



Microsoft tools for the promotion of participation and values

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Agenda



Artificial Intelligence: quick summary



Cases uses AI in Education



Workshop: AI and O365 in your classroom

AI is already with us

Speech Recognition



Customer Service Bots

Word Prediction



Shopping Suggestions

Picture analysis



Text analysis

What is generative AI?



Evolution of AI

Artificial Intelligence

Machine Learning

Deep Learning

Generative AI

1950s

Artificial Intelligence

the field of computer science that seeks to create intelligent machines that can replicate or exceed human intelligence.

1959

Machine Learning

subset of AI that enables machines to learn from existing data and improve upon that data to make decisions or predictions.

2017

Deep Learning

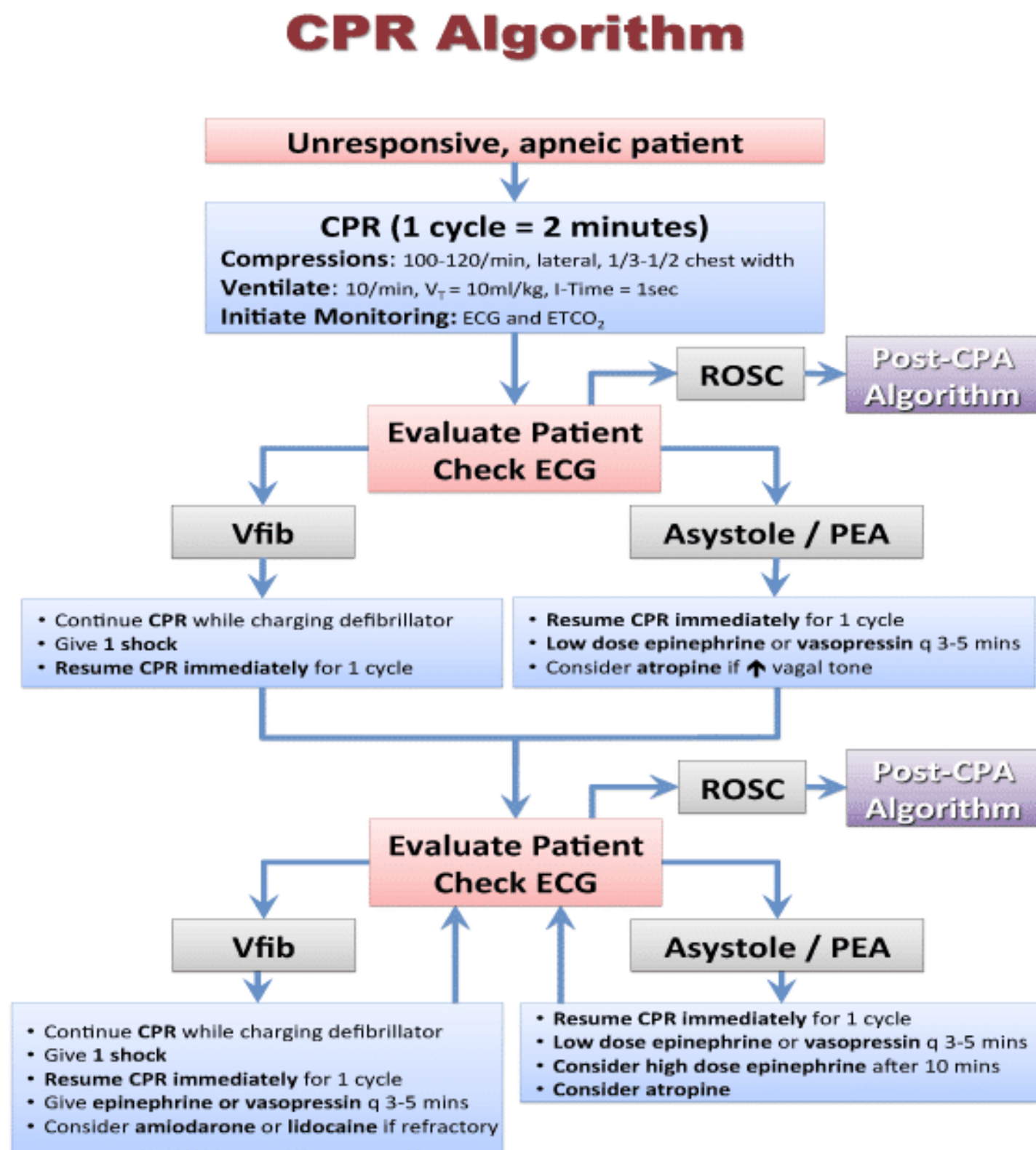
a machine learning technique in which layers of neural networks are used to process data and make decisions.

