AI ASSIGNMENT LABEL TOOL

QUICK GUIDE FOR TEACHERS

Purpose: **Clearly communicate how students may use AI on each assignment. Start with the learning goal, then select the level that best supports what students should learn, practice, or demonstrate.**

1 START WITH THE GOAL	2 CHOOSE A LEVEL	3 LABEL THE TASK
What should students learn or demonstrate?	Match AI use to the purpose of the task.	Place the level on directions, rubrics, or the LMS.

SELECT THE APPROPRIATE AI LEVEL

NO AI (Level 0)	Students demonstrate independent knowledge or skills.	Best for quizzes, tests, timed writing, prior knowledge, and individual skill checks.
AI AS A LEARNING SUPPORT (Level 1)	Students do the thinking. AI provides feedback, clarification, or coaching.	Best for checking clarity, explaining concepts, reviewing reasoning, or receiving feedback.
AI AS A COLLABORATIVE PARTNER (Level 2)	Students and AI develop or refine ideas together. Students remain in charge.	Best for brainstorming, outlining, revising, comparing ideas, or generating counterarguments.
AI AS A CREATIVE COMPANION (Level 3)	AI is an important tool for creating, designing, analyzing, or modeling.	Best for data analysis, multimedia creation, simulations, prototypes, or multiple solutions.

WHEN AI IS ALLOWED

Require a brief student disclosure:

- How AI was used
- What AI helped accomplish
- What the student completed or decided

A SIMPLE DECISION QUESTION

"Am I assessing independent mastery, or how students use tools to accomplish a task?"

Independent mastery = lower AI use | Creation and analysis = higher AI use

KEY REMINDER

The same assignment may use different AI levels depending on the learning objective. When in doubt, clarify expectations before students begin.

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AI Assignment Label Tool

Teacher Resource Guide

Use this guide to intentionally label each assignment with the appropriate AI use tier. Clear labeling builds transparency, supports academic honesty, and helps students develop responsible AI habits.

	Description	Work Expectation	AI Usage Level	Disclosure Requirement	Examples of Use	Scholar AI Prompts
NO AI (LEVEL 0)	Teachers want to assess students' independent thinking without any external assistance.	No external tools or AI assistance are permitted.	No AI, AI use is not allowed for this assignment.	Not applicable. No disclosure is needed.	• In-class essays or timed writes • Assessments of prior knowledge • Math problem sets completed individually • Lab reports based on student observation	• N/A, no AI prompts are permitted for this tier.
AI AS A LEARNING SUPPORT (LEVEL 1)	AI is used to help refine and improve students' original thinking through feedback, clarification, or suggestions.	Students may use AI to enhance their ideas, check understanding, or get feedback.	Limited AI, AI offers feedback and support, not content generation.	Disclose how AI was used for support (e.g., "I used AI to get feedback on my draft.")	• Using AI to check grammar or clarity • Asking AI to explain a concept • Getting feedback on a thesis statement • Using AI to check math steps	• "Review my paragraph and suggest ways to strengthen my argument without rewriting it." • "Explain this concept in simpler terms so I can check my understanding." • "What questions should I consider to improve my thesis?" • "Identify any gaps in my reasoning and explain why."
AI AS A COLLABORATIVE PARTNER (LEVEL 2)	AI assists students as an in-class partner, helping generate ideas, revise drafts, and refine work collaboratively.	The final product can be a meaningful blend of student thinking and AI-generated content. Students must engage critically with AI output.	Moderate AI, AI contributes ideas and refinements alongside the student.	Disclose AI collaboration (e.g., "I used AI as a partner to help develop my product.")	• Co-writing a persuasive essay outline • Brainstorming pros/cons of a historical decision • Using AI to generate counterarguments to evaluate • Revising and refining an AI-drafted section	• "Let's brainstorm together — give me 5 angles on this topic and I'll choose one to develop." • "Here is my draft. Help me revise the structure while keeping my voice." • "Generate a counterargument to my

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						position so I can respond to it." • "What evidence would strengthen the point I'm trying to make?"
AI AS A CREATIVE COMPANION (LEVEL 3)	AI is a multi-media creator and/or analytical resource, helping students analyze data, generate original ideas, explore patterns, or produce creative work.	Students rely meaningfully on AI to complete the assignment and must demonstrate understanding of the AI's role and critically evaluate its outputs.	Full AI, AI is integral and essential to producing the final work.	Disclose AI use (e.g., "I used AI as an essential tool to create my product.")	• Analyzing a large data set for trends • Generating and evaluating multiple creative solutions • Creating an AI-assisted multimedia project • Using AI to simulate scenarios or model outcomes	• "Analyze this data and identify three significant patterns. Explain your reasoning." • "Generate three different creative approaches to this problem, explain the tradeoffs." • "Create a [product type] on [topic] and explain the choices you made." • "Simulate what would happen if [condition changed] and explain the likely outcomes."

ETHICAL AI USE — APPLIES TO ALL TIERS

✓ Disclose AI Use	✓ Explain AI's Role	✓ Cite AI Sources	✓ Own Your Work	✓ Think Critically	✓ Respect Privacy
Always tell your teacher when and how you used AI.	Describe what AI helped you do in this assignment.	Provide proper MLA or APA citation for AI tools.	You are responsible for all AI-assisted content.	Evaluate and question any AI-generated output because all tools can hallucinate and give false information as the output.	Never share personal or confidential information with AI.