

AI Demystified

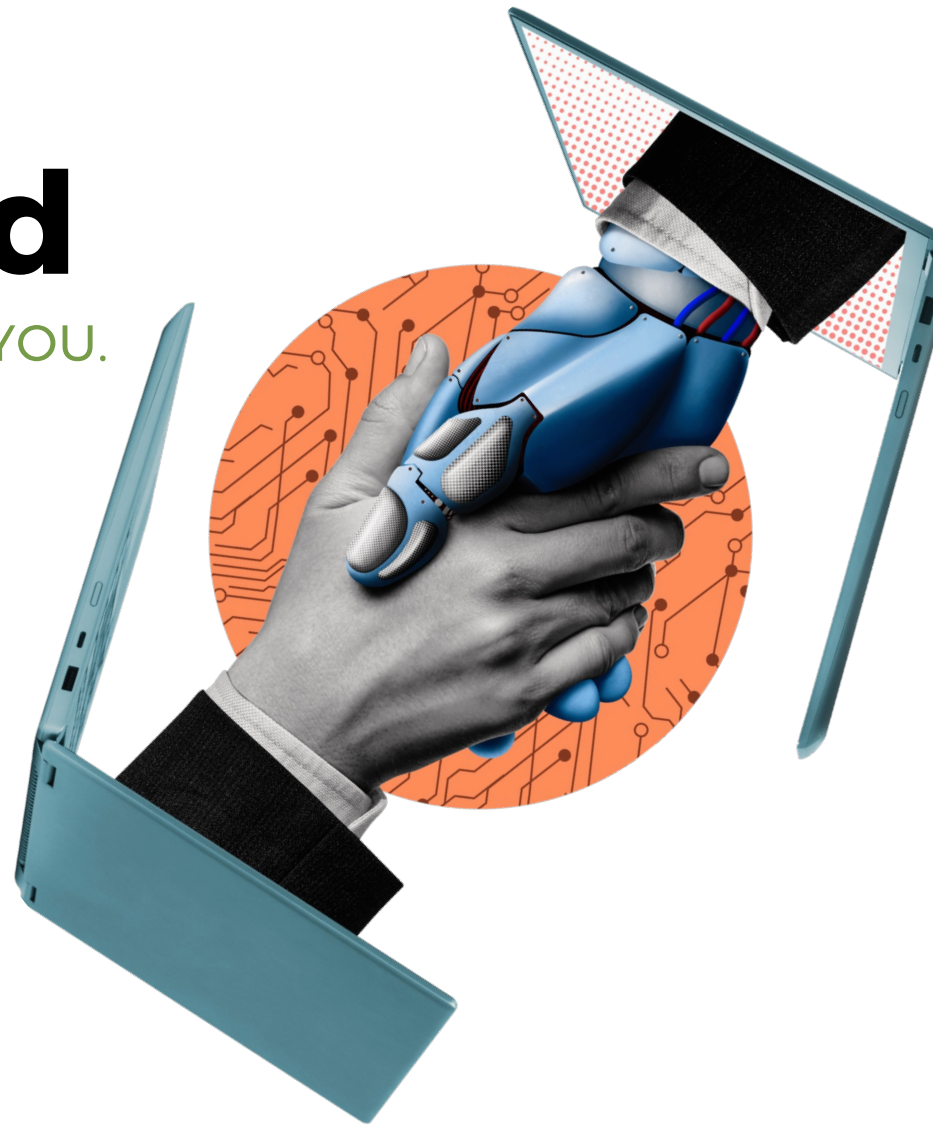
LEARN IT. USE IT. MAKE IT WORK FOR YOU.

AI Productivity Tools to Support Administrative Efficiency

NWAIS ADMINISTRATORS AI WORKSHOP

NWAIS

Northwest Association
of Independent Schools



Presenters



Jim Dunnigan, Ed.D.
Arizona State University
james.dunnigan@asu.edu



Corrie Wilder, Ed.D.
Washington State University
corrie.wilder@wsu.edu



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NWAIS



How does AI in schools make you feel? Share one or two words.

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0 responses



transpiration
bold
creative
fast
focus
inspiration
leader





SHARE YOUR JOURNEY
WITH AI TOOLS:

**What are you
using, and how is
it impacting your
work?**

What is GenAI really?



