FORWARD TOGETHER
CESBA Conference 2024
December 4-5
CELEBRATING 25 YEARS

AVANCER ENSEMBLE
Conférence de CESBA 2024
4-5 décembre
CÉLÉBRONS NOS 25 ANS

cesba

Sector Day: Tooling Around

Presenter: Jen Artan (M.Ed, OCELT, CELTA)

Generative AI Tools

Practical Applications

Jen Artan, M.Ed,
OCELT, CELTA, TVDSB

Large Language Models

1. *ChatGPT*
2. *Copilot*
3. *Gemini*
4. *Claude*
5. *Mistral*

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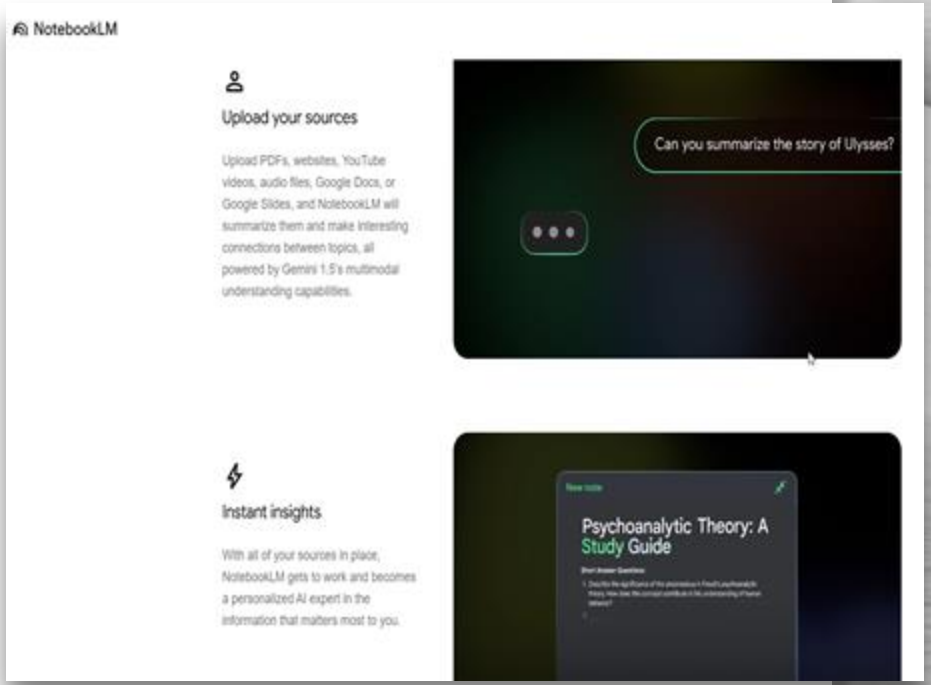
01

NotebookLM by Google

Google Gemini: NotebookLM

What It Offers:

- users can generate AI PODCASTS of material that you upload
- **Simple steps**: upload resources, then select generate Podcast



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Practical Use: NotebookLM

1. Create **audio resources** of otherwise dry material in order to understand it from a different perspective (i.e. minutes of a board meeting; create a podcast that highlights key concepts and discusses them)
2. Share your brainstorming ideas, market insights, and competitor analysis. Use NotebookLM **to spot patterns**, suggest innovative product concepts, and reveal untapped possibilities."
3. Provide your reference materials, and NotebookLM will craft a refined presentation framework, including main discussion points and relevant supporting details.

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Practical Use: NotebookLM

NotebookLM is more than just creating podcasts; it provides:

- AI-interactions similar in function to ChatGPT's Create-Your-Own GPT
- You upload specific items (websites, docs, images), and then interact MAINLY with these
- the AI tool infers meaning from context; i.e., for a PODCAST, the tool will look at your notes, but then it might also scrape its learning database in order to flush out other aspects (i.e. when I uploaded my CESBA presentation, it did some quick research on what CESBA was and added that in their intro - I had not provided that info at all)

