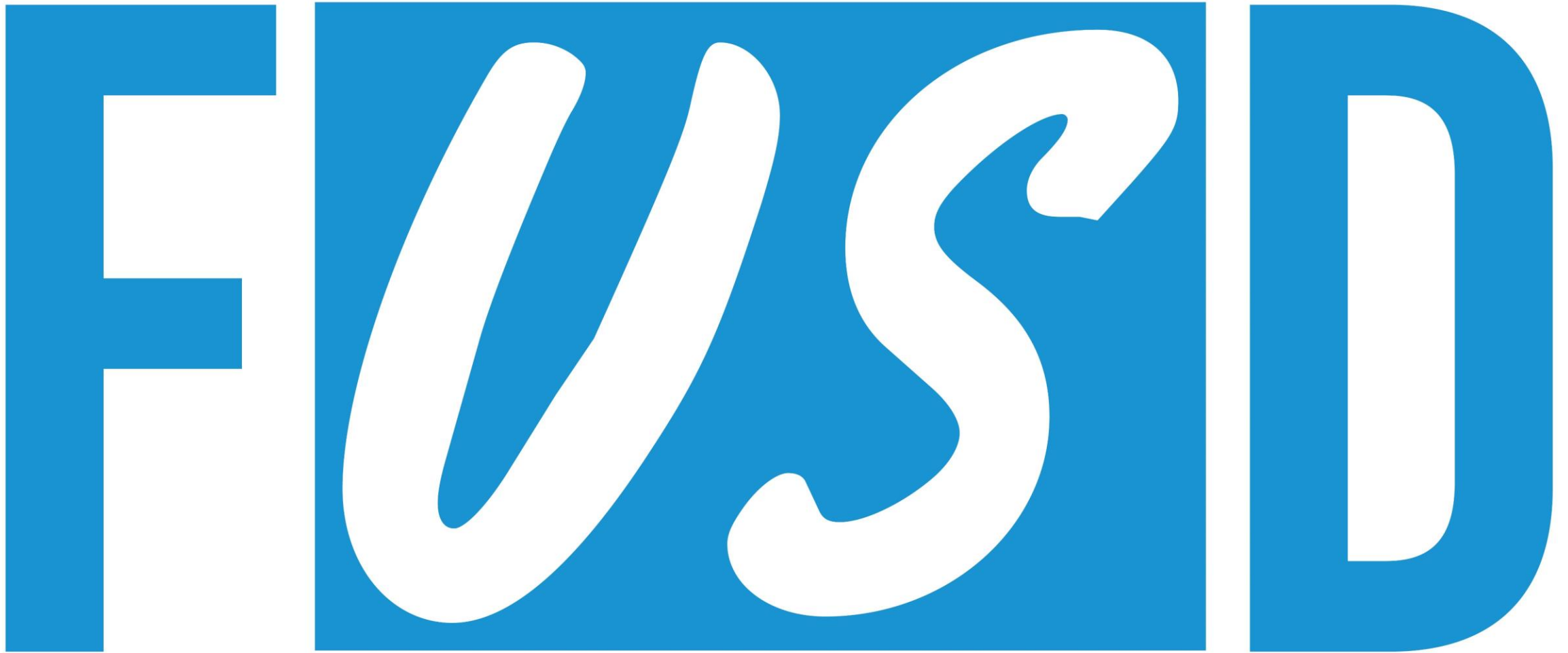




ACHIEVING OUR *GREATEST* POTENTIAL

10/15/2026



Plan and Develop Resources with Microsoft Copilot: Teach, Notebooks, Study & Learn

October 7, 2026



Description

Discover how Microsoft Copilot can help all FUSD educators create more engaging, personalized, and effective learning experiences. In this interactive 90-minute session, participants will explore Copilot Teach, Copilot Notebooks, and Study & Learn, and learn practical strategies for using AI to support teaching and learning in meaningful ways. Participants will also get a review of the latest AI tools in Teams assignments and the district's current AI guardrails.

By the end of the session, you will:

Understand the capabilities and how to use:

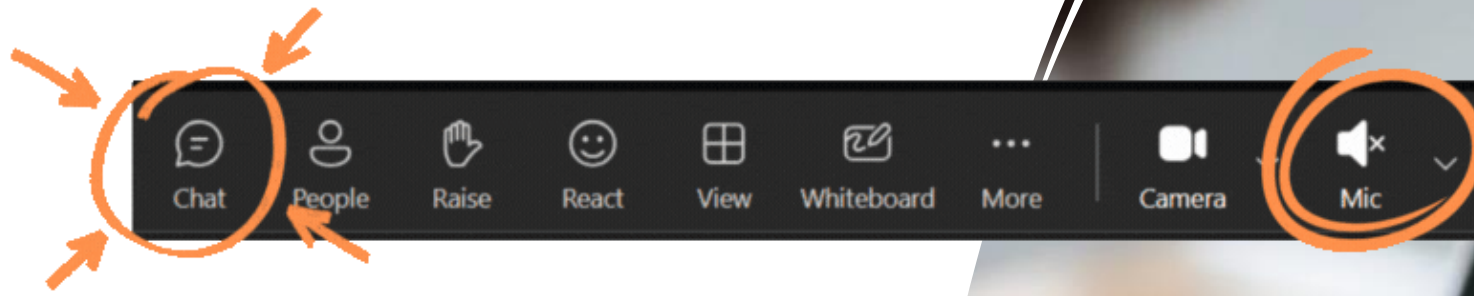
- Copilot Teach and Learning Activities
- Copilot Notebook Workspaces
- Study & Learn for both staff and H.S. student use

Understand the current AI guardrails specific to FUSD



Welcome and Purpose

0:00–0:10



Welcome and Norms

Say hello in Chat now!

What would you most like AI to help you plan or create?



