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Advanced AI Prompting with Microsoft Copilot

Copilot Chat | K-12 Professional Development Training

Professional Development Training Series

Session Overview & Objectives

50 minutes

Duration

Copilot Chat

Focus (basic license)

Hands-on

Format with live access

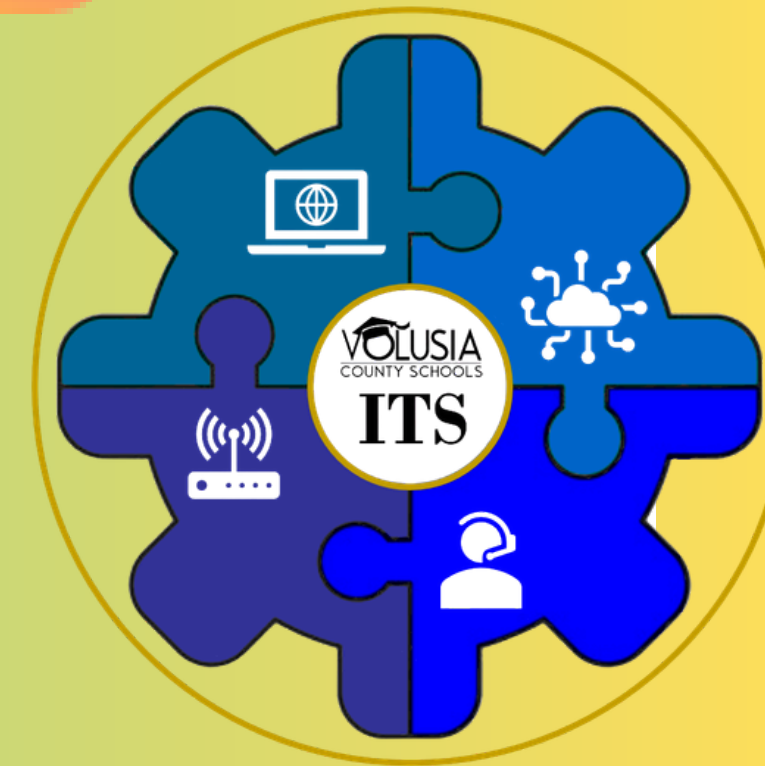
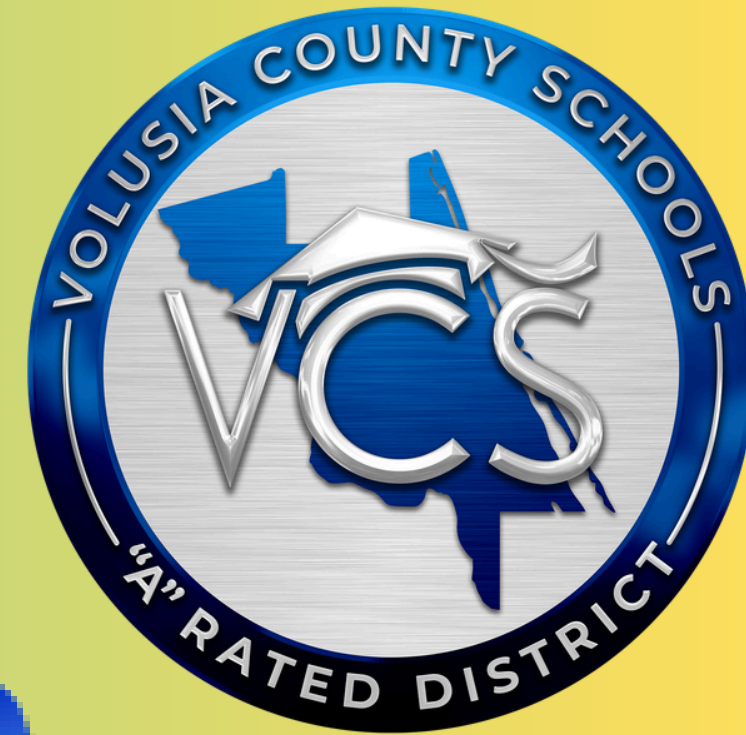
Learning Objectives

