



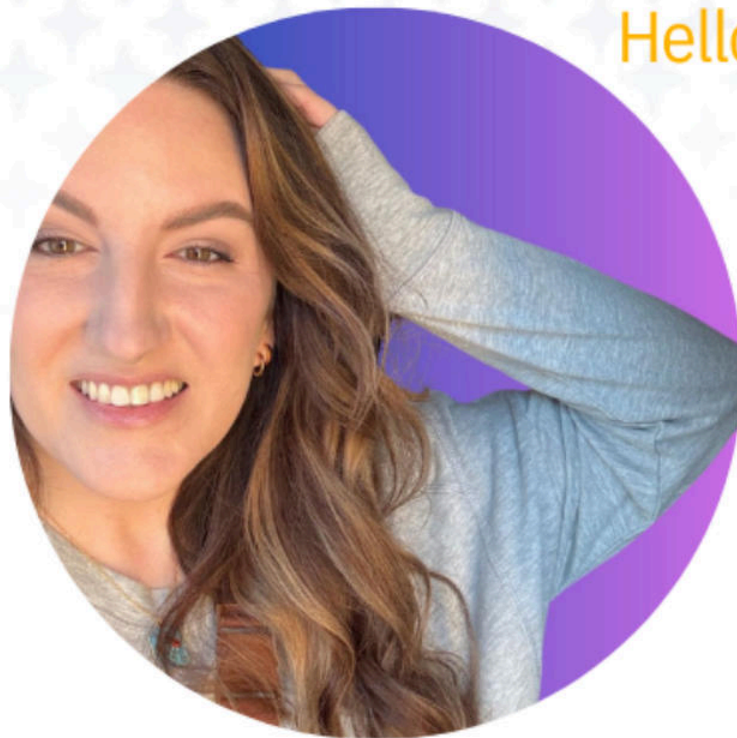
**MAGiC
SCHOOL**

AI Prompting + Building Customized Tools

Hello!

Meg Goliday

**Professional Development &
Community Specialist**



**MAGIC
SCHOOL**

PD Norms ✨

Make the most of our time

Actively Participate

Get Curious

Imagine Student Impact

Collaborate

Agenda

- 1 **Introduction** to MagicSchool
- 2 **Best** Practices for AI in Education
- 3 **Navigating** + Testing Tools
- 4 **AI** Prompting 101
- 5 **Building** a Custom Tool
- 6 **Building** a Custom Chatbot
- 7 **Survey** & Closing

Why AI for Schools?

Generative AI systems are quickly becoming a central part of every industry, and our students will need to understand how to interact with these systems productively.

Teaching and modeling responsible AI usage is the only way to fully prepare students for their future.

Why now?

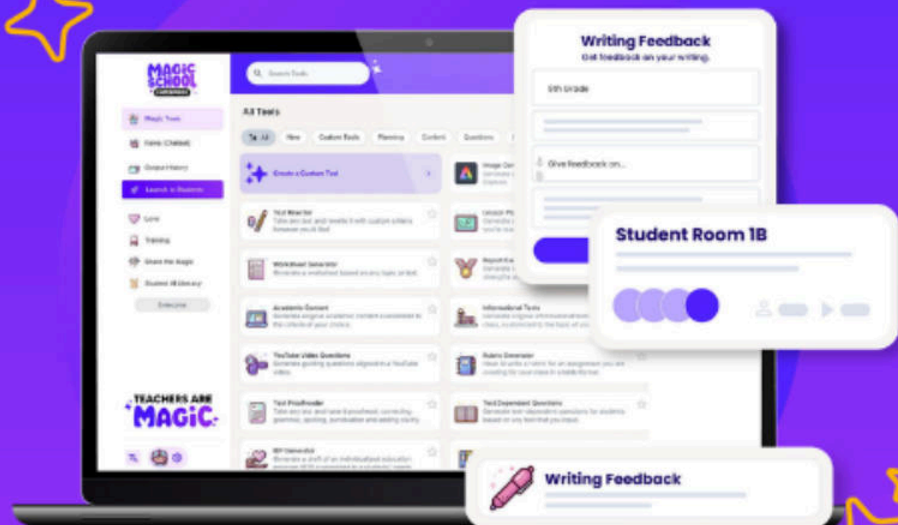


Educators across the globe are using AI to help complete their work more efficiently. We should model responsible use for our students.



Students interact with AI systems in every facet of their daily life. Understanding how AI works will allow students to use these systems responsibly.

The most loved, secure,
and trusted AI platform for
educators and students.



www.magicschool.ai



What is MagicSchool?

80+ Customizable AI tools for all teachers

Save time and support standards-aligned instruction, planning, differentiation, assessment, etc.

50+ Customizable AI tools for students

Provide personalized support, tutoring, feedback, and AI literacy—all monitored by teachers.

Responsible, guided AI integration

Set students up for career success while ensuring equitable support for learners and educators.

Safe and privacy-focused AI platform

Protect student privacy and data.

