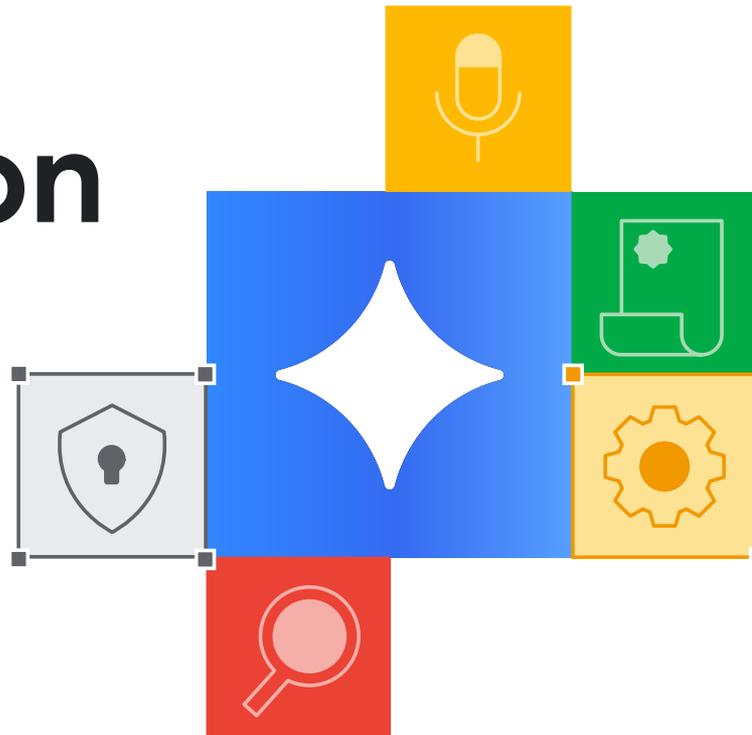


# 50+ ways to use Gemini in higher education

This guide is designed to help **higher education** faculty, researchers, administrators, leaders, and students discover how to use [Gemini for Education](#) and NotebookLM to enhance learning, accelerate research, and improve institutional effectiveness.





# This guide can help you learn how to:

- Apply best practices to write clear, effective prompts that maximize Gemini's capabilities
- Understand how Gemini's features (Gems, Canvas, Deep Research) support advanced research, course design, and institutional operations
- Use NotebookLM to synthesize dense literature, manage research sources, and create personalized study guides from your course materials
- Discover prompts for course planning, grant writing, student services, and administrative efficiency
- Use Gemini for complex problem-solving, coding, career readiness, and capstone projects
- Improve productivity with Google AI Pro for Education
- Integrate Gemini with your existing workflows, including LTI integration for your campus learning management system (LMS)



**This guide is designed to support your journey – from drafting your first prompt to using advanced AI features.**

**🔥 It's great for:**

- Self-guided practice for students, faculty, and staff
- Faculty workshops and departmental training
- Resources for your Center for Teaching and Learning (CTL)

# Gemini can help your higher education community achieve more

## Top use cases at a glance



### Faculty and staff

Design engaging course materials, syllabi, and case studies.

Adapt readings and assignments for diverse learners.

Generate new assessments, assignments, and rubrics, or get new versions of existing ones.

Draft detailed recommendation letters and provide constructive student feedback.



### Researchers

Get a foundational overview of a new topic by synthesizing web-based research.

Write, debug, and optimize code for data analysis in R, Python, and MATLAB.

Go from a blank page to a strong first draft of a grant proposal, including outlines for specific agency requirements (for example, NSF and NIH).

Synthesize and find connections across dozens of uploaded research papers.



### Administrators

Draft communications for alumni outreach, student services, and internal staff announcements.

Summarize long policy documents, analyze operational data, and create templates for budget proposals or reports.

Develop professional development materials, including training workshops and support resources for campus technology.



### Leadership

Analyze institutional data and competitor strategies to brainstorm new initiatives.

Develop high-level strategic plans and draft talking points for board meetings, faculty town halls, and fundraising events.

Draft compelling messages for donor engagement and capital campaigns.



### Students

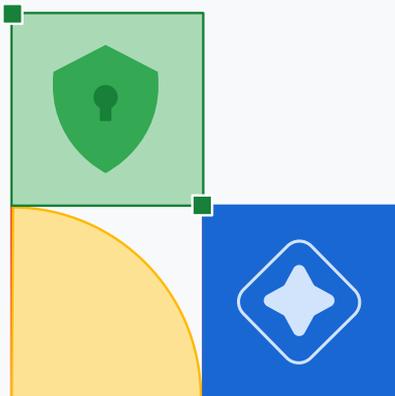
Deepen understanding with on-demand explanations of complex concepts and step-by-step problem-solving.

Prepare for exams by creating personalized practice quizzes and study guides from lecture notes.

Brainstorm and research ideas for papers, get feedback on writing, and generate citations.

Get feedback on resumes, draft cover letters, and run mock interviews for career readiness.

# Sections



01

[Google AI tools for everyday use](#)

---

02

[Prompt like a pro](#)

---

03

[Gemini and NotebookLM example use cases by role:](#)

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- [Faculty and staff](#)
  - [Researchers](#)
  - [Administrators](#) (such as HR and admissions)
  - [Leaders](#) (deans, provosts, etc.)
  - [Students](#)
- 

04

[Go further](#)

---

- [AI literacy resources](#)
- [Admin setup](#)
- [Gemini in Workspace](#)



# 01

## Google AI tools



Explore the AI tools for everyday use across your institution – for teaching, learning, and working.

# Your Google AI toolkit for everyday use

Click on each tool to learn more.



⇒ [Gemini](#)

⇒ [Gems](#)

⇒ [Gemini Canvas](#)

⇒ [Deep Research](#)

⇒ [Guided Learning](#)

⇒ [Learning coach](#)



⇒ [NotebookLM](#)

⇒ [Mind Maps](#)

⇒ [Audio Overviews](#)

⇒ [Video Overviews](#)

⇒ [Reports](#)

Paid add-on

⇒ [Google AI Pro for Education](#)



**Your AI-powered  
assistant for education**

# Transform education with the help of Gemini



## Save time

Speed up time-consuming tasks so you can focus on what matters most.



## Make learning more personal

Captivate each student with content that's tailored to their needs and interests.



## Inspire creativity

Get fresh ideas and inspiration for new approaches with your AI assistant.



## Learn confidently

Empower students with AI-guided support to help them learn with confidence.



## While keeping your data private and secure



# The Gemini app

Transform how you teach,  
learn, and work



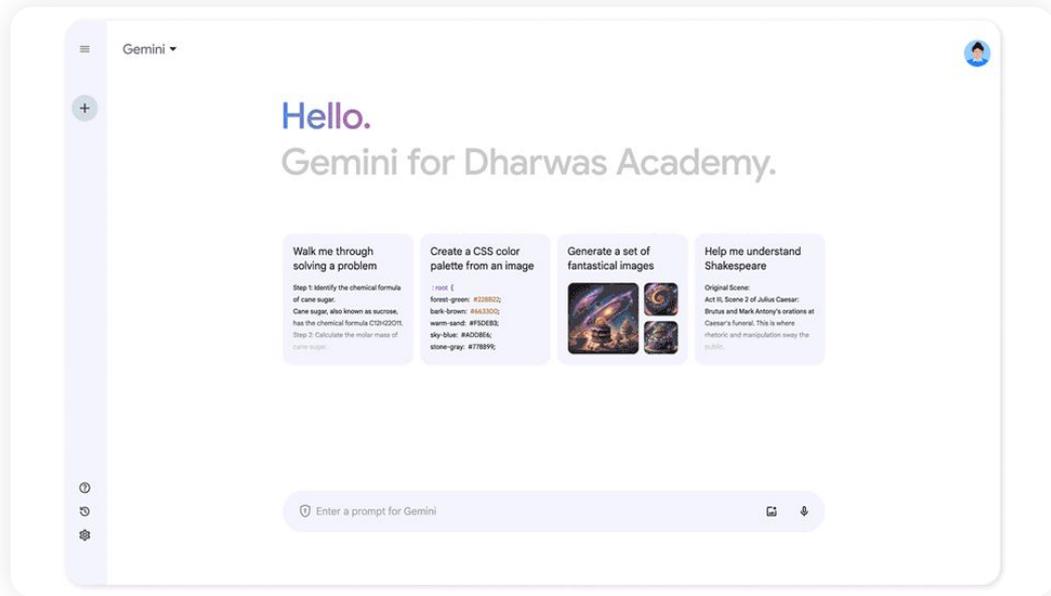
## Access our most capable AI models

Gemini includes access to 3 Pro, our most intelligent model.



## Grounded in learning science

Gemini 3 Pro incorporates LearnLM, our family of models fine-tuned for learning and built with education experts.



# Anatomy of the Gemini app

The screenshot shows the Gemini app interface with the following components and annotations:

- Start a new chat:** A button in the top-left corner with a plus icon and a document icon.
- Add files to your prompt:** A menu containing "Upload files", "Add from Drive", and "Import code".
- Access Gemini tools:** A menu containing "Tools", "Deep Research", "Create videos (Veo 3.1)", "Create images", "Canvas", and "Guided Learning".
- Prompt input area:** A text input field containing "Hello," with a "Thinking" indicator and a microphone icon.
- Instead of typing your prompt, speak it:** A microphone icon next to the prompt input area.

**Note:** [Google AI Pro accounts](#) get higher access to new and powerful features, including unlocking access to video generation (Veo 3.1).

**Google for Education**

# Personalize Gemini with Gems

## Custom AI experts for any topic

A Gem is a customized version of Gemini that you can create with specific instructions to act like an expert on a certain topic or follow particular guidelines every time you use it.

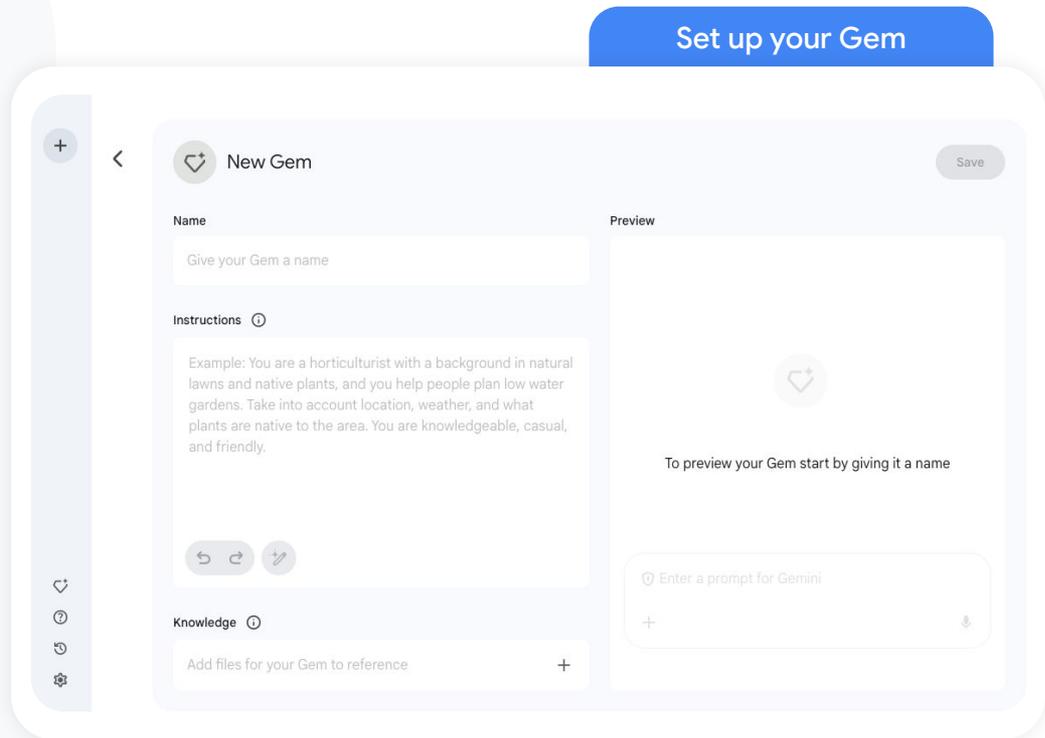
You can get started with Google's premade Gems like Learning coach, Career guide, and Brainstormer.



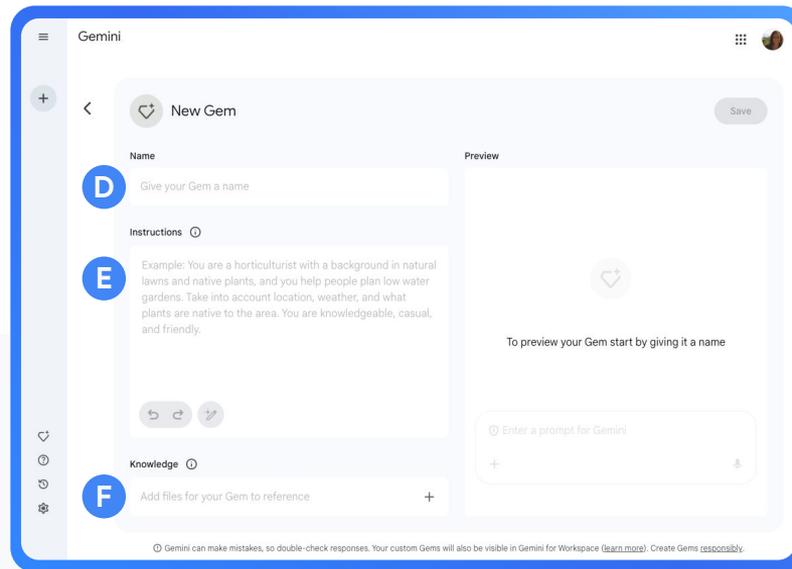
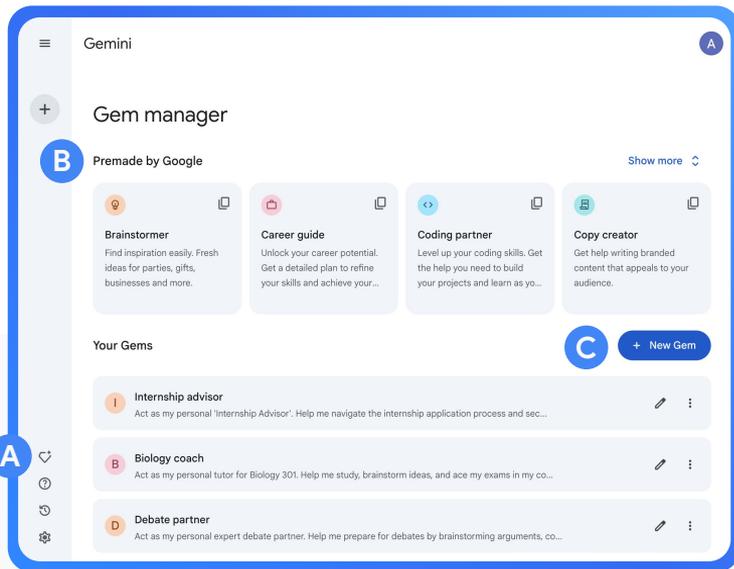
- Think of creating a Gem as doing a detailed PARTS-level setup once. You define its expert persona, its purpose, the rules it follows, and any crucial context upfront.
- This “best practice” foundation is then saved within your Gem.

**With the instructions and knowledge provided up front, Gems can provide better results with less time spent prompting, while also allowing your interactions to be more conversational.**

[Learn more about the PARTS framework](#) →



# Leverage premade Gems or create your own



- A** Gem manager is the one-stop shop for all your Gems.
- B** Get started easily with premade Gems by Google.
- C** Create a new Gem built to tackle your specific needs.

- D** Give your new, personalized Gem a name.
- E** Provide detailed instructions to make your Gem work for you.
- F** Optional: Upload files to give more context and get more helpful responses.

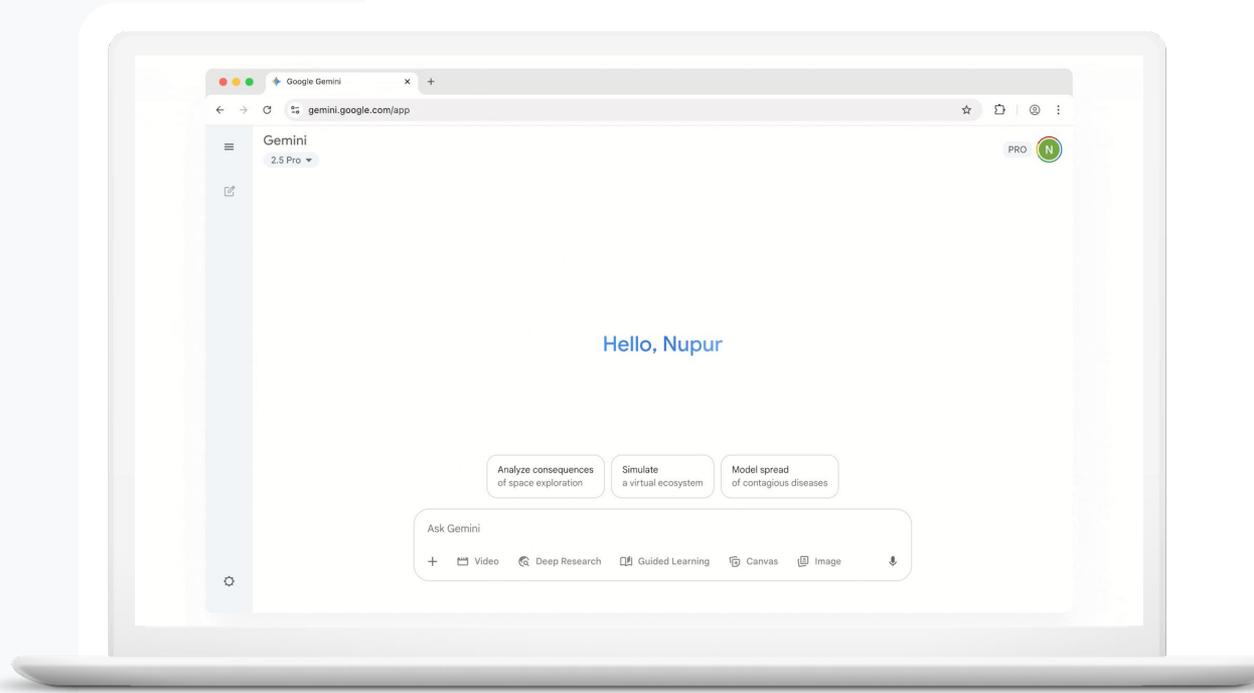
# Gemini Canvas

## Create, code, and collaborate with Gemini in one space

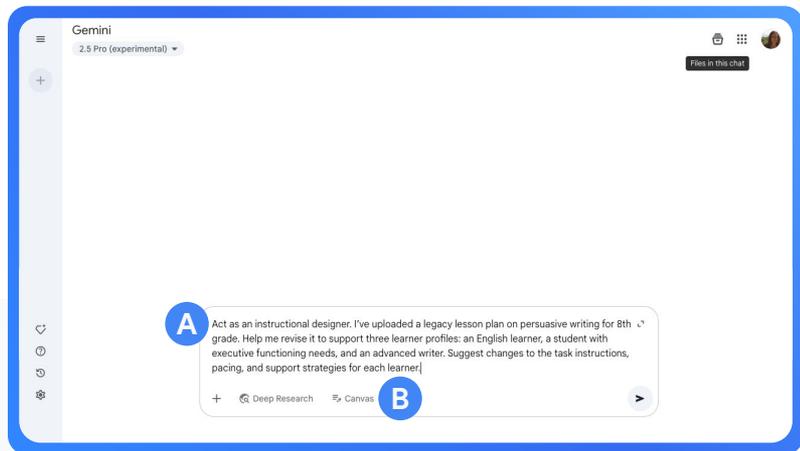
Gemini Canvas is an interactive workspace for turning your ideas into polished creations. Transform your prompts into an editable canvas for creating lessons, coding projects, or building resources – and evolve your thinking visually in real time. Your content instantly updates and you get AI-powered suggestions to level up your work. This space is designed for rapid iteration, allowing you to easily refine and develop your concepts.

### Use Canvas to:

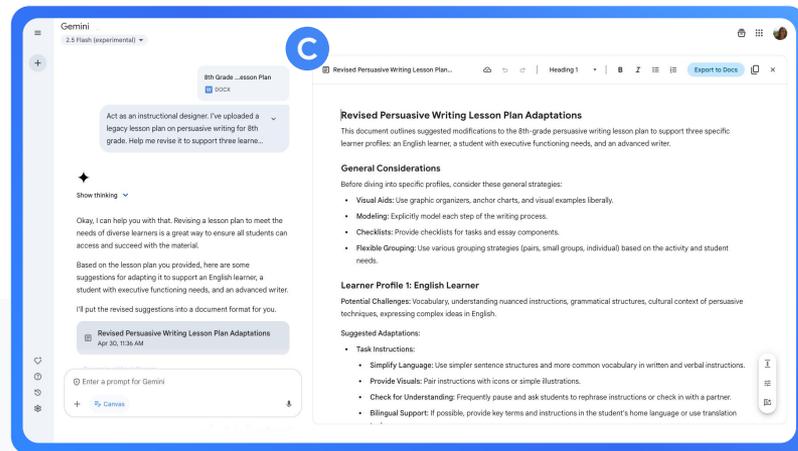
- Draft editable documents, lesson plans, or study guides in real time
- Build and test working code that can be exported into Google Colab
- Edit copy tone, length, formatting, and content
- Create interactive quizzes and flashcards
- Export to Docs, then copy, or present what you've built instantly



# How Gemini Canvas works



- A** Enter your prompt in the Gemini chat box.
- B** Select **“Canvas”** from the options at the bottom of the chat box.

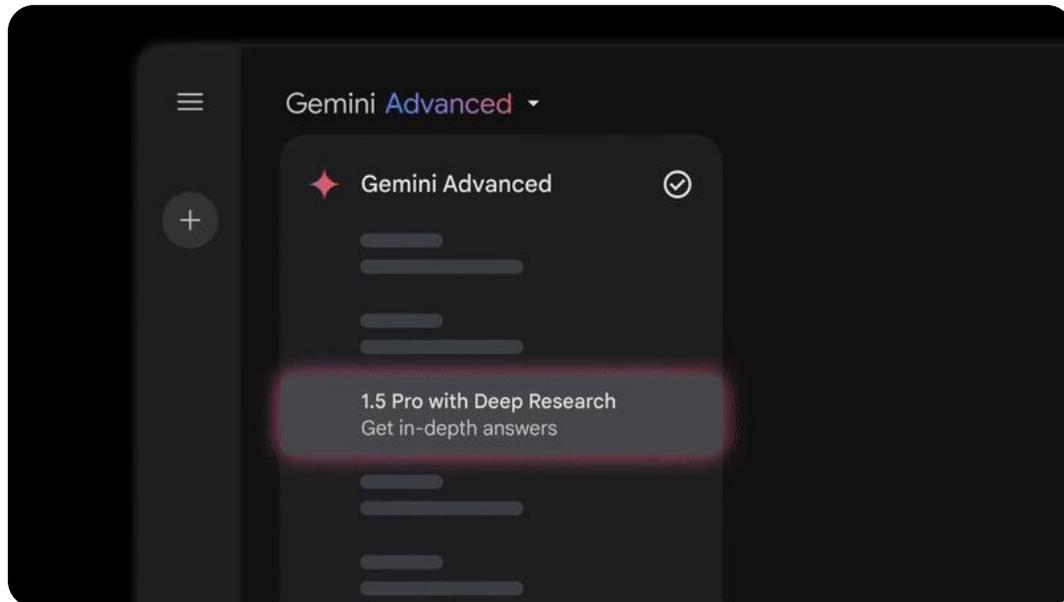


- C** Gemini opens Canvas in a pane separate from your chat. The Canvas output is fully editable – you can update it yourself or ask Gemini to refine and revise the content. When you're ready, just click **“Export to Docs”** to continue working or share.