- Construct effective prompts using the GCSE framework for educational tasks with clear structure [1]
- Apply Prompt Coach agent to analyze and improve vague prompts with actionable feedback [3]
- Utilize Excel Agent to analyze school data like attendance trends without exposing student PII
- Generate visual content with Create Module and Canva agent for school communications [5]
- Troubleshoot and refine prompts iteratively to achieve desired outputs with responsible AI practices
- Demonstrate responsible AI use in education with emphasis on privacy and human review [6]

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Session Agenda

Introduction	5 minutes
Prompting Framework Review	5 minutes
Prompt Coach	5 minutes
Microsoft Excel	15 minutes
Create Module	5 minutes
Canva	5 minutes
Hands on Practice and Feedback	10 minutes
Burning Questions	



Goal

Define what you want AI to do—be specific about the task (summarize, create, analyze, draft)

Context

Provide background information including audience, purpose, and relevant situational details to guide the response

Source

Specify where AI should draw information from such as documents, emails, specific data files, or general knowledge

Expectations

Describe the desired format, tone, length, structure, and style of the output to ensure usability

The GCSE Prompting Framework

Why GCSE Works

Structured prompts eliminate ambiguity and provide AI with clear direction, reducing back-and-forth iterations and producing outputs that need minimal revision

Vague Prompt Example

"Help me with a lesson plan" provides no context about grade level, subject, standards, learning objectives, or desired format

GCSE-Enhanced Prompt

"Create a 45-minute lesson plan for 5th grade math on fractions. Audience is students learning equivalent fractions for the first time. Use the Common Core standard 5.NF.A.1. Format as a table with timing, activities, and materials needed."

Key Insight

Each GCSE element adds layers of specificity that guide Copilot toward outputs aligned with your **exact educational needs and classroom context**

GCSE Framework in Action

Goal Examples

- "Summarize this parent-teacher conference feedback" [1]
- "Create a differentiated reading assignment"
- "Analyze attendance patterns"
- "Draft a welcome email for new families"

Context Examples

- "Audience is 8th grade students reading at 6th grade level"
- "Purpose is to communicate dress code changes to ESL parents"
- "Background: implementing a new PBIS reward system"

Source Examples

- "Reference the attached IEP accommodation document"
- "Use data from the Q2 attendance spreadsheet"
- "Draw from the district's family engagement handbook"

Expectations Examples

- "Keep tone friendly and encouraging, under 150 words" [1]
- "Format as a numbered checklist with 5-7 items"
- "Use bullet points suitable for a staff meeting slide"
- "Write at a 5th grade reading level"

Complete GCSE Prompt

- "Create a parent communication email about our upcoming science fair. Audience is families of 3rd-5th graders, many with limited English proficiency. Reference the attached event flyer for date/time details. Keep language simple (5th grade reading level), friendly tone, under 200 words, with clear call-to-action to RSVP."

Practice Tip

- Start with **Goal and Expectations** (what and how), then add Context and Source as needed to refine output quality