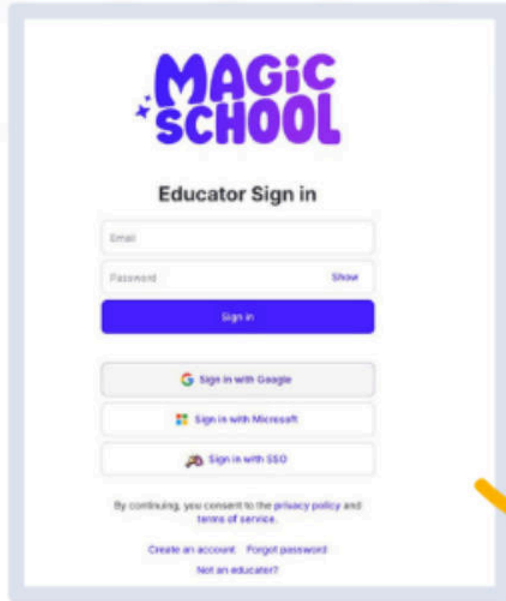


Best practices for using AI

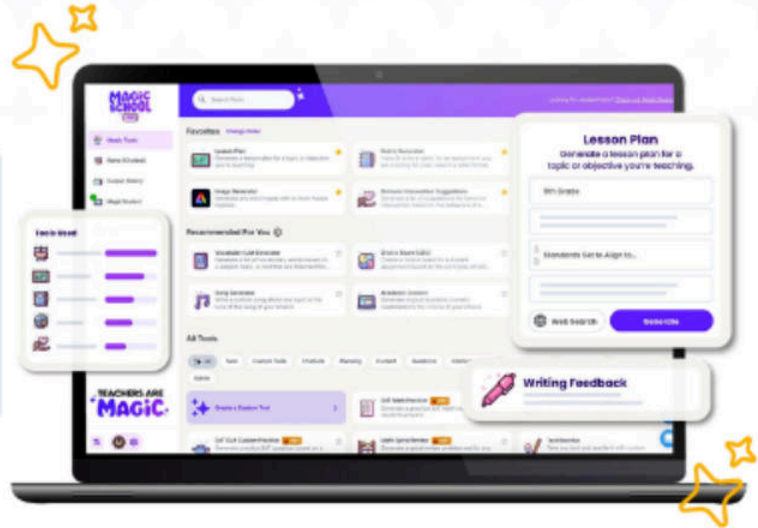
- **The 80-20 approach:** Use AI for initial work, but make sure to add your final touch for the last 20%:
 - Review for bias and accuracy
 - Contextualize for your learners
 - Adhere to your school's guidelines
- **Know the limits:** Our AI's knowledge stops on its last training date, so recent topics may not be up to date.
- **Protect privacy:** Don't include personal student details like names or addresses.

Getting started with MagicSchool

Log into MagicSchool.ai using your Google SSO.



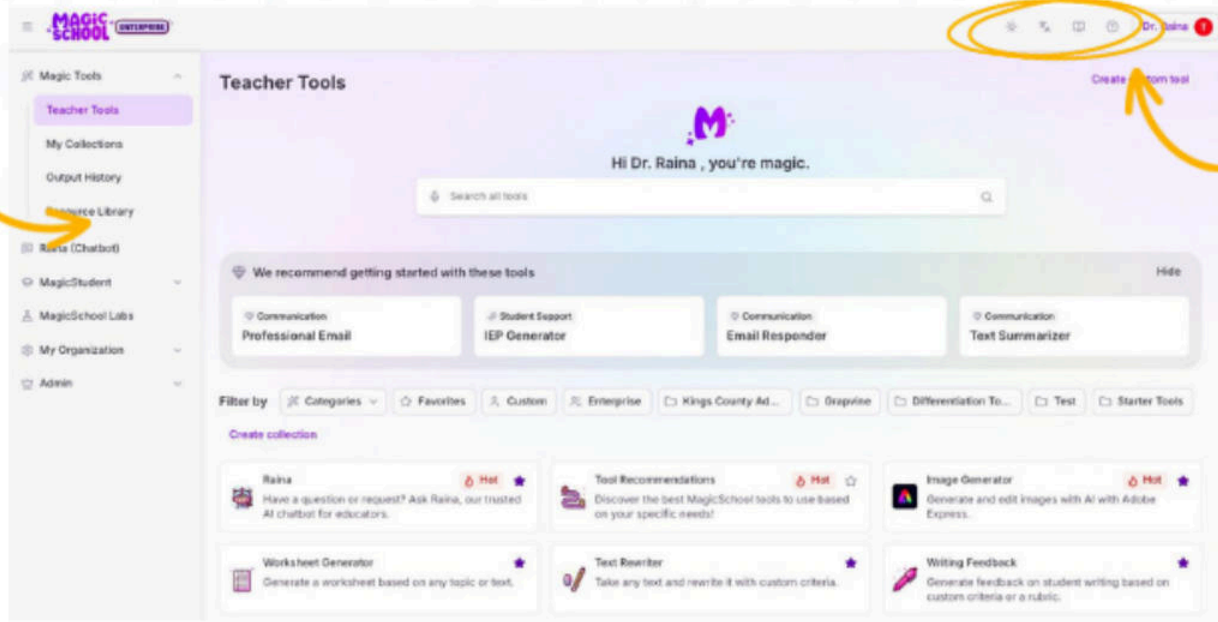
The image shows the 'Educator Sign in' page for MagicSchool. At the top is the MagicSchool logo. Below it, the text 'Educator Sign in' is centered. There are two input fields for 'Email' and 'Password', with a 'Show' link next to the password field. A blue 'Sign in' button is below the fields. Underneath are three social login options: 'Sign in with Google', 'Sign in with Microsoft', and 'Sign in with SSO'. At the bottom, there is a line of text: 'By continuing, you consent to the privacy policy and terms of service.' followed by links for 'Create an account', 'Forgot password', and 'Not an educator?'.



