PROMPT

- 1. OBJECTIVE**  
Clearly indicate what you want.
- 2. CONTEXT**  
Provide the necessary information.
- 3. INSTRUCTIONS**  
Specify what to do and how.
- 4. CONSTRAINTS**  
Indicate limits, format, tone, length, etc.
- 5. OUTPUT FORMAT**  
Indicate how you want the answer.

**EXAMPLE: INEFFECTIVE PROMPT**

Explain climate change.

**Why it's not effective:**

- Too generic
- Lack of context
- No specific instructions
- No constraints on format or style

**EXAMPLE: EFFECTIVE PROMPT**

Explain climate change to a university student who does not have a specific background in the subject. Include the main causes, current impacts, environmental, social and economic consequences, and possible solutions. Use clear language and concise paragraphs, with concrete examples. Organize the answer in sections with titles and provide a final summary.

**Why it's effective:**

- Objective: clearly explains what to do
- Context: defines the target audience (university student)
- Instructions: specifies content and organization
- Constraints: language, examples, format of the answer
- Output format: answer organized in sections + summary

#### PRACTICAL TIPS

- Be specific**  
The more details you provide, the more precise the answer will be.
- Provide context**  
Explain the scope, audience or relevant information.
- Use clear instructions**  
Tell it what to do and what to include or exclude.
- Set constraints**  
Define length, tone, level of detail, sources, etc.
- Check the format**  
Specify tables, lists, examples, markdown, etc.

#### QUICK EXAMPLES

- Summary**  
"Summarize this text in 150 words, highlighting the main points."
- Translation**  
"Translate this text into English with formal and technical language."
- Analysis**  
"Analyze the advantages and disadvantages of remote learning."
- Brainstorming**  
"Generate 10 innovative ideas to improve a process/project."

#### USEFUL SHORTCUTS

- / Available commands
- Ctrl + Enter Send message
- Regenerate Regenerate response
- Modify Edit previous prompt

#### IN BRIEF

An effective prompt = quality answer. Invest time in writing clear and detailed requests: you will get more relevant, accurate and useful answers.

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Figure 5 Effective prompts

With an effective prompt, you can help ChatGPT Edu better understand your request and produce a more useful response. The screen shows the elements that make a question clearer: the objective to be achieved, the context in which the activity takes place, the instructions to follow, any constraints, and the desired response format. The comparison between a generic request and a more detailed one highlights the importance of providing precise instructions: specifying the target audience, the level of detail, the style, the length, or the structure of the result makes it possible to obtain content that is more relevant and immediately usable. Learning to write good prompts therefore means interacting with ChatGPT Edu more consciously, turning a simple question into a well-directed request aligned with the result you want to achieve.

## Model selector



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### MODEL SELECTOR

The model selector allows you to choose the most suitable artificial intelligence model for your needs. The available models may vary over time based on platform authorizations and updates.

ChatGPT Edu

New chat  
Search chats  
Projects  
Scheduled  
Images  
Library  
Apps  
Agents  
Deep Research  
GPT

Your chats  
Your GPTs  
Settings  
Skills  
Connectors

NC Name Surname  
name.surname@unibg.it  
University of Bergamo – EDU

#### WHERE TO FIND IT

The model selector is at the top left, in the bar above the chat, next to the name of your workspace (e.g., ChatGPT Edu).

ChatGPT Edu
GPT-4o
Share
NC

Model selector

#### HOW IT WORKS

- Click on the name of the current model (e.g., GPT-4o).
- A menu will open with the available model options.
- Select the model you prefer based on your activity.

**Note**

The available options may vary based on your plan level and platform authorizations. Some models may not always be available.

#### Choose a model

- GPT-4o**  
Ideal for most activities
- GPT-4o mini**  
Fast and ideal for simple tasks
- GPT-4.1 (advanced)**  
Best for coding and advanced reasoning
- GPT-4.1 mini (advanced)**  
Fast reasoning for everyday tasks
- Other models**  
Other specialized models, including research

#### WHICH MODEL TO CHOOSE?

**GPT-4o**

Complete and versatile. Ideal for most tasks and everyday situations in academic, work, or research contexts.

**GPT-4o mini**

Fast and lightweight. Ideal for quick and simple tasks and for iterative testing or general assignments.

**GPT-4.1 (advanced)**

Optimized for programming, advanced data analysis, complex reasoning, and in-depth documents.

**Other models**

Specialized models for specific needs. Check the activity descriptions for details.

#### BEST PRACTICES

- Choose the model that best matches the type of activity you need.
- For complex tasks or requests requiring greater accuracy, prefer GPT-4o or GPT-4.1.
- You can change models at any time during a conversation; the chat history and responses may vary.
- Check periodically for new models available to improve features and performance.

#### ATTENTION

- Responses may vary from model to model.
- Advanced models may have usage limits set by the EDU plan.
- Some specialized (e.g., image generation, advanced analysis, web browsing) may not be available for all models.

#### IN BRIEF

Each model is designed for specific needs. Choose the most suitable one to get the best results in your activities on ChatGPT Edu.

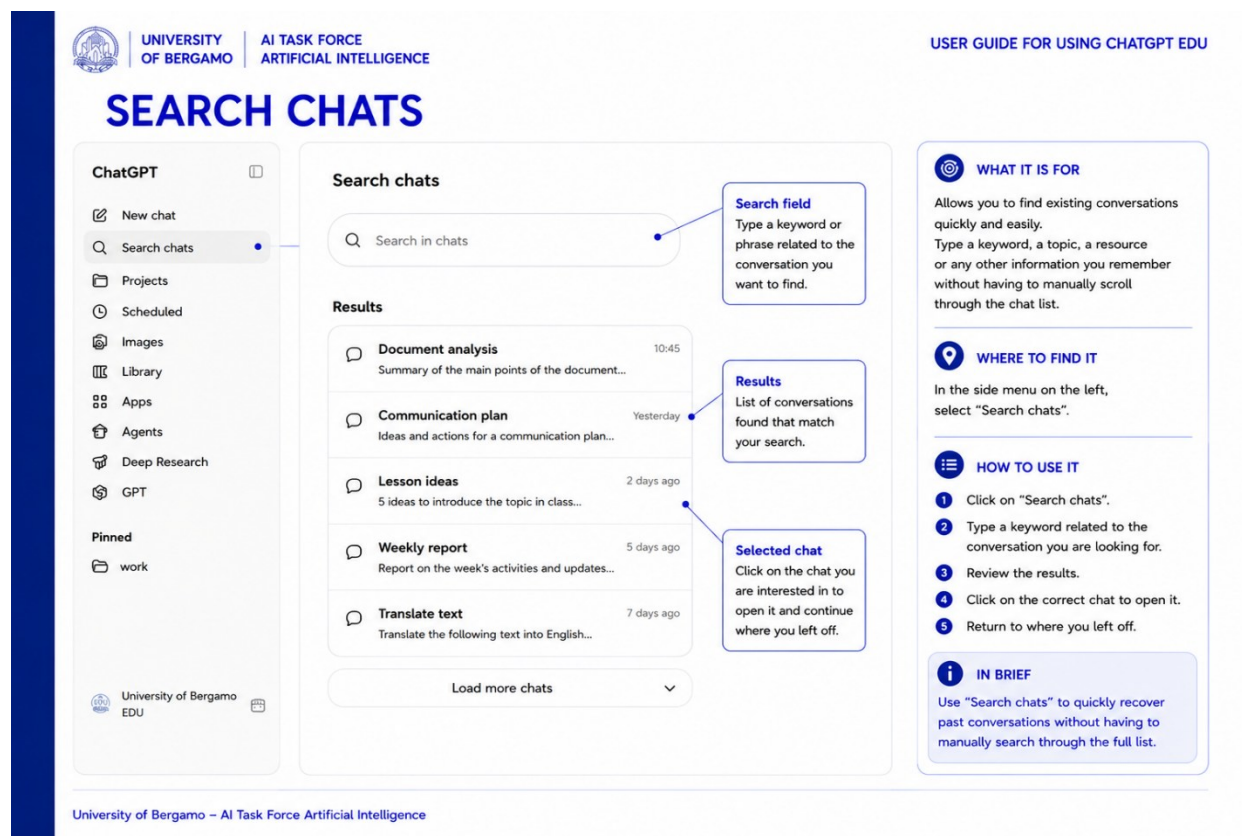
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Figure 6 Model selector

From the model selector, you can choose which ChatGPT Edu mode to use based on the type of activity you need to carry out. It is located at the top of the chat window and, when multiple options are available, allows you to select the model best suited to your request: a quick response, a more detailed analysis, work involving files, image-related activities, or more specialized tasks. The screen shows the selection menu and some useful guidance to help you make your choice. Not all models are necessarily available at all times: the options may change over time and depend on the Edu plan, the organization's settings, and platform updates. Understanding this feature helps you use ChatGPT Edu in a more targeted way by choosing the tool best suited to the result you want to achieve.

Task Force AI  
taskforceia@unibg.it

## Search chats



**ChatGPT**

- New chat
- Search chats**
- Projects
- Scheduled
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT
- Pinned**
- work

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**Search chats**

Search in chats

**Results**

- Document analysis** 10:45  
Summary of the main points of the document...
- Communication plan** Yesterday  
Ideas and actions for a communication plan...
- Lesson ideas** 2 days ago  
5 ideas to introduce the topic in class...
- Weekly report** 5 days ago  
Report on the week's activities and updates...
- Translate text** 7 days ago  
Translate the following text into English...

Load more chats

**Search field**  
Type a keyword or phrase related to the conversation you want to find.

**Results**  
List of conversations found that match your search.

**Selected chat**  
Click on the chat you are interested in to open it and continue where you left off.

**WHAT IT IS FOR**  
Allows you to find existing conversations quickly and easily.  
Type a keyword, a topic, a resource or any other information you remember without having to manually scroll through the chat list.

**WHERE TO FIND IT**  
In the side menu on the left, select "Search chats".

**HOW TO USE IT**

- Click on "Search chats".
- Type a keyword related to the conversation you are looking for.
- Review the results.
- Click on the correct chat to open it.
- Return to where you left off.

**IN BRIEF**  
Use "Search chats" to quickly recover past conversations without having to manually search through the full list.

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Figure 7 Search Chats

With Search chats, you can quickly find conversations you have already had in ChatGPT Edu. This feature is useful when you want to retrieve a response, a draft, a summary, an analysis, or an activity started previously, without having to scroll manually through your entire history. The screen shows the field where you can enter keywords, the list of available results, and the option to select the conversation you want to reopen. In this way, you can resume your work from where you left off, preserving the context already established and ensuring continuity across your activities. Using search also helps you stay better organized, especially as the number of conversations increases and it becomes important to find the most useful materials quickly.



## Manage and organize chats



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ChatGPT

New chat
Search chats
Projects
Scheduled
Programmed
Images
Library
Apps
Agents
Deep Research
GPT

Your chats
Today
Text analysis
Useful resources for lesson
Communication plan ideas
Yesterday
Exam preparation
Abstract translation
Project ideas
Previous 7 days
Brainstorming workshop
Commercial offer request

NC Name Surname
University of Bergamo - EDU

### MANAGE AND ORGANIZE YOUR CHATS

Keep your conversations organized to easily find information and projects.

#### HOW TO ORGANIZE YOUR CHATS

- Rename your chat**  
Click on the chat title (...) next to the name and choose "Rename".
- Add to a project**  
Click on the "+" (plus) next to the chat and choose the project folder.
- Manage projects**  
Create folders in "Projects" to better organize your chats.
- Search chats**  
Use "Search chats" in the side menu to find the chat you need.
- Archive or delete**  
Archive to hide a chat without deleting it, or delete it.

Analysis of texts

Rename
Archive
Delete

Analysis of texts

Research articles IA
Project ideas

Projects

Work
School IA
Didactics
Personal projects

Search chats

text analysis
graphs
brainstorming ideas

Archive

Archive
Delete

#### TIPS FOR GOOD ORGANIZATION

Clear structure
Create folders by subject, matter, projects or objectives.

Meaningful names
Use clear and descriptive titles specific to each chat.

Use important chats
Use the star to mark the most important chats.

Search instead of scrolling
Search is faster and more reliable than scrolling.

Archive regularly
Keep your workspace clean by archiving what you no longer need.

#### PRACTICAL EXAMPLE

**SITUATION**

You are working on a lesson and you have various discussions:

- Text analysis
- Bibliographic resources
- Communication plan
- Introduction structure

**ACTIONS**

Create a "Lesson IA" project and organize the chats:

- Create the folder
- Add chats
- Add bibliographic resources
- Refine the structure

**RESULT**

You find information faster, maintain context over time and work more productively.

Analysis of texts
Discussion of today on brainstorming ideas
10:32

#### WHY IT'S IMPORTANT

- Save time by quickly finding information.
- Keep your mind clear and focused.
- Protect the context of your conversations.
- Improve work continuity.

#### USEFUL SHORTCUTS

|                            |                                |
|----------------------------|--------------------------------|
| Ctrl + K (or ⌘ + K on Mac) | Open search chats              |
| Ctrl + Shift + P           | Open quick commands            |
| With a chat open           | Add to a project               |
| Drag chat                  | Move to project                |
| ...                        | More options (archive, delete) |

#### ATTENTION

- Definitive deletion is not recoverable.
- Archived chats remain hidden, not deleted.
- Deleted chats cannot be restored.
- Always check before deleting.

