

MODULE 1 · WEEK 1 · LESSON 8

Your Free AI Toolkit: Set Up Like a Pro in One Sitting

Accounts, settings and safety defaults

WHAT YOU WILL BE ABLE TO DO

- Create and configure three free AI accounts safely
- Set privacy defaults (history off where appropriate)
- Organise a personal prompt library from day one

LESSON CONTENT

The zero-cost stack

Pick one flagship chat assistant (ChatGPT, Gemini or Claude free tiers), one note-taking AI (NotebookLM or similar), and one creation tool (Canva Magic Studio or CapCut). Free tiers are genuinely capable for this course.

Safety defaults before first use

Turn off chat history/training use where offered. Never paste IDs, passwords, bank details, patient or client records. Use a dedicated email for AI accounts. Log out on shared devices. These four habits keep you safe for life.

A prompt library from day one

Create a document with sections: Study, Work, Writing, Images. Save every prompt that worked, with a one-line note on why. By Week 4 this library is one of your most employable artifacts.

KEY TERMS

Free tier	No-cost plan of a commercial AI service; sufficient for training.
Training opt-out	Setting that stops your chats improving the model.
Prompt library	Your personal, versioned collection of working prompts.
Data minimisation	Sharing only what the task truly needs.

HANDS-ON TASK

30-minute setup sprint · Tools: ChatGPT/Gemini/Claude free, Google Docs

1. Create 2 AI accounts with a dedicated email; set history/training off.
2. Start your prompt library document with 4 sections.
3. Save 3 starter prompts from this lesson into it.

KEY TAKEAWAYS

- ✓ Before you go, three takeaways from this lesson.
- ✓ One: Create and configure three free AI accounts safely.
- ✓ Two: Set privacy defaults (history off where appropriate).
- ✓ Three: Organise a personal prompt library from day one.
- ✓ And your hands-on task: 30-minute setup sprint.

- ✓ Create 2 AI accounts with a dedicated email; set history/training off.
- ✓ When it is done, mark the lesson complete on your dashboard, keep the artifact for your portfolio, and step into the next lesson.
- ✓ I will see you there.

Watch the lesson video on your dashboard, complete the task, then mark the lesson complete. Your artifact belongs in your Portfolio of Evidence.