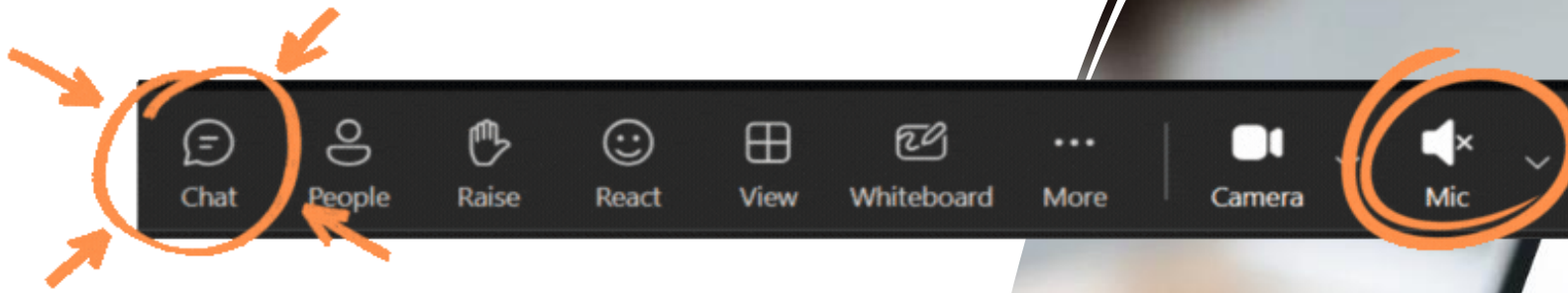




Microsoft Copilot Chat for All Staff

June 2026



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



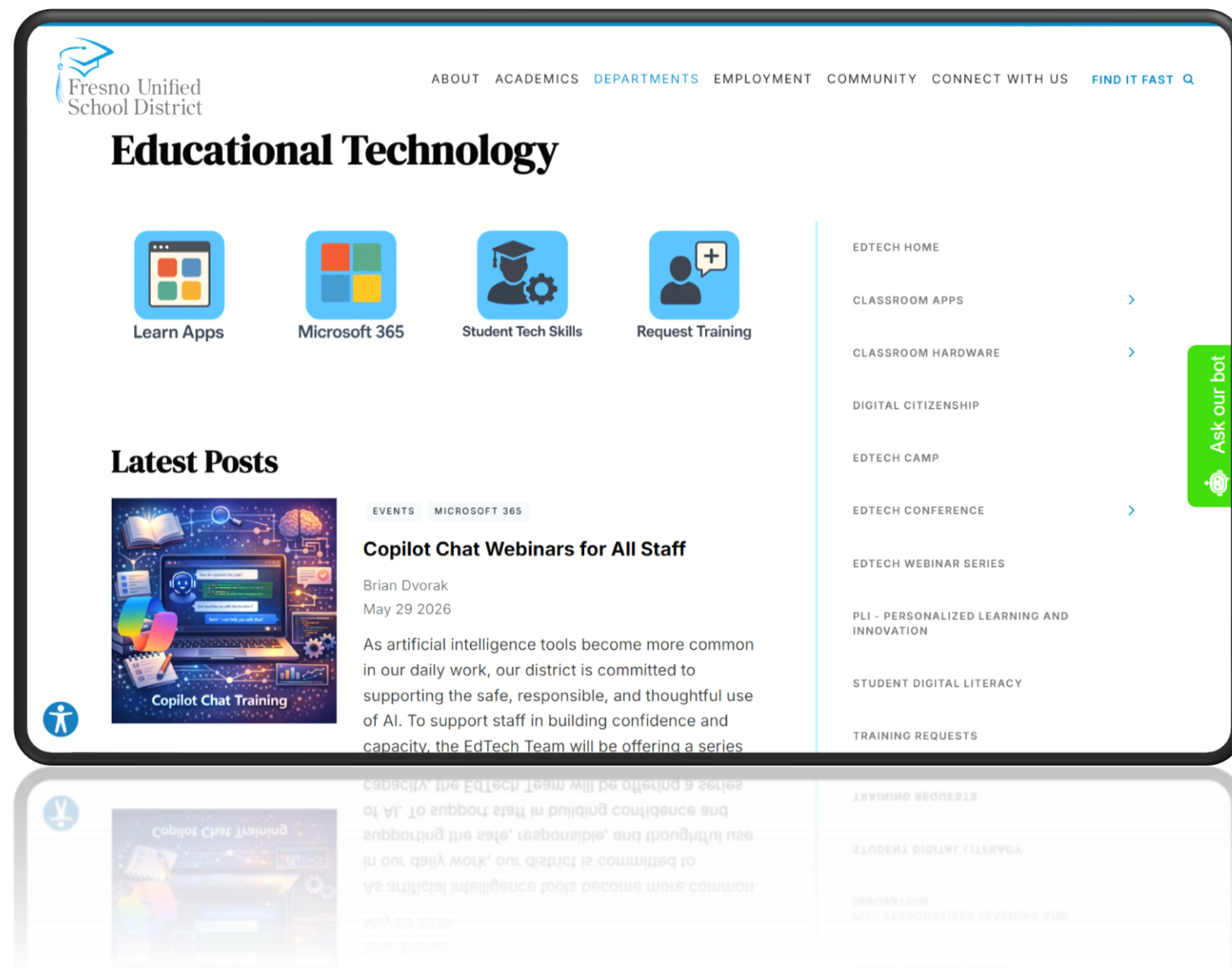
Brian Dvorak - EdTech

Meet the Presenters

Educational Technology Website

go.fresnou.org/edtech

Also on Social Media
“Fresno EdTech”



Copilot Resources – [go/copilot/](#)

Copilot

Microsoft Copilot Chat



[Microsoft Copilot](#) is an AI-powered thinking partner that helps you with your everyday work. Copilot is available to all staff and can be used to create text, provide suggestions, analyze documents, and even create images. Teachers can use Copilot as a thinking partner to plan any aspect of instruction and student learning, while all staff can use it for everyday, operational work.

You may have noticed that Copilot is now integrated into the Microsoft 365 Home Page, and you can now ask Copilot to analyze files. You can ask Copilot complex questions, find comprehensive answers, get summarized information, and find inspiration. Keep in mind that Copilot is intended to support, not replace, professional judgement and expertise.

IMPORTANT: Keep the following in mind when using AI:

- Never put Personally Identifiable Information (PII) into AI tools!
- Check Copilot responses for accuracy!
- Avoid over-reliance on AI!

EDTECH HOME

CLASSROOM APPS

Adobe Express

Canva

Copilot

Microsoft 365

Microsoft Teams

Reading Progress

Windows

More...

CLASSROOM HARDWARE

Learning Intentions

1

Use Copilot Chat
safely and
responsibly

2

Write effective
prompts for real
work tasks

3

Apply AI as a
thinking partner
and to save time

