



**CONNECTS
UNCONFERENCE 2024**

How might we leverage AI to support school administration and operational excellence?

Session Format (120 min)

Welcome	5 min	Facilitator & Expert introductions & Session overview
Learn	25 min	Session EXPERTS to share their experience / learning
Reflect & Share	35 min	Facilitated table sharing of expertise and prior knowledge
Deep Dive	20 min	Facilitated deep dive into a session sub questions.
Consolidate & Record	30 min	Participants consolidate with the infographic exit ticket
Gallery Walk	5 min	Conversations and connections during the coffee break.

Core Agreements

- **Respect your own air-time**, and that of your fellow participants
- **We are all experts:**
 - Experts in how to collaborate
 - Experts in how to support one another
 - Experts in how to be generative in our dialogue
 - Experts in generous listening
- **We don't know it all:**
 - We all have room to grow, we benefit most when we listen with an open mind
 - We all come from different schools and different cultural contexts,
- **Network & Connect**
 - Continue the conversation during the breaks and over lunch

Nice to Meet you!



Ryan Archer

ICT Integrator - Upper Canada College



Kathleen Peak

Information & Innovation Team @
Upper Canada College

AI For Education
Morning Session

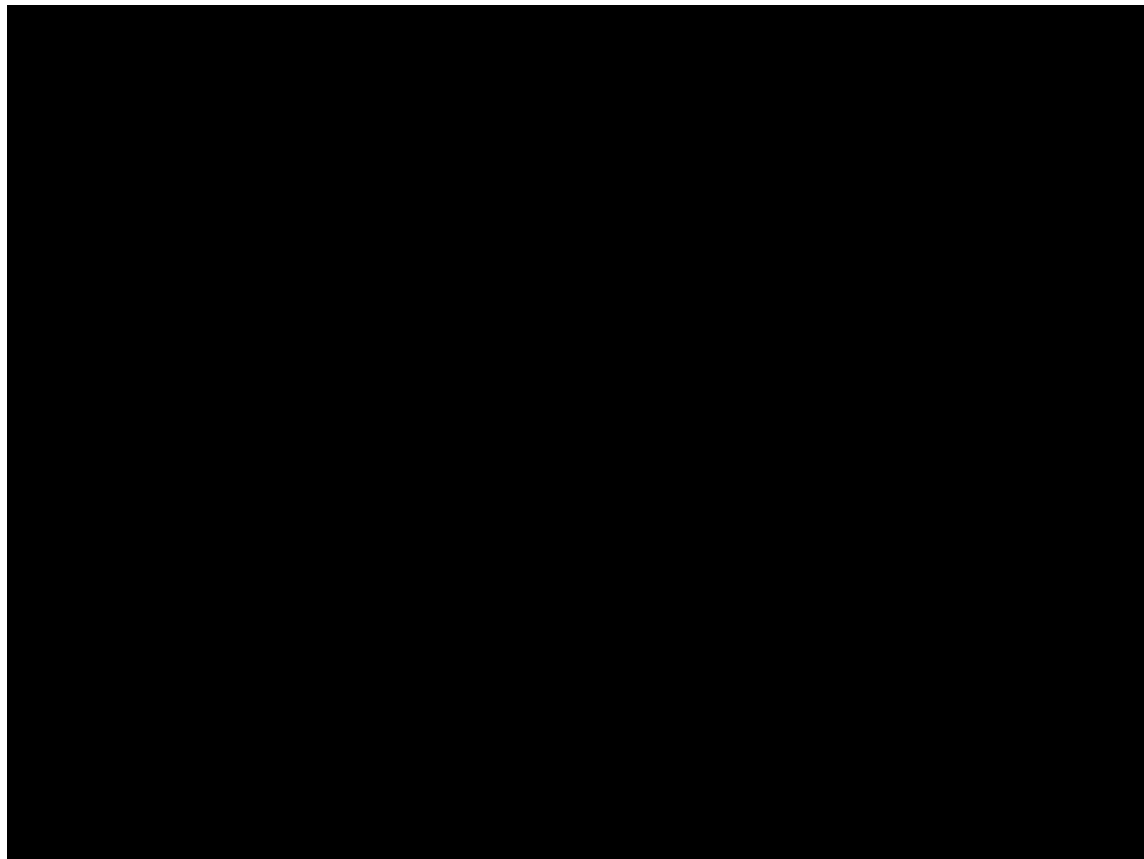
AI For Education

What resources might AI for Education provide that have value for you, and your team?

