

FOR SCHOOL IT MANAGERS

40 chat prompts

Prompts for School IT Managers.

*Ready-to-use prompts for planning,
teaching and reflection.*

*The right tool at the right time.
Part of the WISE Framework for Education at
choosewise.education.*

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Glossary

A few terms that recur throughout this guide. If you already know them, skip ahead to the framework on the next page.

AI — Artificial Intelligence

An attempt to make machines mimic brain functions — to "think" and learn roughly the way humans do. We don't fully understand how the brain works, but we can try to replicate the parts we do understand.

Prompt

An instruction given to a chatbot to get a desired response or task performed.

Iterate

After receiving a response from a chatbot, you refine and clarify the parts you're not satisfied with — sharpening the answer until it's what you want. The better your starting prompt, the fewer iterations you'll need.

Chatbot

A chatbot has been trained to find patterns in large amounts of text. It uses those patterns to generate a response to your prompt. The answer is produced in real time.

GPT

The underlying model (Generative Pre-trained Transformer) that a chatbot uses. The same GPT can power different chatbots — for example, Copilot and ChatGPT have both used OpenAI's GPT.

Generative AI

AI that creates (generates) text, images, video, or sound in real time when prompted to do so.

Bias

AI responses can be skewed or partial, depending on the data the AI was trained on and the biases present in that data. These biases are harder to spot in chatbots than in image-generating AI.

Hallucination

The text you receive from a chatbot is based on patterns in its training data, but word generation also involves randomness — meaning generated words can sometimes create a meaning that simply isn't true.

A framework for writing your own prompts

Role: Act as an experienced physics teacher.

Task: Create a lesson plan that introduces year 8 students to optics.

Context: I teach at a middle school, have 25 students in my class, and the lesson is 60 minutes long.

Format: Link content and activities to the physics curriculum and give me a plan that describes each part of the lesson and the materials required.

Tone: Use a formal but friendly tone.

A few chatbots to know

AI can also generate images and more, but we focus here on chat capabilities.

ChatGPT — OpenAI's chatbot

Gemini — Google's chatbot

NotebookLM — Google's tool that can, among other things, generate a two-voice podcast

Copilot — Microsoft's chatbot

Claude — Anthropic's chatbot

Perplexity — From San Francisco, was early to include source links

Duck AI — DuckDuckGo's chatbot, lets you pick among several GPTs

Mistral AI — A chatbot from France

Most chatbots have age restrictions.

How to use the prompts

All the prompts are starting points — examples to get you going. Adapt them to fit your context.

After using a chatbot for a while, you'll learn what kinds of prompts work better or worse. Try the same prompt twice — first as-is, then with the prefix "Act as an experienced expert teacher in [subject]" — and see whether the quality of the response improves. A good response means a good prompt. A poor response means the prompt needs more context or adjustment. Some chatbots are better than others at certain tasks, so if you're not satisfied despite multiple tries, consider switching chatbot.

Brackets and privacy

You paste the prompt text into the chatbot's input field. Wherever brackets *[like this]* appear, replace the text inside with whatever fits your context.

Always double-check the responses — chatbot output is not guaranteed to be accurate.

Note: Think carefully before uploading texts or documents. Never upload personal data or sensitive information. Mind GDPR.

School IT Managers

- 01 Create a plan for an IT manager at a *[primary school]* to implement a new *[specific system, e.g. Google Classroom]*, with three steps for introducing it to staff and ensuring smooth adoption.
- 02 Give me five strategies for an IT manager to handle *[specific technical challenge, e.g. slow Wi-Fi]* at a school, with a practical solution for each and minimal budget impact.
- 03 Write a short guide for an IT manager to train teachers at a school in *[specific tool, e.g. Teams]*, with three steps and an example of a simple classroom use.
- 04 Suggest three ways for an IT manager to ensure *[specific security requirement, e.g. GDPR compliance]* at a school, with a concrete action for each and a link to the Swedish National Agency for Education's guidelines.
- 05 Create a list of five quick tips for an IT manager to rapidly troubleshoot *[specific problem, e.g. a projector that isn't working]*, with a solution for each and minimal time required.
- 06 Give me an example of a routine for an IT manager to update *[specific system, e.g. the school's computers]*, with three steps to minimise disruption to teaching.
- 07 Suggest three ways for an IT manager to collaborate with the principal to prioritise *[specific IT project, e.g. 1:1 devices]*, with a strategy for each and a rationale.
- 08 Create a plan for an IT manager to resolve *[specific technical issue, e.g. an overloaded network]* at a school, with three steps and a budget-friendly solution.
- 09 Give me five ideas for an IT manager to streamline *[specific school task, e.g. login management]*, with a digital solution for each and a time-saving effect.
- 10 Write a short template for an IT manager to use when documenting technical problems and solutions at a school, with three sections (problem, action, follow-up).

