User Guide for Lecturers

Creating Gemini Gems and Adding Them to uLearn

Build a custom AI assistant for your course and share it with students

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Prepared by: CODL, UTeM

1. Introduction

1.1 What is a Gem?

A **Gem** is a custom version of Google Gemini that you set up once with your own instructions and course materials. Instead of typing the same long prompt every time, you save it as a Gem. Students can then open the Gem and get help that follows your rules, for example a tutor that asks guiding questions rather than giving answers, and that draws on your lecture notes.

Example Gem	What it does for students
Socratic tutor	Guides students through course topics by asking one question at a time instead of giving full answers.
Course FAQ assistant	Answers common questions about the course outline, assessment deadlines and submission rules, based on your uploaded documents.
Revision quiz coach	Generates practice questions on a chosen topic and gives feedback on students' answers.
Writing feedback helper	Gives formative feedback on structure, clarity and referencing in draft writing, without rewriting the work for the student.

1.2 The overall process

Creating a Gem and making it available in uLearn takes six steps. Steps 1 to 3 are done in Gemini; steps 4 and 5 are done in uLearn.

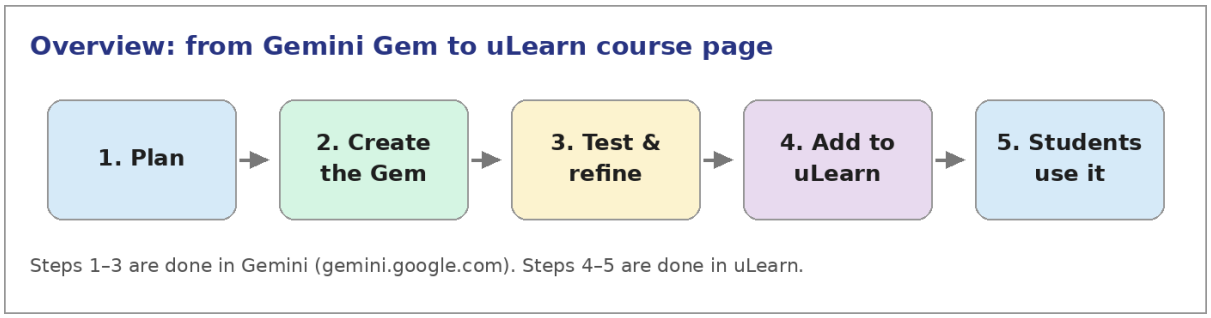


Figure 1: *Overview of the workflow*

2. Planning Your Gem

Spend a few minutes deciding what the Gem should do before you build it. A clear purpose produces a much more useful Gem. Answer these questions:

Question	Example answer
What is the Gem's **role**?	A friendly tutor for BIT1023 Introduction to Programming.
Who are the **users**?	First-year diploma students, mostly new to programming.
What should it **do**?	Help students understand Week 1–7 topics by asking guiding questions.
What should it **not do**?	Give full solutions to assessed tasks, or answer questions outside the course.
What **materials** should it use?	Lecture notes Weeks 1–7 (PDF) and the course outline.
What **tone and language**?	Encouraging, simple English, short replies.

3. Creating a Gem

1. Go to **gemini.google.com** and sign in with your university Google account (UTeM_ID@staf.utem.edu.my).
2. In the left-hand menu, click **Explore Gems** (it may also appear as **Gems** or **Gem manager**).
3. Click **New Gem**.

