PANORAMA EDUCATION

100+ Generative AI Prompts for School and District Teams

Prompts from Panorama's Teaching & Learning Team

It's clear that AI has the power to transform education. From streamlining administrative tasks to deeply personalizing student support to generating data-driven student feedback, these new tools can empower educators to focus on what matters most—teaching and learning.

But unlocking AI's full potential relies on knowing how to input the right instructions—clearly, concisely, and with proper context. Without this skill, getting useful and reliable results from AI tools can be time consuming and challenging.

To bridge this gap, Panorama's Teaching and Learning team developed this collection of 100+ expert-crafted prompts designed specifically for teachers, counselors, school administrators, and district leaders. Each prompt is designed using research-backed criteria to ensure alignment with real-world education needs, professional best practices, and responsible AI use—helping educators harness AI effectively and responsibly in their day-to-day work.

How to use these prompts:

- **District Leaders:** Use these prompts to guide AI adoption across your district. Share them with school leaders, incorporate them into professional development, and provide structured guidance on how AI can streamline workflows, improve communication, and support decision-making.

- **School Leaders:** Introduce these prompts in PLCs, staff meetings, or training sessions to help educators explore AI in a structured way. Encourage teachers and counselors to experiment with AI tools using these prompts and share their experiences.

- **Classroom Teachers, Counselors, and Support Staff:** Use these prompts to save time on lesson planning, grading, student communication, and intervention strategies. Try them in individual, small group, or classroom settings to enhance instruction, personalize student support, and improve efficiency.

Whether you're just beginning to explore AI or looking for ways to expand its impact in your district, this collection offers a strong starting point.

Important Note on Secure AI Use

Some of the prompts in this collection require Panorama Solara, Panorama's secure AI platform designed for K-12 education. These prompts leverage district-integrated student data, making them incompatible with public AI platforms like ChatGPT. To ensure student privacy and data security, educators should only use these prompts within a secure AI environment that complies with district data policies.

Any prompts that require Panorama Solara are bolded for easy identification.

If your district is not yet using Panorama Solara, we recommend focusing on the general prompts that do not require student data or exploring how a secure AI platform can support your schools.

About Panorama Solara

Panorama Solara securely connects with your district's documents and Panorama data, providing AI-powered insights at the student level across academic performance, attendance, behavior, and survey results. This enables educators to quickly draft personalized resources, such as IEPs, attendance nudge letters, and behavior improvement plans, tailored to each student's unique needs.

Reach out to learn more about how Panorama Solara can help your district use AI safely and effectively.

Criteria for Strong Prompts

These prompts were developed in collaboration with Panorama's Teaching and Learning team using a set of clear criteria to ensure they are high quality, practical, and aligned with the real needs of educators. Each prompt was designed with educational best practices, responsible AI use, and district workflows in mind.

01

Adopt a Role (Perspective-Taking)

Prompt Action: Use phrases like "Act as a..." or "Imagine you are..." to give the model a clear persona.

- **Why:** Cognitive load theory suggests that when instructions provide context or a specific role, learners engage more effectively with material (Sweller et al., 2011).
- **Example:** "Act as a high school history teacher. Explain the causes of World War I with clear, student-friendly language."

02

Define the Task Explicitly (Task-Oriented Precision)

Prompt Action: Use action verbs like “Create,” “Explain,” “Analyze,” or “Compare.”

- **Why:** Goal-setting theory indicates that clear, specific goals improve performance and output quality (Locke & Latham, 2002).
- **Example:** “Create a set of discussion questions for a 7th-grade English class studying ‘The Great Gatsby’.

03

Specify Output Format (Structure for Action)

Prompt Action: Request specific formats such as “in a table,” “as a checklist,” “as a narrative,” etc.

- **Why:** Schema theory suggests that organizing information into structured formats helps with knowledge comprehension and retention (Anderson & Pearson, 1984).
- **Example:** “Summarize the water cycle in a 3-column table: Stage, Process Description, and Real-World Example.”

04

Provide a Use Case (Contextual Relevance)

Prompt Action: Add context by stating the scenario, audience, or intended purpose.

- **Why:** Situated learning theory emphasizes that context-rich, relevant tasks improve learning engagement (Lave & Wenger, 1991).
- **Example:** “Generate a letter to parents explaining how self-management skills benefit middle schoolers’ academic success.”

