PANORAMA SUMMER SCHOOL

SESSION 3

Prompting with Purpose
AI Best Practices for
District Leaders

August 6, 2025

JOIN THE CONVERSATION:

In the chat, please share your:

Name + District + Role

and

let us know...

If you could take a summer vacation anywhere right now, where would you go?

Before We Begin

- **This webinar is being recorded!**
  You will receive the recording and resources in a follow-up email within the next two days.
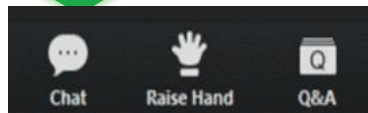
- **All attendees are in listen-only mode**
  Please ask any questions via the Q&A tool or share comments via the Chat feature.

- **All resources will be shared**
  We will share links to the resources in the chat. Feel free to let our team know if you need anything.

Chat: share your role(s) and the town/city you are calling in from

Chat   Raise Hand   Q&A

Q&A: ask questions

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Welcome back to Panorama Summer School!

SESSION 1

Panorama Next:
Unlock Every
Student's Potential

SESSION 2

Playbook Power-Ups:
Fresh Strategies and
Faster
Follow-Through

SESSION 3

Prompting with
Purpose:
AI Best Practices for
District Leaders

SESSION 4

Reset & Refocus:
Build Your
Attendance Game
Plan for 2025-26

TODAY

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Today, you'll hear from...

Georgia Bambrick

Sr. Professional Learning Director

AI Lead

Panorama Education

Nick Woolf

Instructional Design Director

AI Specialist

Panorama Education

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Agenda

Prompting Fundamentals

Advanced Prompting Techniques

District Priorities for AI in 2025-26

Q&A + Resources

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Prompting Fundamentals

POLL TIME

How confident do you feel in your ability to write effective prompts?

🏖️ Dipping my toes in—I've never really thought about prompting

🌊 Wading in waist deep—I sometimes think intentionally about my prompts but without much real knowledge

🏄 Riding the waves—I know a few prompting techniques and apply

them

🌅 Sunset in sight—I use prompting strategies intentionally when I use AI

☀️ Soaking up the sun—I feel confident coaching or training others on crafting effective prompts

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A tale of two phone calls home...

"Hi, I just wanted to say that your child is doing a great job. Keep up the good work!"

"Hi, I'm calling to share how proud I am of Jaden — he's turned in every homework assignment this week after a tough start to the year. His persistence is really paying off, and I can't wait to see him keep it going!"

Reflect & Share

What aspects of the second prompt seemed to "steer" the AI towards a better result?

Script a very quick positive phone call home message for my student

Tools

You are a teacher calling home to celebrate a student's progress. Write a short, warm phone script (2–3 sentences) for a 4th grader named Jaden, who has been turning in all homework this week after struggling earlier in the year. Mention growth and encourage continued effort.
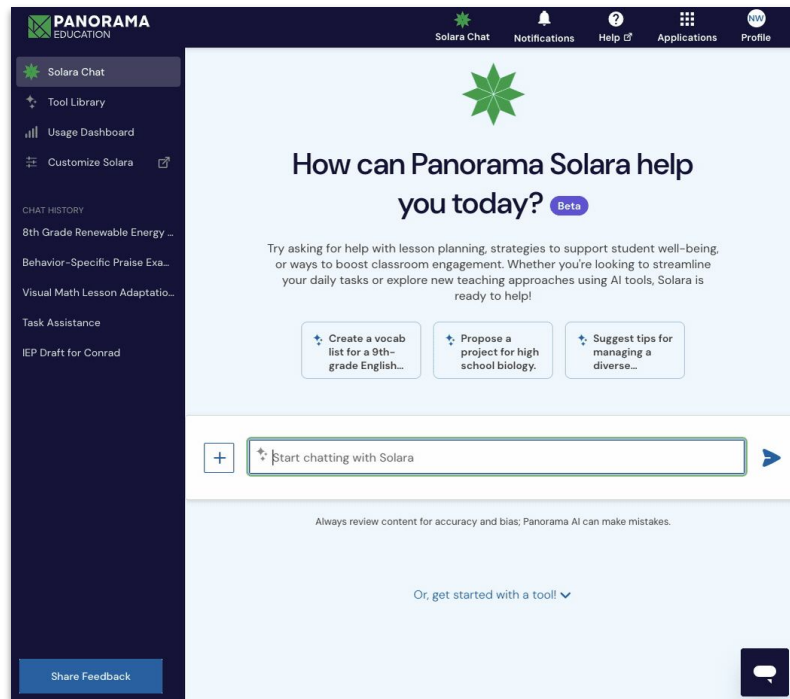
Tools

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What is a *prompt*? What is *prompt engineering*?

