PANORAMA EDUCATION & Hour of AI

AI Literacy in Action Toolkit for K-12

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Empower educators to confidently navigate the world of AI with Panorama's **AI Literacy in Action** toolkit for K-12 educators.

This resource brings together three educator-facing exercises from Panorama Playbook, an instructional resource library that connects educators with hundreds of resources across life skills, digital citizenship, academics, attendance, family engagement, and behavior.

Through these interactive exercises, educators will:

- Deepen their understanding of responsible AI usage.
- Build AI literacy skills to critically evaluate AI tools.
- Learn strategies to model safe, ethical, and transparent AI use for students.

By blending practical exploration with guided reflection, this toolkit equips teachers to foster **digitally aware classrooms** where students engage with AI responsibly and confidently.

Designed for educators, this activity aligns with Hour of AI's mission to make AI education foundational, not optional.

Exercise #1

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AI for All Learners

AI for All Learners is a collaborative exercise where educators examine how AI can both expand opportunities and create risks for students with diverse backgrounds and needs. Through scenario analysis and group reflection, participants identify practices that ensure AI use fosters **equity, safety, and human connection** in classrooms.

Educators explore three real-world dilemmas: unequal access to technology, AI grading tools that may overlook student voice, and translation features that risk misrepresentation. By analyzing these scenarios, participants learn how to:

- Recognize inequities in access, language, and ability.
- Redirect AI's efficiencies toward strengthening—not replacing—teacher-student relationships.
- Model transparent and ethical use of AI to build student trust and digital resilience.

This activity develops **AI literacy competencies** such as:

- Recognizing AI's role and influence in different contexts.
- Explaining how AI could amplify societal biases.
- Deciding whether and how AI systems should be used in classroom practice.

Educators leave with **practical, low-barrier strategies** and a renewed vision of how they can shape a more inclusive, human-centered future with AI.

Learning Goals

By the end of this activity, educators will be able to:

- Recognize how inequities (access, language, ability) shape student experiences with AI.
- Identify ways to leverage AI tools to create time for deeper human connection.
- Reflect on and model safe, transparent, and ethical AI use.

Preparation

- *Materials Needed:* chart paper or whiteboard; markers; sticky notes
- Download the facilitator slides (Google Slides | PDF)
- Draw three columns on the board labeled: “Access and Inclusion” | “Human Connection” | “Safe and Ethical Use.”
- Post three scenarios on the board or record them on the chart paper:
  - A classroom where only some students have home internet, and AI homework tools are assigned.
  - An AI grading tool that saves teachers hours but risks missing student voice or creativity.
  - A translation feature that supports multilingual learners but sometimes misinterprets meaning.

Instructions

(1) Frame the Topic – 5 minutes

- Say: “AI offers powerful support for learning—personalized practice, instant feedback, workload reduction. But it can also create new gaps if not all students have access, if tools contain bias, or if they replace the human relationships that make learning meaningful. Today we’ll consider how to maximize the benefits while protecting what matters most: inclusion, safety, and connection.”

(2) Scenario Analysis in Groups – 10 minutes

- Divide educators into small groups.
- Assign each group one scenario prompt (or have them generate a real example from their own practice).
- Ask them to discuss:
  - Who benefits most in this scenario?
  - Who might be left out or disadvantaged?
  - How could AI be adjusted to support more learners?
  - How do we ensure students still experience personal connection and teacher presence?
- Encourage groups to note key points on sticky notes under the three columns.

(3) Whole Group Gallery Walk and Discussion – 10 minutes

- Invite everyone to read the sticky notes posted under each column.
- Facilitate discussion with prompts:
  - What patterns do you notice across the scenarios?
  - How can AI’s time-saving features be redirected toward deeper human connection?
  - What norms or boundaries would help us use AI responsibly and transparently with students?

Implementation Tips

- *Draw on personal experience.* Encourage educators to share stories of times when access, inclusion, or relationships were challenged by technology.
- *Connect to student voice*. Suggest asking students how they feel about AI's role—what helps them, what feels alienating, and what they wish teachers understood.
- *Highlight low-barrier strategies*. Remind educators that inclusivity doesn't always require costly tools: offering alternatives, providing context for AI outputs, and prioritizing connection are powerful steps.
- *Keep the focus on relationships.* Circle back to the guiding principle: AI can handle routine tasks, but only humans can provide empathy, mentorship, and community.

Exercise #2

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Trust but Verify

Trust But Verify equips educators with the skills to critically evaluate AI-generated outputs—an essential literacy for today's classrooms. Generative AI often produces polished but misleading content. In this activity, educators practice identifying inaccuracies, omissions, and bias in AI outputs while exploring strategies to model these skills for students.

Participants engage in small-group analysis of a pre-created AI artifact (e.g., a math explanation with subtle errors, a flawed historical fact, or misleading student feedback). Together, they discuss strengths, risks, and the implications if students accepted the AI at face value.

Through this process, educators build **AI literacy competencies**, such as:

- Evaluating whether AI outputs should be accepted, revised, or rejected.
- Recognizing risks of bias, error, and overconfidence in AI tools.
- Modeling fact-checking and ethical AI use for students.