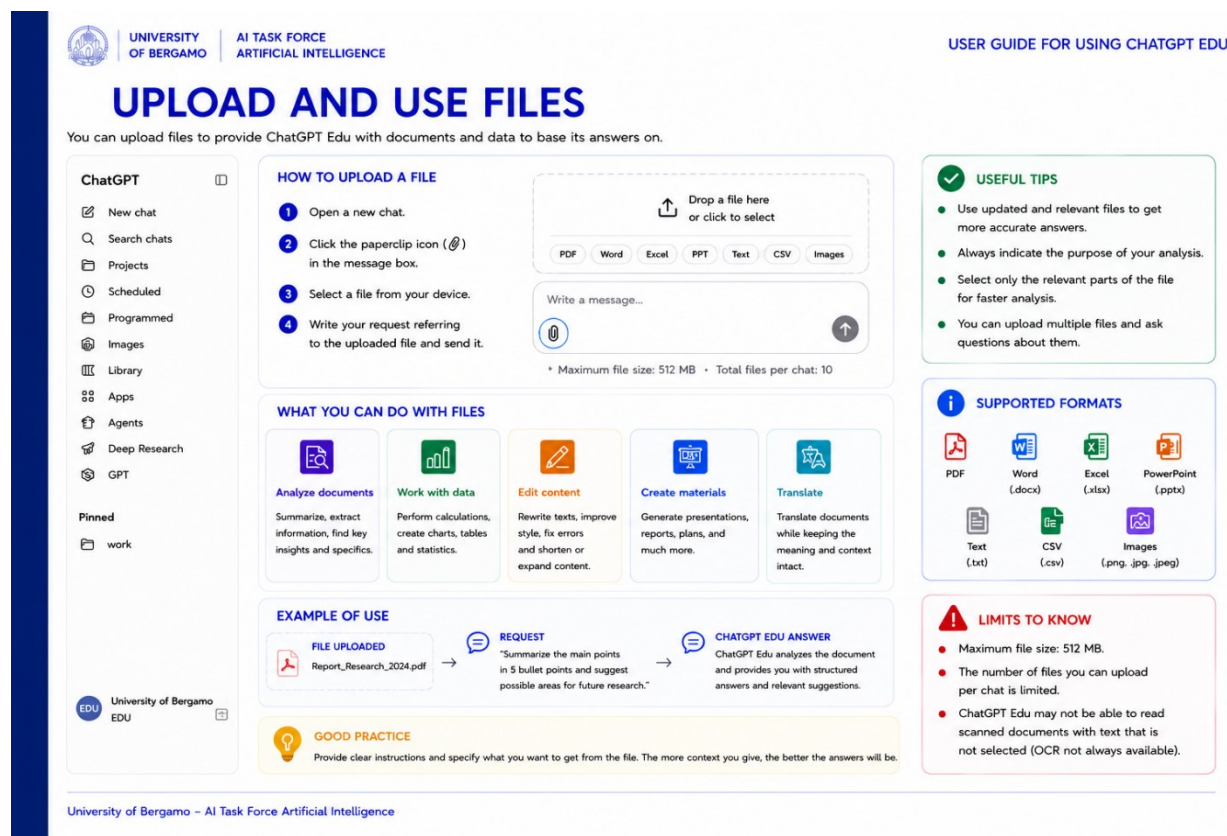
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Figure 8 Manage and organize chats

With the tools for managing and organizing chats, you can keep your ChatGPT Edu workspace more orderly. This feature is useful when you want to rename a conversation, add it to your favorites, place it in a project, search for it in your history, archive it, or delete it when you no longer need it. The screen shows the main actions available for organizing conversations and retrieving them more easily. In this way, you can distinguish activities more clearly by topic, priority, or work context, avoiding confusion between chats related to different projects. Using these functions regularly helps you resume your work more consistently and avoid losing materials you have already produced.

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taskforceia@unibg.it

## Upload and use files



**UNIVERSITY OF BERGAMO** | **AI TASK FORCE ARTIFICIAL INTELLIGENCE**

**USER GUIDE FOR USING CHATGPT EDU**

### UPLOAD AND USE FILES

You can upload files to provide ChatGPT Edu with documents and data to base its answers on.

**ChatGPT**

- New chat
- Search chats
- Projects
- Scheduled
- Programmed
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT

**Pinned**

- work

**HOW TO UPLOAD A FILE**

- 1 Open a new chat.
- 2 Click the paperclip icon (📎) in the message box.
- 3 Select a file from your device.
- 4 Write your request referring to the uploaded file and send it.

Drop a file here or click to select

PDF Word Excel PPT Text CSV Images

Write a message...

Maximum file size: 512 MB • Total files per chat: 10

**WHAT YOU CAN DO WITH FILES**

**Analyze documents**

Summarize, extract information, find key insights and specifics.

**Work with data**

Perform calculations, create charts, tables and statistics.

**Edit content**

Rewrite texts, improve style, fix errors and shorten or expand content.

**Create materials**

Generate presentations, reports, plans, and much more.

**Translate**

Translate documents while keeping the meaning and context intact.

**EXAMPLE OF USE**

**FILE UPLOADED**

Report\_Research\_2024.pdf

→

**REQUEST**

"Summarize the main points in 5 bullet points and suggest possible areas for future research."

→

**CHATGPT EDU ANSWER**

ChatGPT Edu analyzes the document and provides you with structured answers and relevant suggestions.

**GOOD PRACTICE**

Provide clear instructions and specify what you want to get from the file. The more context you give, the better the answers will be.

**USEFUL TIPS**

- Use updated and relevant files to get more accurate answers.
- Always indicate the purpose of your analysis.
- Select only the relevant parts of the file for faster analysis.
- You can upload multiple files and ask questions about them.

**SUPPORTED FORMATS**

PDF Word (.docx) Excel (.xlsx) PowerPoint (.pptx)

Text (.txt) CSV (.csv) Images (.png, .jpg, .jpeg)

**LIMITS TO KNOW**

- Maximum file size: 512 MB.
- The number of files you can upload per chat is limited.
- ChatGPT Edu may not be able to read scanned documents with text that is not selected (OCR not always available).

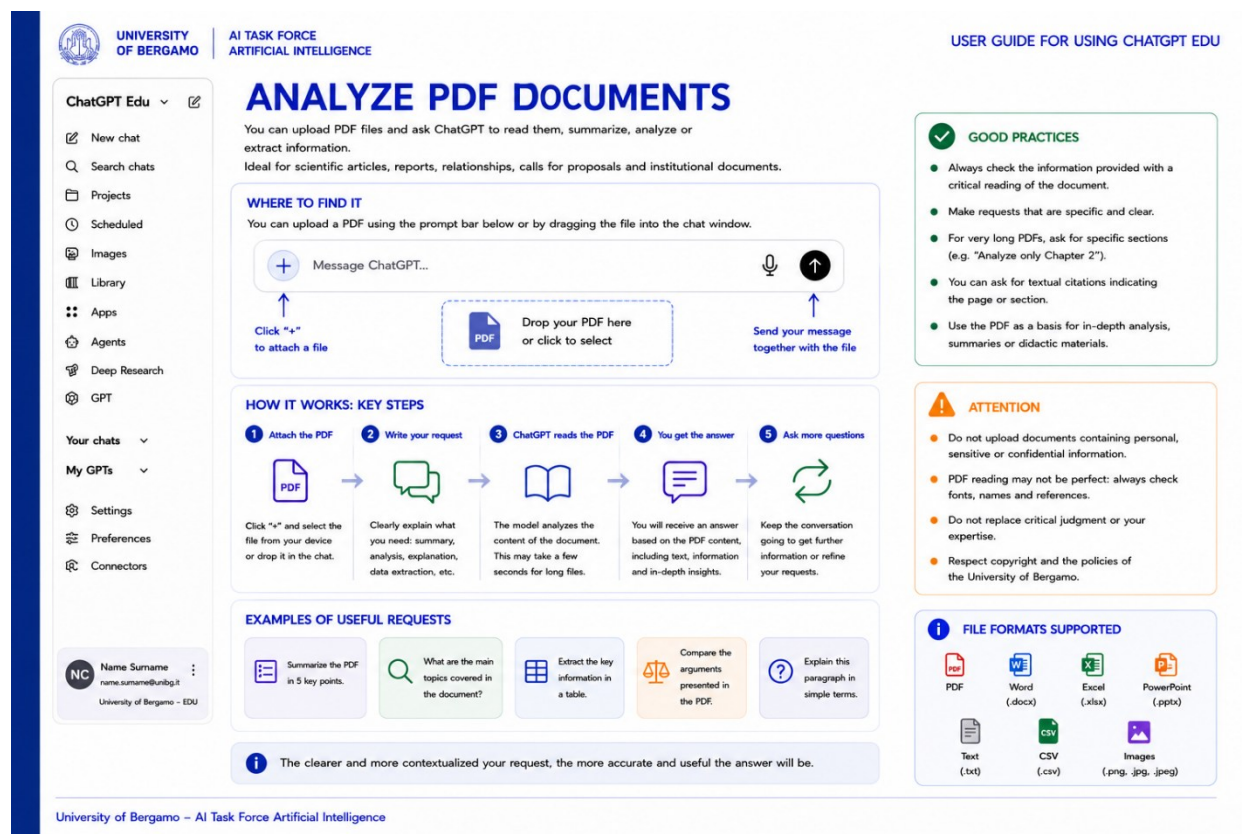
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Figure 9 Upload and use files

With file uploads, you can provide ChatGPT Edu with documents and materials to work on more precisely. This feature is useful when you want to analyze a text, work with data, edit content, create materials, translate documents, or ask questions based on a specific file. The screen shows where to attach a document, the main supported formats, and some of the activities that can be carried out on uploaded files. In this way, you can give the platform a more concrete context and obtain responses that are more closely aligned with the source material. Before uploading a file, however, it is important to check its relevance, quality, and confidentiality, avoiding the inclusion of personal or sensitive data, or information not intended for sharing.



## Analyze PDFs



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**USER GUIDE FOR USING CHATGPT EDU**

### ANALYZE PDF DOCUMENTS

You can upload PDF files and ask ChatGPT to read them, summarize, analyze or extract information.  
Ideal for scientific articles, reports, relationships, calls for proposals and institutional documents.

**WHERE TO FIND IT**  
You can upload a PDF using the prompt bar below or by dragging the file into the chat window.

Click "+" to attach a file | Drop your PDF here or click to select | Send your message together with the file

**HOW IT WORKS: KEY STEPS**

- 1 Attach the PDF**: Click "+" and select the file from your device, or drop it in the chat.
- 2 Write your request**: Clearly explain what you need: summary, analysis, explanation, data extraction, etc.
- 3 ChatGPT reads the PDF**: The model analyzes the content of the document. This may take a few seconds for long files.
- 4 You get the answer**: You will receive an answer based on the PDF content, including text, information and in-depth insights.
- 5 Ask more questions**: Keep the conversation going to get further information or refine your requests.

**EXAMPLES OF USEFUL REQUESTS**

- Summarize the PDF in 5 key points.
- What are the main topics covered in the document?
- Extract the key information in a table.
- Compare the arguments presented in the PDF.
- Explain this paragraph in simple terms.

**GOOD PRACTICES**

- Always check the information provided with a critical reading of the document.
- Make requests that are specific and clear.
- For very long PDFs, ask for specific sections (e.g. "Analyze only Chapter 2").
- You can ask for textual citations indicating the page or section.
- Use the PDF as a basis for in-depth analysis, summaries or didactic materials.

**ATTENTION**

- Do not upload documents containing personal, sensitive or confidential information.
- PDF reading may not be perfect: always check fonts, names and references.
- Do not replace critical judgment or your expertise.
- Respect copyright and the policies of the University of Bergamo.

**FILE FORMATS SUPPORTED**

- PDF
- Word (.docx)
- Excel (.xlsx)
- PowerPoint (.pptx)
- Text (.txt)
- CSV (.csv)
- Images (.png, .jpg, .jpeg)

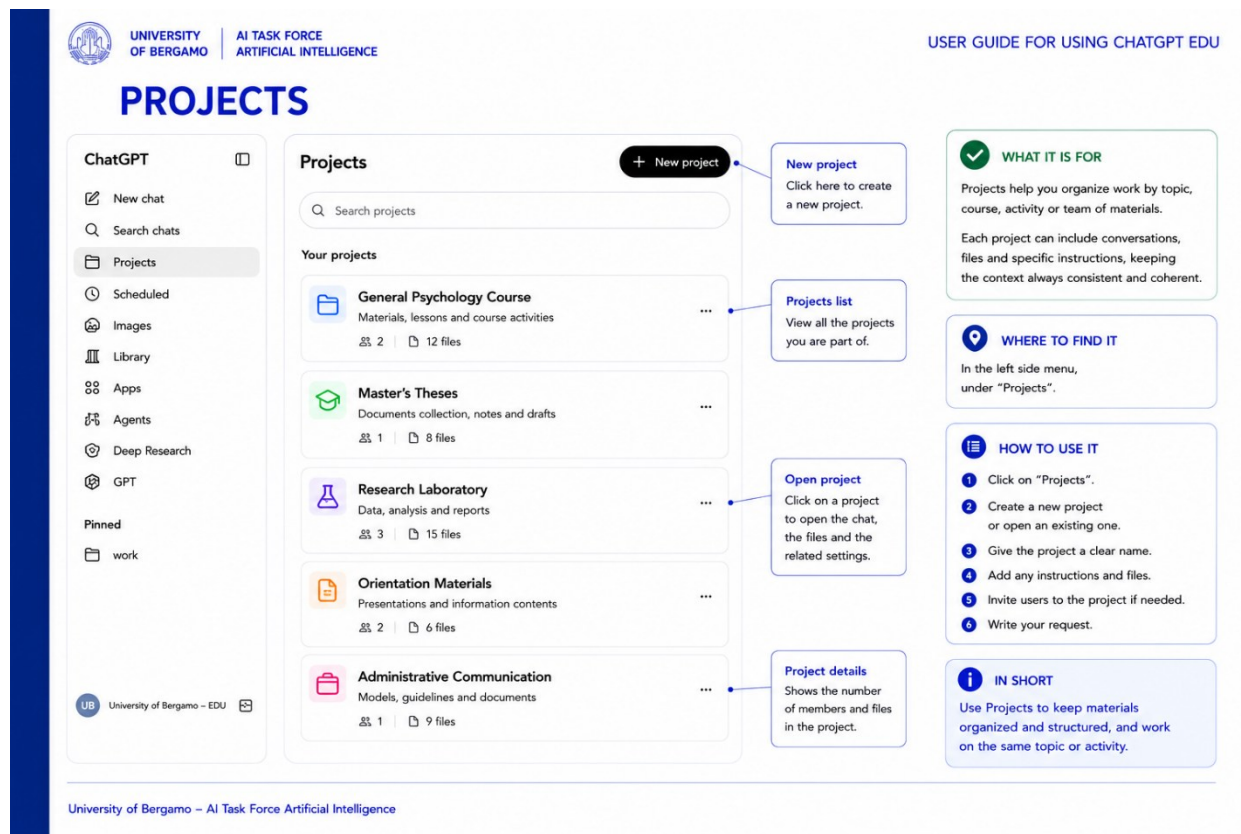
The clearer and more contextualized your request, the more accurate and useful the answer will be.

