

AI in Education Toolkit

A Practical Guide for Confident Integration

By Rooted Visuals Studio

Tagline: *Rooted in Knowledge. Growing Education That Works.*

Page 1 — Cover Page

Visuals:

Abstract roots or branching lines (symbolizing knowledge + growth) with navy (#0033A0), bright orange (#FA4616), and white palette.

Include small icons of AI elements (brain, circuit lines, chat bubble).

Text Layout:

- Title: **AI in Education Toolkit**
- Subtitle: *A practical guide for confident integration*
- Byline: *Rooted Visuals Studio | Founded by Courtney Clark, M.Ed., Ed.S.*
- Tagline (footer): *Educator-founded. Evidence-driven. Purpose-centered.*

Page 2 — Welcome & Purpose

Header: *Welcome to the Future of Teaching — and Learning.*

Body Copy:

Artificial Intelligence is reshaping every corner of our world — and education is no exception. For educators, the question isn't *if* AI will play a role in teaching and learning, but *how* we'll shape that role responsibly.

Rooted Visuals Studio created this toolkit to help you move from curiosity to confident, informed action. You'll find frameworks, examples, and reflection prompts that make AI literacy practical, equitable, and empowering — no jargon, no gimmicks.

Whether you're a classroom teacher, instructional coach, or school leader, this resource is designed to help you:

- Understand what AI really is (and what it isn't)
- Explore classroom-ready strategies
- Reflect on ethical and cultural implications
- Build a plan for AI integration that supports students and staff

Pull Quote:

"Educators don't need to fear AI — they need to lead it."

Page 3 — What AI Is (and What It Isn't)

Header: *The Foundation: Understanding AI in Education*

Body Copy:

AI (Artificial Intelligence) refers to computer systems that perform tasks that typically require human intelligence — such as recognizing patterns, generating text, solving problems, or personalizing experiences.

In education, AI already appears in tools you use daily: adaptive learning software, chatbots, automated grading, translation apps, and smart tutoring systems.

But here's what's essential:

- AI doesn't replace teachers — it extends their capacity.
- AI doesn't teach values — educators do.
- AI is only as good as the *humans who guide it*.

Mini Section: Common Misconceptions

Misconception	Truth
"AI will take teachers' jobs."	AI can't replace relationships, empathy, or judgment.
"AI always knows the answer."	AI predicts, not understands — it requires verification.
"AI makes things faster, so it's always better."	Efficiency without reflection can reinforce bias or error.

Page 4 — The 3 Pillars of AI Literacy

Header: *Every Educator Needs AI Literacy — Here's What That Means.*

Body Copy:

AI literacy goes beyond learning tools — it's about understanding systems, ethics, and possibilities.

Rooted Visuals Studio defines AI literacy through **three essential pillars**:

1. **Knowledge:** Understanding what AI is, how it works, and how it's used in education.
2. **Practice:** Applying AI tools thoughtfully to enhance learning, not automate it.
3. **Reflection:** Considering how AI impacts equity, culture, and student empowerment.

Visual Idea: Use a 3-circle Venn diagram labeled “Knowledge,” “Practice,” and “Reflection” with the intersection labeled “AI Literacy.”

Pull Quote:

“AI literacy isn't a tech skill — it's a teaching competency.”

Page 5 — Classroom Integration Framework

Header: *The AI Integration Framework: 3 Steps to Start Strong*

Body Copy:

Use this framework to move from awareness to confident classroom use.

Step 1: Discover

- Identify your current comfort level with AI tools.
- Learn the basics through exploration (try one tool at a time).
- Reflect on your purpose: *Why this tool? How does it serve learning?*

Step 2: Design

- Choose one lesson, unit, or workflow to enhance with AI.
- Use AI to simplify prep, differentiate instruction, or create visuals.
- Keep the human element first — AI should inform, not instruct.

Step 3: Discuss

- Involve students in conversations about AI ethics and accuracy.
- Encourage curiosity and critical thinking (“How do we know this is true?”).
- Share successes and questions with your team or PLC.

Sidebar:

 *Pro Tip:* Start with non-grading uses (like brainstorming, generating ideas, or rewording instructions) before expanding to assessment tasks.

Page 6 — AI Tools for Educators (Quick Reference)

Header: *Practical Tools to Get You Started*

Subheader: Each tool listed below supports responsible, educator-centered use.

