The background features several hand-drawn icons: a glowing lightbulb inside a circle with an arrow pointing to it, a striped star, a striped triangle, a smartphone inside a jagged-edged circle, and a striped notebook with a person icon. There are also some abstract lines and shapes scattered around.

60+

Must-Try

ChatGPT

Prompts for

Teachers

CLASS
TECH
TIPS

BY MONICA BURNS, ED.D.

A QUICK HELLO.

If you're looking to make the most of digital tools this school year, you've come to the right place.

As an EdTech consultant, I help educators leverage the power of technology in the classroom — strategically and with purpose.

Although my roles in education have included: classroom teacher, keynote speaker, podcast host, author, and blogger...



*Essentially, this is what I do:
I help make EdTech easier.*

If we haven't met yet... on the very last page of this ebook, you can learn more about how to stay connected!

Best. Monica



CHATGPT

Have you tried out ChatGPT? It's no surprise that the buzz around this artificial intelligence tool isn't going away. I've played around with it for a few years now and feel like I learn something new almost daily. In this ebook, I have 60+ ChatGPT prompts for teachers you can use to save time this school year and make the most of this free tool.

Access ChatGPT here: <https://chat.openai.com/>

Chatbots can help teachers save time! And if you joined me for a webinar this year, then you have already seen this tool in action. ChatGPT is a chatbot that answers questions and provides information based on your submitted queries or prompts. It is a tool that requires users to know what questions to ask to get the desired output – and that's why I created a list of prompts for you.

These prompts can help get your wheels spinning as you think about how you might use with a chatbot to accelerate your workflow this school year. You can plug in your information (where you see the capital letters in brackets) to customize these prompts for your desired outcome.

PROMPT ENGINEERING

While ChatGPT is not perfect and can get bogged down during peak hours, it is an interesting tool to explore. It's not the only type of artificial intelligence available to the general public. There are other examples of AI you may want to explore if you're curious about this topic.

Gemini and Claude are just two examples, and you might already have a favorite chatbot and these prompts will work with them, too!

One term you should add to your artificial intelligence vocabulary is prompt engineering. What is prompt engineering? One of the issues with ChatGPT is knowing what prompt to write. In this ebook, I've taken care of some of the engineering for you to create a list of 60+ ChatGPT prompts for teachers.

As you refine these general prompts, consider the following:

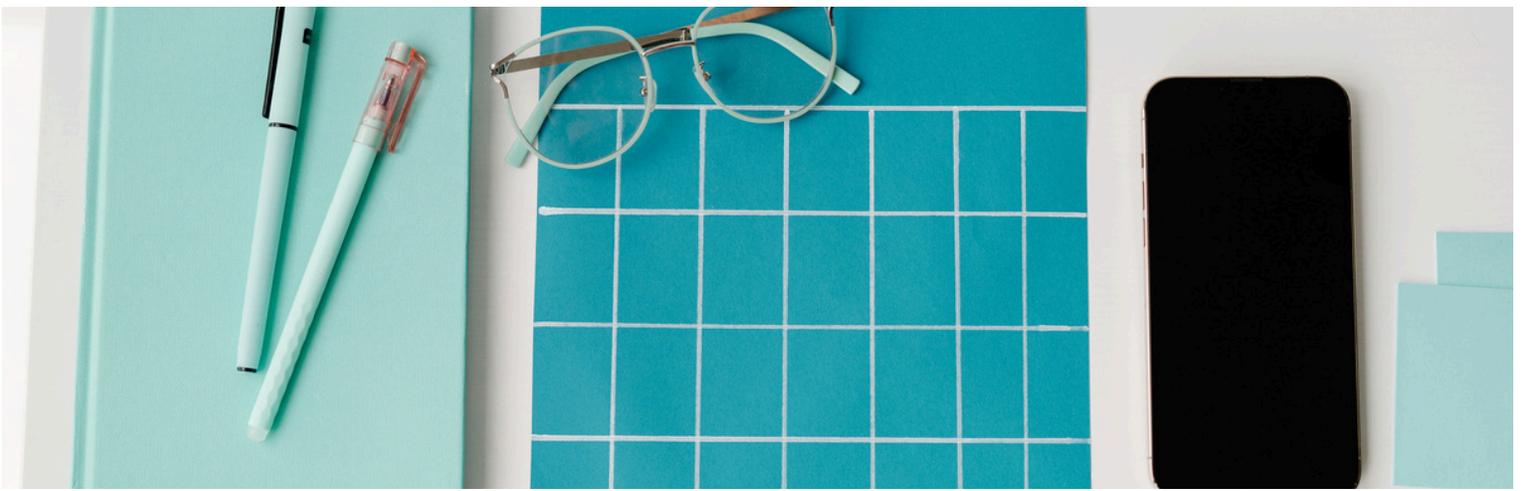
- **Tone:** try adding an adjective like *friendly* or *professional* to your prompt to make the response have a particular tone
- **Context:** if you are creating something for *students*, *families*, or *colleagues*, include that in your prompt so the audience is clear
- **Specificity:** if the first response you get feels too general, follow it up with a condition that makes it more specific, such as “in shorter sentences” or “with simpler vocabulary”



EMAILS

Use these prompts to draft emails that you can edit for the recipient. This is a great way to get a jump start on crafting emails or to help you set up an email template.

