

ChatGPT and Other Chatbots for Teachers

A 5-Day Erasmus+ Professional Development Course

OVERVIEW

Artificial Intelligence is no longer a distant concept. It is already reshaping classrooms, lesson planning, and administrative workflows across Europe. Yet for many teachers, the range of available AI tools feels overwhelming, unclear, or simply out of reach. This course was designed to change that.

ChatGPT and Other Chatbots for the Teacher is an intensive, hands-on five-day course that demystifies AI-powered conversational tools and shows educators exactly how to put them to work: from generating lesson plans, differentiated tasks, and creative exercises to writing feedback, communicating with parents, and managing professional workload. The course begins with the most widely used chatbot, ChatGPT, and progressively introduces other powerful tools such as Claude, Gemini, Copilot, and Perplexity, allowing participants to compare, experiment, and discover what works best in their own teaching context.

Participants will also engage with the ethical dimensions of AI use in education, understanding how to verify AI outputs, address issues of bias and privacy, and guide students to use these tools responsibly. The course is delivered through interactive workshops, real-task simulations, and collaborative peer learning, ensuring that every participant leaves with a personal AI toolkit ready to use from the very first day back in school.

No prior experience with AI is required. Whether you are just getting started or already experimenting with chatbots, this course will expand your skills, boost your confidence, and connect you with fellow educators from across Europe.

SCHEDULE

Day 1: Introduction to AI and Chatbots in Education

- Icebreaker activities and introductions; mapping participants' current experience with digital tools
- What is Artificial Intelligence? Key concepts, myths, and realities explained in plain language
- Overview of the AI chatbot landscape: ChatGPT, Claude, Gemini, Copilot, Perplexity and what each does best
- First hands-on session: creating a free ChatGPT account and generating your first useful teaching output
- Group discussion: opportunities and concerns, sharing initial impressions and questions

Day 2: The Art of Prompting: Getting Great Results

- Understanding how chatbots work: tokens, context windows, and why phrasing matters
- Prompt engineering fundamentals: roles, context, tone, format, length and building effective prompts step by step
- Workshop: crafting prompts for lesson planning, rubrics, quiz generation, and student instructions
- Comparative testing: the same prompt across different chatbots and analysing differences in quality and accuracy
- Creating a personal prompt library: saving, organising, and reusing your best prompts

Day 3: AI Tools in Classroom Practice

- Designing differentiated learning materials with AI: adapting content for different proficiency and age levels

- Generating student tasks, creative exercises, discussion questions, and project briefs across subject areas
- AI for formative assessment: producing rubrics, self-assessment checklists, and written feedback templates
- Communicating with parents and colleagues: drafting professional messages, summaries, and reports with AI assistance
- Hands-on project: each participant designs and presents a ready-to-use AI-generated classroom resource

Day 4: Ethics, Accuracy, and Responsible AI Use

- Understanding AI limitations: hallucinations, outdated information, and how to fact-check AI outputs reliably
- Bias, representation, and fairness: recognising problematic patterns in AI-generated content
- Privacy and data protection: what teachers and students should never share with a chatbot
- Developing a school AI policy: frameworks, guidelines, and practical starting points for your institution
- Teaching students to use AI ethically: classroom strategies, discussion activities, and honour codes

Day 5: Building Your Personal AI Workflow

- Exploring advanced features: ChatGPT custom GPTs, memory settings, and integrations with other tools
- Time-saving automation: recurring tasks, templates, and batch generation for weekly planning
- Peer showcase: participants share their most effective AI use cases and newly created resources
- Personal AI Action Plan: each participant defines three concrete ways to use AI in the coming school month
- Course wrap-up: certificates, feedback, and next steps on the AI in Education journey

LEARNING OUTCOMES

After completing this course, participants will be able to:

- Understand the principles behind AI language models and explain how chatbots generate responses
- Navigate and compare leading AI chatbot platforms (ChatGPT, Claude, Gemini, Copilot, Perplexity) for different teaching purposes
- Write effective, structured prompts to generate high-quality, subject-specific educational content
- Create ready-to-use classroom materials (including lesson plans, tasks, rubrics, and feedback) using AI tools
- Differentiate AI-generated content to meet the needs of diverse learners and adapt outputs for different educational contexts
- Recognise the limitations and risks of AI tools, including hallucinations, bias, and data privacy concerns
- Apply ethical frameworks for AI use in education, both as practitioners and as guides for students
- Develop and implement a personal AI workflow that saves time and supports professional growth
- Introduce AI tools to colleagues and contribute to school-wide digital literacy initiatives

TEACHING AND LEARNING METHODS

- Hands-on Workshops: Participants actively experiment with AI tools during every session (learning by doing, not by listening)

- **Scaffolded Skill-Building:** Each day builds progressively on the previous one, ensuring confidence grows step by step from complete beginner to competent user
- **Comparative Tool Analysis:** Participants test the same tasks across multiple chatbot platforms and reflect on differences, strengths, and appropriate use cases
- **Peer Collaboration and Sharing:** Small-group activities, peer feedback rounds, and a final showcase encourage knowledge exchange and community building among European educators
- **Real-Task Simulations:** All exercises are grounded in authentic teaching scenarios (participants produce materials they can use directly in their own classrooms)
- **Reflective Practice:** Daily reflection prompts and an evolving personal learning journal support transfer of learning to participants' specific school contexts
- **Personal Action Planning:** The course concludes with each participant designing a concrete, measurable AI integration plan for the weeks ahead

ERASMUS+ PRIORITIES

This course directly addresses the following Erasmus+ horizontal and sector-specific priorities:

- **Digital Transformation in Education:** Equipping teachers with practical AI competencies aligned with the EU Digital Education Action Plan 2021-2027 and the DigCompEdu framework
- **Inclusion and Diversity:** Exploring how AI tools can help personalise learning, reduce barriers, and support students with diverse needs and different learning profiles
- **Quality and Relevance of Teaching:** Strengthening teacher professional development by introducing evidence-based, immediately applicable digital pedagogies
- **Active Citizenship and Critical Thinking:** Developing educators' capacity to teach ethical AI use, media literacy, and responsible digital citizenship to their students
- **European Cooperation and Mobility:** Fostering peer learning and professional networking across European education systems through collaborative tasks and shared resources
- **Environmental and Social Sustainability:** Encouraging responsible, purposeful use of technology that enhances rather than replaces meaningful human connection in education

** The schedule above is a guide and may be adapted to reflect the specific needs, experience level, and priorities of each participant group.*



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