

AI Tools for College Professors

PARTICIPANT GUIDE

Professional Development Workshop

15 AI Tools • Step-by-Step Instructions • Activity Templates

Quick Reference: All 15 Tools at a Glance

Tool	Best For	Time
Adobe Express	AI-powered design platform for graphics, videos, and presentations	30 min
Google NotebookLM	AI research assistant that analyzes documents and generates insights and audio overviews	35 min
Google Gemini	AI assistant integrated with Google Workspace for lesson planning and content creation	35 min
Microsoft Copilot	AI assistant integrated with Microsoft 365 for document creation and productivity	30 min
Perplexity AI	AI-powered research assistant with real-time web search and source citations	30 min
SchoolAI	AI platform with customizable student-facing chatbots (Spaces) and teacher tools	40 min
Claude AI	Advanced AI assistant for writing, analysis, coding, and complex reasoning	30 min
ChatGPT	Versatile AI assistant for content creation, tutoring, and problem-solving	35 min
MagicSchool AI	Education-specific AI platform with 80+ tools for lesson planning and assessment	35 min
Diffit	AI tool for creating differentiated reading passages at multiple levels	25 min
Curipod	AI-powered interactive lesson and presentation builder with real-time engagement	30 min
Padlet	Collaborative board platform with Magic Padlet AI to instantly create structured boards, timelines, and maps	25 min
Nearpod	Interactive lesson platform with AI Create feature that generates quiz questions from any content	30 min
Quizlet	Study platform with Magic Notes AI that transforms notes into flashcards, practice tests, and outlines	25 min
Quizizz	Game-based quiz platform with AI Actions (Wayground) to enhance, differentiate, and modify existing quizzes	30 min

Tool Guides with Templates

1. Adobe Express

🔗 <https://www.adobe.com/education/express/>

AI-powered design platform for graphics, videos, and presentations

📝 ACTIVITY: Create an AI-Enhanced Course Syllabus Infographic

⌚ Duration: 30 min

💻 How-To:

- [Adobe Express Guided Activities](#)
- [Professional Learning Hub](#)

📋 Step-by-Step Instructions:

1. Sign in with your institutional email at adobe.com/education/express
2. Select 'Infographic' from the template options
3. Use AI features to generate images and enhance text
4. Add your course information, learning objectives, and schedule
5. Export as PDF or image for sharing with students

✍️ Activity Template - Fill This Out:

Adobe Express Template

Course Title and Number:

Instructor Name and Contact:

3-5 Key Learning Objectives:

Weekly Schedule Overview:

Assessment Types and Weights:

Required Materials/Textbooks:

2. Google NotebookLM

 <https://notebooklm.google/>

AI research assistant that analyzes documents and generates insights and audio overviews.

ACTIVITY: Build a Course Resource Notebook with Audio Overview

 Duration: 35 min

How-To:

- [Google NotebookLM Help Center](#)
- [Edutopia: Generating Podcasts with NotebookLM](#)

Step-by-Step Instructions:

1. Navigate to notebooklm.google.com and sign in with Google
2. Click 'New Notebook' and name it for your course
3. Upload 3-5 relevant course documents or paste URLs
4. Use the chat to generate study guides and summaries
5. Create an Audio Overview for student review

Activity Template - Fill This Out:

Google NotebookLM Template

Notebook Name:

Source 1 (Syllabus/PDF):

Source 2 (Textbook chapter):

Source 3 (Article URL):

Source 4 (Other):

Outputs to Generate:

3. Google Gemini

🔗 <https://gemini.google.com/>

AI assistant integrated with Google Workspace for lesson planning and content creation.

📝 ACTIVITY: Design an AI-Assisted Lesson Plan with Differentiation

⌚ Duration: 35 min

📺 How-To:

- [Gemini in Google Classroom Tutorial](#)
- [100+ Ways to Use Gemini for Education](#)

📋 Step-by-Step Instructions:

1. Access Gemini at gemini.google.com with your edu account
2. Use the PARTS Framework: Persona, Audience, Request, Type, Style
3. Request a lesson plan with differentiation strategies
4. Ask for modifications for diverse learners
5. Export results to Google Docs for editing

📝 Activity Template - Fill This Out:

Google Gemini Template	
Subject Area and Topic:	
Grade Level/Course Level:	
Learning Objectives (3-5):	
Time Allotment:	
Differentiation Needs:	
Assessment Method:	
Materials Required:	

4. Microsoft Copilot

🔗 <https://copilot.microsoft.com/>

AI assistant integrated with Microsoft 365 for document creation and productivity.