Note: *When you paste your email draft, remove personal information like names.*



PROMPTS

01 Proofread my email for grammar, spelling, and punctuation errors [PASTE EMAIL DRAFT]

02 Suggest ways to rephrase or restructure my sentences to improve clarity and coherence [PASTE EMAIL DRAFT]

03 Rewrite this email so it is more [ADJECTIVE] [PASTE EMAIL DRAFT]

04 Write a message to welcome new families to our school

05 Write a thank you email to a family member who [WAY THEY HELPED]

06 Reorganize my email so it uses bullet points to share key points instead of paragraphs [PASTE EMAIL DRAFT]

07 Write an email to check in with [PERSON] about [TOPIC] to see if they want to schedule a meeting

08 Reformat my email to make it more visually appealing and easy to scan [PASTE EMAIL DRAFT]



PROMPTS

09 Write an email to remind families about our field trip to [PLACE]

13 Write an email to announce changes to [TOPIC]

10 Write an email to let a family member know I want to schedule a meeting about [TOPIC]

11 Write an email that invites students' family members to [EVENT]

12 Write to a local business asking them for donations for [EVENT]

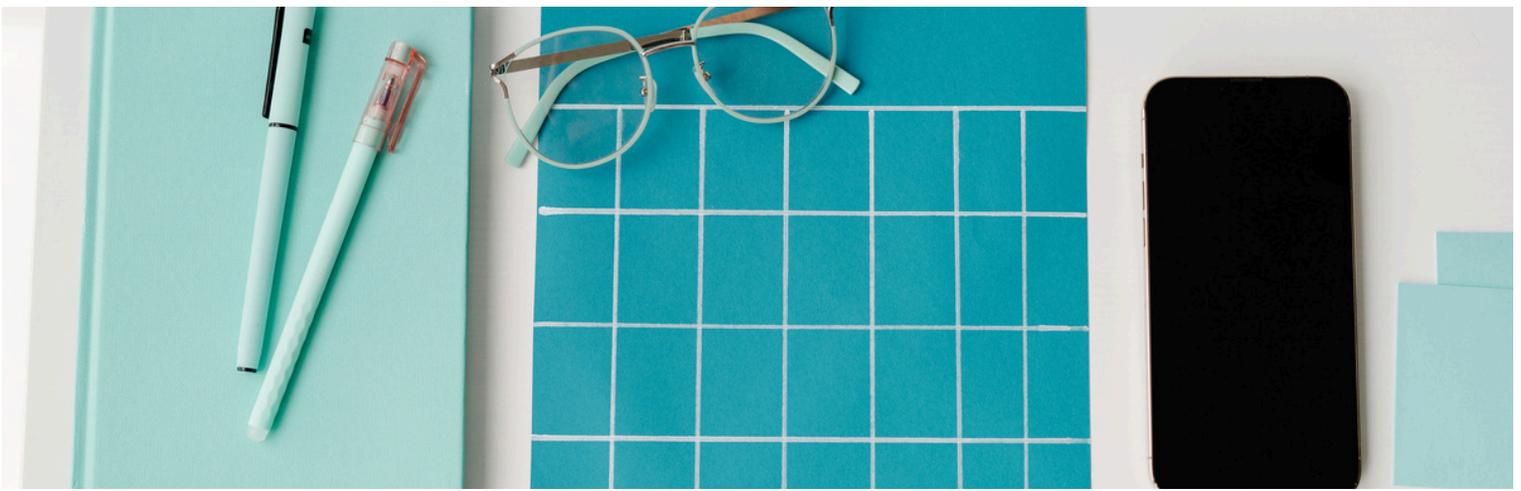
EXAMPLE

Write an email that invites students' family members to our family literacy night taking place next Tuesday. Remind them that we will serve pizza at 6 PM and then have a presentation at 6:30 PM from the school library. Mention that there will be a special raffle at the end of the evening.