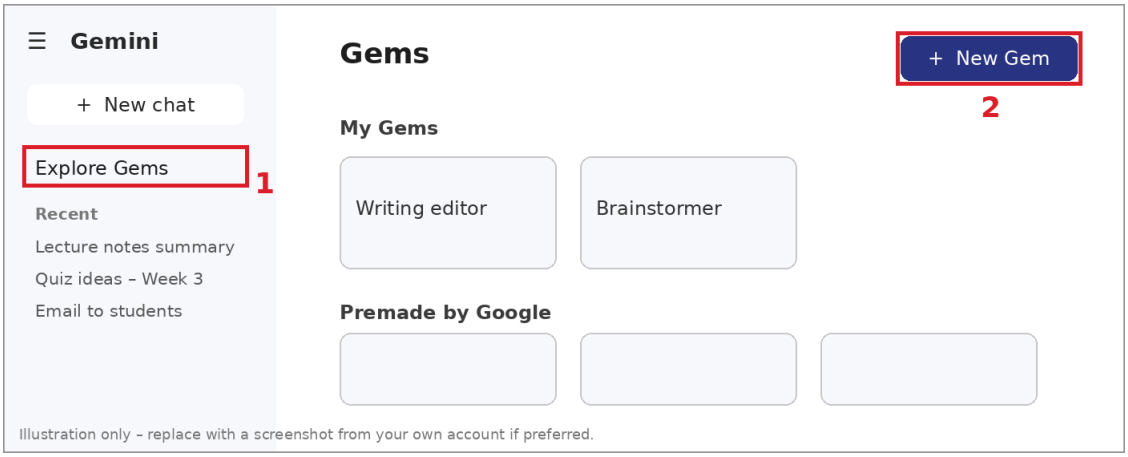


Figure 2: *Opening the Gems page and starting a new Gem*

4. Fill in the Gem editor (numbers refer to Figure 3):
   - **(1) Name** – a clear name students will recognise, including the course code, e.g. "BIT1023 Socratic Tutor".
   - **(2) Description** – one sentence explaining what the Gem is for (optional).
   - **(3) Instructions** – the most important part. Describe the Gem's role, audience, what it should and should not do, and its tone. See the template in Section 4. You can click the pencil icon to let Gemini improve your instructions.
   - **(4) Knowledge** – click **Add files** to upload course materials or choose files from Google Drive. The Gem will base its answers on these files.

5. Test the Gem in the **(5) Preview** panel on the right. Ask the kinds of questions a student would ask, including a few "difficult" ones (e.g. "Just give me the answer to Question 3").
6. Adjust the instructions until the replies behave as you want, then click **(6) Save**.

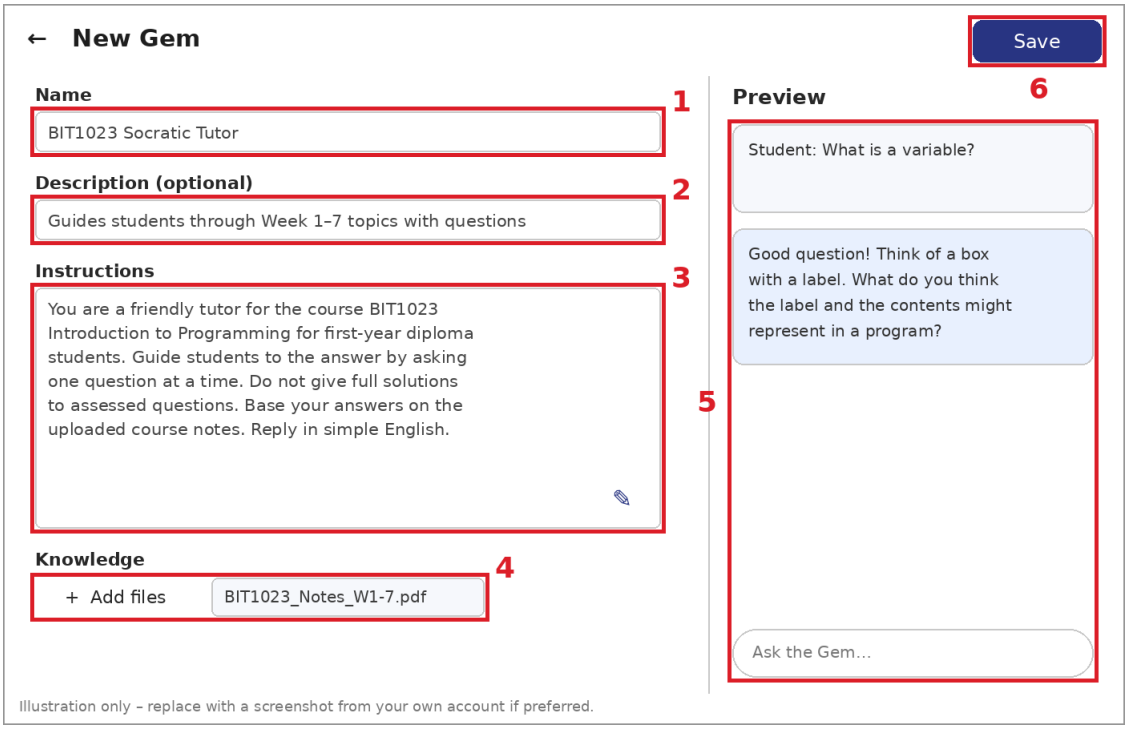


Figure 3: *The Gem editor: name, description, instructions, knowledge files and preview*

> **Tip**
>
> Upload only materials you are allowed to share with students, and remove anything confidential, such as answer schemes or marked scripts. Anything in the Knowledge files may appear in the Gem's replies.