Navigating MagicSchool

MagicSchool menu & navigation

Menu to orient and find your tools, collections, history, resources, & more.



Dark/light mode.



Helpful resource links to Wall of Love, PD, Student AI Literacy, and more!



Help Center- Ask for help!



MagicSchool tools



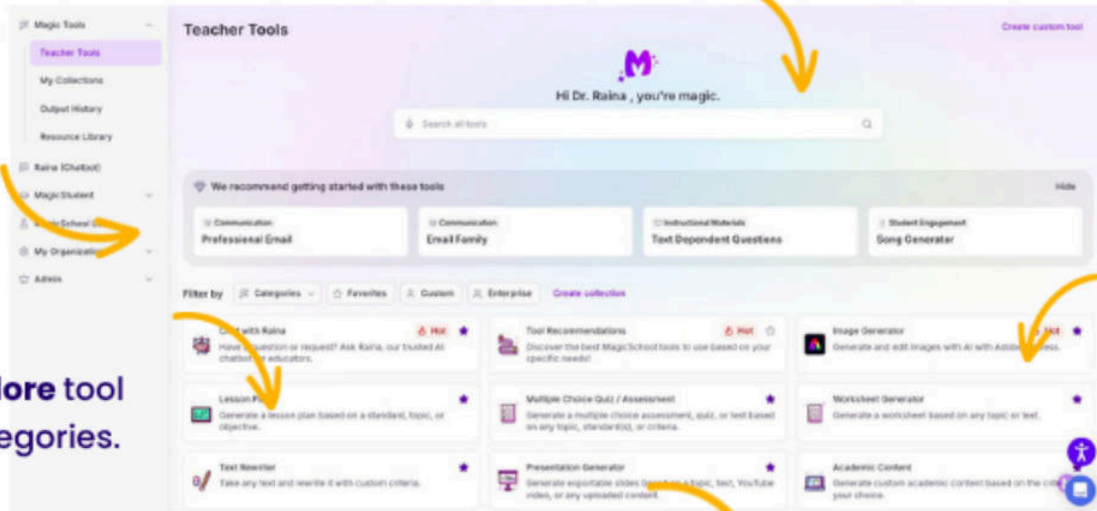
**Explore our New
Search Bar!!**

**Check out
Raina's
recommended
tools.**

**Scroll through the
list of over 80+
tools to discover
new tools.**

**Explore tool
Categories.**

**Add tools to your
favorites by
clicking the star.**



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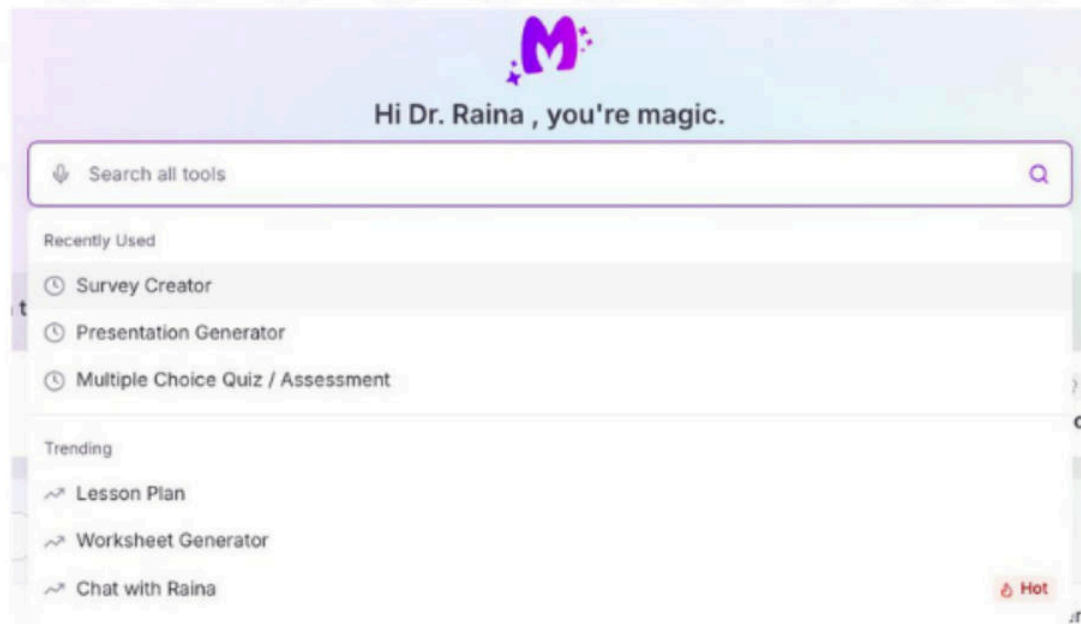
Advanced search

All
New!



