

OpenAI

AI Skills Jam for K-12 Educators

San Bernardino | July 22, 2026

SBCUSD Faculty connect to network

WIFI Network | SpecialEvents

Password | SpecialEvents1

OpenAI Academy



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen

WALTON FAMILY
FOUNDATION



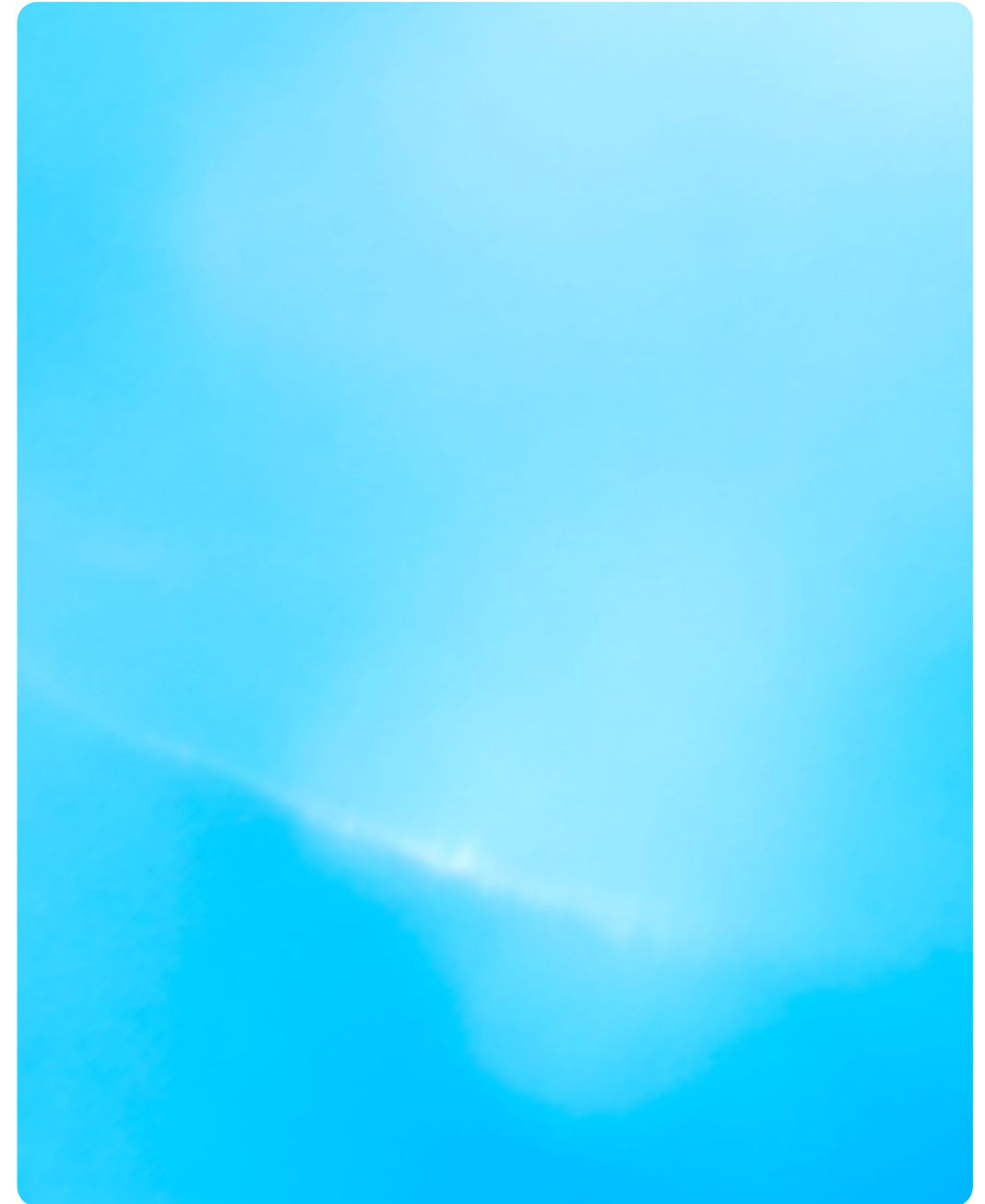
Welcome

Olivia Pavco-Giaccia
Strategic Initiatives Lead, Education, OpenAI

Welcome

Cesar Lopez
Coordinator, Accountability and
Educational Technology
San Bernardino City Unified School District

- 01 Overview of ChatGPT
- 02 Getting in-product
- 03 Multimodal features of ChatGPT
- 04 Fundamentals of prompting
- 05 Customizing ChatGPT
- 06 Creating with ChatGPT
- 07 Q&A
- 08 Jam / Build Time



Let's get a quick sense
of who's in the room.

Stand up or raise your hand if...

Now, meet one person near you.

Introduce yourself
(name, position), and share:

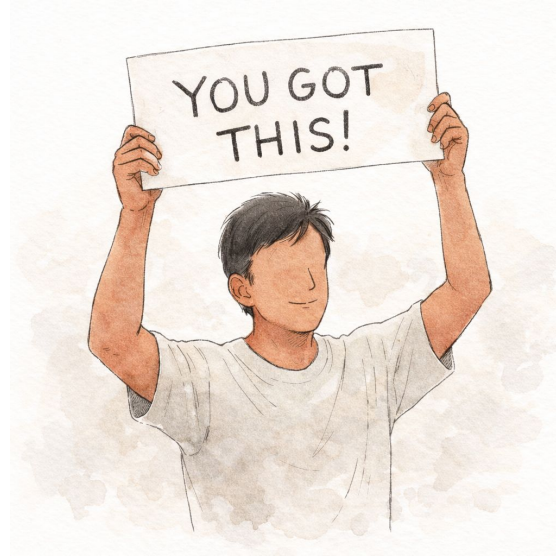
“The one thing I hope AI can take
off my plate is...”

Approach this workshop with patience & curiosity



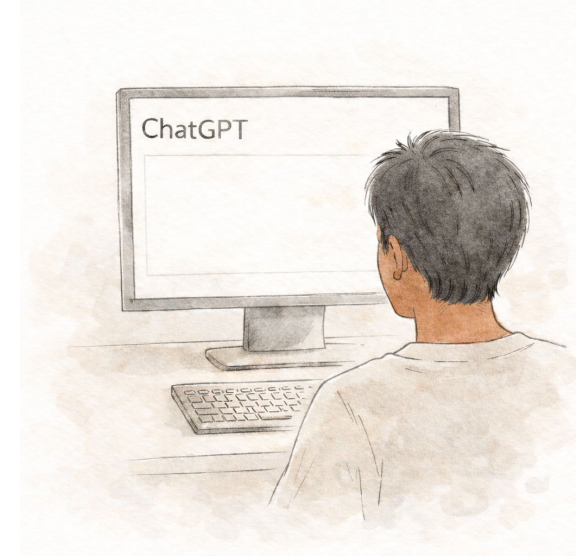
Be patient

ChatGPT doesn't always get it right. It needs context and feedback.



You've got this

Don't overthink it. Start small, share the details, and specify what "good" looks like.



Just start

Not sure where to start?
Ask ChatGPT

What you'll leave with today

A reusable solution

A repeatable way to get a real task done (not just a cool demo).

Working examples you created

Prompts, outputs, and tools tailored to your own work.

Access to peers & resources

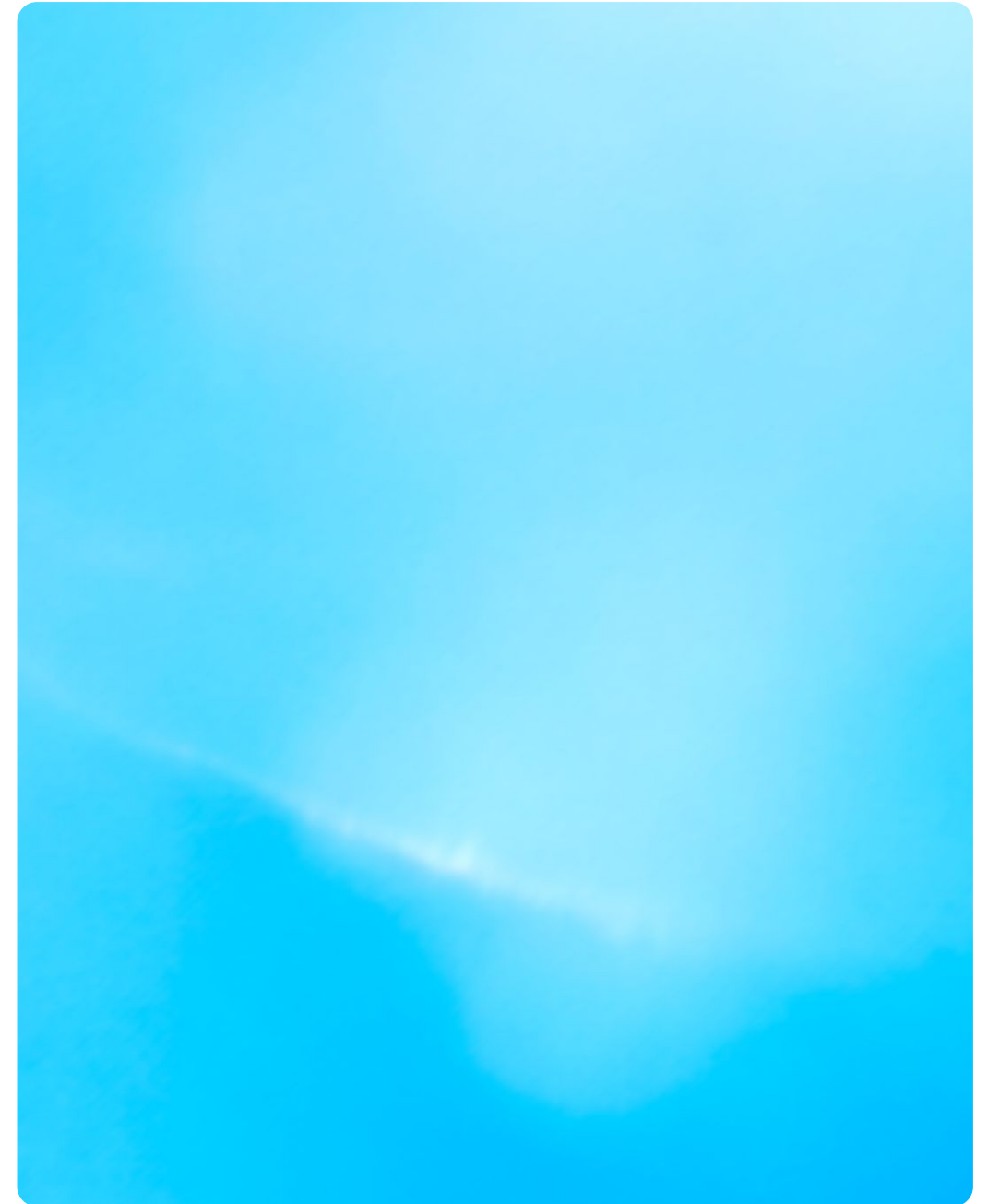
Tutorials and a community to keep learning.

Let's dive in

ChatGPT for Teachers 101

Bryan Petzold

AI Success Engineer, OpenAI



01 Overview of ChatGPT

02 Getting in-product

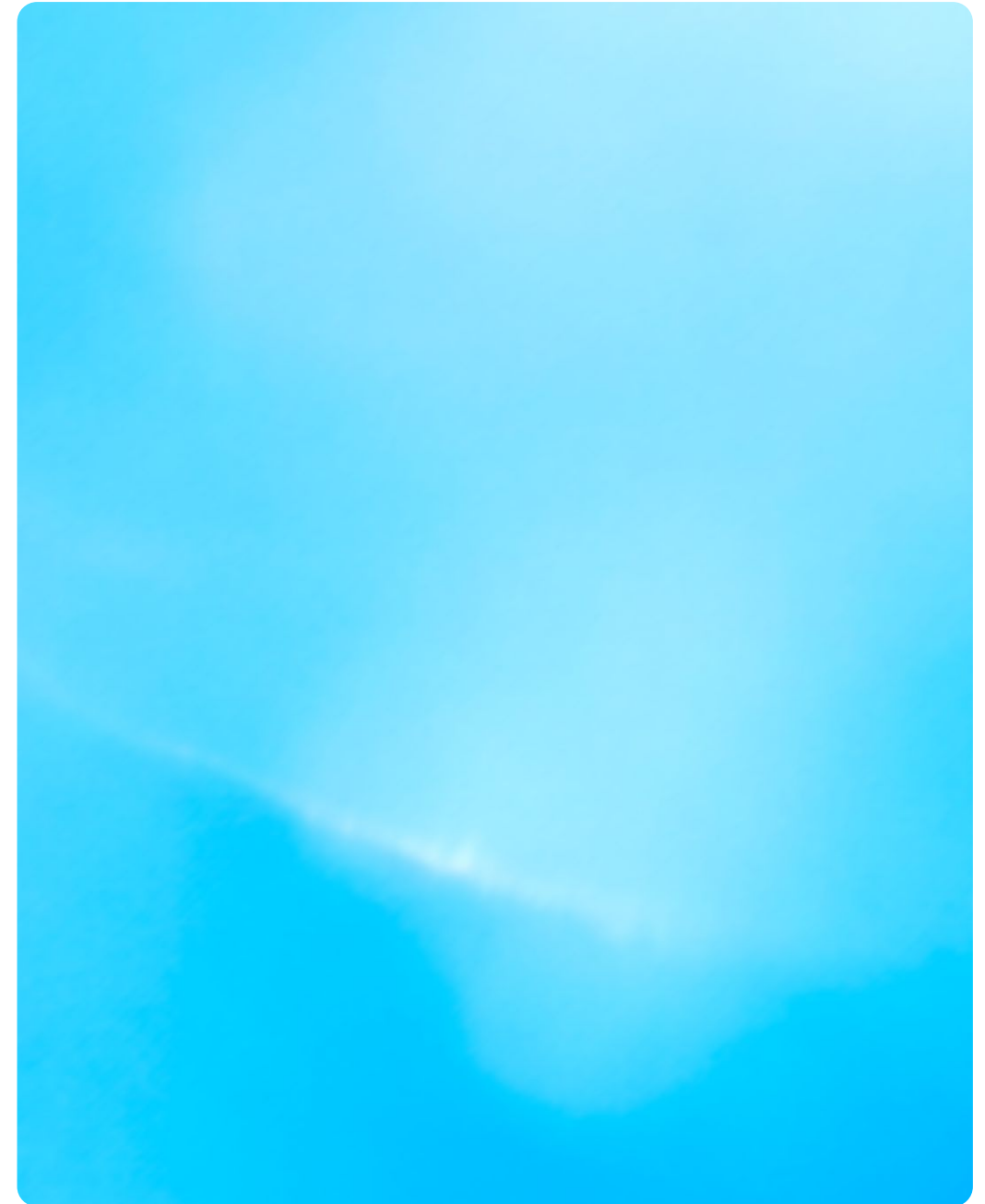
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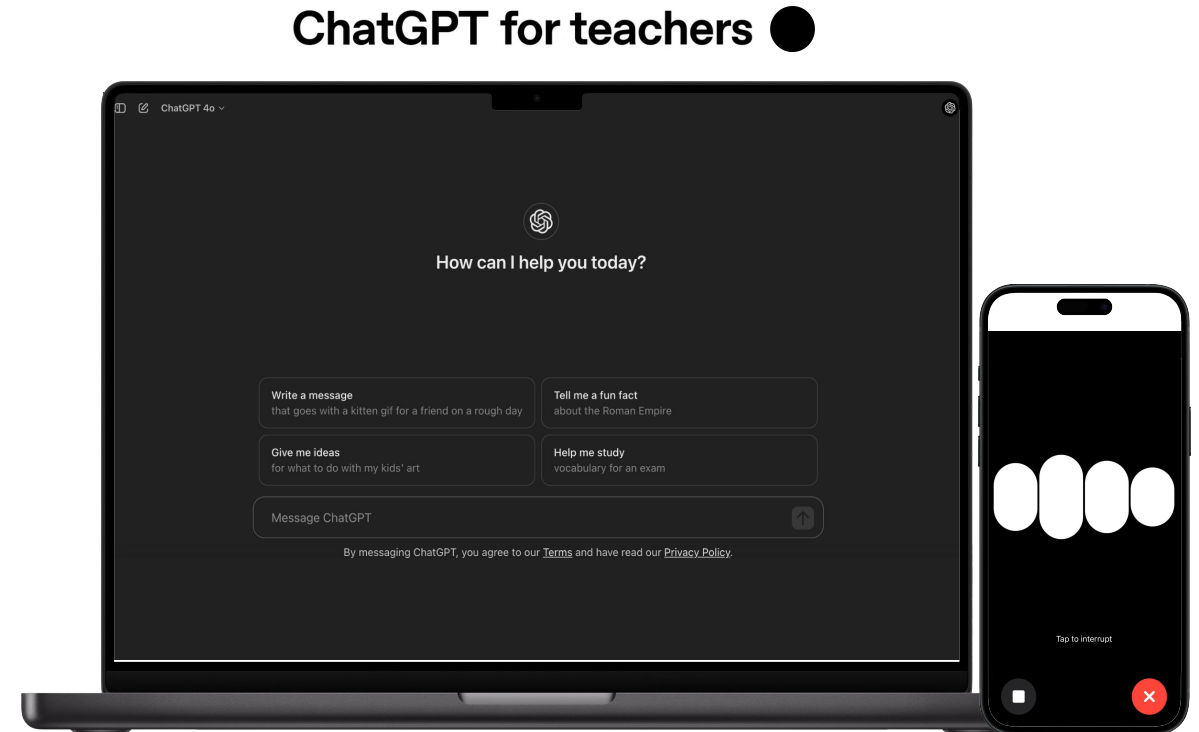
Generative AI is a type of artificial intelligence that can **create new content based on the instructions you give it**. That can mean writing a draft email, summarizing a long document, building a lesson plan, brainstorming ideas, or helping you explain a concept in simpler terms.

You can think of it like a responsive assistant that works through language: it can help you get started faster, save time on repetitive work, and support your creativity when used thoughtfully.

What does that look like?

ChatGPT for Teachers: AI to support educators, staff, and leaders

- ✓ **Access to latest models, Deep Research**, our flagship models, excelling in text interpretation, coding, and mathematics
- ✓ **Affordable seat pricing** for students, faculty, staff and administration
- ✓ **Higher message limits** than the free version of ChatGPT
- ✓ **The ability to build GPTs**, *custom versions of ChatGPT*, and share them within school workspaces
- ✓ **Advanced capabilities** such as data analytics, web browsing, and document summarization
- ✓ **Robust security, data privacy, and administrative controls** such as group permissions, SSO, SCIM 1, and GPT management



Using AI Responsibly

Know your school's AI policy. Be clear on what's allowed, which tools to use, and when to share or disclose AI use.