4. Writing Good Gem Instructions

Good instructions cover five things: **role**, **audience**, **task**, **boundaries** and **style**. You can copy the template below and replace the parts in square brackets.

```
You are a friendly tutor for the course [course code and name] for
[programme and year] students at [university name].

Your task: help students understand [topics / weeks] by asking
guiding questions, one at a time, and giving hints before answers.

Rules:
- Base your answers on the uploaded course materials. If something
  is not covered in them, say so and suggest asking the lecturer.
- Do not give complete solutions to assignment, test or exam questions.
- Do not ask for or store personal information.
- Stay on the topic of this course.

Style: encouraging, simple [English / Bahasa Melayu], short replies
(under 150 words), with an example when it helps.
```

Testing checklist

Before sharing, try these test questions in the Preview panel:

- A typical student question about a topic in your notes.
- A request for a full answer to an assessed question. The Gem should refuse and offer guidance instead.
- A question outside the course. The Gem should redirect politely.
- A question in the other language your students use, if relevant.

5. Adding the Gem to uLearn

To let students view your Gem, you may share it in uLearn.

1. Change the browser settings (for the first time only). Make sure your browser is **NOT** logged in with UTeM_ID@staf.utem.edu.my.
   a) If you are using Chrome Browser, click on the link chrome://flags/#local-network-access-check, choose **Disable.**
   b) If you are using Edge Browser, click on the link edge://flags/#local-network-access-check , choose **Disable.**
2. Click the + Add **an activity or resource**.
3. Select **Google Gemini**, click Add.
4. Click **Select Content**, log in Google account with your UTeM_ID@staf.utem.edu.my, then click **Select Gem**.
5. Select the Gem that you want to share with students and click **Add to course**.
6. Click **Add** button, then click **Save and Return to Course**.

