

AI Playbook for Teachers



About This Playbook:

This AI Playbook is designed to help teachers find practical, time-saving ways to integrate AI tools into their teaching. Whether you are differentiating instruction, planning a new elective, or giving feedback, this guide offers clear examples, prompt starters, and tool suggestions to support your instructional goals and meet student needs more effectively.

Rather than being an extensive glossary of many different AI tools, this playbook seeks to identify specific problems of practices of teachers, students, and staff and find creative AI solutions to those problems. We encourage you to explore the different AI solutions and tools. Please refer to the network policy on AI usage, as well as the use cases below, to inform your decision on which platforms and software are suitable for your needs.

Focus Areas:

The links below can be used to find AI strategies for specific classroom challenges.

- [Differentiation](#)
 - ◆ How can I create leveled assignments for students with different needs?
- [Engagement](#)
 - ◆ How can I create an interactive, hands-on lesson to engage my students better?
 - ◆ How can I design activities that keep students actively involved?
 - ◆ How can I design and develop thoughtful Exit Tickets that measure student learning?
- [Authentic Assessment](#)
 - ◆ How can I use AI to help me develop more authentic Assessments?
 - ◆ How do I use AI to build authentic assessments that build on skills across multiple units
- [Feedback Cycles](#)
 - ◆ How do I use AI to provide prompt and thorough feedback for students?
- [Unit Planning and Pacing](#)
 - ◆ How can I use AI to create lesson and unit plans?
- [Student Ideation/Brainstorm](#)
 - ◆ How can students use AI to support their ideation process?

Summary of Tools Tested

*Note: There are other AI tools available to use. We encourage all staff to explore additional tools that may meet their needs beyond those in this list.

Tool	General How to Use	Tips in General	Security Settings to Use	Cost
Brisk Teaching	<p>Brisk is an AI assistant that integrates directly with Google Docs, Slides, and Classroom. It helps teachers create differentiated assignments, check for AI-generated content, write rubrics, and grade work quickly.</p> <ol style="list-style-type: none"> 1. Go to www.briskteaching.com 2. Install the Brisk Chrome Extension 3. Open Google Docs or Slides and click the Brisk icon 4. Use the toolbar to: <ul style="list-style-type: none"> ○ Create questions ○ Check reading level ○ Generate feedback ○ Translate text or differentiate by reading level 	<ul style="list-style-type: none"> ● Use it inside Google Docs to instantly modify assignments. ● Great for multilingual learners—try the translation feature. ● Use the AI-detection feature only as a guidance tool, not as a disciplinary basis. ● Customize tone and grade level to match your class. ● Select standards and grade levels in the drop-down menus 	<ul style="list-style-type: none"> ● Works within Google Workspace, so it follows Google's education-level security ● <u>Do not enter student names or personal data.</u> ● Make sure to review the privacy settings and data-sharing permissions in your Chrome browser/extensions panel ● You can manually set the sites the extensions will read. 	
ChatGPT	<p>ChatGPT is an AI-powered assistant that helps write, plan, and generate ideas. It can support teachers in drafting lesson plans, providing feedback, creating quizzes, summarizing content, and more.</p> <ol style="list-style-type: none"> 1. Go to chat.openai.com 2. Sign up or log in with an email or Google account 3. Type a question or request like: <ul style="list-style-type: none"> ○ "Create a lesson plan for mitosis for 9th-grade biology." ○ "Give me three multiple-choice questions about photosynthesis." 4. Review and edit the results before use in the classroom. 	<ul style="list-style-type: none"> ● Use clear and specific prompts ("Write a rubric for a 10th-grade research paper on climate change"). ● Ask follow-up questions to refine results. ● Use for brainstorming, not final grading or confidential records. ● You can copy/paste content into Google Docs, Slides, or LMS platforms. ● Include grade-level specific prompts and standards alignment recommendations to increase output quality <ul style="list-style-type: none"> ○ e.g., "The objective for this lesson is..." or "Align your answer to NY State high 	<ul style="list-style-type: none"> ● <u>Do not enter student names or personal data.</u> ● Turn off "Chat History & Training" in settings to prevent storage of chats. (<i>Go to Settings → Data Controls → Turn off chat history</i>) ● Use a teacher-only account; avoid student logins under age 13 unless with parent/guardian consent. 	

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*Note: There are other AI tools available to use. We encourage all staff to explore additional tools that may meet their needs beyond those in this list.

