

# Hidden Gems: Unlocking the Power of Productivity & Differentiation

From AI Chatbot to Personal Assistant



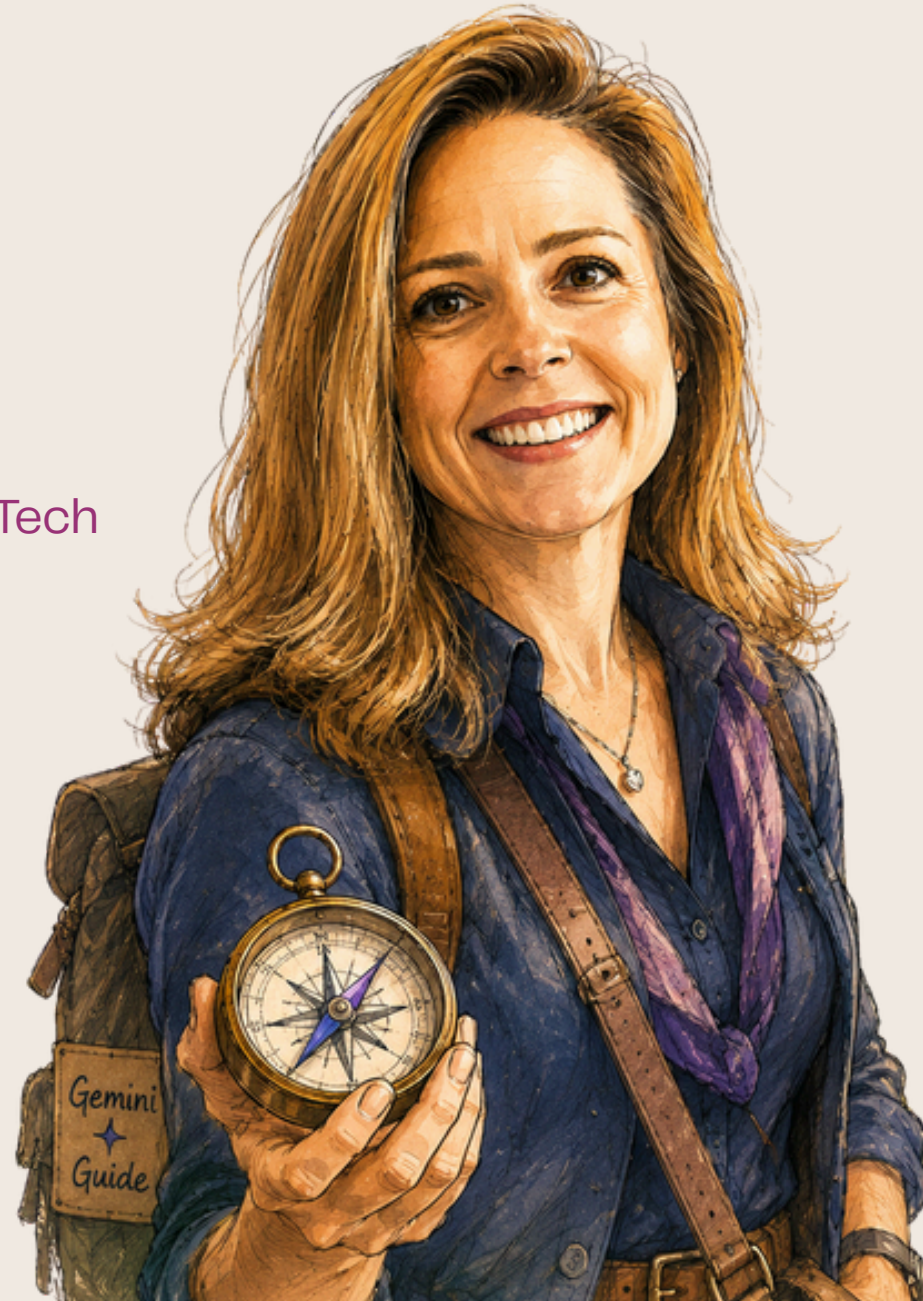


# Meet Your Guides



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# Session Goals: What Treasures Will You Discover?

