

**USING AI TO
REDUCE YOUR
ACADEMIC
WORKLOAD**



MEET THE INSTRUCTIONAL DESIGNERS



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College of Fine Arts



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SESSION RESOURCES

- Session will be recorded.
- Slide deck will be shared.
- We will be in the chat to answer any questions.
- Book a consultation with your instructional designer!







AGENDA

- Overview of AI Tools
- How to use AI to reduce your academic workload?
 - **A** - Automate Tasks
 - **B** - Brainstorm Questions
 - **C** - Create Rubrics
 - **D** - Discover Misconceptions

Navigating AI Chatbots: Comparative Guide from AI for Education

Chatbot Cheatsheet

AI for Education

	 ChatGPT	 Claude	 Google Gemini	 Microsoft Copilot
Key Features	<ul style="list-style-type: none"> Text generation File attachment (very limited in free) Image generation (paid) GPTs (access in free, build in paid) 	<ul style="list-style-type: none"> Text generation File attachment (free) Process visual inputs Focus on ethics and safety 	<ul style="list-style-type: none"> Multimodal inputs (text, images, and audio) Image generation (free) Data analysis Internet access 	<ul style="list-style-type: none"> Multimodal inputs (text, images, and audio) Image generation (free) Data analysis Internet access
Best for...	<ul style="list-style-type: none"> Basic writing tasks Language translations Writing code 	<ul style="list-style-type: none"> Working with files Creating interactive elements Sophisticated writing tasks 	<ul style="list-style-type: none"> Complex reasoning tasks Working with Google tools (Gmail, Docs, YouTube, etc.) 	<ul style="list-style-type: none"> Working with Microsoft suite Data analysis with Excel
Limitations	<ul style="list-style-type: none"> Generic writing style Free version has limited functionality No internet access in free version 	<ul style="list-style-type: none"> Usage limitations (30 messages/day on free plan) No image generation No internet access 	Limited image generation (no people)	No document uploads on free version
Cost	Free plan or \$20/month	Free plan or \$20/month	Free plan or \$19.99/month	Free plan or \$20/month

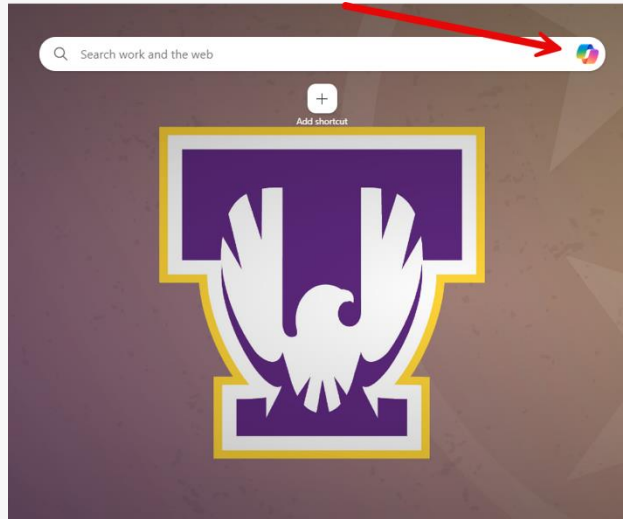
WHAT IS COPILOT?

- AI-powered assistant designed to enhance productivity
- Provides intelligent suggestions and can automate repetitive tasks
- Offers insights based on data analysis
- Improves efficiency and effectiveness in completing tasks

INSTANT POLL QUESTION: WHO HAS USED COPILOT?

If yes, answer in chat how you used this application.

If no, answer in chat if you have used other AI tools.



HOW DO I ACCESS COPILOT?