Keep teacher judgment in the loop. Use your professional judgment at every step — especially when making instructional decisions or preparing materials for students.



Review before sharing. Take a moment to check for accuracy, bias, and age-appropriateness before using it with students or families.



Understanding AI Hallucinations

Know what hallucinations look like. AI can invent facts, quotations, citations, or details while presenting them confidently.



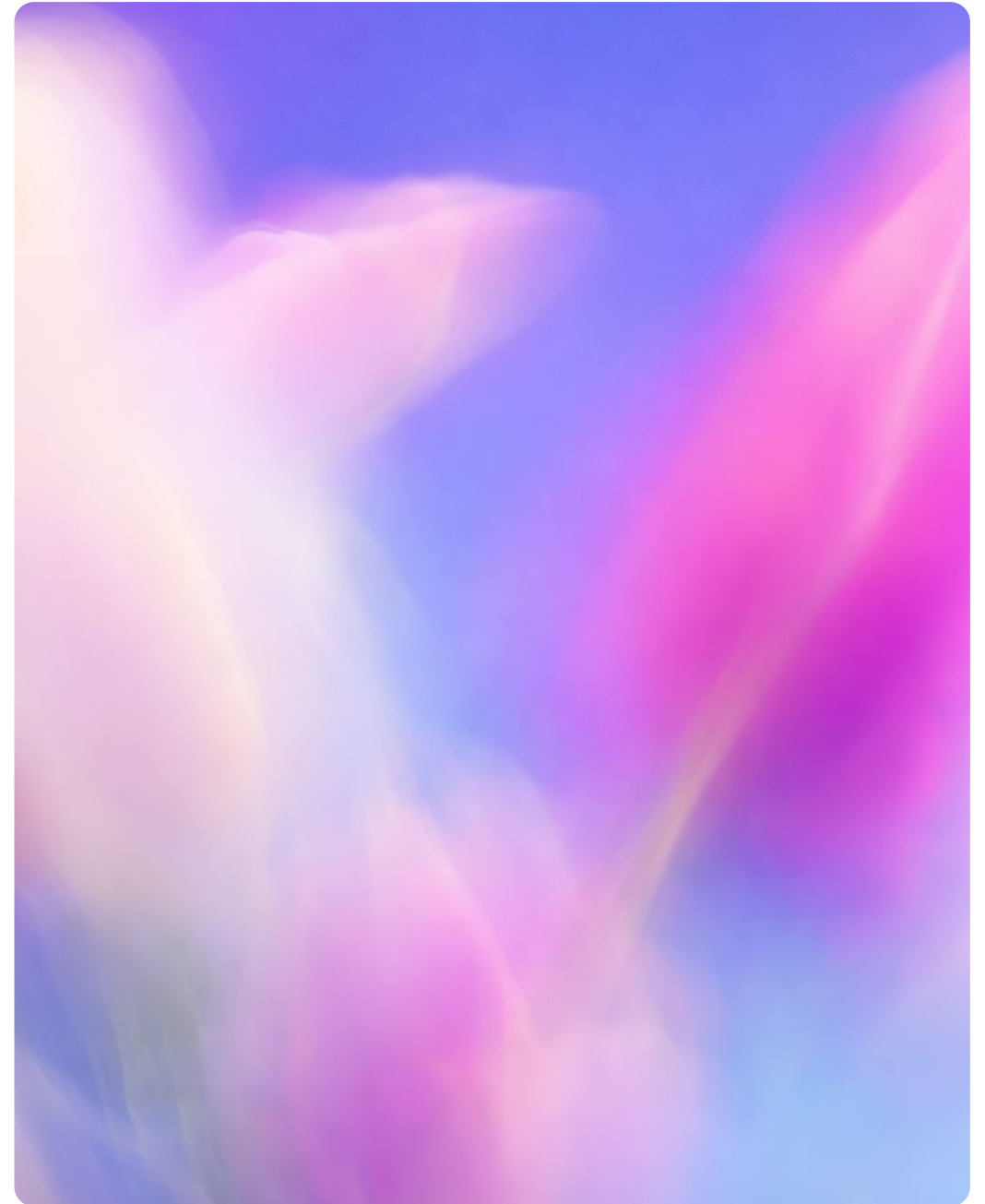
Ground chats in trusted materials. Provide the source text, curriculum document, or rubric you want it to use, and ask it to stay within that content.



Build verification into the prompt. If you're concerned, ask ChatGPT to separate facts from assumptions, identify uncertainty, and show where each important claim came from.



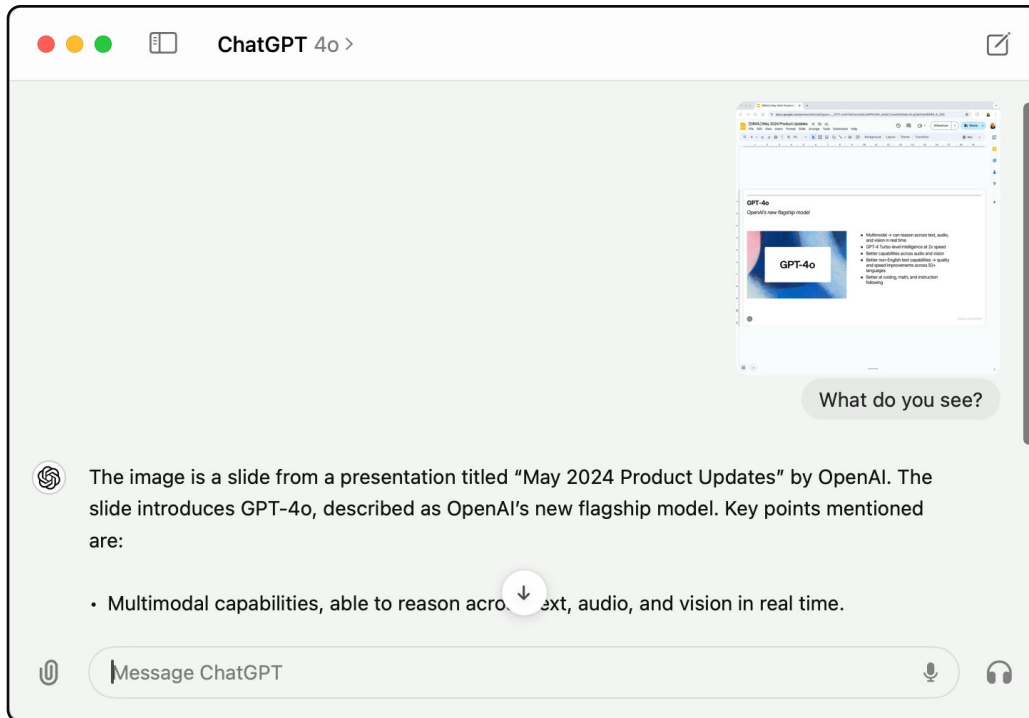
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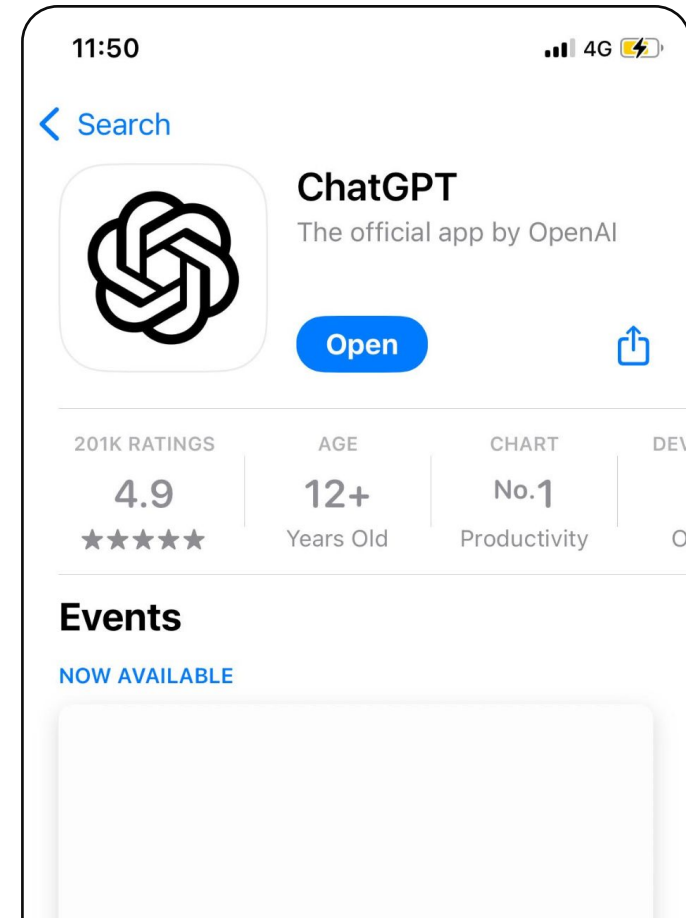
chatgpt.com 

In addition to chatgpt.com (or chat.com) you can...

[Download](#) the Windows and Mac desktop app



Download the iOS and Android mobile app



How educators can use ChatGPT



Lesson planning & classroom materials

Teachers use ChatGPT to build lesson plans, warm-ups, exit tickets, rubrics, discussion questions, and classroom examples. It can help tailor materials by grade level, subject, standard, or time available.



Differentiation & student support

Teachers can adapt readings, directions, assignments, and practice activities for different learning needs. ChatGPT helps create scaffolds, small-group supports, and alternate versions of materials.



Family communication & classroom messaging

Teachers and staff use ChatGPT to draft family emails, weekly updates, student support messages, and event communications. It helps make communication clearer, more organized, and easier to adapt.



Assessment & feedback prep

Teachers can create quizzes, checks for understanding, writing prompts, sample responses, and feedback frameworks. ChatGPT can also turn a learning objective into practice questions and quick assessments.



Administrative efficiency

School and district staff use ChatGPT to draft agendas, summarize notes, prepare updates, write announcements, and organize planning materials. This helps reduce time spent on repetitive work.



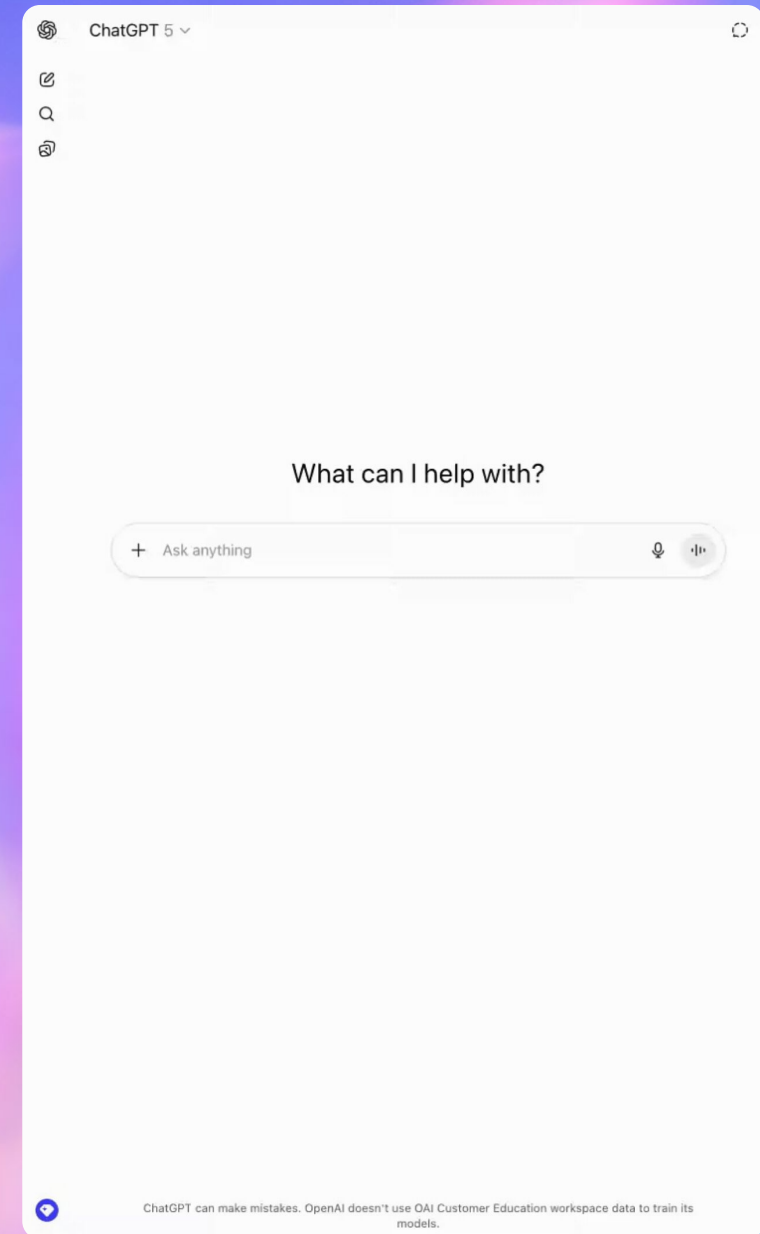
Leadership planning & professional learning

School leaders, instructional coaches, and district teams use ChatGPT to prepare PD sessions, coaching materials, staff communications, and planning documents. It can help tailor support for different audiences.

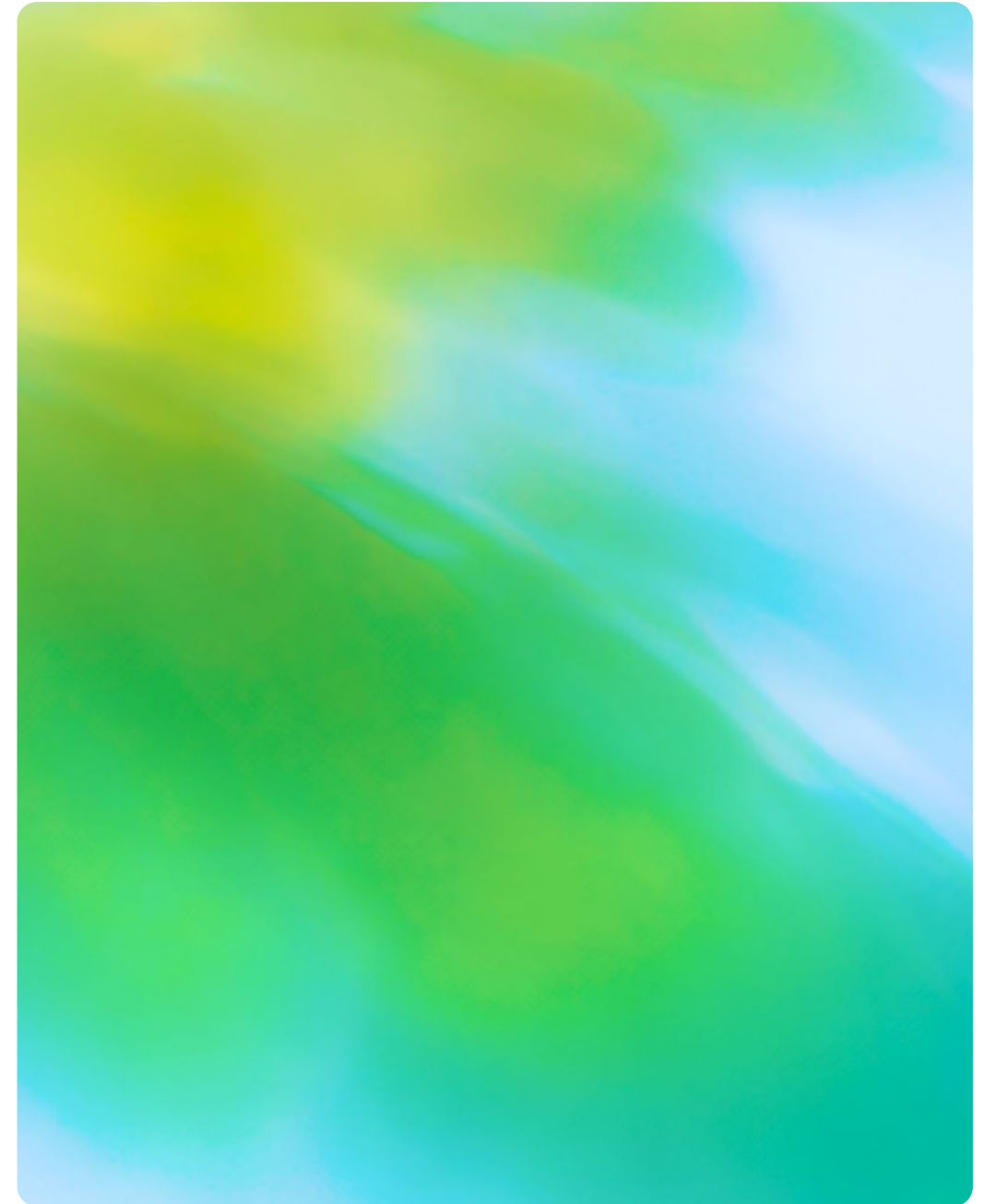
Learn with ChatGPT💡

Ask anything.

