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# Using AI tools in learning and training

**Irina Cojocaru**

Information Society Development Institute,  
Republic of Moldova



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Information Society Development Institute  
Republic of Moldova

PROMPT: Use the uploaded image as brand guide, which is the logo of the organisation I represent and generate the title slide for my presentation titled - Using AI tools in learning and training. Also include my name and organisation - Irina Cojocaru, Information Society Development Institute, Republic of Moldova





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PROMPT: I am preparing a presentation **for the professional research librarians event**, titled - Using AI tools in learning and training. **Generate an appropriate image** for the title slide. Use the uploaded logo of the organisation I represent and also include my name and organisation - Irina Cojocaru, Information Society Development Institute, Republic of Moldova. Make the ratio 4:3



# Using AI tools in learning and training



Irina Cojocaru

Information Society Development Institute,  
Republic of Moldova



# Using AI Tools in Learning and Training



Empowering Librarians.  
Enhancing Learning.  
Shaping the Future.

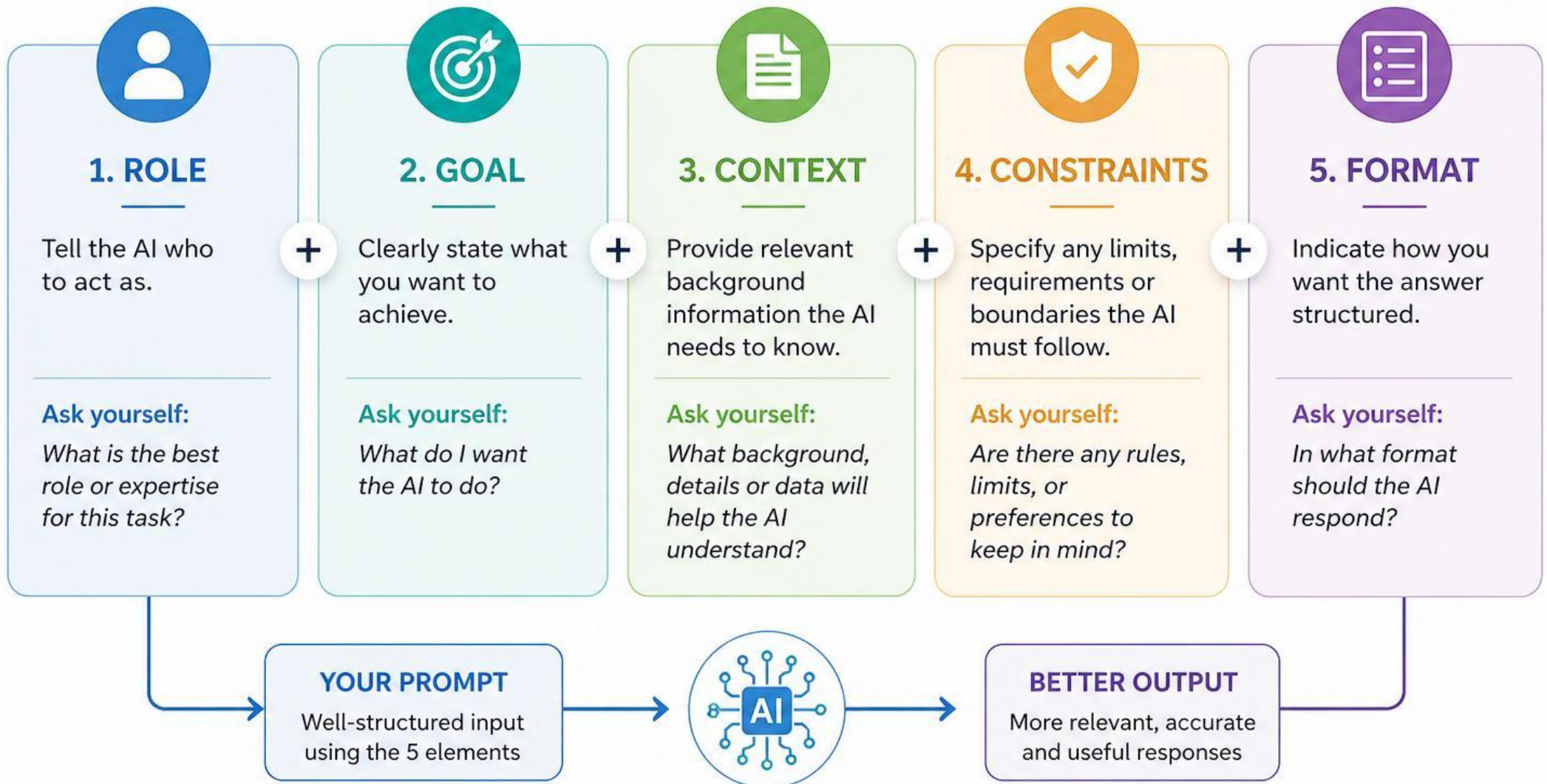


PROMPT: I am preparing a presentation for the professional research librarians event, titled - Using AI tools in learning and training. Generate an appropriate image for the title slide. Make the aspect ratio 4:



# The Basic Prompting Framework

Provide clear inputs to get better, more relevant AI outputs.



