



## Worksheet #2 TEACHER INFO-

### “Leveraging AI for Lecture Summaries and Note-Taking” ~ S2E5

#### Overview

In this episode, teachers will learn how to guide students in using AI tools to summarize lectures, organize notes, and focus on essential content. These tools can support students’ comprehension and retention by helping them create concise, structured notes. Follow these steps to make the most of this assignment.

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#### Step 1: Introduce the Purpose of AI Summarizers

##### 1. Explain the Assignment’s Objective:

- Let students know that this assignment will teach them how to use AI tools to summarize and condense lecture materials. Highlight that summarizing improves comprehension, memory, and study efficiency.
- Reinforce the importance of organization in note-taking to avoid feeling overwhelmed by information.

##### 2. Discuss Benefits of Summarizing with AI:

- Explain how AI can help identify key points, especially for students who might miss important information during a lecture.
  - Emphasize that AI is a tool for support and should be used alongside active listening and note-taking in class.
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## **Step 2: Guide Students on Collecting Course Materials**

### **1. Encourage Students to Gather All Materials:**

- Ask students to collect their lecture notes, presentation slides, and any handouts or supplementary materials provided.
- Provide a checklist of essential elements to include, such as main topics, key terms, important dates, and questions discussed.

### **2. Checklist for Students:**

- Encourage students to use a checklist for verifying that they have all the necessary information before beginning the summarization process.
- Suggested checklist items:
  - Main topics covered
  - Key vocabulary and terms
  - Significant dates, figures, or events
  - Any questions raised during the lecture

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## **Step 3: Walk Students Through Using AI Summarizing Tools**

### **1. Choosing an AI Tool:**

- Recommend a few AI summarizing tools such as Otter.ai, ChatGPT, or Microsoft OneNote. Demonstrate how to use one of these tools if possible.
- Explain any specific steps for using the chosen tool (e.g., uploading notes, pasting text, or enabling summarization features).



## 2. Inputting Information into the Tool:

- Instruct students on how to upload or paste their notes into the AI tool. Show them how to run the tool to generate a summary or highlight key points.
- Emphasize the importance of reviewing the AI's output to ensure accuracy and relevance.

## 3. Encourage Reflection:

- Have students reflect on how AI-selected points compare to their original notes. Prompt them to consider if the AI included anything they missed or underestimated.

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## Step 4: Help Students Refine and Personalize Their Summary

### 1. Editing for Completeness and Clarity:

- Guide students to review the AI-generated summary and add any important details that may be missing.
- Encourage them to condense and reorganize the summary to focus on the main points, removing any repetitive or filler information.

### 2. Breaking Down Large Summaries:

- For longer lectures, help students break the summary into sections by topic or concept. This makes the summary easier to navigate and review.



### **3. Encourage Highlighting and Practice Questions:**

- Ask students to highlight key terms or ideas within their summary to create a quick reference for studying.
- Encourage them to create a few questions based on the summary, which will reinforce their understanding and help with exam preparation.

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## **Step 5: Reflection and Assessment**

### **1. Reflection Questions for Students:**

- At the end of the assignment, ask students to reflect on how the AI tool helped them. Suggested questions include:
  - What was helpful about using AI to summarize notes?
  - Did the summary make studying easier? Why or why not?
  - How could you improve your note-taking process in the future?

### **2. Teacher's Assessment of Effectiveness:**

- Observe how students interact with the AI tool and review their completed summaries.
- Collect feedback to assess how well students grasped key points from the lectures and if the AI tool helped them organize their notes effectively.



This guide helps you as teachers support your students in using AI for effective lecture summarization and structured note-taking. By following these steps, you can ensure that students not only understand the lecture content but also develop strong summarizing and studying skills.