Worksheet #3: Using GenAI to create Study Guides" All Parts ~ S2E6

Overview

This worksheet will guide you in using AI tools to create a study guide based on your lecture notes, slides, and other resources. By following the steps below, you'll create a concise and organized guide to help you study effectively for exams or assessments.

Part 1: Gathering Materials

1. **Collect Course Notes and Slides**
   - Gather all notes you've taken during lectures, plus any Google Slides, handouts, or supplementary materials provided.
   - Use the checklist below to make sure you have everything you need for a complete study guide.

2. **Checklist of Essential Content**
   - **Main Topics and Concepts**
   - **Key Terms and Vocabulary**
   - **Important Dates, Figures, or Events**
   - **Key Formulas or Diagrams**
   - **Questions Discussed in Class**
   - **Any Additional Notes**

3. **Reflection Question**

   o How will organizing these materials help you create a more effective study guide?

Part 2: Using AI to Summarize Key Points

1. **Selecting an AI Tool**

   o Choose an AI tool to help you generate summaries and extract important points. Options include tools like ChatGPT, Notion, or Google Keep with summaries enabled.

   o **Chosen Tool**: _____

2. **Inputting Information into the AI Tool**

   o Upload or paste your notes and slides into the tool.

   o Ask the AI to create summaries or list key points, focusing on the checklist items from Part 1.

3. **Reflection Questions**

   o Did the AI capture the main points? Is there anything missing or surprising?

   o How does this initial summary help you start building your study guide?

Part 3: Organizing the Study Guide

1. **Creating Sections and Organizing Content**

   o   Divide your study guide into sections based on major topics or units. Use headings for each section to keep it organized.

   o   Include only the most essential information in each section, using bullet points, definitions, and short summaries.

2. **Adding Key Diagrams or Formulas**

   o   Insert any diagrams, formulas, or visuals that are essential to understanding the material. You can redraw or insert visuals as needed.

3. **Condensing and Clarifying**

   o   Make your guide as concise as possible by removing extra details. Focus on core concepts and terms that are most likely to appear on exams.

4. **Reflection Questions**

   o   How does organizing your study guide by sections help with studying?

   o   What information do you find yourself emphasizing most?

Part 4: Reviewing and Using the Study Guide

1. **Highlight Key Points**

   o Go through your study guide and highlight the most important terms, formulas, or concepts.

   o This will make it easy to review the guide quickly before exams.

2. **Create Self-Quiz Questions**

   o Develop a few questions based on your study guide to test your understanding of each section.

   o **Sample Questions**:

      ▪ Question 1: _____

      ▪ Question 2: _____

      ▪ Question 3: _____

3. **Reflection**

   o How does having a concise study guide make studying more effective?

   o What would you do differently when creating your next study guide?

Teacher notes: This worksheet guides students through the process of creating a clear and structured study guide from their course materials. It encourages active reflection, which helps reinforce understanding and improve future study habits.