DRAFT FOR WEB PUBLICATION

AI Tools at Loyola

A guide to the generative AI tools Loyola University New Orleans provides to faculty, staff, and students: what each tool does, how to sign in, and how to use it responsibly.

Sign in with your Loyola account. Review every AI result before you use it.

Loyola provides AI tools through its Google Workspace for Education, Microsoft 365 A3, and Zoom accounts. Use this guide to choose the right tool, connect to it, and know when a review is required.

Availability can vary by role, age, course, license, and Loyola's settings. Vendors also change features often. If a tool or feature does not appear for you, contact the Service Desk.

Before you begin

- **Use your Loyola account.** Loyola's data protections and settings apply only when you are signed in with your Loyola Google or Microsoft account.
- **Protect university data.** Do not enter FERPA-protected student records, personnel information, passwords, security details, contracts, legal advice, or other restricted information unless Loyola has approved that use.
- **Check the results.** AI output can be inaccurate, biased, or incomplete, and it can invent citations. Verify it before you use or share it.
- **Follow the rules that apply to your work.** These include course, department, copyright, accessibility, records-retention, and attribution requirements.
- **Ask before you adopt something new.** Request an AI review before using a new AI tool for university work, even if it is free or offers a trial.

Choose the right tool

These are the AI tools Loyola provides for common needs. Each is described in more detail below.

Tool	Use it to	Loyola account and link
Gemini	Draft, explain, brainstorm, and summarize	Loyola Google gemini.google.com
Canvas in Gemini	Build and revise longer documents, quizzes, code, or simple apps	Loyola Google gemini.google.com/app

Tool	Use it to	Loyola account and link
Gemini Notebook (formerly NotebookLM)	Ask questions of, and create study guides from, sources you choose	Loyola Google notebook.google.com
Google Workspace Studio	Automate routine tasks in Gmail, Drive, Sheets, and Google Forms	Loyola Google studio.workspace.google.com
Microsoft Copilot Chat and Notebooks	Secure AI chat for drafting, research, and working with your files	Loyola Microsoft copilot.cloud.microsoft
Microsoft Power Automate	Automate routine tasks in Outlook, Teams, SharePoint, OneDrive, and Microsoft Forms	Loyola Microsoft make.powerautomate.com
Zoom AI Companion	Meeting summaries, action items, and in-meeting questions	Loyola Zoom loyno.zoom.us

Which automation tool should I use?

- Use **Microsoft Power Automate** when your work happens in Microsoft 365, such as Outlook, Teams, SharePoint, OneDrive, Microsoft Forms, or Excel.
- Use **Google Workspace Studio** when your work happens in Google Workspace, such as Gmail, Drive, Sheets, or Google Forms.
- Request an AI review before building any flow that connects to another university system, such as LORA or Canvas, or to an outside service.

University-provided tools

Google Workspace for Education

Gemini

What it does	An AI assistant that answers questions, drafts and edits text, explains concepts, and helps you plan and brainstorm. It is part of Gemini for Education in Loyola's Google Workspace.
Good uses	First drafts and outlines, summaries of content you are allowed to share, explaining a concept in simpler terms, generating ideas, and starting research.
Use with care	Answers can be wrong or incomplete. Check facts and citations against reliable sources, and do not cite Gemini as a source.
Who can use it	Faculty, staff, and students with a Loyola Google account. Available features depend on Loyola's administrative settings.
How to connect	1. Go to gemini.google.com. 2. Select **Sign in** and use your Loyola email address. 3. Confirm that your Loyola account appears in the upper-right corner before you begin.
Open the tool	gemini.google.com
Learn more	• Google for Education: Gemini for Education • Gemini Apps Help

Canvas in Gemini

Canvas in Gemini is a Google feature. It is not the same as Canvas, Loyola's learning management system.