TRADITIONAL COMPUTING
Rule-based

(e.g., Calculator, Excel spreadsheet)



TRADITIONAL AI
Pattern Recognition

(e.g., Netflix recommendations, Spotify playlists, Siri, Alexa)



GENERATIVE AI
Creative & Adaptive AI

(e.g., ChatGPT, Claude, Gemini, Grok)

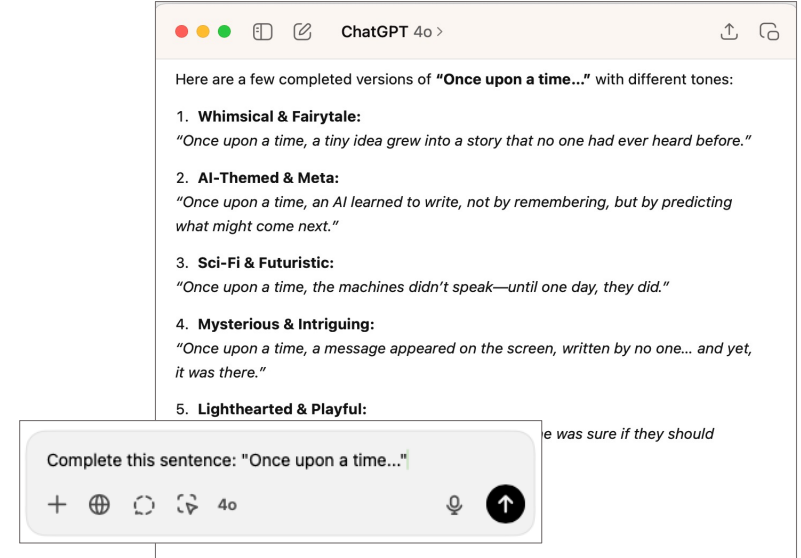
How does it do that?



Trained on large
amounts of text
from internet



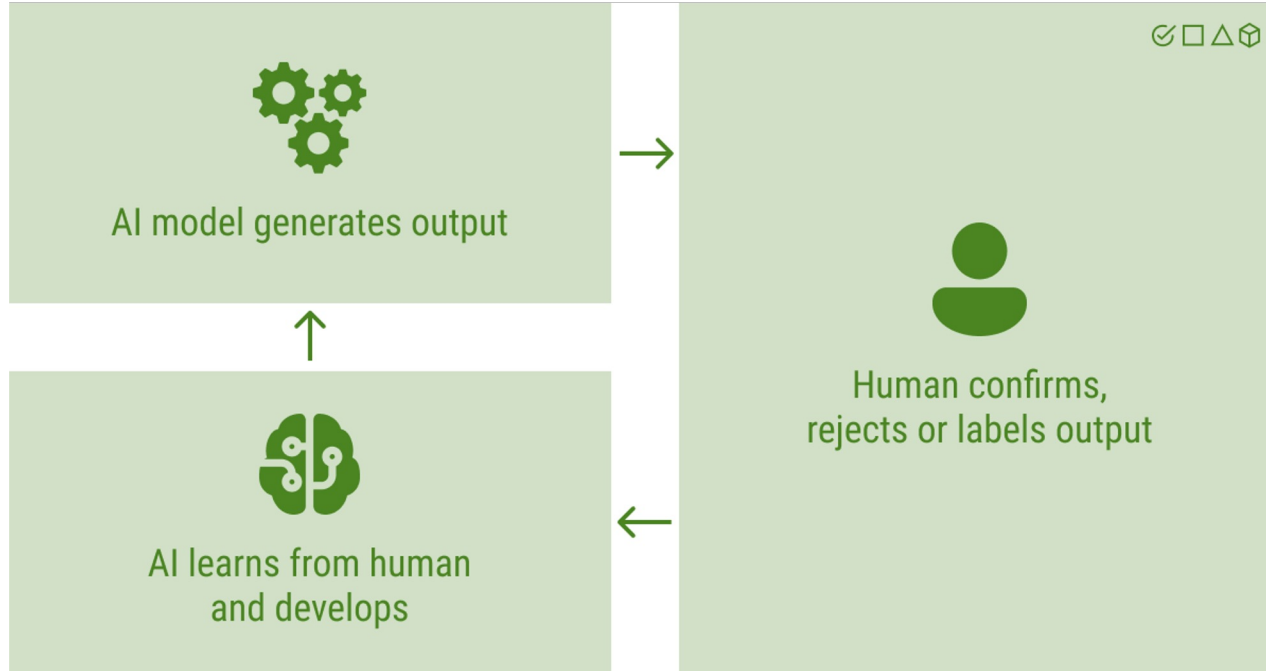
Text is broken into
'tokens' (word parts,
words, or phrases)



