



Getting Started Guide

The exact system for using AI with your Australian curriculum — and getting results you can use tomorrow morning

What you will find in this guide

- Why AI gives generic results to most teachers — and the one thing that fixes it
- The exact files to gather before you open your AI tool
- Step-by-step upload instructions for Claude, ChatGPT, Copilot and Gemini
- 12 teaching resources you can build today — with real time savings
- Complete workflows for lesson plans, PowerPoints, and student workbooks
- A 15-minute quick-start for the teacher who needs something today

Works with

Claude · ChatGPT · Microsoft Copilot · Google Gemini

Before you read anything else

It is Sunday night. You have fourteen report comments left to write, a unit plan due Monday, and a differentiated task set you promised your HOD by Wednesday.

You open your laptop. You type something into ChatGPT. You get back a lesson plan that could have been written for any teacher in any country teaching any subject.

You close the laptop. You think: AI is useless.

That experience is not AI failing. That is you giving AI nothing to work with.

The difference between generic AI output and something you can genuinely use tomorrow is not a better prompt.

It is the right input documents uploaded before you type a single word. When you give your AI tool your actual syllabus, your current unit program, and your assessment schedule — it stops guessing and starts producing resources that are specific to your subject, your year level, your students, and the outcomes you are actually being assessed against.

That is what this guide teaches you. Not prompts. The system that makes prompts work.

MYTH: AI prompt libraries are just generic tips that don't account for the Australian curriculum.

TRUTH: That is exactly what most AI prompt guides are. PedagogyPro is different because every prompt is designed to work with YOUR uploaded syllabus — NESA, VCAA, QCAA, or ACARA. The Australian curriculum specificity is the product.

MYTH: I need to be technical to use AI tools effectively.

TRUTH: If you can attach a file to an email, you can use this system. Every step in this guide is written in plain language with no assumed knowledge. Most teachers produce genuinely useful outputs within fifteen minutes of their first attempt.

The PedagogyPro difference: Other AI prompt guides are built for any teacher anywhere. PedagogyPro prompts are built for Australian teachers with the NSW, VIC, QLD, WA, SA, and ACT curricula in mind.

Upload your syllabus and the AI knows exactly which outcomes you are working toward, what language NESA or VCAA expects, and what assessment tasks your students need to prepare for.

SECTION 01

Your Input File Checklist

The documents that transform generic AI output into curriculum-specific resources

Think of your AI tool as an exceptionally capable teacher who just arrived from overseas.

They are brilliant — but they have never seen the NSW Science syllabus, have no idea what a scope and sequence document looks like in your school, and have never written a report comment in the format your principal expects.

The files below are your briefing documents. The more context you give, the more useful the output.

ESSENTIAL FILES — *always upload these*

☐ Your subject syllabus

The NESA, VCAA, QCAA, or ACARA syllabus PDF for your subject and stage. This is the single most important file. Without it, the AI generates outcomes-free resources. With it, every lesson plan, task, and rubric is mapped to the specific outcomes you are responsible for.

Download it from your state curriculum authority website and save it to a folder called AI Teaching Files on your desktop.

Where to find it: *nesa.nsw.edu.au · vcaa.vic.edu.au · qcaa.qld.edu.au · australiancurriculum.edu.au*

☐ Your school scope and sequence

The document showing what is taught in each term and week across the year.

This tells the AI exactly where you are in the curriculum and what students have already learned — so planning prompts produce content that sequences logically rather than repeating prior learning or jumping ahead.

Where to find it: *Ask your HOD if you don't have a personal copy. Usually a shared Word or PDF document.*

☐ Your current unit program

The teaching program for the unit you are currently teaching.

This gives the AI the precise context it needs to produce lesson plans, activities, and assessments that fit seamlessly into your existing program rather than beside it.

Where to find it: *Your own document or your department's shared drive.*

☐ Your assessment schedule

The assessment tasks, due dates, and weightings for the year or semester.

When the AI knows what students are being assessed on and when, it produces revision materials that target the right content, rubrics aligned to the right criteria, and tasks at the right difficulty level for where students are in the course.