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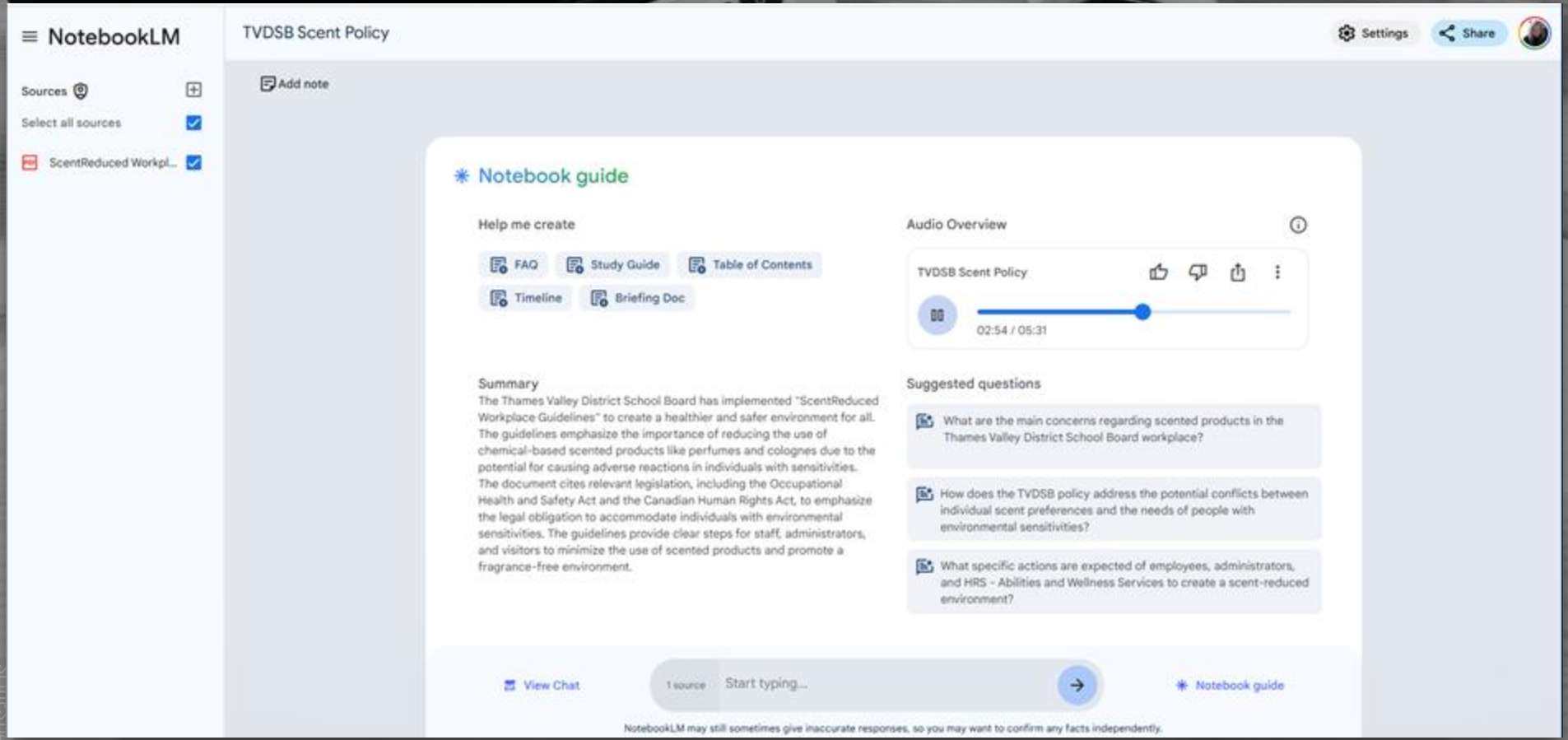
Quick DEMO


NotebookLM
TVDSB Scent Policy
Settings
Share
Sources
Add note
Select all sources
ScentReduced Workpl...
Notebook guide
Help me create
FAQ
Study Guide
Table of Contents
Timeline
Briefing Doc
Audio Overview
TVDSB Scent Policy
02:54 / 05:31
Summary
The Thames Valley District School Board has implemented "ScentReduced Workplace Guidelines" to create a healthier and safer environment for all. The guidelines emphasize the importance of reducing the use of chemical-based scented products like perfumes and colognes due to the potential for causing adverse reactions in individuals with sensitivities. The document cites relevant legislation, including the Occupational Health and Safety Act and the Canadian Human Rights Act, to emphasize the legal obligation to accommodate individuals with environmental sensitivities. The guidelines provide clear steps for staff, administrators, and visitors to minimize the use of scented products and promote a fragrance-free environment.
Suggested questions
What are the main concerns regarding scented products in the Thames Valley District School Board workplace?
How does the TVDSB policy address the potential conflicts between individual scent preferences and the needs of people with environmental sensitivities?
What specific actions are expected of employees, administrators, and HRS - Abilities and Wellness Services to create a scent-reduced environment?
View Chat
1 source
Start typing...
Notebook guide
NotebookLM may still sometimes give inaccurate responses, so you may want to confirm any facts independently.

