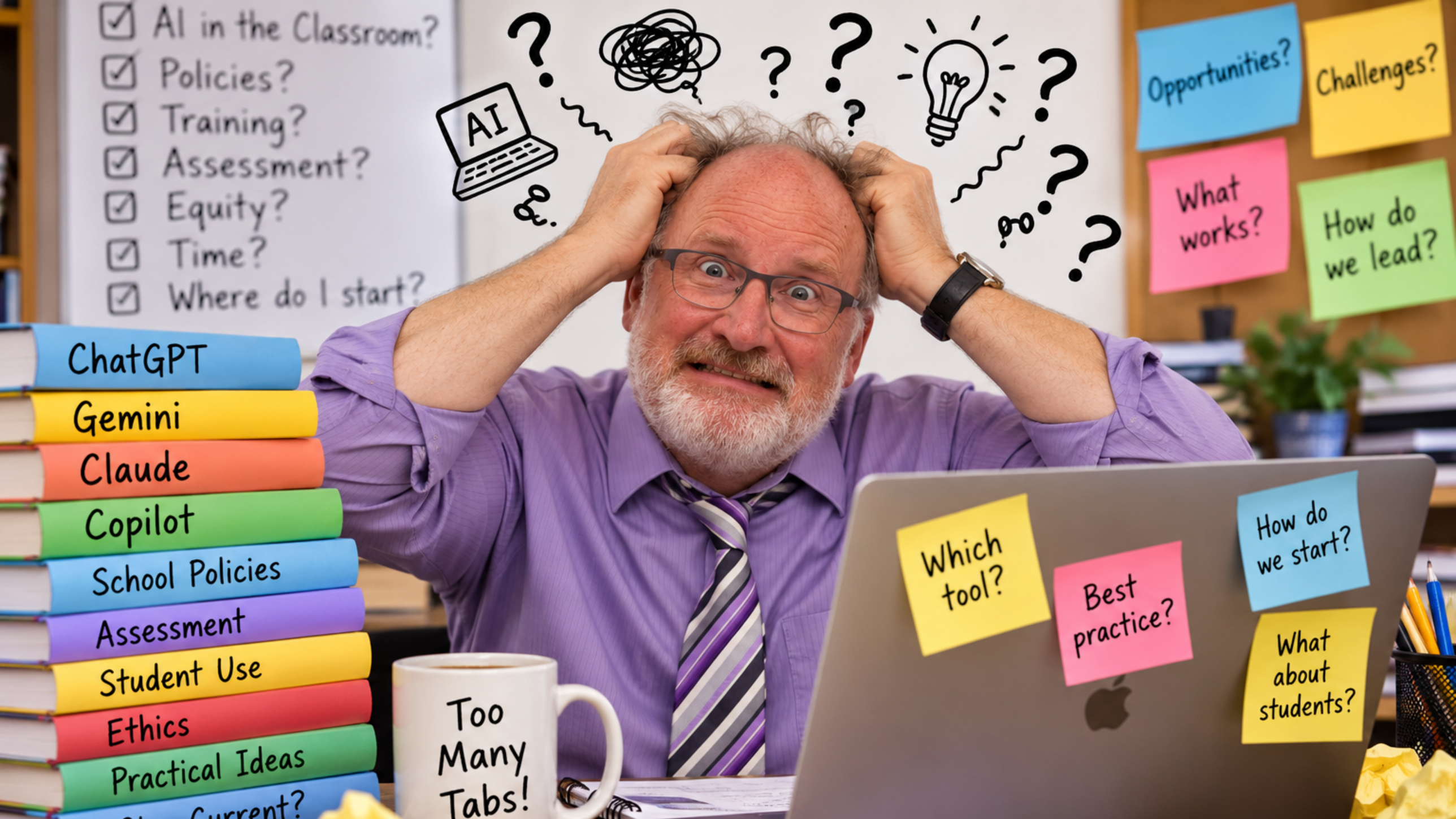
AI Tips and Tricks for Busy Professionals

