



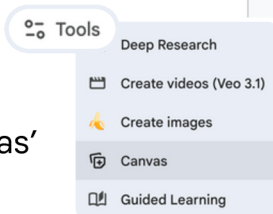
# Draft and translate a newsletter for parents

*I write a weekly newsletter for parents of the students in my class. Some parents have requested a translated version in their native language.*



1 Go to Gemini

2 Click 'Tools' and choose 'Canvas'



3 Write a prompt to have Gemini generate a template newsletter

*For example: "You're an expert writer with education expertise. Write a template weekly parent newsletter from the science department at a secondary school. It should include updates about topics of study. Create 4 repeatable sections with one paragraph each."*

**Top tip!** Rather than type, click the microphone icon to dictate your prompt instead.



4 Now follow up with a new prompt to translate it into Spanish, Arabic or a language of your choice



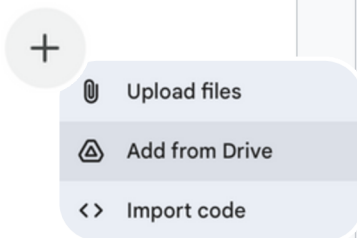


# Analyse qualitative student feedback

We've just delivered a student feedback survey about their learning. We need to find the main themes and concerns from hundreds of open-text comments.



- 1 Go to Gemini
- 2 Click the + button
- 3 Choose 'Add from Drive'
- 4 Select the spreadsheet called 'Student Feedback'
- 5 Write a prompt to have Gemini analyse the feedback



For example: *"You are a data analyst. Digest all the student feedback and provide a report that includes the main themes and summaries of the feedback, including the overall student opinion of the school."*

**Top tip!** Rather than type, click the microphone icon to dictate your prompt instead.





# Automate education sector news updates

*I'd like to share news and trends in the education sector with colleagues every week, and keep an archive of it all in a Google Doc.*



- 1 Go to Workspace Studio
- 2 In the box at the top of the screen, describe the task

Describe a task for Gemini

◆ Create

For example: *"Every Monday morning, research the latest education sector news and trends from across the UK. Draft an email ready to send to all staff."*

- 3 Click 'Create'
- 4 Click 'Add step'
- 5 Choose 'Add to a doc'



Step 3: Draft an email

+ Add step

- 6 In the 'Doc to update' field, select the 'Education News' document from Google Drive





## Summarise a meeting and define the actions

*Our weekly department meeting just finished, and I need to quickly find the key decisions and action points from the transcript to share with the team.*



- 1 Go to Google Drive
- 2 Open the 'Meeting Transcript' document
- 3 Click the Gemini icon in the top right of the screen



Ask Gemini

- 4 Ask a relevant question in the Gemini side panel  
*For example: "What are the key actions for each person on the team?"*

- 5 Ask Gemini to add reminders to your calendar

*"Add reminders of the key actions to my calendar."*



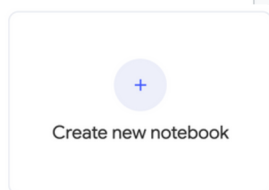


## Check consistency across school policies

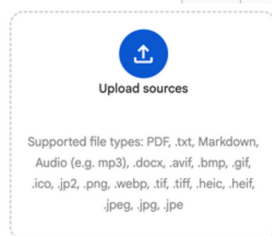
*There are many different school policies and I want to identify and fix any conflicts between them.*



- 1 Go to NotebookLM
- 2 Click 'Create new notebook'



- 3 Click 'Upload sources' and open the 'Policies' folder



- 4 Select all three policy PDFs

- 5 In the chat, prompt NotebookLM's chat with a question

*For example: "Is there any conflicting information across the different school policies?"*

- 6 [Optional] Ask NotebookLM to write a brief report you could share with the leadership team





## Discover trends in student data

*I need to find out which students have shown an improvement in attendance or grades in the past term so they can be celebrated with a letter home.*



- 1 Go to Google Drive
- 2 Open the 'Student Data' spreadsheet
- 3 Click the Gemini icon in the top right of the screen