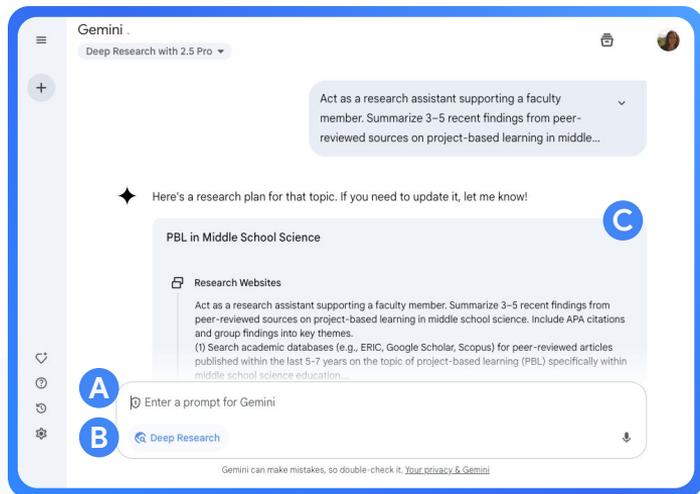
# Deep Research

Generate in-depth reports in minutes

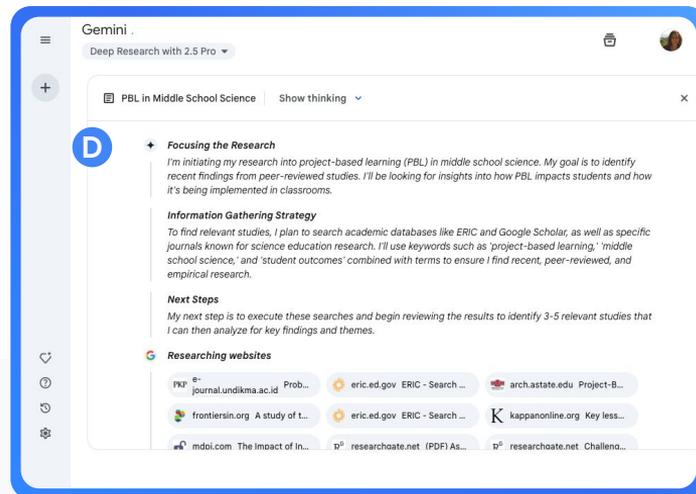
Get up to speed on just about anything with Deep Research, an agentic feature in Gemini that can **automatically search up to hundreds of websites** on your behalf, think through its findings, and create insightful multipage reports with citations.



# How Deep Research works

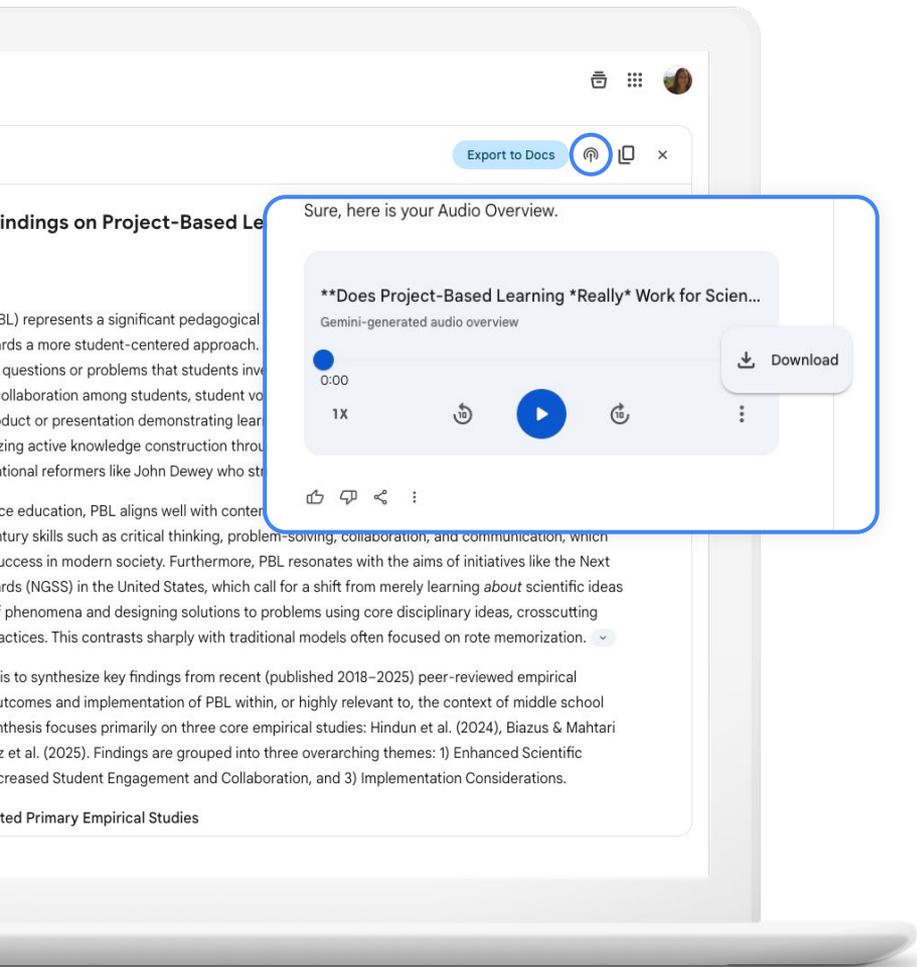


- A** **Initiate your request.** Submit your prompt in Gemini.
- B** **Select Deep Research mode.** You can do this in two ways:
  - Choose “Deep Research” from the options at the bottom of the chat box.
  - Alternatively, select “Deep Research” using the model picker located under the Gemini logo at the top of the interface.
- C** **Review and refine the proposed research plan.** Gemini will develop and present a draft research plan. Take this opportunity to review it and make any edits or refinements to better suit your needs (for example, ask to “add a section on implementation costs” or “include international examples”).



- D** **Start the research and observe execution.** Click “Start research” to begin. You can then watch in real time as Deep Research executes the plan and gathers information.
- E** **Observe the comprehensive report.** After the research is complete, Gemini will provide you with a detailed report.

**Tip:** After your report is complete, you can ask Gemini follow-up questions about it. These questions do not count toward your monthly limit of Deep Research reports.



## Deep Research Audio Overviews for flexible learning

### Don't just read – listen

You can generate an Audio Overview of your Deep Research reports – a podcast-style narration of the key findings. It's a fast, accessible way to listen to your research findings while you multitask.

### Download and share

You can also **download the audio file** to:

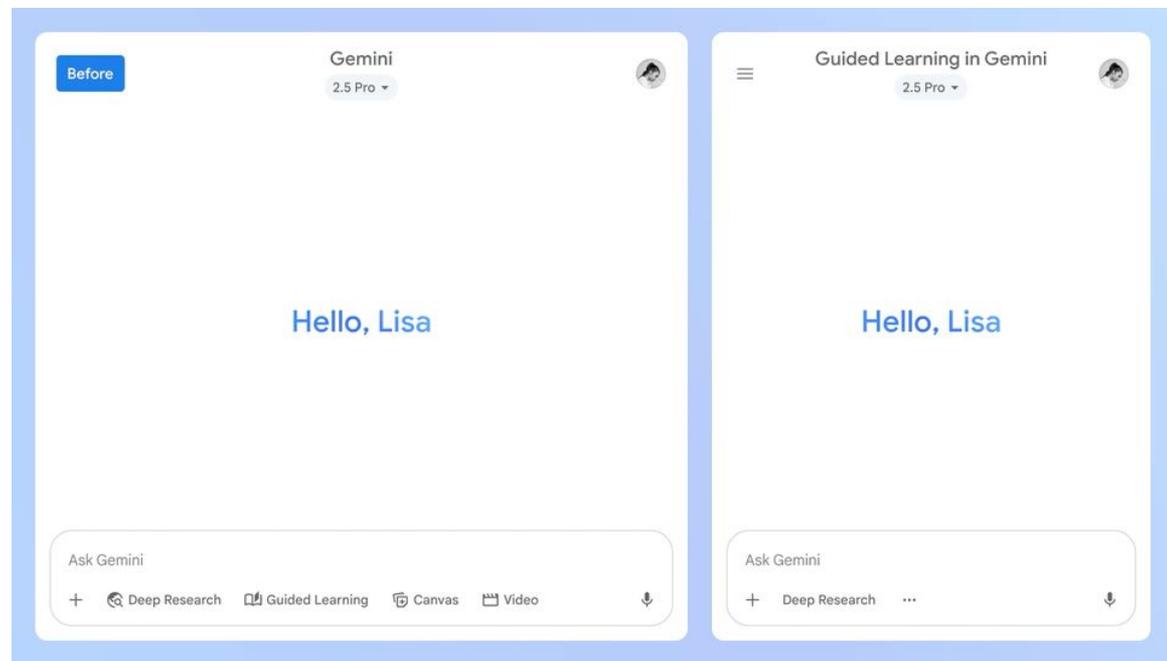
- Save for offline listening
- Embed in a course hub or learning management system
- Share with a professional learning community (PLC) or student group

# Guided Learning

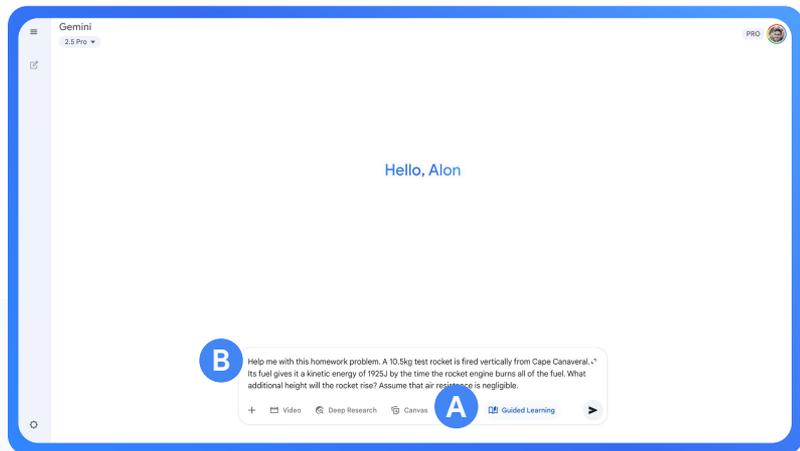
Go beyond answers and build a deep understanding

Guided Learning encourages participation through probing and open-ended questions that spark a discussion and provide an opportunity to dive deeper into a subject. The aim is to help you build a deep understanding instead of just getting answers.

Guided Learning breaks down problems step-by-step and adapts explanations to your needs – all to help you build knowledge and skills.

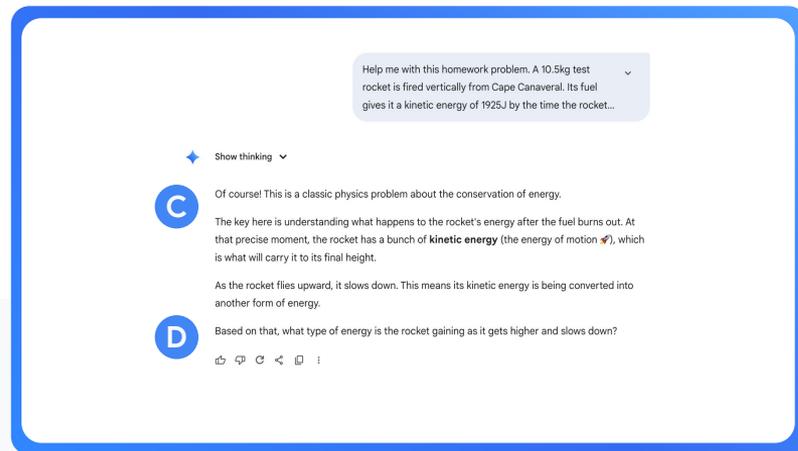


# How Guided Learning works



**A** Select “**Guided Learning**” from the options at the bottom of the chat box (or “**Learning**” if on a mobile device).

**B** Enter your prompt in the Gemini chat box.



**C** Instead of giving you a quick answer, Gemini starts explaining foundational concepts related to the prompt.

**D** Gemini asks a probing question back to the user, inviting them into the discussion and encouraging them to think critically.

# Deepen understanding with Learning coach

## Prompt

I'm trying to really get my head around the concept of a derivative in calculus. Can you break it down for me in a clear way, maybe using a real-world analogy, and then create a few practice problems that test my understanding of the core idea, not just memorizing formulas?

## ✨ Tip

Mention what you've already learned or where you're stuck so the Learning coach can tailor its explanation even better.

## 🔥 Great for

Grasping fundamental principles in math and science, building conceptual understanding beyond rote memorization, and practicing targeted problems.

Premade Gem



# NotebookLM

Understand anything

# Understand anything with NotebookLM

Meet your personal AI-powered research and thinking partner, grounded only in the information you provide



When you ask NotebookLM questions or to generate content, it only uses information from sources you provide. Think of it as an expert on your specific documents.



Upload your sources (like strategy plans, education standards, lecture notes, and course readings) and NotebookLM can answer questions and generate summaries, lesson plans, study guides, discussion questions, and quizzes – all with in-line citations to ensure accuracy.



NotebookLM is multilingual. You can upload sources from over 80 supported languages, including a combination of different languages, and then generate content in any of those languages.

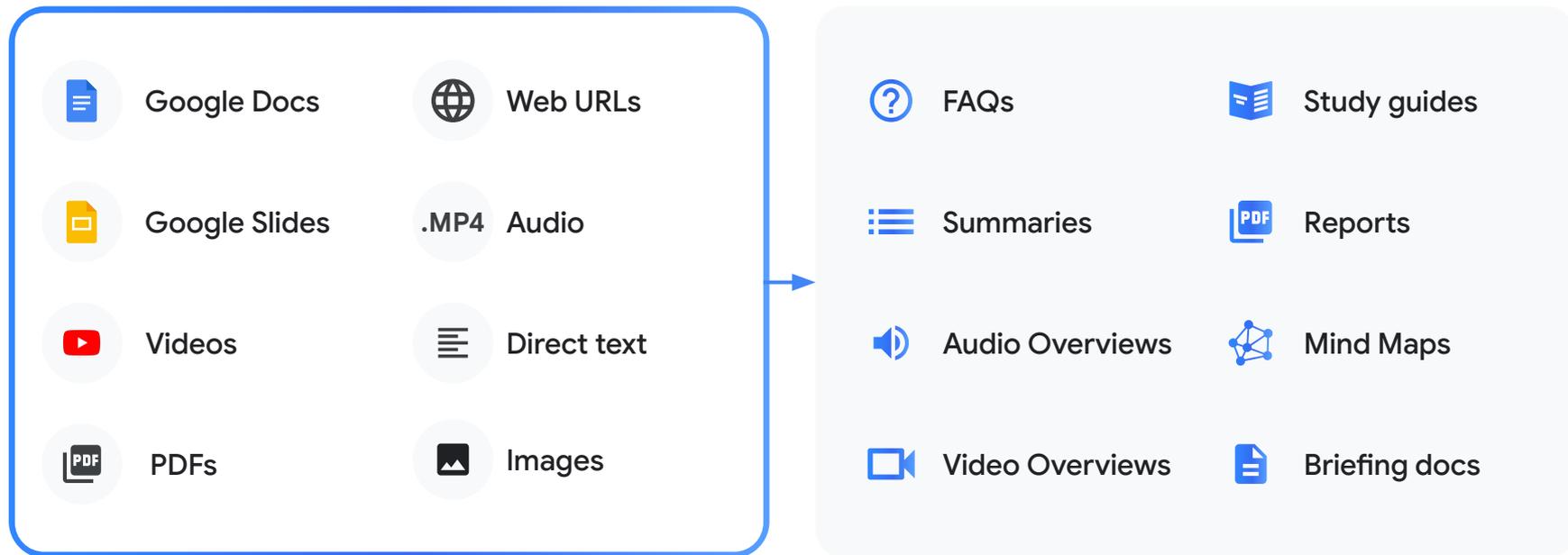
The screenshot displays the NotebookLM interface for a document titled "Northbound University: Strategic Alignment Audit". The interface is divided into three main sections: Sources, Chat, and Studio.

- Sources:** A list of uploaded documents is shown, including "BOARD OF TRUSTEES - REGULAR MEETIN...", "ENROLLMENT TRENDS REPORT\_FALL 20...", "FY26 PROPOSED OPERATING BUDGET (D...", "INTERNAL AUDIT REPORT\_STRATEGIC AL...", "IT TRANSFORMATION ROADMAP v4 (202...", and "STRATEGIC PLAN 2025-2030\_FUTURE F...".
- Chat:** The main content area displays the document text, which discusses Northbound University's financial challenges and strategic goals. It includes a warning icon and the title "Northbound University: Strategic Alignment Audit". Below the text are interactive buttons for "Save to note", "Video Overview", "Audio Overview", and "Mind Map".
- Studio:** A sidebar on the right offers various content generation options, including "Audio Overview", "Video Overview", "Mind Map", "Reports", "Flashcards", "Quiz", "Infographic", and "Slide Deck".

At the bottom of the interface, there is a search bar with the text "Start typing..." and a "6 sources" indicator. Below the search bar, there are two example questions: "How does the FY26 budget jeopardize the institution's long-term strategic viability?" and "How will the administration reconcile Board... for zero deficit and aggressive growth targets?".

# An expert on your trusted information

NotebookLM can turn your sources into study guides, podcast-style Audio Overviews, and more.

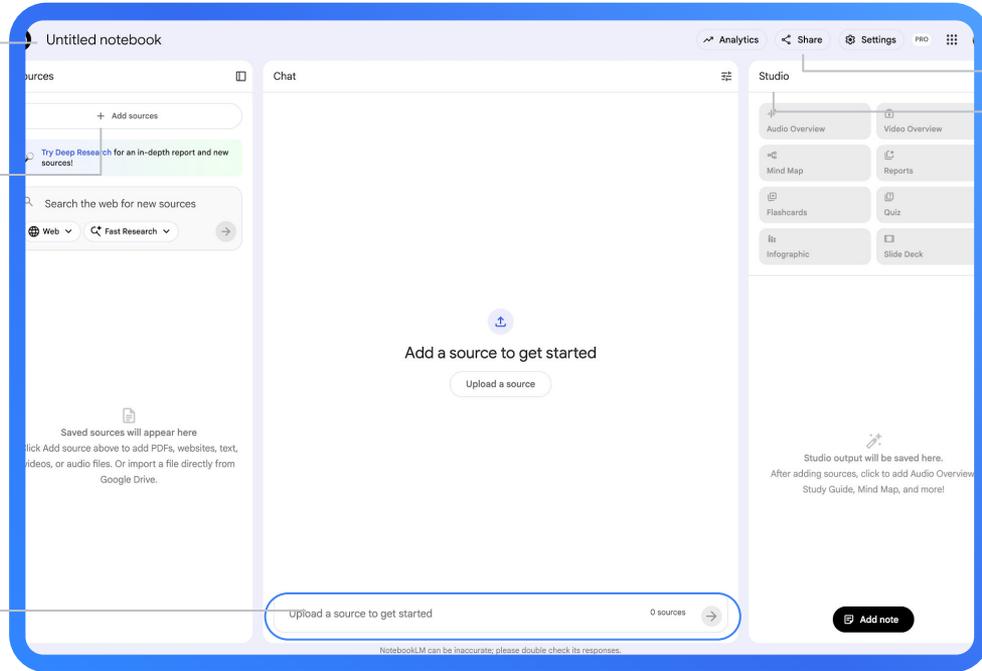


# Anatomy of NotebookLM

Give your notebook a name

Upload your sources

Ask questions of your sources



Optional: Share your notebook with colleagues or students

Optional: In the Studio panel, generate a podcast-style Audio Overview, study guide, FAQ doc, and more

## Pro tip

# Visualize connections across sources by generating a Mind Map

**What it does:** Creates a visual overview connecting key concepts, themes, and entities found across all the sources you've uploaded to your notebook. Click any concept to explore how it's discussed across your uploaded materials.

## Why it matters in learning:

- Helps surface conceptual relationships across texts and weeks such as supports sequencing or transfer with connecting related ideas
- Aids knowledge organization and recall such as dual coding or retrieval practices
- Supports student review and faculty planning for reteaching or pre-teaching moments

Look for the 'Mind Map' option in the Chat or Studio panels

Project: Neural Synchrony (NSF Grant 2026)

Sources

+ Add sources

Try Deep Research for an in-depth report and new sources!

Search the web for new sources

Select all sources

- Behavior-Relevant Periodized N...
- Bobby McFerrin Improvises A C...
- Effects of Rhythmic Auditory Sti...
- Grahn\_rhythm2007.pdf
- Grant Proposal Draft
- How beat perception coopts m...
- How different are the difference...
- Research at the Institute for Mu...
- Survey Responses

Chat

Project: Neural Synchrony (NSF Grant 2026)

16 sources

The sources primarily focus on the **neuroscientific basis of rhythm and beat perception in humans**, particularly exploring the differences between auditory and tactile processing. Research indicates that the ability to track and move to a beat is **strongly linked to enhanced, low-frequency neural activity in response to acoustic stimuli**, a pattern that is significantly diminished with tactile rhythms. This phenomenon supports the **Action Simulation for Auditory Prediction (ASAP) hypothesis**, suggesting that covert beat perception involves "simulated actions" in motor structures like the supplementary motor area (SMA) and dorsal striatum, which generate temporal predictions. Furthermore, a commentary on related work emphasizes that analyzing **differences in auditory-motor synchronization** between humans and other animals, particularly through the lens of vocal learning, is crucial for fully understanding the human capacity for music and dance. Lastly, one source highlights the commitment of the Institute for Music and Neurologic Function (IMNF) to **advancing research in music therapy and neuroscience**, especially concerning geriatrics and rehabilitative outcomes.

Start typing...

16 sources

How does multimodal processing of rhythm differentiate neural mechanisms and behavioral outcomes?

What specific roles do rhythm play in the brain's...

Studio

- Audio Overview
- Video Overview
- Mind Map
- Reports
- Flashcards
- Quiz

Auditory Versus Tactile Beat...

