



ChatGPT Edu

Build Your Own Custom GPT

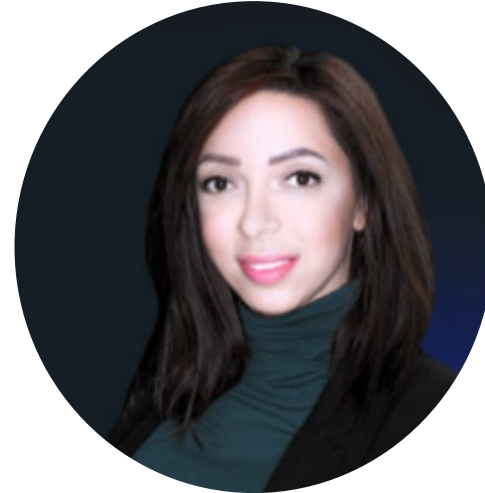




ChatGPT Edu | Meet the Team



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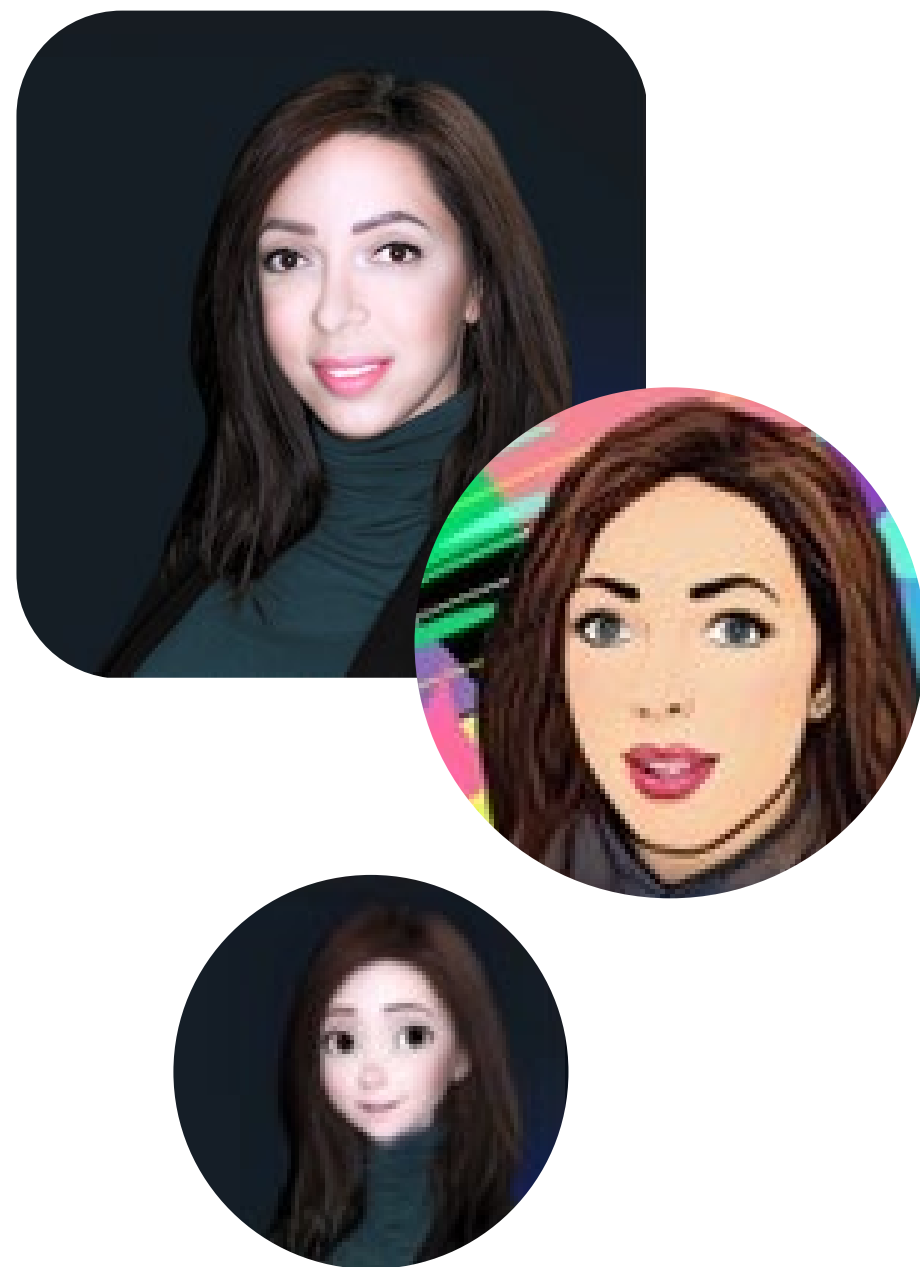
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ChatGPT Edu | Introduction