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





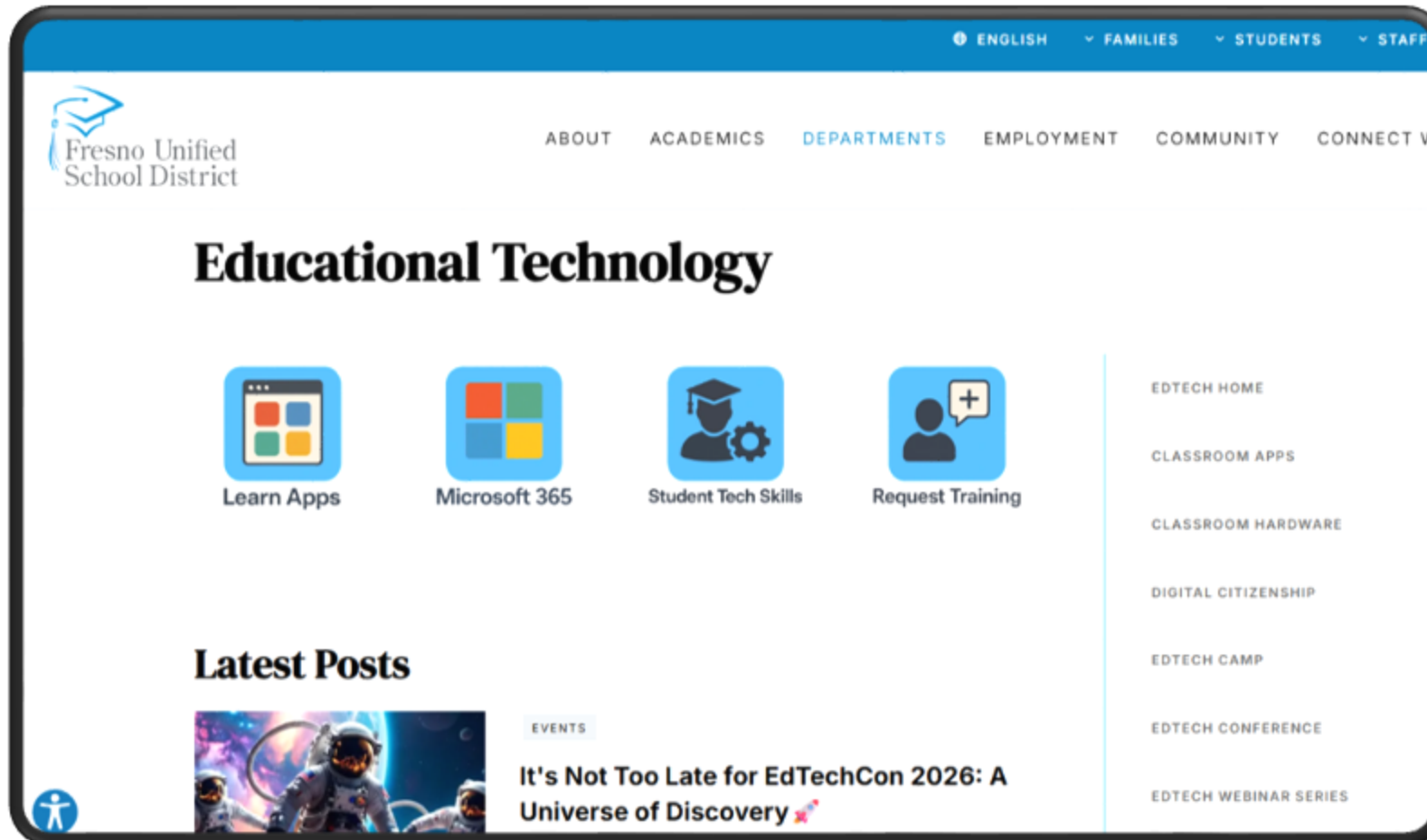
Matthew Schwartz - EdTech



Brian Dvorak - EdTech

Meet the Presenters

EdTech Website – go.fresnou.org/EdTech



Copilot Resources – [go/copilot/](https://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

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.

AI Literacy = Life Skills

Learning Outcomes

Explore Copilot Teach, Copilot Notebooks, and Study & Learn.

Understand the current AI guardrails specific to FUSD

Understand the capabilities and how to use:

- Copilot Teach and Learning Activities
- Copilot Notebook Workspaces
- Study & Learn for both staff and H.S. student use

Leave with a practical workflow and next steps.





Agenda

0:00–0:10

Welcome, Purpose & Setup

0:10–0:15

Responsible AI
Guardrails & Resources

0:15–0:45

Copilot Teach

0:45–1:05

Copilot Notebooks

1:05–1:10

Process & Reflect

1:10–1:20

Study & Learn

1:20–1:30

Raffle, questions & survey

RESPONSIBLE AND HUMAN-CENTERED AI USE & DISTRICT GUIDANCE

0:10–0:15

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

AI Tool Approval Process

1

List of Approved Tools

2

App request process

3

Digital Review Process

- IT Review
- Data privacy review

4

Ongoing guidance

Using AI Responsibly

[Internal FUSD AI Website](#)

AI TOOLS FOR STAFF

Understanding the difference and knowing what's appropriate by grade level.





DISTRICT-APPROVED AI TOOLS (CLOSED)

Secure, privacy-protected AI tools approved for educational use.

- Protect student privacy
- Secure learning environment
- Aligned to grade level use guidelines
- Integrated with district technology and curriculum
- Data does not go outside of the district domain
- Student data is not used to retrain AI models



PUBLIC AI TOOLS (OPEN)

These tools are publicly available on the internet.

- Not approved or managed by Fresno Unified
- May wrongfully collect or store student data
- May expose student data to privacy and security risks

Students are not permitted to use public AI tools

DISTRICT APPROVED:



NOT DISTRICT APPROVED:



STUDENTS ACCESS BY GRADE LEVEL

PK-8

- AI-embedded District-approved educational software.