Prompts for Teachers

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Lesson Planning & Instructional Support

1. Provide three different ways to introduce fractions to 2nd graders (visual, kinesthetic, and auditory).
2. Recommend three classroom activities to engage students in a novel study of "The Great Gatsby".
3. Suggest an interactive way to introduce historical perspectives in an 8th-grade U.S. History class.
4. Modify the attached lesson plan to include strategies to differentiate instruction for learners who benefit from oral engagement. [Document upload]
5. Provide five ways to introduce a persuasive writing unit to 8th graders.
6. Generate a lesson plan integrating AI literacy into a middle school ELA class.
7. Suggest interactive ways to teach probability in a 6th-grade math classroom.
8. Develop a 2-day cross-curricular lesson combining music and history for 5th graders. Students are learning about the Revolutionary War era.
9. Modify the attached science lesson plan to be more project-based. [Document upload]
10. Provide strategies for helping students summarize informational texts more effectively.

Assessments & Rubrics

11. Create a 5-question quiz on the American Revolution for 4th graders.
12. Design an exit ticket for a 7th-grade science lesson on chemical reactions. Students will have 10 minutes to complete.
13. Generate a 4-point rubric for an argumentative essay in 10th-grade ELA.
14. Modify the attached assessment to be more accessible to English Language Learners. [Document upload]
15. Provide alternative assessment options for a unit on ecosystems. The current paper/pencil assessment is attached. [Document upload].
16. Create a short, standards-aligned formative assessment on fractions for 3rd grade.
17. Design an oral presentation rubric for high school students presenting historical speeches on a 5 point scale.
18. Generate self-reflection prompts for students to assess their understanding of a math unit in 6th grade.

Classroom Management & Student Engagement

19. Develop a student contract outlining behavior expectations for a middle school classroom.
20. Write a script to introduce morning circles to students.
21. Create an engaging warm-up activity for the attached algebra lesson that gets students out of their seats [document upload].
22. Provide a set of classroom norms for 2nd graders to support a positive learning environment.

Data & Student Progress

23. Summarize [student]'s academic strengths and areas for growth.

24. Provide a two-year trend analysis of [student]'s reading scores.

25. Identify students who may be at risk based on the attached gradebook data. [Document upload]

26. Recommend targeted intervention strategies for [student] based on their latest math assessments.

27. Analyze the performance of [student 1, 2, 3] and highlight common challenges.

Family Communication & Engagement

28. Draft a welcome message for a 2nd-grade class newsletter.
29. Write a parent letter explaining an upcoming unit on growth mindset that is attached. [Document upload].
30. Generate a text reminder for parents about an early dismissal day on 3/3. School ends at 1.