2021

Generative AI


create new written, visual, and auditory content given prompts or existing data.

Generative AI



Reprinted with permission from the Veterinary Emergency & Critical Care Society (veccs.org)
RECOVER Initiative CPR Algorithm.

COPILOT BLOC DE NOTAS Obtener la aplicación



Escribe un breve ensayo que analice los méritos de la renta básica universal

Calcular mi factura de energía si cambié de gas a electricidad

Dame un acertijo que me haga reír

Copilot usa IA. Compruebe si hay errores. [Términos](#) | [Privacidad](#) | [Preguntas frecuentes](#)

Elegir un estilo de conversación

Más Creativo | Más Equilibrado | Más Preciso

Copilot

Genial, vamos a cambiar el tema. ¿Qué tienes en mente?

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¿Inspirame! | ¿Qué está pasando en las noticias? | ¿Cuál es el océano más profundo?

Pregúntame cualquier cosa

0/4000

Opportunities for Generative AI in Education

Content creation
and design

Accelerated
automation and
operations

Personalized and
engaging learning

Chatbots and
virtual assistants

Chat with your
data

Language learning
and translation

Fraud detection

Unlock
productivity for
faculty and staff

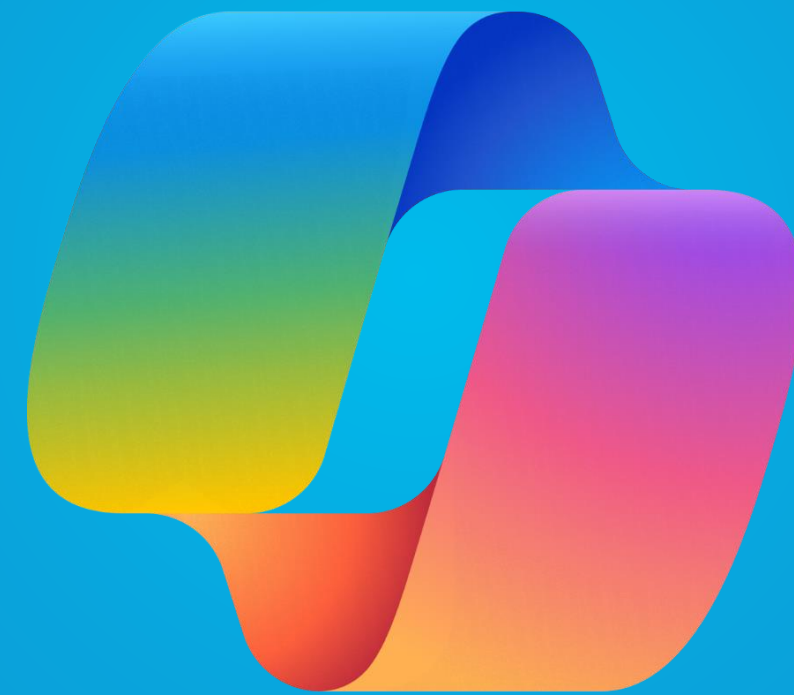
Build AI literacy

Enhance support
services

Copilot can:

Search results from
across the web

Provide links to content
sources



Summarize answers to
specific questions and
needs about a search,
document, or video

Be creative

Ask follow-up questions

Can you explain it in simpler terms?

Give me more options.

