

AI Student Prompting Placemat

PURPOSE

Why are you prompting AI?

- Generate ideas or starting prompts
- Brainstorm and organize ideas
- Refine the meaning of paragraphs
- Understand and analyze data
- Get spelling corrections and grammar suggestions
- Help you understand and use different languages for your schoolwork (Translanguaging Support)
- Create work based on a prompt for critical evaluation
- Get tutoring on concepts
- Simplify complex concepts using relatable examples
- Explore and learn something new
- Review and study for a test or review a concept

DETAILS/CONSTRAINTS

What specific requirements or limitations should be considered?

- AI Use assigned by teacher (no, minimal, moderate, extensive and exploration)
- Word limits , length, format
- Use specific terminology, frameworks, or curriculum expectations
- Tailor the content to specific grade levels or age groups
- Include examples, visuals, or multimedia links
- Follow a required format (e.g., APA, MLA, or Headers)
- Curriculum
- Specific writing levels
- Number of citations required
- Specific data points or time frames
- Specific examples or comparisons
- Specific location or time period for image creation
- Specific language for translation

AUDIENCE

Who are you targeting?

- Yourself (for learning, studying, and personal notes)
- Teachers (for submitting assignments and demonstrating understanding)
- Classmates (for group projects, presentations, and helping each other)

FORMAT

How will the information be presented?

- Lists, summaries, or outlines.
- Interactive scripts or dialogues.
- Step-by-step guides, instructions, or checklists.
- Charts, tables, or diagram descriptions.
- Creative formats like storytelling or Q&A.
- Bibliographies (APA or MLA format)
- Outlines or templates
- Translated text

TONE

What tone will it use?

- Friendly and approachable
- Professional and formal
- Empathetic and understanding
- Concise and straightforward
- Analytical and informative
- Encouraging and supportive
- Creative and imaginative
- Casual and conversational

TASK

What do you want the AI to do?

- Summarize or explain a topic concisely
- Provide constructive feedback on drafts
- Create structured guides like checklists or step-by-step instructions
- Summarize or explain a topic concisely
- Generate multiple examples or alternative approaches
- Provide constructive feedback on drafts
- Accurate bibliographies in APA or MLA format
- Ideas or starting prompts
- Edited paragraphs that are more concise and clear
- Entire assignments (with teacher approval)
- Specific graphs, timelines, and/or charts
- Spelling corrections and grammar suggestions
- Explanations of concepts

TIPS

Tips for Writing Prompts:

- Use natural language and express complete thoughts
- Be specific, concise, and provide context
- Make it a conversation and refine as needed
- Check VOICES

For Refining Prompts:

- How detailed is the request?
- Is the prompt clear and concise?
- Does it outline expectations (e.g., audience, format)?
- Does it consider tone, context, or inclusivity?
- Can it push creative or critical thinking?



SAMPLE PROMPTING STARTERS

- I am (purpose). This will be for (audience). The format will include (format), and the tone should be (tone). The task is (task). Important details/constraints to note are (details/constraints).
- I need to (purpose). This will be created for (audience). The format should be (format), with a tone of (tone). The main objective is (task). Additional constraints are (details/constraints).
- My goal is (purpose). This is intended for (audience). It will be in (format), with a tone that is (tone). I am aiming to (task).
- Constraints to keep in mind include (details/constraints).
- I am tasked with (purpose). This will target (audience). The format will be (format), and the tone should be (tone). The focus of the task is (task). Key constraints are (details/constraints).
- I am working on (purpose). This will be for (audience). The format will consist of (format), and the tone must be (tone).
- The objective is (task). Additional details/constraints to consider are (details/constraints).
- Act as a (role), to help me (purpose). The format will consist of (format), and the tone must be (tone). The objective is (task). Additional details/constraints to consider are (details/constraints).

APPROVED AI TOOLS:

Gemini



NotebookLM

RESOURCES:

- [AI For Students](#)
- [FAQ for Students](#)
- [AI Citation Style Guide](#)
- [Human Centered Use of AI](#)

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THE 5 S MODEL

The 5 S Model for Effective Prompts

