MS-CC

AI WEBINAR SERIES

in partnership with INTERNET2



This material is based upon work supported by the National Science Foundation under Grant# 2234326. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

AI Tools You Can Use Today (No Coding Required)

May 20, 2026

Pavan Nara, AI Technical Specialist, MS-CC

Amanda Tan, Associate Director for Research Development, MS-CC

Agenda

1. Why AI adoption feels difficult
2. From prompting to workflows
3. Practical AI workflows for faculty, researchers, and staff
4. Prompting, NotebookLM, and AI assistants
5. Custom GPTs, Gems, and guided AI experiences
6. What comes next: RAG, embeddings, agents, and Hugging Face
7. Key takeaways and resources

MS-CC

Why AI Adoption Feels Difficult

UTILITY

Is this useful in my role?

SAFETY & COMPLIANCE

Is this safe and institutionally acceptable?

DATA PRIVACY

What data should I avoid sharing?

VERIFICATION

How do I verify outputs?

Where do I even start? AI adoption is a workflow and decision-making problem, not only a technology problem.

From Prompting to Workflows

SCENARIO: SUMMARIZATION

One-off: "Summarize this paper." | **Workflow:** "Extract methods, claims, limitations, and gaps relevant to my project."

SCENARIO: EMAIL WRITING

One-off: "Write an email." | **Workflow:** "Identify audience, deadlines, and policy requirements before drafting."

Good AI use starts with structuring the task, not outsourcing the thinking.

A Simple Model For AI Workflows

STEP 1
Start with real material

STEP 2
Structure the problem

STEP 3
Generate a useful output

STEP 4
Validate the result

FINAL STEP: Reuse the workflow

Practical AI Workflows

FACULTY
Lesson planning, assignment redesign, rubric drafting

RESEARCH
Literature review support, paper summarization, brainstorming

STAFF
Email drafting, meeting summaries, documentation

GOAL: Reducing repetitive cognitive overhead, not replacing expertise.

How to Create GPTs or Gems

ChatGPT
On Chat GPT left sidebar, go to GPTs → Explore GPTs → Create

Gemini
On Gemini left sidebar, go to Gems → New Gem

Common fields in design
Name, Short descriptions and Instructions

Workflow Example: AI Use Case Navigator

Task: AI Use case selection and safe use planning

PROBLEM: Sequential prompts are good, but not the right approach for reproducible, reusability or repeated usage

WORKFLOW TOOLS

Instructions →Capture role, task, boundaries, intake questions, desired output and format

AI Assistants ⟶ Turn the workflow into a reusable no-code assistant

Institutional limits⟶ Identifying policies, privacy, data-use and approval limits

Human review⟶ Validate accuracy, next steps and appropriateness

CAUTION: Do not let AI decide policy. Do not paste confidential, internal data or student info unless approved.

Workflow Example: AI-proof assignment redesign

Task: Assignment redesign and academic integrity

PROBLEM: Students can use AI to get polished answers → Learning, reasoning, PoC (redesigned)

WORKFLOW TOOLS

Gemini → Analyze what AI can complete easily from original assignment

Learning objectives→Check what the assignment is supposed to measure

AI-use policy→ Decide whether AI is allowed/limited use/prohibited

Rubric review→ Add criteria for process, evidence and reflection

CAUTION: Do not ban AI. Redesign the task so student's aptitude gets visibility and is assessable.

Workflow Example: Evidence Triage Assistant

Task: Literature review and Source evaluation

PROBLEM

The need of the hour isn't another generic summary. We need to know source claims, evidence supporting it, and what still needs verification.

WORKFLOW TOOLS

Custom Agents / Commercial models

→ Step 1: Discover possible sources and context

→ Step 2: Extract claims, state-of-art, methods, evidence, limitations

→ Step 3: Compare and follow-up

→ Step 4: Verify, Validate and reuse sources/citations

WATCH-OUTS: AI can misread or invent citations. Always verify original source before using it.

Prompting Fundamentals

STRUCTURE
Strong prompts include role, task, context, constraints, and desired output.

CONTEXT
Better prompting is about better context, not magic wording.