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Figure 10 Analyze PDFs

With PDF analysis, you can work on articles, lecture notes, reports, and documents directly within ChatGPT Edu. This feature is useful when you want to obtain a summary, extract information, clarify complex passages, compare sections of the text, or ask questions about the document's content. The screen shows where to upload the PDF, the option to drag it into the conversation, and the main steps for starting the analysis. In this way, you can navigate lengthy or complex materials more quickly and focus on the most relevant aspects. However, using this feature still requires care: responses should always be verified, especially when the document contains scans, tables, sensitive data, or information intended for academic or institutional use.

## Projects



The screenshot shows the 'PROJECTS' section of the ChatGPT interface. On the left is a sidebar with navigation options: New chat, Search chats, Projects (highlighted), Scheduled, Images, Library, Apps, Agents, Deep Research, GPT, Pinned, and work. The main area displays a list of projects under the heading 'Your projects'. Each project entry includes an icon, a title, a description, and file/member counts. A '+ New project' button is at the top right of the list. Annotations with callouts provide additional information:

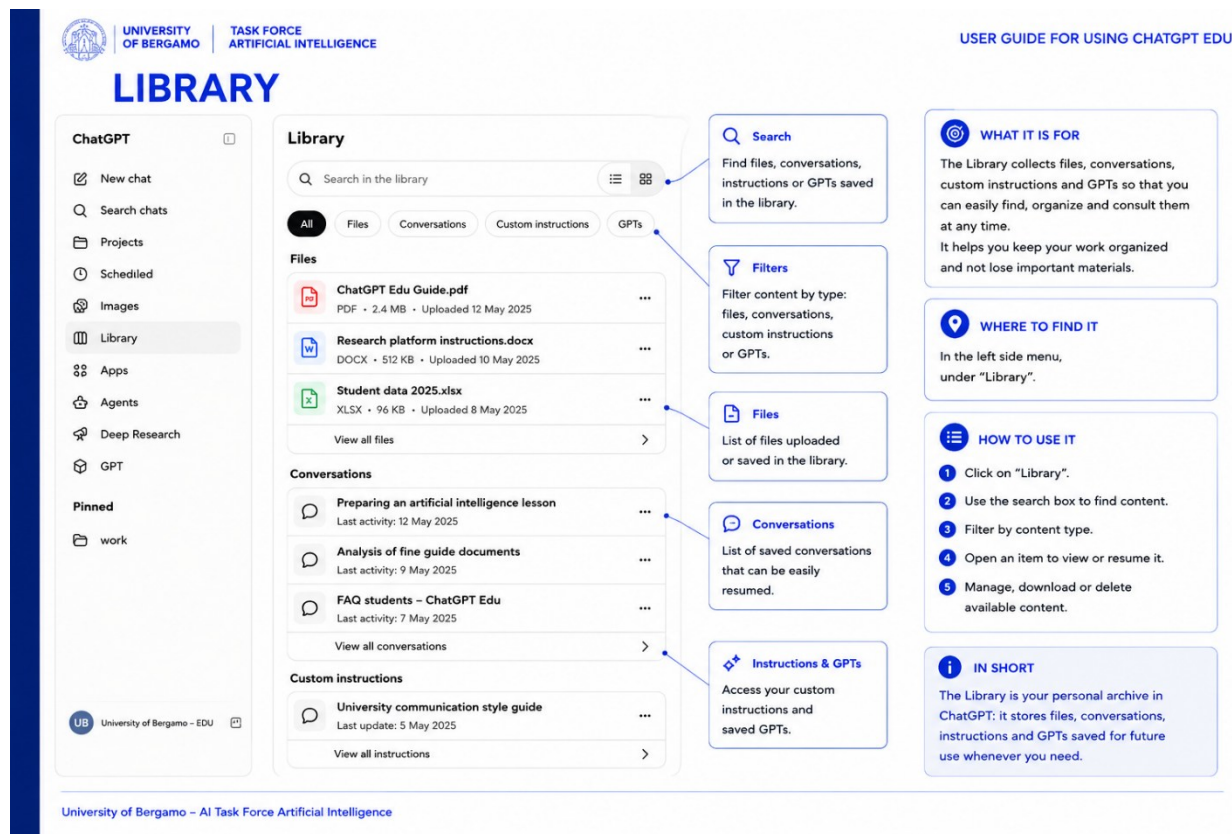
- New project:** Click here to create a new project.
- Projects list:** View all the projects you are part of.
- Open project:** Click on a project to open the chat, the files and the related settings.
- Project details:** Shows the number of members and files in the project.
- WHAT IT IS FOR:** Projects help you organize work by topic, course, activity or team of materials. Each project can include conversations, files and specific instructions, keeping the context always consistent and coherent.
- WHERE TO FIND IT:** In the left side menu, under "Projects".
- HOW TO USE IT:**
  - Click on "Projects".
  - Create a new project or open an existing one.
  - Give the project a clear name.
  - Add any instructions and files.
  - Invite users to the project if needed.
  - Write your request.
- IN SHORT:** Use Projects to keep materials organized and structured, and work on the same topic or activity.

University of Bergamo – AI Task Force Artificial Intelligence

Figure 11 Projects

With Projects, you can create workspaces dedicated to a topic, a course, a research project, a thesis, or an administrative activity. This feature is useful when you want to collect conversations, files, and materials related to the same context in a single environment. The screen shows the list of available projects, the button for creating a new one, and some associated information, such as the name, description, files, and members. In this way, you can prevent content from becoming scattered across separate chats and keep your work more clearly organized. Using projects is especially helpful for ongoing activities, where it is important to easily retrieve materials, instructions, and conversations that have already been started.

## Library



The screenshot displays the 'LIBRARY' interface within the ChatGPT Edu environment. The interface includes a left sidebar with navigation options like 'New chat', 'Search chats', 'Projects', 'Scheduled', 'Images', 'Library' (highlighted), 'Apps', 'Agents', 'Deep Research', 'GPT', and 'Pinned'. The main area shows a search bar and filters for 'Files', 'Conversations', 'Custom instructions', and 'GPTs'. Below these are lists of items: 'Files' (including 'ChatGPT Edu Guide.pdf', 'Research platform instructions.docx', and 'Student data 2025.xlsx'), 'Conversations' (including 'Preparing an artificial intelligence lesson', 'Analysis of fine guide documents', and 'FAQ students - ChatGPT Edu'), and 'Custom instructions' (including 'University communication style guide'). Annotations on the right side explain the search functionality, filters, and how to use the library. A 'WHAT IT IS FOR' section states that the library collects files, conversations, custom instructions, and GPTs for easy finding and organization. A 'WHERE TO FIND IT' section indicates it is located in the left side menu under 'Library'. A 'HOW TO USE IT' section provides a five-step guide: 1. Click on 'Library'. 2. Use the search box to find content. 3. Filter by content type. 4. Open an item to view or resume it. 5. Manage, download or delete available content. An 'IN SHORT' section summarizes that the library is a personal archive for future use.

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USER GUIDE FOR USING CHATGPT EDU

**LIBRARY**

ChatGPT

- New chat
- Search chats
- Projects
- Scheduled
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT
- Pinned
- work

University of Bergamo - EDU

**Library**

Search in the library

All Files Conversations Custom instructions GPTs

**Files**

- ChatGPT Edu Guide.pdf  
PDF • 2.4 MB • Uploaded 12 May 2025
- Research platform instructions.docx  
DOCX • 512 KB • Uploaded 10 May 2025
- Student data 2025.xlsx  
XLSX • 96 KB • Uploaded 8 May 2025

View all files

**Conversations**

- Preparing an artificial intelligence lesson  
Last activity: 12 May 2025
- Analysis of fine guide documents  
Last activity: 9 May 2025
- FAQ students - ChatGPT Edu  
Last activity: 7 May 2025

View all conversations

**Custom instructions**

- University communication style guide  
Last update: 5 May 2025

View all instructions

**Search**  
Find files, conversations, instructions or GPTs saved in the library.

**Filters**  
Filter content by type: files, conversations, custom instructions or GPTs.

**Files**  
List of files uploaded or saved in the library.

**Conversations**  
List of saved conversations that can be easily resumed.

**Instructions & GPTs**  
Access your custom instructions and saved GPTs.

**WHAT IT IS FOR**  
The Library collects files, conversations, custom instructions and GPTs so that you can easily find, organize and consult them at any time. It helps you keep your work organized and not lose important materials.

**WHERE TO FIND IT**  
In the left side menu, under "Library".

**HOW TO USE IT**

- Click on "Library".
- Use the search box to find content.
- Filter by content type.
- Open an item to view or resume it.
- Manage, download or delete available content.

**IN SHORT**  
The Library is your personal archive in ChatGPT: it stores files, conversations, instructions and GPTs saved for future use whenever you need.

University of Bergamo - AI Task Force Artificial Intelligence

Figure 12 Library

With the Library, you can more easily find content, files, conversations, custom instructions, and GPTs saved in your ChatGPT Edu environment. This feature is useful when you want to retrieve materials you have already uploaded or used without having to search for them manually in individual conversations. The screen shows the search field, filters by content type, and organized lists of the available materials. In this way, you can access the resources you need more quickly and reuse documents, configurations, or content already available. Using the Library helps you keep your work more organized, especially when you frequently use the same materials or when the activities carried out on the platform increase over time.

## Images



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ARTIFICIAL INTELLIGENCE

USER GUIDE FOR USING CHATGPT EDU

### IMAGES

ChatGPT

- New chat
- Search chats
- Projects
- Scheduled
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT
- Pinned
- work

Describe the image you want to create...

+ Square Portrait Landscape More options

Suggestions

Illustration Realistic Minimal Institutional Technical

Generated images



**Image description**  
Write what you want to create or modify. The more precise and detailed your description, the closer the result will be to what you want.

**Input options**  
You can add files, reference images or other content to support your request.

**Style and format**  
Choose the style, format and other settings to customize your image.

**Generated images**  
These are the images created based on your request. You can download, save or modify them.

**WHAT IT IS FOR**  
Allows you to create images from a text description or modify existing images, if the feature is available.  
It is ideal for educational materials, slides, communications, illustrations and diagrams.

**WHERE TO FIND IT**  
In the left side menu, under "Images".

**HOW TO USE IT**

- Click on "Images".
- Write what you want to create or modify.
- Specify subject, style, format and details.
- Send the request.
- Review the result.
- Ask for any corrections or variations.

**IN SHORT**  
Use "Images" to create or modify visual content, describing precisely the desired result.

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Figure 13 Images

With Images, you can create or edit visual content based on a text description. This feature is useful when you want to produce illustrations, images for presentations, visual diagrams, graphic drafts, or materials to support communication and teaching. The screen shows the space where you can formulate your request, the options for defining the style and format, and the area where the generated results are displayed. In this way, you can turn an idea described in words into visual content that can be used for different activities. To obtain more consistent results, it is important to specify the subject, purpose, style, format, and target audience.



## Generate images from chat



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USER GUIDE FOR USING CHATGPT EDU

ChatGPT Edu

- New chat
- Search chats
- Projects
- Scheduled
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT

Your chats

My GPTs

Settings

Knowledge

Connectors

### GENERATE IMAGES FROM CHAT

You can ask ChatGPT to create images, graphics, diagrams, illustrations and much more based on your instructions.

**WHERE TO FIND IT**

Write your request in the prompt bar. ChatGPT will generate the image and show it directly in the conversation.

+ Create an illustration of a modern university library...

**HOW IT WORKS: KEY STEPS**

- Describe what you want**  
Write in detail what you need. The more information you provide, the better the result will match your request.
- Add details and preferences**  
Specify style, colors, subject, format, context, etc. Example: "Minimal infographic on renewable energy".
- ChatGPT generates the image**  
The model creates the image in a few seconds right in the chat.
- Review and refine**  
You can ask for changes or improvements. Example: "Make it simpler", etc.
- Download and use**  
Download the image by clicking the icon or ask for higher resolution or other file formats.

**EXAMPLES OF REQUESTS AND RESULTS**

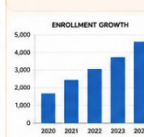
"Create an infographic about the water cycle"



"Draw a concept map about the causes of climate change and their solutions"



"Create a bar chart showing enrollment growth from 2020 to 2024"



"Create a photo-realistic image of an ergonomic study desk"



**GOOD PRACTICES**

- Be specific and detailed in your requests.
- Always state the purpose of the image (study, presentation, report, relationship, etc.).
- Use clear and positive language.
- Check that the image information contains no errors.
- Respect copyright and do not request images that reproduce protected content.

**ATTENTION**

- Do not generate images of real people without consent.
- Avoid offensive, discriminatory or inappropriate content.
- Generated images may not always be accurate or realistic.
- Do not include data from unofficial or unreliable sources.

**IN SHORT**

Use "Images" to create or modify visual content quickly and easily based on your ideas and needs.

