A Teacher's Prompt Guide to ChatGPT
aligned with 'What Works Best'

Welcome to this short instructional teachers guide to using ChatGPT. ChatGPT is a powerful tool that can help teachers enhance student learning - remember to keep asking it questions to refine the outcome. Sometimes, when you're close to getting exactly what you want, it's helpful to restart the conversation with your newly clarified prompt.

By following this guide, you will learn how to effectively incorporate ChatGPT into your teaching practice and make the most of its capabilities. We will provide specific examples and strategies aligned with CESE NSW's "What Works Best" to help you get started.

I. High Expectations

- **Consistently challenge all students to learn new things**
  - Use Chat GPT to generate discussion prompts that encourage students to think critically and solve problems. For example, you could input the following prompt into Chat GPT: *"How could you use your prior knowledge and skills to tackle this new challenge? What strategies would you use to overcome any obstacles?"*

- **Use regular formative assessment to understand students' strengths and areas for improvement**
  - Use Chat GPT to create quizzes and assessments that test students' understanding of the material. You could input the following prompt into Chat GPT: *"Create a quiz with 5 multiple choice questions that assesses students' understanding of [concept being taught]."*

- **Provide increasingly more complex tasks that consider the prior knowledge and ability of each student**
  - Use Chat GPT to generate differentiated assignments that are tailored to each student's needs and abilities. You could input the following prompt into Chat GPT: *"Create an assignment that is challenging for students who have a strong understanding of [concept being taught], but also provides support and scaffolding for students who are struggling with the material."*

- **Provide students with quality examples and exemplars of responses and learning tasks**
  - Use Chat GPT to generate examples of high-quality responses to assignments and tasks. You could input the following prompt into Chat GPT: *"Generate an example of a well-written essay on [topic] that meets the criteria for an 'A' grade (above)."*

- **Pitch each lesson at the right level for students in the class**
  - Use Chat GPT to create lesson plans that are tailored to the needs and abilities of your students. You could input the following prompt into Chat GPT: *"Create a lesson plan for a class of [student ability level] students that covers [concept being taught] and includes a variety of activities and assessments."*

- **Establish clear and consistent expectations for learning and behaviour**
  - Use Chat GPT to generate visual aids, such as posters or infographics, that clearly outline the rules and expectations for behaviour in your classroom. You could input the following prompt into Chat GPT: *"Create a poster that lists the classroom rules and explains the consequences for breaking them."*

- **Guide and support students towards meeting expectations**
  - Use Chat GPT to generate feedback and guidance for students who are struggling to meet expectations. You could input the following prompt into Chat GPT: *"Generate a list of specific and actionable steps that a student can take to improve their performance in [subject/task]."*

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II. Explicit Teaching

- **Prepare for explicit teaching**
  - Use Chat GPT to generate lesson plans that align with the scope and sequence of the syllabus and consider the needs of your students. You could input the following prompt into Chat GPT: *"Create a lesson plan for a unit on [concept being taught] that includes a variety of activities and assessments and takes into account the following paragraph where I provide a brief description on the skills and knowledge of my students."*

- **Explain, model and guide learning:**
  - Use Chat GPT to generate visual aids, such as slides or worksheets, that clearly outline the learning objectives and success criteria for a lesson. You could input the following prompt into Chat GPT: *"Create a lesson outline with learning intentions, **creative** activities, and success criteria for a lesson on [concept being taught]."*

- **Monitor student progress and check for understanding:**
  - Use Chat GPT to generate formative assessment questions that help you check for student understanding and identify areas for improvement. You could input the following prompt into Chat GPT: *"Generate 5 multiple choice questions that assess students' understanding of [concept being taught]."*

- **Use high-quality exemplars to help students understand success criteria:**
  - Use Chat GPT to generate exemplars of high-quality responses to assignments and tasks. You could input the following prompt into Chat GPT: *"Generate an exemplar of a well-written essay on [topic] that meets the criteria for an 'A' grade (above), with detailed annotation explaining the success criteria."*

- **Use and explain the language of the syllabus:**
  - Use Chat GPT to generate a glossary of terms and definitions that are relevant to the syllabus or unit of study. You could input the following prompt into Chat GPT: *"Generate a glossary of terms and definitions for a unit on [concept being taught]."*

Something extra

Ask ChatGPT to become an immersive Choose-Your-Own Adventure story. Input the prompt: *"I'm trying to improve my understanding of the Arab-Israeli conflict. Develop a creative choose-your-own adventure story and keep asking me to choose an option before moving on to the next part of the story."* It will immerse you in a story while giving you choice. A potentially great prior knowledge or consolidation activity where students can share their different stories, decisions and outcomes they had in relation to the topic.