- Open Microsoft Edge browser on your computer
- Click on Copilot icon
- Start asking questions, generating content, or getting assistance



Your everyday AI companion



Cookeville

86°F



Search work and the web

- Homepage
- Maple School
- carwa.com
- ChatGPT
- Genius
- Microsoft Ex...
- FeedbackS...
- Tech Trends...
- SSP
- Tennessee T...
- TNTech
- Audible
- Dashboard
- Tennessee T...
- Add shortcut

Strong gusty winds tomorrow

Work feed

Discover

Following

News

Sports

Play

Money

Gaming

Weather

Watch

Learning

Shopping

Health

Travel

Traffic

Autos

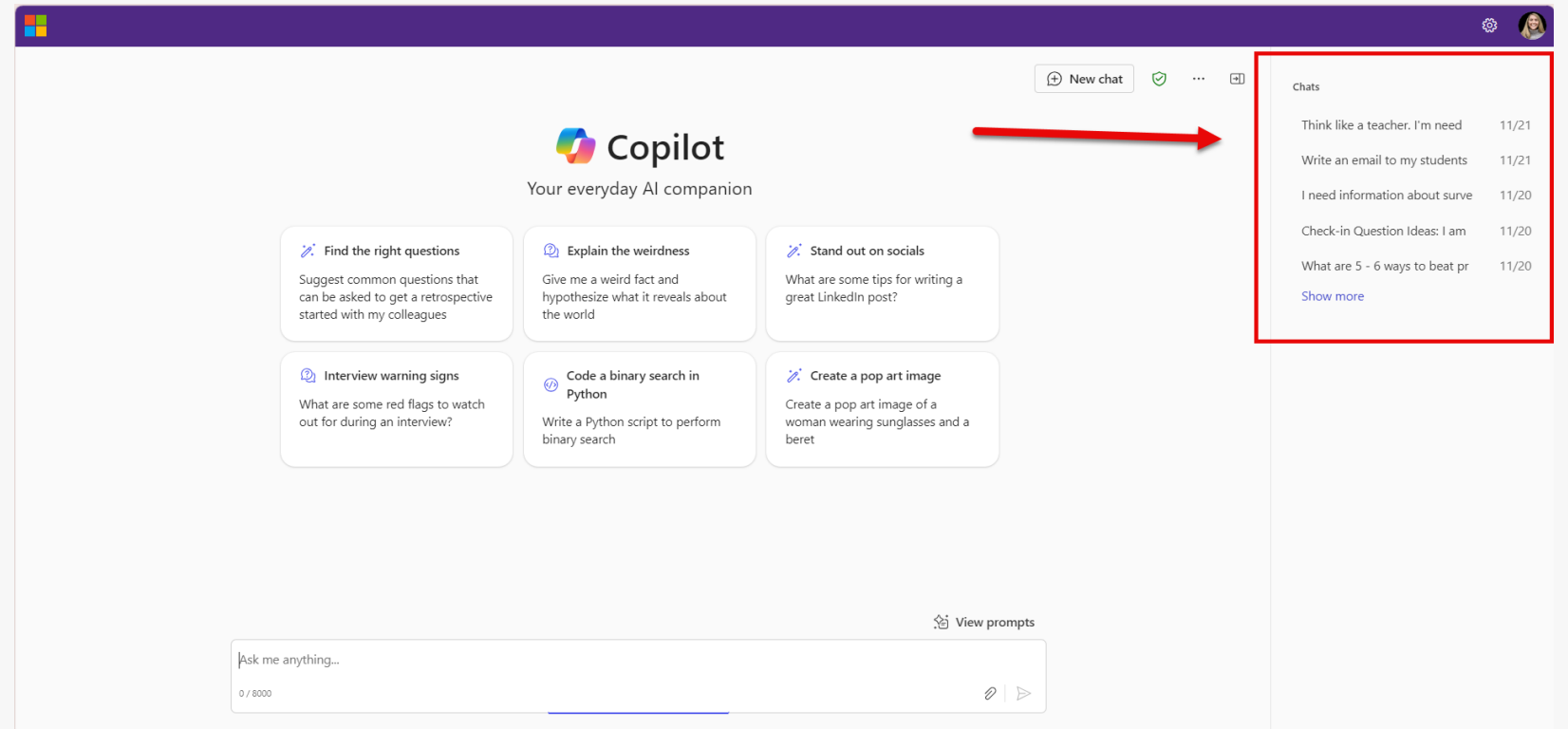
Real Estate

Personalize

Feed settings

COPILLOT UPDATES

Copilot now saves
your chats



The screenshot shows the Copilot web interface. At the top right, there is a 'New chat' button and a shield icon. A red arrow points from the main content area towards the 'Chats' sidebar on the right. The sidebar is titled 'Chats' and contains a list of chat entries with their dates:

- Think like a teacher. I'm need 11/21
- Write an email to my students 11/21
- I need information about surge 11/20
- Check-in Question Ideas: I am 11/20
- What are 5 - 6 ways to beat pr 11/20

Below the list is a 'Show more' link. The main interface features the Copilot logo and the tagline 'Your everyday AI companion'. Below this are six suggestion cards with icons and text:

- Find the right questions**: Suggest common questions that can be asked to get a retrospective started with my colleagues
- Explain the weirdness**: Give me a weird fact and hypothesize what it reveals about the world
- Stand out on socials**: What are some tips for writing a great LinkedIn post?
- Interview warning signs**: What are some red flags to watch out for during an interview?
- Code a binary search in Python**: Write a Python script to perform binary search
- Create a pop art image**: Create a pop art image of a woman wearing sunglasses and a beret

At the bottom, there is a text input field with the placeholder 'Ask me anything...' and a character count '0 / 8000'. A 'View prompts' link is located at the bottom right of the input area.

COPILLOT UPDATES

Integrates with Microsoft Loop- allowing you to add collaborators

The screenshot displays the Microsoft Copilot interface. At the top, the Copilot logo and a search bar are visible. The main chat window shows a conversation about innovative ways to integrate AI into teaching. The chat history includes three previous messages. The current response is a list of seven innovative ways, each with a brief description. A red box highlights the 'Edit in Pages' button at the bottom of the chat window. A red arrow points from this button to a separate page view on the right, which shows the same list of innovative ways in a clean, readable format. The page view includes a title, a brief introduction, and the numbered list of innovative ways.

Copilot
What are some innovative ways ...

helping students understand their mistakes and learn more effectively; this also frees up faculty time to focus on more complex teaching tasks ³.

- 4. Enhancing Engagement:** AI can be used to create interactive and engaging learning materials. For instance, AI-powered chatbots can answer student questions in real-time, providing support outside of regular class hours ⁴.
- 5. Supporting Diverse Learning Needs:** AI can assist in creating inclusive learning environments by offering tools that support students with different learning needs. For example, AI can provide text-to-speech for visually impaired students or translate content for non-native speakers ³.
- 6. Developing Critical Thinking:** Faculty can use AI to encourage critical thinking by having students analyze and critique AI-generated content. This helps students understand the limitations and biases of AI, fostering a more nuanced understanding of technology ¹.
- 7. Collaborative Learning:** AI can facilitate collaborative projects by matching students with similar interests or complementary skills. This can enhance peer learning and ensure that group work is more productive ².

By thoughtfully integrating AI into their teaching strategies, faculty can create more dynamic, personalized, and effective learning experiences for their students. How do you envision using AI in your teaching or learning environment?

1 Practical Strategies for Tea... 2 AI Will Transform Teaching... 3 Your Classroom Faculty G... +1

Edit in Pages Copy 1 of 30 responses AI-generated content may be incorrect

You can find your page here: What are some innovative ways . If you want to add other responses to it,

What are some examples of AI tools? How can I implement personalized learning?

