BILT KSA Builder

Quick Start Guide

Use the downloadable Markdown instruction file with an AI chat to draft Knowledge and Skills, create an Excel workbook, and prepare it for upload to the BILT site.

Before you begin

Download BILT-KSA-Builder.md from the resource page and keep the .md file unchanged. Use an AI chat that can read an attached text file and generate an Excel (.xlsx) file. Availability depends on the AI service, account, and usage limits.

No plugin, installed skill, separate Excel template, or coding setup is required. This PDF is the guide for you; the Markdown file contains the instructions for the AI.

1. Start a new AI conversation

Attach BILT-KSA-Builder.md, then send the prompt below. If attachments are unavailable, open the file in a text editor, copy its complete contents, and paste them into the chat with your request.

Use the attached BILT-KSA-Builder.md instructions for this conversation. Start the BILT KSA Builder and ask me one question at a time.

2. Describe your program

Choose an existing or new program. For an existing program, share its name and current student learning outcomes if available. Then answer questions about the credential, program length, learners, careers, and focus areas.

You may paste starter Knowledge or Skill statements into the chat. Tell the AI which wording must be preserved and which items are suggestions. Starter files are optional; you can begin without them.

The default initial draft includes at least 50 Knowledge statements and 50 Skill statements. These are separate counts. Abilities are included only when you ask for them.

3. Review Knowledge, then Skills

The AI should present Knowledge first and wait for your review. Request changes, then approve that section. Repeat for Skills. Check relevance, accuracy, duplicates, and whether statements fit the intended program and careers.

These are draft statements for industry review, not proof of regulatory compliance. Verify important occupational or regulatory facts before relying on them.

Finish and upload

4. Request the Excel workbook

After approving the final sections, ask the AI to export the workbook. It should build the file from scratch using the specification in the Markdown instructions. You do not need to supply a blank template.

> Create the final .xlsx workbook from our approved Knowledge and Skills. Follow the export specification in the instruction file, preserve the approved wording and order, and verify the saved workbook before sharing it.

Download and save the Excel file to your computer. Do not mistake a preview or a partial batch of statements for the complete workbook.

5. Check the file before uploading

• Open the downloaded .xlsx file and confirm it contains the complete approved content.

• Check the sheets: Knowledge first, Skills second; Abilities only if you requested and approved it.

• Each sheet must have exactly two column headers: Type and Text. Each statement row has Question in Type and the approved statement in Text.

• Confirm statement counts and wording. Do not include subsection rows, extra columns or sheets, numbering, sample rows, blank item rows, or citations.

• Keep the workbook in .xlsx format. Do not change the required sheet names or column headers.

6. Upload to the BILT site

Sign in to bilt.cord.org and open the workbook upload step for your project. Select the verified .xlsx file, not this PDF or the .md instruction file. Follow the site's upload prompts, then review the imported statements and counts before proceeding with industry review.

If the upload reports an error, save the exact error text and check the required workbook structure above. Ask the AI to correct the workbook without changing your approved statements.

If you get stuck

No file upload: Paste the complete Markdown text into the chat instead. No Excel download or usage limit: Keep the conversation and approved statements, then resume export when file-generation tools are available. The AI can also provide tab-separated text for manual transfer into Excel, but the final workbook must still follow the required structure.

Protect your information: Use non-sensitive starter material. Do not upload personal student or patient information, passwords, or private institutional records. Follow your institution's AI and data-sharing rules.

Need help? Contact apps@cord.org.