

7 Quick Ways

Teachers Can Save Time with ChatGPT

01



Email Reminders

Try using the prompt "Write an email to remind families about our field trip to the museum next week."

02



Rewrite a Sentence

Worried that part of a task or email doesn't sound quite right? Use the prompt, "Rewrite this sentence so it is clearer."

03



Simplify Your Writing

Try the prompt, "Simplify this, so it is less confusing." Then paste the paragraph you wrote.

04



Explain Something

Use a prompt like "Explain the process of..." It can save time by giving you a starting point instead of writing entirely from scratch.

05



Titles & Descriptions

Do you make videos for your students? Try having ChatGPT write the video titles and descriptions for you.

06



Keyboard Shortcuts

Try asking ChatGPT to help you find shortcuts. Ask, "Make a list of keyboard shortcuts for Google Calendar."

07



Email Revisions

Write an email, and paste the text into ChatGPT with the prompt "Rewrite this email so it is friendly, clear, and professional."

Top Chatgpt Prompts For Beginners For Teachers

Mark Anderson, Olly Lewis



Top Chatgpt Prompts For Beginners For Teachers:

The EdTech Playbook: Your Definitive Guide to Teaching, Learning and Leading with Technology and AI in Education Mark Anderson, Olly Lewis, 2025-05-04 The EdTech Playbook is your go to guide to using EdTech in evidence informed ways to help you work smarter transform your teaching and enrich students learning Whether you re an experienced educator or newly qualified this book is packed with practical strategies and real life examples from fellow teachers you can benefit from Learn about expert advice from experienced authors who know what works powerful case studies showcasing how educators at all levels use technology to make a difference time saving tips to reclaim your precious time how to leverage AI to support your teaching and their learning workable ideas to bring light into your everyday teaching practice how to support digital transformation at scale the importance of online safety and the role of safeguarding and data privacy in EdTech The EdTech Playbook is your roadmap to increasing not just your knowledge and skills but also your creativity in how you apply technology in the classroom Dive in and become the tech savvy educator you ve always dreamed of being

How to Teach AI Rachelle Dené Poth, 2024 Get practical tools and strategies for teaching AI across the K 12 curriculum with this accessible guide As AI continues to transform our world educators have a responsibility to stay current with the changes and ensure that students have the necessary knowledge and skills to succeed in the future Written by an educator who is currently teaching on this topic How to Teach AI shares practical strategies and tools based on what good practice looks like in the classroom right now Readers will build confidence in integrating AI into their curriculum so they can effectively prepare students for their careers Taking a friendly and accessible approach the book covers a range of topics related to AI such as machine learning robotics and natural language processing and includes examples of how these technologies are being implemented in different industries and their impact on education The book includes a chapter dedicated to the ethics of AI addressing issues around bias intellectual property student data privacy and more The book includes Ideas for using generative AI in the classroom and tips for writing effective prompts Activity ideas across content areas including computer science economics literature music and more Time saving ideas for teachers and study aids for students to explore AI powered tool recommendations for teachers Questions for reflection in every chapter With examples from educators in the field and a variety of resources to apply in the classroom this book helps educators become comfortable with this important topic and create meaningful learning experiences for their students Audience Elementary and secondary educators and technology coaches

Teaching and Learning in the Age of Generative AI Joseph Rene Corbeil, Maria Elena Corbeil, 2025-04-30 Teaching and Learning in the Age of Generative AI explores how educators can effectively harness the potential of artificial intelligence technologies while skillfully navigating its pedagogical technical ethical institutional and societal implications The increasing accessibility of AI technologies among K 12 and higher education students has raised extensive concerns around academic integrity though a deeper lineage of research and

development suggests that these tools may be used to supplement instruction prioritize critical thinking and promote digital literacy Bookended by in depth analyses of the historical and future trajectories of artificial intelligence in education this comprehensive resource provides evidence based strategies for classroom implementation and helpful summaries of common benefits and risks Teaching assistance personalized learning redefined assessments anti bias measures and safeguards against misconduct and privacy infringement are among the wealth of topics addressed in these chapters This book is an ideal text for undergraduate and graduate students of teacher education and curriculum and instruction as well as for higher education teaching faculty school technology coordinators and talent development personnel in training and in service