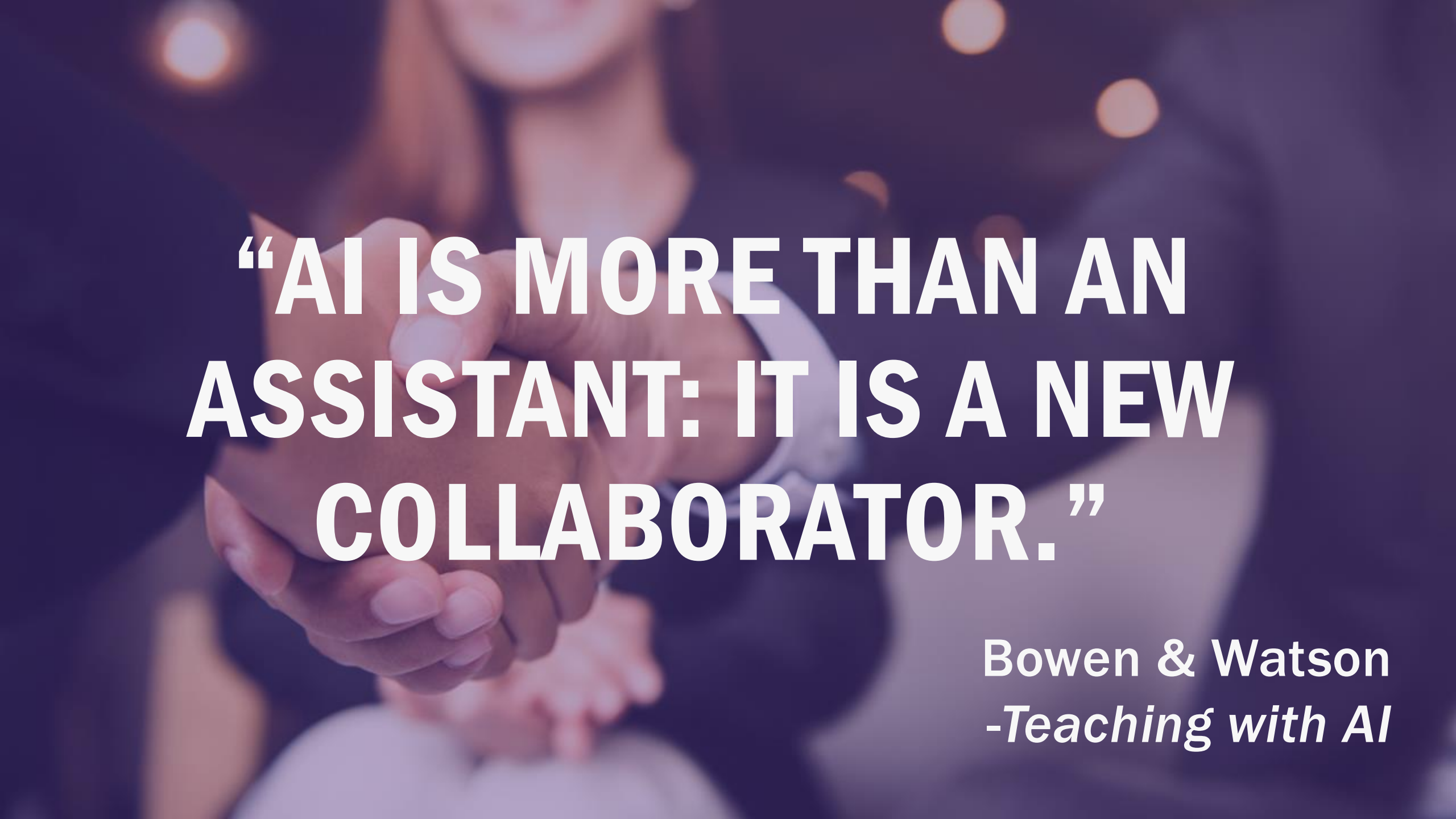
Can you explain more about AI-driven simulations? View prompts

Ask me anything... 0 / 8000

What are some innovative ways

There are several innovative ways faculty can effectively integrate AI into their teaching to enhance learning experiences:

- 1. Personalized Learning:** AI can help tailor educational content to meet individual student needs. For example, adaptive learning platforms can adjust the difficulty of tasks based on student performance, ensuring that each student is challenged appropriately ¹.
- 2. AI-Driven Simulations:** Faculty can use AI to create realistic simulations that allow students to practice skills in a controlled environment. This is particularly useful in fields like medicine, engineering, and business, where practical experience is crucial ².
- 3. Automated Feedback and Assessment:** AI tools can provide instant feedback on assignments and quizzes, helping students understand their mistakes and learn more effectively. This also frees up faculty time to focus on more complex teaching tasks ³.
- 4. Enhancing Engagement:** AI can be used to create interactive and engaging learning materials. For instance, AI-powered chatbots can answer student questions in real-time, providing support outside of regular class hours ⁴.
- 5. Supporting Diverse Learning Needs:** AI can assist in creating inclusive learning environments by offering tools that support students with different learning needs. For example, AI can provide text-to-speech for visually impaired students or translate content for non-native speakers ³.
- 6. Developing Critical Thinking:** Faculty can use AI to encourage critical thinking by having students analyze and critique AI-generated content. This helps students understand the



**“AI IS MORE THAN AN
ASSISTANT: IT IS A NEW
COLLABORATOR.”**

Bowen & Watson
-Teaching with AI

PROMPTING & INTERACTING WITH AI

Putting AI to Work for YOU!

[GenAI Chatbot Prompt Library for Educators](#)

“Your goal is simple: spend 10 hours using AI on tasks that actually matter to you. After that, you'll have a natural sense of how AI fits into your work and life. You'll develop an intuition for effective prompting, and you'll better understand ai's potential. Don't aim for perfection - just start somewhere and learn as you go.”

- ETHAN MOLLICK, ONE USEFUL THING BLOG & *COINTELLIGENCE*



AUTOMATING TASKS



“AI can already do many things faster than humans can, and it is especially good at the skilled and detailed but repetitive jobs that are part of much educated expert work. AI can alphabetize, format, scan, summarize, collate, and translate at dramatically increased scale and speed.”

Bowen & Watson
-Teaching with AI

TASK EXAMPLES

- AI can help with small, time-consuming tasks- freeing up more time in your schedule.
- Example: creating the dates in a pacing guide Weekly Date Ranges
- Example: Drafting an email to students

I need a course schedule template that has these weeks in one column, lessons in the middle, and assignments at the end. 10/7-10/18 is Fall break, please note that.



Here's a simple course schedule template based on your requirements:

Week	Lessons	Assignments
8/5-8/9		
8/12-8/16		
8/19-8/23		
8/26-8/30		
9/2-9/6		
9/9-9/13		
9/16-9/20		
9/23-9/27		



Search



Copilot
Write an email to my students ...

November 21, 2024 at 03:02 PM

Write an email to my students that tells them that we will be going over homework questions in tomorrow's lecture and to send me any questions they want to be sure that I address.

Sure, here's a draft for your email:

Subject: Preparing for Tomorrow's Lecture

Dear Students,

I hope this message finds you well.

In tomorrow's lecture, we will be dedicating time to go over the homework questions. This will be a great opportunity for you to clarify any doubts and ensure you have a solid understanding of the material.

To make the session as productive as possible, please send me any specific questions or topics you would like me to address. This will help me tailor the discussion to your needs and ensure we cover everything thoroughly.

Looking forward to your questions and to a productive session tomorrow!

Best regards,
[Your Name]

Feel free to adjust any part of this draft to better suit your style or add any additional information. Would you

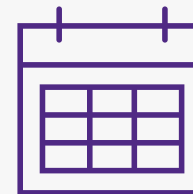
AUTOMATING TASKS



Summarize Files



Generate Images



Synthesize Schedules

Schedule Example:

Student A would like 10 hours a week, has class on MWF and is free on TR

Student B would like 15 hours, or as close as possible, has school on TR, but is available MWF

Student C would like 12-15 hours, or as close as possible, has school on MTWF, but is available M from 12-4:30, Tuesday from 1-4:30, Wednesday from 8-11:30, and all day Thursday, and not available on Friday.

Student D would like 10-15 hours, or as close as possible, has school on MTWR, but is available MW from 8-12, and TR from 12-4:30 and all day Friday.

