

SKILLS REFERENCE GUIDE

What are Skills in ChatGPT Edu?

Skills in ChatGPT Edu are reusable instructions that define how ChatGPT should respond to a specific type of task. You can create a Skill once and apply it whenever you need consistent output like summarizing research articles, drafting emails, or generating lesson materials.

Skills help you:

- Save time by avoiding repetitive prompting
- Stay consistent in tone, style, and format
- Standardize workflows for teaching, research, or administrative tasks
- Reduce prompt-writing effort, especially for complex tasks

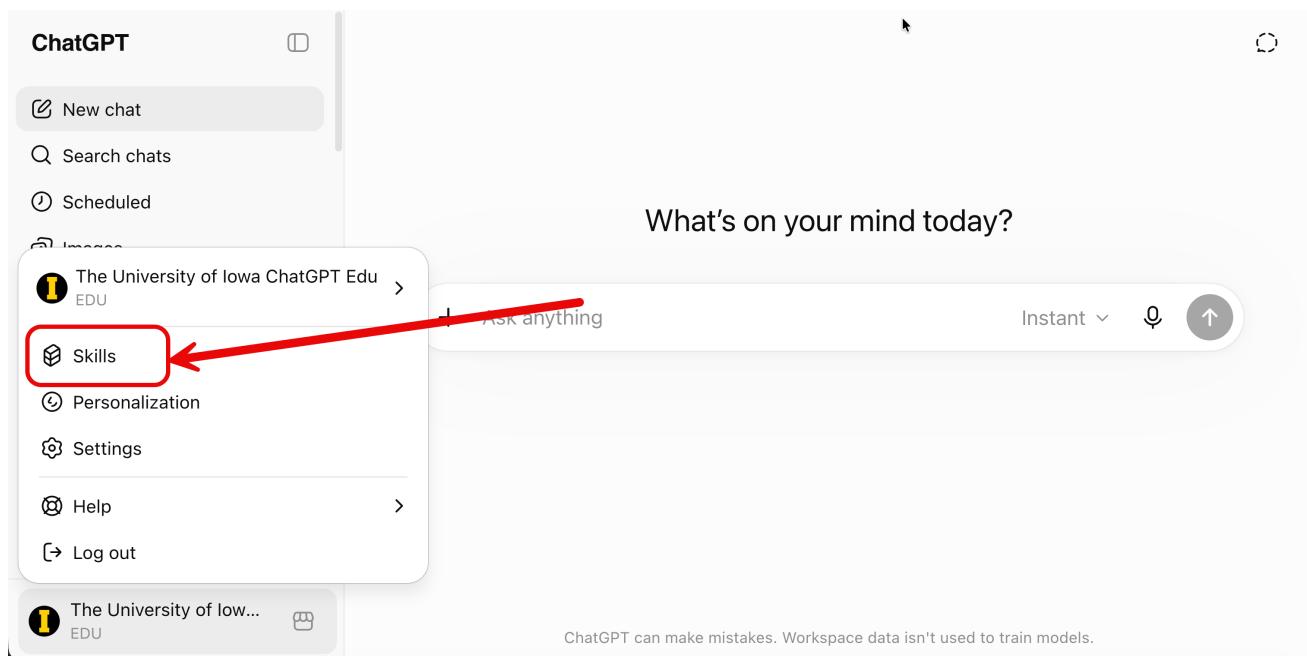
Tip: Start by turning a prompt you already use frequently into a Skill and refine it over time as you see how it performs.

How can I create a Skill?