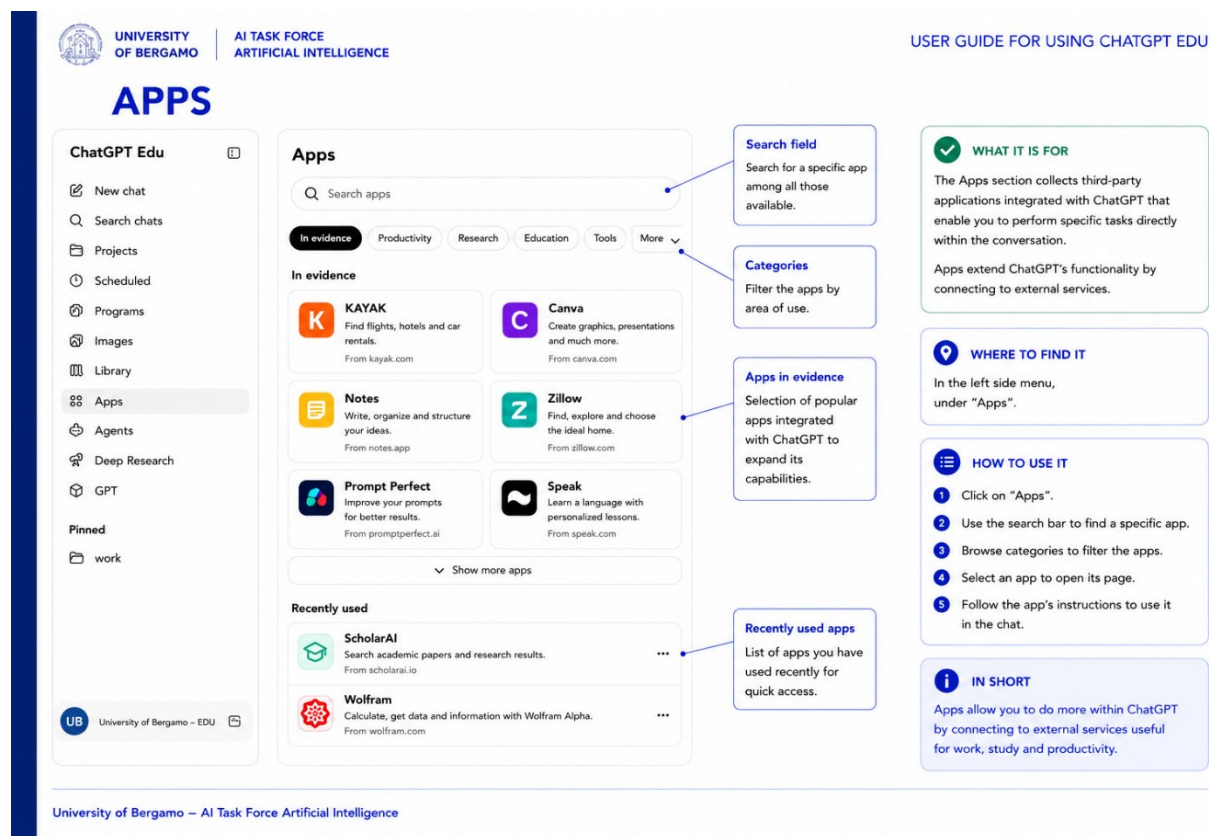
**IF THE IMAGE IS NOT EXACTLY WHAT YOU WANTED, SPECIFY WHAT TO CHANGE. CHATGPT WILL REGENERATE IT BASED ON YOUR INSTRUCTIONS.**

Figure 14 Generate images from chat

With image generation from chat, you can ask ChatGPT Edu to create visual content directly within a conversation. This feature is useful when you want to produce images, illustrations, diagrams, graphics, or visual representations without leaving the chat flow. The screen shows where to enter your request, the steps for describing the desired image, and an example of a generated result. In this way, you can start from a simple description and progressively refine the result by requesting changes to the style, color, composition, or level of detail. Using this feature helps you quickly integrate visual content into your activities, while always checking that it is suitable for the intended context.



## App



The screenshot shows the 'Apps' section of the ChatGPT Edu interface. The left sidebar contains a navigation menu with options like 'New chat', 'Search chats', 'Projects', 'Scheduled', 'Programs', 'Images', 'Library', 'Apps' (highlighted), 'Agents', 'Deep Research', 'GPT', and 'Pinned'. The main area displays a grid of apps under the heading 'Apps'. The grid is divided into 'In evidence' and 'Recently used' sections. The 'In evidence' section shows apps like KAYAK, Canva, Notes, Zillow, Prompt Perfect, and Speak. The 'Recently used' section shows ScholarAI and Wolfram. Annotations point to various features: 'Search field' (search bar), 'Categories' (filters like Productivity, Research, Education, Tools), 'Apps in evidence' (featured apps), and 'Recently used apps' (recently used apps). On the right, there are four informational boxes: 'WHAT IT IS FOR' (explains the Apps section), 'WHERE TO FIND IT' (points to the left sidebar), 'HOW TO USE IT' (5-step guide), and 'IN SHORT' (summary).

**Search field**  
Search for a specific app among all those available.

**Categories**  
Filter the apps by area of use.

**Apps in evidence**  
Selection of popular apps integrated with ChatGPT to expand its capabilities.

**Recently used apps**  
List of apps you have used recently for quick access.

**WHAT IT IS FOR**  
The Apps section collects third-party applications integrated with ChatGPT that enable you to perform specific tasks directly within the conversation. Apps extend ChatGPT's functionality by connecting to external services.

**WHERE TO FIND IT**  
In the left side menu, under "Apps".

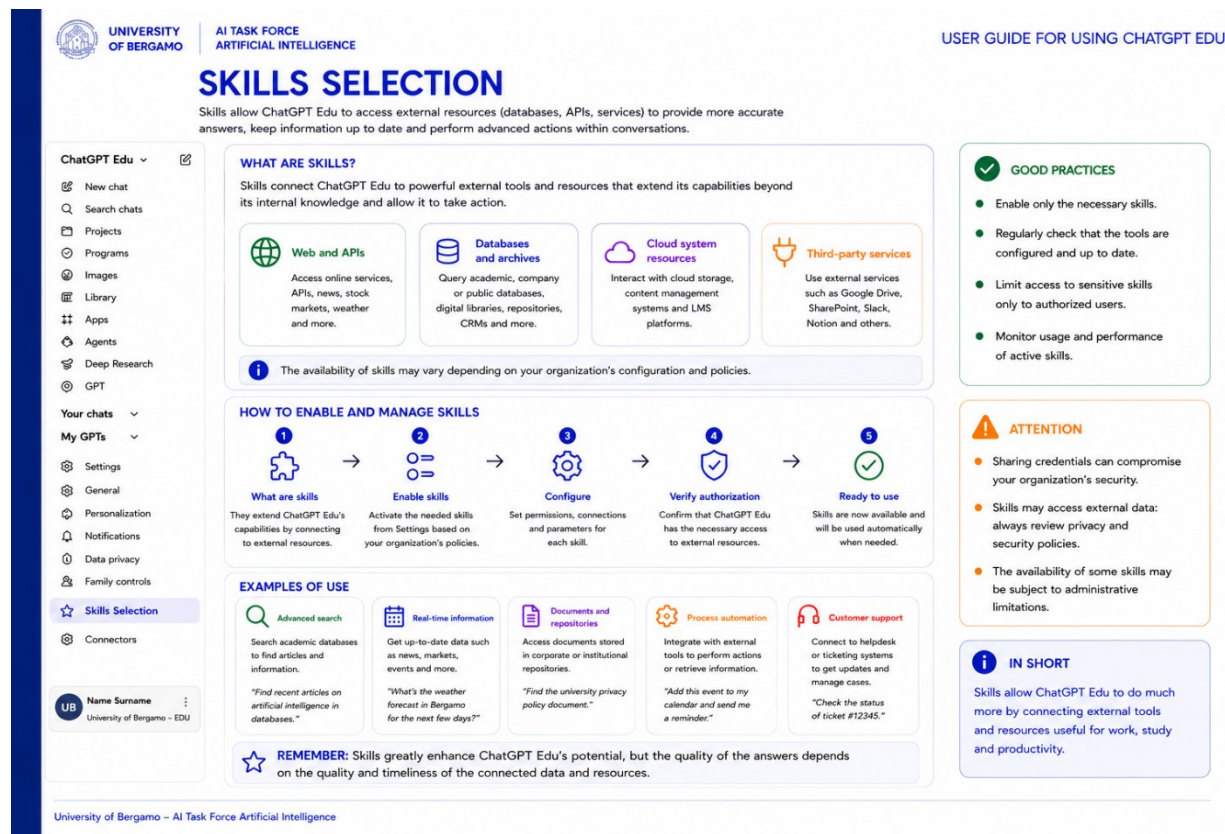
**HOW TO USE IT**  
1 Click on "Apps".  
2 Use the search bar to find a specific app.  
3 Browse categories to filter the apps.  
4 Select an app to open its page.  
5 Follow the app's instructions to use it in the chat.

**IN SHORT**  
Apps allow you to do more within ChatGPT by connecting to external services useful for work, study and productivity.

Figure 15 App

With Apps, you can access applications or integrations available within ChatGPT Edu. This feature is useful when you want to identify additional tools for specific activities, provided they are enabled by the organization's configuration. The screen shows the search field, the available categories, featured apps, and recently used apps. In this way, you can explore additional features and choose those best suited to the task you need to carry out. App availability may vary depending on the University's permissions and the settings of the Edu environment, so it is important to use them carefully, especially when they involve data, documents, or external services.

## The Skills section



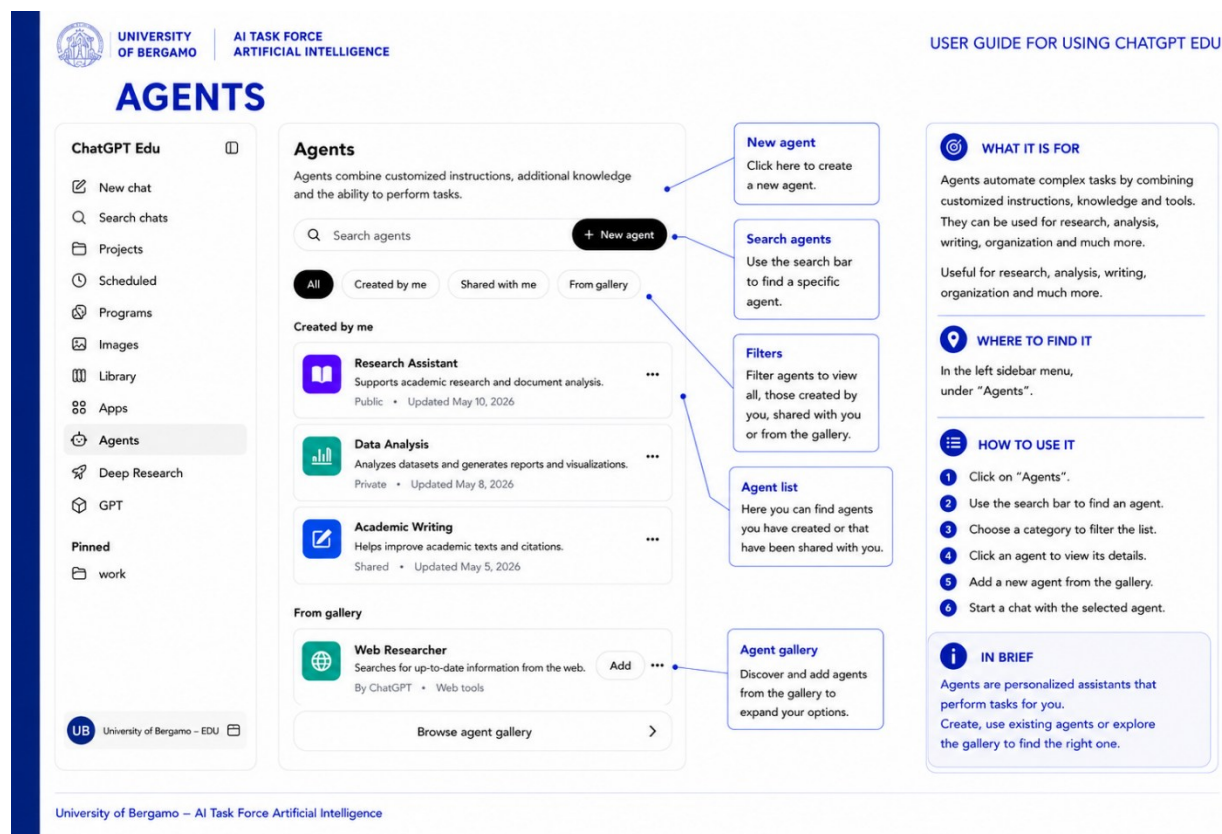
The screenshot displays the 'Skills Selection' interface within the ChatGPT Edu application. The interface is divided into several sections:

- Header:** Includes the University of Bergamo logo, 'AI TASK FORCE ARTIFICIAL INTELLIGENCE', and 'USER GUIDE FOR USING CHATGPT EDU'.
- Left Sidebar:** Contains navigation links for 'New chat', 'Search chats', 'Projects', 'Programs', 'Images', 'Library', 'Apps', 'Agents', 'Deep Research', 'GPT', 'Your chats', 'My GPTs', 'Settings', 'General', 'Personalization', 'Notifications', 'Data privacy', 'Family controls', 'Skills Selection' (highlighted), and 'Connectors'.
- Main Content Area:**
  - WHAT ARE SKILLS?:** Explains that skills connect ChatGPT Edu to external tools and resources. It lists four categories:
    - Web and APIs:** Access online services, APIs, news, stock markets, weather and more.
    - Databases and archives:** Query academic, company or public databases, digital libraries, repositories, CRMs and more.
    - Cloud system resources:** Interact with cloud storage, content management systems and LMS platforms.
    - Third-party services:** Use external services such as Google Drive, SharePoint, Slack, Notion and others.
  - HOW TO ENABLE AND MANAGE SKILLS:** A five-step process:
    - What are skills:** They extend ChatGPT Edu's capabilities by connecting to external resources.
    - Enable skills:** Activate the needed skills from Settings based on your organization's policies.
    - Configure:** Set permissions, connections and parameters for each skill.
    - Verify authorization:** Confirm that ChatGPT Edu has the necessary access to external resources.
    - Ready to use:** Skills are now available and will be used automatically when needed.
  - EXAMPLES OF USE:**
    - Advanced search:** Search academic databases to find articles and information. Example: "Find recent articles on artificial intelligence in databases."
    - Real-time information:** Get up-to-date data such as news, markets, events and more. Example: "What's the weather forecast in Bergamo for the next few days?"
    - Documents and repositories:** Access documents stored in corporate or institutional repositories. Example: "Find the university privacy policy document."
    - Process automation:** Integrate with external tools to perform actions or retrieve information. Example: "Add this event to my calendar and send me a reminder."
    - Customer support:** Connect to helpdesk or ticketing systems to get updates and manage cases. Example: "Check the status of ticket #12345."
  - REMEMBER:** Skills greatly enhance ChatGPT Edu's potential, but the quality of the answers depends on the quality and timeliness of the connected data and resources.
- Right Sidebar:**
  - GOOD PRACTICES:**
    - Enable only the necessary skills.
    - Regularly check that the tools are configured and up to date.
    - Limit access to sensitive skills only to authorized users.
    - Monitor usage and performance of active skills.
  - ATTENTION:**
    - Sharing credentials can compromise your organization's security.
    - Skills may access external data: always review privacy and security policies.
    - The availability of some skills may be subject to administrative limitations.
  - IN SHORT:** Skills allow ChatGPT Edu to do much more by connecting external tools and resources useful for work, study and productivity.

