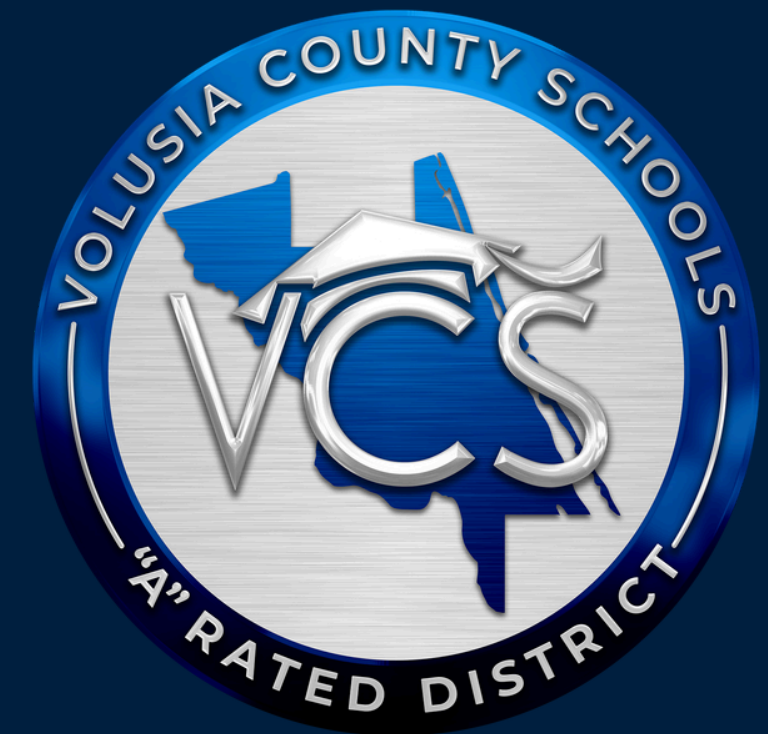
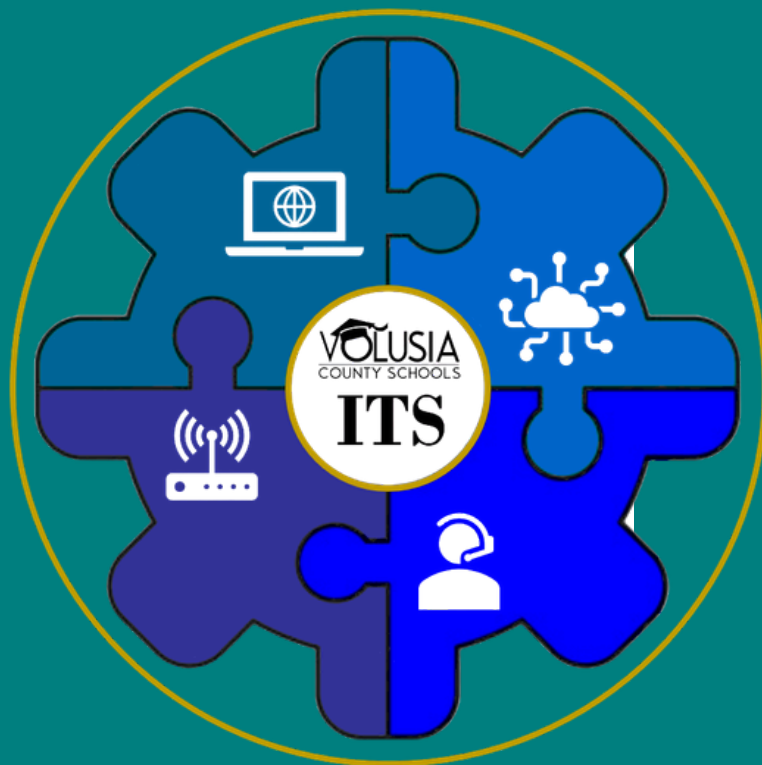


Introduction to AI Prompting with MS Copilot

**Christa Chapple and
Ed Tech Team**

- cechappl@volusia.k12.fl.us
- Dept. of Educational Technology
- Instructional Technology
Specialist

