

GenAI use in this course

COURSE COORDINATORS' GUIDE

Rationale and purpose

The faculty's student guidelines "[GenAI use in education @ FSW](#)" and the Brightspace template "GenAI use in this course" with this companion course coordinators' guide was developed by SOLO in response to conversations with instructors and exam boards about the need for clear guidelines and communication towards students about the use of generative AI in teaching.¹

The Brightspace template "GenAI use in this course" has the dual purpose of helping you as a course coordinator to 1) determine if and what use of GenAI is allowed within the context of your course and 2) then communicate this clearly to students via Brightspace. The bilingual Brightspace unit "GenAI use in this course / GenAI gebruik in deze cursus" will be added to all 2425-S1 and 2425-HS Brightspace courses at our faculty. It is up to you as a course coordinator to adjust the information and share it with students.

Please note, because Leiden University does not have an agreement with a GenAI tool such as ChatGPT, Bard, DALL-E, or Bing Chat, it is **not possible to require students** to use them. These services require users to create an account which includes personal data, and the tools are not currently privacy-proof or GDPR-compliant.

Contents student information

The developed GenAI information for students consists of the following sections:

Student guidelines "[GenAI use in education @ FSW](#)":

1. What is GenAI?
2. Which uses of GenAI are not allowed under any circumstances?
3. Citing GenAI in APA style
4. Guidelines for responsible use

Brightspace template with course-specific information "GenAI use in this course":

1. For what purposes am I allowed to use GenAI in the context of this course?
2. How should I report on my GenAI use for this course?

This course coordinator's guide is intended to assist in the creation of the student manual "GenAI use in this course". You can modify the Brightspace template to fit the learning objectives of your course and your own views on the use of AI within your teaching. The format of the student manual as a Brightspace template allows you to share your expectations of students regarding Generative AI clearly and conveniently within your Brightspace module.

GenAI usage and reporting in your course

When use of GenAI may be allowed and how students should report on this depends on the learning objectives and learning materials for your course. As course coordinator, you determine the details in the course-specific information and provide additional explanation where necessary.

¹ For more detailed information on GenAI, see student guidelines.

As noted above, it is not possible to require students to use GenAI. This means that these tools are not yet actively supported for use as work forms or practice software. Based on this fact and other ethical considerations, we have specified the following *possible* uses of GenAI based on several sources, see below. Didactical choices are for the course coordinator to make:

- Help with studying
 - Additional explanation for greater understanding
 - Generating practice questions and flashcards
 - Summarizing open access articles
 - Idea development/brainstorming
- Help with writing assignments
 - Generating relevant search terms for literature review
 - Translating texts
 - Grammar and spelling check
 - Feedback* on writing style
 - Feedback* on citation style
 - Feedback* on structure
 - Feedback* on statistical analysis plan
- Programming assistance
 - Generating programming code
 - Feedback on programming code
- Generating visual material
- Summarising detailed content, for use in PowerPoint slides only

* Feedback should not replace (part of) your actual writing.

Why allow use?

In addition to raising some concerns GenAI also offers opportunities for learning and teaching, such as supporting students in generating ideas, or preparing for debates or exams (see also: [385146eng.pdf \(unesco.org\)](#)). Because no university-wide guidelines or licenses currently exist, the faculty recommends that lecturers use these tools only when it is expected that it supports students in achieving learning objectives.

Our teaching prepares our students for the labour market. In the future, skilful and responsible use of (Gen)AI could become an important part of the professional field. This is an additional reason why it is important to consider whether the use of GenAI can add value to your course.

In allowing usage, it is important to:

- Establish expectations about use (e.g., what is allowed when using GenAI in developing ideas, brainstorming, etc.).
- Consider alternatives [e.g., FeedbackFruits].

In formulating the guidelines for GenAI use in your course and shaping the Brightspace template, go through the following steps:

1. Determine if GenAI would be useful in meeting your learning objectives (and if there are alternatives)
2. Complete the student template, paying attention to the reporting options
3. Make your customized template viewable for your students on Brightspace.

Considerations for step 1

It is important to consider for yourself whether and how GenAI can help your students and to what extent that help may go:

- **Didactical considerations**

For example, if it is important in your course that students learn to think critically and you want to allow the use of GenAI for "Idea development/brainstorming", then it is important that you properly define this use. Are they allowed to submit the idea to a chatbot like ChatGPT for additional input? Can they use the chatbot to refine their research question? To counter their own assumptions? To check their line of argument? When does its use prevent proper assessment of the student's product? In all cases, use must be in line with your learning objectives and use of GenAI should not be mandatory.

