

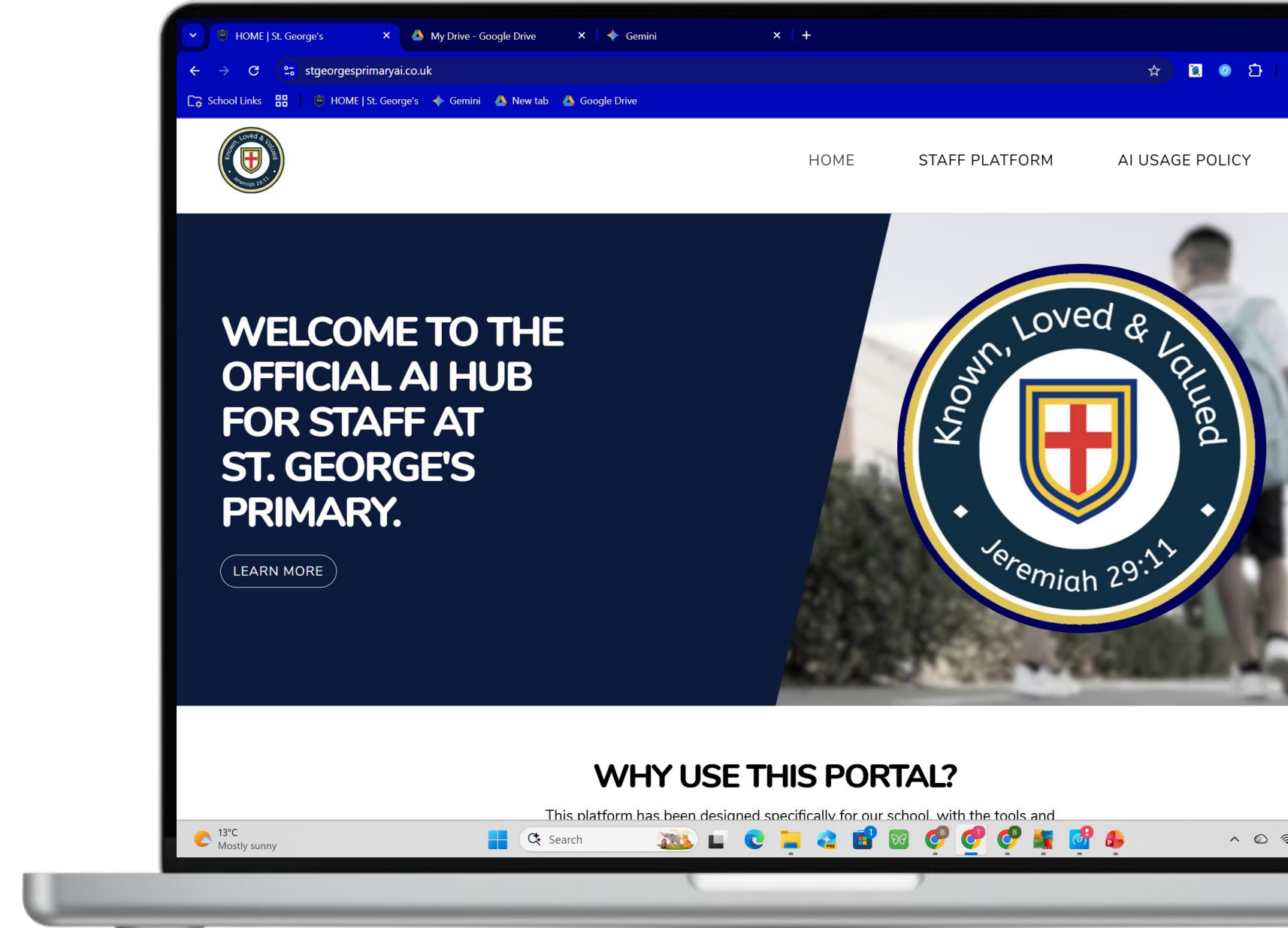


# Beginner's Guide to Using AI Effectively

Learn to work with AI as a supportive teaching tool, while keeping students safe and protected.