Where to find it: *Usually in your school's teaching program or assessment handbook.*

RECOMMENDED FILES — *upload when relevant*

☐ **Class list with student notes:** First names and any relevant flags — EAL/D, IEP, extension learners, learning support needs. Transforms generic differentiation into targeted adjustments for your actual class.

☐ **Previous assessment results:** A summary of how the class performed last time. Allows differentiation prompts to address real learning gaps, not assumed ones.

☐ **Your school's report comment guidelines:** Format, word count, tone, mandatory phrases. Without this, report prompts produce comments your school may not accept.

☐ **Your school's lesson plan template:** Upload it and the AI fills it in. Without it, you get a good plan in the wrong format.

☐ **Your school's PowerPoint or workbook template:** Describe the branding and layout in your prompt. The AI will structure content to fit.

☐ **Student IEP or support plan summaries:** Anonymised dot points are enough. Produces specific, defensible reasonable adjustments rather than generic suggestions.

☐ **Past exam papers or assessment tasks:** Helps the AI match your school's difficulty level, style, and marking conventions.

□ **Textbook chapters or reading materials:** Upload the relevant chapter and get scaffolds, comprehension questions, and activities referenced to what students are actually reading.

Create your AI Teaching Files folder now

Make a folder on your desktop called AI Teaching Files. Save your syllabus, scope and sequence, and current unit program there.

Once set up, opening an AI session takes 60 seconds: open the tool, upload the files, paste your prompt.

The first session takes fifteen minutes to organise. Every session after that is immediate.

SECTION 02

How to Upload Files

Step-by-step for every AI tool your school uses

Every AI tool handles uploads slightly differently. Here is exactly what to do in each one.

All four accept PDF, Word (.docx), and plain text (.txt) files — so your syllabus, program, and assessment documents work in all of them.

If your school has already subscribed to one of these tools, use that one first.

The most important habit — stay in the same conversation

Do not close your AI conversation and open a new one for each prompt. Stay in the same conversation for the entire planning session.

The AI remembers every uploaded file and everything discussed.

One conversation can produce a lesson plan, three differentiated tasks, a marking rubric, and a parent communication letter — all informed by the same uploaded files without re-uploading anything.

Claude (claude.ai)

Step 1: Open claude.ai and start a new conversation.

Step 2: Click the paperclip icon at the bottom-left of the chat input field.

Step 3: Select your file from the AI Teaching Files folder. Claude accepts multiple files — upload all relevant ones before typing.

Step 4: Wait for each file to confirm it has loaded — it will appear above the text field.

Step 5: Paste your PedagogyPro prompt and press Enter.

Note: *Claude handles long syllabus PDFs reliably. Files remain available for the entire conversation. Recommended for complex differentiation and report writing tasks.*

ChatGPT (chatgpt.com)

Step 1: Open chatgpt.com and start a new chat. Use GPT-4 for best results with Australian curriculum documents.

Step 2: Click the paperclip icon at the bottom-left of the message box.

Step 3: Select your file — PDF and Word documents are both supported.

Step 4: The file appears as an attachment above your text. Paste your prompt and send.

Note: *Free ChatGPT has limited file capability. GPT-4 (ChatGPT Plus) handles files reliably. If your school has ChatGPT Enterprise, use that.*

Microsoft Copilot

Step 1: Open Copilot at copilot.microsoft.com or through your Microsoft 365 apps.

Step 2: Click the attachment icon in the chat bar.

Step 3: Upload your document, or click Add from OneDrive to reference shared school files directly.

Step 4: Paste your prompt and send.

Note: *If your school uses Microsoft 365, Copilot may be included at no extra cost — check with your IT coordinator. Copilot integrates directly with Word and PowerPoint.*

Google Gemini (gemini.google.com)

Step 1: Open gemini.google.com and sign in with your Google account.

Step 2: Click the plus (+) or attachment icon in the prompt bar.

Step 3: Upload your file directly, or click Add from Drive for Google Drive documents.

Step 4: Paste your prompt and send.

Note: *If your school uses Google Workspace for Education, Gemini may be available through your school Google account. Google Drive integration removes the need to download and re-upload files.*

SECTION 03

The Output Gallery

12 resources you can build today — with honest time savings

The table below shows what PedagogyPro prompts can produce once you have uploaded your input files.