NEW TOPICS

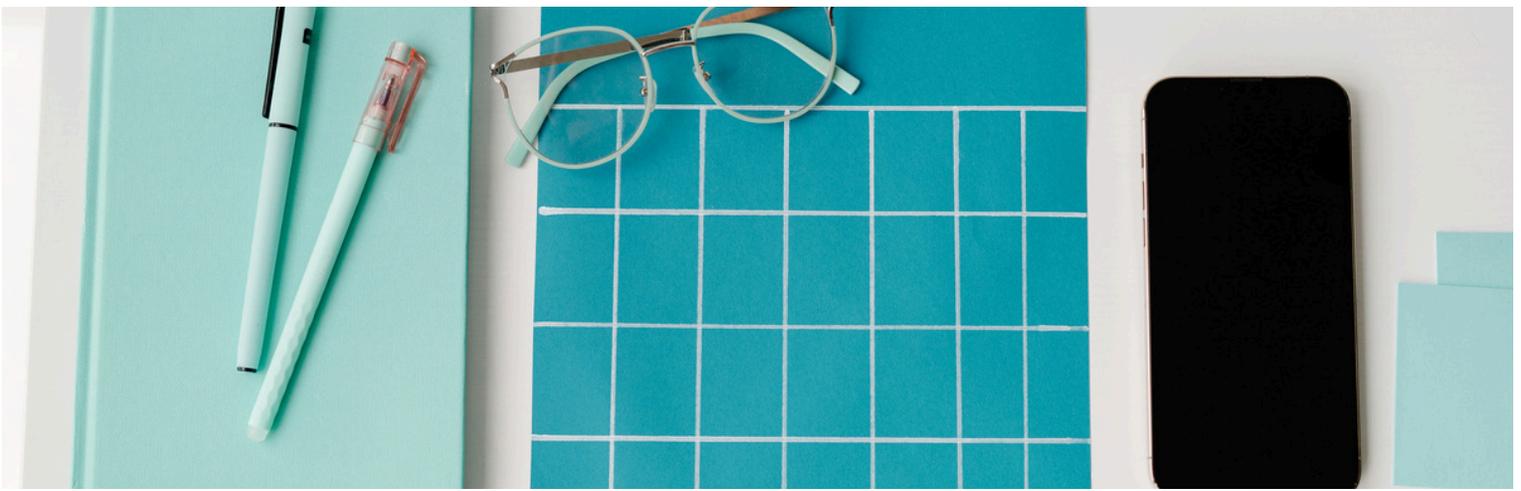
If you are teaching something new or want to introduce a new topic to a group of students, try out one of these prompts.

These can help you kick off a new unit or get students excited about a series of lessons.



PROMPTS

- 01 What are some fun ways to introduce [TOPIC] to [GRADE LEVEL]?
- 02 Describe [TOPIC] in detail
- 03 Write 10 discussion questions to talk about [TOPIC]
- 04 Write a model essay on [TOPIC] that includes [FEATURES]
- 05 Write a song in the style of [ARTIST/GENRE] that teaches students about [TOPIC]
- 06 Explain the process of [TASK] in [NUMBER] steps
- 07 Condense this into just [NUMBER] steps [PASTE TEXT]
- 08 How does [STRATEGY] work?



PROMPTS

09 I want to learn more about [TOPIC], can you explain it to me?

13 Provide some examples of open-ended questions to include in a student survey about [TOPIC]

10 Explain [TOPIC] so it easy for [GRADE LEVEL] to understand

11 Write a poem to introduce students to [TOPIC]

12 Create a survey to see what [GRADE LEVEL] students would be most interested in learning about [TOPIC]

EXAMPLE

Explain the Lattice Method of Multiplication so it easy for a fifth grade student to understand. Break the process down into concise steps and put an emoji next to each step they will follow. Include one example of using the Lattice Method to solve a two-digit by two-digit multiplication problem.

VOCABULARY

There are lots of ways to introduce new vocabulary to students, and these ChatGPT prompts for teachers can help your vocabulary instruction. These are particularly useful if you are working with a group of students with different background knowledge on a topic.



