



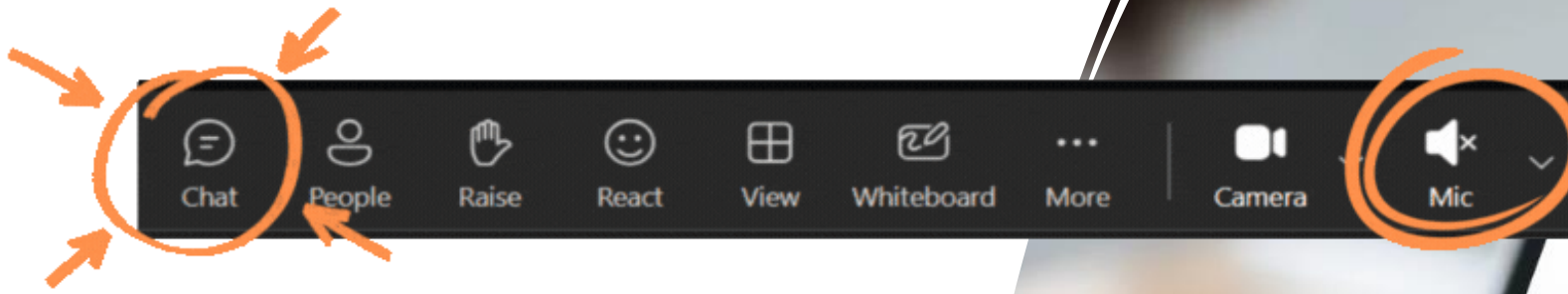
Khanmigo
For Teachers

FUSD AI Tools for Productivity and Planning

January 29, 2026

Note: Some of the content in this presentation
may have been created with the help of
Generative AI





Welcome and Norms

Engage fully with the content, prompts, and each other 😎

Use the Chat to ask questions, share ideas, or get support

Say hello in Chat now!

What are you hoping to take away today?

Click the Raise hand if you'd like to come off mute

Use React during the meeting or tap-back emojis in chat

Keep your camera on if you're able, it's fun to see everyone!

Please mute your mic to reduce background noise



Session is
being
Recorded

WEBINAR

REC

The meeting
is being recorded





Matthew Schwartz - EdTech



Brian Dvorak - EdTech

Meet the Presenters

Fresno EdTech Website (go.fresnou.org/edtech)

- Sign up to our Blog
- Try our new Chat Bot
- Student Digital Literacy – Tech Scope and Sequence
- EdTech Webinar Resources

The screenshot shows the Fresno Unified School District's Educational Technology website. The header includes the district logo and navigation links: ABOUT, ACADEMICS, DEPARTMENTS, EMPLOYMENT, COMMUNITY, CONNECT WITH US, and FIND IT FAST. The main heading is "Educational Technology". Below it are four icons with labels: "Learn Apps" (a grid of colored squares), "Microsoft 365" (a four-pane window icon), "Student Tech Skills" (a graduation cap and gear), and "Request Training" (a person with a plus sign). To the right is a vertical menu with links: EDTECH HOME, CLASSROOM APPS, CLASSROOM HARDWARE, DIGITAL CITIZENSHIP, EDTECH CAMP, EDTECH CONFERENCE, EDTECH WEBINAR SERIES, PLI - PERSONALIZED LEARNING AND INNOVATION, STUDENT DIGITAL LITERACY, and TRAINING REQUESTS. A green "Ask our bot" button is on the far right. The "Latest Posts" section features a post for "NATIONAL CYBER SECURITY AWARENESS MONTH" with a graphic of a student at a laptop and a shield. The text of the post mentions "Cyber Safety Week - October 20-24, 2025" by Brian Dvorak on Oct 9 2025, and discusses the importance of National Cyber Security Awareness Month in relation to the Children's Internet Protection Act.