You are the manager in charge of student work schedules. You need to devise a work schedule for these students in your office. The office hours are from 8-4:30. You need one student in the office M-F, without overlapping, from 8-4:30. Put this in table format. If you need additional information, please let me know.

To create a work schedule that meets the office's needs while considering the availability and preferences of the students, I've designed the following table. The schedule ensures that there is coverage in the office from 8:00 AM to 4:30 PM, Monday through Friday, without overlapping shifts.

Here is the proposed work schedule:

Day	8:00 AM - 12:00 PM	12:00 PM - 4:30 PM	Total Hours (per day)
Monday	Student D (8:00 - 12:00)	Student C (12:00 - 4:30)	8.5 hours
Tuesday	Student A (8:00 - 12:00)	Student C (12:00 - 4:30)	8.5 hours
Wednesday	Student D (8:00 - 11:30)	Student A (11:30 - 4:30)	8.5 hours
Thursday	Student B (8:00 - 12:00)	Student C (12:00 - 4:30)	8.5 hours
Friday	Student D (8:00 - 4:30)		8.5 hours

Breakdown of Hours Per Student:

- **Student A:** 10.5 hours (Tuesday: 8:00-12:00, Wednesday: 11:30-4:30)
- **Student B:** 12.5 hours (Thursday: 8:00-12:00, Friday: 8:00-4:30)
- **Student C:** 15 hours (Monday: 12:00-4:30, Tuesday: 12:00-4:30, Thursday: 12:00-4:30)
- **Student D:** 15 hours (Monday: 8:00-12:00, Wednesday: 8:00-11:30, Friday: 8:00-4:30)

This schedule aligns with the office's operational needs and the students' availability and preferences. Let me know if any adjustments & ↓ required.

TEACHING WITH AI

COURSE DEVELOPMENT

- Develop and refine learning objectives
- Check for alignment between assessments and goals
- Syllabus wording
- Student friendly tone

TEACHING

- Create templates for students to use
- Feedback on lesson plans
- Ideas for enhancing the course content
- Real World Connections
- Refresh current assignments

ASSESSING

- Create Rubrics with AI
- Assignment instructions
- Exemplar/Non exemplar models
- Generate case studies
- Quizzes

CAN AI HELP WITH GRADING?



Some Considerations:

1. AI does not know your students.
2. AI isn't perfect.
3. You can't rely solely on AI for Grading.
4. You are ultimately responsible.

* Adapted from *Teaching Effectively with ChatGPT* by Dan Levy & Anglea Perez Albertos

BRAINSTORMING QUESTIONS



Tennessee
TECH

BRAINSTORM QUESTIONS WITH AI

Types of questions:

- Discussion Forums/Boards
- Class Discussion Questions
- Essential Questions
- Retrieval Practice
- Quiz / Test Questions



BENEFITS OF BRAINSTORMING WITH AI



Enhances Creativity



Ensures Variety



Saves You Time

BRAINSTORMING QUESTIONS

ChatGPT / Copilot

- Provide ChatGPT or Copilot with the topic and key concepts.
- Ask the AI to generate multiple-choice or short-answer questions.
- Review and select the most relevant questions.

Create a 20 question multiple choice or short-answer quiz about the fundamentals of ASL



Here's a 20-question quiz about the fundamentals of American Sign Language (ASL):

Multiple Choice Questions

1. What does ASL stand for?
 - a) American Speaking Language
 - b) American Sign Language
 - c) American Signal Language
 - d) American Standard Language
2. Which hand is typically used as the dominant hand in ASL?
 - a) Left hand
 - b) Right hand
 - c) Either hand, depending on the signer
 - d) Both hands equally
3. What is the ASL sign for "thank you"?
 - a) Touching the chin and moving the hand outward
 - b) Waving the hand in front of the face
 - c) Tapping the chest twice
 - d) Making a thumbs-up gesture

CREATING RUBRICS

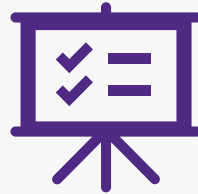


CREATING RUBRICS



Criteria Suggestion

AI can suggest relevant criteria based on the learning objectives and course content, ensuring a comprehensive assessment.