- *How can I break this topic down for my students ...*
- *Why are students getting stuck on this concept ...*
- *Give me ideas for teaching this in a more engaging way ...*



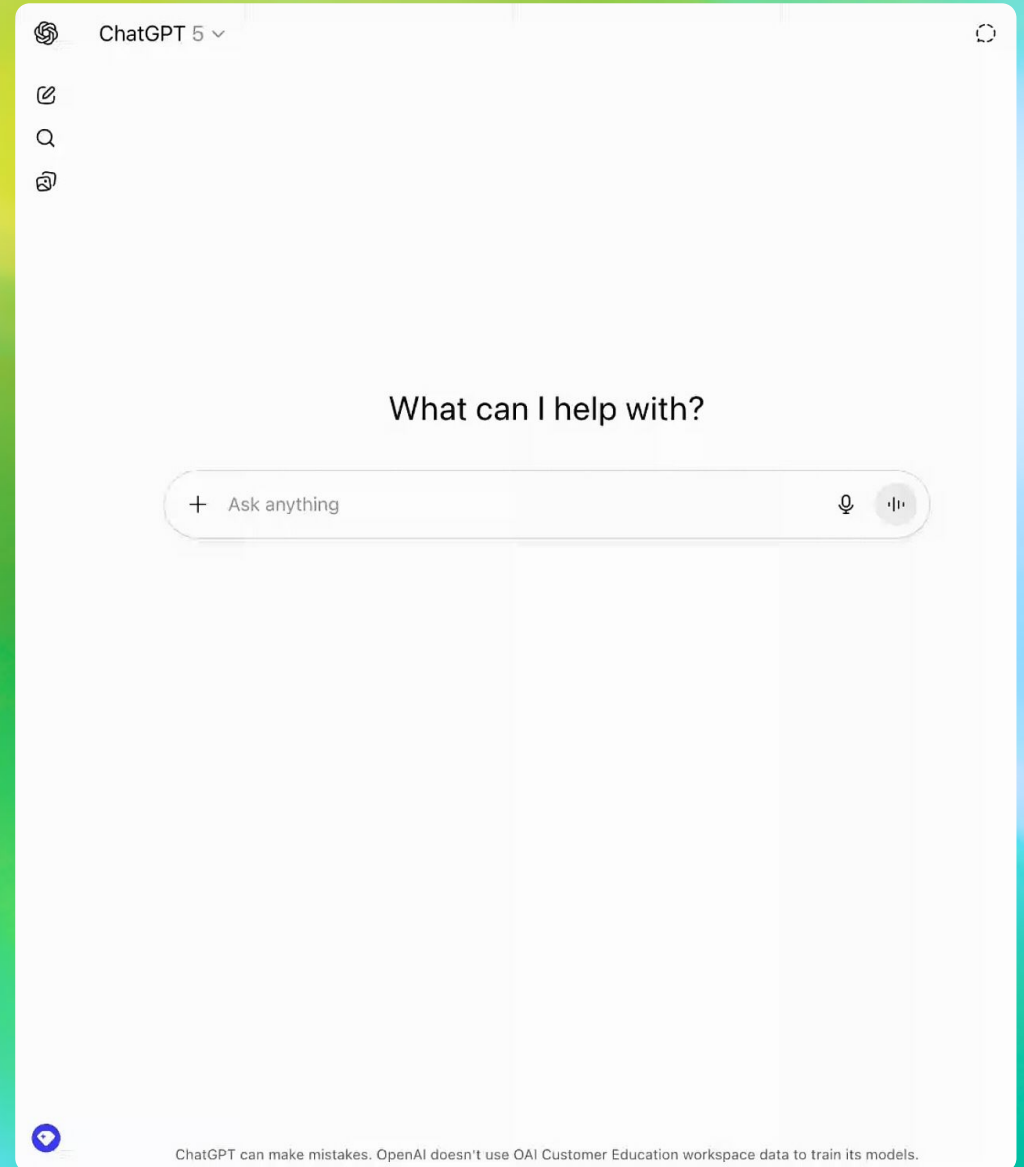
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- 08 Q&A



Read files

Attach & understand.

- *Summarize this district policy or school document ...*
- *Review this family communication, report, or staff update ...*
- *Explain this article, framework, or guidance in plain language ...*



Speak with Voice Mode 🗣️

Natural, real-time conversations.

- *Translate between English and Spanish as I speak ...*
- *Help me think through how to structure tomorrow's lesson ...*
- *Practice a conversation with a parent about student progress ...*

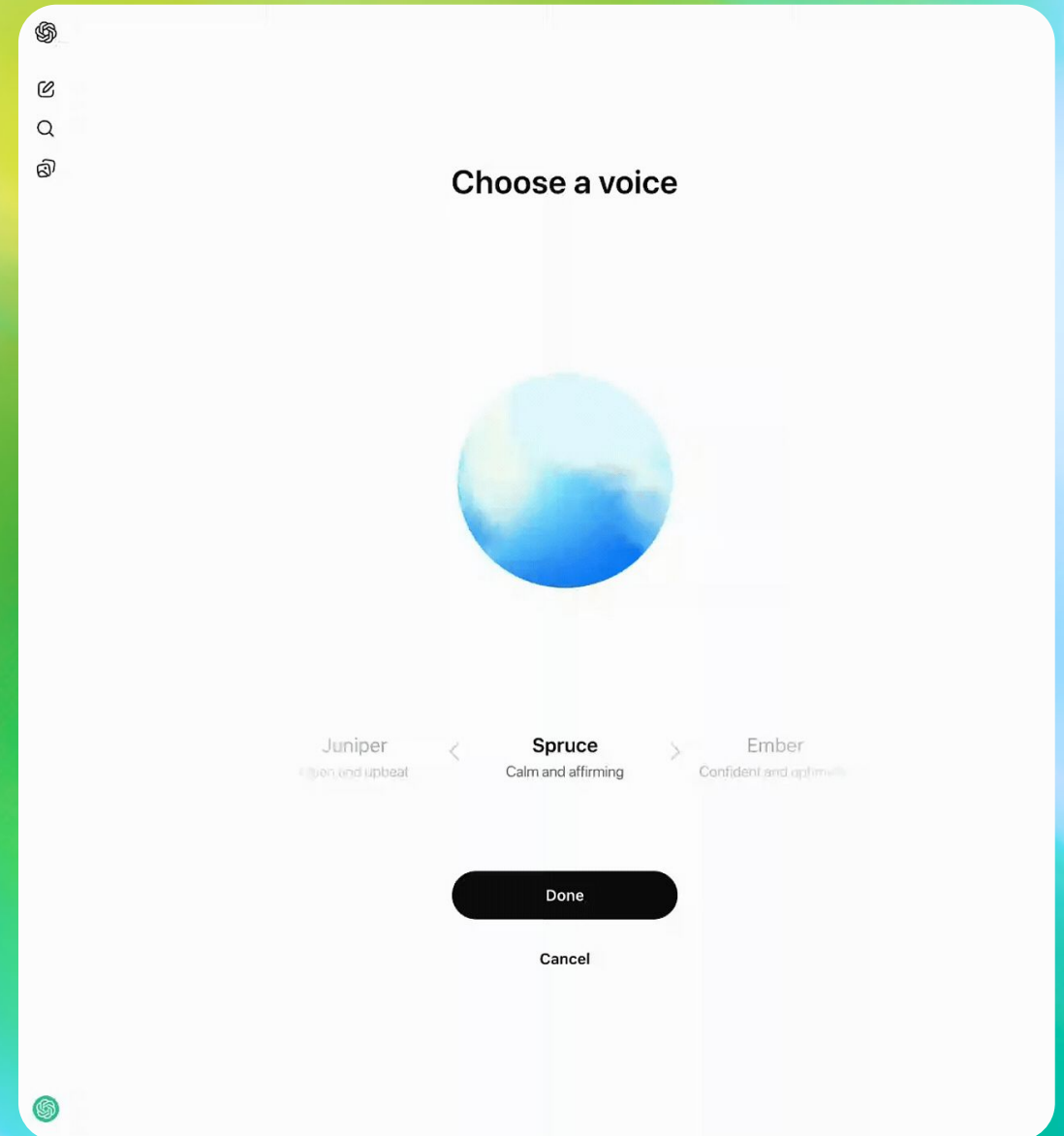


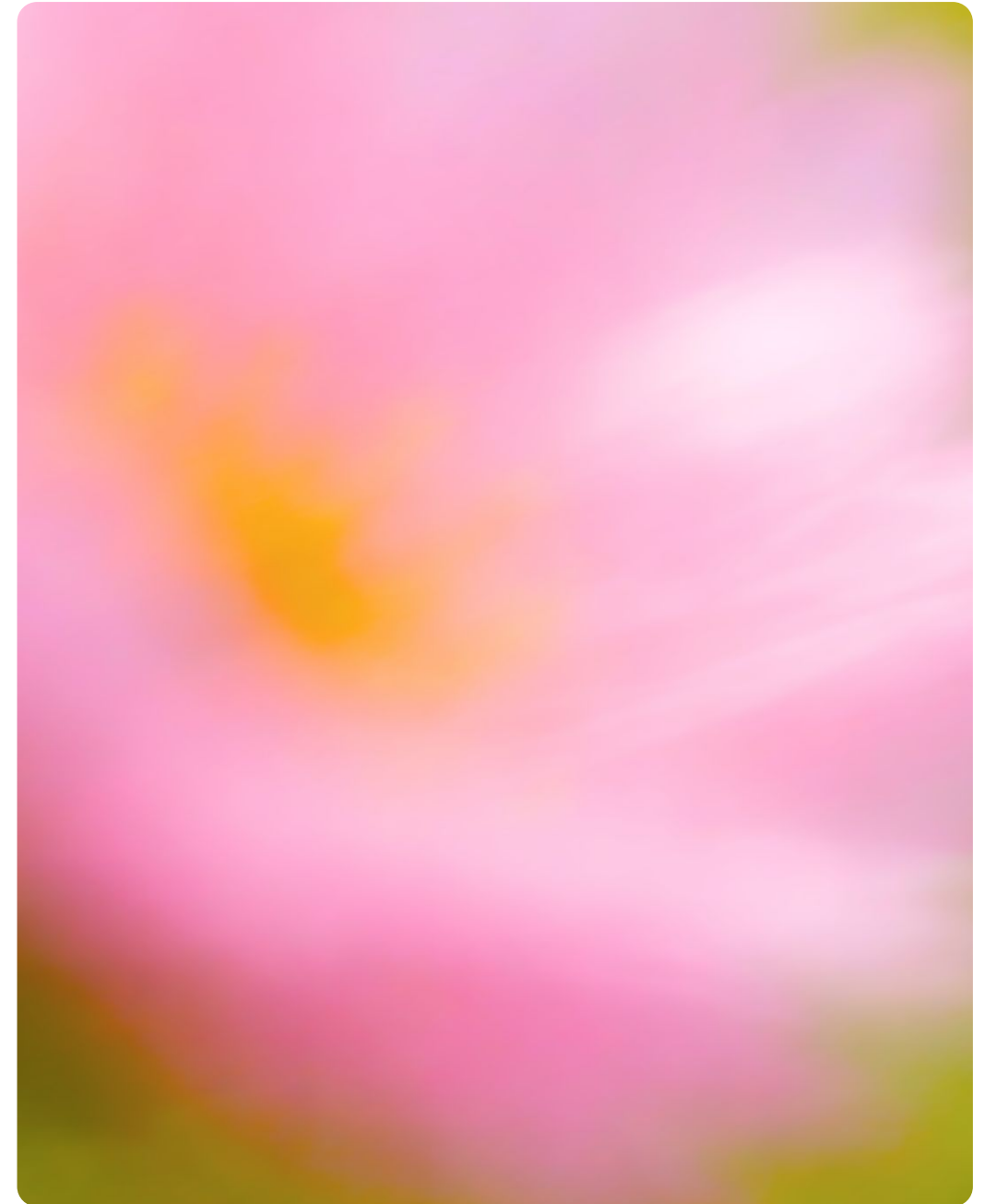
Table Activity

3 minutes

Take a few minutes to play with voice mode or upload a file.

Raise your hand if you need support from a mentor.

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As simple as chatting



Task

Explain this [concept] ...

Summarize this [document] ...

Analyze this [data] ...



+ Context

for my [class / grade / team] ...

for a [family / principal / staff] ...

for [this lesson / goal / situation]



+ Expectation

using clear language.

in 5 bullet points.

as a lesson outline / email / update.

Foundations of a good prompt



Task

"Summarize this new district policy.."



+ Context

"Summarize this new district policy for teachers at an elementary school."



+ Expectation

"Summarize this new district policy for teachers at an elementary school. Highlight the most important changes for classroom practice, note any action teachers need to take, and format it as a short staff update."

If at first you don't succeed



Iterate

Rephrase, provide more detail, ask follow-up questions.



Clarify

Request evidence, explanations, sources.



Experiment

Try different approaches to learn what works.

Try your first prompt

- 1 Type a customized version of the following prompt into ChatGPT and press 

I work at [District Name] in [City, State] as a [Role]. Suggest the best ways I could use ChatGPT.

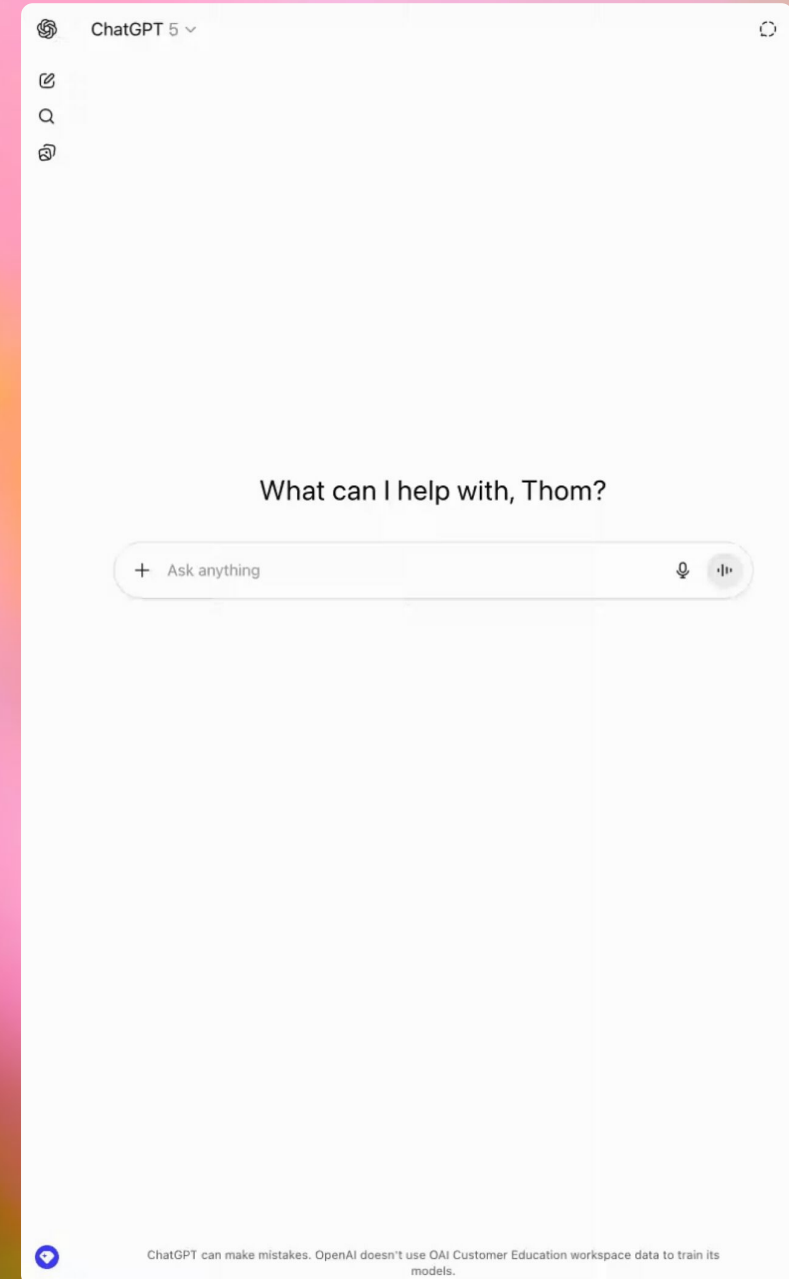


ChatGPT can help you *write better prompts*



“Meta-prompting” to write and refine more effective prompts...

- *Help me write a Deep Research prompt...*
- *Rewrite this prompt for another situation...*
- *Change this prompt to get a clearer output...*



ChatGPT chooses when to reason, or you can choose the mode yourself...

Instant

Best for fast, everyday work when you want a quick response. Use it for drafting, rewriting, summarizing shorter content, brainstorming, or getting unstuck in the moment.

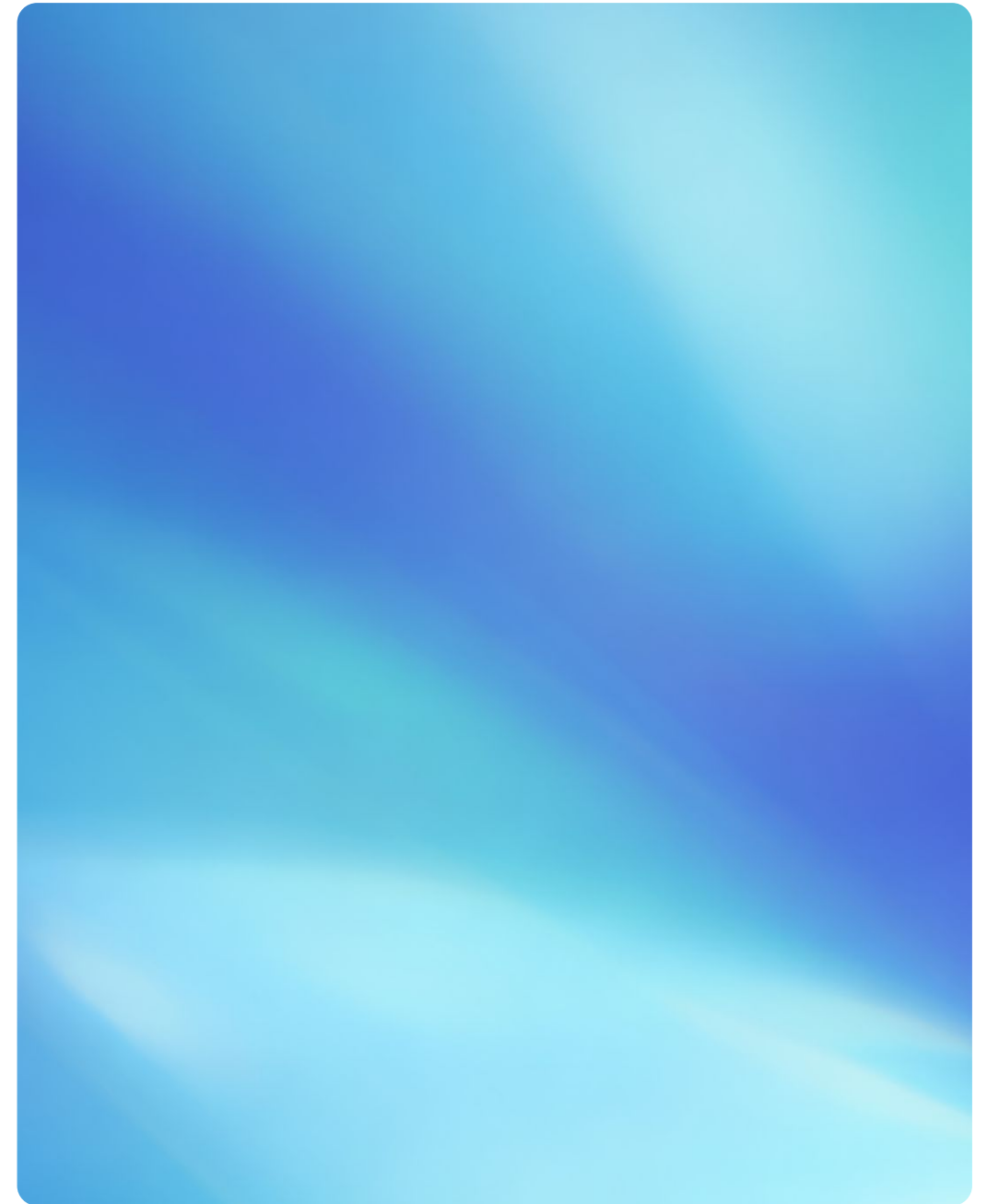
Thinking

Best for more involved tasks that need stronger reasoning and a more thoughtful answer. Use it for lesson planning, analyzing longer documents, working through a decision, or building something with more structure and depth.