<https://canva.link/vlintroai>



Session Objectives

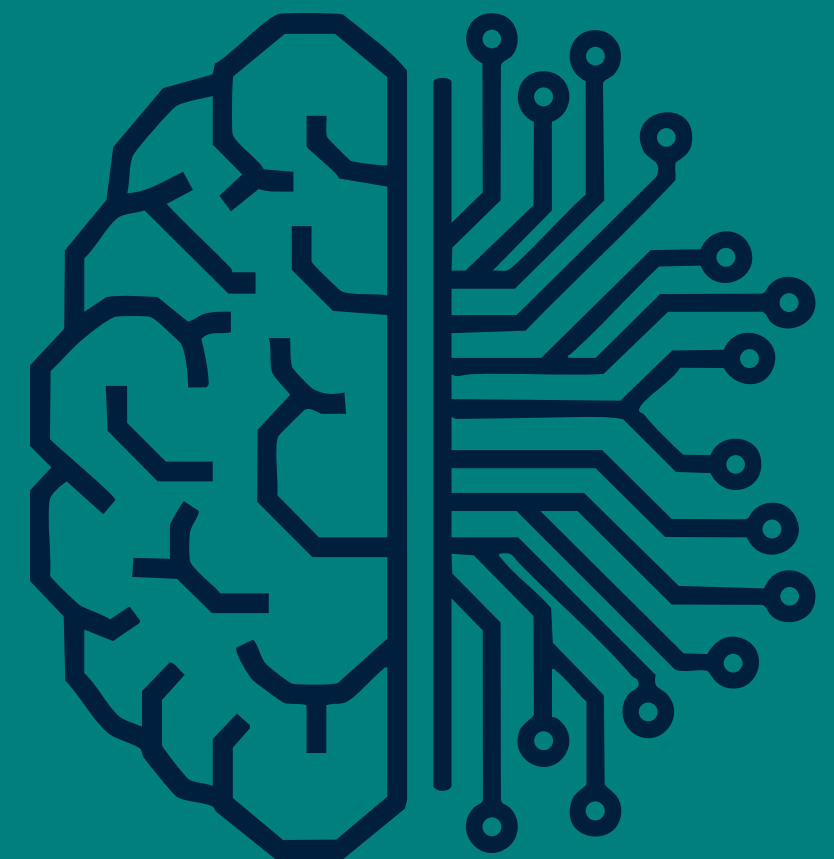
Participants will be able to:

- **Explain** Generative AI in plain language
- **Define** what a **prompt** is and explain why clear prompting leads to better AI results.
- **Identify** the key parts of an effective prompt.
- **Improve** a weak prompt.
- Apply basic guidelines for responsible and **ethical** AI use in an educational setting (don't use PII)