A **prompt** is the information given to an AI tool to guide it in generating a desired output.

Prompt engineering is the skill of communicating clearly with AI.

Prompting as Exploration

"We need to start to think about how to teach people to use AI in a world that is changing quite rapidly. Focusing on **exploration and use**, rather than a set of defined rules, might work better."

Ethan Mollick
Professor and AI Researcher, University of Pennsylvania
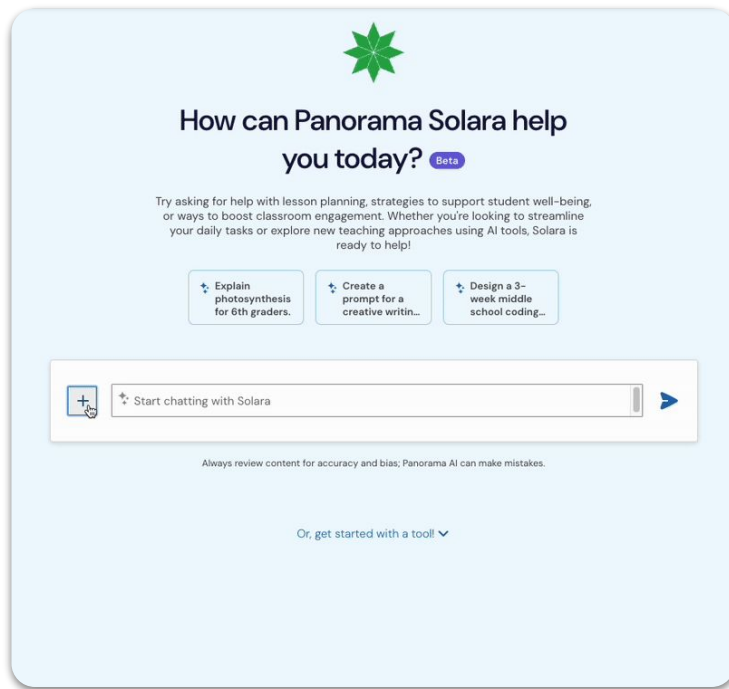
Pillars of Prompting

Context Improves Outputs

Clarity > Complexity

Embrace Iteration & Co-Editing

Meet Panorama Solara: Your Customizable, Districtwide AI Platform

Securely connected to your student data. Recommendations personalized to every learner. Data never leaves the district's walled garden.

Industry-Best Security and Privacy Measures

Student Data | **Anthropic AI**

SOC 2 TYPE 2 — AICPA SOC

iKeepSafe — FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT — FERPA

EDSAFE AI ALLIANCE

1EDTECH TrustEd Apps™ CERTIFIED DATA PRIVACY
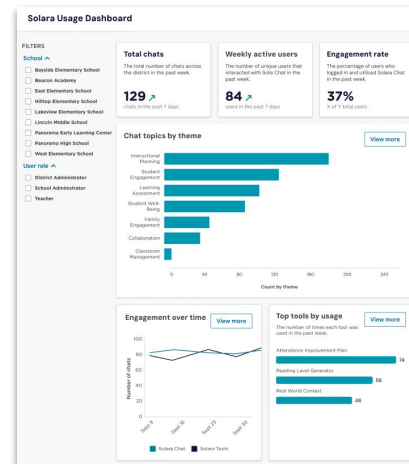
Student data is never used to train models

Certifications independently verify our practices

We provide full visibility on how Solara is used

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Context Improves Outputs

SCENARIO: You are preparing a caregiver-facing Q&A document that outlines your district's new device usage policy. The document must be clear and ready for translation.

Act as an education communications specialist. Draft a one-page caregiver Q&A (~400 words, grade-8 readability) introducing our district's updated Student Device Usage Policy, effective August 18 2025. I've attached the policy here.

Title: "Your Questions Answered: Student Devices at Northview"

Answer in order:

1. What is the new policy and its purpose?
2. How will it empower students as responsible digital citizens?
3. What supports ensure equitable and safe use at school and home?
4. How is student data kept private and secure?
5. How can families offer feedback or request a loaner device?

Tone & style: asset-based, partnership-oriented; clear, plain language; numbered Q&A layout; end with a call-to-action linking to device tutorials and upcoming info sessions.