What it does	A workspace inside Gemini for creating and revising a longer document, code, a webpage, a quiz, or a simple app, with Gemini's help.
Good uses	Revising longer documents, creating study guides or quizzes from approved material, building teaching prototypes, and previewing simple code or webpages.
Use with care	Test any code outside production systems. Check content, links, accessibility, and copyright before you share. Shared links may be viewable by people outside Loyola. Do not place restricted university information in Canvas.
Who can use it	Loyola Google account holders. Features depend on role, license, and Loyola's settings. Some creation and sharing features are not available to school-account users under 18.

How to connect	1. Sign in to Gemini with your Loyola Google account. 2. In the prompt box, select **Canvas**. 3. Describe what you want to create. Edit the result directly, or ask Gemini for changes.
Open the tool	gemini.google.com/app
Learn more	• Gemini Apps Help: Create docs, apps, and more with Canvas

Gemini Notebook (formerly NotebookLM)

What it does	An AI research assistant that works only from the sources you add, such as documents, slides, PDFs, and websites, and cites those sources in its answers.
Good uses	Study guides, briefing documents, frequently asked questions, document comparisons, audio overviews, flashcards, and mind maps based on approved material.
Use with care	Upload only sources you are allowed to share and that are approved for the type of data they contain. Answers can still miss nuance, so check them against the original source.
Who can use it	Loyola Google account holders, when enabled by Loyola. It is a core service of Google Workspace for Education.
How to connect	1. Go to notebook.google.com and sign in with your Loyola Google account. 2. Select **Create new notebook**. 3. Add your sources. Ask questions in the **Chat** panel, or create study materials in the **Studio** panel.
Open the tool	notebook.google.com
Learn more	• Google Help: Create a notebook • Google Help: Frequently asked questions

Google Workspace Studio

What it does	A no-code tool for automating routine tasks across Gmail, Calendar, Chat, Drive, Docs, Forms, Sheets, and Tasks. Describe the task, and Gemini helps build the flow.
Good uses	Routing form responses, saving email attachments to Drive, sending Chat notifications, summarizing approved content, and updating a tracking sheet.

Use with care	Flows take real actions, even during a test. Check recipients, files, sharing permissions, and triggers before you turn a flow on. Request an AI review before connecting a third-party app or using restricted data.
Who can use it	Loyola Google account holders, when Gemini and the required Workspace services are enabled by Loyola. AI steps are not available to school-account users under 18.
How to connect	1. Go to studio.workspace.google.com and sign in with your Loyola Google account. 2. Start from a template, or describe the flow you want. 3. Test the flow with your own account, review each step, and then turn it on.
Open the tool	studio.workspace.google.com
Learn more	• Workspace Studio Help: Get started with Google Workspace Studio • Google Workspace Learning Center: Create your first flow

Microsoft 365

Microsoft Copilot Chat and Copilot Notebooks

What it does	A secure, web-grounded AI chat assistant included with Loyola's Microsoft 365 A3 license. Copilot Notebooks let you gather files, notes, and chats on one topic and ask Copilot about them.
Good uses	Drafting, generating ideas, starting research, summarizing files you upload, learning activities, and organizing work on a defined topic.
Use with care	Sign in with your Loyola Microsoft account so enterprise data protection applies, and verify all output. Copilot Chat is not the same as the paid Microsoft 365 Copilot add-on, which works across your email, files, and Teams data. That add-on is not included unless Loyola assigns it to you.
Who can use it	Faculty, staff, and students with a Loyola Microsoft account. Creating a notebook also requires OneDrive or SharePoint access. Features depend on Loyola's settings.
How to connect	1. Go to copilot.cloud.microsoft. 2. Sign in with your Loyola email address and Microsoft password, the same account you use for the Loyola SSO portal. 3. Confirm that the shield icon appears, which shows that enterprise data protection is on. 4. To use a notebook, select **Notebooks** in the left pane. Copilot Chat is also available in Teams, Outlook, and Microsoft Edge.
Open the tool	copilot.cloud.microsoft

Learn more	• Microsoft Learn: Manage Microsoft Copilot Chat • Microsoft Support: Get started with Copilot Notebooks • Loyola IT: What is the SSO and how do I sign in?