Figure 16 The Skills section

With the Skills section, you can access additional capabilities or links to external resources and tools available in ChatGPT Edu. This feature is useful when the environment allows the platform's operational possibilities to be extended through web resources, APIs, databases, archives, system tools, or third-party services. The screen shows some examples of skills and the path for activating or managing them. In this way, you can use more advanced features, always within the limits of the permissions established by the organization. Using skills requires particular attention to source quality, data protection, and the accuracy of the available permissions.

## Agents

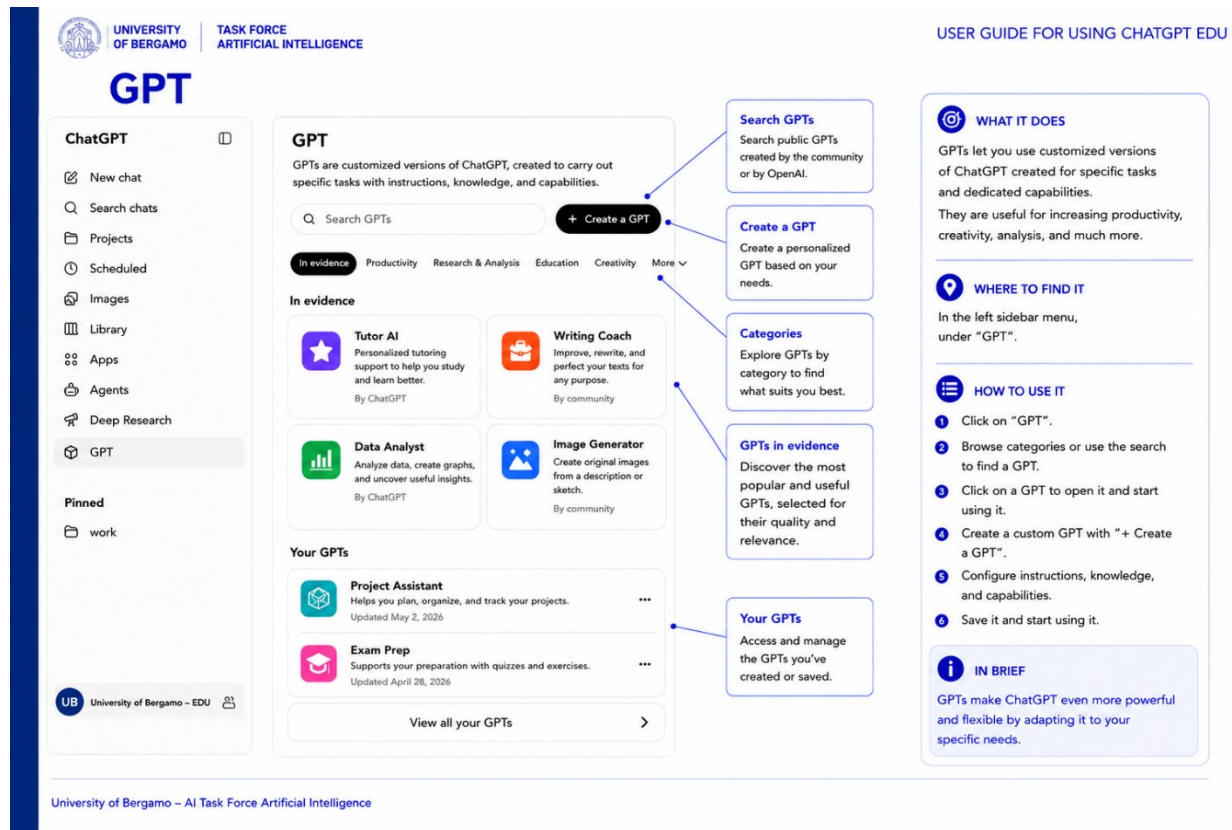


The screenshot shows the 'Agents' section of the ChatGPT Edu interface. The left sidebar contains navigation options: New chat, Search chats, Projects, Scheduled, Programs, Images, Library, Apps, Agents (highlighted), Deep Research, GPT, Pinned, and work. The main area displays a list of agents under the heading 'Agents'. The list is divided into two sections: 'Created by me' and 'From gallery'. The 'Created by me' section lists three agents: 'Research Assistant' (Public, Updated May 10, 2026), 'Data Analysis' (Private, Updated May 8, 2026), and 'Academic Writing' (Shared, Updated May 5, 2026). The 'From gallery' section lists one agent: 'Web Researcher' (By ChatGPT, Web tools). Annotations with blue lines point to various features: 'New agent' (button to create a new agent), 'Search agents' (search bar), 'Filters' (filters to view all, created by you, shared with you, or from the gallery), 'Agent list' (list of agents), 'Agent gallery' (button to discover and add agents from the gallery), 'WHAT IT IS FOR' (Agents automate complex tasks by combining customized instructions, knowledge and tools. They can be used for research, analysis, writing, organization and much more. Useful for research, analysis, writing, organization and much more.), 'WHERE TO FIND IT' (In the left sidebar menu, under "Agents".), 'HOW TO USE IT' (1. Click on "Agents". 2. Use the search bar to find an agent. 3. Choose a category to filter the list. 4. Click an agent to view its details. 5. Add a new agent from the gallery. 6. Start a chat with the selected agent.), and 'IN BRIEF' (Agents are personalized assistants that perform tasks for you. Create, use existing agents or explore the gallery to find the right one.).

Figure 17 Agents

With Agents, you can use assistants configured to perform specific tasks or support more structured activities. This feature is useful when you want to work with tools already designed for particular processes, such as research, analysis, writing, teaching support, or the organization of materials. The screen shows the agent search function, the available filters, the list of created or shared agents, and the option to add others from the gallery. In this way, you can avoid repeating complex instructions each time and start a conversation directly with an assistant already configured for a specific objective. Using agents helps make your work more guided, consistent, and suited to the type of activity you need to carry out.

## GPT



The screenshot shows the 'GPT' section of the ChatGPT interface. On the left is a sidebar with navigation options: New chat, Search chats, Projects, Scheduled, Images, Library, Apps, Agents, Deep Research, and GPT (selected). Below these are 'Pinned' items, including a 'work' folder. The main area displays 'GPT' information, a search bar, and a '+ Create a GPT' button. Below the search bar are tabs for 'In evidence', 'Productivity', 'Research & Analysis', 'Education', and 'Creativity'. The 'In evidence' tab shows featured GPTs: Tutor AI, Writing Coach, Data Analyst, and Image Generator. A 'Your GPTs' section lists 'Project Assistant' and 'Exam Prep'. Annotations on the right explain: 'Search GPTs' (search public GPTs), 'Create a GPT' (create a personalized GPT), 'Categories' (explore GPTs by category), 'GPTs in evidence' (discover popular GPTs), and 'Your GPTs' (access and manage personal GPTs). A 'WHAT IT DOES' section explains that GPTs are customized versions of ChatGPT for specific tasks. A 'WHERE TO FIND IT' section points to the 'GPT' option in the sidebar. A 'HOW TO USE IT' section provides a 6-step guide: 1. Click on 'GPT', 2. Browse categories or use search, 3. Click on a GPT to open it, 4. Create a custom GPT with '+ Create a GPT', 5. Configure instructions, knowledge, and capabilities, 6. Save it and start using it. An 'IN BRIEF' section states that GPTs make ChatGPT more powerful and flexible.

Figure 18 GPT

With GPTs, you can access customized versions of ChatGPT configured for specific activities. This feature is useful when you want to use an assistant already set up to support studying, writing, data analysis, image generation, project management, or other operational purposes. The screen shows the search field, the categories, featured GPTs, personal GPTs, and the button for creating a new one. In this way, you can choose the tool best suited to the work you want to carry out without having to set up all the instructions from scratch each time. Using GPTs allows you to make the interaction more targeted and obtain responses that are more consistent with a specific task.



## Create a GPT



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USER GUIDE FOR USING CHATGPT EDU

### CREATE A GPT

You can create a custom GPT based on your specific needs.

**ChatGPT**

- New chat
- Search chats
- Projects
- Programs
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT**

**Pinned**

- work

#### Create a GPT

1

2

3

4

5

6

Configure   Functionality   Configure   Test   Publish   Save

Configure your GPT by providing the information below and instructions.

**Name**

e.g. Tax or Statistics 0/120

**Description**

A short description of your GPT 0/800

**Instructions**

What does your GPT do? What should it focus on? 0/4000

**Conversation starter**

Messages that your GPT can use to start a conversation 0/200

**Knowledge**

Select the knowledge your GPT can draw on during conversations.

+ Add files

**Capabilities**

☐ Web browsing  
Enable GPT to search for up-to-date information on the web

☒ Image generation  
Enable GPT to generate images

☒ Code execution and data analysis  
Enable GPT to analyze data and run code

**Preview**

Your GPT preview will appear here after you configure it for preview.

Send a message to your GPT...

**Tips**

Start with a clear and specific instruction. You can always update and improve it afterward.

**1 Configure**

Enter the name, description, instructions, and initial knowledge.

**2 Functionality**

Enable the features your GPT will have.

**3 Configure**

Verify what your GPT is able to do.

**4 Test**

Test the instructions and settings.

**5 Publish**

Make your GPT available only to you or to others.

**6 Save**

Make changes and return to the GPT list.

**WHAT IT DOES**

Create a custom GPT to have an AI assistant tailored to specific tasks, with dedicated knowledge and functions. Ideal for study, research, work, and training.

**WHERE TO FIND IT**

In the left sidebar menu, under "GPT". Click on "+ Create a GPT".

**HOW TO USE IT**

- Go to "GPT" in the sidebar menu.
- Click on "+ Create a GPT".
- Complete all the required fields.
- Add knowledge and enable the features.
- Test your GPT in the preview.
- Click "Create" to save.

**IN BRIEF**

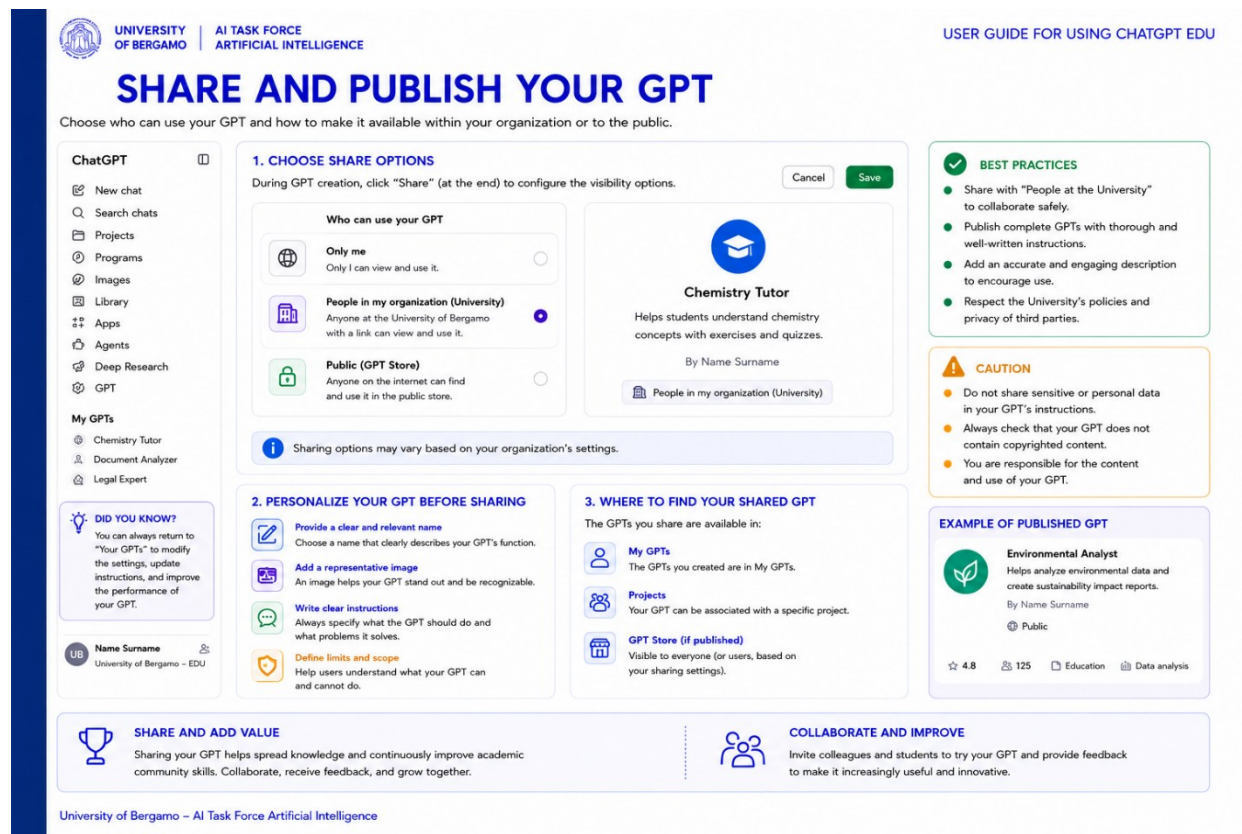
The more clear and detailed you are, the more effective and reliable your GPT will be.

University of Bergamo – AI Task Force Artificial Intelligence

Figure 19 Create a GPT

With Create a GPT, you can build a customized assistant for recurring activities or specific needs. This feature is useful when you want to define a tailored tool capable of following predefined instructions, response rules, reference materials, and objectives. The screen shows the interface where you can enter the name, description, instructions, conversation starters, knowledge, and capabilities, together with the preview area. In this way, you can check how the GPT responds before saving it and correct any settings that are not consistent. Creating a GPT requires careful attention to the clarity of the instructions, since the tool's reliability, consistency, and usefulness depend on them.

