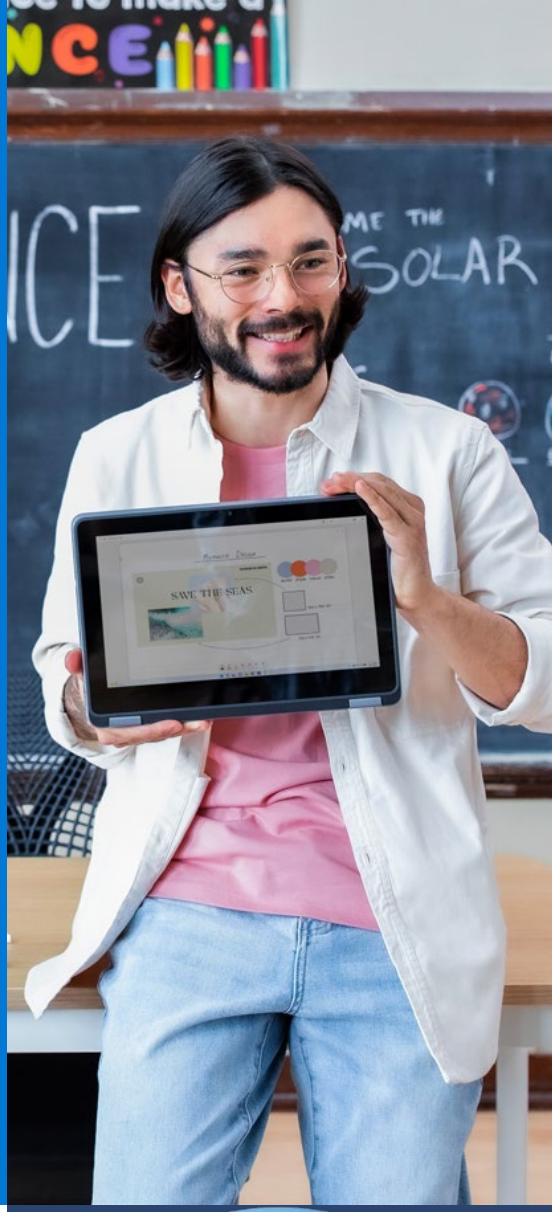
Microsoft

AI Snapshots



AI Snapshots, available in the Microsoft Education AI Toolkit, provide quick look of a collection of role-based practical uses of AI in education showcasing a variety of users and tools.

Contents

AI Theme	Scenario	Job Title
Student success	Transforming student engagement with relatable and relevant content	K-12 teacher
	Supporting students with AI-driven insights	Dean of students
	Sparking students' curiosity with AI-powered teaching assistants	Elementary teacher
	Saving time and improving instructional clarity with clear, age appropriate, and inclusive language	Secondary teacher
	Generating high-quality math assessments and detecting of areas of growth for student knowledge	Elementary teacher
	Advancing student success with a personalized AI tutor	Academic dean
Institutional innovation	Improving efficiency in K-12 grant writing	K-12 grant writer
	Automating transcripts and redactions	Administrative assistant
	Breaking language barriers in real time for more accessible community engagement	Director of community engagement
Simplify and secure IT	Improving cybersecurity with custom cybersecurity promptbooks	IT cybersecurity specialist
		

AI Snapshot

Transforming student engagement with relatable and relevant content

How Microsoft 365 Copilot Chat can help educators increase accessibility by making student learning more engaging, and relevant, ultimately boosting outcomes for all students



K-12 Educator

Use Copilot to generate relevant examples when explaining new concepts, making the content more relatable and easier to understand for your students.

Goal: Student success

Help ensure directions and explanations are accessible for all students.