Agenda

What is Copilot Chat

Responsible Use

Use Cases for Staff

Prompting + Demo

Hands-On Practice

Reflection + Q&A

PORTRAIT OF A LEARNER



Fresno Unified School District



CRITICAL THINKING

As a Fresno Unified learner, I can carefully examine information, understand it, and make informed decisions to solve problems effectively with efficiency. I can ask questions, recognize biases, check the facts, and consider different perspectives to find the best solutions.



ADAPTABILITY

As a Fresno Unified learner, I can adjust to new situations, challenges, or changes with a growth mindset and flexible thinking. I can stay resilient and thrive in any situation, even when things do not go as planned.



COMMUNICATION

As a Fresno Unified learner, I can communicate clearly through multiple modes of communication, share ideas, feelings, and information with others through speaking, writing, active listening, and body language. I can understand others better and they can better understand me with clear and direct communication.



EMPATHY

As a Fresno Unified learner, I can find ways to value others and their feelings. I can build stronger relationships by being kind, by caring about others' wellbeing, and by supporting others' experiences and perspectives.



DIGITAL LITERACY

As a Fresno Unified learner, I can use technology safely and effectively, I can understand, evaluate, and utilize evolving digital tools and media to make informed choices in online spaces. I can discern information and data, protect my privacy and the privacy of others, and manage digital resources responsibly and ethically in everyday life.