PROMPTS

01 Explain the meaning of [WORD] and put it in a sentence

05 Make a list of important vocabulary words related to [TOPIC]

02 Write a list of synonyms and antonyms for [WORD]

06 Break down words by syllable [PASTE LIST]

03 Translate [WORD/TEXT] into [LANGUAGE]

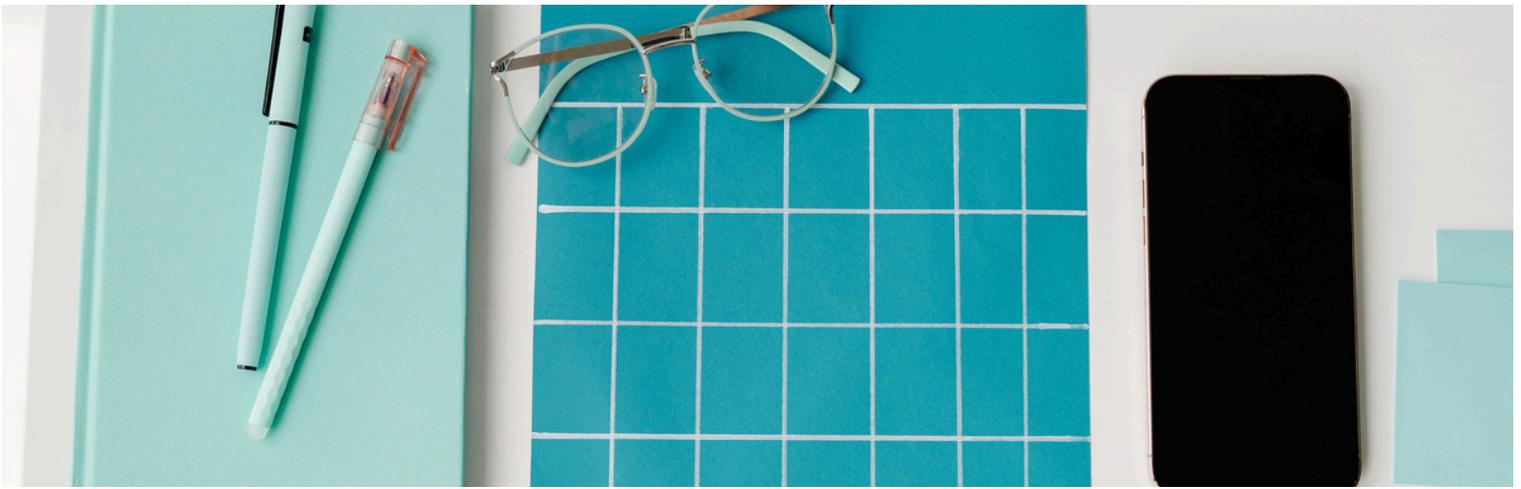
04 Scramble the letters in the following words [PASTE LIST]

EXAMPLE

Make a list of important vocabulary words related to biomes to help me kick off a new unit for tenth graders.

ACTIVITIES

If you're having a busy day or have a long to-do list, these prompts can help jumpstart your thinking about the type of activity you want to try out with your students. These prompts are ready for you to customize for different groups of students. You might add extra conditions to help you differentiate for a group of students.



PROMPTS

01 List some fun activities I can do with my students to explore the concept of [TOPIC]

05 Make a list of creative writing prompts about [TOPIC]

02 Can you provide me with some lesson plan ideas for teaching [TOPIC] to [GRADE] students?

06 Make a list of brain break activity ideas for [GRADE] students

03 What are some engaging icebreakers or getting-to-know-you activities for the [TIME] of the school year?

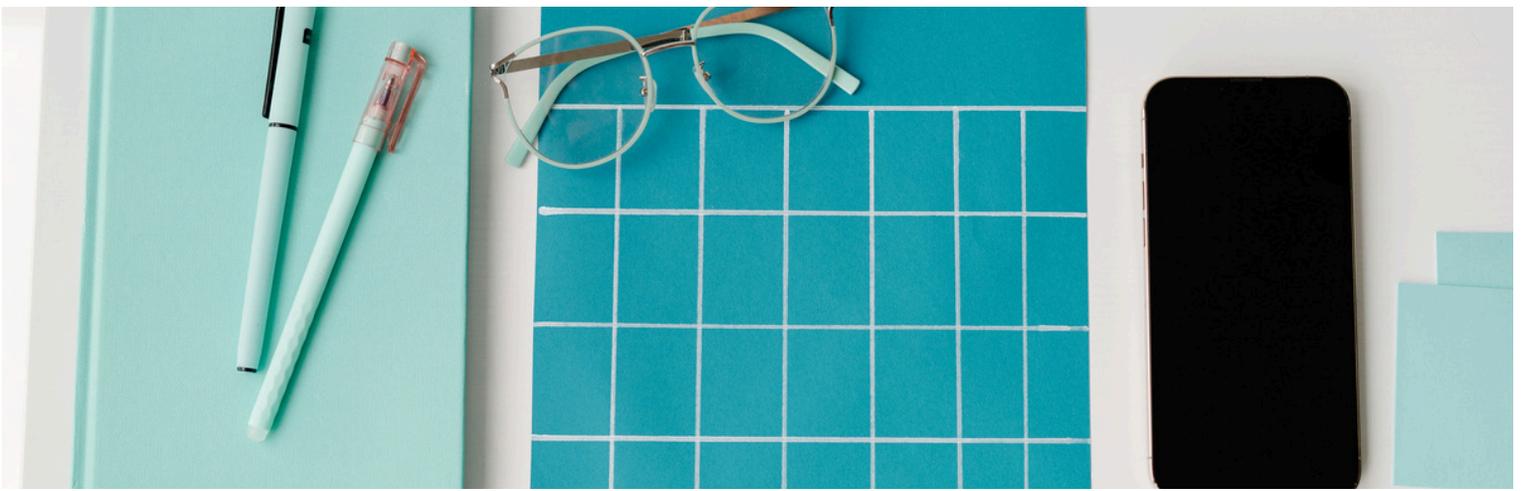
04 Can you suggest some interactive games or activities that can help reinforce learning in [TOPIC]?

