

2025-2026

MAGIC SCHOOL LUNCH AND LEARN

BUILDING CUSTOM PROMPTS AND TOOLS



Bellwork: Think of a task that you wish AI could solve for you to make your job easier. What is the task, and how would it help you?



AGENDA



- 01 _____ Bellwork
- 02 _____ Design Thinking
- 03 _____ Prompting Tips
- 04 _____ How to: Build a Custom Tool
- 05 _____ Build your own tool
- 06 _____ Closure

OBJECTIVE

Today we will build a custom tool in MagicSchool using advanced prompting techniques.

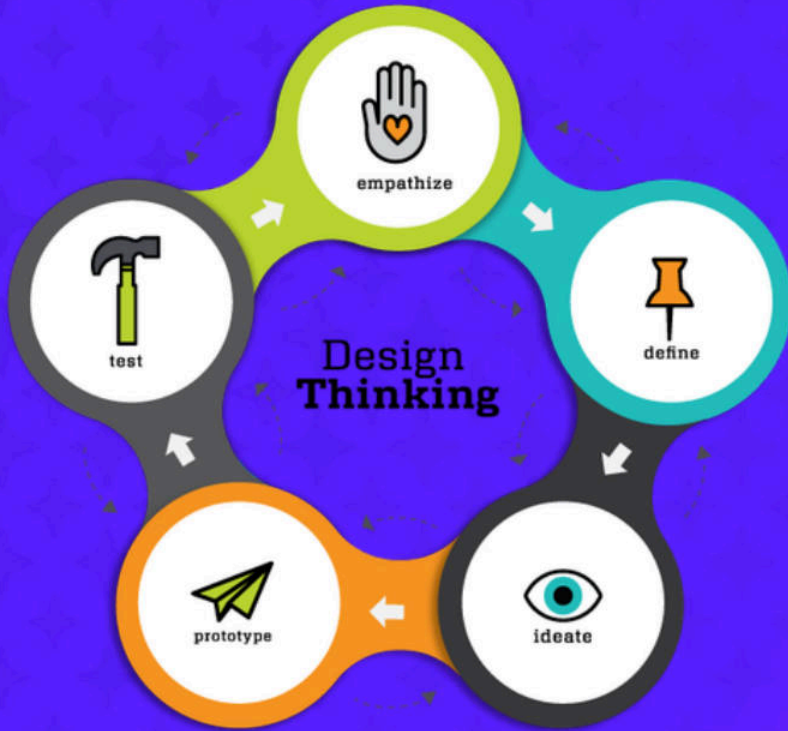
ESSENTIAL QUESTIONS

How do you write a good prompt?

How can I use advanced prompting techniques to build a custom AI tool?

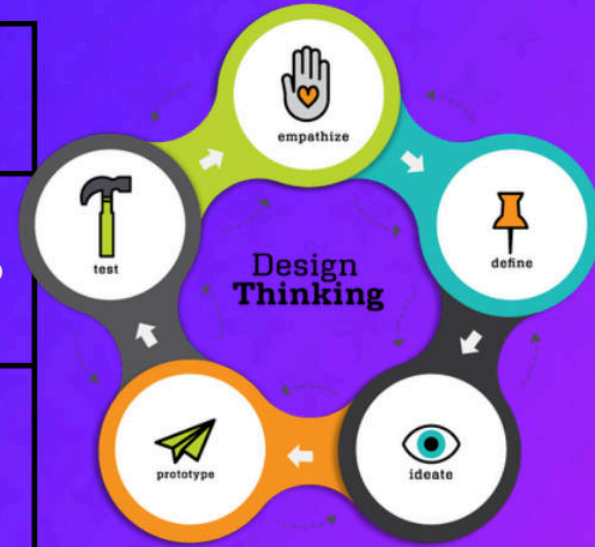
Writing a good prompt or tool is like the design thinking process.

If you aren't getting the outputs you want, continue prompting by adding more specific details and adding context.



Design Thinking Framework

1. Empathize	Think about “Future You” Design for the future “you” who is busy, tired, or rushed.
2. Define	What problem do you need AI to help you with? What’s this tool’s job? Think of it this way: The AI tool’s job is to _____ so I can _____.
3. Ideate	How could this tool think like you? Add your preferences, things that are non-negotiables or things the tool should avoid.
4. Prototype	Test it in a messy realistic scenario. Don’t polish the input.
5. Test	Refine the system... Ask yourself: Did this save me time or effort? What still required manual work? What should the tool consistently remember?



AI Prompting

This is an essential skill that will help us when we build custom AI tools in MagicSchool.

It is also a good skill to model to our students.

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.



AI Prompting: Basic

**Summarize my
meeting notes.**

Prompting example



MagicSchool guidelines

Examples

Role

Define the role you want the AI to assume.

You are an executive assistant for a school district.

Task

Define the task you want the AI to complete.

Create a bullet point summary of the attached meeting notes with an introductory paragraph that summarizes the notes

Details

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

Use the same formatting as the document attached

AI Prompting:

**You are an executive assistant for a school district.
Create a bullet point summary of the attached meeting notes with an introductory paragraph that summarizes the notes. Use the same formatting as the document attached.**

Building Custom Tools

Save time with prompting for repetitive tasks
Make the pre-made tools work for YOU

Examples:

- Vail EEI Lesson Plan
- Marzano Processing Tool

Building Custom Tools: example



Custom Ability Profile Chatbot (Profiles A,... Enterprise ☆

Generate strategies based on a student's CogAT Profile A, B, or C that use their strengths to grow their weaknesses.