COLLABORATION

As a Fresno Unified learner, I can work effectively with others by sharing ideas, actively listening, and contributing to a common goal. I can embrace teamwork to improve outcomes through cooperation, consensus building, and respect.

OUR VISION

Where students, families, and staff are valued and empowered to achieve their greatest potential.



GOAL 3 COLLEGE & CAREER READINESS

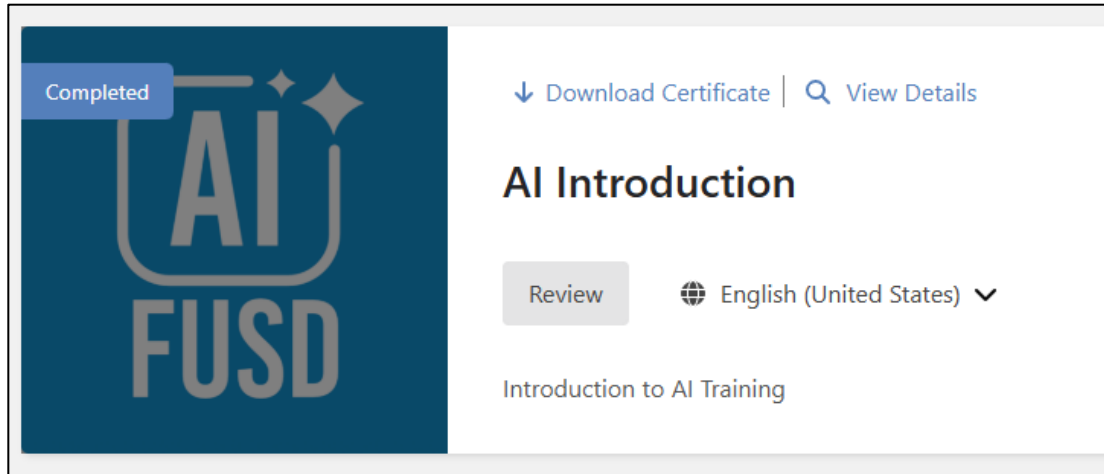
The percentage of students graduating from high school who are college and career ready based on CCI will increase from 43% in June 2024 to 64% by June 2030.

GOAL 4 LIFE SKILLS

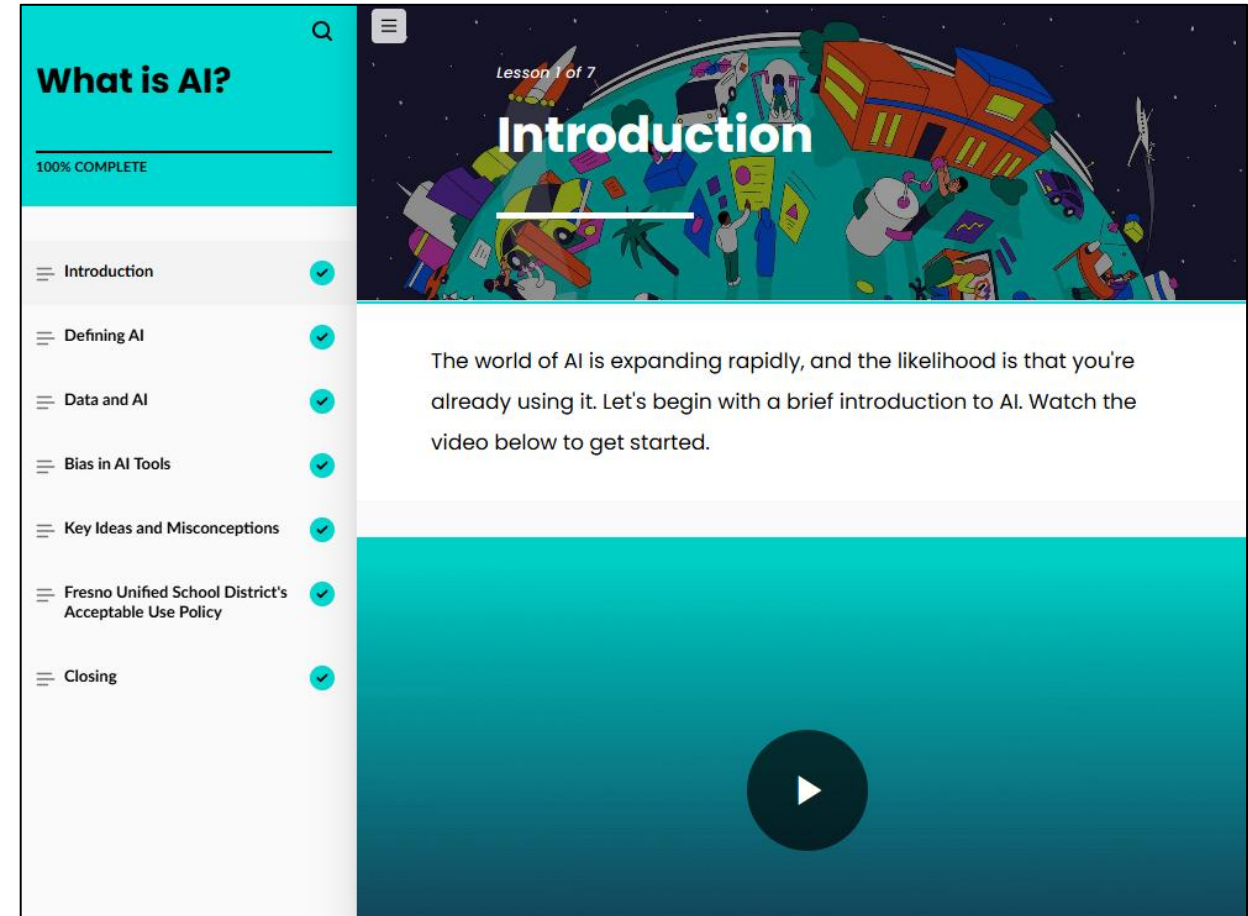
The percentage of 6th, 8th, and 12th grade students who demonstrate benchmarked competencies in the skills listed in the **Portrait of a Learner** using age-appropriate assessments will increase by X% in June 2027 to Y% by June 2030.

