HOW TO **SAVE** HOURS WITH AI

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HOW TO

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HOW TO SAVE
HOURS WITH AI

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HOW TO SAVE HOURS WITH AI

Course details

🕐 20 hours (4 hours a day, Monday to Friday)

◎ Target Audience: Primary/secondary teachers

📍 Viseu (Portugal)

📅 15/06/26 - 19/06/26

€ 400 €

Description

"How to Save Hours with AI" is designed to equip educators with the strategic workflows and technical skills needed to balance administrative efficiency with pedagogical excellence.

Moving beyond basic AI usage, this course focuses on integrating AI into the classroom to enhance inclusion, protect academic integrity, and ensure data privacy. Participants will engage in hands-on practice to transform their teaching routine and lead digital innovation.

Learning Outcomes

By the end of the course, participants will be able to:

- Co-create plans, differentiated materials and high-quality feedback with AI.
- Design inclusive UDL lessons and ready-to-teach materials.
- Build "cheat-resistant" assessments.
- Master prompt-engineering patterns.
- Apply practical GDPR/AI-Act (Europe's data privacy and AI safety laws) classroom policies (transparency, privacy, integrity).
- Lead adoption with an eTwinning-ready (ready for the European school collaboration

platform) capstone (final project) and a 30-60-90 day rollout plan (a short-term action plan for the next three months).

Target Audience and Conditions

- ILIT Track (Explorer): Primary/secondary teachers new to AI who want safe, simple quick wins
- PRO Track (Innovator): Experienced educators, IDs (Instructional Designers, or people who design courses), and department leads who want to design advanced AI-enabled pedagogy (teaching methods) and train colleagues
- A laptop and basic digital literacy (basic computer skills) (no coding required)
- Familiarity with lesson planning and assessment
- Intermediate English (B1+) speakers

Schedule

- **Day 1 - Foundations & Ethics - "What is AI?" to "My First AI-Assisted Class"**

  - Generative vs. discriminative AI.
  - GDPR/AI-Act basics; privacy, transparency, academic integrity.
  - Risk controls.
  - Hands-On Lab:
    - "Generate, Convert, Refine" (improve or edit) text/image/audio with a quality checklist.
    - Draft a 1-page AI Quick-Start.

- **Day 2 - The Co-Pilot - Lesson Planning, Personalization & Age-Specific Prompt Packs**

  - Tool-Selection Framework with DPIA-lite.
  - Framework criteria: Pedagogy or teaching method, privacy, accessibility, cost and integration.
  - UDL planning build 45' and 90' lessons with SEN/AL/Gifted.
  - Age-Specific Prompt Packs (collections of ready-to-use AI commands).
  - Hands-On Lab:
    - Lesson Plan Studio: create a 45' and 90' lesson; embed Prompt Packs as teacher notes and student tasks; export slides/PDFs.
    - Produce two quick adaptations (SEN/AL) and a parent-communication document.

- **Day 3 - The Assessor - Smart Feedback & Cheat-Resistant Tasks**

  - Assessment blueprints.

- Rubrics by criteria quiz design with error-busting distractors.
- Feedback playbook feed-up, feedback, feed-forward tone & evidence; one-page integrity micro-policy.
- Hands-**On Lab**:
  - Build a **criterion-based rubric** and a short quiz; generate feedback variants for sample work.
  - Convert a traditional essay into a **process-based**, **multimodal project** *(a project that uses multiple formats, like text, images, and video).*

- **Day 4 - The Power User - Advanced Prompting & Multimodal**

  - Patterns (Advanced AI command techniques).
  - Multimodal prompting (using AI with a mix of text, images, and audio) to create rich resources.
  - Hands-On Lab:
    - Build your Prompt Patterns Library.
    - Prompt Tournament compare prompts/models.

- **Day 5 - The Innovator - Capstone, eTwinning & 30-60-90 Roadmap**

  - Group mini-capstone plan + materials + assessment + communication.
  - eTwinning outline.
  - Train-the-Trainer mini-pack.
  - Hands-On Lab:
    - Build and present your capstone.
    - Define your 30-60-90 day plan.

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