Ask Gemini

- 4 In the side panel, ask a relevant question  
*For example: "Which students are showing an improvement in grades over time?"*
- 5 Ask more questions of your choice to dive deeper into the data  
*For example: "Which term had the highest attendance?" or "Which year group had the highest average grades in term 2?"*





## Draft a quiz

*I need to prepare a ten question assessment to check my group's understanding of the recent unit on renewable energy before we move on to the next topic.*



- 1 Go to Google Classroom
- 2 Click 'Gemini' on the left hand side
- 3 Choose 'Generate a quiz'
- 4 Add a target grade/year group and a subject of your choice (e.g. 'animals and habitats')
- 5 Click 'Generate learning objectives'
- 6 Choose the question types you'd like included
- 7 Click 'Generate questions'
- 8 Click 'Export' (scroll down) to create the quiz in Google Forms

 Gemini

 Generate learning objectives

Choose question types (optional):

Multiple choice

True or false

Short answer

Long answer

 Generate questions



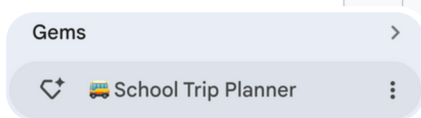


## Plan a relevant school trip

*To bring the ecosystems project to life, I want to plan a trip to the local science museum, but need to quickly draft a budget, risk assessment, and a letter for parents.*



- 1 Go to Gemini
- 2 Click the 'School Trip Planner' Gem on the left hand side



- 3 Prompt the Gem by simply providing a location and dates

For example: "Science Museum, London, 2<sup>nd</sup> March 2026."

**What are Gems?** Custom AI experts for help on any topic. They can be anything from a career coach or brainstorm partner to a coding helper.

- 4 Review the budget, risk assessment and parental letter provided by the Gem
- 5 [Optional] Ask any relevant follow up questions





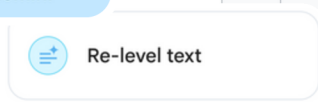
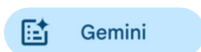
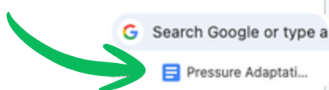


## Re-level a text

*I have a complex scientific article about the adaptations of deep-sea creatures. I need to generate a simplified version suitable for the reading level of 13 year olds.*



- 1 Open the 'Pressure Adaptations' document from the bookmarks bar
- 2 Copy all of the text  
(Use *ctrl+a* to highlight everything and *ctrl+c* to copy)
- 3 Go to Google Classroom
- 4 Click 'Gemini' on the left hand side
- 5 Choose 'Re-level text'
- 6 Choose a grade level/year group
- 7 Paste into the 'Add your text' section  
(Use *ctrl+v* to paste)
- 8 Click 'Generate' to see the result



## CREATIVITY



# Create a video as a hook for the lesson

*To get students excited about our upcoming unit on extreme environments, I want to produce a short video that introduces the mystery of the rainforest.*



1 Go to Google Vids

2 Choose 'Storyboard'

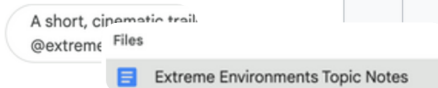
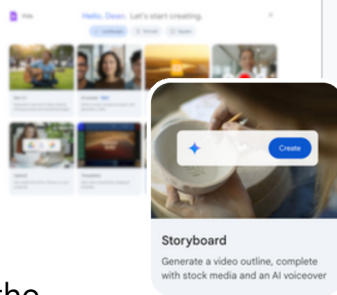
3 Write a prompt to create the video outline

*For example: "A short, cinematic trailer to introduce a new extreme environments topic based on my notes."*

4 Type the @ symbol and start typing 'extreme environments' to select the topic notes document

5 Look through the outline and click 'Next'

6 Choose a template design and click 'Create the draft video'





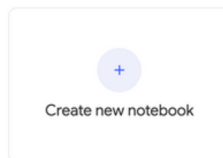
# Create flash cards for revision

*I have some 'fact files' for an upcoming module, and want to use those to create some simple revision flashcards.*