EXAMPLE

Make a list of creative writing prompts about the American Revolution that reinforce the literacy skill of cause and effect.

RESOURCES

To gather helpful resources for your students, you can use prompts that suggest lessons, prompts, and other recommendations for students. These ChatGPT prompts can come in handy for teachers looking for resources to share with their entire class or just a selection of students.

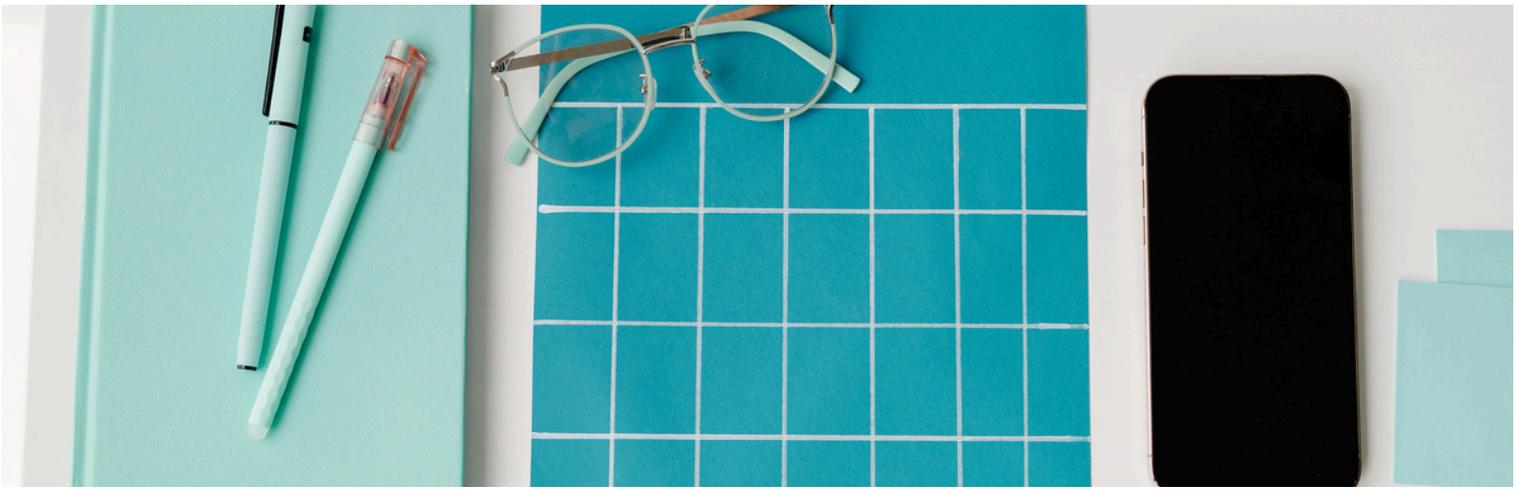


PROMPTS

- 01 Can you suggest some tools or resources to help me create interactive presentations for my students?
- 02 Suggest 10 Chrome extensions that [TASK]
- 03 Create a lesson outline for a lesson on [TOPIC]
- 04 Where can I go to find [TYPE OF CONTENT] about [TOPIC]?
- 05 Make a list of [NUMBER] writing prompts I can share with students to have them write about [TOPIC]
- 06 Write [NUMBER] kid-friendly jokes about [TOPIC]
- 07 Recommend [GENRE] books about [TOPIC] for [GRADE LEVEL]

FLIPPED CLASSROOM

If you've flipped your classroom before, you know there are a handful of time-consuming tasks. You can save time and accelerate your workflow with these ChatGPT prompts for teachers in a flipped classroom.

