

How to Effectively Prompt Your AI Chatbot

Get the most out of every question!

1. Start with Context — Tell the AI what role you want it to play and what you’re trying to accomplish.
 - a. **Examples:** “You are an instructional coach. Help me design a quick exit ticket for 5th-grade science.” OR “Act as a curriculum writer. I need a rubric aligned to the NYS writing standards.”
 - b. **Tip:** Always include grade level, subject, and purpose.
2. Be Specific About the Output — Say what you want AND how you want it formatted.
 - a. **Examples:** “Create a three-column chart comparing formative and summative assessments.” OR “Write a two-sentence blurb for a flyer.”
 - b. **Tip:** Name the product (a table, paragraph, list, script, reflection question, or rubric).
3. Add Parameters — Define tone, style, or constraints.
 - a. **Example:** “Write in a warm, encouraging tone for teachers.” OR “Keep it under 100 words and avoid jargon.” OR “Use student-friendly language at a 4th-grade reading level.”
 - b. **Tip:** The more boundaries you set, the closer the response will match your vision.
4. Build Iteratively — Don’t settle for one draft! Collaborate.
 - a. **Example:** “Revise this to sound more conversational.” OR “Make it shorter but keep the key ideas.” OR “Add a reflection question at the end.”
 - b. **Tip:** Treat the AI like a co-designer, not a one-time generator.
5. Use Follow-Up Prompts — Ask clarifying or deepening questions.
 - a. **Example:** “Explain why this rubric criterion matters.” OR “Give three classroom examples.” OR “Now turn this into a Google Form introduction.”
 - b. **Tip:** Build on what’s working. AI learns your preferences within a thread.
6. Check for Accuracy & Bias — Always review and refine the output.
 - a. **Example:** “Verify that this aligns with current NYS math standards.” OR “Reword to be culturally inclusive and asset-based.”
 - b. **Tip:** AI is a thinking partner. You have the professional judgment.