Prompt Coach Agent—Your AI Prompting Partner

Agent Type

Template-based declarative agent

Key Capability

Real-time prompt analysis & improvement

- **What Is Prompt Coach**

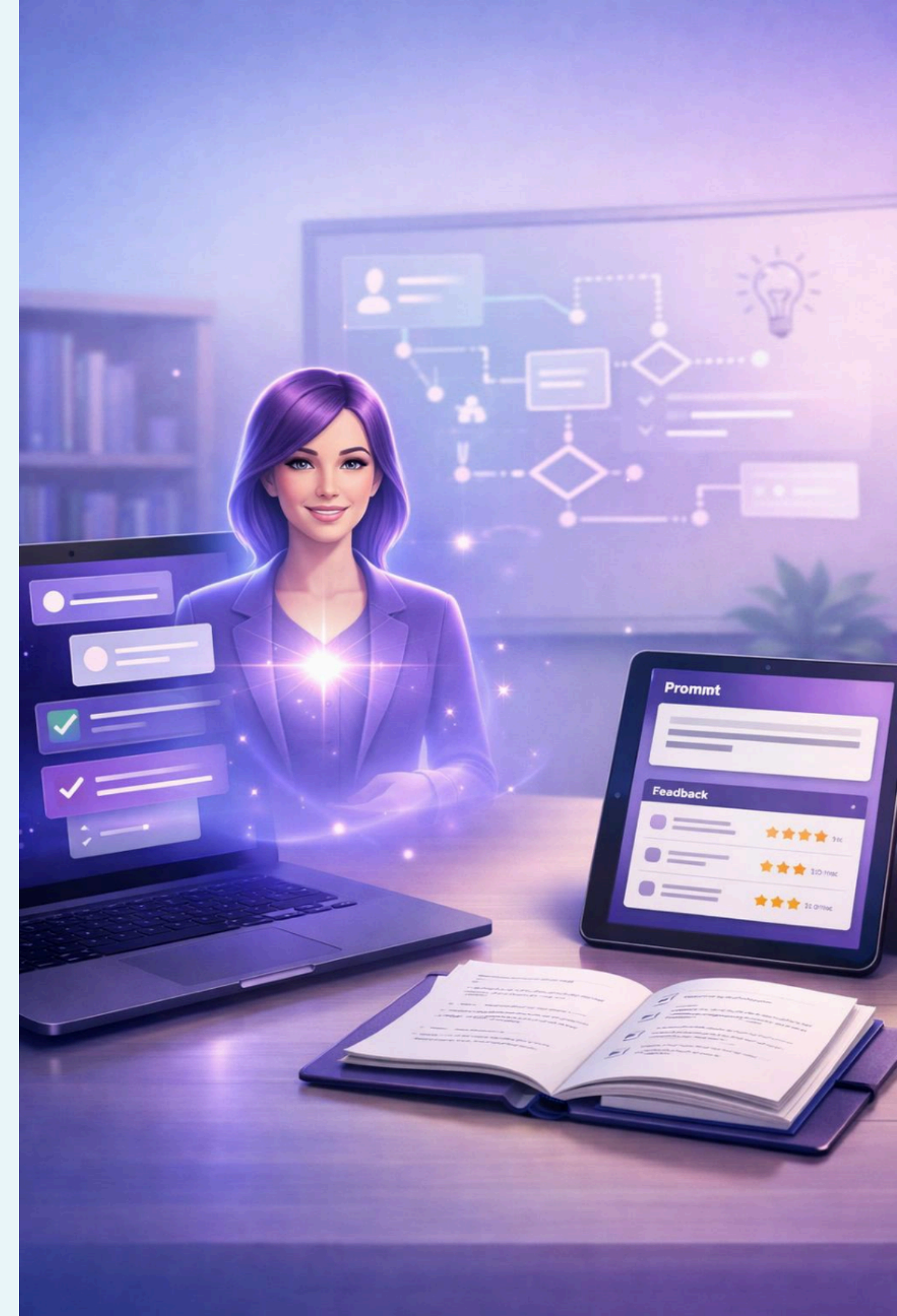
A specialized agent helping users create effective prompts through interactive guidance and concrete examples [3]

- **Why Use It**

Provides immediate feedback on prompt quality, ensures Responsible AI compliance, and accelerates learning through iterative refinement [3]

- **Key Features**

Creates well-structured prompts using GCSE framework, evaluates prompts with actionable suggestions, and guides users through best practices [3]



