



STUDENT WORKBOOK

# AI for Teachers and Educators

5 days, 3 hours a day · Online across India, in person from Jaipur



**AI Coaching India**

This workbook belongs to \_\_\_\_\_

Batch code: \_\_\_\_\_

# AI for Teachers and Educators: Your Workbook

Dear teacher,

This workbook is yours to keep, and it is meant to be used, not preserved. Every prompt we type in class is printed here with blanks for your own subject, class and chapter, so on Sunday evening you can open it and build next week's material without us. Write in it during sessions. Fold the corners. Spill chai on it. A clean workbook after five days means we did something wrong. By the end you will have a lesson plan, a question paper, worksheets, a comment bank and a classroom AI policy, all made by you, for your class. The workbook just makes sure you can do it all again, alone, on a school night.

With respect for the hardest job in the room,

Team AI Coaching India

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## Before day one

- Install the free ChatGPT app (by OpenAI) and the free Google Gemini app on your phone, or bookmark [chatgpt.com](https://chatgpt.com) and [gemini.google.com](https://gemini.google.com) on your laptop.
- Create a free account on each with your personal email. Write your login email here:  
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- Install the free Canva app or bookmark [canva.com](https://canva.com) and create a free account.
- Bring the textbook of one subject you are teaching this term. We will use your real chapters, not samples.
- Bring a phone or laptop, charged, with mobile data or ask us for the venue Wi-Fi.
- One reassurance: if you can send a WhatsApp message, you already have every skill this course needs. Nobody in this room will be left behind.

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## Day 1: Your first AI lesson plan

### What today was really about

Today you had your first real conversation with AI, and within thirty minutes it was planning a lesson for your actual class. The big aha: AI gives you a good answer only when you give it a good description. Tell it the board, the class, the subject, the chapter and the time you have, and the draft comes back usable. Tell it nothing and you get something generic from nowhere. You also saw it get a fact wrong, on purpose, in front of everyone. That was the most important moment of the day: AI drafts, the textbook decides.

### Prompts we used

1. I am a teacher in India. I teach Class \_\_\_\_\_, subject \_\_\_\_\_, board \_\_\_\_\_ . I want your help preparing teaching material. Ask me three questions about my class before we start.

2. Create a lesson plan for Class \_\_\_\_\_ on the chapter \_\_\_\_\_ from the \_\_\_\_\_ board syllabus. I have \_\_\_\_\_ minutes. Include: learning objectives, a 5 minute hook to open the class, main teaching points, one classroom activity that needs no special material, and a 5 minute recap with three oral questions.
3. Make the same lesson plan simpler. My class has \_\_\_\_\_ students and many are first generation learners. Use easier examples from daily Indian life like the kirana shop, cricket, or festivals.
4. List the 5 facts, dates or formulas in this lesson plan that I should verify against my textbook before teaching.
5. This prompt is spoken, not typed. Open voice typing on your phone keyboard, and say: Class \_\_\_\_\_ ke chapter \_\_\_\_\_ ka lesson plan banao. Objectives, activity aur recap ke saath. Simple language mein.

### Now you try

1. Pick a chapter you are teaching this month. Use prompt 2 with your real details, then check every fact against your textbook. Write one mistake or weak point you found: \_\_\_\_\_
2. Ask AI to redo the classroom activity for a class with no projector and no photocopies. Write the activity it gave you: \_\_\_\_\_
3. Ask the same question in ChatGPT and in Gemini. Which answer suited your class better, and why?  
\_\_\_\_\_

### Watch out

#### WATCH OUT

AI states wrong facts with full confidence. It can misquote a date, a formula, a definition, even a poem. Before anything reaches your blackboard, check it against the textbook. The textbook is the referee, always.

### My notes

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## Day 2: Question papers with blueprints

### What today was really about

A good paper starts with a blueprint, not with questions. Today you wrote the blueprint first: marks distribution, difficulty mix, question types, and only then asked AI to fill it. That order is what separates a proper exam from a random question dump. You also built the answer key and marking scheme in the same sitting, which is the part that usually eats your Sunday. And you caught AI making exam-

setter mistakes: two correct options in an MCQ, a question outside the syllabus. You are the examiner. AI is only the assistant who writes fast.