GRADES 9-12

- District-approved AI tools and MS Copilot only.

Students may only use district-approved AI tools with teacher guidance and supervision for age-appropriate learning activities.

Public AI tools are not permitted. (COPPA, AB 1584)

RESPONSIBLE HUMAN-CENTERED AI USE



Humans review all generative AI information.



Protect your personal information.



Use AI to support learning, not replace original thinking.



Follow teacher expectations and district guidelines.

Safe Prompt vs Unsafe Prompt

✓ Safe

Create an invitation for families to attend an elementary literacy workshop.

✓ Safe

Summarize this public Parent University handout.

✗ Unsafe

Create an intervention plan for *Student's Name* using these attendance records.

✗ Unsafe

Analyze this spreadsheet containing student IDs and assessment scores.

Why These Guardrails Exist

District protections support:

- Student privacy
 - Family privacy
 - Legal compliance
 - Ethical AI use
 - Trust and transparency
- FERPA protects student education records.
 - COPPA protects children's online privacy.
 - District guidance outlines responsible AI use.
 - Approved tools help protect data.

*NOW THAT WE'VE TALKED ABOUT RESPONSIBLE
AND HUMAN-CENTERED AI USE &
+ • SHARED SOME OF OUR DISTRICT GUIDANCE,
○ LET'S SHIFT TO GETTING WORK DONE
WITH MICROSOFT COPILOT.*



Copilot Teach

0:15–0:45



What is CoPilot Teach?

CoPilot Teach provides an AI-powered workspace that streamlines planning, assessment, and differentiation.

It reduces routine work, so educators can return their attention to understanding learners, adapting instruction, and building relationships.

In Teach, educators generate lesson plans, rubrics, quizzes, and flashcards in minutes, then refine and share these resources across Microsoft 365.

[Create Instructional Materials with Teach in Microsoft 365 Copilot - Training | Microsoft Learn](#)

Where is CoPilot Teach?

The screenshot displays the Microsoft Teams interface, specifically the 'Assignments' section. The left sidebar shows the 'Teams in Action - Saturday ...' team, with the 'Assignments' menu item highlighted by an orange arrow. The main content area shows the 'Unit 2 Week 2 - Assignment 1' page. The 'Enter instructions' dropdown menu is open, and the 'Learning Activities' option is highlighted by an orange arrow. The right sidebar contains various settings for the assignment, including the due date (Sun, Oct 4, 2026), time (11:59 PM), and assignment details. The bottom of the screen shows the 'Student view' button and the 'Assign' button.

Teams in Action - Saturday ...

- Home page
- Class Notebook
- Classwork
- Assignments**
- Grades
- Insights
- Reflect

Unit 2 Week 2 - Assignment 1

Enter instructions

- Cloud files
- Class Notebook
- Link
- Interactive lesson
- Learning Activities**
- Upload from this device

Assignment settings:

- Due date: Sun, Oct 4, 2026
- Due time: 11:59 PM
- Assignment will post immediately with late turn-ins allowed. [Edit assignment timeline](#)
- Teams in Action - Saturday Pi
- All current students
- Select a module
- [Add rubric](#)
- No points
- Set student AI guidelines

Bottom bar:

- [Attach](#) [+ New](#) [Apps](#) [Learning Accelerators](#)
- [Student view](#)
- Saved: Oct 3, 5:52 PM
- [Discard](#) [Save as draft](#) [Assign](#)

Why Copilot Teach?

The Challenge

Teachers spend valuable time:

- Creating lessons
- Developing learning activities
- Differentiating content
- Building assessments
- Designing rubrics

What if you could start with a strong first draft?



Today's Learning Experience

Two Perspectives

First: Teacher Experience

- We'll recreate today's lesson and supporting resources using Copilot Teach.

Then: Choose Your Path

- Student Experience
 - Explore a lesson and assignment as a student.
- Teacher Experience
 - Use Copilot Teach to create your own resource.

Finally

- Reflect on opportunities and challenges for classroom implementation.

Demo Lesson

Grade 5 Digital Literacy Lesson

Learning Goals

- Evaluate information found online
- Recognize potential issues with AI-generated content
- Verify claims using reliable sources
- Make informed decisions before sharing information

Resources Created with Copilot Teach

- ✓ Lesson Plan
- ✓ Collaborative Activity
- ✓ Exit Ticket
- ✓ Rubric
- ✓ Grade-Level Adaptations

Building the Lesson in Copilot Teach

Copilot Teach Workflow

Lesson Plan Generator

- Create the lesson framework

Rubric Generator

- Generate success criteria

Quiz Generator

- Create formative assessments

Enhance with AI

- Modify, differentiate, and adapt resources

Teacher Expertise Required

- Review • Refine • Personalize • Implement

Explore (10 Minutes)

Choose Your Path

Option A: Student Experience

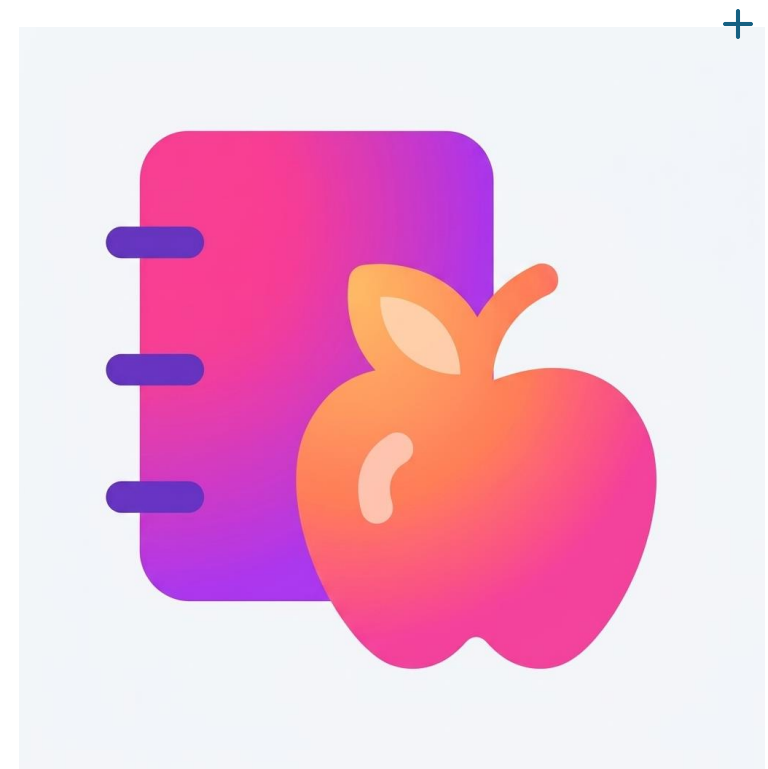
Open the:

- Copilot Teach Student Experience Team

Play with the assignment:

- SIFT through the Sources

Experience the lesson through the eyes of a student.



Explore (10 Minutes)

Choose Your Path

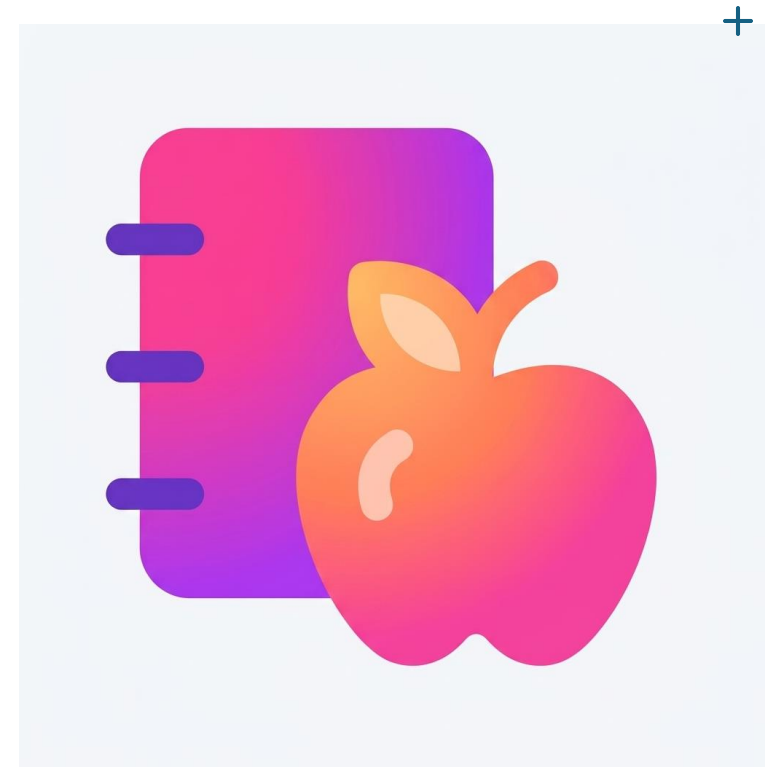
Option B: Teacher Experience

Copilot Teach Challenge

Create one resource:

- ✓ Lesson
- ✓ Assessment
- ✓ Rubric
- ✓ Learning Activity
- ✓ Adaptation
- ✓ Differentiated Resource

Goal: Create something you could use this year.



Reflection

Let's Reflect

As a Student

- What did you notice about the learning experience?

As a Teacher

- What did you create?

For Everyone

- What saved you the most time?
- What still required your expertise?
- Where do you see potential for your classroom?

Create! Imagine. Design. Build.

Copilot Teach Can Help You

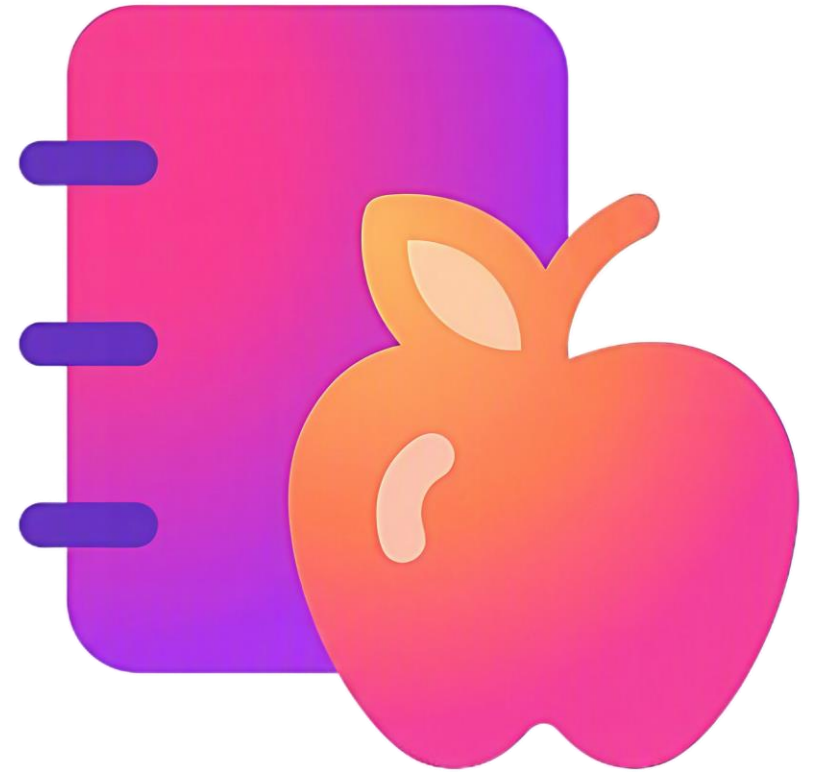
- ✓ Generate ideas
- ✓ Create instructional resources
- ✓ Differentiate learning
- ✓ Save planning time