Include: rollout timeline (policy approved May 2025, full implementation August 18 2025); FERPA compliance; no off-campus location tracking; supports such as 24/7 help desk, optional insurance-fee waiver for qualifying families, digital citizenship lessons (grades 3-12); one concrete success example (e.g. a fifth-grader using accessibility tools at home); option for caregivers to set personalized screen-time limits via the Parent Portal.

Footer: "Disponible en español, Somali, and Vietnamese — bit.ly/NVSD-Translate."

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Clarity Over Complexity

SCENARIO: You are creating an overview of spring reading benchmark results to share with principals with recommended next steps.

Write a one-page summary (≈300 words) of our reading benchmark results for principals.

Audience: Elementary and middle-school principals (non-technical readers)

Summary Content: The summary must include the following:

1. Overall district proficiency rate (% at/above benchmark)

2. Three biggest gains vs. Fall 2024

3. Three areas still below target

4. Two recommended next steps for teachers

Style:

• Plain language, no argon

• Use short paragraphs and numbered lists

• End with a brief call-out: "Data source: FastBridge, April 2025"

Return text only—no graphs or tables.

Embrace Iteration and Co-Editing

SCENARIO: You are leading the creation of a multiyear strategic plan focused on literacy gains.

You are my co-editor. Draft the first version of our district's Strategic Literacy Improvement Plan.

Length & Format

• 2,000–2,500 words in plain text

• Use the following headings:

1. Vision & Purpose

2. Current State Snapshot (data as of Spring 2025—placeholder notes OK)

3. Goals & Measurable Targets (KPIs, baseline TBD)

4. Key Strategies (Tier 1 instruction, MTSS, professional learning, family engagement)

5. Resource Needs & Budget Estimates

Constraints

• Grade-10 readability; avoid jargon

• Align with ESSA and state literacy priorities

• Emphasize equity for multilingual learners and students with IEPs

Writing Process

At the end, add a "Revision Roadmap" (≈150 words) listing:

1. Three sections that most need richer district data

2. Two areas where tone could be more inspiring

3. One structural change to improve clarity

Return the full draft plus Revision Roadmap. I will then review and give targeted edits for the next draft.

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Advanced Prompting Techniques

Task Decomposition ("Chunking")

I just uploaded the Spring 2025 Teacher Engagement & Retention Survey raw data (CSV), last year's survey results (Excel), open-ended comments (PDF), and our district's strategic-plan slide deck (PPT). In **one single response**, please do the following:

1. "Clean the dataset: drop incomplete rows, standardize school names, and flag any duplicate IDs."
2. "Compute the response rate, mean engagement score, median engagement score, standard deviation, and confidence interval (95 %)."
3. "Break down engagement by grade band (PK-2, 3-5, 6-8, 9-12), subject area, years of service, certification status, and demographic subgroups."
4. "Cross-tabulate retention intent with engagement quartiles and run a chi-square test for significance—report p-values."
5. "Identify the top **five** and bottom **five** Likert-scale items; for each, write a 100-word narrative explaining the score."
6. "Generate a sentiment-analysis summary of the open-response comments, including top positive and negative keywords, and visualize them in two word clouds."
7. "Compare every metric to the Spring 2024 survey and highlight changes ≥3 percentage points in a color-coded table (green up, red down)."
8. "Detect any correlations > 0.3 among survey items and visualize them in a heat map."
9. "Draft three "bright-spot" case studies (150 words each) featuring schools that improved engagement by ≥10 points, naming specific leadership practices."
10. "Produce a root-cause analysis for the three lowest-scoring themes using a fishbone diagram and a 5-Whys narrative."
11. "Outline a full six-month implementation roadmap: Gantt chart with milestones, owners, and "RACI" roles."
12. "Draft an executive summary (350 words max) fit for the superintendent and a separate 200-word email to principals."
13. "Return all tables in Markdown, embed the word-cloud images, and ensure accessibility compliance (alt-text, high-contrast colors, heading hierarchy)."
14. "Double-check everything for accuracy, then format the entire response in AP style, 12-point Arial, left-aligned, with no orphan lines."
15. "Finish with a checklist of everything you did and at least five suggested next steps for future data collections."
16. "All of this must appear in **one** cohesive, well-organized message."

