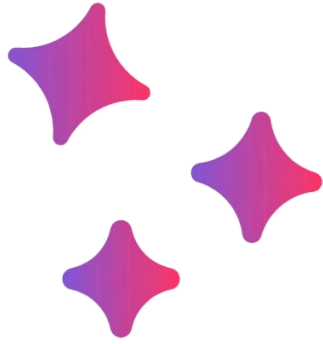




Build Your Own AI Assistant- Google Gems



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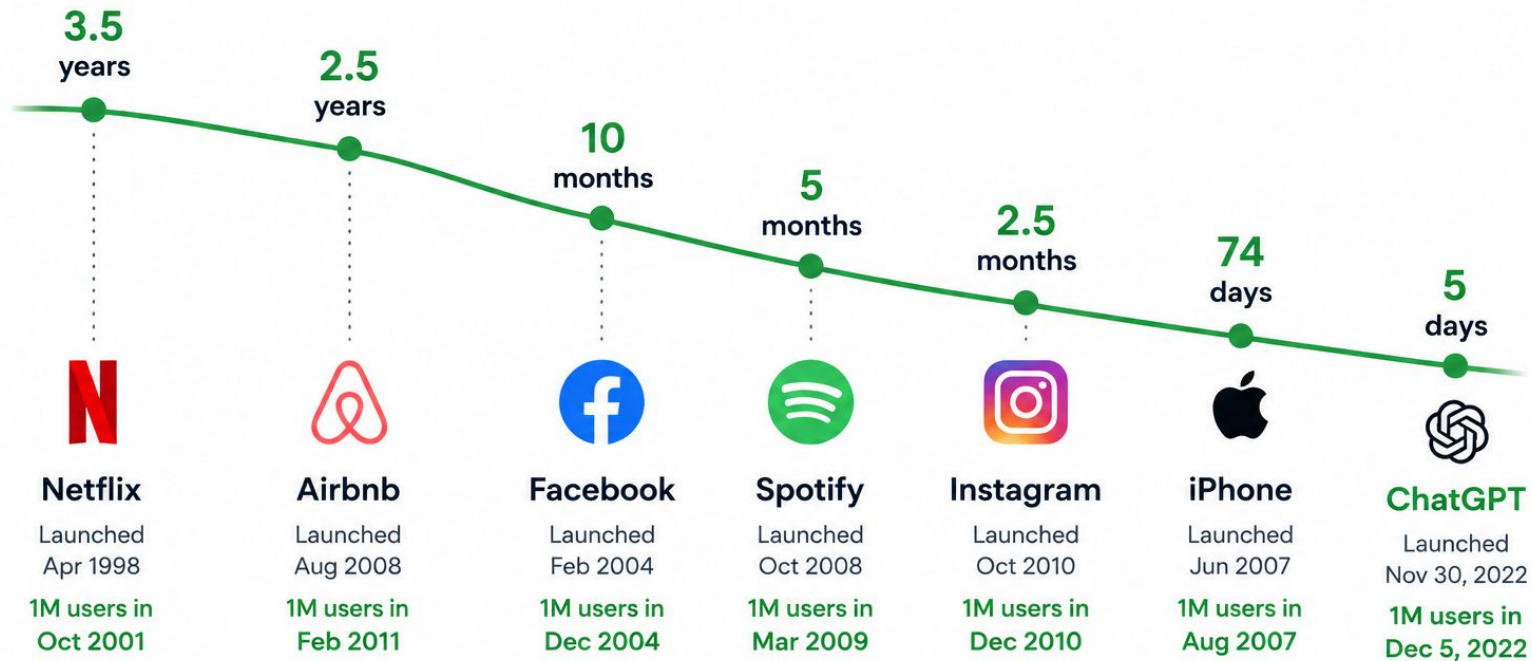
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Scan me

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.



Can You Tell When Things Are AI-Generated?



AI can create realistic images and convincing text in seconds.



That's why critical thinking, verification, and context matter more than ever.

Pause. Verify. Decide.

Use AI wisely. Stay informed. Lead the future.

AI PROMPT



I chased a squirrel.



AI OUTPUT



Proud to announce that I effectively executed a rapid-response squirrel displacement strategy to mitigate potential yard intrusions.

