

Checklist

AI ONBOARDING FOR EDUCATORS

This checklist provides practical steps to help educators begin implementing AI tools in their teaching practice. Following these steps will help you transition from feeling overwhelmed to becoming empowered with AI as your teaching assistant, saving time while enhancing student learning.

1. Identify Your Teaching Pain Points

- ☐ **Assess your biggest time drains**
Identify which teaching tasks consume most of your time (lesson planning, grading, differentiation, parent communication). Understanding your specific challenges will help you target AI solutions that provide immediate relief.
- ☐ **Determine your comfort level with technology**
Honestly evaluate how comfortable you are with new technology to set realistic expectations for your AI

implementation journey. This self-awareness helps you choose appropriate entry points.

- ❑ **List specific outcomes you hope to achieve**
Clearly define what success looks like for you (e.g., reducing planning time by 30%, providing more personalized feedback, creating differentiated materials). Having concrete goals will help measure your progress.

2. Select Your First AI Tool

- ❑ **Research education-specific AI tools**
Explore tools designed specifically for teachers like MagicSchool.ai (lesson plans/materials), Diffit (text differentiation), Curipod (interactive presentations), or Quizizz (assessments). Education-specific tools often have better privacy protections and relevant features.
- ❑ **Verify privacy and security compliance**
Check that your selected tool complies with your school's data privacy policies and student protection requirements. This critical step protects both you and your students.
- ❑ **Choose one tool addressing your biggest pain point**
Start with a single tool that addresses your most significant challenge rather than trying multiple tools simultaneously. This focused approach prevents overwhelm and builds confidence.

- ❑ **Set aside 15-30 minutes to explore the tool**

Dedicate uninterrupted time to learn the basics of your chosen tool without pressure to immediately implement it. This exploration time builds familiarity and reduces anxiety.

3. Implement AI in Your Classroom

- ❑ **Start with a small, low-stakes implementation**

Begin with creating supplementary materials or optional activities rather than core lessons. This reduces pressure and allows you to build confidence before critical implementations.

- ❑ **Create AI-generated content for one upcoming lesson**

Use your chosen AI tool to generate materials for a specific lesson (worksheet, quiz, differentiated reading passage). This concrete application helps you see immediate benefits.

- ❑ **Review and modify AI-generated content**

Carefully examine what the AI produces, making necessary adjustments to ensure accuracy, appropriateness, and alignment with your teaching style. This quality control step is essential for maintaining your standards.

- ❑ **Develop clear prompts for better results**

Learn to write specific instructions that yield better AI outputs (e.g., "Create a 5th-grade reading passage about photosynthesis at three different reading levels" instead

of "Make something about science"). Effective prompts dramatically improve AI results.

4. Evaluate and Refine

- ☐ **Document time savings**

Track how much time you're saving compared to your previous methods. This concrete data helps justify continued use and refinement of AI tools.

- ☐ **Gather informal student feedback**

Ask students how they responded to AI-enhanced materials or activities. Their perspective provides valuable insights about engagement and effectiveness.

- ☐ **Identify areas for improvement**

Note specific ways your AI implementation could be better, whether through different prompts, tools, or implementation strategies. This reflection guides your next steps.

5. Expand Your AI Integration

- ☐ **Add one new AI application each month**

Once comfortable with your first tool, gradually introduce another application in a different area of your teaching. This steady expansion builds your AI toolkit without overwhelming you.

- ☐ **Create templates for recurring tasks**

Develop and save effective AI prompts for tasks you repeat regularly (weekly quizzes, parent updates,

differentiated worksheets). These templates compound your time savings.

☐ **Connect with other AI-using educators**

Find colleagues at your school or online who are also implementing AI tools. This community provides support, shares strategies, and helps troubleshoot challenges.

6. Maintain Ethical Standards

☐ **Establish clear boundaries for AI use**

Decide which tasks you'll delegate to AI and which require your direct attention. Maintaining the human elements of teaching ensures AI enhances rather than replaces your expertise.

☐ **Be transparent with stakeholders**

Communicate with students, parents, and administrators about how and why you're using AI tools. Transparency builds trust and addresses potential concerns proactively.

☐ **Regularly review AI outputs for bias**

Monitor AI-generated content for potential biases or inappropriate material, especially when creating culturally sensitive materials. This vigilance ensures equitable and appropriate content.