



AI *for* TEACHERS

A PRACTICAL QUICK GUIDE

Save Time. Teach Smarter. Inspire Better Learning.



SAVE TIME

Automate routine teaching tasks



TEACH SMARTER

Create engaging lessons effortlessly



IMPROVE RESULTS

Support every student effectively



GROW PROFESSIONALLY

Learn, adapt and excel with AI



A Complete Guide to Using AI Tools for Planning, Teaching, Assessment, Communication & More



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AI *for* TEACHERS

A PRACTICAL QUICK GUIDE

WELCOME & HOW TO USE THIS GUIDE

This guide is designed to help teachers save time, work smarter and create better learning experiences using the power of Artificial Intelligence.

Let AI be your teaching assistant!



1. WHY AI MATTERS FOR TEACHERS

- Reduce workload and save time
- Create engaging lessons faster
- Provide personalized support
- Improve assessment and feedback
- Focus more on students, less on administrative tasks



2. WHAT AI CAN & CANNOT DO

- **CAN:** Plan lessons, create content, give ideas, organize work, analyze data and draft communications.
- **CANNOT:** Replace your judgment, empathy, experience and the human connection in teaching.



3. HOW TO GET THE BEST ANSWERS

- Be clear and specific
- Provide context and details
- Mention grade/level and subject
- Ask step-by-step if needed
- Review, edit and personalize the output



4. AI TOOLS COVERED

-  ChatGPT (OpenAI)
-  Gemini (Google)
-  Claude (Anthropic)
-  Copilot (Microsoft)
-  Perplexity AI



5. FIVE GOLDEN RULES FOR AI USE

- ✓ **Be Ethical:** Use AI responsibly and respect academic honesty.
- ✓ **Protect Privacy:** Do not share student or school confidential information.
- ✓ **Verify Information:** Always fact-check important content and data.
- ✓ **Add Your Expertise:** AI gives suggestions, you add experience.
- ✓ **Keep Learning:** Explore, practice and stay updated with new tools.



AI will not replace teachers, but teachers who use AI will lead the future.



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25 WAYS TEACHERS CAN USE AI EVERY DAY

AI can support you in almost every part of your teaching journey.
Here are the 6 main categories where AI becomes your powerful assistant.

01



PLANNING

- Lesson planning
- Weekly & unit plans
- Learning objectives
- Curriculum mapping
- Activities & strategies
- Differentiation ideas

02



TEACHING

- Explain difficult concepts
- Create engaging activities
- Real-life examples
- Classroom games
- Stories & analogies
- Interactive learning ideas

03



ASSESSMENT

- Generate quizzes & exams
- MCQs, short & long questions
- Answer keys & solutions
- Rubrics & marking schemes
- Homework & assignments
- Student feedback

04



COMMUNICATION

- Parent messages & emails
- Report card comments
- PTM invitations
- Behaviour notes
- Announcements
- Meeting summaries

05



ADMINISTRATION

- Time-saving documents
- Data analysis & reports
- Timetables & schedules
- Meeting notes
- Policy drafts
- Record keeping

06



PROFESSIONAL GROWTH

- Research summaries
- New teaching strategies
- Workshop & training ideas
- Course content creation
- Reflective practice
- Skill development

“

AI won't replace great teachers,
but teachers who use AI will
outperform those who don't.



AI for TEACHERS

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THE PERFECT AI PROMPT FORMULA



A great prompt = Better answers + More accurate + Saves time

Use this 6-part formula to get high-quality results every time.

1 ROLE



Tell AI who it should act as.

Example:
Act as an experienced English teacher.

2 CONTEXT



Provide background or situation.

Example:
I teach Grade 7 students in a middle school.

3 AUDIENCE



Mention your students or target audience.

Example:
My students are 12–13 years old and beginner level.

4 TASK



Clearly state what you want AI to do.

Example:
Create a 45-minute lesson plan on the topic "Photosynthesis".
(Task)

5 FORMAT



Tell AI the format or structure you want.

Example:
Include objectives, activities, assessment, materials and homework.

6 CONSTRAINTS



Add limits, length, tone or other preferences.

Example:
Keep it simple, classroom-friendly and within 300 words.

EXAMPLE OF A COMPLETE PROMPT

“ Act as an experienced Science teacher. I teach Grade 7 students in a middle school.
(Role) (Context) (Audience)
My students are 12–13 years old and beginner level. Create a 45-minute lesson plan
(Task) (Format) (Task)
on the topic “Photosynthesis”. Include objectives, activities, assessment, materials and
homework. Keep it simple, classroom-friendly and within 300 words. (Constraints)
”

TIPS FOR BETTER PROMPTS

- ✓ Be specific and clear about what you need.
- ✓ Add examples if possible.
- ✓ Break complex tasks into smaller steps.
- ✓ Ask AI to review, improve or simplify.
- ✓ Provide feedback to get even better results.



AVOID THESE PROMPTS

- ✗ Vague and incomplete prompts
- ✗ Too many tasks in one prompt
- ✗ No context or audience
- ✗ Unclear instructions
- ✗ Expecting perfect results without review



The better your prompt, the smarter the answer.
Good prompt = Great teaching support!





AI LESSON PLANNING ASSISTANT

Plan engaging, effective and student-centered lessons in minutes.



1 DAILY LESSON PLAN



- Create complete 45-minute lesson plans.
- Include objectives, activities, assessment & homework.

2 WEEKLY PLAN



- Plan the entire week with a clear flow.
- Align topics, activities and assessments.

3 UNIT PLAN



- Design unit plans with themes and learning outcomes.
- Ensure smooth progression of learning.

4 LEARNING OBJECTIVES



- Write SMART learning objectives.
- Aligned with curriculum standards.

5 ACTIVITIES & STRATEGIES



- Get activity ideas for every stage of the lesson.
- Include differentiation strategies.

6 HOMEWORK IDEAS



- Generate meaningful homework tasks.
- Include practice, project and extension ideas.

COPY & USE PROMPT

Act as an experienced [Subject] teacher teaching [Grade Level].
Create a detailed 45-minute lesson plan on the topic "[Topic]".
Include the following:

1. Learning Objectives (SMART)
2. Prior Knowledge
3. Warm-up Activity
4. Teaching Method / Explanation
5. Guided Practice
6. Independent Practice
7. Assessment (Formative)
8. Homework
9. Differentiation for struggling and advanced students
10. Required Materials / Resources
11. Expected Learning Outcomes



QUICK TIPS



Be specific about grade, subject and topic.



Mention time limit for accurate planning.



Ask for activities, assessment and homework.



Request differentiation for all learner levels.



Review and customize the AI output for your classroom.



CREATE BETTER CLASSROOM ACTIVITIES

Make learning engaging, interactive and memorable with AI.



01 ICEBREAKERS



- Start class with fun and engaging icebreakers.
- Build comfort and encourage participation.

02 GROUP WORK



- Create collaborative activities that build teamwork.
- Assign roles and tasks for every student.

03 CLASSROOM GAMES



- Generate subject-based games.
- Make review and practice fun and competitive.

04 PROJECTS



- Get creative project ideas.
- Include steps, materials and expected outcomes.

05 DISCUSSIONS



- Generate discussion questions.
- Promote critical thinking and communication skills.

06 CRITICAL THINKING



- Create problem-solving tasks.
- Encourage analysis, reasoning and evaluation.

AI COPY & USE PROMPT

Act as an experienced [Subject] teacher for [Grade Level] students. Suggest 5 engaging classroom activities for teaching the topic "[Topic]". Include the following for each activity:

1. Activity Name
2. Purpose / Learning Outcome
3. Materials Required
4. Step-by-Step Instructions
5. Estimated Time
6. Differentiation Ideas
7. Assessment / Reflection Method



GREAT ACTIVITIES = BETTER ENGAGEMENT + STRONGER LEARNING



Keep activities student-centered.



Use variety to maintain interest.



Align activities with learning objectives.



Make learning active, not passive.



Review and improve regularly.

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DIFFERENTIATE INSTRUCTION WITH AI

Meet every learner where they are.

AI helps you adapt content, activities and assessments for all student levels.

