

Using Microsoft Copilot for Credible and Critical Research

If you do not have access to Co-pilot yet you can use another AI on web

Learning Outcomes

By the end of this workshop you should be able to:

- ✓ Use Copilot to explore a research topic
 - ✓ Evaluate AI-generated information critically
 - ✓ Apply the CRAAP Test to sources
 - ✓ Improve prompts to generate better responses
 - ✓ Use Copilot ethically in academic work
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Starter Activity: Can We Trust AI?

Think • Pair • Share

Discuss:

1. Have you ever found incorrect information online?
2. Why might AI make mistakes?
3. What risks are there if students use AI without checking information?

Notes

Key Message

AI is a starting point, not an academic source.

Always verify information using journals, books, government publications and university library resources.

Activity 1: Testing Copilot's Answers

Step 1: Ask Copilot

Prompt

What are the most effective time management strategies for first-year university students?

Step 2: Record Copilot's Recommendations

Recommendation	Do I trust it? Why?
1	
2	
3	

The CRAAP Test Quick Guide

CRAAP	What should you ask?
Currency	Is it current?
Relevance	Does it answer my question?
Authority	Who wrote it?
Accuracy	Is evidence provided?
Purpose	Why was it created?

Step 3: Find Evidence

Choose one of Copilot's claims and search for supporting evidence.

Claim

Sources (references) Found

CRAAP Evaluation for source found:

Criteria	Notes
Currency	
Relevance	
Authority	
Accuracy	
Purpose	

Overall Judgement

- ☐ Yes, I would use this source
- ☐ Maybe
- ☐ No

Why?

Activity 2: Fact-Checking AI

Create Your Own Evidence-Based Prompt

Choose one study strategy.

For example:

Provide evidence supporting the Pomodoro Technique for improving study habits.

Investigation Template

Task	Notes
Claim from Copilot	
Academic source found	
Is it credible?	
Does it support or contradict the claim?	

Conclusion

What did you learn about trusting AI information?

Activity 3: Improving Prompts

Use the Weak Prompt below:

‘Tell me about time management’.

Why is this weak?

- ☐ Too broad
- ☐ No context
- ☐ No audience
- ☐ No academic focus

Prompt Formula for stronger prompts

Role + Task + Context + Format

Example:

‘Act as an academic study skills adviser. Explain two evidence-based time management strategies for first-year university students and include recent research references.’

Act as an academic study skills adviser (**Role**).

Explain (**Task**)

two evidence-based time management strategies for first-year university students (**Context**)

and include recent research references (**Format**).

Design your own Improved Prompt.

What changed between weaker and stronger prompt output (answers)?

Weak Prompt Output	Improved Prompt Output

Which response was more useful and why?

If you have time, you can try out more prompts to see how you can get better output (answers).

In part 2 of your assignment, you are asked to write an academic piece (300 words) about two study techniques. Some of your activities here so far might provide some references or ideas you can develop with further reading to support the assignment.

Activity 4- reflection

This next section will support your Reflection on part 2 (400 words)

What are the strengths and weaknesses of using Copilot for academic research?

What will you do differently when using Copilot in the future?

The 5 Cs of Critical AI Research

- ✓ **Check** - Does it look reasonable?
 - ✓ **Compare** - Compare with academic sources.
 - ✓ **Confirm** - Can you verify it elsewhere?
 - ✓ **Critique** - Look for bias, gaps and assumptions.
 - ✓ **Cite** - Reference sources correctly.
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Copilot Golden Rules

DO

- ✓ Explore ideas
- ✓ Generate search terms
- ✓ Explain concepts
- ✓ Verify important claims
- ✓ Read original sources
- ✓ Cite correctly

DON'T

- ✗ Submit AI-generated work as your own
- ✗ Trust information without checking it
- ✗ Replace academic reading with AI