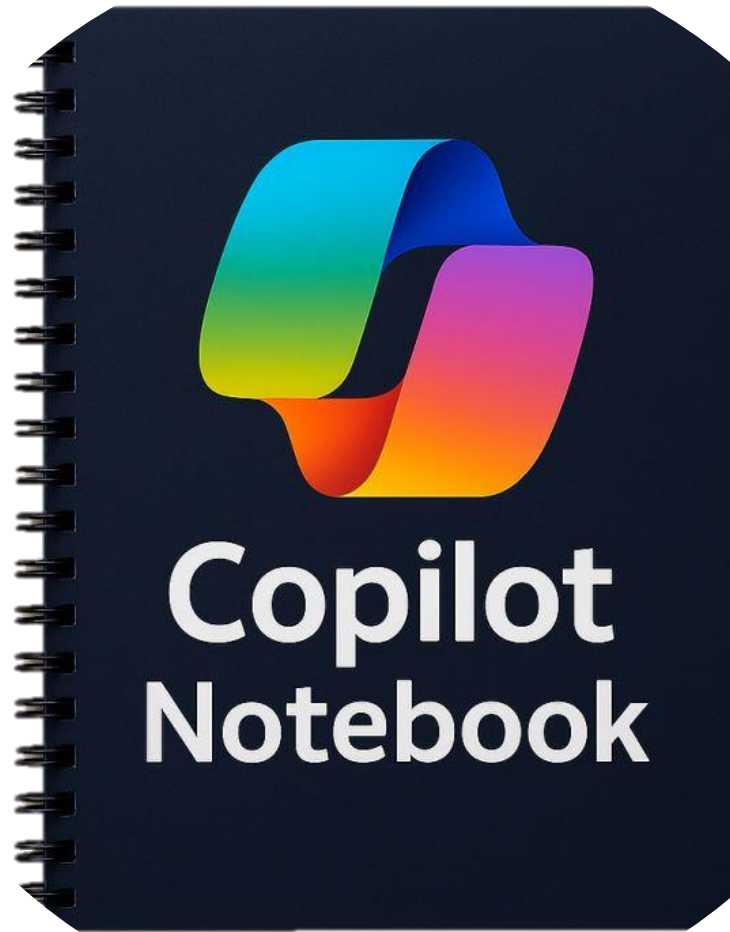
Remember

- AI can support the work.
- Teachers provide the expertise.

My Challenge for you...

- Before next week, use Copilot Teach to create or modify one resource you would normally build from scratch.





Copilot Notebooks

4:45–5:05

What is Copilot Notebook and Why use it?



- An organized workspace focused on related content/resources (files, links, etc.)
- Copilot Notebooks integrate Copilot Chat and include tools to create products relevant to your content, including infographics, mind maps, PowerPoints, Audio overviews, study guides, and more)
- Available to FUSD staff and High School students

Example Notebook

The screenshot shows a digital notebook interface for a notebook titled "Greek Mythology". The interface includes a left sidebar with a "Content" list, a central workspace with a title and a Copilot chat input, and a right sidebar with a "Maker Space" menu. Three red arrows point from text boxes at the bottom to specific features: one to the "Content" list, one to the "Message Copilot" input, and one to the "Study guide" option in the "Maker Space".

Left Sidebar (Content):

- Chats (Frontier)
- New page
- Add content
- Content 7
- Notebook Insights
- Greek Mythology in Ancient Gr...
- Study Guide: Summary
- Greek Mythology in Ancient Gr...
- Greek Mythology.mp3
- Greek Mythology in Ancient Gr...
- Ancient Greek Religion Explained
- Lessons and Values from Greek ...

Central Workspace:

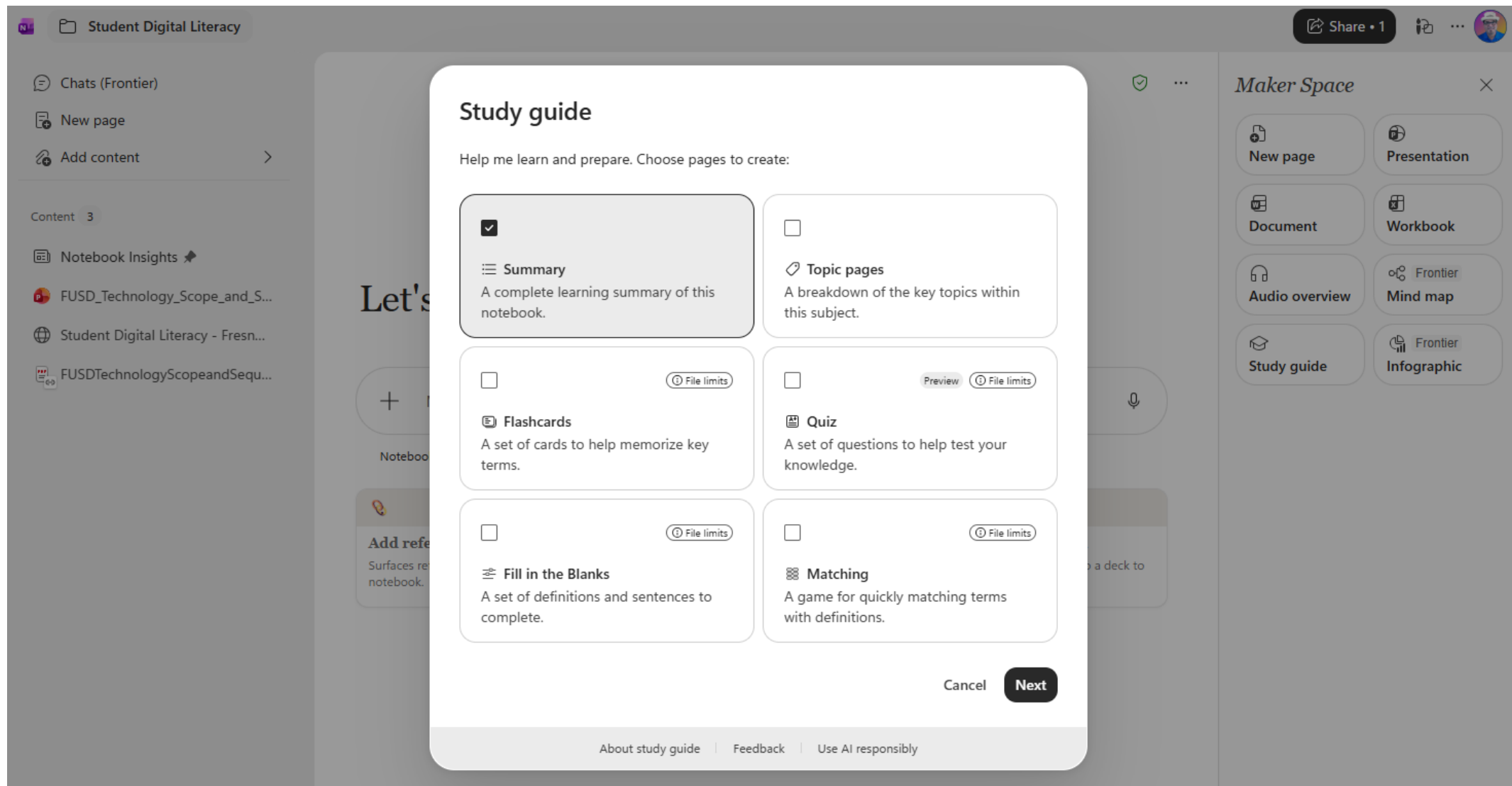
- Title: Let's refine *Greek Mythology*
- Input: + Message Copilot
- Section: Notebook
- Options:
 - Add references to Notebook: Surfaces references worth pulling into this notebook.
 - Create a progress tracker: Turns your open work into a tracker you can watch.
 - Generate a status deck: Shapes where things stand into a deck to share.