01 WEAK LEARNERS



- Simplify explanations.
- Provide more examples.
- Break tasks into small steps.
- Offer extra practice.
- Build confidence gradually.

02 AVERAGE LEARNERS



- Reinforce understanding.
- Use varied activities.
- Encourage participation.
- Provide meaningful practice.
- Maintain steady progress.

03 GIFTED LEARNERS



- Offer challenging tasks.
- Encourage critical thinking.
- Provide enrichment projects.
- Allow independent learning.
- Promote creativity and depth.

04 SPECIAL NEEDS



- Use simplified language.
- Provide visual supports.
- Offer step-by-step guidance.
- Use inclusive activities.
- Focus on strengths and growth.

05 FAST FINISHERS



- Provide extension activities.
- Offer independent challenges.
- Encourage research tasks.
- Use enrichment worksheets.
- Promote leadership roles.

06 HOMEWORK ADAPTATION



- Different levels of difficulty.
- Choice-based assignments.
- Shorter or extended tasks.
- Creative homework options.
- Real-life application tasks.

AI COPY & USE PROMPT

Act as an experienced [Subject] teacher. I teach [Grade Level] students with mixed abilities.

Create differentiated instruction for the topic "[Topic]".

Provide suggestions for the following learner groups:

- | | |
|---------------------|------------------------|
| 1. Weak Learners | 4. Special Needs |
| 2. Average Learners | 5. Fast Finishers |
| 3. Gifted Learners | 6. Homework Adaptation |

For each group, include: learning strategies, activity ideas and assessment suggestions.



WHY DIFFERENTIATION MATTERS



Improves student engagement and motivation.



Helps every student reach their full potential.



Creates inclusive and supportive classrooms.



Increases learning outcomes for all ability levels.



Builds confidence and positive mindset.



AI FOR QUIZ & EXAM CREATION

Create high-quality assessments in minutes. Save time and ensure variety, fairness and alignment with learning objectives.

01 MULTIPLE CHOICE QUESTIONS (MCQS)



- Generate MCQs with 4 options.
- Align with learning objectives.
- Include answer key.
- Add explanations if needed.

02 TRUE / FALSE QUESTIONS



- Create clear True/False items.
- Cover key concepts.
- Add explanations.
- Mix easy and challenging items.

03 SHORT ANSWER QUESTIONS



- Generate short answer questions.
- Focus on understanding.
- Include keyword guidelines.
- Provide model answers.

04 LONG ANSWER QUESTIONS



- Create analytical questions.
- Encourage critical thinking.
- Provide marking scheme.
- Include sample answers.

05 HOTS QUESTIONS (HIGHER ORDER THINKING)



- Create application, analysis, evaluation and creation questions.
- Promote deep learning.
- Based on Bloom's Taxonomy.

06 ANSWER KEYS & MARKING SCHEMES



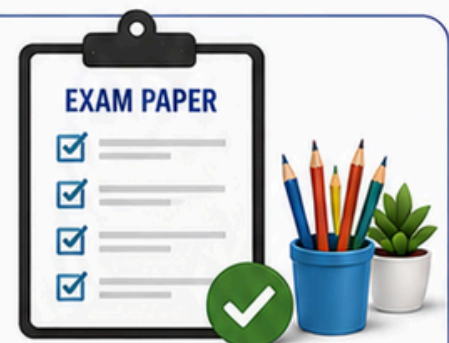
- Generate correct answers.
- Provide step-by-step solutions.
- Create detailed marking schemes.
- Ensure fair and consistent grading.

AI COPY & USE PROMPT

Act as an experienced [Subject] teacher. Create an exam paper for [Grade Level] on the topic "[Topic]". Total marks: [Marks]. Include the following:

1. 20 Multiple Choice Questions (MCQs)
2. 10 True / False Questions
3. 5 Short Answer Questions
4. 5 Long Answer Questions
5. 2 Higher Order Thinking Questions
6. One Practical / Application Question
7. Answer Key
8. Marking Scheme

Make the paper balanced, clear and suitable for classroom assessment.



BEST PRACTICES FOR ASSESSMENT WITH AI



Align questions with learning objectives.



Use variety: easy, moderate and challenging.



Check accuracy and clarity of questions.



Customize questions to match your curriculum.



Use assessments to improve learning.

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AI FOR WORKSHEET CREATION

Generate high-quality, student-friendly worksheets in any subject, for any grade level within minutes.

01

PRACTICE SHEETS



- Create topic-based practice sheets.
- Include a variety of question types.
- Build skills step-by-step.
- Add answer key for easy checking.

02

VOCABULARY WORKSHEETS



- Generate word lists and meanings.
- Create fill-in-the-blanks.
- Add matching and crossword activities.
- Include picture-based tasks.

03

GRAMMAR WORKSHEETS



- Create grammar rules and examples.
- Include exercises for practice.
- Add error correction tasks.
- Provide answer key.

04

MATH WORKSHEETS



- Create problems by topic and level.
- Include word problems.
- Add mental math and logic tasks.
- Provide answer key with steps.

05

SCIENCE WORKSHEETS



- Create concept-based worksheets.
- Include diagrams and labels.
- Add experiments and observations.
- Include critical thinking questions.

06

READING COMPREHENSION



- Generate short passages.
- Add comprehension questions.
- Include inference and vocabulary.
- Provide answer key.

AI COPY & USE PROMPT

Act as an experienced [Subject] teacher. Create a worksheet for [Grade Level] students on the topic "[Topic]".

Include the following:

1. Title of the worksheet
2. Learning objective
3. 5-6 different types of questions
4. Clear instructions for students
5. Space for answers (if needed)
6. Answer key
7. Engaging and age-appropriate design
8. Encourage critical thinking



You can modify the topic, subject, grade level and number of questions according to your needs.



TIPS FOR EFFECTIVE WORKSHEETS



Align with learning objectives.



Use a mix of easy, moderate and challenging questions.



Keep language simple and clear.



Make it visually appealing.



Always include an answer key.

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AI FOR STUDENT FEEDBACK & REPORTING

Save time and provide meaningful, actionable feedback that helps every student grow.

01 QUICK FEEDBACK



- Generate constructive comments.
- Save time on repetitive feedback.
- Highlight strengths and areas for improvement.
- Provide clear next steps.

02 RUBRICS & EVALUATION



- Create detailed rubrics.
- Align with learning objectives.
- Ensure fair and consistent grading.
- Customize for any subject.

03 PROGRESS REPORTS



- Generate individual reports.
- Summarize achievements.
- Track progress over time.
- Share clear insights with students and parents.

04 PARENT COMMUNICATION



- Write clear update messages.
- Explain progress in simple language.
- Build positive relationships.
- Encourage parent involvement.

05 STUDENT SELF-ASSESSMENT



- Create self-assessment forms.
- Encourage reflection.
- Promote ownership of learning.
- Support goal setting.

06 BEHAVIOR & ENGAGEMENT



- Provide behavior feedback.
- Highlight positive actions.
- Suggest improvement strategies.
- Encourage active participation.

AI COPY & USE PROMPT

Act as an experienced [Subject] teacher. Provide feedback / report for [Grade Level] student on the topic "[Topic]". Include the following:

1. Student Name (optional placeholder)
2. Strengths and Achievements
3. Areas for Improvement
4. Specific Feedback / Comments
5. Suggested Next Steps
6. Overall Performance Summary
7. Recommendations for Parents (if applicable)
8. Goals for Next Period
9. Encouragement Message
10. Date (optional placeholder)

 You can customize the tone, length and format based on your needs.



BEST PRACTICES FOR FEEDBACK & REPORTING



Be specific and focus on behavior and work.



Use positive and encouraging language.



Balance praise with constructive feedback.



Provide timely feedback and reports.



Encourage dialogue with students and parents.

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AI FOR LESSON PLANNING

Plan engaging, effective lessons in less time.

AI helps you organize ideas, resources and activities that match your students' needs.

01

LESSON OUTLINE



- Create structured lesson outlines.
- Include objectives and outcomes.
- Organize topics and subtopics.
- Save time on planning.

