Creating a Custom GPT

Prerequisites:

- You need a ChatGPT Plus or Enterprise subscription

- Access to the GPT Builder feature

Steps to Create:

1. **Access GPT Builder**

   o Go to ChatGPT and click on your profile

   o Select "My GPTs" from the dropdown menu

   o Click "Create a GPT" button

2. **Choose Creation Method**

   o **Create tab**: Use the conversational builder where you describe what you want

   o **Configure tab**: Manual setup with detailed customization options

3. **Basic Setup**

   o Give your GPT a name and description

   o Upload a profile picture (optional but recommended)

   o Write clear instructions about the GPT's purpose and behavior, or

   o Use ChatGPT or Claude to generate the instructions for you, (i.e., you describe in a prompt what you're trying to achieve, then ask either platform to generate the instructions.) See 4 below.

4. **Configure Instructions**

   o Define the GPT's role and personality

   o Specify how it should respond to different types of queries

   o Set any limitations or guidelines

   o Include examples of desired interactions

5. **Add Knowledge Base**

   o Upload relevant files (PDFs, text files, etc.)

- o   The GPT will use this information to provide more accurate responses

- o   Maximum file size limits apply (a CustomGPT prompt is limited to 1,600 characters).

6. **Enable Capabilities**

- o   Web browsing

- o   DALL-E image generation

- o   Code interpreter

- o   Choose based on your GPT's intended use

7. **Set Privacy Settings**

- o   Only me (private)

- o   Anyone with a link

- o   Public (listed in GPT store)

8. **Test and Refine**

- o   Test your GPT thoroughly

- o   Refine instructions based on performance

- o   Update knowledge base as needed

9. **Publish**

- o   Save your GPT

- o   Share the link or publish to the GPT store if desired

Best Practices:

- Write clear, specific instructions

  - o   Include the following in your prompt: ROLE, TASK, FORMAT, TONE, OBJECTIVE, RESTRICTIONS/LIMITATIONS (e.g., do not do the work for the student or only answer a Multiple Choice Question after the student submits their answer).

- Test with various scenarios

- Keep instructions concise but comprehensive

- Regular updates improve performance; remember, models change.