### Prompts we used

1. I am setting a question paper for Class \_\_\_\_\_ , subject \_\_\_\_\_ , chapter(s) \_\_\_\_\_ , board \_\_\_\_\_ , total marks \_\_\_\_\_ . First, create a blueprint table in text: question types (MCQ, very short, short, long), number of questions of each type, marks each, and difficulty split of roughly 40 percent easy, 40 percent medium, 20 percent hard. Do not write questions yet.
2. Now generate the full question paper following that blueprint exactly. Stay strictly within the chapter \_\_\_\_\_ . Number every question and mention marks beside each.
3. Create the complete answer key for this paper, with step marks for long answers, the way a board marking scheme is written.
4. Check your own paper: list any question that is ambiguous, has more than one defensible answer, or could be outside the \_\_\_\_\_ board syllabus for Class \_\_\_\_\_ .
5. Create a second version of this paper for a re-test: same blueprint, same difficulty, different questions.
6. Rewrite question number \_\_\_\_\_ so that it tests application, not memory. The student should have to use the concept in a new situation.

### Now you try

1. Build a 20 mark unit test for the chapter you used yesterday, blueprint first. Note how long the whole thing took: \_\_\_\_\_
2. Find one flaw in the AI paper before AI finds it: a wrong option, odd wording, anything. Write it here: \_\_\_\_\_
3. Ask for the answer key of just one long answer question with step marks. Would you award marks the same way? What would you change? \_\_\_\_\_

### Watch out

#### WATCH OUT

Every question AI writes must face two checks: is it inside the syllabus, and is the answer in the key actually correct? AI sometimes writes a lovely question with a wrong answer attached. The paper carries your name, so the final read is always yours.

### My notes

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## Day 3: Worksheets for every kind of student

### What today was really about

Every class has three classes inside it: students who are struggling, students who are on pace, and students who are bored because it is too easy. Today you made one worksheet into three, without tripling your work. The same topic became a support version, a standard version and a challenge version, and then a Hindi version for students who think in Hindi. Then Canva made it look like something from a good publisher. Differentiated teaching stops being a seminar word when it takes twenty minutes instead of a weekend.

### Prompts we used

1. Create a practice worksheet for Class \_\_\_\_\_, subject \_\_\_\_\_, topic \_\_\_\_\_. 10 questions: 4 fill in the blanks, 3 short answer, 3 word problems. Include an answer key at the end.
2. Now make a support version of this worksheet for students who are struggling. Simpler numbers, simpler words, one solved example at the top, and hints under each question.
3. Now make a challenge version for advanced students: fewer questions but open ended, multi step, and one question where they must explain their reasoning in their own words.
4. Write three hints for question \_\_\_\_\_ that guide a student towards the answer without revealing it, so a parent or elder sibling can help at home.
5. This one is described in English, typed in Hinglish, and asks for Hindi output for your Hindi-medium students. Type: Class \_\_\_\_\_ ke Hindi-medium students ke liye isi worksheet ka Hindi version banao. Bhasha bilkul aasan rakho, roz ki zindagi ke examples do, aur answer key bhi Hindi mein do.
6. Ise dono bhashaon mein side by side likho: pehle question English mein, uske neeche wahi question simple Hindi mein. Mixed classroom ke liye.

### Now you try

1. Make a three-level worksheet set on the topic your class found hardest this year. Which level was hardest to get right? \_\_\_\_\_
2. Take the support version into Canva, pick a free worksheet template, and paste your questions in. Write the template name you used so you can find it again: \_\_\_\_\_
3. Generate the Hindi version of one worksheet and read it aloud. Mark any sentence that does not sound like natural Hindi: \_\_\_\_\_

### Watch out

#### WATCH OUT

Simplified does not mean dumbed down, and translated does not mean correct. Read the support version to make sure the concept is intact, and read the Hindi version aloud. AI Hindi is usually good but sometimes bookish or oddly worded. Your ear is the editor.

## My notes

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### Day 4: Report cards and PTM prep

#### What today was really about

Report card comments for forty students, all honest, all different, none sounding like a machine. The trick you learned: you write two short honest lines of rough notes per student, and AI turns those notes into warm, specific comments. Your observation stays the raw material; AI is only the language polish. Today also carried the strictest rule of the course: no full names, no roll numbers, no personal or family details ever go into AI. Initials or Student A. Anonymise first, polish second, always.