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Classroom Teachers
Lesson ideas
Student engagement
Assessment
Save time
Administrators
Big picture
Policies and guidelines
Budget considerations
Support staff
Instructional Coaches
Professional learning
Modeling and support
Resources
Build confidence
Department Leaders
Subject-specific uses
Consistent practices
Share with team
Stay current
Special Education Educators
Personalized support
Differentiation
Accessible tools
Help for diverse learners
Technology Staff
Tool evaluation
Implementation
Integration with systems
Troubleshooting
New Teachers
Where to start
Simple ideas
Step-by-step guides
Build confidence
Faith-Based Educators
Lutheran perspective
Ethical considerations
Classroom applications
Discipleship and learning
So many educators... So many needs... How do I help them all?
Same Goal... Better Learning!
Ideas
Training
Policies
Student Needs
Tool Options
Best Practices
Ethics
Assessment
AI Tools
Professional Learning
Time Management
Real-World Examples


AI in the Classroom?
Policies?
Training?
Assessment?
Equity?
Time?
Where do I start?
AI
Opportunities?
Challenges?
What works?
How do we lead?
ChatGPT
Gemini
Claude
Copilot
School Policies
Assessment
Student Use
Ethics
Practical Ideas
Too Many Tabs!
Which tool?
Best practice?
How do we start?
What about students?

THE BIG IDEA

Stop treating AI like a search box.



TIP #1

GIVE YOUR WORK A HOME



Projects

EDUC 626

Rethinking AI Ethics

Presentations

Plan AI Sessions

Lights Academy Seniors

Senior Year Reflection Questions

EDUC 624

Curriculum Discussion Planning

Write Summary Week Plan

Write Unit Seven Ideas

Week Six Assessment Plan

Develop Week Five Changes

Show more

Writing Ideas

AI and Faith Development

Help with Writing

AI Christian Faith Formation

Blog Ideas for FaithEdTech

Baseball Writing Ideas

Created a widescreen slide image for **“Give Your Work a Home.”** It presents projects as an organized place where documents, data, plans, and related materials remain together.

Can we also name this Tip #1?

Worked for 31s >



Updated with **“TIP #1”** above **“GIVE YOUR WORK A HOME.”**

ChatGPT can make mistakes. Check important info.

Work with ChatGPT

TIP #2

REVIEW THE CHATBOT SETTINGS

- Personalize responses
- Manage memory
- Check privacy



Back to app

Search

Personal

General
Appearance
Notifications
Profile
Security and login
Account
Archived chats
Parental controls
Trusted contact
Voice
Storage
Personalization
Pets
Keyboard
Usage
Billing
Data controls

Integrations

Personalization

ChatGPT memory

Configure how ChatGPT manages memory. Learn more

Enable memory
Let ChatGPT personalize your experience based on your chats, files, and connected apps.
Learn more

Memory summary
View an overview of what ChatGPT has learned about you. Use custom instructions for information you'd like it to always keep in mind. You can still manage your old saved memories.
Manage

ChatGPT may use Memory to personalize queries to search providers, such as Bing. Learn more

Writing

Reference my writing style
Let ChatGPT use your chats, Library files, and connected apps to write in your style

Reference photos

Reference photo
This is the photo that ChatGPT refers to when you create an image of yourself
Add

Full-body reference photo
Used to show how clothing and accessories look on you
Add

Base style and tone
Default

Warmth
Default

Data controls

Shared links	Manage
Improve the model for everyone Control whether your chats are used for model training	On
Location When enabled, your location helps ChatGPT provide more relevant information, like local recommendations, news, and weather. Learn more	Turn on
Work network access	On
Reset ChatGPT Work	Reset
Information shared with apps	Manage
Archived chats	Manage
Archive all chats	Archive all
Delete all chats	Delete all
Export data	Export
Cookie preferences	Manage
Marketing privacy	Manage

Screenshot

TIP #3

GIVE AI THE ACTUAL MATERIAL



TIP #4

ASK BETTER QUESTIONS



TIP #5

ANALYZE, CHALLENGE, AND REFINE

- Find strengths and gaps
- Question assumptions
- Compare alternatives
- Improve the draft



TIP #6

BUILD TO FILL A GAP

- Create a planning tool
- Develop an interactive resource
- Design a simple workflow



Research Question Builder

Your curiosity. Your questions. Your research.

⬇ Save Project File | ↥ Resume from File | ✓ Automatically saved in this browser

Work is saved automatically in this browser when available. To continue on another computer or protect against lost browser data, download a project file after each session. To return, open this HTML application and choose “Resume from File.” Keep your most recent project file in a safe location.

Your role: You write the questions. This tool offers thinking prompts and feedback checklists, but it will not write your research questions for you. Your work is saved in this browser as you type. Use **Save Project File** to continue later; use **Download Final Research Plan (.doc)** to submit your finished work in Canvas.