<https://canva.link/vlintroai>

Overview

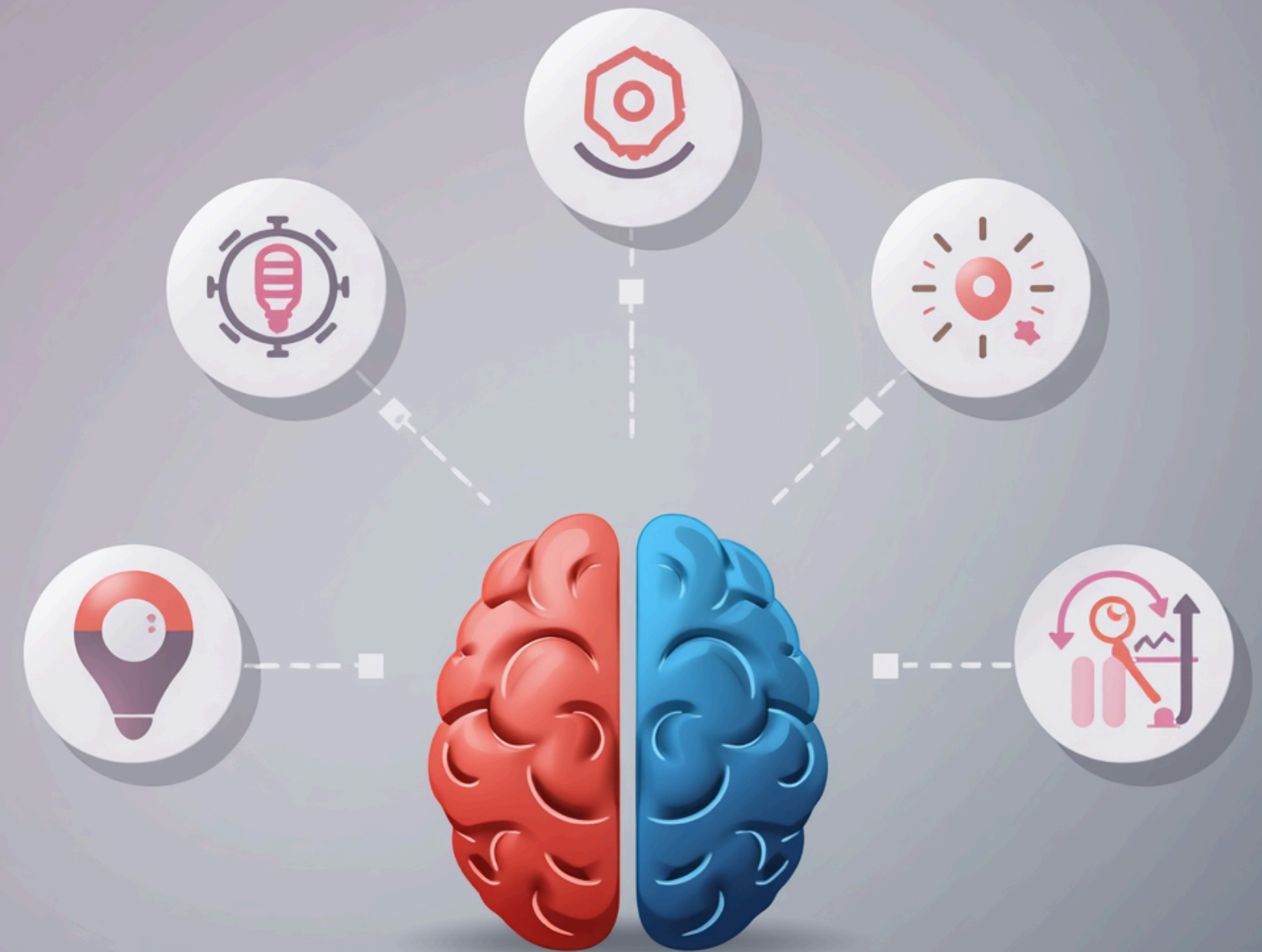
- 50 minutes
- CoPilot Chat via MS 365 in VPortal
- Hands-on Practice



Understanding Generative AI

Generative AI is a **powerful tool** that creates text, images, or ideas by predicting patterns based on user input, providing helpful responses tailored to specific needs in educational settings.

<https://canva.link/vlintroai>



Generative AI

Understanding the Power of Prompts

A **prompt** is a **guiding instruction** for AI, shaping its output. Clear prompts lead to better results, helping educators communicate effectively with AI tools for classroom applications and support.

<https://canva.link/vlintroai>



The Importance of Effective Prompting

- Clear prompts can significantly **save** educators valuable **time**.
- Improved accuracy leads to **better**, safer AI-generated **results**.
- Strong prompts **support** responsible and **ethical** AI use.