Microsoft Power Automate

What it does	A Microsoft 365 service that automates repetitive tasks and workflows between apps such as Outlook, Teams, SharePoint, OneDrive, Microsoft Forms, and Excel. Copilot in Power Automate can build a flow from a plain-language description.
Good uses	Saving email attachments to OneDrive or SharePoint, sending a Teams or email notice when a form is submitted, scheduled reminders, simple approvals, and updating Excel tables or SharePoint lists.
Use with care	Flows run automatically, often under your account, so check who receives messages, where files are saved, and who has access. Do not build flows that move FERPA-protected or other restricted data without approval. Assign a backup owner to any flow your department depends on. Premium connectors, desktop flows, and connections to outside services require a separate license and an AI review.
Who can use it	Loyola Microsoft 365 users. Loyola's license includes cloud flows that use standard connectors. Copilot features appear when enabled by Loyola.
How to connect	1. Go to make.powerautomate.com and sign in with your Loyola Microsoft account. 2. Select **Create with Copilot** and describe the task in the form “When this happens, do that.” You can also start from a template. 3. Review the suggested steps and confirm each connection shows a green check mark. Select **Create flow**. 4. Save the flow and run a test before relying on it.
Open the tool	make.powerautomate.com
Learn more	• Microsoft Learn: Get started with Power Automate • Microsoft Learn: Create your first cloud flow using Copilot • Microsoft Learn training: Get started with Power Automate (beginner) • Microsoft Learn: What Microsoft 365 licenses include

Zoom

Zoom AI Companion

What it does	AI features inside Zoom, including meeting summaries, questions during a meeting, smart recordings, and whiteboard help, when the features are turned on.
Good uses	Meeting recaps, capturing action items, and catching up if you join a meeting late.
Use with care	Let participants know when a meeting is being summarized, transcribed, or recorded. Confirm decisions and action items with attendees before you share a summary.
Who can use it	Licensed Loyola Zoom users. Available options depend on host choices and Loyola's settings.
How to connect	1. Open the Zoom app, select your profile icon, and then select **Settings**. 2. Select **View more settings**. In the browser window that opens, select **SSO**, enter **loyno** as the domain, and sign in with your Loyola Microsoft account. 3. Open the **AI Companion** tab and choose your settings for meetings, recording, and whiteboard.
Open the tool	loyno.zoom.us
Learn more	• Loyola IT: Zoom and AI Companion • Loyola CTRL: Zoom • Zoom Support: AI Companion

Responsible use: a five-step check

> **1. Choose.** Use a Loyola-provided tool when one meets your need. Request a review before using any other tool for university work.
>
> **2. Protect.** Use only data approved for the tool and the task. Remove personal, confidential, or restricted information you do not need.
>
> **3. Verify.** Check facts, citations, calculations, tone, accessibility, and possible bias against reliable sources.
>
> **4. Disclose.** Acknowledge or cite AI assistance when a course, department, publisher, or professional standard requires it.
>
> **5. Own.** You remain responsible for the final decision, message, teaching material, research, or work product.

When an AI review is required

Submit a **Request an AI Review** service request before you buy, pilot, recommend, or widely adopt an AI tool for university work if any of the following apply:

- The use involves university records, student or employee information, research data, system integrations, automated decisions, or public-facing content.
- The tool requires a contract, payment, data connection, browser extension, software installation, premium license, or administrator permission.
- The use could significantly affect students, employees, academic decisions, access to services, or Loyola's reputation.
- You are not sure whether the data, the use, or the output is appropriate.

Request an AI Review

Sign in at sso.loyno.edu, select the Service Desk icon, and choose Request an AI Review in the Service Catalog.

Help and policy

Get help

- **Service Desk portal:** sso.loyno.edu (select the Service Desk icon)
- **Phone:** 504-865-2255
- **Email:** support@loyno.edu
- **Live chat:** Monday–Friday, 9 a.m.–4 p.m.

Policy and resources

- Loyola AI Policy
- Artificial Intelligence at Loyola
- Center for Teaching, Research, and Learning (CTRL)
- Loyola Information Technology
- Loyola IT frequently asked questions