1. Explore | 2. Driving question | 3. Auxiliary questions | 4. Research plan | 5. Review & export

STEP 1

Explore your curiosity

Begin with a topic you genuinely want to investigate. Your ideas can change as you learn.

Your name (for your Canvas submission)

Mr. Black

What topic interests you?

Shells & Valence Explorer

Pick any element. Its **row** tells you how many electron shells to draw; for the main groups, its **column** tells you how many electrons land in the outermost one.

Orbital builder →

JUMP TO ELEMENT — Symbol, name or number — Cl, chlorine, 17

GROUPS →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
valence	1 e⁻	2 e⁻	varies	varies	varies	varies	varies	varies	varies	varies	varies	varies	3 e⁻	4 e⁻	5 e⁻	6 e⁻	7 e⁻	8 e⁻
ion charge	1+	2+	–	–	–	–	–	–	–	–	–	–	3+	±4	3-	2-	1-	0
Period 1 — 1 shell	1 H Hydr…																	2 He Helium
Period 2 — 2 shells	3 Li Lithium	4 Be Beryl…											5 B Boron	6 C Carbon	7 N Nitro…	8 O Oxygen	9 F Fluor…	10 Ne Neon
Period 3 — 3 shells	11 Na Sodium	12 Mg Mag…											13 Al Alum…	14 Si Silicon	15 P Phos…	16 S Sulfur	17 Cl Chlor…	18 Ar Argon
Period 4 — 4 shells	19 K Pota…	20 Ca Calci…	21 Sc Scan…	22 Ti Titani…	23 V Vana…	24 Cr Chro…	25 Mn Man…	26 Fe Iron	27 Co Cobalt	28 Ni Nickel	29 Cu Copper	30 Zn Zinc	31 Ga Gallium	32 Ge Ger…	33 As Arsenic	34 Se Sele…	35 Br Brom…	36 Kr Krypton
Period 5 — 5 shells	37 Rb Rubi…	38 Sr Stron…	39 Y Yttrium	40 Zr Zirco…	41 Nb Niobi…	42 Mo Moly…	43 Tc Tech…	44 Ru Ruth…	45 Rh Rhod…	46 Pd Palla…	47 Ag Silver	48 Cd Cad…	49 In Indium	50 Sn Tin	51 Sb Anti…	52 Te Tellur…	53 I Iodine	54 Xe Xenon
Period 6 — 6 shells	55 Cs Cesium	56 Ba Barium	57–71	72 Hf Hafni…	73 Ta Tanta…	74 W Tung…	75 Re Rhen…	76 Os Osmi…	77 Ir Iridium	78 Pt Plati…	79 Au Gold	80 Hg Merc…	81 Tl Thalli…	82 Pb Lead	83 Bi Bism…	84 Po Polo…	85 At Astat…	86 Rn Radon
Period 7 — 7 shells	87 Fr Fran…	88 Ra Radium	89–103	104 Rf Ruth…	105 Db Dubn…	106 Sg Seab…	107 Bh Bohri…	108 Hs Hass…	109 Mt Meitn…	110 Ds Darm…	111 Rg Roen…	112 Cn Cope…	113 Nh Niho…	114 Fl Flero…	115 Mc Mosc…	116 Lv Liver…	117 Ts Tenn…	118 Og Ogan…
Lanthanides	57 La Lant…	58 Ce Cerium	59 Pr Pras…	60 Nd Neod…	61 Pm Prom…	62 Sm Sam…	63 Eu Euro…	64 Gd Gado…	65 Tb Terbi…	66 Dy Dysp…	67 Ho Holm…	68 Er Erbium	69 Tm Thuli…	70 Yb Ytter…	71 Lu Luteti…			
Actinides	89 Ac Actini…	90 Th Thori…	91 Pa Prota…	92 U Urani…	93 Np Nept…	94 Pu Pluto…	95 Am Amer…	96 Cm Curium	97 Bk Berk…	98 Cf Calif…	99 Es Einst…	100 Fm Ferm…	101 Md Men…	102 No Nobe…	103 Lr Lawr…			

s-block · p-block · d-block (transition metals) · f-block (lanthanides & actinides) · outermost shell = valence

Hydrogen

PERIOD 1 · GROUP 1 · S-BLOCK

H

Z = 1

Neutral atom | Common ion



protons 1

electrons 1

1 p⁺ and **1** e⁻ cancel exactly, so the atom is **neutral**.

ROW → SHELLS

Row **1** of the table → **1** shell to draw.