## Define a "Gem"

Uncover the concept of a saved persona — a powerful AI specialist you can summon anytime.

## Utilize Prompt Supports

Discover the tools and scaffolds that help you unlock your Gem's full treasure potential.

## Apply the Prompt Framework

Master the framework that guides you to crafting effective, powerful Gem instructions.

## Explore Ready-Made Gems

Open the treasure chest of pre-built Gems ready to transform your teaching immediately.



**Today isn't about learning a new app; it's about building your own digital staff to handle the heavy lifting.**

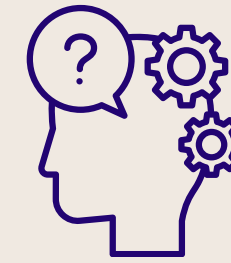




# Activity: Same Task, Different Day



**Think**



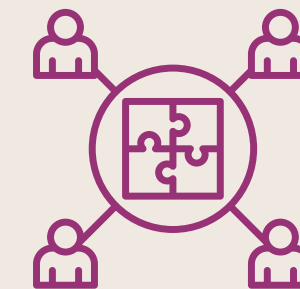
Reflect on your week. What tasks drain your time and energy the most? Write down your top 3 "time thieves."

**Pair**



Share your list with a partner. Which time thieves do you have in common?  
C

**Square**



Join another pair and share discoveries.

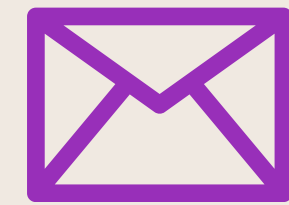


# Time Thieves: What's Stealing Your Treasure?



## Differentiating Lessons

Creating multiple versions of lessons for varied learning levels consumes hours of precious planning time each week.



## Managing Emails Rubrics

Drafting parent emails and repetitive tasks that drain your energy.



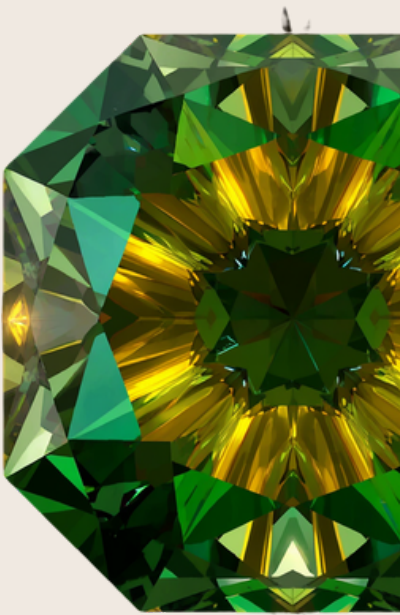
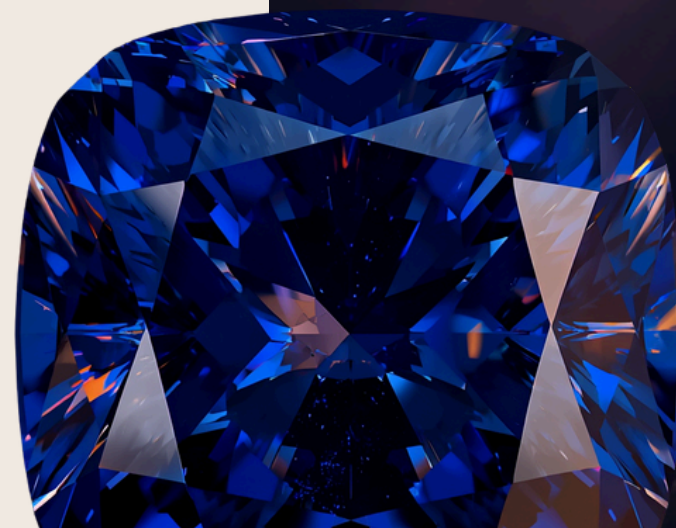
## Adjusting Rubrics & Lexile Levels

Adjusting assessments & texts for multiple learning needs



# What is a Gem?

A Gem is a "Saved Persona" — a permanent job description you create once and recall anytime. Gems remember their role, tone, and purpose, ready to complete specific tasks on demand.





