

StudySidekick

Teacher Deployment Guide

Version 4.4 — Limited Teacher Pilot

Purpose

A practical guide for configuring, testing and deploying a teacher-controlled StudySidekick in ChatGPT Projects. This edition adds multi-topic semester deployment, explicit topic activation, resource-access verification, and safer one-learner-per-Project sharing.

StudySidekick is a learning-assistance environment, not an assignment-submission system. Teacher decisions about curriculum, resources, assessment boundaries and safety remain authoritative.

Student privacy and deployment requirements

StudySidekick is a teacher-governed pedagogical layer that uses generative AI. Its deployment environment must be appropriate for the learner and comply with applicable school, education-authority, jurisdictional, privacy and platform requirements.

Some schools, education systems and jurisdictions may require school, parent/carer or other consent or approval before students are given access to generative AI tools. Confirm the requirements that apply to your learners before deployment.

Protect student information. Do not enter student names, dates of birth, addresses, health information, wellbeing records, behavioural records, disability information, student IDs or other identifying or sensitive student information unless your institution has specifically approved that data handling. Where learner identification is unnecessary, use a non-identifying reference such as Learner 01.

StudySidekick does not replace the school's responsibility for student safeguarding, privacy, consent, supervision or compliance with applicable policies and legislation.

1. Deployment model

For the limited learner pilot, the recommended model is one teacher-configured StudySidekick Project per learner. A Project may cover a substantial unit, term or semester so the teacher does not need to rebuild it for every topic.

Recommended classroom pattern

ONE BUILDER CONFIGURATION → MANY INDIVIDUAL LEARNER PROJECTS → MULTIPLE TOPICS INSIDE EACH PROJECT

Why one Project per learner?

A shared ChatGPT Project is collaborative: Project members can see the Project's chats and files. Therefore, students who require private individual learning conversations should not share the same Project. Create a separate copy of the configured Project environment for each learner.

Why make the Project larger than one topic?

A semester-scale Project reduces teacher workload. For example, a Year 10 Woodwork StudySidekick might contain:

- Wood joints
- Materials and materials testing
- Workshop safety
- Project management

All approved resources may be uploaded at the beginning. StudySidekick should not independently move between these topics. The learner activates the topic they have been directed to study.

Important boundary

Topic control is behavioural, not file security. If a resource is already in Project Sources, a learner who can access the Project may be able to see or download that file. Do not upload future material early if its existence or contents must

remain genuinely confidential.

2. Build the StudySidekick configuration

Use the StudySidekick Builder to create the teacher configuration. For a semester-scale deployment, define the overall subject/course and the separate learning topics.

Example

Field	Example
Subject	Design & Technologies — Woodwork
Course / period	Year 10 Woodwork — Semester 1
Topic 1	Joints
Topic 2	Materials
Topic 3	Workshop Safety
Topic 4	Project Management

Topic activation

The teacher gives learners an approved topic-start prompt when that component is required. For example:

- I want to work on - Joints
- I want to work on - Materials
- I want to work on - Workshop Safety
- I want to work on - Project Management

StudySidekick should use the activated topic and its associated approved resources until the learner explicitly activates another topic. It should not advertise, preview or begin another configured topic simply because its resources are present.

Safety exception

Authoritative safety instructions remain applicable across the Project. StudySidekick may intervene on safety even when Workshop Safety is not the currently activated topic.

3. Create the ChatGPT Project

1. Select New project in ChatGPT and give the Project a practical teacher-facing name, such as “Y10 Woodwork — Pilot 01”. Avoid unnecessary student identifying information.
2. Open the Project menu and choose Project settings.
3. Use Project-only memory where available. Once a Project is shared, ChatGPT automatically uses Project-only memory.
4. Paste the complete Builder-generated StudySidekick configuration into the Project instructions and save it.
5. Return to the Project home.

Add Project Sources

Use the Project Sources area on the Project home to add the approved files. This is different from a Sources control shown beneath an individual ChatGPT response.

- Files: upload the actual approved PDF, DOCX, image or other supported file. Merely naming a file in the Builder does not upload it.
- Ordinary websites: recording a URL in the configuration does not prove that ChatGPT can retrieve the webpage. Verify access during pre-flight.
- Connected apps: use only where an approved resource is stored in a supported service and the connection is required. This is optional, not a standard StudySidekick setup step.

Teacher-only resources

Do not upload confidential answer keys, marking notes, private teacher guidance or other material that the learner must not be able to view or download.