Fresno Unified School District

ABOUT ACADEMICS DEPARTMENTS EMPLOYMENT COMMUNITY CONNECT WITH US FIND IT FAST

Educational Technology

Learn Apps Microsoft 365 Student Tech Skills Request Training

Latest Posts

NATIONAL CYBER SECURITY AWARENESS MONTH

CYBERSAFETY

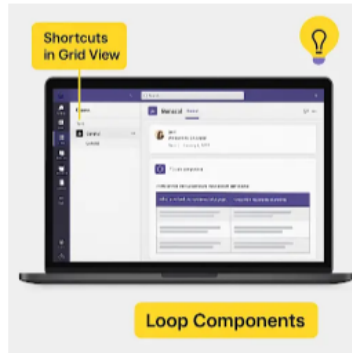
Cyber Safety Week - October 20-24, 2025

Brian Dvorak
Oct 9 2025

The month of October is [National Cyber Security Awareness Month](#)! Every October we recognize this important topic to create awareness and to meet the requirements of the [Children's Internet Protection](#)

EdTech Blog

Latest Posts



CLASSROOM APPS

Cool New Features in Teams EDU

Brian Dvorak

Sep 19 2025

Microsoft Teams EDU has recently received a set of exciting updates, and teachers everywhere should take note. These updates include **shortcuts in grid view**, giving quick access to Posts, Assignments, and Classwork directly from each team tile. Another

long-awaited improvement is the ability to **rename the General channel**—finally letting you turn it into something more purposeful, like “Announcements.”

Teachers will also appreciate the option to **resize the left navigation rail**, creating more room to work, and the new **Tips light-bulb**, which delivers just-in-time training and updates right inside Teams. Power users can now **customize keyboard shortcuts** and utilize an **expandable, formatted feedback field**—perfect for richer student comments or quick speech-to-text notes.

My personal favorite? The new **Loop component integration**. This turns channels into collaborative spaces with live-editable tables, checklists, and Q&A boards—essentially bringing wiki-style collaboration directly into Teams. It’s a game-changer for student engagement and group projects.

With these features, Teams EDU 2025 continues to refine teaching, learning, and collaboration for the modern classroom. Want to see how to use these new features.

EDTECH CAMP

EDTECH CONFERENCE

EDTECH WEBINAR SERIES

PLI - PERSONALIZED LEARNING AND INNOVATION

STUDENT DIGITAL LITERACY

TRAINING REQUESTS

ABOUT

Subscribe

Get notified by email each time we publish a new blog post.



EdTechCon 2026:

A Universe of Discovery



Registration is Now Open!

[CLICK HERE TO REGISTER NOW](#)

After registering, Mission Control will send you coordinates to select your breakout sessions. Prepare for launch!

Need help? Contact us at
edtech@fresnounified.org



Learn Tech Tools

Copilot Page

District Licensed Apps



Adobe Express

Adobe Express is a multimedia app that can be used by staff and students to create graphic designs, presentations, video projects, and more. [Learn How](#)



ATLAS

ATLAS is our student information system that is used to take attendance, record grades, connect with families, and more. [Learn How](#)



Digital Math Curriculum

Access digital resources for assessment and engagement in high school classrooms. Content can be accessed at school or home. [Learn How](#)

Canva

Canva is a web-based app that can be used by staff and students to create graphic designs, presentations, websites, video projects, and more. [Learn How](#)



Class Notebook

Provides an organized online platform to share content and collaborate with students. Post Assignments and let your students work

Windows

More...

CLASSROOM HARDWARE

DIGITAL CITIZENSHIP

EDTECH CAMP

EDTECH CONFERENCE

EDTECH WEBINAR SERIES

PLI - PERSONALIZED LEARNING AND INNOVATION

STUDENT DIGITAL LITERACY

TRAINING REQUESTS

ABOUT

Learning Intentions – Success Criteria



Through guided demonstration and hands-on time, attendees will be able to craft prompts for Copilot Chat and engage with Copilot Teach and Khanmigo Tools to support planning and productivity.

Agenda

What is Microsoft Copilot?

Use Cases in a TK-12 Setting

Using Copilot Chat

Khanmigo and Copilot Teach Tools

Copilot in Microsoft 365 Apps

Tips, Limitations, and Responsible Use

Q&A

So Many
GenAI Apps
Out There



What is Copilot?

- AI Chat assistant
- Also integrated into Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, etc.)
- Designed to enhance productivity and reduce repetitive tasks.
- Natural language input → AI-generated output
- Context-aware (your documents, emails, past chats, etc.)



Microsoft Copilot GenAI

Generative Artificial Intelligence (GenAI) can transform our work in exciting ways, but we must also mitigate the risks. Below are some key considerations to help all staff use GenAI responsibly and safely.

Why Use the Enterprise Copilot App?