Advantages of Copilot with business data protection



Searches are not tied to individual user accounts



Prompts & responses are not saved



Chat data is not used to train large language models (LLMs) used by AI



No one at Microsoft can view your data

4 Elements of an iterative prompt

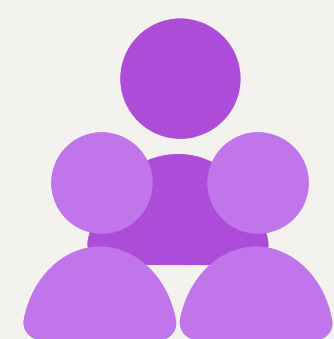
Iterative prompts should include:



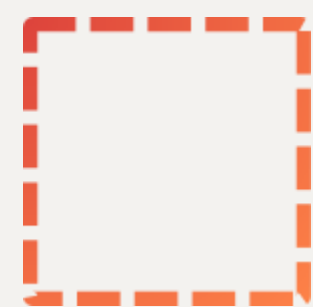
Person – Ask the tool to take on a role.



Objective – Tell him what he wants them to do.



Audience – Specify who the content is for.



Limit – Set limitation and direction.

Define person and goals



Respond as a teacher in K12 school. Create a description for a task in which students must write a text about EU.



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Be specific



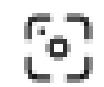
Respond as a teacher in K12 school. Create a description for a task in which students must write a text about EU. The target for this learning is to learn about the key values of a citizen at EU.



1/4000



Provide structure



Respond as a K12 teacher. Make a list of key values as citizen at EU. Next, create the task description. The learning objective of this unit is to "understand the key values and provide actions on how they can promote into the society".



1/4000



Combine it with your experience



Respond as a K12 teacher. Make a list of key values as citizen at EU. Next, create the task description. The learning objective of this unit is to "understand the key values and provide actions on how they can promote into the society". The students must complete each slide of PowerPoint and add the information for each country. At the end, add questions to reflect about the cultural diversity on each country and the added value of each one.



1/4000



Be courteous



Respond as a K12 teacher. Make a list of key values as citizen at EU. Next, create the task description. The learning objective of this unit is to "understand the key values and provide actions on how they can promote into the society". The students must complete each slide of PowerPoint and add the information for each country. At the end, add questions to reflect about the cultural diversity on each country and the added value of each one. Thank you!



1/4000



Generate a response



Trabajo

Web

BLOC DE NOTAS

macomin@...



Protegido

 **Usted**

Respond as a K12 teacher. Make a list of key values as citizen at EU. Next, create the task description. The learning objective of this unit is to “understand the key values and provide actions on how they can promote into the society”. The students must complete each slide of PowerPoint and add the information for each country. At the end, add questions to reflect about the cultural diversity on each country and the added value of each one. Thank you!

 **Copilot**

Certainly! As a K12 teacher, I'd be delighted to help you design a lesson plan on key values as EU citizens. Let's break it down step by step:

Lesson Title: “European Union Key Values and Cultural Diversity”

Learning Objective:

By the end of this unit, students will be able to **understand the key values of EU citizenship** and propose actions to promote these values within society.



Pregúntame cualquier cosa



Comentarios

Chat and make more questions

EDU Teams Copilot SPM App | Account Otros favoritos

Microsoft COPILOT Trabajo Web BLOC DE NOTAS macomin@... Protegido

How can we promote understanding and tolerance among EU citizens?

- **Added Value Activity:** Have students brainstorm ways their assigned country's culture adds value to the EU as a whole.

4. Assessment (Homework or In-Class Activity)

- **Individual Reflection:** Each student writes a short paragraph on how they can personally promote EU values in their daily lives.
- **Create a Class Mosaic:** Compile all the PowerPoint slides into a single presentation. Display it during school events or parent-teacher conferences.

Assessment Criteria:

- **Content:** Accuracy of information about assigned countries and EU values.
- **Presentation:** Clarity, creativity, and visual appeal of PowerPoint slides.
- **Participation:** Active engagement in discussions and peer reviews.

Remember, fostering an understanding of EU values and cultural diversity will empower our students to become responsible global citizens. 🌍 EU If you have any questions or need further assistance, feel free to ask!

