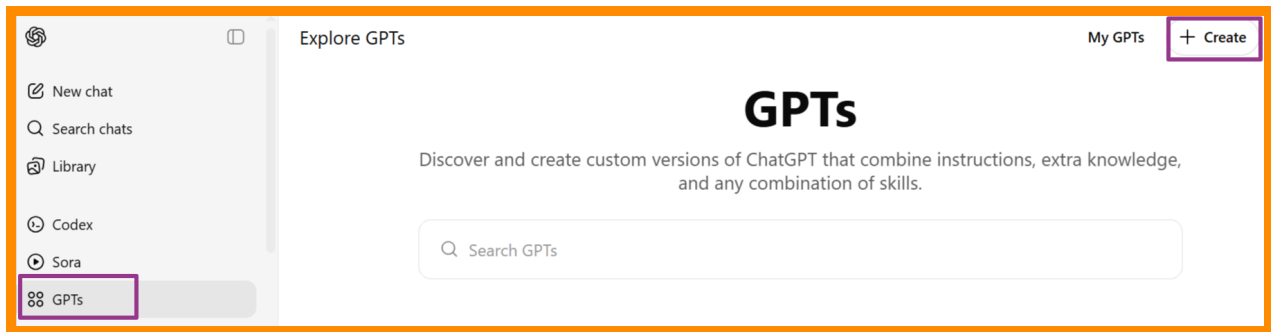


## 5 Easy Steps to Build Your Custom GPT

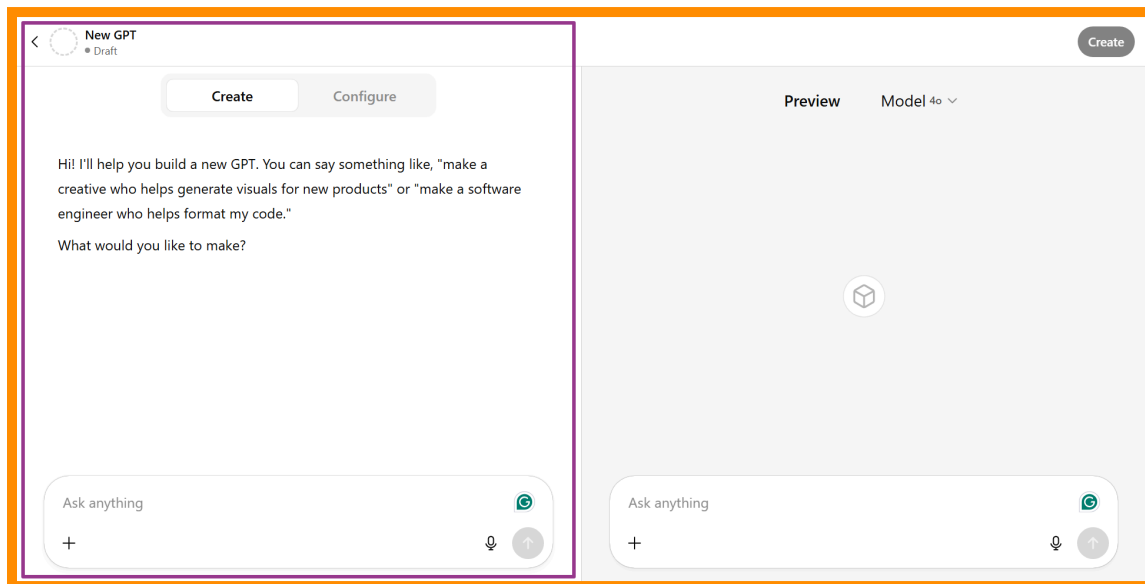
### Step 1: Log in and Access GPT Builder

- Visit [chat.openai.com](https://chat.openai.com) (ChatGPT Plus account required)
- Click "GPTs" on the left to open the "Explore GPTs" page
- Click "Create" (top right corner)



### Step 2: Choose Your Setup Method

- Option 1: "Create" tab (guided)
  - Answer a few questions (e.g. What should your GPT do? What should it know? How should it talk? Want to upload files or enable tools?) and ChatGPT will help build your GPT. Everything you enter here is saved in the Configure tab.