Time savings are based on feedback from Australian teachers.

Every prompt hint below uses Australian curriculum language — outcome codes, NESA/VCAA/QCAA terminology, and assessment formats specific to Australian schools.

Resource	Time saved	What it contains + Australian prompt hint
Lesson plan	90 min → 10 min	Full lesson in your school's format — learning intention, success criteria, phases, timing, differentiation, formative assessment. Prompt start: <i>I have uploaded my [SUBJECT] syllabus and unit program. Generate a lesson plan for Year [X] on [TOPIC] mapped to outcome [OUTCOME CODE e.g. SC4-14LW].</i>
Unit overview / program	Half day → 45 min	Week-by-week teaching program — outcomes, strategies, assessment tasks, resources, cross-curriculum priorities. Prompt start: <i>Using the scope and sequence I uploaded, generate a [X]-week program for [UNIT TITLE] Year [X].</i>

PowerPoint presentation	2 hrs → 20 min	Slide-by-slide content with teacher notes and a discussion question per slide. Paste into your school's template. Prompt start: <i>Generate a [X]-slide PowerPoint outline for Year [X] on [TOPIC] mapped to outcome [OUTCOME CODE]. Include teacher notes per slide.</i>
Student workbook	3 hrs → 30 min	Complete workbook — vocabulary, three-tiered activities, reading tasks, reflection questions, extension challenge. Prompt start: <i>Generate a student workbook for Year [X] [UNIT TITLE]. Include three ability tiers mapped to outcomes [LIST CODES].</i>
Differentiated task set	60 min → 8 min	Three versions — below standard (scaffolded), at standard (outcome-aligned), above standard (higher-order). Teacher notes for each. Prompt start: <i>Three-tier differentiated tasks for Year [X] [TOPIC] mapped to outcome [OUTCOME CODE]. Include teacher notes explaining each adjustment.</i>
Assessment task + rubric	2 hrs → 25 min	Complete task with student instructions, assessment criteria, and marking rubric mapped to specific syllabus outcomes. Prompt start: <i>Generate a Year [X] [SUBJECT] assessment task at [X]% weighting assessing outcomes [LIST CODES]. Include a marking rubric.</i>

Exam paper + marking key	3 hrs → 30 min	Complete exam with multiple choice, short answer, extended response — plus a full marking key calibrated to year level. Prompt start: <i>Generate a [X]-mark exam for Year [X] [TOPIC]. Include multiple choice, short answer, extended response, and marking key.</i>
Student revision booklet	4 hrs → 40 min	Complete revision resource — key concepts summary, vocabulary glossary, practice questions at three difficulty levels, exam technique tips. Prompt start: <i>Generate a revision booklet for Year [X] [UNIT TITLE] mapped to the assessment format I uploaded.</i>
Report comments (30)	3 hrs → 20 min	30 unique comments that sound different from each other — matched to your school's format, word count, and grade descriptors. Prompt start: <i>Generate 30 report comments for Year [X] [SUBJECT]. Grades A–E. Word limit [X]. Tone: [professional/warm]. Upload school comment guidelines first.</i>
SLSO briefing sheet	45 min → 8 min	Structured brief for a School Learning Support Officer — lesson objectives, student needs, SLSO role per lesson phase, suggested prompts. Prompt start: <i>SLSO briefing for Year [X] [LESSON TOPIC]. Student needs: [BRIEF DESCRIPTION]. Include role description for each lesson phase.</i>

Parent communication letter	30 min → 5 min	Professional letters for any purpose — concern, celebration, meeting follow-up, sensitive conversations. Legally appropriate language. Prompt start: <i>Draft a parent letter about [TOPIC] for a Year [X] student.</i> <i>Tone: [professional/warm].</i> <i>Purpose: [DESCRIBE].</i> <i>Include suggested next steps.</i>
IEP-aligned adjustments	60 min → 10 min	Reasonable adjustments across Content, Process, Product, and Environment — with teacher notes and HOD flag where sign-off is needed. Prompt start: <i>Generate IEP-aligned adjustments for [TASK DESCRIPTION] for a Year [X] student with [DESCRIBE NEEDS]. Do not alter assessed outcomes unless asked.</i>

Why Australian specificity matters: Generic AI prompt libraries produce generic output because they have no curriculum context.