## Share and publish your GPT

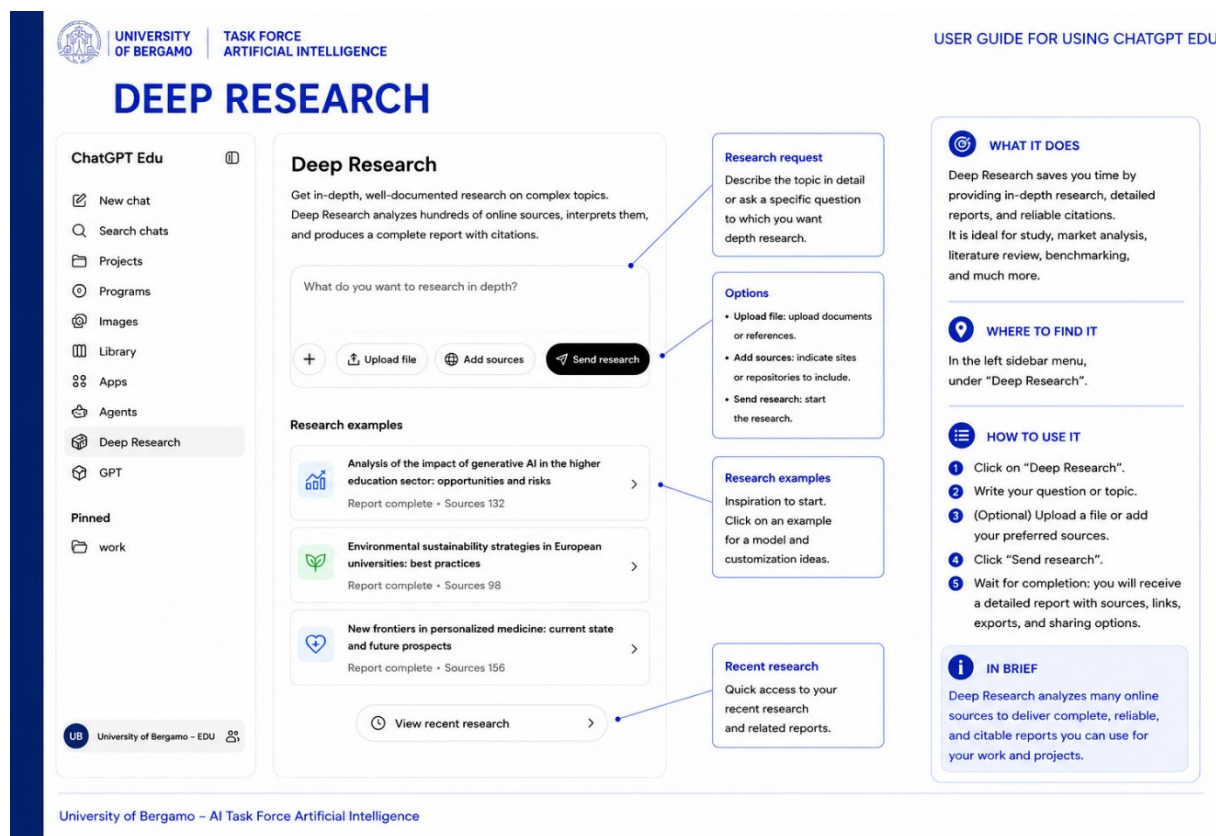


The screenshot displays the 'SHARE AND PUBLISH YOUR GPT' interface. On the left is a sidebar with navigation options: ChatGPT (New chat, Search chats, Projects, Programs, Images, Library, Apps, Agents, Deep Research, GPT), My GPTs (Chemistry Tutor, Document Analyzer, Legal Expert), and a 'DID YOU KNOW?' section. The main area is titled 'SHARE AND PUBLISH YOUR GPT' and includes a subtitle: 'Choose who can use your GPT and how to make it available within your organization or to the public.' It is divided into three main sections: 1. CHOOSE SHARE OPTIONS (with radio buttons for 'Only me', 'People in my organization (University)', and 'Public (GPT Store)'), 2. PERSONALIZE YOUR GPT BEFORE SHARING (with checkboxes for 'Provide a clear and relevant name', 'Add a representative image', 'Write clear instructions', and 'Define limits and scope'), and 3. WHERE TO FIND YOUR SHARED GPT (listing 'My GPTs', 'Projects', and 'GPT Store (if published)'). On the right, there are three informational boxes: 'BEST PRACTICES' (Share with 'People at the University', Publish complete GPTs, Add an accurate and engaging description, Respect the University's policies), 'CAUTION' (Do not share sensitive or personal data, Always check that your GPT does not contain copyrighted content, You are responsible for the content and use of your GPT), and 'EXAMPLE OF PUBLISHED GPT' (Environmental Analyst, 4.8 rating, 125 users, Education category, Data analysis tag). At the bottom, there are two call-to-action boxes: 'SHARE AND ADD VALUE' and 'COLLABORATE AND IMPROVE'. The footer reads 'University of Bergamo - AI Task Force Artificial Intelligence'.

Figure 20 Share and publish your GPT

With Share and publish your GPT, you can make a customized assistant available to other authorized users or, where permitted, to a broader audience. This feature is useful when you want to provide a shared tool for a work group, a course, a recurring activity, or a shared operational context. The screen shows the available visibility levels, the settings to define before publication, and some guidance on the description, icon, category, and content review. In this way, you can share a GPT in a more organized and recognizable manner. Before publishing it, however, you must check that it does not contain personal data, confidential information, protected materials, or content that is inconsistent with the organization's policies.

## Deep Research

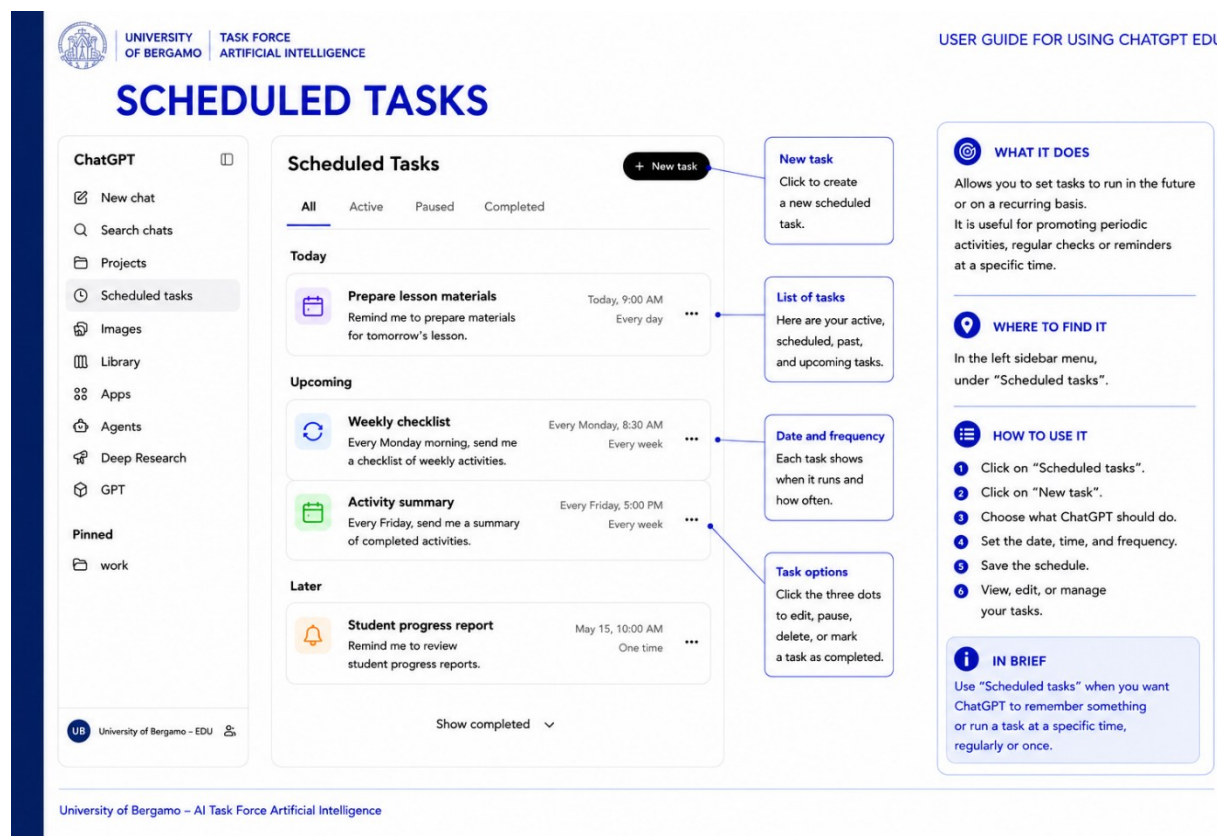


The screenshot shows the ChatGPT Edu interface with the 'Deep Research' feature highlighted. The interface includes a sidebar menu on the left with options like 'New chat', 'Search chats', 'Projects', 'Programs', 'Images', 'Library', 'Apps', 'Agents', 'Deep Research', 'GPT', and 'Pinned'. The main content area is titled 'DEEP RESEARCH' and contains a 'Deep Research' section with a text input field, 'Upload file', 'Add sources', and 'Send research' buttons. Below this are 'Research examples' and a 'View recent research' button. Annotations on the right side explain the 'Research request', 'Options', 'Research examples', and 'Recent research' sections. A 'WHAT IT DOES' section explains that Deep Research saves time by providing in-depth research, detailed reports, and reliable citations. A 'WHERE TO FIND IT' section indicates that the feature is located in the left sidebar menu under 'Deep Research'. A 'HOW TO USE IT' section provides a five-step guide: 1. Click on 'Deep Research'. 2. Write your question or topic. 3. (Optional) Upload a file or add your preferred sources. 4. Click 'Send research'. 5. Wait for completion; you will receive a detailed report with sources, links, exports, and sharing options. An 'IN BRIEF' section states that Deep Research analyzes many online sources to deliver complete, reliable, and citable reports for work and projects.

Figure 21 Deep Research

With Deep Research, you can carry out more extensive and structured research than in a standard conversation. This feature is useful when you want to obtain in-depth reports, documented summaries, comparisons between sources, or analyses of complex topics. The screen shows the area where you can enter your research request, the options for attaching files or specifying preferred sources, examples of possible activities, and access to recent research. In this way, you can address topics that require more extensive and organized analysis. Using Deep Research helps you build an initial framework for further investigation, but the results should always be read critically and verified before being used in academic or professional contexts.

## Scheduled tasks



**ChatGPT**

- New chat
- Search chats
- Projects
- Scheduled tasks**
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT
- Pinned**
- work

**SCHEDULED TASKS**

**Scheduled Tasks**

All Active Paused Completed

**Today**

- Prepare lesson materials**  
Remind me to prepare materials for tomorrow's lesson.  
Today, 9:00 AM  
Every day

**Upcoming**

- Weekly checklist**  
Every Monday morning, send me a checklist of weekly activities.  
Every Monday, 8:30 AM  
Every week
- Activity summary**  
Every Friday, send me a summary of completed activities.  
Every Friday, 5:00 PM  
Every week

**Later**

- Student progress report**  
Remind me to review student progress reports.  
May 15, 10:00 AM  
One time

Show completed

**New task**  
Click to create a new scheduled task.

**List of tasks**  
Here are your active, scheduled, past, and upcoming tasks.

**Date and frequency**  
Each task shows when it runs and how often.

**Task options**  
Click the three dots to edit, pause, delete, or mark a task as completed.

**WHAT IT DOES**  
Allows you to set tasks to run in the future or on a recurring basis. It is useful for promoting periodic activities, regular checks or reminders at a specific time.

**WHERE TO FIND IT**  
In the left sidebar menu, under "Scheduled tasks".

**HOW TO USE IT**

- Click on "Scheduled tasks".
- Click on "New task".
- Choose what ChatGPT should do.
- Set the date, time, and frequency.
- Save the schedule.
- View, edit, or manage your tasks.

**IN BRIEF**  
Use "Scheduled tasks" when you want ChatGPT to remember something or run a task at a specific time, regularly or once.