# Meet Your Custom Specialist: Standard Chat vs. Gemini Gem

## **Standard AI Chat**

A plain key — opens one door at a time. No memory, no persona, no context saved. You must re-explain your needs every session.

- One-off questions
- Brainstorming
- Generic Tone



## **Gemini Gem (Saved Persona)**

A jewel-encrusted master key — permanent job description, tailored personality, and ready to work anytime. Recall your specialist instantly for any task!

- Use for repetitive tasks
- Use for rubrics, scaffolding, and specific tasks
- Tone is specific



# STORYBOOK GEM UNLOCK MAGICAL STORIES





# The Four Pillars Framework



## Role

Who is the AI?

Your are a 3<sup>rd</sup> grade curriculum specialist



## Task

What is the permanent job?

Transform complex tasks into simple reading passages at 3 Lexile levels.



## Constraints

"No Gos: & "Must Haves"

Never Use Jargon.  
Keep Sentences under 15 words.



## Format

How should it look?

Provide a bulleted list followed by a quiz.



# Test Drive: Opening Gemini & Finding Gems

## Step 1: Open Gemini– [gemini.google.com](https://gemini.google.com)

Navigate to [gemini.google.com](https://gemini.google.com) and sign in with your school Google account to begin your treasure hunt.

## Step 2: Find the Gems Icon

Look for the "Gem manager" in the left sidebar — your treasure vault of saved AI personas awaits!

## Step 3: Explore & Experiment

Try a premade Gem (Storybook or Brainstormer) or type a topic you are currently teaching (e.g., "Photosynthesis") and see how the specialist responds differently from a standard chat





# The Four Pillars Framework



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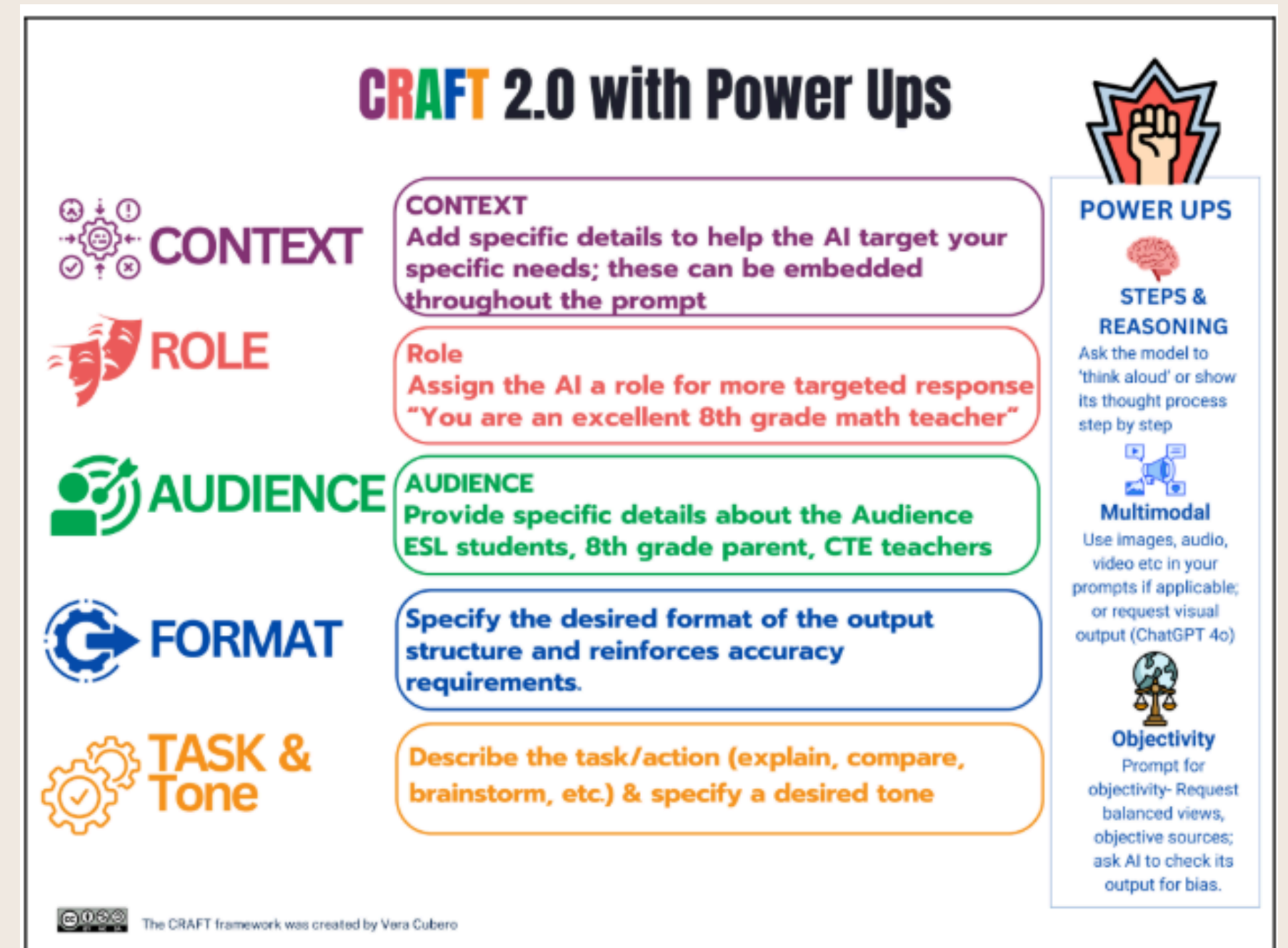
# Prompting Frameworks