Generative AI in Teaching and Learning Hai-Jew, Shalin,2023-12-05 Generative AI in Teaching and Learning delves into the revolutionary field of generative artificial intelligence and its impact on education This comprehensive guide explores the multifaceted applications of generative AI in both formal and informal learning environments shedding light on the ethical considerations and immense opportunities that arise from its implementation From the early approaches of utilizing generative AI in teaching to its integration into various facets of learning this book offers a profound analysis of its potential Teachers researchers instructional designers developers data analysts programmers and learners alike will find valuable insights into harnessing the power of generative AI for educational purposes [Advances in Teaching and Learning for Cyber Security Education](#) Phil Legg,Natalie Coull,Charles Clarke,2024-12-27 This book showcases latest trends and innovations for how we teach and approach cyber security education Cyber security underpins the technological advances of the 21st century and is a fundamental requirement in today s society Therefore how we teach and educate on topics of cyber security and how we overcome challenges in this space require a collective effort between academia industry and government The variety of works in this book include AI and LLMs for cyber security digital forensics and how teaching cases can be generated at scale events and initiatives to inspire the younger generations to pursue cyber pathways assessment methods that provoke and develop adversarial cyber security mindsets and innovative approaches for teaching cyber management concepts As a rapidly growing area of education there are many fascinating examples of innovative teaching and assessment taking place however as a community we can do more to share best practice and enhance collaboration across the education sector CSE Connect is a community group that aims to promote sharing and collaboration in cyber security education so that we can upskill and innovate the community together The chapters of this book were presented at the 4th Annual Advances in Teaching and Learning for Cyber Security Education conference hosted by CSE Connect at the University of the West of England Bristol the UK on July 2 2024 The book is of interest to educators students and practitioners in cyber security both for those looking to upskill in cyber security education as well as those aspiring to work within the cyber security sector **Teaching with AI** José Antonio Bowen,C. Edward Watson,2025-12-02 Now completely revised An essential guide on how AI is revolutionizing the future of learning and how educators can adapt to this new era of

human thinking Artificial Intelligence AI is revolutionizing the way we learn work and think Its integration into classrooms and workplaces is already underway transforming ideas about creativity authorship and education In this practical guide teachers will discover how to harness and manage AI as a powerful teaching tool Jos Antonio Bowen and C Edward Watson present emerging and powerful research on the seismic changes AI is already creating in schools and the workplace providing invaluable insights into what AI can accomplish in the classroom and beyond This second edition provides essential updates to new classes of tools such as reasoning models deep research and agents as well as many new assignment ideas and revised prompt ideas throughout The authors expand the section on simulations and role playing and include a brand new section on customized bots A new chapter on ethics and environmental concerns rounds out the collection By learning how to use new AI tools and resources educators will gain the confidence to navigate the challenges and seize the opportunities presented by AI From interactive learning techniques to advanced assignment and assessment strategies this comprehensive guide offers practical suggestions for integrating AI effectively into teaching and learning environments Bowen and Watson tackle crucial questions related to academic integrity cheating and other emerging issues In the age of AI critical thinking skills information literacy and a liberal arts education are more important than ever As AI continues to reshape the nature of work and human thinking educators can equip students with the skills they need to thrive in a rapidly evolving world This indispensable guide a companion text to Joan Monahan Watson s book for K 12 instructors Learning with AI leads educators through the uncharted territory of AI powered education and the future of teaching and learning