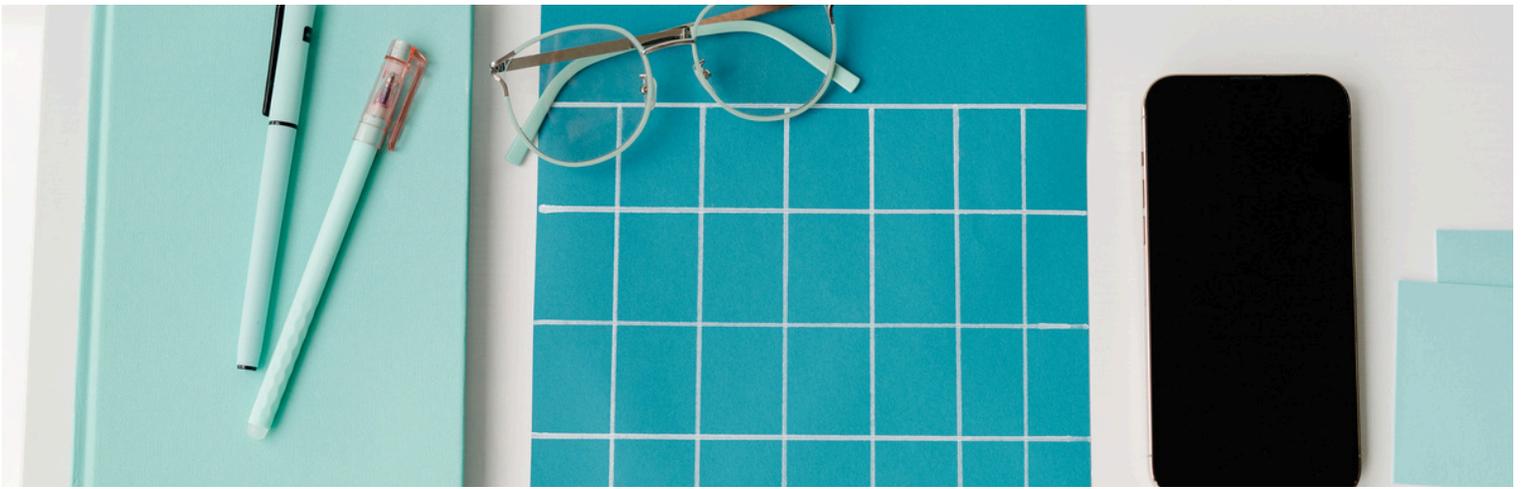


PROMPTS

- 01** I want to make a playlist of videos to help students learn about [TOPIC]. What type of videos should I include on the playlist?
- 02** Write a catchy and informative title for a video about [TOPIC]
- 03** Write a description for a video for students about [TOPIC]
- 04** Create an outline of a video that teaches [TOPIC]
- 05** List [NUMBER] new title ideas for a video with the title [ADD TITLE]
- 06** Make a list of important vocabulary words I should include in a video about [TOPIC]
- 07** I want to create videos for my students to help them learn about [TOPIC]. What kind of videos would be helpful for them to watch?

PRODUCTIVITY

Although all of these ChatGPT prompts can help you save time, these fall more into the productivity category. They can help speed up time-consuming tasks or address other issues related to productivity. If you are on TikTok, you've probably seen some videos with ChatGPT tips that fall into this category.



PROMPTS

- 01** What formula in [EXCEL/GOOGLE SHEETS] will help me [TASK]
- 02** Make a list of keyboard shortcuts for [TOOL]
- 03** Summarize my notes from a meeting on [TOPIC] [PASTE YOUR NOTES]
- 04** Make me a spreadsheet for tracking my daily habits with columns for [DATE], [HABIT #1], [HABIT #2], and [HABIT #3]
- 05** Create an agenda for a meeting with [GROUP] about [TOPIC]