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III. Effective Feedback

- **Reflect and communicate about the learning task with students**
  - Use Chat GPT to generate prompts for structured reflection activities that encourage students to think about their learning process and progress. You could input the following prompt into Chat GPT: *"Create a set of questions that students can use to reflect on their performance in [subject] based on the following submission and marking criteria and identify areas for improvement."*

- **Provide students with detailed and specific feedback about what they need to do to achieve growth as a learner**
  - Use Chat GPT to generate feedback that is tailored to each student's needs and goals. You could input the following prompt into Chat GPT: *"Generate specific and actionable steps that a student with the above submitted essay/work can take to improve their performance in [subject/task]."*

- **Encourage students to self-assess, reflect, and monitor their work**
  - Use Chat GPT to generate self-assessment tools, such as rubrics or checklists, that help students evaluate their own work. You could input the following prompt into Chat GPT: *"Create a rubric that students can use to self-assess their work on [assignment or task]."*

- **Ensure that students act on feedback that they receive**
  - Use Chat GPT to generate prompts for structured follow-up activities that encourage students to apply the feedback they have received. You could input the following prompt into Chat GPT: *"Create a set of questions or tasks that students can use to reflect on and apply the feedback they received on their [assignment or task]."*

- **Use a range of assessment methods to gather evidence of student learning**
  - Use Chat GPT to generate ideas for alternative assessment methods, such as projects, presentations, or portfolio assignments. You could input the following prompt into Chat GPT: *"Generate a list of 5 alternative assessment methods that could be used to assess students' understanding of [concept being taught]."*

- **Use a variety of teaching strategies to engage and challenge all students**
  - Use Chat GPT to generate ideas for teaching strategies that cater to the full range of abilities in your classroom. You could input the following prompt into Chat GPT: *"Create a list of 5 teaching strategies that could be used to engage and challenge students of different ability levels in a lesson on [concept being taught]."*

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IV. Use of Data to Inform Practice

- **Regularly dedicate time to using data effectively:**
  - Use Chat GPT to generate prompts for professional development activities that help teachers improve their skills in using data effectively. You could input the following prompt into Chat GPT: *"Create a list of 5 professional development activities that could be used to help teachers improve their skills in using data effectively."*

- **Collect meaningful data:**
  - Use Chat GPT to generate ideas for different types of data that teachers can collect to monitor student learning and progress. You could input the following prompt into Chat GPT: *"Create a list of 5 types of data that teachers can collect to monitor student learning and progress."*

- **Analyse the data to monitor student learning and progress:**
  - Use Chat GPT to generate prompts for structured data analysis activities that help teachers identify strengths and gaps in student learning. You could input the following prompt into Chat GPT: *"Create a set of questions that teachers can use to analyse data and identify strengths and gaps in student learning."*

- **Make teaching decisions based on data analysis:**
  - Use Chat GPT to generate ideas for teaching strategies that are based on data analysis. You could input the following prompt into Chat GPT: *"Create a list of 5 teaching strategies that could be used to support the learning needs of this student that has the following data..."*

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V. Assessment

- **Make student assessment a part of everyday practice**
  - Use ChatGPT to generate prompts for open-ended questions that align with the learning intentions and success criteria of the unit of work. For example, input the following prompt: *"Generate a question that assesses a student's understanding of the concept of photosynthesis in a Biology lesson."*
  - Use ChatGPT to create quick written quizzes that check for student understanding. Input the prompt: *"Generate a quiz on the concept of the water cycle for a Year 6 Science class."*
  - Use ChatGPT to generate prompts for summary tasks or written tests. Input the prompt: *"Generate a task that asks students to summarise the main points of a lesson on the American Revolution."*
  - Use ChatGPT to create prompts for challenging questions that prompt students to deepen their thinking and articulate their reasoning. Input the prompt: *"Generate a question that prompts students to reflect on the ethical implications of a scientific discovery."*