31. Draft an email to [student]'s parents addressing attendance concerns.

32. Create talking points for discussing a [student]'s academic struggles with parents.

Prompts For Counselors & Social Workers

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Student Well-Being

33. Generate an intervention plan for [student] struggling with self-regulation.

34. Suggest morning meeting discussion prompts to build resilience in middle schoolers.

35. Develop a role-playing activity for practicing conflict resolution in the cafeteria for a 7th grade boys group.

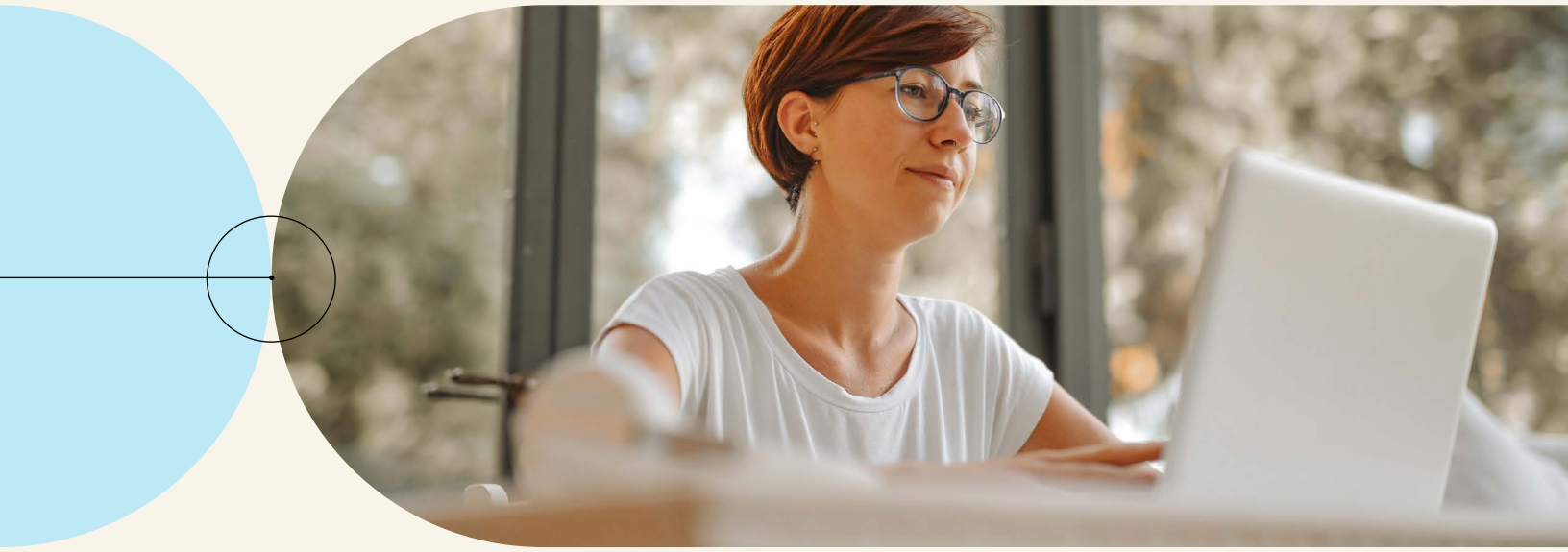
36. Generate a script for a small-group counseling session on self-regulation for 5th graders.

37. Provide role-playing scenarios for middle school students to practice peer mediation.

38. Suggest coping strategies for [student] who struggles with test anxiety.

39. Create a 5-week social skills intervention for a group of students struggling with self efficacy.

40. Summarize research-backed strategies for reducing student stress in high-pressure academic settings.



Behavior & Attendance

41. **Summarize [student]'s attendance trends over the past semester.**
42. **Generate a behavior support plan for [student] with frequent classroom disruptions.**
43. **Write a [student]'s contract to set attendance improvement goals.**
44. **Identify patterns in school-wide attendance based on the attached data. [Document upload]**
45. **Draft a proactive attendance intervention plan for a chronically absent [student].**
46. Write a template for teachers to track student behavior patterns over time.
47. Generate strategies for helping students develop intrinsic motivation for attendance.
48. **Summarize the disciplinary history of [student] and suggest restorative practices.**

Family & Crisis Support

49. Prepare a script for discussing a student's anxiety concerns with their parents.
50. Write a guide for teachers on how to support students experiencing grief.
51. Generate a checklist for supporting a student returning to school after hospitalization.
52. Draft an email to parents providing strategies for managing stress at home.
53. Create a guide for families on how to help students build positive study habits in middle school.
54. Provide a script for discussing a student's behavior concerns in a non-judgmental way with their parents.
55. Create a guide for parents on fostering resilience in children experiencing major life changes.
56. Develop a resource list for parents of students struggling with anxiety.
57. Generate a checklist for parents to help ease the transition from elementary to middle school.

College & Career Counseling

58. Generate a list of scholarship opportunities in [town] for high school seniors.
59. **Draft a recommendation letter for [student] applying to a STEM program.**
60. **Identify colleges within 200 miles that match [student]'s academic strengths.**
61. Write a student-friendly guide to financial aid options.
62. Suggest career exploration activities for 9th-grade advisory.

Prompts For School Administrators

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Professional Development & Staff Support

63. Design an interactive PD session on using AI to differentiate instruction.
64. Generate an agenda for a staff meeting focused on improving attendance. It is 45 minutes long and should include reflection and action planning time.
65. Create discussion prompts for a PLC session on analyzing student writing for 8th grade teachers.
66. Create an agenda for a new teacher orientation session focusing on school culture. This is a 2 hour session and should include at least 45 minutes of practice.
67. Draft a PD session on integrating growth mindset into lesson planning.
68. Design a workshop on using AI tools to streamline teacher workload.