What do you notice about how Amanda is working with Chat GPT 3.5?

What more would you like to explore from this organization?

How might Amanda's approach inform your own?



Future Design School
Afternoon Session

Future Design School

What does Les tell you about the role of the educator in a GAI learning environment?

How might the FDS Portrait of a Graduate inform your own PoG at your school?

How might it inform your Portrait of an Educator?

What is the biggest impact of AI on the role of the teacher in the learning experience of your students?



AI as a Personal Assistant: Educational Administration and School Operations

“How might we leverage AI to support school administration and operational excellence?”

Time, Space, and Resources

Dr. Philippa Hardman

<https://teachonline.ca/webinar/ai-gap-equity-access-risks-standing-still>

AI is not just another “EduTech Tool”, it is a rapidly developing, transformational technology, that requires immediate training, planning and **change management**. Don’t focus all your attention (and resources) on academics, there are exciting opportunities for enhancing business operations as well. **It will be about the people and process, not just about the tech-** Ryan and Kathleen

World Economic Forum

Jobs of the Future Report

“Artificial intelligence, a key driver of potential algorithmic displacement, is expected to be adopted by nearly 75% of surveyed companies and is expected to lead to high churn – with 50% of organizations expecting it to create job growth and 25% expecting it to create job losses.”
(pg.6)

“Among technology skills, the ability to efficiently use AI tools now exceeds computer programming by humans, networks and cybersecurity skills, general technological literacy skills, and design and user experience by some margin. In the next five years, AI and big data will comprise more than 40% of the technology training programmes undertaken in surveyed companies operating in the United States, China, Brazil and Indonesia.” (p.46)



This strand focuses on the administrative and operational aspects of AI in education. Here are some potential subtopics and discussion points for Strand 4:

1. "AI in School Communications": Discuss how AI can be used to automate and enhance school communications, such as notifications, reminders, and updates.
2. "AI for Report Card Writing and Editing": Explore how AI can assist in report card writing and editing, ensuring accuracy and consistency while saving time.
3. "AI in School Planning and Events": Discuss how AI can support school planning and events, from scheduling to logistics, and even predicting attendance or participation.
4. "Responsible Use of AI in Administration": Discuss the ethical considerations and best practices for using AI in educational administration, including data privacy and accuracy.
5. "Case Studies of AI in School Operations": Share examples of schools that have successfully implemented AI in their operations, discussing the strategies used, the challenges faced, and the outcomes achieved.

Remember to include both school administrators who have experience with AI in their operations, and AI experts who can provide a deeper understanding of the technology. This will ensure a balanced and comprehensive discussion.

Your Conference Placemat

This is the key to effective learning from today's session:

- Follows the flow of the session
- Provides you with prompts and space to ask questions, write ideas, and document your learning.

It is the artifact of the session. Use it, write on it, doodle, sketch note, whatever helps you learn the most from the the day.

The placemat form is enclosed in a double-line border. At the top left is the **CIS Ontario** logo with the text "Ontario's Institute of Quality Education" and "Ontario's Education Excellence". To the right of the logo are two fields: "Name: _____" and "Session Strand: _____". Below these is a wide rectangular box labeled "Who is at my table? (Record Names - Schools - Email)". Underneath that is another wide box labeled "Session Guiding Questions:". The bottom half of the placemat is divided into two large rounded rectangular sections. The left section is titled "Prepare & Inquire" and is empty. The right section is titled "Learn" and contains the instruction "Use this section to take notes during your session expert presentation".


Prepare & Learn

Prepare

- 5 min solo reflection and expertise inventory.
- What do you know already and what are you curious about?

Learn

- 20 min presentation from your facilitators.
- Take notes
- Write down questions and ideas

	Name: _____	Session Strand: _____
Who is at my table? (Record Names - Schools - Email)		
Session Guiding Questions:		
<p>Prepare & Inquire</p>	<p>Learn</p> <p><i>Use this section to take notes during your session expert presentation</i></p>	

Ametros - AI for Professional Development

Ametros Learning



ENGAGING, ACTIVE LEARNING

The Ametros platform provides an online space for virtual experiential learning and assessment. In each module, learners take on a high-stakes role and assignment within a fictitious organization and manage their way through complex work-related challenges like dealing with a demanding supervisor, a distracted peer or an emotionally charged client.