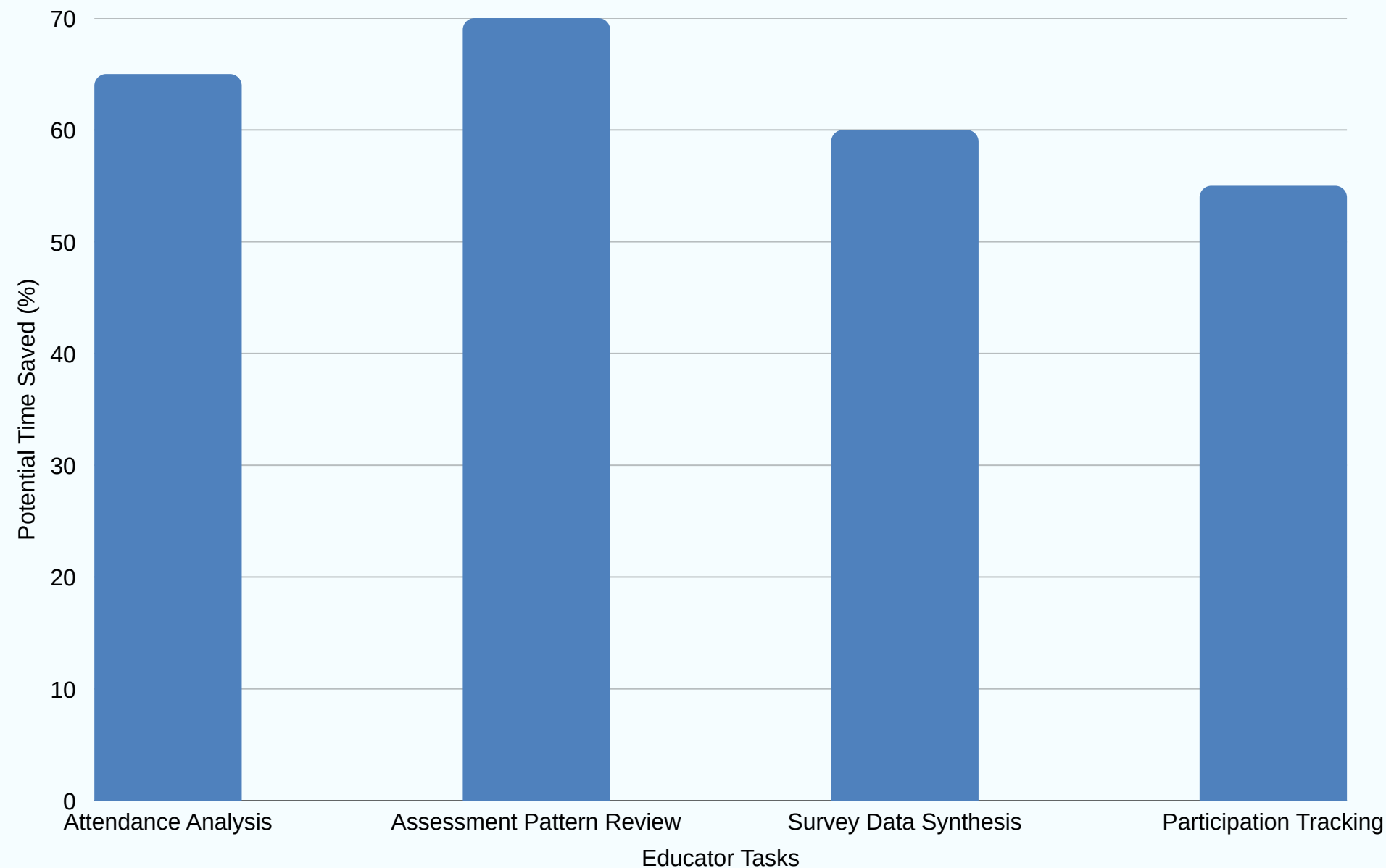
Prompt Coach—Hands-On Practice

- **Participant Action (5 minutes):** Open Copilot Chat, access Prompt Coach agent from the agents menu, and use it to improve a vague prompt by following the agent's guidance and suggestions
- **Copy-Ready Practice Prompt:** "Analyze this prompt and suggest improvements: 'Help me with a lesson plan'"
- **What to Expect:** Prompt Coach will ask clarifying questions about grade level, subject, learning objectives, time duration, and desired format to help you build a complete GCSE-structured prompt
- **Strong Result Example:** After refinement, your prompt should include specific goal (create 45-min lesson), context (6th grade science, Newton's Laws), source (reference district pacing guide), and expectations (table format with timing and materials)
- **Quick Debrief:** Share one insight you gained—did the agent identify missing elements you hadn't considered or suggest a format that makes the output more useful