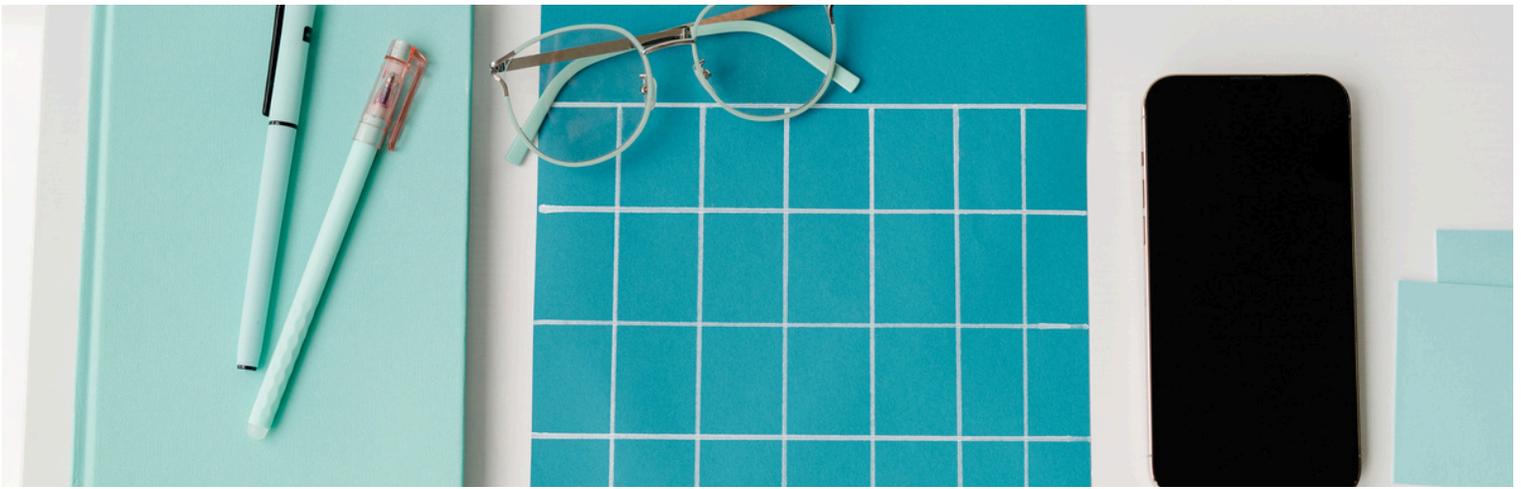
EXAMPLE

Make a list of keyboard shortcuts for Google Docs. Put this in a table and give an example of when each of these keyboard shortcuts would come in handy. Also include a column with a quick tip for remembering the shortcut (like a riddle or rhyme).

FORMATTING

It might not feel as exciting as the other prompts on this list, but you can use ChatGPT to help you format pieces of text.

You can combine the prompts below with your text, which might include a list or paragraph of information.



PROMPTS

01 Turn this list into a table with a column for each [TOPICS] [PASTE YOUR LIST]

05 Shorten this text to [NUMBER] [WORDS/CHARACTERS]

02 Turn this list into a table with one column for [CATEGORY] and another column for [CATEGORY]

06 Add headings and subheadings to this text [PASTE YOUR WRITING]

03 Organize this information into bullet points [PASTE YOUR INFORMATION]

07 Add emojis to my email or activity description [PASTE TEXT]

04 Use bold, italic, and underlining to highlight key information and draw attention to important points [PASTE YOUR WRITING]

PRO TIPS

Take your Chatbot Prompts to the next level with these favorite pro tips for teachers.



Refine for audience

When you create a question or prompt for a chatbot, add in your specific audience to get a response that fits their needs. This could include grade level, background knowledge, or other relevant information.



Try again & again

If you are unhappy with the response you received after submitting your first prompt or question, follow it up with more details. This could include asking ChatGPT or another chatbot to make your response shorter or simpler.



Head to TikTok

TikTok is full of great videos with quick tips for using ChatGPT. You may want to search for "ChatGPT" or click on the hashtag #ChatGPT to find videos from a variety of content creators.