## 4 Pillars Prompt Framework

## North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools



Role Task Constraints Format





# Anatomy of a Gem

New Gem

Gem not saved

Save

+ Upgrade

Title

Name

Give your Gem a name

!

Your Gem requires a name to start testing.

Description

Make sure to give a short but descriptive

Instructions ⓘ

Specific Instructions

Example: You are a horticulturist with a background in natural lawns and native plants, and you help people plan low water gardens. Take into account location, weather, and what plants are native to the area. You are

↶ ↷ ✎

Magic Wand—  
makes instructions more detailed

Default tool ⓘ

No default tool ▾

Knowledge ⓘ

Add Files Here

Add files for your Gem to reference

+

☐ Disable Knowledge Citations ⓘ

Preview

Preview and Test Your Gem Here

To preview your Gem start by giving it a name

+ Ask Gemini

Flash ▾



# GUARD YOUR TREASURE: PROTECTING PERSONALLY IDENTIFIABLE INFORMATION

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⚠️ **WARNING:** Do not enter personally identifiable information (PII) into any AI resource. Treat PII like a treasure worth guarding with your life.

## 🔑 **Direct Identifiers**

Full name, passport number, driver's license, student ID, or Social Security Number.

## 📍 **Contact Information**

Home address, email address, or phone number.

## 💳 **Financial & Digital Data**

Credit card numbers, bank account details, or exact IP addresses.