02

LEARNING OBJECTIVES



- Generate clear learning objectives.
- Align with curriculum standards.
- Use measurable language.
- Focus on student outcomes.

03

TEACHING ACTIVITIES



- Suggest engaging activities.
- Include individual and group tasks.
- Cater to different learning styles.
- Encourage active participation.

04

TIME MANAGEMENT



- Create realistic time plans.
- Allocate time for each activity.
- Include warm-up and review.
- Ensure smooth lesson flow.

05

MATERIALS & RESOURCES



- Suggest relevant resources.
- Include printables and digital tools.
- Provide links to useful materials.
- Support diverse learning needs.

06

DIFFERENTIATION IDEAS



- Suggest ways to differentiate.
- Support mixed ability classrooms.
- Include extension and support ideas.
- Make lessons inclusive for all.

AI COPY & USE PROMPT

Act as an experienced [Subject] teacher. Create a detailed lesson plan for [Grade Level] on the topic "[Topic]".

Include the following:

- | | |
|----------------------------------|--|
| 1. Lesson Title | 6. Teaching Activities (with time) |
| 2. Grade Level | 7. Differentiation Ideas |
| 3. Learning Objectives | 8. Assessment / Checking for Understanding |
| 4. Materials & Resources | 9. Homework / Extension Activity |
| 5. Lesson Outline (Step-by-Step) | 10. Reflection / Notes for Teacher |



You can modify the topic, subject, grade level and time duration according to your classroom needs.



AI TOOLS THAT HELP TEACHERS



ChatGPT
Lesson plans, activities, worksheets, quizzes and more.



Canva AI
Create lesson visuals, presentations and infographics.



Quizizz AI
Generate quizzes, games and interactive assessments.



Diffit
Differentiate resources for every learner.



MagicSchool AI
Assist with planning, rubrics and classroom management.

Parent Communication

Use AI to build stronger connections with parents through clear, timely and respectful communication.



Build Trust

Strengthen parent relationships.



Save Time

Create messages faster with AI.



Clear Updates

Share progress clearly and regularly.



Positive Impact

Engage parents in their child's journey.



Better Outcomes

Collaborate for better results.

AI Can Help You With

- ✓ Writing parent emails and messages
- ✓ Creating progress reports
- ✓ Explaining student strengths and challenges
- ✓ Answering parent questions professionally
- ✓ Sending reminders and announcements
- ✓ Handling difficult conversations
- ✓ Translating messages when needed



When to Communicate

- 01 At the start of term (Welcome & introduction)
- 02 After assessments (Share progress)
- 03 When improvement is needed (Offer support)
- 04 For positive achievements (Celebrate success)
- 05 For reminders and updates (Events, deadlines, etc.)



Good Communication Tips

- ✓ Be clear, kind and respectful.
- ✓ Focus on solutions, not problems.
- ✓ Personalize messages (Use student name).
- ✓ Acknowledge parent efforts.
- ✓ Use simple and positive language.
- ✓ Respond on time.
- ✓ Keep all communication professional.



AI Tools You Can Use



ChatGPT



Gemini



Copilot



Claude



Canva

Use these tools to write, edit, translate, and design parent communications.



Copy & Use Prompt

Act as a professional teacher. Write a polite and positive email update for parents about their child's progress in [Subject/Area]. Highlight strengths, areas to improve and suggest ways parents can help at home.



Best Practices



Listen to Parents



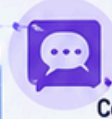
Be Consistent & Timely



Focus on Collaboration



Keep Information Confidential



Encourage Two-Way Communication

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AI for Presentation Creation



Use AI tools to design professional, engaging and impactful presentations in minutes.



Save Time

Create presentations in minutes.



Engaging Design

AI makes slides visually appealing.



Clear Structure

AI organizes content logically.



Better Impact

Explain ideas with visuals and data.



Focus on Teaching

Spend less time on design, more on students.

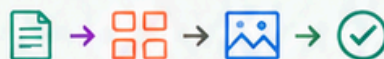
AI Can Help You With

- ✓ Generating presentation ideas and outlines
- ✓ Creating slide content and summaries
- ✓ Designing professional slide layouts
- ✓ Finding and adding relevant images and icons
- ✓ Making charts, graphs and infographics
- ✓ Improving text style and readability
- ✓ Translating presentations for diverse audiences



Steps to Create with AI

- 01 **Choose your topic**
Define the main idea.
- 02 **Ask AI for an outline**
Get a clear structure with key points.
- 03 **Generate slide content**
Let AI write content for each slide.
- 04 **Design and visualize**
Use AI tools to add images, icons and layouts.
- 05 **Review and edit**
Check facts, adjust content and style.
- 06 **Export and present**
Download your presentation and deliver with confidence.



Best AI Tools for Presentations

- Beautiful.ai**
Smart slide design and layouts.
- Canva Magic Design**
Create stunning slides with AI.
- Tome**
AI-powered storytelling presentations.
- Gamma**
Generate slides and docs in seconds.
- ChatGPT / Gemini**
Generate outlines, content and summaries.

Copy & Use Prompt

“



Act as a presentation expert for teachers. Create a professional presentation outline and slide content on the topic [Topic]. Include an introduction, [Number] main points, examples, and a conclusion. Suggest engaging titles, key visuals and a call to action for the last slide.

”

Tips for Effective AI Presentations

- ✓ Keep slides simple and focused.
- ✓ Use visuals to explain, not distract.
- ✓ Limit text on slides, use key points.
- ✓ Use charts and infographics for data.
- ✓ Add stories or examples to connect.
- ✓ Practice your presentation before presenting.



Best Practices



Plan Before You Create



Verify Facts and Data



Use Consistent Design



Know Your Audience



End with a Strong Takeaway

AI for Subject Teachers

Use AI to enhance subject knowledge, create better resources and support every learner effectively.



Math



Science

Aa

English



Social Studies



Urdu



Other Subjects



Save Time

AI helps you create materials and plans quickly.



Improve Quality

Get well-structured, accurate and engaging content.



Personalize Learning

AI helps in differentiated instruction and support.



Boost Engagement

Create interactive activities and examples students love.



Stay Updated

Get the latest concepts, examples and teaching strategies.

AI Can Help You With

- ✓ Lesson plan creation
- ✓ Topic explainers in simple words
- ✓ Notes, summaries and mind maps
- ✓ Examples and case studies
- ✓ Practice questions & quizzes
- ✓ Worksheets and activities
- ✓ Rubrics and assessments
- ✓ Lab instructions and safety guides
- ✓ Translating content (Urdu/English)
- ✓ Adapting content for all levels



How to Use AI for Subjects

- 01 Define your topic or concept**
Be specific about what you need.
- 02 Ask AI for content**
Get explanations, examples, activities or resources.
- 03 Review and customize**
Check accuracy and adjust as per your students' level.
- 04 Create engaging materials**
Use AI to design visuals, charts, handouts and quizzes.
- 05 Differentiate for learners**
Get simplified or advanced versions for all students.
- 06 Save and organize**
Keep a digital library of your best resources.



Subject-Wise AI Ideas



Mathematics

Generate problems, step-by-step solutions and word problems.



Science

Get experiment ideas, diagrams and concept explanations.

Aa

English

Create reading passages, grammar exercises and writing prompts.



Social Studies

Summarize topics, timelines and map activities.



Urdu

Poems, summaries, questions and comprehension tasks.



Other Subjects

Art ideas, project topics, ICT guides and more.

Copy & Use Prompt

“



Act as an expert [Subject] teacher. Create a lesson plan on the topic [Topic] for [Grade Level]. Include learning objectives, key points, examples, activities, assessment ideas and real-life applications. Make it student-friendly and engaging.

”

Pro Tips for Subject Teachers

- ✓ Be specific about grade level and topic.
- ✓ Ask for examples from real life.
- ✓ Use visuals and analogies for better understanding.
- ✓ Use AI to create quizzes and activities.
- ✓ Encourage students to use AI for learning, not just answers.



