

Prompting with Purpose: AI Best Practices for Teachers

September 2025

JOIN THE CONVERSATION:

In the chat, please share:
Name + District + Role

and

let us know... 

What's the weirdest, most
out-of-the box way you've
used AI?



Before We Begin

- **This webinar is being recorded!**

You will receive the recording and resources in a follow-up email within the next two days.

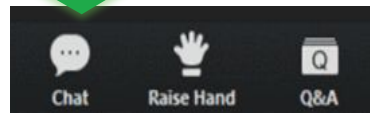
- **All attendees are in listen-only mode**

Please ask any questions via the Q&A tool or share comments via the Chat feature.

- **All resources will be shared**

We will share links to the resources in the chat. Feel free to let our team know if you need anything.

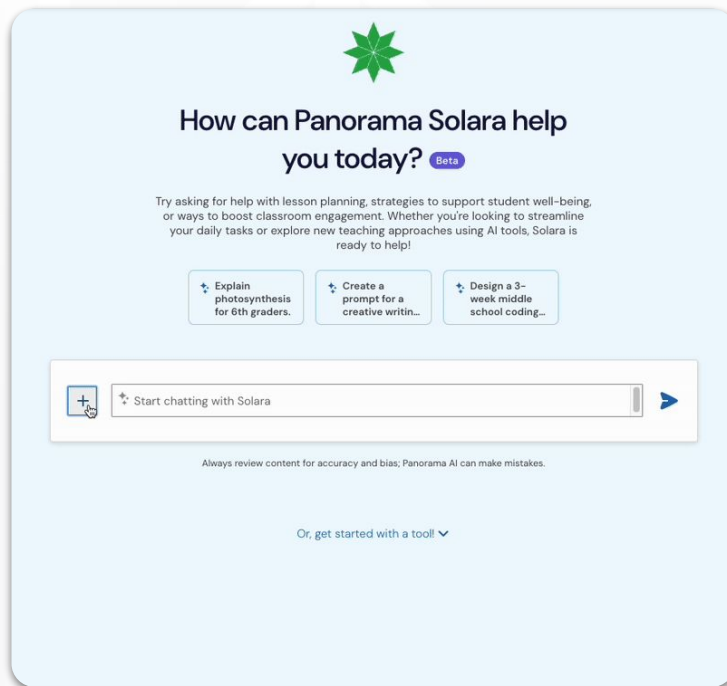
Chat: share your role(s) and the town/city you are calling in from



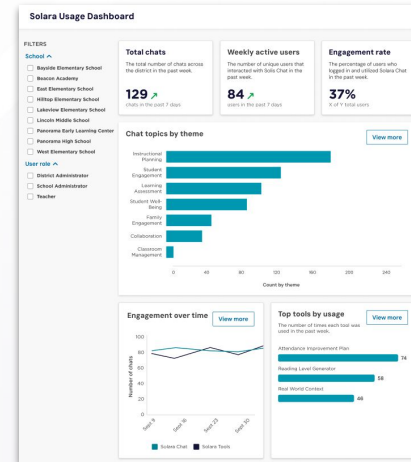
Q&A: ask questions

Meet Panorama Solara: Your Customizable, Districtwide AI Platform

Securely connected to your student data. Recommendations personalized to every learner. Data never leaves the district's walled garden.



Industry-Best Security and Privacy Measures



Student data is never used to train models

Certifications independently verify our practices

We provide full visibility on how Solara is used

Today you'll hear from:



Brianne McCarthy

Professional Learning Director
Panorama Education



Nick Woolf

AI Specialist
Panorama Education

Agenda

**Prompting
Fundamentals**

**Advanced
Prompting
Techniques**

**AI Trends to
Watch for
Back-to-School**

**Q&A +
Resources**

Prompting Fundamentals

POLL TIME

How confident do you feel in your ability to write effective prompts?



Just Starting: I haven't really thought about how I prompt yet.