Configure

Reset

Tool Name *

Custom Ability Profile Chatbot (Profiles A, B, and C)

Tool Description *

Generate strategies based on a student's CogAT Profile A, B, or C that use their strengths to grow th

Instructions for the chatbot: *

You are a master educator. Please prompt the user to specify the grade level, CogAT Profile and the standard they are teaching. Use the attached documents specifically using the document that matches the Ability Profile to provide suggestions. Provide two strategies appropriate for the grade level specified by the user that will use the student's strength in the CogAT Profile specified by the user to grow their weakness when teaching the standard provided by the user. Please include specific reading strategies with steps. Would you please word your answer as if you're explaining the steps to a teacher and providing the rationale behind your suggestions. Please use the following example as a model for your response: Strategy 1: "Visual Context Clue Mapping" (Builds on Nonverbal + Reasoning Strengths) Purpose: Use visual reasoning and pattern recognition (nonverbal strength) to support analysis of how context contributes to word meaning. How it Works: Choose an informational paragraph with 2-3 challenging vocabulary words. Students highlight or underline context clues (surrounding words/phrases) that help define the word. Using a graphic organizer, students: Write the word Sketch a visual representation of the meaning using clues from the text Write a definition in their own words Students then explain how the clues helped them infer the word's meaning—using either sentence stems or structured think-alouds. Why It Works for 4A: This taps into their nonverbal strengths (sketching, spatial mapping) and helps them make logical connections between context and meaning. Strategy 2: "Word

Add File Total word limit: 50,130/75,000

Knowledge (Optional):

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

Add File Total word limit: 50,130/75,000

PDF

1A.pdf
389 words

×

PDF

2A.pdf
392 words

×

PDF

3A.pdf
388 words

×

PDF

4A.pdf
442 words

×

Prompt assistant

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
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.

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.

Edit tool

Lesson Plan

Configure Customize Test

Configure Reset

Tool Name *
Lesson Plan

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

Grade level:
8th grade

Topic, Standard, or Objective:
Topic, standard, or longer description of what you're teaching. (If you include the full description, you can use any standard worldwide. For example, "HS-PS2-1 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: 5175,000

Additional Criteria:

Add File Total word limit: 5175,000

Standards Set to Align to:

Add File Total word limit: 5175,000

Preview of what you will see:

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

Grade level: *
8th grade

Topic, Standard, or Objective: *
Topic, standard, or longer description of what you're teaching. (If you include the full description, you can use any standard worldwide. For example, "HS-PS2-1 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: 5175,000

Additional Criteria:

Add File Total word limit: 5175,000

Standards Set to Align to:

Add File Total word limit: 5175,000

Generate

Create a custom 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". It features a progress bar with three steps: "Configure", "Customize" (which is active and highlighted), 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. The input area contains a sample instruction: "Add your own additional instructions to change the behavior of the tool. (Add a section to the output, specify a format, add context to the tool to better serve your needs, etc.)". At the bottom of the input area, there is a button labeled "Add File" and a text label "Total word limit: 0/75,000". In the bottom right corner of the interface, there is a small logo for "Prompt assistant".

Your Turn:

Practice building a custom tool

Ideas:

- **RFP “Scope or Work” Architect**
 - A tool where the buyer lists the rough needs and the bot drafts a formal Scope of Work using professional government procurement language.
- **The “AV Troubleshooter”**
 - A bot trained on the specific hardware configurations of your school where teachers could ask quick questions for times when you’re not available right away.
- **The “Minutes” Formatter**
 - A text polisher that will take your rough notes and rewrite them into formal ‘Meeting Minutes’ format.
- **The “List Cleaner”**
 - A list formatting bot that will save you from having to retype a list of names.

Arianna Ranahosseini

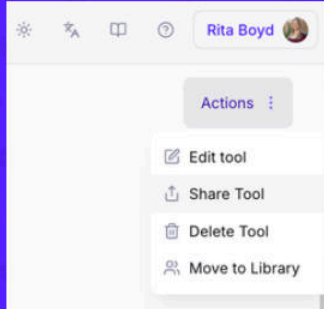
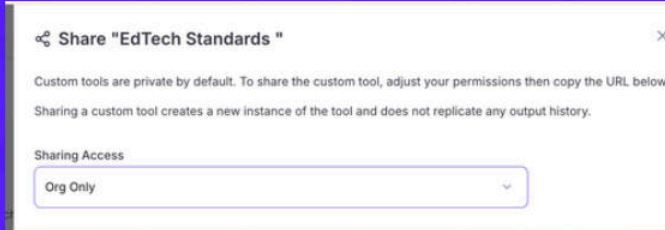
Senior Solutions Architect
MagicSchool.AI



Closure

Share the tool you created

Try out someone else's tool!



bit.ly/LUNCHSHARE

**MAGIC
SCHOOL**



Post Your Custom Tool!

Use the sticky notes to share your great tool idea!
Claim a sticky note and add –Your Name, the name of your tool, and a link to your tool so others can try it out!



Homework

- Teach someone at your site/department how to make a custom tool
- Consider meeting with your STC and Admin on creating a tool specifically for your school



Custom Prompts

Item	NOTES
Bellwork: Think of a question or task that you ask AI to do all the time.... What is the prompt/question/task?	
Prompting Tips	
How to Build a Custom Tool	
Build your own custom tool! Brainstorm here!	