



Enhancing Teaching & Learning with Effective Prompt Creation in Microsoft Copilot

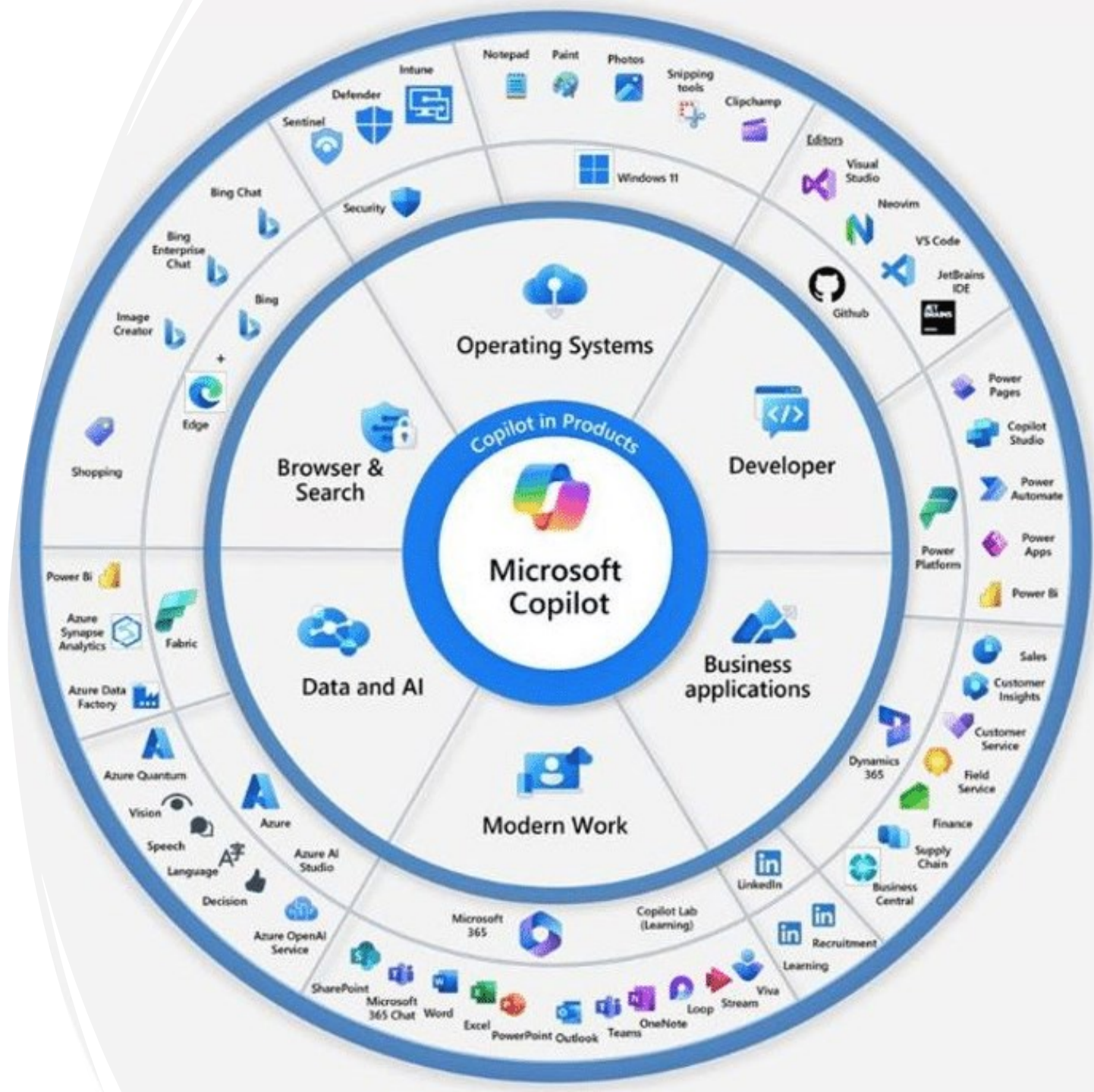
with special guest Ross Smith

AI in EDU



Microsoft

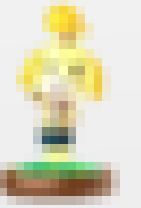
Microsoft Copilot





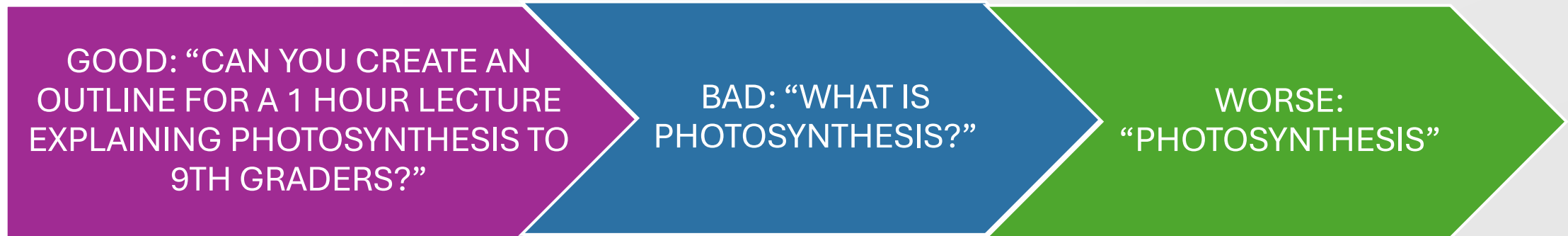
What is a
“Prompt”

Imagine



You are talking to a smart imaginary friend who can help you!

They will be more helpful if you can give them specific guidance!



Copilot is more than a Search Engine

Some basic examples of prompting

1

WRITE A 200 WORD DESCRIPTION OF GEORGE ORWELL'S ANIMAL FARM

2

PLAN A PROFESSIONAL DEVELOPMENT SESSION ON USING AI IN THE CLASSROOM.

3

WRITE AN EMAIL TO A PARENT ABOUT NEXT WEDNESDAY'S PARENT-TEACHER CONFERENCE.

4

REWRITE IT TO BE MORE INSPIRING.

5

GIVE ME 5 SUGGESTIONS ON HOW TO FIND MORE TIME FOR PLANNING.

6

TEACH ME HOW TO COMMUNICATE RESPONSIBLE USE OF AI TO 3RD GRADERS.

Elements of a Great Prompt

Instruction	Tell me about X or do X
Role	an identity that the AI is expected to emulate, act like, or duplicate in it's reply – “act like a...”
Context	show the AI more info about where/what it is – could be data, examples, previous articles, etc. “What is Photosynthesis” vs. “Can you create a lesson plan about Photosynthesis”
Tone/Style Information	tone of writing – serious, academic, empathetic, inspiring, can be “write like this examples”
Formatting Information	table, markup language, code, etc.
An Example or Examples	give it data to show what you want – the more the better – above 20 not helpful

One shot vs. Few/Many Shot prompting

One shot – write a short email to Johnny's parents about his behavior

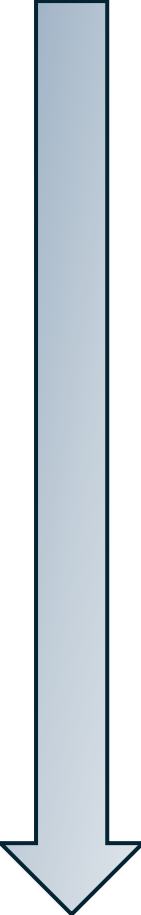
Few or Many shot – {background: Johnny has been disruptive, had trouble focusing, failed his latest two quizzes, and did not turn in his assignment. Johnny's parent's both work full time and are interested in his future.} Write a short email to Johnny's parents, considering {background}