👍 🗨️ 📄 ⬇️ 🔊 1 de 30 respuestas

What are some examples of solidarity in the EU? How can we encourage students to appreciate cultural diversity?

Pregúntame cualquier cosa

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Chat and make more questions



Create a rubric for this activity for K7 students



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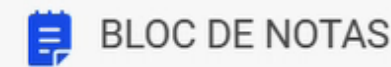


Chat and make more questions

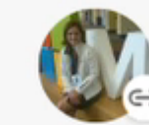


Trabajo

Web



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- **Biographies:** Share stories of influential figures from diverse backgrounds. Highlight their contributions to society.
- **Media Representation:** Discuss positive portrayals of cultural diversity in movies, TV shows, and media.

5. Collaborative Projects:

- **Research Projects:** Assign topics related to different cultures. Students can explore history, geography, art, or social issues.
- **Community Engagement:** Encourage students to volunteer or participate in cultural events outside of school.

6. Empathy-Building Activities:

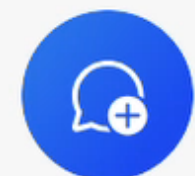
- **Walk in Their Shoes:** Role-play scenarios where students experience life from another cultural perspective.
- **Story Circles:** Sit in a circle and share personal stories related to cultural identity.

7. Classroom Norms and Respect:

- **Ground Rules:** Establish norms that promote respect, active listening, and appreciation for diverse viewpoints.
- **No Stereotypes:** Address stereotypes and biases when they arise. Teach students to challenge assumptions.

Remember, cultural diversity is a strength, and appreciating it leads to a more compassionate and interconnected world. 🌍🌍🌍

Usted



Create a rubric for this activity for K7 students



 Let's explore Copilot!

Explore Copilot by creating an outline or simulating another student task.

copilot.microsoft.com



Workshop

Steps:



Copilot – Define the activity you want to develop



Office.com – Create PowerPoint template



Investigate – Accessibility tools in Office 365



Share – Share results and learnings

Remember:

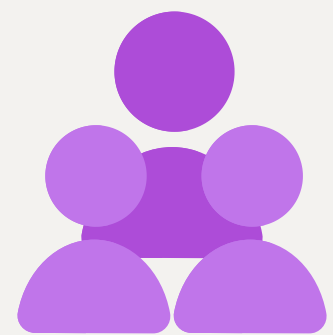
Iterative prompts should include:



Person – Ask the tool to take on a role.



Objective – Tell him what he wants them to do.



Audience – Specify who the content is for.



Limit – Set limitation and direction.

How was the workshop?



What to do next

- Complete a module in Microsoft Learn:
 - [Empower educators to explore the potential of artificial intelligence](#)
 - [Enhance teaching and learning with Copilot](#)
 - [Equip and support learners with AI tools from Microsoft](#)
- Explore aka.ms/aieduhub for more AI resources

TEACHER'S GUIDE

CLASSROOM TOOLKIT

Unlocking Generative AI Safely and Responsibly

<https://aka.ms/AIClassroomToolkit>



AI Trainings & Resources

For students	For educators	Adoption materials	Microsoft AI fundamentals	Learn more
AI Foundations	Empower educators to explore the potential of artificial intelligence	Microsoft Copilot	Introduction to generative AI	Expanding Microsoft Copilot access in education
Minecraft Hour of Code: Generation AI	Enhance teaching and learning with Microsoft Copilot	Copilot for Microsoft 365	Introduction to the Azure OpenAI Service	Microsoft's approach to AI
Intro to AI with Minecraft	AI Classroom Toolkit	Explore generative AI with Copilot	Responsible Generative AI	Responsible AI
AI for Earth – Minecraft lessons	Facilitate the Hour of Code: Generation AI	Copilot Prompting Toolkit	Azure AI Fundamentals	Microsoft AI help & learning
AI for Good Hour of Code - Minecraft	Prepare to teach Azure AI Fundamentals	AI Builder Prompt engineering guide	Identifying principles and practices for responsible AI	TeachAI Toolkit

For Teachers and Professors

Get started with Microsoft 365 Copilot

Microsoft 365 Copilot unlocks a new way to teach. Copilot puts thousands of skills at your command and can reason over all your content and context to take on any task. When using Copilot, experimenting with—and iterating on—your prompts will help you get the best results.