## 🧬 **Biometrics**

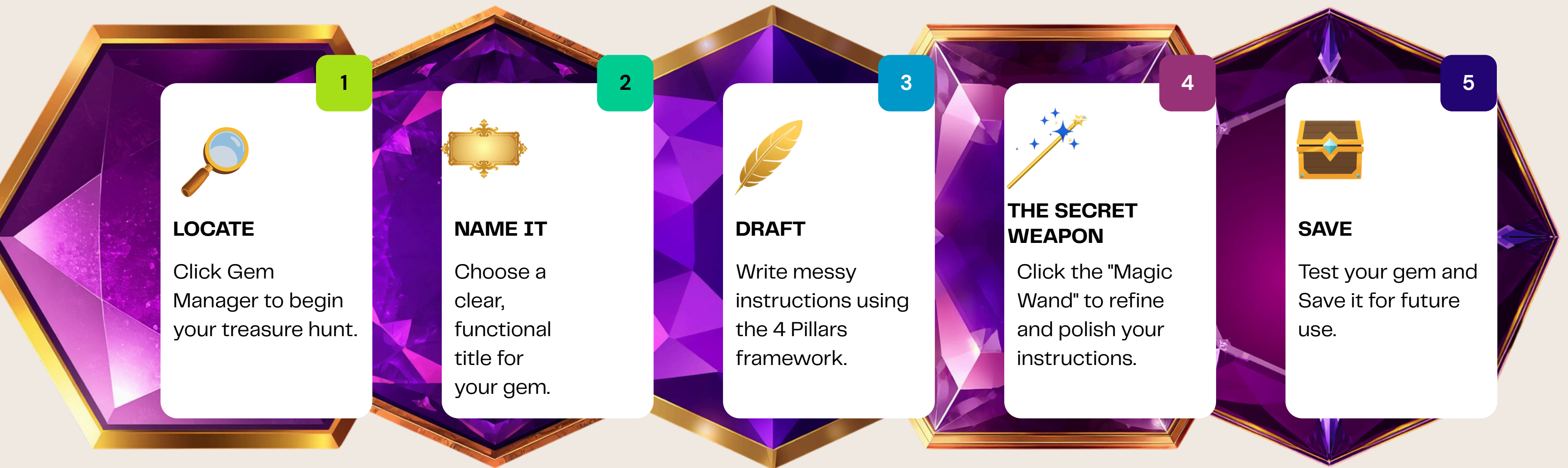
Fingerprints, retina scans, or facial geometry data.





# Building Your First Gem

From Rough Notes to Professional Prompt





# Create Your Gem

## What to Streamline Today

### 💎 Trip Advisor

Where will you go & What will you do?

### 💎 Workout Wizard

How can you optimize your time and workout routines?

### 💎 Menu Mania

How can your Gem help you stay within your budget and nutrition goals?

### 💎 Financial Expert

How can you optimize your investment goals and stay within your budget?

### 💎 Gem Adventure

What else can you put into your Gem to help with repetitive tasks?



Role Task Constrainer Format





# Sample Gem in Action: Task Card Generator

## High Engagement Student Learning

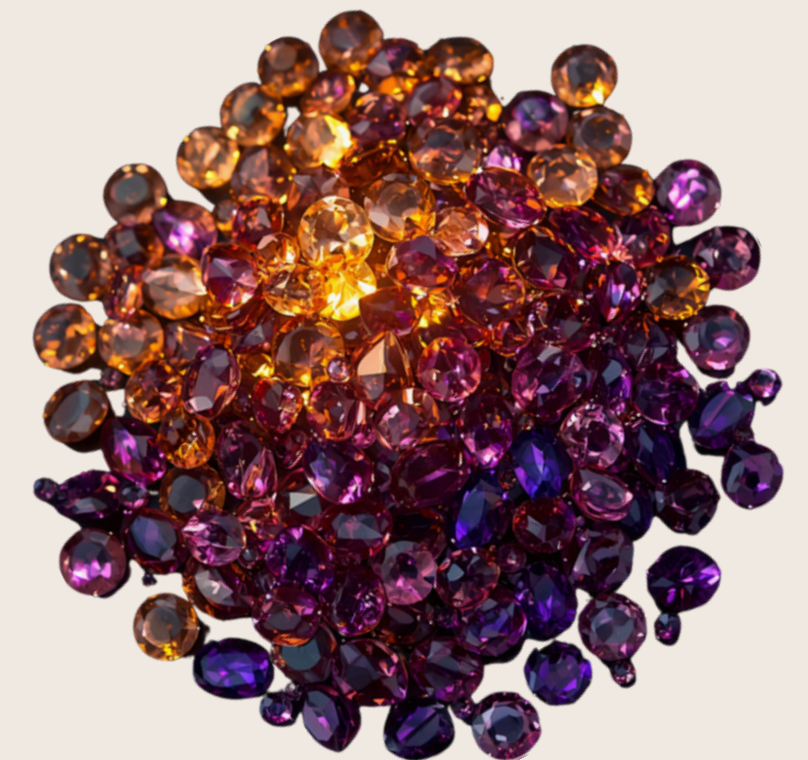
The Why– I want to have task cards that scaffolds learning while providing higher levels of enrichment.