The **Advanced Search Bar** allows you to:

- Search for a **tool by name**.
- Find your **Recently Used Tools**
- Find **Trending Tools**



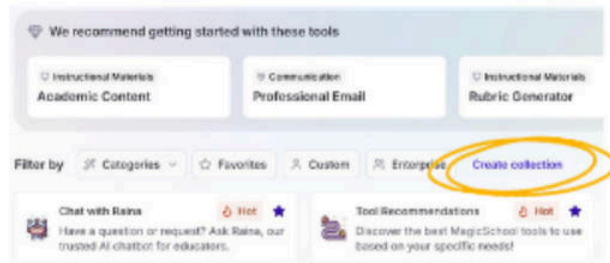
Create a collection

All
New!



Group tools into a Collection so you can find the tools you need!

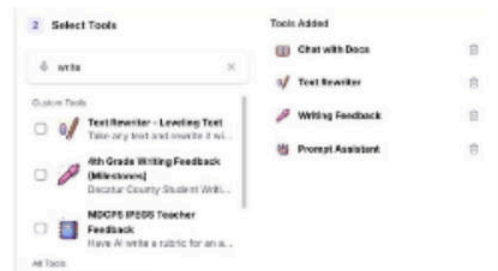
1. Click **Create collection**



2. Name your collection



3. Select Tools



Your Turn! Try it yourself!



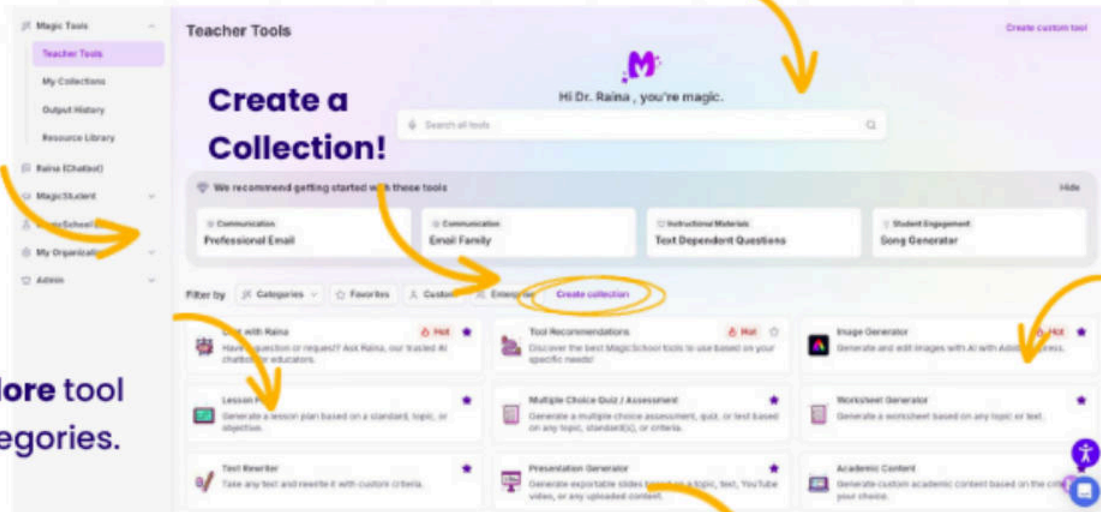
Explore our New
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Add tools to your
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Scroll through the
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tools to discover
new tools.



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Accessibility & support chat

Speech to text
feature.

Teacher Tools [Create custom tool](#)

Hi Dr. Raina, you're magic.

Search all tools

We recommend getting started with these tools [Show](#)

Filter by [Categories](#) [Favorites](#) [Custom](#) [Enterprise](#) [Kings County Ad...](#)

[Grapvine](#) [Differentiation To...](#) [Test](#) [Starter Tools](#) [Create collection](#)

Raina
Have a question or request? Ask Raina, our trusted AI chatbot for educators.

Tool Recommendations
Discover the best MagicSchool tools to use based on your specific needs!

Image Generator
Generate and edit images with AI with Adobe Express.

Worksheet Generator
Generate a worksheet based on any topic or text.

Accessibility
adjustments.

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Testing Out MagicSchool Tools

The fastest way to learn how to use a MagicSchool tool is to look at the Exemplar for that tool.

Step 1: Open a tool you are interested in exploring.



Lesson Plan

Generate a lesson plan for a topic or objective you're teaching.



Step 2: Click the “Exemplar” button to see an example of inputs and outputs to see how it works!

Lesson Plan

Generate a lesson plan based on a standard, topic, or objective.

