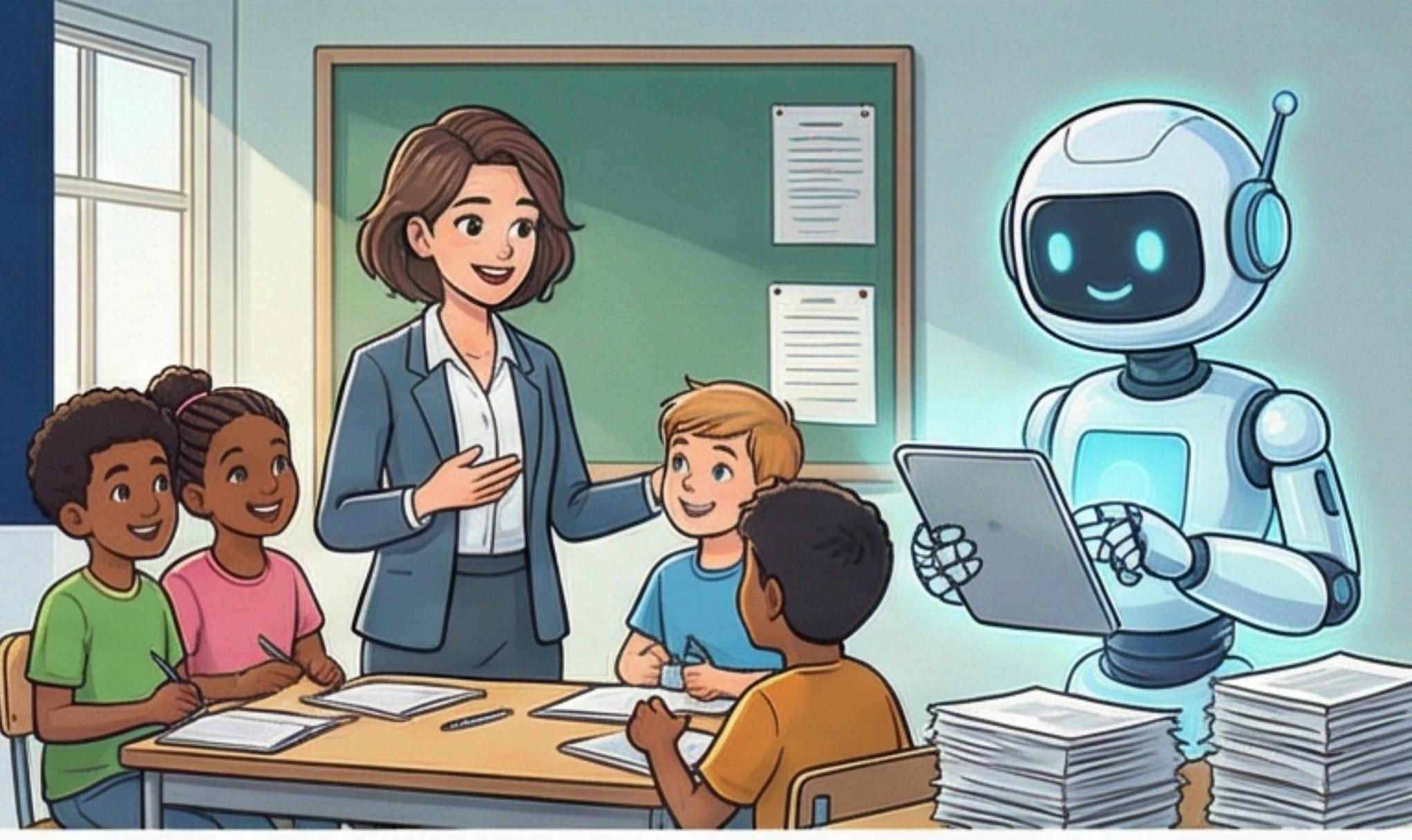




# AI as a Teacher's Assistant: Boosting Productivity

Automate administrative tasks, accelerate planning, and reclaim your time for what matters most—teaching.