Learning: I think about my prompts, but I'm not sure what works best.



Practicing: I know a few strategies and use them sometimes.



Applying: I use prompt strategies intentionally to get better results.



Leading: I can coach others on writing effective prompts.

A tale of two phone calls home...

"Hi, I just wanted to say that your child is doing a great job. Keep up the good work!"

"Hi, I'm calling to share how proud I am of Jaden — he's turned in every homework assignment this week after a tough start to the year. His persistence is really paying off, and I can't wait to see him keep it going!"

Reflect & Share

What aspects of the second prompt seemed to “steer” the AI towards a better result?

Script a very quick positive phone call home message for my student|

+ Tools



You are a teacher calling home to celebrate a student's progress. Write a short, warm phone script (2–3 sentences) for a 4th grader named Jaden, who has been turning in all homework this week after struggling earlier in the year. Mention growth and encourage continued effort.|

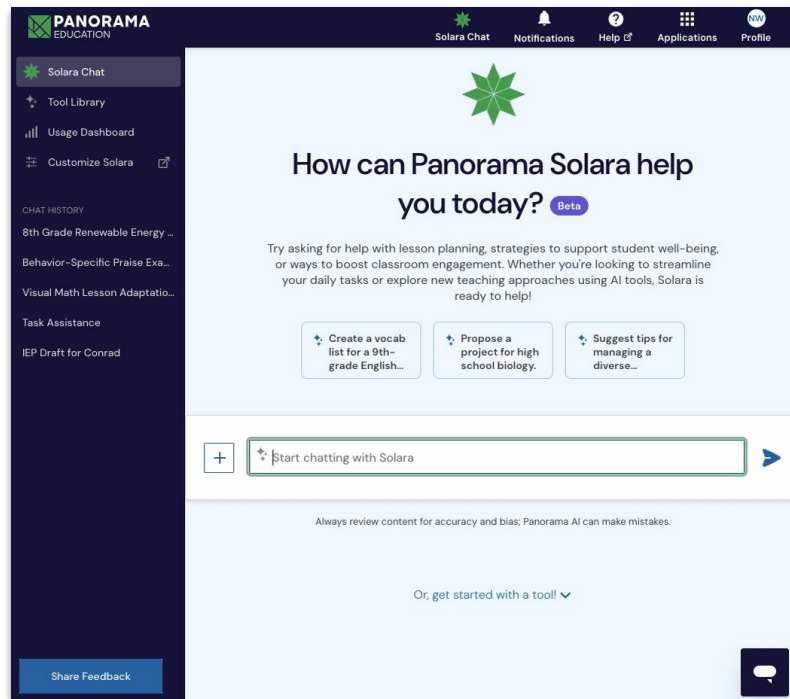
+ Tools



What is a *prompt*? What is *prompt engineering*?

A **prompt** is the information given to an AI tool to guide it in generating a desired output.

Prompt engineering is the skill of communicating clearly with AI.



Prompting as Exploration



*We need to start to think about how to teach people to use AI in a world that is changing quite rapidly. Focusing on **exploration and use**, rather than a set of defined rules, might work better.”*



Ethan Mollick

Professor and AI Researcher, University of Pennsylvania

Pillars of Prompting

**Context
Improves
Outputs**

**Clarity >
Complexity**

**Embrace
Iteration &
Co-Editing**

Context Improves Outputs

SCENARIO: You are preparing a caregiver-facing Q&A document that outlines your district's new device usage policy. The document must be clear and ready for translation.

Act as an education communications specialist. Draft a one-page caregiver Q&A (~400 words, grade-8 readability) introducing our district's updated Student Device Usage Policy, effective August 18 2025. I've attached the policy here.

Title: "Your Questions Answered: Student Devices at Northview"

Answer in order:

1. What is the new policy and its purpose?
2. How will it empower students as responsible digital citizens?
3. What supports ensure equitable and safe use at school and home?
4. How is student data kept private and secure?
5. How can families offer feedback or request a loaner device?

