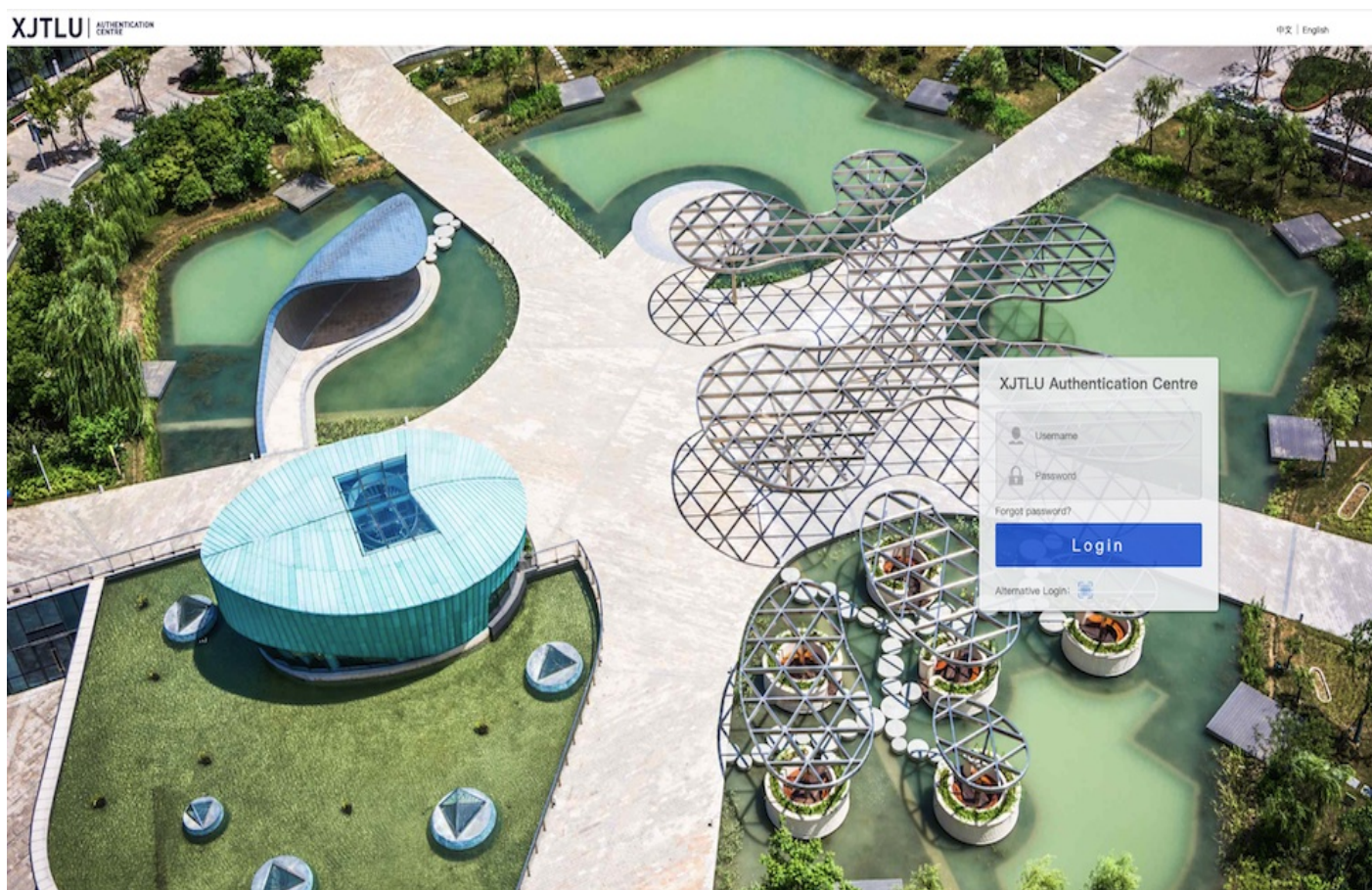# User Guide of XIPU AI Platform

XJTLU ChatGPT platform – XIPU AI (🔲🔲) Platform developed by Learning Mall is built on the OpenAI GPT model. With its array of innovative features, users are empowered to engage with an AI assistant in an authentic and interactive manner.