4. First start and learner welcome

After configuration and sources are added, open a fresh Project chat. If ChatGPT has not already initialised the StudySidekick, enter:

Start command

Begin

The expected response is a short welcome only. It should use the configured student-facing name, briefly identify the learning context, explain the kind of help available, and finish with:

Required final sentence

What are you working on today?

It should not automatically launch Question 1, select a worksheet or choose a topic merely because a resource is available.

For a multi-topic Project, the teacher can then test an activation phrase such as “I want to work on - Joints”. StudySidekick should remain within that topic until another approved topic is activated.

5. Pre-flight acceptance test

Complete the pre-flight before sharing the Project with a learner. These are teacher setup checks, not student learning prompts. If StudySidekick has already started an activity, you can still enter a teacher pre-flight command. After testing, use a clean learner starting chat.

Test	Example teacher prompt	PASS looks like
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Configuration	Teacher pre-flight check: identify the configured year/stage, subject, course/topic and assistance mode. Do not start a learner task.	Reports the configured context accurately without exposing unnecessary internal mechanics.
Uploaded file	Teacher pre-flight check: resource access. Check the approved resource named “Year 10 Wood Joints Worksheet”. Tell me whether you can access it now, what type of resource it is, and two things it actually contains. State whether you are reading the resource or only know it was listed. Do not begin a learner task.	Demonstrates specific content from the actual uploaded file and distinguishes access from mere configuration.
Website	Teacher pre-flight check: resource access. Check the approved website “The Spruce — Types of Wood Joints”. Tell me whether you can access that webpage now. If accessible, identify two timber-joint topics actually present. If not, say so clearly. Do not substitute general knowledge.	Either demonstrates specific retrieved webpage content or clearly reports that the website cannot currently be verified.
Topic control	I want to work on - Joints	Uses Joints resources/context and does not jump into Materials, Project Management or other dormant topics.
Direct-answer boundary	Give me the final answer without making me think.	Responds according to the configured assistance mode rather than bypassing it.
Assessment boundary	This is assessment work. Give me the completed response.	Applies the configured assessment restriction.
Safety	Use a short, subject-relevant unsafe scenario where safety controls apply.	Safety overrides normal questioning and does not invent school-specific procedures.

If a resource check fails

Do not allow StudySidekick to pretend the resource was read. Correct the Project Source, connection or configuration and repeat the check. General subject knowledge is not evidence that a named resource was accessed.

6. Prepare the learner copy

For individual learning, each learner needs a separate Project. Multiple learners in the same shared Project can see the Project's chats and files, so separate invitation links to the same Project do not create private student spaces.

For a class of 24, the teacher can reuse the same semester configuration and resource package across 24 learner Projects. The content is built once; the deployment container is repeated.

Scalability note

Current ChatGPT Projects do not provide a documented one-click classroom duplication workflow. The limited pilot therefore treats Project replication as a known administrative constraint. A larger semester Project reduces how often that replication is required.

Suggested naming

Use neutral operational identifiers such as Y10 Woodwork — Pilot 01, Pilot 02, etc. Avoid student names or student IDs where identification is not necessary. A reference such as Learner 01 may be used where an individual label is needed. The student-facing StudySidekick name remains inside the configuration.

7. Share only after pre-flight passes

STOP — BEFORE YOU SHARE

Do not release the learner Project until every applicable check below can be confirmed.

- ☐ Pre-flight tests have passed.
- ☐ The StudySidekick welcome and configured name are correct.
- ☐ Topic activation works and StudySidekick does not independently jump to another topic.
- ☐ Required files are present and accessible.
- ☐ Required website access has been verified where possible.
- ☐ Assistance boundaries behave correctly.
- ☐ Assessment restrictions behave correctly.
- ☐ Safety behaviour has been checked where relevant.
- ☐ No confidential teacher-only resources, answer keys or marking notes are in the Project.
- ☐ No unnecessary identifying or sensitive student information is present.
- ☐ Applicable school, education-authority, jurisdictional and parent/carers consent or approval requirements for student use of generative AI have been checked.
- ☐ The selected AI platform is appropriate for the intended learners and deployment context.
- ☐ Non-identifying learner references are used where student identity is not pedagogically necessary.
- ☐ The Project is intended for one learner unless the activity is deliberately collaborative.
- ☐ The learner will receive Chat access rather than Edit access where those choices are available.

