PANORAMA EDUCATION

Prompt Challenge

Advanced Prompting in Action

Ready to level up your prompting skills? This activity introduces three creative **Prompt Challenges** designed to help you experiment with advanced technique.

As you move through each challenge, you'll practice breaking down complex tasks, giving AI high-quality examples to learn from, and reflecting on how your own thinking shapes the output. These skills will help you communicate more clearly with AI, get stronger results, and deepen your own AI literacy.

Whether you're analyzing data, supporting students, or communicating with stakeholders, these strategies can help you prompt like a pro—collaborating with AI tools in more intentional and creative ways.

🧩 Prompt Challenge #1: Decompose a Complex Request

Sometimes, a single prompt is too big for AI to handle well—especially when the task involves multiple goals, steps, or types of output. This is where decomposition comes in: breaking a complex task into smaller, more manageable chunks that AI can respond to more effectively.

🏫 Scenario:

You're planning a professional learning day focused on strengthening differentiated instruction across your school (or district). You want to use AI to help draft several materials—each serving a different purpose.

Instead of asking for everything at once, you'll break the task into clear, sequential chunks.

🧠 Your Task:

(1) Identify at least three distinct components of this planning task that AI could help with. For example:

- Drafting a session overview
- Designing discussion questions for breakout groups
- Creating a follow-up survey

(2) Write three separate prompts—one for each chunk. Use clear, specific language and include details like your audience, goals, and format.

(3) Run each prompt in your AI tool of choice (approved by your district). Review the responses.

(4) Reflect: which chunked prompt led to the strongest result? What did you notice about how AI responded when the request was smaller and more focused?

🧩 Prompt Challenge #2: Teach by Example

Few-shot prompting is a powerful way to guide AI by giving it one or more examples before asking it to generate something. This helps the model better understand expectations, especially when the task involves a particular tone, format or level of detail.

🏫 Scenario:

You're preparing a series of family-facing communications for the school year—everything from behavior policy reminders to curriculum updates. You want the tone to be clear, warm, and welcoming across all messages. To help AI generate new messages in that same tone, you'll provide a few strong examples first.

🧠 Your Task:

(1) Find or write **2–3 short sample messages** that reflect the tone and style you want across future communications. These can be real messages you've written or quick drafts you create for this activity.

(2) Choose a new communication need—e.g., announcing an upcoming parent night or explaining a new attendance policy.

(3) Write a prompt that includes:

- A short instruction about what the AI should write
- Your 2–3 sample messages as examples
- Any details about audience, language level, or format

(4) Review the AI's response. Does it match the tone, structure, and clarity of your examples?

(5) Reflect: What impact did the examples have on the AI's response?

🧩 Prompt Challenge #3: Metacognitive Prompting

One powerful way to improve AI outputs is to ask the AI to *evaluate its own responses*. This strategy—metacognitive prompting—pushes the AI to explain its thinking, identify limitations, and consider alternative perspectives. It's especially useful when you're using AI to support nuanced or high-stakes decision-making.

🏫 Scenario:

You're drafting a talking points memo for an upcoming school board meeting. You've asked AI to summarize key attendance trends and suggest possible causes for recent changes. The first draft is decent—but before moving on, you want to sharpen the analysis by prompting the AI to reflect and refine its own response.

🧠 Your Task:

(1) Write an initial prompt that asks AI to:

- Analyze a pattern (e.g., behavior incidents, attendance drops, academic gaps)
- Offer 2–3 possible causes or contributing factors

(2) Then, build on the original output by asking the AI to:

- Identify one or more potential limitations or blind spots in its first answer
- Suggest an alternative explanation or counterpoint
- Explain how or why this new perspective adds depth to the analysis

(3) Ask the AI to revise or expand the original memo/talking points based on this deeper analysis.

(4) Reflect: how did asking the AI to critique itself improve the final result?