User Guide for Lecturers

Using Integrated AI functions in uLearn

Build-in AI tools (API OpenAI)

Version 1.0 | Oct 2026
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Introduction

uLearn now includes built-in AI tools (API OpenAI) inside its **text editor**. Wherever you see the text editor in uLearn (for example, when writing an assignment description, a page, a label or forum post), you can ask AI to help you draft text or create an image, then review it before it is added to your course.

Three AI functions are available from the editor toolbar:

Function	What it does	Example uses
AI generate text	Writes or rewrites text based on your instructions.	Assignment instructions, course or topic outlines, summaries of complex topics, announcements, draft feedback comments.
AI generate image	Creates an original image from a written description.	Banners for topics or activities, illustrations for course materials, visual reminders of instructions or deadlines.

To begin generating AI text or Images:

- Log in to uLearn and open the course you want to edit.
- Turn on **Edit mode** so you can add or edit activities and resources.
- Open any setting that uses the text editor, such as the **Description** box of an assignment.

A) Generating Text with AI

Use this function to quickly draft text that you can then edit. The example below creates instructions for a group assignment.

In the text editor, click the **AI icon** (the sparkle symbol) on the toolbar, then select **AI generate text** from the menu.

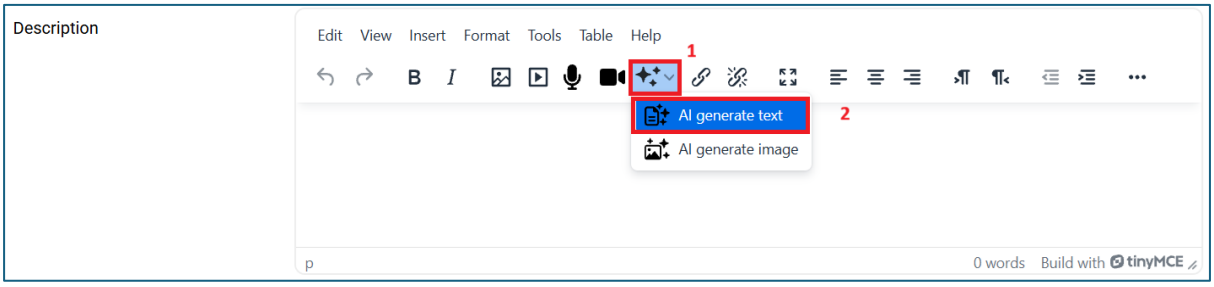


Figure 1: *Opening "AI generate text" from the editor toolbar*

The **Generate text using AI** window opens. In the box on the left, describe the text you want. Include useful details such as the topic, length, audience and tone.

Click **Generate text**.



Figure 2: *Entering a prompt and clicking "Generate text"*

Review the generated text on the right. You can edit it directly in the box before inserting it.

Choose what to do next:

- **Insert** – adds the text into your editor.
- **Regenerate** – produces a new version using the same prompt (you may adjust the prompt first).
- **Cancel** – closes the window without adding anything.

