

AI Tools for Teachers — Productivity Guide

Teacher Training Guide · Module 6 of 15 · CHERIEDU Academy

1. AI Tools That Save Teachers Hours Every Week

Tool	Use Case	Time Saved	Free?
ChatGPT	Generate lesson plans, quiz questions, feedback	3–5 hrs/week	Free tier
Canva AI	Create presentation slides and worksheets	2–3 hrs/week	Free tier
Grammarly AI	Improve your written feedback on essays	1–2 hrs/week	Free tier
Diffit	Adapt any reading material for different grade levels	2–4 hrs/week	Free
Quizlet AI	Auto-generate flash cards from any topic	1–2 hrs/week	Free tier
MagicSchool.ai	AI tools built specifically for K-12 teachers	3–6 hrs/week	Free

2. Using ChatGPT for Lesson Planning

PROMPT TEMPLATE

"Create a 40-minute lesson plan for Grade 7 students on [TOPIC]. Include: learning objectives, hook activity, main content (10 minutes), hands-on activity (20 minutes), exit ticket (5 minutes). Use simple language."

3. Using AI for Differentiated Instruction

- Prompt: "Rewrite this paragraph for a Grade 5 student with simple vocabulary."
- Prompt: "Create 5 challenge questions on this topic for advanced learners."
- Prompt: "Explain photosynthesis using only cooking analogies."
- Prompt: "Generate 10 multiple-choice questions on World War 2 with answers."

4. Using AI for Student Feedback

- Paste a student's essay into ChatGPT and ask: "Give constructive feedback on this essay in 3 bullet points. Be encouraging."
- Use AI to generate a feedback template, then personalise it for each student.
- IMPORTANT: Always review AI feedback before giving it to students.

5. AI Ethics for Teachers Using AI Tools

- Never input student personal information (name, ID, grades) into public AI tools.
- Verify all AI-generated content for accuracy before using in class.
- Be transparent with students when you use AI to prepare materials.
- Use AI to assist your teaching — not replace your professional judgment.