Presented by: Taught AI



# Start with a Clear Prompt

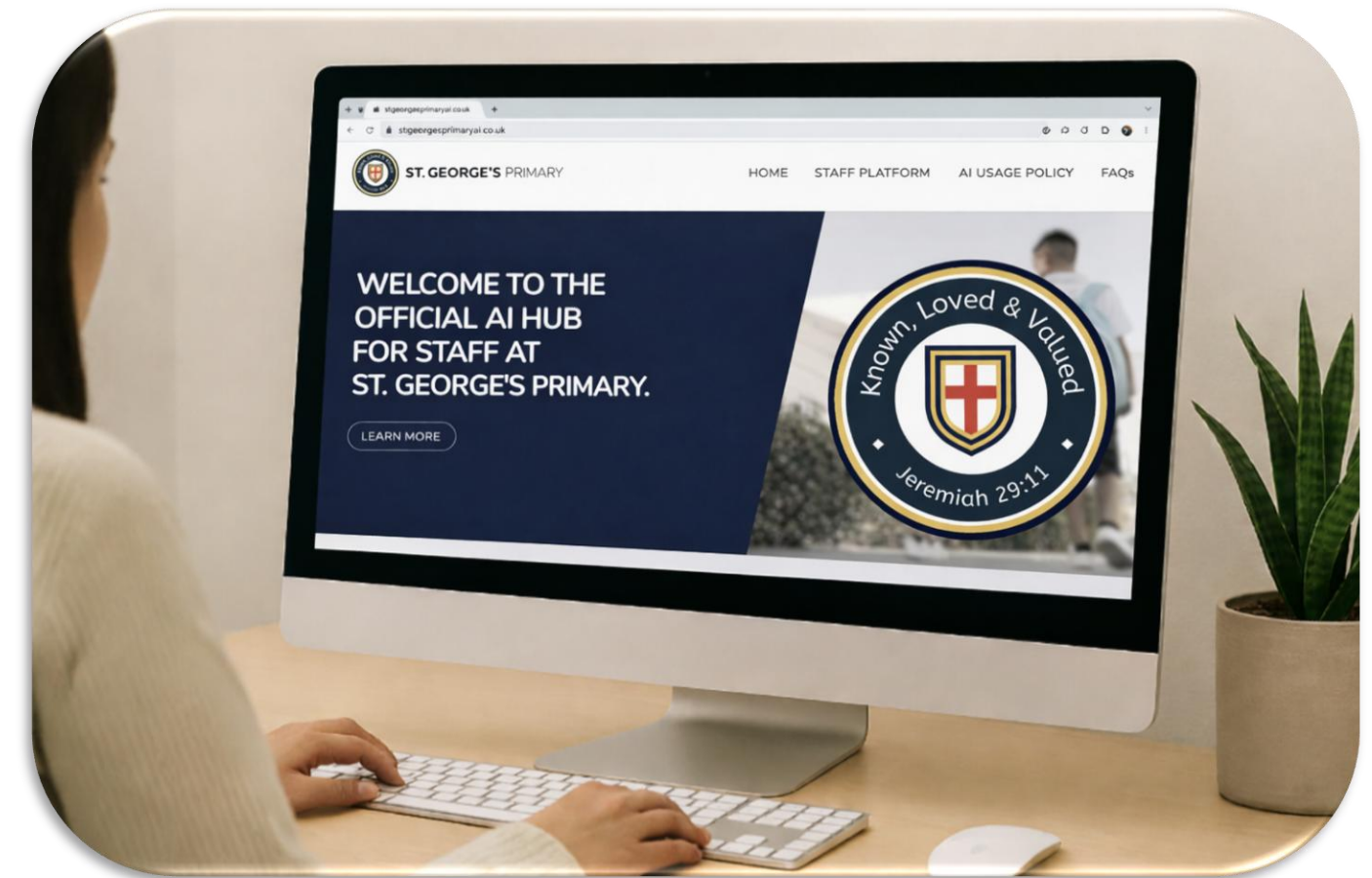
Just like giving instructions to a student, AI works best when you're specific and clear.



Good prompt: "Create a lesson plan on perimeter for a Year 5 class with mixed ability, including a starter, main task, plenary, and one challenge question."