Right Sidebar (Maker Space):

- New page
- Presentation
- Document
- Workbook
- Audio overview
- Frontier Mind map
- Study guide
- Frontier Infographic

Annotations:

- Red arrow from "Your uploaded and generated content" points to the "Content" list in the left sidebar.
- Red arrow from "Copilot Chat for asking questions or generating summaries, etc." points to the "Message Copilot" input in the central workspace.
- Red arrow from "Specific tools to create aligned products" points to the "Study guide" option in the "Maker Space" sidebar.

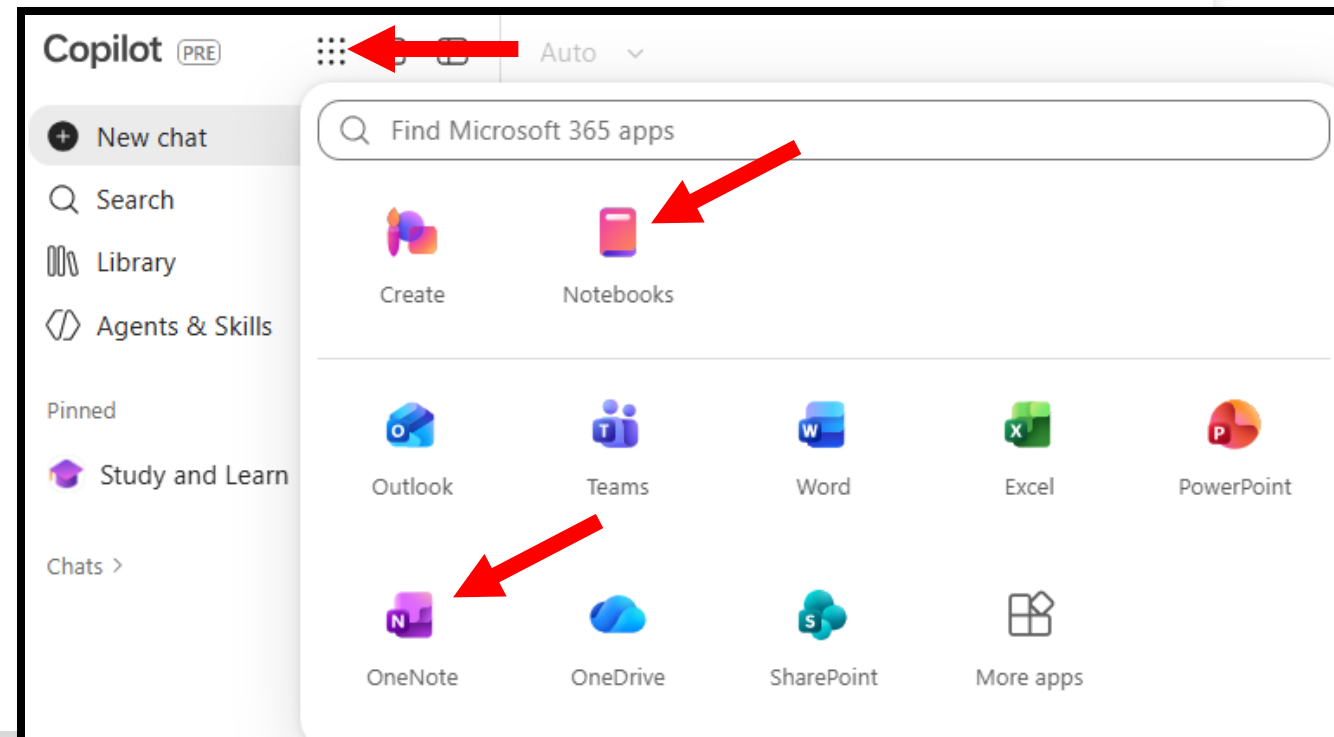


Copilot Notebook Demo

Your Turn to Explore Copilot Notebook

1. Create a new notebook.
2. Add related files and/or links
3. Ask Copilot questions about the content in your notebook
4. Test out the Maker Space tools to generate aligned content