Humbled by the unwavering support of my family and local stakeholders.

This experience reinforced the importance of vigilance, ownership, and continuous improvement.

Looking forward to scaling this impact in future engagements. 🚀



AI is powerful. **Human judgment** is essential.



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**.



Channel Your Inner Spice Girl

Tell AI what you want. What you really, really want.



R ROLE

Who is the AI being?

"Act as an expert 5th grade science teacher with 15 years experience..."

The more specific the role, the more targeted the output.

T TASK

What do you need done?

"Create a 10-minute hook activity on ecosystems that includes a class discussion..."

One clear task beats a vague mega-prompt every time.

F FORMAT

How should it look?

"Give me a bulleted list / a table / 3 short paragraphs / a slide outline..."

Format shapes how useful the output actually is in practice.

R + T + F → Prompt → Iterate until you get what you really, really want

The Power of Iteration



Do not be satisfied with the first response!

Great results come from refining, revising, and asking better questions.



Make it shorter

Make 10% shorter by removing any fluff, while retaining essential meaning.



Give me options

Provide 3–4 suggestions in your response.



Clarify

Clarify the meaning of ...



Make it simpler

Rewrite in less formal language.



Refocus

Rewrite the output focusing less on ... and more on



Dig deeper

What further questions arise from that I should explore?



Check assumptions

What are the underlying assumptions in your responses to my questions?



Explore perspectives

You have presented 1 view on ... What are some other perspectives?



Organize

Organize your response into clearly labeled subheadings.



Iterate. Refine. Elevate.

Better prompts = better results.



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



What Are Gems?



Gems are custom AI assistants you can train once.



These AI assistants remember all of your specific instructions.

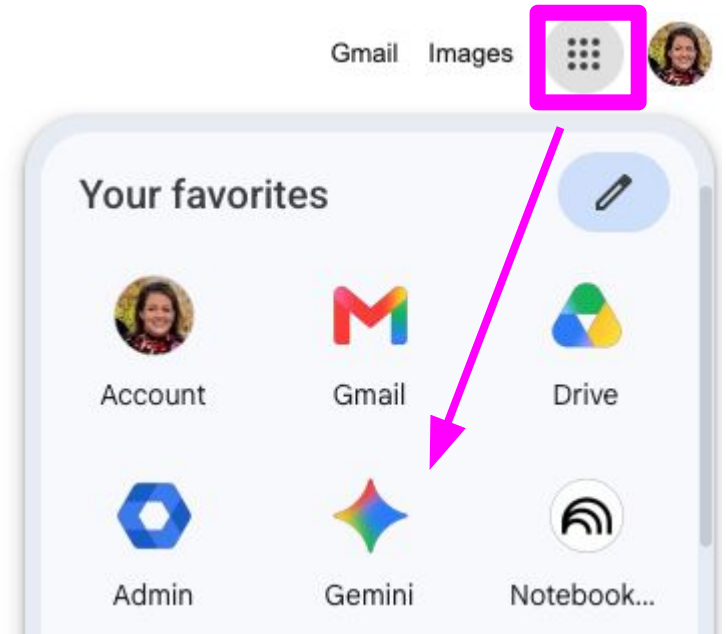


Custom AI assistants are easily reusable for your daily tasks.



They will act as your dependable administrative assistant.

Where to Find Gems



<https://gemini.google.com/app>

<https://gemini.google.com/gems/create>

The screenshot displays the Gemini web interface. On the left, a sidebar contains navigation options: 'New chat', 'Gems' (highlighted with a large red arrow), and 'My stuff'. Below these are 'Chats' and a list of chat topics, including 'Wearable Technology Policy Overview'. The main area is titled 'Gem manager' and features a section 'Premade by Google' with four cards: 'Chess champ', 'Storybook', 'Brainstormer', and 'Career guide'. Each card includes an icon, a title, and a brief description. Below this section is a 'My Gems' section, which is underlined. A red box highlights a '+ New Gem' button in the top right corner of the 'My Gems' section. The first gem listed is 'MUHSD Tech-related Board Policies, Laws, and Frameworks'.