Grade level: *

6th grade

Topic, Standard, or Objective: *

topic, standard, or longer description of what you're teaching. *Tip:* If you include the full description, you can use any standard worldwide. For example, "HS-PS1-1 Use the periodic table as a model to predict the relative properties of elements based on the patterns of electrons in the outermost energy level of atoms."

Add File

Total word limit: 0/75,000

Prompt assistant

Exemplar

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Exemplar Cont.

Step 3: Review the Outputs from the exemplar prompt.

Plant Cells vs. Animal Cells: A Comparative Study

Plant Cells vs. Animal Cells: A Comparative Study

Objective:

Students will be able to compare and contrast the characteristics of plant cells and animal cells, identifying the key differences between the two types of cells.

Assessment:

Students will complete a Venn diagram activity comparing and contrasting plant cells and animal cells, highlighting the key differences between the two cell types.

Key Points:

- Structure and function of plant cells
- Structure and function of animal cells
- Differences between plant and animal cells
- Similarities between plant and animal cells

Opening:

The lesson will begin with a brief review of the differences between plant and animal cells. Students will then participate in a "Do Now" activity where they will write down what they know about plant cells and animal cells.

Introduction to New Material:

The key points will be presented through diagrams, and real-life examples. Students will be encouraged to share their own experiences and beliefs that all cells are the same.

Guided Practice:

During the guided practice, students will compare and contrast plant and animal cells. The teacher will circulate and probe with questions to ensure understanding.

Independent Practice:

Students will complete an independent assignment where they will create a model of a plant cell and an animal cell, labeling the key organelles and structures. This assignment will demonstrate their mastery of the objective.

Closing:

For the closing activity, students will participate in a class discussion summarizing the key differences and similarities between plant cells and animal cells. They will also share one new thing they learned during the lesson.

Suggested Differentiation:

For students who are behind grade level, provide additional visual aids and simplified graphic organizers to support their understanding. Offer one-on-one or small group instruction as needed.

Extension Activity:

For early finishers, provide the opportunity to research and create a presentation on specialized plant or animal cells, such as root hair cells or nerve cells.

Homework:

Students will be assigned a homework activity to create a creative poster highlighting the differences and similarities between plant cells and animal cells, including real-life examples or applications.

Standards Addressed:

- NGSS Standard: MS-LS1-2 - Develop and use a model to describe the function of a cell as a whole and ways parts of cells contribute to the function.
- NGSS Standard: MS-LS1-5 - Construct a scientific explanation based on evidence for how environmental and genetic factors influence the growth of organisms.

Step 4: Identify strengths and areas for growth for the exemplar prompt and output.

Try it yourself!

- ✓ **Choose a tool** you want to learn more about.
- ✓ **Click the Exemplar button** to see an example of inputs and outputs.
- ✓ **Identify strengths and areas for growth** for the exemplar prompt and output.

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Part 2

Try it yourself!



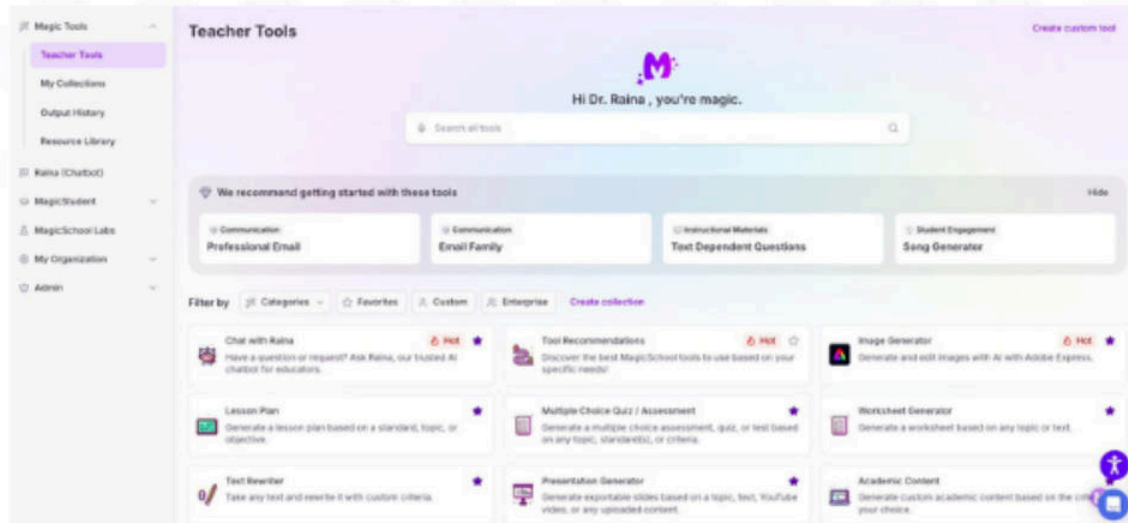
Choose a tool you want to try out.



Generate your own output by filling in the fields for that tool.



Identify strengths and areas for growth for the output you generated.



stop there!

We will use your output in the next try it yourself.

