# Checklist for acknowledging AI use

Have you included the following information when acknowledging your use of Artificial Intelligence (AI) tools?

☐ AI tool (e.g. Microsoft Copilot, Chat-GPT, Claude)

☐ Description of how you used the tool (e.g. edited/corrected/translated/planned/brainstormed)

☐ Prompts used

☐ Part, section or page of the assessment piece

☐ Date

Always check with your course coordinator about what is required for acknowledging the use of AI.

Read more about Acknowledging and referencing AI use in the AI Student Hub.