

Activity 3 Setup Guide: ChatGPT

Set up a Custom GPT using the paid ChatGPT account prepared for the workshop

Feature: Custom GPT

Use this guide only to configure the assistant shell. The workshop work is the completed instruction template and the context-engineered content you created from district materials or the Clear River fallback set.

Before You Start

- Use the paid subscription account requested in the pre-conference instructions.
- Have your completed Instructions Drafting Template ready. You are pasting the instructions you wrote, not copying a generic prompt.
- Have your context-engineered content ready. At this stage that usually means Q&A cards; include a glossary only if you created one.

Setup Steps

#	Action	What to do
1	Open the builder	Sign in at chatgpt.com with your paid ChatGPT account. Open Explore GPTs or go to https://chatgpt.com/gpts , then choose Create.
2	Stay in Configure	Use the Configure view so you can enter the name, description, instructions, knowledge files, and capabilities directly.
3	Name the assistant	Use a specific name such as [District] Leave Assistant or Clear River Benefits Helper. Add a one-sentence description of the topic it supports.
4	Paste completed instructions	In Instructions, paste the finished sections from your Session 1 Instructions Drafting Template. Do not paste raw policy text here.
5	Load context-engineered content	In Knowledge, upload your context-engineered content. At this point that usually means your Q&A cards; if time allowed, include your glossary or other engineered content for the same topic.
6	Limit extra capabilities	Turn off Web search unless your district has specifically approved internet use. For this workshop build, the assistant should answer from the uploaded content.
7	Save for workshop use	Save the GPT and keep visibility limited while you are still building. Open the saved GPT when Session 3 moves into deployment and next-step discussion.

Deployment Checkpoint for Session 3

Custom GPTs are the preferred no-code workshop path because they support use-only sharing. For employee release, note that Open AI states that users can access can be set to chat only. Confirm account, workspace, and district rules in your district's GPT environment. Additional deployment considerations will be covered in the workshop session 3.