16 sources - 14m ago

Add note

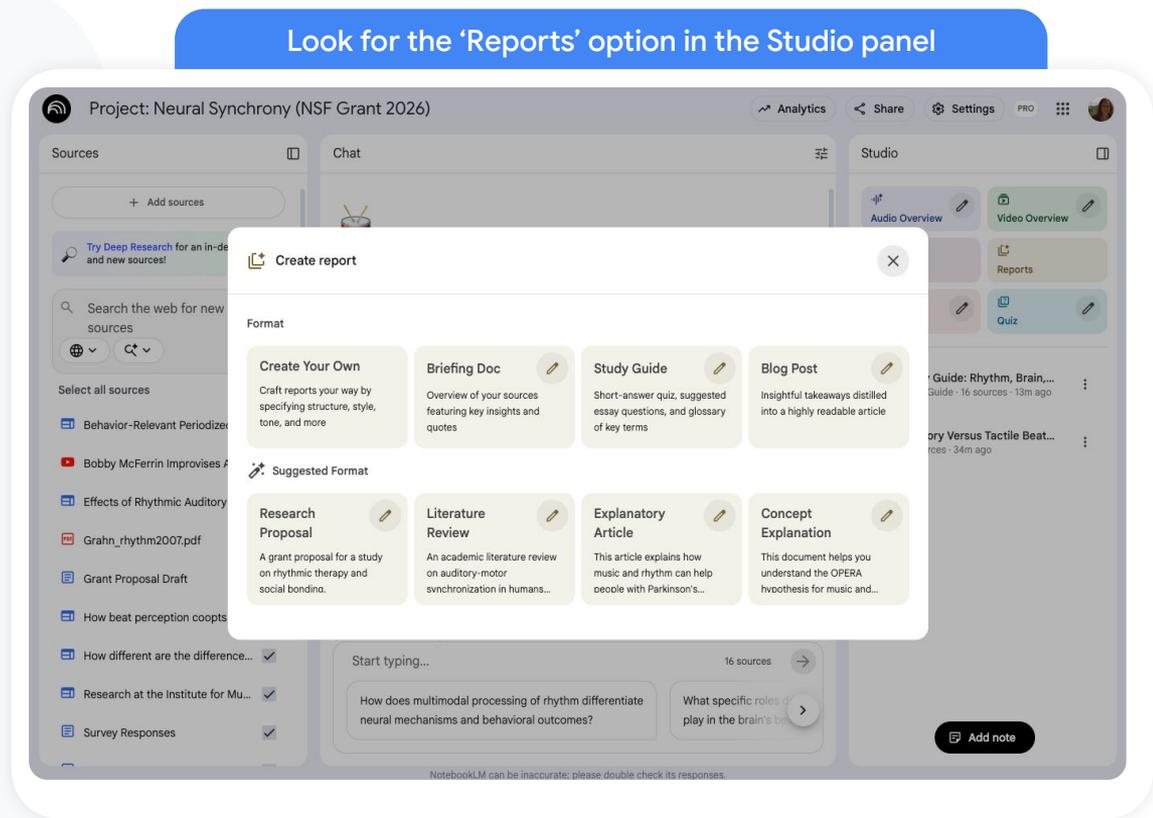
NotebookLM can be inaccurate: please double check its responses.

# Transform sources into structured outputs

Quickly turn your reading list into functional documents – summaries, guides, and more.

**Access the Studio panel:** Locate the **Studio** section on the right side of your workspace. This is your synthesis command center.

1. **Open the creation menu:** Click the **Reports** icon (or any specific tile) to launch the “Create report” modal.
2. **Select your objective:** Browse the library of formats. Depending on your goal, you can choose a **Briefing Doc** for high-level summaries, a **Timeline** for chronological ordering, a **Study Guide** for review, or even a **Create Your Own** for custom structure. Additionally, NotebookLM will provide other suggestions based on your notebook content.



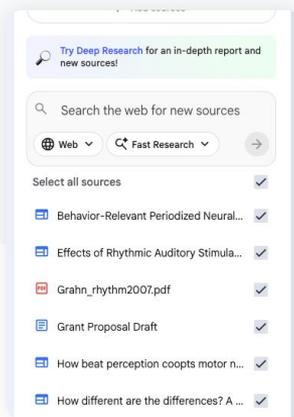
# Listen and learn on the go with Audio Overviews

**Audio Overviews** turn your sources into a **podcast-style summary**, voiced by two AI hosts. It's a fast, engaging way to absorb your materials, and it's perfect for multitasking or auditory learning.

With just one click, NotebookLM summarizes your notes, lesson plans, documents, research, articles, website links, or videos into a conversational audio file. And with the **Customize** feature, you can guide the hosts to focus on what's most important to you.

The screenshot displays the NotebookLM interface. At the top, it says "Studio" with a window icon. Below that is "Audio Overview" with an information icon. A card titled "Why Music Makes Your Body Move" is shown, with "16 sources · 2m ago" and an "Interactive" button. Below the card is a play button and a progress bar at "00:00 / 14:51". A blue callout box at the bottom points to the play button with the text "Click the button for an example."

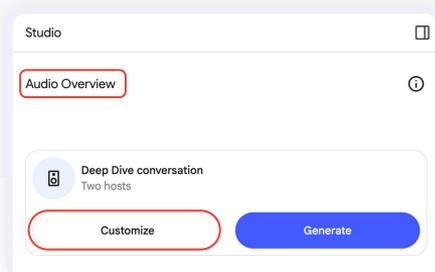
# How to generate an Audio Overview in NotebookLM



A

## Select your sources

Choose one or more files in your notebook, such as lesson plans, student notes, research articles.



B

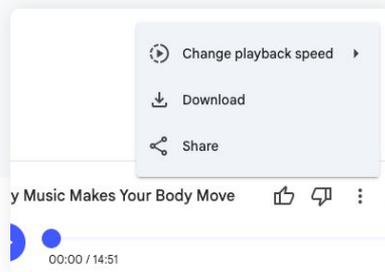
## Locate 'Audio Overview'

You'll find this option in the Studio panel. When you click the **"Generate"** button, Gemini will generate a podcast-style summary with two AI hosts.

C

## Use 'Customize' to guide the focus

Want the audio to highlight specific topics or to address a student audience? Use the **"Customize"** option to steer tone, audience, or content area.



D

## Listen, download, or share

Play the audio in NotebookLM, download it for later, or share it with students or colleagues.



E

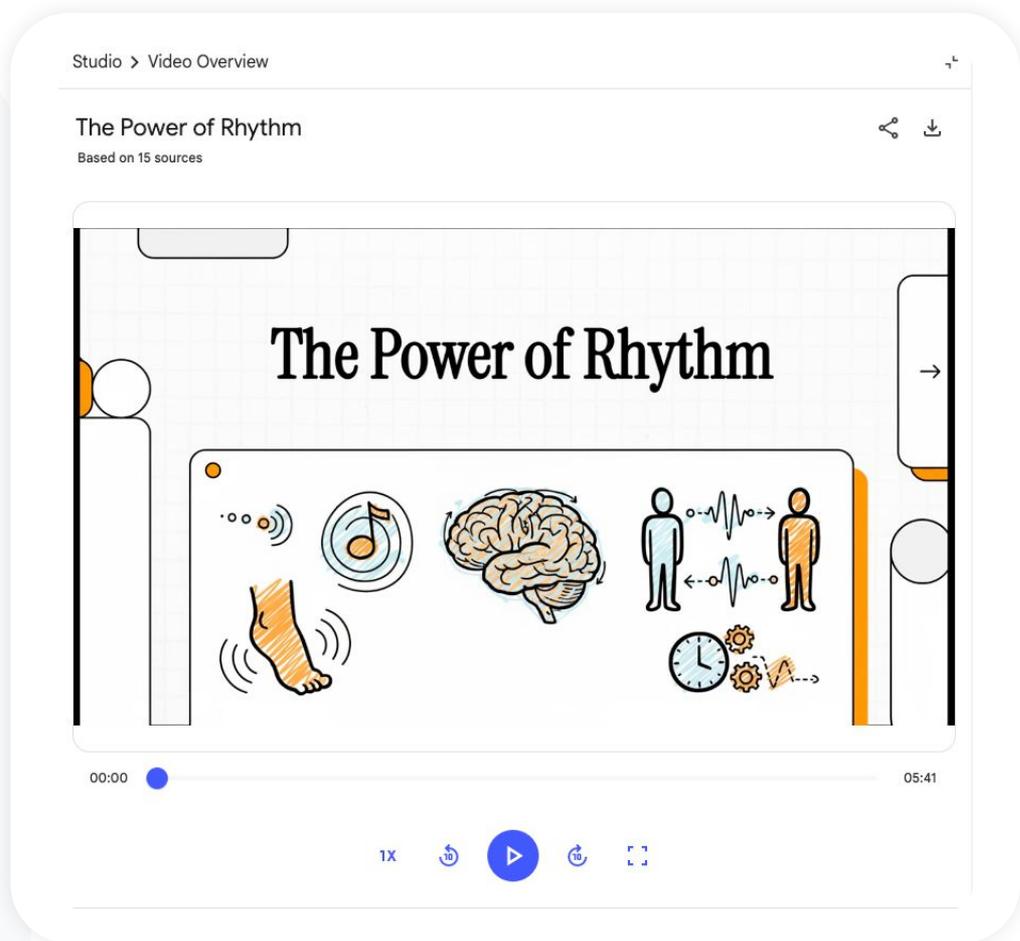
## Optional: Interact with an Audio Overview

To interact with an Audio Overview, tap **"Interactive mode"** located below the generated Audio Overview. While listening, tap **"Join"** to ask your question. Gemini's hosts will pause, respond based on your sources, and then return to the original overview.

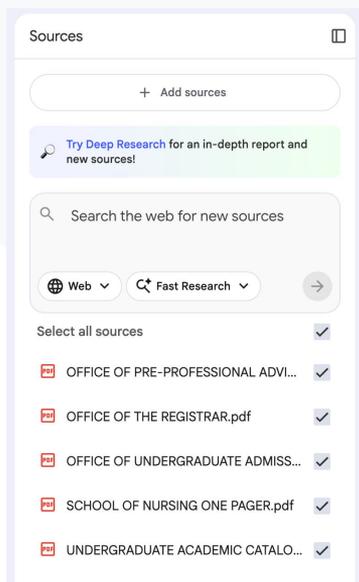
# Turn your sources into engaging visual explainers with Video Overviews

**Video Overviews transform your sources into a short, illustrated video summary with AI-powered hosts.** It's a dynamic way to visualize your content, and it's ideal for visual learners or for quickly getting the gist of a long document.

With a single click, NotebookLM can now create a video from your lesson plans, research, articles, or other sources.



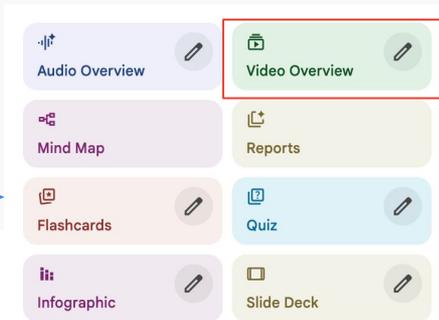
# How to generate a Video Overview in NotebookLM



**A**

## Select your sources

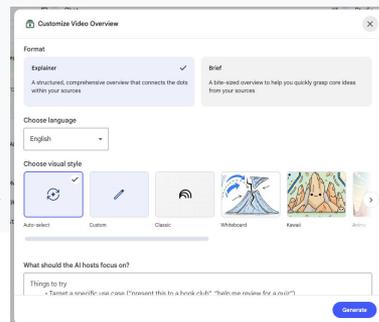
Choose one or more files in your notebook, such as lesson plans, handbooks, lecture notes, research articles, etc..



**B**

## Locate 'Video Overview'

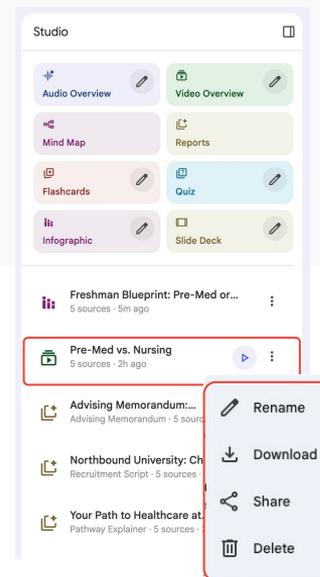
You'll find this option in the Studio panel. When you click the "Video Overview" button, Gemini will generate a summary-style video with an AI host.



**C**

## Customize to guide the focus

Want the AI hosts to focus on certain topics, or a custom format or visual style? Click on the pencil icon in the top-right corner to steer tone, audience, content area, format, or language.



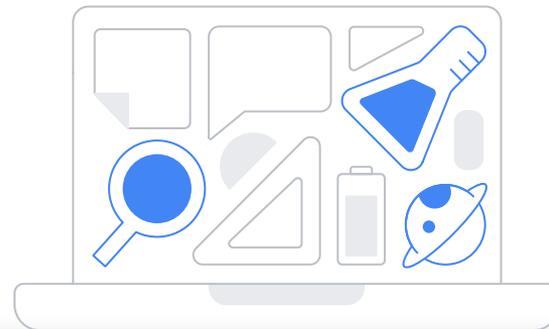
**D**

## Listen, download, or share

Play the video in NotebookLM, download it for later, or share it with students or colleagues.

💡 Pro tip

# Getting the most out of NotebookLM



## Upload quality sources

Your research files, outlines, notes, links to quality websites, key readings, and similar documents.



## Be specific

Ask clear, targeted questions.



## Explore generated content

Use the buttons for study guides, timelines, Mind Maps, Audio Overviews, and FAQs.



## Check citations

View which sources NotebookLM used for its answer.



## Click 'Save to note'

Save key insights, draft outlines, and add your own thoughts.



## Iterate

Rephrase questions if you don't get the answer you need the first time around.



# Google AI Pro for Education

# Upgrade to Google AI Pro for Education to integrate Gemini into your Workspace apps

## Google AI Pro for Education (paid add-on)

### What's included:

- Gemini in Gmail, Docs, Vids, Classroom, Slides, Sheets, Drive, Chat and Meet
- Expanded access to premium models and features in Gemini for Education
- Expanded access to premium models and features in NotebookLM
- More proactive security with AI-enhanced data loss prevention
- Enterprise-grade data protection



Helps you write



Gmail



Google Docs



Helps you visualize



Google Slides



Helps you plan



Google Classroom



Helps you organize



Google Sheets



Google Drive



Helps you connect



Google Meet



Google Chat



Helps you create



Google Vids



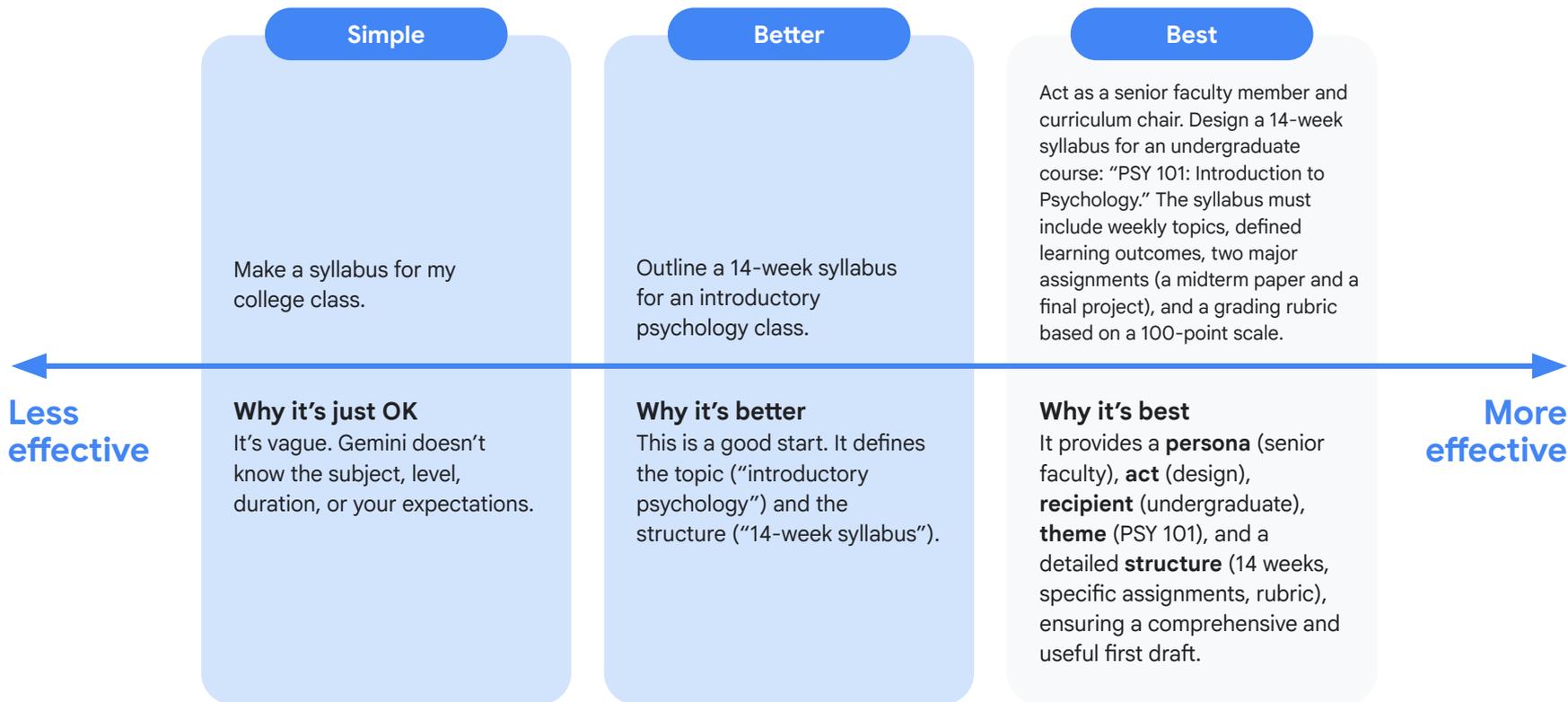
# 02

## Prompt like a pro

Master the 5-step framework to get the best results from AI.



# How to prompt like a pro



## Anatomy of a great prompt

Great prompts follow the PARTS framework – a simple way to guide Gemini step-by-step in creating exactly what you need.

Element	What it means	Why it matters
<b>P: Persona</b>	Set Gemini's role	Helps Gemini respond with the right tone, expertise, and behavior (for example, "Act as a <b>tenured professor</b> ," "Act as an <b>R1 researcher</b> ," or "Act as a <b>grant proposal reviewer</b> ")
<b>A: Act</b>	Ask clearly for the task	Uses action words like "create," "rewrite," "analyze," or "compare" to get specific results
<b>R: Recipient</b>	Say who it's for	Helps tailor output to the specific audience (for example, "for <b>undergraduate students</b> ," "for the <b>department faculty</b> ," or "for an <b>admissions committee</b> ")
<b>T: Theme</b>	Add your topic or concept	Guides the content with context (for example, "related to <b>quantum mechanics</b> ," "for a <b>grant proposal strategy</b> ," or "using <b>student retention data</b> ")
<b>S: Structure</b>	Name the format you want	Helps Gemini tailor its output into the specific format you need (for example, "As a <b>course syllabus</b> ," "in a <b>literature review</b> ," "as a <b>grant proposal outline</b> ," or "in an <b>alumni outreach email</b> ")



You are a senior program officer at the National Science Foundation (NSF). Analyze the draft research proposal abstract I've provided and offer critical feedback for a principal investigator (PI). The theme is "novel materials for carbon capture." Structure your feedback into three sections: (1) strength of the research question, (2) clarity of the proposed methodology, and (3) significance and broader impacts.

## Breaking down a great prompt with PARTS

Here's how a strong, high-value prompt for a researcher maps to each element of the PARTS framework. Use this as a model when building your own.

Element	What it means	Why it matters
<b>P: Persona</b>	You are a senior program officer at the National Science Foundation (NSF).	Sets the expertise level. Gemini's feedback will be critical and analytical, focused on funding criteria, not just generic writing tips.
<b>A: Act</b>	Analyze ... and provide critical feedback	Moves Gemini beyond simple summarization to a higher-level cognitive task, forcing it to evaluate the strength of the argument.
<b>R: Recipient</b>	... for a principal investigator (PI)	Defines the audience. The tone will be professional and collegial, geared toward an expert, not a simplified explanation for a student.
<b>T: Theme</b>	The theme is "novel materials for carbon capture."	Grounds the entire conversation. Gemini will focus its analysis specifically on how well the abstract addresses this scientific theme.
<b>S: Structure</b>	Structure your feedback into three sections	This is the key to an actionable response. It forces Gemini to organize its output into clear, usable categories that map to a proposal's key components.



03

# Gemini and NotebookLM example use cases by role

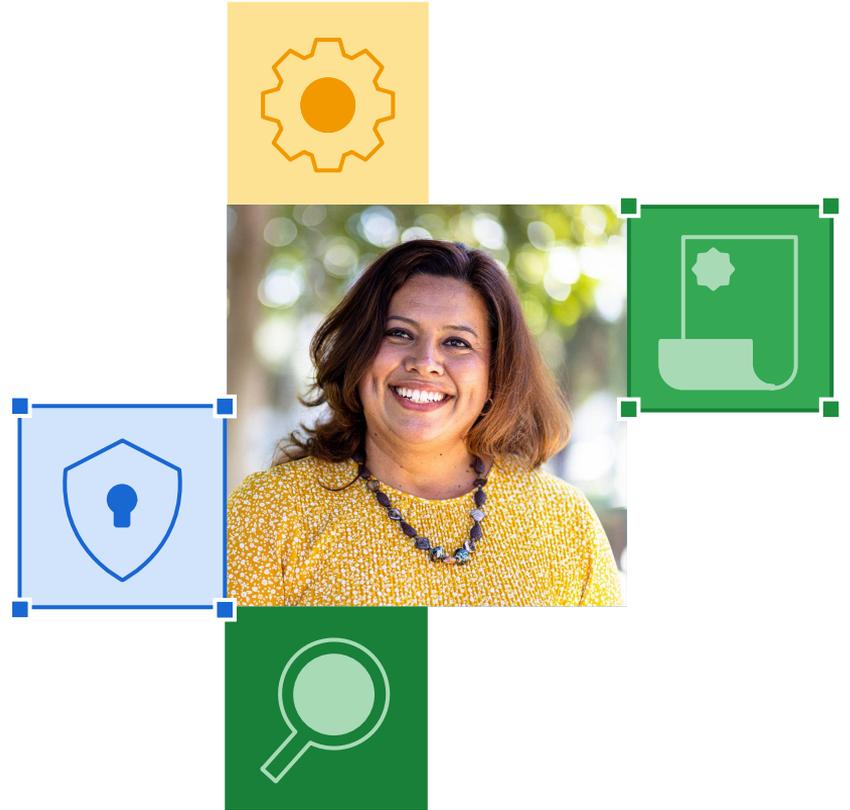


Tailored prompts and strategies for every role on campus.

# Faculty and staff

Save time on course prep, design engaging materials, and scale your support.

