

Meet Your New AI Assistant

Jared Whaley, Matthew McDonald, Erin Finley
Published by *K20 Center*

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Essential Question(s)

How can educators effectively integrate AI technology to enhance teaching practices and streamline administrative tasks?

Summary

The Meet Your New AI Assistant session focuses on the use of AI technology to enhance teaching practices that increase student engagement and academic performance. In addition, participants will explore ways to use AI technology to streamline administrative tasks and increase their capacity to focus on student learning. Participants will experience authentic activities integrating AI technology in the creation of a classroom activity.

Learning Goals

- Explore AI education tools to assist in lesson planning
- Incorporate AI technology to assist with classroom administration tasks and increase student engagement

Attachments

- AI Glossary—Meet Your New AI Assistant.docx
- AI Glossary—Meet Your New AI Assistant.pdf
- Best Practices—Meet Your New AI Assistant.docx
- Best Practices—Meet Your New AI Assistant.pdf
- Choice Board Bingo—Meet Your New AI Assistant.docx
- Choice Board Bingo—Meet Your New AI Assistant.pdf
- Critique the Bot—Meet Your New AI Assistant.docx
- Critique the Bot—Meet Your New AI Assistant.pdf
- Session Slides—Meet Your New AI Assistant.pptx

Materials

- Session Slides (attached)
- Best Practices handout (attached; one per participant)
- AI Glossary handout (attached; one per participant)
- Choice Board Bingo handout (attached; one per small group)
- Critique the Bot handout (attached; one per participant)
- Pen/pencil
- Highlighters
- Personal Devices

5 minutes

Engage

Facilitator's Note

You will want to set up a free Mentimeter account before beginning this professional learning. To add the template to your account, click this link while logged in and select "Copy to your account." You can now find the Mentimeter on your dashboard. Then add the Menti 8-digit join code and QR code to slide 3 before presenting. Information on obtaining the Mentimeter QR code.

You can also add a link to the results within your slide: Once the presentation is in your account, select "Share." At the top of the window that pops up, select "Results." Copy the link and paste it into your slide so that participants can access it to see the results.

Use the attached **Session Slides** and display **slide 2**. Introduce yourself and welcome participants to the session. Transition to **slide 3** and introduce participants to the Collective Brain Dump Strategy.

Once participants have had time to review how to participate, direct them to menti.com via the QR code, or they can navigate to the site and enter the number code on the slide. Ask participants to answer the prompt, *Outside of teaching, what takes up most of your work time?* Give participants a few minutes to answer the question, then facilitate a group discussion about the most common answers. Share the session objectives on **slide 4** and essential question on **slide 5**.

7 minutes

Explore

Display **slide 6**. Introduce participants to the Why-lighting strategy. Ask participants to read the **Best Practices** and **AI Glossary** handouts. Use the strategy to analyze the best practices for safely and ethically incorporating AI technology by highlighting the parts of the document they find most important or surprising. Ask them to explain their highlights in the margins of the document. Allow participants 5–7 minutes to complete the task. Once completed, ask participants to share their work with an elbow partner or small group, then move to **slide 7** and encourage participants to share with the whole group.

15 minutes

Explain

Distribute the **Choice Board Bingo** handout.

Transition to **slide 8** and introduce the Choice Board strategy. Let participants know they will be using magicschool.ai. Have participants navigate to the website and create an account or sign up with their Google or Microsoft account. Participants should now pick one option from their Choice Board Bingo card to try out. After allowing some time for participants to try a task from the Choice Board alone, in small groups, or at their table, have participants try to get a group bingo. Allow 10–15 minutes for groups to work toward completing a bingo on their Choice Board. Have participants share the output of the AI tools they used for each bingo square with their table or small group.

Facilitator's Note

As with many modern, free web services, magicschool.ai and diffit.me (used in the next section) will send you many emails after sign-up. Facilitators may want to let participants know they can unsubscribe or change their notification preferences to reduce the amount of communication from these services.

10 minutes

Extend

Move to **slide 9**. Let participants know they will be participating in a lesson creation race using diffit.me. First, participants will need to find an article or YouTube video related to their current curriculum content. Participants should then navigate to diffit.me and select “An Article or Video (URL).” They can now paste the link to their article or video and select the reading level they would like it to output. Select “Generate Resources'' to see the created resources.

Facilitator's Note

Participants will need to create a free account or sign up with Google to use videos or articles over 15,000 words in length.

Once participants have had a chance to create their lesson resources, have participants share about some of the resources that were created.

8 minutes

Evaluate

Distribute the **Critique the Bot** handout.

Display **slide 10**. Explain the instructional strategy Critique the Bot to the participants by asking them to read the prompt on the handout and then analyze and critique the AI generated feedback written below the prompt. Ask participants to mark any mistakes, concerns, or thoughts and whether they agree or disagree with the feedback. Allow participants 5 minutes to read and analyze, then ask them to share their thoughts.

Finally, navigate to **slide 11** and give an opportunity for participants to review the instructional strategies used in this session.

Research Rationale

A literature review on teacher burnout and ChatGPT found lesson planning and content development as the most time-consuming and challenging aspects which lead to teacher burnout (Hashem et al., 2024). Assessing the impact of AI on education, Chen at al. (2020) found that educators who utilize AI or harness its capabilities can enhance their efficiency and efficacy across various responsibilities, including handling administrative duties like assessment, grading, and offering feedback on student assignments. Furthermore, by engaging with AI technologies, teachers can enhance the quality of their instruction. By leveraging these AI tools, instructors can focus less time on lesson planning and content development and more time on teaching.

Resources

- Chen, L., Chen, P., & Lin, Z. (2020). Artificial Intelligence in Education: A Review. *IEEE Access*, *8*, 75264–75278. https://doi.org/10.1109/ACCESS.2020.2988510
- Hashem, R., Ali, N., Zein, F., Fidalgo, P., & Abu Khurma, O. (2023). AI to the rescue: Exploring the potential of ChatGPT as a teacher ally for workload relief and burnout prevention. *Research and Practice in Technology Enhanced Learning*, *19*, 023. https://doi.org/10.58459/rptel.2024.19023
- K20 Center. (n.d.). Collective brain dump. Strategies. https://learn.k20center.ou.edu/strategy/111
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