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GOALS

01 Differentiate between standard ChatGPT and Custom GPTs

02 Identify key benefits of Custom GPTs

03 Create a Custom GPT

04 Apply best practices to refine and optimize a Custom GPT





What Are Custom GPTs?

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Benefits



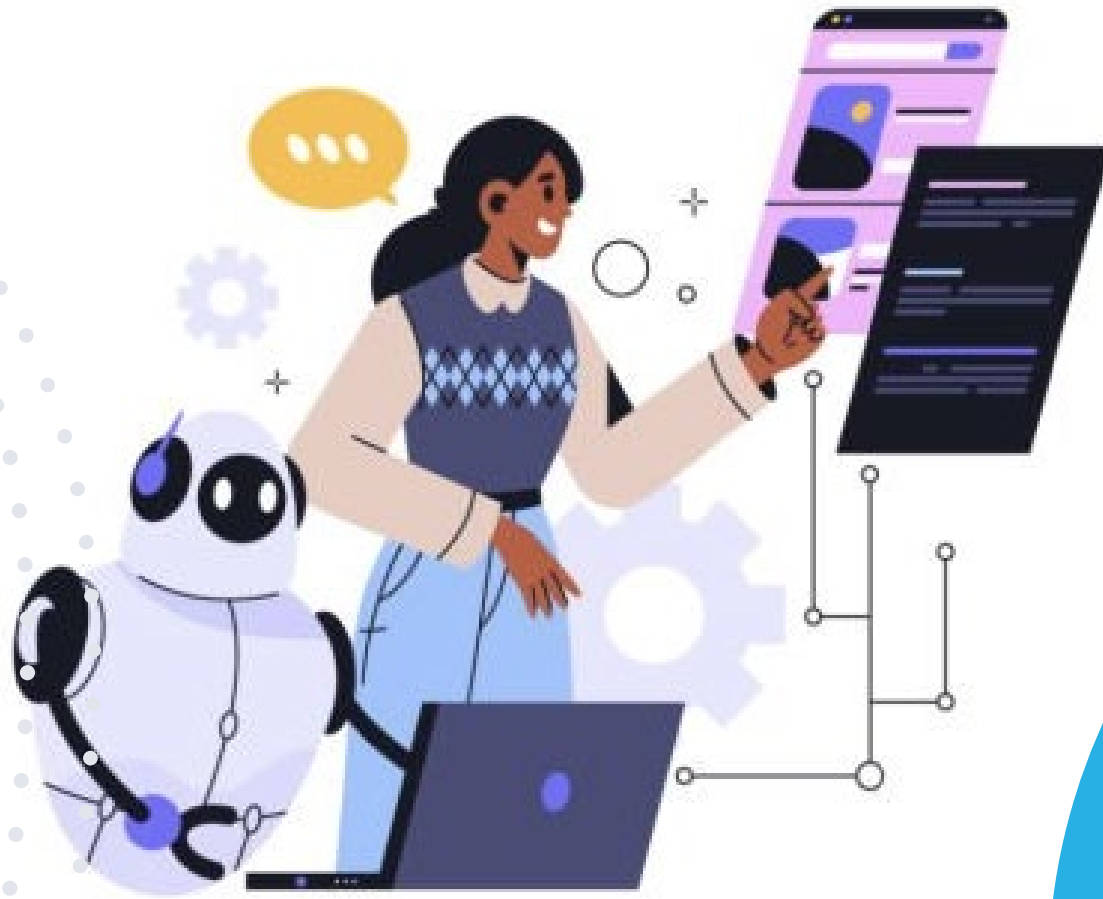
SPECIALIZED
KNOWLEDGE

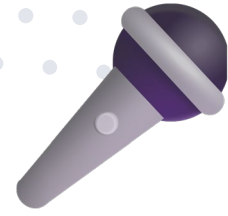


PERSONALIZED
LEARNING



STUDENT
SUPPORT





Live Demo: Creating Custom GPTs in ChatGPT Edu

CreateConfigure

