

THE EDUCATOR'S GUIDE TO GETTING STARTED WITH AI

3 easy steps to begin unlocking the full potential of AI in your classrooms.



What is Generative AI, and Why Does it Matter?

Generative AI is advanced technology that can complete almost any task it is given by a user's prompt. This technology accomplishes this by *predicting* the next logical word in its response based on the vast amount of data it has been trained on. While using these tools, it is important for both educators and students to verify the accuracy of these tools, as responses can be incorrect.

AI in Education has the potential to

- Protect teachers from burnout
- Increase student engagement
- Empower teachers as innovators



Why AI is Crucial for Classrooms

- Meets modern educational demands.
- Helps students stay engaged and prepared for the future.
- Saves teachers time by completing routine prep work.

Every teacher now has an opportunity to have their very own personal assistant. AI has the potential to personalize learning to meet diverse student needs, boosts teacher productivity by streamlining lesson planning, and prepares students for the future by introducing them to modern technology.



Getting Started with AI in Your Classroom is as easy as

1

Choose the right AI tool that fits your needs.

2

Develop a prompt to accomplish a task.

3

Refine the results until you are satisfied with the content.

1 Choosing the right AI tool that fits your needs

Before exploring AI tools, it's essential to check with your IT department to confirm which tools are approved for use. We've handpicked these AI tools to make sure they're the best fit for teachers like you. To access each tool, simply click on a tool's name, and you'll be taken straight to its website.

MagicSchool AI

A "one-stop-AI-shop" for teachers that includes curriculum development tools, assessments, and activities tailored for K-12 classrooms.

TEACHERS ARE MAGIC
www.magnetschool.ai

Microsoft CoPilot

Seamlessly integrates into Microsoft Office tools to help educators create presentations, documents, and spreadsheets efficiently.



ChatGPT

A versatile tool for drafting emails, brainstorming lesson ideas, "vibe coding", generating customized prompts to spark creativity, and creating custom GPTs.



Google Gemini

A versatile tool that seamlessly integrates within Google's Workspace. Image generation, "vibe coding", and curriculum development are popular features.



2

Develop a prompt to accomplish a task

Learning how to effectively prompt AI tools is incredibly important. The quality of your input determines the quality of AI's output. Which is why we have developed the three C's of prompt engineering below.

1

Clear

A clear prompt ensures that the AI understands the task without confusion. It is essential to define exactly what you want the AI to act as. By clearly stating the role and providing straightforward instructions, you help the AI focus on generating accurate and relevant responses, avoiding ambiguity and improving the overall quality of the output.

2

Concise

A concise prompt focuses only on the essential details the AI needs to complete the task effectively. By identifying specifics of what you need in advance, you can streamline your request, eliminate unnecessary details, and create a prompt that is short, direct, and clear. This approach helps ensure that the AI provides a focused and efficient response.

3

Creative

Creativity in prompt engineering allows you to explore innovative ways to create content. By thinking outside the box, you can push AI to produce more original, varied, insightful, and innovative outputs, enhancing its utility in tasks such as lesson planning, differentiating instruction, and instructional materials.



Prompt Engineering Framework

01 Role

Who do you want the AI to act as?

02 Task

What do you want it to do?

03 Context

What's the background?

04 Constraints

What to include, avoid, or emphasize.

05 Output Style

What format or tone do you want?

2

Prompt Example

"You are an experienced [enter subject matter of choice here] curriculum designer. Develop 5 interactive classroom activities for [enter desired grade level here] grade students that covers the topic of [enter desired topic here]. The activities should include [enter desired elements of classroom activity here]. Ensure the activities are appropriate for the student's grade level, the activities are engaging, and provide a rationale for each activity."

Scan the QR code to access more free resources from our website!



2

AI prompts to simplify your day

Created by teachers, for teachers, these prompts are here to make your job easier. They're not the ultimate guide to prompt engineering, but they're a great starting point. Feel free to get creative and edit these prompts however you need. Keep reading for more helpful prompts.



Simplifying Complex Text



"Rewrite the following complex text into simpler language suitable for [enter grade level here]. Ensure that the key points are preserved, and the content remains engaging. Original text: _____."



Interactive Lessons



"Revise the following lesson plan to make it more interactive and student-centered. Suggest activities, group work, and hands-on projects that foster active learning and student participation. Ensure the revised topic promotes collaboration and critical thinking. Original lesson plan: _____."