Pro

Best for your hardest or highest-stakes tasks when you want the strongest reasoning available. Use it for complex planning, deep analysis across multiple materials, detailed strategy work, or nuanced tasks where depth and precision matter most.

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Make ChatGPT *yours*

Remembers you and your preferences.

- *I teach 3rd grade and like practical examples.*
- *I'm an instructional coach and prefer concise responses.*
- *I'm a principal and want polished staff communication.*
- *Use bullet points and keep it brief.*

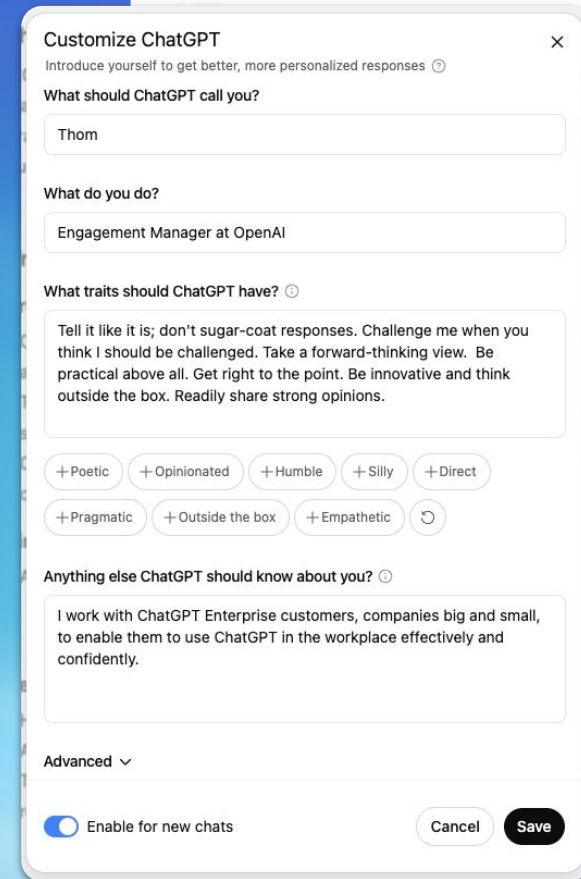
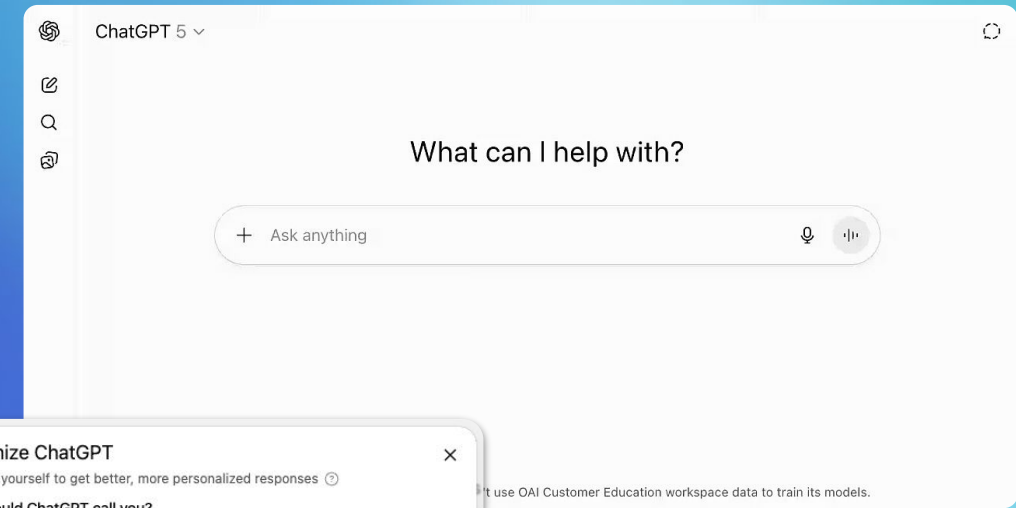


Table Activity

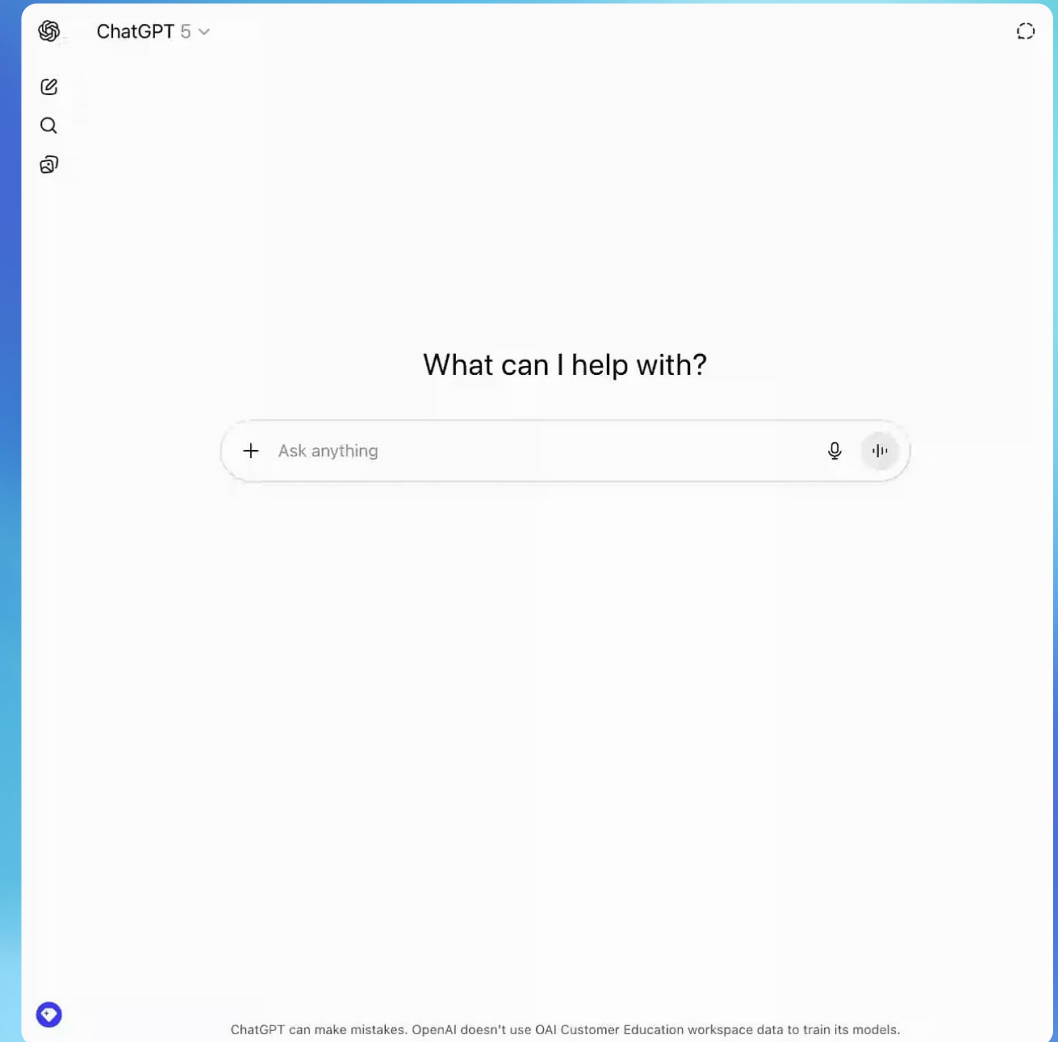
3 minutes

Take a few minutes to personalize your ChatGPT.

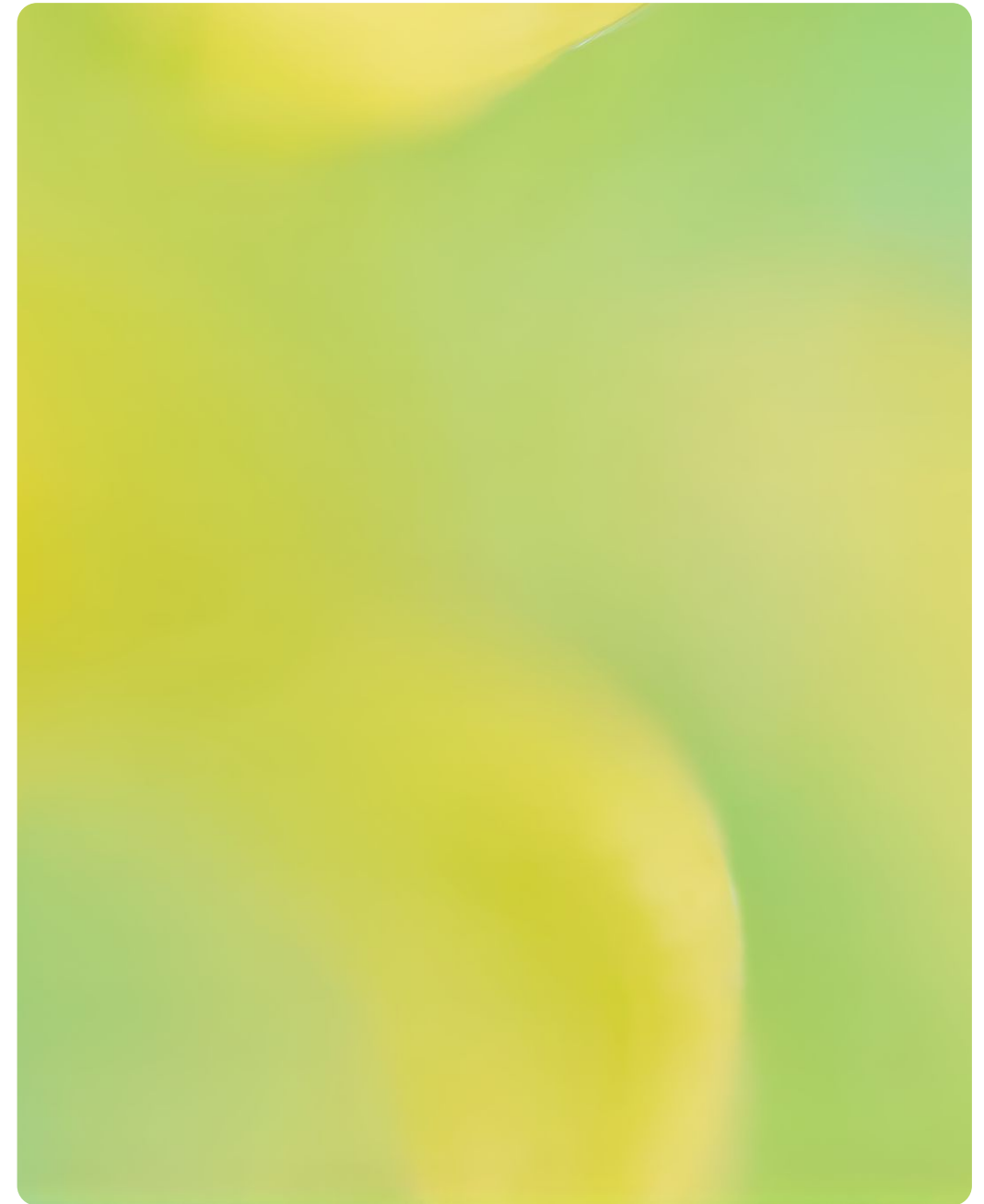
Organize with *Projects*

Group your chats and maintain context...

- Upload documents as persistent knowledge across chats
- Provide custom instructions to a Project



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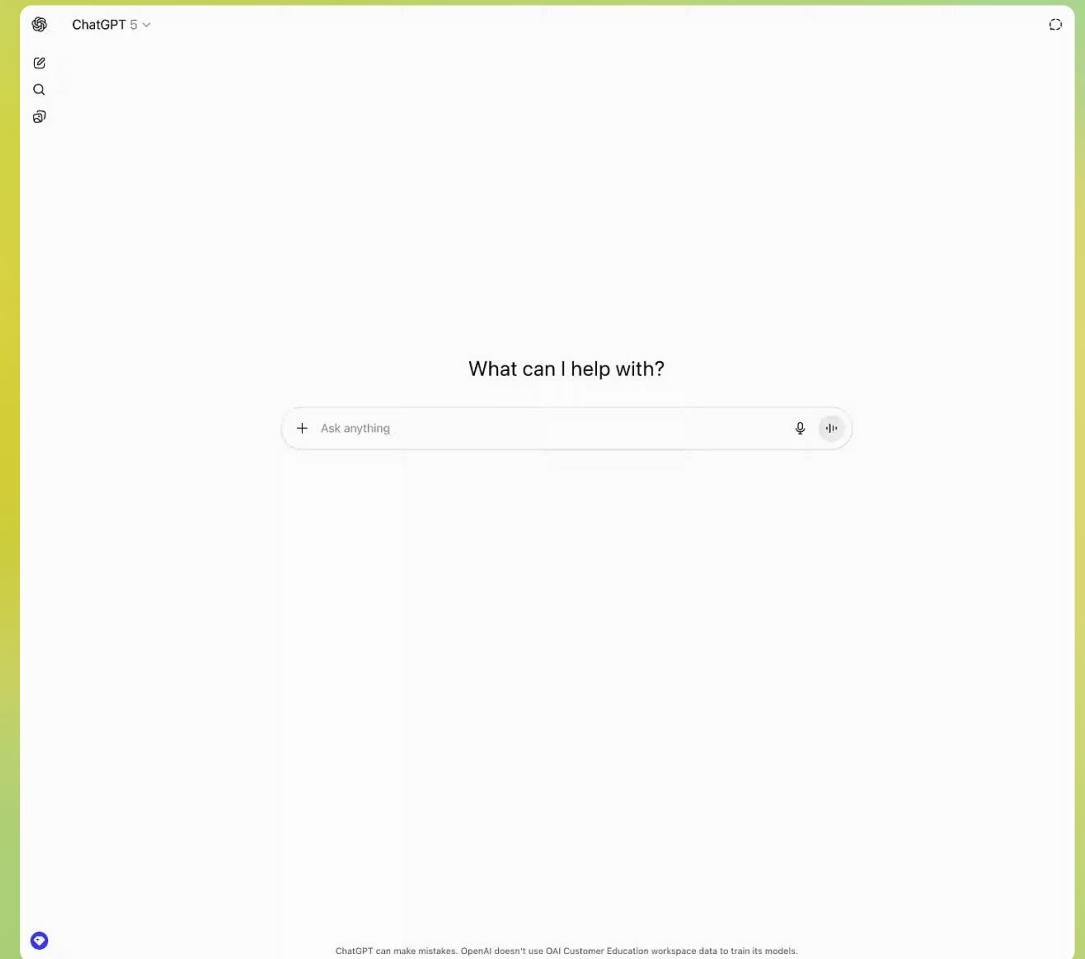


Draft and refine with writing blocks



Refine content.

- *Turn a prompt into an editable family letter, staff memo, lesson, or school update ...*
- *Edit text directly, or ask ChatGPT to revise a selected section or the full draft ...*
- *Keep refining the same content, then copy it, open it full screen, or save supported documents to your Library ...*



Q&A

Follow-along site

bit.ly/k-12jam



Password: K12JAM

OpenAI K-12 Jam

Home

Agenda

Prompts

Activities ▾

Resources



OpenAI Academy Presents

OpenAI K-12 Jam

A hands-on summer workshop for educators exploring ChatGPT for Teachers and Codex

Open ChatGPT

Download Codex

Activity 1

Choose Your Day-in-the-Life

Activity 2

Continue Your Day-in-the-Life

Activity 3

Create with Codex

Who would like to share?

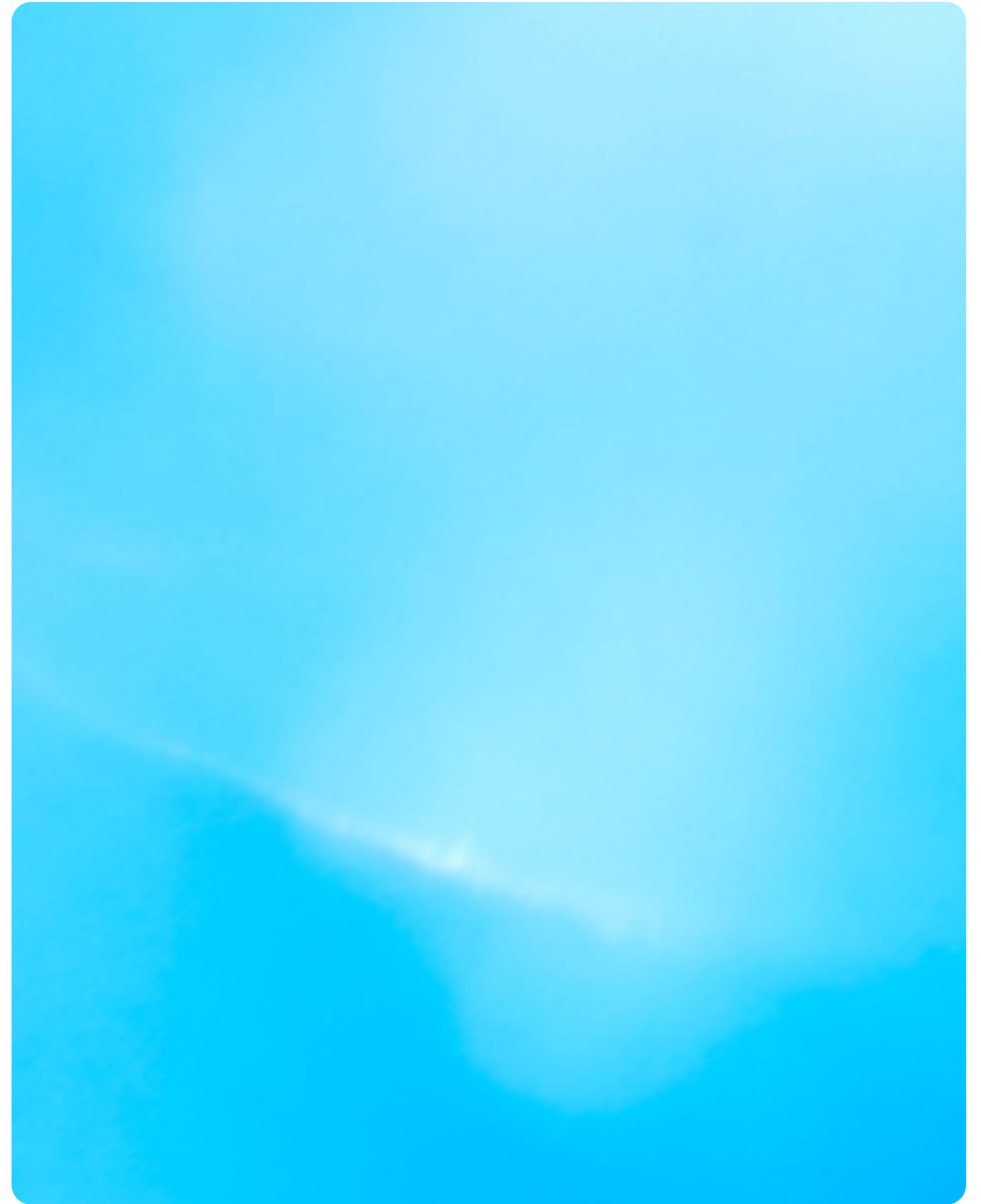
5 minutes

Let's take a few minutes to share what you built and learned.