Excel Agent—Unlock Data Insights

- **What Excel Agent Does:** Analyzes spreadsheet data through natural language questions, summarizes key insights, identifies patterns, and generates recommendations without requiring formula knowledge.
- **School Use Cases:** Identify attendance trends by grade level, analyze assessment data to spot learning gaps, summarize family survey responses, and track participation in enrichment programs.
- **Data Privacy Requirement:** Always use non-sensitive sample or aggregated data refrain from using student names, IDs, or personally identifiable information to maintain FERPA compliance.



Source: [Analyze and visualize data using Microsoft 365 Copilo...](#)

Excel Agent—Practice Scenario

5 minutes

Practice Duration

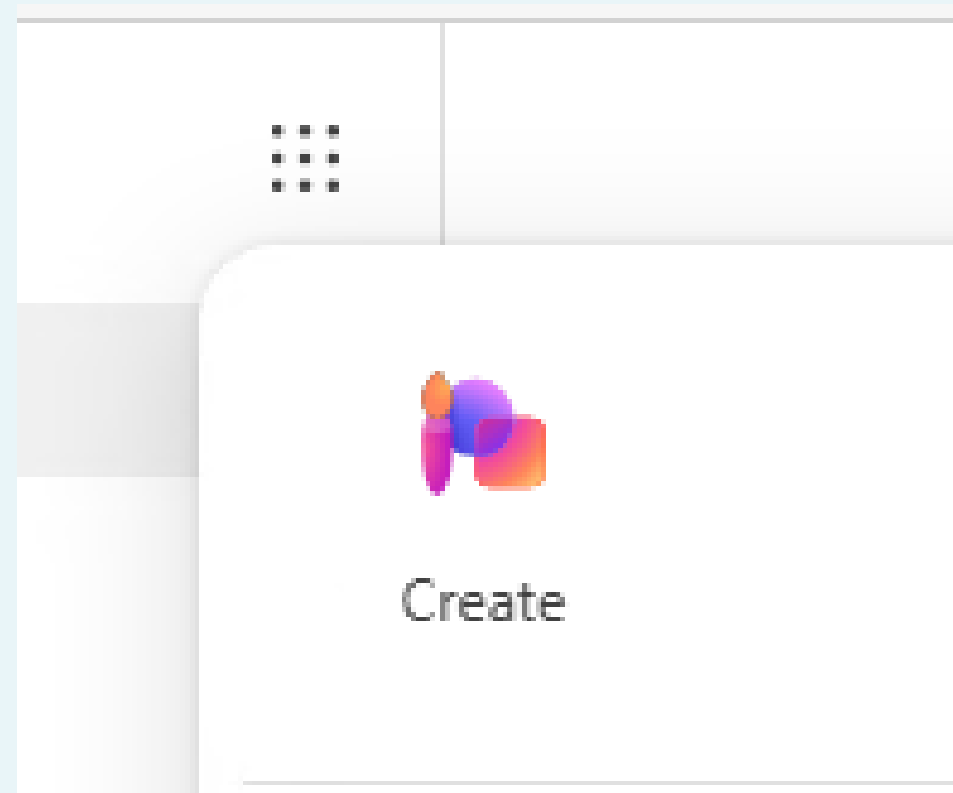
Sample attendance
data

Data Type (no PII)