VS…

Act as my education data-analyst assistant. We'll examine the **Spring 2025 Teacher Engagement & Retention Survey** in five micro-steps. After each step, **pause and wait** for my feedback before moving on.
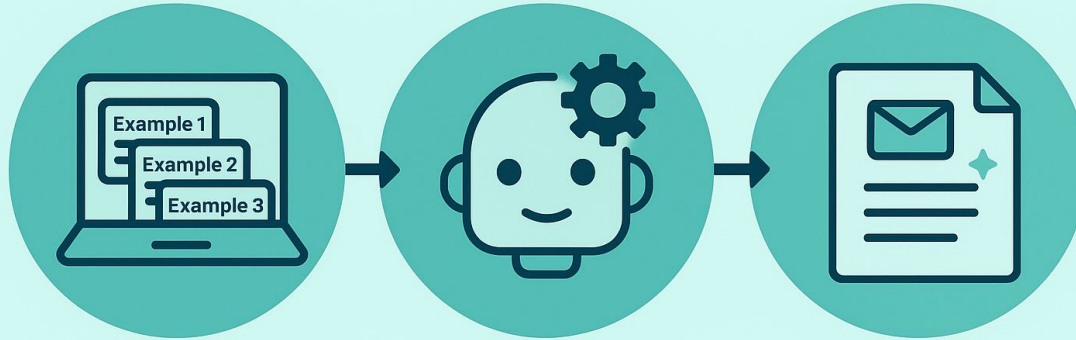
1. "**Snapshot Metrics** – report response rate, overall engagement score, and retention-intent percentage."
2. "**Bright Spots** – list the three highest-scoring items or themes, with one sentence of interpretation each."
3. "**Pain Points** – list the three lowest-scoring items or themes, plus one clarifying question we should ask next time."
4. "**Root-Cause Signals** – surface any patterns by grade band, school type, or tenure that might explain the pain points (use simple tables if helpful)."
5. "**Action Recommendations** – propose three evidence-based strategies we could pilot in 2025-26, citing relevant data from Steps 2–4."

I'll upload the CSV file now. Begin with **Step 1** and wait for me to reply "Approved" before continuing.

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Few Shot Prompting
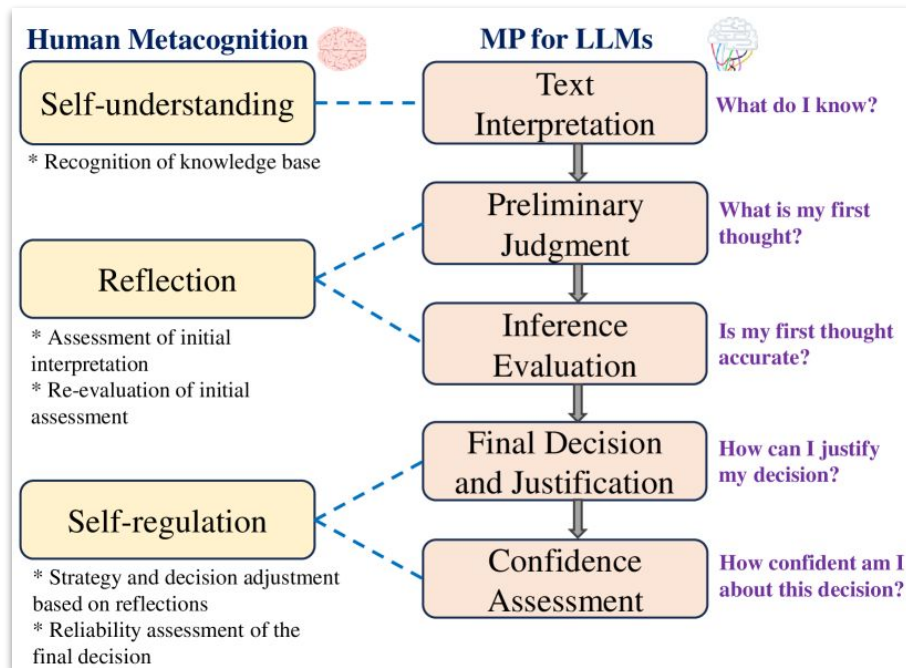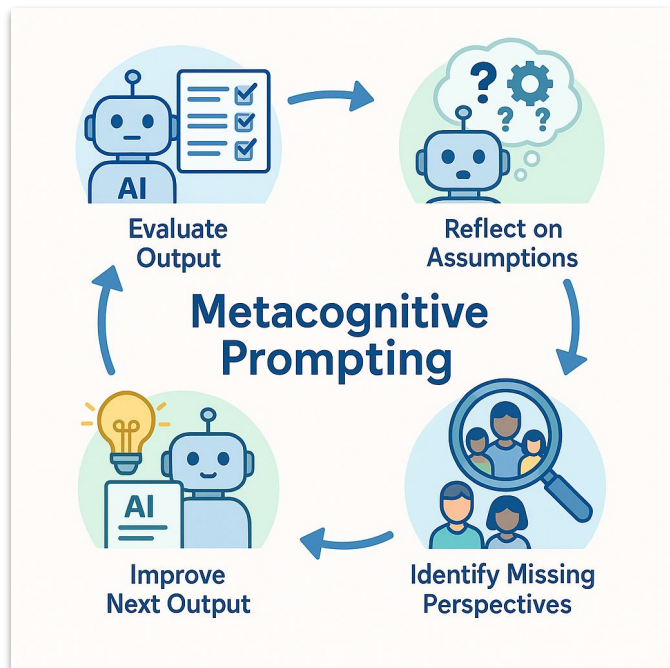
Few-Shot Prompting

