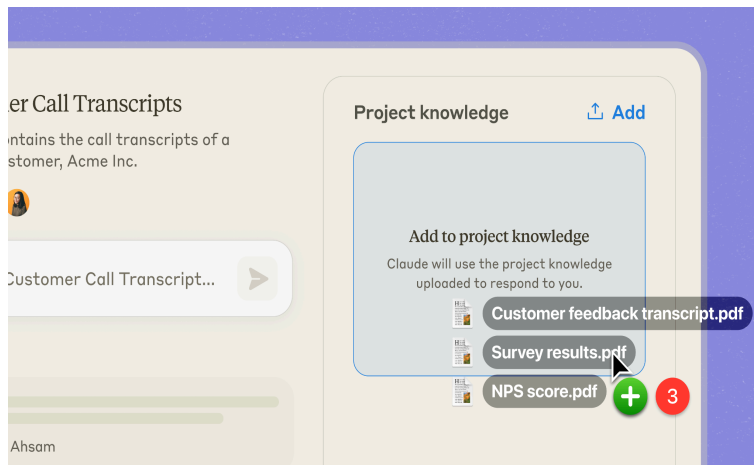# Claude for Edu – tips to get started

Claude for Edu

Claude for Edu is designed to seamlessly integrate AI assistance into your daily workflow and empower every team with trusted AI. Below is a quick overview of its key components:

- <u>Projects:</u> Dedicated workspaces that allow you to upload key documents and chat with Claude in a focused context.
- <u>Chats:</u> Conversational interfaces within projects where you interact directly with Claude, leveraging the context provided by the project's knowledge base.
- <u>Artifacts:</u> Outputs from your conversations with Claude, such as documents, code snippets, or diagrams, which can be easily modified and referenced.

These components work together to provide a comprehensive environment for AI-assisted work, enabling you to leverage Claude's capabilities efficiently across various tasks and domains.

Projects and Artifacts

We've designed Claude for Work with Projects and Artifacts to help you get the best prompt responses from Claude with the least amount of effort.

Projects

Projects allow users to create self-contained workspaces with their own chat history and knowledge bases. Within each project, you can upload documents, provide context, and have focused chats with Claude. You can upload relevant documents, text, code, or other files to a project's knowledge base, which Claude will use to better understand the context and background for your individual chats within that project.
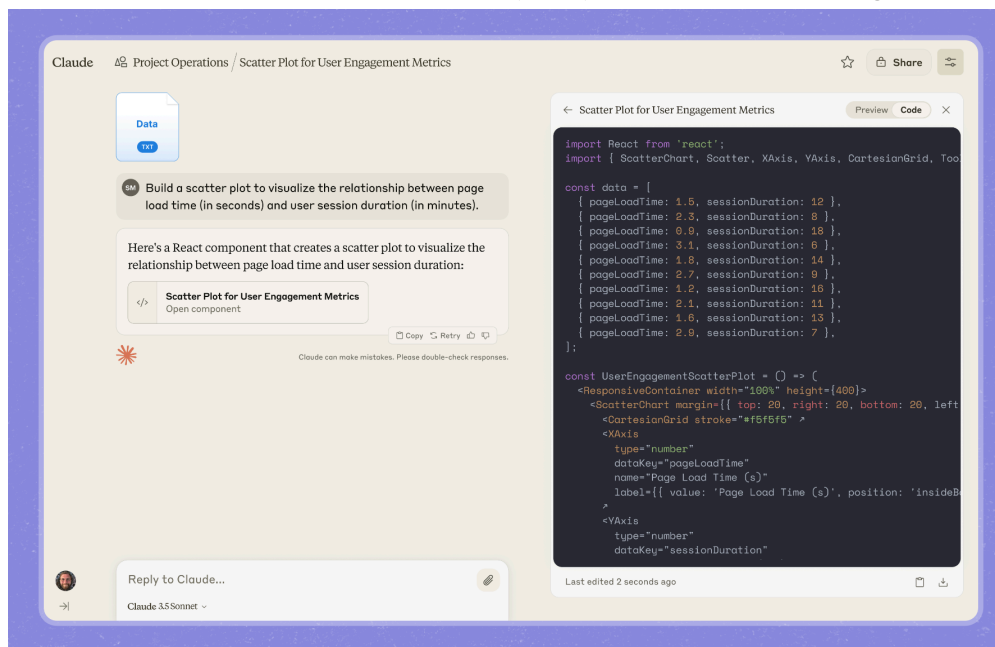
Each project includes a 500K context window (on the Enterprise plan) so you can add all of the insights needed to enhance Claude's effectiveness. If you are using the Team plan, projects can be shared with other members of your organization, allowing for collaboration and knowledge sharing. Multiple members can contribute documents and work together within the same project environment.

Pro tip: Name files you attach with titles that provide context to Claude (e.g. "Past product launch announcement", "Past viral product launch Tweet")

Pro tip #2: If you're struggling to figure out what documents or context would be most helpful to include in your projects, ask Claude!

Artifacts

Claude can create content for you in a dedicated window separate from the main conversation. Artifacts make it easy to have Claude draft content that you may want to modify, build upon, or reference later. Artifacts are shareable assets within Projects. Examples of file types with Artifacts include documents, code snippets, HTML/CSS/JS Apps, SVGs and diagrams.

Prompting Claude

Prompt engineering is the practice of structuring your instructions to a large language model, like Claude, so that it produces your desired response. In this document, we'll cover general best practices and several examples related to different lines of business.

