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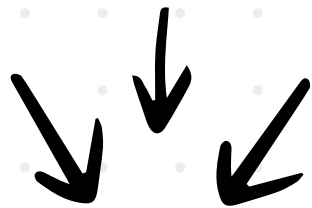
Using Agentic AI in Teaching

A Practical Guide with Prompts for Classroom Tasks



What's an AI Agent?

“Agentic AI (or AI agent) is an AI system that can make decisions and take actions on its own to achieve specific goals.” (Ross, 2025)



In plain terms: an AI agent doesn't just answer you, it does things for you.

Reference:

Ross, D. P. B. L. (2025, July 22). Teaching in the age of agents: What ChatGPT's latest tool can (and can't) do. Substack.

Think of it as ChatGPT on steroids.

ChatGPT Agent runs tasks on its own using a virtual computer that can:

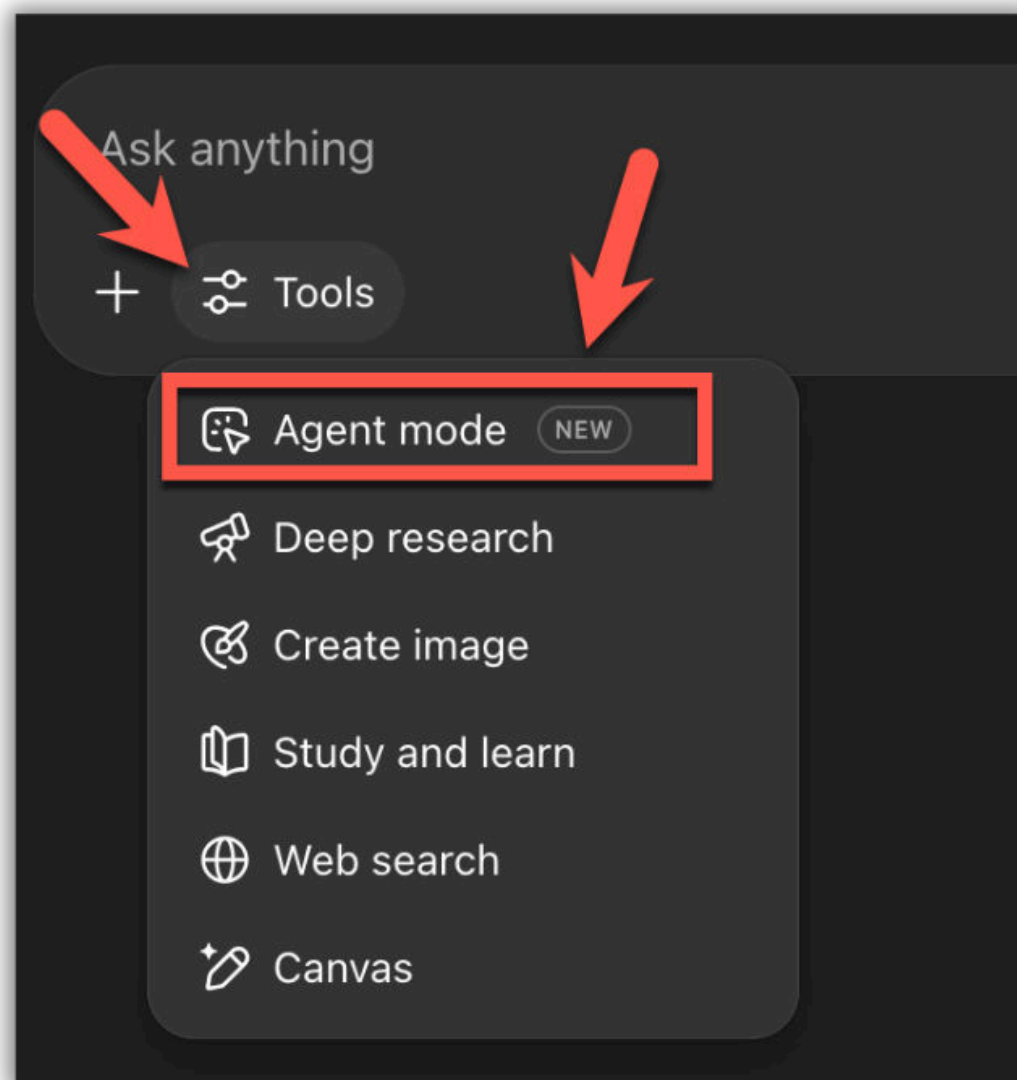
- Read and interact with web pages
- Click buttons and fill forms
- Run code when needed
- Connect to tools like Gmail, Google Drive or SharePoint
- You can watch it work, pause it, or take control anytime. It hands you editable outputs like PowerPoints, spreadsheets, or reports.

How ChatGPT Agent Differs from Regular ChatGPT

Standard ChatGPT	ChatGPT Agent
<ul style="list-style-type: none">• Stays inside the chat box• Needs you to type each step• Produces text, images, or simple file edits	<ul style="list-style-type: none">• Acts directly on the web and in your files• Handles multi-step workflows with fewer prompts• Creates editable outputs and can schedule tasks• Currently on Pro/Plus/Team; Edu rollout is coming

How to access ChatGPT Agent?