02

Brisk.

Manage administrative tasks

Email Writer

Generate comprehensive lesson plans to guide your teaching objectives and activities.

Try It →

Letter of Recommendation Generator

Create clear rubrics in moments to outline assessment criteria and expectations.

Try It →

Newsletter Generator

Generate Depth of Knowledge (DOK) questions to deepen students' understanding.

Try It →

Observation Notes

Design UDL (Universal Design for Learning) lesson plans to accommodate all learners' needs.

Try It →

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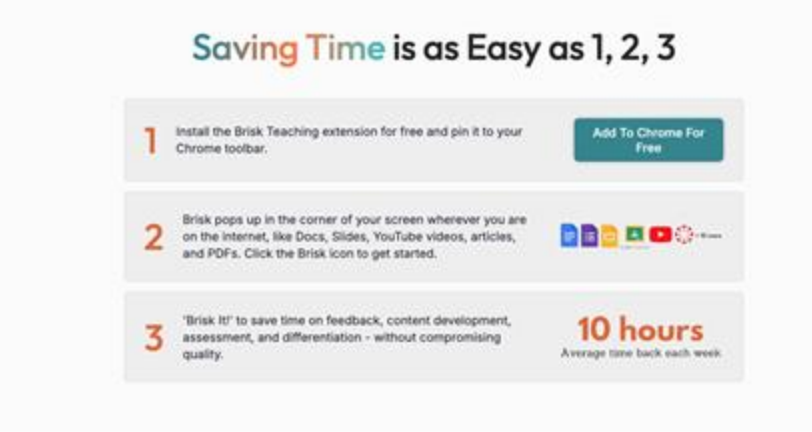
Brisk Teaching

- AI-infused teaching tool that allows you to:
  - create AI-driven lesson plans, quizzes, slide presentations
  - “inspect and assess” writing
  - adjust reading levels, tone, style
- Bonus: this is added to your Google Chrome bar
- free and intuitive
- **NOTE**: I’ve used it to create QUICK google slides in our “healthcare” course; it’s very useful and time-saving



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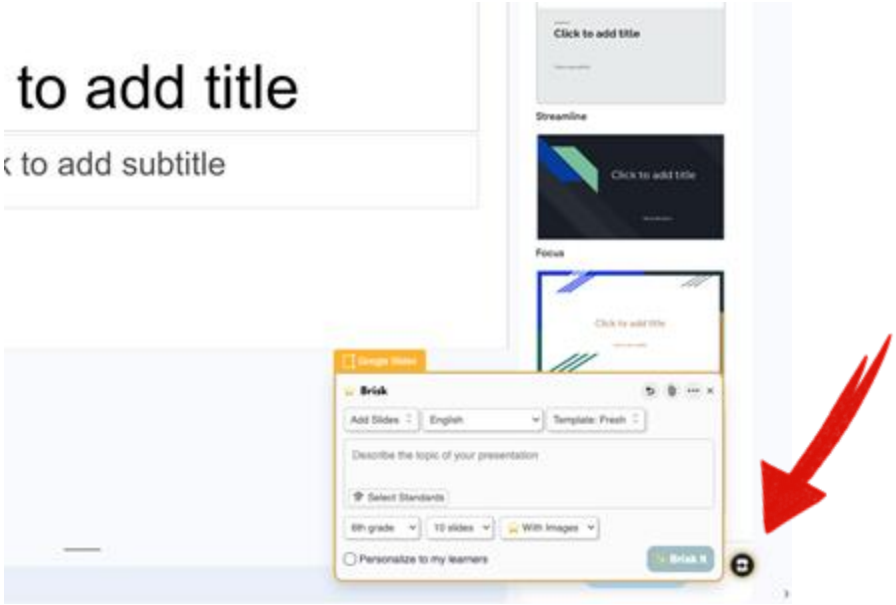
Brisk Teaching



Creating Presentations in Google Slides

Open up Google slides and select the BRISK icon at the bottom right corner.