**Tip:** The more clear and complete your prompt, the better the AI can understand and help.

## Poorly written prompt

Write a training plan for a workshop about using AI for researchers at my institute

## Optimal prompt, based on the framework

**Role:** Act as a Senior Instructional Designer and EdTech Consultant.

**Goal:** Help me create a detailed 2-hour workshop outline titled "AI-Enhanced Research and Teaching" for our staff.

**Context:** I am Irina Cojocaru from the Information Society Development Institute (IDSI) in the Republic of Moldova. Our audience consists of researchers and educators who have high digital literacy but are just beginning to integrate LLMs into their workflows.

**Constraints:**

**Tone:** Professional, innovative, and encouraging.

**Content:** Focus on academic integrity and practical prompt engineering.

**Length:** Keep the total outline to one page.

**Language:** English.

**Format:** Present this as a Table with three columns: (1) Time Slot, (2) Topic, and (3) Interactive Activity.

# Our current set-up



**manus**



**Gemini**



**NotebookLM**



**perplexity**

**Disclaimer:** We are using Manus Pro and ChatGPT Plus

Perplexity combines web search with AI summarization to deliver

fast answers with sources—so you can research, fact-check, and ask follow-up questions in one place.

## WHAT IS PERPLEXITY?

It gives you direct, conversational answers with citations, backed by real-time web search.



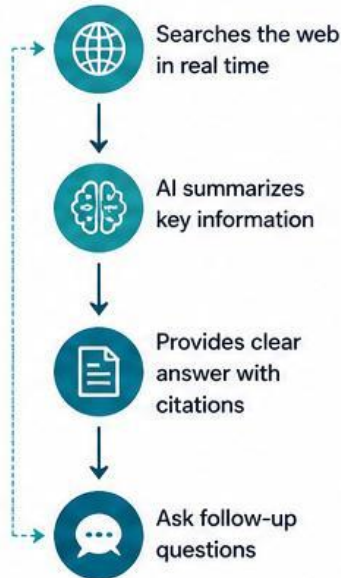
perplexity

What is the capital of Australia and when was it established?





The capital of Australia is Canberra. It was established on March 12, 1913, as part of a compromise between the rival cities of Sydney and Melbourne.

Sources

- 1 Australian Government – About Canberra
- 2 Britannica – Canberra
- 3 National Archives of Australia – Federal Capital



## WHY PEOPLE USE IT

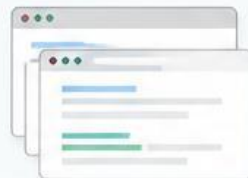
-  **Direct, conversational answers** – No need to open many pages.
-  **Includes citations** – You can verify where the information came from.
-  **Uses real-time web results** – Great for current topics and changing information.
-  **Good for deep research** – Research mode synthesizes many sources into a longer, well-structured report.

## BEST USE CASES


-  **Quick factual lookups**  
e.g., dates, definitions, statistics
-  **Research for work or study**  
e.g., topics, concepts, background information
-  **Comparing options**  
e.g., products, services, tools
-  **Summarizing articles or complex topics**  
e.g., reports, papers, news
-  **Fact-checking claims**  
e.g., posts, statements, rumors