- 11 Suggest three ways for an IT manager to support teachers in integrating *[specific digital tool, e.g. Padlet]* into teaching for a *[grade X]* class, with one idea for each.
- 12 Give me an example of how an IT manager can troubleshoot and resolve *[specific problem, e.g. broken computers]* at a school, with three steps and a contact plan for support.
- 13 Create a list of five digital tools for an IT manager to recommend for *[specific purpose, e.g. student administration]*, with a brief description and benefit for each.
- 14 Suggest three ways for an IT manager to handle *[specific situation, e.g. a network outage]* at a school, with a method for each and a plan for informing staff.
- 15 Write a short guide for an IT manager to carry out a *[specific action, e.g. security update]* on the school's *[specific system, e.g. computers]*, with three steps and minimal disruption.
- 16 Give me five ideas for an IT manager to train students in *[specific digital tool, e.g. Google Docs]* for a *[grade X]* class, with a simple activity for each.
- 17 Suggest three ways for an IT manager to streamline *[specific process, e.g. password management]* at a school, with a solution for each and a time-saving effect.
- 18 Create a plan for an IT manager to introduce *[specific digital tool, e.g. Quizizz]* to teachers at a school, with three steps and a short workshop idea.
- 19 Give me an example of how an IT manager can troubleshoot *[specific problem, e.g. slow connectivity]* at a school, with three steps and a plan for reporting to the provider.
- 20 Write a list of three short ways for an IT manager to use *[specific tool, e.g. Microsoft Intune]* to manage *[specific task, e.g. device updates]*, with one suggestion for each.
- 21 Create a strategy for an IT manager to support a *[grade X]* class in *[subject]* with *[specific digital tool, e.g. Scratch]*, with three steps to ensure use and ongoing support.

- 22 Give me five ways for an IT manager to quickly resolve *[specific technical problems, e.g. printer errors]* at a school, with a practical solution for each and minimal time required.
- 23 Write a short guide for an IT manager to train school staff in *[specific security topic, e.g. password security]*, with three steps and a simple example.
- 24 Suggest three ways for an IT manager to streamline *[specific process, e.g. technology inventory]* at a school, with a digital solution for each and a rationale.
- 25 Create a list of five short strategies for an IT manager to handle *[specific situation, e.g. broken devices]* at a school, with an action for each and a timeline.
- 26 Give me an example of a routine for an IT manager to back up *[specific system, e.g. the school's student register]*, with three steps and a plan for informing the principal.
- 27 Suggest three ways for an IT manager to collaborate with teachers to integrate *[specific AI tool, e.g. ChatGPT]* into teaching in *[subject]* for a *[grade 3]* Upper Secondary class, with one idea for each. (NOTE: Be mindful of age restrictions that AI tools may have!)
- 28 Write a short template for an IT manager to use when planning a *[specific action, e.g. network upgrade]* at a school, with three steps and a timeframe.
- 29 Give me five ideas for an IT manager to support students in using *[specific digital tool, e.g. Teams]* for a *[grade X]* class, with a simple activity for each.
- 30 Create a plan for an IT manager to troubleshoot and resolve *[specific problem, e.g. a slow system]* at a school, with three steps and a contact plan for external support.
- 31 Suggest three ways for an IT manager to collaborate with school leadership to budget for *[specific IT project, e.g. new computers]*, with a strategy for each and a rationale.
- 32 Give me an example of how an IT manager can introduce *[specific security tool, e.g. two-factor authentication]* at a school, with three steps and a plan for staff training.

33 Write a list of five digital tools for an IT manager to use for *[specific purpose, e.g. network monitoring]*, with a brief description and benefit for each.

34 Suggest three ways for an IT manager to streamline *[specific task, e.g. device lending]* at a school, with a solution for each and a time-saving effect.

35 Create a plan for an IT manager to run a *[specific workshop, e.g. on digital tools]* for teachers at a school, with three steps and a simple exercise.

36 Give me five ideas for an IT manager to handle *[specific situation, e.g. a virus attack]* at a school, with an action for each and a plan for informing staff.

37 Suggest three ways for an IT manager to support a *[grade X]* class in *[subject]* with *[specific AI tool, e.g. Photomath]*, with a practical idea for each.

38 Write a short guide for an IT manager to troubleshoot *[specific problem, e.g. broken projectors]* at a school, with three steps and a plan for reporting to the principal.

39 Give me an example of how an IT manager can use *[specific tool, e.g. Google Workspace]* to streamline *[specific task, e.g. document management]*, with three steps.

40 Create a list of three short ways for an IT manager to use *[specific tool, e.g. Microsoft Intune]* to manage *[specific task, e.g. device control]*, with one suggestion for each and a link to *[reference to current curriculum]*.

CONTINUE ON THE WEB

The right tool at the right time.

This collection is part of a library of AI prompts for every role in the school — free to use, adapt, and share.

More prompt sets

Find prompts for principals, subject teachers, school leaders, support staff and more at choosewise.education/prompts

The WISE Framework for Education

Four questions that turn any "should we use this AI tool?" conversation into a structured decision — choosewise.education/wise

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