

Teach Tech U

Save Time with AI—Without Losing Your Teacher Voice

A classroom-safe workflow sheet for planning, feedback, and differentiation

AI shouldn't add more work. Used well, it helps you get **back time**—while you keep judgment, relationships, and learning at the center.

Goal: Save **30–60 minutes/week** using safe, repeatable teacher workflows.

The 3 Time-Savers (pick ONE to start this week)

1) Plan Faster (10–15 minutes saved per lesson)

Use AI for a first draft—you choose what fits your students.

Use it to generate:

- lesson hooks + discussion questions
- checks for understanding / exit tickets
- short exemplar responses (teacher-created examples)

Prompt (copy/paste):

“Act as a teacher. Draft a lesson outline for **[grade/subject/topic]**.”

Goal: students will be able to **[skill]**.

Constraints: age-appropriate, culturally responsive, no student data.

Include: hook, mini-lesson, guided practice, independent practice, exit ticket, and 2 differentiation options.

Format: bullets.”

Teacher move: Keep what's good. Delete what's not. Add your voice.

2) Feedback Scaffolds (30–45 minutes saved per class set)

Stop typing the same comments repeatedly. Build a small comment bank and reuse it.

Use it to generate:

- rubric-aligned comment stems
- “next step” feedback options
- common misconception responses

✓ Prompt (copy/paste):

“Create a **comment bank** aligned to this rubric category: **[criteria]** for **[assignment type]**.

Give **12 comments** in 3 levels: Meets / Developing / Not Yet.

Tone: supportive, specific, student-friendly.

No student names. Format as a table.”

Teacher move: Paste into your doc/LMS comments and edit to match your voice.

3) Differentiate Without Rewriting Everything (15–30 minutes saved)

AI can create leveled directions and alternate explanations quickly.

Use it to generate:

- simplified directions (same task, clearer language)
- vocabulary supports + examples
- practice sets with gradual release

✓ Prompt (copy/paste):

“Rewrite these directions for **[grade]** at three readability levels:

Standard / Simplified / Highly Supported.

Keep the learning target the same.

Include 1 example for each level.

Text: **[paste directions]**”

Teacher move: Choose one version and keep expectations consistent.

The “Do This Once” Set-Up (biggest payoff)

Create your Teacher AI Toolkit (15 minutes, then reuse all year)

Create one document with three sections:

1. **My class context** (grade, subject, norms, tone)
2. **My reusable prompts** (planning, feedback, differentiation)
3. **My approved guardrails** (no PII, verify accuracy, student norms)

Then you stop reinventing prompts every time.

5 Guardrails that prevent time-wasting mistakes

1. **No student PII** in prompts (ever)
2. AI drafts — **you verify** facts, tone, and bias
3. Use AI for **structure**, not final instructional decisions
4. Keep student norms clear: AI supports learning, not replaces thinking
5. Save what works: build a prompt bank you can reuse

Your 10-Minute Weekly Workflow (repeatable)

Pick a time: Sunday night or Friday afternoon.

1. Draft next week’s 3 lessons (planning prompt) — 5 min
2. Generate 12 feedback stems (comment bank) — 3 min
3. Create one differentiation support (leveled directions) — 2 min

That’s it. Consistency beats complexity.

Want your staff to do this safely and consistently?

Teach Tech U offers **Classroom-Safe AI PD** that helps educators:

- use AI for planning, feedback, and differentiation (without hype)
- create shared norms and guardrails (privacy + transparency)
- leave with ready-to-use templates and workflows

Next step (choose one)

- Request PD for your school**
- Ask a question** (we respond in 1–2 business days)

Teach Tech U — Human-Centered AI for Educators

Based in Raleigh–Durham | Serving NC and beyond

www.teachtechu.com