Technology

Copilot Chat

1. Visit m365copilot.com.
   Note: Be sure you're signed in using your school account to ensure enterprise data protection is enabled. Additionally, ensure that "Web" is selected for the following query.
2. Copy-paste one of these prompt ideas into Copilot. Tailor any relevant information to your needs.
   a. *I'm teaching a lesson on ecosystems to English Language Learners (ELL) students from Mexican, Vietnamese, and Somali backgrounds. Can you provide an example of a food chain that includes animals relevant to these cultures?*
   b. *I'm teaching the Pythagorean theorem to 9th-grade students with interests in basketball, guitar playing, and video game design. Can you provide an explanation of the theorem tailored to each of these interests?*
   c. *I'm teaching **[concept]** to **[audience]** students with **[backgrounds/ interests]**. Can you provide an explanation of **[concept]** tailored to each of these interests?*
3. Copilot will generate the examples, but don't leave Copilot yet. Copilot can continue the conversation and go deeper. Try asking Copilot:
   a. *Can you create a quiz question using each of these examples to check for understanding?*
   b. *What are some common misunderstandings students have about this concept?*
   c. *What is a hands-on activity we could do to help solidify the learning?*
   d. *What other real-world contexts could we explore where **[concept]** is used?*
4. When you're finished, export your responses to a Word document, PDF, or text file to share with your students, or copy and paste them to another location for easy access.

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AI Snapshot

Supporting students with AI-driven insights

How Microsoft Fabric empowers academic leaders to support students through AI-driven data insights



Dean of Students

Analyze student engagement to pinpoint challenges and employ AI-driven recommendations for targeted interventions aimed at supporting student persistence.

Goal: Student success

Improve identification and support for struggling students through enhanced data analysis.

Technology

- Fabric
- Copilot in Fabric

1. Access Fabric.
   a. Open the Fabric homepage and select the **Account manager**.
   b. In the Account manager, select **Start trial**. If you don't see the Start trial button, trials might be disabled for your tenant.
   c. Use the Admin center **Capacity settings**. All users with access to those workspaces are now able to use that trial capacity. The Fabric administrator can edit **Capacity settings** as well.
2. Set up a Task Flow.
   a. Navigate to the workspace where you want to create your task flow and open **List view**.
   b. Select a predesigned task flow on the empty default task flow, by choosing **Select a task flow**.
   c. Add a new task to the task flow canvas, open the **Add dropdown** menu, and select the desired task type.
   d. Edit the task name and description.
   e. Change the task by opening the task details pane and then selecting from the **Task type** dropdown menu.
   f. Arrange the tasks by selecting and dragging each task to the desired position in the task flow.
   g. Add connections by selecting the edge of the starting task and drag to an edge of the next task.
3. Assign items to a new task.
   a. Once a task has been placed on the canvas, assign items to it to help structure and organize the work. Create new items to be assign to the task, or assign items that already exist in the workspace.
4. Enable Copilot in Fabric.
   a. Copilot and other generative AI features in preview bring new ways to transform and analyze data, generate insights, and create visualizations and reports in Microsoft Fabric and Power BI.

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AI Snapshot

Sparking students' curiosity with AI-powered teaching assistants

How Khanmigo for Teachers helps educators make relevant instructional content that connects to students' interests



Elementary teacher

Connect lesson topics with real-world context and students' lives to boost engagement and relevance.

Goal: Student success

Make learning materials more meaningful and accessible through relevant connections for students.

Technology

Khanmigo for Teachers

1. Access Khanmigo for Teachers.
   Note: Khanmigo for Teachers is available for free in 40+ countries in partnership with Microsoft.
   a. Go to https://www.khanmigo.ai/.
   b. Select **Teacher**.
   c. Choose an option for creating an account.
   d. Fill out the required information on the form.
   e. Select **Sign up**.
2. Generate content with real-world context.
   a. From the Khanmigo for Teachers homepage, select **Real World Context Generator**.
   b. Set the grade level.
   c. Add the instructional topic and then select **Write some ideas**.
   d. Review and customize the generated content.
3. Connect content to students' passions.
   a. From the Khanmigo for Teachers homepage, select **Make it Relevant**.
   b. Add the learning objectives.
   c. Add students' interests and then select **Make it relevant.**
   d. Review and customize the generated content.
4. Customize content.
   a. Highlight a word or passage from the generated text.
   b. Select from the following options in the pop-up menu:
      i. **Make changes to this:** Offer Khanmigo direction such as "Turn this into a five-minute station activity."
      ii. **Try something new:** Request an entirely new option without needing to add any directions.
      iii. **Discuss this:** Open a side-bar discussion with Khanmigo.

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AI Snapshot

Saving time and improving instructional clarity with clear, age appropriate, and inclusive language

How Microsoft Teams for Education assists educators in creating accessible and clear assignments



Secondary social studies teacher

Develop accessible and clear educational experiences, optimize curriculum and assessment planning, and equip students with skills essential for the future.

Goal: Student success

Enhance the clarity of instructions in assignments to more effectively support and engage learners using Microsoft Teams for Education Assignments.