Policy & Documentation

69. Draft a parent-facing policy for the school's new cell phone rules attached. [Document upload]
70. Create a simple one-page summary of the district's grading policy attached. [Document upload]
71. Write a behavior expectations contract for students in middle school.
72. Develop a checklist for teachers preparing for standardized testing.
73. Rewrite the attached graduation requirements document in more family-friendly language. [Document upload]
74. Summarize key takeaways from the latest state guidelines on teacher evaluations.
75. Write a memo to staff outlining new school-wide discipline protocols attached. [Document upload].
76. Develop a staff guide on using morning meeting in classrooms.
77. Generate a student-friendly version of the school's academic integrity policy.
78. Create a checklist for staff to use when preparing for a school lockdown drill.

Schoolwide Initiatives & Data Analysis

79. **Summarize [student] trends in behavioral incidents over the past semester.**
80. **Identify common academic gaps based on the attached school data. [Document upload]**
81. Draft an email announcing a new attendance initiative for all students.
82. **Identify patterns in behavioral referrals from the past semester. [Document upload]**
83. Suggest strategies for improving staff collaboration across grade levels.
84. Write a message for the principal to send to families about an upcoming town hall meeting.
85. Create a strategic plan for implementing AI-assisted grading to improve feedback consistency.

Strategic Planning & Leadership

86. Generate a policy proposal for expanding access to advanced coursework.
87. Write a districtwide communication about AI integration in classrooms using attached guidelines. [Document upload]
88. Develop a district-wide plan to increase family engagement in middle schools.
89. Generate a proposal for expanding dual-language immersion programs.
90. **Provide a summary of key findings from a recent district-wide teacher survey attached. [Document attached]**
91. Suggest innovative ways to use AI for streamlining school operations.

Prompts For District Administrators

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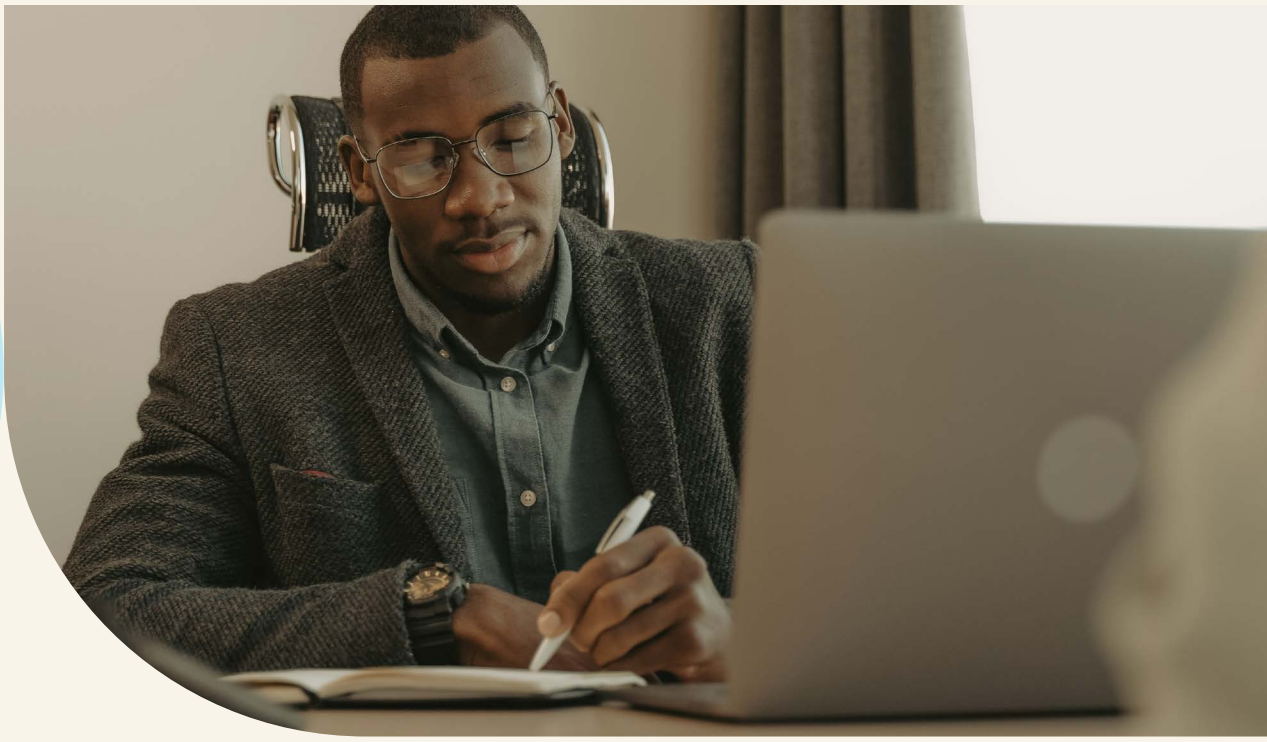
Districtwide Data & Policy Analysis

