

CREATING AI TRAINING FOR EMPLOYEES IN HIGHER EDUCATION

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A Guide for
Upskilling
Employees at
Your Institution

Introduction

Welcome to Creating AI Training for Employees in Higher Education! At Auburn University, we've developed a short course called "An Introduction to AI and Microsoft Copilot at Auburn University" that introduces employees to artificial intelligence, tips for using AI responsibly, surfacing institutional guidance, how to properly access the web-based version of Copilot included in our employees' Microsoft access, and continuous learning resources. We also curated a Learning Path within our employee LMS, titled "Your Guide to Copilot and M365 Copilot." The path includes our in-house training and LinkedIn Learning courses on M365 Copilot for those with access.

This guide shares tools and content we created to develop our training and is designed to be adaptable for other AI technologies and institutions looking to implement similar AI upskilling programs for employees.

What You'll Find in the Guide

This guide includes the tools we used, the course content for "An Introduction to AI and Microsoft Copilot at Auburn University" with tips for adaptation, and the course list for "Your Guide to Copilot and M365 Copilot."

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An Introduction to AI and Microsoft Copilot at Auburn University

Purpose

This short, 20-minute course introduces employees to artificial intelligence with the goal of dispelling some concerns and creating a shared language around AI. It covers tips for using AI responsibly while surfacing institutional guidance. Then, it explains how and why employees should properly access the web-based version of Copilot included in our employees' Microsoft access using their institutional credentials. Finally, it provides example prompts and ends with continuous learning resources.

Tools

- Articulate Rise for eLearning authoring
- Biteable for video creation
- Panopto for video hosting
- SCORM file

Access the Course

This educational content was originally developed for internal distribution at Auburn University and may require significant adjusting for use in other higher education settings. While we are pleased to share it with you, it contains references, links, and explanations specific to Auburn's context. We encourage you to critically evaluate the applicability of the content to your own situation and supplement with additional research or training resources as needed.

[Visit the course “An Introduction to AI and Microsoft’s Copilot at Auburn University” here.](#)

Your Guide to Copilot and M365 Copilot Learning Path

Purpose

This Learning Path includes 3.5 hours of learning for employees. The first course in the path is our Auburn-specific course mentioned above. The rest of the path was curated to support employees with access to M365 Copilot. This Learning Path is housed within our LMS and leverages our integration with LinkedIn Learning.

Tools

- Adobe Learning Manager (Employee LMS)
- LinkedIn Integration
- InDesign for Badge Creation

“Your Guide to Copilot and M365 Copilot” Learning Path Course List

Our Learning Path is divided into four sections and contains both required and optional learning.

An Introduction to AI and Microsoft Copilot at Auburn University

[Required] An Introduction to AI and Microsoft Copilot at Auburn University

Introduction to Copilot and Copilot 365

[Optional] Streamlining Your Work with Copilot (formerly Bing Chat/Bing Chat Enterprise)

[Optional] Learning Microsoft 365 Copilot

Copilot for Communication & Collaboration

[Required] Copilot in Teams: AI-Powered Collaboration

[Required] Copilot in Outlook: Maximize Your Workday Efficiency

Copilot for MS Office Suite

[Required] Copilot in Word: Create and Refine Documents with AI

[Required] Copilot in PowerPoint: From Prompt to Presentation

[Required] Copilot in Excel: Supercharge Your Productivity

Content Tip

Many of these courses or comparable learning are also offered through your institution’s [Microsoft Learn](#) access, as well. Check there if you aren’t leveraging LinkedIn Learning.

(Tiny Tip: if you don't have institutional access to a course library, many AI tool providers offer free learning opportunities, as well.)

Completing the Learning Path

Upon completion of the “Your Guide to Copilot and M365 Copilot” Learning Path, learners earn a badge that can then be shared in their signature line, social media, LinkedIn profiles, etc.

Badge designed [Kim Graham](#).



Badge for completing the learning path

Thank you!

Thank you for your interest in this guide and your commitment to investing in employees in higher education. We hope this content provides useful information and a starting point for your institution's AI training and upskilling.