**TEACHER INFO~ "How to Enter Subject Content into GenAI
to Output Study Enhancers"**

Step 1: Prepare Your Course Content

- Gather materials like **syllabi, lesson plans, lecture notes, textbook excerpts**, or specific topics to cover.

- Organize content by sections, chapters, or topics to ensure clarity.

- Identify the type of study tools you want (ex. summaries, quizzes, flashcards, practice tests).

Step 2: Choose a GenAI Tool

- Select an AI tool designed for educational use, such as **ChatGPT, Quizlet, Gemini, Canva AI**, or other generative platforms.

- Ensure the tool supports the type of output you want (ex. quizzes, explanations, visuals).

Step 3: Input Instructions for AI

- Clearly define the **output format** and purpose. Use templates like these:

    1. **For Summaries**:

        - *"Summarize the following chapter in 300 words, highlighting key points and definitions: [insert text]"*

2. **For Flashcards**:
    - *"Create flashcards with terms and definitions from this content: [insert text]"*

3. **For Quizzes**:
    - *"Generate a 10-question multiple-choice quiz with one correct answer and three distractors for the following material: [insert text]"*

4. **For Study Guides**:
    - *"Create a step-by-step study guide with bullet points explaining this topic: [insert text]"*

Step 4: Upload or Paste Content

- Paste text or upload documents directly into the AI tool if the feature is available.
- Ensure proper formatting (ex. clear headings, structured paragraphs) for AI to interpret accurately.

Step 5: Review and Edit AI Outputs

- AI-generated materials are always provided as drafts; review for:
    - Accuracy of content.
    - Appropriateness of language (ensure it's age/grade-level appropriate).
    - Alignment with course objectives.
- Edit any errors or add clarifications where needed.

Step 6: Customize for Students

- Tailor outputs to your students' needs:
    - Adjust difficulty level.
    - Include examples or context relevant to their experiences.
    - Add multimedia elements (diagrams, charts) if the tool supports visuals.

Step 7: Save and Share

- Export materials in a shareable format (PDF, Word, or through an online platform like Google Classroom).
- Provide instructions to students on how to use the materials effectively.

Step 8: Collect Feedback

- Ask students for feedback on the study tools.

- Use their input to refine future AI-generated materials.