T Copilot in Teams

Catch up on meetings and classes to capture feedback

What were the questions asked by the audience?

Create a table with the main ideas discussed

What is the biggest concern for each participant?

Summarize a class/meeting and identify next steps

Draft an email to the meeting/class participants that summarizes the meeting and include action items

W Copilot in Word

Quickly catch up on the key points of a document

What are the most important elements of this [Document] ?

Summarize this [Document] into ten bullets

Find specific insights and information in a long document

What are the outcomes of this essay?

What is missing in This [Document] ? Are there any inconsistencies?

O Copilot in Outlook

Draft email replies and personalize the tone and length—even on the go

Draft an email to [Name] that inform that the assignment X is delayed one week. Make it short and in a casual tone asking for needed support.

Quickly summarize a long email thread

Select [Summary by Copilot] to quickly scan the thread and identify key points

P Copilot in PowerPoint

Summarize a long slide deck

Summarize this and identify action items for the students [Deck X] on.

Answer specific questions to better understand a student presentation

What are they trying to accomplish with this presentation?

Did the presentation covered all the [tasks] listed in this [Document]

Principals and administration

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T Copilot in Teams

Catch up on meetings missed in a fraction of time

What were the key points discussed? Create a table with the key ideas and their pros and cons.

For each participant, what was the biggest concern? What were they more excited about?

Summarize meetings and identify next steps

Draft an email to the meeting participants that summarizes the meeting and include action items.

W Copilot in Word

Quickly catch up on the key points of a document

What are the effects of implementing a new recruitment policy based in this [Document] ?

Summarize this [Document] into ten bullets

Find specific insights and information in a long document

What are the critical project challenges? What is missing in this [Document] ? Are there any inconsistencies?

O Copilot in Outlook

Draft email replies and personalize the tone and length—even on the go

Draft an email to [Name] that inform that the project X is delayed one week. Make it short and in a casual tone.

Quickly summarize a long email thread

Select [Summary by Copilot] to quickly scan the thread and identify key points

P Copilot in PowerPoint

Summarize a long slide deck

Summarize this [Deck X] and identify action items.

Answer specific questions to better understand a presentation

What are we trying to accomplish with this new event?

Who are the speakers for the conference? Add a bio slide.

Microsoft 365 Chat work across all your university/school data in the Microsoft Graph—that's all your emails, calendar, chats, meetings, documents, and more- to take on any task. Ask questions of and interact with your data. Follow up on your initial prompts to iterate, refine, and do even more.

Access to M365 Chat via Teams Chat or Bing when you're signed in with your work account

Quickly get up to speed on projects

Summarize emails where I was mentioned recently.

Follow up with: Create a to-do list based on [X]

Do I have any action items related to [Project]?

Has [Person] asked any questions related to in the past week?

Quickly get information and insights from any content

Teach me about [Concept] and how to explain it to non-specialist person

Follow up with: Expand and use and analogy. Create a step-by-step study guide. List two topics to follow up with. Now, write it in Dutch

Efficiently create content adapted to your students' needs

Draft me a courseware to people in [Role] to get spark their curiosity.

Follow up with: Include key points from [File]. Anticipate what additional information a [Role] would like to see. Suggest 3-5 call to action to conclude.

Transform how you prepare for upcoming lessons.

Create a classwork for a 50-minute lesson where I need to get my [Audience] engaged about [Topic]. Use [File] as background.

Follow up with: Add a key message for my [Audience] to get ready for an exam. Which questions should I anticipate?

Microsoft 365 Chat work across all your university/school data in the Microsoft Graph—that's all your emails, calendar, chats, meetings, documents, and more- to take on any task. Ask questions of and interact with your data. Follow up on your initial prompts to iterate, refine, and do even more.

