



Worksheet #3: TEACHER INFO

“Guiding Students in Creating Effective Study Guides with GenAI” ~ S2E7

Overview

This guide provides teachers with a structured approach to help students develop organized, concise study guides from their course notes, slides, and other materials. By guiding students through this process, you can support their comprehension and retention while teaching them to utilize AI for efficient studying.

Step 1: Introduce the Purpose of the Study Guide Assignment

1. Explain the Assignment’s Objective:

- Tell students that this assignment will help them use AI tools to condense and organize course materials into a study guide. Emphasize that a well-organized study guide can make revision easier and more effective.

2. Discuss the Benefits of Summarizing with AI:

- Explain how AI can assist in highlighting essential points and organizing information. This will support students who may struggle with identifying key concepts and summarizing material on their own.
-



Step 2: Guide Students in Gathering Course Materials

1. Encourage Students to Collect All Relevant Materials:

- Have students gather their lecture notes, Google Slides, and any other handouts. Make sure they understand that a complete set of materials is essential for creating a thorough study guide.

2. Provide a Checklist of Essential Content:

- To ensure students don't overlook anything, offer a checklist of what they should include in their study guide. Suggested checklist items:
 - Main topics and concepts
 - Key terms and vocabulary
 - Important dates, figures, or events
 - Key formulas or diagrams
 - Any questions discussed in class
 - Additional notes from homework or readings
-



Step 3: Guide Students in Using AI for Summarizing Key Points

1. Help Students Choose an AI Tool:

- Recommend user-friendly AI tools like ChatGPT, Notion, or Google Keep with summary features. If possible, demonstrate one of these tools in class to show how it can help with summarizing notes.

2. Guide Students in Inputting Information into the Tool:

- Walk students through uploading or pasting their notes and slides into the AI tool. Show them how to use the AI's summarization features to highlight main points or create a concise outline.
- Remind students to review the AI-generated content to ensure accuracy and relevance.

3. Encourage Reflection:

- Have students reflect on the AI's output by asking them if any important points were missed or if anything was surprising. This will help them develop a critical eye when using AI-generated content.



Step 4: Help Students Organize Their Study Guide

1. Instruct on Organizing by Sections:

- Teach students to divide their study guide into sections based on major topics, units, or chapters. Encourage the use of headings for each section to keep the guide visually organized and easy to navigate.

2. Incorporate Visuals and Key Formulas:

- Advise students to include any necessary diagrams, formulas, or visuals. Visual aids can enhance understanding and are especially helpful for subjects like science and math.

3. Guide Students to Condense and Clarify:

- Emphasize the importance of conciseness. Encourage students to focus on essential concepts and to remove any redundant or non-essential information.

4. Encourage Reflection:

- Ask students how organizing by sections helped their understanding. Reflection questions can help them recognize the importance of structure in effective studying.



Step 5: Help Students Review and Use the Study Guide

1. Highlight Key Points:

- Encourage students to highlight the most important terms, formulas, or concepts in their study guides for easy last-minute review before exams.

2. Creating Practice Questions:

- Guide students to create practice questions based on their study guide to test their understanding. This active recall technique reinforces learning and prepares them for possible exam questions.

3. Reflection and Feedback:

- At the end of the assignment, ask students how creating a study guide helped them. Sample reflection questions:
 - How did summarizing the content make it easier to study?
 - What would you change in your note-taking or organization next time?

This guide helps you as teachers lead your students through each step of creating an effective, AI-supported study guide. By following this structure, you can support students in becoming more organized and independent learners.