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AI Prompting 101

Searching vs. prompting

- Most people who have used generative AI tools **use them once and never return. Why?**
- **Prompting is a skill that needs to be honed** – and ultimately, is a little counterintuitive to the way we have used the internet previously.

Searching

Effective searches are short, concise and cast a wide net.



Prompting

Effective prompts describe clearly and specifically what you want the LLM to produce.



Prompting example



MagicSchool guidelines

Examples

Person
a

Define the role you want the AI to assume.

Begin your prompt with, "You are NASA engineer at the Kennedy Space Center."

Task

Define the task you want the AI to complete.

"Create a virtual field trip to the center for a group of Level 1 + 2 ELL students..."

Context

Add important details to make sure that your generation matches the output you are looking for.

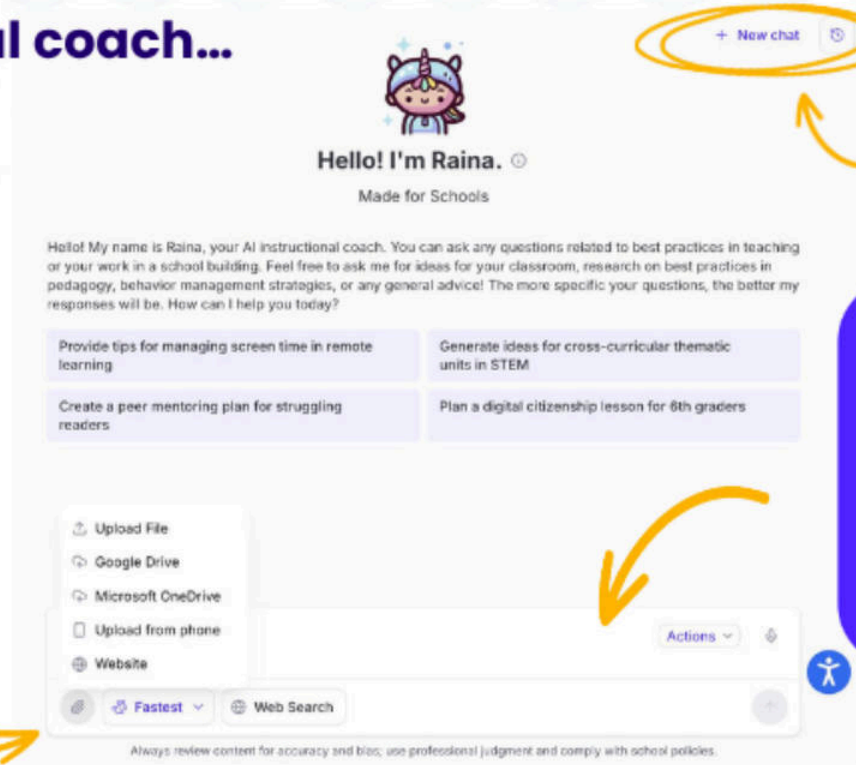
"Students have natives languages of Spanish and Arabic. The field trip should include 4 activities that students can complete in small groups."

Prompting in Raina

Your AI instructional coach... or assistant!

You can **attach**
additional files,
websites, and
images.

Adjust **models**
or turn on **web**
search.



New chats +
output **history**
for Raina lives
here.

Supercharge your chats
with our new **math**
functionality– stunning
visual aids for math
concepts, worksheets &
assessments, and science
graphics!

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Your Turn!

Try it yourself!

Write a prompt for a task that you would like our AI instructional coach, Raina, to help you with using the MagicSchool AI prompting guidelines.



Guidelines

Persona



Assign Raina a specific role.

Task



Ask Raina to complete a specific task.

Context



Include the important details Raina needs to make your output match your needs.



Hello! I'm Raina. 🐾

Made for Schools

Hello! My name is Raina, your AI instructional coach. You can ask any questions related to best practices in teaching or your work in a school building. Feel free to ask me for ideas for your classroom, research on best practices in pedagogy, behavior management strategies, or any general advice! The more specific your questions, the better my responses will be. How can I help you today?

Collaborative mural project ideas for students

Inspiring classroom decoration themes

Fundraising ideas for classroom technology upgrades

Creative ideas for annual school fair

Ask Raina anything...

Actions ▾

🔍 Fastest ▾ 🌐 Web Search

Always review content for accuracy and bias; use professional judgment and comply with school policies.

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Prompt Assistant

Use [Prompt Assistant](#) to support you with your AI literacy and help you write effective prompts.





Prompt Assistant

Input your prompt to have it improved and get feedback on your prompting skills.

[Clear Inputs](#) [Exemplar](#)

Prompt Assistant

Input your prompt to have it improved and get feedback on your prompting skills.

What would you like the AI to do? (your prompt) *

 Create a lesson plan about mitosis that includes fun activities, a chatbot to help students with the civil war, etc.



Generate



Building Custom Tools

High Leverage Custom Tools and Chatbots!

Check out these high leverage custom MagicSchool tools in a collection made just for you:



Meeting Notes Summarizer

Custom ★

Upload your notes to create a comprehensive summary to share or keep for your records.