All Literacy = Life Skills

AI Foundational Literacy Campaign from Fall 2025



[FUSD Training Website \(knowbe4\)](#)



Superintendent and CTO Messaging



AI is here → we are preparing staff and students

Anchored in:

- ✓ Safety
- ✓ Human-Centered
- ✓ Appropriate Use

👉 [Superintendent messaging](#)



Tips, Limitations, and Responsible Use

Human-Centered Tips:

- Always **review** AI-generated content
- Use it to enhance, **not replace** your judgment
- Use it as a “Copilot”, not an “Auto-Pilot”

Limitations:

- Our current E3 subscription includes **Copilot Chat Basic**, not Copilot Chat Premium

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

So Many
GenAI Apps
Out There



What is Copilot?

- Generative AI Chat assistant
- Designed to enhance productivity and reduce repetitive tasks.
- Natural language input → AI-generated output
- Context-aware and can analyze your documents
- Includes **data privacy agreement** with Microsoft
- Our **data is encrypted** and is **not used to retrain** the AI model



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





Use Cases

Use Cases for All Staff

-
- Draft emails and communication
 - Summarize documents or messages
 - Create plans, checklists, or ideas
 - Generate reports or visuals
 - Support classroom or site-based tasks
 - Summarizing data and creating reports
 - Create graphics and other multimedia

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.*



Use Cases for Instructional & Student- Facing Roles



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

Drafting sub plans

Use Cases for Operational Tasks

Write a letter to an audience with a specific tone

Draft email replies and summarize long emails

Creating reports based on data

Drafting newsletters, flyers, or announcements

Drafting plans and tasks for events and fieldtrips

Creating graphics for presentations, newsletters, etc.



Welcome, how can I help?

Auto ▾



How to Use Copilot Chat

How to Use Copilot Chat



How to Use Microsoft Copilot Chat

- 1 Go to office.com and sign in with your FUSD email and password
- 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
School District



What makes a Good Prompt?

  [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.