Come on up!

Break

ChatGPT for Teachers 102

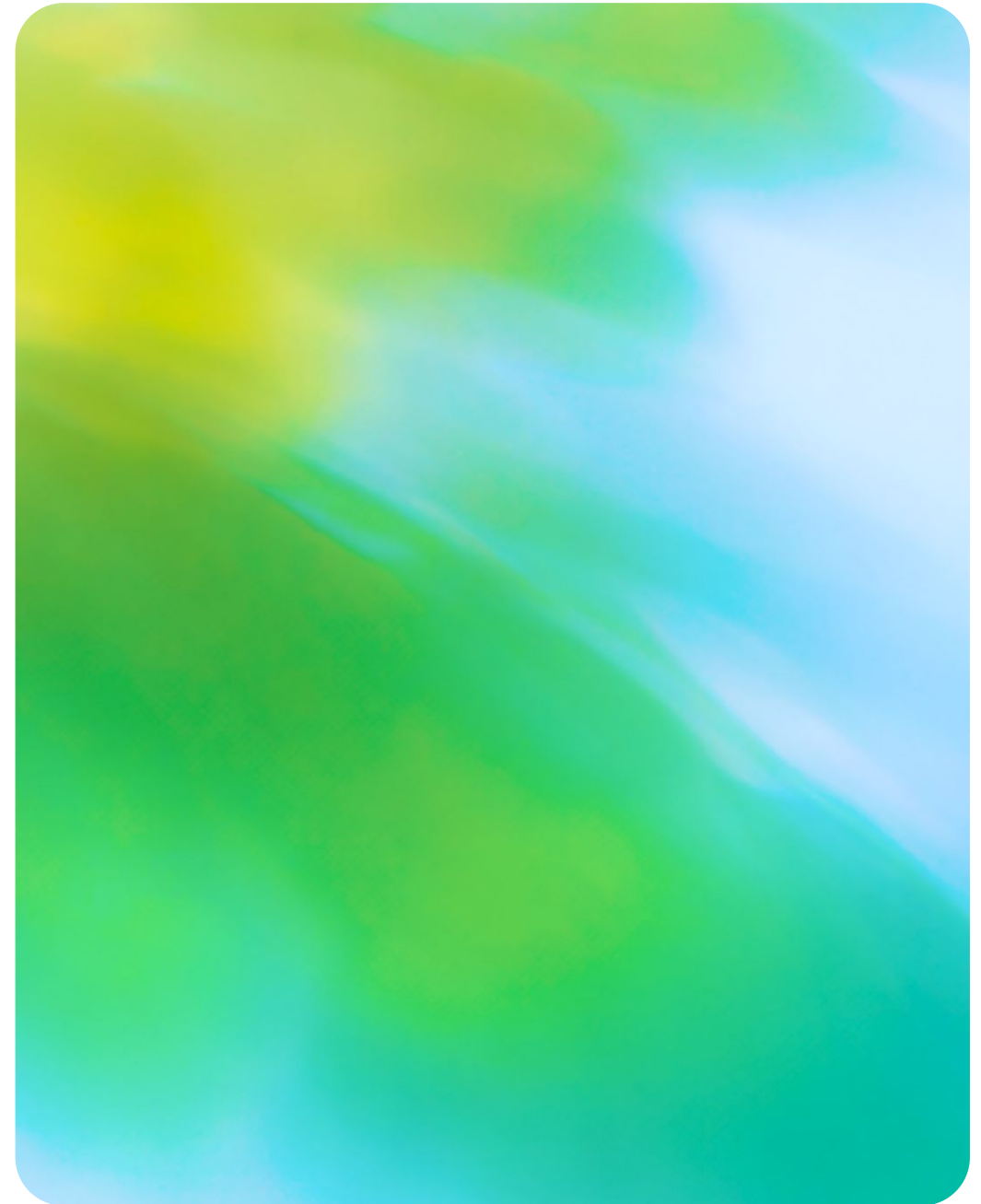


01 Analyze with ChatGPT

02 Conduct research with ChatGPT

03 Schedule & automate with
ChatGPT

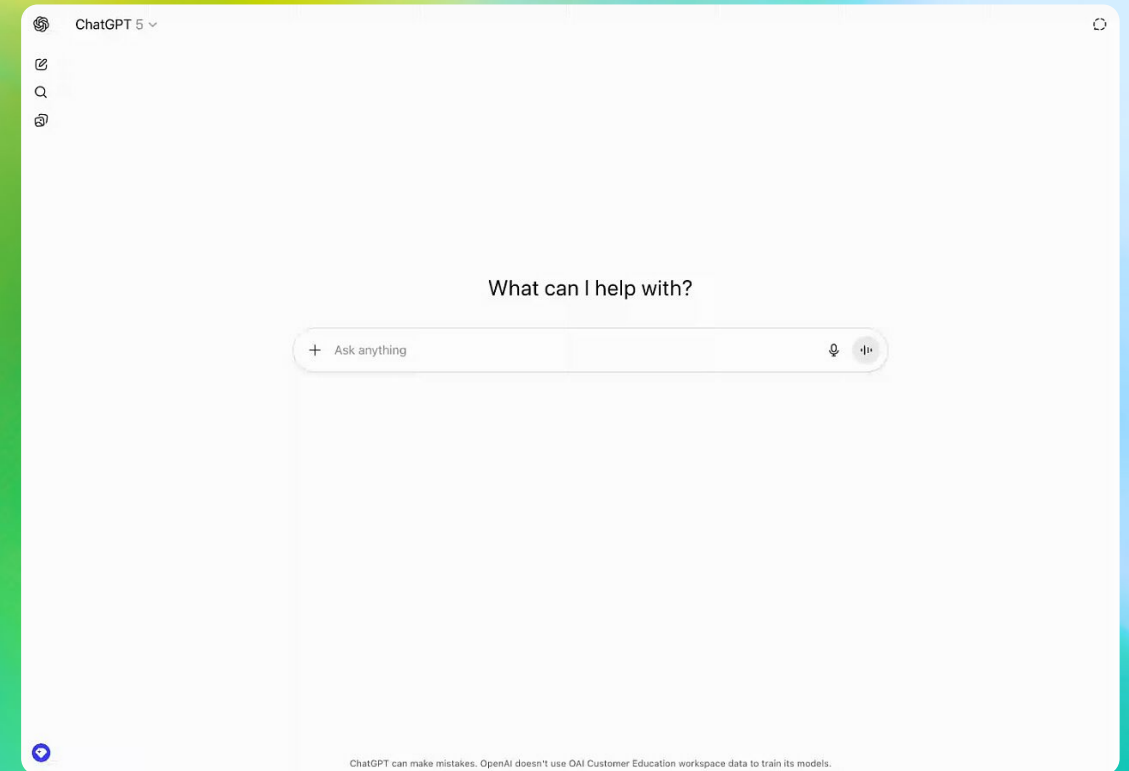
04 Connect externally with ChatGPT



Analyze data (👉)

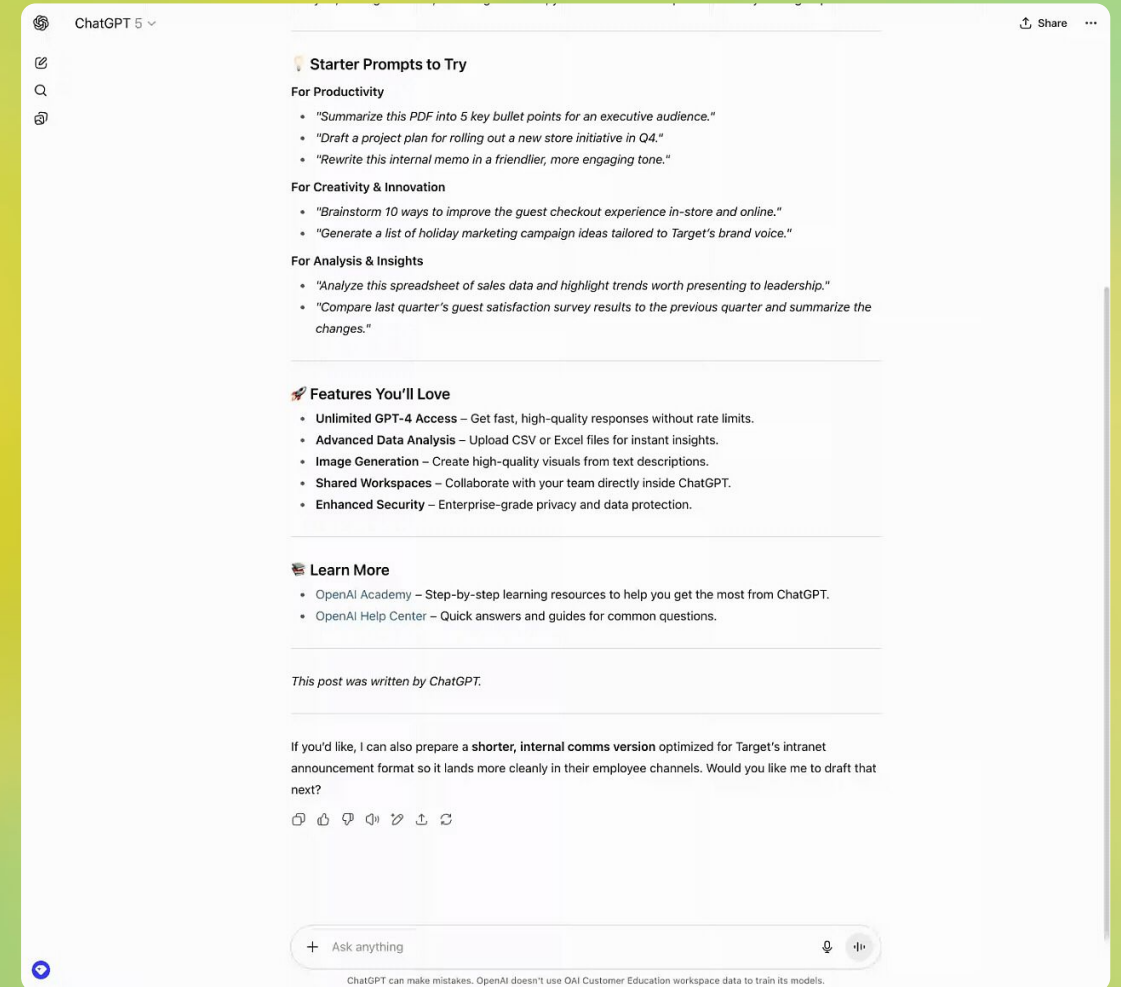
Write code to process data, compute outputs, draw graphs.

- *Analyze these student assessment results ...*
- *Review this attendance, survey, or discipline data ...*
- *Plot trends across grades, schools, or student groups ...*



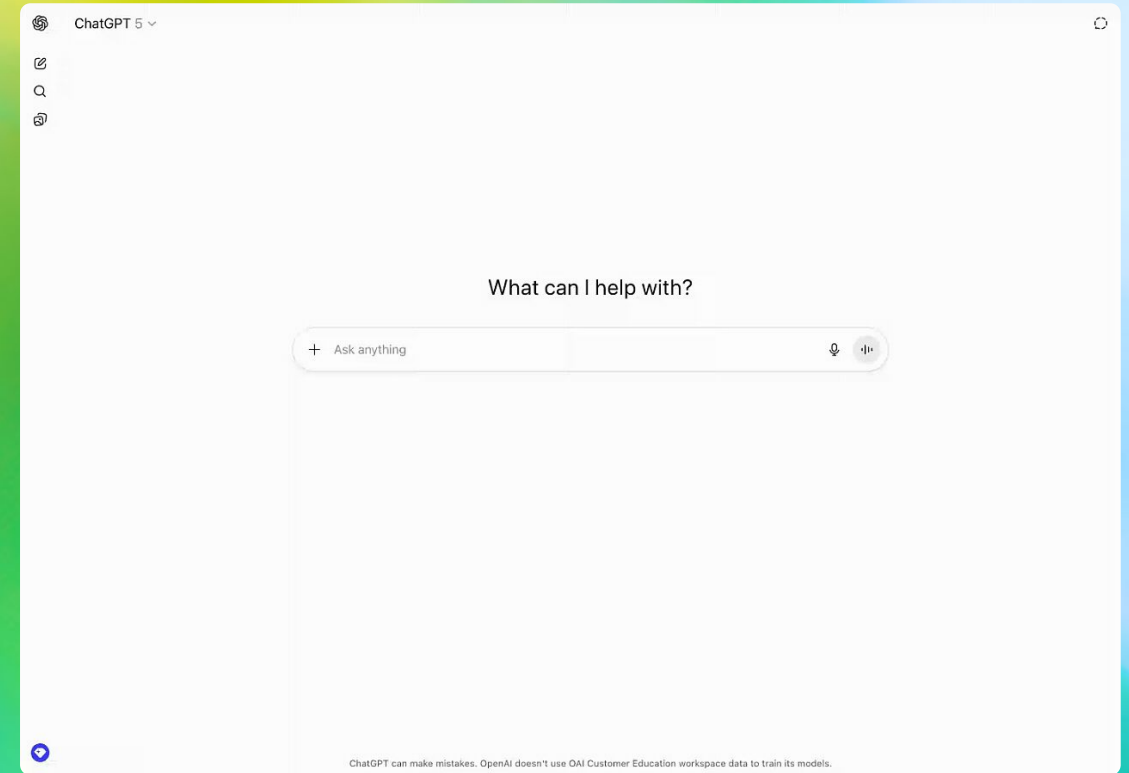
Create images

- *Create an image for a staff announcement, school event, or PD session ...*
- *Make a visual for a parent message, newsletter, or family night flyer ...*
- *Build a classroom image, poster, or lesson visual for this topic ...*

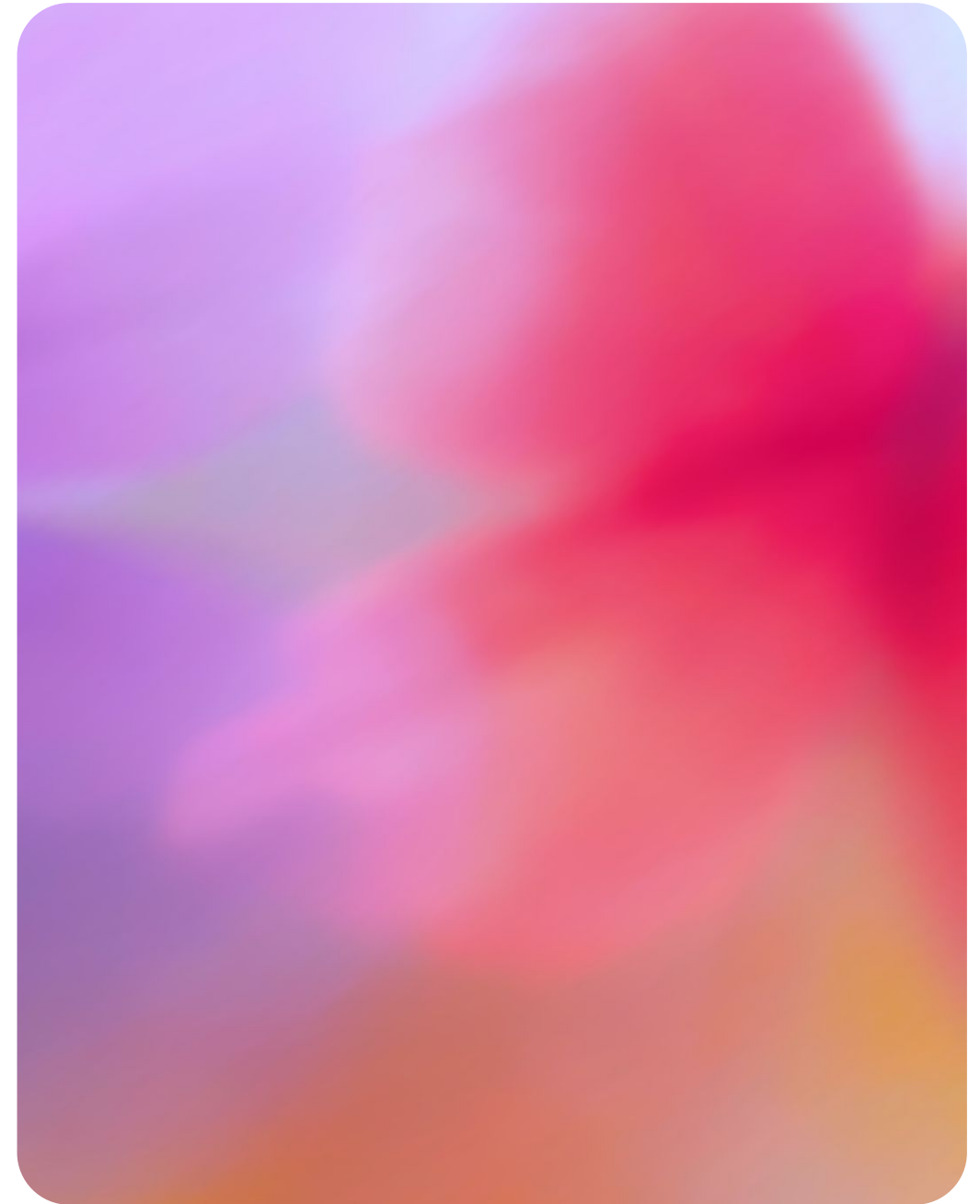


Interpret images

- *Turn a photo of today's whiteboard into clean notes or a class summary ...*
- *Explain what this classroom poster, map, or visual is showing ...*
- *Transcribe my observation notes from today's class ...*