SKILL PROFICIENCY

Successful skill development comes with practice. The Ametros platform provides an opportunity for practice and experimentation while providing a supportive environment to safely make mistakes. The platform encourages reflection and provides multi-layered, real-time assessment and feedback in a contextually authentic environment.



RETENTION

Deeper engagement and active participation in the learning process is a significant factor in ensuring long-term retention of information. All Ametros modules are designed to be immersive, memorable, accessible, authentic, and challenging. The scenarios are purposely constructed to necessitate an authentic emotional investment from the learner which increases engagement, motivation, and retention.



01 COMPLETED

Google Sheets Overview

02 COMPLETED

Task Request

03 COMPLETED

Discussing Your Process

04 COMPLETED

Formatting Example

05 COMPLETED

Share Your Work

06 COMPLETED

Reflection

07 COMPLETED

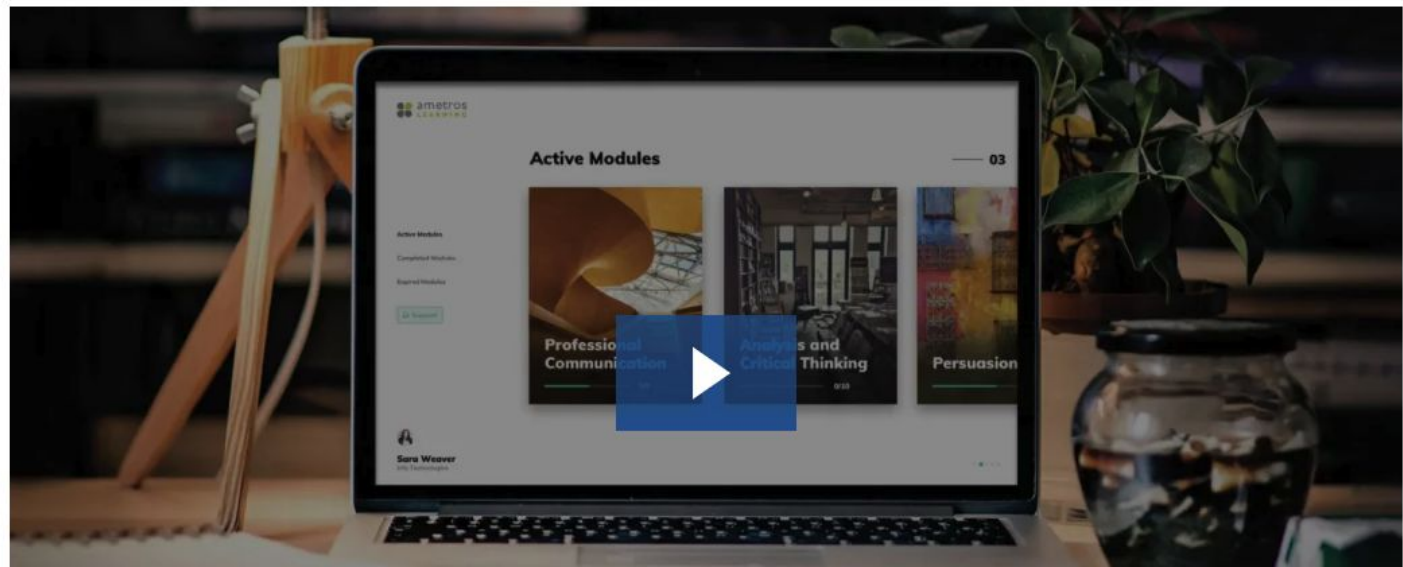
Concluding the Experience

Digital Literacy Module 1: Formatting and Data Integrity in Google Sheets

Welcome to the Digital Literacy: Formatting and Data Integrity in Google Sheets experiential learning module. While you will be working through learning objects within the Ametros Learning Platform, you will also be editing and creating Google Sheets in your own Google Drive outside of the platform.

At any point, you can return to Ametros as your work is saved automatically. Throughout this module, you can navigate to a previously completed learning object by clicking that step from the numbered list on the left side of your screen.

Before you get started, please watch the video below.