The activity emphasizes a key message: AI can be a powerful partner, but it is not a truth-teller. Educators leave with practical strategies to help students question, verify, and use AI responsibly.

Learning Goals

By the end of this activity, educators will be able to:

- Critically evaluate AI-generated outputs for accuracy, bias, and appropriateness.
- Recognize the dangers of unverified AI use in student learning.
- Develop classroom strategies to teach students fact-checking and digital discernment.

Preparation

- *Materials Needed:* chart paper or whiteboard; markers
- Download the facilitator slides (Google Slides | PDF)
- Before the session, generate a short AI-created example. Pick one of these options. (Project or print this AI example so all participants can see it.)
  - A math explanation with a subtle error.
  - A short paragraph on a historical event with one inaccurate "fact."
  - A writing feedback sample that sounds polished but misses nuance.

Instructions

(1) Frame the Topic – 5 minutes

- Say: "Generative AI is designed to sound confident—even when it's wrong. This means it can present errors, outdated information, or bias in ways that look polished and believable. Today we'll practice evaluating AI outputs so we can teach our students not just to use AI, but to question it."

(2) Scenario Analysis in Groups – 10 minutes

- Divide educators into small groups.
- Display the AI-generated example.
- Prompt groups to analyze and discuss:
  - What looks strong in this output? Where might errors, omissions, or bias appear?
  - If a student submitted this without checking, what misconceptions could result?

(3) Whole Group Discussion – 10 minutes

- Invite each group to share their findings. Record examples of inaccuracies or risks.
- Facilitate discussion with prompts:
  - What patterns do you notice across the groups' findings?
  - How can we model fact-checking for our students?
  - What tools or strategies help you verify AI outputs in your own work?

(4) Reflection and Takeaways – 5 minutes

- *Bring the group back together. Highlight patterns that emerged.*
- *Say: "The lesson here is clear: AI can be a helpful partner, but it is not a truth-teller. Our role is to guide students to approach AI critically—fact-checking, cross-referencing, and questioning its outputs. By practicing these habits ourselves, we can prepare students to be discerning, responsible users of AI."*

Implementation Tips

- *Normalize error-finding.* Remind participants that AI errors are not failures—they're opportunities to teach critical thinking and digital literacy.
- *Encourage detective-style thinking.* Frame the exercise like a puzzle: "Can you catch where AI went wrong?".

Exercise #3

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AI Impact Audit

AI Impact Audit transforms educators into decision-makers tasked with evaluating a fictional AI tool for classroom adoption. Acting as a school "AI Ethics Review Committee," participants assess the tool through four ethical lenses—**Access, Accuracy, Fairness & Representation, and Transparency**—and decide whether, and under what conditions, it should be used.

The activity mirrors real-world challenges educators face as districts adopt AI tools without clear policies. By applying an ethical decision-making framework, participants uncover potential risks (e.g., inequitable access, bias, misinformation, lack of transparency) and develop mitigation strategies.

This activity builds **AI literacy competencies**, including:

- Connecting AI's social and ethical impacts to its technical capabilities and limitations.
- Explaining how AI could amplify societal biases.
- Deciding whether to use AI systems based on the nature of the task and community needs.

Educators leave with a practical framework they can replicate in schools and a stronger sense of agency in shaping how AI is integrated into education.

Learning Goals

By the end of this activity, educators will be able to:

- Apply an ethical framework to evaluate AI tools.
- Identify risks and benefits across access, accuracy, fairness, and transparency.
- Collaboratively recommend conditions for responsible AI adoption in schools.

Preparation

On the board (or a slide): draw four columns labeled: Access | Accuracy | Bias | Transparency. Write the following short definitions under each heading:

- **Access:** Who can use the tool? Are some students/educators left out because of device access, internet speed, or training? Could it widen opportunity gaps?
- **Accuracy**: AI predicts the next word based on patterns, so it can present outdated, inaccurate, or misleading information—even if it sounds polished.
- **Fairness and Representation**: AI may over-represent some voices and under-represent others depending on the data it was trained on.
- **Transparency:** Many AI tools operate as "black boxes." Can we explain how they work, where their data comes from, and give credit for AI-generated content?

Access the facilitator guide: (Google Slides | PDF)

Instructions

(1) Introduce the topic with real-world framing.

- Say: "AI tools are being introduced into classrooms faster than we can create policies. Before we use a tool, it's important to look beyond whether it works—we need to ask if it's fair, accurate, transparent, and whether everyone can access it.
- Briefly walk through the four columns and definitions you've written on the board."

(2) Present the fictional "AI Tool Proposal" verbally.

- Say: "Imagine our district is offering a free one-year trial of a new tool: EduHelperAI. It can instantly create lesson plans, quizzes, and feedback for students. It integrates with our learning platform but requires high-speed internet. It can generate culturally relevant examples, but it sometimes provides outdated facts and doesn't list its sources."

(3) Begin the small group "Impact Audit." Divide educators into groups of 3–5.