Best Practices



Plan with AI,
Teach with
Your Expertise



Verify Facts
and Details



Adapt for
Your Learners



Build Your
Resource Bank



Use AI
Ethically



Bloom's Taxonomy with AI



Use AI tools to design learning experiences that promote higher-order thinking skills.



What is Bloom's Taxonomy?

A framework that classifies learning skills into 6 levels from basic to advanced thinking.



Level	Description	AI Can Help You	Example AI Prompts / Uses
	6. Create Produce new or original work	- Generate project ideas - Design new products - Encourage innovation	 "Give me project ideas on renewable energy for high school students."
	5. Evaluate Justify a decision or opinion	- Evaluate arguments - Compare options - Provide feedback	 "Evaluate the pros and cons of online learning in schools."
	4. Analyze Break down information	- Identify patterns - Organize information - Draw connections	 "Analyze the causes and effects of climate change for my class."
	3. Apply Use knowledge in new situations	- Solve problems - Apply concepts - Create examples	 "Give real-life examples where fractions are used in daily life."
	2. Understand Explain ideas or concepts	- Simplify explanations - Summarize content - Provide examples	 "Explain photosynthesis in simple words with an example."
	1. Remember Recall facts and basic concepts	- Generate quizzes - Create flashcards - List key facts	 "Create 10 quiz questions on the water cycle for grade 6."

How AI Supports Each Level

- ✓ Saves time in content preparation
- ✓ Provides diverse examples and ideas
- ✓ Creates engaging and differentiated learning materials
- ✓ Helps in assessment and feedback
- ✓ Encourages deeper thinking
- ✓ Supports personalized learning



Popular AI Tools You Can Use



Use these tools to research, plan, create and evaluate learning materials at all Bloom's levels.



Copy & Use Prompt

“Act as an expert teacher. Create learning activities and assessment ideas for [Topic] using Bloom's Taxonomy levels. Provide one idea for each level (Remember, Understand, Apply, Analyze, Evaluate, Create). Make them practical and student-friendly.”



Tips for Teachers



Start with lower levels and build up gradually.



Use AI to reach higher-order thinking skills.



Mix levels in your lessons for better engagement.



Encourage students to create and innovate.



Assess learning at all levels, not just tools.

Best Practices



Verify AI-generated information.



Align activities with learning objectives.



Customize AI outputs for your students' needs.



Teach students ethical use of AI.



Keep learning and exploring AI tools.

AI for Homework

Use AI tools to assign, explain, review and support homework that improves learning and builds independence.



Save Time

AI helps you create homework quickly and easily.



Better Learning

AI explains concepts clearly and gives useful examples.



Personalized Help

AI provides tasks suitable for different learners.



Instant Feedback

AI checks answers and gives helpful suggestions.



Build Independence

Students learn to solve problems while getting the right support.

AI Can Help You With

- ✓ Creating homework questions and worksheets
- ✓ Explaining concepts in simple words
- ✓ Providing examples and solved problems
- ✓ Differentiating homework by level
- ✓ Generating reading passages and writing prompts
- ✓ Checking answers and giving feedback
- ✓ Translation of assignments (Urdu/English)
- ✓ Creating rubrics and marking guides



How to Use AI for Homework

- 01 Define the topic and objective**
Be clear about what students need to learn.
- 02 Ask AI to create tasks**
Ask for questions, worksheets, examples or activities.
- 03 Review and adjust**
Check the content and adjust to your students' level.
- 04 Provide to students**
Share homework with clear instructions.
- 05 Check and give feedback**
Use AI to check answers and give helpful feedback.
- 06 Track and improve**
Review performance and improve future homework.



Homework Ideas with AI



Math

Generate word problems, practice questions and step-by-step solutions.



Science

Create experiments, diagrams, quizzes and concept explanations.



English

Create reading passages, writing prompts, grammar exercises and vocabulary tasks.



Social Studies

Generate timelines, maps, short notes and project ideas.



Other Subjects

ICT, Art, Urdu, Islamiyat, PE and more.

Copy & Use Prompt



Act as a helpful teacher.
Create [Number] homework questions on the topic [Topic] for [Grade Level].
Include a mix of easy, medium and challenging questions with answers.
Make them clear, engaging and suitable for students.

Tips for Effective Homework

- ✓ Keep instructions clear and simple.
- ✓ Assign meaningful and relevant tasks.
- ✓ Use AI to provide examples and support.
- ✓ Give feedback that helps students improve.
- ✓ Encourage students to ask questions.
- ✓ Review and adjust homework regularly.



Best Practices



Align homework with lesson objectives.



Differentiate based on student needs.



Use AI for support, not for shortcuts.



Balance AI help with independent learning.



Maintain academic integrity and honesty.

Student Engagement Ideas

Use AI tools to create interactive, fun and meaningful learning experiences that keep students motivated and involved.



Boost Participation

AI creates activities that encourage every student to join in.



Make Learning Fun

AI tools help design games, quizzes and creative tasks.



Encourage Creativity

AI inspires new ideas and helps students create more.



Improve Retention

Engaged students remember more and understand better.



Build Connection

AI helps you connect with students and understand them better.

AI Can Help You With

- ✓ Icebreakers and warm-up activities
- ✓ Interactive quizzes and games
- ✓ Discussion questions and polls
- ✓ Group projects and collaboration ideas
- ✓ Creative writing and storytelling prompts
- ✓ Visual and multimedia activities
- ✓ Personalized learning activities
- ✓ Feedback and motivation messages
- ✓ Classroom challenges and competitions
- ✓ Exit tickets and reflection activities



How to Use AI for Engagement

- 01 Know Your Students**
Understand their interests and needs.
- 02 Set a Goal**
Define what you want students to learn or achieve.
- 03 Ask AI for Ideas**
Generate activity ideas, questions or games using AI.
- 04 Customize**
Adjust the suggestions to fit your class and topic.
- 05 Implement**
Use the activities in class or online.
- 06 Reflect and Improve**
Get student feedback and improve your activities.



Engaging Activity Ideas with AI



Quiz Time

AI creates fun quizzes on any topic instantly.



Story Starters

AI generates story ideas for creative writing.



Think-Pair-Share

AI provides discussion questions to spark conversations.



Classroom Games

AI suggests educational games and challenges.



AI Debate

AI gives debate topics and helps with both sides of arguments.



Project Ideas

AI helps students choose and plan exciting projects.

“



Copy & Use Prompt

Act as a creative teacher. Suggest 10 engaging classroom activities for [Grade Level] students on the topic [Topic]. Include the activity name, objectives, materials needed and a short step-by-step guide for each. Make the activities interactive, fun and easy to implement.

”

Tips for Higher Engagement

- ✓ Start with an interesting hook.
- ✓ Use variety in activities and formats.
- ✓ Give choices to students.
- ✓ Celebrate small wins.
- ✓ Use visuals, stories and real-life examples.
- ✓ Encourage student voice and creativity.
- ✓ Make learning relevant and fun.



Best Practices



Plan engaging activities regularly.



Know your students and their interests.



Use AI as a helper, not a replacement for teaching.



Review and adapt activities for better results.



Ensure activities are inclusive and respectful.

AI for TEACHERS

A PRACTICAL QUICK GUIDE

AI for Inclusive Teaching

Use AI tools to support every learner by making lessons accessible, equitable and personalized for all.



Accessibility

AI makes content accessible for all students.



Differentiation

AI helps create materials for different levels and needs.



Language Support

AI translates and simplifies content for better understanding.



Engagement

AI tools create interactive and engaging lessons.



Equitable Learning

AI supports equal opportunities and fair assessment.



Empowerment

AI helps students build confidence and independence.

AI Can Help You With

- ✓ Converting text to speech for audio support
- ✓ Simplifying complex content for better understanding
- ✓ Translating content into multiple languages
- ✓ Creating visual aids and infographics
- ✓ Generating practice for different ability levels
- ✓ Providing alternative formats (pdfs, audio, videos)
- ✓ Supporting students with learning disabilities
- ✓ Creating inclusive assessments and rubrics
- ✓ Suggesting strategies for individual needs
- ✓ Providing feedback that is supportive and clear



How to Use AI for Inclusion

- 01 Identify Needs**
Understand the diverse needs in your classroom.
- 02 Choose the Right AI Tool**
Select tools that support accessibility and inclusion.
- 04 Adapt Content**
Use AI to simplify, translate or convert materials.
- 04 Personalize Learning**
Create tasks and resources for individual learning styles.
- 05 Provide Options**
Offer multiple ways to learn, understand and show progress.
- 06 Monitor and Adjust**
Use feedback to improve and make learning more inclusive.