Name

Name your GPT

Description

Add a short description about what this GPT does

Instructions

What does this GPT do? How does it behave? What should it avoid doing?

Conversation starters

Knowledge

If you upload files under Knowledge, conversations with your GPT may include file contents. Files can be downloaded when Code Interpreter is enabled

Upload files

Capabilities

☒ Web Search

☒ Canvas

☒ DALL·E Image Generation

☐ Code Interpreter & Data Analysis

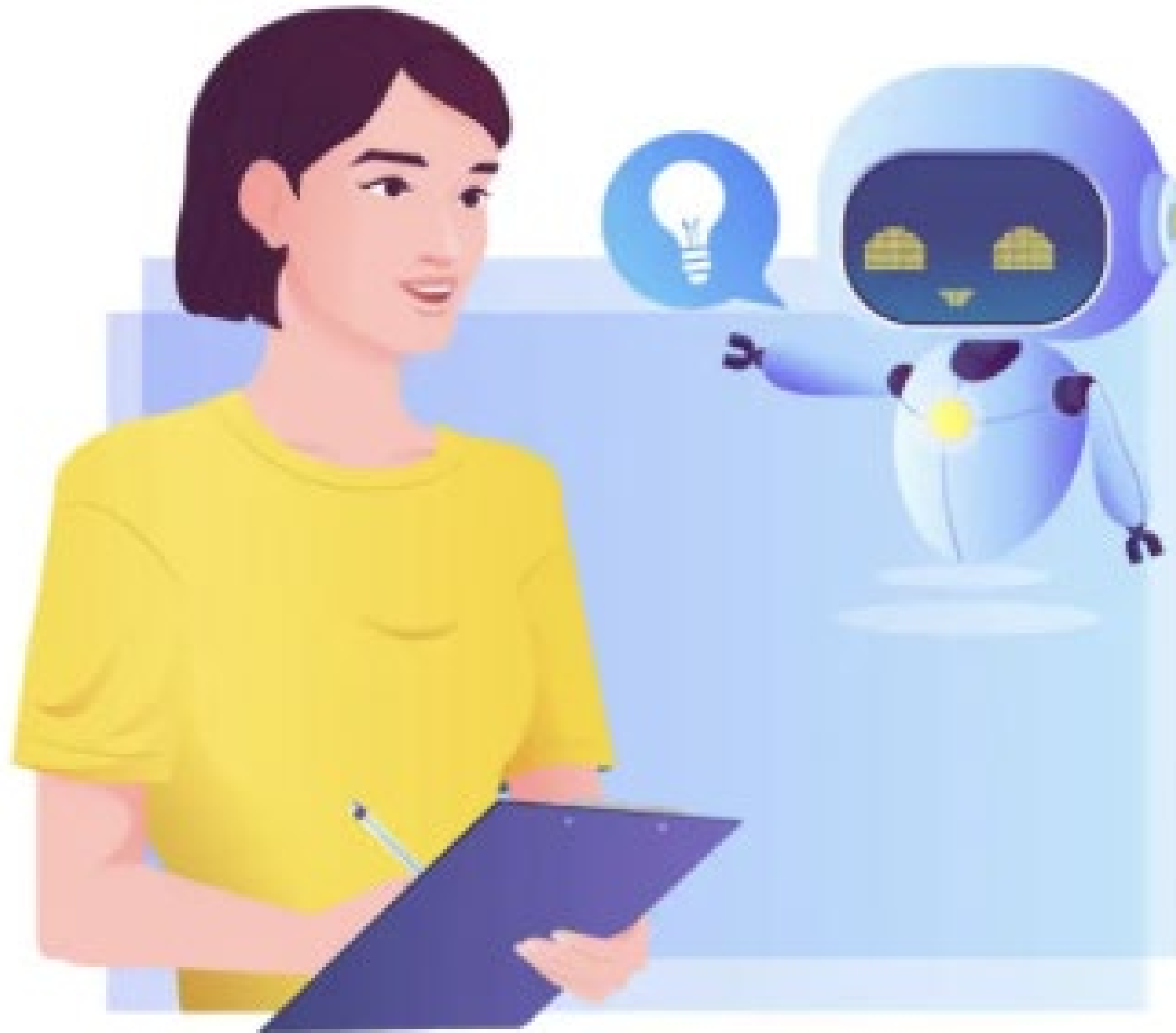
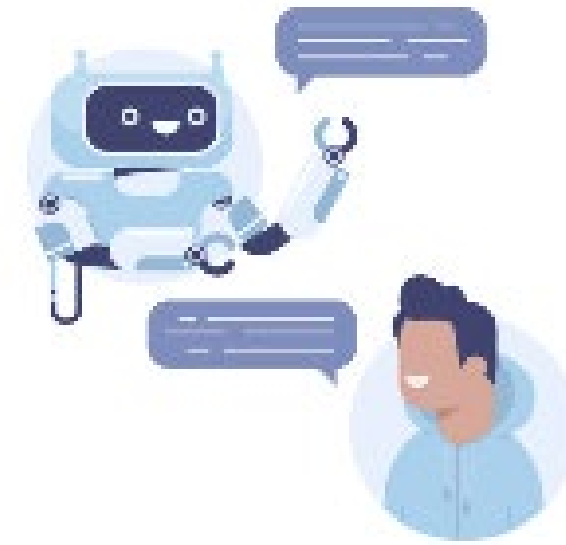
Actions

