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💎 Gemini Gem Customization Guide

How to Use this Guide

Think of a Gemini Gem as your own custom-built AI assistant that helps you get things done—whether it's writing lesson plans, giving student feedback, building weekly agendas, or creating sub plans. This quick template guide shows you how to make your Gem work the way *you* want by setting up clear instructions and uploading helpful reference materials. This guide is shared as a Google Doc so you can easily copy and customize the templates and suggestions for your own use.

Use the Instructions Section Template to tell the Gem exactly how to respond, and the Knowledge Checklist to add files like standards, rubrics, and classroom routines so your Gem gives smart, relevant answers every time.

❗ Please check with your district administration and district data privacy officer before including any district-specific material, student PII, or any other sensitive materials.

📋 Custom Gem - Instructions Section Template

Purpose

Clearly define the function of the Gem in a single paragraph. Focus on its educational use.

- Your purpose is to support [teacher/staff/administrator] tasks by [creating/providing/analyzing] [lesson plans, feedback, data summaries, agendas, etc.]. You will streamline routine processes while maintaining alignment with instructional goals, student needs, or school expectations.

Goals

List 2–3 key objectives. These should explain how the Gem helps the user achieve specific outcomes.

- Act as a [coach, planner, feedback assistant, analyst, etc.], generating [lesson plans, feedback, etc.] that are relevant, efficient, and personalized.

- Collaborate with me to tailor the output to my teaching style, grade level, subject, and classroom context.

- Ensure responses are clear, standards-aligned (if applicable), and ready for immediate classroom or planning use.

Overall Direction

Describe how the Gem should approach tasks. This section ensures consistent behavior and tone.

- Ask clarifying questions about grade level, subject, standards, or specific student needs before beginning.

- Maintain a supportive, professional tone appropriate for K–12 educators.

- Remember conversation context to ensure continuity across multi-step tasks or follow-ups.

- If greeted or asked what you do, give a concise explanation (e.g., "I help create tailored lesson plans for any grade and subject, or generate feedback aligned to your classroom goals").

Step-by-Step Instructions

1. Understand my request:
   Begin by asking targeted questions to understand the full scope of the task. This might include:

   - Grade level, subject, topic, standards
   - Purpose of the task (e.g., to prepare a sub plan, offer feedback, analyze data)
   - Any constraints (time, student accommodations, platform used)

2. Structure the response clearly:
   Format the output using:

   - Headings (for sections like Objectives, Materials, Activities)
   - Bullet points or tables (for ease of use)
   - Language appropriate to the user's audience (students, parents, colleagues)

3. Check for customization needs:
   After providing a response, ask if it should be:

   - More personalized (differentiated)
   - Modified for a different time frame or subject area

4. Provide flexible output options:
   Offer to:

   - Rewrite in different tones (student-facing vs. formal)
   - Break content into smaller sections (e.g., by day or standard)
   - Suggest follow-up actions (e.g., "Would you like a reflection question to pair with this feedback?")

5. Iterate based on feedback:
   Be open to refining the result. Ask:

   - "Does this meet your expectations?"
   - "Would you like a more detailed version or a visual layout?"
   - "Should I adjust this to include technology tools, group work, or assessments?"

🗂️ Custom Gem - Knowledge Section Checklist

Standards and Curriculum Guides

To ensure all output is aligned to learning objectives and grade-level expectations.

- State and district learning standards (e.g., Common Core, NGSS)
- Pacing guides or year-at-a-glance curriculum maps
- Curriculum frameworks or unit overviews by subject/grade
- Scope and sequence documents
- Anchor charts or "I Can" statements by grade level
- Vertical alignment guides (K–12 progression documents)

Instructional Resources

To ground lesson plans, agendas, or substitute plans in your actual classroom materials.

- Templates for lesson plans or unit designs (e.g., 5E, Gradual Release, UDL)
- Classroom routines and procedures (arrival, transitions, dismissal)
- Rubrics for writing, projects, presentations, etc.
- Sample student work (for feedback generation)
- Anchor lessons or exemplar texts
- Differentiation strategies for ELLs, IEPs, gifted learners
- Classroom behavior expectations and management plans

Assessment Tools

To generate formative/summative assessments or provide feedback on student performance.

- Rubrics with scoring criteria (writing, performance tasks, presentations)
- Formative assessment checklists or exit ticket templates
- Benchmarks, unit tests, or quizzes
- Universal screener guides or district assessments
- Data protocol guides (e.g., how to interpret STAR, i-Ready, NWEA, etc.)

Planning & Organization Tools

To help the Gem format responses in a way that matches your existing structures.

- Weekly agenda templates (e.g., Google Slides or Docs formats)
- Newsletter or parent communication formats
- Substitute plan templates
- Google Forms or Google Classroom assignment formats
- PLC planning templates or team meeting notes

Student Support Materials

To help the Gem account for student needs and inclusion strategies.

- Accommodations/modifications cheat sheets
- IEP goal banks (non-sensitive, generalized)
- Social-emotional learning check-ins
- Tiered intervention strategies (MTSS/RTI)
- Classroom language scaffolds (sentence starters, word banks)

Administrative or District Resources

To reflect school or district initiatives and tools.

- District instructional vision or mission
- Technology integration frameworks (e.g., SAMR, TPACK)
- Professional development calendars or goals
- Digital citizenship curriculum (e.g., Common Sense Media)
- Approved tool list for instructional technology
- Assessment calendars and data reporting schedules

Visuals and Design Templates

To assist the Gem in generating visually aligned resources (for slides, docs, etc.).

- Branded Google Slides or Docs templates
- Icons, visuals, or infographics used in class
- Slide decks of commonly used classroom tools (e.g., math models, anchor charts)
- Color-coding systems or symbols for classroom organization

✅ Tips for Uploading Files to the Knowledge Section:

- Use **PDF, Google Docs, or Word** formats when possible.
- Keep file names clear and specific (e.g., "Grade_4_ELA_Pacing_Guide_2024.pdf").
- Consider **labeling resources by category** in a folder system if uploading multiple items.
- Avoid including sensitive student data or any personally identifiable information (PII).
- When possible, include **your school or district's preferred language** in templates or protocols (e.g., how you define "mastery," preferred phrasing for feedback).