1. **Label** Gem as Task Card
2. **Description**– What will this Gem do?
3. Provide
  - a. **Role**– as a Curriculum Specialist
  - b. **Task**– create tasks that scaffold learning and provide enrichment
  - c. **Constraints**–must-haves and contrainers– pop culture, community, or sports
  - d. **Format**–task card
  - e. **Extras**– add files
4. ✨ **Magic Wand**
5. **Save**

 Output 

 Task Card Use 

 Task Card  
Forced Copy 





# Your Turn: Create Your Own Gem



**[canva.link/empowergems](https://canva.link/empowergems)**



## **Step 1: Open Gemini Gems**

Visit [bit.ly/nctiesgems](https://bit.ly/nctiesgems) and open Gemini. Navigate to the Gems section to begin creating your personalized AI specialist.

## **Step 2: Build Your Gem**

Apply the Four Pillars or CRAFT Framework– to craft a custom Gem tailored to your most time-consuming teaching task.

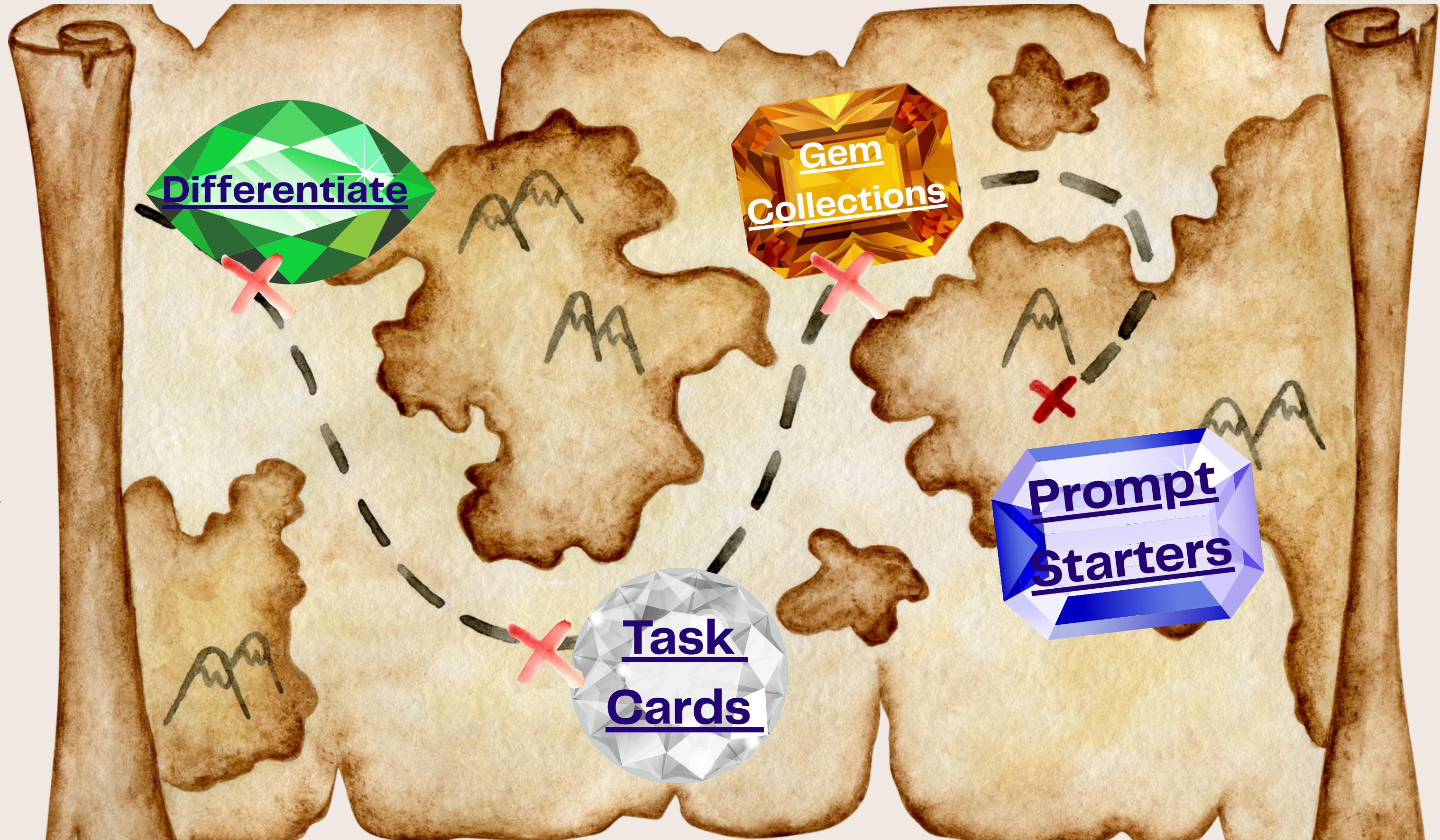
## **Step 3: Unlock Your Treasure**

Test your Gem and discover your hidden productivity gem! Share your creation and inspire fellow teachers to unlock their own treasures.



Choose  
Your Own  
Adventure.

Where will  
you go to  
find ideas  
for your  
Gem?







# Troubleshooting Tips: Navigating Rough Waters

## Vague Instructions

Instruction too vague?  