To ensure data protection, use the Enterprise Copilot App with your FUSD district account. Access Copilot at office.com and look for the Green Shield logo.



Know the Benefits and Risks of GenAI

✓ Potential Benefits:

- Communication enhancement
- Operational and administrative efficiency
- Content development and design
- Time-Saving!

⚠ Potential Risks:

- Misinformation, bias, and errors
- Compromised student privacy and unauthorized data collection
- Overreliance on technology and less critical thinking

⛔ Never attach documents with sensitive or confidential information!

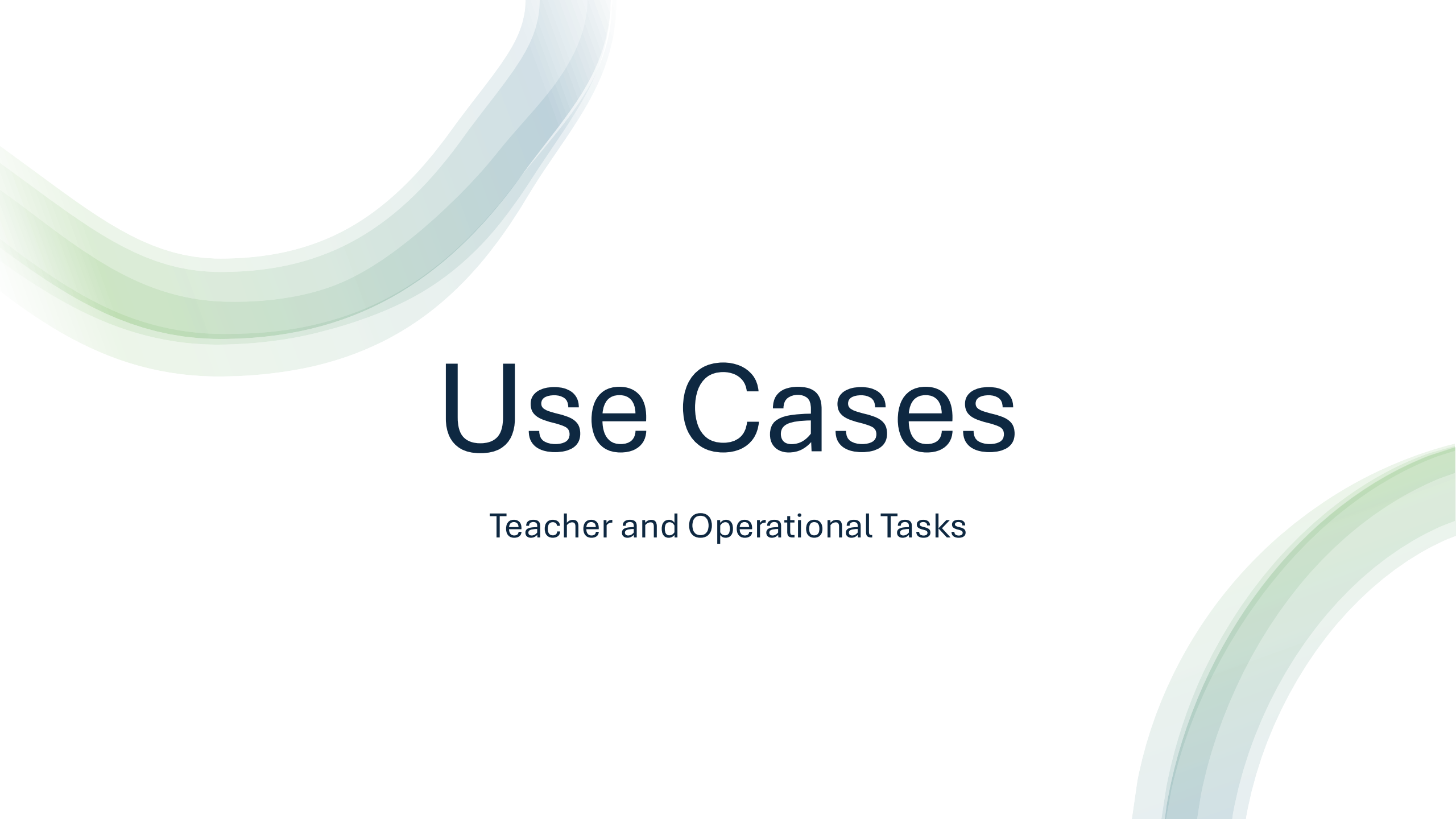
FUSD AI Resources

🔗 Learn more by visiting the FUSD AI website at go.fresnou.org/AI



Fresno Unified
School District



The background features decorative curved lines in shades of green and blue, sweeping across the top and bottom of the slide.