- Option 2: "Configure" tab (manual)
  - Fill in each section in the custom GPT directly. Many teachers prefer this for clarity and control. Below, we walk you through this process.

The screenshot shows the 'New GPT' configuration interface. At the top left, there is a back arrow, a circular icon, and the text 'New GPT' with a 'Draft' status. Below this, there are two tabs: 'Create' and 'Configure', with 'Configure' being the active tab. In the center of the page is a large dashed circle with a plus sign inside. The form is divided into several sections: 'Name' with a text input field containing 'Name your GPT'; 'Description' with a text input field containing 'Add a short description about what this GPT does'; 'Instructions' with a larger text area containing the prompt 'What does this GPT do? How does it behave? What should it avoid doing?'; 'Conversation starters' with a text input field and a close button; and 'Knowledge' with a note about file uploads and an 'Upload files' button. A vertical scrollbar is visible on the right side of the form.

< **New GPT**  
● Draft

Create Configure

+

**Name**  
Name your GPT

**Description**  
Add a short description about what this GPT does

**Instructions**  
What does this GPT do? How does it behave? What should it avoid doing?

Conversations with your GPT can potentially include part or all of the instructions provided.

**Conversation starters**  
×

**Knowledge**  
Conversations with your GPT can potentially reveal part or all of the files uploaded.

Upload files

## Step 3: Complete the Configure Fields

Use the “Configure” tab to train your GPT on who you are, what you need, and how it should respond.

FIELD	WHAT TO ENTER	EXAMPLE
Name	A clear, specific title for your assistant	<i>IEP Goal Writer – Grade 3 SPED</i>
Description	A short summary of your GPT’s purpose (visible to others)	<i>Helps a 3rd grade SPED teacher draft IEP goals and aligned strategies</i>
Instructions	Describe your role, needs, preferred tone, and response format. Direct the GPT in how the Knowledge files should be used. Be as detailed as you like!	<i>You support a 3rd grade SPED teacher. Use a warm, collegial tone. First, ask clarifying questions. Then, suggest 2–3 IEP goals with accommodations. Format your response as a numbered list. Reference the uploaded IEP Goal Bank and district guide.</i>
Conversation Starters	Example prompts that match real classroom tasks.	<i>Draft a reading comprehension goal for a student with ADHD.</i>
Knowledge <i>(Optional)</i>	Upload up to 20 key reference files your GPT should reference when responding (PDF format only)--curriculum tools, templates, or examples that reflect how <i>you</i> work. This is useful for customizing responses.	<i>IEP Goal Bank.pdf, “District Accommodations Guide.pdf</i>
Actions <i>(Advanced)</i>	Leave this field blank unless connecting to outside tools or APIs	

## Step 4: Test and Revise

Try out your GPT! If the responses aren't quite right, try one of these refinements:

WHAT TO ADJUST	PROBLEM	FIX EXAMPLE
Instructions	GPT gives long, academic answers.	Add to Instructions: <i>"Use concise, teacher-friendly language."</i>
Conversation Starters	Starter is too broad (e.g., "Plan a lesson").	Replace with: <i>"Suggest 3 indoor PE warm-ups for middle school."</i>
Knowledge Files	GPT gives generic feedback.	Upload your rubric, newsletter, pacing guide, or other supporting document to personalize responses.
Scope or Role	GPT tries to do too much.	Refine role in Instructions: <i>"Focus only on formative assessments for 10th grade biology."</i>

## Step 5: Save, Chat, and Share

Once your GPT is ready:

1. Click Save and Publish to make it usable.
2. Start chatting and test it out! Remember, creating a Custom GPT is iterative. You can continue to edit the GPT to match your needs.
3. Share your GPT with others!
  - Open your GPT
  - Click the "... " (More) menu > "Copy link"
  - Share the link with colleagues