Sample Prompt:

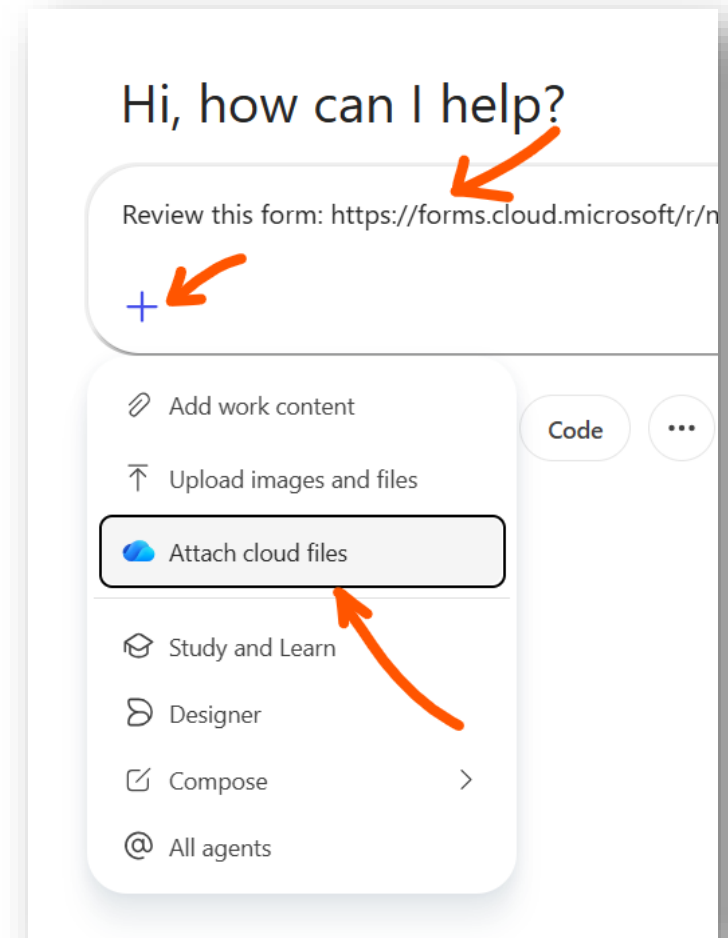
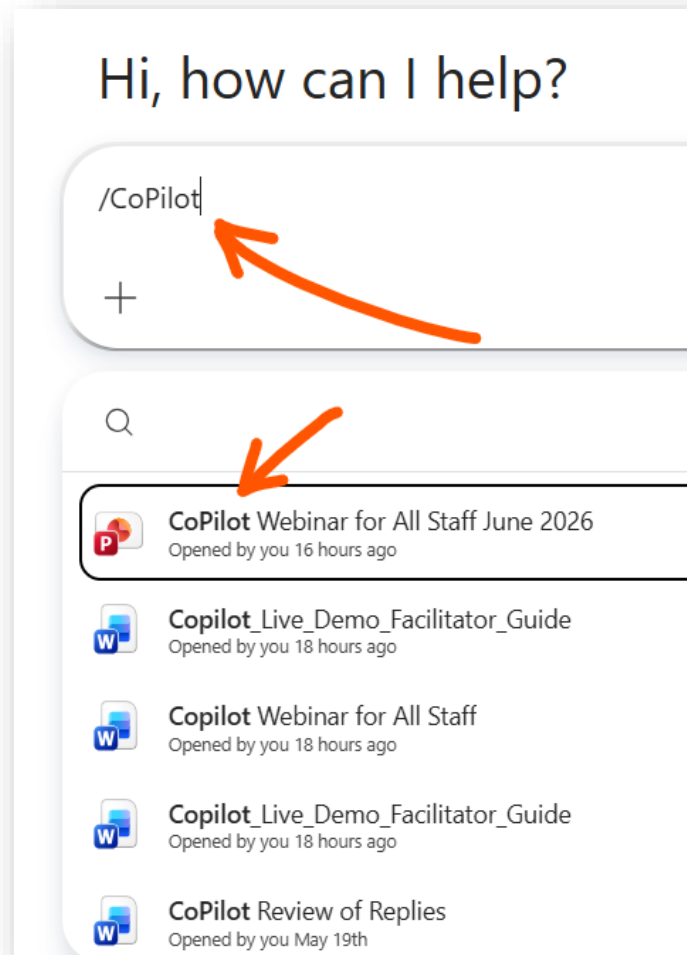
“Act as an experienced school district leader to design a 60–90 minute end-of-year all-staff meeting. Create an engaging plan that includes an agenda, activities, and tools to celebrate accomplishments, align with district goals, and build momentum for next year. Present it in a clear, organized format with an uplifting, appreciative tone.”