Tone & style: asset-based, partnership-oriented; clear, plain language; numbered Q&A layout; end with a call-to-action linking to device tutorials and upcoming info sessions.

Include: rollout timeline (policy approved May 2025, full implementation August 18 2025); FERPA compliance; no off-campus location tracking; supports such as 24/7 help desk, optional insurance-fee waiver for qualifying families, digital citizenship lessons (grades 3-12); one concrete success example (e.g. a fifth-grader using accessibility tools at home); option for caregivers to set personalized screen-time limits via the Parent Portal.

Footer: "Disponible en español, Somali, and Vietnamese — bit.ly/NVSD-Translate."

Clarity Over Complexity

SCENARIO: You are creating an overview of spring reading benchmark results to share with principals with recommended next steps.

Write a one-page summary (≈300 words) of our reading benchmark results for principals.

Audience: Elementary and middle-school principals (non-technical readers)

Summary Content: The summary must include the following:

1. Overall district proficiency rate (% at/above benchmark)
2. Three biggest gains vs. Fall 2024
3. Three areas still below target
4. Two recommended next steps for teachers

Style:

- Plain language, no argon
- Use short paragraphs and numbered lists
- End with a brief call-out: "Data source: FastBridge, April 2025"

Return text only—no graphs or tables.

Embrace Iteration and Co-Editing

SCENARIO: You are leading the creation of a multiyear strategic plan focused on literacy gains.

You are my co-editor. Draft the first version of our district's Strategic Literacy Improvement Plan.

Length & Format

- 2,000–2,500 words in plain text
- Use the following headings:
 1. Vision & Purpose
 2. Current State Snapshot (data as of Spring 2025—placeholder notes OK)
 3. Goals & Measurable Targets (KPIs, baseline TBD)
 4. Key Strategies (Tier 1 instruction, MTSS, professional learning, family engagement)
 5. Resource Needs & Budget Estimates

Constraints

- Grade-10 readability; avoid jargon
- Align with ESSA and state literacy priorities
- Emphasize equity for multilingual learners and students with IEPs

Writing Process

At the end, add a "Revision Roadmap" (≈150 words) listing:

1. Three sections that most need richer district data
2. Two areas where tone could be more inspiring
3. One structural change to improve clarity

Return the full draft plus Revision Roadmap. I will then review and give targeted edits for the next draft.

Advanced Prompting Techniques

Task Decomposition (“Chunking”)

I just uploaded the raw survey data from my students, last year's survey results (Excel). In **one single response**, please do the following:

1. “Clean the dataset: drop incomplete rows, standardize school names, and flag any duplicate IDs.”
2. “Compute the response rate, mean engagement score, median engagement score, standard deviation, and confidence interval (95 %).”
3. “Break down engagement by grade band (PK-2, 3-5, 6-8, 9-12), subject area, years of service, certification status, and demographic subgroups.”
4. “Cross-tabulate retention intent with engagement quartiles and run a chi-square test for significance—report p-values.”
5. “Identify the top five and bottom five Likert-scale items; for each, write a 100-word narrative explaining the score.”
6. “Generate a sentiment-analysis summary of the open-response comments, including top positive and negative keywords, and visualize them in two word clouds.”
7. “Compare every metric to the Spring 2024 survey and highlight changes ≥ 3 percentage points in a color-coded table (green up, red down).”
8. “Detect any correlations > 0.3 among survey items and visualize them in a heat map.”
9. “Draft three “bright-spot” case studies (150 words each) featuring schools that improved engagement by ≥ 10 points, naming specific leadership practices.”
10. “Produce a root-cause analysis for the three lowest-scoring themes using a fishbone diagram and a 5-Whys narrative.”
11. “Outline a full six-month implementation roadmap: Gantt chart with milestones, owners, and “RACI” roles.”
12. “Draft an executive summary (350 words max) fit for the superintendent and a separate 200-word email to principals.”
13. “Return all tables in Markdown, embed the word-cloud images, and ensure accessibility compliance (alt-text, high-contrast colors, heading hierarchy).”
14. “Double-check everything for accuracy, then format the entire response in AP style, 12-point Arial, left-aligned, with no orphan lines.”
15. “Finish with a checklist of everything you did and at least five suggested next steps for future data collections.”
16. “All of this must appear in one cohesive, well-organized message.”