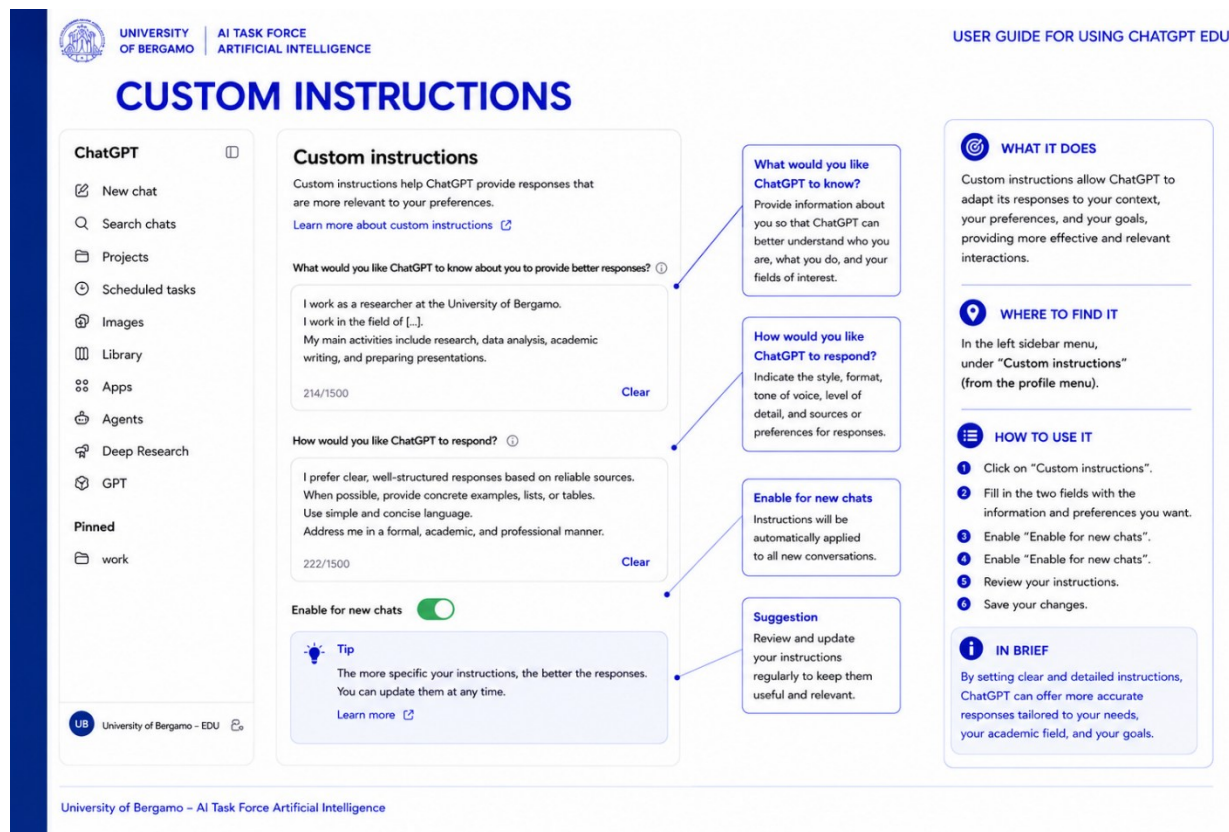
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Figure 22 Scheduled tasks

With Scheduled Tasks, you can manage activities to be carried out at a later time or on a recurring basis. This feature is useful when you want to set reminders, periodic summaries, recurring checks, or requests to be delivered at a specific time. The screen shows the list of scheduled activities, the planned dates or frequencies, and the options for creating or editing them. In this way, you can integrate ChatGPT Edu into workflows that go beyond a single immediate request. Using this feature helps you manage deadlines, teaching activities, organizational procedures, or recurring commitments more consistently.



## Custom instructions

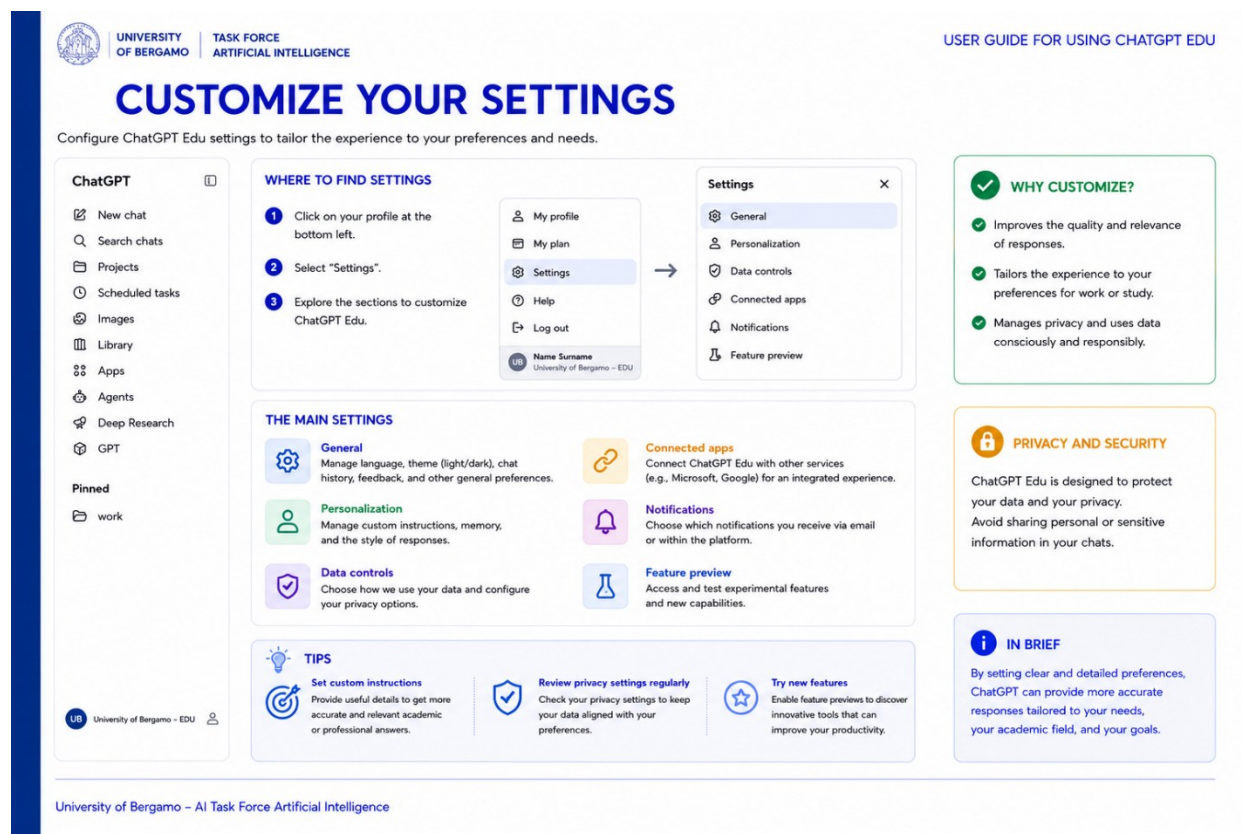


The screenshot shows the 'Custom instructions' page in the ChatGPT Edu interface. The left sidebar contains navigation options: New chat, Search chats, Projects, Scheduled tasks, Images, Library, Apps, Agents, Deep Research, GPT, and Pinned (work). The main content area is titled 'Custom instructions' and includes a description: 'Custom instructions help ChatGPT provide responses that are more relevant to your preferences. Learn more about custom instructions'. It features two text input fields: 'What would you like ChatGPT to know about you to provide better responses?' (with a character count of 214/1500) and 'How would you like ChatGPT to respond?' (with a character count of 222/1500). Below these fields is a toggle for 'Enable for new chats' which is currently turned on. A 'Tip' box states: 'The more specific your instructions, the better the responses. You can update them at any time. Learn more'. On the right, a 'USER GUIDE FOR USING CHATGPT EDU' sidebar provides additional information: 'WHAT IT DOES' (Custom instructions allow ChatGPT to adapt its responses to your context, preferences, and goals), 'WHERE TO FIND IT' (In the left sidebar menu, under 'Custom instructions' from the profile menu), 'HOW TO USE IT' (1. Click on 'Custom instructions'. 2. Fill in the two fields with the information and preferences you want. 3. Enable 'Enable for new chats'. 4. Enable 'Enable for new chats'. 5. Review your instructions. 6. Save your changes.), and 'IN BRIEF' (By setting clear and detailed instructions, ChatGPT can offer more accurate responses tailored to your needs, your academic field, and your goals.).

Figure 23 Custom instructions

With Custom Instructions, you can provide ChatGPT Edu with useful information about your profile and how you prefer to receive responses. This feature is useful when you want conversations to be more consistent with your role, your work context, the desired level of detail, or your preferred format. The screen shows the two main fields: one for what ChatGPT should know about you and one for the preferred response style. In this way, you can avoid repeating the same instructions each time and receive responses that are better suited to your needs. If enabled for new chats, these instructions are automatically applied to subsequent conversations.

## Customize your settings

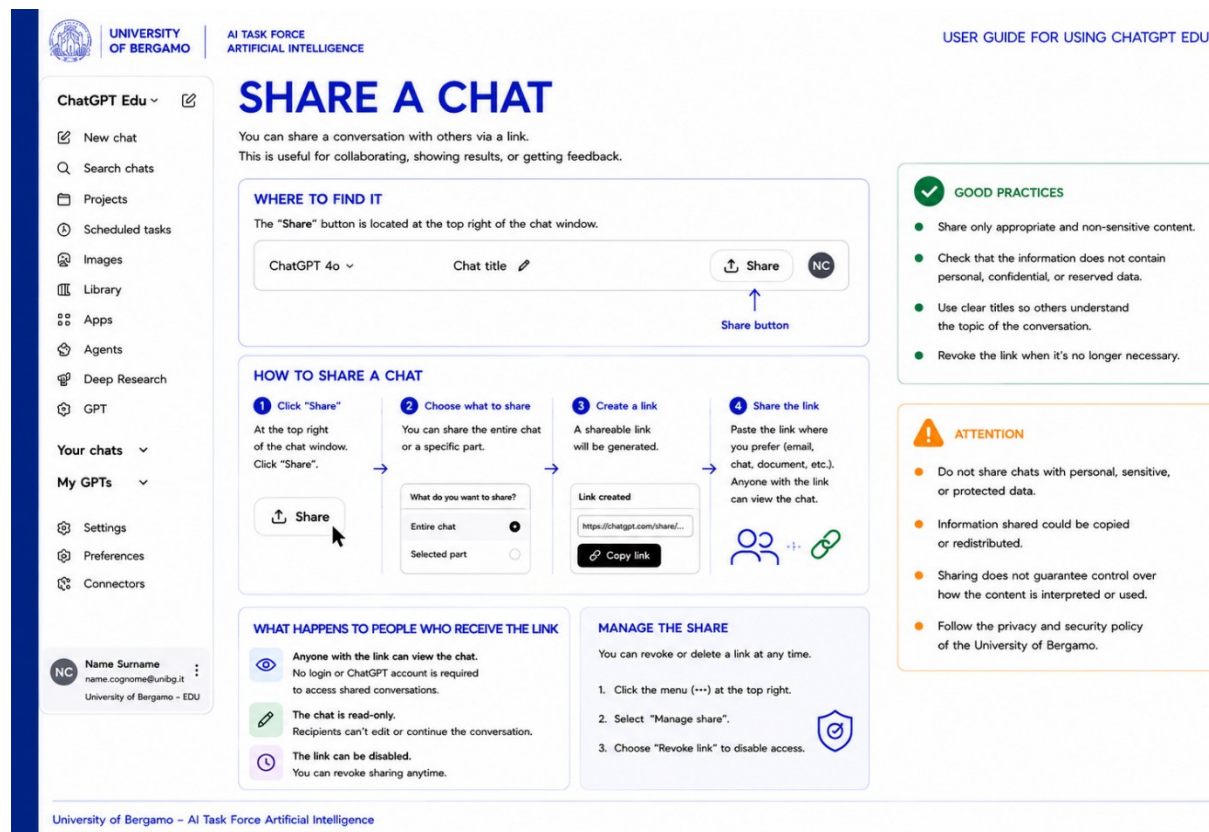


The screenshot displays the 'CUSTOMIZE YOUR SETTINGS' interface for ChatGPT Edu. The page is titled 'Configure ChatGPT Edu settings to tailor the experience to your preferences and needs.' It features a left sidebar with navigation options like 'New chat', 'Search chats', 'Projects', 'Scheduled tasks', 'Images', 'Library', 'Apps', 'Agents', 'Deep Research', 'GPT', and 'Pinned'. The main content area is divided into several sections: 'WHERE TO FIND SETTINGS' with a three-step guide, 'THE MAIN SETTINGS' with categories like General, Personalization, Data controls, Connected apps, Notifications, and Feature preview, and 'TIPS' with advice on setting custom instructions, reviewing privacy settings, and trying new features. On the right, there are three informational boxes: 'WHY CUSTOMIZE?' explaining the benefits, 'PRIVACY AND SECURITY' emphasizing data protection, and 'IN BRIEF' summarizing the purpose of the settings. The footer identifies the page as 'University of Bergamo - AI Task Force Artificial Intelligence'.

Figure 24 Customize your settings

With Customize Settings, you can adapt ChatGPT Edu to your usage preferences and manage certain profile options. This feature is useful when you want to adjust aspects such as language, theme, data controls, notifications, the connected profile, or feature previews. The screen shows the path for accessing settings from the user account and the main configurable areas. In this way, you can make the user experience more consistent with your needs and the institutional context in which you work. Managing settings carefully is important because some preferences may affect how the platform responds, stores information, or displays certain features.

## Share a chat



**ChatGPT Edu** | UNIVERSITY OF BERGAMO | AI TASK FORCE ARTIFICIAL INTELLIGENCE | USER GUIDE FOR USING CHATGPT EDU

### SHARE A CHAT

You can share a conversation with others via a link. This is useful for collaborating, showing results, or getting feedback.

#### WHERE TO FIND IT

The "Share" button is located at the top right of the chat window.

ChatGPT 4o | Chat title | **Share** | NC

↑  
Share button

#### HOW TO SHARE A CHAT

- Click "Share"**  
At the top right of the chat window. Click "Share".
- Choose what to share**  
You can share the entire chat or a specific part.
- Create a link**  
A shareable link will be generated.
- Share the link**  
Paste the link where you prefer (email, chat, document, etc.). Anyone with the link can view the chat.

#### WHAT HAPPENS TO PEOPLE WHO RECEIVE THE LINK

- Anyone with the link can view the chat. No login or ChatGPT account is required to access shared conversations.
- The chat is read-only. Recipients can't edit or continue the conversation.
- The link can be disabled. You can revoke sharing anytime.

#### MANAGE THE SHARE

You can revoke or delete a link at any time.

- Click the menu (...) at the top right.
- Select "Manage share".
- Choose "Revoke link" to disable access.

#### GOOD PRACTICES

- Share only appropriate and non-sensitive content.
- Check that the information does not contain personal, confidential, or reserved data.
- Use clear titles so others understand the topic of the conversation.
- Revoke the link when it's no longer necessary.