Use Cases

Teacher and Operational Tasks

Use Cases for Teacher Tasks

Enhancing Student Tasks and Lesson Plans

Drafting parent communication

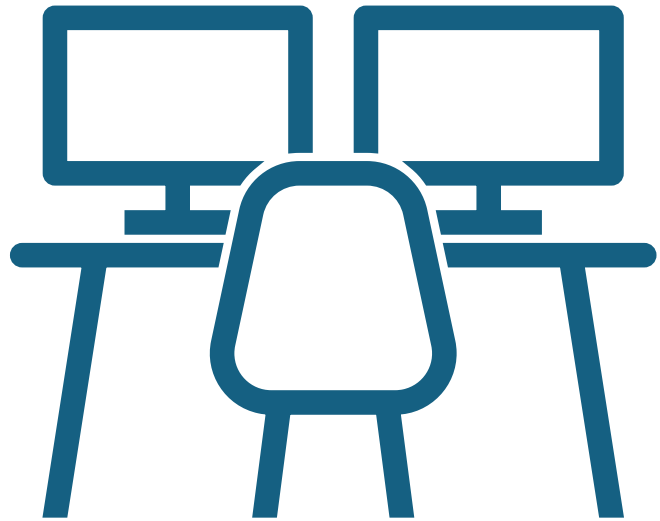
Creating rubrics or assessments

Summarizing data from Excel

Generating ideas for classroom activities

Creating visuals for presentations and other resources





Use Cases for Operational Tasks

Write a letter to an audience with a specific tone

Compose email replies and summarize long emails

Creating graphs based on data

Drafting newsletters, flyers, or announcements

Drafting plans and tasks for events and fieldtrips

Summarize Teams Chat sessions and pull-out action steps

How About You?

How have you used Copilot or other AI tools to support your work?

Share your Use Cases in our Teams Meeting Chat.

Welcome, how can I help?



How to Use Copilot Chat

[How to Use Copilot Chat](#)



How to Use Microsoft Copilot Chat

- 1 Go to office.com
- 2 Look for the **GREEN** check mark 
- 3 Type in a prompt.
Need some ideas? - Try one of these:
 - Help me plan a graduation party
 - Write a recommendation letter for a colleague
 - Create an image for my potluck flyer
- 4 Ask more - It's a chat conversation
- 5 Vet the results for bias or misinformation

Tips for Better Prompting

 [ROLE]	 [TASK]	 [CONTEXT]	 [TONE/OUTPUT]
Specify the persona or topic expert	Clearly define what you want created	Provide specific context, details, audience, resources, etc.	The tone and format of the response
Examples:			
Act as an instructor	design a student task	for [insert grade] students to practice [insert standard] with a partner	at a [insert grade] reading level. Include a rubric for assessment.
Act as customer support	write an email response	to this message: [pasted email message]	in a friendly, professional tone.

 Never attach documents with sensitive or confidential information!



Fresno Unified
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What makes a Good Prompt?

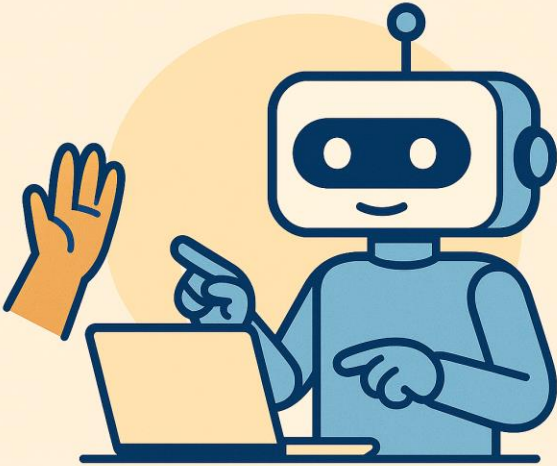
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Live Demonstration with Copilot Customization

“Act as a 5th grade teacher and help me enhance the attached lesson so that it includes student collaboration and real-world tasks.”



