

Details

Time-Saving Gemini Tips for Teachers - 259

In this episode, I share over a dozen creative ways to use Gemini as an AI-powered teaching assistant. These Gemini Tips for Teachers can help you save time throughout the school year. From sparking lesson plan ideas to crafting engaging communication and assessments, Gemini can help you ditch the busywork and focus on what truly matters - inspiring your students. You'll also hear all about seamless Google integration for an even smoother workflow. If you're a teacher ready to work smarter, not harder, then this episode is for you!

Link to live show notes: <https://classtechtips.com/2024/03/19/gemini-tips-for-teachers-259/>

*Gemini Tips for Teachers

Introduction

Hello there, This spring we're celebrating 5 years of the podcast and whether you're joining for the 1st time, 100th, time or for the 200th time, I am so glad you're here! My name is Monica Burns and welcome to today's episode of the Easy EdTech Podcast! If you want to make the most of education technology aka EdTech, then you're in the right place.

Each episode of the Easy EdTech Podcast is designed to give you ideas you can try yourself, share with a colleague, or bookmark for later in the school year.

Get ready for stories from my time in the classroom, the work I do now with schools and districts, and my travels to different EdTech events. As well as practical ideas and inspiring stories from new guests each month.

If we mention something you'd like to check out, click the link in the episode description or head to my website classtechtips.com/podcast for all of the show notes and resources from today's episode.

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This episode is sponsored by my AI resources! Head to ClassTechTips.com/AI to access my free ebook with ChatGPT prompts, information on my AI in Education membership, details about my quick reference guide, and links to every blog post I've written and podcast episode I've recorded about artificial intelligence. For everything AI, head to classtechtips.com/AI

Today's Intro

This week's episode is titled: "Time-Saving Gemini Tips for Teachers"

If you're like me, you're always on the lookout for ways to streamline your workload and reclaim time throughout the week. That's why I'm excited to share a new AI-powered tool that's quickly becoming my go-to for saving time on everyday tasks – it's called Gemini. There are oodles of ways that you can use Gemini to save you time this school year.

Regular listeners of the podcast know that I'm a super fan of chatbots. My free ebook, 60+ Must-Try ChatGPT Prompts for Teachers, has been downloaded over 5,000 times. My laminated quick reference guide, Using AI Chatbots to Enhance Planning and Instruction from ASCD and ISTE, is in the hands of thousands of educators, too!

But today, I'm coming to you with another chatbot suggestion. It's from Google; it used to be called Bard but is now officially named Gemini. Gemini is a large language model, a chatbot that understands and responds to natural language. It can help with everything from lesson planning and drafting communications to differentiating instruction and creating assessments. You can use the same chatbot prompts you may have tried with other tools (like ChatGPT or Claude) with Gemini, too.

Let's dive into fifteen practical ways to use Gemini to save you time this school year!

Episode Transcript

15 Ways to Use Gemini to Save Time

Google Integration

Although the other items on this list are certainly worthy of your attention, I love the integration with Google tools. As someone who uses Docs and Sheets multiple times daily, I'm super impressed with the integration. With a tap of a button, you can move Gemini responses into Google Docs or Sheets for easy organization and seamless integration with your workflow.

Quick Copy & Paste

In addition to the Google tool integration, you can quickly copy and paste any content you generate using the options at the bottom of the response. Tap on the three dots and choose the Copy option. This will allow you to take a draft of an email and copy and paste it into any platform.

Modify Your Response

If you've spent time with me at a [workshop](#) this year – I've recently visited a school in New York City, led a webinar for South Carolina educators, and a conference in Mississippi – then you know I love a chain prompt. This is where you follow up one prompt with a qualifying statement or modifier. You can use the Modify button in Gemini to make your response: Shorter, Longer, Simpler, More casual, or More professional.

Lesson Planning Shortcuts

Need to design a lesson on fractions for 4th grade? Give Gemini the specifics, and it can generate lesson outlines, activity suggestions, and even potential learning objectives. You can also use it to customize ideas you've found on my blog like how to use digital timelines or virtual field trips with students.

Communication Drafts

Gemini can whip up drafts of newsletters, emails for families, and even correspondence that might feel a bit tricky to tackle. This provides a starting point and helps ensure the right tone. You might have tried out some of the communication prompts from one of my posts [with ChatGPT tips](#) that you can use with Gemini, too.

Creative Writing Prompts

If your writing lesson needs a spark, Gemini can suggest engaging prompts or story starters that will get your students' creative juices flowing. You can also ask it to give you images you can use to spark a creative writing experience in your classroom.

