

CTEL Course Resource Guide

Introduction to Microsoft Copilot

Key Concepts & Highlights

This course introduced faculty to Microsoft Copilot as a generative AI tool that can support teaching, productivity, communication, and instructional design. Copilot can help instructors brainstorm ideas, draft course materials, summarize information, revise content, create examples, generate assessments, and improve clarity in student-facing communication. When instructors or students log in to Copilot with their Broward College credentials, Copilot uses the work or school account for authentication and provides enhanced enterprise data protection. Microsoft states that, with enterprise data protection, prompts, uploaded work content, and Copilot responses are not used to train foundation models. Faculty should still review all AI-generated content carefully and avoid entering restricted publisher materials, test banks, or protected student information unless an institutional workflow explicitly allows it.

Recommended Strategies & Practices for Implementation

1. Strategy: Use Copilot to Draft Course Materials

Why it matters:

Copilot can reduce the time required to create first drafts, allowing faculty to focus more on alignment, accuracy, and teaching decisions.

How to implement:

- Provide the course name, student level, modality, topic, and learning outcomes
- Ask Copilot to draft lesson plans, assignment instructions, rubrics, announcements, study guides, or discussion prompts
- Request output in a specific format, such as a table, checklist, D2L-ready HTML page, or student-facing handout
- Review and revise all content before sharing it with students

2. Strategy: Use Copilot to Revise and Clarify Existing Content

Why it matters:

Faculty often already have strong course materials, but Copilot can help make them clearer, more organized, and more accessible for students.

How to implement:

- Paste instructor-created directions, announcements, or assignment descriptions into Copilot
- Ask Copilot to revise for clarity, tone, organization, accessibility, or student-friendliness
- Request multiple versions, such as “more concise,” “more supportive,” or “more rigorous”
- Ask Copilot to identify confusing wording, missing steps, or areas where students may need more support

3. Strategy: Use Copilot to Create Practice and Assessment Materials

Why it matters:

Low-stakes practice, review questions, and formative checks help students monitor their learning and prepare for assessments.

How to implement:

- Provide Copilot with learning outcomes and the topic students need to practice
- Ask for multiple-choice questions, short-answer prompts, scenarios, case studies, or review activities
- Request answer keys, rationales, and common misconceptions
- Check all questions for accuracy, alignment, appropriate difficulty, and accessibility

4. Strategy: Use Copilot to Support Professional Productivity

Why it matters:

Copilot can help faculty manage recurring communication and administrative tasks more efficiently.

How to implement:

- Ask Copilot to draft meeting agendas, minutes, follow-up emails, project summaries, or planning documents
- Use Copilot to summarize long notes or organize ideas into action steps
- Ask for multiple versions of a message for different audiences
- Keep sensitive student information out of prompts unless your institution has approved the workflow

5. Strategy: Create Agents for Repeated Workflows

Why it matters:

Agents can support recurring tasks by following customized instructions, helping faculty complete routine work more consistently.

How to implement:

- Identify a repeated task, such as drafting weekly announcements, creating rubric language, answering common course questions, or generating review activities
- Build an agent with clear instructions, tone expectations, boundaries, and example outputs
- Test the agent with realistic prompts and revise its instructions as needed
- Follow Broward College and Microsoft guidance for privacy, sharing, and appropriate use

Quick Tips

- Log in with your Broward College credentials to use Copilot with enhanced enterprise data protection
- Be specific: include course level, learning outcomes, audience, tone, and desired format
- Use Copilot for drafts, not final decisions
- Ask Copilot to revise, critique, or improve its first response
- Save your best prompts for repeated course design tasks
- Do not upload restricted publisher content, test banks, or protected student information unless explicitly approved
- Always review AI-generated content for accuracy, accessibility, bias, and alignment

Additional Resources

[Microsoft 365 Copilot Enterprise Data Protection](#): Microsoft guidance on enterprise data protection when using Microsoft 365 Copilot and Copilot Chat.

[Microsoft Education: AI in Education](#): A Microsoft Education video playlist focused on artificial intelligence in education.

[Microsoft Copilot](#): Open Microsoft Copilot to draft, revise, summarize, brainstorm, and develop instructional materials.

[AI-Powered Teaching with Microsoft Education](#): A Microsoft Learn pathway for educators exploring responsible AI use and classroom implementation.

[Broward College Artificial Intelligence in Higher Education Guide](#): Broward College Library guidance and resources on artificial intelligence in higher education.

[AI at Broward College](#): Broward College information and resources related to artificial intelligence.

[CTEL Faculty Resources](#): Faculty-development resources and professional learning opportunities.