

# Beginners guide to AI for Fulton Schools staff

At FSE, we believe AI is not just a tool—it's a partner in innovation. These helpful tips will guide you through your AI journey.

## Good prompting practices

### ▶ Be specific

Include context, audience, purpose and desired format.

### ▶ Start small

Break big tasks into smaller ones.

### ▶ Iterate

Refine and re-ask until you get closer to what you need.

### ▶ Always review

Check tone, accuracy and inclusivity before sharing outputs.

### ▶ Good vs. bad prompts

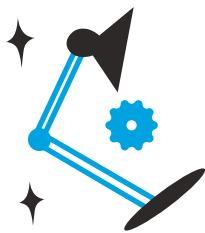
Bad prompt: "Write an email."



Good prompt: "Write a professional email to undergraduate students about a scholarship application deadline. Keep it friendly and encouraging. Provide a subject line and bullet points for key dates."



## Troubleshooting tips



### Output too generic?

⚙️ **Add more details** (audience, tone, length).

### Output inaccurate?

✂️ **Break task into smaller steps**, verify facts.

### Got something useful?

↓ **Save the prompt** in your personal "prompt library" for reuse.



## Getting started:

### Example prompts for FSE staff

#### 1 Draft communications

"Write a professional but friendly email reminding students about the upcoming advising deadline."

#### 2 Summarize information

"Summarize this two-page meeting agenda into five bullet points for a quick update."

#### 3 Create checklists

"Generate a checklist for planning a student event with at least 50 attendees."

#### 4 Welcome/onboarding

"Draft a short welcome message for a new staff member, highlighting FSE values."

#### 5 Brainstorm ideas

"List five ideas for increasing student engagement in tutoring sessions."

#### 6 Outline documents

"Create an outline for a presentation to staff about new advising technology."

#### 7 Rephrase for clarity

"Rewrite this policy paragraph in plain language for students."

#### 8 Meeting prep

"Draft a 30-minute meeting agenda for a team check-in focused on project progress."

#### 9 Plan a schedule

"Create a simple weekly schedule template for tracking student outreach tasks."

#### 10 Report support

"Summarize key themes from these survey responses into three categories."