ChatGPT Agent is currently available on Pro, Plus, and Team plans. To access it, open a chat and look for the Agent mode option in the settings or toolbar.



Note: If you don't see the Agent option, you may be on a free plan or located in the European Economic Area, where rollout is still restricted.

Cut admin time

Build slide decks, summarize documents, or prep reports in minutes.

See everything it does

All steps are visible and can be interrupted.

Why It Matters for Educators

Work with your own files

Pull from Drive, SharePoint, or Notion for faster prep.

Stay compliant

Read-only mode and confirmation checks reduce privacy risks.

Practical Use Cases for ChatGPT Agent

Here are some hands-on ways ChatGPT Agent can support your teaching and admin work. Each use case comes with a sample prompt so you can see exactly how to put it into action:

- Create Presentations
- Hunt and Compile Resources
- Draft Lesson Plans
- Clean and Visualize Data
- Prep PD Packs
- Explore Real-Life Ideas
- Discover Trending AI Tools
- Support Academic Research

Let's develop each of these use cases with ready-to-use prompts.

1

Create Presentations

ChatGPT Agent builds full slide decks in minutes. Upload your curriculum, and it handles the structure, visuals, and notes while you refine the details.

Prompt

Using the uploaded Grade 5 geography scope and sequence, create 10 weekly PowerPoint slide decks. Each should include a learning objective, 3 key ideas, one simple visual, a 5-question exit ticket, and short teacher notes. Cite sources on the final slide.

+ Tools



2

Hunt and Compile Resources

ChatGPT Agent scans trusted sites and compiles a short, cited brief so you can skip endless searching and focus on teaching.

Prompt

Find 8 reliable online resources for a Grade 8 science unit on ecosystems. Summarize each in 2-3 sentences with a citation and working link.

+ Tools



3

Draft Lesson Plans

ChatGPT Agent creates lesson plans that include engaging activities, formative quizzes, and assessments aligned with your district standards. Upload your curriculum documents, and the agent structures plans you can refine and deliver.

Prompt

Using the uploaded Grade 6 persuasive writing unit and district rubric, create 5 lesson plans. Each should include objectives, 2 engaging activities, a short formative quiz, differentiation strategies, and an assessment task aligned with the rubric

+ Tools

🎤

4

Clean and Visualize Data

ChatGPT Agent turns raw assessment scores into clear visuals and insights. Upload your data, and it produces charts, highlights trends, and gives you a summary you can share with staff or parents.

Prompt

Using the uploaded Grade 7 math assessment CSV, clean the data and generate an Excel file with bar charts of class averages. Highlight strengths and areas needing improvement, and add a 200-word summary in plain language.

+ Tools



5

Prep PD Packs

ChatGPT Agent helps you create ready-to-use professional development packs. Upload your readings, and it builds summaries, slides, and discussion prompts so you can focus on leading the session.

Prompt

Using the 3 uploaded articles on AI in formative assessment, create a PD pack. Summarize each article in one paragraph and generate an 8-slide PowerPoint including objectives, key ideas, visuals, and 3 discussion prompts

+ Tools

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5

Explore Creative Ideas

ChatGPT Agent can scan forums and social platforms to gather fresh teaching strategies and classroom ideas.

Prompt

Search Reddit, Quora, and X (formerly Twitter) for real teacher discussions about using AI in the classroom. Summarize 10 unique ideas, each with a short description and a link to the original post.

+ Tools

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Discover Trending AI Tools

Use ChatGPT Agent to track the AI tools teachers are actually using and discussing. It scans the web, forums, YouTube, and TikTok to bring you an up-to-date list of tools with real classroom relevance.

Prompt

Search the web, Reddit, YouTube, and TikTok for the latest AI tools teachers recommend for lesson planning and assessment. Compile a list of 8 tools, with a short description, link, and example of classroom use.

+ 🔍 Tools

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7

Support Academic Research

Use ChatGPT Agent to scan scholarly sites and compile structured summaries with references. It's especially useful for literature reviews, giving you concise, organized reports you can quickly build on.

Prompt

Search Google Scholar, ResearchGate, and ERIC for studies on project-based learning in middle school. Provide a structured summary of 10 articles with key findings, APA references, and links.

+  Tools



Best Practices for Using ChatGPT Agent

Write precise prompts

Clear, specific instructions lead to better results.

Monitor actively

Watch its steps and step in to correct course when needed.

Set expectations

Tell the agent exactly what format or detail level you need.

Review outputs

Always check for accuracy, citations, and formatting before sharing.

Limit sensitive access

Don't connect it to personal or high-risk sites (e.g., banking).

Start small

Test it with low-stakes tasks before scaling up.

Web hiccups

Captchas and login walls may block ChatGPT Agent access.

Privacy

Inputs may be used in ChatGPT training unless you opt out.

Security risks

Malicious sites can inject harmful prompts, so human supervision is essential.

ChatGPT Agent Limitations

Slides not perfect

Generated presentations may need formatting fixes

Errors & hallucinations

Outputs can include inaccuracies, always verify.

No memory yet

The agent won't retain info across tasks unless you schedule recurring runs.

Student Planners