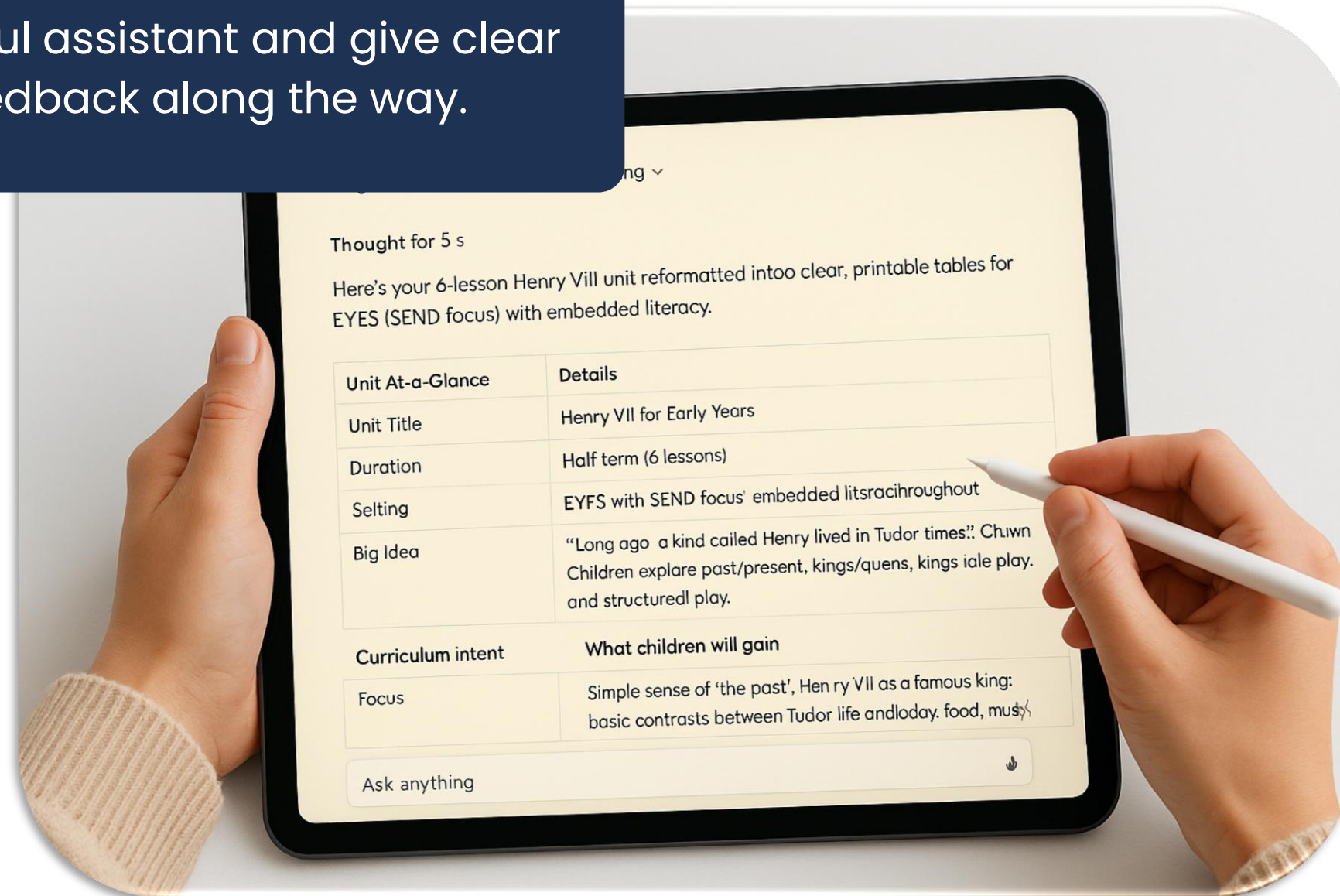
Vague prompt: "Do a lesson on perimeter."



## Tips:

- Mention the year group, topic, and any particular needs (e.g. EAL, low literacy).
- Include the format you want (e.g. table, slides, worksheet).
- Ask for specific outcomes (e.g. "include a Nearpod activation").

You don't need to get it perfect the first time — treat Gemini like a helpful assistant and give clear feedback along the way.



## Responding to the AI – Refining and Building

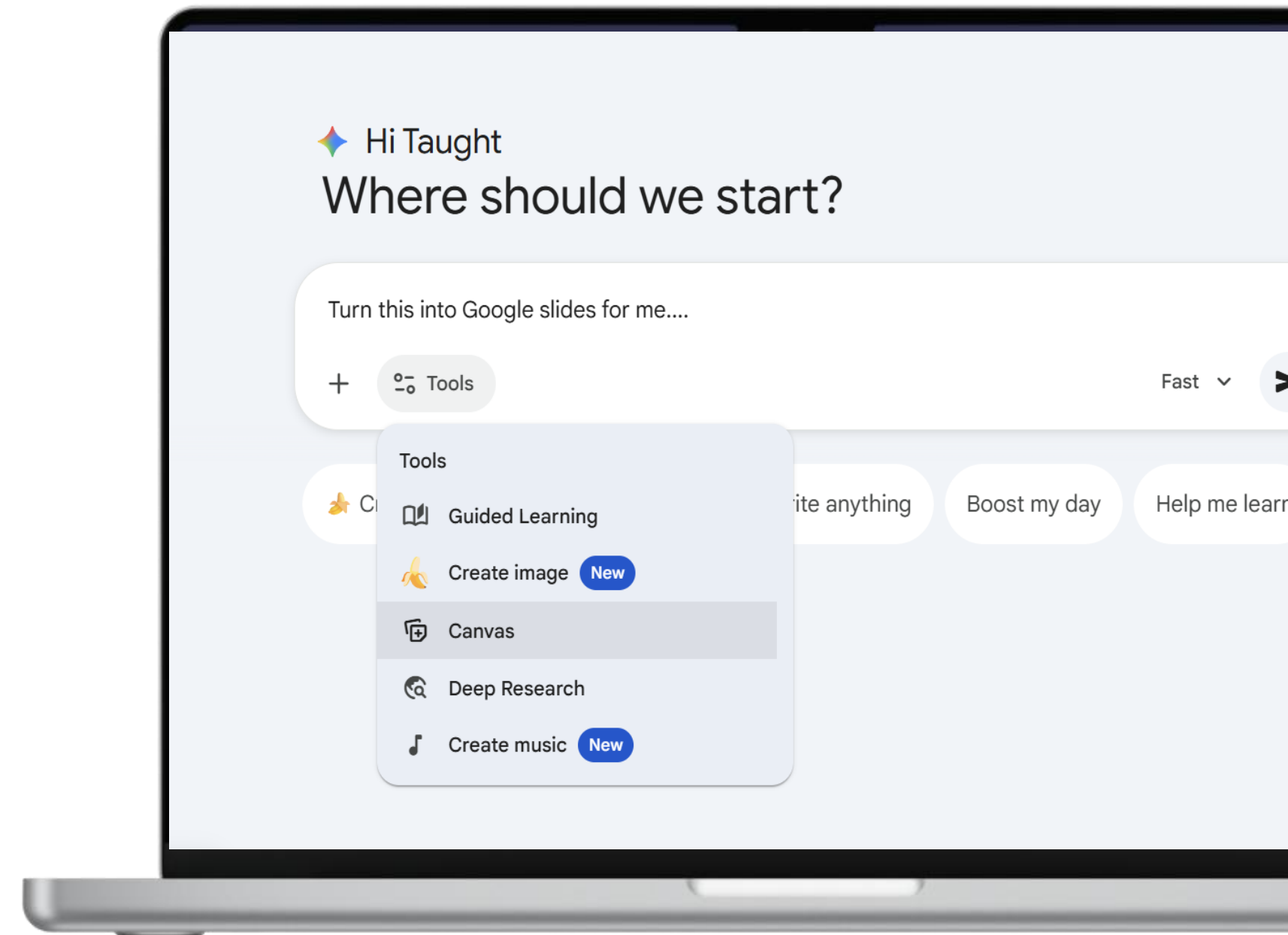
Try follow-ups like:

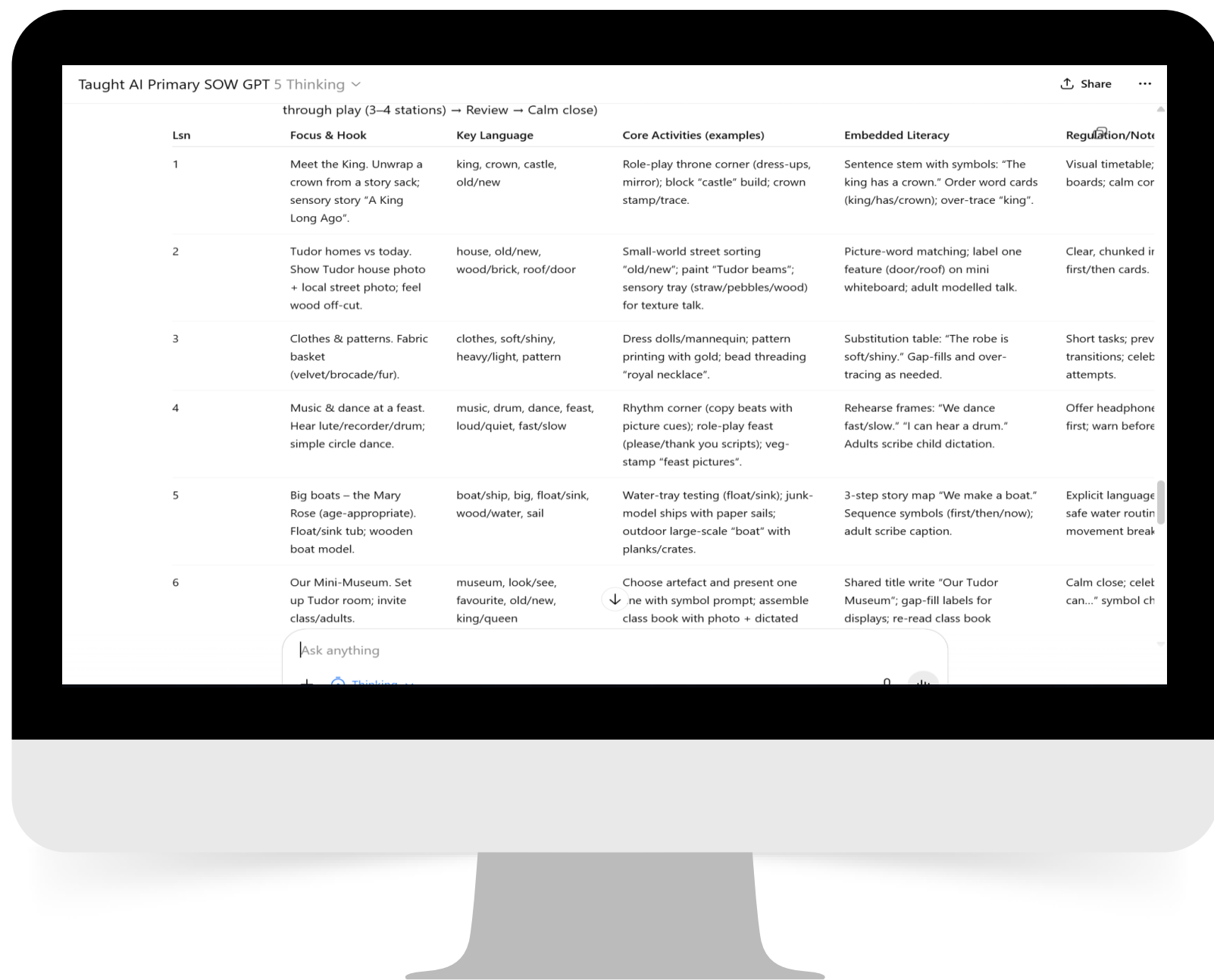
- “Add more scaffolding for lower-ability learners.”
- “Rewrite using more child-friendly language.”
- “Can you put this into a printable table format?”
- “MAKE IT SUITABLE FOR EAL STUDENTS.”

# Generate Slides, Docs, posters and much more

Gemini can turn its text responses into Slides or Docs for you.

- Click the tools button in your Gemini text box
- Select Canvas
- Be specific with which document type you would like made, and how long you would like it to be
- Click export or save when you're done





# Use Tables for Clarity and Structure

AI can return structured tables—perfect for planning or overviews. Ask for:



Can you format this as a table with columns for Objective | Task | Resources | Differentiation?



Create a table comparing low-, mid- and high-ability support strategies for this lesson.

Tables are great for printing, copying into documents, or sharing with colleagues.

# Differentiation Made Simple

Our AI tools are designed with SEND and inclusive education in mind. You can prompt for:

## By Need:

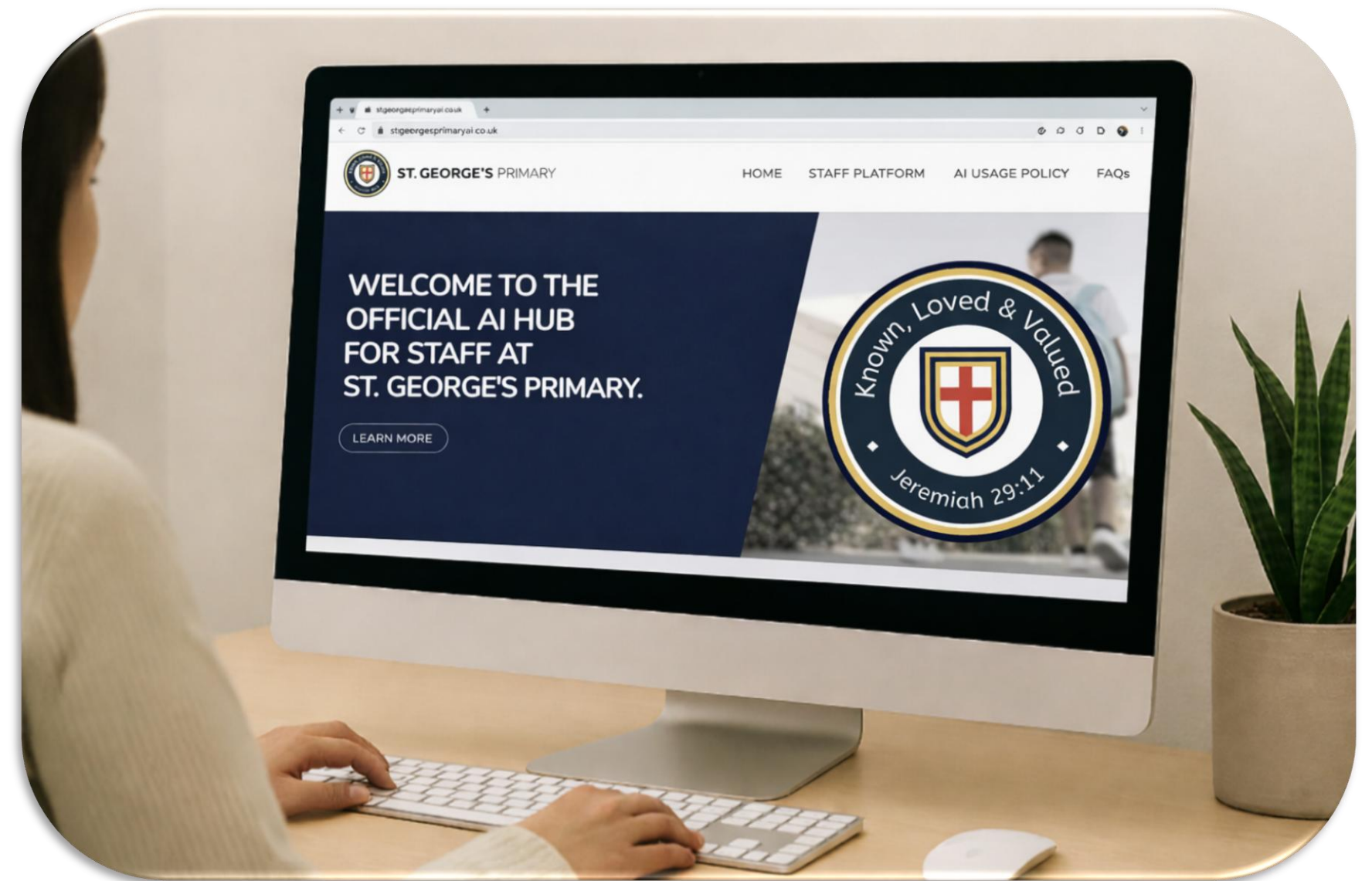
- "Add visuals and sentence starters for EAL learners."
- "Include sensory-friendly options for students with ASC."
- "Suggest scaffolded questions for low-literacy pupils."

## By Level:

- "Include three tiers of challenge: emerging, developing, secure."

## By Interest:

- "Adapt this to include football references for an engagement boost."