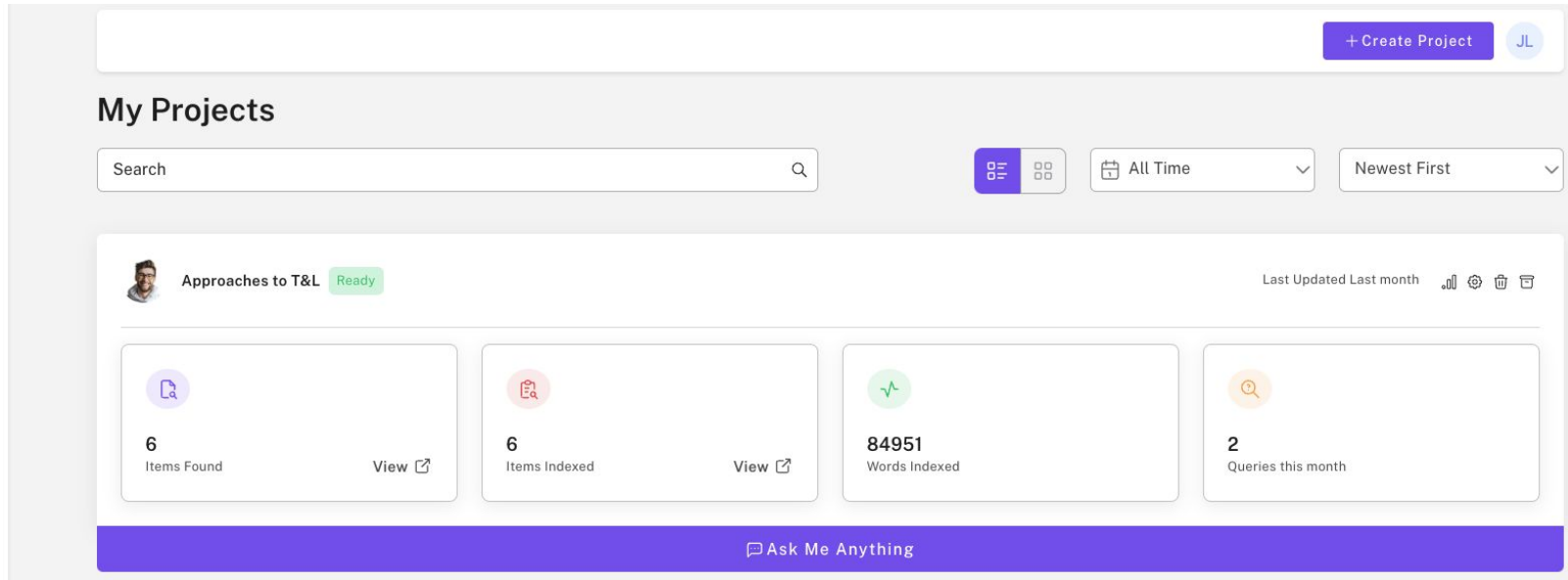
Level 1 Chatbot

FAQ Chatbot - School Policy, Employee
or Parent Support, Admissions,
Advancement.

CustomGPT.ai

Empowers Businesses and Individuals to use the Power of AI and ChatGPT for their own Unique Content and Needs with an easy-to-use no-code / low-code platform.


-  CustomGPT.ai
- Dashboard
- Create Project
- My Projects**
- Support
- Affiliate Partners
- Ask CustomGPT







My Projects

Search

All Time

 **Approaches to T&L** Ready Last Updated Last month

 6 Items Found View	 6 Items Indexed View	 84951 Words Indexed	 2 Queries this month
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UCC Blues Shop

Ask me anything about the UCC Blues Shop...



Shift + Enter to add new line



What is the uniform for the Upper School?



<https://app.customgpt.ai/projects/13257/ask-me-anything?embed=1>



What does that mean?

UCC ACRONYMS TRANSLATOR

Type in a UCC acronym and I'll explain what it means.



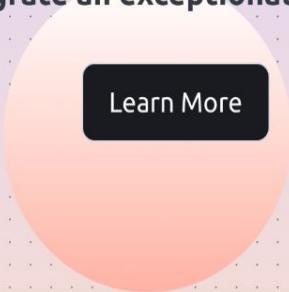
Shift + Enter to add new line

<https://app.customgpt.ai/projects/13451/ask-me-anything?embed=1>



Deliver Admissions Excellence with AI

Seamlessly integrate an exceptional student experience.