Hands-On Practice with Copilot



 [ROLE]	 [TASK]	 [CONTEXT]	 [TONE/OUTPUT]
Specify the persona or topic expert	Clearly define what you want created	Provide specific context, details, audience, resources, etc.	The tone and format of the response
Examples:			
<i>Act as an instructor</i>	design a student task	for [insert grade] students to practice [insert standard] with a partner	at a [insert grade] reading level. Include a rubric for assessment.
<i>Act as customer support</i>	write an email response	to this message: [pasted email message]	in a friendly, professional tone.

Share Any Interesting Ideas you Obtained from Copilot Chat



Using Scenario AI Features

Khanmigo Tools & Copilot Chat Teach

Khanmigo Tools Update

- Now available through Clever
- Additional Scenarios Added



Khanmigo Tools

Free AI powered tools designed to save you time and improve instruction!

Tools

My Documents

★ My Favorites

All Tools

Plan

Create

Differentiate

Support

Learn

Search

B

Blooket Generator
Create Blooket questions on a variety of topics.

★

☰

Chunk Text
Break complex texts into manageable sections for easier student comprehension.

★

☰

Class Newsletter
Produce engaging newsletters to keep parents informed about class activities.

★

📷

Class Snapshot
Review your students' performance and trends.

★

📈

Clear Directions
Generate concise, easy-to-follow instructions for assignments and activities.

★

💬

Discussion Prompts
Craft engaging prompts to stimulate meaningful classroom discussions.

★

📄

Exit Ticket
Create quick end-of-lesson assessments to check student understanding.

★

📝

Fun Class Summary Poem
Transform memorable class moments into a creative poetic recap.