Use the Magic Wand.  
If you write messy notes, let  
Gemini rewrite  
them into professional  
instructions.

## AI Distractions

AI getting distracted?  
Start a New Chat.  
Context windows can get  
cluttered; a  
fresh chat clears the Gem's  
memory.

## Sharing

Collaborate wisely!  
Share prompt frameworks  
with colleagues to multiply  
the treasure across your  
whole team.  
Use the share icon or force  
a copy.



# 'One-One-One' Reflection

## How Will You Use Your New Time?



### The One-Gift of Time

If you save 30 minutes , what will you do?  
Coffee? Leave on Time?



### The one-Sticky Student

Who struggles with standard delivery. How can you reach them?



### The one GEM-ify Task

What repetitive task can you automate by Friday?  
Sub Plans? Bell Ringer?





# Unlocking More Treasures: Additional Resources



## Eric Curts' Resources

- Eric Curts– [Creating & Sharing Gems](#)
- Eric Curts– [Edu Gems– A Repository of Premade Gems](#)

## EduGems AI

More Tutorials –  
[www.edugems.ai/tutorials](http://www.edugems.ai/tutorials) for  
ready-made Gems, templates,  
and educator-focused AI  
resources

## Community & Support

Join forums, PLCs, and  
educator communities to  
share discoveries and get  
ongoing support