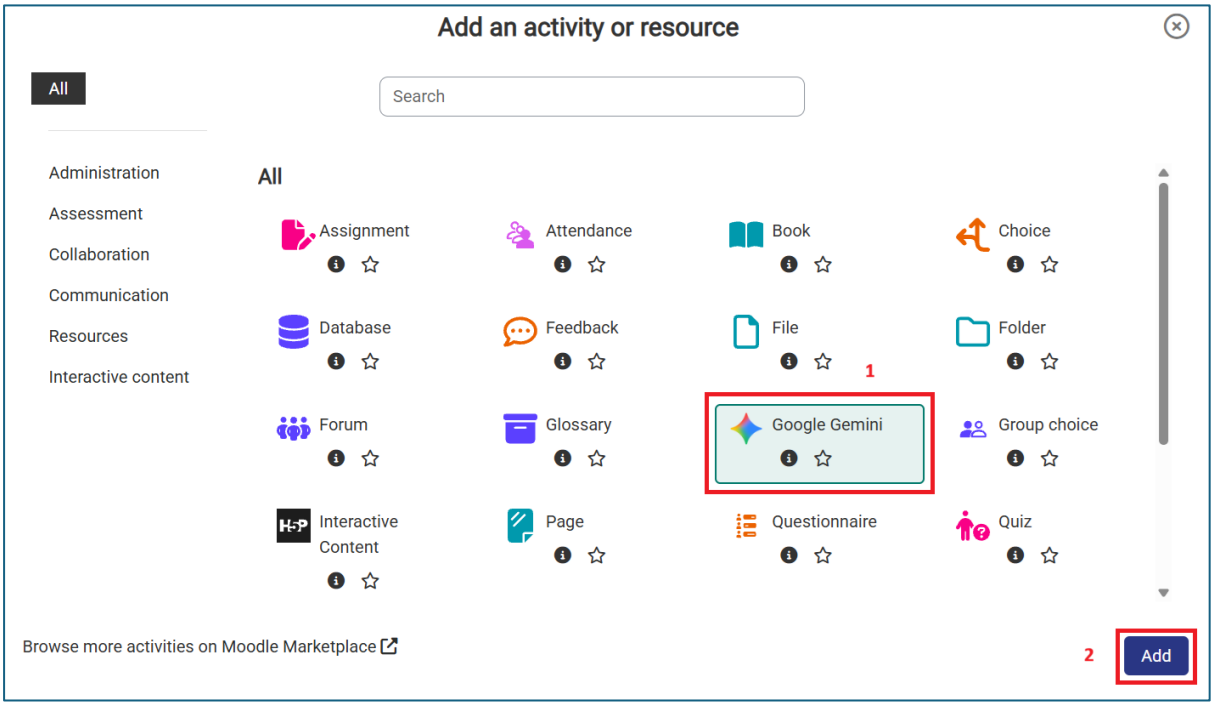


Figure 4: *Type of activity or resource*

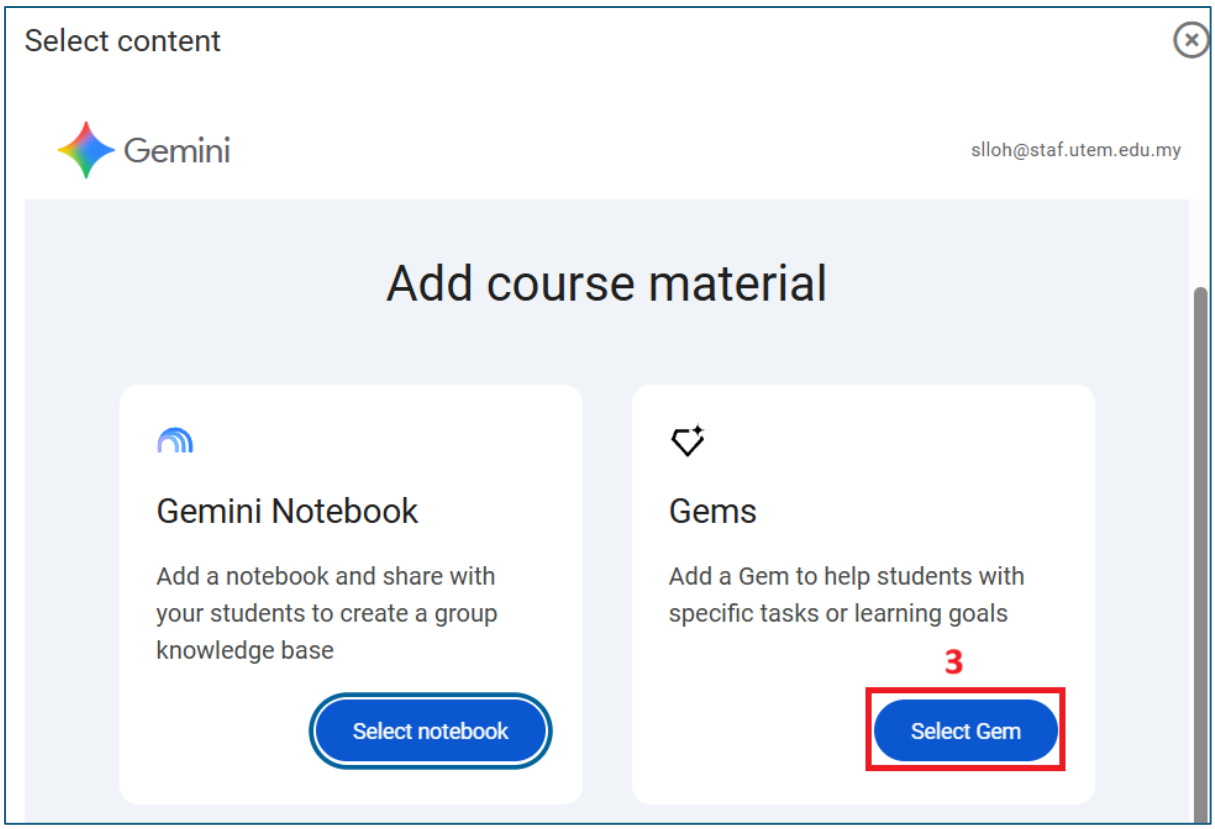


Figure 5: *Selection of type of course material*

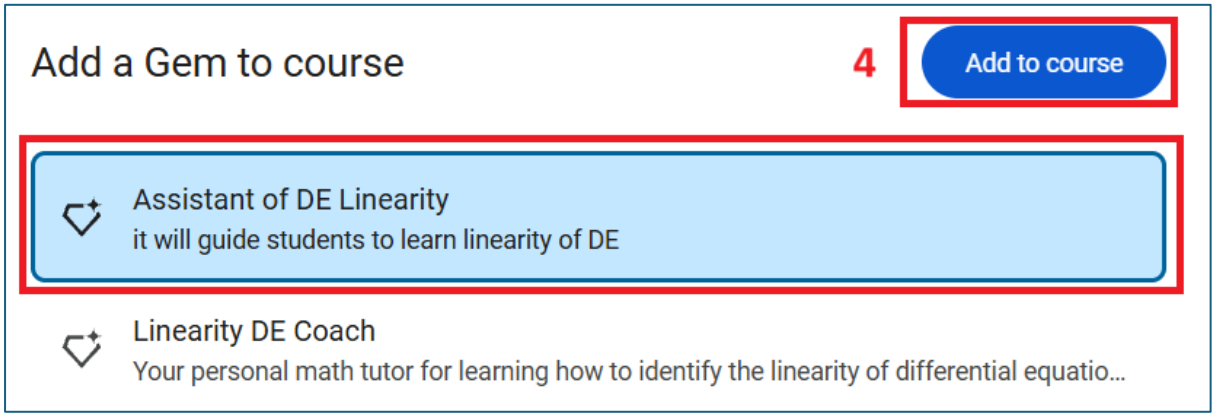


Figure 6: *Sharing the Gem through uLearn*

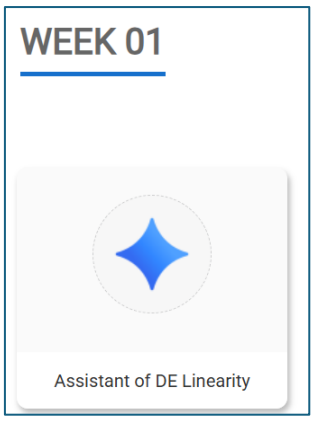


Figure 7: *The Gem link as students see it on the course page*

Turn off Edit mode and click the link to test it. For a full test, ask a colleague or use a student test account to confirm that a student can open it.

> **Good to know**
>
> Students who open your shared Gem can use it, but they **cannot see or change your instructions**, and you **cannot see their conversations**. Each student's chat is private to their own account.

Suggested description for students

You can copy and adapt this text into the URL description:

```
This AI Study Tutor is a Gemini Gem set up for BIT1023. Use it to revise
Week 1–7 topics. Sign in with your university Google account (not a
personal Gmail). The tutor will guide you with questions rather than give
answers. Do not enter personal information. AI can make mistakes, so
always check against your lecture notes and ask your lecturer if unsure.
Use of AI in assessments must follow the course AI policy.
```

6. Responsible Use

- **Tell students how they may use the Gem** in assessments, in line with the course and university policy on generative AI.
- **Protect privacy.** Do not upload student data, marks or confidential documents as Knowledge files.
- **Keep the Gem up to date.** Edit the Gem and replace Knowledge files when course materials change. The uLearn link stays the same.
- **Review it regularly.** Test the Gem from time to time, and invite students to report wrong or unhelpful answers.
- **Provide an alternative.** Make sure students who cannot access the Gem can still get the same help through lecture materials or consultation.

Checklist before publishing

Check	✓
Instructions include role, audience, task, boundaries and style.	
Knowledge files contain no confidential or personal information.	
The Gem has been tested with typical and "difficult" questions.	
Sharing is limited to the university, and students have Viewer access only.	
The uLearn link opens in a new window and works for a student account.	
The description explains what the Gem is for and the rules for using it.	

8. Troubleshooting

Problem	What to try
I cannot see Explore Gems or New Gem.	Make sure you are signed in with your university account, not a personal Gmail.
Students get "You need access" or cannot open the Gem.	Ask them to sign out of personal Google accounts and sign in with their university account. Check that General access is set to your university.
The Gem gives answers not based on my notes.	Add a rule to the instructions: "Answer only using the uploaded materials." Check that the right files are attached under Knowledge.
The Gem gives full answers to assessed questions.	Strengthen the boundary in the instructions, test again in Preview, and save.