Create new action

Preview

Ask anything

Benefits & Examples of Custom GPTs



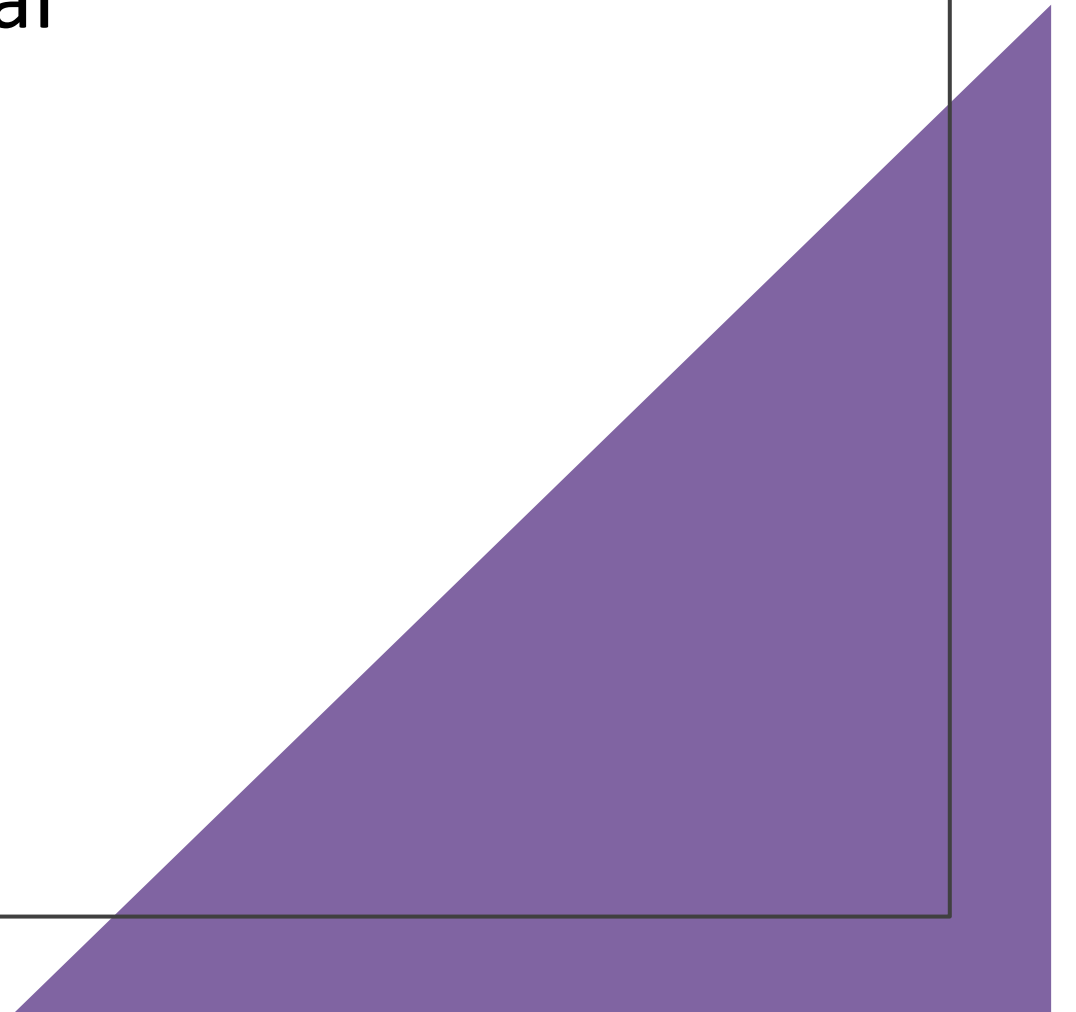
Final Tips

At the **very bottom** of the GPT configuration screen

Setting	Turn ON if...	Turn OFF if...
Web Browsing	You need live info (news, prices, events, etc.)	You want only trusted, fixed sources
Code Interpreter	You analyze data, run code, or do math/plots	Your GPT is just informational or conversational