Brisk will ask you to describe what you're looking for. You can select "grade level", number of slides and images (I think the images are only available in the premium version)

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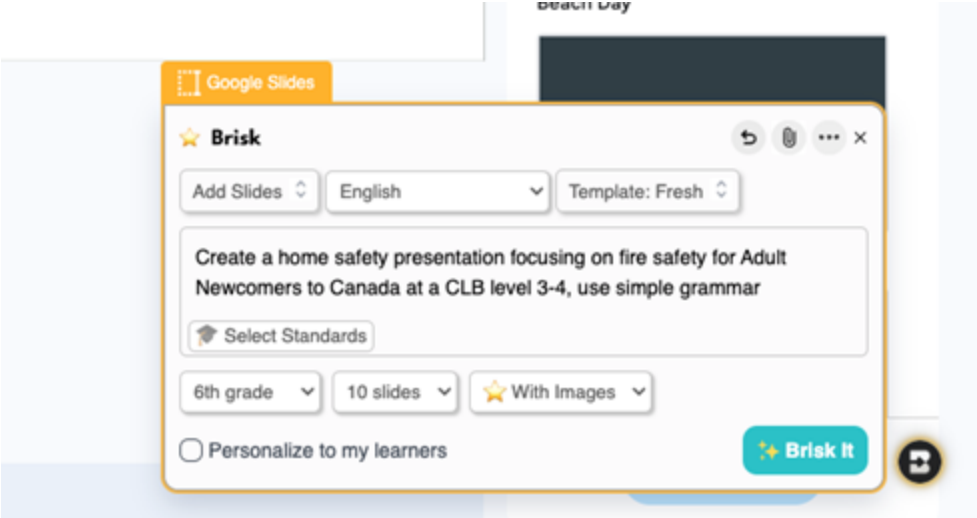
Brisk Teaching



Here was my prompt.

Note - Brisk is an American tool, so it may not calibrate to the CLB standards exactly.

This is why you'd need to review and revise it - but this takes a lot less time than having to create it on your own.

Here is what it created (unedited): LINK

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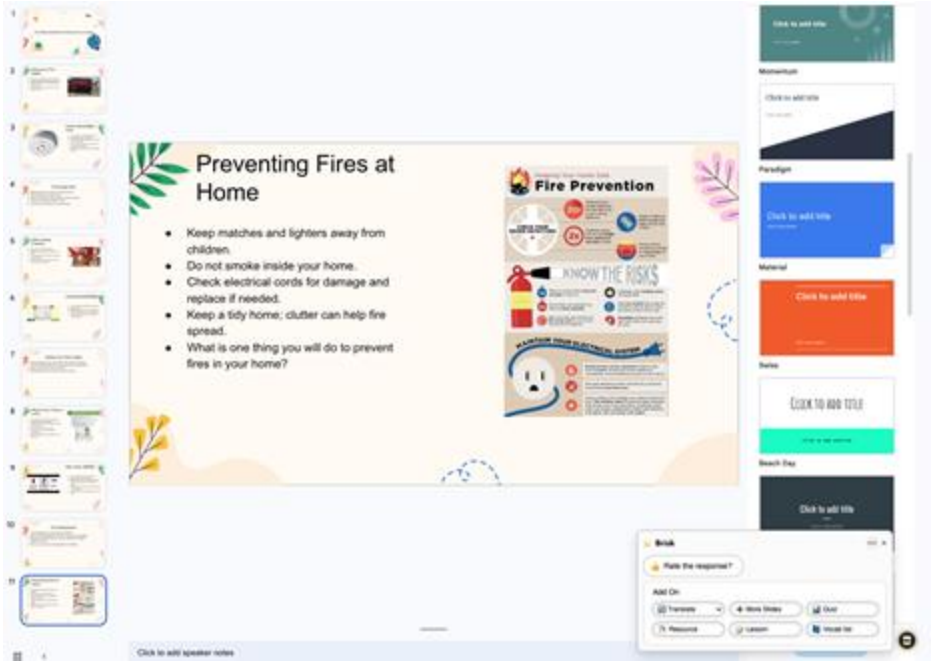
Brisk Teaching



Brisk uses its own template but you can change that easily enough.