Performance Level Descriptions

By analyzing previous rubrics and assessments, AI can help draft detailed descriptions for each performance level, providing clarity and consistency.



Rubric Customization

AI can offer customizable templates that instructors can modify to fit their specific needs, saving time on rubric creation.

EXAMPLE RUBRIC

Criteria	Level 5 5 points	Level 3 3 points	Level 1 1 point	Criterion Score
Response to the Prompt	5 points: Fully addresses all aspects of the prompt.	3 points: Addresses some aspects of the prompt.	1 point: Minimally addresses the prompt.	/ 5
Word Count or Video Length	5 points: Meets or exceeds 150 words or provides a 2-3 minute video.	3 points: Below 150 words or less than 2 minutes.	1 point: Significantly below 150 words or very short video.	/ 5
Engagement and Critical Thinking	5 points: Demonstrates deep understanding, critical thinking, and provides insightful analysis or reflection.	3 points: Demonstrates some understanding and critical thinking with limited analysis or reflection.	1 point: Demonstrates very limited understanding and critical thinking with no analysis or reflection.	/ 5
Response to Peer's Post	5 points: Responds to a peer's post in an intelligent and respectful manner, providing thoughtful and constructive feedback or additional insights.	3 points: Responds to a peer's post with limited feedback or insights.	1 point: Responds to a peer's post in a superficial manner with no meaningful feedback or insights or does not respond to a peer's post at all.	/ 5

Total

/ 20

SEE IT IN ACTION



Creating a
Rubric

DISCOVERING MISCONCEPTIONS



Tennessee
TECH



HOW CAN EDUCATORS USE AI TO BETTER UNDERSTAND & PREDICT STUDENT MISCONCEPTIONS?

DISCOVERING MISCONCEPTIONS



"AI, please look over this lesson plan and tell me where students may be confused. What holes do you see in this content?"



"AI, please analyze the assignment instructions for this final project and break them down into more manageable steps. Include feedback about any parts that may confuse students"



"AI, 75% of my students missed this question {insert question}. Provide ideas, videos, and links to give to students to mediate the misconception. Check out this Copilot example.



MISCONCEPTION EXAMPLES

- Identifying patterns in student errors
- Enhancing clarity in assignment instructions
- Simplifying syllabus language for students
- Anticipating and addressing student misunderstandings
- Customizing guidance based on student responses
- Chunking complex concepts into digestible formats



**“SO YOU CAN DO MORE OF
WHAT AI CAN’T.”**

Bowen & Watson
-Teaching with AI

Resources:

Video Tutorials

- [MS CoPilot Lab](#)(opens in a new tab)
- [Using CoPilot in Outlook Email](#)(opens in a new tab) Scott Brandt [15:42]
- [7 Essential Copilot AI Tips for Microsoft Outlook Users](#)(opens in a new tab) Teacher's Tech [9:19]
- [How to Use Microsoft Copilot in PowerPoint & Save Time](#)(opens in a new tab) Scott Brandt [11:26]
- [Best Prompts for Copilot in Excel](#)(opens in a new tab) DataRift [8:02]
- [How to use Copilot in Excel \(Step-by-Step Guide\)](#)(opens in a new tab) Teacher's Tech [13:50]
- [\(opens in a new tab\)Official Microsoft Copilot Tips Playlist](#)(opens in a new tab) [Short Videos]
- [Introducing Microsoft Copilot App](#)(opens in a new tab) [1:06]

Other

- [Chatbot Cheatsheet — AI for Education](#)
- Bowen, J. A., & Watson, C. E. (2024). Teaching with AI: A practical guide to a new era of human learning. Johns Hopkins University Press.

THANK YOU!

[Feedback Survey](#)

Next Week's Session:

Semester Wrap-Up

[Register](#)

[Book a Consultation](#)

Questions, Comments, Concerns?