Understanding the Interface:

New Chat = typing in a prompt to get assistance- like you would with ChatGPT or another AI tool

Gems = building your own custom bot that'll produce responses according to your instructions

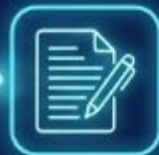
My stuff = images, videos, files and other stuff you create will live here

CREATING YOUR GEM



Name Your Gem

Reflect its specific function.



Write Clear Instructions

Comprehensive, for the Gem.

Sample Instructions



Create a Reusable AI Assistant

Instructions drive its reusability.



Save the Gem

To remember your preferences.

IMPORTANT REMINDER



Never input confidential
student information.



Use placeholders.
Replace sensitive data.

Sharing Gems

- Share with admin team
- Align tone and messaging
- Build district consistency



Time to Create!

District / Admin-Level Gems

- Policy & Compliance Assistant (board policies, Ed Code, procedures)
- Parent Communication Drafting Assistant
- MTSS / Intervention Planning Support
- Incident Response & Documentation Helper
- AI Use Guidance & Classroom Scenarios
- Meeting Summary & Action Item Generator

Teaching & Learning

- Lesson Design & Deeper Learning Planner
- Standards Alignment Assistant (CA standards)
- Assessment & Rubric Builder
- Differentiation & UDL Strategies Helper
- Student Feedback Comment Generator

Counseling / Student Services

- College & Career Planning Assistant
- SEL Activity & Advisory Planning
- Attendance Intervention Support
- Behavior Intervention Ideas (PBIS aligned)



CTE / Career Pathways

- Industry Project Design Assistant
- Work-Based Learning Documentation Helper
- Resume & Interview Coaching Tool
- Internship Coordination Assistant

Technology / IT

- Cybersecurity Awareness Response Helper
- Help Desk Response Drafting Assistant
- EdTech Evaluation & Vetting Guide
- Data Privacy Compliance Checker

HR / Personnel

- Job Posting & Interview Question Generator
- Employee Communication Drafting
- Onboarding Checklist Builder
- Evaluation Evidence Organizer

Site-Level (Principals)

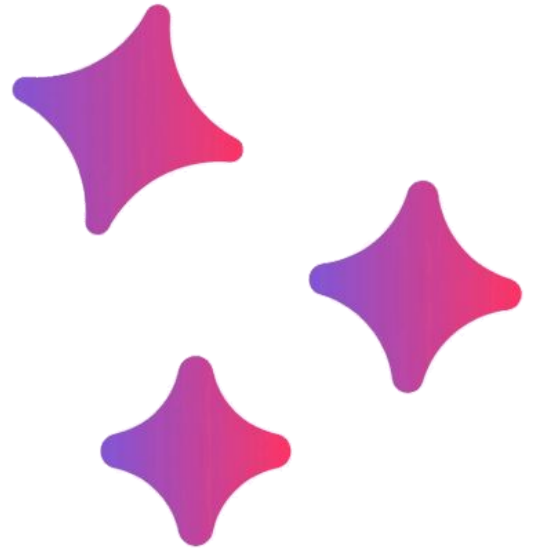
- Staff Meeting Agenda Builder
- Classroom Walkthrough Look-Fors
- School Improvement Planning Assistant
- Family Engagement Event Planner

Resources

Self-Paced Training & Literacy

- [Generative AI for Educators with Gemini](#): A free, 2-hour self-paced course designed to help school staff save time on everyday tasks and personalize learning.
- [The AI Learning Center](#): Google's official hub for education leaders, featuring foundational guides on responsible AI use, data protection policies, and rollout strategies.
- [EduGems.ai](#): A highly recommended, free community database of pre-made, education-specific Gems (created by ed-tech leaders) covering everything from IEP goal generation to administrative tasks.
- [Google Gemini Gems: Training & Walkthrough Resource Hub](#)
- [Gemini Apps Help: Tips for Creating Custom Gems](#): Google's official documentation on writing great instructions (Persona, Task, Context, Format) and connecting Google Workspace files.
- [Gemini in Google Classroom Guide](#): For administrators looking ahead, this guide covers how teachers can eventually deploy custom Gems directly to students securely within Google Classroom.

Thank
You



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