Table of Contents

1: Access and Login

Please access https://xipuai.xjtlu.edu.cn/ , and log in with XJTLU account and password.

2: Landing page

Upon successful login, users will be directed to a landing page to engage in seamless conversations with our AI-powered chatbot in the designated text area.

New Chat

Terms of Use

1. XIPU AI Platform provides support for teaching and research. **This platform requires real-name authentication and use of the campus network.** Please note that all chat records on this platform will be recorded and properly stored by the backend system.

2. XIPU AI Platform is built based on Microsoft Azure OpenAI model, and the response speed is subject to the location of Microsoft server and computing power, with an average interaction time of 5-10 seconds.

3. Please ensure that you have carefully considered the question and clearly described it before asking.

4. Please refrain from infringing on the rights of others and avoid sensitive information such as personal privacy and business secrets. It is important to ensure that your inquiries do not violate any national laws and regulations.

5. Please use formal language while asking questions and avoid using abbreviations, slang, or internet language which are considered non-standard forms of expression.

6. **Please use XIPU AI platform responsibly.** If the submitted question involves sensitive topics such as politics, religion, race and so forth, and causes unnecessary disputes and misunderstandings, or violates the laws and regulations related to the use of the Internet, the relevant consequences shall be borne by the user. The user's behavior and the content generated by Microsoft Azure Open AI do not represent the views of the XIPU AI platform or of the university.

7. Please utilize XIPU-AI's resources reasonably and avoid malicious behaviors such as spamming or resource occupation while using XIPU-AI's services, as XIPU-AI's resources are limited.

Currently, XIPU AI Platform has Azure OpenAI nodes in use in the United Kingdom, Japan, Australia, Central Sweden, northern Switzerland, and Eastern Canada. Please note that each node has a limit on the number of requests. It is recommended to try to avoid peak usage times to ensure smooth response to your inquiries.