- **Technical alternatives**

For example, if you want to allow GenAI for getting feedback on writing style, citation style and/or structure, we recommend considering the use of Automated Feedback from FeedbackFruits. This is a university-supported tool available within Brightspace. Please note, (for now) feedback on writing style is only available in English. SOLO is happy to help you with this: solo@fsw.leidenuniv.nl.

- **Clear communication to students**

For example, any permitted use of GenAI "Idea development/brainstorming" may require further explanation from you as an instructor. Indicate clearly within the template what you think is permitted.

Reporting options

For transparency about GenAI use, in addition to proper citation, ask students to attach the prompts or the full chat history and/or reflect in the text on what the use of GenAI has provided them. Include the required reporting options in the template and clearly explain to students what you expect of them.

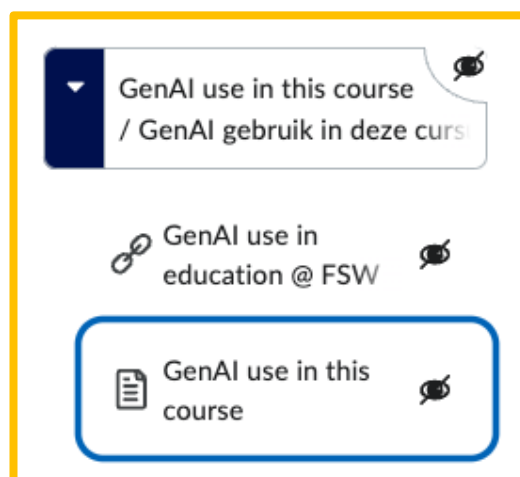
Advice

Navigating the trade-offs around any permitted GenAI use will not always be easy. Need to spar about this with an education specialist from LLInC? Book a [GenAI in education consultation](#) with Anthea Aerts.

Practical Instruction

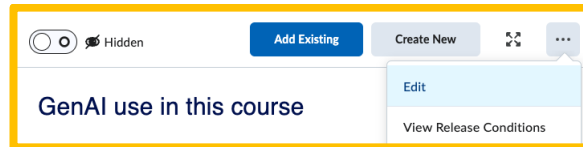
The bilingual unit "GenAI use in this course / GenAI gebruik in deze cursus" has been added to the 2425-S1 and 2425-HS Brightspace courses at our faculty.

You can remove the underlying items that do not match the language of your course (or keep them Hidden for students).

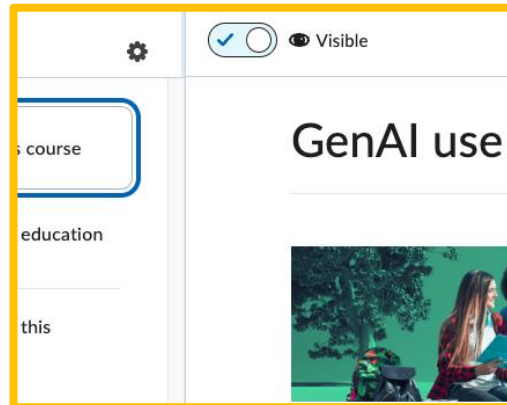


The underlying item “GenAI use in this course” is the template with the course-specific information.

Edit the information in the “GenAI use in this course” template via the **Edit** option.



After your adjustments, make sure you switch the unit and underlying items (that match the language of your course) from Hidden to **Visible**, so that the information is visible to students.



Note: The link to the guide is intended for teachers; it may be removed or left hidden.

Suggestions/Questions

Any suggestions or questions regarding the developed GenAI information for students and companion course coordinator's guide? Email: solo@fsw.leidenuniv.nl

Resources

- <https://npuls.nl/en/news/npuls-introduces-the-magazine-smarter-education-with-ai/>
- https://www.iesalc.unesco.org/wp-content/uploads/2023/04/ChatGPT-and-Artificial-Intelligence-in-higher-education-Quick-Start-guide_EN_FINAL.pdf
- <https://www.kuleuven.be/onderwijs/student/onderwijstools/artificiele-intelligentie>