COLUMN → VALENCE ELECTRONS

Group **1** → **1** valence electron in shell n=**1**.

n=1 — VALENCE **1** e⁻

Groups 1 and 2 sit in the s-block: the outer shell holds 1 or 2 electrons, exactly the group number.

ELECTRON CONFIGURATION

Shells & Valence Explorer

Pick any element. Its **row** tells you how many electron shells to draw; for the main groups, its **column** tells you how many electrons land in the outermost one.

Orbital builder →

JUMP TO ELEMENT — Symbol, name or number — Cl, chlorine, 17

GROUPS →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
valence	1 e⁻	2 e⁻	varies	varies	varies	varies	varies	varies	varies	varies	varies	varies	3 e⁻	4 e⁻	5 e⁻	6 e⁻	7 e⁻	8 e⁻
ion charge	1+	2+	–	–	–	–	–	–	–	–	–	–	3+	±4	3–	2–	1–	0
Period 1 1 shell	1 H Hydr…																	2 He Helium
Period 2 2 shells	3 Li Lithium	4 Be Beryl…											5 B Boron	6 C Carbon	7 N Nitro…	8 O Oxygen	9 F Fluor…	10 Ne Neon
Period 3 3 shells	11 Na Sodium	12 Mg Mag…											13 Al Alum…	14 Si Silicon	15 P Phos…	16 S Sulfur	17 Cl Chlor…	18 Ar Argon
Period 4 4 shells	19 K Pota…	20 Ca Calci…	21 Sc Scan…	22 Ti Titani…	23 V Vana…	24 Cr Chro…	25 Mn Man…	26 Fe Iron	27 Co Cobalt	28 Ni Nickel	29 Cu Copper	30 Zn Zinc	31 Ga Gallium	32 Ge Ger…	33 As Arsenic	34 Se Sele…	35 Br Brom…	36 Kr Krypton
Period 5 5 shells	37 Rb Rubi…	38 Sr Stron…	39 Y Yttrium	40 Zr Zirco…	41 Nb Niobi…	42 Mo Moly…	43 Tc Tech…	44 Ru Ruth…	45 Rh Rhod…	46 Pd Palla…	47 Ag Silver	48 Cd Cad…	49 In Indium	50 Sn Tin	51 Sb Anti…	52 Te Tellur…	53 I Iodine	54 Xe Xenon
Period 6 6 shells	55 Cs Cesium	56 Ba Barium	57–71	72 Hf Hafni…	73 Ta Tanta…	74 W Tung…	75 Re Rhen…	76 Os Osmi…	77 Ir Iridium	78 Pt Plati…	79 Au Gold	80 Hg Merc…	81 Tl Thalli…	82 Pb Lead	83 Bi Bism…	84 Po Polo…	85 At Astat…	86 Rn Radon
Period 7 7 shells	87 Fr Fran…	88 Ra Radium	89–103	104 Rf Ruth…	105 Db Dubn…	106 Sg Seab…	107 Bh Bohri…	108 Hs Hass…	109 Mt Meitn…	110 Ds Darm…	111 Rg Roen…	112 Cn Cope…	113 Nh Niho…	114 Fl Flero…	115 Mc Mosc…	116 Lv Liver…	117 Ts Tenn…	118 Og Ogan…
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s-block · p-block · d-block (tra… · f-block (lanthanides & actinides) · outermost shell = valence

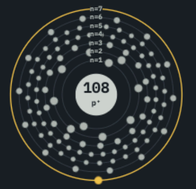
Hassium

PERIOD 7 · GROUP 8 · D-BLOCK

Hs

Z = 108

Neutral atom | Common ion



protons 108

electrons 108

108 p⁺ and **108** e⁻ cancel exactly, so the atom is **neutral**.

ROW → SHELLS

Row **7** of the table → **7** shells to draw.