#### ATTENTION

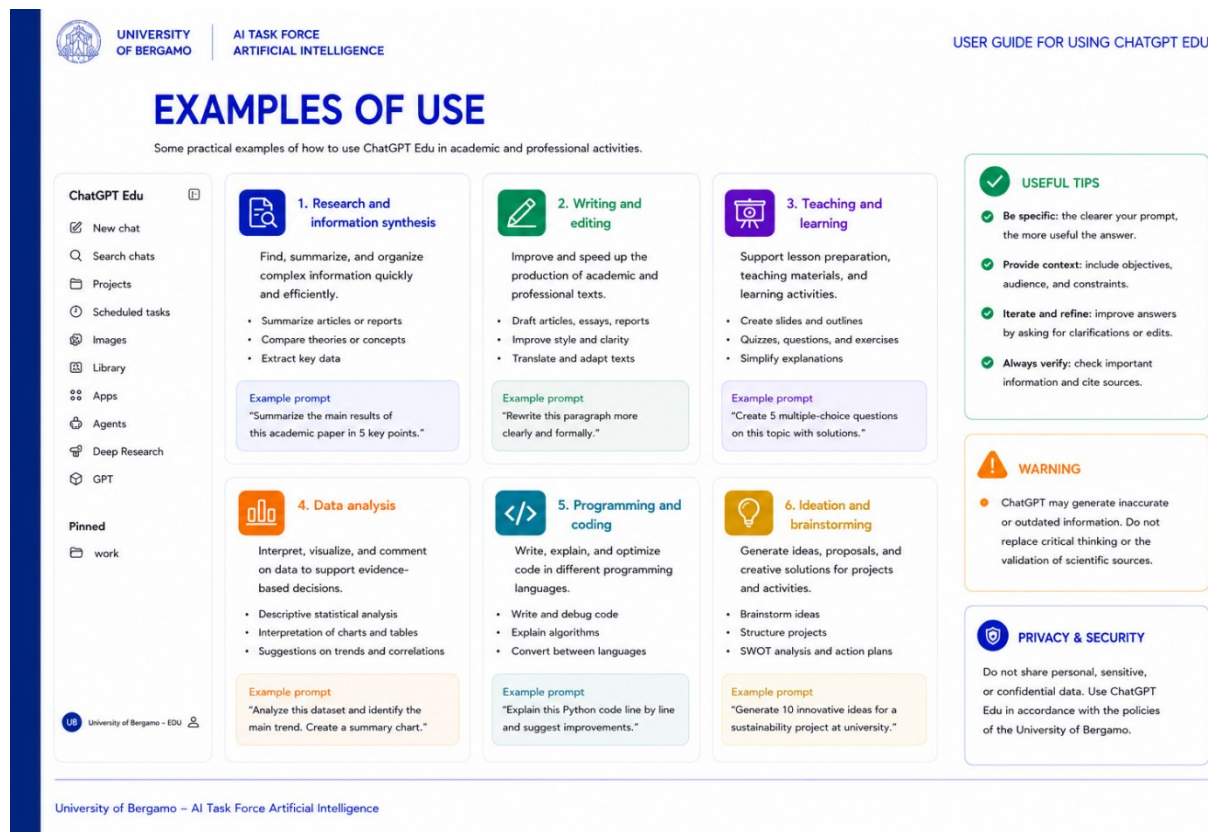
- Do not share chats with personal, sensitive, or protected data.
- Information shared could be copied or redistributed.
- Sharing does not guarantee control over how the content is interpreted or used.
- Follow the privacy and security policy of the University of Bergamo.

University of Bergamo - AI Task Force Artificial Intelligence

Figure 25 Share a chat

With Share a chat, you can generate a link to make a conversation accessible to other people. This feature is useful when you want to collaborate, show a result, share a work outline, or request feedback on a conversation that has already taken place. The screen shows the share button in the top bar, the steps for creating the link, and information about what the recipient will be able to view. In this way, you can make it easier to share materials or results produced with ChatGPT Edu. Before proceeding, however, you must check that the chat does not contain personal data, confidential information, sensitive materials, or content not intended for distribution.

## Examples of use



The screenshot displays the ChatGPT Edu interface with a sidebar on the left containing navigation options like 'New chat', 'Search chats', 'Projects', 'Scheduled tasks', 'Images', 'Library', 'Apps', 'Agents', 'Deep Research', 'GPT', and 'Pinned'. The main content area is titled 'EXAMPLES OF USE' and includes a subtitle: 'Some practical examples of how to use ChatGPT Edu in academic and professional activities.' It features six numbered cards, each with an icon, a title, a description, a list of tasks, and an example prompt. The cards are: 1. Research and information synthesis, 2. Writing and editing, 3. Teaching and learning, 4. Data analysis, 5. Programming and coding, and 6. Ideation and brainstorming. To the right of these cards are two additional boxes: 'USEFUL TIPS' with four green checkmarks and 'WARNING' with one orange exclamation mark. At the bottom right is a 'PRIVACY & SECURITY' box with a blue shield icon. The footer of the interface reads 'University of Bergamo - AI Task Force Artificial Intelligence'.

**ChatGPT Edu**

UNIVERSITY OF BERGAMO | AI TASK FORCE ARTIFICIAL INTELLIGENCE

USER GUIDE FOR USING CHATGPT EDU

### EXAMPLES OF USE

Some practical examples of how to use ChatGPT Edu in academic and professional activities.

**1. Research and information synthesis**

Find, summarize, and organize complex information quickly and efficiently.

- Summarize articles or reports
- Compare theories or concepts
- Extract key data

**Example prompt**

"Summarize the main results of this academic paper in 5 key points."

**2. Writing and editing**

Improve and speed up the production of academic and professional texts.

- Draft articles, essays, reports
- Improve style and clarity
- Translate and adapt texts

**Example prompt**

"Rewrite this paragraph more clearly and formally."

**3. Teaching and learning**

Support lesson preparation, teaching materials, and learning activities.

- Create slides and outlines
- Quizzes, questions, and exercises
- Simplify explanations

**Example prompt**

"Create 5 multiple-choice questions on this topic with solutions."

**4. Data analysis**

Interpret, visualize, and comment on data to support evidence-based decisions.

- Descriptive statistical analysis
- Interpretation of charts and tables
- Suggestions on trends and correlations

**Example prompt**

"Analyze this dataset and identify the main trend. Create a summary chart."

**5. Programming and coding**

Write, explain, and optimize code in different programming languages.

- Write and debug code
- Explain algorithms
- Convert between languages

**Example prompt**

"Explain this Python code line by line and suggest improvements."

**6. Ideation and brainstorming**

Generate ideas, proposals, and creative solutions for projects and activities.

- Brainstorm ideas
- Structure projects
- SWOT analysis and action plans

**Example prompt**

"Generate 10 innovative ideas for a sustainability project at university."

**USEFUL TIPS**

- Be specific: the clearer your prompt, the more useful the answer.
- Provide context: include objectives, audience, and constraints.
- Iterate and refine: improve answers by asking for clarifications or edits.
- Always verify: check important information and cite sources.

**WARNING**

- ChatGPT may generate inaccurate or outdated information. Do not replace critical thinking or the validation of scientific sources.

**PRIVACY & SECURITY**

Do not share personal, sensitive, or confidential data. Use ChatGPT Edu in accordance with the policies of the University of Bergamo.

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Figure 26 Examples of use

ChatGPT Edu can be used to support a wide range of academic and professional activities, including re-searching and summarizing information, writing and revising texts, preparing teaching materials, analyzing data, programming, and generating ideas. It can help organize content, clarify concepts, suggest structures, rework materials, and develop possible solutions based on the instructions provided by the user. To obtain useful results, it is important to formulate clear and well-contextualized requests, specifying the objective, the desired level of detail, and the preferred format. The responses should nevertheless always be verified, adapted, and critically evaluated according to the context in which they will be used.



## Evaluate the responses



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USER GUIDE FOR USING CHATGPT EDU

### EVALUATE THE RESPONSES

Critically evaluate the responses provided by ChatGPT Edu to ensure quality, accuracy, and relevance.

**ChatGPT**

- New chat
- Search chats
- Projects
- Scheduled tasks
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT

**Your chats**

Today

- Text analysis
- Sustainability project ideas
- AI exam preparation

Yesterday

- Abstract translation
- Article summary

7 days ago

- Brainstorming workshop
- Communication plan

UB Your Name  
University of Bergamo – EDU

#### HOW TO EVALUATE A RESPONSE

**1 Relevance**

Is the response aligned with your question?

- Addresses the key points?
- Covers the requested aspects?

**2 Accuracy**

Is the information correct and reliable?

- Are the facts verifiable?
- Are the sources reliable?
- Are there any obvious errors?

**3 Completeness**

Is the response complete but concise?

- Are important pieces of information missing?
- Is it balanced and not superficial?

**4 Clarity**

Is the response clear and easy to understand?

- Is the language appropriate?
- Is the structure logical and well organized?

**5 Impartiality**

Is the response objective and free from bias?

- Does it present multiple perspectives?
- Does it avoid unjustified generalizations?

**Reminder** ChatGPT Edu can make mistakes or provide outdated information. Always use your critical judgment.

#### EVALUATION STRATEGIES

**1. Check the sources**

Check the cited sources and look for confirmation from external credible sources.

**2. Compare the responses**

Compare the information with other tools, books, or academic articles.

**3. Ask follow-up questions**

Go deeper with more specific questions to test consistency and solidity of the response.

**4. Request practical examples**

Ask for examples, case studies, or applications to verify your understanding of the topic.

**5. Check the logic**

Make sure the reasoning is coherent and free from contradictions.

**6. Use your judgment**

Assess overall credibility and integrate the response with your own knowledge.

#### RAPID EVALUATION SCALE

**Insufficient**

Incorrect, irrelevant, or not useful.

**Sufficient**

Partially correct but incomplete or unclear.

**Good**

Correct and fairly complete, with room for improvement.

**Very good**

Correct, complete, clear, and well structured.

**Excellent**

In-depth, accurate, well argued, and with reliable sources.

**WARNING SIGNS**

- Generic or vague information
- Lack of sources or references
- Outdated data (check the date)
- Logical contradictions or inconsistencies
- Assertions without evidence
- Invented or unverifiable citations

**GOOD PRACTICES**

- Be specific in your requests
- Provide clear context and objectives
- Iterate and refine your questions
- Save and organize useful responses
- Always cite sources when using the content

**REMEMBER**

The final responsibility is yours. Always verify, analyze, and adapt responses before using them in academic or professional contexts.

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Figure 27 Evaluate the responses

Responses produced by ChatGPT Edu should not be considered automatically correct. They may contain incomplete, inaccurate, outdated, or unclear information. Before using any content, it is therefore necessary to verify its relevance, accuracy, completeness, clarity, and impartiality, as well as its logical consistency, the reliability of its sources, and the possible presence of unsupported claims. This level of attention is particularly important in academic and professional contexts, where responses may be included in documents, lessons, research, or operational decisions. Responsible use of ChatGPT Edu always requires critical evaluation by the user.

## Best Practices and Ethical Use



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ARTIFICIAL INTELLIGENCE

USER GUIDE FOR USING CHATGPT EDU

### GOOD PRACTICES AND ETHICAL USE

Use ChatGPT Edu in a responsible, ethical, and mindful way to maximize the benefits and minimize the risks.

**ChatGPT Edu**

- New chat
- Search chats
- Projects
- Scheduled tasks
- Images
- Library
- Apps
- Agents
- Deep Research
- GPT

**Your chats**

- Text analysis
- Article outline
- Sustainability project ideas
- AI exam preparation
- Communication plan

**My GPTs**

- Tutor of Chemistry
- Antitrust Analyst
- English GPT

**Your Name**  
University of Bergamo – EDU

#### CORE PRINCIPLES



**Responsibility**

Be responsible for how you use AI and the impact of your decisions.



**Integrity**

Use ChatGPT Edu for personal growth, not to deceive or harm others.



**Privacy**

Do not share personal, sensitive, or confidential data.



**Fairness**

Ensure that content supports fairness and does not cause harm.



**Transparency**

Declare when you used AI, especially in academic or professional work.



**Respect**

Interact respectfully and considerately, regarding people, ideas, and opinions.

#### WHAT TO DO

- Always verify information:** check it with reliable and up-to-date sources.
- Personalize and adapt:** use the response as a starting point, not as the final answer.
- Be transparent:** indicate when and how you used ChatGPT Edu.
- Protect data:** do not enter sensitive information or confidential material.
- Improve your skills:** use AI to learn, explore, experiment, and create value.

#### WHAT TO AVOID

- Do not copy and paste:** avoid presenting ChatGPT-generated content as your own.
- Do not generate content without critical review:** unverified information may be incorrect.
- Do not share sensitive data:** do not enter personal, clinical, financial, etc., data.
- Do not violate copyrights:** do not upload copyrighted content without permission.
- Do not automate judgments:** do not use AI for decisions that require human judgment.

#### QUICK CHECKLIST

Have I clearly defined my goal for using ChatGPT Edu?

Have I verified the information in reliable sources?

Have I adapted the response to my context?

Have I declared the use of AI when required?

Have I protected personal and confidential data?

#### GOLDEN RULE

Use ChatGPT Edu as an intelligent ally, not as a substitute for your critical thinking and language skills.

#### TOGETHER FOR RESPONSIBLE USE

Let's contribute to building an ethical, inclusive, and innovative academic community.

#### BENEFITS

- Increases productivity and efficiency.
- Promotes critical and reflective thinking.
- Supports creativity and innovation.
- Improves the quality of work and study.

#### POSSIBLE RISKS

- Inaccurate or incomplete information.
- Bias or stereotypes in content.
- Privacy and security violations.
- Overreliance and reduction of critical thinking.

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Figure 28 Best Practices and Ethical Use

The use of ChatGPT Edu should be guided by the principles of responsibility, integrity, confidentiality, fairness, transparency, and respect. The tool can support study, teaching, research, and professional activities, but it should not replace human judgment, source verification, or disciplinary expertise. It is important to avoid entering personal data, confidential information, or content not intended for sharing, and to assess the responses received carefully at all times. Ethical and informed use therefore requires an understanding of the tool's limitations, the adoption of appropriate behavior, and compliance with institutional purposes and guidelines.



## Contacts

If you still have questions or would like to learn more about the use of artificial intelligence at the University, you can visit the page dedicated to the AI Task Force at the following link: <https://www.unibg.it/ateneo/organizzazione-e-struttura/task-force>. On the page, you will find the guide on the use of Artificial Intelligence within the University of Bergamo and an FAQ section designed to answer the most frequently asked questions about the use of AI tools in academic and institutional contexts. If these resources are not sufficient to clarify your questions, or if you have specific needs, you can contact the AI Task Force at: [taskforceia@unibg.it](mailto:taskforceia@unibg.it).