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Quickly get up to speed on projects

Summarize emails where I was mentioned recently.

Follow up with: Create a to-do list based on [X]

Do I have any action items related to [Project]?

Has [Person] asked any questions related to in the past week?

Quickly get information and insights from any content

Teach me about [Concept] and how might impact life in campus.

Follow up with: Expand and use and analogy. Create a step-by-step guide. List two topics to follow up with. Now, write it in Japanese.

Efficiently create content by quickly recalling what you need from multiple sources.

Draft a personal email to people in [Role] to call their attention to this [Policy] launch.

Follow up with: Include key points from [File]. Anticipate what additional information a [Role] would like to see.

Transform how you prepare for upcoming meetings.

Create a storynpard for a 30-minute keynote about [Topic]. Use [File] as background.

Follow up with: Add a key message for my [Audience] to and provide me with more details about why they would care about this topic. Which questions should I anticipate?



<https://aka.ms/TopPromptsEdu>

Copilot for Microsoft 365: The art and science of prompting

Prompts are how you ask Copilot for Microsoft 365 to do something for you — like creating, summarizing, editing, or transforming. Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.

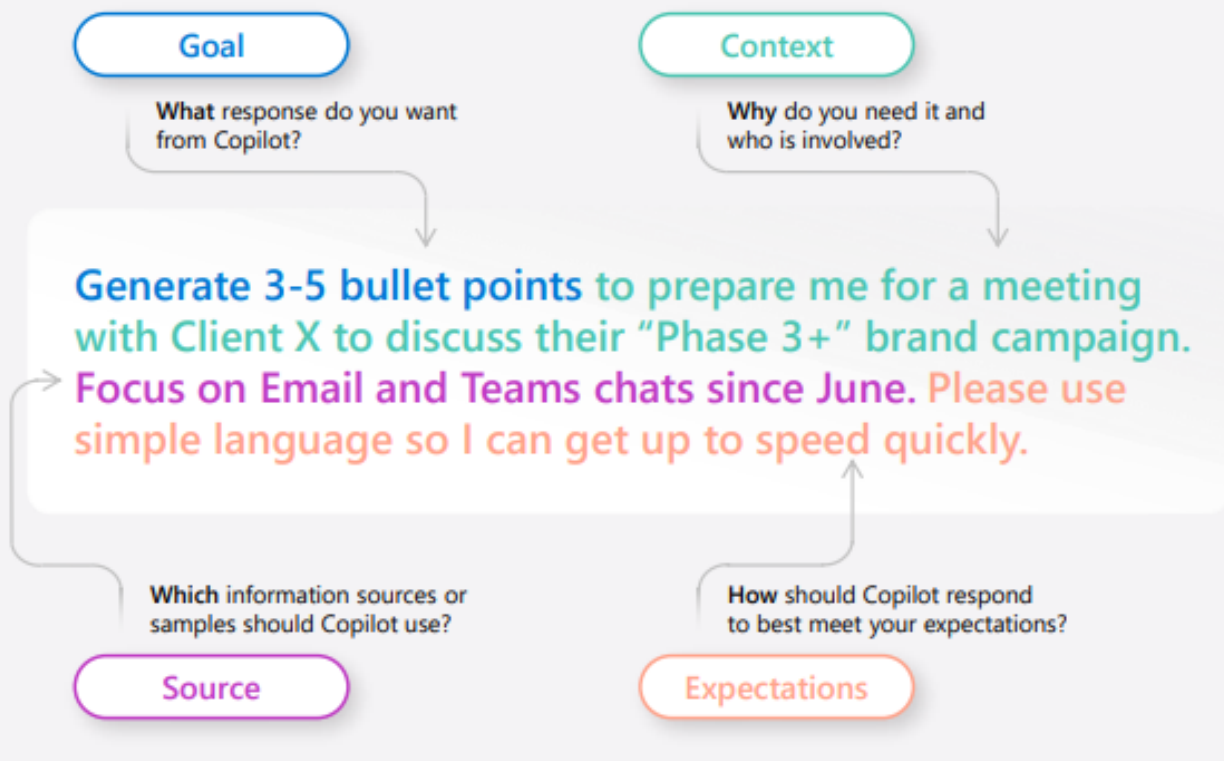
1. Tell Copilot what you need

There are many types of prompts you can use depending on what task you want done.