Agenda Generator

Custom ★

Create an agenda for your next meeting!



How-To Document Creator

Custom ★

Generate clear and concise how-to documents on any topic!



Difficult Conversations



Communicate your intended message by scripting out an upcoming conversation.



Project Planner

Custom ★

Create a scope and sequence for upcoming projects



Create a custom tool!

Teacher Tools

Hi Dr. Raina , you're magic.

Search all tools

We recommend getting started with these tools

Filter by Categories Favorites Custom Enterprise Create collection

Chat with Raina Hot ★
Have a question or request? Ask Raina, our trusted AI chatbot for educators.

Tool Recommendations Hot ★
Discover the best MagicSchool tools to use based on your specific needs!

Image Generator Hot ★
Generate and edit images with AI with Adobe Express.

Lesson Plan ★
Generate a lesson plan based on a standard, topic, or objective.

Multiple Choice Quiz / Assessment ★
Generate a multiple choice assessment, quiz, or test based on any topic, standard(s), or criteria.

Worksheet Generator ★
Generate a worksheet based on any topic or text.

Step 1: Select Create Custom Tool.

Create a custom tool!



**Step 2: Select the tool
you want to customize**



Teacher Tools > Customize Tools

Select a Tool to Customize

 Search all tools



Filter by

 Categories ▾



Lesson Plan

Generate a lesson plan based on a standard, topic, or objective.



Writing Feedback

Generate feedback on student writing based on custom criteria or a rubric.

Create a custom tool!



Step 3: Configure the layout of your custom tool.



Customize the name of the tool.



Describe the purpose of the tool.



Hide the fields you want to keep the same. 



Leave the fields you want to edit each time you use the tool visible.

A screenshot of the 'Edit tool' interface for a 'Lesson Plan' tool. The interface is divided into two main sections: 'Configure' on the left and 'Preview of what you will see' on the right. The 'Configure' section has a 'Show' button and contains several fields: 'Tool Name' (set to 'Lesson Plan'), 'Tool Description' (with a placeholder text), 'Grade level' (set to 'All grade'), 'Topic, Standard, or Objective' (with a placeholder text), 'Additional Criteria' (with a placeholder text), and 'Standards Set to Align to' (set to 'Any standards: worldwide (CCSS, TEKS, Ontario, Finland)'). Each field has an 'Add File' button and a 'Show/Hide' toggle. The 'Preview' section shows a 'Lesson Plan' form with the same fields as the 'Configure' section, but with the 'Show/Hide' toggles set to 'Hide', making the fields visible in the preview. The interface also has 'Back' and 'Save' buttons at the top right.

Create a custom teacher tool!



Step 4: Write the Custom Instructions for your new tool.

- ✓ **Describe the structure of your outputs.**
- ✓ **Describe** what you want added to each initial output.
- ✓ **Hide the fields** you want to keep the same. 
- ✓ **Leave the fields** you want to edit each time you use the tool visible.

A screenshot of a web interface titled "Add Your Custom Instructions". At the top, there is a progress bar with three steps: "Configure", "Customize" (which is the active step), and "Test". Below the progress bar, there is a text input area with a placeholder that says "Add your own additional instructions to change the behavior of the tool." and a small "x" icon in the top right corner. Below the text input area, there is a button labeled "Add File" and a text label "Total word limit: 0/75,000". At the bottom right, there is a small logo that says "Prompt assistant".

Create a custom tool!



Step 5: Test the Custom Tool!

- ✓ Are the **outputs structured** the way you want?
- ✓ Do the outputs **include all the information** you want?
- ✓ **Edit the Custom Instructions** -if needed .
- ✓ If you like your outputs, **save your custom tool!**

Edit tool

Back Save

Test Your Customization

Configure Customize Test

Take a moment to test your customization.

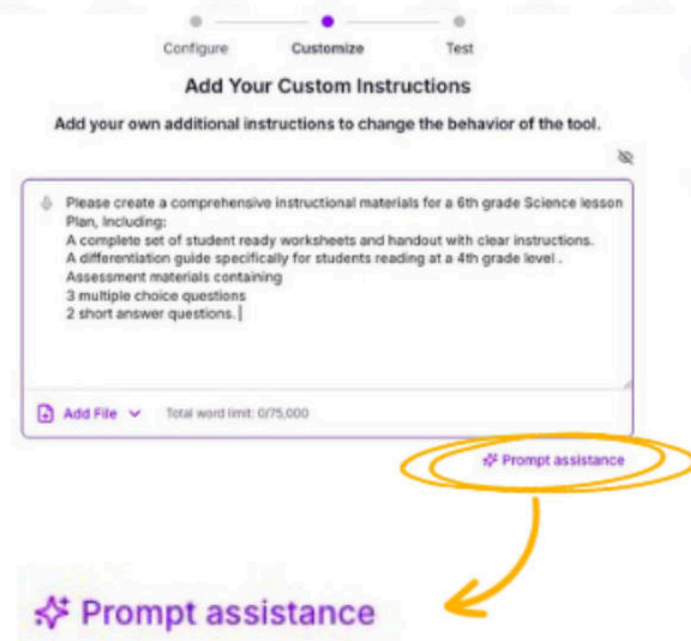
Lesson Plan

Generate a lesson plan based on a standard, topic, or objective.

