

## ■ Partner Practice Guide: Voice to Lesson Plan

Use this guide to practice capturing, transcribing, and transforming your teaching ideas. Work with a partner or individually.

### Activity 1: Record Your Idea (5 min)

- Open your phone's voice recording app (Voice Memos, Recorder, Samsung Voice Recorder, or Google Keep).
- Record a 30-second teaching idea (e.g., a new warm-up, project, or discussion prompt).
- Give your file a simple title (e.g., 'Civil War brainstorm').

### Activity 2: Transcribe It (5–7 min)

- Use your phone's transcript feature (Notes, Pixel Recorder, Samsung Transcript Assist, or Google Keep).
- If your app doesn't transcribe, upload the audio to Microsoft Word Online → Home > Dictate > Transcribe.
- Save or copy the transcript text.

### Activity 3: Transform with AI (10 min)

- Open your district-approved AI tool (ChatGPT, Gemini, Copilot, etc.).
- Paste in your transcript.
- Prompt idea: 'Turn this brainstorm into a 45-min lesson plan for [grade/subject] with objectives, do-now, direct instruction, guided practice, independent work, and exit ticket.'
- Explore alternative prompts: 'Make this into a parent letter' or 'Summarize this as professional notes.'

### Activity 4: Share & Reflect (5–10 min)

- Share your AI-generated output with your partner.
- Discuss: What worked well? What would you change before using it?
- Optional: Volunteer to share with the larger group.

## ■ Key Takeaway

The power of this workflow isn't in AI—it's in capturing your thinking before it disappears. AI just helps you shape it faster into something usable.