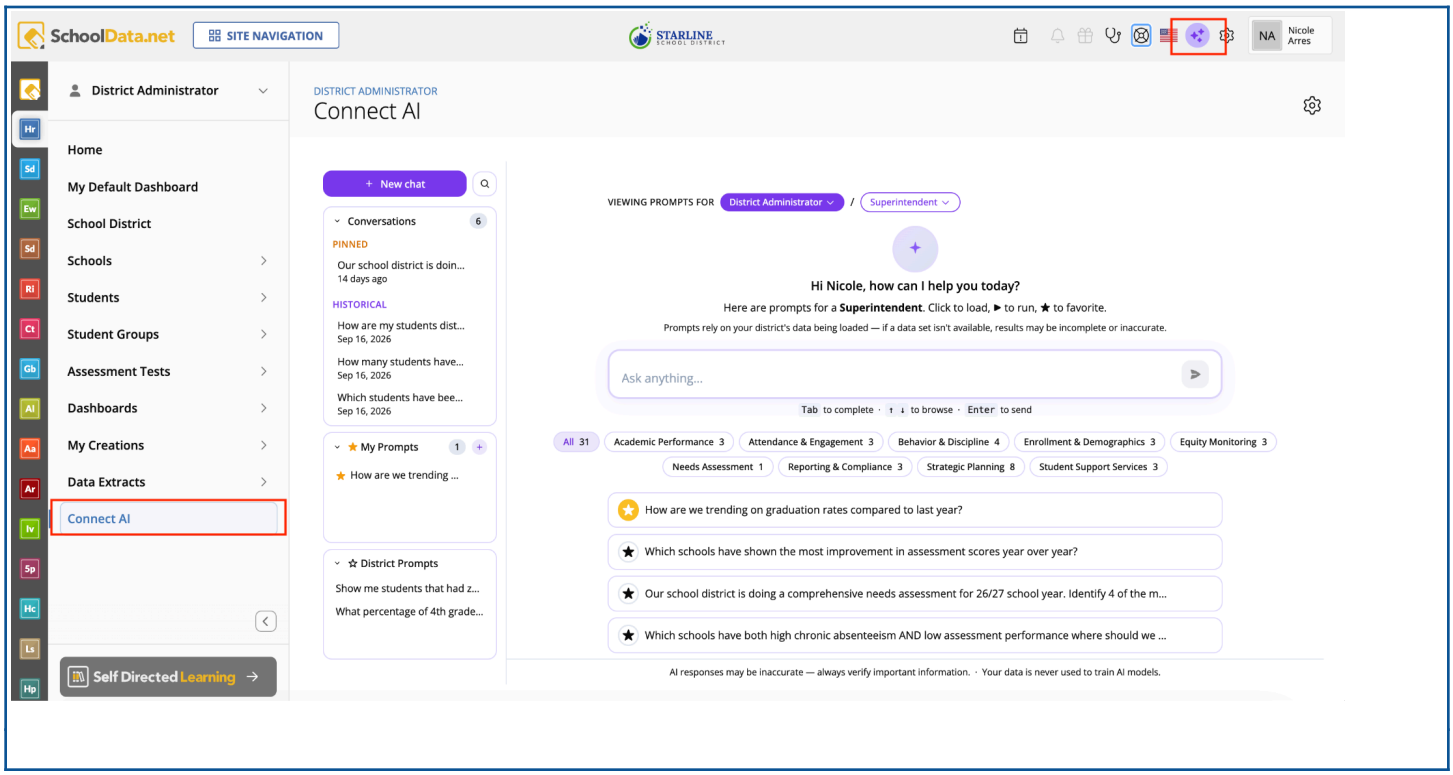
Getting Started with the Prompt Library

QuickAccess Anywhere in the Platform: Once logged in, click Connect AI at the bottom left of the navigation panel and get started right away.