📝 ACTIVITY: Create an Intelligent Assignment Rubric with Feedback Templates

⌚ Duration: 30 min

📺 How-To:

- [Microsoft Learn: Copilot Essentials](#)

📋 Step-by-Step Instructions:

1. Open Microsoft Word and access Copilot from the ribbon
2. Prompt: 'Create a detailed rubric for [assignment type]'
3. Specify criteria, point values, and descriptors
4. Ask Copilot to generate constructive feedback templates
5. Save the rubric and feedback bank for future use

✍️ Activity Template - Fill This Out:

Microsoft Copilot Template	
Assignment Title:	
Assignment Type:	
Number of Criteria (4-6):	
Point Scale:	
Criteria Categories:	
Feedback Tone:	

5. Perplexity AI

 <https://www.perplexity.ai/>

AI-powered research assistant with real-time web search and source citations

ACTIVITY: Conduct Academic Research with Source Verification

 Duration: 30 min

How-To:

- [How to Use Perplexity AI](#)
- [Perplexity Help Center](#)

Step-by-Step Instructions:

1. Navigate to perplexity.ai (no account required for basic use)
2. Select 'Academic' Focus mode for scholarly sources
3. Enter your research question with specific parameters
4. Click on citations to verify source credibility
5. Save useful threads to Collections for later reference

Activity Template - Fill This Out:

Perplexity AI Template

Research Topic:

Specific Research Question:

Focus Mode Selection:

Date Range (if applicable):

Source Types Preferred:

Key Terms:

6. SchoolAI

🔗 <https://schoolai.com/>

AI platform with customizable student-facing chatbots (Spaces) and teacher tools

📝 ACTIVITY: Build a Custom AI Tutor Space for Your Subject

⌚ Duration: 40 min

📺 How-To:

- [How Teachers Use SchoolAI](#)
- [SchoolAI Spaces Tutorial](#)

📋 Step-by-Step Instructions:

1. Sign in at schoolai.com with your Google account
2. Click 'Create a Space' from your Launchpad
3. Enter your topic and detailed AI prompt instructions
4. Set grade level and align to standards if desired
5. Preview the Space, then launch and share with students

📝 Activity Template - Fill This Out:

SchoolAI Template	
Space Title:	
Subject Area:	
Grade/Course Level:	
Learning Objective:	
AI Behavior Instructions:	
Standards Alignment:	
Student Instructions:	

7. Claude AI

 <https://claude.ai/>

Advanced AI assistant for writing, analysis, coding, and complex reasoning

ACTIVITY: Develop a Case Study Analysis Framework

 Duration: 30 min

How-To:

- [Claude Getting Started Guide](#)

Step-by-Step Instructions:

1. Navigate to claude.ai and sign in or create account
2. Upload or paste your case study content
3. Prompt: 'Analyze this case study using [framework]'
4. Request specific outputs: key issues, stakeholders, recommendations
5. Ask for discussion questions at various cognitive levels

Activity Template - Fill This Out:

Claude AI Template

Case Study Title:

Discipline/Subject Area:

Analysis Framework:

Key Questions to Address:

Expected Length:

Output Format:

8. ChatGPT

 <https://chatgpt.com/>

Versatile AI assistant for content creation, tutoring, and problem-solving

ACTIVITY: Generate a Comprehensive Question Bank with Answer Key

 Duration: 35 min

How-To:

- [ChatGPT Getting Started](#)

Step-by-Step Instructions:

1. Log in to chatgpt.com with your account
2. Specify: subject, topic, question types, difficulty level
3. Request a specific number of questions per type
4. Ask for an answer key with detailed explanations
5. Request alignment to specific learning objectives

Activity Template - Fill This Out:

ChatGPT Template

Course/Subject:

Specific Topic:

Question Types Needed:

Number of Questions:

Difficulty Distribution:

Standards Alignment:

Include Explanations: Yes/No

9. MagicSchool AI

 <https://www.magicschool.ai/>

Education-specific AI platform with 80+ tools for lesson planning and assessment

ACTIVITY: Create a Complete Lesson Plan with Differentiated Materials

 Duration: 35 min

How-To Videos:

- [MagicSchool Getting Started](#)
- [Edutopia: Building an AI Tutor](#)

Step-by-Step Instructions:

1. Sign in at magicschool.ai with your email
2. Select 'Lesson Plan Generator' from the tools
3. Enter subject, grade, topic, and objectives
4. Generate the lesson and customize as needed
5. Use additional tools to create supporting materials

Activity Template - Fill This Out:

MagicSchool AI Template
Subject Area:
Grade Level:
Topic/Unit:
Learning Objectives:
Standards:
Lesson Duration:
Additional Materials:

10. Diffit

 <https://web.diffit.me/>

AI tool for creating differentiated reading passages at multiple levels.

ACTIVITY: Adapt a Complex Text for Multiple Reading Levels

 Duration: 25 min

How-To:

- [Edutopia: Differentiating with Diffit](#)
- [TCEA Diffit Tutorial](#)

Step-by-Step Instructions:

1. Go to web.diffit.me and sign in with Google
2. Choose input method: Topic, URL, Text, PDF, or Video
3. Select the target grade level(s) for adaptation
4. Review and customize generated content
5. Export to Google Docs, Slides, or PDF

Activity Template - Fill This Out:

Diffit Template	
Original Text Source:	
Subject Area:	
Target Grade Levels:	
Language Options:	
Include Vocabulary: Yes/No	
Question Types:	
Export Format:	

11. Curipod

 <https://curipod.com/>

AI-powered interactive lesson and presentation builder with real-time engagement

ACTIVITY: Build an Interactive Review Lesson with AI-Generated Content

 Duration: 30 min

How-To Videos:

- [How to Use Curipod](#)
- [Ditch That Textbook: Curipod Guide](#)

Step-by-Step Instructions:

1. Sign in at curipod.com with Google
2. Click 'Create a lesson' then 'Generate with AI.'
3. Enter topic, grade level, and learning objectives
4. Review slides and add/edit interactive elements
5. Start the lesson and share the join code with students

Activity Template - Fill This Out:

Curipod Template	
Lesson Topic:	
Grade Level:	
Learning Objectives:	
Number of Slides:	
Interactive Elements:	
Include Brain Break: Yes/No	
Exit Ticket Type:	

12. Padlet

🔗 <https://padlet.com/>

Collaborative board platform with Magic Padlet AI to instantly create structured boards, timelines, and maps.

📝 ACTIVITY: Create a Collaborative Timeline or Discussion Board with Magic Padlet

⌚ Duration: 25 min

💻 How-To:

- [Padlet AI Tutorial - Custom Board](#)
- [Padlet Help Center](#)

📋 Step-by-Step Instructions:

1. Sign in at padlet.com with your Google or Microsoft account
2. Click 'Make a Padlet' and select 'Magic Padlet.'
3. Enter a prompt describing the board you want (timeline, discussion, map, etc.)
4. Review and customize the AI-generated structure and content
5. Share the link with students for collaboration

✍️ Activity Template - Fill This Out:

Padlet Template	
Board Title:	
Board Type (Timeline/Wall/Map/Canvas):	
Topic or Subject:	
Number of Starter Posts:	
Collaboration Settings:	
Student Instructions:	

13. Nearpod

 <https://nearpod.com/>

Interactive lesson platform with AI Create feature that generates quiz questions from any content.

ACTIVITY: Generate a Formative Assessment Quiz from Your Lesson Content

 Duration: 30 min

How-To:

- [Nearpod How to Use](#)
- [Nearpod Help Center](#)

Step-by-Step Instructions:

1. Sign in at nearpod.com with your school account
2. Navigate to 'My Lessons' and click 'Create' or open an existing lesson
3. Select 'AI Create' and paste your lesson content or text
4. Choose question types and let AI generate questions
5. Review, edit, and add questions to your lesson

Activity Template - Fill This Out:

Nearpod Template	
Lesson/Unit Topic:	
Content to Analyze (paste or describe):	
Number of Questions:	
Question Types Needed:	
Difficulty Level:	
Learning Objectives Assessed:	

14. Quizlet

 <https://quizlet.com/>

Study platform with Magic Notes AI that transforms notes into flashcards, practice tests, and outlines.

ACTIVITY: Convert Lecture Notes into a Complete Study Set with Magic Notes

 Duration: 25 min

How-To:

- [Quizlet Help Center](#)

Step-by-Step Instructions:

1. Sign in at quizlet.com with your account
2. Click 'Create' and select 'From notes' (Magic Notes)
3. Paste or upload your lecture notes or study content
4. Let Magic Notes generate flashcards, outline, and practice test
5. Review and customize the generated study materials

Activity Template - Fill This Out:

Quizlet Template	
Subject/Course:	
Topic of Notes:	
Source of Notes (lecture, textbook, etc.):	
Study Materials Needed:	
Share with Students: Yes/No	
Additional Customization:	

15. Quizizz

 <https://quizizz.com/>

Game-based quiz platform with AI Actions (Wayground) to enhance, differentiate, and modify existing quizzes.

ACTIVITY: Differentiate an Existing Quiz Using AI Actions

 Duration: 30 min

How-To Videos:

- [Quizizz Help Center](#)

Step-by-Step Instructions:

1. Sign in at quizizz.com with your school account
2. Create a new quiz or open an existing one
3. Click on 'AI Actions' (or Wayground) on any question
4. Choose an action: simplify language, add real-world scenario, adjust difficulty
5. Review AI modifications and save your differentiated quiz

Activity Template - Fill This Out:

Quiz Topic:	Quizizz Template
Original Difficulty Level:	
Target Modification:	
Number of Questions to Modify:	
New Difficulty Level:	
Additional Features (hints, solutions):	

Best Practices for AI in Your Teaching

Getting Started

- ✓ Start with ONE tool that addresses your biggest pain point
- ✓ Experiment with low-stakes tasks first (syllabi, rubrics, study guides)
- ✓ Always review and edit AI-generated content before using it with students
- ✓ Be transparent with students about how you're using AI
- ✓ Document what works and share with colleagues

Effective Prompting Tips

- ✓ Be specific about what you want (format, length, audience)
- ✓ Provide context (course level, student background, learning objectives)
- ✓ Ask for multiple options or variations
- ✓ Iterate: refine your prompt based on initial results
- ✓ Save successful prompts for reuse

Privacy & Ethics Reminders

- ⚠ Never enter student names, IDs, or other identifiable information
- ⚠ Review your institution's AI use policies
- ⚠ Understand that free tools may use your inputs for training
- ⚠ Be aware of potential biases in AI outputs
- ⚠ Model responsible AI use for your students

My Notes & Ideas

Use this space to capture ideas during the workshop:

