

Gemini Notebook: Turn Resources into Engaging Experiences



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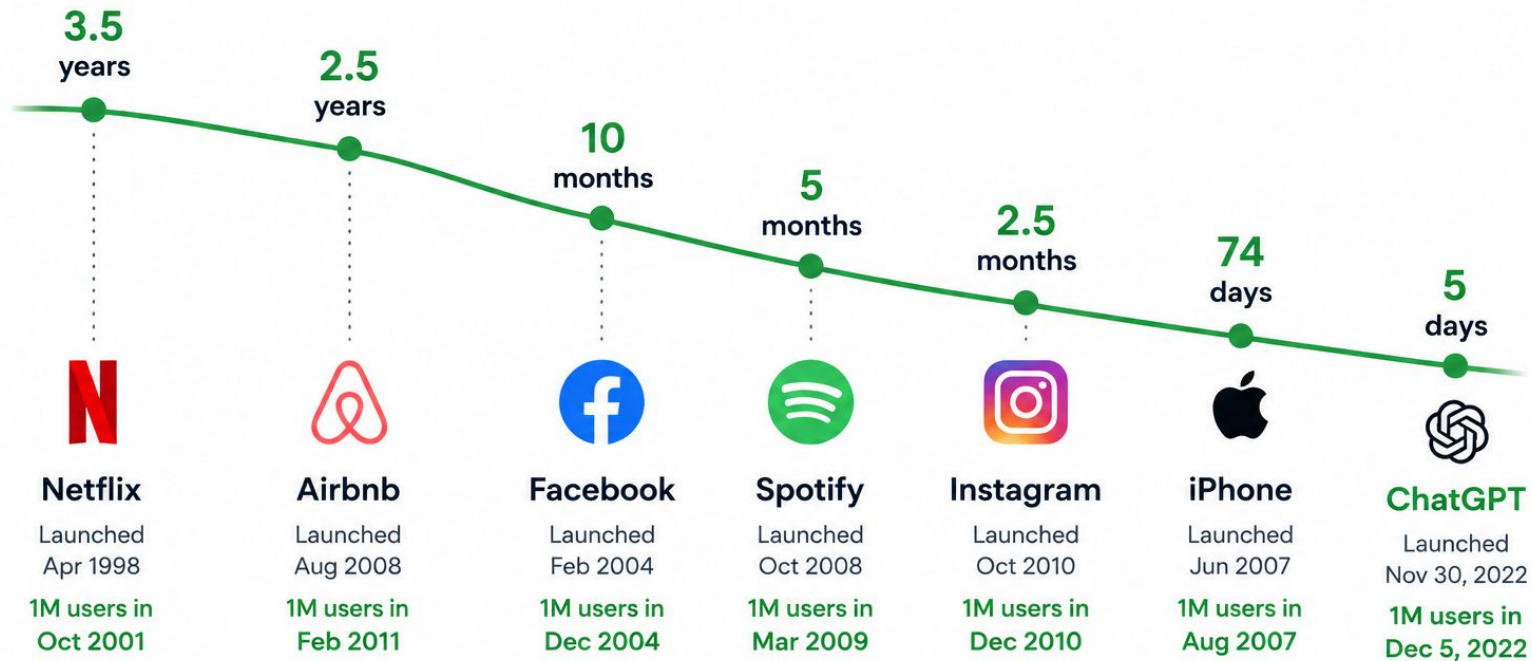
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Time to Reach 1 Million Users

How quickly top platforms reached 1 million users



The time to reach 1 million users has dramatically decreased over time.
ChatGPT reached 1 million users in just 5 days — the fastest on record.

Source: Statista

Note: Time to reach 1 million users from platform launch to 1 million registered users.

Updated: May 2024



How many years did each take to get **50 million** users?



It took each of these
platforms the following
time to reach **50 million**
users.



Airplanes

68

Years

(1903–1971)



Internet

7

Years

(1990–1997)



Facebook

3

Years

(2004–2007)



ChatGPT
(Generative AI)

5

Days

(Nov 30–Dec 5, 2022)



Fastest to 50 million users: ChatGPT

Source: Statista (May 2024)

Note: Years/weeks from platform launch to 50 million users.



AI: It's Been Here & Impacting Us



Essential Question

How can AI tools enhance learning across subjects while developing critical thinking about AI's role in education and society?



Our Commitment

We will understand AI together and **use it intentionally in our workflows and in our teaching** to save time, improve effectiveness, and enhance learning. We empower both ourselves and our students with essential skills and cultivate critical analysis of AI's global impact to make informed, responsible decisions.



Key Consideration

How are we ensuring personalization and humans in the loop?



Leverage **AI**. Empower **People**. Shape the **Future**.



AI Best Practices



1 Purpose must precede Practice

- We need to be clear with our “why” before we can be effective with our “how.”



2 Use AI for options, not answers



3 Use AI as a Supplement

- AI does not replace your expertise and personal connection with colleagues, etc.



Lead with **Purpose**. Leverage **AI** Wisely. Keep the **Human** at the Center.

Gemini Notebook (formerly NotebookLM)



Important Points:

- General AI can hallucinate
- "Grounded" AI: restricted exclusively to content you provide



Gemini Notebook ✨

Your AI-powered research assistant to refine, organize, and unlock your ideas.



Bring It All Together

Easily upload PDFs, websites, YouTube videos, audio files, Google Docs, or Slides—or discover new sources.



Think in More Ways

Experience Gemini's advanced reasoning and interaction across text, graphs, images, audio, and many languages.



Get Grounded Insights

Chat with your notebook to get grounded information based on your sources—with clear in-line citations.



Transform & Simplify

Turn your sources into approachable formats like study guides, briefings, audio overviews, mind maps, and more.



Smarter research. • Clearer insights. • Better decisions.



What Makes Gemini Notebook Different?

General AI

The Open Ocean

- Draws from the entire internet
- Prone to inaccuracies and hallucinations
- Confident — even when wrong
- No connection to your specific materials

Gemini Notebook

Your Grounded Expert

- Only uses the content YOU provide
- Every answer cites your exact source
- If it's not in your sources, it says so
- Built specifically to eliminate hallucinations

Anatomy of a Digital Notebook

A notebook is divided into three distinct panels

01



Sources

The Input

Add up to 50 sources including PDFs, Google Docs, Slides, Sheets, websites, YouTube videos, images, and audio files.

02



Chat

The Engine

Ask Gemini questions about your content. Chat responses only use data from your sources. If it can't answer, it tells you so.

03



Studio

The Output

Create Audio Overviews, Video Overviews, Mind Maps, Reports, Flashcards, Quizzes, Infographics, Slide Decks, and Data Tables.



Privacy & Security

Your data is protected at every level —
built for education.



Built for Education

Gemini Notebook is a
Core Service for Google
Workspace for Education
accounts.



Your Data Stays Yours

Data is never reviewed,
used for advertising,
or used to train
AI models.



Private & Secure

Never shared with other
users or institutions
without your consent.



Trusted & Compliant

Compliant with
COPPA, FERPA,
and HIPAA.



We're committed to a safe, secure, and privacy-first experience
so you can focus on what matters most — **learning.**

Supported Source Types

50

Sources per notebook

500K

Words per file

200MB

Max file size

SUPPORTED FILE TYPES



Google Docs



Slides



Sheets



PDF Files



Websites



YouTube



Audio Files



Images



Pasted Text

PRO TIP

Sources Are Static — Use Sync

Static Copy

When you upload a file, Gemini Notebook takes a snapshot at that moment. Changes made later to the original won't appear in your notebook automatically.

How to Sync

1. Click on the source in the Sources panel
2. Click "Sync with Google Drive"
3. Notebook updates to the latest version

Only works for Google Drive sources — uploaded files need to be re-uploaded manually.

Search for Additional Sources



Fast Research

- Enter a query in the Sources panel search box
- Choose Web (internet) or Drive (your files)
- View results and select sources to import
- Great for quickly adding recent articles, web pages, or your own Drive content



Deep Research

- An agentic feature that browses hundreds of websites
- Creates a structured multi-page report in minutes
- Choose Web, select Deep Research, and enter your question
- Import the generated report and sources directly into your notebook

Chat with Gemini Notebook



Ask questions, give instructions, and interrogate your content.

- Chat only uses data from your uploaded sources — not the open internet
- If the answer isn't in your sources, Gemini Notebook tells you clearly
- Every response links back to your exact source paragraph
- Save any response as a Note for later use in the Studio panel
- Customize: set a persona/role and choose response length

Save Responses as Notes



How to Save a Note

- Generate a chat response from the Chat panel
- Click "Save to note" below any response
- The saved Note appears in your Studio panel on the right
- Notes persist in the notebook for future reference



Why Use Notes?

- Build a running collection of key insights from your sources
- Organize outputs without losing them in a long chat thread
- Notes become available in the Studio to incorporate into generated artifacts
- Perfect for grant writing, policy synthesis, and meeting prep

Customizing the Conversation



Style / Role

Set to Custom and give the AI a persona:



PhD Researcher

Technical, detailed, academic



Board Member

High-level, policy, outcomes



Parent Newsletter

Warm, plain language, clear



Program Coordinator

Action-focused, practical



Response Length

Shorter

Quick bullet points and key facts — great for rapid planning and quick Q&A.

Default

Balanced summary with context — suitable for most tasks and preparation work.

Longer

Deep-dive analysis — ideal for grant writing, compliance review, and research.

Studio: All 9 Tools at a Glance

One-click generation of 9 different content types using your sources.