Email Response



"Analyze the email below and generate a response that is both professional and courteous. Email: _____."



Adapting Text to Different Audiences



"Adapt the following informational text for a different audience. Transform it from a formal academic style to a conversational tone suitable for a parent newsletter. Maintain the key information but adjust the language and style to be more engaging and accessible. Original text: _____."

2

AI prompts cont...



Incorporating Tech into Assignments



"Revise this assignment to incorporate technology effectively. Suggest specific digital tools, resources, or activities that enhance student engagement and learning outcomes. Ensure the integration of technology supports the instructional goals."



Clarifying Objectives



"Review the following objectives and revise them for clarity and specificity. Ensure each objective is clear, measurable, and aligned with the overall learning goals of the course. Original objectives: _____."



Accessibility & Inclusivity



"Review the following _____ and revise it to ensure accessibility and inclusivity for all students, including those with disabilities and diverse learning needs. Provide accommodations, alternative formats, and multiple means of expression to ensure all students can demonstrate their understanding."



Assessment Criteria Alignment



"Revise the following curriculum objectives to include specific assessment criteria. Ensure that each objective clearly outlines how student performance will be measured and evaluated. Original objectives: _____."



3

Refining AI Outputs for Your Needs

Teachers are, and always will be, the experts in their field. Always adapt AI outputs to fit your needs.

AI outputs often require reviewing and tweaking to align with specific classroom goals.

Relying solely on AI without adaptation may result in generic or less effective solutions.



Want to see AI in action? Keep reading to discover how one teacher transformed her prep time with AI.



AI in Action

During a demonstration in one of our 'Educator AI Essentials' workshops, a teacher shared her excitement about the time she just saved creating an assignment for her English class. Using her school district's approved AI tool, she analyzed a PDF and generated guiding questions based on the text in just seconds, a task that would have otherwise taken her hours. She credited the workshop's techniques for helping her integrate AI seamlessly into her workflow, freeing up valuable time to focus on her students.

Save time lesson planning

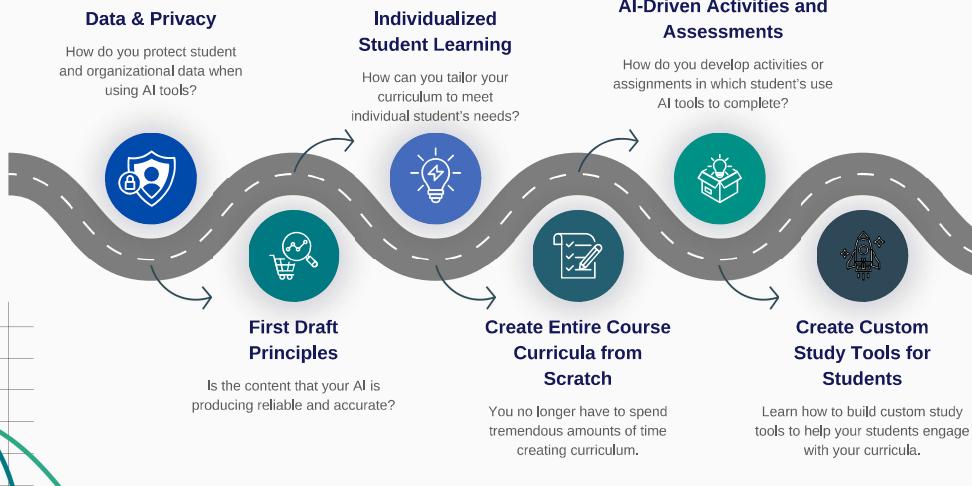
Reduce stress by completing tasks quickly.

Increase student focus by creating engaging curriculum.





GREAT JOB TAKING THE FIRST STEP, SO WHAT'S NEXT?



YOUR NEXT STEP

Our "Educator AI Essentials" Workshop

Give your teachers in-depth, customized AI training that fits your needs with our flagship workshop. [Teachers, if you refer us to your school principal and they book a workshop with us, you receive \\$300!](#) Scan the QR code below to book your workshop and unlock AI's potential in your classrooms.



[First Draft Principles](#)

[Creating Entire Course Curricula from Scratch](#)

[Data & Privacy Training](#)

[Individualized Student Learning](#)

[Customized to Your Approved AI Tools](#)