

Google Gemini is a large language model capable of processing and generating human-like text across a wide range of tasks.

How to Access Gemini

Go to gemini.google.com, and sign in with your district Google account. It's that simple!



Right now, Gemini is only open to staff members. We only have access to chat with Gemini. We do not have the ability to use Gemini in other Google for Workspace apps like Docs, Slides, Sheets, etc.

Remember: AI is a tool to enhance your teaching, not replace it. Your expertise and judgment are essential for effective and responsible use.

5 things to know as you get started with Gemini

1. AI is a machine learning model.

AI might provide a response that seems so unique, you may wonder if it's human. But, AI can't think for itself, or feel emotions. It's just great at picking up patterns.

2. Use AI to assist and inspire

AI can help reduce administrative workloads and empower you to kickstart the creative process to plan great lessons, have productive meetings, and more.

3. AI can and will make mistakes

Since generative AI is a work in progress, it may make things up or get confused. You may need to rephrase a prompt to get the information you're looking for.

4. Critically evaluate responses

Always review information that's presented as fact. When Workspace for Education users ask the Gemini app a fact-based question, it automatically uses Google Search to double-check responses, but you should still review them with a critical eye.

5. Keep your private info private

Never share sensitive information online. This includes student names, addresses, grades, ID numbers, or any other information that could identify a student. Do not input student records, health information, or any other confidential data. While we do have added data protection with Gemini, personal identifiable information should not be input in any AI tool at any time.

Gemini is a powerful machine learning tool designed to assist and inspire, but it's important to remember that it can make mistakes and requires critical evaluation. Always prioritize your privacy and use it responsibly to maximize its potential.

How to write a great prompt

Gemini outputs, the responses you receive from the AI model, are only as good as the prompts you input. Think of prompts as instructions: clear, specific instructions lead to more accurate and useful results.

A+ Gemini prompt example:

"Acting as a math teacher, create a series of word problems that apply the concept of linear equations to real-world scenarios relevant to high school students."

Pro Tips:

1. Define a persona

"Answer like you are a math teacher"

2. Specify a format

"Create a step-by-step list"

3. Provide examples

"Reference this lesson plan (insert example)"

Use natural language

Talk to Gemini like you would a colleague or friend.

✓ "Create a class activity on cellular structures for 6th grade biology"

✗ "Class activity"

Be clear and concise

Avoid using ambiguous language

✓ "Provide 12 thoughtful questions to ask an educator on their teaching strategy next year."

✗ "Educator taking points"

Provide context

The more context you give, the more useful the response.

✓ "Write a job description for a [job title], including required skills and experience, as well as a summary of [institution name] and the position."

✗ "Write an IT job."

Use relevant keywords

Using specific keywords will help generate a more informative response

✓ "Create a project plan for training educators on new Chromebook AI features ahead of the next school year."

✗ "Create project plan"

Generative AI and all its possibilities are exciting, but it's still new. Before putting an output from Gemini into action, review it for clarity, relevance, and accuracy.

Work Cited: This guide incorporates generative content produced by Gemini, with examples from '30+ Ways to Use Gemini in Education,' a slide deck by Google.