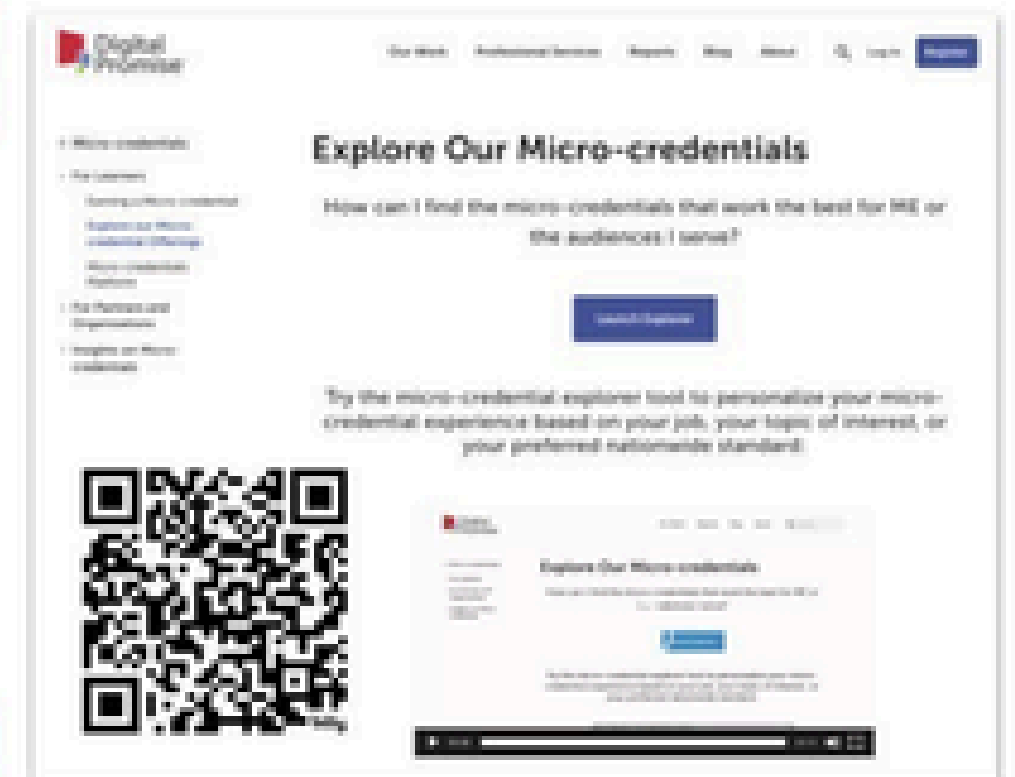
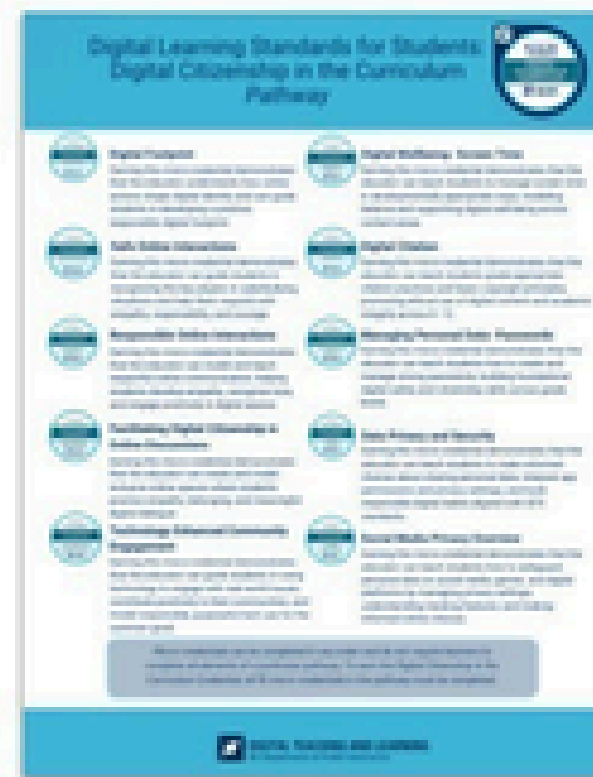


# FIND AN MICRO-CREDENTIAL THAT WORKS FOR YOU!

NC DPI – <https://www.canva.com/design/DAG-VDHtts4/8FNNsfcH8CmhwArRphsaWQ/view>

Digital Promise –

<https://digitalpromise.org/initiative/micro-credentials>



Explore your topic further ...



**Basic AI Literacy for Educators**





Thank You!  
Thank you for joining us on  
this treasure hunt!  
Questions & Discussion  
Welcome







# Contact & Feedback

## Reach Your Guides

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## Share Your Discoveries!

We'd love to hear your success stories and hidden gems you've uncovered. Share your feedback and continue the treasure hunt!