		<p>school standards in science."</p> <ul style="list-style-type: none"> • Once you get the desired product, ask the chatbot how you should word the prompt for that result in the future • Have one chat conversation per class (in ChatGPT) so you can come back to that chat over and over and not re-add documents or standards • Not always correct for any content (not just math), with more frequent issues in math content, so <u>always check the output</u> 		
<p>MagicSchool</p>	<p>MagicSchool is an AI platform built specifically for teachers. It offers ready-to-use tools like lesson plan generators, IEP goal writers, student behavior response creators, and email responders.</p> <ol style="list-style-type: none"> 1. Go to www.magicschool.ai 2. Sign up using your school email 3. Browse or search for tools like: 4. "Lesson Plan Generator" 5. "IEP Accommodations Assistant" 6. Fill in a few quick prompts (grade level, topic, etc.) and generate. 	<ul style="list-style-type: none"> • Use templates as a starting point, then customize. • Bookmark frequently used tools for quick access. • Try the "Student Work Feedback Tool" for quick, personalized comment suggestions. • Explore new tools regularly—they add features often. • Select standards and grade levels in the drop-down menus 	<ul style="list-style-type: none"> • Built for educators with FERPA compliance in mind • <u>Do not enter student names or personal data.</u> • Use the "Admin Settings" in school accounts to set data controls if using school-wide 	

Differentiation

How can I create leveled assignments for students with different needs?				
AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<u>Brisk Teaching</u>	<p>This tool can generate quizzes for classes by grade level. When you select the quiz option, you will be prompted to specify what grade you want the questions designed to fit.</p> <p>In addition, you can generate different grade-level texts based on the same standards.</p>	When creating anything using Brisk, there is one option to change the grade level, and a second option for "personalize to my learners."	"Grade level" is still very subjective across different AI platforms, so including specific Lexile levels, word counts, or prompts for difficulty of vocabulary words to use is good general practice.	
<u>ChatGPT</u> or <u>ChatGPT4o</u> (requires subscription)	<p>Generates varied content by reading ability, learning style, or interest.</p> <p>-Upload the reading assignment or passage and add instructions to the prompt box.</p>	"Create three versions of this reading passage: basic, intermediate, and advanced."	<ul style="list-style-type: none"> - Use student reading levels or IEP goals as input. - 	<ul style="list-style-type: none"> - Review for accuracy and tone. - There is a limit to how many files you can upload with the free version
	Create a list of leveled questions according to the day's learning task	Given today's learning task: _____, create a list of 20 questions that gradually increase in difficulty. Provide the answer key.	For ChatGPT to reach your specific needs, make sure that you are as specific as possible with your needs (Learning Task)	The answer key is not always right. You will need to double-check the output.

How can I create leveled assignments for students with different needs?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
	<p>Start by logging in, or stay logged in for hassle-free signing in every time.</p> <p>-upload a PDF or type a unit, topic, subtopic if you're reteaching or teaching</p>			
MagicSchool.ai				

How do I...?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems

Engagement

How can I create an interactive, hands-on lesson to engage my students better?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<p><u>Brisk Teaching</u></p>	<p>1. Start with a Topic or Standard</p> <ul style="list-style-type: none"> Choose a topic aligned to your curriculum (e.g., ecosystems, the water cycle, algebraic expressions). In BriskTeaching Pro, input a standard or learning target to generate a lesson skeleton or customized content. <p>2. Generate Differentiated Materials Use Brisk’s “Modify” or “Differentiate” feature to:</p> <ul style="list-style-type: none"> Create leveled texts, questions, or tasks. Scaffold vocabulary for English Language Learners (ELLs). Adjust reading levels or complexity for IEP/504 students. <p><i>Example:</i> Take a Newsela or PDF article and ask Brisk to simplify it for 3 different reading levels.</p> <p>3. Build Hands-On Group Tasks with AI Assistance Use Brisk to help generate:</p> <ul style="list-style-type: none"> Project instructions (e.g., "Design a food web using local species") Step-by-step procedures (e.g., for a lab or investigation) Inquiry questions that drive student exploration <p>Student Activity Example:</p>	<p>“Create a hands-on _____ lesson for _____ graders aligned to _____ standards that includes _____, discussion prompts, and an exit ticket. Include ideas for how students can use Google Slides or paper materials to demonstrate their thinking.”</p>	<p>Use it directly while browsing articles, videos, or worksheets—Brisk can summarize, scaffold, and add interactive questions instantly.</p>	<p>As always, check the output for accuracy.</p>

