

LEARNING TARGET

<p>WE WILL...</p> <p>Master AI prompt engineering to transform your teaching workflow and reduce burnout by generating high-quality, personalized instructional content in minutes instead of hours.</p>	<p>I WILL...</p> <p>Identify and plan at least one concrete way to use AI prompting to create stronger, more consistent instructional resources, while improving rigor, engagement, and alignment to student needs.</p>	<p>SO THAT...</p> <p>We can create a positive, predictable classroom environment where instructional time is protected, students feel safe, and learning can thrive through high-quality, AI-supported resources.</p>
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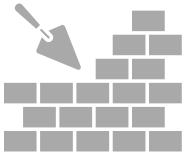


Reclaim Your Planning Time & Supercharge Instruction

WEAK VS. POWERFUL PROMPTS

<p>WEAK PROMPT</p> <p><i>"Make me a lesson about ecosystems."</i></p> <p>Why it fails:</p> <ul style="list-style-type: none"> • No grade level or course specified • No standard (TEKS) referenced • No output format requested • No differentiation or DOK guidance • No pedagogical model specified • Output will be generic, require more edits, and in some cases...unusable 	<p>POWERFUL PROMPT</p> <p><i>"Act as a curriculum designer for 7th Grade Science (TEKS 7.5B). Using the attached reference document, design a 5E lesson anchored to a local phenomenon..."</i></p> <p>Why it works:</p> <ul style="list-style-type: none"> • Role assigned to AI (curriculum designer) • Grade level & TEKS standard stated • 5E model + phenomenon specified • Reference doc uploaded for accuracy • DOK & differentiation built in • Output is classroom-ready
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TODAY'S AGENDA



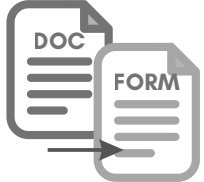
Foundation

- The Anatomy of a Powerful Prompt
- Understand what separates a weak prompt from a powerful one using the ROLE-CONTEXT-REFERENCE-CONSTRAINTS-OUTPUT framework.



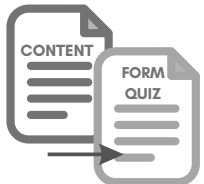
Power Move #1

- 5E Curriculum Activity Generation
- Use the Master Curriculum Activity Prompt Template to generate complete, classroom-ready 5E activities aligned to your TEKS



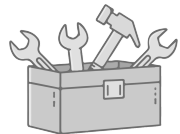
Power Move #2

- Google Docs in Forms via Apps Script
- Convert existing Google Docs (assessments, activities) into interactive Google Forms in under 5 minutes.



Power Move #3

- Google Any Content in Forms via Apps Script
- Convert existing Content into Google Forms CFA/Quizzes in under 5 minutes.



Closing

- Your Prompt Toolkit & Next Steps
- Leave with a ready-to-use prompt toolkit and an action plan for integrating AI into your planning workflow.



ROLE



CONTEXT



REFERENCE



CONSTRAINTS



OUTPUT

My Reflection: What element is missing most from my current prompts?

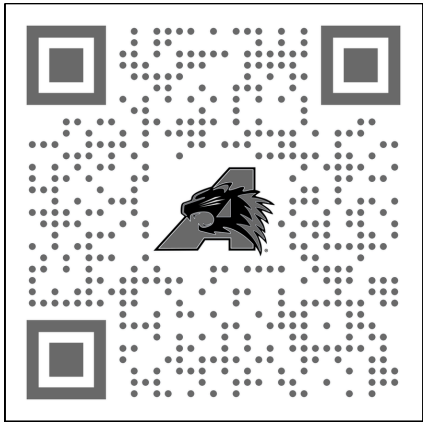
YOUR QUALITY FILTER – THE RRER RUBRIC FRAMEWORK - COACH QUAD

<p>RELEVANCE</p> <ul style="list-style-type: none"> • Meaningful Work • Authentic Resources • Learning Connections <p>DEVELOPED TARGET: Multiple primary & secondary sources. Cross-disciplinary real-world tasks. Students articulate content-to-life connections.</p>	<p>RIGOR</p> <ul style="list-style-type: none"> • Thoughtful Work • High-Level Questioning • Academic Discussion <p>DEVELOPED TARGET: Tasks require analysis, synthesis & evaluation. Students generate questions. Peer-to-peer academic discussion is structured.</p>	<p>ENGAGEMENT</p> <ul style="list-style-type: none"> • Active Participation • Learning Environment • Formative Processes & Tools <p>DEVELOPED TARGET: Multiple engagement strategies. Strategic grouping by data. Differentiated content, process, and product.</p>
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POWER MOVE #1 5E CURRICULUM ACTIVITY GENERATION

PROMPT



<https://tinyurl.com/35ydj6be>

STEP 1 OF 3 – Upload These Files Before Sending

Gather and upload one or more of the following before sending your prompt:

- Your TEKS reference document or curriculum guide
- The relevant textbook chapter, article, notes, slide decks, or reading passage
- Your campus vocabulary list or word wall for this unit
- Any student data, pre-assessment results, or learning profiles
- Your campus/district lesson template (if you want the format matched)

STEP 2 OF 3 – Fill In Every Bracket, Then Send

Your prompt should include all six components below. Do not skip any section.