Inclusive Strategies with AI



Audio Support

Use text-to-speech and audio summaries for all learners.



Language Assistance

Translate, simplify and provide bilingual explanations.



Visual Learning

Create diagrams, charts and videos for better understanding.



Accessibility Tools

Use AI tools that support neurodiverse and special needs students.



Personalized Activities

AI creates activities based on strengths and interests.



Fair Assessment

AI helps create diverse and unbiased assessment methods.

Copy & Use Prompt

“



Act as an inclusive education expert. Suggest inclusive teaching strategies for [Grade Level] students on the topic [Topic]. Include ways to support diverse learners, accessible content ideas, AI tools to use and assessment suggestions. Make it practical and easy to implement.

”

Tips for Inclusive Teaching with AI

- ✓ Understand and respect every learner's needs.
- ✓ Use AI to remove barriers, not create new ones.
- ✓ Offer choices to give students control.
- ✓ Use inclusive language and examples.
- ✓ Collaborate with parents and specialists.
- ✓ Continuously learn and adapt your methods.



Best Practices



Know your students well.



Use AI ethically and responsibly.



Keep lessons flexible and student-centered.



Give positive and constructive feedback.

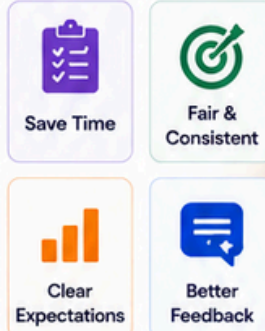


Build a safe and inclusive classroom environment.



Assessment & Rubrics

Use AI to design fair assessments, create rubrics and provide meaningful feedback that helps students grow.



Efficient

AI helps you create assessments and rubrics quickly.



Fair Assessment

AI supports objective and unbiased evaluation of student work.



Detailed Feedback

AI provides suggestions to help students improve.



Track Progress

AI helps analyze results and identify learning gaps.



Better Outcomes

Quality assessments lead to better learning outcomes.

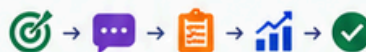
AI Can Help You With

- ✓ Creating quizzes and tests
- ✓ Generating diverse question types (MCQ, short answer, essay)
- ✓ Designing rubrics and scoring guides
- ✓ Providing model answers and explanations
- ✓ Analyzing student performance and trends
- ✓ Identifying learning gaps
- ✓ Suggesting improvement strategies
- ✓ Generating feedback comments
- ✓ Creating self-assessment and peer-assessment forms



How to Use AI for Assessment

- 01 Define Objectives**
Be clear about what you want to assess and the skills involved.
- 02 Choose Assessment Type**
Select quiz, test, project, essay, presentation or rubric.
- 03 Ask AI to Create**
Use AI to generate questions, tasks or rubrics.
- 04 Review and Edit**
Check accuracy, clarity and relevance. Make necessary changes.
- 05 Apply and Evaluate**
Use the assessment with students and collect responses.
- 06 Analyze and Reflect**
Use AI to analyze results and plan improvements.



Rubric Example (4-Level Rubric)

Criteria	Excellent 4	Good 3	Fair 2	Needs Improvement 1
 Content Understanding	Demonstrates excellent understanding of the topic with accurate details.	Shows good understanding with minor gaps.	Shows basic understanding but has several gaps.	Limited understanding with major inaccuracies.
 Organization	Very well organized with clear structure and flow.	Well organized with minor issues.	Somewhat organized but lacks clarity.	Unorganized and difficult to follow.
 Creativity	Highly creative and original ideas.	Some creative elements.	Limited creativity shown.	No evidence of creativity.
 Presentation	Excellent presentation; engaging and visually appealing.	Good presentation with minor issues.	Average presentation with some problems.	Poor presentation that is not engaging.

Copy & Use Prompt



Act as an experienced teacher. Create a [quiz/test/rubric] on the topic [Topic] for [Grade Level]. Include multiple question types and correct answers. Also create a 4-level rubric with criteria: [List Criteria]. Make it clear, fair and easy to use.

Tips for Effective Assessment

- ✓ Align assessments with learning objectives.
- ✓ Use a mix of question types.
- ✓ Keep language clear and simple.
- ✓ Use rubrics to set clear expectations.
- ✓ Provide timely and constructive feedback.
- ✓ Use AI to analyze results and plan next steps.



Best Practices



Align assessments with lesson objectives.



Use rubrics for consistency and fairness.



Provide useful feedback for improvement.



Analyze results to identify strengths and gaps.



Ensure academic integrity and honesty.

AI for TEACHERS

A PRACTICAL QUICK GUIDE

AI Time-Saving Toolkit

Smart AI tools and workflows to save time, reduce workload and help you focus on what matters most—teaching and inspiring students.



Save Hours
Automate repetitive tasks.



Work Smarter
Focus on high-impact teaching.



Stay Organized
Plan, manage and track everything easily.



Reduce Stress
AI handles the busy work for you.



Better Results
More time for students, better outcomes.



Key Areas Where AI Saves Time



Lesson Planning

- Generate lesson plans
- Create learning objectives
- Suggest activities
- Find resources quickly



Content Creation

- Write notes and summaries
- Create reading passages
- Generate examples
- Make worksheets



Assessments & Quizzes

- Create quizzes and tests
- Generate MCQs
- Design rubrics
- Analyze results



Communication

- Draft emails quickly
- Write parent updates
- Create announcements
- Translate messages



Data & Reports

- Analyze student performance
- Create reports instantly
- Identify trends
- Track progress



Presentation & Slides

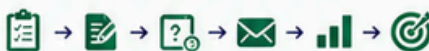
- Create engaging slides
- Summarize information
- Add visuals and diagrams

Top AI Tools for Teachers

-  **ChatGPT**
Content, planning, emails, ideas
-  **Canva**
Slides, infographics, posters
-  **Quizizz AI**
Quizzes and assessments
-  **Grammarly**
Writing and grammar help
-  **Twee**
Lesson plans and resources
-  **MagicSchool AI**
All-in-one AI for teachers

Daily AI Workflow (Save 1–2 Hours)

- 01 Plan**
Use AI to create lesson plan and activities.
- 02 Prepare**
Generate content, slides and worksheets.
- 03 Assess**
Create quiz/test and rubrics.
- 04 Communicate**
Draft emails and updates.
- 05 Analyze**
Review results and insights.
- 06 Improve**
Reflect and plan better lessons.



Time-Saving Prompts to Try

- “Create a detailed lesson plan on [Topic] for [Grade Level] with activities and assessment.”
- “Generate 10 multiple choice questions on [Topic] with answers.”
- “Write a short email to parents about their child’s progress.”
- “Summarize this text in 5 key points for my students.”
- “Create a rubric for a [Project Type] with 4 levels.”
- “Analyze these quiz results and provide insights and suggestions.”

Copy & Use Prompt



Act as an efficient teacher. Create a time-saving plan for my teaching tasks this week. Include lesson planning, content creation, assessments, communication and reporting. Suggest AI tools and how much time I can save.

Tips to Maximize Your Time with AI

- ✓ Use AI for repetitive and time-consuming tasks.
- ✓ Create templates and prompts you can reuse.
- ✓ Batch similar tasks together.
- ✓ Review and personalize AI outputs.
- ✓ Combine multiple AI tools for better results.
- ✓ Focus your saved time on teaching and students.



More Time for Students! ❤️

Best Practices



Keep student data private and secure.



Always review AI outputs.



Use AI ethically and responsibly.



Maintain your teaching creativity and personal touch.



Keep learning and exploring new tools.