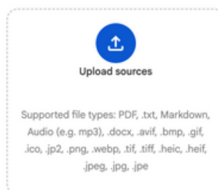


1 Go to NotebookLM

2 Click 'Create new notebook'

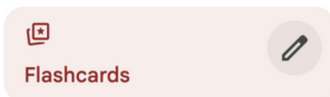


3 Click 'Upload sources'



4 Click and drag to select all the documents from the 'Fact Files' folder

5 Click the 'Flashcards' option in the Studio panel on the right-hand side



## CREATIVITY



# Brainstorm a cross-curricular project

*I want to collaborate with the art department on a project about ecosystems, but I need some help to spark creative ideas that blend science with art.*



1 Go to Gemini

2 Click 'Gems'

3 Choose 'Brainstormer'

4 Prompt the Gem to help you develop ideas

*For example: "I'm a science teacher covering ecosystems as a topic and want to collaborate with the art department. How might we work together?"*

Gems >



### Brainstormer

Find inspiration easily. Fresh ideas for parties, gifts, businesses and more.

**Top tip!** Rather than type, click the microphone icon to dictate your prompt instead.



## CREATIVITY



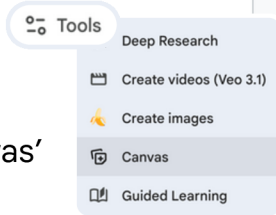
# Create a study guide based on notes



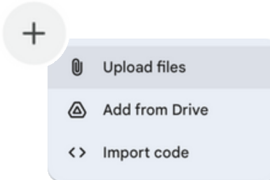
*I have some 'fact files' for an upcoming module, and want to use those to create an interactive study guide I can share as a website.*

1 Go to Gemini

2 Click 'Tools' and choose 'Canvas'



3 Click the + button and choose 'Upload files'



4 Select the three documents in the 'Fact Files' folder

5 Write a prompt to create the study guide

*For example: "You're an educator and web designer. Use these files to create an engaging interactive study guide for my 13 year old students. It should be visually interesting and have different areas to explore."*

**Top tip!** Rather than type, click the microphone icon to dictate your prompt instead.





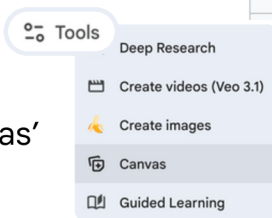
## Design a subject-based game

*I want to gamify our lesson on ecosystems by designing a game where students have to match animals to their correct environment based on their survival traits.*

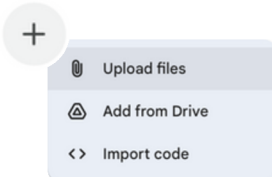


1 Go to Gemini

2 Click 'Tools' and choose 'Canvas'



3 Click the + button and choose 'Upload files'



4 Select the 'Animal Adaptations' document

5 Write a prompt to create a game

*For example: "Use the information to create a game where the player is shown an animal and must select the correct environment based on its traits."*

**Top tip!** Rather than type, click the microphone icon to dictate your prompt instead.





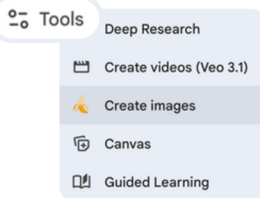
## Edit an image

*I have images of a desert, rainforest and the sea, but want to combine them to use as a banner image in Google Classroom.*

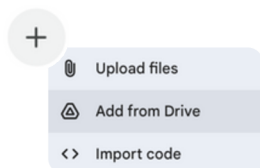


1 Go to Gemini

2 Click 'Tools' and choose 'Create images'



3 Click the + and choose 'Add from Drive'



4 Go to the images folder and select all three images

5 Write a prompt to create the new image

*For example: "Merge these images together in one wider image - suitable for Google Classroom - with the text 'Ecosystems'."*

**Top tip!** Rather than type, click the microphone icon to dictate your prompt instead.