#### Prompts we used

1. I am writing report card comments. I will give you rough notes about students, identified only by initials. Turn each into a 2 to 3 sentence comment that is honest, kind, specific and mentions one next step. Vary the sentence openings so no two comments sound alike. Notes: \_\_\_\_\_
2. Rewrite this comment so it is honest about weak marks but still encouraging, for parents who may be worried: \_\_\_\_\_
3. Give me 10 different closing lines for report card comments that suggest a way forward, so I never repeat the same ending.
4. Prepare parent-teacher meeting talking points from these anonymised notes about student \_\_\_\_\_ (initials only): one strength to open with, one concern with a concrete example, one action for home, one action I will take in class.
5. Draft a polite WhatsApp message to a parent about \_\_\_\_\_ (falling homework submission, better behaviour needed, improved performance). Respectful, warm, under 60 words, no student name in the draft; I will add it myself after copying it out.

#### Now you try

1. Write rough two-line notes for three real students, using initials only. Run prompt 1. Which comment would you send exactly as it came, and which needs your hand? \_\_\_\_\_
2. Build a PTM sheet for your most difficult parent conversation this term. Write your opening line: \_\_\_\_\_
3. Draft the parent message you have been putting off. Copy it out of AI, then add the name outside the tool: \_\_\_\_\_

## Watch out

### WATCH OUT

Privacy is not optional here. Never type a student's full name, roll number, school name plus class, health detail or family situation into any AI tool. Notes go in anonymised; names are added later, on your own device, outside AI. This protects your students and protects you.

## My notes

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## Day 5: AI-written homework and honest use

### What today was really about

The question every staff room is arguing about: what do we do when students submit AI homework? Today you learned to read the signs, tone above the student's level, suspiciously perfect structure, vocabulary that appears from nowhere. More importantly, you learned why AI detector tools cannot be trusted and why a five minute conversation with the student is fairer and more accurate than any detector score. Then you flipped the problem: you redesigned an assignment so copying is hard and thinking is visible, and you wrote a classroom AI policy in plain words. You are now ahead of this issue, not behind it.

### Prompts we used

1. Here is an assignment I give my Class \_\_\_\_\_ students: \_\_\_\_\_. Redesign it so a student cannot complete it by copying from AI: add a personal experience element, an in-class component, or a step where they must show their working or explain choices aloud.
2. Suggest 5 short oral questions I can ask a student about their submitted essay on \_\_\_\_\_ to fairly check whether the understanding is their own.
3. Write a classroom AI policy for Class \_\_\_\_\_ in simple words students and parents both understand. Cover: what AI use is allowed (ideas, explanations, practice), what is not allowed (submitting AI work as your own), and what happens if the line is crossed. Firm but fair, under 200 words.
4. Create a 10 minute activity where students ask AI a question from chapter \_\_\_\_\_, then verify its answer against the textbook and report any mistake they caught. The goal is to teach healthy doubt.
5. Draft a note to parents explaining our new classroom AI policy, why it exists, and how they can support it at home. Warm, clear, under 150 words.

## Now you try

1. Redesign your most-copied assignment using prompt 1. Write the new in-class component here:  
\_\_\_\_\_
2. Run the mistake-catching activity on yourself: ask AI three questions from tomorrow's chapter and verify each answer. What did it get wrong or oversimplify? \_\_\_\_\_
3. Finalise your classroom AI policy and read it aloud once. Write its first line here: \_\_\_\_\_

## Watch out

### WATCH OUT

Never punish a student on an AI detector score alone. Detectors flag innocent work and miss guilty work; that is not a foundation for an accusation. Signs raise a question, and a fair conversation answers it. Your judgment, not a tool, decides.

## My notes

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## Your complete prompt library

### Day 1: Lesson planning

1. I am a teacher in India. I teach Class \_\_\_\_\_, subject \_\_\_\_\_, board \_\_\_\_\_ . Ask me three questions about my class before we start.
2. Create a lesson plan for Class \_\_\_\_\_ on chapter \_\_\_\_\_, board \_\_\_\_\_, \_\_\_\_\_ minutes: objectives, 5 minute hook, main points, one no-material activity, recap with three oral questions.
3. Simplify this lesson plan for first generation learners; use everyday Indian examples.
4. List the 5 facts, dates or formulas in this plan I should verify against my textbook.
5. Voice typed: Class \_\_\_\_\_ ke chapter \_\_\_\_\_ ka lesson plan banao, objectives, activity aur recap ke saath, simple language mein.