[The Secret Life of SENCOs](#) Adam Boddison,Maxine O'Neill,2024-10-03 Only two roles are statutorily required in maintained schools the Headteacher and the SENCO and of these only the SENCO is required to be a qualified teacher demonstrating just how vital SENCOs are But being the SENCO can be a lonely role as there is typically only one per school so it is not always easy to know how SENCOs in other schools are undertaking the role and there is plenty of what SENCOs do that does not get seen This book shares the wisdom and experience of individual SENCOs with the entire SENCO community It provides practical insights on inclusion and specialist provision and reveals the professional inner secrets of SENCOs from the things SENCOs wish they had known at the outset of their career to the best and worst decisions they have made The chapters explore alternatives to school exclusion examine ways of using data to improve inclusion and share the inspirational stories of individual learners with SEND The Secret Life of SENCOs will transform how you deliver the SENCO role by combining the benefit of hindsight with the luxury of insight to provide the privilege of foresight It is a valuable resource for both new and experienced SENCOs as well those considering beginning in the role

[The Art and Science of ChatGPT in Education](#) Le Dinh Bao Quoc,2023-07-03 Are you curious about the future of education Are you curious about how AI can revolutionize education Do you want to explore how Artificial Intelligence can revolutionize the way we learn and teach The Art and Science of ChatGPT in Education is the perfect guide for educators administrators and students who want to explore

the possibilities of AI powered learning This book covers everything you need to know about ChatGPT in education from its history and function to its potential benefits and limitations As you flip through the pages you ll discover answers to intriguing questions like What is ChatGPT and how does it work How can ChatGPT empower learners and help them develop 21st century skills What are the ethical considerations of using ChatGPT in education How can ChatGPT transform teaching and learning environments What are the top mistakes to avoid when using ChatGPT in education Each chapter is packed with tips strategies and real life examples of how ChatGPT can enhance student engagement personalize learning reduce teacher workload promote equity and inclusion in education etc Whether you re a teacher who wants to save time on lesson planning a student who wants to improve your learning experience or an administrator who wants to modernize your school operations this book has something for you So why wait Dive into The Art and Science of ChatGPT in Education and join the AI powered education revolution

Generative AI for Beginners: Practical Guide to ChatGPT, Machine Learning, and AI Applications Caleb Morgan Whitaker ,2025-07-07 Learn Generative AI From Zero to Real Projects with Confidence Curious about AI but overwhelmed by technical jargon Generative AI for Beginners is your clear hands on guide to mastering ChatGPT neural networks and practical AI applications all explained in simple terms for non techies and aspiring creators What You ll Learn Build Generative AI Simplified Explore how models like GPT 4 GANs and VAEs generate text images and audio without getting lost in mathematics Source Generative AI for Beginners A Comprehensive Guide simplifies these concepts for novices ChatGPT Prompt Engineering Learn how to design prompts that elicit useful high quality responses for writing decision making or brainstorming just like top rated beginner AI guides Neural Networks Made Accessible Cover core machine learning ideas like backpropagation supervised vs unsupervised learning and model training using intuitive non technical explanations Practical AI Applications You Can Build Use guided mini projects create a chatbot prompt powered text generator or image generator using free and open source tools and gain real hands on experience Ethics Future Opportunities Understand ethical considerations bias issues and emerging Web3 AI trends so you can build responsibly and stay ahead Why This Book Works Beginner First Jargon Free No prior experience required Learn at your own pace with bite sized chapters Project Based Learning Each section builds a real AI tool not just theory similar to bestsellers that focus on application Up to Date for 2025 Covers current models like GPT 4 open source frameworks like Hugging Face and modern AI applications Balance of Theory Practice Unlike superficial overviews this guide gives you both understanding and the means to create tangible AI projects Your Gains in Action Benefit You ll Be Able To Understand AI Fundamentals Clearly explain and use generative AI in daily tasks Interact Smart with ChatGPT Create prompts for writing research and business needs Build Real Tools Deploy your own chatbot image generator or text app Upload Use Ethical AI Consider bias consent and best practices in your projects Stay Ahead in AI Trends Understand LLMs neural nets GANs and future AI paths Who Should Read This Beginners eager to start building AI without coding Professionals and students wanting a full AI foundation and skills