Technology

Microsoft Teams for Education Assignments

1. Access Microsoft Teams for Education Assignments.
   a. Log into Microsoft Teams for Education or in the app.
   b. Select a **class team**.
   c. Create a **new assignment**.
2. Draft the assignment.
   a. Enter a title for your assignment.
   b. Start typing instructions for the assignment. After entering ten characters, AI will generate instructional details.
3. Customize **Assignment settings**.
   a. Grade Level: Guides the LLM (Large Language Model) for the target audience. Default is Grade 8 but can be changed.
   b. Add Detail: Expand the provided text.
   c. Add Steps: Format text into clear steps for students.
   d. Add Sparkle: Add emoji to key concepts and steps.
   e. Add Learning Objectives: Suggest learning objectives for the assignments.
   f. Clarify Concepts: Outline key concepts for the assignment.
   g. Simplify: Make the text easier to read.
   h. Emphasize Key Concepts: Bold key concepts in the text.
   i. MLL Focused: Simplify text for multi-language learners (English only).
   j. More: Show additional Generative AI actions not displayed due to limited space in the AI toolbar.
4. Create an assignment in Microsoft Teams for Education. Choose an option.
   Note: Generative AI instructions are limited to 10 generations. Each added action counts as one generation. The counter below the AI toolbar shows the remaining generations.
   a. Select **Keep it** if you like the result.
   b. Select **Regenerate** for a new result.
   c. Select **Cancel** to return to your original instructions.
5. Translate into another language.
   a. Enter assignment instructions in your native language.
   b. Select the **settings icon** in the top-right corner.
   c. Choose **Language**.
   d. Select a language from the list.

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AI Snapshot

Generating high-quality math assessments and detecting of areas of growth for student knowledge

How Math Progress increases educator efficiency generating math assessments and helps identify opportunities for learning



Elementary teacher

Create relevant math questions and customized lessons, review assignments, and track insights over time.

Goal: Student success

Craft personalized math questions that meet students' specific learning needs.

Technology

Math Progress

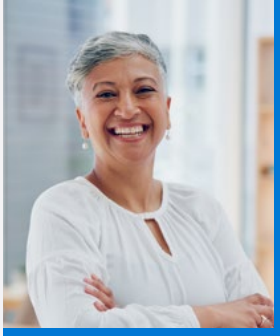
1. Access Math Progress.
   a. Log into Microsoft Teams for Education.
   b. Choose a class team.
   c. Create a new assignment.
   d. Select **Learning Accelerators** and then **Math Progress.**
2. Create a Math Progress assignment.
   a. Choose **Generate.**
   b. Choose a category and a topic from the dropdown menus.
   c. To use AI to generate a problem set, select **Generate**.
   d. Select your preferred problems by checking the box in the top right of each card. Your choices will appear in the **Assignment Questions** panel.
3. Customize the assignment.
   a. Change any problem by choosing the **Edit** button. All answer fields in the problem can be modified.
4. Review the assignment and student progress.
   a. Navigate to the student submission.
   b. Observe the auto-graded assignment and make adjustments if needed.
   c. Choose one of the report cards to see student's progress across assignments and compare that to the rest of the class.

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AI Snapshot

Advancing student success with a personalized AI tutor

How education organizations can easily build customized academic support for students with Copilot Chat and Copilot Studio



Academic Dean

Develop an AI study assistant that aids learners across various topics and subjects, providing anytime, anywhere support.

Goal: Student success

Provide personalized academic support for all students whenever and wherever they need it.