- ✓ **Learn about projects and concepts:**
"What is [Project X] and who are the key stakeholders working on it?"
- ✓ **Edit text:**
"Check this product launch rationale for inconsistencies."
- ✓ **Transform documents:**
"Transform this FAQ doc into a 10-slide onboarding guide."
- ✓ **Summarize information:**
"Write a session abstract of this [presentation]."
- ✓ **Create engaging content:**
"Create a value proposition for [Product X]."
- ✓ **Catch-up on missed items:**
"Provide a summary of the updates and action items on [Project X]."

2. Include the right prompt ingredients

To get the best response, it's important to focus on some of the key elements below when phrasing your Copilot prompts.



January 2024

Copilot for Microsoft 365: The art and science of prompting

3. Keep the conversation going

Following up on your prompts help you collaborate with Copilot to gain more useful, tailored responses.

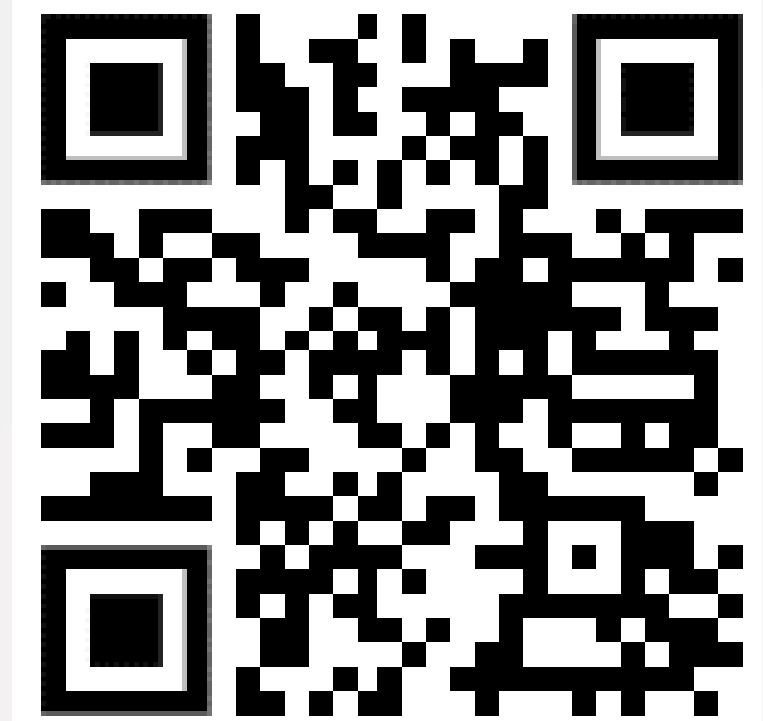
- Generating content ideas**
Lead with broader requests, then give specific details about the content.
- Gaining insights**
Ask for a summary of a specific file, then ask relevant questions to gain deeper insights.
- Enabling insightful meetings**
Request a meeting recap, then ask for more information about what you should know.
- Translating languages**
Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect.
- Storytelling assistance**
Ask Copilot to write a story, then guide it by giving more specific, relevant details.
- Solving technical problems**
Present a technical problem, then narrow it down, or ask for step-by-step guidance.

Helpful hints to keep in mind

- Know Copilot's limitations.**
Copilot is limited to your current conversation, so give lots of details.
- Be professional.**
Using polite language improves Copilot's response.
- Communicate clearly.**
Pay attention to punctuation, grammar, and capitalization.
- Use quotation marks.**
This helps Copilot know what to write, modify, or replace for you.
- Start fresh.**
Avoid interrupting and type "new topic" when switching tasks.

Learn more about Copilot for Microsoft 365 on our [support page](#).

January 2024



https://aka.ms/copilot/prompt_toolkit



Empowering Every Student