Use GenAI to make learning resources you can keep: printed companion

A GenAI workshop for the Department of Management, LSE.

How to use this printed companion

You'll be working on a laptop, so keep this sheet beside you and use your whole screen for Claude. It has the steps for each part of the session, in the same order as the digital worksheet.

Some things only work on screen, such as prompts you copy into Claude and links you open. When you need one of these, this sheet tells you where to find it, like this: **Digital worksheet, screen 3**. Open the digital worksheet in a browser tab next to Claude and go to that screen using the contents down the side.

To open the digital worksheet, scan this QR code with your phone or laptop camera, or type this short link into your browser: **tinyurl.com/dom2910**. It opens a page with all of today's resources. Scroll down to **Part 2: Your turn** and select **Open the worksheet**.

Before you start, you need

- An LSE Claude account to do the activities. Accounts aren't activated straight away, so if you don't have one yet, request one using the form in Part 2 of the resources page and work with a colleague today. If you see "Access denied", see Troubleshooting at the end of this sheet.
- Three to five teaching files from one course, such as your course outline, one week's slides and a case study.
- Claude open in one browser tab and the digital worksheet in another.

Plan for the session

Time	What you'll do	Digital worksheet screens
10 min	Prepare your materials	2
10 min	Set up a Claude Project for your course	3
30 min	Your turn: choose and build one resource	4 to 7
10 min	Plan where you'll use it, and questions	8

1. Prepare your materials (about 10 minutes)

Preparing your materials means collecting the files you'll give Claude in one folder on your computer, then getting each file into the format that works best.

Collect your files in one folder

1. Decide which files to add: three to five from one course, for example your course outline with the topic for each week, the slides or notes for one week, a case study or seminar task, and notes on what students find difficult.
2. Create a folder for this Project on your computer, for example in OneDrive, name it after your course, and put copies of the files in it.

This folder is your master copy. Whenever you edit or add files for your Project, add them to this folder first, and then Claude, so nothing ends up only in Claude.

Leave out anything about individual students. For published readings and other third-party content, check the Library's Copyright Hub guidance on GenAI (link on **Digital worksheet, screen 2**).

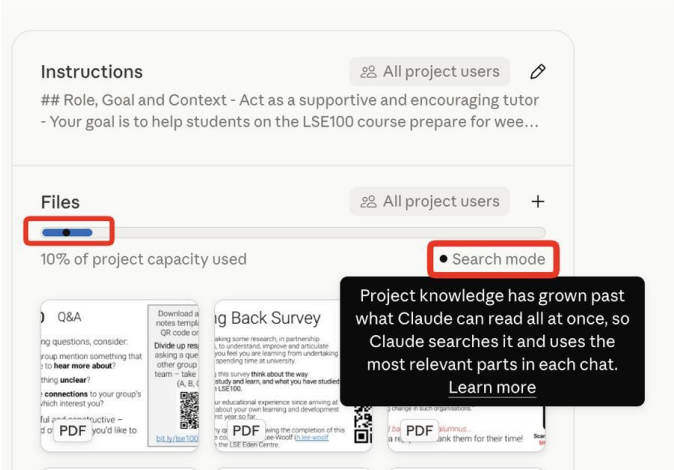
Prepare each file for its type

- **Files where an image or diagram is essential:** keep them as PDFs. Claude Projects don't accept PowerPoint files, so save slides like this as a PDF from PowerPoint.
- **Everything else:** convert to Markdown, a plain-text format GenAI tools read in full. Open deskmark at **bit.ly/deskmark** (LSE Claude account needed), drag and drop your files into the upload box, then save the Markdown files in your folder.

2. Set up your Project (about 10 minutes)

You'll need **Digital worksheet, screen 3** for the instructions template and the test prompt.

1. In Claude, select **Projects** in the sidebar, then **New project**. Name it after your course.
2. Select the pencil next to **Instructions**. Copy the instructions template from **Digital worksheet, screen 3**, fill in the parts in [square brackets] and paste it in. You may find it easier to edit the template in a Word document first.
3. Select **+** next to **Files** (called **Context** in some versions of Claude) and add the Markdown files and PDFs from your Project folder.
4. Check the capacity bar in that section. If it says Search mode, consider replacing PDFs with Markdown versions.
5. Start a chat inside the Project and send the test prompt from **Digital worksheet, screen 3**.