## Lesson Planning & Resource Creation



### Generate Lesson Ideas & Outlines.

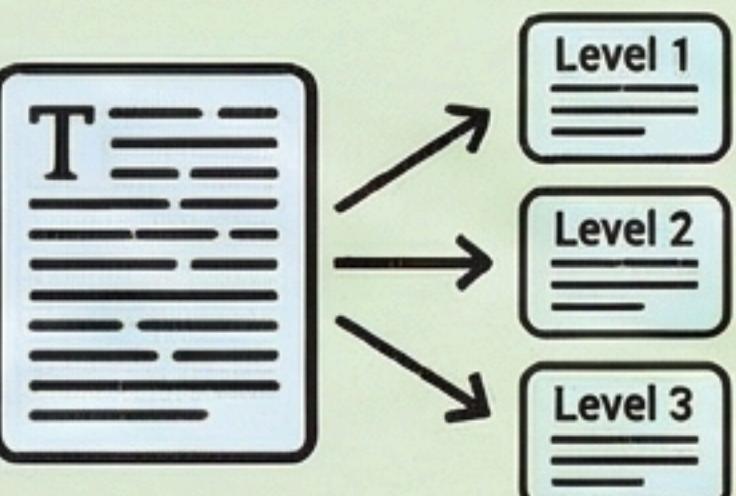
Ask AI for creative ideas or structured lesson plans.



### Create Draft Materials.

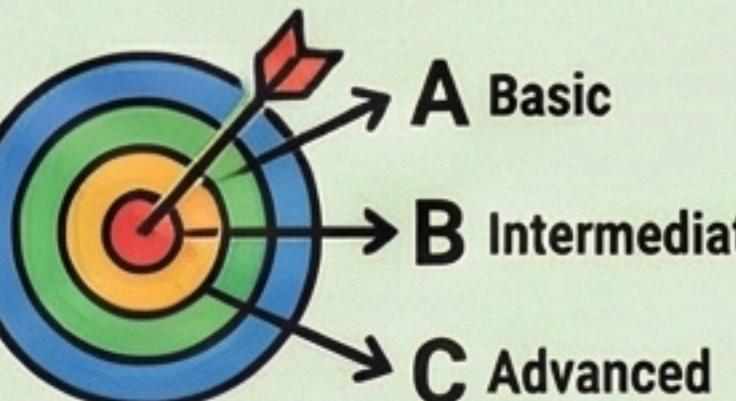
Ask AI to draft worksheets, quiz questions, or slide text.

## Differentiation & Personalisation



### Adapt Reading Levels.

Rewrite complex texts for different reading abilities.



### Create Leveled Activities.

Generate different versions of activities for diverse needs.

## Assessment & Feedback

Grading				
Criteria	✓	✓	✓	✓
Criteria	✓	✓	✓	✓
Cosection	✓	✓	✓	✓
Rating		✓	✓	✓
Comments			✓	✓



### Design Rubrics Instantly.

Generate detailed grading rubrics for any assignment.

### Draft Feedback Comments.

Paste student work for constructive feedback drafts.  
\*Never input student PII.\*

## Admin & Communication



### Draft Emails & Newsletters.

Quickly draft parent emails, weekly updates, or forms.



### Organize & Schedule.

Create schedules, plan conference slots, or generate to-do lists.

Example Tools: ChatGPT/Claude, MagicSchool.ai, Canva Magic Design.

Example Tools: ChatGPT, Diffit, Microsoft Immersive Reader.

Example Tools: ChatGPT, MagicSchool.ai (Rubric Generator), CoPilot.

Example Tools: ChatGPT, Goblin.tools, Motion/Reclaim.ai.



## The Golden Rule:

AI is Your Drafter, You are the Editor

- **Always Review:** AI output is a starting point; check for accuracy and tone.
- **Never Share PII:** Protect student privacy; do not use names or identifiers.
- **Personalize It:** Add your own voice, examples, and context to the final materials.

Discover detailed tutorials for these tools in our Learning Scenarios at [smaileproject.github.io!](https://smaileproject.github.io/)



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