### Day 2: Question papers

1. Create a blueprint for a Class \_\_\_\_\_, \_\_\_\_\_ marks paper on chapter \_\_\_\_\_ : question types, counts, marks, difficulty split 40-40-20. No questions yet.
2. Generate the full paper following that blueprint exactly, strictly within the chapter.
3. Create the complete answer key with step marks, board style.
4. List any question that is ambiguous, doubly correct, or possibly out of syllabus.
5. Create a re-test version: same blueprint, different questions.
6. Rewrite question \_\_\_\_\_ to test application, not memory.

### Day 3: Worksheets

1. Worksheet for Class \_\_\_\_\_ , topic \_\_\_\_\_ : 4 fill in the blanks, 3 short answer, 3 word problems, answer key at the end.
2. Support version: simpler numbers and words, one solved example, hints under each question.
3. Challenge version: open ended, multi step, one explain-your-reasoning question.
4. Three hints for question \_\_\_\_\_ that guide without revealing the answer.
5. Hinglish, for Hindi output: Class \_\_\_\_\_ ke Hindi-medium students ke liye is worksheet ka aasan Hindi version banao, answer key ke saath.
6. Hinglish, bilingual: har question pehle English mein, neeche wahi simple Hindi mein, mixed classroom ke liye.

### Day 4: Report cards and PTM

1. Turn these rough notes (initials only) into honest, kind, specific 2 to 3 sentence comments with varied openings: \_\_\_\_\_
2. Rewrite this comment to be honest about weak marks but encouraging: \_\_\_\_\_
3. Give me 10 different forward-looking closing lines for comments.
4. PTM talking points from anonymised notes: a strength, a concern with example, one action for home, one for class.
5. Polite WhatsApp draft to a parent about \_\_\_\_\_ , under 60 words, no name; I add the name myself outside AI.

### Day 5: Honest AI use

1. Redesign this assignment so it cannot be completed by copying from AI: \_\_\_\_\_
2. 5 oral questions to fairly check if a student's submitted work is their own understanding.
3. A plain-words classroom AI policy for Class \_\_\_\_\_ , under 200 words.
4. A 10 minute verify-the-AI activity on chapter \_\_\_\_\_ where students catch AI mistakes.
5. A warm note to parents explaining the AI policy, under 150 words.

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### Your safety card

- Never type into any AI tool: student full names, roll numbers, addresses, phone numbers, health or family details, or marks attached to a name.
- Anonymise first, always: initials or Student A go in, real names are added later on your own device.
- Verify before you teach: every fact, date, formula and answer key against the textbook. AI is confident even when wrong.
- Never act on an AI detector score alone. A conversation with the student is fairer and more accurate.
- Use your personal account for practice, but check whether your school has its own rules about AI tools before using them for official school records.

- If any tool or website starts asking for payment, OTPs or card details to unlock a basic feature we used in class, close it. Everything in this course works free.
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## **Keep going: your 30-day plan**

- Week 1: make next week's lesson plans with prompt set 1. Verify each against the textbook. Two evenings, done.
  - Week 2: build one full unit test with blueprint, key and re-test version. Time yourself; beat your Day 2 time.
  - Week 3: create a three-level worksheet set plus a Hindi version for one difficult topic, and print them via Canva.
  - Week 4: write your next batch of report comments from anonymised notes, and run the verify-the-AI activity once with your students.
  - Every Sunday: 20 minutes, one prompt set, one artifact. Small and weekly beats heroic and never.
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## **Plain-words glossary**

- AI: computer software that reads and writes language, trained on huge amounts of text.
- Chatbot: an AI you talk to by typing or speaking, like ChatGPT or Gemini.
- Prompt: the instruction you type to AI. Better prompt, better answer.
- Hallucination: when AI states something false with full confidence. It happens often enough to always check.
- Blueprint: the plan of a question paper, marks and difficulty first, questions second.
- Differentiation: giving different versions of the same work to students at different levels.
- Anonymise: remove names and identifying details before sharing information anywhere.
- AI detector: a tool claiming to spot AI writing. Unreliable; never the basis for punishment.
- Voice typing: speaking instead of typing; your phone keyboard's mic button, works in Hindi.
- Free version: the no-cost plan of an AI tool. Everything in this course runs on free versions.
- Marking scheme: the step-by-step split of marks for each answer, the way boards write them.
- Template: a ready-made design or format you fill with your own content, like in Canva.