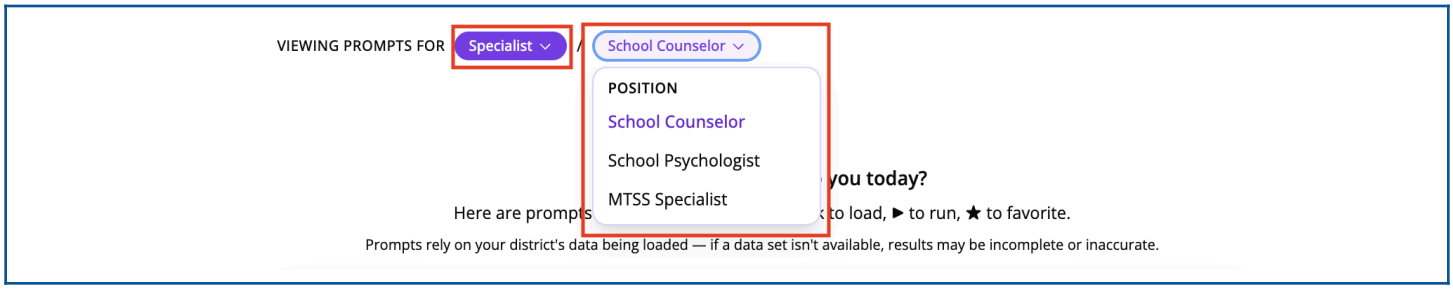
> **Note:** Alternatively, you can click the AI Agent in the upper right corner to open the Connect AI pop-up window in any Connect application.

User Role

This is predetermined by your district and can only be changed by a Data Administrator.

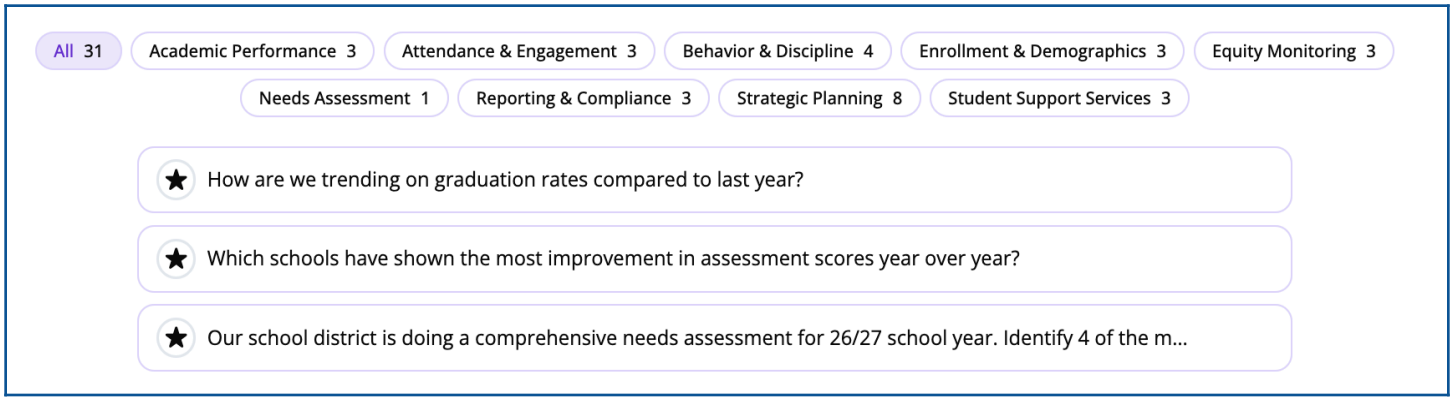
Persona/Job Function

Choose your job function from the drop down list of available options.