PROCESS
Iteration and refinement are normal parts of AI interaction.

EXAMPLE
Ask AI to analyze an assignment for learning objectives and AI outsourcing risks.

PRO-TIP: Treat prompting as collaboration, not just a command.

NotebookLM: Working with Your Own Documents

SOURCE MATERIALS
Useful for uploaded PDFs, policies, notes, and research papers

CAPABILITIES
Summaries, study guides, thematic comparisons, and literature reviews

ORGANIZATION
Effortlessly organize and manage large sets of notes and references

GUIDELINE: Always verify outputs and avoid restricted institutional data

Building Reusable AI Assistants

CUSTOM GPTS
Reusable workflows and uploaded knowledge

GEMINI GEMS
Lightweight assistants in the Google ecosystem

CLAUDE PROJECTS
Long-form research and writing contexts

PERPLEXITY SPACES
AI-powered search and citations

TIP: Start with specific, narrow use cases for best results.

Gemini Gem + NotebookLM

ATTACH THE NOTEBOOK

In the Gem creation interface, select **NotebookLM** from the menu

SET INSTRUCTIONS

Tell the Gem how to use the notebook

INCREASED FILE LIMITS

With NotebookLM, the Gem can hold multiple sources

CROSS-NOTEBOOK QUERYING

To cross-reference separate data seamlessly attach **multiple notebooks** to a single Gem.

TIP: Clean messy data with NotebookLM first for more accurate Gem outputs

AI Tools are More Than Just Prompting

FUTURE INSTITUTIONAL NEEDS

AI grounded in approved campus documents & searchable knowledge

EFFICIENCY & CUSTOMIZATION

Workflow automation and institution-specific assistants

KEY COMPONENTS: RAG, embeddings, and agents become essential.

Embeddings, RAG, and Agents

EMBEDDINGS
Searchable meaning-based representations

RAG
Retrieve documents before the AI answers

AGENTS
Systems that can follow steps and use tools

SUMMARY: These approaches help ground AI systems in institutional knowledge.

Why Hugging Face Matters

MODELS & DATASETS
Access open models and datasets

EXPERIMENTATION
Experiment with lightweight AI applications

DEPLOYMENT
Deploy simple demos and assistants

BEYOND CHAT
Explore AI beyond commercial chat interfaces

LEARNING: Useful for institutional experimentation and learning

From No-Code to Low-Code: Why Level Up?

No-Code

ChatGPT, Gemini, Grok, Perplexity → Instant use, to minimal setup required

Low-Code

Hugging face Spaces, Streamlit, Replit → You can share these and scale them appropriately

Full-Stack

Custom APIs, Production Apps → Complete Control

Low-Code Platforms for Education

Hugging Face Spaces - BEST for AI workflows

ML-focused hosting, Built for models and workflows and Easy non-coder sharing

Streamlit Cloud - BEST for Data Apps

Dashboards, Faster Deployment

Replit - BEST for Learning

Full Dev IDE, Educational lens

Key Takeaways

AI TOOLS & WORKFLOWS
Different AI tools support different workflows

BEYOND PROMPTING
Prompting alone is not enough

DATA AWARENESS
Validation and data awareness are essential

EFFICIENCY
Reusable workflows reduce friction

NEXT STEP: Start with one practical workflow you can test tomorrow

What’s Next

COMING NEXT IN THE MS-CC AI READINESS SERIES

Getting Started with AI Coding and Jupyter Notebooks

June 17, 2026

Participants will:

- Learn the basics of working with Jupyter Notebooks
- Run a simple end-to-end AI workflow
- Explore introductory AI models and datasets
- Understand next steps for technical engagement

Ready to move beyond AI tools and begin experimenting with simple AI workflows?

This session serves as a bridge into more advanced MS-CC programs, including AI Accelerators, hackathons, cloud-based AI workflows, and technical consulting.

Mark your calendars for June 17, 2026!

Questions??

Contact Us

Amanda Tan

Mail: atan@internet2.edu

Pavan Subhash Chandrabose Nara

Mail: pnara@internet2.edu