VS...

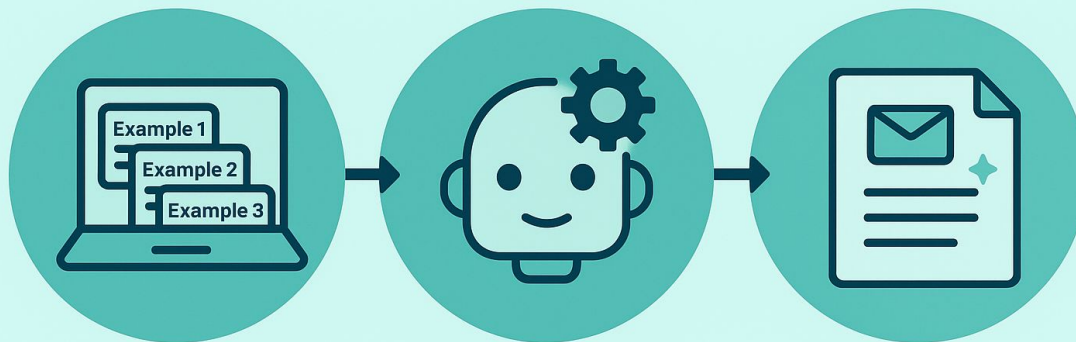
Act as my education data-analyst assistant. We'll examine survey results from a recent school climate survey that my students took in five steps. After each step, pause and wait for my feedback before moving on.

1. Snapshot Metrics – report response rate, high level trends, etc.
2. Bright Spots – list the three highest scoring topics or items, with one sentence of interpretation each
3. Areas for Growth – list the three lowest-scoring topics or items, with one sentence of interpretation each
4. Root Cause Signals – surface any patterns that might explain pain points
5. Action Recommendations – propose three research-based strategies I can pilot in my classroom to improve school climate based on these results, citing relevant data from steps 1-4

I'll upload the CSV file now. Begin with **Step 1** and wait for me to reply “Approved” before continuing.