Differentiation Support

Similar to what you might have tried with a tool like [Perplexity AI or Magic School AI](#), you can use Gemini to help support your differentiated instruction goals. Enter a learning objective, and Gemini can offer ways to modify activities or provide scaffolds for varying ability levels. Get as specific as you like when you craft your prompt, perhaps including a student interest or standard.

Quick Translations

Although you might already use Google Translate for quick translations, Gemini can help, too. Gemini can translate short messages or passages – like most translation services, it's not 100% perfect, but it's a great head start before reviewing the final output.

Summarization Tool

Gemini can summarize lengthy articles or pieces of text to give you the most important points. This can be helpful if you want to narrow down the information you are sharing with students on a topic or create more than one version of a text to meet the needs of all of your learners.

Question Creation

From multiple-choice to open-ended questions, Gemini helps you build assessments. You can have it craft questions directly from a set of answers or ask it to create discussion questions you can share with a group. When you ask for help with question creation, you can also provide a list of essential vocabulary words to include.

Fun Announcements

Let Gemini draft engaging morning announcements or creative reminders about assignments that will grab your students' attention. You might ask it to turn a typical assignment reminder into a song, riddle, or poem before sharing it with your students.

Initial Student Feedback

While Gemini shouldn't replace your review of student work, it can suggest points of focus when reviewing student work. Instead of copying and pasting student work, you can describe the task and ask for ideas on the typical type of feedback you might give to a group.

Unit Starting Point

Before digging into a new unit with students, you can ask Gemini for a summary of key points, an overview, and fun facts about the topic. This helps you gather some ideas that might be new to you if it's your first time teaching a unit or can help you think about new ways to explore the content with your students.

Switch Formats

Gemini makes it easy to switch between a list or a table. If you asked for a response and it gave it to you in one format, you can ask it to switch to another. Just respond with a quick, “Make this a table” or “Make this a list.”

Save for Later

One of my biggest timesavers is revisiting older chats where I gave an instruction but want to tweak or revisit it. On the left-hand side of your screen, you’ll see older chats. You can rename them to help you remember what task you were working on in case you’d like to revisit it later.

Getting Started with Gemini

Similar to other chatbots you may have tried, Gemini is an evolving technology. To uncover its full potential, it’s important to be specific when writing instructions and experiment with it. You might not get a perfect response on your first try, but as you practice writing prompts, I’m confident you’ll be able to [save time](#) this school year.

Think of Gemini as your digital teaching assistant - there to handle routine tasks, spark ideas, and make your life a little bit easier. Do you have a favorite prompt? Sign up for my newsletter using the link in today’s shownotes to gather more ideas – and respond to any of my Monday email updates with your best ideas. I’d love to hear from you!

So let’s make this EdTech easy with some key points from the episode...

Streamline tasks like lesson planning, communication, and assessments.

Get inspired lesson ideas & personalize student feedback.

Gemini integrates smoothly with Google tools, allowing you to work efficiently.

Remember, you can find the shownotes and the full list of resources from this episode on classtechtips.com/podcast and finding today’s episode #259!

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about my quick reference guide, and links to every blog post I've written and podcast episode I've recorded about artificial intelligence. For everything AI, head to classtehtips.com/AI

Outro

Can you believe it? This spring we're celebrating 5 years of the Easy EdTech Podcast! So many of you have left reviews and ratings of the podcast and I am so appreciative of your support. If you'd like to keep the five year celebration going, leave a rating or review for the podcast wherever you're listening today – Spotify will let you tap on the stars, and Apple Podcasts will let you tap on the stars and leave a one or two sentence review. And if you have an idea for an upcoming episode, find me on Instagram @ClassTechTips and send me a DM with your ideas, questions, or just to say hello!

Episode Resources

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- Explore [Artificial Intelligence Resources](#), [Events & Workshops](#) & [Free Stuff](#)
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- [MagicSchool](#) (AI curated teaching resources)
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- [10 Things Teachers Can Do with ChatGPT to Save Time](#) (Blog Post)
- [7 ChatGPT Prompts for Educators I'm Loving Right Now](#) (Podcast Episode)
- [50 ChatGPT Prompts for Teachers](#) (Blog Post)
- [AI in the Classroom Tips from a Teacher Using ChatGPT with Richard Perry](#) (Podcast Episode)
- [New Year, New AI: Integrating Latest EdTech Tools in Your Classroom](#) (Blog Post)
- [7 Things Teachers Can Do With ChatGPT Tomorrow](#) (Podcast Episode)