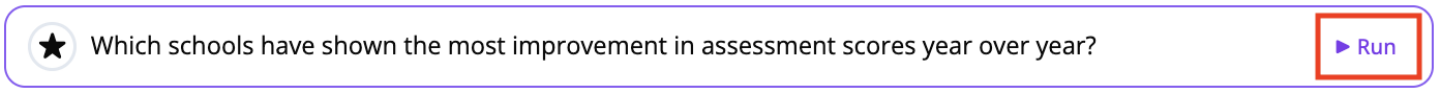


Filtering and Selecting A Prompt

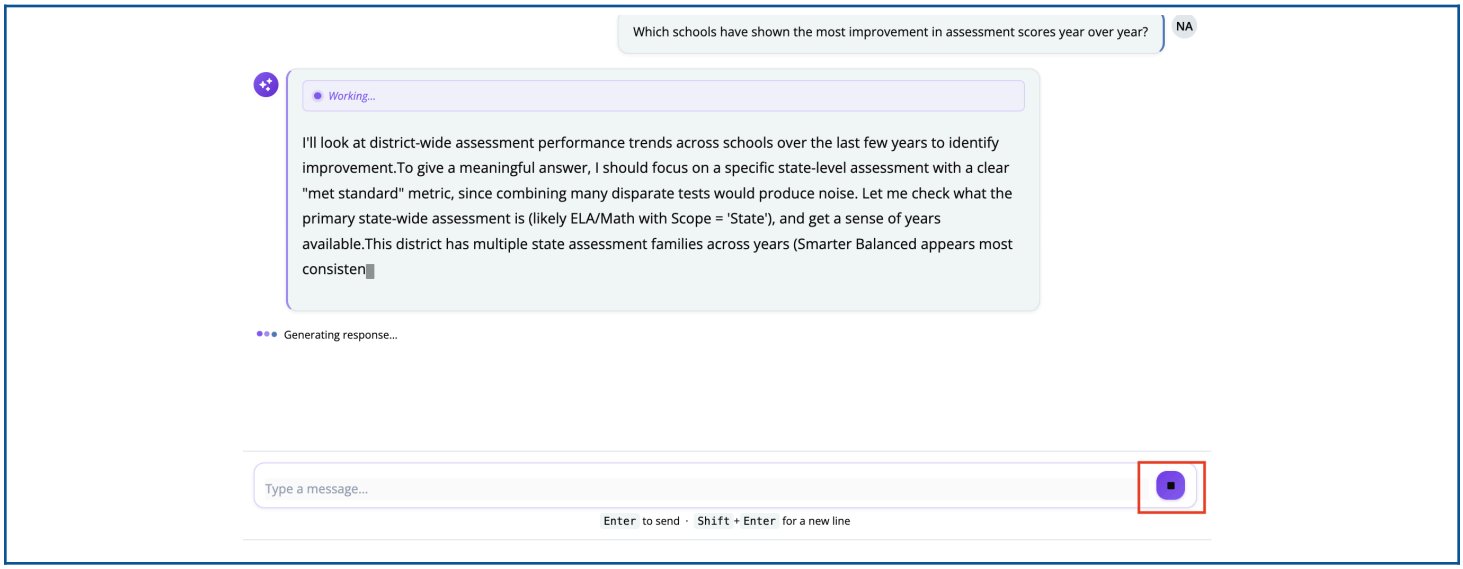
Connect AI has several pre-loaded prompts for you in the **Prompt Library** to select from based on role and category.



To run a prompt from our library, simply select the prompt that you wish to run from one of the categories, and choose the Run option that appears to the right of the prompt.



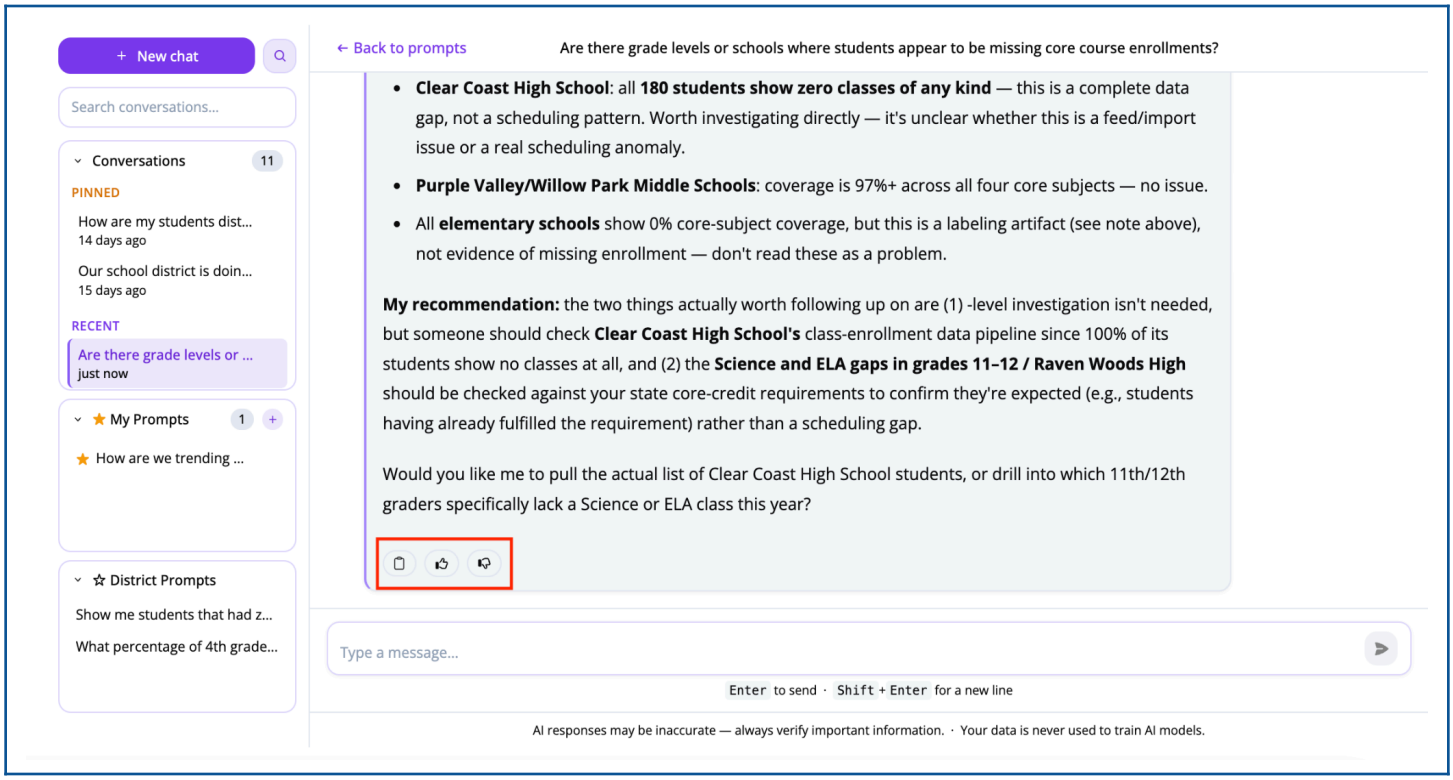
To stop a prompt after you have already selected to run it you can click the stop button that appears to the right of the message box located at the bottom of the screen.