Technology

- Copilot Studio
- Copilot Chat

1. Select either Copilot Chat or Copilot Studio to create the agent.
2. Open Copilot Chat.
   a. Select **Create an agent**.
   b. Customize your agent through Copilot Studio agent builder.
   c. Manage your settings to determine who can access your agent.
3. Access Copilot Studio.
   a. Go to the Copilot Studio portal.
4. Create an agent.
   a. Select **Create** and then **New agent**.
   b. Define the agent's purpose:
   Develop an AI study assistant that aids higher education learners across various topics and subjects, providing anytime, anywhere support.
   c. Name the agent.
5. Respond to the Copilot Studio questions and prompts such as:
   a. *Determine a purpose, tone, and any items that should be avoided in the agent's responses.*
   b. *Refine the agent's parameters as needed.*
6. Set up the knowledge base by linking your agent to trusted sources or asking Copilot Studio to provide suggested sources.
   a. Public websites: Connect to reliable academic resources.
   b. SharePoint and files: Upload and link SharePoint resources.
   c. Dataverse: Use structured data tables for data management.
   d. Microsoft Fabric: Integrate enterprise data securely.
7. Configure the agent by selecting **Skip to configure**. Customize the language, name, icon, description, instructions, and knowledge.
8. Create and test the agent.
   a. Select **Create**.
   b. Test your agent in the sidebar.
   c. Iterate on the left-side.
   d. Select **Publish**.
9. Publish the agent and configure deployment.
   a. Select **Publish**.
   b. Select **Channels** and then select the desired channel.
   c. Select a location.
      i. Live or demo website
      ii. Microsoft Teams
      iii. Mobile or custom apps

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AI Snapshot

Improving efficiency in K-12 grant writing

How Copilot Chat and Microsoft 365 Copilot can support grant identification and streamline the application process



K-12 Grant Coordinator

Use generative AI to find and apply to more grants and improve the efficiency of the process.

Goal: Institutional innovation

Improve efficiency and productivity in identifying and preparing grant applications.

Technology

- Copilot Chat
- Microsoft 365 Copilot

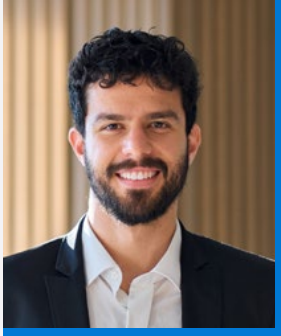
1. Visit m365copilot.com.
   Note: Sign in using your school account to ensure enterprise data protection is enabled. Additionally, ensure that **"Web"** is selected for the following prompts. That setting will ensure only publicly available information is accessed and not private data on your PC.
2. Copy-paste the following prompt into Copilot and update the highlighted text to reflect the name of your school district or organization:
   *Analyze available information about my school district, **[School or Organization]**, and identify five key needs that could be addressed by a publicly available grant.*
3. Continue the conversation with Copilot by asking it:
   Are there specific grant programs available for the first item on the list for my school district?
4. Next, ask Copilot:
   Craft a clever title for the grant application and then draft an outline to apply for the first grant program you've identified. For each point in the outline, include a 300-word response that addresses the grant application requirements. Be sure to include citations for each section.
5. Use the **copy** icon in Copilot (or the Export to Word option) after the response in step 4 to copy Copilot's response and paste it into a new Word document.
6. Open the Copilot sidebar in the Word document, select one of the sections of the outline that needs additional information, and enter the following prompt:
   What indices should I include in this section?
   Note: You may have to copy-paste the excerpt into Copilot.
7. Use this outline and summary as the starting point of a grant application. You may also want to use Copilot in Word to prompt for additional data or justification for the potential grant application.

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AI Snapshot

Automating transcripts and redactions

How Microsoft 365 Copilot in Teams increases efficiency and protects sensitive information



Administrative assistant

Summarize key discussion points—including who said what and where people are aligned or disagreed—and suggest action items, all in real time during a meeting.

Goal: Institutional innovation

Keep teams connected and productive with real time meeting summaries that automatically assign action items and protect sensitive information.

Technology

Microsoft 365 Copilot in Teams

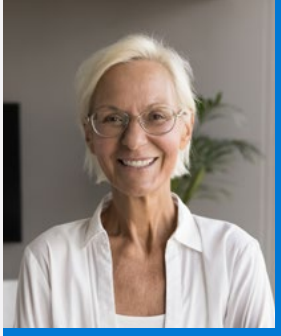
1. Access Microsoft 365 Copilot in Teams.
    a. Assign Microsoft 365 Copilot add-on licenses for intended users.
    b. Open the **Teams** admin center.
    c. Expand **Meetings** from the navigation pane.
    d. Under **Meetings**, select **Meeting Policies**.
    e. Either select an existing policy or create a new one.
    f. Select **On** or **On only with retained transcript** from the dropdown for the Copilot setting.
    g. Select **Save**.
2. Improve efficiency during Teams meetings.
    a. Select the Copilot icon in from the toolbar.
    b. Chat with Copilot using these suggested prompts:
        i. *What are some follow-up questions that I can ask in an email?*
        ii. *Create a table with the ideas discussed and their pros and cons.*
    c. Select **More prompts** and choose from the following:
        i. *Recap the meeting so far.*
        ii. *List action items for each person.*
        iii. *Generate meeting notes.*
3. Close a meeting.
    i. Copilot will send a prompt a few minutes before a meeting's scheduled end to help participants wrap up.
    ii. Select **Open Copilot** to see a summary of key points of discussion and identify agreed-upon next steps, including tasks assigned to specific people.
4. Follow-up after a Teams meeting.
    a. From the meeting chat, go to the **Recap** tab and open Copilot. From here, Copilot bases responses on the meeting transcript.
    b. Try these prompts. Copy them or modify them to suit your needs.
        i. *Draft an email to the meeting participants that summarized the meeting and includes the action items. Redact any sensitive information.*
        ii. *What questions were asked, answered, and unresolved?*
        iii. *Summarize what people said in a less technical way.*