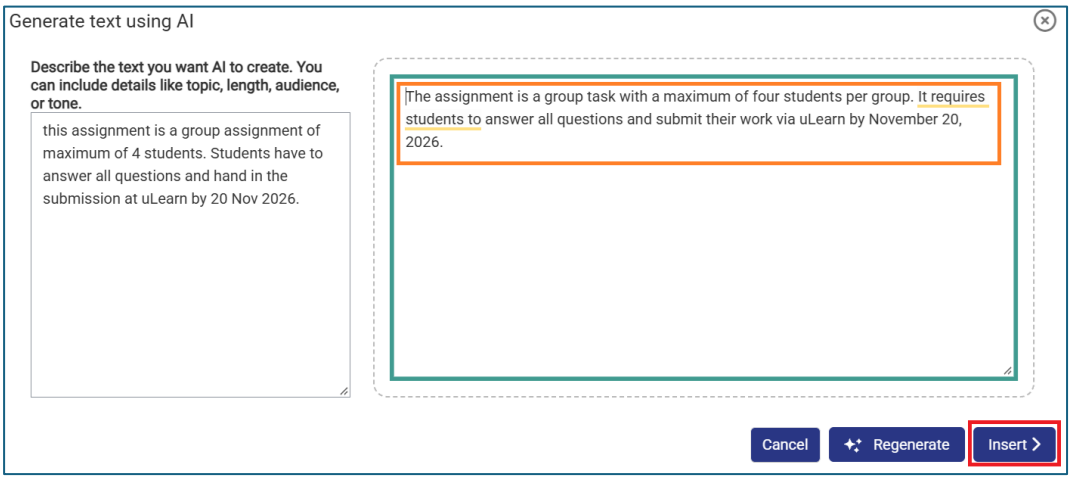


Figure 3: *Reviewing the result, then clicking "Insert"*

Back in the editor, make any final changes, then click **Save** (e.g. **Save and display** or **Save and return to course**) at the bottom of the page.

B) Generating Images with AI

Use this function to create original visuals for your course pages and activities. The example below creates a poster reminding students about group size and the submission deadline.

In the text editor, click the **AI icon** on the toolbar, then select **AI generate image**.

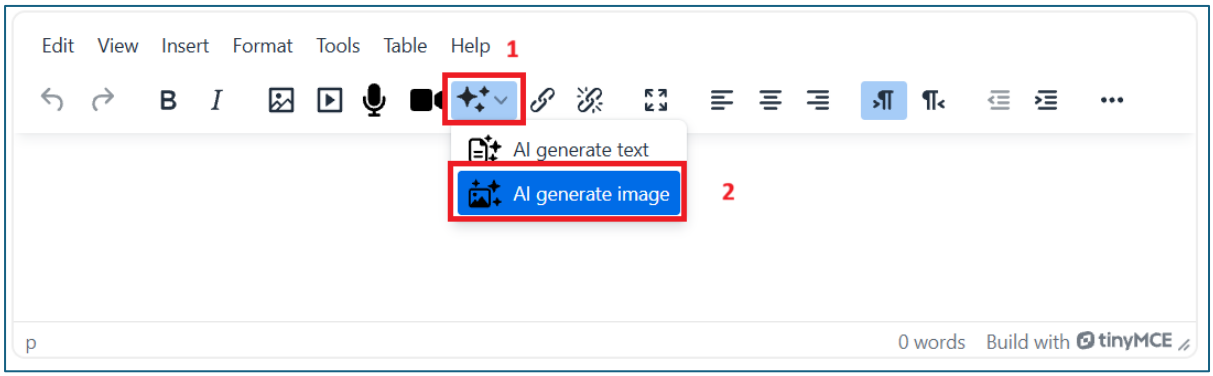


Figure 4: *Opening "AI generate image" from the editor toolbar*

In the **Generate an image using AI** window, describe the image you want in the box on the left.

Choose the **Image quality** (**Standard** or **High**) and the **Image shape** (**Square**, **Landscape** or **Portrait**).

Click **Generate image**.

