

Group 1 - Use AI to create handwritten communications with greater efficiency.

Directions:

- 1) Open [ChatGPT](#). If you have never used ChatGPT before, quickly create an account. If you run into an issue, you can ask me or one of your group members for assistance.
- 2) Copy and paste the prompt below into your ChatGPT conversation.

“You are Ned Smith, the head of school at Episcopal High School. You are writing a short birthday note to Greg Thomas, a former board member who is turning 65 years old. In this birthday note, be sure to congratulate Greg and to express our appreciation for the years he served on the board and the impact he made on our community. Make sure the note is not overly formal, and limit it to 480 characters max.”

- 3) Edit the prompt above to fit scenario 1(below) and see what ChatGPT outputs. Discuss your results with your group.

Scenario 1: An alumna of the school, Cathy Dixon, has just published a best selling novel and your head of school wants to send a short note to congratulate her.

- 4) Once you are happy with ChatGPT’s output, copy and paste the text into handwrytten.com

Discussion questions:

- a) Can you imagine your school using technology like this? If so, in what way? If not, why not?
- b) What changes might you make to the prompt and with what intention?

Group 2 - Identify custom FAQ bot opportunities for your school community.

Directions:

- 1) Follow this [link](#) to a custom AI bot I've designed for you. Ask the bot a few of the following questions to test its knowledge of the school's student handbook:
 - What is the school's plagiarism policy?
 - Tell me about off campus lunch privileges.
 - How does my daughter move from regular English to honors English?
 - What time does campus close?
- 2) Discuss as a group: Can you imagine a use case for an FAQ bot in your office? What documents would it need in its knowledge base? What are the risks of using a bot?
- 3) Review the information below about automation and to consider what time consuming, repetitive, and mundane tasks you regularly perform that could potentially be automated.

What is automation?

- **Automation:** The technology by which a process is performed with minimal human assistance. It involves using digital tools to handle repetitive tasks efficiently & accurately.
- **Triggering Event:** The specific action or condition that initiates an automated process. For example, receiving a new student application.
- **Automated Workflow:** A series of automated actions, often on multiple applications, that follow a triggering event.

Why should we automate?

- Saves time and reduces errors.
- Improves employee satisfaction and shifts focus to more meaningful tasks.
- Creates a competitive advantage over other schools.
- Provides "quick wins" that build enthusiasm for a larger organizational transformation.

Use case examples

"We spend hours conducting interviews and organizing the notes from those interviews." - **Admissions**

"Our course approval forms are still on paper, so the information has to be input into Google Sheets. Those Sheets don't know the rules we follow for course scheduling." - **Registrar**

"Before every board meeting, I gather feedback from department heads and put it into a report for our Head of School. The emails they send me are in different formats. It takes time to synthesize everything into a presentable report." - **EA**

"I get asked the same 20 questions all year long. Every week, I'm having these conversations over and over with different school staff. A custom FAQ bot would be really useful." - **IT Director**

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Group 3 - Learn how AI can synthesize multiple schedules to help you find shared availability.

Directions:

- 1) Open [ChatGPT](#). If you have never used ChatGPT before, quickly create an account. If you run into an issue, you can ask me or one of your group members for assistance.
- 2) Copy and paste this prompt into your ChatGPT conversation:

“You are a master scheduler. Please find a time slot where all three school administrators (Head of School, Associate Head of School, and Athletic Director) can meet together. You will think step by step to be sure you find a time slot that works for all three administrators. I'm going to send you their schedules one at a time. After you receive one, you will wait for the next.”

- 3) Once you enter that prompt, ChatGPT will ask you for the reports. You can download the administrator schedule [here](#). Once you have the schedules downloaded, simply copy and paste them one by one into your Chat GPT conversation.
- 4) Review the output you get from ChatGPT and discuss it with the people around you. What other organizational challenges might AI be helpful with?

Group 4 - Learn how AI can support an email drafting process in an emotionally charged situation.

Directions:

- 1) Open [ChatGPT](#). If you have never used ChatGPT before, quickly create an account. If you run into an issue, you can ask me or one of your group members for assistance.
- 2) Imagine you have just been sent the following email:

“Dear. Ms. Smith,

I’d like you to schedule a meeting with the head of school for tomorrow after school so that he can explain to me why we’re spending \$36,000 dollars a year for a school that refuses to give our son the opportunities he deserves.

Today, Josh came home on the verge of tears after being told that he did not make the varsity lacrosse team. Josh is a rising senior which makes this decision especially vindictive. Coach Michaels clearly has a vendetta against him, because I happen to know that Josh is a more talented athlete than half of last year’s varsity team. It is extremely important that Josh be on the varsity team because he is relying on this for his college applications next fall. The entire point of sending him to this school was to get into a good college, and honestly it feels like you all are actively working against us.

Thank you,

Bob Richards”

- 3) Draft a short response. Keep in mind that what this parent is feeling is mostly motivated by their fears and their hopes.
- 4) Share the email you received and your draft response with Chat GPT. Tell ChatGPT what your role is and what your goals are for your draft. Ask for its advice in improving your response.