## SIMPLE WAY TO THINK ABOUT IT

 **Traditional Search**  
Gives you links



VS

 **Perplexity**  
Gives you the answer plus explanations and evidence



Clear answer

Summarized explanation

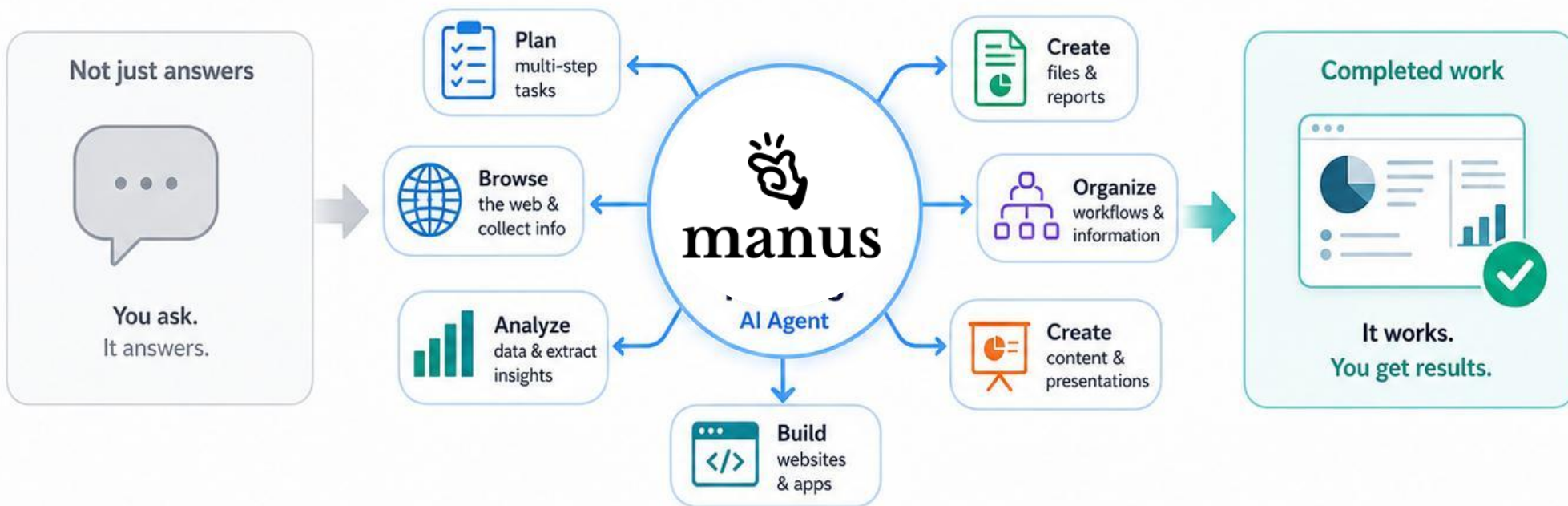
Citations you can trust

Sources

- 1
- 2
- 3

# Manus

An AI agent built to do work



## 1 What it does



Plan multi-step tasks



Browse & collect info



Create files & reports



Organize workflows



Deliver finished outputs

## 2 Best use cases



Research & market analysis



Data analysis & reporting



Workflow automation



Content & presentations



Web / app building

## 3 Best when...

- ✓ The task is **bigger** than one chat reply
- ✓ You want the **finished result**, not just advice
- ✓ The work is **repetitive, research-heavy, or output-driven**



Good fit



Founders



Marketers



Operations teams



Analysts



Anyone needing structured deliverables

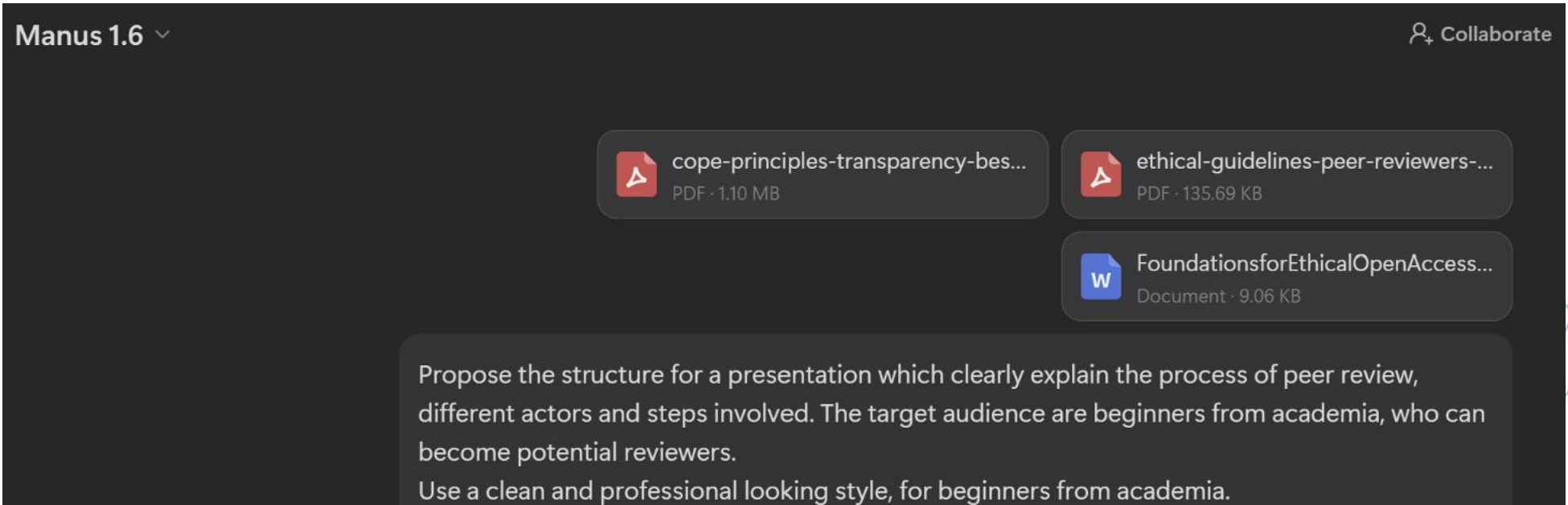
# Manus use cases

- 1. Creating presentations**
- 2. Workflow automation**
- 3. Web/ app prototyping**