AI for TEACHERS

A PRACTICAL QUICK GUIDE

Professional Development

Use AI to continuously learn, grow your skills and stay updated with the latest teaching strategies and tools.



Upskill Continuously
AI helps you learn new concepts and tools faster.



Stay Updated
Get the latest trends, research and resources.



Reflect & Improve
AI helps you reflect on your teaching practice.



Connect & Collaborate
Find ideas and learn from other educators.



Build New Skills

AI recommends resources, courses and practice ideas to develop skills.



Find Resources

AI finds books, articles, videos and templates that save your time and effort.



Set Goals

AI helps you set learning goals and create an action plan.



Get Feedback

AI provides feedback on your lesson plans, materials and teaching methods.



Save Time

AI automates tasks so you can focus on learning and improving.



Advance Your Career

Continuous learning helps you grow professionally and open new opportunities.

AI Can Help You With

- ✓ Finding online courses and webinars
- ✓ Summarizing research papers and articles
- ✓ Creating personalized learning plan
- ✓ Exploring educational trends
- ✓ Learning new AI tools effectively
- ✓ Getting ideas for classroom innovation
- ✓ Reflecting on your teaching strengths
- ✓ Preparing for workshops and training
- ✓ Building your professional portfolio
- ✓ Connecting with global educator communities



How to Use AI for Your Growth

- 01 Identify Your Goal**
Decide what skill or area you want to improve.
- 02 Ask AI for Resources**
Ask for courses, books, videos or articles on that topic.
- 03 Create a Learning Plan**
Get AI help to make a weekly or monthly learning plan.
- 04 Learn and Practice**
Use resources and try new ideas in your teaching.
- 05 Reflect and Get Feedback**
Ask AI to review your plans or materials and give suggestions.
- 06 Track and Improve**
Review progress and adjust your plan for continuous growth.



Professional Development Ideas with AI



Course Finder

AI recommends the best online courses for your goals.



Article Summarizer

AI summarizes long articles and research papers quickly.



Lesson Idea Generator

AI suggests innovative lesson ideas and teaching strategies.



Peer Collaboration

AI helps you connect with other teachers and sharing ideas.



Portfolio Builder

AI helps you create a professional teaching portfolio.



Workshop Planner

AI helps you plan and prepare for trainings and workshops.

“



Copy & Use Prompt

Act as a professional development coach for teachers. Create a 4-week learning plan for [Topic/Skill]. Include resources (courses, videos, articles), weekly goals, practice activities and ways to track progress. Make it practical and easy to follow.

”

Tips for Continuous Growth

- ✓ Dedicate time every week for learning.
- ✓ Focus on small, consistent improvements.
- ✓ Apply what you learn in your classroom.
- ✓ Reflect on what works and what can improve.
- ✓ Build your network with other educators.
- ✓ Stay curious and open to new ideas.



Best Practices



Invest in your learning regularly.



Join educator groups and communities.



Keep a learning journal.



Set yearly learning and career goals.



Apply new skills and share knowledge with others.

20 AI Mistakes Teachers Should Avoid



Avoid common mistakes and use AI wisely, ethically and effectively in your teaching.

01



Over-Reliance

Relying too much on AI can reduce your creativity and critical thinking.

02



Not Checking Accuracy

AI can make mistakes. Always fact-check information.

03



Ignoring Data Privacy

Do not share sensitive student or personal information with AI tools.

04



Copyright Issues

Using AI content without checking copyright can lead to violations.

05



Weak Prompts

Vague or unclear prompts lead to vague or unhelpful results.

06



Not Reviewing Output

AI content may not always match your teaching goals.

07



Ignoring Student Needs

Using AI without knowing your students' levels and learning styles.

08



Using Unreliable Tools

Not all AI tools are safe or appropriate for education.

09



Letting AI Replace You

AI is an assistant, not a replacement for a teacher.

10



Not Learning the Tools

Using AI without learning how it works limits its benefits.

11



Bias in AI Outputs

AI can reflect biased data. Always review for fairness and inclusion.

12



Sharing Student Work

Never upload student assignments to public AI tools.

13



Poor Quality Control

Using AI content without editing can reduce the quality of lessons.

14



Ignoring Ethical Use

Use AI responsibly and teach students ethical AI practices.

15



Expecting Perfect Results

AI is powerful but not perfect. Expect and plan for improvements.

16



Wasting Time

Trying too many tools without a plan can waste valuable time.

17



Weak Passwords

Using weak passwords can risk your accounts and data.

18



Disorganized Use

Not organizing prompts and outputs can cause confusion and loss.

19



Ignoring Human Touch

Over-automating can make teaching less personal and engaging.

20



Not Keeping Up

AI is evolving. Not updating your knowledge can leave you behind.

How to Avoid These Mistakes

- ✓ Always set clear goals before using AI.
- ✓ Use clear, specific and context-rich prompts.
- ✓ Review and edit every AI output.
- ✓ Protect student data and follow privacy rules.
- ✓ Choose reliable and educational AI tools.
- ✓ Combine AI with your expertise and experience.
- ✓ Keep learning and stay updated.
- ✓ Teach students how to use AI responsibly.

Remember



AI is a powerful tool when used wisely. Your expertise, judgment and care make the biggest difference in student learning.



Best Practices



Use AI responsibly and ethically.



Keep students' interests at the center.



Verify and personalize content.



Reflect and improve continuously.



Empower students to be responsible AI users.

AI for TEACHERS

A PRACTICAL QUICK GUIDE

AI Ethics in Education

Use AI responsibly and ethically to create a safe, fair and respectful learning environment for every student.



Do No Harm
Ensure AI tools support student well-being and learning.



Be Fair and Inclusive
Treat all students fairly and respect diversity and inclusion.



Protect Privacy
Keep student data safe and use AI tools that respect privacy.



Promote Transparency
Be open about when and how AI is used in learning and assessment.



Key Ethical Principles



Privacy & Data Protection

Protect student data and follow privacy laws and school policies.



Fairness & Equity

AI should be unbiased and accessible to every learner.



Transparency

Be clear about AI use and explain decisions when needed.



Human Oversight

Teachers make final decisions. AI is a tool, not a replacement.



Accountability

Take responsibility for how AI tools are used and their outcomes.

AI Can Help You With

- ✓ Identifying student needs
- ✓ Personalizing learning
- ✓ Generating learning resources
- ✓ Providing instant feedback
- ✓ Analyzing learning data
- ✓ Supporting inclusive education
- ✓ Automating routine tasks
- ✓ Enhancing creativity
- ✓ Improving communication
- ✓ Encouraging critical thinking



Ethical Questions to Ask

- 01 Is this AI tool safe and appropriate for my students?
- 02 Does it protect student privacy and data?
- 03 Is the AI tool fair and free from bias?
- 04 Am I transparent about using AI with students?
- 05 Do I understand how the AI tool works and its limitations?
- 06 Am I prepared to take responsibility for its use and impact?



Best Practices for Ethical AI Use



Know Your Tools

Understand how AI tools work before using them.



Check for Bias

Review outputs and ensure fairness and inclusivity.



Limit Data Sharing

Only share necessary information and use secure platforms.



Teach Digital Citizenship

Help students use AI responsibly and ethically.



Review and Reflect

Regularly review AI use and its impact on learning.

Copy & Use Prompt



Act as an education ethics advisor. List key ethical considerations for using AI in the classroom and suggest best practices for teachers to ensure responsible and safe AI use for students.

Tips for Ethical AI Use

- ✓ Always put students' well-being first.
- ✓ Use AI to support, not replace, teaching.
- ✓ Respect privacy and confidentiality.
- ✓ Ensure fairness and accessibility.
- ✓ Keep learning about AI ethics and updates.
- ✓ Lead by example in responsible AI use.



Best Practices



Use AI responsibly and ethically.



Respect every student's rights and privacy.



Be transparent and honest about AI use.



Review and improve your practices.



Empower students to be responsible AI users.

Best AI Tools for Teachers

Powerful AI tools that save time, enhance creativity and improve teaching & learning outcomes.



TEACH
INSPIRE
INNOVATE

Plan ☒
Teach ☒
Assess ☒
Inspire ☒



Save Time

Automate tasks and focus on what matters most.