The above content is all generated by chatGPT

Text area

+ New Chat

Call for T&L Cases 君谋

🗑 Clear conversations

🌐 中文

🖥 Translate To English

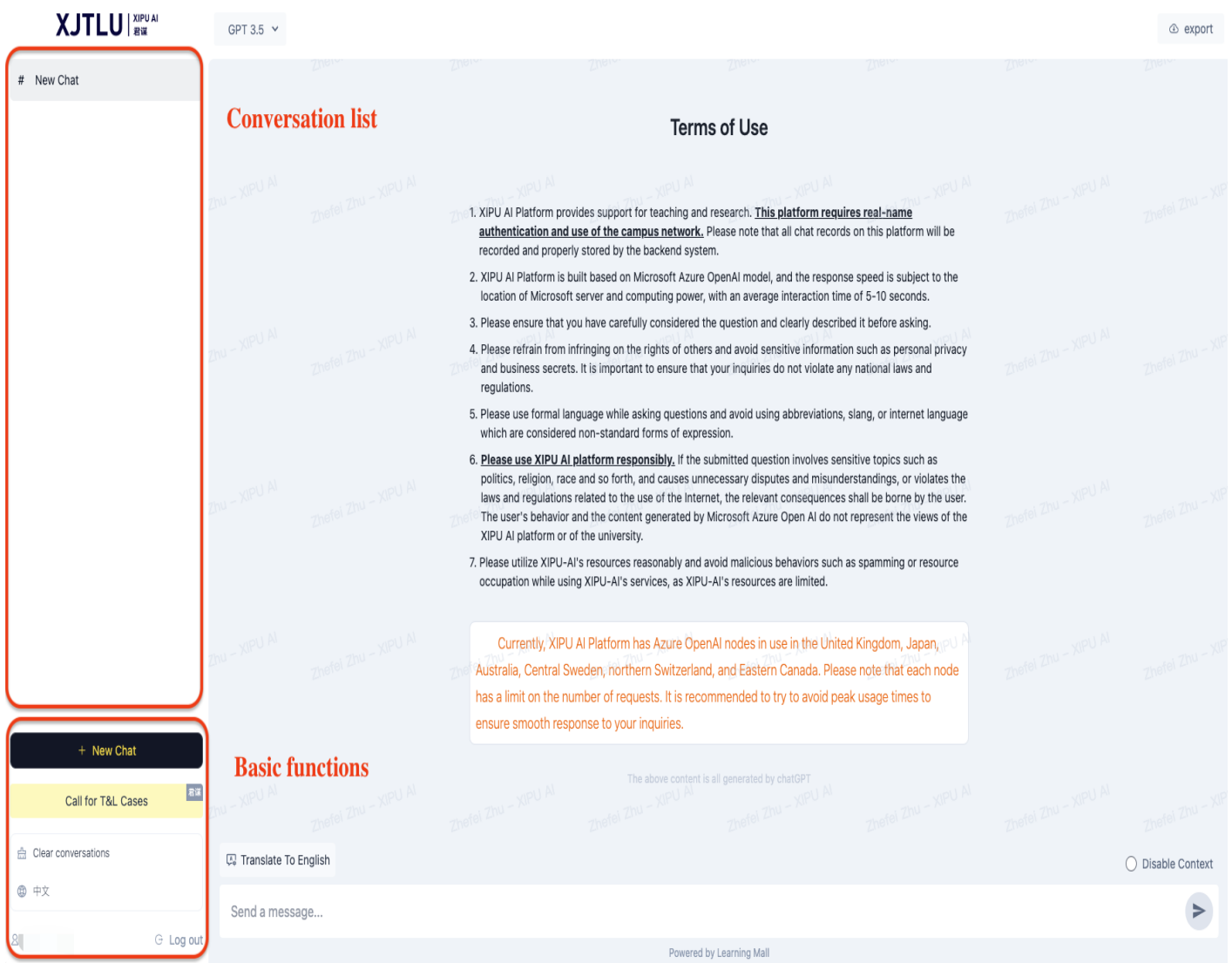○ Disable Context

Send a message...   ➤

👤 Log out

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Note: Please carefully read the Terms of Use on the landing page before using.

3:    Basic function

GPT 3.5 ∨

export

New Chat

Conversation list

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The above content is all generated by chatGPT

+ New Chat

Call for T&L Cases 君谋

Basic functions

🗄 Clear conversations

🌐 中文

👤 Log out

🖵 Translate To English

○ Disable Context

Send a message...