Train Copilot with your content

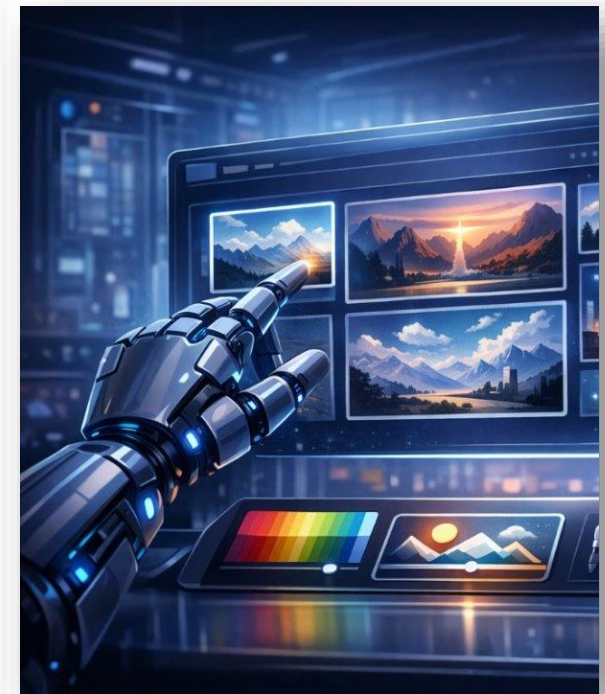
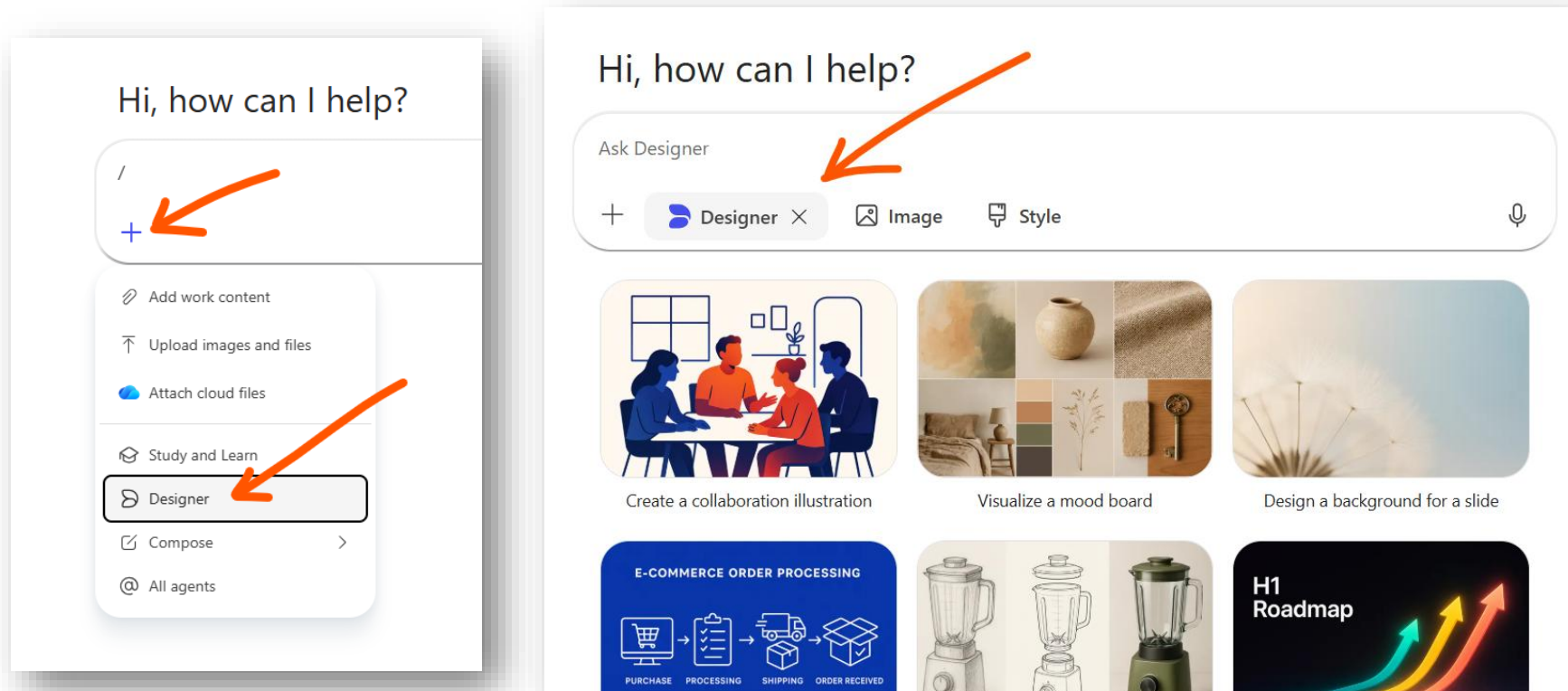
- Type a / (forward slash) and the name of a file in your OneDrive, or
-  Click the + (add and manage resources) icon
- You also can add a link to the resource.