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AI Snapshot

Breaking language barriers in real time for more accessible community engagement

How Azure OpenAI Service enhances community connections with real-time translation



Director of Community Engagement

Offer real-time translation at community events and meetings to promote inclusivity.

Goal: Institutional innovation

Foster community engagement through seamless communication in over 100 languages.

Technology

Azure OpenAI Service

1. Access Azure.
   Note: Creating solutions using Azure OpenAI Service is an iterative process and these suggested steps can get you started on creating robust custom AI solutions.
   a. Sign up for an Azure subscription.
   b. Go to the AI Foundry home page.
   c. Select the **Real-time audio** playground from under **Resource playground** in the left pane.
   d. Select **+ Create a deployment** to open the deployment window.
   e. Search for and select the "gpt-4o-realtime-preview" model and then select **Confirm**.*
   f. Follow the wizard to deploy the model.
2. Open the GPT-4o real-time audio assistant.
   a. Select the Azure OpenAI Service page in AI Foundry.
   b. Select the **Real-time audio** playground from under **Resource playground** in the left pane.
   c. Select the deployed gpt-4o-realtime-preview model from the **Deployment** dropdown.
   d. Select **Enable microphone** to allow the browser to access your microphone. If you already granted permission, you can skip this step.
   e. Adjust settings or provide context such as the assistant's personality.
3. Communicate with the assistant.
   a. Select **Start listening** to start the session. You can speak into the microphone to start a chat.
   b. You can interrupt the chat at any time by speaking. You can end the chat by selecting the **Stop listening** button.
4. Select the appropriate deployment type that meets your cost, data residency, and usage needs.

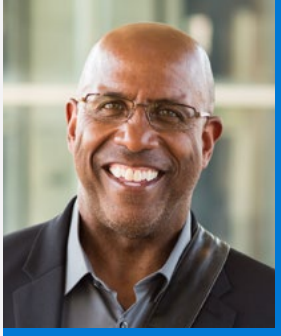
* As of winter 2024, select the 2024-10-01 model version.

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AI Snapshot

Improving cybersecurity with custom cybersecurity promptbooks

How Security Copilot can improve cybersecurity for technology through collaborative and custom prompts



IT Cybersecurity Specialist

Achieve consistent expert-level analysis and comprehensive reports across the IT team by creating and sharing custom Security Copilot promptbooks.

Goal: Simplify and secure IT

Improve cybersecurity against evolving threats and vulnerabilities using custom AI prompts tools that save IT admin time and improve protection.

Technology

Security Copilot

1. Access Security Copilot.
   a. Access your Azure portal.
   b. Search for and select **Security Copilot.**
   Note: Microsoft Security Copilot is offered on a consumption-based model on the number of Security Compute Units (SCU) used.
2. Create a promptbook.
   a. Type a question for Security Copilot and select **Send** or **Enter**. Use this sample prompt to get started:
   If a student is listed in the incident details, show which devices they recently used and indicate if they are compliant with policies.
   b. Select the checkboxes beside the prompts to include them or select the top box to include all prompts in the session.
   c. Select **Create** to create your new promptbook.
   d. Test your promptbook by selecting the **View** icon.
3. Share a promptbook.
   a. Go to the **Promptbook library** in the main menu and look for your promptbook.
   b. Select **. . .** , then select **Details** from the options.
   c. Review the pre-built **Promptbook Library**.
   d. Select **Share** to get a link to the promptbook that you can share with other users in your organization.
   e. Learn more about effective prompting.

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