- **Use assessment as an ongoing opportunity to provide feedback**
  - Use ChatGPT to generate specific and forward-focused feedback on student work. Input the prompt: *"Generate feedback on a student's essay on the causes of World War I that focuses on how the student can improve their writing."*

- **Use assessment to provide students with learning opportunities**
  - Use ChatGPT to generate annotated work samples that show the features of novice, proficient, and very proficient work. Input the prompt: *"Generate an annotated work sample for a persuasive writing task that compares a novice essay to a proficient essay."*

- **Design and deliver high-quality formal assessment tasks**
  - Use ChatGPT to generate assessment tasks that align with the intended learning outcomes from the syllabus. Input the prompt: *"Generate an assessment task for a Year 10 history class that assesses the learning outcome 'understand the causes and consequences of the Industrial Revolution in Europe'."*
  - Use ChatGPT to create clear and concise rubrics that describe what students need to do to succeed and the various levels of proficiency they should attain. Input the prompt: *"Generate a rubric for a Year 7 science experiment that assesses the learning outcome 'understand the steps of the scientific method'."*
  - Use ChatGPT to generate explanations for students on when and why they are being assessed and how the task relates to learning outcomes from the syllabus. Input the prompt: *"Generate an explanation for a Year 9 English class on the purpose of the end-of-unit assessment and how it aligns with the learning outcomes from the syllabus."*

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V. Assessment _{cont.}

- **Carefully structure group assessment activities to ensure that students are supported, challenged, and able to work together successfully:**
  - Use ChatGPT to generate prompts for clear and transparent explanations for using group assessments. Input the prompt: *"Generate an explanation for a year 5 Maths class on the benefits of using group assessments and how they align with the learning outcomes from the syllabus."*
  - Use ChatGPT to create group assignments that require full participation from each group member. Input the prompt: *"Generate a group assignment for a grade 8 social studies class on the causes of the Civil War that requires full participation from each group member."*
  - Use ChatGPT to generate clear definitions of roles for each student in the group. Input the prompt: *"Generate role descriptions for a group project on the solar system for a Year 6 Science class."*

- **Use formative assessment strategies to inform teaching and learning:**
  - Use ChatGPT to generate prompts for formative assessment activities that provide ongoing feedback to inform teaching and learning. Input the prompt: *"Generate a formative assessment activity for a Year 11 Maths class on quadratic equations."*
  - Use ChatGPT to create prompts for self-assessment tasks that allow students to reflect on their own learning and identify areas for improvement. Input the prompt: *"Generate a self-assessment task for a Year 9 English class on the writing process."*

- **Use summative assessment to evaluate student learning:**
  - Use ChatGPT to generate prompts for summative assessments that evaluate student learning at the end of a unit or course. Input the prompt: *"Generate a summative assessment task for a Year 12 Physics class on Newton's laws of motion."*
  - Use ChatGPT to create prompts for marking and grading summative assessments consistently and objectively. Input the prompt: *"Generate a set of marking criteria for a Year 11 Biology test on genetics."*

- **Use technology to enhance assessment and feedback:**
  - Use ChatGPT to generate prompts for using technology to enhance assessment and feedback. Input the prompt: *"Generate ideas for using technology to provide feedback on student writing in a Year 11 English class."* Follow this up by asking it to create those tools.

✳ Something extra

Ask ChatGPT to become an adaptive questioner. Input the prompt: *"I'm trying to improve my algebra. ask me an algebraic question and keep asking me adaptive questions for me to improve"* If you get the answer right, it will give you a more difficult question, if you get it wrong, it will provide you with feedback and give you an easier question.