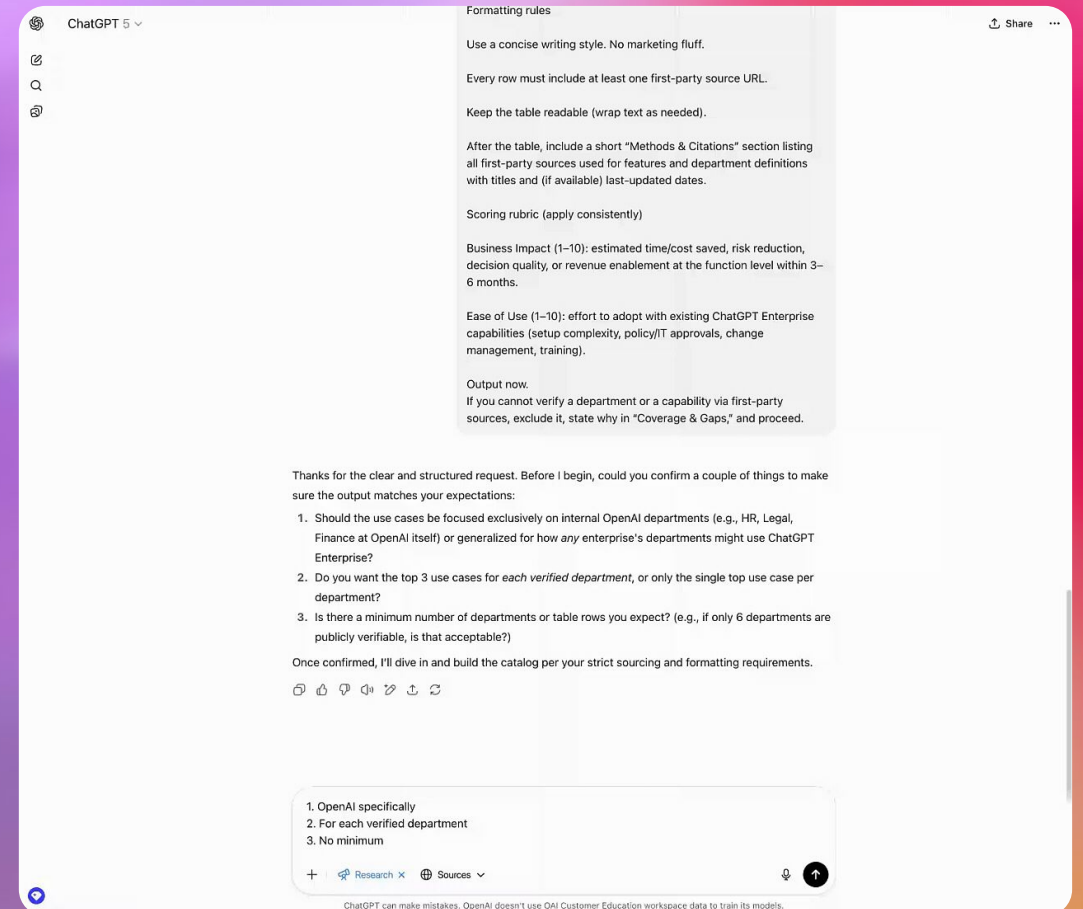
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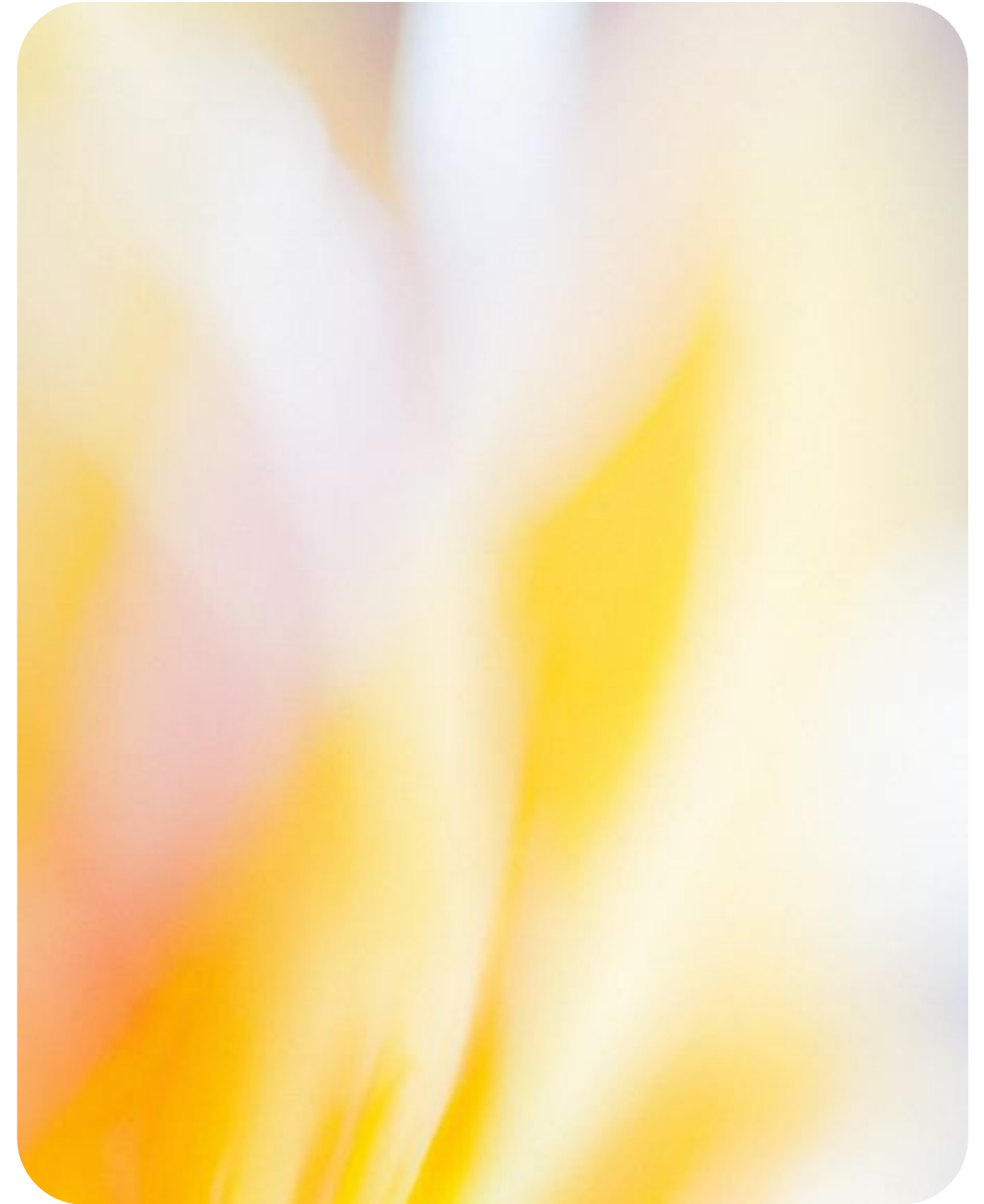
Deep research

Multi-step research on the internet.

- *Compare state and district approaches to AI in K-12 education ...*
- *Find evidence for strategies that improve student outcomes in this area ...*
- *Research best practices for implementing this initiative across schools ...*



- 01 Analyze with ChatGPT
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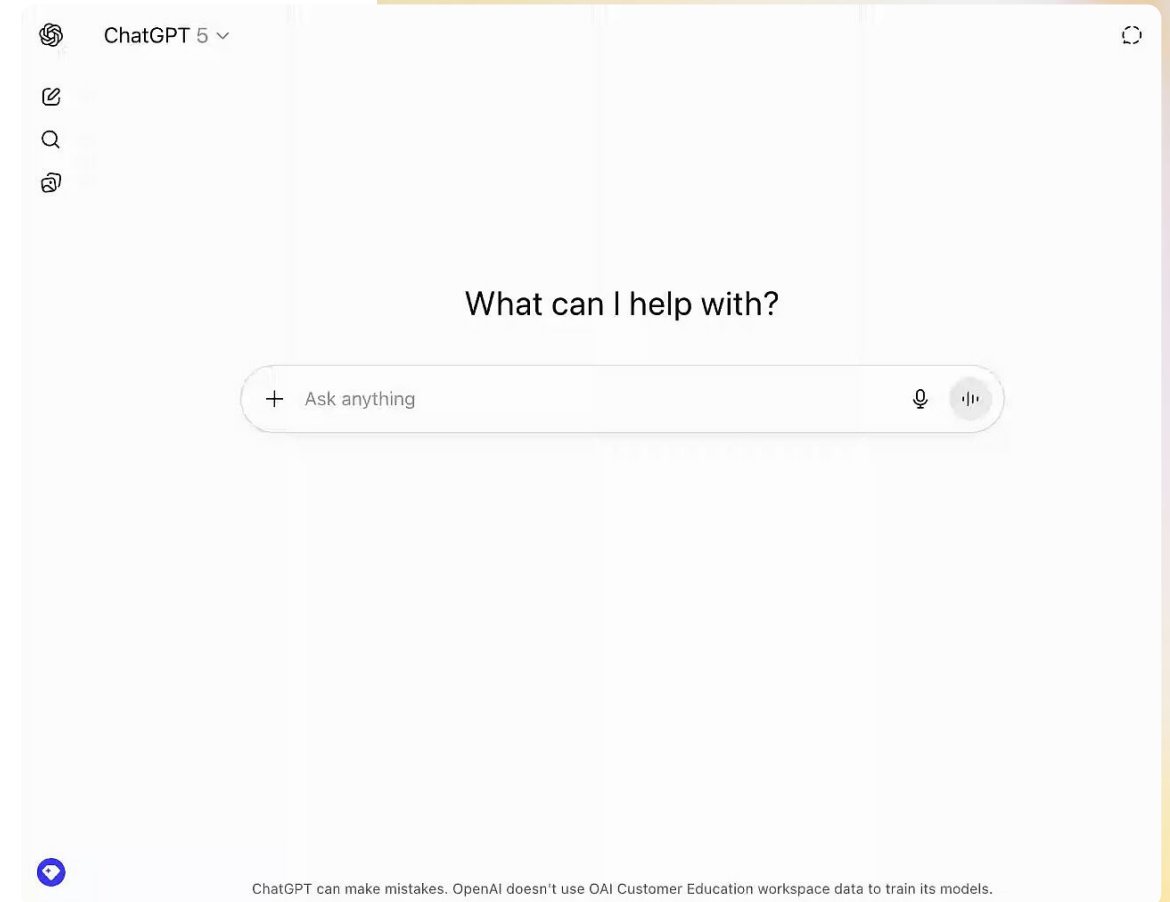


Schedule with **Scheduled Tasks**



Automate work with scheduled tasks.

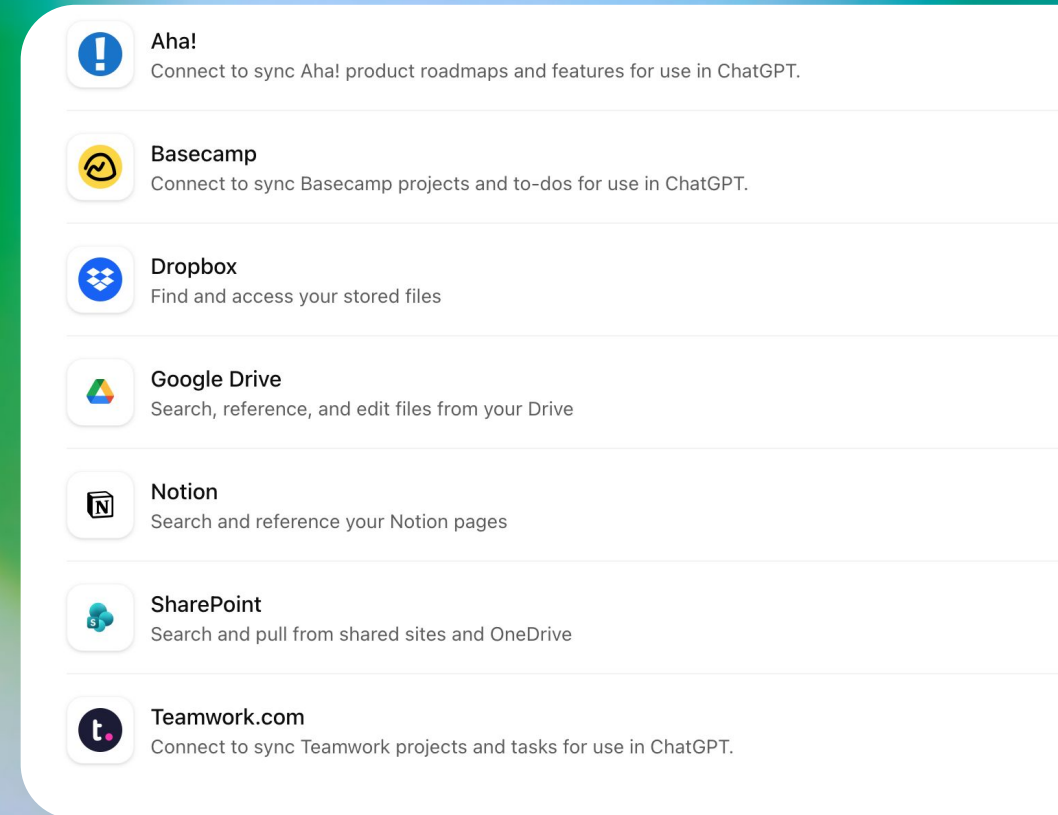
- *Every Friday afternoon, draft my lesson prep checklist for next week.*
- *Every Monday morning, send me a summary of new district or state education updates.*
- *Every Sunday evening, remind me to prepare family communication for the week.*



Connect external systems with *Apps* 🛠️

Connect ChatGPT to the tools your school already uses

- **Teachers and instructional teams** pulling shared materials into chat quickly
- **School and district staff** finding documents and summarizing key information
- **Admin, operations, and technical teams** working across calendars, email, files, and internal tools faster



Using Apps in K-12



Google Drive	Pull lesson plans, handouts, exemplars, or rubrics from shared Drive folders and turn them into differentiated materials, summaries, or parent-facing explanations
Canva	Turn a rough outline into a classroom visual, family flyer, staff training deck, or event graphic
Google Calendar	Review upcoming events, build meeting agendas, prep reminders, or summarize what is happening this week
Gmail	Draft attendance follow-ups, event reminders, family updates, or internal coordination emails
SharePoint	Search pacing guides, policy docs, PD resources, and district files to answer questions or pull together summaries
GitHub	Review recent code changes, summarize pull requests, or understand technical updates tied to internal tools or automations
Box or Dropbox	Search stored documents, forms, templates, and archived materials without manually browsing folders

Q&A

Follow-along site

bit.ly/k-12jam



Password: K12JAM



Activity 2: Continue Your Day-in-the-Life

Spend one connected workday using ChatGPT to look at evidence, research a real question, and build supports you can reuse.

How This Activity Works

This activity comes after ChatGPT for Teachers 102. Choose one role and stay with that storyline so the steps build on each other. If you have time, complete the five Core Challenges in order. The Extension Challenge is optional.



Group photo

Recharge

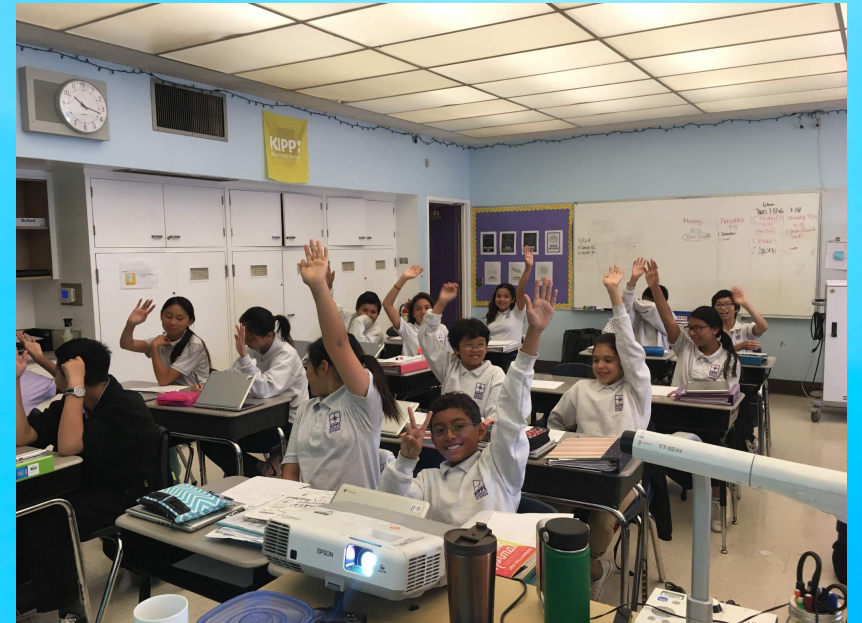
Lunch

Connect

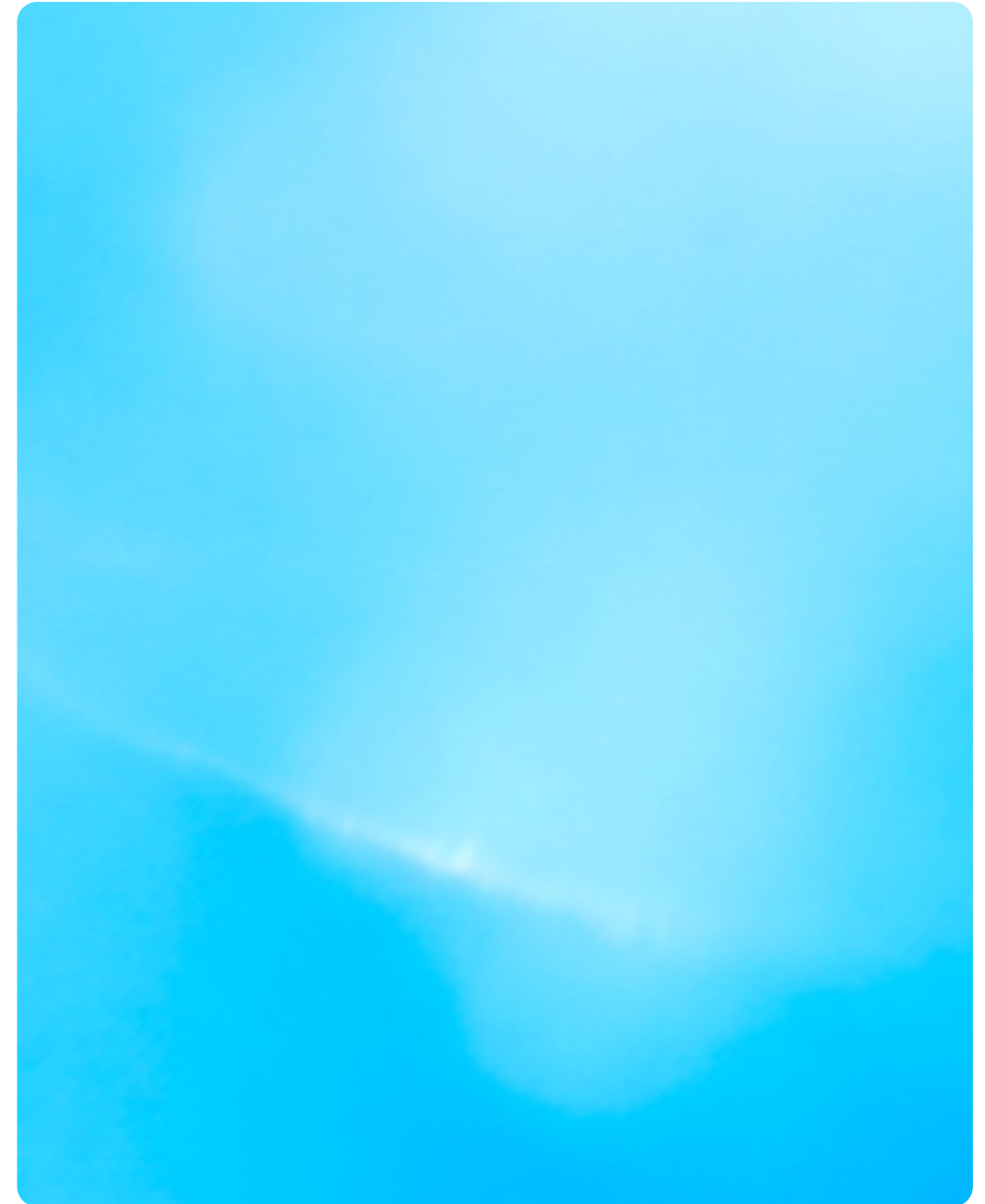
ChatGPT Desktop App for K-12 Educators

Lucas Salzman

Customer Education, OpenAI



- 01 Session goals & objectives
- 02 What is the ChatGPT App
- 03 Example workflows
- 04 Break
- 05 Jam with the App!