Starter prompt examples for **faculty**

Task Overview	What to ask Claude	What to add to projects (e.g. documents, text, knowledge)
1. Create Engaging Lessons Plans & Syllabi	Create an engaging syllabus and lesson plan sequence for [Course Name] class. The course runs for [X] weeks, with [X] sessions per week. My students are [Student Demographic Description]. Please develop a comprehensive syllabus that includes: - Compelling course description - Clear learning objectives for each module - A week-by-week breakdown of topics and activities - Recommended readings and resources - Guidelines for student participation and expectations Please format with appropriate sections, clear headings, and visual organization	- Examples of successful syllabi from similar courses - Department curriculum guidelines - Course description and learning objectives from the course catalog - Existing learning objectives - Institutional academic calendar with important dates - Textbook chapters or readings
2. Create personalized learning paths	Design personalized learning paths for students in [COURSE/PROGRAM] with diverse backgrounds, skills, and learning preferences. Create a framework for individualized learning experiences that: - Accommodates different entry points based on prior knowledge - Addresses various learning styles and preferences - Provides scaffolding for struggling students - Offers extensions for advanced learners - Includes progress assessment checkpoints - Maintains core objectives while allowing personalization	- Course structure and learning objectives - Student demographic information and learning profiles - Performance assessment data - Differentiated instruction examples - Available learning resources and technologies - Institutional accommodation guidelines
3. Create a comprehensive faculty staffing plan	Please analyze the attached enrollment and develop a detailed faculty staffing plan for our business department. Analyze the trends and provide recommendations that include: - Current staffing gaps based on enrollment patterns	- Historical and projected enrollment data by course/program - Current faculty roster with specializations and teaching loads - Department budget information - Institutional faculty-to-student

	- Prioritized hiring recommendations (immediate, mid-term, and long-term) - Suggestions for teaching load adjustments to maximize efficiency - A phased implementation timeline - Budget implications with projected costs - Key performance metrics to evaluate staffing Please format your response with clear section headings, include tables for numerical projections, and ensure all recommendations are specific and actionable.	ratio guidelines - Cost data for different faculty types (full-time, adjunct, etc.) - Strategic plan or growth objectives for the department
4.Prepare conference presentations	Create a conference presentation on [Topic] for [Conference Name]. The presentation should last [X] minutes, with additional time for Q&A. Include: - Title and abstract to attract target audience - Introduction establishing topic significance - Logical structure with key points and supporting evidence - Interactive audience engagement elements - Conclusion reinforcing main message - Anticipated Q&A questions with responses Please structure this with allotted time for each section.	- Research papers/materials on presentation topic - Conference guidelines and submission requirements - Examples of successful previous conference presentations - Supporting data, statistics, and findings - Audience information and interests

Starter prompt examples for **students**

Task Overview	What to ask Claude	What to add to projects (e.g. documents, text, knowledge)
1. Generate Study Guides and Summaries	Create a comprehensive study guide from the attached course materials. Include: - Core concepts and theories with clear explanations - Logical structure with effective headings - Key terms, definitions, and	- PDF or document versions of course syllabus - Lecture slides/presentations - Textbook chapters or readings - Class notes or transcripts - Previous exams or assignments (if available)

	formulas - Connections between related concepts - Brief executive summary of critical takeaways - Examples illustrating complex concepts Please format the study guide with appropriate sections, subsections, and visual organization to maximize learning and retention.	- Examples of well-structured study guides for reference
2. Create Practice Questions / Quizzes	Using the course materials I've provided, create a comprehensive set of practice questions that will help me master the material and prepare for assessments. Please: - Organize questions by topic/chapter/module for targeted practice - Include questions at various difficulty levels (basic recall, application, analysis, synthesis) - Create questions that address the most important concepts and likely exam topics - Provide detailed answer explanations that reinforce understanding - Indicate the approximate difficulty level for each question Please produce this as an interactive quiz with at least 5 options for each question	- Course learning objectives or outcomes - Previous assignments, exams, or quizzes - Lecture notes - Textbook chapters with highlighted important sections - Examples of question types the instructor typically uses - Any rubrics or assessment criteria provided by the instructor
3. Create Project Timelines and Schedules	Help me create a detailed project timeline and schedule for [project name]. The project involves [brief description] and needs to be completed by [final deadline]. Please Include: - Breakdown of phases and specific tasks - Time estimates based on complexity - Critical path tasks and dependencies - Strategic milestones and buffer time - Resource allocation recommendations - Progress tracking suggestions Please assign a team member as the owner for each specific task.	- Project brief or requirements document - List of team members and roles - Any existing deadlines or milestones - Examples of successful project timelines from similar projects - Constraints or limitations that might impact scheduling

4: Resume and CV Optimization	Review my attached resume/CV and help me optimize it for [specific job title/industry]. Provide: - Specific improvements to highlight relevant skills - Rewrites for key bullet points emphasizing accomplishments - Recommendations for effective structure and organization Please provide both specific line-by-line edits and a completely rewritten version that implements your recommendations.	- Current resume/CV - Target job description - Industry examples of effective resumes for similar positions - Your professional accomplishments, and skills (if not fully captured in current resume) - Details about the specific role or industry you're targeting - Any feedback you've previously received on your resume

5: Interview Preparation and Practice	Help me prepare for my upcoming interview for [position] at [company], within [industry] Please:
	- Create a set of likely interview questions specific to this role, company, and industry, including:
	  - Technical/domain-specific questions
	  - Behavioral questions using the STAR method
	  - Questions about my experience and background
	  - Questions about the company and why I want to work there
	
	Provide strategic guidance on how to approach each type of question, a framework for answering difficult or unexpected questions. Recommend a pre-interview preparation routine and checklist.
		- Job description for the position
		- Your resume/CV
		- Company information (mission, values, recent news, products/services)
		- Industry trends or challenges
		- Your work history and notable accomplishments
		- Any specific concerns or areas where you feel less confident