

Getting Started with AmplifyAI Assistants

Create a reusable assistant at mercer.cr8.io with your Mercer credentials and MFA.

Build it once, test it carefully, and use it to support focused conversations.

1 Open the assistant builder. Select the sparkles tab, then choose Assistant.

2 Name and describe it. Use a clear name and a short description of the assistant's purpose, such as Syllabus Helper.

3 Write its instructions. Explain the task, audience, sources, expected output, boundaries, and what to do when information is missing.

4 Add reference materials and save. Under Upload Data Sources, add current, authoritative files you are permitted to use. Add a response disclaimer when useful. Select Save; source changes may take a few minutes to take effect.

Assistants

Assistant Name

Syllabus Helper

Description

Reviews course syllabi for internal conflicts, unclear requirements, and details that need verification.

Instructions

Help instructors review course syllabi before sharing them with students. Ask for the syllabi and current reference documents, such as the academic calendar and required syllabus statements. Ask me any clarifying questions needed.

Review each syllabus separately. Check dates, deadlines, assignment names, grading totals, attendance and late-work rules, and missing or unclear details. Identify each finding by course and syllabus filename.

Use the supplied materials for factual comparisons. Distinguish internal conflicts, mismatches with reference documents, and suggestions for clarity. Label facts you cannot verify as Needs verification. Do not invent policies or claim that a syllabus is fully accurate or compliant.

Return a brief overview and a table with Location, Issue, Evidence, and Suggested correction or question. Quote relevant wording and identify the page or section. Flag conflicting sources for the instructor to resolve. Do not rewrite a syllabus unless asked.

Disclaimer to Append to Responses

Check important facts, calculations, and sources yourself. AI can sometimes make mistakes.

Cancel

Save

ASSISTANT EDITOR EXAMPLE

Name, description, instructions, and disclaimer fields

5 Test before sharing. Try a typical request, a case with missing information, and a request outside the assistant's purpose. Revise the instructions and test again.

USE YOUR ASSISTANT IN A CHAT

6 Start a New Chat. Select the @ icon below the prompt box and choose your assistant.

7 Add the current task. Attach task-specific documents if needed, identify the course or project, and wait for the green check. Then enter the request for this conversation. The assistant supplies reusable instructions; your message supplies the current task.

REVIEW BEFORE RELYING ON OR SHARING ASSISTANT OUTPUT

Check important information and revise instructions when the assistant misses the mark.

1 Open sharing. Select the assistant's share control, or choose Sharing from the profile menu.

3 Select the assistant. Under Prompts, select only the assistant you intend to share. Check that no unintended items are selected.

Add People to Share With

+ People: 2

Note

Describe what you are sharing (required). 2

Prompts

☒ Syllabus Helper 3

☐ Assistant 2

☐ Lesson Planner

☐ Research Planner

☐ Research Planner Education and Social Science

Cancel Share 4

ANNOTATED SHARING DIALOG

2 People/Note · 3 Assistant under Prompts · 4 Share