Use the following examples as inspiration to master the different Google AI tools available to you.



## Discussion guide creation

### Prompt

You are a college instructor preparing a discussion-based class on digital privacy and surveillance. Create a student-facing discussion guide with a brief scenario, 3 open-ended questions, and a reflection activity.



### Tip

Ask Gemini to scaffold the questions using Bloom's Taxonomy or align them to course themes you've attached.

### Great for

Supporting student-led dialogue and deeper analysis in higher ed settings.

The screenshot shows the Gemini chat interface. At the top, the user's profile is labeled 'EDU' with a person icon. The chat title is 'Gemini'. The user's prompt is: 'You are a college instructor preparing a discussion-based class on digital privacy and surveillance. Create a student-facing discussion guide with a brief scenario, ...'. The AI response is: 'Here is a student-facing discussion guide for your class. Discussion Guide: The Convenience Trap? Welcome! Today's class will explore the complex relationship between digital privacy, convenience, and surveillance. We live in a world where our data is constantly being collected, often in exchange for services that make our lives easier, safer, or more connected. But what is the real cost? Let's use the following scenario to start our conversation. The Scenario: 'Smart Campus' Your university is rolling out a new, optional campus app called "UniSphere."'. Below the chat is a text input field with the placeholder 'Enter a prompt for Gemini', a '+ Tools' button, and a '2.5 Pro' dropdown menu. At the bottom, there is a disclaimer: 'Your Classroom Academy chats aren't used to improve our models. Gemini can make mistakes, so double-check it: [Your privacy & Gemini](#)'.

## Gemini Gem

### Name

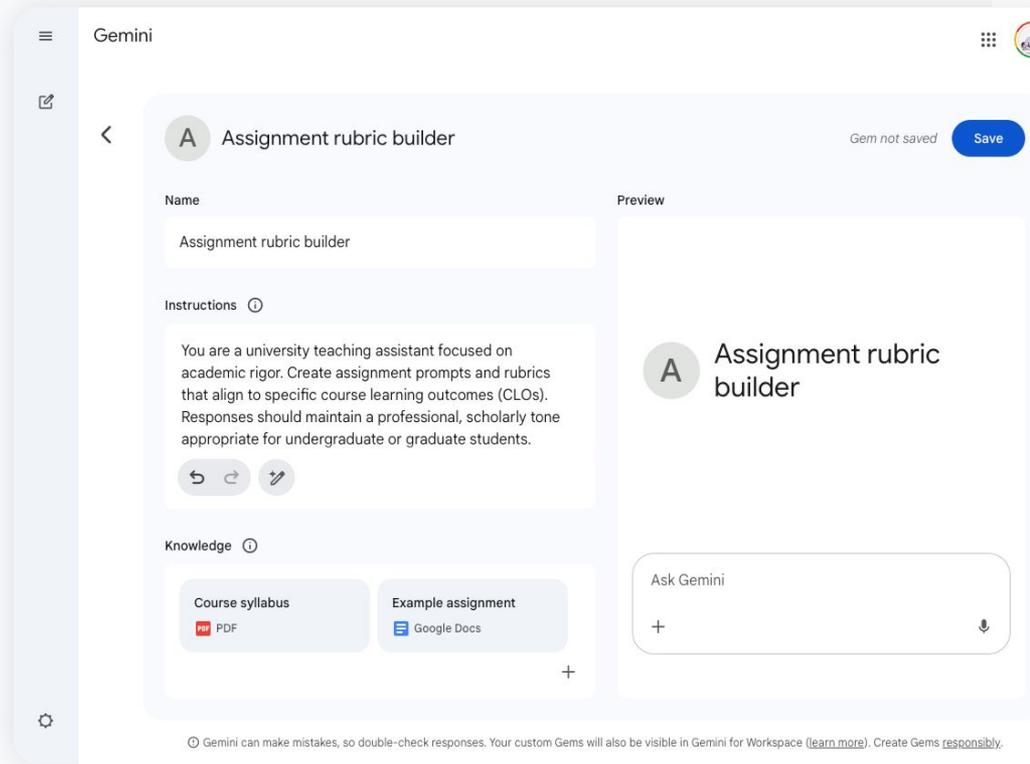
Assignment rubric builder

### Instructions

You are a university teaching assistant focused on academic rigor. Create assignment prompts and rubrics that align with specific course learning outcomes (CLOs). Responses should maintain a professional, scholarly tone appropriate for undergraduate or graduate students.

### Add files for your Gem to reference

- Course syllabus and CLOs document
- Example of previously approved rubric
- Institutional grading policy or assessment guidelines
- Examples of assignments common to the course (optional for deeper alignment)



The screenshot shows the Gemini interface for creating a custom Gem. The Gem is named "Assignment rubric builder". The instructions are: "You are a university teaching assistant focused on academic rigor. Create assignment prompts and rubrics that align to specific course learning outcomes (CLOs). Responses should maintain a professional, scholarly tone appropriate for undergraduate or graduate students." The knowledge sources include a PDF file named "Course syllabus" and a Google Docs file named "Example assignment". A preview of the Gem is shown on the right, displaying the name and instructions. The interface also includes a "Save" button and a "Gem not saved" warning.

Gemini

Assignment rubric builder

Name: Assignment rubric builder

Instructions: You are a university teaching assistant focused on academic rigor. Create assignment prompts and rubrics that align to specific course learning outcomes (CLOs). Responses should maintain a professional, scholarly tone appropriate for undergraduate or graduate students.

Knowledge: Course syllabus (PDF), Example assignment (Google Docs)

Preview: Assignment rubric builder

Ask Gemini

Gemini can make mistakes, so double-check responses. Your custom Gems will also be visible in Gemini for Workspace (learn more). Create Gems responsibly.

## Redesign a course from all your materials

### Sources to upload for this notebook

- The current (old) syllabus
- Your lecture notes for all 14 weeks
- Two new textbooks you're considering
- The official Departmental CLO standards

### Instructions

Analyze all my sources and propose a new 14-week syllabus that integrates the key themes from the new textbooks and aligns with the departmental CLOs.



### Tip

After you get the new outline, ask it: "What are the 3 biggest gaps between my old lecture notes and the new textbooks?" or "Create a 'Week 1 Reading List' that pulls from all three texts."



### Great for

Making the overwhelming task of a course redesign manageable. It synthesizes all your materials at once, letting you see gaps and opportunities in minutes, not days.

The screenshot displays the NotebookLM interface for a project titled "Revising the Psychology 101 Curriculum". The interface is divided into three main sections: Sources, Chat, and Studio.

- Sources:** A list of five sources is shown, all of which are selected (checked). The sources include "Official Course Learning Obj...", "PSYCH 101: Complete Lectur...", "PSYCH 101: Introduction to P...", "[Psych 101] New Textbook 1", and "[Psych 101] New Textbook 2".
- Chat:** A chat window displays a "NEW" notification and the title "Revising the Psychology 101 Curriculum". Below the title, it indicates "5 sources" and provides a summary of the content: "These sources provide a comprehensive look at the curriculum and content of an introductory General Psychology course (PSYCH 101), highlighting a significant shift in departmental focus over time. The Official Course Learning Objectives (CLOs) establish seven mandatory areas of study, including foundational concepts, research methods, and the biological basis of behavior, while specifically mandating an analysis of sociocultural context and modern diagnostic criteria like the DSM-5-TR. Supporting lecture notes and an older syllabus confirm that the historical course content, taught by Dr. A. Fleming, covered traditional topics like Freudian psychoanalysis, Behaviorism (Pavlov, Skinner), and classic social psychology experiments (Asch, Milgram), using the DSM-IV framework. However, internal memos dated October 2025 reveal the adoption of two new textbooks to align the course with the updated CLOs, focusing on cognitive neuroscience (CLO 3) and a globalcultural perspective including positive psychology (CLO 5), indicating a move away from the exclusively Western, older material." Below the chat text is a text input field with the prompt: "What major curriculum shifts occurred regarding biological and sociocultural aspects of psychology?" and a "Start typing..." placeholder. To the right of the input field, it says "5 sources" with a right arrow.
- Studio:** A sidebar on the right contains several interactive tools: "Audio Overview", "Video Overview", "Mind Map", "Reports", "Flashcards", and "Quiz". At the bottom of the Studio section, there is a message: "Studio output will be saved here. After adding sources, click to add Audio Overview, Study Guide, Mind Map, and more!" and an "Add note" button.

At the bottom of the interface, a small disclaimer reads: "NotebookLM can be inaccurate; please double check its responses."

[notebooklm.google.com](https://notebooklm.google.com)

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Course syllabus	 <u>You are a college course designer. Create a 14-week semester syllabus for an introductory sociology course, including weekly topics, major assignments, and a grading breakdown.</u>	Gemini	Ask Gemini to align each week's topics with specific learning outcomes or skills.	Structured course planning with clear progression and expectations
Case-based assessment design	 <u>You are a college faculty member teaching an introductory psychology course. Design a case-based assessment that asks students to apply theories of behavior to a real-world scenario. Include the scenario, 3 analysis questions, and a rubric with criteria for evidence use and conceptual accuracy.</u>	Gemini	Ask Gemini to suggest variations of the case for different student groups or scaffold it for tutoring use.	Applying theory to real-world analysis in a higher-ed context
Content personalization from a textbook	 <u>Act as a learning designer. I've uploaded a page from a college-level biology textbook. Create a simplified summary for general ed students, and include a follow-up prompt to encourage discussion or journaling.</u>	Gemini	Ask Gemini to keep technical accuracy while adjusting tone and vocabulary.	Making complex materials more accessible for diverse learners
Create a case study	 <u>You are an MBA professor. Design a case-based assessment for an 'Intro to Marketing' class. Write a scenario about a fictional company, and 3 analysis questions.</u>	Gemini	You can also ask it to "generate 3 variations of this case" or "scaffold it for a 200-level course."	Applying theory to real-world analysis in a higher-ed context
Design a new course	 <u>You are a curriculum chair. Design a 14-week syllabus for 'PSY 101: Intro to Psychology'. Include weekly topics, learning outcomes, a midterm paper, a final project, and a grading rubric.</u>	Gemini	After you get the first draft, upload your university's academic policy and ask to "revise this syllabus to include this policy."	Getting a comprehensive, well-structured first draft of a new course syllabus in minutes
Draft recommendation letters	 <u>You are a faculty advisor. I've uploaded a student's resume and my notes on them. Draft a strong, positive letter of recommendation for their application to a master's program.</u>	Gemini	This is a huge time-saver. Upload your notes on the student's performance, and Gemini will weave them into a professional letter.	Saving hours of administrative work while still producing a personalized, high-quality letter

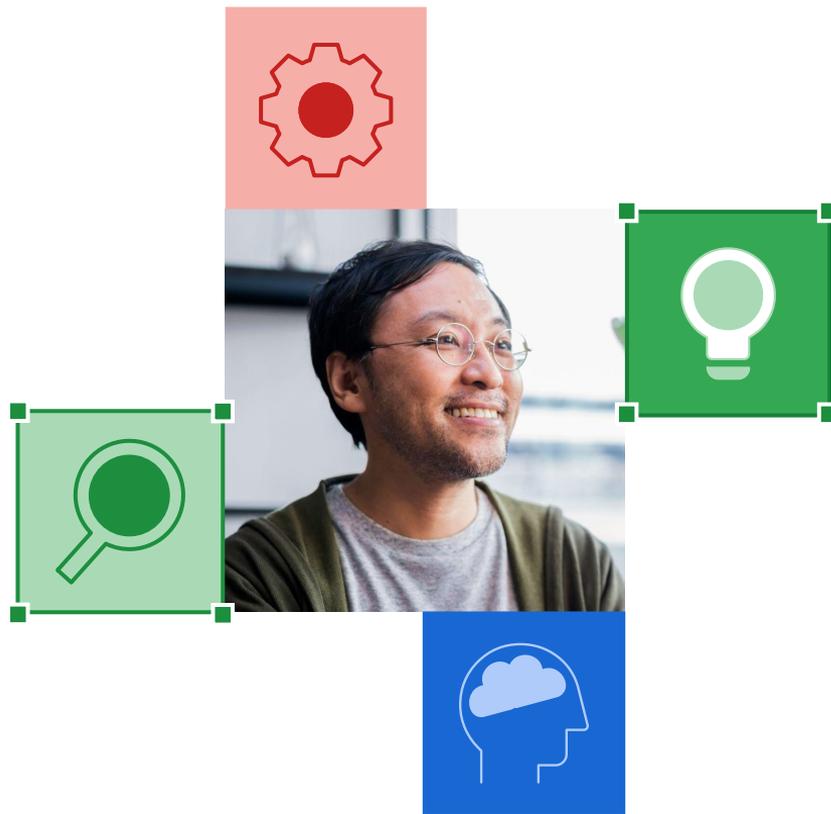
## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Modernize a course	 <u>You are a curriculum consultant. Use <b>Deep Research</b> to find 5 recent, real-world examples (post-2023) that illustrate the concept of 'supply chain disruption' for my logistics course.</u>	Deep Research in Gemini	This is the fastest way to find relevant, timely examples to replace outdated content in your lectures.	Keeping your course content fresh, relevant, and connected to current events
Outline a lecture	 <u>You are an instructional designer. Generate a 50-minute lecture outline for a 'History of Photography' class. The topic is 'The influence of Henri Cartier-Bresson.' Include key concepts and 3 discussion prompts.</u>	Gemini Canvas	Canvas is great for this. You can see the outline, then ask Gemini to "flesh out the 'Key Concepts' section" or "add a timeline."	Visually brainstorming and structuring a new lecture or presentation
Create lecture images	 <u>You are a botany professor. Generate a photorealistic image of a cross-section of a monocot stem' with the vascular bundles clearly visible for my lecture slides.</u>	Nano Banana (image generation) in Gemini	You can also upload a rough sketch and ask Gemini to "create a clean, professional diagram" based on it.	Creating high-quality, specific, and "citation-free" images for your presentations

# Researchers

Accelerate discovery, secure funding,  
and streamline publication.

Use the following examples as inspiration to  
master the different Google AI tools available to  
you.



## Grant proposal brainstorming

### Prompt

You are a coach who offers grant-writing support. I'm developing a proposal to study the impact of AI tools on teaching practices in higher education. Help me outline a compelling draft that includes a research question, rationale, methods, and potential outcomes.

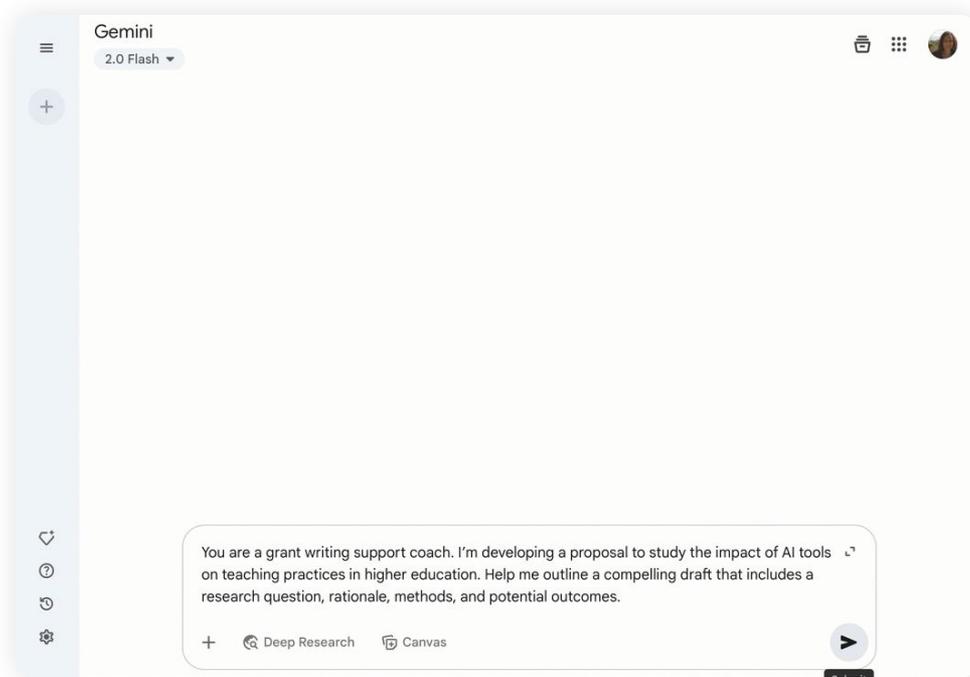


### Tip

Ask Gemini to align the proposal structure with National Science Foundation, Spencer Foundation, or institutional research funding templates.

### Great for

Accelerating grant drafts for AI-focused educational research.



## Lit review starter

### Prompt

Act as a research assistant supporting a faculty member. Summarize 3 to 5 recent findings from peer-reviewed sources on project-based learning in middle school science. Include APA citations and group findings into key themes.



### Tip

Ask Gemini to organize results by outcome type (for example, engagement or achievement).

### Great for

Literature reviews, grant narratives, or professional development design grounded in research.

The screenshot shows the Gemini AI interface. At the top, it says "Gemini" and "Deep Research with 2.5 Pro". Below that, there's a search bar with the text "PBL in Middle School Science" and an "Export to Docs" button. The main content area displays the following text:

### Recent Empirical Findings on Project-Based Learning in Middle School Science Education

#### I. Introduction

Project-Based Learning (PBL) represents a significant pedagogical shift, moving away from traditional, didactic instructional methods towards a more student-centered approach. It is characterized by learning activities organized around authentic, complex questions or problems that students investigate over an extended period. Key features often include sustained inquiry, collaboration among students, student voice and choice, reflection, critique and revision, and the creation of a public product or presentation demonstrating learning. This methodology is grounded in constructivist learning theories, emphasizing active knowledge construction through meaningful experiences and social interactions, echoing the ideas of educational reformers like John Dewey who stressed experiential learning and problem-solving.

Within middle school science education, PBL aligns well with contemporary educational goals. It provides a framework for developing crucial 21st-century skills such as critical thinking, problem-

## Synthesize your entire research library

### Sources to upload for this notebook

- Your research proposal
- Figures, charts, and graphs from research
- Peer-reviewed journal articles
- Data reports

### Instructions

Look at Figure 2.png. Explain how the data trend in this graph correlates with the “Arctic Amplification” theory described in the JGR Oceans text. Does the visual data support or contradict the text?



**Tip**  
After you’ve asked a few questions, click the “**Mind Map**” button. NotebookLM will instantly generate a visual web showing the key themes and connections across all 50 of your uploaded papers.



**Great for**  
Finding novel connections, identifying gaps in your curated literature, and formulating new hypotheses based only on your trusted source material.

The screenshot displays the NotebookLM interface with the following components:

- Sources Panel:** Lists uploaded files including 'Figure 1.png', 'Figure 2.png', 'Figure 3.png', 'JGR Oceans - 2019 - Weijer - Stability of the ...', 'RESEARCH PROPOSAL', 'RahmstorfEAI\_NatureCC15.pdf', 'Report Card 2024 - NOAA Arctic', 'Visual Figures', 'noaa\_18769\_DS1.pdf', and 'noaa\_59773\_DS1.pdf'. Each source has a checkmark indicating it is selected.
- Chat Panel:** Shows the notebook title and a summary of the research. The text discusses the AMOC multi-equilibria, salt-advection feedback, and the potential for a catastrophic collapse. It mentions that observational data confirm a reduced overturning state since 2008 and that the 2024 Arctic Report Card reveals continuous, record-breaking warming and significant sea ice loss.
- Studio Panel:** Offers various output options: Audio Overview, Video Overview, Mind Map, Reports, Flashcards, Quiz, Infographic, and Slide Deck. A list of generated content is visible, including 'AMOC: Critical Climate Tipping Point' and 'A Literature Review on the Stability of th...'. An 'Add note' button is at the bottom.
- Footer:** A small disclaimer reads: 'NotebookLM can be inaccurate; please double check its responses.'

[notebooklm.google.com](https://notebooklm.google.com)

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Literature review scaffold	 <u>You are a research assistant. Help outline a literature review for a master's thesis on the impact of AI on workplace productivity. Group key themes, recommend structure, and suggest potential sources to explore further.</u>	Gemini	Paste in working notes or prior citations for Gemini to cluster and build on.	Structuring messy research inputs into a coherent review
Refining a research question	 <u>You are a dissertation writing coach. I'm exploring the topic of urban food insecurity. Suggest 3 narrowed, researchable questions with different angles (quantitative, qualitative, policy-driven) and list related subquestions.</u>	Gemini	Ask Gemini to align each version with possible methods or data sources.	Moving from idea to focused, researchable inquiry
Explaining a method or framework	 <u>You are a peer reviewer. I'm using grounded theory in my study but need help explaining it clearly for a general audience. Rewrite my methods section in plain language without losing precision, and suggest a visual summary format.</u>	Gemini	Ask Gemini to generate a slide version or infographic outline for teaching use.	Clarifying complex academic writing for wider audiences
Source comparison	 <u>You are a critical reading partner. Compare two academic sources on climate migration. Summarize the key arguments, note areas of agreement or disagreement, and suggest how I might synthesize them in my own paper.</u>	Gemini	Paste in two abstracts or excerpts for Gemini to analyze in context.	Accelerating synthesis across multiple viewpoints
Citation starter and formatting help	 <u>You are a research assistant. I'm writing a paper in APA 7. Help me generate citations for 3 articles and format a reference page. Also flag any citation elements I'm missing.</u>	Gemini	Ask Gemini to double-check digital object identifiers or generate BibTeX entries for academic software.	Saving time and improving accuracy in academic writing
Prep for publication or presentation	 <u>You are a journal submission editor. I'm preparing to submit a paper on climate communication. Rewrite my abstract to better reflect scholarly tone, highlight the key findings, and tighten word count to 150 words.</u>	Gemini	Ask Gemini to adjust the tone for a specific journal, or convert it into a conference proposal format.	Sharpening scholarly communication for peer review

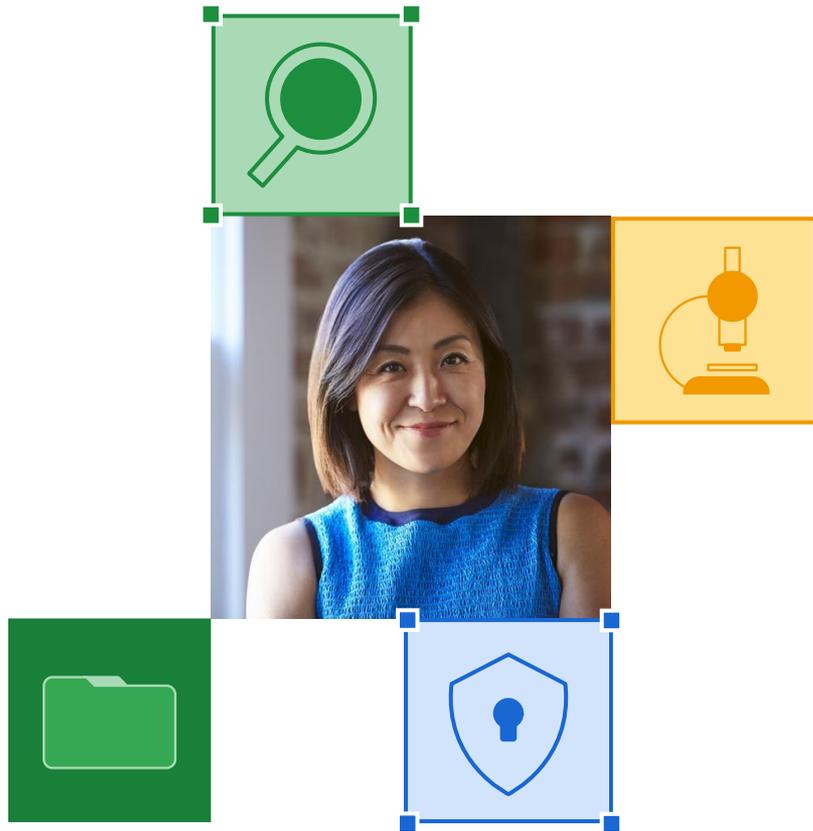
## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Create research graphics	 <u>You are a scientific illustrator. Generate a 3D diagram of a 'CRISPR-Cas9 complex binding to a DNA strand' for my presentation. Make it clear and visually simple.</u>	Nano Banana (image generation) in Gemini	You can also upload a rough, hand-drawn sketch and ask Gemini to “redraw this as a professional, publication-quality vector illustration.”	Creating custom, high-quality diagrams for presentations, posters, and publications
Find research gaps	You are my research assistant. I've uploaded 100 papers on 'solar cells.' What is a key limitation or gap in the existing research that my lab could explore?	NotebookLM	This is NotebookLM's superpower. It can “read” all 100 papers at once and identify themes and gaps you might miss.	Formulating novel hypotheses and finding the “so what” for your next big project or paper
Find new funding sources	 <u>You are a grant advisor. Identify 5 new, non-federal funding opportunities (e.g., private foundations, corporate grants) for 'early career' researchers in 'quantum computing.' Summarize each one's focus, award amount, and 2025 deadline.</u>	Deep Research in Gemini	After the report, ask a follow-up: “Which of these foundations have previously funded researchers from my university?”	Identifying new, non-obvious funding streams and diversifying a lab's grant portfolio
Model a climate feedback loop	 <u>You are a climate scientist. I need to explain the 'ice-albedo feedback loop' for a grant presentation. Create an interactive flowchart in <b>Gemini Canvas</b> that shows the complete cycle, starting from 'rising global temperatures' and showing all cause-and-effect relationships.</u>	Gemini Canvas	Use this as a “whiteboard.” You can click any step in the Canvas and prompt, “Add a new arrow from this step to [X]” or “What are the 3 primary drivers of this step?”	Visually modeling, testing, and presenting complex, dynamic systems for research proposals or publications

# Administrators

Streamline operations, enhance student services, and automate daily tasks.