Few Shot Prompting

Few-Shot Prompting

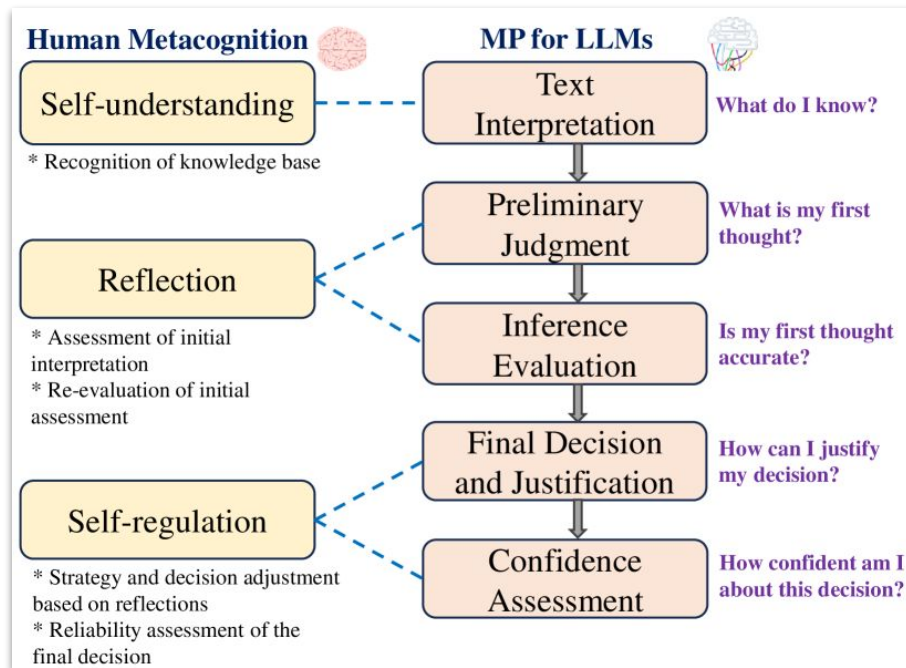
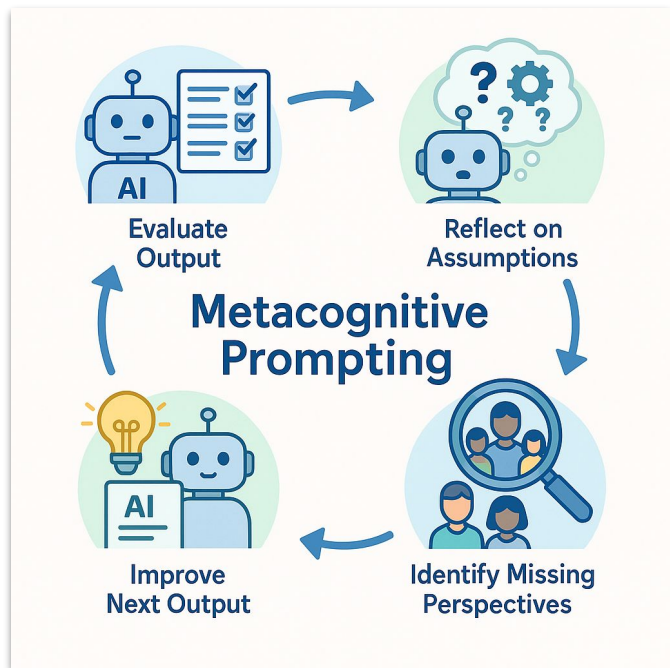


Provide examples
("shots") in the
prompt

In-context learning
Pattern recognition

Model is steered to
better performance

Metacognitive Prompting



Source: [Metacognitive Prompting Improves Understanding in Large Language Models](#)

AI Trends to Watch for Back-to-School

AI as a Creative Partner

In what ways could AI spark new creative possibilities as a co-pilot when aided by my expertise?

AI Detection

How can I use AI detection to spark honest conversations and build trust, not just catch misuse?

AI Literacy for Educators

How can I model the safe, responsible, ethical, and effective use of AI with students?

AI for Student Metacognition

How could AI help students reflect, set goals, and monitor their learning?

PROFESSIONAL CERTIFICATION COURSE

AI Literacy Essentials for K-12

Get Started Today



Resources

- [100+ Generative AI Prompts for School and District Teams](#)
- [Exemplar Prompts for Educators](#)
- [Prompting Best Practices](#)
- [The PREPARED Framework](#)
- [AI Literacy Essentials for K-12](#)
- [Free Class Companion Account](#)

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



The "RTD" Prompting Framework

Role

What kind of role should the AI take on? Who or what is it portraying?

Task

What exactly should the AI do? Detail the specifics and purpose of the task.

Details

Include helpful context, constraints, instructions, and formatting notes.

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you are..." to give the model a clear persona. tions provide context or a specific role, learners (OTI). n the causes of World War I with clear, ted Precision) "Analyze," or "Compare." goals improve performance and output quality (Locke th-grade English class studying "The Action) ble," "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."

4. 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."

Audience Q&A

POLL TIME

Would you like us to connect with your district leaders about bringing Class Companion or Panorama Solara to more teachers in your school/district?

Response Options:

- Yes, connect with my district leaders
- Not right now



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