How can I create an interactive, hands-on lesson to engage my students better?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
	<ul style="list-style-type: none"> • Ask Brisk to create a "Build a City" task around sustainability. • Students use the instructions to draw maps, design buildings, and explain choices (hands-on + critical thinking). 			
<p>ChatGPT</p> <p>ChatGPT4o (requires subscription)</p>	<p>Suggests interactive and visual lesson components.</p> <p>-Type the topic and specific needs for the lesson in the prompt box.</p> <p>-Include specific standards or details that you want included</p> <p>-Request modifications if you need them</p>	<p>"Suggest hands-on activities for a lesson on..."</p>	<p>- Add constraints like time limits or materials to make ideas more realistic.</p> <p>- Copy components that you want to use over to a Google Document before you ask for modifications. Otherwise, you may lose those components.</p> <p>-When you get it the way you want it to be, ask ChatGPT how to word the prompt to get that exact result.</p>	<p>- Ideas may need adaptation for time or materials.</p> <p>-</p>
<p>MagicSchool.ai</p>				

How can I design activities that keep students actively involved?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<p><u>Brisk Teaching</u></p>	<p>Create a list of questions related to any YouTube video</p>	<p>Be on the appropriate YouTube page (have the video open). Then, click on the brisk extension button. It will prompt you as to what format you would like your questions in (Google Form or worksheet), it will also ask you the number of questions you would like, as well as the type of questions.</p>	<p>Start big, and you can change questions as needed. It might be best to request more questions than you want from Brisk. That way, you will be able to change or eliminate some questions that might not interest you</p>	<p>The questions are geared to the video itself. If, for example, you are showing a math video, Brisk will not make new questions for students to attempt on their own. It strictly creates questions that can be answered by the video itself.</p>
	<p>Create an interactive AI bot chat for any given YouTube video</p>	<p>Be on the appropriate YouTube page (have the video open). Then, click on the brisk extension button. Click "Boost Student Activity," you will then be asked a series of questions as to how you would like students to interact with the bot (synchronous vs asynchronous, etc.</p>	<p>When utilized correctly, this is a great opportunity for students to get one-on-one support from an "AI tutor".</p>	<p>Students interacting negatively with the bot, but teachers get a report of everything the students talk about, and will get a notification</p>
<p><u>ChatGPT</u> <u>ChatGPT4o (requires subscription)</u></p>				

How can I design activities that keep students actively involved?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
MagicSchool.ai				

How can I design and develop thoughtful Exit Tickets that measure student learning?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
Brisk Teaching	<p>Click the Brisk Google Chrome extension Select “create” and then “create anything”. Select your preferred output format. Make sure all sections are filled out for what you are looking for (language, grade level, etc.)</p> <p>Brisk stores classwide insights on the feedback it gives, allowing you to observe general trends across the class. Using these insights, along with the generative tools embedded underneath, you can create small formative checks on areas of growth.</p>	<p>What are 3-5 critical thinking exit ticket questions based on this reading/lesson/chapter?</p> <p>What are 3-5 critical thinking exit ticket questions based on this reading/lesson/chapter and that are connected to the lesson’s objectives?</p> <p>Click on “feedback insights” in Brisk, and then read the different insight categories, use those as your prompts, or just click on the “quiz” or “resource” button to generate the exit ticket question.</p>	<ul style="list-style-type: none"> You can specify what question type you would like, or if you would like a variety It’s helpful to attach your lesson plan so that the output will be well-connected <p>To best use the feedback tool, make sure the student-facing document also includes the rubric, a checklist, and clear expectations of content and format.</p>	

How can I design and develop thoughtful Exit Tickets that measure student learning?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<p>ChatGPT</p> <p>ChatGPT4o (requires subscription)</p>	<p>Open the website and type what you need in the text box. You can attach any necessary files.</p>	<p>What are 3-5 critical thinking exit ticket questions based on this reading/lesson/chapter?</p> <p>What are 3-5 critical thinking exit ticket questions based on this reading/lesson/chapter and that are connected to the lesson's objectives?</p>	<ul style="list-style-type: none"> • If you aren't able to attach a document, you can also copy and paste the text you need for ChatGPT to reference • Ask for more questions than you need, and select the ones that you think will work best 	
<p>MagicSchool.ai</p>				