When you upload your NESA, VCAA, or QCAA syllabus, every output above is automatically mapped to your specific outcomes, uses assessment language your markers recognise, and reflects the content students in your year level and state actually need to learn.

SECTION 04

Step-by-Step Workflows

Lesson plans, PowerPoints, and student workbooks in detail

Three complete workflows for the outputs teachers request most. Follow each one exactly and you will have a usable, curriculum-aligned resource within fifteen minutes.

Workflow A — Lesson Plan

Files to upload: syllabus + unit program + school lesson plan template (if available)

1

Open your AI tool and upload your files

Upload your syllabus PDF and current unit program. If you have a lesson plan template, upload that too.

If you don't have a template, describe the format in your prompt instead:

- Learning intention and success criteria
- Three lesson phases with timing
- Differentiation notes
- One formative assessment strategy

2

Paste this prompt — fill in the brackets

You are an experienced Australian secondary school teacher.

I have uploaded my [SUBJECT] syllabus, scope and sequence, and current unit program.

Generate a detailed lesson plan for: [TOPIC]

Year level: [YEAR LEVEL]

Syllabus outcome: [OUTCOME CODE — e.g. EN4-1A] — [OUTCOME TEXT]

Lesson duration: [X minutes]

Class profile: [e.g. mixed ability Year 9, 28 students, 4 EAL/D, 2 extension]

Format: use the lesson plan template I have uploaded.

Include differentiation notes for below-standard and above-standard students, and one formative assessment strategy.

3**Refine in the same conversation**

Do not start a new conversation. Ask follow-up requests in the same chat:

- Can you add a 5-minute warm-up activity?
- Make the extension task require higher-order thinking.
- Rewrite the learning intention in student-friendly language.
- Generate a matching set of discussion questions for a PowerPoint.

Tip: *The AI remembers your uploaded files and everything discussed. One conversation can produce a complete lesson plan plus all supporting materials.*

4**Copy into your template**

Copy the output into your school's lesson plan document. Adjust any formatting. The content is curriculum-aligned and ready.

Tip: *Total time from opening the AI tool to a finished, formatted lesson plan: 12–15 minutes.*

Workflow B — PowerPoint Presentation

Files to upload: syllabus + unit program. Describe your school's template in the prompt.

1**Upload your files and describe the template**

Upload syllabus and unit program. In your prompt, describe your school's PowerPoint template — for example:

- Our template has a purple header, school logo top-right, white background, Arial font.

If you can upload the template file itself, do so.

2

Paste this prompt — fill in the brackets

You are an experienced Australian secondary school teacher.

I have uploaded my [SUBJECT] syllabus and unit program.

Generate a [X]-slide PowerPoint outline for Year [X] on: [TOPIC]

Syllabus outcome: [OUTCOME CODE]

Lesson duration: [X minutes]

For each slide include:

- Slide title and 3–5 content dot points (student-facing)
- Teacher notes: what to say and do during this slide
- One discussion question or student activity

Slide 1: title slide with learning intention. Final slide: lesson summary and exit ticket.

3

Refine and add depth

Stay in the same conversation and ask:

- Add a slide describing a diagram for [CONCEPT] — I will create the image separately.
- Slide 4 is too dense — split into two slides.
- Add a differentiated version of the slide 6 activity for below-standard students.

4

Build in PowerPoint

Copy the AI-generated content slide by slide into your school's PowerPoint template. Add images and branding. The content and teacher notes are complete.

Tip: Total time including building the slides: 20–30 minutes. Previously: 2–3 hours.

Workflow C — Student Workbook

Files to upload: syllabus + scope and sequence + unit program. Add previous assessment results and class profile for the most targeted output.

1

Upload your files — the more context, the better the output

Upload your syllabus, scope and sequence, and current unit program.

Also upload if available:

- Previous assessment results (so the AI targets real learning gaps)
- Your class list with ability notes (so differentiation is genuinely specific)
- Any textbook chapters students are working from

Tip: *A workbook generated with a class profile and previous results is significantly more useful than a generic one. Two extra minutes uploading saves an hour of editing.*

2

Paste this prompt — fill in the brackets

You are an experienced Australian secondary school teacher.