DALL·E	You need visual generation (art, marketing, lessons)	Your GPT is text-only or fact-based
File Uploads	Users will upload files for GPT to work with	You want to tightly control content access

Final Tips

- Instructions are the heart of the GPT's personality and limits
- Use this feature to personalize support, safely and meaningfully
- You can ask students to create their own with clear expectations!



Best Practices

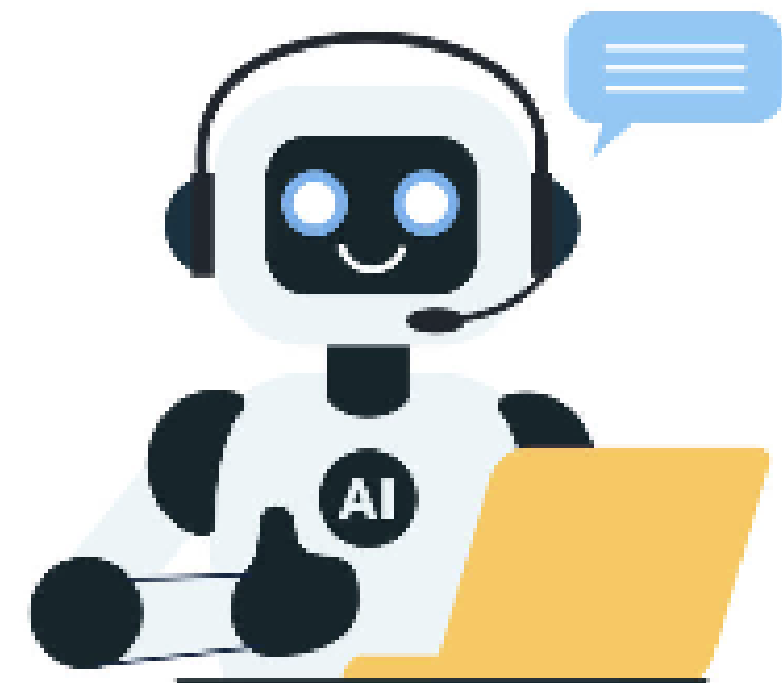
For best results:

- **Define the GPT's purpose clearly**
- **Be specific in your instructions and structured prompts**
- **Use examples to guide responses**
- **Avoid overloading with information at once**
- **Refine responses based on testing**

Common Mistakes:

- **Vague or conflicting instructions**
- **Expecting perfect answers immediately**
- **Not testing in multiple scenarios**

Important: Avoid adding sensitive data



Benefits and Limitations of Using a Custom GPT

Benefits:

- Personalized support for students (tone, role, purpose)
- Great for support, brainstorming, motivation, and planning
- Encourages self-regulation and time management
- Useful for concept clarification and practice
- Easy to build; no coding required
- Can be shared with students or peers

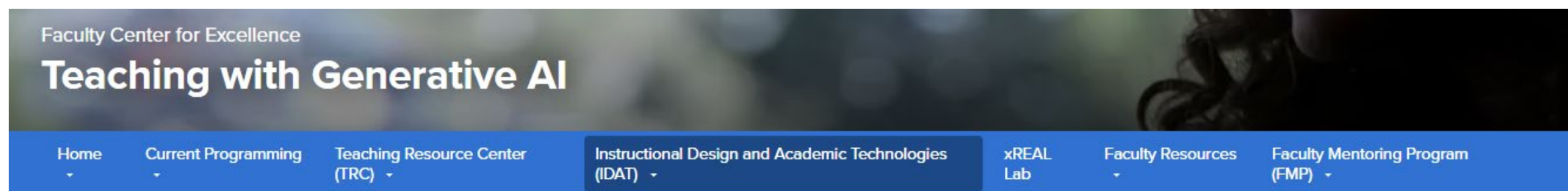
Limitations:

- Can browse the web only if the browser tool is enabled during setup
- Not truly trained; just guided by instructions
- No analytics or user tracking unless paired with external tools
- Responses can vary; GPTs follow instructions but aren't always predictable
- Need clear guardrails to prevent inappropriate or off-topic use

Important Limitations When Creating a Custom GPT

Category	Details	Tips
Instructions Limit	Max 8,000 characters in the Instructions field (including spaces).	Keep behavior instructions concise and focused on tone and guidance.
File Uploads	Up to 20 files can be uploaded, max 512 MB each.	Organize and title files clearly so content is easy to reference.
Accepted File Types	.pdf, .txt, .csv, .docx, .json (no audio/video/image files).	Use clean, text-based files to improve understanding.
Real-Time Web Access	Browser tool must be enabled manually; not always instant or comprehensive.	Only enable if the GPT needs to access current, web data.
Memory	Custom GPTs don't retain memory across multiple chats , unless the user continues the same chat thread.	Use uploaded docs to simulate reference memory.
Analytics	No usage stats or tracking available natively.	Use check-ins or surveys to assess student use/feedback.
Model Training	Does not support traditional training (retraining the model requires coding, data prep, and developer tools through OpenAI); Can guide the behavior via instructions/files. It follows rules and reference materials you give it.	Use examples, instructions, upload files, and starter prompts to shape behavior effectively.