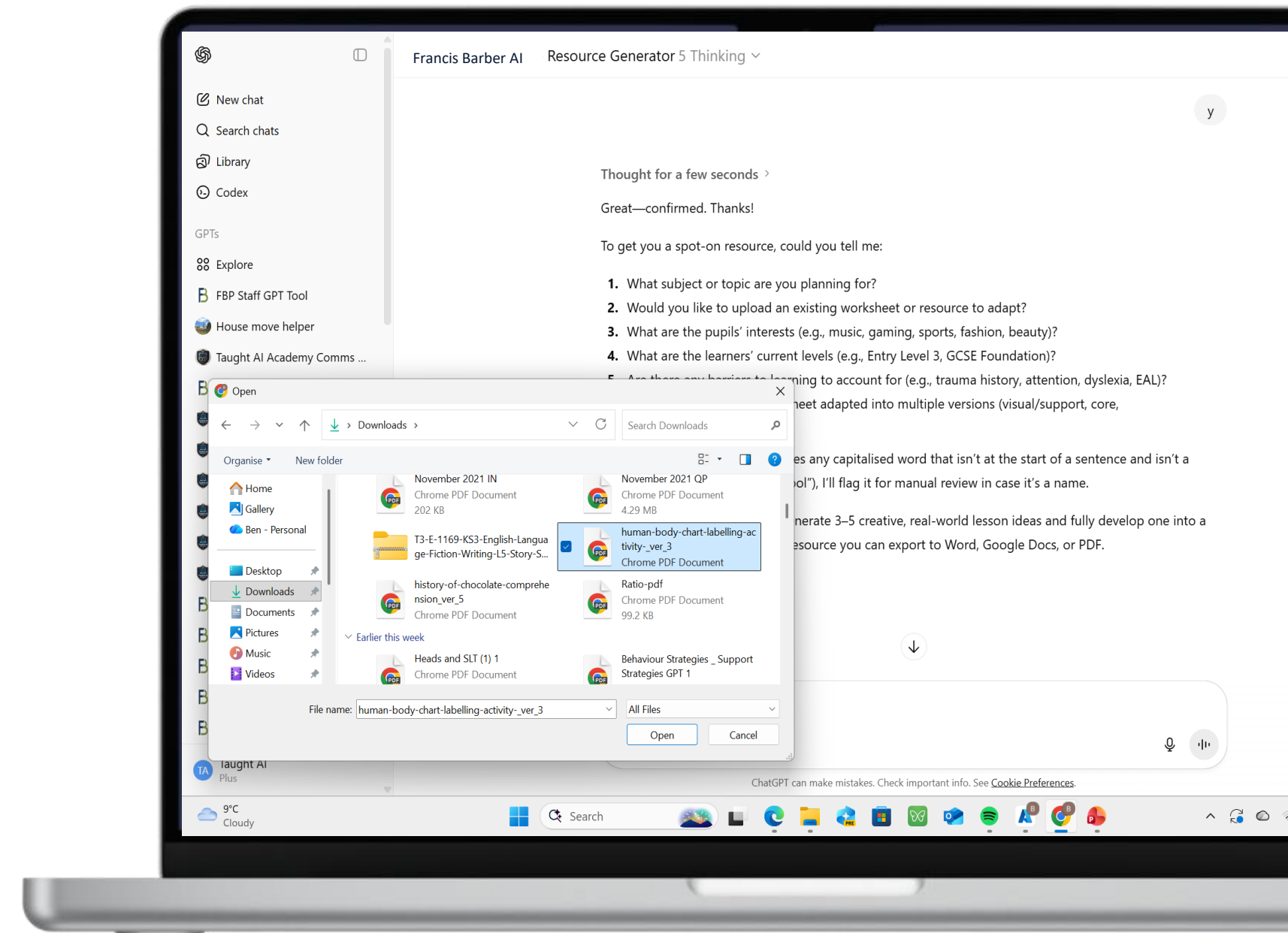


# Uploading Files and Using Your Own Materials

If you have a policy, scheme of work, or worksheet you want AI to help with: Just upload the file, then give a prompt like:

- “Summarise this behaviour policy into a 1-page staff crib sheet.”
- “Use this curriculum map to create a lesson on healthy relationships.”
- “Adapt this worksheet for pupils working at P-scales.”

The tool will read and use the content to tailor the output.





# Final Tips

- Be polite and professional. It helps shape tone.
- Always review outputs before using them—make sure they align with your voice and school context.
- Never upload student names or personal data.
- If in doubt, ask it to explain its response! AI tools can show their reasoning too.

Still unsure? Visit the tutorial, attend a staff CPD session, or contact your school's AI champion.