Copying Results/Giving Feedback

Once the prompt has completed running, you have the option to copy the results. To do so, simply select the copy icon from the bottom left of the results screen.

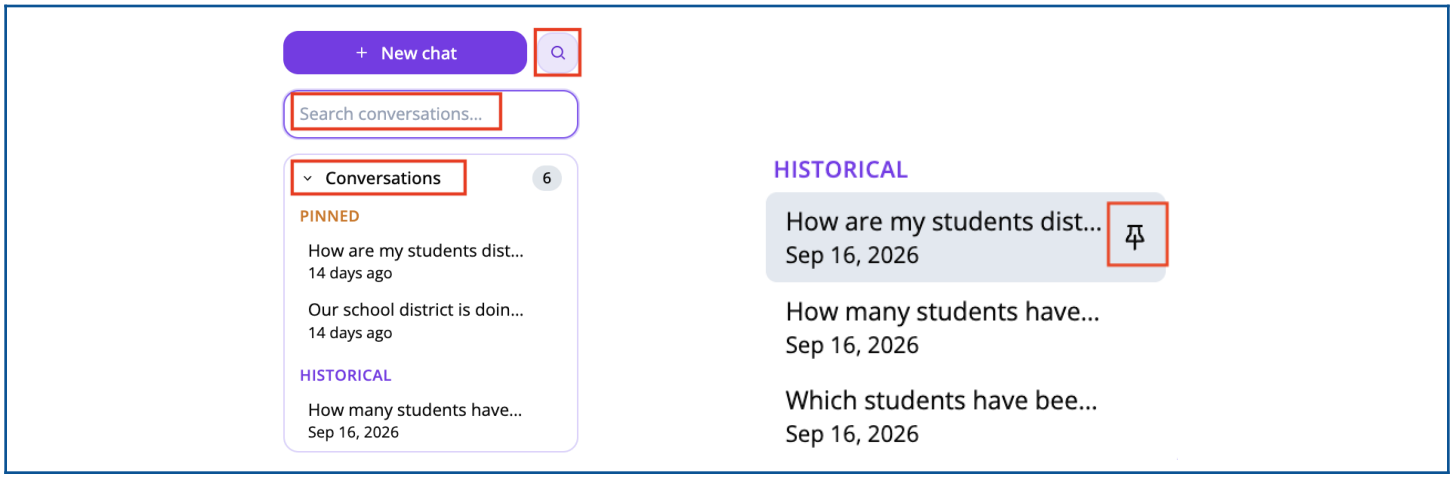
You can also provide feedback on the results by selecting the thumbs up/thumbs down icons. This will help improve future AI responses and platform accuracy.