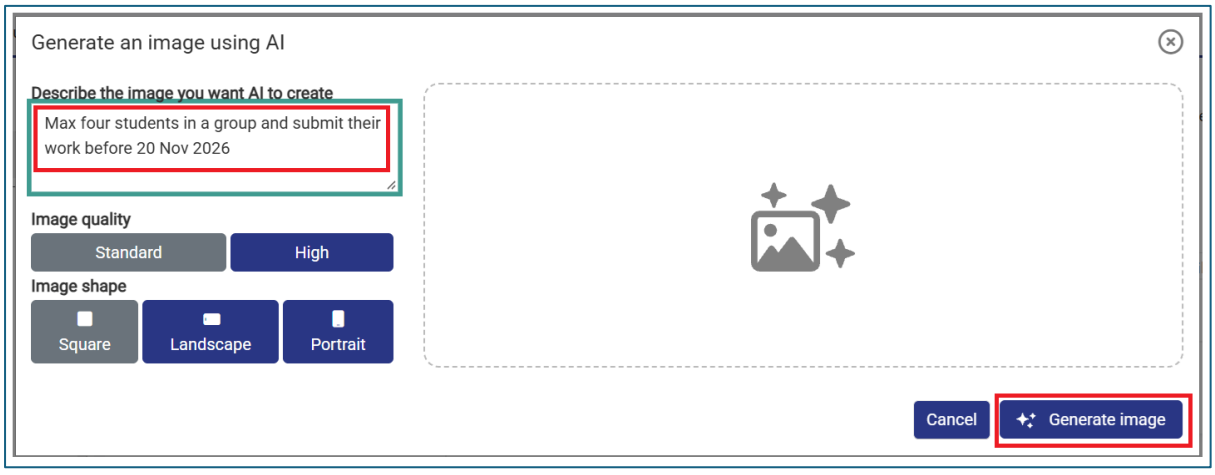


Figure 5: *Describing the image and choosing quality and shape*

Review the image. If you are not satisfied, edit your description and click **Regenerate**. When you are happy with it, click **Next**.

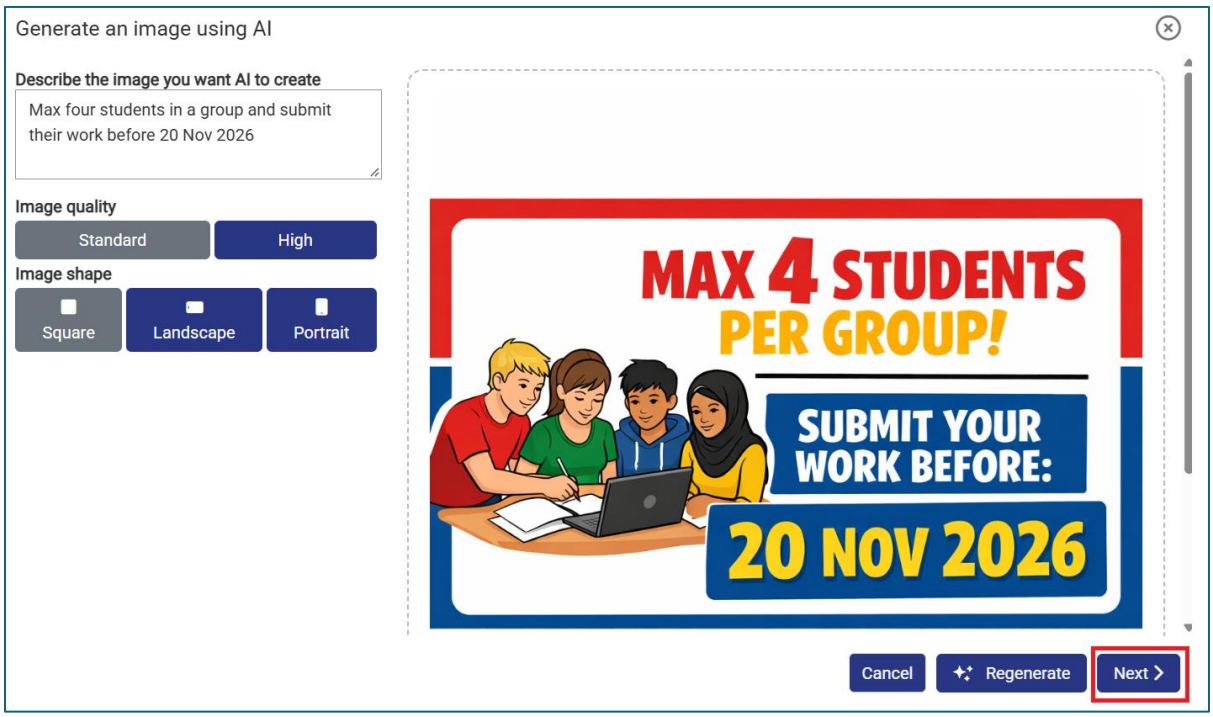


Figure 6: *Reviewing the generated image, then clicking "Next"*

On the following screen, check the image details (add or confirm an image description for accessibility if prompted), then click **Save** to insert the image into the editor.

Click **Save** at the bottom of the activity or resource page to keep your changes.