

# Preparation for the Session

To make the most of our time together, please review the following materials and setup instructions. Don't worry if you're new to AI tools; we'll walk through everything together during the session!

## Pre-Reads to Prepare for the Session

- Read Ethan Mollick's *One Useful Thing* Blog Post, [15 Times to Use AI, and 5 Not To](#)
- Optional Listening: *AI, Unscripted* podcast episodes, [AI & Information Literacy: Teaching Students to Think Critically](#) and [Sustainable AI: Balancing Innovation with Environmental Responsibility](#)
- Reflect on one area of your life (learning, creativity, travel, work) where AI might be useful

## AI Tools that Don't Require Account Creation

- [ChatGPT](#) (limited free access without login)
- [Gemini](#) (limited free access without login)
- [Microsoft Copilot](#) (no login required)
- [Perplexity](#) (no login required for basic use)

Note: While you can use these tools without creating an account, I recommend creating a free account with at least one tool for the best experience during our hands-on activities.

## Instructions for Using Zoom and an AI Tool Simultaneously

We will experiment with AI chat bots during this session. If you would like to experiment on your own, you will want to have your Zoom screen and a browser window (Chrome/Safari) open as side-by-side windows. To accomplish this for desktop/laptop users, follow these instructions:

1. Open Zoom in one browser window
2. Open your AI tool (ChatGPT, Claude, etc.) in a separate browser window
3. Resize windows so both are visible side-by-side
4. Keep Zoom on one half of screen, AI tool on the other

For iPad/Tablet users, follow these instructions:

1. Open Zoom
2. Swipe up from bottom to access Dock
3. Drag Safari/Chrome from dock to right or left edge of screen
4. Navigate to your AI tool in the browser half
5. Both apps should remain visible

For participants that would prefer not to experiment on their own, I will also demo from my computer and share my screen