

The “Reclaim Your Prep” Prompt Library

By: Molly Bartels

3rd-5th grade Computer Science Teacher

Crete Public Schools

molly.bartels@creteschools.org

[Prompt Library](#) Document



The “Difficult Email” Drafter

Best for: When you are too emotional to write a professional response.

Prompt: “I need to write an email to a parent about [Student Name]. They [describe behavior/incident clearly]. The tone needs to be professional, empathetic, but firm on the school policy regarding [policy]. Please draft three options: one short and direct, one softer and more collaborative, and one that requests a meeting.”

The “Instant Differentiator”

Best for: When you have a great article but it's too hard for half your class.

Prompt: “Act as a reading specialist. Rewrite the following text to be at a [Target Grade Level, e.g., 3rd Grade] reading level. Keep the same key vocabulary terms: [List terms], but simplify the sentence structure and surrounding language. [Paste Text Here]”

The “Rubric Builder”

Best for: When you know what you want students to do but hate formatting the grid.

Prompt: “Create a rubric for a \[Grade Level\] \[Subject\] project where students must \[describe task\]. The columns should be: 'Exceeds Expectations', 'Meets Expectations', 'Approaching', and 'Not Yet'. The rows should evaluate: \[Criteria 1\], \[Criteria 2\], and \[Criteria 3\]. Format this as a table.”

The “Lesson Plan Refresher”

Best for: When your old lesson plan feels stale.

Prompt: “I am teaching [Topic] to [Grade Level] students. My usual activity is [describe current activity]. Please suggest 3 creative, hands-on alternatives that use [available tech/materials] and take about 20 minutes.”

The “IEP/504 Accommodator”

Best for: Quickly brainstorming ways to support specific needs.

Prompt: “I have a student with [specific challenge, e.g., difficulty processing auditory instructions]. We are doing a lesson on [Topic] that involves a lecture and note-taking. Suggest ~~at least~~ 5 specific accommodations or moddations or modifications I can prep in under 10 minutes to support this student.”

The “Feedback Assistant”

Best for: Grading piles of student writing without burning out, while still being constructive.

Prompt: “Act as a supportive [Grade Level] teacher. I am pasting a student response to the question: ‘[Insert Question]’. Please write 2-3 sentences of feedback directly to the student. Start with one specific thing they did well, then provide one specific, actionable step they can take to improve their answer next time based on [Specific Standard or Skill, e.g., citing evidence]. Tone should be encouraging. Student Text: [Paste Text]”

The “Quiz & Distractor” Creator

Best for: Creating meaningful exit tickets or checks for understanding in seconds.

Prompt: “Create a 5-question multiple-choice quiz for [Grade Level] students about [Topic]. Include the answer key at the very bottom. For every incorrect answer option (distractor), write a one-sentence explanation of why a student might choose it (common misconception) so I can review it with the class.”

The “Emergency Sub Plan” Saver

Best for: Waking up sick and needing a plan that doesn't require technology or complex prep.

Prompt: "I need an emergency sub plan for a [Grade Level] [Subject] class on the topic of [Topic]. The plan must last 45 minutes and require no student technology, only paper and pencil. Please script the instructions for the substitute teacher, including an opening discussion question, a main independent activity, and a closing 'exit ticket' question."

The "Comment Bank" Generator

Best for: Writing report cards or progress reports without sounding repetitive.

Prompt: "I need 5 variations of a report card comment for a student who [describe student strengths, e.g., participates actively] but struggles with [describe challenge, e.g., turning in homework on time]. The tone should be constructive and supportive. Please provide options for 'Meeting Expectations' and 'Approaching Expectations'."

The “Slide Deck” Outliner

Best for: Overcoming “blank slide” syndrome when planning a new unit.

Prompt: “Create a slide-by-slide outline for a 45-minute presentation on [Topic] for [Grade Level] students. For each slide, suggest:

- 1) The Title,
- 2) Three bullet points of content, and
- 3) An idea for a visual or image.

Include an “Exit Ticket” slide at the end.”

The “Newsletter” Drafter

Best for: Weekly parent updates when you are running out of time.

Prompt: “Draft a short, friendly classroom newsletter for the week.

- Highlights: We learned about [Topic 1] and [Topic 2].
- Reminders: [Event Name] is on [Date].
- At Home: Ask your child to explain [Concept] to you!
- Use bullet points and keep it under 200 words.”

The “Behavior Plan” Brainstormer

Best for: Preparing for a student intervention team meeting.

Prompt: “I have a [Grade Level] student who frequently [describe specific behavior, e.g., calls out answers without raising hand]. This happens mostly during [time of day/activity]. Please list 5 positive behavior intervention strategies I could try, ranging from 'low intervention' (verbal cues) to 'high intervention' (structured reward system).”

The “Slides Creator”

Best for: When you have the lesson content ready but need Gemini to act as a presentation designer to organize the flow and visuals.

You will need to click Tools, then choose Canvas, to create slides that you can export and edit as needed.

Prompt: "Act as an expert instructional designer. I am teaching a lesson on [Topic] to [Grade Level] students. Based on the following content: [Paste Lesson Notes/Text Here], please create a structured outline for a (number of slides)-slide presentation.