 *Remember to check for PII*



Creating an Image

Click the + (add and manage resources) icon and select Designer





Let's look at CoPilot!

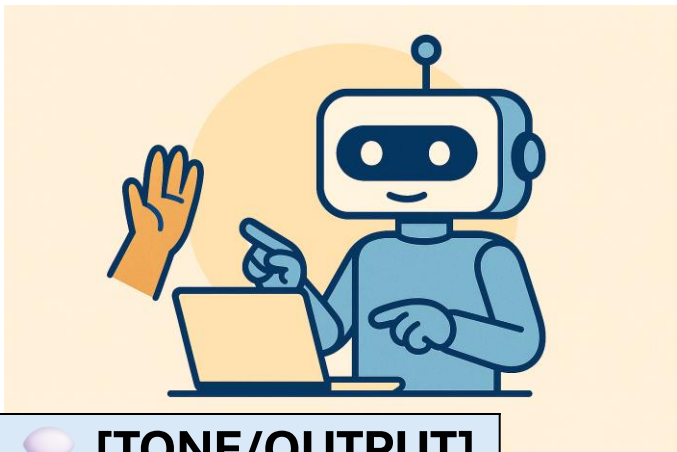
Live Demonstration

Hands-On Practice

Think of a real task you need to complete this week and try it with Copilot.



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
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<i>Act as customer support</i>	write an email response	to this message: [pasted email message]	in a friendly, professional tone.



Reflection:

Please share any interesting ideas or "a-ha's" from Copilot Chat.

Or, what other ways or you thinking about using Copilotat work.

Reflection

- What is one way you could use Copilot in your work this week?
- Who could you share this learning with?
- What support or resources would help you get started?



A large orange circle is positioned on the left side of the slide, partially cut off by the edge.

Your next 3 Steps...

- ✓ Try Copilot for one task (email, summary, plan, etc.)
 - ✓ Use the prompt framework (Role + Task + Context + Tone)
 - ✓ Share a success with a colleague
- 
- A yellow dashed line is located in the bottom right corner of the slide, consisting of several short, curved segments.

We
Appreciate
Your
Feedback

EdTech Training Evaluation Form - 2025-26





Q&A

Resources

- [District Copilot Chat web page - go.fresnou.org/copilot](https://go.fresnou.org/copilot)
- [Microsoft 365 Copilot video tutorials - Microsoft Support](#)
- [AI for educators - Training | Microsoft Learn](#)
- [What is Copilot: One-Pager](#)
- [How to Use Copilot: One-Pager](#)
- [AI for educators - Training | Microsoft Learn](#)
- [Enhance Teaching and Learning with Microsoft 365 Copilot Chat - Training | Microsoft Learn](#)
- [Microsoft 365 Copilot video tutorials - Microsoft Support](#)
- [Microsoft 365 Copilot user engagement tools and templates – Microsoft Adoption](#)
- [Microsoft 365 Copilot Chat resources for education – Microsoft Adoption](#)
- This presentation was enhanced using Copilot Chat; <https://m365.cloud.microsoft>