➤

Powered by Learning Mall

Users will find a conversation list on the left of the landing page displaying their conversation history. There is also a set of intuitive function buttons, providing easy access to basic features and functionalities.
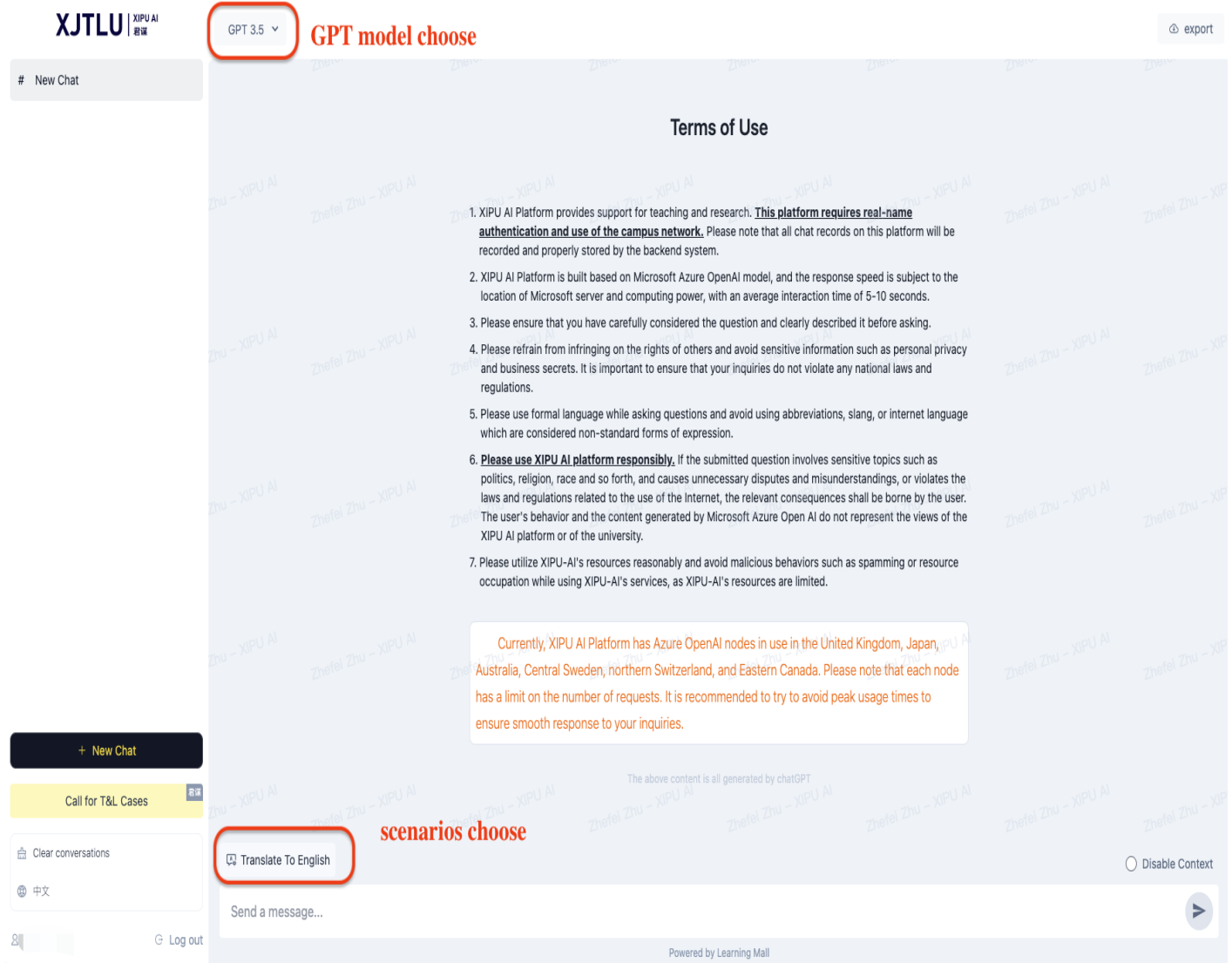
"+ New Chat": To start a new conversation. Different conversations could help users to categorise their chat records effectively.
"Clear conversations": To delete all conversation lists on the landing page.
"中文"or "English": To switch display language.
"Log Out": To log out from XIPU AI platform.

4: Advanced function

The top button: To choose from different GPT models. Currently, the Platform provides GPT 3.5 and GPT 4.

Scenarios shortcut buttons: Users could directly ask any questions without choosing use scenarios. Click and selecting the use scenarios could help users get the answers more efficiently.

Knowledge Base: Users can ask questions about the Learning Mall Core platforms, and XIPU AI platform will provide relevant solutions sourced from the Knowledge Base platform.

Content Polish: To help users to embellish the content and make them literary.

Content Summary: To help users refine key points and simplify content without affecting the overall content.

Translate to English: T o help the users to translate their content to English.

Generate Images: To AI design images according to users' demand

5: Usage Limitation

	Character limit		Number limit for questions	
	Each question	Each answer	GPT 3.5	GPT 4
Student	4,000 English characters or 2,000 Chinese characters		1,500 questions monthly	800 questions monthly
Staff & PhD			No limit currently	1,500 questions monthly

Appendix 1: Terms of Use for XIPU AI (□□) Platform

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Appendix 2: References and links on related AI policies and guidelines

高等学校数字校园建设规范（试行）相关政策 CH
UNESCO: Guidance for generative AI in education and research
Open AI: Terms of use
Yale University: AI Guidance
Harvard University: Guidelines for Using ChatGPT and other Generative AI tools at Harvard
UoL: Acceptable and Unacceptable use of Generative Artificial Intelligence in Assessment - Guidance for staff and students
UoL: Generative AI: Learning and teaching prompt templates
Monash University: Policy and practice guidance around acceptable and responsible use of AI technologies