

# Personalizing and Adapting Materials Using Generative AI: A Demonstration

## Webinar handout

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### Safeguarding students in using AI

*Before using any AI tools make sure that the relevant people, learners, parents and school communities - know you're using this tool, and encourage students not to share any personally identifiable data while using them. Some tools may collect data, and some may have age restrictions. For example, ChatGPT requires that children ages 13 to 18 obtain parental consent before using it. Find out what you can about each tool before using it.*

### Introduction to Microsoft Copilot

Microsoft Copilot is an AI-powered assistant designed to enhance productivity and personalize user experiences. Integrated seamlessly into the Microsoft Edge browser, Copilot provides contextual assistance and streamlines tasks to improve efficiency. Microsoft Copilot can be accessed as a website at [copilot.microsoft.com] or using the Microsoft Edge sidebar.

*Disclaimer: This presentation is not sponsored or endorsed by Microsoft. The tool is presented to support educators in fostering innovative and accessible learning experiences.*

### Copilot main features

- **Sidebar:** The sidebar in the Microsoft Edge browser provides quick access to Copilot's features, enabling interaction without disrupting workflow.
- **Conversation Styles:** Copilot offers three conversation modes: **More Creative**, **More Balanced**, and **More Precise**.
- **Source Selection:** Users can choose various sources (e.g., webpages, YouTube videos, PDFs) for Copilot to assist with generating content.

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## How teachers can use Microsoft Copilot

- **Text Generation:** Copilot can generate diverse types of content based on teacher prompts, such as lesson plans, summaries, or exercises. This makes content creation fast and adaptable to specific classroom needs.
- **Citing Sources:** With every piece of information it generates, Copilot also provides accurate citations. This ensures that teachers can create lesson materials that are not only engaging but also academically reliable, promoting a practice of ethical content use.
- **Image Creation:** The AI can create images based on user instructions, making it easier for teachers to integrate visual aids into their lesson materials and presentations.
- **Summarizing Web Pages and Videos:** Copilot's ability to summarize web content and YouTube videos is particularly beneficial for educators looking to adapt or simplify extensive material. The AI extracts key points from these resources, helping teachers condense information into more accessible formats for students.
- **Adapting Text for Proficiency Levels:** One of the most powerful features of Copilot is its capacity to adapt text to different English proficiency levels. Teachers can prompt the AI to simplify complex content, making learning materials more suitable for younger or less advanced students.
- **Saving and Exporting Content:** Copilot makes it easy to save and export the content it generates, ensuring that educators can organize and distribute customized materials with minimal effort.

## Effective Use in Education:

- **Clear and Specific Instructions:** To get the most out of Copilot, clear and precise prompts should be used. Detailed instructions help the AI generate content that closely aligns with educational goals.
- **Personalization and Adaptation:** Copilot allows teachers to personalize and adapt their materials to fit individual student needs, making it a powerful tool for differentiated instruction. Whether translating text, simplifying lessons, or tailoring content to various learning styles, Copilot aids in creating inclusive and engaging learning experiences.

## Further reading/resources

- AI for education: Resources and learning opportunities: <https://learn.microsoft.com/en-us/training/educator-center/topics/ai-for-education>
- Microsoft Copilot quick guide: <https://cdn-dynmedia-1.microsoft.com/is/content/microsoftcorp/microsoft/final/en-us/microsoft-product-and-services/microsoft-education/downloadables/Microsoft-Copilot-Quick-Guide.pdf>
- Design prompts for learning: <https://learn.microsoft.com/en-us/training/modules/enhance-teaching-learning-bing-chat/design-prompts-learning>