Purpose	Recommended Tools	Classroom Use
Lesson planning	ChatGPT, SchoolAI, Brisk Teaching	Generate objectives, examples, rubrics
Differentiation	MagicSchool, Diffit, Curipod	Adapt text or questions for varied levels
Creativity & Design	Canva Magic Studio, Adobe Express	Visualize concepts, create slides, infographics
Data & Feedback	EdPuzzle, Formative, Quizizz AI	Analyze trends, personalize feedback
Student Writing Support	Grammarly, QuillBot Edu	Encourage revisions, reflection, and voice development

Note:

Always check your district's data privacy and ethical guidelines before adopting new tools.

Page 7 — Equity & Ethics in AI

Header: *Teach Students to Question the Machine.*

Body Copy:

AI reflects the data it's trained on — and that data often reflects human bias.

As educators, we play a crucial role in helping students develop digital discernment.

Reflection Prompts:

- Who created this AI tool, and whose voices might be missing?
- What cultural assumptions are baked into its design?
- How can I model critical use rather than blind trust?
- What boundaries should I establish for responsible classroom use?

Visual Element: A scale balancing “Efficiency” and “Equity” with the word *Intentionality* at the center.

Pull Quote:

“Ethical AI starts with an aware educator.”

Page 8 — Reflection & Self-Assessment

Header: *How AI-Ready Are You?*

Mini Checklist:

- ☐ I can explain what AI is and how it affects my teaching.
- ☐ I can identify one or more AI tools that align with my instructional goals.
- ☐ I feel confident teaching students about the ethics of AI.
- ☐ I use AI to improve my workflow, not replace my planning.
- ☐ I understand how AI connects to my district's mission and values.

Next Steps:

Mark which statements you can confidently check off. The rest become your growth targets for the year.

Page 9 — Teacher Prompt Deck (Sample)

Header: *20 Classroom Prompts for Educators Using AI Responsibly*

Examples:

1. “Generate three discussion questions for a middle school lesson on ecosystems.”
2. “Reword this paragraph at a 4th-grade reading level.”
3. “Summarize the main themes of *The Outsiders* in under 100 words.”
4. “Create a parent-friendly summary of this classroom policy.”
5. “List creative project ideas that assess understanding of fractions.”
6. “Provide feedback for a student essay focusing on clarity and organization.”

Pro Tip: Always verify AI outputs and edit for accuracy, tone, and cultural relevance.

Page 10 — AI Readiness Framework for Schools

Header: *Assess Your Team's AI Literacy Level*

Level	Description	Focus
1. Aware	Staff are familiar with AI concepts but unsure how to use them.	Introduce fundamentals; host awareness PD.
2. Exploring	Teachers are testing AI tools with guidance.	Build confidence and ethical understanding.
3. Implementing	AI is used purposefully in lessons or workflows.	Monitor equity, data privacy, and consistency.
4. Leading	AI use is systemic, ethical, and student-driven.	Scale successful practices across the district.

Note:

Use this as a reflection rubric during faculty meetings or PD follow-ups.

Page 11 — Extend the Learning

Header: *Turn Curiosity into Capacity.*

Body Copy:

Ready to bring AI literacy to your district or team?

Rooted Visuals Studio offers customized professional learning designed for educators at every level of readiness.

Workshop Series Topics:

- *AI in Education: Foundations for Teachers*
- *Leading AI Literacy: Frameworks for Districts*
- *Designing with AI: Tools for Instructional Innovators*

CTA:

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[Book a PD Consultation]

Page 12 — Closing Page

Header: *Rooted in Knowledge. Growing Education That Works.*

Body Copy:

This toolkit is part of Rooted Visuals Studio's mission to empower educators with research-based, ready-to-use resources that turn knowledge into action.

Footer:

 *Educator-founded. Evidence-driven. Purpose-centered.*

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 Design Tip Summary (for Canva):

- Keep each page airy — 70% text / 30% white space.
- Use line dividers or light icons for visual rhythm.
- Pull quotes in italics or in orange accent boxes.
- Alternate background tones (white → light gray) every 2 pages for pacing.
- Add footer: *Rooted Visuals Studio | getrootedvisuals@gmail.com | Rooted in Knowledge. Growing Education That Works.*