

An AI Interactive Session: Learn How to Use a Variety of AI Tools to Create Documents, Images, Animations, and Videos

Workshop Resources and Prompts

Here is a link to the resources we will use during the workshop. You will be asked to copy and paste some of the instructions contained in the link below into the AI tools (this will save time typing).

The link below and QR code will take you to a Google Document with the information that will be used in the workshop.

Link: <https://bit.ly/AIWorkshopResources>



How to Access AI Tools

In order to participate in the workshop, you will need access to several AI tools. We will not have time to have everyone download and trouble shoot gaining access to the AI tools. Please make sure you can access the tools we will cover in the workshop prior to the workshop. Here are instructions for accessing those tools.

It is assumed that you will have downloaded these tools prior to the workshop. The link below and QR code will provide links to video-based instructions for the logging into all the tools below.

Link: <https://bit.ly/LTENTools>



Text Tools

Here are the tools we will use when we discuss creating images with AI generating text-based information.

To sign up to ChatGPT

1. Go to: <https://chat.openai.com/>.
2. Go to the bottom left corner and click on the green button labeled “Sign Up”.
3. Choose how you want to sign up. Follow on-screen instructions.
4. Enter password, if logging in with email. Otherwise follow instructions on the screen.
5. Click the green “Continue” button.
6. You will be directed to check and verify your email.
7. Go to your email account and locate the email from ChatGPT.
8. Click on green button “Verify email address”.
9. Then return to <https://chat.openai.com/>
10. Log into ChatGPT.
11. You may encounter a screen to tell about yourself.
12. Enter Requested information.
13. Continue on to ChatGPT.

Add ChatGPT To Your Phone (ChatGPT App)

- **For Android:** Go to the Google Play Store, search for "ChatGPT," select the official app, and tap "Install" to download and install it on your Android phone. Enter requested login information. Open App.
- **For iOS:** Go to the Apple App Store, search for "ChatGPT," select the official app, and tap "Get" to download and install it on your iPhone. Enter requested login information. Open App

To sign up for Gemini (Google's AI engine)

NOTE: You must have a Google Account to Sign up for Gemini

1. Go to <https://gemini.google.com/>
 2. Click on blue "Chat with Gemini" button.
 3. You can use your Google Account, or enter another email.
 4. Log in using your Google Account information.
 5. Start using Gemini.
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Audio Tool

Here is the tool we will use when talking about creating AI audio.

To sign up for Well Said Labs

1. Go to <https://wellsaidlabs.com/>
2. Click on green "Try for Free" button. Toward the top righthand side of screen.
3. Select one of two options.
 - a. Sign in with a personal account.
 - b. Sign in with a work or school account.
4. Once selected, you'll be prompted to login to MS account.
5. Depending on your security, you may need to open email to retrieve a code. Enter code if required.
6. After you verify email, it takes you to a plan/pricing option page, select "try for free" option and agree to terms.
7. Start using Well Said Labs.

Image Tools

Here are the tools we will use when we discuss creating images with AI text-to-image generation.

To sign up for MS Co-Pilot

1. Go to <https://copilot.microsoft.com/>
2. Click on “Sign In” button. Toward right side of screen.
3. Select one of two options.
 - a. Sign in with a personal account
 - b. Sign in with a work or school account
4. Once selected, you’ll be prompted to login to MS account.
5. Depending on your security, you may need to open email to retrieve a code. Enter code if required.
6. Start using MS Co-Pilot.

To sign up for Meta AI

NOTE: Helps to have a Facebook Account but you can use basic version without having to sign in (no image generation)

1. Go to <https://www.meta.ai/>
2. Click on blue button in lower left corner. “Log in with Facebook” button.
3. Once selected, you’ll be prompted for your Facebook login.
4. Depending on your security, you may need to open email to retrieve a code. Enter code if required.
5. You may be prompted by a security question reminding you that your information may be used to help train Meta AI. If you want to continue click blue “Continue” button.
6. Start using Meta AI.

Video Tools

Here are the tools we will use when we discuss creating images with AI text-to-Video generation.


To sign up for Vyond

NOTE: This is a two-week free trial so only do it two weeks prior to workshop.

1. Go to <https://www.vyond.com/>
2. Click on Orange Button labelled “Free Trial”.
3. Once selected, you’ll be provided with a number of methods of logging into the tool.
4. Choose one of the methods.
5. Once you have finished signing up, you’ll encounter a welcome screen.
6. You will then be asked a series of questions to build out your profile.
7. Answer each question and proceed.
8. When you are done answering questions, you will be presented with a screen where you can create a video.
9. Click on the “Create” button.
10. Choose “Create with AI”
11. Then enter prompt and choose a layout.
12. Scroll down page to see other options.
13. When you have chosen all options, select “Create Video”.
14. Vyond AI will begin to create video.
15. Use the “Edit Video” button to edit the video.

To sign up for Coloyssan

NOTE: Use Promo codes DRKARL / DRKAPP to cover one month of 'PRO' license!

1. Go to <https://www.colossyan.com/>
2. If you wait on web page, a pop-up will appear asking if you want a free trial.
3. Click on the black button “Get Started for Free”
4. Then choose, “start from scratch” a gray square.
5. You will receive a welcome message from founder. Click on X to begin creating video.
6. You can then choose a character, type in words, etc.
7. Then when you have a sample video, click on blue “Generate” button.
8. 8. Then you’ll see a screen with a button “Get Your Free Video”
9. Sign in according to instructions.
10. You’ll need to go to your email to verify.
11. Answer questions about your use of the tool.
12. You will then be at the home page, click on “Let’s Roll”
13. Then scroll down to see the video that you are generating.
14. You can click on drafts to make changes. 

Bonus Materials: How Artificial Intelligence Can Help L&D Professionals

This YouTube playlist provides information and ideas for how an instructional designer or learning experience designer can leverage Artificial Intelligence, like ChatGPT or Gemini or Meta AI to augment the creation of instruction.

Link: <https://bit.ly/3KnHa2u>