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VI. Classroom Management

- **Develop high-quality student-teacher relationships:**
  - Use ChatGPT to generate prompts for getting to know students' interests, strengths, attitudes towards learning, and aspirations. Input the prompt: *"Generate questions for a getting-to-know-you activity for a high school English class."*
  - Use ChatGPT to create prompts for engaging positively with students. Input the prompt: *"Generate ideas for positive interactions with students in non-classroom settings."*
  - Use ChatGPT to generate prompts for encouraging student voice. Input the prompt: *"Generate survey questions for gathering student feedback on a high school science class."*

- **Provide structure, predictability, and opportunities for active student participation in the classroom:**
  - Use ChatGPT to generate prompts for teaching rules and routines. Input the prompt: *"Generate a list of rules and routines for a Year 8 maths class."*
  - Use ChatGPT to create prompts for providing consistent rules and predictable outcomes. Input the prompt: *"Generate ideas for establishing consistent rules and predictable outcomes in a high school history class."*
  - Use ChatGPT to generate prompts for scaffolding and supporting student understanding of task requirements. Input the prompt: *"Generate ideas for scaffolding student understanding of task requirements in a high school English class."*
  - Use ChatGPT to create prompts for smooth transitions between lesson activities. Input the prompt: *"Generate ideas for using pre-arranged signals to indicate transitions in a high school math class."*
  - Use ChatGPT to generate prompts for giving explicit task directions and providing timely feedback. Input the prompt: *"Generate a list of strategies for giving explicit task directions and providing timely feedback in a high school science class."*

- **Actively supervise students to keep them on task:**
  - Use ChatGPT to generate prompts for acknowledging appropriate behaviours. Input the prompt: *"Generate a list of verbal and nonverbal ways to acknowledge appropriate behaviours in a Year 9 English class."*
  - Use ChatGPT to create prompts for offering assistance or extension to students. Input the prompt: *"Generate ideas for offering assistance or extension to students who may be passively disengaged or disruptive in a high school math class."*

- **Respond to disengagement and disruptive behaviours and support students to re-engage in learning:**
  - Use ChatGPT to generate prompts for giving corrective feedback. Input the prompt: *"Generate a list of strategies for giving corrective feedback in a Year 10 science class."*
  - Use ChatGPT to create prompts for creating an escalation path for persistent misbehaviour. Input the prompt: *"Generate a plan for an escalation path for persistent misbehaviour in a high school English class."*

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VII. Collaboration

- **Seek professional learning opportunities to share and gain expertise in evidence-based teaching practices**
  - Use ChatGPT to generate prompts for sharing and discussing teaching practices with colleagues. Input the prompt: *"Generate ideas for sharing and discussing teaching practices with colleagues in a primary school."*

- **Regularly participate in structured lesson observations that focus on how different teaching approaches impact on student learning**
  - Use ChatGPT to create prompts for analysing the effectiveness of different teaching strategies. Input the prompt: *"Generate a list of questions to ask during a lesson observation to analyse the effectiveness of different teaching strategies in a high school math class."*

- **Regularly dedicate time throughout the school year for working with colleagues to plan, develop, and refine teaching and learning programs**
  - Use ChatGPT to generate prompts for sharing resources and ideas with colleagues. Input the prompt: *"Generate a list of ways for primary school teachers to share resources and ideas with each other."*

- **Work in partnership with colleagues to achieve shared collaboration goals**
  - Use ChatGPT to create prompts for collaborating with school leaders. Input the prompt: *"Generate a list of ways for teachers to collaborate with school leaders to achieve shared goals in a secondary school."*

✳ Final Tips

Instead of just asking for resources or material, be specific about the type of activity you want to do. For example, try asking for **"hands-on and interactive resources"** or ask for **"creative and unique resources"**.

To get something more tailored to your needs, try **backwards mapping**. Start by writing an exemplar response (or ask ChatGPT to do it for you) and then ask it to generate a lesson based on that response. If you already have some driving questions that you use in your lessons, ask ChatGPT to include those questions in the activities.

Remember to **keep refining the conversation** with ChatGPT to get even more specific and diverse ideas. The more you revisit questions and ask ChatGPT to tweak what it's done, the more tailored and useful the information will be. Ask it to '**try again and be more detailed** (in this area), or ask it to '**keep going**' if it stops.

Provide information and data! If you're getting frustrated because it's not referring to the right research or reference, add it to the conversation and refer to it later.

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