Enhance Learning

Create engaging content and differentiated lessons.



Improve Outcomes

Use data & insights to support student success.



Work Smarter

Streamline your workflow and stay organized.



Support All Learners

Personalize learning and promote inclusivity.

Top AI Tools for Teachers



ChatGPT
(OpenAI)

Writing & Assistant

Create lesson plans, explain concepts, write questions, rubrics, emails and more.

Best for:
Planning, explaining, communicating



Canva
(Magic Design)

Design & Visuals

Design presentations, worksheets, posters, infographics and teaching materials.

Best for:
Visual content & presentations



Khanmigo
(Khan Academy)

Teaching Assistant

AI tutor & assistant that supports lesson ideas, questions and student learning.

Best for:
Tutoring & differentiation



Grammarly

Writing Helper

Improve grammar, clarity and tone in your writing and student feedback.

Best for:
Writing & feedback



Curipod

Engagement

Create interactive lessons, polls and activities that boost student engagement.

Best for:
Interactive lessons



Quizizz AI

Assessment

Generate quizzes, worksheets and assessments in seconds.

Best for:
Quizzes & assessments



Diffit

Differentiation

Differentiate texts and materials for various reading levels instantly.

Best for:
Differentiated instruction



Google Gemini

Research & Ideas

Research topics, summarize articles and generate teaching ideas.

Best for:
Research & brainstorming



Notion AI

Organization

Organize notes, plans, tasks and resources with AI assistance.

Best for:
Planning & organization



Speechify

Accessibility

Convert text to natural speech for listening and accessibility support.

Best for:
Reading support & inclusion

How to Choose the Right Tool

- ✓ Identify your teaching needs.
- ✓ Choose tools that save you time.
- ✓ Ensure the tool is easy to use.
- ✓ Check privacy and data policies.
- ✓ Try free versions before committing.
- ✓ Use tools that integrate well with your workflow.



Tips for Using AI Tools Effectively

- ✓ Be clear and specific in your prompts.
- ✓ Review and edit AI-generated content.
- ✓ Combine AI with your teaching expertise.
- ✓ Use AI to support, not replace, teaching.
- ✓ Teach students how to use AI responsibly.
- ✓ Stay updated with new tools and features.



Quick Prompt to Get Started



Act as a helpful teacher assistant. Create a [lesson plan / worksheet / quiz] on the topic [Topic] for [Grade Level]. Include objectives, activities, questions and assessment. Make it engaging, easy to understand and classroom ready.

Best Practices



Use AI responsibly and ethically.



Protect student privacy and data at all times.



Verify information and avoid misinformation.



Give credit when using AI content.



Continuously learn and improve your AI skills.



AI for TEACHERS

A PRACTICAL QUICK GUIDE

20 Copy-and-Paste Mega Prompts

Powerful AI prompts to save time, plan better, create engaging lessons and support every student.

20 Mega Prompts for Teachers

- | | |
|---|---|
| 01 Lesson Plan Generator
"Create a detailed lesson plan on [Topic] for [Grade Level]. Include objectives, activities, resources and assessment."
 | 11 IEP Support
"Suggest goals and accommodations for a student with [Specific Need] in [Subject]."
 |
| 02 Worksheet Creator
"Generate a worksheet on [Topic] for [Grade Level] with questions and answer key."
 | 12 Behavior Management Tips
"Give practical strategies to manage [Specific Behavior] in the classroom."
 |
| 03 Quiz Maker
"Create a quiz on [Topic] for [Grade Level] with 10 multiple choice questions and answers."
 | 13 Exit Ticket Questions
"Create 5 exit ticket questions to check understanding of [Topic]."
 |
| 04 Simplify Complex Topics
"Explain [Topic] in simple words for [Grade Level] with examples and analogies."
 | 14 Rubric Generator
"Create a 4-level rubric for assessing [Task/Project] in [Subject]."
 |
| 05 Reading Passage Generator
"Write a short reading passage on [Topic] for [Grade Level] with comprehension questions."
 | 15 Presentation Outline
"Create an outline for a presentation on [Topic] for [Grade Level] students."
 |
| 06 Activity Ideas
"Suggest 5 engaging classroom activities for teaching [Topic] to [Grade Level] students."
 | 16 Real-Life Connections
Provide real-life examples to help students understand [Concept/Topic]."
 |
| 07 Differentiated Instruction
"Provide 3 differentiated activities for [Topic] for beginner, intermediate and advanced learners."
 | 17 Vocabulary Builder
List 15 important vocabulary words for [Topic] with meanings and example sentences."
 |
| 08 Classroom Discussion Questions
"Generate discussion questions on [Topic] to encourage critical thinking and participation."
 | 18 Study Guide Generator
"Create a study guide for [Topic] with key points, summary and practice questions."
 |
| 09 Project Idea Generator
"Suggest a creative project for students on [Topic] that includes steps and evaluation rubric."
 | 19 Cross-Curricular Ideas
"Suggest ways to connect [Topic] with other subjects like Math, Science, Art, etc."
 |
| 10 Parent Communication
"Write a friendly email to parents about students' progress in [Subject]."
 | 20 Feedback for Students
Provide positive and constructive feedback for a student's work on [Topic/Assignment]."
 |

How to Use These Prompts

- ✓ Copy the prompt you need.
- ✓ Replace the placeholders [] with your details.
- ✓ Paste it into your AI tool.
- ✓ Review and edit the output.
- ✓ Use, adapt and share with students.



Tips for Better Results

- ✓ Be specific with topic, grade level and details.
- ✓ Add context about your students if needed.
- ✓ Ask for the format you prefer (table, list, etc.).
- ✓ Review and refine the AI output.
- ✓ Combine multiple prompts for more results.



Example: Copy • Paste • Personalize

Prompt:
 "Create a worksheet on [Topic] for [Grade Level] with questions and answer key."

Personalized:
 "Create a worksheet on Photosynthesis for Grade 7 with 10 questions and answer key."



Best Practices



Use AI responsibly and ethically.



Protect student privacy and data at all times.



Always review AI-generated content.



Keep learning and explore new tools.



Focus on student needs and inclusivity.



AI for TEACHERS

A PRACTICAL QUICK GUIDE

Weekly AI Workflow

Plan your week smarter with AI. Stay organized, save time and focus on what matters most – teaching and inspiring students.



7-DAY AI WORKFLOW FOR TEACHERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						
Plan & Organize	Create Content	Engage Students	Assess & Feedback	Analyze & Improve	Professional Growth	Reflect & Plan Next Week
- Use AI to plan your lessons. - Generate lesson objectives and activities. - Create a weekly teaching plan.	- Generate slides, worksheets and study materials. - Create examples, stories and explanations. - Personalize content for your students.	- Brainstorm engaging activities. - Create discussion questions and polls. - Generate real-life examples to connect topics.	- Create quizzes and assessments. - Use AI to grade quickly. - Provide personalized feedback.	- Analyze student performance data. - Identify strengths and gaps. - Get AI suggestions to improve teaching.	- Explore new AI tools and ideas. - Watch tutorials or read articles. - Plan improvements for next week.	- Reflect on what worked well. - Get AI help to plan a better week ahead. - Set goals and priorities.
AI Focus: Planning	AI Focus: Content Creation	AI Focus: Engagement	AI Focus: Assessment	AI Focus: Analysis	AI Focus: Learning	AI Focus: Reflection

How AI Helps Each Day

- ✓ Automates repetitive tasks
- ✓ Generates high-quality content
- ✓ Saves hours of prep time
- ✓ Provides instant ideas and solutions
- ✓ Helps you make data-informed decisions
- ✓ Supports your professional growth
- ✓ Keeps students engaged and motivated



Copy & Use Prompt



Act as my teaching assistant. Help me plan my week for [Grade Level] in [Subject]. Suggest lesson topics, activities, resources, assessments and engagement ideas for each day from Monday to Sunday.