# Manus use case #1 – creating presentations

## PROMPT



The screenshot shows the Manus 1.6 interface. At the top left, it says "Manus 1.6" with a dropdown arrow. At the top right, there is a "Collaborate" button with a person icon. Below the header, there are three file upload cards: a PDF file named "cope-principles-transparency-bes..." (1.10 MB), a PDF file named "ethical-guidelines-peer-reviewers..." (135.69 KB), and a Word document named "FoundationsforEthicalOpenAccess..." (9.06 KB). Below these files is a text prompt: "Propose the structure for a presentation which clearly explain the process of peer review, different actors and steps involved. The target audience are beginners from academia, who can become potential reviewers. Use a clean and professional looking style, for beginners from academia."

## OUTPUT

Generated presentation available at

[Understanding Peer Review: A Guide for Beginner Academics - Manus](#)

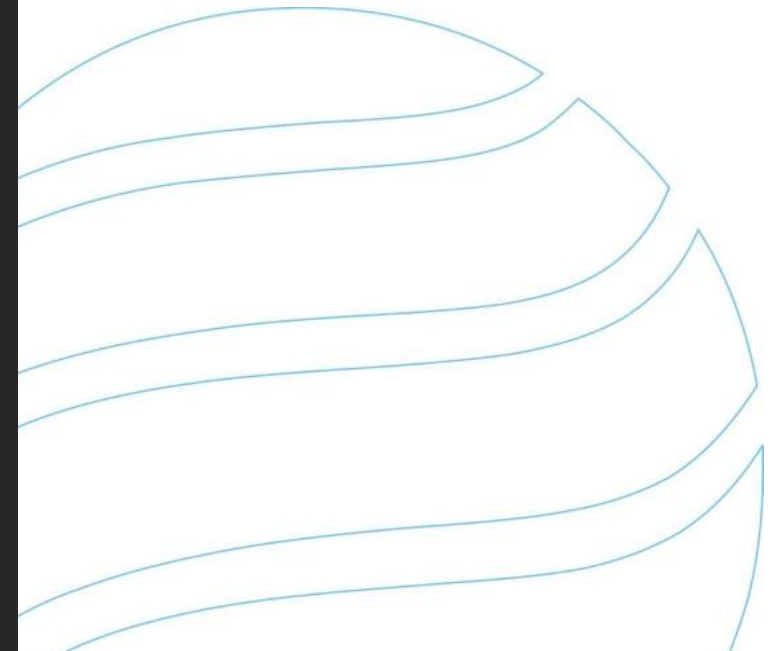
**NB!** You need to create an account with Manus to be able to download the presentation as PPT or PDF, can save it to your Google Drive or convert to Google Slides, if you login with your Google account

# Manus use case #2 – splitting PDF files

SD-nr.-2.pdf  
PDF · 1.98 MB

## PROMPT

Task: Automate scientific journal splitting with deep-page DOI detection and a mandatory acronym validation checkpoint. Input: The uploaded PDF file (Scientific Journal Issue). Step 1: Preliminary Analysis & Checkpoint (STOP HERE): Identify the Journal Title, Year, and Issue Number. Mandatory Action: Propose a short, lowercase Journal-Acronym based on the title. Wait for User Input: Display the extracted Year, Issue, and your proposed Acronym. Do not proceed with splitting or deep-scanning until I have validated the acronym or provided a different one. Step 2: Processing (Execute only after Acronym Validation): TOC Analysis: Extract First Author's Surname, Start/End Pages, and calculate the PDF page offset. Deep DOI Detection: Navigate to the first page of each article to look for a DOI string (e.g., <https://doi.org/10.xxxx/suffix>). Step 3: Naming Logic & Formatting (Updated): Sequence Number: Assign a leading two-digit sequence number (01, 02, 03...) based on the article's order in the Table of Contents. Filename Construction: > - Start with the [sequence-number], followed by the [journal-acronym], [year], [issue], [author-surname], and finally the [identifier]. Rule A (DOI Found): [seq]-[acronym]-[year]-[issue]-[author]-[doi-suffix].pdf Rule B (No DOI): [seq]-[acronym]-[year]-[issue]-[author]-p[start-page].pdf Formatting: All lowercase, no diacritics, and replace slashes in suffixes with dashes/dots. Step 4: Output: Split the PDF and generate a ZIP archive named: [journal-acronym]-[year]-[issue].zip. Make sure to compress the split files to an appropriate size, without compromising the quality of the text and images. Provide the download link and a brief summary of the files processed.



## OUTPUT

Brief summary: 9 article files were processed, the printed-to-PDF page offset used was -1, and DOI strings were detected on all 9 first article pages. Filenames were generated with leading two-digit sequence numbers, and the archive was compressed as a ZIP package without altering PDF page quality.

Total publications extracted: 9

sd-2025-2.zip  
Archive · 4.31 MB

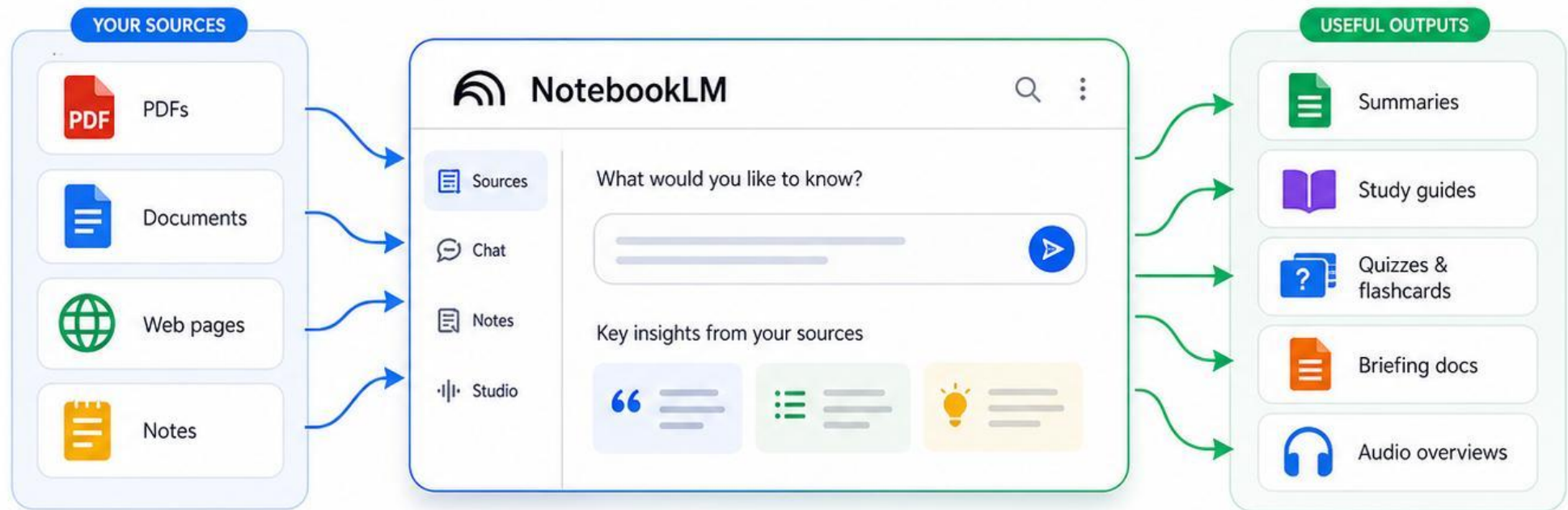
Processing summary  
Markdown · 1.33 KB

manifest.json  
Code · 3.28 KB

View all files in this task

# Google NotebookLM

AI research and note-taking assistant grounded in your sources



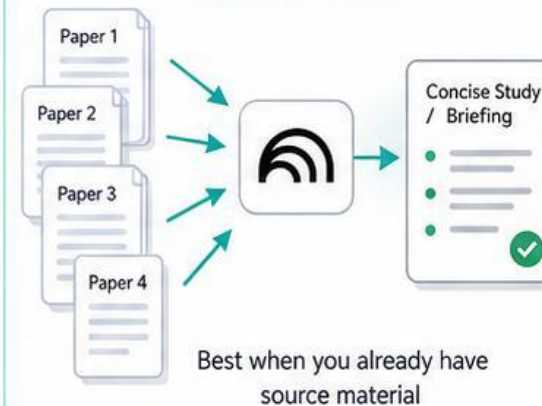
## WHY USE IT

- Answers grounded in your own files
- Better accuracy and context
- Focuses on uploaded sources, not broad web search

