

Guide-Notes Creation with CoPilot:

✓ Step 1: Define the Purpose and Scope

- Decide what the guided notes will cover (e.g., a lecture, a chapter, or a concept).
- Identify the **learning objectives**—what should students know or be able to do after using the notes?

✓ Step 2: Gather Your Source Material

- Collect the content you want to base the notes on (slides, textbook sections, recorded lectures, etc.).
- Make sure the material is accurate and aligned with your objectives.

✓ Step 3: Use Copilot to Generate a Draft

- Open Copilot in your preferred app (Word, OneNote, or PowerPoint).
- Provide a **prompt** like: > “Create guided notes for undergraduate nursing students on ovarian cancer. Include key terms, definitions, and space for students to fill in examples.”
- Specify:
 - o **Format:** bullet points, headings, fill-in-the-blank sections.
 - o **Level:** undergraduate, advanced, etc.
 - o **Style:** concise, clear, and student-friendly.

✓ Step 4: Add Interactive Elements

- Ask Copilot to insert:
 - o **Fill-in-the-blank questions** for key concepts.
 - o **Diagrams or tables** with missing labels.
 - o **Critical thinking prompts** (e.g., “Why is early detection important?”).

✓ Step 5: Review and Customize

- Check for accuracy and alignment with your teaching style.
- Adjust language for clarity and tone.
- Remove unnecessary complexity or jargon.

Step 6: Format for Accessibility

- Use headings, bold keywords, and plenty of white space.
- Ensure compatibility with screen readers if needed.

Step 7: Share with Students

- Export as PDF or share via your LMS.
- Encourage students to complete the notes during class or while reviewing.

Guided Notes: Breast Cancer (Example)

Learning Objectives

- Define breast cancer and its types.
- Identify risk factors and signs/symptoms.
- Explain diagnostic methods and treatment options.

Section 1: What is Breast Cancer?

- Breast cancer is a disease where _____ grow uncontrollably in breast tissue.

- Common types:

- Invasive ductal carcinoma: _____
- Invasive lobular carcinoma: _____

Section 2: Risk Factors

Fill in the blanks:

- Non-modifiable: Age, _____, family history, genetic mutations (e.g., _____).
- Modifiable: Alcohol use, _____, obesity, lack of physical activity.

Section 3: Signs and Symptoms

- - Lump in the breast or _____.
- - Changes in breast shape or _____.
- - Nipple discharge (especially _____).

Section 4: Diagnostic Methods

Match the term to its description:

- Mammogram → _____
- Ultrasound → _____
- Biopsy → _____

Section 5: Treatment Options

Fill in:

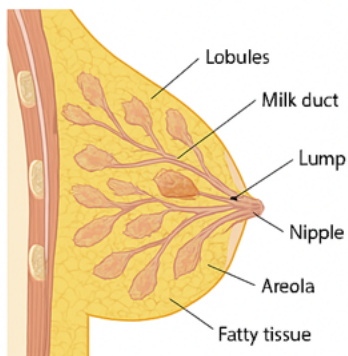
- Surgery: Lumpectomy vs. _____.
- Radiation therapy: Used after _____.
- Chemotherapy: Often used for _____.
- Hormone therapy: Blocks _____.

Critical Thinking Prompt

Why is early detection important in breast cancer management?

Visual Aid

Labeled Breast Anatomy Diagram:



Step-by-step guide for creating an infographic using Copilot:

✓ 1. Define Your Goal and Audience

- What is the main message or insight you want to convey?
- Who will view the infographic (students, colleagues, general public)?
- Decide on the tone: **educational**, **professional**, or **visual storytelling**.

✓ 2. Gather Your Content

- Collect **key data points**, **statistics**, or **concepts** you want to include.
- Summarize text into short, impactful phrases (infographics rely on brevity).
- Identify any **visual elements** (icons, charts, diagrams) that will support your message.

✓ 3. Choose a Layout

- Common structures:
 - **Timeline** (for processes or historical events)
 - **Comparison** (pros vs cons, before vs after)
 - **Flowchart** (steps or decision-making)
 - **Data-driven** (graphs, charts)
- Copilot can help you **sketch a layout idea** before generating visuals.

✓ 4. Use Copilot to Generate Visuals

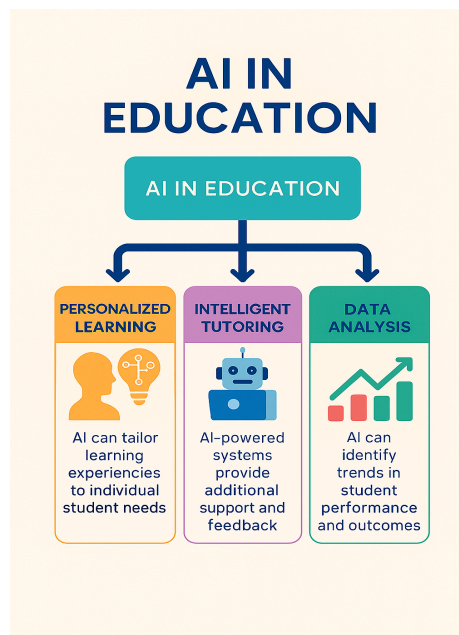
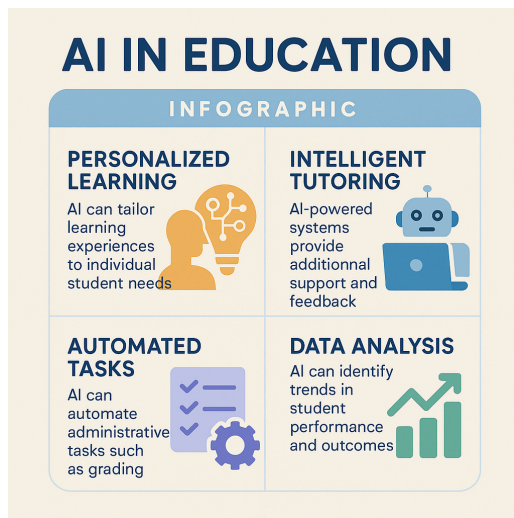
- Provide a **detailed description** of the infographic style:
 - Example: *"Create a square infographic with a clean, modern design, pastel colors, and icons for each step of the nursing process."*
- Specify:
 - **Orientation** (portrait, landscape, square)
 - **Color scheme** (brand colors or thematic colors)
 - **Elements** (charts, icons, illustrations)
- I can generate the image for you using AI.