<Copilot answer>

User: Make it more empathetic and a little longer

Least to Many Prompting

Copilot retains context

- 
- Write an introduction I can use to introduce an upcoming segment on climate change to 5th graders
 - You are an expert in climate change. Write an introduction I can use to introduce an upcoming segment on climate change to 5th graders
 - You are a climate change expert who specializes in explaining the hazards of climate change to K-6 students. Write an introduction I can use to introduce an upcoming segment on climate change to 5th graders
 - You are a climate change expert who specializes in explaining the hazards of climate change to K-6 students. Write an 5 minute introduction I can use to introduce an upcoming segment on climate change to 5th graders in a fun and engaging way.

Use Cases



Text Generation –
most common

Summarization

Translation
(language or age
group, role,
discipline)

Coaching /
Advice

Classification

Image Generation

Control



Length Control
(write 100 words)

Tone Control
(empathetic,
polite, direct)

Style Control
(table, CSV, bullet
point list)

Audience Control
(explain to a 3rd
Grader)

Context Control
(You are a expert
scientist)

Chain of Thought
(let's think step by
step)

Hallucination
Control (Don't
make anything up
or add citations)

Scenarios

Create a Rubric

Create a Quiz

Writing
Assignment

Parent Emails

Adminstrator
Emails

Summarization
of Parent Teacher
Conferences

Student Work at
Home exercises

Gamification

Explain this to a
3rd grader

Create a Syllabus

Lesson
Objectives

Lesson Plans

Relate this
Current Event to
our lesson

Resources

- [Copilot Lab \(cloud.microsoft\)](https://cloud.microsoft.com/copilot-lab)
- [AI for Education](#)
- FutureWorldAlliance.org
- AI Revolution in Customer Service AIRevolutionBook.com
- <https://www.thepromptindex.com/>

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