<https://canva.link/vlintroai>



The Essential Components of Prompts

Build effective AI instructions together



<https://canva.link/vlintroai>



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"
- "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"
- "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

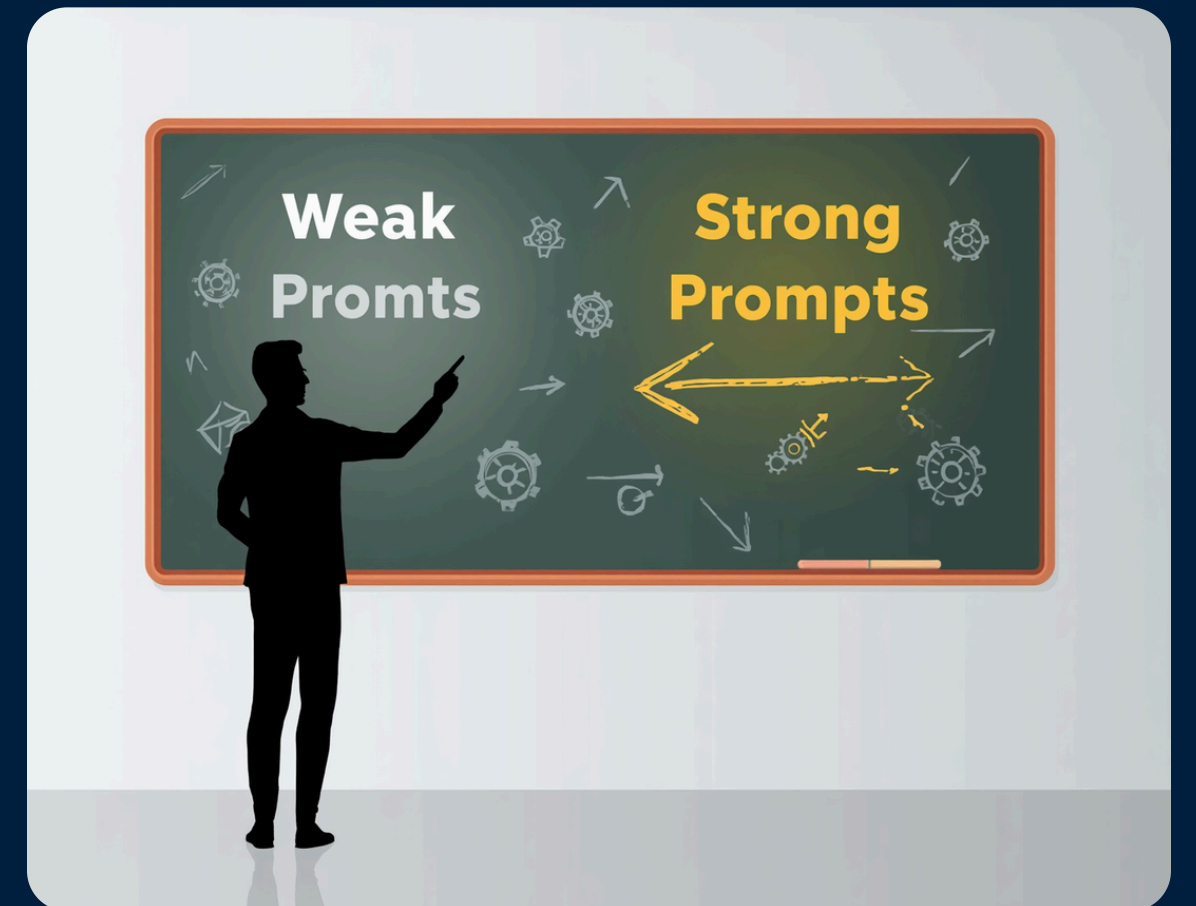
- Start with **Goal and Expectations** (what and how), then add Context and Source as needed to refine output quality

Comparing Weak and Strong Prompts

Understanding Effective Prompting Techniques



<https://canva.link/vlintroai>



Prompt Flip Cards

Click a card to reveal if the prompt is strong or weak



"Write something about dogs."

tap to flip



"Write a 200-word blog intro about why golden retrievers make great family pets, aimed at first-time dog owners."

tap to flip



"Make me a website."

tap to flip



"Create a single-page portfolio site for a freelance photographer with a dark theme, grid gallery, and contact form."

tap to flip



"Help me with my essay."

tap to flip



"Proofread my 500-word essay on climate change for grammar errors and suggest ways to strengthen my thesis statement."

tap to flip



"Tell me about history."

tap to flip



"Summarize the key causes of World War I in 5 bullet points suitable for a high school student."

tap to flip



"Write code for me."

tap to flip



"Write a Python function that takes a list of integers and returns the top 3 most frequent elements, with error handling."

tap to flip



"Make it better."

tap to flip



"Rewrite this paragraph to be more concise, using active voice and removing filler words while keeping the main argument."

tap to flip

[Link to Flip Chart](#)

Beware of Hallucinations

These are mistakes made by Generative AI. You should check all results to be sure they are accurate. You are the expert.