Manage Your Conversations

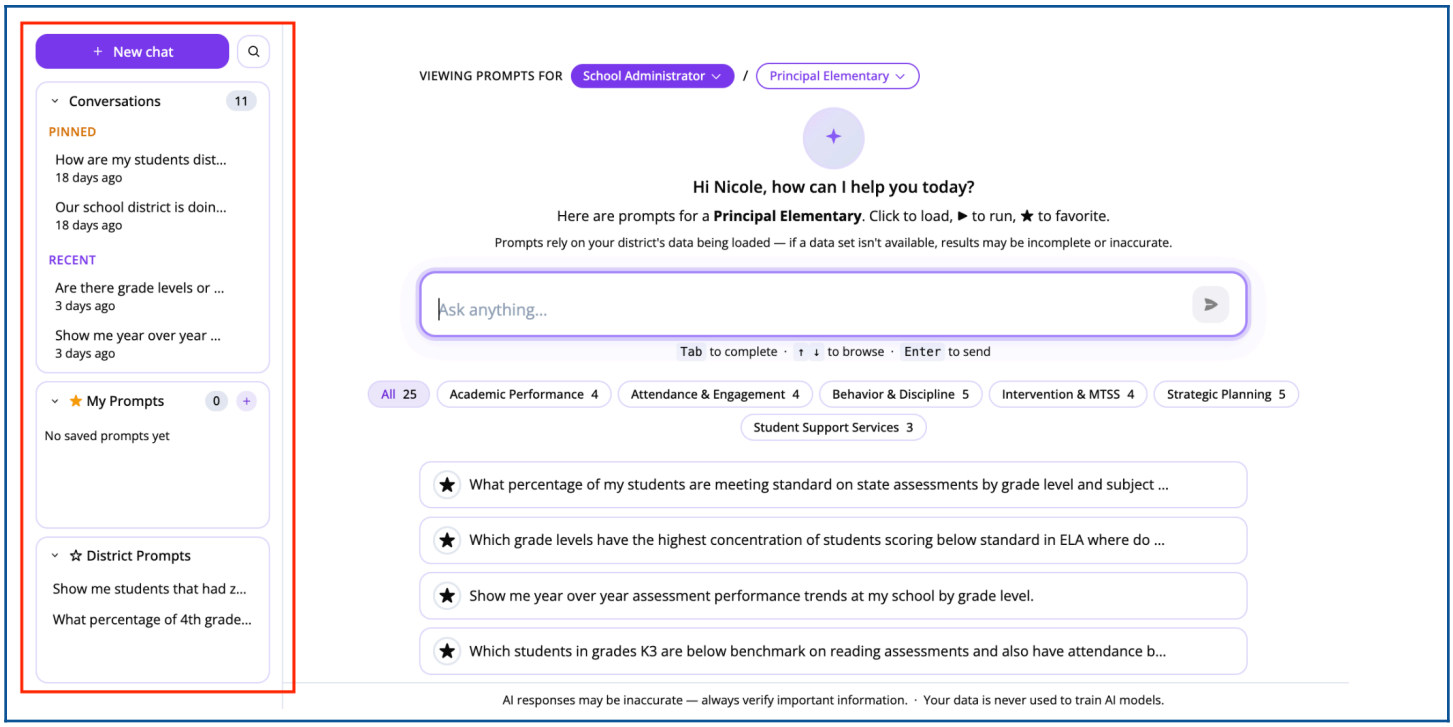
As you converse with the Connect AI tool, a record of your conversations will be recorded on the left hand side of the screen under **Conversations**. Here you can access any previous conversations or conversations that you have pinned. The search option allows you to enter key words to quickly find a previous conversation. You can select a conversation to restart at any time.

If you would like to **Pin** a conversation, simply select the pin icon that appears to the right of the conversation that you have selected. This conversation will now be saved. You can follow the same steps to unpin a conversation at any time.



Continuing the Conversation

You can come back to a previous conversation at any time. Just simply select the conversation that you would like to revisit from the menu on the left hand side under Pinned, Historical, My Prompts or District Prompts.



> **Tip:** Data Administrators have the ability to create custom prompts that are specific to a district. If your district has created their own prompts, they can be found on the left hand side menu under **District Prompts.** Just select the prompt that you would like to see and click the run button.