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Prompt Engineering Made Easy Raisul Khan,2025-09-11 Prompt Engineering Made Easy A Beginner s Guide to Prompt Engineering in 2026 and Beyond Unlock the power of AI with clear repeatable strategies that work across any platform Artificial intelligence is transforming every industry but most people still struggle to get consistent high quality results from tools like ChatGPT Gemini and other generative models Prompt Engineering Made Easy gives you a step by step roadmap to turn vague ideas into precise testable instructions that produce reliable outputs whether you re writing researching building workflows or teaching This beginner friendly handbook treats prompting as specification design not guesswork or magic words You ll learn how to craft prompts that are specific measurable and reusable making AI a trustworthy partner in your work and life What You ll Learn Foundations of Prompting Understand how AI models process input manage context windows and respond to parameters like temperature and top p RATCO Framework Core Techniques Master Role Audience Task Constraints and Output for prompts that always hit the mark Practical Templates Use Cases From writing and editing to research synthesis programming decision making and multi turn conversations Evaluation Debugging Build golden test sets run A B tests and measure quality with the FIRMS F rubric Professional Practices Versioning documentation ethics and portfolio building to operate like a true prompt engineer Why This Book Is Different Vendor Neutral Future Proof Works with ChatGPT Gemini Claude open source models and those yet to come Hands On Practice Drills 10 to 30 minute exercises to build muscle memory and confidence Structured Outputs Guardrails Learn how to prevent hallucinations enforce schemas and implement safe refusal policies Whether you are a student educator business professional developer or entrepreneur this book will help you save time reduce frustration and unlock the full potential of AI By the end you ll be able to transform messy requests into clear specifications enforce structure measure results and confidently showcase your work s impact If you re ready to stop guessing and start designing prompts that work this is your essential guide

AI-Proof Educator Elena Ashford,2025-06-21 The Complete Guide to Teaching in the Age of Artificial Intelligence Stop worrying about AI replacing teachers start using it to become irreplaceable In a world where ChatGPT can write essays in seconds and students have AI tutors in their pockets traditional teaching methods are failing fast But here s what the experts won t tell you AI isn t your enemy it s your greatest opportunity to revolutionize education The AI Proof Educator reveals the insider strategies that top educators are already using to stay ahead of the curve This isn t another theoretical guide filled with abstract concepts This is your practical playbook for thriving not just surviving in the AI powered classroom Inside you ll discover AI Literacy Prompt Engineering Teach students to craft powerful prompts that spark critical thinking and creativity not just canned responses AI Resilient Curriculum Design Apply backward design and project based models to create assignments so meaningful that AI can t do the work for them Equity Inclusive Design Mitigate bias close the digital divide and ensure every learner regardless of background or ability benefits from AI tools Engagement Tactics

Leverage adaptive platforms and role play bots to boost motivation participation and personalized learning in any subject
Leadership Professional Growth Build AI ready teams run foresight workshops and craft lifelong learning roadmaps for
educators and students alike Written in a warm conversational voice and packed with real world case studies elementary to
higher ed this book blends academic rigor with hands on pedagogy You ll find Prompts Responses callouts to model class
tested AI exercises Mini Glossaries and visual diagrams for at a glance clarity Reflection questions and key takeaways to
cement every chapter s lessons What Makes This Different Battle tested strategies from real classrooms not theoretical
concepts Step by step implementation guides you can use immediately Ethical frameworks for responsible AI use in
education Practical templates and ready to use resources Future proofing techniques that prepare you for what s coming
next The Bottom Line While other educators struggle to keep up with technological change you ll be leading it Your students
will be more engaged your lessons more impactful and your career more secure than ever before The question isn t whether
AI will transform education it s whether you ll be leading that transformation or left behind by it Join thousands of forward
thinking educators who are already using these proven strategies to create classrooms where human creativity and artificial
intelligence work in perfect harmony Don t just survive the AI revolution lead it Equip yourself with the tools insights and
confidence to transform teaching and learning in the digital age The AI Proof Educator is your roadmap to a classroom where
human ingenuity and artificial intelligence work in perfect partnership today tomorrow and beyond

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