<https://canva.link/vlintroai>

Ethical Use of AI

- Protect student privacy and sensitive information (PII=Personally Identifiable Information)
- Check AI outputs for bias and fairness
- Verify information accuracy before sharing with others

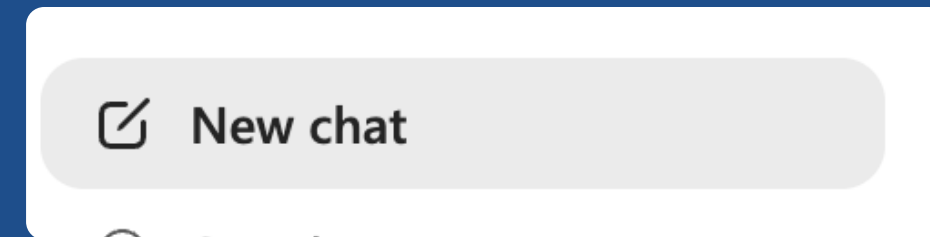
<https://canva.link/vlintroai>



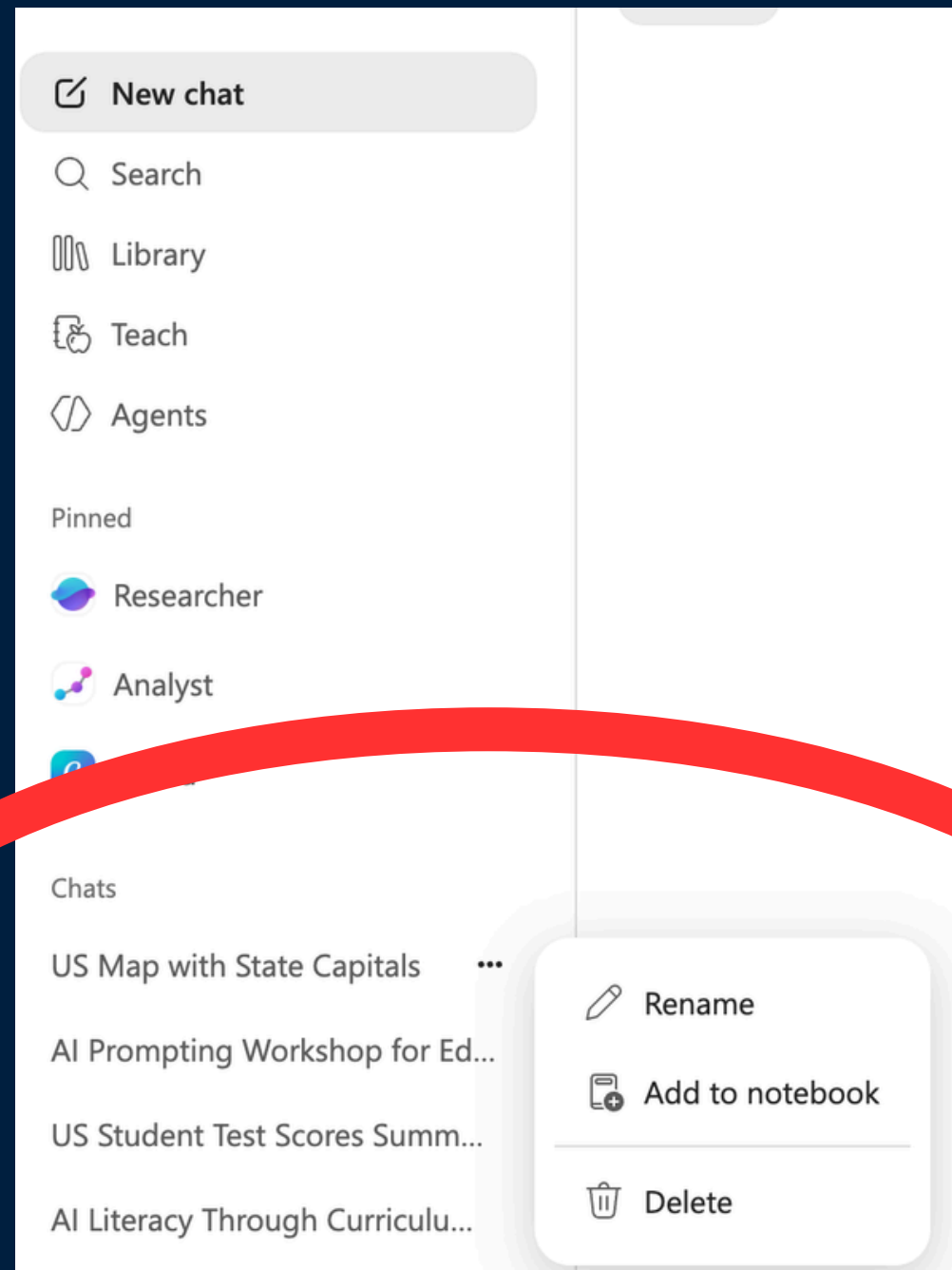
Let's Practice Prompting

09:54

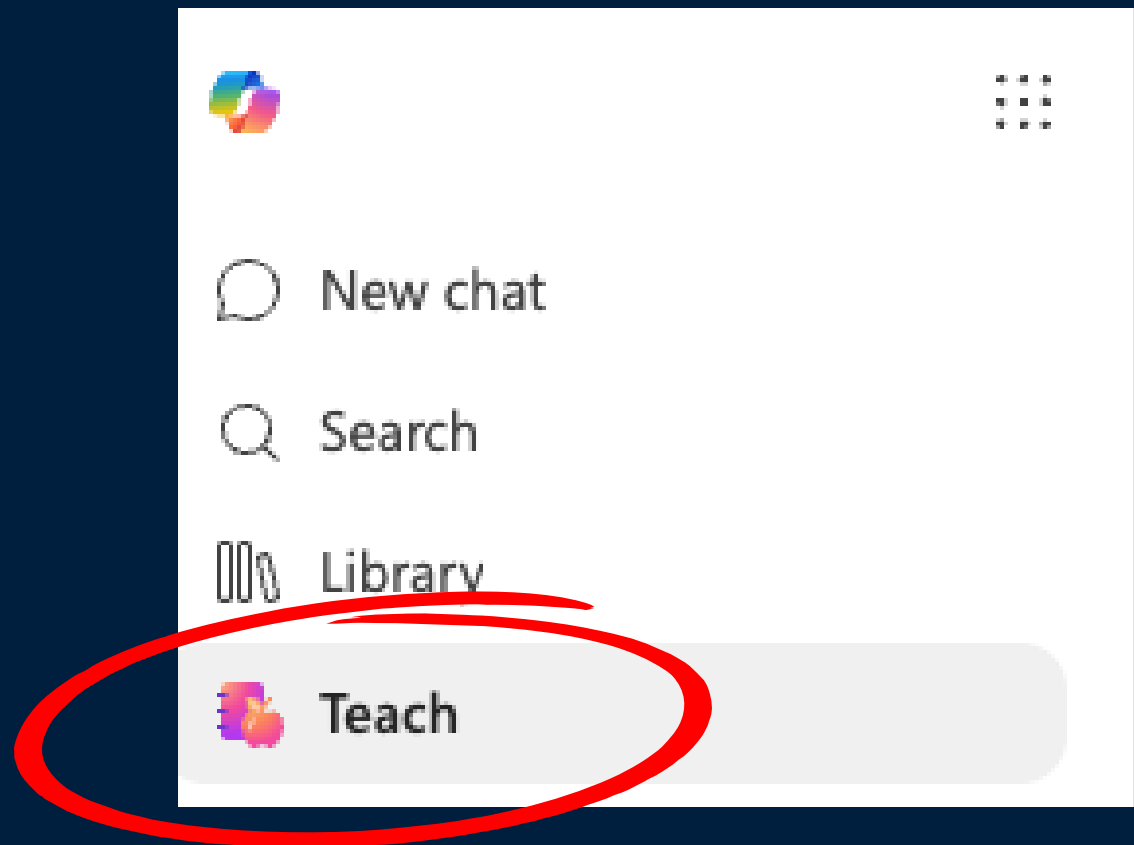