Audio Overview



Video Overview



Mind Map



Reports



Flashcards



Quiz



Infographic



Slide Deck



Data Table



Audio Overviews

AI hosts summarize, explain, critique, and debate the key topics in your sources



How to Create + Interactive Mode

1. Click the pencil icon for Audio Overview
2. Choose a format (see right)
3. Choose language and length
4. Add a prompt to focus on topics or adjust expertise
5. Select Interactive mode to join and ask live questions



4 Audio Formats



Deep Dive

Standard two-host podcast — comprehensive discussion of your sources



Critique

Constructive evaluation — hosts assess strengths, weaknesses, and gaps



The Brief

Quick overview under 2 minutes — key takeaways only



Debate

Hosts argue opposing perspectives from your uploaded sources



Video Overviews

AI-narrated slides pulling images, diagrams, quotes, and data from your sources



How to Create

- Click the pencil icon for Video Overview
- Choose a format and output language
- Choose a visual style
- Add a prompt to focus topics or adjust audience



What You Get

- AI-narrated slide presentation based on your sources
- Pulls images and diagrams from your uploaded files
- Ideal for visual learners and async communication
- Play the video directly or download to share



Mind Maps



How to Use

- Click the Mind Map button in the Studio panel
- Zoom in/out and scroll to explore
- Expand or collapse branches as needed
- Click any node to ask Chat a question about that topic



Best Use Cases

- Visualize relationships across multiple sources
- Identify key themes and gaps in complex documents
- Support staff onboarding to large content libraries
- No limits — generate as many as you need



Reports



How to Create

1. Click Reports in the Studio panel
2. Choose from suggested reports, or use the pencil to customize
3. Or click "Create Your Own" for full control
4. Export to Google Doc or Sheet via the 3-dots button



Use Cases

- Synthesize 50+ pages of grant guidelines into an executive summary
- Generate progress reports from program observation notes
- Create staff-facing summaries from policy or regulatory documents
- Draft plans grounded in your research data
- Compile meeting notes into structured action plans



Briefing Docs

High-level executive summaries — perfect for catching up on complex projects.



Custom Reports

Use "Create Your Own" to prompt specific formats like white papers, newsletters, or pitch decks.



Flashcards & Educational Artifacts



Flashcards

- Choose number of cards and difficulty level
- Click to flip — press Space or tap
- Click "Explain" for deeper answer detail
- Use for rapid-recall practice and review



Quizzes

- Choose number of questions and difficulty
- Use "Hint" for assistance on any question
- Wrong answers include explanations
- Retake as many times as you like



Study Guides

- Glossaries of key terms from your sources
- Structured review organized by topic
- Participants can chat interactively with it
- Grounded — no out-of-scope content



Infographics &



Slide Decks



Infographics

- Transform technical data tables into visual summaries
- Choose orientation (portrait/landscape) and detail level
- Add a prompt: style, color scheme, focus, audience
- Download as an image to share on slides or social media



Slide Decks

- Generate a complete presentation from your sources
- Choose format, language, length, and visual style
- Present the slideshow directly from within Gemini Notebook
- Download as PDF to share or use in Google Slides



Data Tables



How to Create

- Click Data Table in the Studio panel
- Choose output language
- Add a prompt: specify the data, rows, columns, and structure
- View the table, then export to Google Sheets



Use Cases

- Synthesize program data from multiple reports into a tracking sheet
- Pull compliance checkpoints from policy documents into a checklist
- Structure meeting action items from notes into an export-ready table

Sharing Within Your Organization



Organization Sharing

- Share with unlimited individuals or Google Groups within your org
- Click Share and add email addresses or group aliases
- Cannot share outside your organization on Education accounts
- Revoke or adjust sharing permissions at any time



Editor vs. Viewer

- Editor: view, add, remove sources; edit notes; share further
- Viewer: read sources and notes (read-only), chat with notebook, access all Studio materials
- Both roles can interact with the AI Chat panel
- Source documents remain under the notebook owner's control

Sharing via Google Classroom



Attach to Classroom

- When creating an assignment or material in Classroom, look for the Gemini Notebook option
- Choose to create a new notebook or select an existing one
- Attach to the assignment — all recipients get Viewer access automatically



What Recipients Can Do

- Chat with the notebook using their own questions
- Access any Studio materials the creator has generated
- Explore sources in read-only mode
- Cannot add, remove, or modify the notebook's sources or notes

Reflection & Sharing



Share Your Notebook

- Share your notebook with a partner in the room
- Viewer rights — let them chat with your content
- Try asking a question they'd never think to ask
- Discuss: what surprised you about the response?

What will you use this for first?



Your Next Steps

- Visit <https://notebook.google.com/>
- Start with a document you already have — a policy, grant RFP, or program guide, policy, etc.
- Generate one Studio artifact and share it with a colleague

Thank
You

Contact Me:
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