When it's done, you can select the ICON to add more slides, or even a QUIZ based on the content.

Here is what it created (unedited):
LINK

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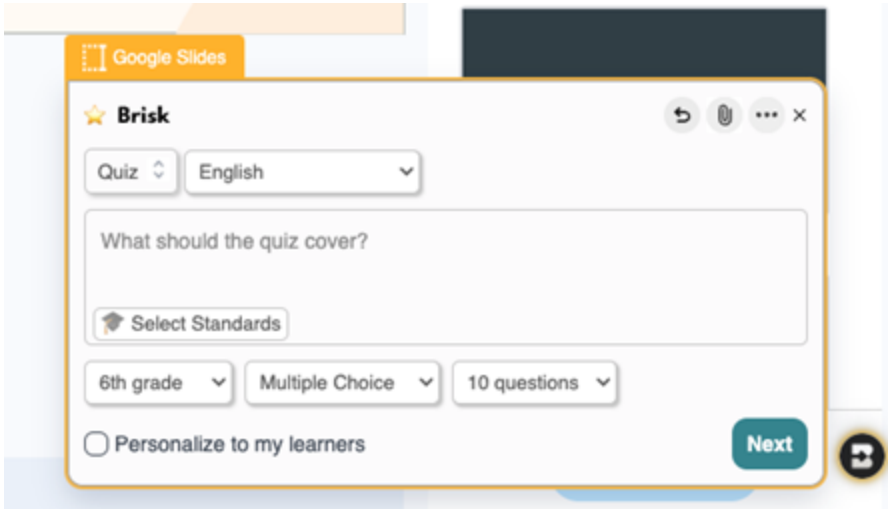
Brisk Teaching



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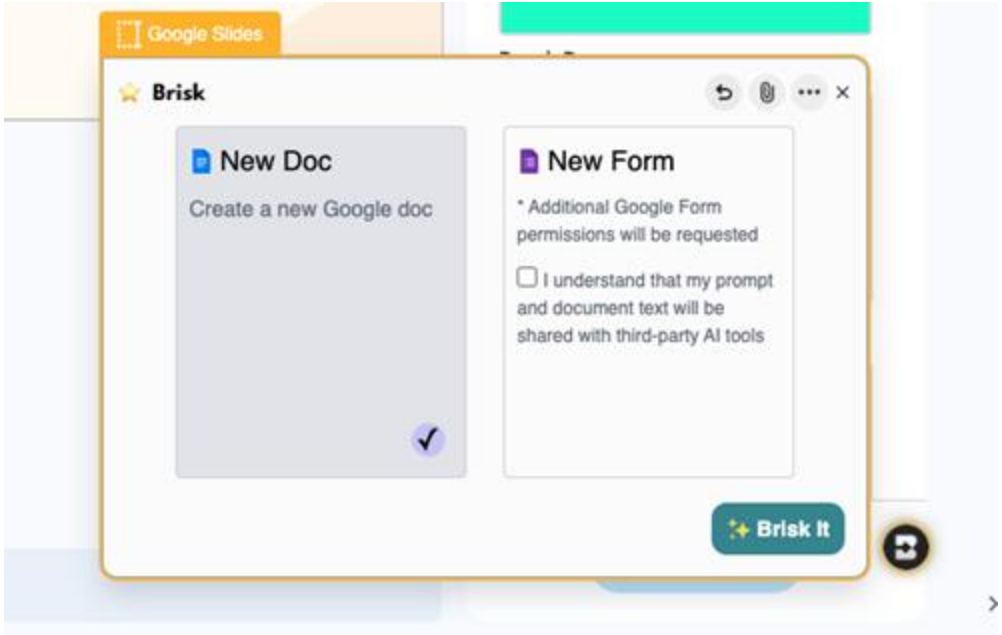

You can have the QUIZ created in a Google DOC or in a GOOGLE FORM.

Here is THE QUIZ it created (unedited): LINK

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03

ChatGPT 4o

A practical use-case: pulling text from a PDF or image... yeah. It can do that. But imperfectly.