Go to office.com



5:05–5:10

Process and Reflect



Reflect on the following:

- What aspects of Copilot Notebooks did you find to be useful?
- Which workflow could Copilot Notebooks improve?
 - Consider both instructional planning and operational workflows



Share on the following:

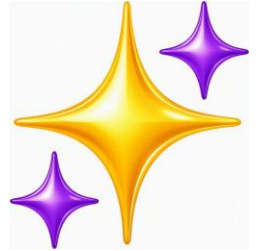
- What aspects of Copilot Notebooks did you find to be useful?
- Which workflow could Copilot Notebooks improve?
 - Consider both instructional planning and operational workflows

Raise your virtual hand to speak or share in the meeting room chat.



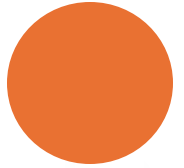
Study & Learn

5:10–5:20



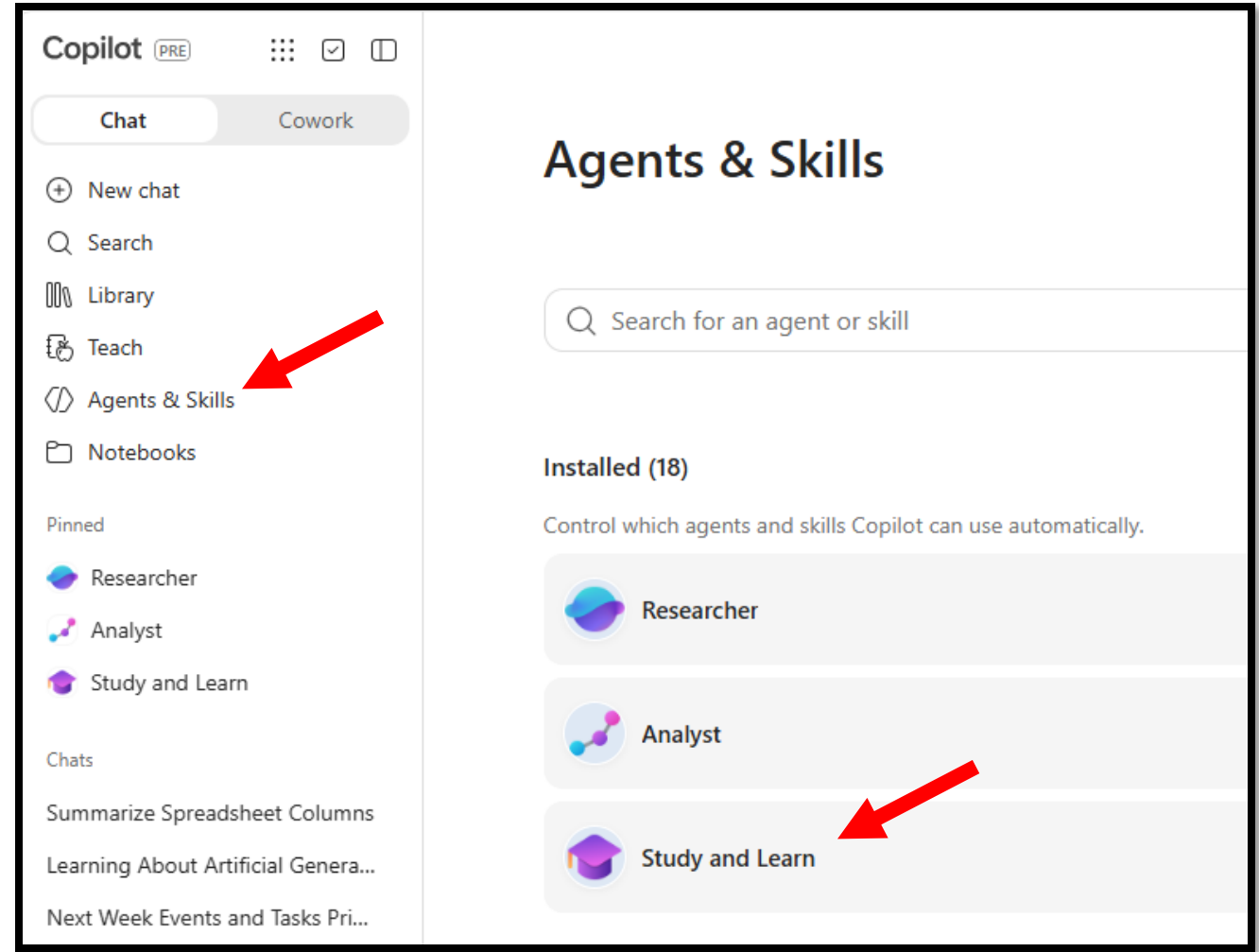
What is Study & Learn and Why Use it?

- Study & Learn is a trained AI Agent designed to support guided learning for students and adults
- Study & Learn helps learners understand, practice, study, and master content through scaffolded chat conversations and interactive learning activities — including flashcards, quizzes, matching, and fill-in-the-blank exercises.
- Available to FUSD staff and H.S. students



Try Study & Learn

- Experiment with the Study & Learn agent
- Note one classroom or professional use for the workflow



+

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○

Time to Wrap Up

Review of our Learning Outcomes

Explore Copilot Teach, Copilot Notebooks, and Study & Learn.

Understand the current AI guardrails specific to FUSD

Understand the capabilities and how to use:

- Copilot Teach and Learning Activities
- Copilot Notebook Workspaces
- Study & Learn for both staff and H.S. student use

Leave with a practical workflow and next steps.



Closing and Evaluation



[Click here to access the feedback form](#)



Please share
what you
learned!