## BEST USE CASES

- Literature reviews
- Studying
- Summarizing long documents
- Internal knowledge search
- Content repurposing

## WHEN IT SHINES



## LESS IDEAL FOR

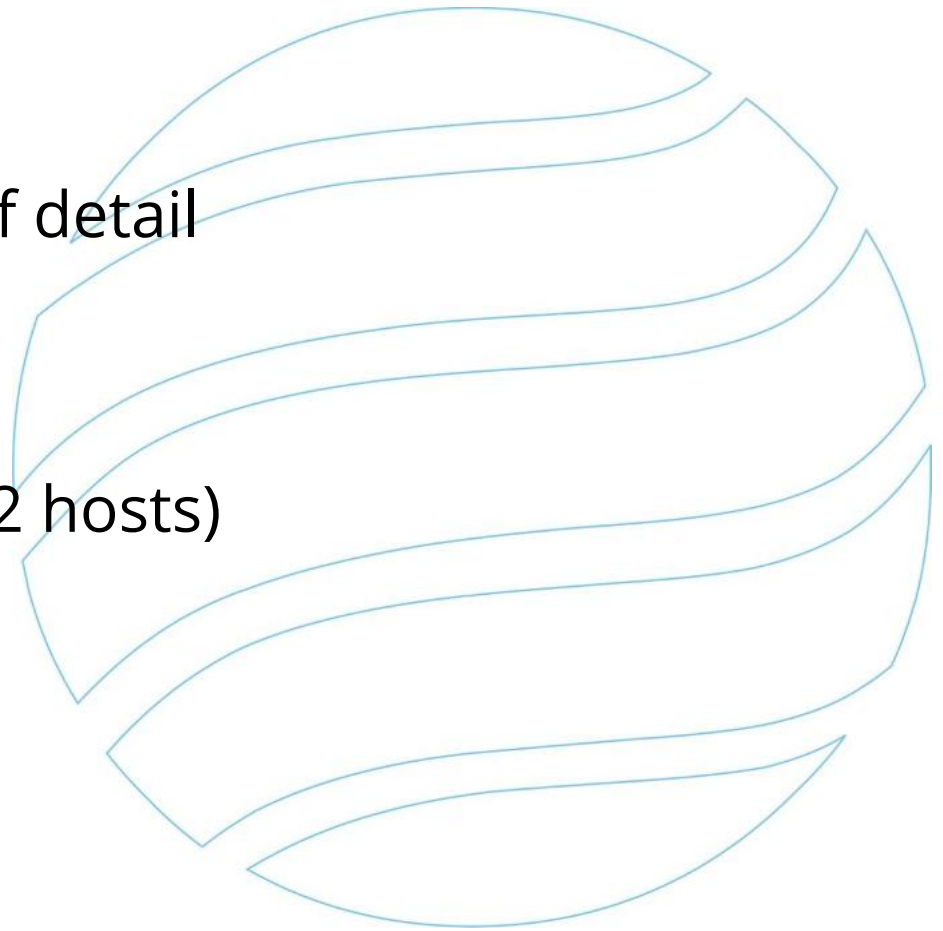
- Open web discovery
- Broad brainstorming from scratch

# Google NotebookLM use case #1 (training)

- **Peer review process guide based on COPE best practices**

Based on the provided sources:

- Mind map
- Infographics with different levels of detail
- Slide deck (presentation)
- Flashcards
- Audio overview (podcast between 2 hosts)
- Quiz



# Google NotebookLM use case #1 (training)

- Peer review process guide based on COPE best practices

The screenshot displays the Google NotebookLM interface. The top bar includes a search icon, the notebook title "COPE Guidelines on Good Publication Practice", and buttons for "Create notebook", "Analytics", "Share", and "Settings". The interface is divided into three main sections:

- Sources:** A sidebar on the left with a search bar and a list of sources. The sources listed are: "Foundations for Ethical Open Access Peer Review Sys...", "cope-principles-transparency-best-practice-scholarl...", and "ethical-guidelines-peer-reviewers-cope.pdf".
- Chat:** The central area shows the notebook's content, titled "COPE Guidelines on Good Publication Practice" (3 sources, May 5, 2026). The text discusses maintaining integrity and transparency in scholarly publishing, focusing on open access journals, best practices for editors and publishers, ethical obligations of peer reviewers, and communication protocols. Below the text is a chat window with three prompts: "What are the different models of peer review available?", "How can a new journal ensure transparency and best practices?", and "What are the primary ethical obligations of a peer reviewer?".
- Studio:** A sidebar on the right with various output options: Audio Overview, Slide Deck, Video Overview, Mind Map, Reports, Flashcards, Quiz, Infographic, and Data Table. Below these are several generated outputs, such as "Comparison of Peer Review Models and Identification...", "Ethical Open Access Publishing Anatomy", "Bulletproof Peer Review Systems for Open...", "Publishing Flashcards", "Ethical Peer Review Blueprint Guide", and "The Peer Review Blueprint".

Upload your sources or search the web for new ones (including YouTube videos and entire websites)

Chat with your sources, explore them and analyse from different perspectives (all depending on kinds of prompts your are using)

Based on your sources, generate different types out outputs, including presentation, infographics, mind maps etc

# NotebookLM use case #1 – slide deck

## The Architectural Blueprint of Peer Review

A structural guide to navigating the models, mechanics, and ethical obligations of the scholarly publishing ecosystem.



### Journals configure peer review across four primary architectural dimensions

<b>Identifiability</b>	<b>Double-anonymous:</b> Neither author nor reviewer identities are known.	<b>Single-anonymous:</b> Reviewer knows author; author does not know reviewer.	<b>Open:</b> Both identities are known.
<b>Mediation</b>	<b>Editor-mediated:</b> Journal handles all communication.		<b>Open interaction:</b> Reviewers and authors interact openly.
<b>Publication</b>	<b>Unpublished:</b> Reviews remain confidential.		<b>Published:</b> Reviews are posted alongside the paper (signed or unsigned).
<b>Timing</b>	<b>Pre-publication:</b> Standard evaluation before acceptance.		<b>Post-publication:</b> Commenting and review after the paper is live.

Reviewers must verify the specific model used by the journal before agreeing to review, as it dictates confidentiality rules and ownership of the review product.



# NotebookLM use case #1 - infographics


## Ethical Peer Review: A Step-by-Step Guide

This infographic outlines the ethical framework and procedural steps for peer review as defined by COPE, DOAJ, OASPA, and WAME, detailing responsibilities of Authors, Editors, and Reviewers to ensure integrity and transparency.


### THE CORE ACTORS



**THE PEER REVIEWER (Expert)**  
External experts who provide unbiased advice on manuscripts within their specific subject area.



**THE JOURNAL EDITOR (Mediator)**  
Facilitates interactions between reviewers and authors while making final decisions based on merit.




**THE AUTHOR (Contributor)**  
Researchers who submit work and benefit from the peer review process's constructive feedback.

### THE PEER REVIEW LIFECYCLE

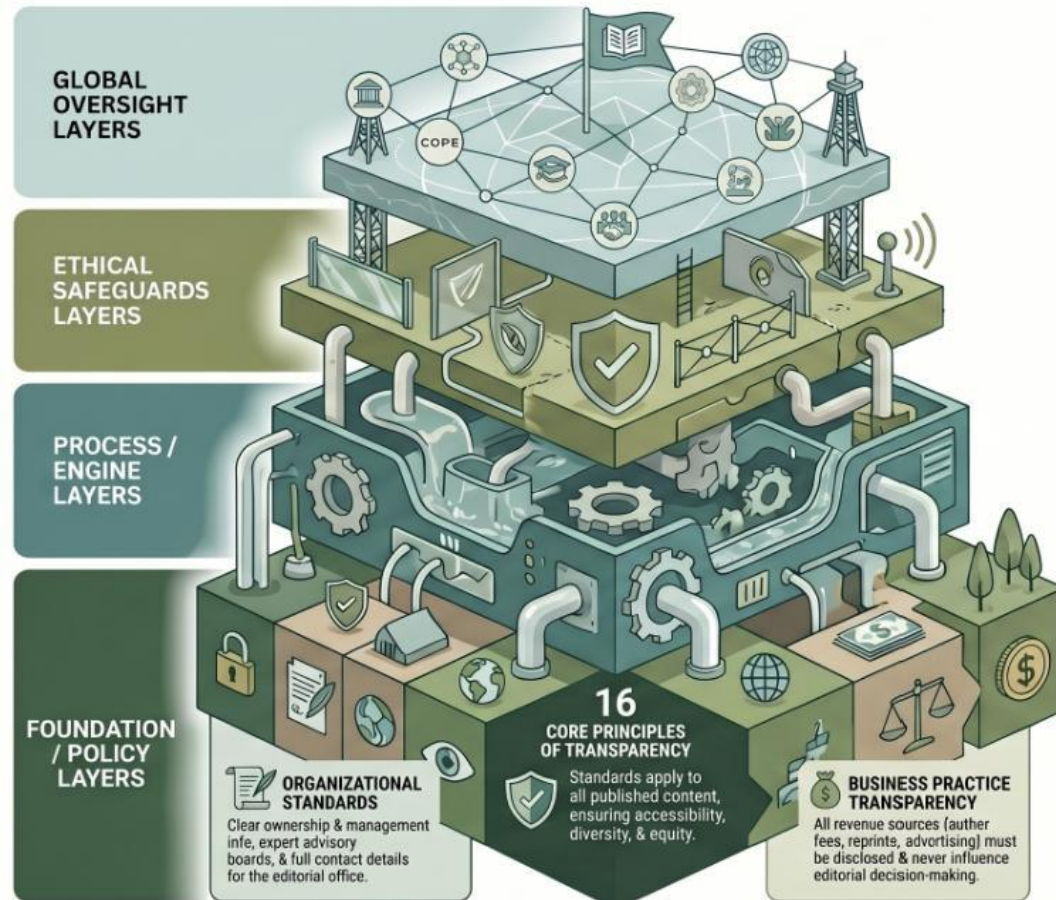
## Foundations of Integrity: The Anatomy of Ethical Open Access Publishing