Identify patterns

Goal

- **Facilitator Sample Data Scenario:** Display a sample attendance spreadsheet with anonymized data showing grade levels, weeks, and absence percentages
- **Participant Action:** Open sample data in Excel, launch Copilot in Excel, and use natural language prompts
- **Copy-Ready Prompt 1:** "Analyze this attendance data and identify patterns or trends" [\[4\]](#)
- **Copy-Ready Prompt 2:** "Summarize the key insights from this assessment data and suggest next steps" [\[4\]](#)
- **Expected Insights:** Excel Agent identifies grade levels with highest absence rates, weeks with spikes, and summary statistics
- **Refinement Tip:** If response is too broad, add specificity like "Focus on 5th and 6th grade data only"
- **Facilitator Debrief:** Discuss how insights inform parent outreach, intervention planning, and adjustments to programs



Create Module—Visual Content Made Easy

Create Module in Microsoft 365 Copilot enables educators to generate professional posters, banners, and infographics from simple text prompts for school communications [5].

Content Types

Posters, banners, infographics, images

Access

Available to Copilot Chat users

Licensing Note

Basic features included with Copilot Chat

- **What Create Module Is:** Visual content creation tool generating AI-powered posters, banners, and infographics from text prompts [5]
- **School Use Cases:** Event posters, hallway banners, policy infographics, and newsletter visuals for communication
- **How It Works:** Enter prompt with details, review generated designs, edit or regenerate for desired result [5]
- **Facilitator Demo:** Live creation showing prompt entry, design selection, and quick editing before download



Create Module Demo & Copy-Ready Prompt

Estimated Creation Time

1-2 minutes

Output Format

Editable AI-generated poster

Next Steps

Download and share or edit further

- **Copy-Ready Example Prompt:** "Create a poster for our upcoming parent-teacher conferences with the theme 'Partnership in Learning'" [\[5\]](#)
- **Enhancing the Prompt:** Add specific details for better results—"Include the date (March 15), time (4-7 PM), and location (School Cafeteria). Use warm, welcoming colors and include an icon representing collaboration between teachers and families."
- **Facilitator Action:** Open Create Module in Copilot, paste the copy-ready prompt, show the generated poster options, select one design, and demonstrate quick text editing to adjust font size or colors
- **Tips for Better Results:** Be specific about colors, themes, and mood; include all text content you want displayed; specify size if needed (standard poster, banner, square social media post); and iterate by regenerating if first result doesn't meet needs
- **Design Tip:** Review generated content for accuracy—ensure dates, times, names, and details are correct before finalizing and sharing with families or staff
- **Accessibility Reminder:** After creation, review visual content for readability and ensure sufficient color contrast for accessibility standards

Canva Agent—Editable Design Assets

- What Canva Agent Does: Generates fully editable Canva projects directly from Copilot chat prompts, producing designs with layers, placeholders, and brand elements that you can customize in Canva's editing interface
- School Use Cases: Create newsletter headers and templates for monthly parent communications, design slide decks for staff meetings or professional development, generate event flyers for field trips, fundraisers, and school celebrations, and produce social media graphics for school announcements and student recognition posts
- Copy-Ready Example Prompt: "Design a newsletter header for our school's monthly STEM spotlight"
- Access & Settings Label: May require additional access or settings



Hands-On Practice Challenges

Challenge Duration

5 minutes total

Skill Levels

Simple to complex
progression

Goal

Apply GCSE framework
independently

Challenge 1 (Simple)

- "Write a prompt to get Copilot to help you create a welcome email for new families"

Strong Prompt Example

- "Draft welcome email for families new to our elementary school. Audience: K-5 parents enrolling mid-year. Include hours, drop-off/pick-up, contacts. Warm tone, under 250 words."

Why This Works

- Clear **goal** (draft email), **context** (K-5, mid-year), content needs, and **expectations** (tone, length) using all GCSE elements

Challenge 2 (Complex)

- "Write a prompt using GCSE framework to analyze fictional class participation data and generate actionable insights"

Strong Prompt Example

- "Analyze class participation data for 7th grade English. Context: declining participation in literature discussions. Source: Excel file with daily tallies. Identify lowest rates, spot patterns, suggest three engagement strategies."