- Continue to engage in our Create Team
- Post Questions
- Share your Strategies
- Tell us how things went with your application of the learning

Let us know if we can visit your Classroom!

We love to see the great instructional strategies you are using, provide support, or be a thought partner. 😊

Raffle Time!



Q&A

Resources

[Educational Technology - Fresno Unified School District](#)

[Copilot - Fresno Unified School District](#)

[Acceptable Use Policy - Fresno Unified School District](#)

[Digital Resource Review](#)

[Create Instructional Materials with Teach in Microsoft 365 Copilot - Training | Microsoft Learn](#)

[Home - Evaluating Resources and Misinformation - Library Guides at UChicago](#)

Copilot Teach Tutorial



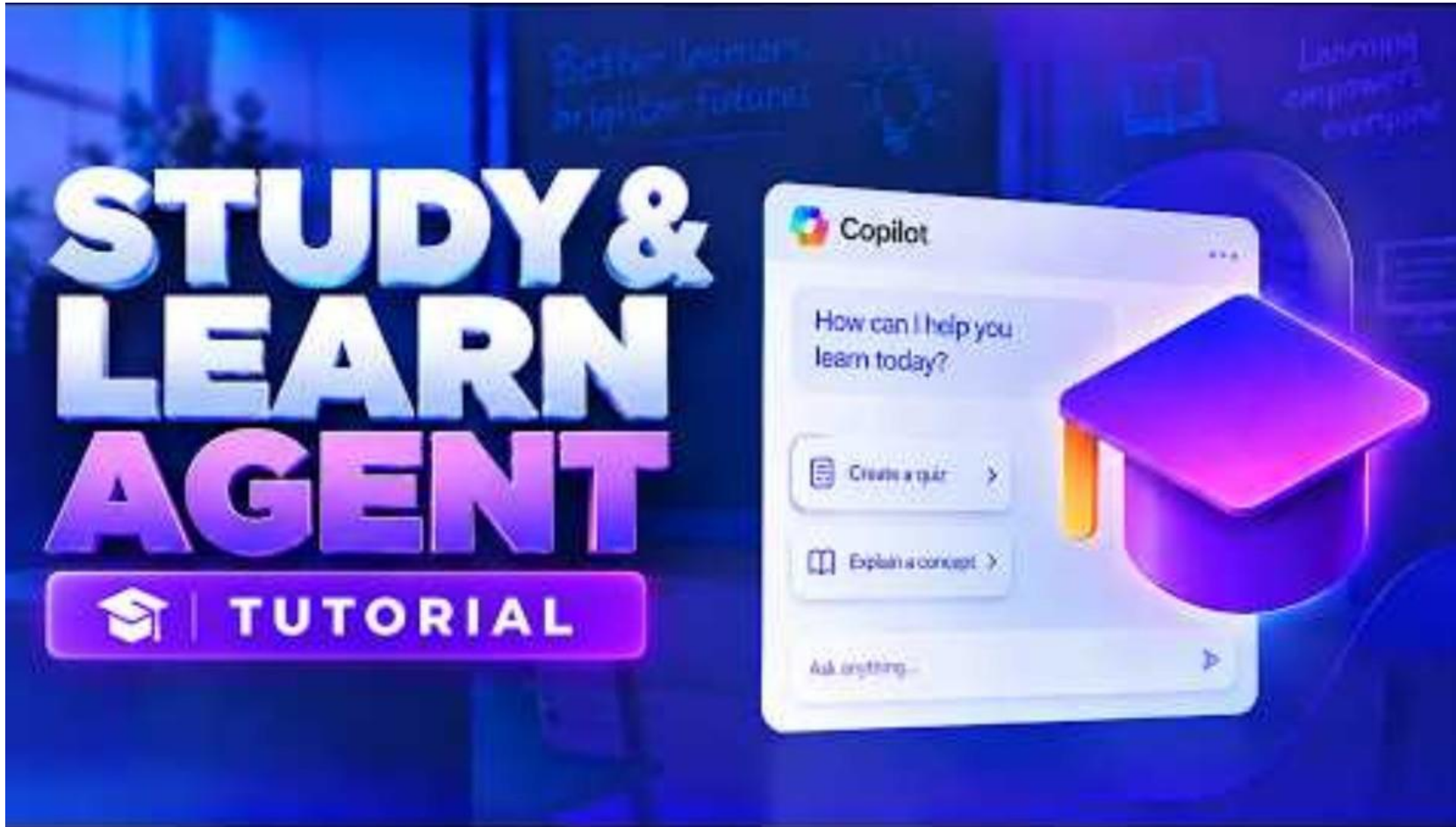
Learning Activities in Teams Assignments



Copilot Notebooks Tutorial



Study & Learn Agent



OUR MISSION

We nurture and cultivate the interests, intellect, and leadership of our students by providing an excellent, equitable education in a culturally proficient environment.



OUR VISION

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

GOALS

GOAL 1 EARLY LITERACY

The percentage of 1st graders who are proficient in literacy based on iReady results will increase from 48% in June 2024 to 80% June 2030.

GOAL 2 LITERACY INTERVENTION

The percentage of 3rd-8th grade students who are more than one year behind as measured by Smarter Balanced (SBAC) English Language Arts (ELA) who make more than one year's growth will increase from 30% in June 2024 to 50% by June 2030.

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.

GUARDRAILS *synthesized version*

COMMUNITY ENGAGEMENT

No major decisions will be proposed to the Board without a community engagement plan.

EQUITABLE ACCESS

Goals will be met without excluding distinct and/ or vulnerable groups such as African American, English Learners, Foster Youth, Homeless or Students with Disabilities.

EFFECTIVE STAFF

Hiring, promotion or lateral movement of staff will only occur with those who are meeting standards.

HEALTH & WELLNESS

Goals will be met without compromising the health and wellness of students and staff.

FUSID

ACHIEVING OUR *GREATEST* POTENTIAL

10/15/2026