Go to VPortal > MS365 > CoPilot Chat



Chat History



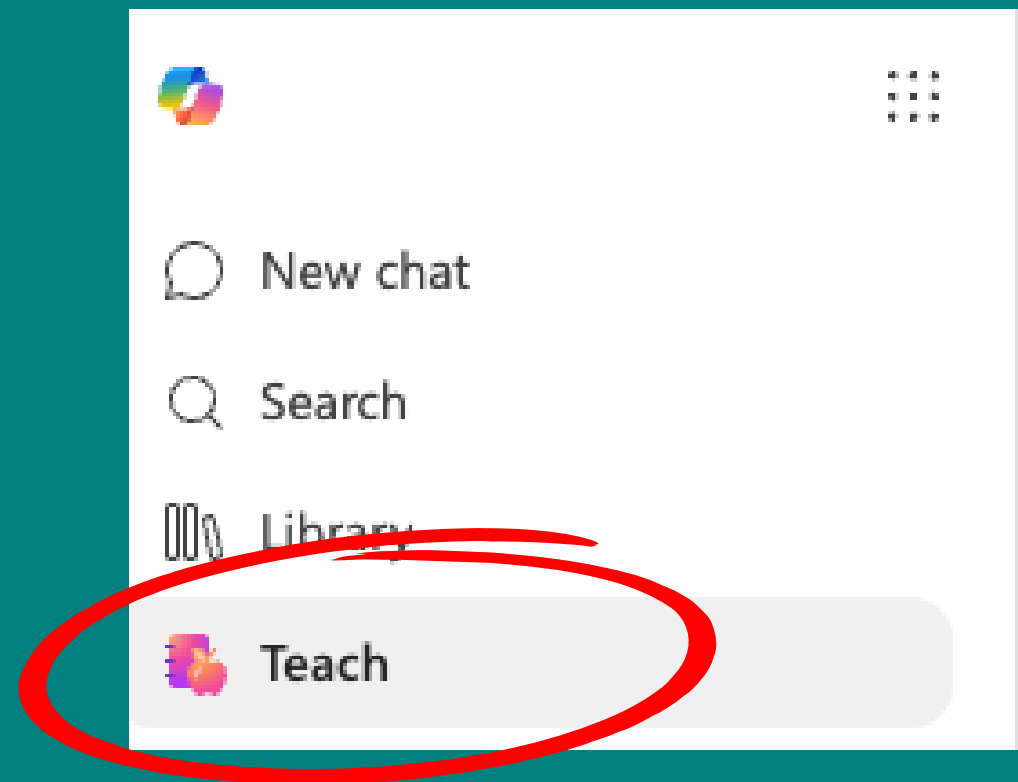
Lesson Planning Made Simple



Use this prompt to create a detailed lesson outline tailored for your grade and subject. Clear specifications lead to effective and engaging lesson plans, enhancing your classroom experience.



Practical Prompt Examples



- Create lesson plans for diverse learning needs
- Generate engaging reading comprehension questions for students
- Summarize key concepts from class discussions effectively



Key Points to Remember

- **Prompting is an essential skill** for effective AI use
- **Clear prompts save valuable time** in lesson preparation
- **You maintain control** over AI-generated content decisions

<https://canva.link/vlintroai>



Next Steps

What is the key takeaway you've gained regarding effective prompting?