- All tools have a function that allows you to upload an image or pdf.
- **Practical Use Case:** An instructor has made handwritten notes for speaking feedback on an assessment.
- The instructor CAN take a picture of their notes, upload it to your GenAI tool of choice use this prompt: Please extract the text from this image.

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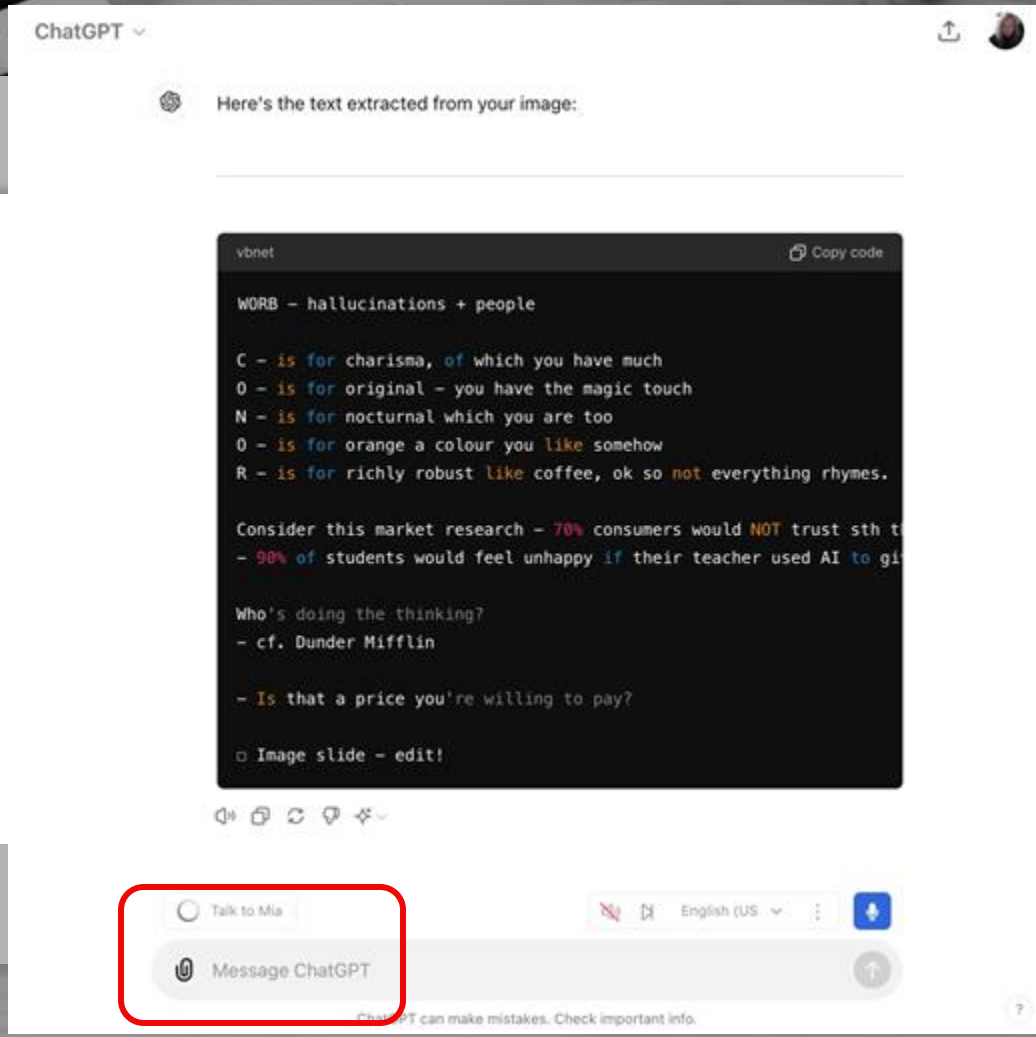
ChatGPT 4o

- the upload tool is the paperclip icon right beside the “message ChatGPT”.
- This updated version did the BEST job of my handwritten scrawl, getting the MOST words correct, including “Dunder Mifflin” (a fictional company from the TV show The Office).
- Updates are happening so quickly; AI is learning and getting better every day.