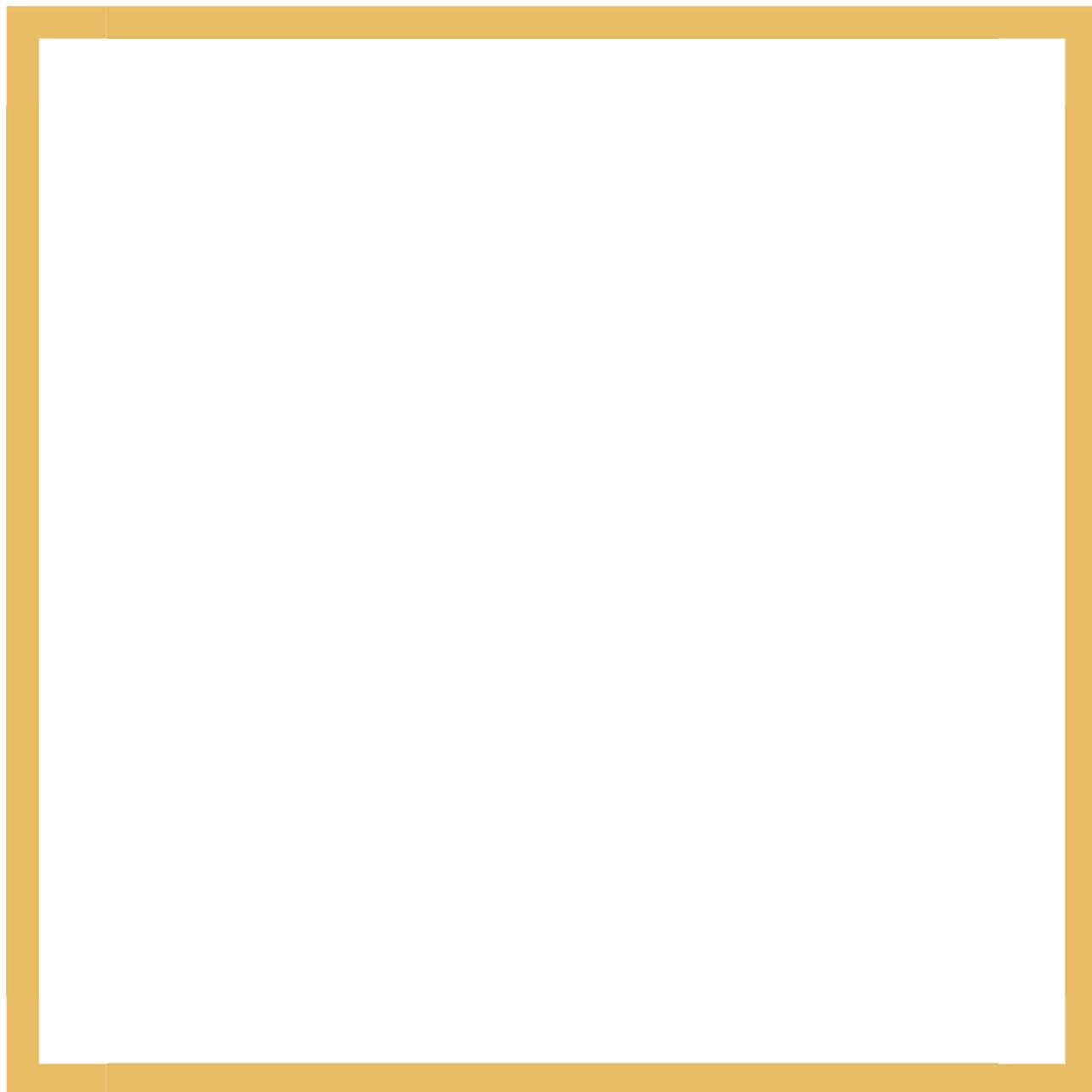


Use shortcuts

If you find that you are using some of these prompts all the time, try combining them with the Chrome extension Text Blaze. This tool lets you create a keyboard shortcut to make your workflow even faster.

NOTES.

Jot down your thoughts, ideas, questions, and favorite tips.

A large, empty rectangular box with a thick gold border, intended for taking notes. The box is centered on the page and occupies most of the lower half of the document.

LET'S STAY CONNECTED.

Listen to weekly tips: **Easy EdTech Podcast**

Get monthly masterclasses: **Easy EdTech Club**

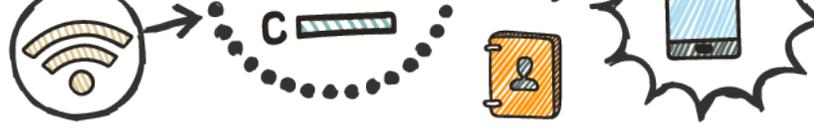
Follow along on Instagram: **@ClassTechTips**

Grab my new book: **EdTech Essentials**

CLASS
TECH
TIPS

BY MONICA BURNS, ED.D.





Testimonials from Monica's Work

“Monica delivered an outstanding opening keynote at our AI Summit, setting the stage perfectly for the day. Her engaging and comfortable speaking style, combined with insightful stories and practical AI strategies for educators, captivated our audience. Attendees at her follow up sessions appreciated her invitational approach, which fostered quality discussions and provided clear, pragmatic guidance on integrating AI in education.”

**Gail Ross-McBride, Director
EdTechTeacher, Dedham, MA**



“Monica led several sessions at the conference on artificial intelligence to help Northeast’s educators understand the basics of chatbot technology and what’s new in generative AI. The feedback from her sessions were positive as educators enjoyed exploring a variety of tools that will help jumpstart task creation and differentiate in their classroom. Educators also noted they can immediately use the skills they learned from Monica’s sessions on AI to increase efficiency, accelerate workflow, and increase productivity as they move students forward.”

**Tiffany Middleton, Director of
Employee Development, Northeast
Mississippi Community College**

"To kick off our conference for multilingual educators, Monica gave the opening keynote to help unpack how Artificial Intelligence can help educators scale their impact. Her talk was informative, relevant and accessible, giving educators a helpful lens into a critical but often overwhelming topic. The keynote was focused, engaging and well received by participants."

**Lindsay Eanet
Communications & Events Coordinator
Illinois Resource Center**

“Dr. Monica Burns delivered an outstanding keynote presentation at the Copper Country ISD area-wide in-service, providing valuable insights on AI and how educators can leverage its possibilities in the classroom. We greatly appreciated the time she took to meet with teachers and visit classrooms before her presentation, allowing her to understand our unique challenges and accomplishments. Her thoughtful approach made her message even more relevant and impactful. Educators left feeling informed, inspired, and excited to explore the potential of AI in education.”

**Steve Kass, Instructor and Associate
Work-Based Learning Coordinator,
Copper Country Intermediate School District**

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TIPS**