Use the lesson information below:

- **CONTENT AREA:** [Science / Math / RLA / Social Studies / Other]
- **GRADE LEVEL / COURSE:** [Insert grade and course]
- **PRIMARY STANDARD:** [Insert full TEKS or standard wording]
- **SUPPORTING STANDARD(S):** [Insert supporting standards or None]
- **LESSON TOPIC:** [Insert topic]
- **LEARNING OBJECTIVE / I CAN STATEMENT:** [Insert objective]
- **ANCHORING PHENOMENON / HOOK / REALWORLD SCENARIO:** [Insert 1-3 sentences]
- **CLASS LENGTH:** [45 min / 50 min / 90 min block]
- **NUMBER OF DAYS:** [1 day / 2 days / 3 days / 1 week]
- **STUDENT GROUPING:** [individual / pairs / groups]
- **AVAILABLE MATERIALS:** [Insert materials]
- **PRIOR KNOWLEDGE:** [What students already know]
- **UPCOMING ASSESSMENT:** [STAAR / unit test / benchmark / upload your Assessment/CFA]
- **REALWORLD AUDIENCE:** [community group / school leaders / younger students / classroom only]
- **For GENERATIVE READING PASSAGE:** Narrative Passages (Fiction & Non-Fiction) / Informational/Expository Passages / Argumentative/Persuasive Passages / Patterned or Predictable Texts (Early Learners)
- **STUDENT CHOICE PREFERENCE:** [structured / choice board / openended]

STEP 3 OF 3 – ONCE STEP 2 IS COMPLETE...

**COPY &
PASTE**




POWER MOVE #2 CONVERT DOCS INTO GOOGLE FORMS VIA APPS SCRIPT



Convert a Google Doc to a Google Form – Step by Step

Use this workflow to turn any existing document (activity, assessment, review set) into an interactive Google Form in under 5 minutes.

1	Craft your prompt in ChatGPT (or Claude). Use this exact prompt: "Take the following file and write the App Script to create a Google Form from this google doc."
2	Upload your Google Doc (or paste its content) into the AI chat session.
3	Generate , then Copy the generated App Script code from the AI response.
4	Open Google Apps Script at: https://script.google.com/home Sign in with your Google account when prompted. Click → Deploy → New Deployment
5	Paste the script into the Apps Script editor window.
6	Click the "Cog" → Web App Click Deploy , then click Done.
7	Click Run to execute the script.
8	Copy the Google Form link from the output . Paste into a new browser tab to view and edit your form.
	If you get an error: Copy and paste the error message back into your AI chat session. Copy the revised script, replace the old script, and repeat from Step 6.



<https://go.screenpal.com/watch/cOfr25nOulp>

POWER MOVE #3 CONVERT CONTENT INTO GOOGLE FORMS QUIZZES/CFA'S

Creating a Google Forms Quiz – The Prompt

For a fully formatted quiz with scored questions, DOK variation, and feedback, use this expanded prompt:

QUIZ PROMPT TEMPLATE:

"Create a Google Forms quiz in Google Apps Script based on the uploaded reference document. Include a total of 16 multiple-choice questions. Design the questions to reflect a mix of Depth of Knowledge levels 1, 2, and 3. Distribute the correct answers across different answer positions so they are not patterned. Write the script so it is fully compatible with Google Apps Script for Forms, using FormApp and only supported methods for quiz creation, points, feedback, and multiple-choice items. Avoid unsupported methods or APIs that commonly cause runtime errors. Include clear question titles, answer choices, correct answers, point values, and optional feedback for correct and incorrect responses."

Why This Prompt Works





- Specifies total question count (16)
- Requires DOK 1, 2, and 3 distribution
- Prevents answer-pattern bias
- Uses only FormApp-compatible methods (avoids runtime errors)
- Requests feedback for correct and incorrect responses
- Produces a complete, deployable script

When You Get Errors

- Copy the full error message from Apps Script
- Paste it back into your AI chat: "Fix this error: [paste]"
- Copy the revised script and replace the old one
- Click Run again – most errors resolve in 1-2 iterations
- Video tutorial link is available if you get stuck

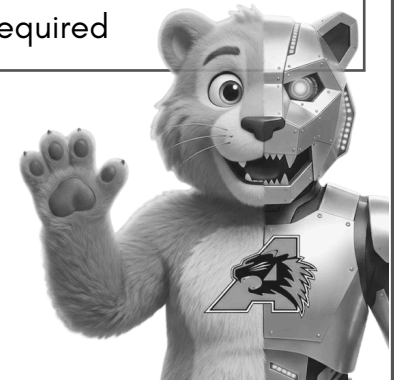
CLOSING | YOUR PROMPT TOOLKIT & NEXT STEPS

Several AI Engines and Key Reminders

TOOL		BEST FOR	NOTES
<u>Claude (Anthropic)</u>		Long-form curriculum creation, complex multi-part prompts, document analysis	Strong at following structured templates; excellent for document uploads
<u>ChatGPT (OpenAI)</u>		Quick generation, Apps Script creation, iterative revision	Very strong for Google Apps Script; great for quiz generation workflows
<u>Gemini (Google)</u>		Google Workspace integration, Docs/Slides/Sheets generation	Native Google integration; easy access within Google Workspace
<u>MagicSchool AI</u> Also in Launchpad		Education-specific tools: lesson plans, rubrics, IEP accommodations	Designed specifically for educators; no prompt engineering required

KEY REMINDERS

- **The AI is only as good as your prompt.** Invest 3 extra minutes in setup to save 2+ hours of creation time.
- **Always evaluate AI output against the RRER Rubric before using with students.** (**Coach Quad**) Target the DEVELOPED level.
- **Upload reference documents** – this is the single highest-leverage habit for improving AI output quality.
- **Iterate!** If the output isn't at the Developed level, ask AI to revise specific indicators – don't start over.
- **Share what works.** When you find a prompt that generates excellent output, share it with your team.



Notes

Presentation: <https://canva.link/wq0s9liskb7rlzf>