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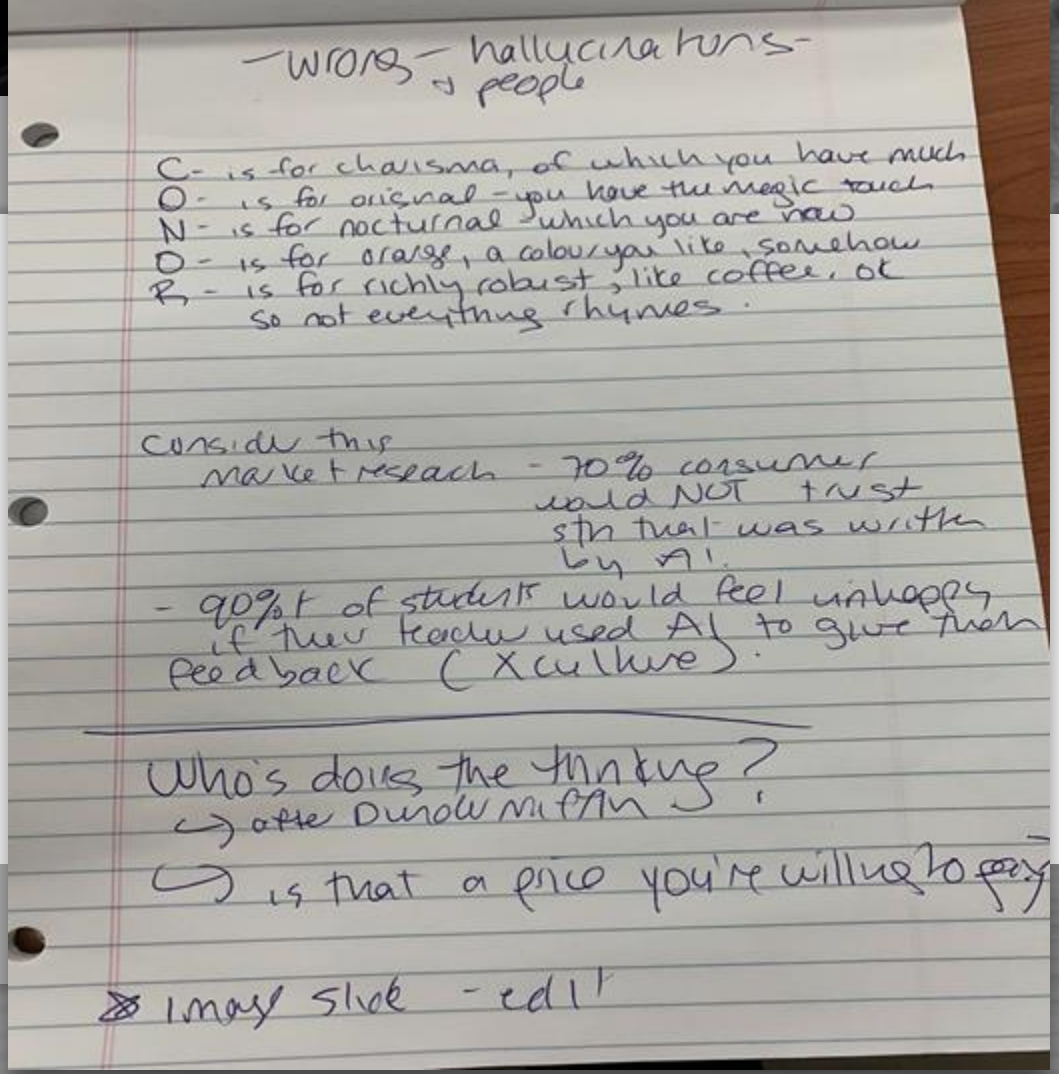
This is what I uploaded...



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Decode Handwriting: Try It

1. Find a piece of handwriting you'd like to transform into typed text
2. Take a picture with your phone (i.e., no Poloroids)
3. Upload the picture via the paperclip to ChatGPT 4o
4. Use this prompt (or similar) "Extract the text from this image."

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Top 10 Other Practical Uses for ChatGPT 4o

1. **Email Drafting**
    - Automate responses to common inquiries from staff, parents, and external partners.
    - Create templates for announcements, reminders, and newsletters.
1. **Meeting Support**
    - Generate agendas based on input topics.
    - Summarize meeting minutes or key points after a meeting.
    - Schedule meetings efficiently by drafting schedules or finding common availability.
1. **Data Management**
    - Analyze student enrollment or attendance data and highlight trends.
    - Assist in creating reports from raw data.
    - Suggest actionable steps based on identified issues in datasets.