I have uploaded my [SUBJECT] syllabus, scope and sequence, and unit program.

Generate a student workbook for: [UNIT OR TOPIC TITLE]

Year level: [YEAR LEVEL]

Duration: [X weeks or X lessons]

Outcomes addressed: [LIST OUTCOME CODES]

Class profile: [brief — ability range, EAL/D, IEP, extension students]

The workbook should include:

- Unit overview and learning intentions in student-friendly language
- Key vocabulary list with plain-English definitions
- Three activity tiers: below standard (scaffolded), at standard, above standard (extension)
- At least one reading or research task with comprehension questions
- A student self-reflection or self-assessment task

Format with clear headings, student instructions, and space for responses.

3

Deepen the workbook in the same conversation

Ask follow-up requests:

- Add a vocabulary matching activity for below-standard students.
- Generate a glossary page for all key terms in this unit.
- Add an Australian current events connection task for extension students.
- Create a visual summary or concept map description for the opening page.

4

Format, save, and reuse

Copy the content into Word or Google Docs. Apply your school's formatting. Print or share digitally.

Tip: *Save the conversation link. Next year, reopen it, upload your updated program, and ask: Update this workbook based on the new program I have uploaded. The AI regenerates it in minutes.*

SECTION 05

Quick-Start Workflow

From zero to a usable output in 15 minutes — do this today

If you have fifteen minutes right now, this is the fastest route to your first genuinely useful AI output.

Do this once and you will understand exactly how PedagogyPro works. Every step after this one gets faster.

1**Find two files — 2 minutes**

Locate your subject syllabus PDF and your current unit program. Save both to your desktop.

Just these two files. Nothing else for your first attempt.

2**Open your AI tool — 1 minute**

Open Claude (claude.ai), ChatGPT (chatgpt.com), Microsoft Copilot, or Google Gemini.

Start a new conversation.

3**Upload both files — 1 minute**

Click the paperclip or attachment icon. Upload your syllabus. Upload your program.

Wait for both to confirm they are loaded.

4**Paste this starter prompt — 1 minute**

Copy this and fill in the three brackets:

I have uploaded my [SUBJECT] syllabus and current unit program. Generate a 50-minute lesson plan for Year [YEAR LEVEL] on [TOPIC]. Include learning intention, success criteria, three lesson phases with timing, and one differentiation strategy for below-standard students.

Tip: *This is the simplest possible PedagogyPro prompt. Even this basic version will produce a more specific, syllabus-aligned lesson plan than any generic prompt — because the AI now has your actual curriculum.*

5**Read the output — 5 minutes**

Read what the AI produces. Notice how it references your syllabus outcomes and fits the context of your actual unit. This is the difference between uploading your files and not uploading them.

Ask one follow-up in the same conversation:

- Make the lesson 70 minutes, or
- Add an extension task for above-standard students, or
- Generate five discussion questions for a PowerPoint to accompany this lesson.

Tip: *Each follow-up takes 30 seconds. The AI remembers everything.*

6**Use it — and save hours every week from now on**

Copy the output into your school template. You have a curriculum-aligned lesson plan.

Come back with your full file set and use the complete PedagogyPro prompt library. Most teachers who use this system consistently report saving five or more hours per week within a fortnight.

Great teaching has always been human. Now it has better tools.

PedagogyPro is not here to replace your expertise.

It is here to give it back to you — by eliminating the hours consumed by planning, marking, and admin, so you can spend more time on the work that only you can do: knowing your students, building relationships, and teaching with the depth and care that no algorithm will ever replace.

That is what Assisted Intelligence means.

Ready to go deeper?

This guide has given you the foundation — the files, the system, the workflows. The PedagogyPro prompt library gives you the complete toolkit: 50 ready-to-use prompts across 8 chapters, plus subject-specific KLA Packs mapped to your exact Australian syllabus.

Visit pedagogypro.com.au to explore the Core Library, KLA Packs for your subject, and the Pro Membership — everything you need to make Assisted Intelligence part of your teaching practice every single week.