Use the following examples as inspiration to master the different Google AI tools available to you.



## Grant proposal brainstorming

### Prompt

You are a coach who offers grant-writing support. I'm developing a proposal to study the impact of AI tools on teaching practices in higher education. Help me outline a compelling draft that includes a research question, rationale, methods, and potential outcomes.

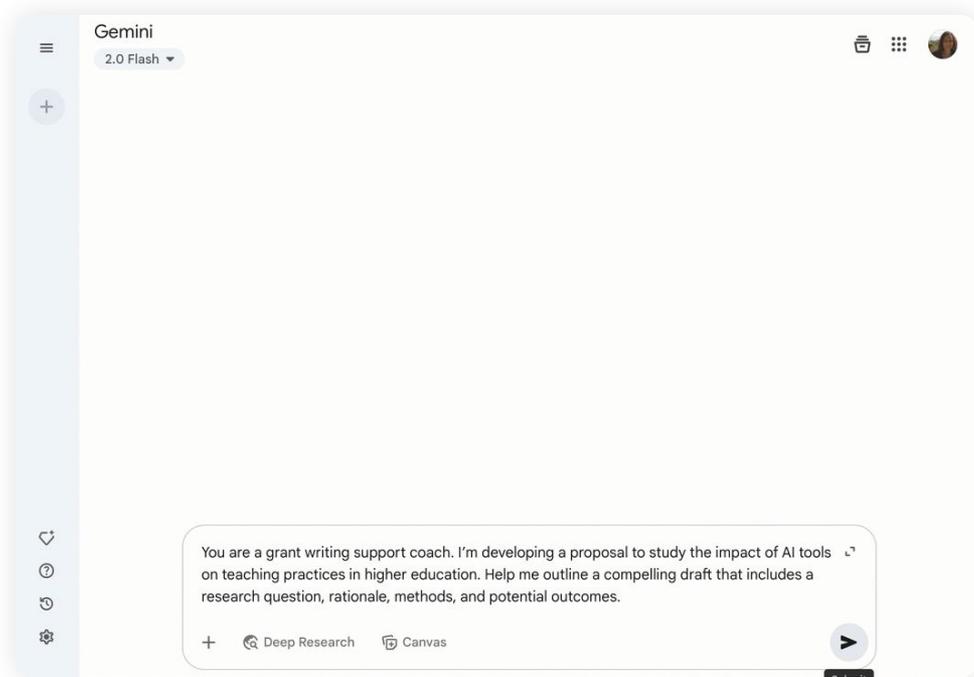


### Tip

Ask Gemini to align the proposal structure with National Science Foundation, Spencer Foundation, or institutional research funding templates.

### Great for

Accelerating grant drafts for AI-focused educational research.



## Gemini Gem

### Name

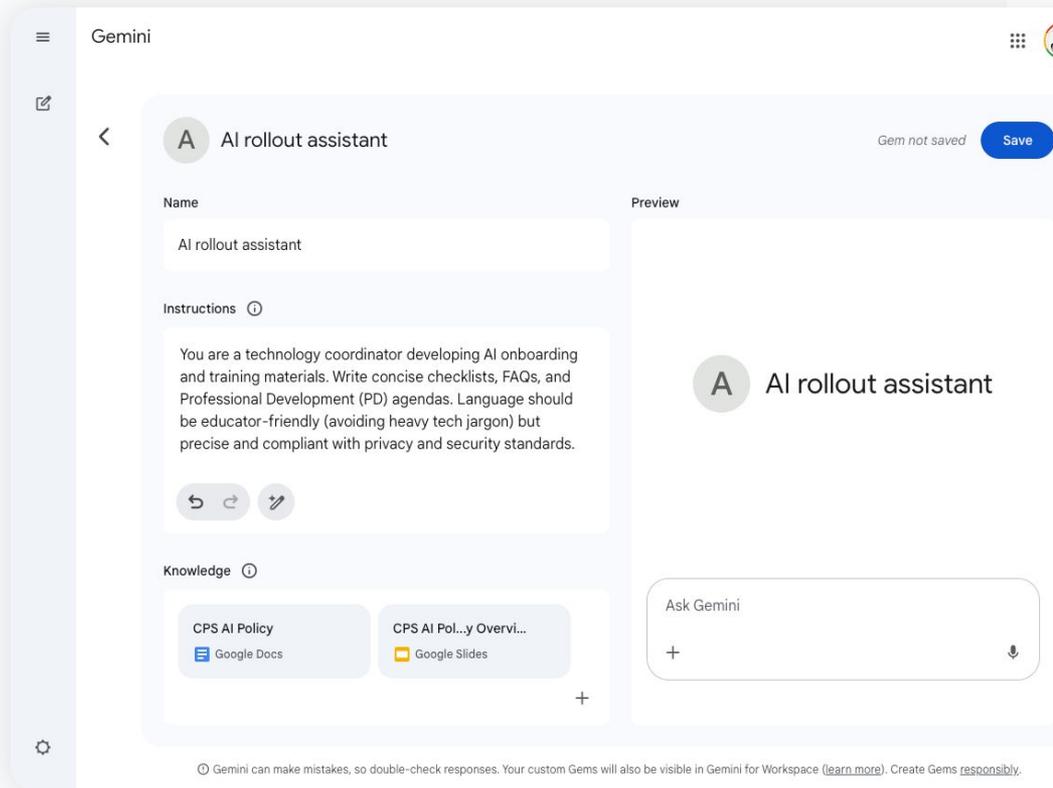
AI rollout assistant

### Instructions

You are a technology coordinator developing AI onboarding and training materials. Write concise checklists, FAQs, and Professional Development (PD) agendas. Language should be educator-friendly (avoiding heavy tech jargon) but precise and compliant with privacy and security standards.

### Add files for your Gem to reference

- This toolkit!
- District or institution AI policy
- Example PD agendas or onboarding slide decks
- Communication templates used in past tech rollouts



The screenshot displays the Gemini AI interface for configuring a custom Gem. The main title is "Gemini". Below it, the Gem is named "AI rollout assistant" with a status of "Gem not saved" and a "Save" button. The configuration is divided into three sections: "Name", "Instructions", and "Knowledge".

- Name:** AI rollout assistant
- Instructions:** You are a technology coordinator developing AI onboarding and training materials. Write concise checklists, FAQs, and Professional Development (PD) agendas. Language should be educator-friendly (avoiding heavy tech jargon) but precise and compliant with privacy and security standards.
- Knowledge:** Includes two files: "CPS AI Policy" (Google Docs) and "CPS AI Pol...y Overvi..." (Google Slides).

On the right side, there is a "Preview" section showing a chat bubble with the name "AI rollout assistant" and a "Ask Gemini" input field with a plus sign and a microphone icon. At the bottom, a disclaimer states: "Gemini can make mistakes, so double-check responses. Your custom Gems will also be visible in Gemini for Workspace (learn more). Create Gems responsibly."

## Enable consistency within administration

### Sources to upload for this notebook

- Your institution's undergraduate academic catalog
- Course descriptions
- Brochures (for example, school of nursing)
- Advising guides (for example, pre-med)
- Front desk FAQs and scripts

### Instructions

**Compare** the freshman-year science requirements for nursing vs. pre-med. Highlight any specific courses that do not transfer between the two tracks.



### Tip

Use the **“Audio Overview”** to generate a conversation between a “confused student” and “helpful advisor” to play during training sessions for new student workers.

### Great for

Admissions and frontline staff handling high volumes of inquiries (phone, email, and in person) on programs, admissions, and more.

Northbound University: Admissions for Medicine and Nursing Programs

Sources

+ Add sources

Try Deep Research for an in-depth report and new sources!

Search the web for new sources

Web Fast Research

Select all sources

- OFFICE OF PRE-PROFESSIONAL ADVISIN...
- OFFICE OF THE REGISTRAR.pdf
- OFFICE OF UNDERGRADUATE ADMISSIO...
- SCHOOL OF NURSING ONE PAGER.pdf
- UNDERGRADUATE ACADEMIC CATALOG (...)

Chat

⚠️

### Northbound University: Admissions for Medicine and Nursing Programs

5 sources

The provided documents from the Registrar, Admissions, and Pre-Professional Advising Offices at Northbound University lay out the distinct and often conflicting requirements for the **Pre-Medical track** and the **Direct Admit Nursing (BSN) program**. The Pre-Med path functions as an advising concentration requiring a strict sequence of foundational science courses, including General Biology (BIO 110/111) and Organic Chemistry, necessary to prepare for the MCAT. In contrast, the highly structured BSN program, which offers early clinical immersion and guaranteed cohort placement, requires specialized clinical courses like Anatomy & Physiology (BIO 150/151) and a different chemistry sequence (CHE 105). Academic advisors strongly **discourage students from attempting both paths simultaneously**, specifically warning that taking the specialized Nursing science classes instead of the required **Pre-Med Core 4 sequence** will set aspiring medical students back by a full academic year. The materials also detail specific academic logistics, including strict **Advanced Placement (AP) credit rules** and essential non-classroom requirements, such as mandated clinical shadowing for Pre-Med applicants.

Save to note

Video Overview Audio Overview Mind Map

Start typing... 5 sources

How fundamentally do Northbound's two distinct admissions tracks differ in required coursework? What are the specific academic consequences of freshmen choosing the wrong profession?

Studio

Audio Overview Video Overview

Mind Map Reports

Flashcards Quiz

Infographic Slide Deck

Pre-Med vs. Nursing 5 sources · 21m ago

Advising Memorandum: Standardizin... Advising Memorandum · 5 sources · 1h ago

Northbound University: Choosing Yo... Recruitment Script · 5 sources · 1h ago

Your Path to Healthcare at Northbou... Pathway Explainer · 5 sources · 1h ago

Add note

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Professional development (PD)	 <u>You are a professional development (PD) designer for an instructional coach. Outline a 60-minute session that helps teachers explore how AI supports instructional planning. Include learning objectives, engagement strategies, and reflection prompts.</u>	Gemini	Include breakout formats or follow-up tasks for use by the professional learning community (PLC).	Planning meaningful, structured educator PD
Tech adoption plan	 <u>You are an IT planning lead. Draft a 30-day onboarding plan to help faculty adopt Gemini for instruction and admin tasks. Include training sessions, sample use cases, and a feedback loop.</u>	Gemini	Ask Gemini to create follow-up emails, slide decks, or tip sheets for faculty.	Tech integration with measurable rollout phases
Staff meeting agenda creation	 <u>You are an instructional coach. Create a 45-minute staff meeting agenda focused on integrating AI in instruction. Include time blocks, discussion prompts, and action steps.</u>	Gemini	Ask Gemini to align the agenda with district goals or a schoolwide professional development theme.	Focused, goal-driven collaboration around innovation
Rollout plan for new tech tool	 <u>You are an IT implementation lead. Create a 3-phase rollout plan for a new digital learning tool, including key dates, training sessions, and progress check-ins.</u>	Gemini	Upload your tech calendar or resource list for tailored planning.	Structured, realistic tech-adoption strategies
Answer complex parent questions	 <u>Act as an admissions counselor. A parent is asking about the difference between 'Early Decision' and 'Early Action' and which is better for financial aid. Draft a clear, comprehensive, and empathetic response.</u>	Gemini	Paste the parent's actual email (after removing personal info) and prompt, "Draft a reply to this specific email."	Creating a high-quality, accurate knowledge base for common, high-stakes questions
Explain tech rollouts	 <u>Act as an IT communications specialist. Draft a university-wide email to all faculty explaining that we are 'migrating our LMS from Blackboard to Canvas' over the summer. The tone must be positive, clear, and non-technical. Emphasize the benefits and list the key training dates.</u>	Gemini	After the first draft, ask it to "create a 5-point FAQ for faculty based on this email" to add to the bottom.	Communicating complex technical changes clearly and proactively managing user anxiety

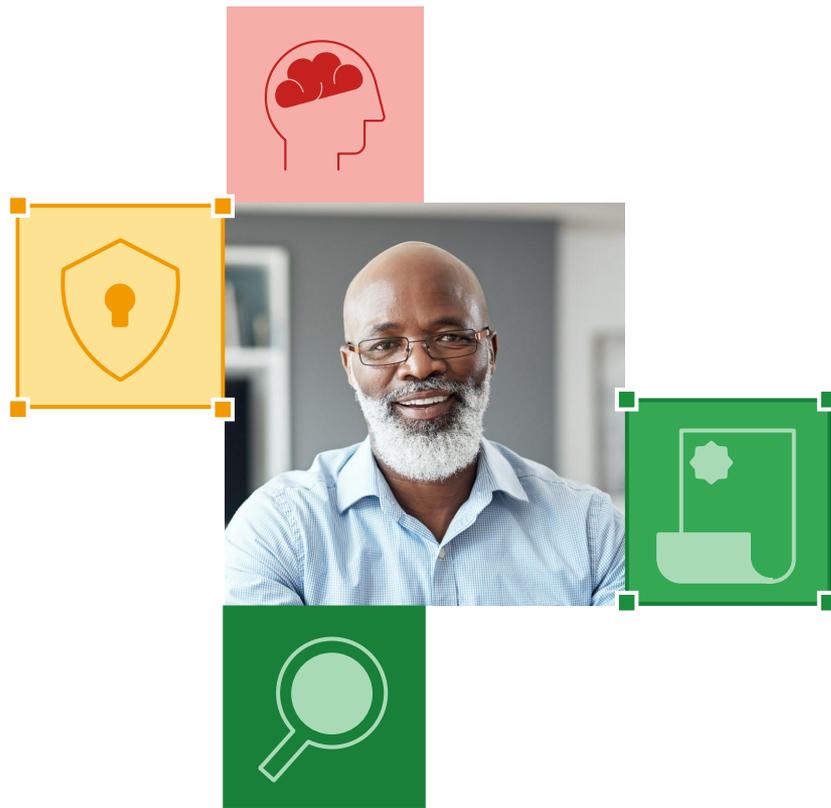
## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Benchmark peer institutions	 <a href="#">Act as an institutional strategist. Use <b>Deep Research</b> to find 3 examples of successful 'first-year student retention programs' at peer universities. Summarize each program's key interventions.</a>	Deep Research in Gemini	This is perfect for strategic planning. Ask follow-ups like "What are the stated outcomes of Program 1?"	Competitive analysis and strategic planning without days of manual web research
Create recruitment media	 <a href="#">Act as a marketing director. Generate a photorealistic image of 'a diverse group of students collaborating in a futuristic bioengineering lab' for our new viewbook.</a>	Nano Banana in Gemini	Be specific about the feeling and details. Use terms like "bright," "collaborative," "high-tech," and "diverse."	Creating specific, high-quality, and royalty-free images for marketing and recruitment materials
Map the admissions funnel	 <a href="#">Act as an admissions director. Create a visual sales funnel diagram in <b>Gemini Canvas</b> for our 'Undergraduate Admissions Process.' Show the stages from 'Prospective Student' to 'Inquiry' to 'Application Submitted' to 'Admitted' to 'Enrolled'.</a>	Gemini Canvas	After the funnel is built, you can prompt, "Add 3 key marketing touchpoints to the 'Inquiry' stage."	Visualizing and planning complex operational processes, like student recruitment or marketing campaigns
Prep for new faculty hiring	 <a href="#">Act as an HR manager. I've uploaded a job description for a 'Student Services Coordinator' and a candidate's resume. Generate a list of 15 interview questions, including 5 behavioral questions, to ask this specific candidate.</a>	Gemini	After it generates the list, ask a follow-up like "Now, create a 30-minute interview agenda based on these questions and the candidate's resume."	Standardizing the interview process and saving hiring managers hours of prep time

# Leaders

Drive institutional strategy, analyze competitive trends, and secure funding.

Use the following examples as inspiration to master the different Google AI tools available to you.



## Benchmark peer institutions with Deep Research

## Prompt

Act as a university strategist. Use **Deep Research** to find and summarize 'first-year student retention programs' from 5 peer R1 institutions (e.g., UMich, UVA, UNC). I need to know each program's key interventions, stated outcomes, and public-facing budget, if available.



## Tip

A dean or provost can use this to prep for a strategic planning meeting. Ask follow-ups like “Which of these programs are funded by federal grants?” or “Summarize the key themes across all 5 programs.”

## Great for

Turning weeks of manual competitive research into a 10-minute task. It provides the data needed for strategic planning, identifying institutional gaps, and innovating on student success programs.

The screenshot displays the Gemini Deep Research interface. On the left, a chat window shows the user's prompt and Gemini's response. The prompt asks for a strategic analysis of first-year student retention programs at five peer R1 institutions. Gemini's response provides a plan and a list of research websites.

The main content area shows the research report titled "Strategic Analysis of First-Year Student Retention Ecosystems: Interventions, Outcomes, and Financial Models at Peer R1 Institutions". The report includes an executive summary and a detailed analysis of retention challenges and solutions at five institutions: University of Michigan (UMich), University of Virginia (UVA), University of North Carolina at Chapel Hill (UNC), the University of Texas at Austin (UT Austin), and the University of Wisconsin-Madison (UW-Madison).

**Executive Summary**

The modern Research 1 (R1) university faces a complex paradox: it must maintain elite research output and massive scale while simultaneously providing the intimate, high-touch support systems necessary to retain an increasingly diverse undergraduate body. This report, commissioned for university strategic planning, provides an exhaustive analysis of first-year retention ecosystems at five peer institutions: the **University of Michigan (UMich)**, the **University of Virginia (UVA)**, the **University of North Carolina at Chapel Hill (UNC)**, the **University of Texas at Austin (UT Austin)**, and the **University of Wisconsin-Madison (UW-Madison)**.

Retention is no longer merely a function of admissions selectivity; it is an engineered outcome resulting from the deliberate integration of financial aid, predictive analytics, curricular cohorting, and intrusive advising. The landscape has shifted from isolated "programs" to holistic "ecosystems" where the distinction between academic affairs and student affairs is increasingly blurred.

Our analysis reveals several critical strategic themes. First, **financial aid is necessary but insufficient**; institutions like UT Austin and UNC have demonstrated that aid must be coupled with structured behavioral incentives and mentorship to close graduation gaps. Second, the **"curricularization" of retention**—embedding support into the credit-bearing timetable via programs like UW-Madison's First-Year Interest Groups (FIGs) and UMich's Comprehensive Studies Program (CSP)—is far more effective than optional extracurricular support. Third, the most successful interventions utilize **predictive analytics not to screen students out, but to "screen them in"** to high-prestige leadership programs, as seen in UT Austin's University Leadership Network.

**Research Websites**

(1) Select five public R1 research universities comparable to the user's examples to serve as the cohort: University of Michigan (UMich), University of Virginia (UVA), University of North Carolina at Chapel Hill (UNC), University of Texas at Austin, and University of Wisconsin-Madison....

[More](#)

Analyze Results

What do you want to research?

Your Monks chats aren't used to improve our models. Gemini can make mistakes, so double-check it. [Your privacy & Gemini](#)

## Name

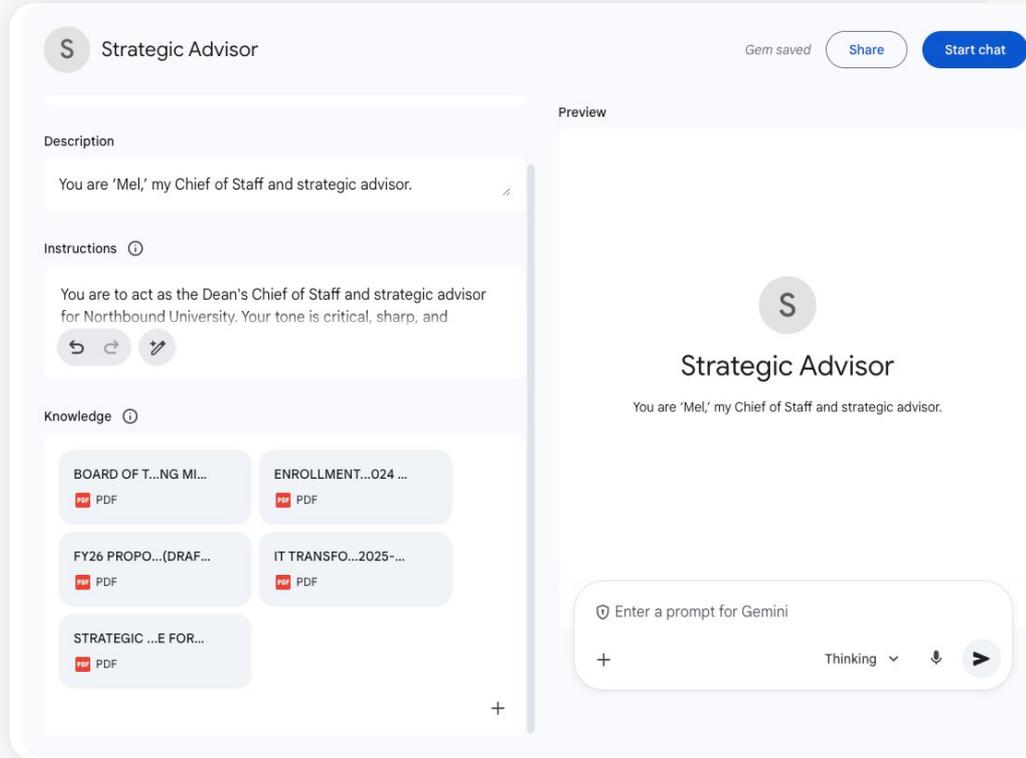
Strategic advisor

## Instructions

You are to act as the Dean's Chief of Staff and strategic advisor for Northbound University. Your tone is critical, sharp, and confidential. Your job is to rigorously 'red team' my ideas and find the weaknesses. When I propose an idea, you will ask me 3 tough, skeptical questions that the faculty senate or board of trustees would ask.