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Top 10 Other Practical Uses for ChatGPT 4o

4. **Policy Summaries**

- Condense complex policies, legal documents, or guidelines into digestible summaries.
- Generate FAQs based on new policies or procedures.

Planning and Decision-Making

5. **Strategic Planning**
    - Brainstorm ideas for improvement plans, such as enhancing student support services or teacher professional development.
    - Draft implementation plans for new programs.
6. **Event Coordination**
    - Create detailed plans for workshops, professional development days, or school events.
    - Generate task checklists and timelines to ensure events run smoothly.
7. **Grant Writing**
    - Assist in drafting grant applications or funding proposals by providing structure and language.
    - Suggest key metrics or evidence to strengthen the case for funding.

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Top 10 Other Practical Uses for ChatGPT 4o

Communication

8. **Stakeholder Engagement**
    - Prepare drafts for stakeholder reports or community updates.
    - Personalize communication for different audiences (teachers, parents, school board members).
9. **Conflict Resolution**
    - Suggest strategies or scripts for addressing conflicts or **sensitive** situations with staff or parents.

Professional Development and Training

10. **Training Resources**
    - Create quick guides or resources on new technologies or processes.
    - Generate scenarios for training sessions, like role-playing intercultural communication challenges.

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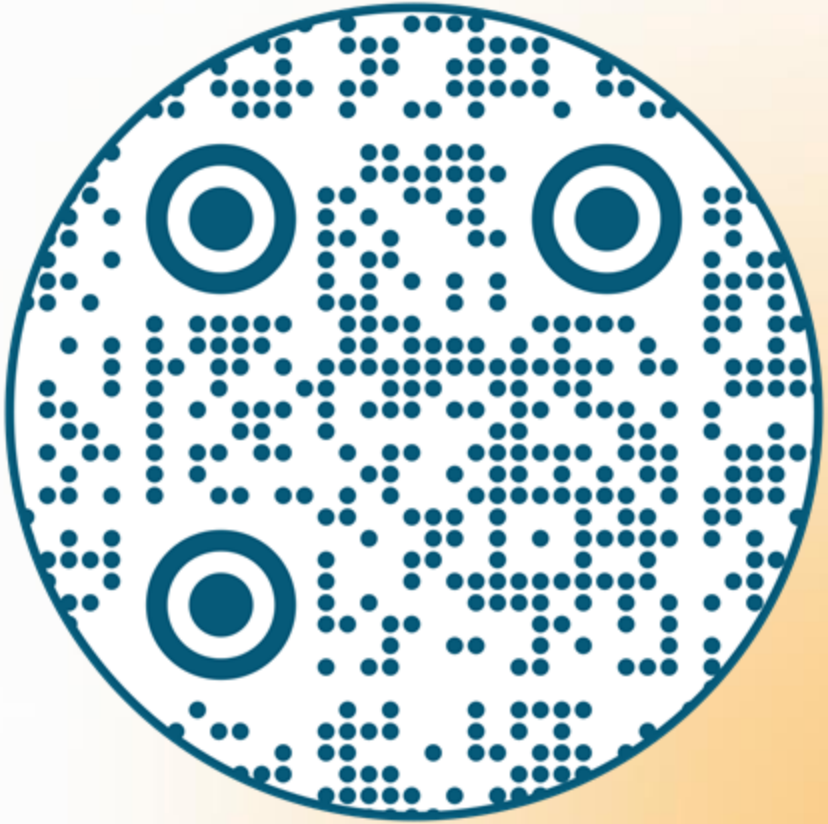
Pardon Me, Your AI is Showing: How Generative AI is Impacting Education

Tell us what you think!

Visit:

www.cesba.com/2024surveys

or use the QR code to share feedback on this workshop.



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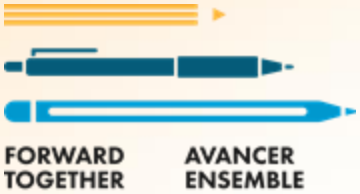
Thank you

Merci



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