Why This Works

- Complete **GCSE structure**: specific goal, rich context, clear source, detailed expectations with format and recommendations type

Troubleshooting & Refinement

Why Copilot Responses Vary

- AI models generate outputs based on probability and training data, causing variations [2]
- Responses reflect the specificity and completeness of your prompt
- Context from previous conversation turns influences subsequent responses

How to Iterate Prompts

- Start with a basic prompt and evaluate the response
- Identify which GCSE element needs strengthening to improve results [1]
- Revise the prompt with added specificity and compare results

Tips for Constraining Outputs

- Specify exact word count or length limits like "under 200 words"
- Define tone explicitly: professional, conversational, formal, or encouraging
- Request specific formats like tables, numbered lists, or email templates
- Include examples of desired output style when possible

Common Issue: Output Is Too Long

- Add constraint like "Limit to 150 words" for conciseness

Common Issue: Lacks Details

- Strengthen Context and Source elements by adding background information [1]
- Specify which documents or data to reference
- Clarify audience's needs or knowledge level

Common Issue: Wrong Tone

- Explicitly state expectations for tone in Expectations element
- Include audience description to guide language appropriateness

Pro Tip

- Keep a library of successful prompts to adapt for similar future tasks

Responsible AI in Education

Core Principle

Protect student privacy always

- Anonymize input of student names, IDs, grades, or PII into AI prompts; use aggregated data only [\[6\]](#)
- Always verify AI-generated facts and statistics before sharing with students or families [\[7\]](#)
- AI assists educator judgment; review all content for accuracy and appropriateness
- Use AI for drafting communications, lesson ideas, and analyzing non-sensitive data

FERPA Compliance

Minimize student PII when possible

- Never use AI for high-stakes student decisions like placement or discipline [\[6\]](#)
- Check district AI policy before classroom use and communicate transparently with families [\[7\]](#)

Human Review

Required for all AI outputs

Key Takeaways & Next Steps

Framework

GCSE prompting
structure

Agents

4 specialized
tools

Ready Prompts

10+ templates

Three Key Takeaways

- Master the GCSE framework to structure every prompt for better results and fewer iterations [\[1\]](#)
- Leverage specialized agents like Prompt Coach, Excel Agent, Create Module, and Canva for task-specific needs [\[3\]](#)
- Practice responsible AI use by protecting student privacy and maintaining human oversight [\[6\]](#)

One-Minute Exit Ticket

- **Reflection Question 1:** What's one prompt you'll try immediately in your role?
- **Reflection Question 2:** Which agent will be most useful in your daily work?

Next Steps

Review the educator cheat sheet on the next slide, bookmark this presentation for reference, practice using Copilot agents this week with low-stakes tasks, and share effective prompts with your team to build a collaborative learning community.

Your Prompt Toolkit—10 Ready-to-Use Starters

Prompt Coach Agent (3 prompts)

"Analyze this prompt and suggest improvements: [paste your draft prompt here]" [\[3\]](#)

"Help me create a prompt to generate a differentiated reading assignment for 4th graders reading at different levels"

"Review this prompt for clarity and completeness: [paste prompt]. Suggest specific additions using the GCSE framework."

Excel Agent (3 prompts)

"Analyze this attendance data and identify patterns or trends by grade level and week" [\[4\]](#)

"Summarize the key insights from this assessment data and suggest three instructional next steps based on the patterns"

"Compare participation rates across different enrichment programs and highlight which programs have the highest and lowest engagement"

Create Module (2 prompts)

"Create a poster for our upcoming parent-teacher conferences with the theme 'Partnership in Learning' including date, time, and location" [\[5\]](#)

"Design an infographic explaining our school's new drop-off and pick-up procedures with clear visual steps and numbered instructions"

Canva Agent (2 prompts)

"Design a newsletter header for our school's monthly STEM spotlight with a modern, engaging style"

"Create a flyer for our upcoming science fair with space for student artwork and event details in a colorful, kid-friendly design"

Adaptation Tip

*For any prompt, strengthen it by adding GCSE elements—specify your **grade level, subject area, audience, desired format, and tone** to get results tailored to your exact context [\[1\]](#).*