Prompt → completion

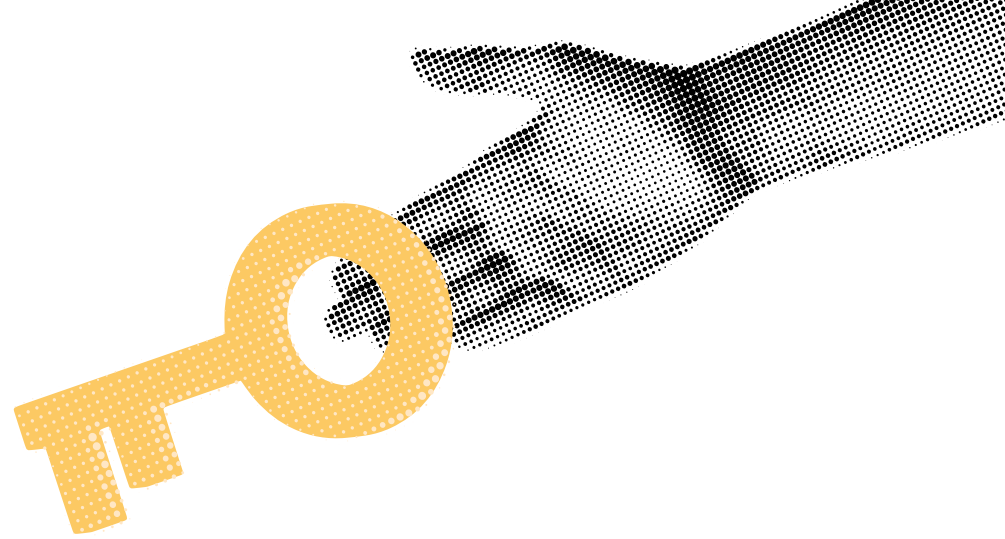
Generates new text from
tokens based on patterns,
probability, and context.

Human-in-the-loop



- ✓ AI models can "hallucinate"—confidently generate incorrect outputs
- ✓ Use AI as a starting point, not the final answer
- ✓ Refine and fact-check AI-generated content
- ✓ Blend AI with human expertise

Student Privacy & Record Security



- ✓ Legal Compliance: *FERPA, GDPR, etc.*
- ✓ Data Protection
- ✓ Transparency
- ✓ Trust Building

AI is

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DUCATED

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EMOCRATIC



The Big Three*

**in our opinion*



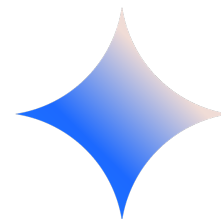
ChatGPT

- Versatile and flexible
- Create and use custom GPTs.
- Strong analytical capabilities.
- Allows uploads
- Includes image generation



Claude

- Simple to use
- Conversational approach
- Responses are very “human” (great for role-play)
- Does not use your data for training



Gemini

- Coding & Theming
- Summarization/Data Exploration
- Large Token Window
- Sentiment Analysis
- “Mixture-of-Experts” Architecture

Prompting 101

- ✓ Ask specific questions
- ✓ Provide context
- ✓ Encourage open-ended thinking
- ✓ Iterate and refine



Prompting 101 *Samples!*



- ✓ What are three strategies for improving student engagement in K-12 classrooms using AI tools?
- ✓ I'm drafting a district-wide policy on AI use in schools. What key considerations should I include to balance innovation and ethical concerns?
- ✓ Here's a rough outline for teacher training on AI literacy. How can I refine it to make it more interactive and practical?





Use Cases for LLMs

Data Analysis & Insights

- ✓ Analyzing spreadsheets for trends and patterns (AI-assisted data summaries)
- ✓ Aggregating and visualizing student data for performance insights
- ✓ Forecasting enrollment trends, attendance patterns, and intervention needs
- ✓ Aligning strategic plans with data insights

Communication & Engagement

- ✓ Generating personalized emails and newsletters
Automating parent communications (AI-powered chatbots, FAQ responses)
- ✓ Drafting annual reports and stakeholder updates
- ✓ Assisting with role-playing difficult conversations (AI-driven coaching)
- ✓ Creating social media posts and website updates

Human Resources & Professional Development

- ✓ Assisting in recruitment and hiring (create job descriptions, interview prep)
- ✓ Drafting letters of recommendation and official correspondence
- ✓ Supporting professional development planning (AI-generated lesson ideas)
- ✓ Generating customized training materials for staff and educators

Curriculum & Instructional Support

- ✓ Creating lesson plans, quizzes, and worksheets aligned with standards
- ✓ Summarizing complex texts for different reading levels
- ✓ Providing real-time personalized tutoring support
- ✓ Automating feedback on student writing and assignments

Projects & Planning

- ✓ Event planning
- ✓ Automating calendaring and scheduling tasks
- ✓ Assisting with accreditation reports and compliance documentation
- ✓ Generating grant proposals and funding applications



Hands-on





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