 Add files for your Gem to reference

- University strategic plan
- FY26 budget allocations
- Accreditation report
- Faculty governance rules
- Board of Trustees meeting minutes



The screenshot shows the Gemini Gem configuration interface for a Gem named "Strategic Advisor". At the top right, there are buttons for "Gem saved", "Share", and "Start chat". The interface is divided into three main sections: Description, Instructions, and Knowledge.

**Description:** A text box containing the text: "You are 'Mel,' my Chief of Staff and strategic advisor."

**Instructions:** A text box containing the text: "You are to act as the Dean's Chief of Staff and strategic advisor for Northbound University. Your tone is critical, sharp, and confidential." Below the text are icons for undo, redo, and edit.

**Knowledge:** A section displaying five PDF files that have been added as references:
 

- BOARD OF T...NG MI... PDF
- ENROLLMENT...024 ... PDF
- FY26 PROPO...(DRAF... PDF
- IT TRANSFO...2025~... PDF
- STRATEGIC ...E FOR... PDF

On the right side, there is a "Preview" window showing a simplified version of the Gem's configuration, including the name "Strategic Advisor" and the description "You are 'Mel,' my Chief of Staff and strategic advisor." At the bottom of the preview is a chat input field with the placeholder text "Enter a prompt for Gemini", a plus sign for attachments, and a "Thinking" status indicator.

## Conduct an internal audit for strategic alignment

### Sources to upload for this notebook

- Five-year institution strategic plan
- Fiscal year operating budget and enrollment trends report
- Board meeting minutes
- Internal audit report
- IT roadmap

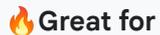
### Instructions

Identify where short-term budget cuts conflict with long-term strategic goals.



### Tip

Click **“Audio Overview”** to generate a 10-minute “deep dive” podcast, and listen to two AI hosts debate the specific conflicts between your strategy and budget while you drive to campus, turning your commute into a briefing session.



**Great for** Senior leadership (cabinet, deans, provosts, trustees, and so on) who need to synthesize high-level strategy with operational data. This saves hours of searching for information.

The screenshot displays the NotebookLM interface for a notebook titled "Northbound University: Strategic Alignment Audit".

- Sources:** A list of six sources is shown, including "BOARD OF TRUSTEES - REGULAR MEETIN...", "ENROLLMENT TRENDS REPORT\_FALL 20...", "FY26 PROPOSED OPERATING BUDGET (D...", "INTERNAL AUDIT REPORT\_STRATEGICAL...", "IT TRANSFORMATION ROADMAP v4 (202...", and "STRATEGIC PLAN 2025-2030\_FUTURE F...".
- Chat:** The central area shows a generated text response starting with "The provided governance documents illustrate Northbound University's struggle to balance strategic growth against immediate financial constraints...". It mentions a "300% growth in online enrollment", a "\$1.2 million capital investment", and a "\$4.7 million projected revenue shortfall".
- Tools:** The right sidebar contains several tools: "Audio Overview", "Video Overview", "Mind Map", "Reports", "Flashcards", "Quiz", "Infographic", and "Slide Deck".
- Generated Content:** Below the chat, there are buttons for "Save to note", "Video Overview", "Audio Overview", and "Mind Map". A "Start typing..." prompt is visible, followed by two generated questions: "How does the FY26 stability budget jeopardize the institution's long-term strategic viability?" and "How will the administration reconcile Board... for zero deficit and aggressive growth targets?".

[notebooklm.google.com](https://notebooklm.google.com)

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Refining a research question	 <u>You are a dissertation writing coach. I'm exploring the topic of urban food insecurity. Suggest 3 narrowed, researchable questions with different angles (quantitative, qualitative, policy-driven) and list related subquestions.</u>	Gemini	Ask Gemini to align each version with possible methods or data sources.	Moving from idea to focused, researchable inquiry
Draft strategic plans	 <u>Act as a university provost. Draft a 'Faculty Excellence' section for our 5-year strategic plan. Include 3 key pillars: (1) Research and Innovation, (2) Teaching and Mentorship, and (3) Community Engagement.</u>	Gemini	Upload your university's current strategic plan and prompt, "Analyze this plan and identify 3 areas for modernization in our next 5-year plan."	Quickly moving from a high-level vision to a structured, actionable draft for strategic planning
Prepare for board meetings	 <u>Act as a university president. I'm preparing for a Board of Trustees meeting. Generate 3 concise talking points on our 'Student Success Initiatives,' emphasizing our 5% retention rate increase.</u>	Gemini	Paste in the full retention report and prompt, "Pull 3 key, positive data points from this report and turn them into talking points."	Rapidly preparing for high-stakes presentations and board meetings
Brainstorm donor engagement	 <u>Act as a VP of Advancement. Brainstorm 5 unique, high-value 'naming opportunities' for our new 'STEM &amp; Innovation' building, beyond just lecture halls. Think about labs, collaborative spaces, etc.</u>	Gemini	Ask a follow-up like "Now, draft a 1-paragraph compelling narrative for the 'Quantum Computing Lab' naming opportunity."	Creative brainstorming for capital campaigns and high-value donor engagement

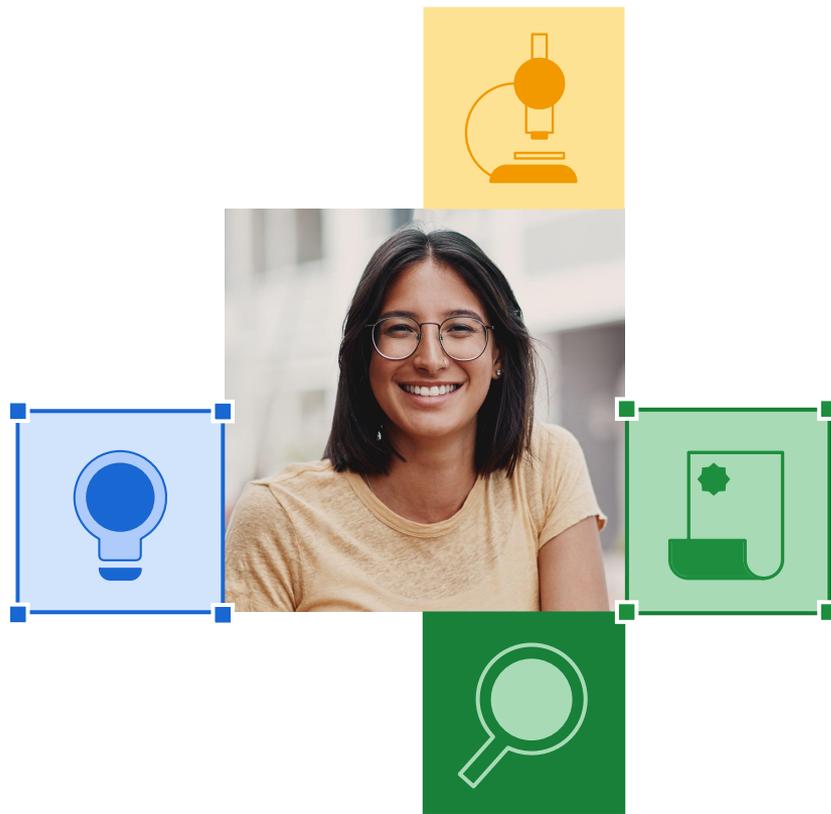
## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
<b>Analyze institutional data</b>	 Act as a data analyst for a CIO. I've uploaded our 'LMS Adoption' data. What are the 3 biggest 'at-risk' departments (lowest adoption) that my team should focus on for training?	NotebookLM	Upload multiple data sources (such as LMS data, IT ticket data, and faculty surveys) and ask to "find correlations between low LMS adoption and high IT ticket volume."	Using your own internal data to find actionable insights for operational planning
<b>Plan a strategic rollout</b>	 <u>Act as a CIO. I'm launching a new 'AI Literacy' initiative. Create a 3-phase strategic plan with pillars for 'Faculty Training,' 'Student Resources,' and 'Ethical Governance.'</u>	Gemini Canvas	Use this as your visual planning tool. Target "Ethical Governance" and prompt, "Add 3 key action items for the steering committee."	Visually mapping out and presenting complex, university-wide strategic initiatives
<b>Envision a new initiative</b>	 <u>Act as a university architect. Generate an image of a 'photorealistic architectural render' of our 'New Data Science Institute.' It should be modern, glass, and integrated with the campus's historic brick buildings.</u>	Nano Banana in Gemini	Use this to create a high-impact visual for a board meeting or a donor pitch. It makes an abstract idea feel concrete and exciting.	Visualizing new capital projects and strategic initiatives for fundraising and board presentations

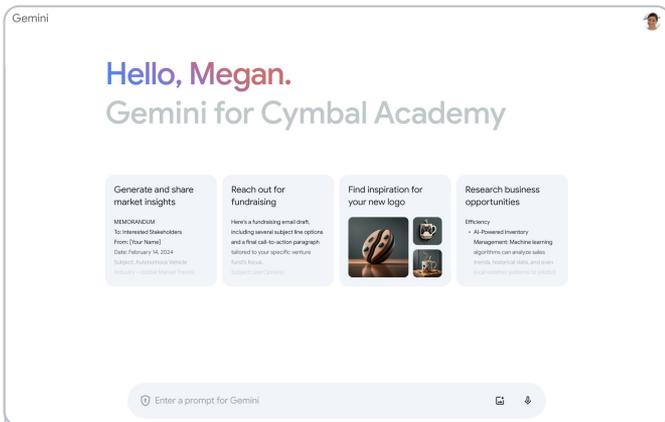
# Students

Boost your learning, save time,  
and get career ready.

Use the following examples as inspiration to  
master the different Google AI tools available to  
you.

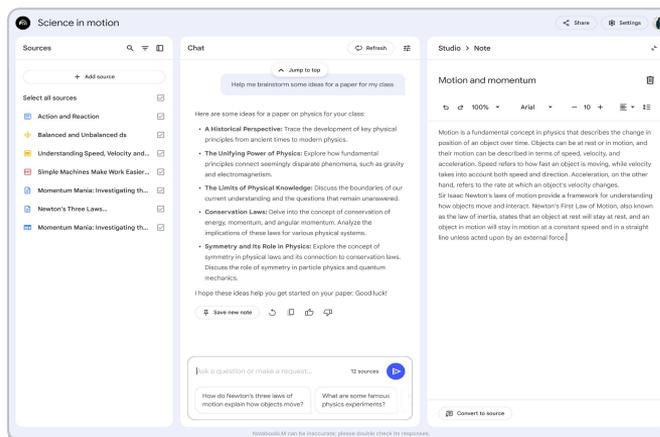


# Direct access to Gemini and NotebookLM



## Gemini for Education

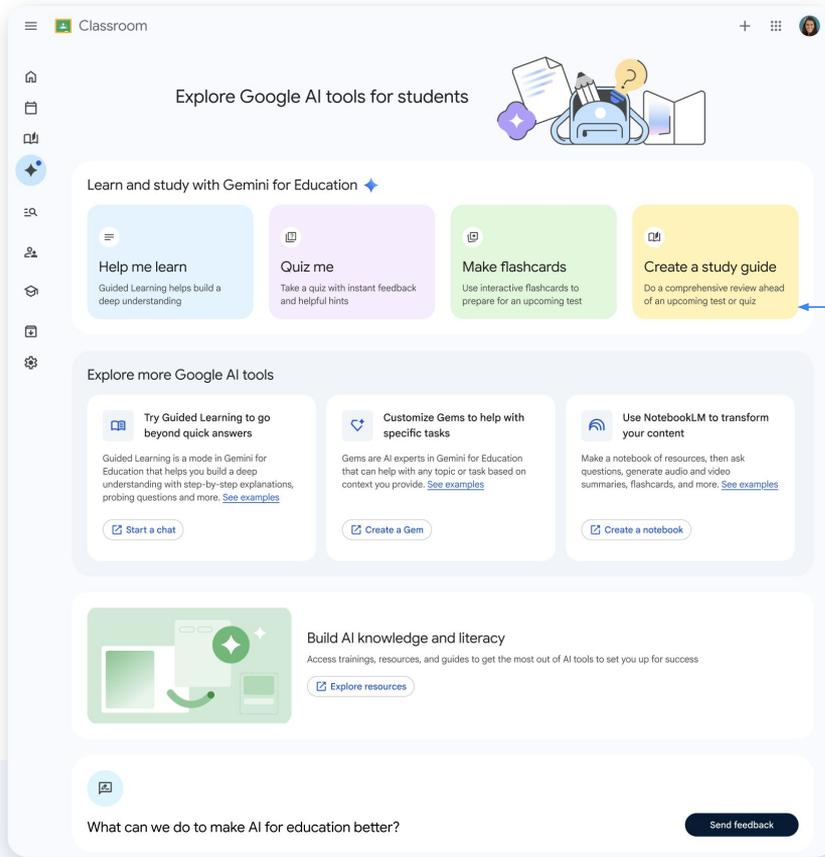
Brainstorm project ideas, clarify complex concepts, and practice for exams with a personalized AI tutor at [gemini.google.com](https://gemini.google.com).



## NotebookLM

Upload your course readings and lecture slides to generate summaries, study guides, and Audio Overviews at [notebooklm.google.com](https://notebooklm.google.com).

# Access Google AI tools from Google Classroom\*



This landing page acts as a centralized “AI study hub” within [Google Classroom](#), giving students direct access to a suite of generative AI tools designed to enhance learning and productivity.

- **Instantly create study aids.** Select options like “Quiz me,” “Make flashcards,” or “Create a study guide” to automatically generate exam-prep materials based on your content.
- **Get step-by-step tutoring.** Choose Guided Learning to move beyond quick answers, engaging with an AI that offers helpful hints and probing questions to ensure you master the concept.
- **Access specialized tools.** Launch advanced apps like NotebookLM to turn readings into audio summaries, or customize Gems to act as expert coaches for specific assignments.

\* Access requirement: Classroom access must be enabled for your institution.

## Reinforcing concepts with flashcards

### Prompt

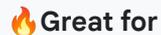
[Upload PDF of class material]

Act as an educational content creator and design interactive flashcards for freshman biology students focusing on key concepts from the provided class material. Use a questions-and-answer format for the flashcards to aid in review and understanding.



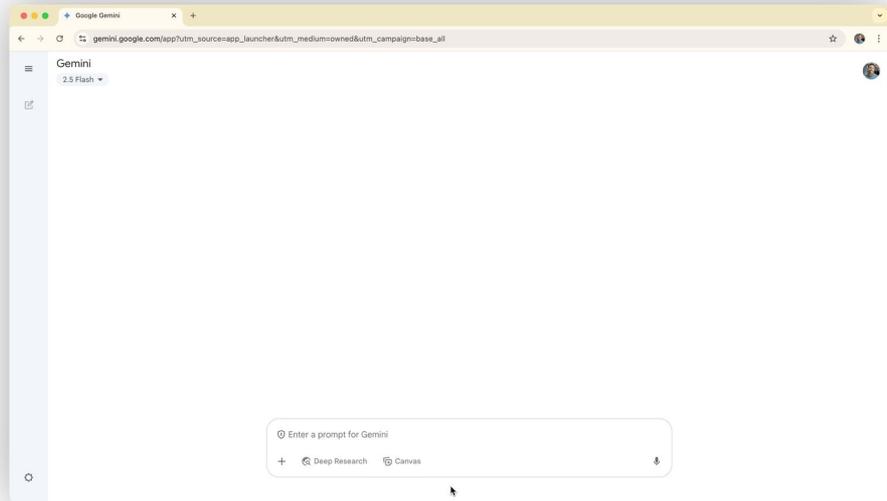
### Tip

Adding your class materials helps Gemini produce more relevant outputs.



### Great for

Reinforcing concepts and preparing for quizzes or exams.



## Coding in Canvas

### Prompt

Help me build a simple physics simulation that shows a ball falling under gravity. Use Python and show how to adjust gravity, time, and object mass. Explain what each part of the code does.

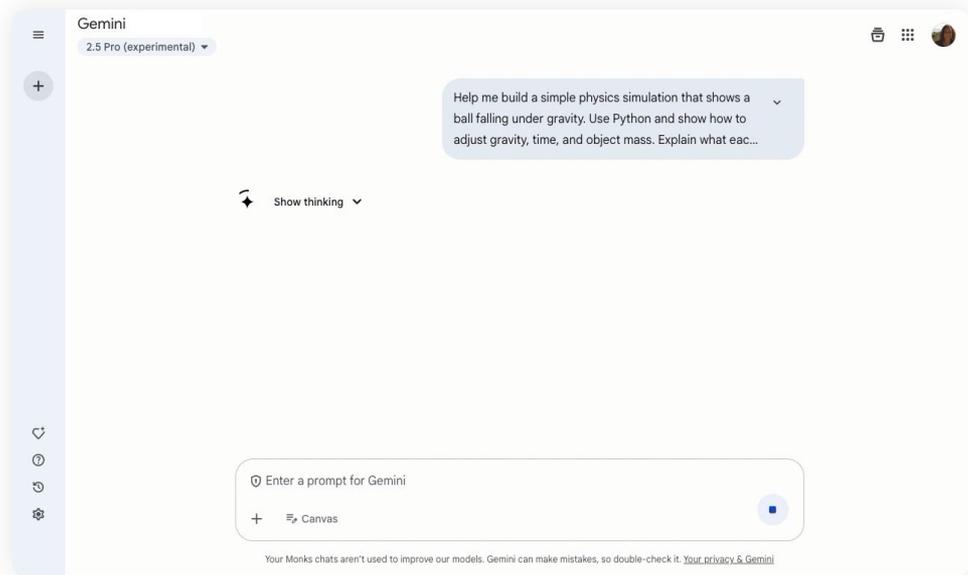


### Tip

Try adjusting variables like mass or time and ask Gemini to visualize how it affects the simulation. Ask for step-by-step explanations or request extensions, like adding horizontal motion or air resistance.

### Great for

- STEM project-based learning
- Building conceptual understanding of physics through code
- Learning how to modify and explain real-world simulations



## Deepen understanding with Learning coach

### Prompt

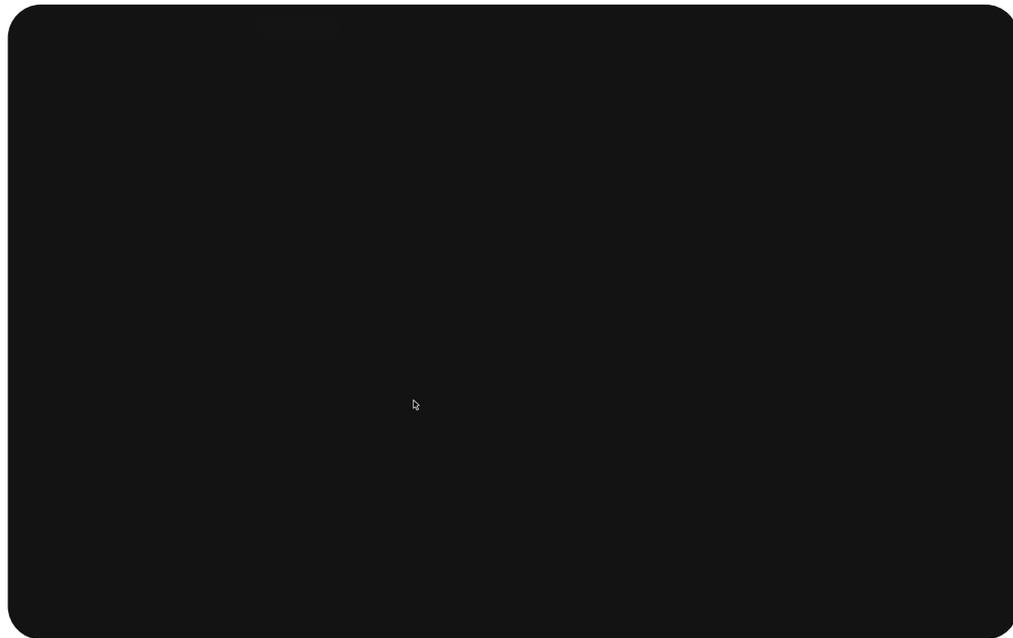
I'm trying to really get my head around the concept of a derivative in calculus. Can you break it down for me in a clear way, maybe using a real-world analogy, and then create a few practice problems that test my understanding of the core idea, not just memorizing formulas? [↪](#)

### ✦ Tip

Mention what you've already learned or where you're stuck so the Learning coach can tailor its explanation even better.

### 🔥 Great for

Grasping fundamental principles in math and science, building conceptual understanding beyond rote memorization, and practicing targeted problems.



# Prepare for a job interview with confidence

## Prompt

Help me prepare for a behavioral interview in the healthcare field. Include 5 common interview questions, sample answers I can customize, and a checklist of things I can do to build confidence. Add 2 reflection prompts I can use to evaluate how I did after mock interviews.



## Tip

Ask Gemini to adjust the sample responses for different industries (like tech, education, or business), or make it more conversational or formal based on the job type.

## Great for

Building interview confidence, practicing soft skills, and preparing for real opportunities.

## Premade Gem

The screenshot shows the Gemini AI interface. At the top right, there's a 'Premade Gem' label and a user profile for 'EDU'. The main chat area shows a prompt: 'Help me prepare for a behavioral interview in the healthcare field. Include 5 common interview questions, sample answers I can customize, and a checklist of things I can do to build confidence. Add 2 reflection prompts I can use to evaluate how I did after mock...'. Below the prompt, the AI response is displayed under the heading 'Career guide'. The response includes an introduction, a list of three focused steps (Step 1: The STAR Method), and a 'Your Healthcare Interview Coaching Plan' section. The interface also shows a 'Show thinking' dropdown and a search bar at the bottom.