If you see Search mode like this, Claude is no longer reading all your files at once.

3. Your turn: choose your activity (about 30 minutes)

Choose one resource to build. Each has its own screen in the digital worksheet, with a prompt to copy and a variation.

Activity	What students do	Digital worksheet screen
A. A revision activity	Practise concepts from several weeks, mixed together	5
B. A map of your course	Explore how concepts connect across weeks	6
C. An animated explainer video	Watch a concept build up step by step	7

Have your own idea? You don't have to follow these activities. Tell Claude what you'd like to build in a new chat in your Project, and ask it to check its plan with you first.

Building your resource

1. Go to the screen for your activity and copy its prompt into a new chat in your Project.
2. Answer Claude's questions, one at a time.
3. Check the content Claude shows you, such as questions, explanations or a storyboard, before it builds anything.
4. Test the result as a student would, on a phone as well as a laptop.
5. Make one change at a time, in separate messages.

Making a video (Activity C)? Aim to get as far as the storyboard and preview stills in the session. The full render takes several minutes and carries on while you move on, as long as you leave the Claude tab open.

4. Skills to take with you (about 10 minutes)

Everything you practised today works in any GenAI tool:

- **Give it context.** Start from your own materials and course sequence.
- **Use plain-text files.** Markdown takes little space, and you can see what the tool sees.
- **Ask for a plan before a build.** Have the tool ask you questions and show you the content first.
- **Check what it makes.** Compare it with your materials and test it as a student would.
- **Keep the files.** Download what you make and keep it in your Project folder.

To finish, think about where you'll use your resource first: which week, and what students will do before and after it.

After the session

The digital worksheet has optional Go further screens for when you have more time:

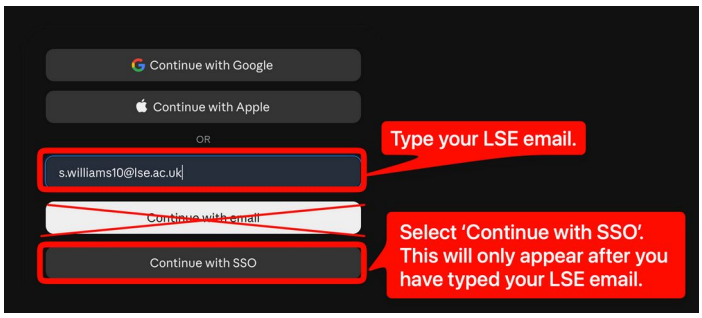
- **Digital worksheet, screen 9**: How Claude reads your files, and why Markdown works better.

- **Digital worksheet, screen 10**: Save, host and share your HTML file on Moodle, Netlify, whatimade.app or GitHub Pages, with an accessible PDF version, or use Lovable for activities that need GenAI inside them.
- **Digital worksheet, screen 11**: Create a style guide, so everything you make looks and sounds consistent.
- **Digital worksheet, screen 12**: Build, test, improve, including a way for students to get GenAI feedback.
- **Digital worksheet, screen 13**: Examples for inspiration made by LSE colleagues.
- Creating effective Claude Artifacts, a guide for LSE educators: **bit.ly/lse-artifact-guide** (LSE Claude account needed).

Troubleshooting: "Access denied"

If you've requested an LSE Claude account but can't open resources other people have shared, you're probably not signed in with SSO (single sign-on).

1. Sign out of Claude.
2. Go to claude.ai and type your LSE email address in the email box.
3. Don't select **Continue with email**. Select **Continue with SSO**, which appears once you've typed your email.
4. On the Microsoft sign-in screen, enter your LSE email address and your normal LSE password.



If you still can't get in, email the IT service desk at tech.support@lse.ac.uk. More help is on **Digital worksheet, screen 14**.

Questions about today

- **Dr Dori Sallai**, Workshop lead, Department of Management, d.sallai@lse.ac.uk
- **Steven Williams**, AI and Education Specialist, s.williams10@lse.ac.uk

Help using GenAI in your teaching

- **Jamie Hayward**, AI and Education Specialist, J.Hayward1@lse.ac.uk