#### STEP 1: ACCEPTANCE & ETHICS



Reviewers must confirm expertise, declare competing interests, and commit to a timely response.

S  
I  
D  
O



**ORGANIZATIONAL STANDARDS**  
Clear ownership & management info, expert advisory boards, & full contact details for the editorial office.

**16 CORE PRINCIPLES OF TRANSPARENCY**  
Standards apply to all published content, ensuring accessibility, diversity, & equity.

**BUSINESS PRACTICE TRANSPARENCY**  
All revenue sources (author fees, reprints, advertising) must be disclosed & never influence editorial decision-making.

#### GLOBAL OVERSIGHT ENTITIES

COPE	DOAJ	OASPA	WAME
<b>Primary Focus:</b> Educates/supports editors/publishers in publication ethics & Core Practice.*	<b>Primary Focus:</b> Community-curated directory indexing 16,100+ high-quality open access journals.	<b>Primary Focus:</b> Diverse community working to make Open Access the predominant model for scholarly communication.	<b>Primary Focus:</b> Global nonprofit for medical editors to improve standards and promote professionalism.

#### THE ETHICAL SAFEGUARDS

- CONFLICT OF INTEREST MANAGEMENT**  
Reviewers must declare personal, financial, intellectual, professional, political, or religious conflicts.
- CONFIDENTIALITY PROTOCOLS**  
Manuscripts are confidential, reviewers must not involve others without explicit journal permission.
- REPORTING MISCONDUCT**  
Report suspected research or publication misconduct (plagiarism, data falsification) directly to the editor.

#### THE PEER REVIEW ENGINE

**PEER REVIEW MODELS**

- DOUBLE-ANONYMOUS** (both parties hidden)
- SINGLE-ANONYMOUS** (reviewer knows author)
- OPEN** (both known)
- TRANSPARENCY IN POLICY**  
Clear rubrics, scoring tools, & instructions regarding assessment scope (e.g., raw data vs. theoretical rigor).
- MEDIATION & TIMING**  
Editors mediate interactions & decide if reviews occur pre-publication or post publication.

#### GROWTH & DEVELOPMENT

- REVIEWER MENTORSHIP**  
Encourage supervisors to involve junior researchers as 'reviewers of record' for formal guidance.
- PROFESSIONAL TRAINING**  
Resources from CRPE, Publons, & *SeeSe about Science* provide essential training on the review process.

# NotebookLM use case #1 - quiz

According to the COPE guidelines, what is the primary role of a peer reviewer in the scholarly community?

A. To guarantee that every published paper is free of any future controversies.

Peer review is a human process based on trust; while it aims for integrity, it cannot provide an absolute guarantee against all future issues.

B. To ensure the integrity of the scholarly record.

✓ **That's right!**

Reviewers act as essential gatekeepers to maintain the accuracy and ethical standards of published research.

C. To identify and correct all grammatical errors in a submission.

While clarity is important, the reviewer's primary focus is on the quality, rigour, and ethics of the work rather than copyediting.

D. To rewrite manuscripts into a more professional style.

The guidelines state that reviewers should respect the author's paper and style if it is clear, rather than attempting to rewrite it.

🔄 Explain

Next

2 / 9



In a 'single-anonymous' peer review model, which of the following is true?

A. Both the author and the reviewer remain anonymous to each other.

B. The reviewer knows the identity of the author, but the author does not know the reviewer.

C. The reviewer and the author interact openly throughout the process.

D. The reviewer's identity is published alongside the manuscript.

Hint ^

Previous

Next



Focus on which party remains hidden from the other in this specific model.



# Thank you!

AI is a great assistant.  
Critical thinking is still  
the **superpower**.



Use AI to support learning  
and training — not to  
replace discernment.