**Many Prospective Families Don't Explore
Beyond the Homepage!**





DONATE

YORKNET

THE YORK SCHOOL

ABOUT US

ADMISSION

JUNIOR SCHOOL

MIDDLE SCHOOL

SENIOR SCHOOL

SUPPORT US

AN EXCEPTIONAL SCHOOL FOR
A MODERN WORLD

LISTEN TO PODCAST

APPLY NOW



Use Cases

What we have tried:

- FAQ for UCC Blues Shop
- FAQ for school acronyms and handbook
- DP IB policy bot
- Admissions Q&A

What we want to try:

- Student and Family Handbooks
- Help Desk Q&A
- New Staff Support


Any other examples or ideas?


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Level 2 Chatbot



AI Agents: Information Analysis,
Verification and Compliance (Privacy,
Grade Data, Schedule)

Privacy Impact Assessment Assistant

ChatGPT 

 Explore GPTs

Previous 7 Days


Privacy Impact Assessment  

ChatGPT 4 

Company & Software Information

- **Vendor Name:** Tynker (NEURON FUEL, INC. D/B/A TYNKER)
- **Software Name:** Tynker
- **Link to Software:** <https://www.tynker.com/>
- **Description of Service Provided:** Educational services and tools for programming and computer skills, targeted at children and students.
- **How the information is provided:** Direct from users, third-party sources like business partners or service providers, and automated collection.
- **What is your cloud Provider (AWS, Azure, etc):** Not specified in provided information.

What Data is Being Collected

- **Student Information:** First and last name, user name, email, work assignments, results, comments, programming projects, age, school name.
- **Staff Information:** First and last name, phone number, email, user name, payment data, commercial data, device/IP data, social network data, web analytics.
- **Parent/Guardian Information:** First and last name, email address, phone number, payment data, commercial data, social network data, web analytics.
- **Alumni Information:** Not specified.
- **Other:** Device/IP data, consumer demographic data, non-public education data, voice recording and/or photos submitted by student users, audio and video data incidental to live classes, mailing address, telephone number, customer token for credit/debit card information, user-generated content  other user content.

Data Dilemmas: Managing Time-Consuming and Complex Tasks in Schools

Rethink the task?

- Report Cards

Release the AI!

- Scheduling
- Field Trip Management and Risk Management
- Assessment Calendar planning
- Project Management

Closing Thoughts

- How might we engage staff and faculty (provide access)?
- How might we develop in-house AI expertise?
- How might we provide time, space and resources to develop expertise?
- How might we review and adjust job descriptions to support and develop AI across the organization.

Tools we used or highlighted

- [Open.ai \(ChatGPT\)](#)
- [Poe.com](#)
- [ChatPDF.com](#)
- [CustomGPT.ai](#)
- [AskLilac.com](#)
- [AmetrosLearning.com](#)

Reflect & Share (35 min)

Reflect on all of the three questions

- 6 min (solo)

Share Your answers back to the group

- 24 min (group share)
- 8 min each question

CIS Ontario
Connects Unconference

Reflect & Share

Insights: What does look like and feel like when it is implemented and functioning at its best?

Resources: Where can I look for answers, ideas and best practices to inform my own?

Tips & Tricks: What are some important steps to consider when planning & implementing?


Deep Dive (20 min)

Reflect on all of the three questions

- 5 min (solo)

Share Your answers back to the group

- 15 min (group share)
- 5 min each question

 **Deep Dive**

Future: If there were no limits what would the ideal implementation look like?

Present: What is one small small step or change you can make tomorrow?

Learning from the past: It might seem like a good idea, but trust me, don't even think about...


EXIT TICKET: Inform the Infographic

Inform yourself:

- 5 min solo reflection
- Consolidate your learning on your placemat

Inform the Infographic:

- 20 mins group synthesis to create the table infographic

 **Synthesis: Inform the Infographic**

What is your **draft answer** to your session guiding question?

What is **one resource** were shared by your table group that you will read and follow up with (blogs, books, etc...)

What **tips and advice** are applicable to your role and school?

What **schools, experts or colleagues** will you connect with and/or follow up with?

 **GUIDING QUESTION**

Answers and Insights

Tips, Tricks & Advice

Resources to Follow Up with

Schools to Follow Up with

Gallery Walk