Top AI Tools to Use

	ChatGPT (OpenAI)	Lesson plans, content, questions, feedback and more.
	Canva	Presentations, posters, infographics and visuals.
	Kahoot!	Quizzes, interactive lessons and assessments.
	Grammarly	Improve writing, grammar and clarity.
	Notion AI	Organize notes, plans, resources and tasks.
	Perplexity AI	Research topics and get accurate information.

Weekly AI Tips

- ✓ Be specific in your prompts.
- ✓ Provide context and grade level.
- ✓ Add your teaching style and goals.
- ✓ Review and edit AI-generated content.
- ✓ Combine AI with your creativity.
- ✓ Teach students how to use AI responsibly.
- ✓ Reflect and improve every week.



Remember



Plan ahead and save time.



Use AI to enhance, not replace.



Focus on student learning.



Improve continuously every week.



You + AI = Greater Impact!

Best Practices



Use AI responsibly and ethically.



Protect student privacy and data at all times.



Verify AI content for accuracy.



Keep learning and explore new tools.



Focus on student needs and inclusivity.

AI for TEACHERS

A PRACTICAL QUICK GUIDE

Teacher's Personal AI Prompt Library

Your go-to collection of ready-to-use prompts for planning, teaching, assessing and growing every day.



1. Lesson Planning

"Create a detailed lesson plan on [Topic] for [Grade Level]. Include objectives, activities, resources and assessment."

Use for:

Lesson plans, objectives, learning outcomes and teaching strategies.



2. Content Creation

"Explain [Topic] in simple terms with examples and analogies for [Grade Level] students."

Use for:

Explanations, slides, worksheets, examples and teaching materials.



3. Assessments

"Create 10 multiple choice questions on [Topic] for [Grade Level] with answer key."

Use for:

Quizzes, tests, rubrics, question banks and answer keys.



4. Student Engagement

"Suggest 5 engaging classroom activities for teaching [Topic] to [Grade Level] students."

Use for:

Activities, icebreakers, games, discussions and project ideas.



5. Feedback & Support

"Write constructive feedback for a student who struggled with [Topic] and how they can improve."

Use for:

Student feedback, comments, remediation suggestions and parent communication.



6. Professional Growth

"Suggest a professional development plan for a teacher who wants to improve in [Area]."

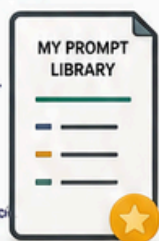
Use for:

Skill building, goals, books, courses, strategies and reflection ideas.



How to Use & Save Your Prompts

- ✓ Copy the prompt you need.
- ✓ Replace the brackets [] with your details.
- ✓ Paste into your AI tool and get results.
- ✓ Edit and personalize the output.
- ✓ Save your best prompts in a doc or notebook.
- ✓ Build your own library over time.



Pro Tips

- ✓ Be specific with topic, grade level and context.
- ✓ Add the format you prefer (table, list, steps, etc.).
- ✓ Provide examples if needed.
- ✓ Combine prompts for even better results.
- ✓ Review and refine AI output before using.



Example Prompt You Can Try

Prompt:

"Create a 5-day lesson plan on 'Photosynthesis' for Grade 7 students. Include objectives, activities, worksheets and assessment."



Personalized:

"Create a 5-day lesson plan on 'Photosynthesis' for Grade 7 students in a science class. Include objectives, activities, worksheets and a quiz with answer key."



Your Prompt Library is Your Superpower!

The more you use AI, the better your teaching and results will be.



Save Time



Work Smarter



Engage Students



Grow Continuously



Make a Greater Impact

Best Practices



Use AI responsibly and ethically.



Protect student privacy and data at all times.



Verify AI content for accuracy.



Keep learning and explore new tools.



Focus on student needs and inclusivity.

Quick Reference Cheat Sheet

Your go-to guide for using AI tools and prompts faster, smarter and better every day.



1. SMART PROMPT FORMULA



The clearer your prompt, the better the result.

Example

Act as an experienced teacher. Create a 5-day lesson plan on photosynthesis for Grade 7. Include objectives, activities, worksheets and assessment. Use a table format in a friendly tone.



2. BEST USES OF AI

-  Plan Lessons & Units
-  Create Worksheets & Activities
-  Generate Quizzes & Assessments
-  Explain Concepts Clearly
-  Differentiate Instruction
-  Provide Feedback
-  Save Time on Admin Tasks
-  Support Student Engagement

3. TOP AI TOOLS FOR TEACHERS

-  **ChatGPT**
(Planning, content, Q&A)
-  **Canva**
(Design presentations & visuals)
-  **Khanmigo**
(AI tutor & teaching assistant)
-  **Quizizz AI**
(Quizzes & assessments)
-  **Grammarly**
(Writing improvement)
-  **Notion AI**
(Organization & notes)

4. COPY & PASTE PROMPT STARTERS

- ▶ Create a lesson plan on [Topic] for [Grade Level].
- ▶ Generate 10 multiple choice questions on [Topic] with answer key.
- ▶ Explain [Concept] in simple terms with examples.
- ▶ Suggest 5 engaging class activities for [Topic].
- ▶ Create a rubric to assess [Task/Project].
- ▶ Write a parent email about [Event/Topic].
- ▶ Provide feedback for a student's work on [Topic].
- ▶ Create a study guide on [Topic] with key points and practice questions.

5. AI DO'S & DON'TS

DO'S

- ✓ Be specific in prompts.
- ✓ Provide context & grade level.
- ✓ Review & edit AI output.
- ✓ Use AI to save time.
- ✓ Protect student privacy.
- ✓ Encourage critical thinking.

DON'TS

- ✗ Don't copy without review.
- ✗ Don't share student data with AI.
- ✗ Don't use AI to replace teaching.
- ✗ Don't rely on AI 100%.
- ✗ Don't use biased or inappropriate content.

6. QUICK TIPS

-  Start small, then explore more.
-  Combine AI with your expertise.
-  Save your favorite prompts.
-  Use AI for inspiration, not just answers.
-  Teach students how to use AI responsibly.

7. OUTPUT FORMATS

-  **Table**
For plans, comparisons & data
-  **Bullet Points**
For quick lists & steps
-  **Paragraph**
For explanations & summaries
-  **Checklist**
For tasks & activities
-  **Worksheet/Quiz**
For practice & assessment

8. WEEKLY AI WORKFLOW (QUICK GUIDE)

- | | | |
|------------|---------------------|---------------------------------------|
| MON | Plan & Organize | Use AI to plan lessons & set goals. |
| TUE | Create Content | Generate materials & activities. |
| WED | Engage Students | Get ideas for discussions & projects. |
| THU | Assess & Feedback | Create quizzes & give feedback. |
| FRI | Analyze & Improve | Review data & improve lessons. |
| SAT | Grow Professionally | Learn new strategies & tools. |
| SUN | Reflect & Plan | Reflect on week & plan ahead. |

9. KEY REMINDERS

- ✓ AI is your assistant, you are the expert.
- ✓ Good prompts = great results.
- ✓ Always review for accuracy.
- ✓ Use AI ethically and responsibly.
- ✓ Focus on student learning and well-being.

★ Small steps with AI today create big impact in your classroom tomorrow!



10. AT A GLANCE



Save Time
Automate tasks & focus on teaching



Enhance Learning
Create engaging, personalized lessons



Engage Students
Boost interest with creative activities



Improve Outcomes
Use data & AI insights for better results



Work Responsibly
Use AI ethically and protect privacy



AI *for* TEACHERS

A PRACTICAL QUICK GUIDE

“

AI is not here to replace teachers.
It's here to empower teachers.
Teach Smarter. Save Time. Inspire More.



Save Time

Automate tasks
and focus on what
matters most.



Enhance Learning

Create engaging
and effective
learning experiences.



Engage Students

Boost participation
and inspire curiosity
every day.



Improve Outcomes

Use data and insights
to support student
success.



Work Smarter

Streamline your
workflow and
stay organized.



Keep Learning. Keep Innovating.

Continue exploring AI, share ideas, and grow
together for a better future in education.



Connect & Explore More



Scan for More
AI Resources

OR



Scan for Our
Courses & Workshops



Thank you for being an amazing educator.
Together, we can create a brighter future for every learner.



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