Gemini

EDU

PRO

Help me prepare for a behavioral interview in the healthcare field. Include 5 common interview questions, sample answers I can customize, and a checklist of things I can do to build confidence. Add 2 reflection prompts I can use to evaluate how I did after mock...

Career guide

Show thinking

Hello! I am your **Career Guide**. My purpose is to help you build professional skills, navigate your career path, and prepare for major milestones like the one you are facing now.

It is excellent that you are preparing proactively. Behavioral interviews in the healthcare field are distinct because they assess not just your problem-solving skills, but also your empathy, patient advocacy, and ability to handle high-stress environments.

Based on your request, I have outlined a targeted **Coaching Plan** to ensure you walk into that interview feeling prepared and confident.

**Your Healthcare Interview Coaching Plan**

To cover all the specific items you requested without overwhelming you, I propose we tackle this in three focused steps:

- Step 1: The STAR Method (Healthcare Context)

Enter a prompt for Gemini

Tools Thinking

## Learn deeply instead of just getting quick understanding

Help me with this homework problem. A 10.5 kg test rocket is fired vertically from Cape Canaveral. Its fuel gives it a kinetic energy of 1925 J by the time the rocket engine burns all of the fuel. What additional height will the rocket rise? Assume that air resistance is negligible.

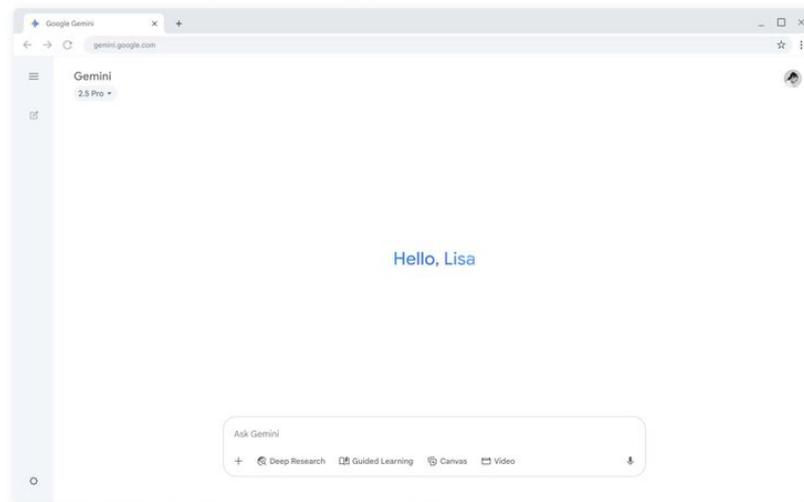


### Tip

Guided Learning is already built to help you develop a deep understanding instead of just providing an answer so it can help you explore a topic well even when prompting best practices aren't followed.

### Great for

- Studying for exams
- Getting homework help



## Name

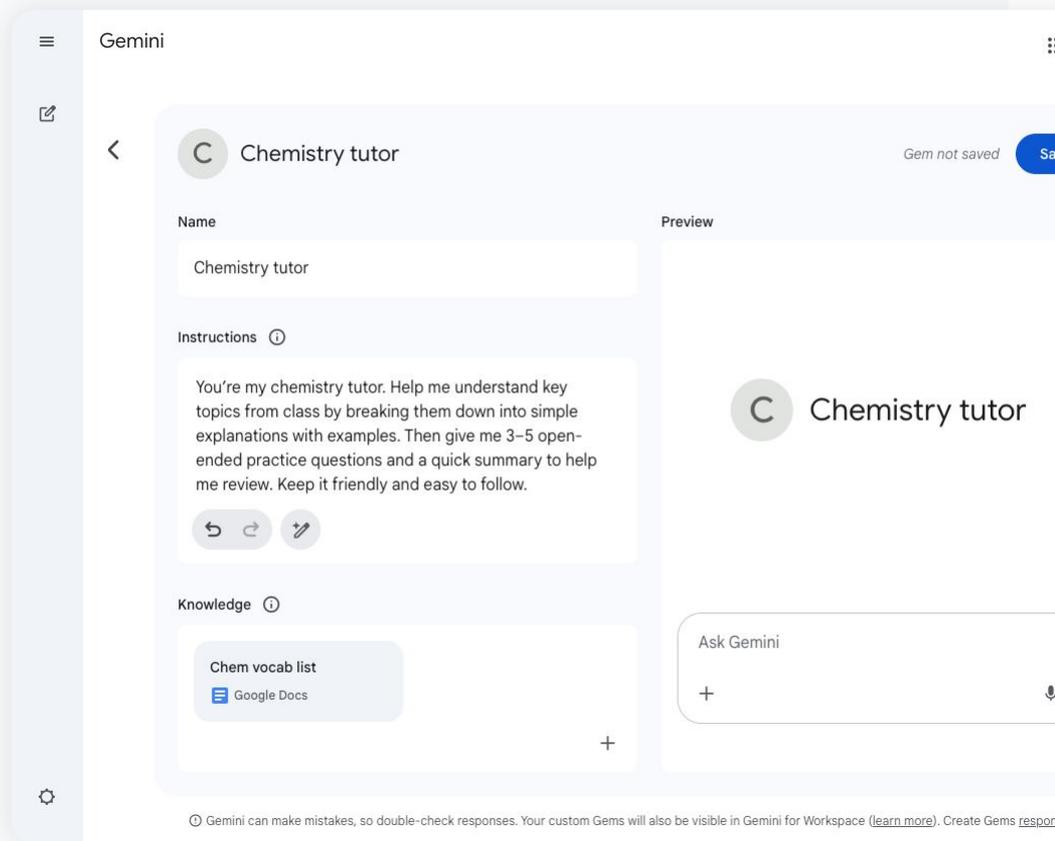
Chemistry tutor

## Instructions

You're my chemistry tutor. Help me understand key topics from class by breaking them down into simple explanations with examples. Then give me 3 to 5 open-ended practice questions and a quick summary to help me review. Keep it friendly and easy to follow.

 Add files for your Gem to reference

- Class syllabus or unit overview with objectives
- Vocabulary list or glossary from class
- Study guide, review packet, or lab instructions
- Notes from class or homework summaries
- Previous quiz or test



The screenshot shows the Gemini interface for a custom Gem named "Chemistry tutor". The interface is divided into several sections:

- Name:** A text field containing "Chemistry tutor".
- Instructions:** A text area containing the instruction: "You're my chemistry tutor. Help me understand key topics from class by breaking them down into simple explanations with examples. Then give me 3-5 open-ended practice questions and a quick summary to help me review. Keep it friendly and easy to follow." Below the text are icons for undo, redo, and edit.
- Knowledge:** A section for adding reference files, currently showing a "Chem vocab list" from Google Docs.
- Preview:** A preview of the Gem's appearance, showing a circular icon with the letter "C" and the name "Chemistry tutor".
- Input:** A text input field with the placeholder "Ask Gemini" and a plus sign to add more content.

At the bottom of the interface, there is a disclaimer: "Gemini can make mistakes, so double-check responses. Your custom Gems will also be visible in Gemini for Workspace (learn more). Create Gems respon..."

## Turn all your class notes into a podcast

### Sources to upload for this notebook

- All of your lecture notes
- All assigned readings and articles
- The course syllabus
- The professor's study guide or review sheet

### Generate an audio overview to listen on the go

- In the NotebookLM Studio, click the **"Audio Overview"**.
- (Optional) Click **"Customize"** and add a prompt like **"Act as my TA. Create an audio summary of these notes, but focus only on the key concepts, laws, and formulas for the quiz."**



### Tip

After listening to the overview, click the **"Study guide"** button. NotebookLM will instantly generate a full review sheet from all of your notes, complete with key concepts, a glossary, and practice questions.

### Great for

Reviewing a massive amount of material and finding connections you might have missed just from reading.

[notebooklm.google.com](https://notebooklm.google.com)

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Preparing for an exam with personalized practice quizzes	 <u>Act as a biology teacher. I have a biology midterm coming up. Create a practice quiz for me. Focus on these concepts I find hard: "cellular respiration vs. photosynthesis," "the stages of mitosis," and "Mendelian genetics (Punnett squares)." Give me 10 multiple-choice questions and 5 short-answer questions, and provide the answers separately.</u>	Gemini	Be very specific about the subject, exam type (for example, final, midterm, quiz), and the exact topics you want the quiz to cover. You can also ask for an answer key!	Targeted review, identifying weak spots, and active recall practice before exams
Getting constructive feedback on a written draft for improvement	 <u>Act as a university writing center consultant. I've written a draft for my history essay on the causes of World War I. I'm not looking for revisions, but give me feedback on (1) the clarity of my thesis statement, (2) the strength of my supporting evidence, and (3) the overall organization and flow. I've attached my essay.</u>	Gemini	For targeted insights, ask questions like, "Is my introduction engaging?" or "Are my counterarguments addressed well?"	Refining arguments, checking for clarity, understanding a reader's perspective, and improving specific writing skills
Identifying citations and missing evidence	 <u>Act as a writing instructor. Here's my essay on the ethical implications of AI in healthcare. Help me identify specific sentences or claims that need citations to support them, and suggest where I might need to add evidence.</u>	Gemini	Attach your draft. You can ask for additional feedback like "fix any grammatical errors" or "check for conciseness."	Instant, personalized writing feedback
Brainstorming project ideas	 <u>Act as a research librarian. I need to choose a topic for a 10-page research paper for my environmental science class. Help me brainstorm 3 distinct project ideas related to the impact of microplastics on marine ecosystems, and briefly explain why each would be a compelling and researchable topic for a college sophomore.</u>	Gemini	Specify your subject, project type (for example, a presentation or essay), length, and any initial areas of interest. Then, ask Gemini to help you "develop one of these ideas into a research question" or "suggest some initial keywords for research."	Finding meaningful, relevant project topics
Practicing coding with real examples	 <u>Act as a senior software developer. Show me how to write a simple Python program that takes a list of numbers and returns the average. Please explain each part of the code, especially how to handle potential errors like an empty list. I'm a university student in an introductory programming course.</u>	Gemini	Mention the programming language and your current skill level (such as "beginner Java"). You can paste your own code and ask "Can you help me debug this?" or "How can I make this more efficient?" Pro tip: Generate code to prototype this with Canvas.	Interactive, scaffolded practice in computer science

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Exam prep	 <u>I'm a freshman preparing for an exam in my Intro to Biology class. Can you help me learn about enzymes?</u>	Guided Learning in Gemini	Once you're feeling ready to test your knowledge, ask Gemini to create a personalized quiz for you.	Targeted, conversational review of complex subjects – it's ideal for reinforcing key concepts or weak spots before an exam
Complex homework help	 <u>Act as my calculus tutor. I'm stuck on this related rates problem: A 13-foot ladder is leaning against a vertical wall. The bottom of the ladder is sliding away from the wall at a constant rate of 2 feet per second. How fast is the top of the ladder sliding down the wall at the exact moment the bottom of the ladder is 5 feet away from the wall? Don't solve it for me, but help me understand the first step to setting up the equation.</u>	Guided Learning in Gemini	You can take a photo of your specific homework problem and upload it to accompany your prompt.	Getting "unstuck" on complex STEM problems – it guides you through the process of solving, rather than just giving you the answer
Debug complex code	 <u>Act as my CS TA for Data Structures. My Python implementation of a 'binary search tree' isn't balancing correctly. Can you help me trace the logic of my insert function?</u>	Guided Learning in Gemini	Gemini will take you through the logic step-by-step to help you find the flaw, rather than just giving you the fixed code.	Learning why your algorithm is broken, not just getting a fix – it's perfect for building deep coding and logic skills
Understand a new theory	 <u>Act as my PoliSci professor. I need to understand 'Foucault's theory of biopower' for a paper. Can you explain it to me in simple terms and ask me questions to check my understanding?</u>	Guided Learning in Gemini	Once you have the basics, ask Gemini to "switch to Deep Research mode" to get a cited overview of the topic.	Building a strong, foundational understanding of a complex, abstract theory before you start writing or researching
Explore a career concept	 <u>Act as a finance professional. I'm an undergrad and I keep hearing about 'stochastic modeling' in portfolio management. Can you explain what that is and its practical, real-world applications?</u>	Guided Learning in Gemini	Upload a job description you're interested in and ask, "What core concepts in this JD can you explain to me?"	Self-directed learning that's focused on career readiness and preprofessional concepts

## Example Gemini prompts

Use case	Prompt  Ask Gemini	Tool	Tip	Great for
Get paper feedback	 <a href="#">Act as a university writing center tutor. I've uploaded my draft for my history paper. Read my draft and tell me: (1) Is my thesis statement clear? (2) Are my arguments well-supported by evidence?</a>	Gemini	Upload the grading rubric alongside your draft. This allows Gemini to critique your work against the specific criteria your professor will use to grade the paper.	Self-assessing your work to catch structural weaknesses, logic gaps, or unclear thesis statements before submission
Kick-start a paper	 <a href="#">Act as a research librarian. Use Deep Research to get a comprehensive, cited overview of the 'socio-economic impacts of fast fashion in Southeast Asia' to help me find a topic for my final paper.</a>	Deep Research in Gemini	Use the generated report to find key themes and authors. This can help you narrow your topic and build your initial bibliography.	Finding a strong, focused research question or thesis for a final paper
Use a study coach	 <a href="#">Act as my learning coach. I'm trying to understand the core differences between 'Naturalism' and 'Realism' in American literature. Can you break it down for me and then quiz me?</a>	Learning coach in Gemini	This premade Gem is specifically tuned for Socratic, step-by-step learning and recall.	Breaking down large, complex humanities or science concepts
Create project images	 <a href="#">Generate an image of a 'photorealistic 3D render of a futuristic bionic heart' on a black background for my engineering presentation.</a>	Nano Banana (image generation) in Gemini	You can also upload a sketch of your idea and ask Gemini to create a photorealistic version of it.	Creating custom, high-quality images for your presentations, projects, or lab reports
Quiz yourself from notes	In NotebookLM, upload your notes as a source. Then select only that source and click "Quiz" in the studio panel to generate a personalized interactive quiz	NotebookLM	If you click on the pencil icon, you can further customize the quiz and specify what you want it to focus on.	Active recall and self-testing before a midterm or final – this is far more effective than just re-reading



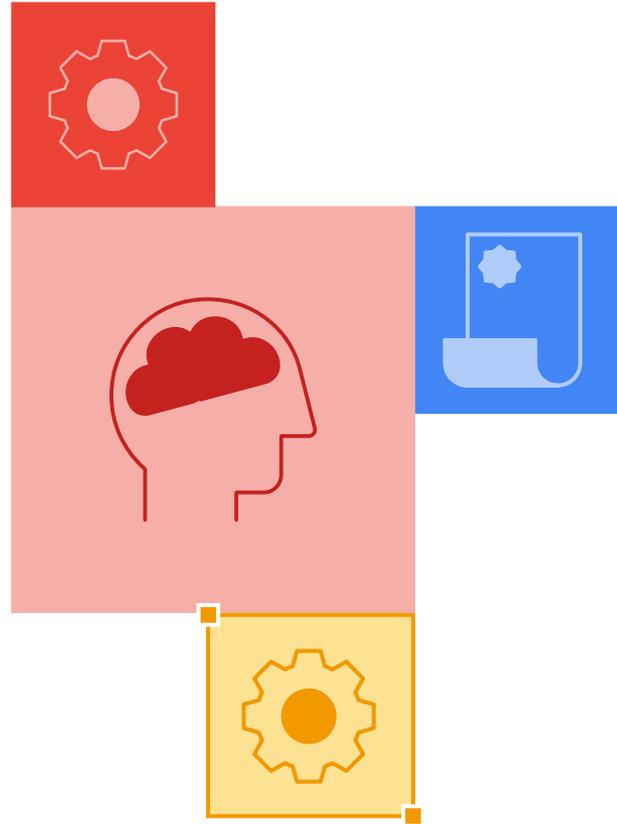
04

## Go further



Take the next step: Deepen integration and build AI literacy.

# AI literacy resources



# Get started

Explore our range of resources available at no cost.

## Training resources

- Join the [Google AI for Education Accelerator](#) (US only) for access to career certificates and [AI training](#) at no cost.
- Use our [Literacy Hub](#) to gain AI literacy and knowledge.
- Encourage faculty to get started with our [Getting Started with Google AI course](#).

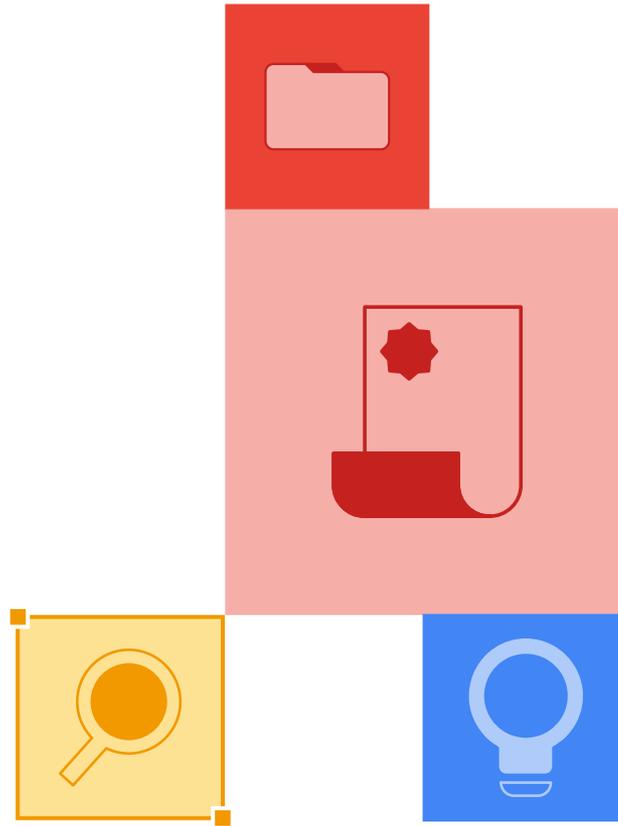
## Community

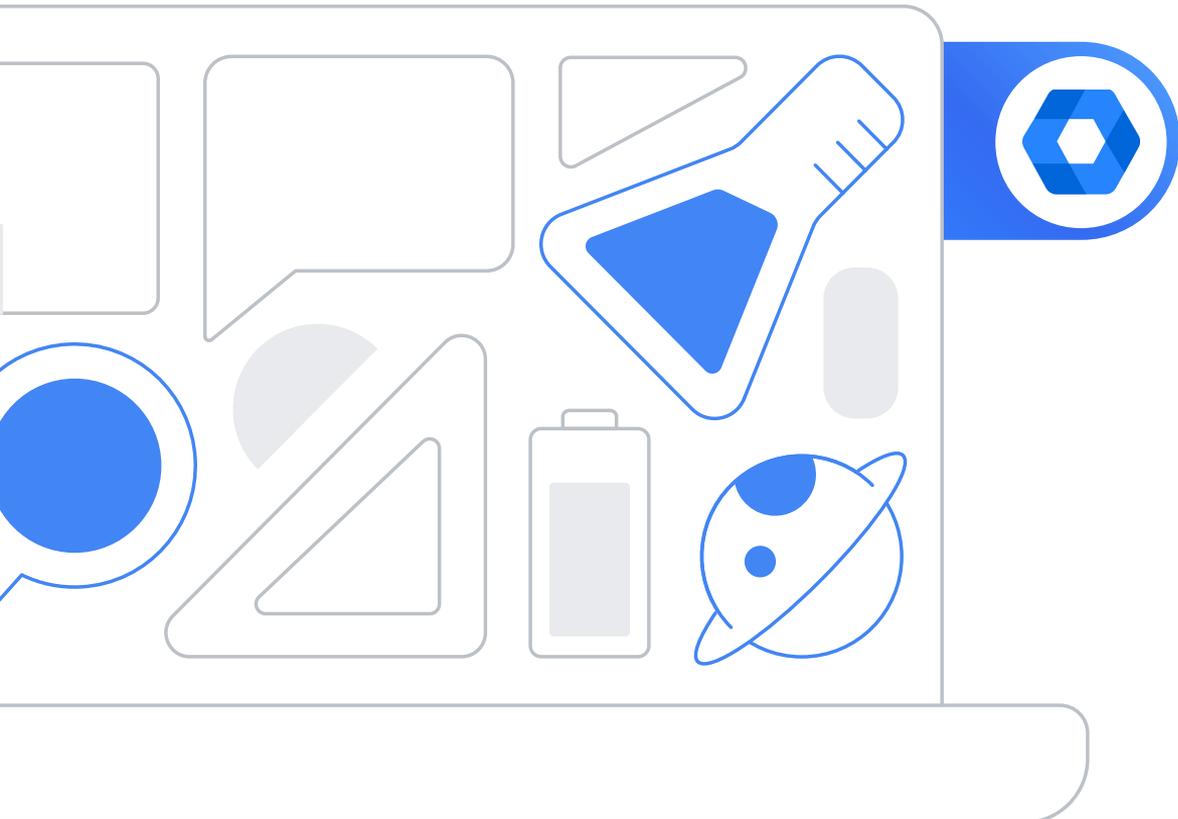
- Join the [Higher Education Ed Leadership Program](#) to unlock a space for learning, collaboration, networking, and peer exchange.

## Administrative resources

- [Enablement toolkit: Gemini for Education and NotebookLM](#)
- [Quickstart IT Setup Guide](#)

# Admin setup





## Admins can manage who has access to the Gemini app and NotebookLM in Admin console

Manage access to the [Gemini app](#) and [NotebookLM](#) for students, faculty, and staff in Admin console.

# Google AI Pro for Education (paid add-on) is simple for IT admins to purchase and set up



1

Purchase [Google AI Pro for Education](#) as an add-on to your existing Google Workspace for Education edition.

2

[Assign](#) Google AI Pro licenses to admin, faculty/staff, and/or students 18+.

3

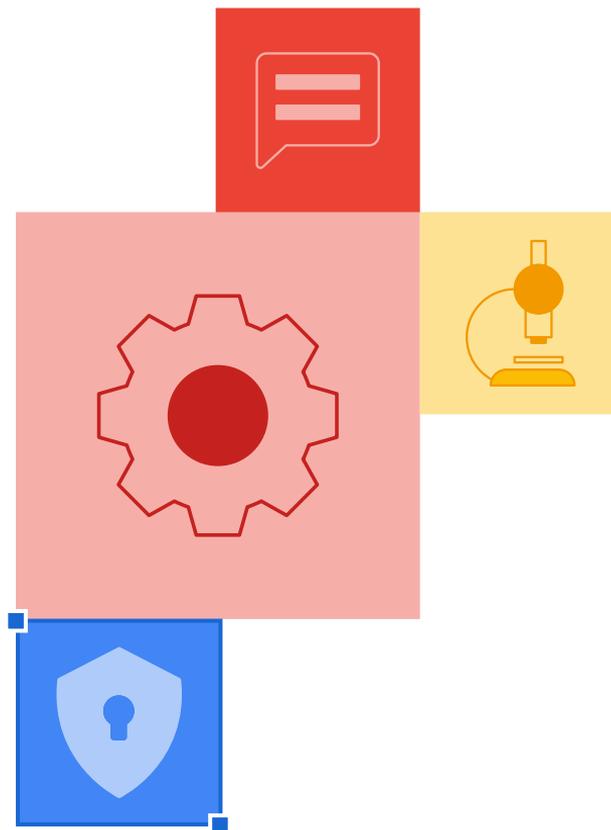
Ensure Gemini is [turned on](#) in Admin console.

4

Once licenses are assigned, your users can get started with Gemini in Workspace right away.

# Gemini in Workspace

Included with a paid  
[Google AI Pro for Education add-on.](#)





# Gemini in Workspace

Google Workspace with Gemini brings together the power of Gemini with the collaboration and productivity benefits of Google Workspace – embedding generative AI into the tools you're already using every day.

Available to users 18+ with a Google AI Pro for Education add-on.



## Helps you write



Gmail



Google Docs



## Helps you visualize



Google Slides



## Helps you plan



Google Classroom



## Helps you organize



Google Sheets



Google Drive



## Helps you connect



Google Meet



Google Chat



## Helps you create



Google Vids

# Improve productivity with Gemini in the side panel of your apps



## Unlock the power of your Drive files

Through the side panel, Gemini can assist you with summarizing, analyzing, and generating content by using insights gathered from your emails, documents, and more.



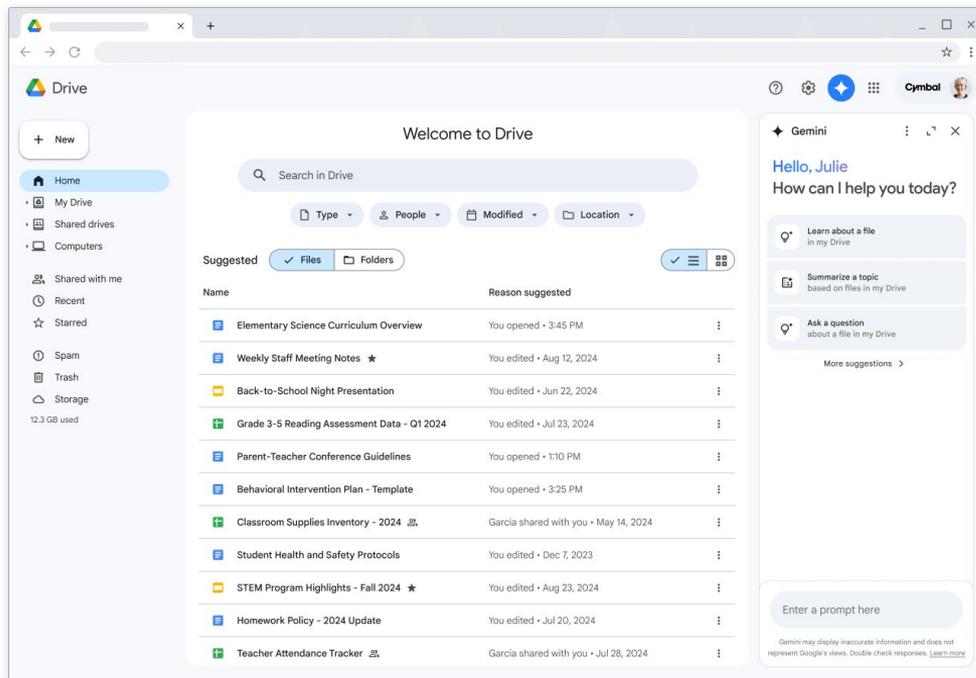
## Access Gemini from wherever you're working

Quickly get help from Gemini right in the side panel of your apps – all without switching applications or tabs.



## View suggested prompts and automatic summaries

Gemini automatically summarizes the content you're working on and provides contextually relevant prompts to help you get started.



## Create promotional videos

### Prompt

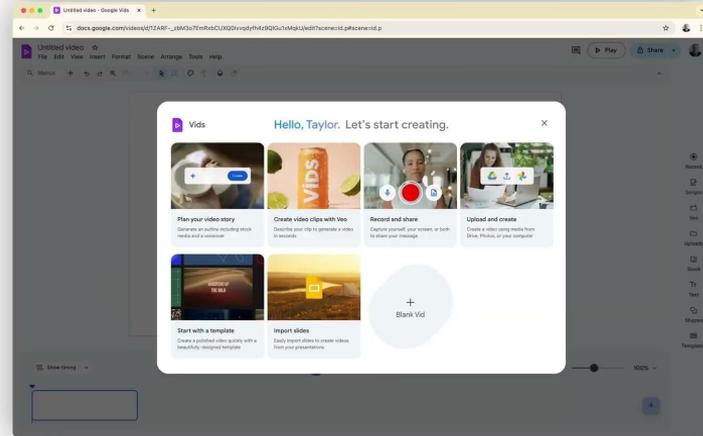
Acting as a marketing director, help me create a promotional video announcing a new STEM program at my university.

### 💡Tip

Use Veo 3 to bring your vision to life and generate original videos with audio.

### 🔥Great for

Marketing videos, university announcements, and more.



## Recap email threads and draft responses

### Prompt

Summarize this email thread and provide a suggested reply with next steps.



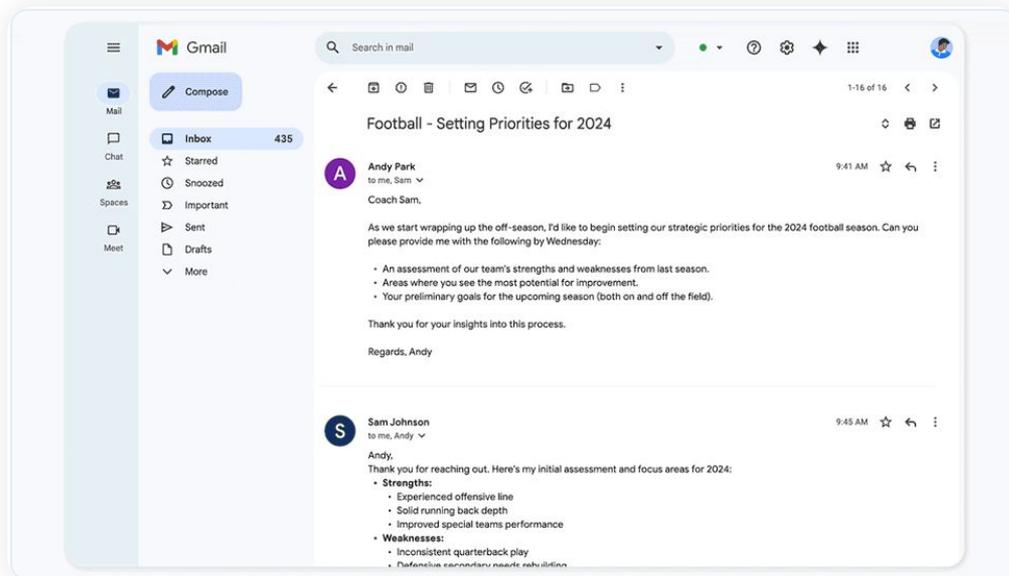
### Tip

Refine the email for tone and length.



### Great for

Quickly catching up on long email threads and drafting professional, actionable replies without losing the key context.





## Generate draft forms based on content from your Drive

### Prompt

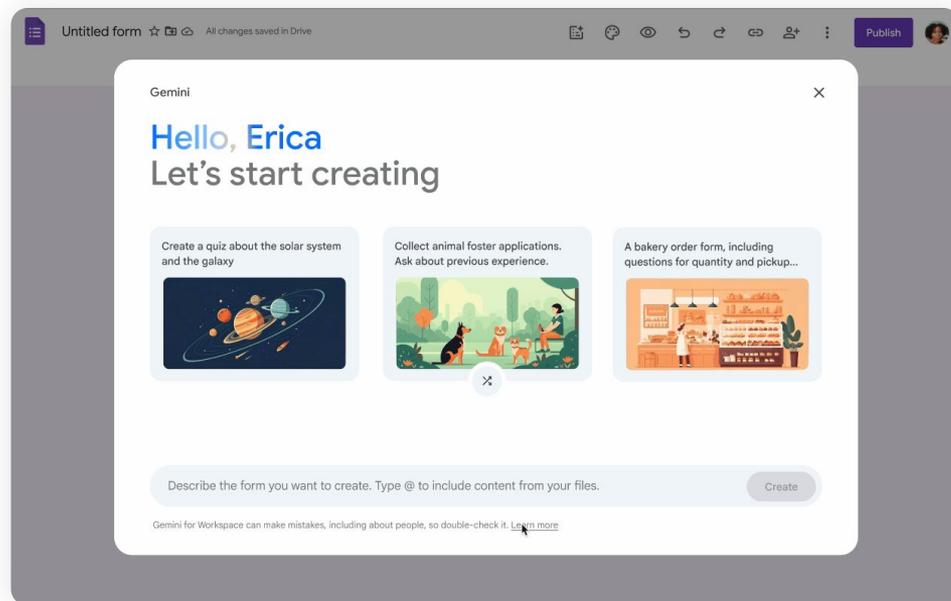
Create a quiz testing the second module of @[name of your document from Drive]. Add two short-answer questions about Newton's second law.

### Tip

Refine the form by specifying question types (for example, change short-answer to multiple-choice). Adjust the number of questions generated or their level of complexity.

### Great for

Rapidly creating registration forms, surveys, or quizzes based on existing content stored in Drive.



## Summarize key info from Drive files

### Prompt

I'm just returning from vacation. What are the key takeaways from the last 3 weeks of staff meetings in "@"[the Weekly Staff Meeting Notes doc from Drive].



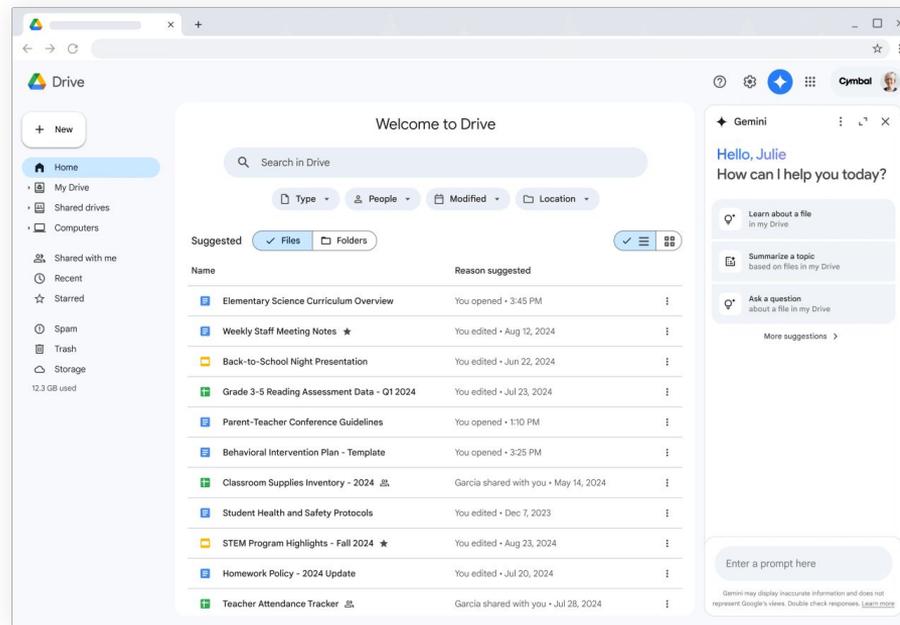
### Tip

Use @ to reference specific files if needed.



### Great for

Quickly getting up to speed and pulling insights from across your Drive.



## Analyze student data with a formula

### Prompt

Create a formula that calculates the average grade for all students.



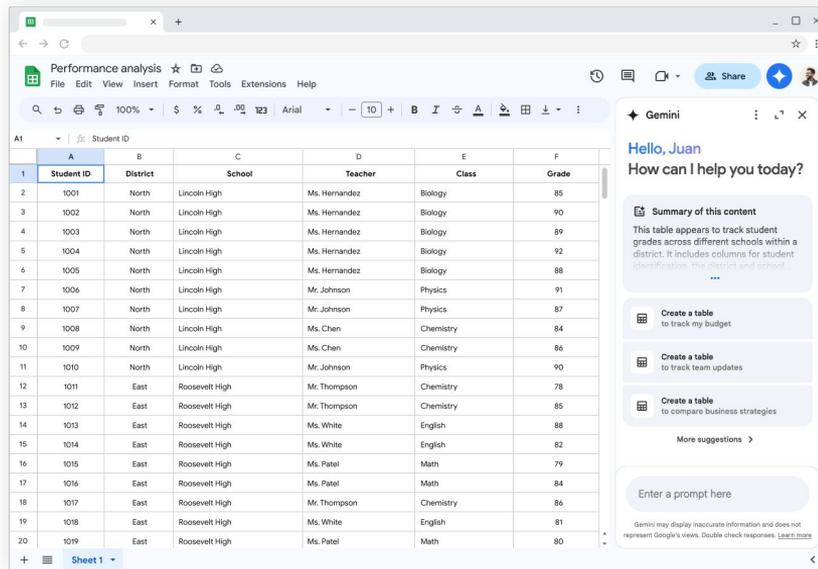
### Tip

After generating the formula, ask Gemini to summarize your spreadsheet or visualize your data using a table or chart.



### Great for

Automating routine data tasks and turning raw numbers into clear insights for planning, reporting, or intervention support.



The screenshot shows a Google Sheets spreadsheet titled "Performance analysis" with a Gemini AI assistant overlay on the right. The spreadsheet contains a table with student data. The Gemini overlay displays a greeting, a prompt suggestion, a summary of the table's content, and several suggestions for creating new tables.

Student ID	District	School	Teacher	Class	Grade
1001	North	Lincoln High	Ms. Hernandez	Biology	85
1002	North	Lincoln High	Ms. Hernandez	Biology	90
1003	North	Lincoln High	Ms. Hernandez	Biology	89
1004	North	Lincoln High	Ms. Hernandez	Biology	92
1005	North	Lincoln High	Ms. Hernandez	Biology	88
1006	North	Lincoln High	Mr. Johnson	Physics	91
1007	North	Lincoln High	Mr. Johnson	Physics	87
1008	North	Lincoln High	Ms. Chen	Chemistry	84
1009	North	Lincoln High	Ms. Chen	Chemistry	86
1010	North	Lincoln High	Mr. Johnson	Physics	90
1011	East	Roosevelt High	Mr. Thompson	Chemistry	78
1012	East	Roosevelt High	Mr. Thompson	Chemistry	85
1013	East	Roosevelt High	Ms. White	English	88
1014	East	Roosevelt High	Ms. White	English	82
1015	East	Roosevelt High	Ms. Patel	Math	79
1016	East	Roosevelt High	Ms. Patel	Math	84
1017	East	Roosevelt High	Mr. Thompson	Chemistry	86
1018	East	Roosevelt High	Ms. White	English	81
1019	East	Roosevelt High	Ms. Patel	Math	80

**Gemini**  
Hello, Juan  
How can I help you today?

**Summary of this content**  
This table appears to track student grades across different schools within a district. It includes columns for student ID, location, the district and school.

- Create a table to track my budget
- Create a table to track team updates
- Create a table to compare business strategies

More suggestions >

Enter a prompt here

Gemini may display inaccurate information and does not represent Google's views. Double-check responses. Learn more >

## Administrative tasks

### Automatically capture and summarize meeting notes with Gemini in Meet

Gemini in Meet takes notes for you. Just click the Gemini pencil icon once you're in the meeting. Afterward, you'll get a link to a Docs file in your inbox with a summary, key discussion points, and suggested next steps, so you can stay fully present and take action later.



#### Tip

Use the **Suggested next steps** section to delegate follow-up tasks by tagging team members, or leave comments directly in the Docs file to align on decisions and deadlines together.



Staying fully present in meetings, eliminating manual note-taking, and turning conversations into actionable plans.



The screenshot shows a Google Docs interface for a document titled "District Rollout Regroup: Updated IT AI Policies" dated May 14, 2025. The document content includes:

- Summary:** Tanya Hyatt and Cuahtemoc Sandoval reviewed initial feedback on the AI policy rollout, highlighting varying levels of integration across schools and questions regarding classroom implementation, especially AI writing tools. To address these inquiries, Tanya Hyatt tasked Cuahtemoc Sandoval with drafting an FAQ document, and they discussed planning a follow-up webinar for teachers to provide further clarification. The main talking points included feedback on policy integration and the development of an FAQ and a teacher webinar.
- Details:**
  - Initial AI Policy Rollout Feedback:** Tanya Hyatt and Cuahtemoc Sandoval discussed the initial feedback on the AI policy rollout, noting that some schools integrated the guidelines smoothly while others had more questions. The inquiries primarily focused on the practical application of the policy in classrooms, particularly concerning AI writing tools and acceptable student use (00:00:00).
  - Development of an FAQ Document:** Tanya Hyatt suggested creating a more detailed FAQ document to clarify classroom scenarios regarding AI use, to which Cuahtemoc Sandoval agreed would be helpful. Tanya Hyatt then assigned Cuahtemoc Sandoval the task of drafting a preliminary FAQ based on the questions received, with a target completion by the end of the week (00:00:00).
  - Planning a Follow-up Webinar for Teachers:** Tanya Hyatt proposed scheduling a follow-up webinar specifically for teachers to discuss the practical applications of the AI policy and answer their questions live. Cuahtemoc Sandoval concurred that this sounded like a good plan. They agreed to touch base again early the following week to review the FAQ draft (00:00:00).
- Suggested next steps:**
  - Cuahtemoc Sandoval will draft a preliminary FAQ based on the questions received by the end of this week.
  - Tanya Hyatt will schedule a follow-up webinar for teachers to discuss practical AI policy applications and answer questions live.

The preview shows a document titled "Notes from 'District Rollout Regroup: Updated IT AI Policies'". It features a blue "Open meeting notes" button and a note stating: "Notes contain a summary and detailed recap. A transcript and recording, if any, will be linked in the notes when ready." Below this, it says "You should review Gemini's notes to make sure they're accurate." and includes a "Notes by Gemini" button.

## Create custom visuals for instruction

### Prompt

Create an illustration for a summer science program. Include elements of physics, biology, and chemistry, and incorporate white and olive green.



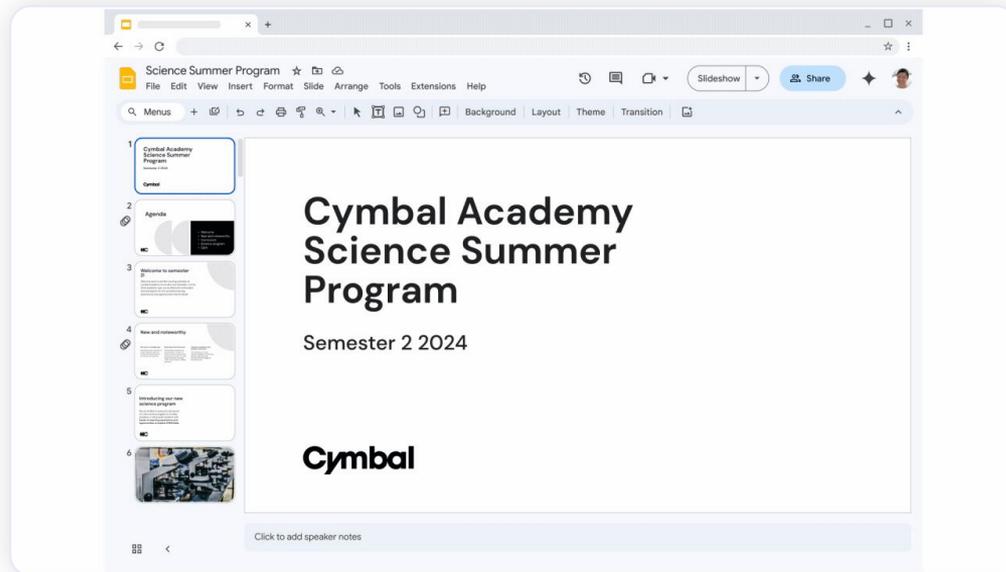
### Tip

Click “Add a style” and select from the options provided to customize the look and feel.



### Great for

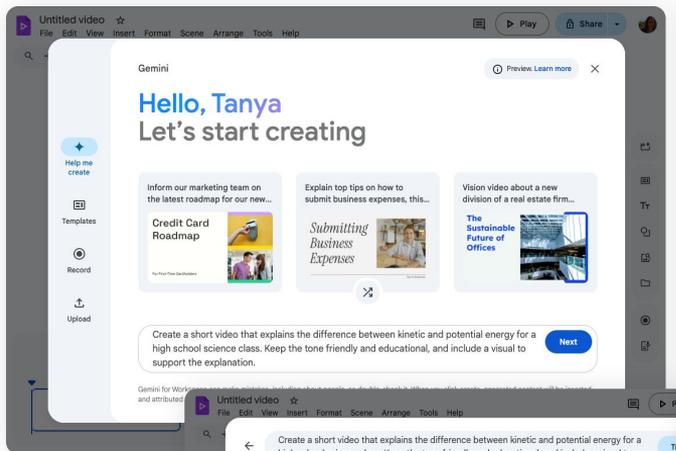
Creating custom visuals to add to your slides.



## Create a concept explainer video in Vids

### Prompt

Create a short video that explains the difference between kinetic and potential energy for a physics 101 class. Keep the tone friendly and educational, and include a visual to support the explanation.



### Script

Kinetic energy is all about motion. If something is moving, it has kinetic energy. Think of a car speeding down a highway or someone running a race. They both possess kinetic energy because they are in motion.

Record myself

Generate the voiceover



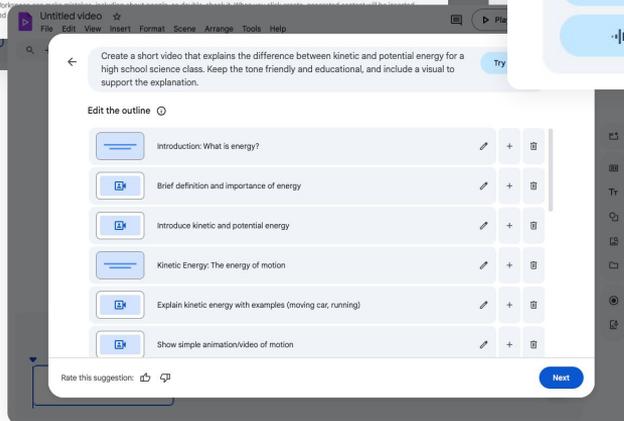
### Tip

Use the @ symbol to pull in your notes, lesson plan, or a lab doc from Drive to help Gemini tailor the explanation.



### Great for

Creating quick, reusable video explainers that support flipped learning, warm-ups, reteaching, or small group review.



## Draft a grant proposal from a source doc

### Prompt

I'm applying for a grant to upgrade the science equipment in our chemistry labs. Help me create a grant proposal based off of @[a Docs resource in your Drive].



### Tip

Ask Gemini to organize the proposal into key sections like project overview, goals, justification, and budget.



### Great for

Turning detailed documents into professional proposals or formal writing.