Authentic Assessment

How can I use AI to help me develop more authentic assessments?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
Brisk Teaching	<p>This AI Tool can cover multiple tasks. From a teacher facing perspective, Brisk can create Letters of Recommendation, Quizzes, and Presentations</p>	<p>“Can you help me design a 10-question quiz from the YouTube video I’ve shared with students that includes at least 2 short response questions and 8 multiple-choice questions?” <i>Brisk it!</i> “Create a rubric that outlines the project goals I have covered for students in this presentation.” <i>Brisk it!</i></p>	<p>As always, review the information Brisk Teaching provides. You can always edit the information that it shares with you. Presentation designs will be minimal. You can create a file using</p>	
	<p>Provides insights based on feedback you have given on student work throughout the course of the year by summarizing of strengths and weaknesses.</p> <p>It will create lesson plans, quizzes, and resources based on those insights.</p>	<p>No prompt required.</p> <p>Click the  in the main menu.</p>	<p>Make sure you are giving Brisk explicit instructions (via checklists, uploaded rubrics, and additional look-fors) and select the correct grade level and standards.</p>	<p>Brisk may not understand precisely what you are looking for when using School/network-specific standards. Be sure read and check all the outputs.</p>
<p>ChatGPT ChatGPT4o (requires subscription)</p>	<p>Chat GPT is able to create a list of authentic assessment ideas that you can work from. All you need to do is upload the unit plan, and if possible, a rubric (or grading standards,) and ChatGPT will help you create the task</p>	<p>Given the unit plan ____ (upload the plan as a pdf), create a list of 10 real-world, authentic assessments that I can administer to ___th grade students in _____class.</p> <p>Use the provided rubric to help create the tasks.</p>	<p>It’s nice to ask for a list of ideas that you can then work with. Once you have narrowed down to an idea, you can prompt ChatGPT to create the lesson in more detail.</p>	<p>This is definitely going to need some teacher refining. ChatGPT will not be able to create the perfect task without the need for you to alter it, however, it is a great starting point and will provide you with resources that you can use to finalize the task.</p>

How can I use AI to help me develop more authentic assessments?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
MagicSchool.ai				

How do I use AI to build authentic assessments that build on skills across multiple units?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
Brisk Teaching	-With the paid subscription, you can input the skills standards for your classes directly as well as content standards.	<p>“Create a project that assesses the following _____ standards” (Note: You can type them in directly or choose from a drop-down menu.</p> <p>“The project should include the following elements... _____”</p> <p>“Create a student-facing timeline for approximately when each section should be completed by.”</p>	<p>Using the actual standards (ex., HS-LS3-1) as opposed to the concepts (“natural selection”) will allow for more precise content alignment.</p> <p>This also goes for the skills standards as well, telling the AI software “graphing skills” will not go as far as inputting the standards for data representation. If unable to use the standards directly, reference the standards and copy/paste the verbiage from the standards document.</p>	The free version does not have the standards embedded, so it does take more trial and error.

How do I use AI to build authentic assessments that build on skills across multiple units?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<p>ChatGPT</p> <p>ChatGPT4o (requires subscription)</p>	<p>ChatGPT can read uploaded documents in MS Office or PDF to create suggestions for comprehensive, authentic assessments</p> <ul style="list-style-type: none"> - Upload the documents for the units that are relevant to the authentic task (unit plans, previous unit authentic tasks, the rubrics, etc) -Include any details or parameters you want considered (topics or the type of end product) -Request modifications as needed 	<p>Use the attached documents to create an authentic task for unit ___ that builds on the skills from the previous units. The task should focus on the _____ and include the following: _____. The final product should be [debate, essay, infographic].</p>	<ul style="list-style-type: none"> - ChatGPT can use your existing rubrics to create a rubric for the new task. It can also make suggestions if you ask it to generate ideas for the authentic task. - Make sure to refer to specific documents by name in the prompt. -Google documents should be downloaded as the most current file extension type (i.e., .docx) before uploading 	<ul style="list-style-type: none"> -There is a limit to the number of documents that can be uploaded per day -ChatGPT struggles with reading complicated Excel tables.
<p>MagicSchool.ai</p>				