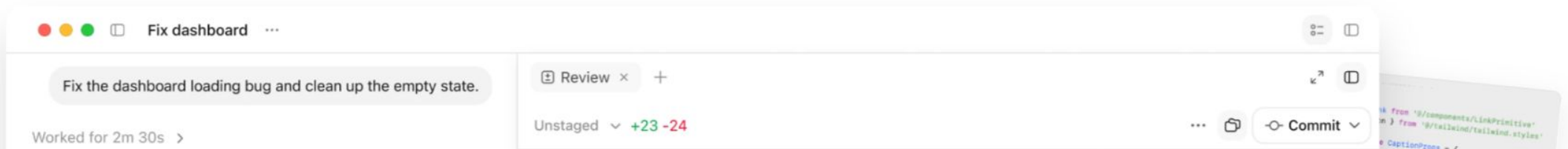
Objective

Design/ build an artifact or workflow that addresses a real instructional need and is ready to use in the classroom for the fall

Now you can chat, work & code all in one place.

Try it now*

Download the app ↗



With ChatGPT Work, you can **just build things.**

Lesson Plans, Rubrics, Websites, Trackers, and More!

ChatGPT Work is OpenAI's *everything* agent

ChatGPT helps turn plain-language instructions into code, automation, and working technical solutions for K-12 staff, administrators, and teachers.



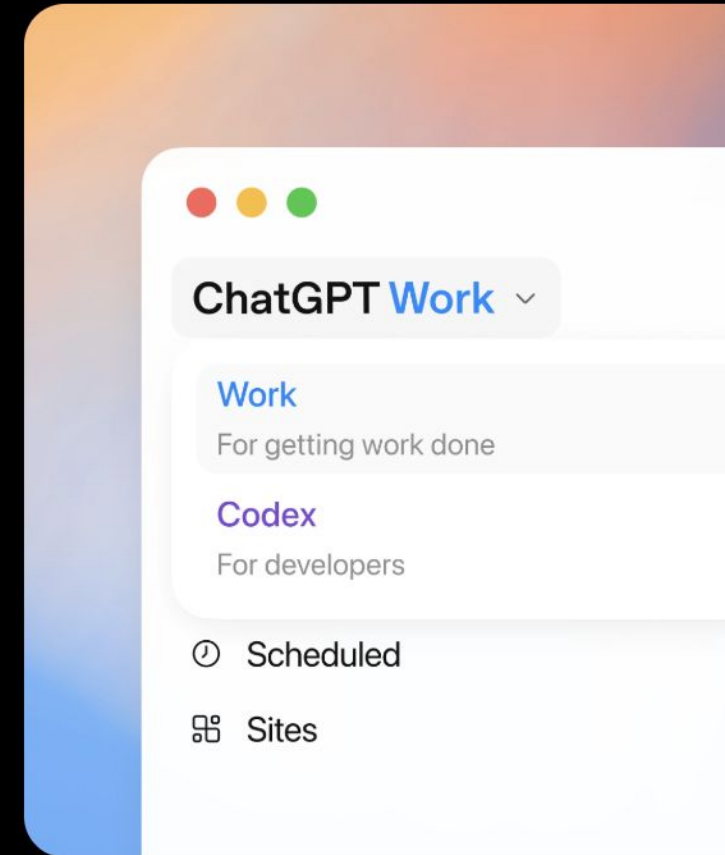
Teachers build lesson materials, classroom tools, family communications, trackers, and small interactive resources faster



Administrators coordinate repeatable operational work, organize data, create dashboards, and improve planning workflows



Staff and technical teams automate internal processes, clean up shared files, maintain simple systems, and support district workflows



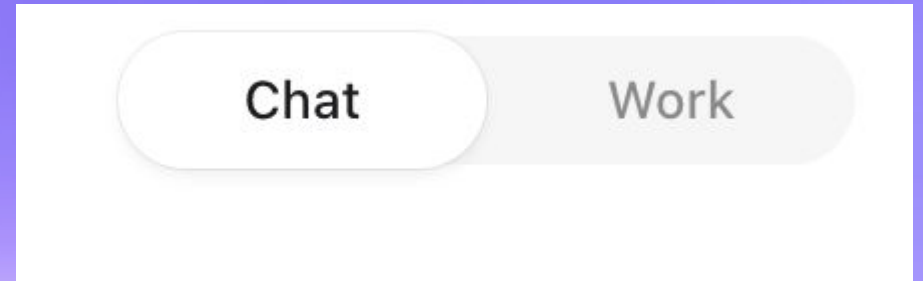
Chat or Work

Use **Chat** to:

- Draft a family email from notes
- Turn an uploaded rubric into feedback language
- Brainstorm a 10-minute reteach plan
- Summarize a few pasted emails or docs

Use **Work** to:

- Build a classroom tracker or small site
- Organize a folder of lesson files
- Automate a recurring spreadsheet cleanup
- Create a local simulator or staff tool



Get Started with ChatGPT Desktop App



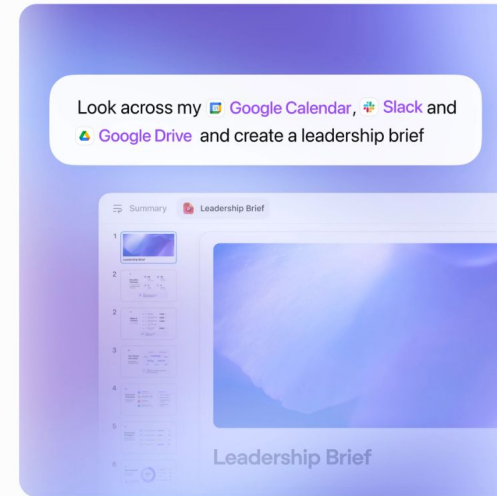
Navigate to <https://chatgpt.com/download/>



Download the app



Sign in with your ChatGPT credentials



Download ChatGPT for desktop

Bring ChatGPT to your desktop with ChatGPT Work and Codex, plus context from your email, screenshots, files, and anything on your screen.

Existing Codex app users can update to ChatGPT and open Codex.

macOS



Windows



[Download Chrome extension >](#)

Understanding Credits & Models

What should we work on?

Work with ChatGPT

+ Custom

⚡ 5.6 Sol Medium

Workout App Plugins

Advanced ▾

Model5.6 Sol>

EffortMedium>

SpeedFast>

Model

5.6 Sol

5.6 Terra

5.6 Luna

✓

OpenAI Confidential and proprietary.

What is ChatGPT Work, really?

Model + Harness + Plugins



Model = the intelligence that understands, plans, and solves



Harness = the system that lets it safely take action



Tools = Skills, Plug-ins, Automations, & Sites

Demos

Turning an idea into a task

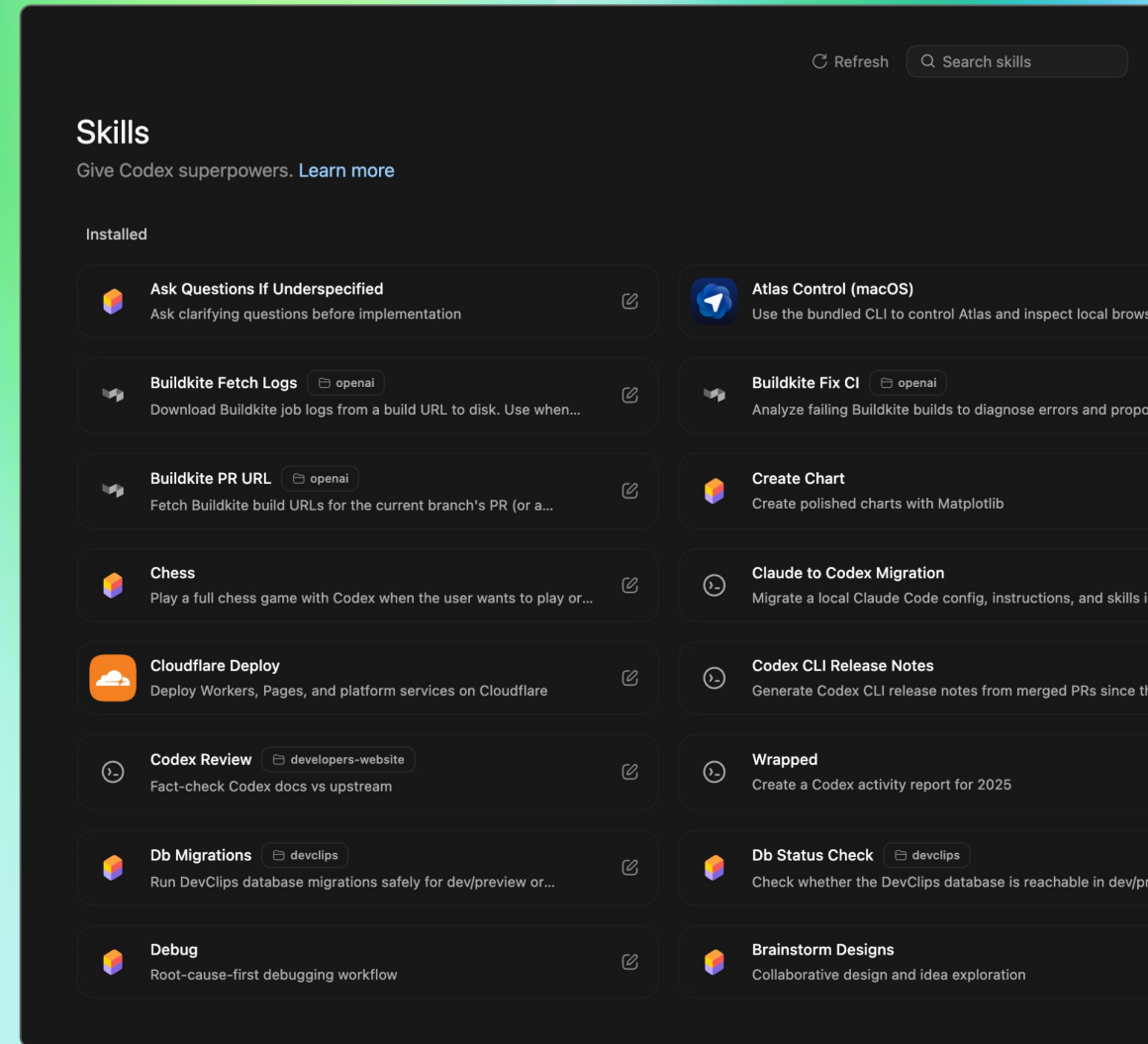
Idea: *I'm a ... teacher in **San Bernardino** in the middle of summer break. I miss my students! I want to prepare an awesome field trip for next year and I need help researching options.*

Prompt: *I'm an elementary school Teacher in **San Bernardino** Come up with your top 3 field trip ideas for every grade level K-6. Explain your rationale for each.*

Skills

Reusable workflow instructions

- Save recurring K–12 tasks like lesson planning, family updates, and assessment creation
- Include district rubrics, curriculum standards, templates, and examples
- Reuse the same process across teachers, grade levels, and schools
- Share Skills so staff can work consistently without starting from scratch



Lesson Plan Skill

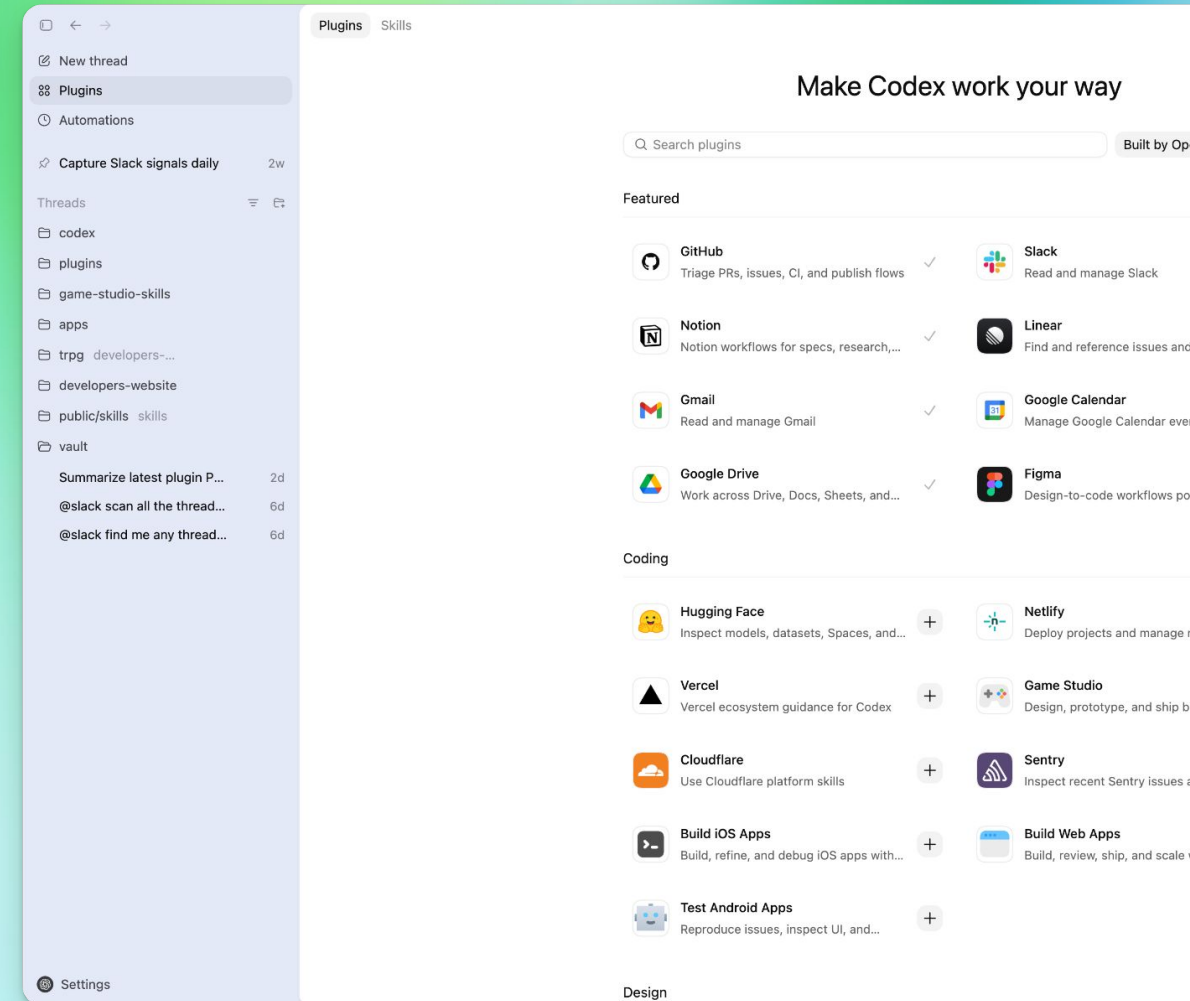
*Create **a skill** called **lesson-planner** that creates the first draft of a lesson plan for me. Base the skill on this attached example lesson plan.*

*Use **lesson-planner** to create a lesson plan on equivalent ratios.*

Plugins

Installable workflows for ChatGPT

- Connect to approved tools like Google Drive, Gmail, or learning systems
- Combine those connections with Skills that define how the work should be done
- Package common workflows so staff do not have to rebuild instructions each time
- Install, share, and reuse workflows across teams, schools, or districts



Automations

Recurring K-12 staff and admin workflows

- Schedule recurring K-12 work to run in the background
- Use Skills to keep the process consistent
- Prepare weekly or monthly drafts, summaries, and trackers
- Keep staff in control with review before anything is shared

Create automation

Automate recurring tasks in the background. Codex adds findings to the inbox, or automatically archives the task if there's nothing to report. [Learn more](#)

 Automations run with your default sandbox settings. Tool calls will fail if they require modifying files outside the workspace, accessing network, or working with apps on your computer. You can selectively allowlist commands to run outside the sandbox using [rules](#).

Name

Weekly progress update

Projects

If you want an automation to run on a specific branch, you can specify it in your prompt.

developers-website x

Automations run in the background on dedicated worktrees.