Follow these general steps in ChatGPT Edu:

1. Open the Skills panel

- Look for the "Skills" option in the ChatGPT interface



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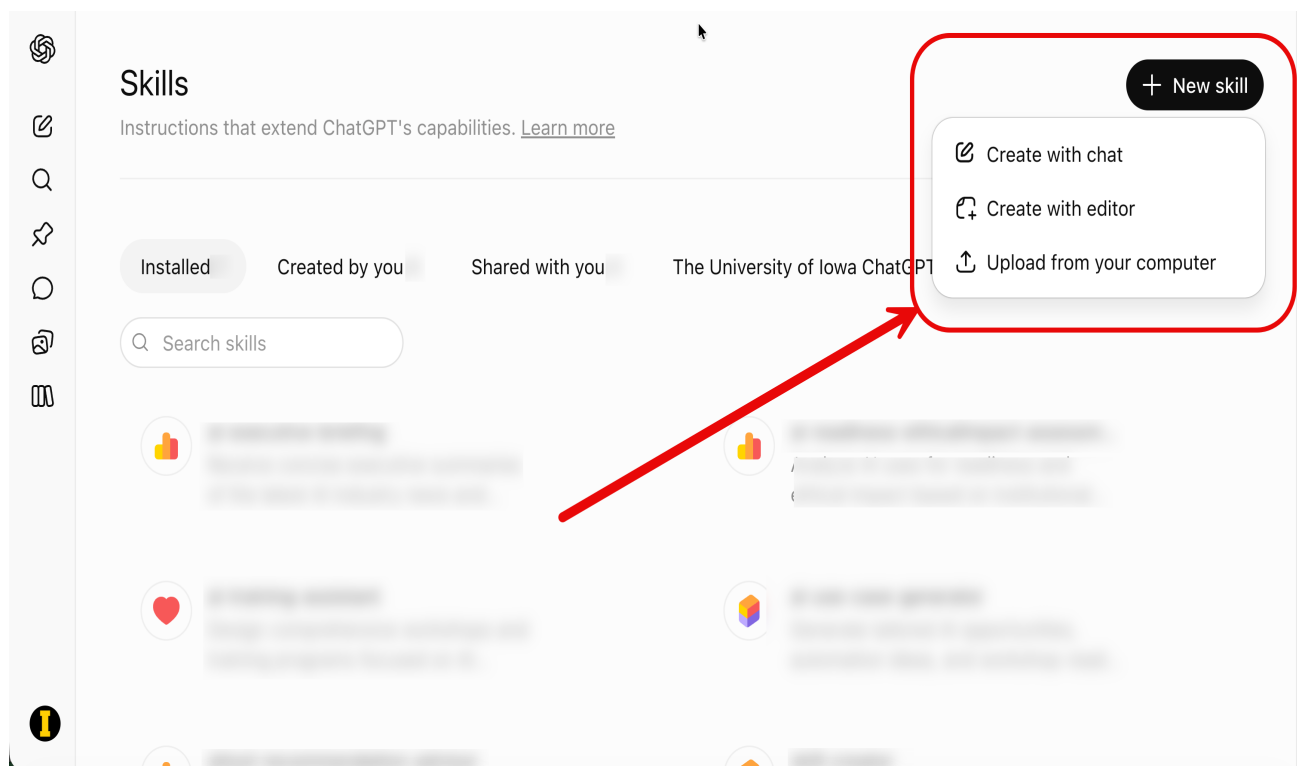
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2. Select + New Skill. You'll see three ways to create a Skill:

- Create with Chat – Build your Skill through a guided conversation with ChatGPT
- Create with Editor – Create your Skill by configuring its settings manually in the editor
- Upload from your computer – Import a Skill from a file stored on your computer



3. Give your Skill a name

- Make it specific and descriptive (e.g., "Research-Article-Summarization-Tool")

4. Write clear instructions and describe exactly what you want the Skill in ChatGPT Edu to do

- You might include information like:
 - Role ("You are a teaching assistant...")
 - Task ("Summarize the text...")
 - Output format ("Provide bullet points and key takeaways...")
 - Tone ("Use plain language appropriate for undergraduates...")

5. Save the Skill

6. Use the Skill in the main interface

- Select it in the "+" option when starting a new chat, then provide your content or question

Note: Saved Skills can be edited or deleted at any time from the Skills panel, so feel free to adjust instructions as your needs change.