COLUMN → VALENCE ELECTRONS

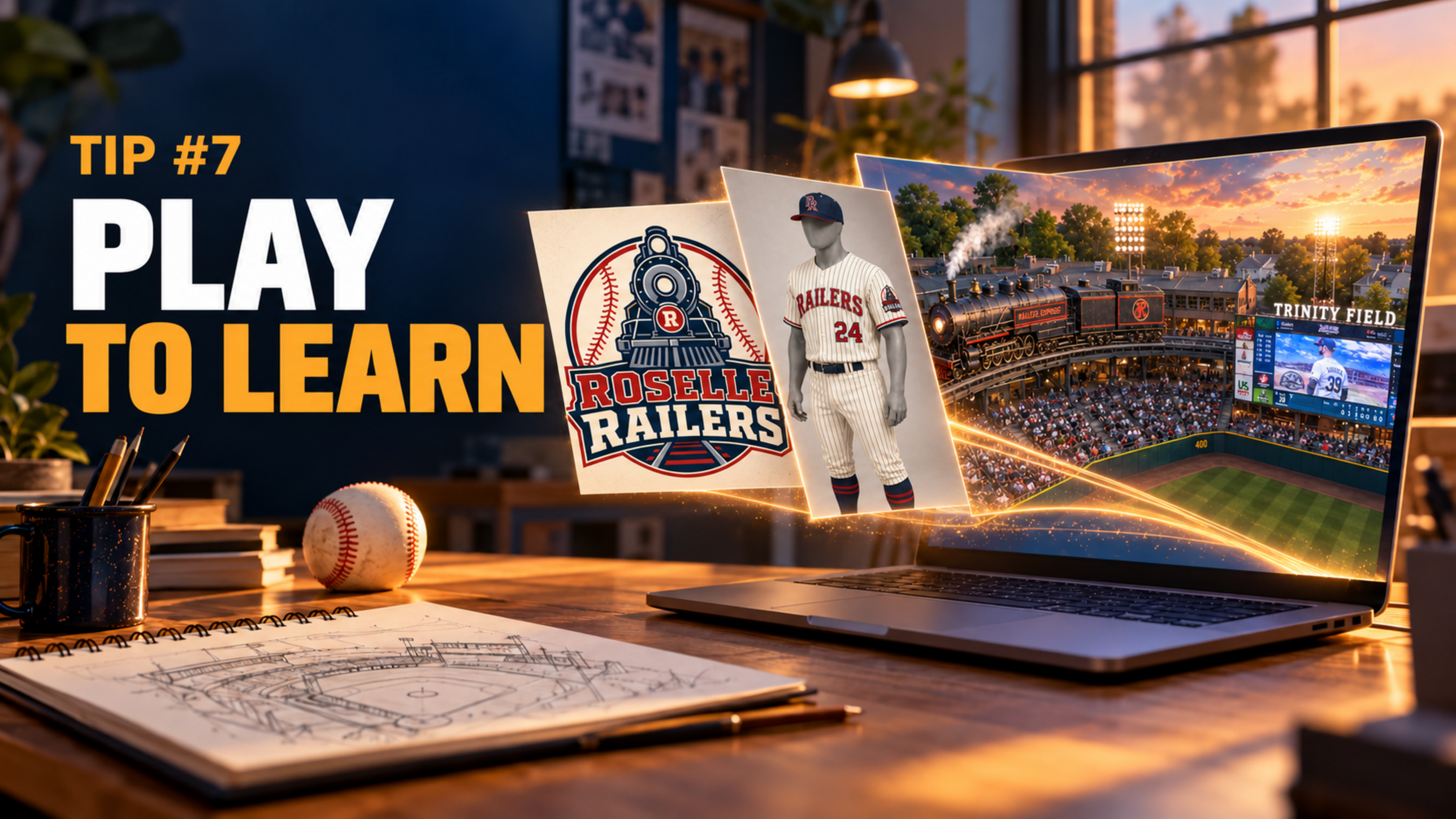
Outermost shell holds **2** electrons, filled after the inner d shell — the group number does not predict it here.

n=1		2 e⁻
n=2		8 e⁻
n=3		18 e⁻
n=4		32 e⁻
n=5		32 e⁻
n=6		14 e⁻
n=7	VALENCE	2 e⁻

Transition metals break the tidy pattern. The outer shell keeps 1–2 electrons while the inner d shell fills, so the group number is not the valence count

TIP #7

PLAY TO LEARN




390
TRINITY FIELD
TRINITY FIELD


TRINITY FIELD at TURNER PARK
CENTER FIELD GATE
390
HOME RUN
335
376
402
365
325


TRINITY FIELD
AT TURNER PARK
RAILERS
MERCHANDISE


TRINITY FIELD
RAILERS GRILL
MERCHANDISE
RR
RAILERS
24


TRINITY FIELD
AT TURNER PARK
CENTER FIELD GATE


RR


RAILERS
24


RAILER
24

Share Other Tips

What is next for you?

AI Tips and Tricks for Busy Professionals

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