Teaching with Generative AI



Contact Us

Faculty Center for Excellence

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📍 [PL-4005](#)

Office Hours

Monday - Friday:
8:00 am-5:00 pm

Saturday - Sunday:
Closed

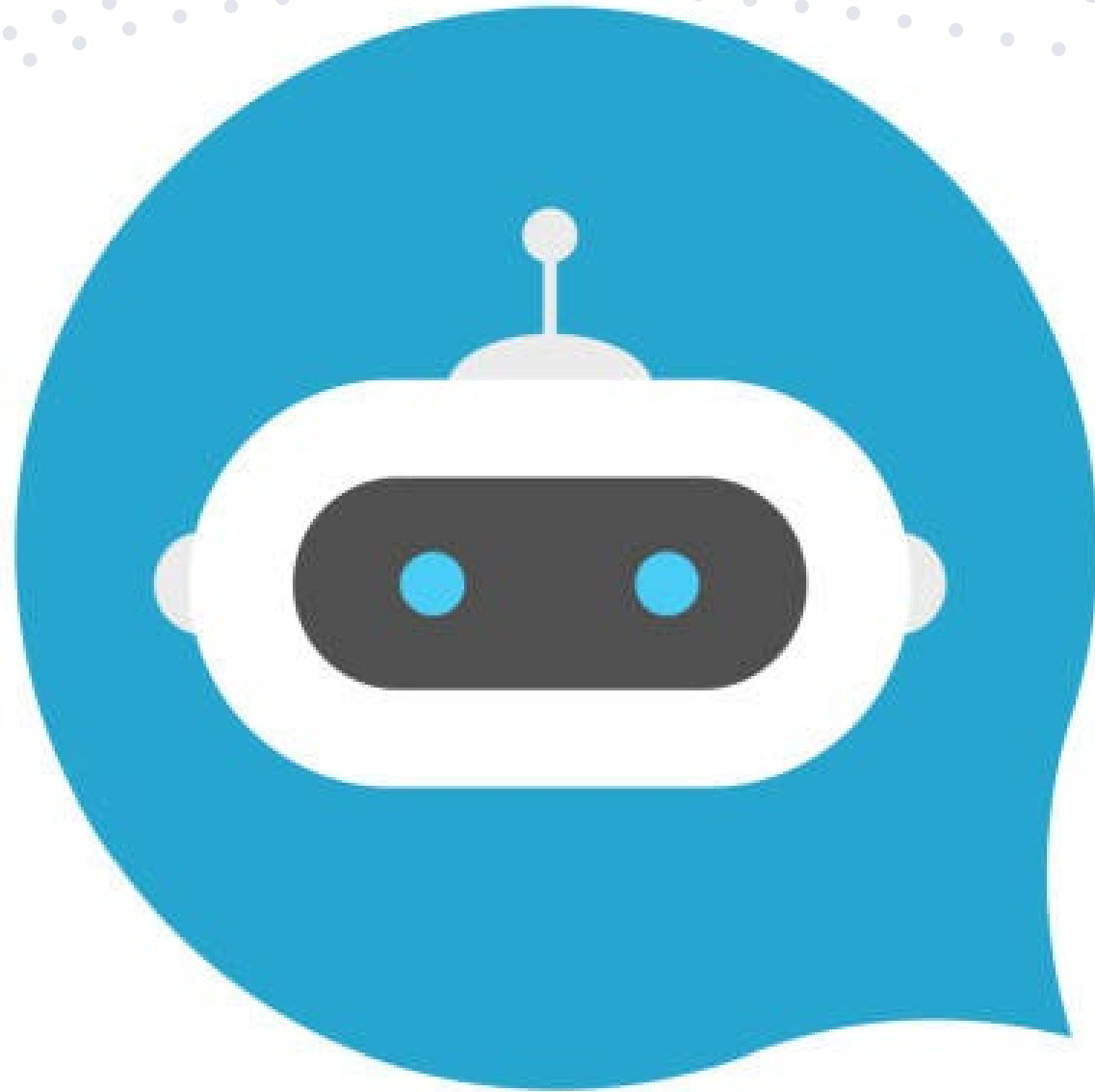
[FCE Reservations](#)

Main Number: 909-537-7684

Canvas and instructional design support:
909-537-7439

[Canvas Support Request](#) ✉

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**THANK
YOU**