- Say: "You are our school's 'AI Ethics Review Committee.' Your job is to discuss EduHelperAI using each of the four lenses on the board. For each lens, decide: What could go wrong if we ignore this? How could we address that risk?"
- Provide sentence stems on the board:
  - One risk is...
  - One way to address this is...

(4) Invite each group to share one major risk and one mitigation strategy for each column. Record their points under the correct heading on the board. Ask:

- *Based on what we've discussed, should we recommend adopting EduHelperAI? If yes, under what conditions?"*
- *"How can we make ethical review part of our regular process before using new AI tools?"*

Implementation Tips

- Adjust the details of EduHelperAI in real time to match your educators' subject areas.
- If participants don't agree, pause and ask, What would have to change for you to feel comfortable using this tool?
- Spend 10 minutes in small groups, 10 minutes in share-out, and 5 minutes in reflection.

Additional AI Literacy Resources

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Explore these additional resources to continue your journey in building AI literacy and integrating responsible practices into your teaching.

AI Literacy Essentials for K-12

- A **free**, self-paced certification course to equip educators to confidently navigate the evolving landscape of AI in education.

Class Companion

- A **free** AI-powered tool to help give students AI tutoring and instant feedback on assignments

100+ Generative AI Prompts for School and District Teams

Prompting Best Practices for Educators

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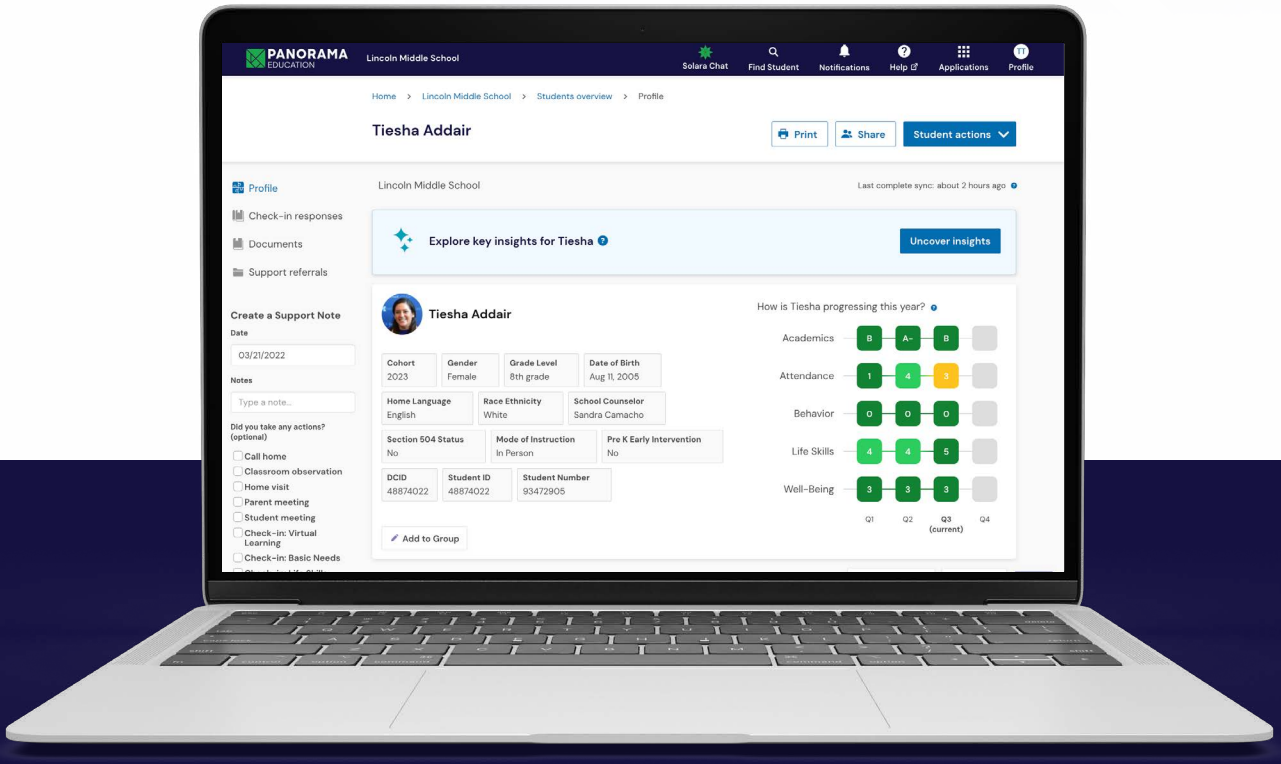
About Panorama Education

Panorama Education is a leading education technology company that partners with K-12 schools and districts to help students succeed in the classroom and beyond. Founded in 2012, Panorama is the partner of choice for districts that want to implement AI safely and securely, elevate academic performance, improve attendance and behavior, and prepare students for graduation and life after school. Panorama's secure, research-backed software for AI, student support, and community voice and engagement provides educators with a unified view and actionable insights across academics, attendance, behavior, and well-being. Through professional development and hands-on support, Panorama helps districts achieve their goals and deliver lasting impact. Today, Panorama supports 15 million students in 25,000 schools and 2,000 districts nationwide. Learn more at www.panoramaed.com.



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