Prompt

Look through the commits from the past 7 days and generate a detailed summary of all the changes that were merged

Schedule

Daily Interval

09:00 AM



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Cancel

Create

Daily Administrative Brief

*Look through **Google Calendar**, **Email**, and **Slack** to map out what my day looks like. What can I do to make today a success?*

***Automate** this daily administrative briefing for me. Send it to my inbox every morning*

Demo debrief at your table

5 minutes

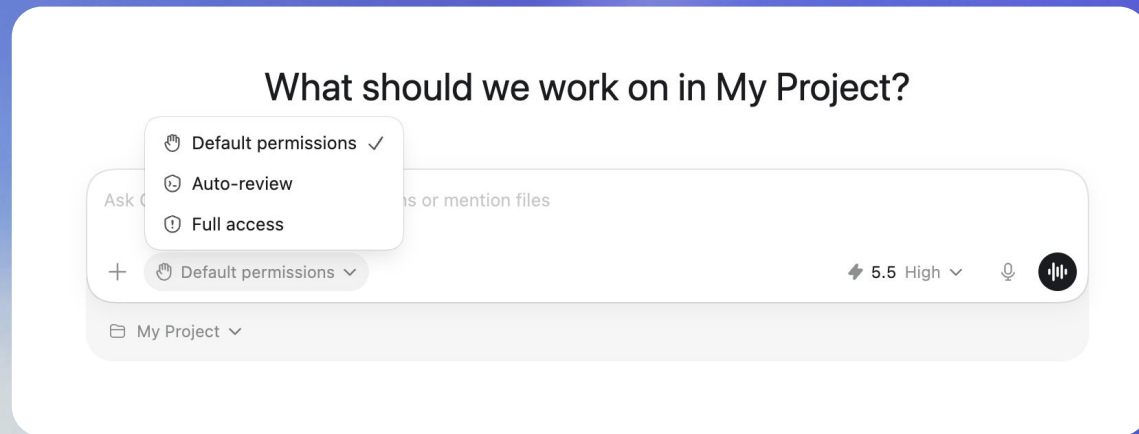
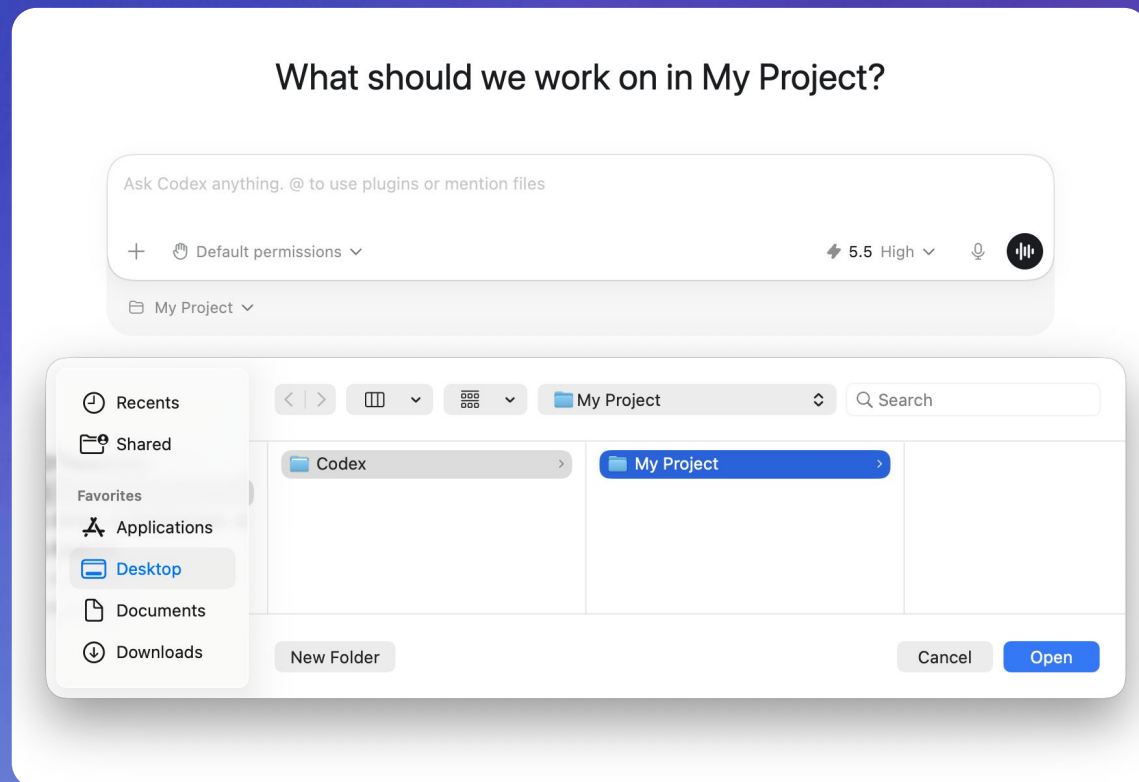
1. **Notice:** What did you observe in this demo?
2. **Wonder:** What questions or concerns do you have?
3. **Brainstorm:** What plug-ins & automations would be useful for your role or team?

Projects

Folders have additional context

Start with one simple project folder.

- Pick a folder for the work ChatGPT will help with
- Keep the files you want ChatGPT to use in that folder
- Use Default permissions while you get comfortable



Build a Back-to-School Flyer

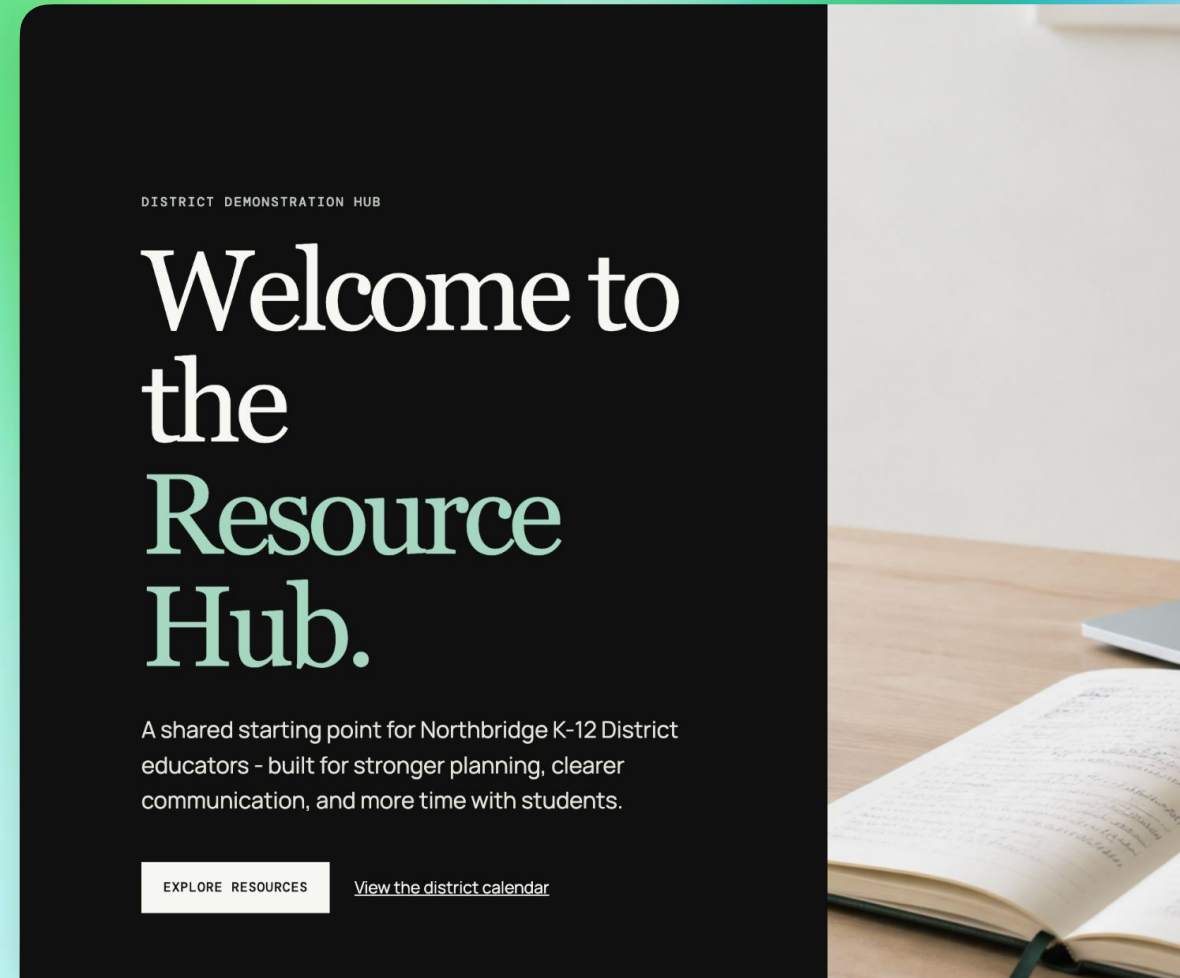
***This folder** has all my classroom information. Make a beautiful back-to-school flyer in a single-page PDF*

*Create a **PPT** to share with my district. Wow me!*

Sites

Create secure, shareable staff resources

- Turn documents, data, workflows, and apps into polished web experiences.
- Publish dashboards, planning hubs, resource guides, course materials, or internal tools without starting from scratch.
- Share securely with teachers, administrators, staff, families, or approved stakeholders.



Build a Back-to-School Flyer

*Create a **Resource hub with Sites** for these materials, make sure it aligns with our branding guidelines.*

Who would like to share?

5 minutes

Let's take a few minutes to share what you've learned and plan to build.

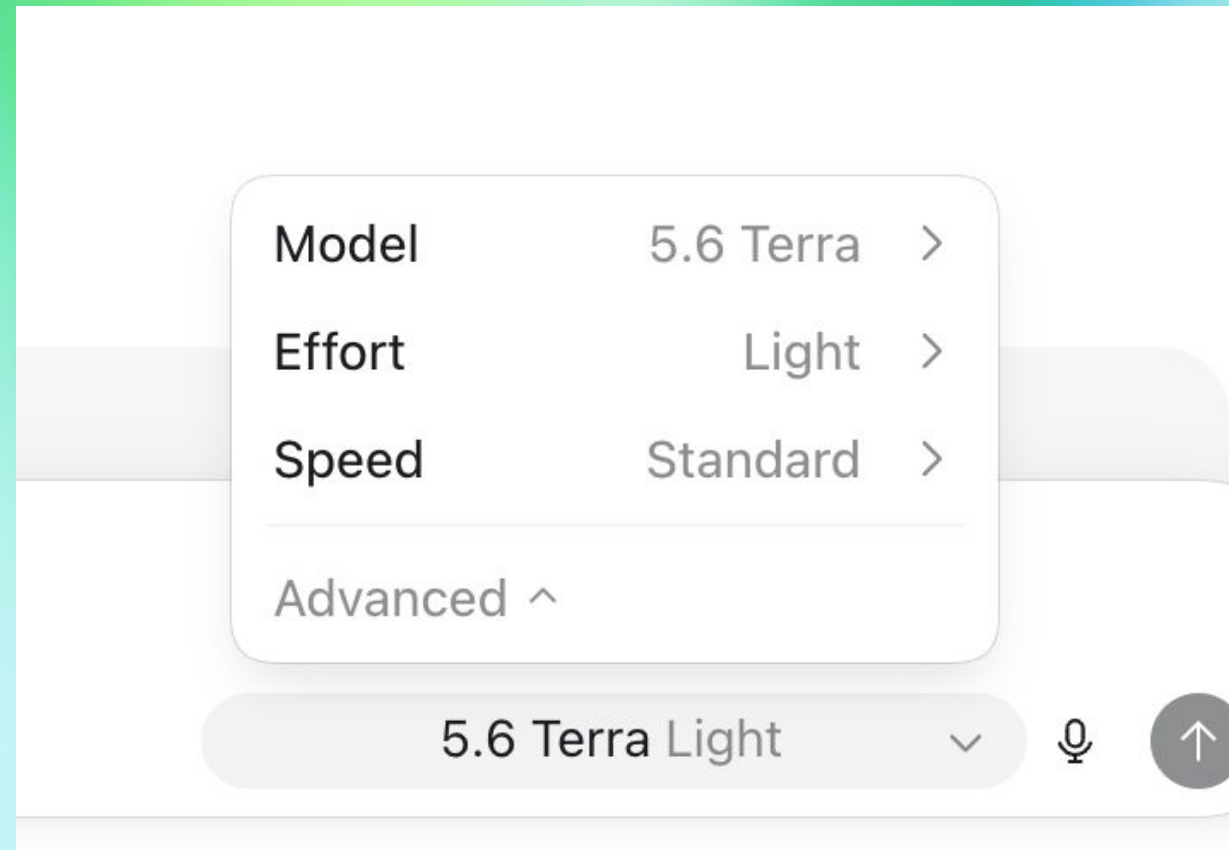
Come on up!

Break

Before you start!

Set your model and reasoning levels

- Model : 5.6 Terra
- Effort : Light
- Speed : Standard



50 MIN

OpenAI K-12 Jam

Home

Agenda

Prompts

Activities ▾

Resources

Activity 3: Create a Classroom Artifact with Codex



Work with a partner or small group to create one useful first draft you can open, review, and improve.

2-MINUTE GUIDE

New to Codex? Start here.

Take two minutes to get oriented before you begin. These are the Codex tools you can use to plan your approach, divide the work, build your resource, and continue improving it.

Close the toolkit ^

CODEX QUICK START

Choose a tool to see how it works and copy a practical K-12 example.



Plan Mode



Goal Mode

Pursue a Goal



Show & Tell

3 minutes per volunteer

The problem

What was the real pain point you chose?

The solution

What does your AI-assisted process do now?

What format did you choose? Did you use any tools?

One result

Describe the result or output of your process.

What's next?

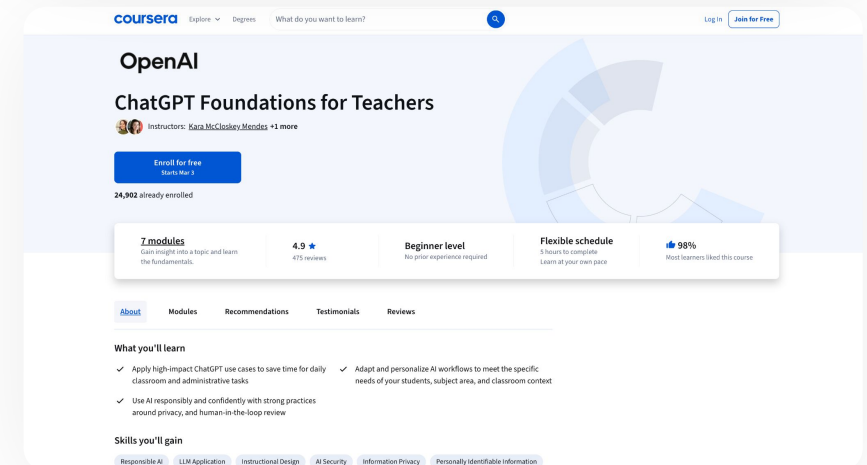
Share how you'd improve or level-up the tool you built, or what you want to make next.

ChatGPT Foundations for Teachers



Includes:

- Self-paced course for K-12 educators to build confidence using ChatGPT for classroom and administrative work
- Covers key foundations: how ChatGPT works, prompting basics, teacher use cases, core tools, and responsible AI
- Strong option for PD credit and a consistent baseline before or alongside rollout
- Pairs well with our live trainings: the course builds the foundation, and the webinars walk through features in a K-12 setting



OpenAI Academy K-12 Track

 OpenAI Academy

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11566 members

K-12 Education

Joined

in

X

Welcome to OpenAI's K-12 Education Community! This group is designed to be your go-to resource for staying current on AI and connecting with fellow K-12 professionals. Through our live events and on-demand content, our goal is to provide you with educational resources and opportunities to integrate AI into your work in a meaningful way.

Overview

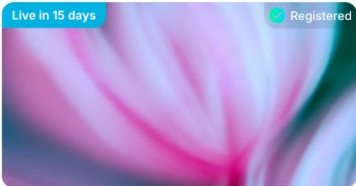
Events

Content

Events

Live in 15 days

Registered



Live in 22 days





Livestream · K-12 Education

ChatGPT for Teachers 101

11:00 AM - 12:00 PM, Apr 1 EDT

Online

Join

Livestream · K-12 Education

ChatGPT for Teachers 102

11:00 AM - 12:00 PM, Apr 8 EDT

Online

Register

Livestream · K-12 Education

ChatGPT for Education 102

1:00 PM - 2:00 PM, Dec 11 EST

Online

Replay

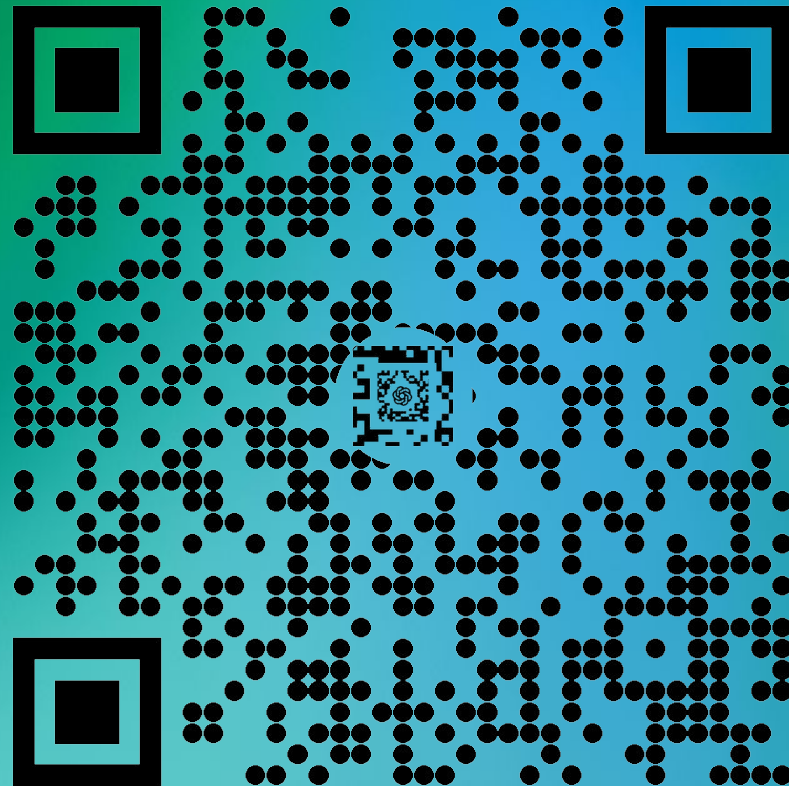
OpenAI Academy

Unlock the new opportunities of the AI era by equipping yourself with the knowledge and skills to harness artificial intelligence effectively.

ChatGPT Fundamentals

Learn the basics of using ChatGPT

Powered by Gradual



Survey

Thank you

OpenAI Academy



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