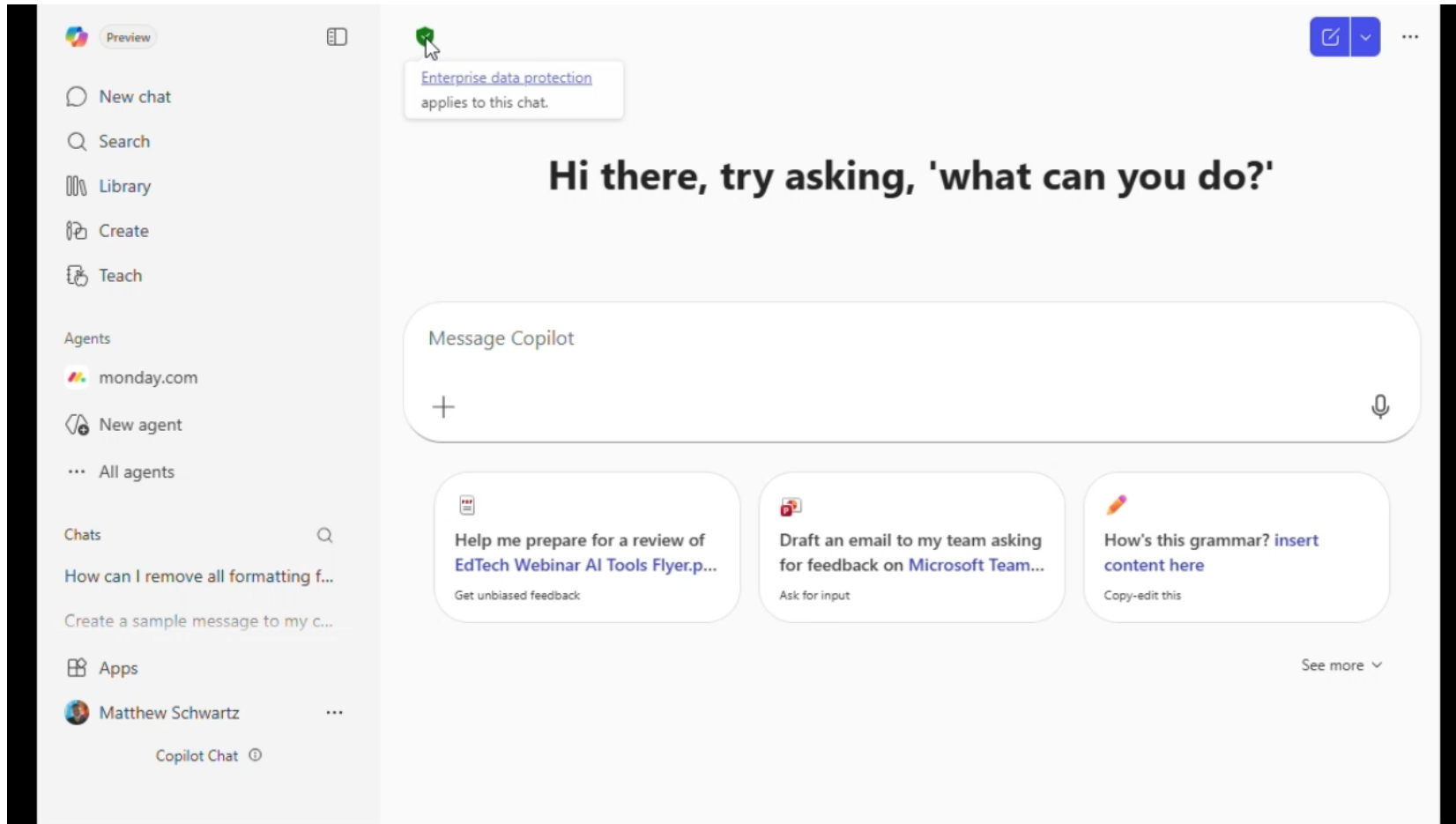
★

🔧

IEP Assistant
Streamline the creation of Individualized Education Plans.

★

Copilot Teach



Time to get
Hands-on

Explore Khanmigo
or
Copilot Teach Tools



Copilot in Microsoft 365 Apps – Personal Assistant



Microsoft 365

Word: Draft documents, rewrite text, summarize

Excel: Analyze data, create charts, generate formulas

PowerPoint: Create images that match slide content

Outlook: Draft emails, summarize threads, schedule meetings

Teams: Meeting summaries, action items, chat assistance

Example Prompts Per App:



Word: "Summarize this document into an outline of no more than 200 words"



Outlook: "Respond to this email in a fun and engaging tone."



Excel: "Generate a chart from this student performance data."

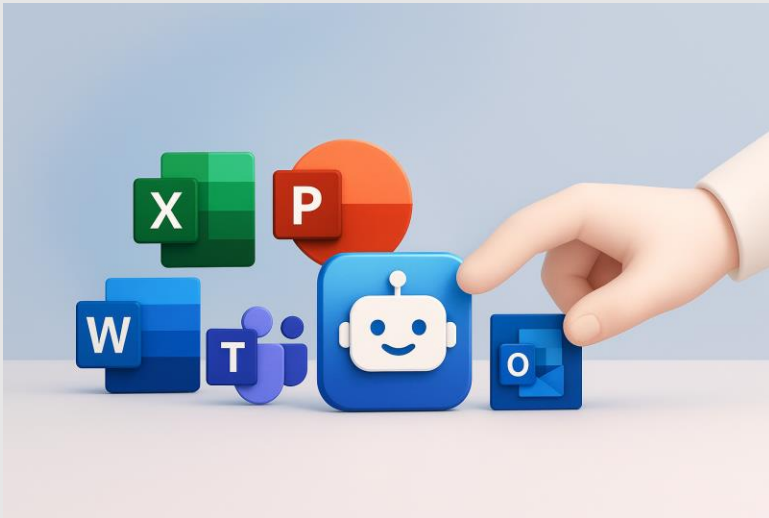


PowerPoint: "Create an image that aligns with this slide."



Teams: "Summarize this chat thread."

Hands-On Time



Try out Copilot within one or more of these apps

- Word
- Excel
- PowerPoint
- Outlook
- Teams

Tips, Limitations, and Responsible Use

Tips:

- Always **review** AI-generated content
- Use it to enhance, **not replace** your judgment

Limitations:

- Our current E3 subscription **does not include all Copilot Chat** and Personal Assistant capabilities

Responsible Use:

- Avoid entering personally identifiable information (**PII**), such as **names, email addresses, or telephone numbers**.
- Follow all [District Policies](#) on AI use
- **Cite** when using AI

Closing and Raffle

EdTech Training Evaluation
Form - 2025-26



Raffle Time!





Q&A

- Raise your virtual hand
- Or post your question in chat

Resources

- [Microsoft 365 Copilot video tutorials - Microsoft Support](#)
- [AI for educators - Training | Microsoft Learn](#)
- [What is Copilot: One-Pager](#)
- [How to Use Copilot: One-Pager](#)