



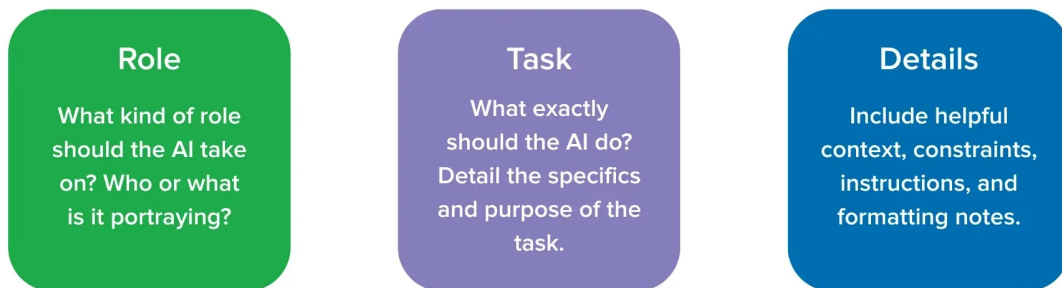
AI Literacy Essentials for K-12: Prompting Best Practices



When working with AI, clarity is key. The **RTD Prompting Framework** provides educators with a simple, effective way to structure prompts and interactions with generative AI tools, ensuring high-quality, classroom-ready outputs every time.

The “RTD” Prompting Framework

Role // Task // Details



- **Role:** Clearly define the role you want the AI to assume, such as a "4th-grade math teacher," "literacy coach," or "guidance counselor." Setting the role shapes the AI's perspective and response style.
- **Task:** Specify precisely what you want the AI to accomplish. For example, "draft a lesson plan," "generate student feedback," or "create a family newsletter."
- **Details:** Include key context and requirements, such as the grade level, specific standards, tone, language preferences, or formatting needs. These specifics enable the AI to produce relevant, tailored content.





Additional Prompting Best Practices

- Use clear, conversational language and avoid jargon.
- Refine and expand prompts based on the initial AI outputs.

Effective prompting is an ongoing process—and often a collaboration with the AI. You’ll likely need to experiment, adjust, and refine your inputs based on the responses you get. Use each interaction as feedback to help improve and refine future prompts.
- You can (and should) ask AI tools to revise its outputs—especially when prompting to produce longer-form writing (such as newsletters or family communications). This is where you can leverage your expertise as an educator and critical thinking skills to engage AI in collaboratively editing its own response.
- Try a flipped interaction in which you prompt the AI to ask you questions until it can produce what you want. For example: “Act as a new advisory facilitator. Ask me questions until you can produce a lesson plan for teaching students about _____.”



AI Literacy Essentials for K-12: Prompting Best Practices



- Employ few-shot learning by providing the AI with examples of desired results before asking it to generate new content. This can come in the form of uploaded documents or pasting in writing samples as text.
- Prompt the AI to explain a concept before applying it in context. For instance: “Explain the concept of lateral reading. Then, develop age-appropriate scenarios that demonstrate the concept for 7th-grade students.”
- Incorporate chain-of-thought prompts by asking the AI to "think aloud" before finalizing its output. This can surface the AI's reasoning and help you catch errors or gaps. For example: "First, outline your reasoning for selecting these discussion questions. Then, list the actual questions.”
- Ask the AI to help improve your prompt. In this way, you can treat the AI as a thinking partner—not just a tool that follows directions. You can ask it to give feedback on your prompt before you use it, or even help you make it stronger. For example: “How could I improve this prompt to get a clearer or more useful response?”



AI Literacy Essentials for K-12: Prompting Best Practices



- Ask the AI tool to create a rubric for evaluating the type of output you are creating (e.g., create a rubric that evaluates strategic plans on a scale of 1-100). Then, ask the tool to evaluate your draft using the rubric—and offer suggestions for improving the score based on the rubric’s criteria.
- Chunk complex tasks by breaking one long prompt into several shorter ones that can be sent as a sequence. This allows the AI tool to focus on each aspect of a task separately.
- Similarly, you can ask the AI tool to explain its reasoning step-by-step before generating the final output. For example: “Help me develop a new rubric for this assignment. Let’s think through it step-by-step...”