



# **Launching AI Tools in Your Classroom: A Teacher Checklist**

**Use this checklist to thoughtfully introduce AI tools in your classroom, whether you're using [Class Companion](#), [Panorama Solara](#), or a general-purpose tool like ChatGPT.**

Panorama Solara is a customizable, district-managed AI platform built to drive outcomes for students and educators across academics, personalized instruction, and student support. Designed specifically for K–12, Solara is built on a foundation of rigorous security and privacy protections. Solara draws from your high-quality instructional materials and data—including academics, behavior, attendance, and life skills—so you know it understands your students, processes, and goals.

With Solara Chat, educators can quickly complete daily tasks like creating intervention plans or drafting family letters. And with Solara Tools, districts can customize AI-powered applications to address specific challenges and use cases—from chronic absenteeism to literacy to special education—grounded in local policies, standards, and programs.

Solara with Class Companion brings a first-of-its-kind product that brings personalized AI into the classroom, helping teachers create differentiated assignments in minutes and giving students instant, rubric-aligned feedback that drives real growth. With Class Companion, teachers can spark deeper student engagement and support stronger learning outcomes.



# Planning & Preparation

## AI-Enabled Routines to Consider:

- Plan to use Solara or another tool for daily check-ins
- Incorporate AI tools into homework review or grading
- Use student insight data to guide 1:1 conferences and progress monitoring

## Personalization & Differentiation:

- Decide whether you'll assign individualized lessons
- Develop a system to manage personalized assignments effectively

## Team Collaboration:

- Identify opportunities to co-develop prompts or assignments
- Create space to share successes and challenges with colleagues

## Ongoing Reflection:

- Set a schedule to assess AI tool effectiveness and impact
- Collect student feedback on how AI tools are supporting their learning

# Student Introduction

## Settings Expectations:

- Clearly explain how AI will be used in your class
- Share norms for responsible, ethical tool use
- Emphasize that AI supports learning—it doesn't replace student thinking

## Hands-On Familiarization:

- Provide initial training or orientation
- Let students explore features like multiple attempts or “ask for help”
- Encourage students to question or dispute feedback when needed

## Building Student Agency:

- Have students take notes or reflect on how they're using AI tools
- Offer opportunities to track progress using AI-generated feedback

# Family Communication

## Informing Families:

Include a brief AI tools overview in your syllabus

Choose whether to include a parent letter or flyer in welcome materials

Decide if you'll introduce the tools at open house or a parent night

## Ongoing Partnership:

Plan how you'll communicate about student progress with AI tools

Identify what student work or insights you'll share during conferences



# Tech Tool Usage Reflection

Educators make dozens of tech-related decisions every day—choosing tools to support institution, streamline communication, or manage classroom logistics. Some tools truly make the difference. Others add friction or fall flat.

Take 5 minutes to reflect on your usage of tech tools in your day-to-day. Then, list one tool that felt truly helpful and one that did not.

This quick reflection invites you to pause and take stock. What’s worked for your? What hasn’t? And what qualities made a tool effective (or not)?

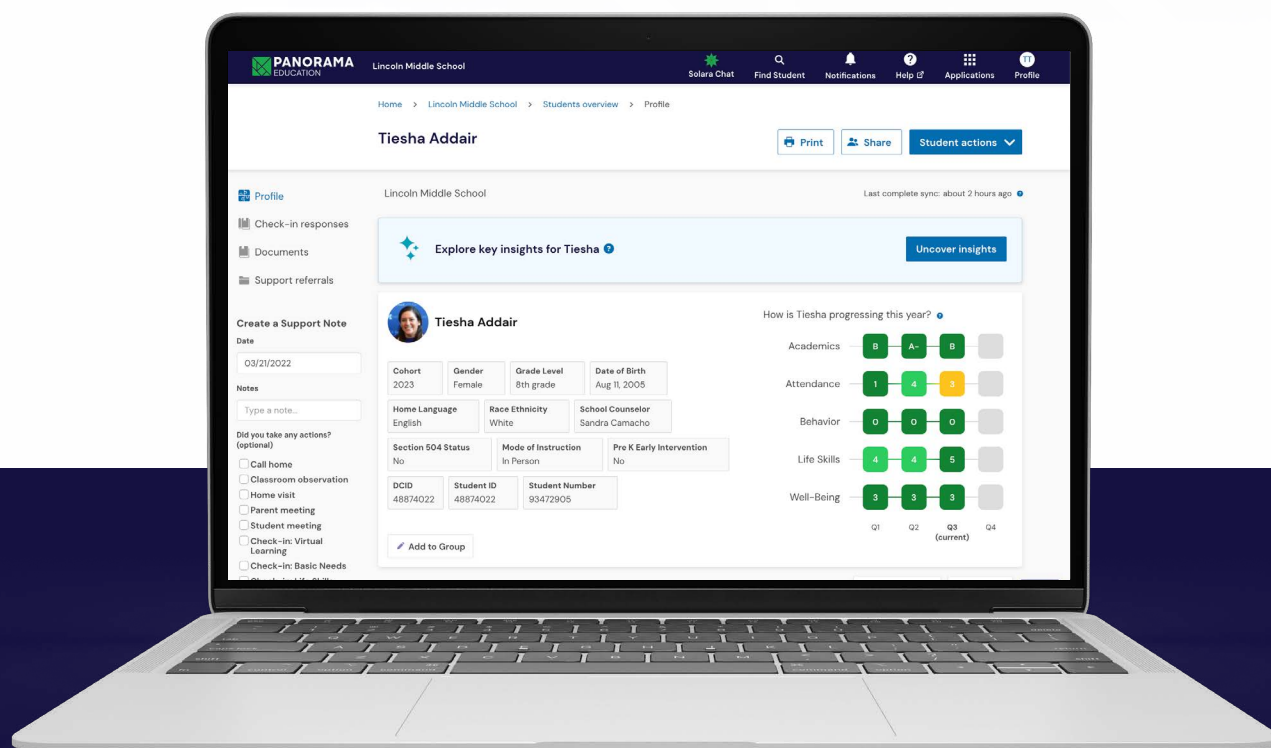
| Tech Tool | Helpful?<br>(Yes or No) | What makes it effective—or not? |
|-----------|-------------------------|---------------------------------|
|           | Yes<br><br>No           |                                 |
|           | Yes<br><br>No           |                                 |

Based on your responses: what qualities should you prioritize when evaluating AI tools in the future?

What might I look for in future tools?

# 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.



## Get in Touch:

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