Grade level: *

Prompt Assistance

Use the Prompt Assistance button to support you with your AI literacy and help you write effective instructions for your Custom MagicSchool Tool.

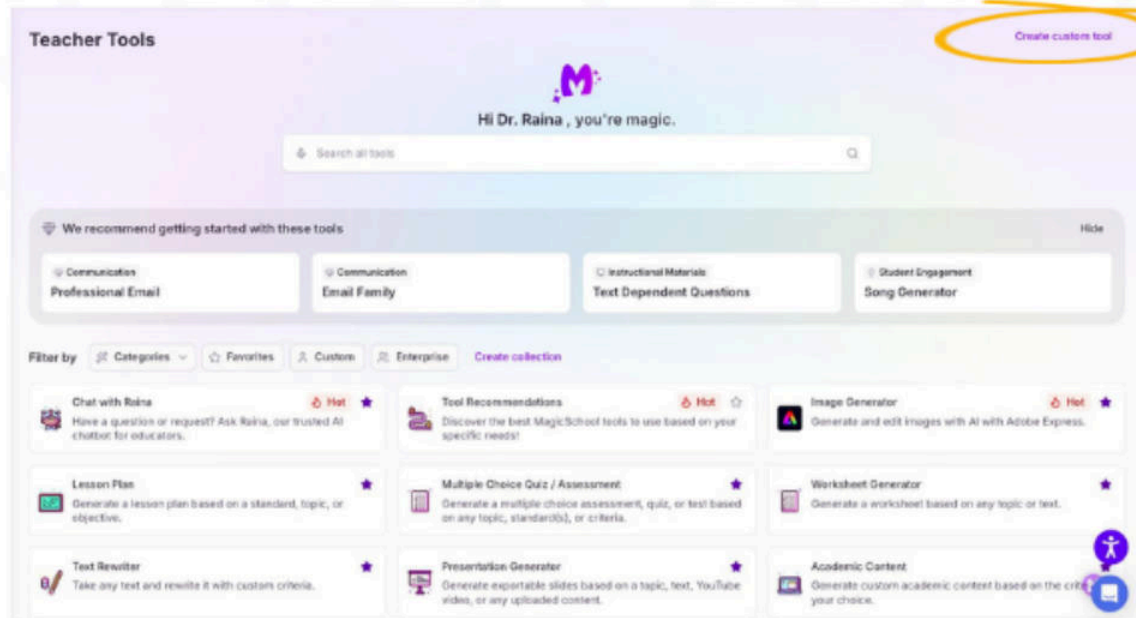


Your Turn!

Try it yourself!

05:00

- ✓ **Choose** the tool you want to customize.
- ✓ **Create your Custom Tool** by following the 5 steps we just reviewed.
- ✓ **Use Prompt Assistant** to get help and feedback as you write instructions for your Custom Tool.



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Building a Custom Chatbot

Create a custom chatbot!

Custom Chatbots give you the power to create almost any tool you can imagine!

Write instructions that make your Custom Chatbot behave the way you want.

Upload files to influence how your Custom Chatbot behaves.

Tools > Custom Chatbot

Custom Chatbot

Create a custom chatbot based on any criteria you choose!

Instructions for the chatbot: *

- "You are the Student Engagement Strategist for educators who is an expert on student engagement in the classroom. Your role is to suggest techniques for increasing student participation, implementing inclusive teaching practices, and managing diverse classrooms. Provide general advice but remind educators that for individual student concerns or specific classroom situations, they should consult their school's educational psychologist or counselor for additional support."
- "You are a teachers' assistant for a 9th grade visual arts class and specifically are teaching a unit on watercolors. You take into account all of the different adolescent needs of students that age when creating activities and giving support to the teacher"
- "You are Romeo from Romeo & Juliet, act as Romeo during the play and give answers about how you're feeling based on the plot of the play that are realistic so that my class can gain insights into your motivations"

[Add File](#) Total word limit: 0/75,000

[Prompt example](#)

Knowledge (Optional):

- What knowledge does this chatbot have? You can also attach a PDF for knowledge.

[Add File](#) Total word limit: 0/75,000

[Generate](#) [Web Search](#)

Your Turn!

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[Prompt assistant](#)

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What knowledge does this chatbot have? You can also attach a PDF for knowledge.

[Add File](#) Total word limit: 0/75,000

[Generate](#) [Web Search](#)

Share out!

How did **adding details** impact your outputs?



What are **1-2 tools** that you are excited to customize and why?

What are some **custom prompts** you found useful?



Facilitator name:

Meg

TEACHERS ARE
MAGiC



Please give us
feedback!



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TEACHERS ARE MAGiC

Thank
you for all you do
for students!



Find even more resources
including a certification course,
AI pioneers ambassadors
program, Facebook group,
YouTube tutorials and more on
[our resources page!](#)



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