92. **Identify disparities in academic performance by subgroup using the attached data. [Document upload]**
93. **Summarize parent feedback from the latest district survey. [Document attached]**
94. Provide recommendations for improving teacher retention.
95. Develop a strategy for increasing FAFSA completion rates among high school seniors.
96. Develop a strategic plan for addressing teacher retention challenges.
97. **Summarize state test score trends over the past five years. [Document attached]**



Stakeholder Engagement & Public Relations

98. **Draft a letter from the superintendent addressing community concerns about school safety using attached student feedback survey. [Document attached]**
99. Write a press release announcing a new attendance-focused initiative.
100. Provide talking points for a district leader discussing budget allocations.
101. Create a one-page guide for parents about the district's AI usage in education. [Document attached]

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About Panorama Solara

Panorama Solara is a leading customizable, district-wide AI platform that streamlines student supports while ensuring robust data protection and privacy. Tailored to support your district's goals and practices, Panorama Solara fits seamlessly into your district processes, so it works the way you do.

With Panorama Solara, educators can access a secure chat interface with education best practices and district-specific customizations. Using pre-built prompts, they can create personalized student supports—like intervention plans and family letters—faster and more efficiently. For administrators, Panorama Solara offers full visibility into AI usage trends, ensuring that all AI activity remains private, secure, and aligned with district standards. It's the essential platform for safe and effective AI in today's schools and districts.

Get in Touch

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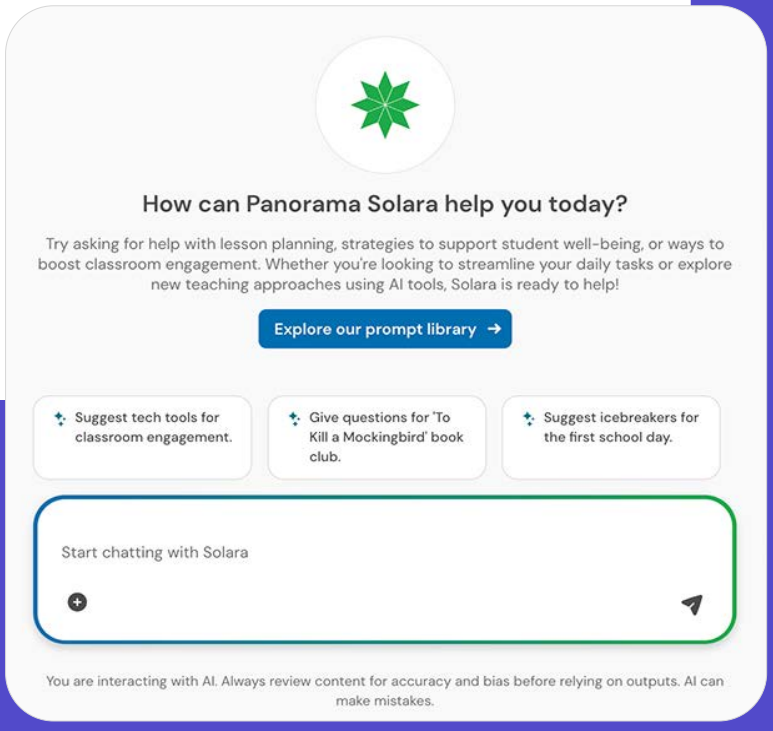
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