Feedback Cycles

How do I use AI to provide prompt and thorough feedback for students?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<u>Brisk Teaching</u>	Chrome extension that connects to Google Drive -Click the Brisk icon in the lower right corner of the Chrome window -Select "Give Feedback" -Select the type of feedback -Upload a PDF of the rubric -Provide instructions in the prompt box	"Provide specific suggestions for strengthening the argument while highlighting effective examples already present. Check for spelling, grammar, and punctuation. Use the attached rubric to generate feedback."	-Be specific about what to look for in the prompt and the rubric. -Set the grade level at the bottom of the prompt window	-The free version of "Focused Feedback" will add the comments to a table at the top of the document. -The Educator Pro subscription will highlight and add comments within the document.
<u>ChatGPT</u>				
<u>MagicSchool.ai</u>				

How can I use AI to create lesson and unit plans?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
<u>Brisk Teaching</u>	The create options are "Create Lesson Plan" and "Create Unit Pla."	<p>"Create a [number of instructional days] unit plan on the following standards _____. Include daily objectives for each lesson."</p> <p>Create a lesson plan on the following standards. Students will have ____ prior knowledge." (Lesson plans also have an option for specifying the length of the class period."</p>	<p>For a unit plan, it may be best to create smaller plans focusing on 1-2 standards at a time and stitching them in yourself. The larger an AI model has to generate content, the less reliable it gets.</p> <p>Including standards and assessment criteria, and class context will allow you to refine the plans.</p> <p>Use the lesson plan template to then generate materials if necessary; generating all at once may cause them to be misaligned.</p>	The free version does not have standards embedded, and causes plans to be less aligned.
<u>ChatGPT</u> <u>ChatGPT4o</u> <u>(requires subscription)</u>	<p>You can upload a planned unit and pacing.</p> <p>Specifically ask it to review and write your prompt as to what you want to do next.</p>			

How can I use AI to create lesson and unit plans?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
MagicSchool.ai	Magic School AI has a lesson and unit plan generator, where you can input standards and objectives.	It's fill in the blank — so no prompt needed.	It helps to tell what the exit ticket or the assessment you want to have at the end of the unit.	

Student Ideation/Brainstorm

How can students use AI to support their ideation process?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
BriskTeaching	<p>1. Brainstorming Solutions or Project Ideas Brisk will generate diverse, age-appropriate suggestions that students can choose from or modify, helping them overcome idea blocks and expand their thinking.</p> <p>2. Refining and Expanding Ideas It offers supporting steps, tools, resources, or strategies to help students grow a vague idea into a full plan or product.</p> <p>3. Generating Questions for Inquiry Projects</p>	<p>"Give me 5 creative ideas for _____."</p> <p>"Help me make my idea for _____ more detailed."</p> <p>"Give me 3 open-ended questions to explore how _____."</p> <p>"Make a planning checklist for _____."</p>	<p>Scaffold with sentence starters like:</p> <p>"What are some ways to..."</p> <p>"How might I improve..."</p> <p>"What materials would I need to..."</p> <p>"What are the pros and cons of..."</p>	

How can students use AI to support their ideation process?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
	<p>Students doing research or PBL (project-based learning) can use Brisk to create:</p> <ul style="list-style-type: none"> ● Guiding questions ● Research questions ● Survey or interview questions <p>4. Creating Visual Planning Tools Brisk can help students:</p> <ul style="list-style-type: none"> ● Create outlines ● Develop timelines or checklists ● Draft storyboards or concept maps <p>5. Collaborative Ideation During group projects, students can:</p> <ul style="list-style-type: none"> ● Use Brisk to generate options as a group ● Vote on the best ideas ● Use AI feedback to refine the chosen direction 	<p>Each group member can contribute their own version of an idea and then compare AI-generated enhancements.</p>		
<p>ChatGPT ChatGPT4o (requires subscription)</p>	<p>This tool is an interactive tool that responds to prompts inserted by the user.</p>	<p>The prompt starters have varied according to student group topics and or interest. In terms of ideation, groups were encouraged to ask for solution ideas for certain</p>	<p>When using this as a tool for ideation, it works best when the initial problem/focus area has been narrowed down BEFORE using this tool.</p>	

How can students use AI to support their ideation process?

AI Tool	How the Tool Works	Prompt Starters	Tips	Potential Problems
		topics and to make certain adjustments as needed.		
MagicSchool.ai	Insert videos, etc, and this tool can generate quizzes or other assignments based on user request.	This was used at an earlier point in the year to help design a mini-assessment for Life class	When creating a quiz, be specific with how many questions you would like to have included.	