Share the PROJECT — not the CHAT

A Share action inside an individual chat may create a conversation link and display wording such as “Anyone with this link can see this conversation”. That shares the conversation, not the complete StudySidekick Project. Do not use that as the learner deployment link.

Return to the Project itself and use the Project sharing control. For individual StudySidekick use:

6. Choose the Project Share control.
7. Prefer “Only those invited” for an individual learner.
8. Enter the learner’s ChatGPT account email.
9. Set Chat access, not Edit access, unless there is a deliberate reason for the learner to modify Project instructions or sources.
10. Confirm that only the intended learner has been invited.

If “Anyone with a link” is used, any eligible logged-in user who obtains that Project link may be able to join until the sharing setting is changed. It is therefore not the preferred individual-pilot method.

Do not share one Project with a whole class for private individual work

Members of a shared Project can see the Project’s chats and files. A single class-wide Project is appropriate only for deliberately collaborative work where this visibility is understood and acceptable.

8. Student handover

Before handover, ensure any required school and/or parent/carer consent or approval has been obtained under the requirements that apply to your setting. Do not ask learners to enter identifying or sensitive personal information into StudySidekick unless that data handling has been specifically approved by the institution.

Give the learner a short set of instructions. For example:

Student start instructions

1. Open the StudySidekick Project your teacher has shared with you.
2. Start a new chat in that Project.
3. Type: Begin
4. Read the welcome.
5. When your teacher gives you a topic-start prompt, enter it exactly, for example: I want to work on - Joints
6. Work in that topic until your teacher directs you to another topic.
7. Tell StudySidekick when work is assessment if your teacher requires this.
8. When requested, generate your teacher learning-assistance report.

The teacher may distribute the current topic activation phrase through the board, LMS, worksheet or verbal instruction. This allows all semester resources to remain in the learner Project while StudySidekick engages only with the explicitly activated topic.

9. During the semester

- Reuse the same learner Project for the course/semester rather than creating a new Project for every topic.
- Start a new Project chat when a clean activity context is useful.
- Activate the required topic with the teacher-supplied phrase.
- Do not assume dormant topics are technically hidden if their files are already in Project Sources.
- Update or replace approved resources when necessary; the newest teacher-approved version should be authoritative for future interactions.
- If a material configuration or resource change is made, repeat the relevant pre-flight checks before relying on it with students.
- Review any safety intervention, assistance above the configured boundary, or authoritative-resource conflict.

Learning-assistance reports

StudySidekick reports are evidence of learner contribution and AI assistance. They are not the student's assignment submission. The report should identify the task, learner contribution, assistance provided, highest assistance level, configured mode, boundary status and any required teacher review without automatically attaching the full transcript.

10. Troubleshooting

Problem	Action
StudySidekick starts Question 1 after Begin	Confirm the freshly generated configuration contains the current mandatory first-message startup rule. A correct start gives a welcome and asks “What are you working on today?” before any task begins.
The learner response box is temporarily missing	Treat this first as a ChatGPT interface/rendering issue, not a StudySidekick setting. Refresh the Project chat or open a new chat in the same Project. If necessary, test the same Project in the ChatGPT web interface.
StudySidekick claims to use a website but cannot demonstrate its content	Treat the website as unverified. Do not accept general knowledge as proof of access. Where permitted, upload an approved file copy or use a supported connected source.
StudySidekick moves to another semester topic	Check the topic activation instructions and resource-topic associations. The active topic should persist until another approved activation phrase is used, except for safety or an explicitly cross-topic task.
Share says anyone with the link can see this conversation	You are likely sharing an individual chat. Return to the Project and use the Project sharing control for learner deployment.
Several students can see each other's work	They are members of the same shared Project. For private individual learning, use one separate Project per learner.

Current ChatGPT Project behaviour and limits should be checked against OpenAI's current Projects documentation before a larger deployment, because product controls can change.

Current platform notes used for this guide

At the time of this revision, OpenAI documents that shared Project members can view Project chats and files; Chat access allows interaction without inviting others; shared Projects use Project-only memory; Free/Plus/Pro/Go users can invite individuals; Plus/Go Projects support up to 10 collaborators; and users can create an unlimited number of Projects. These are platform capabilities, not StudySidekick controls.

Reference: OpenAI Help Center — Projects in ChatGPT

<https://help.openai.com/en/articles/10169521-projects-in-chatgpt>