✓ 5. Add Branding and Accessibility

- Include your **logo**, **course name**, or **university branding** if needed.
- Ensure **readable fonts**, **high contrast**, and **alt text** for accessibility.

✓ 6. Export and Share

- Download in **PNG** or **JPEG** for presentations.
- Use **PDF** for print or email distribution.



Brisk Educational Tool Guide

Brisk Teaching is an AI-powered browser extension designed specifically for educators to streamline administrative tasks, lesson planning, and feedback. It integrates directly into your existing workflow, meaning it works right inside Google Docs, Slides, Classroom, and even on YouTube or news articles.

Here is a quick-start guide to help you master Brisk.

1. Setting Up Brisk

To get started, you need to install the extension on a Chrome or Microsoft Edge browser.

- **Install:** Visit the [Chrome Web Store](#) and search for "Brisk Teaching."
- **Pin the Extension:** Click the **puzzle piece icon** in your browser toolbar and click the **pin icon** next to Brisk.
- **Log In:** Sign in using your school Google or Microsoft account.
- **The "B" Icon:** Once active, a small Brisk "B" icon will appear in the bottom right-hand corner of compatible sites (Google Docs, Slides, etc.).

2. Core Features for Your Classroom

Brisk is divided into several main "actions" that appear when you click the extension icon.



Resource Creation

Instead of starting from a blank page, you can generate materials from any website or video.

- **Lesson Plans:** Open a YouTube video or news article, click Brisk, and select "Create Lesson Plan." It will draft a full plan based on that specific content.
- **Quizzes:** Generate Google Forms quizzes instantly from any text.
- **Slide Decks:** Turn a PDF or article into a formatted Google Slides presentation in seconds.

Feedback & Grading

Brisk helps you provide high-quality feedback without spending hours on every paper.

- **Glow & Grow:** Highlights what a student did well (Glow) and where they can improve (Grow).
- **Targeted Feedback:** Inserts specific comments directly into a student's Google Doc.
- **Rubric Criteria:** If you upload a rubric, Brisk can align its feedback to your specific grading standards.

Differentiation

- **Change Reading Level:** You can take a complex article (e.g., from the New York Times) and use Brisk to rewrite it at a 5th-grade reading level, or any level you choose, in one click.
- **Translation:** Translate resources into 50+ languages while maintaining the original formatting.

Inspect Writing

This is a powerful tool for academic integrity.

- **Writing Replay:** Instead of just a "plagiarism score," Brisk allows you to watch a video replay of the student's revision history. You can see if they pasted a giant block of text at once or if they developed their ideas over time.

3. Comparison of Plans

Brisk offers a generous free tier, but schools can upgrade for more advanced "Turbo" features.

Feature	Free Forever Plan	Educator Pro / District
Tools	20+ Essential Tools	35+ Advanced Tools
AI Model	Standard LLM	Turbo LLM (Faster/Smarter)
Feedback	3 Basic Styles	Targeted Google Doc Comments

Integrations	Google Suite	Google + Microsoft Office
Standards	Basic Alignment	Deep State/Common Core Integration

4. Best Practices for Educators

- **The 80/20 Rule:** Use Brisk to get 80% of the work done, then use your professional expertise to polish the final 20%. Always review AI-generated feedback before sharing it with students.
- **Use on YouTube:** If you find a great educational video, use Brisk to generate a "guided notes" sheet so students stay engaged while watching.
- **Brisk Boost:** Explore the "Boost" feature to create interactive, student-facing AI activities that are safe and teacher-monitored.

[Brisk AI for Educators Tutorial Video](#)

- This video provides a practical walkthrough of how to use Brisk for giving formative feedback and using the AI writing detector.

Copilot Agent Creation Guide

Interactive Activity: Build Your Own AI Agent

Goal: Instructors will create a basic AI chatbot that answers questions about a topic (e.g., course content, campus resources).

AI Agent Outline

1. **Introduction**
 - a. Explain what an AI agent is and where it's used (education, healthcare, etc.).
2. **Step 1: Define the Agent's Role**
 - a. Pick a topic (e.g., "Nutrition Basics" or "Study Tips").
 - b. Write down 5–10 FAQs the agent should answer.
3. **Step 2: Build the Agent**
 - a. Add FAQs and responses.
 - b. Test with sample questions.
 - c. Add a fallback response like: *"I'm not sure, please check your notes."*
4. **Step 4: Test & Share**
 - a. Instructors should test the agent or ask another instructor to test the agent
 - b. Consider adding a Forms guide for reflection
 - c. Discuss what worked and what could improve.
5. **Wrap-Up**
 - a. Reflect on how AI can support learning.
 - b. A short reflection: *"How could this agent help in real learning scenarios?"*
 - c. Discuss ethical considerations (bias, privacy).