Provide examples ("shots") in the prompt

In-context learning
Pattern recognition

Model is steered to better performance

Metacognitive Prompting

Source: Metacognitive Prompting Improves Understanding in Large Language Models

What else are districts juggling when it comes to AI?

Baseline AI Literacy

"How do I ensure everyone in my district knows the basics of AI & how to use it responsibly?"

Change Management

"How do I get folks to actually adopt the tool I want them to?"

Identifying Use-Cases

"What are high-impact use-cases for AI aligned to outcomes we are prioritizing?"

AI Policy Creation

"We don't have an AI policy."

"Our policy is outdated & we don't where to start"

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Change Management

Awareness
Leaders are exploring Solara, but most staff are unfamiliar with its purpose or potential. AI conversations are just beginning.

Experimenting
Some roles are using Solara for specific tasks, and pockets of value are emerging. There's growing excitement, but usage is inconsistent and support structures are still forming.

Optimizing
Solara is being integrated into regular workflows, with clear guidance and custom tools for common use cases. The district is beginning to see measurable gains in efficiency and effectiveness.

Transforming
Solara is fully embedded across systems, with widespread training, leadership, and aligned usage expectations. The focus is on scaling best practices to achieve district-wide impact on educator capacity and student outcomes.

Poll: Next Steps

What kind of follow-up would be most helpful for you after this session?

- I'd like a personalized walkthrough of Panorama Solara

- I'd like to learn more about bringing Panorama's AI Literacy certification course to my full district

- I'm interested in future Panorama webinars and learning opportunities

- I'm just here to learn today—no follow-up needed!

Resources

- **[100+ Generative AI Prompts for School and District Teams](#)**

- **[Exemplar Prompts for Educators](#)**

- **[Prompting Best Practices](#)**

- **[The PREPARED Framework](#)**

- **[AI Literacy Essentials for K-12](#)**

Criteria for Strong Prompts

These prompts were developed in collaboration with Panorama's Teaching and Learning team using a set of clear criteria to ensure they are high-quality, practical, and aligned with the real needs of educators. Each prompt was designed with educational best practices, responsible AI use, and district workflows in mind.

The "RTD" Prompting Framework

Role	**Task**	**Details**
What kind of role should the AI take on? Who or what is it portraying?	What exactly should the AI do? Detail the specifics and purpose of the task.	Include helpful context, constraints, instructions, and formatting notes.

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...e you are..." to give the model a clear persona.

...uctions provide context or a specific role, learners
...2011).

...n the causes of World War I with clear,

...ted Precision)

..." "Analyze," or "Compare."

...: goals improve performance and output quality (Locke

...7th-grade English class studying 'The

...r Action)

...able," "as a checklist," "as a narrative," etc.

...ation into structured formats helps with knowledge
...984).

...table: Stage, Process Description, and

4. Provide a Use Case (Contextual Relevance)

Prompt Action: Add context by stating the scenario, audience, or intended purpose.

- **Why:** Situated learning theory emphasizes that context-rich, relevant tasks improve learning engagement (Lave & Wenger, 1991).
- **Example:** "Generate a letter to parents explaining how self-management skills benefit middle schoolers' academic success."

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See you next week for Session 4!

Reset & Refocus:
Build Your Attendance Game Plan for 2025-26

Wednesday, August 13, 2025 | 3 PM ET / 12 PM PT

Speakers:

Christopher Forst
Professional Learning Director,
Panorama Education

Takeru "TK" Nagayoshi
Senior Customer Advocacy
Manager, Panorama Education

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Audience Q&A

Thank you!