

# **Al Assistant User Manual**

The award winning NUITEQ Chorus AI Assistant allows users to effortlessly create a variety of teaching and learning materials.

# **Navigation**

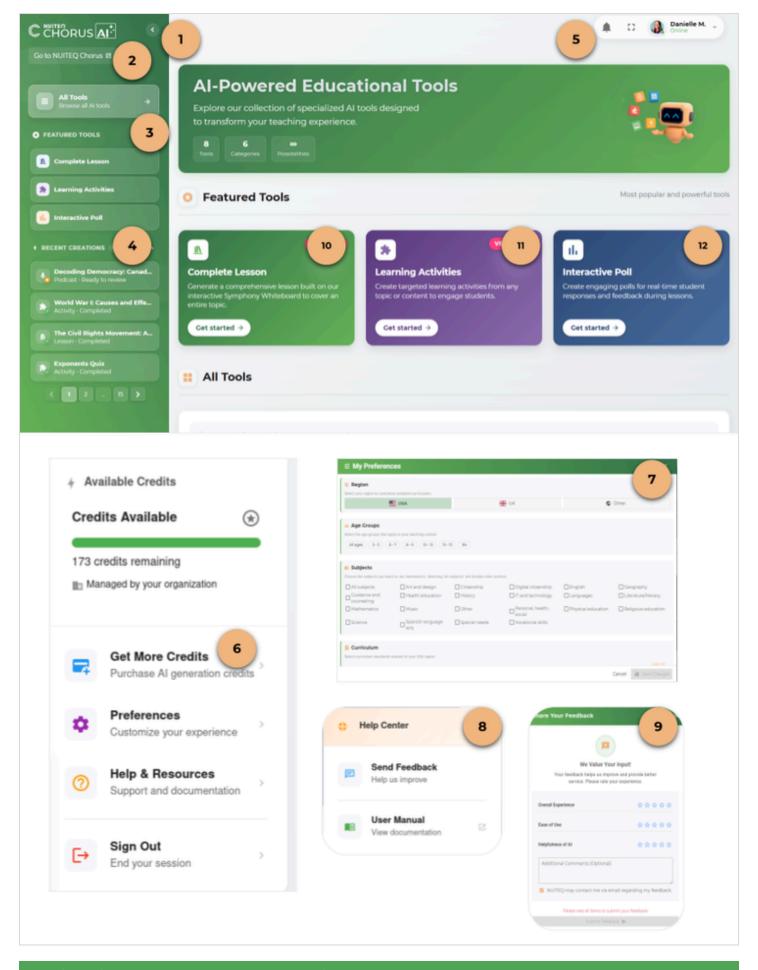
The AI Assistant can be accessed from the Chorus dashboard. Once selected, a new window will open with the AI Assistant dashboard.



The left side of the screen is the AI Assistant menu. This includes the option to collapse the sidebar (1) and navigate to NUITEQ Chorus (2). The menu also includes the featured AI tools (3) as well as view recently generated AI Assistant creations (4).

The top right of the screen will show the user profile, notifications, and full screen enablement (5). When the profile icon is selected, a popup will appear indicating the number of available AI Assistant credits. Here you will find options to request additional credits (6). Selecting "Preferences" will open an pop up (7) that allows users to customize their experience by choosing geographic region, student age group, subject area, and curriculum/academic standards. Choose "Help & Resources" (8) to open the help center. Here you will be able to select sending feedback (9) to the NUITEQ team so that we can continue to improve the AI Assistant experience or open the User Manual. Lastly, "Sign out" will end your AI Assistant session.

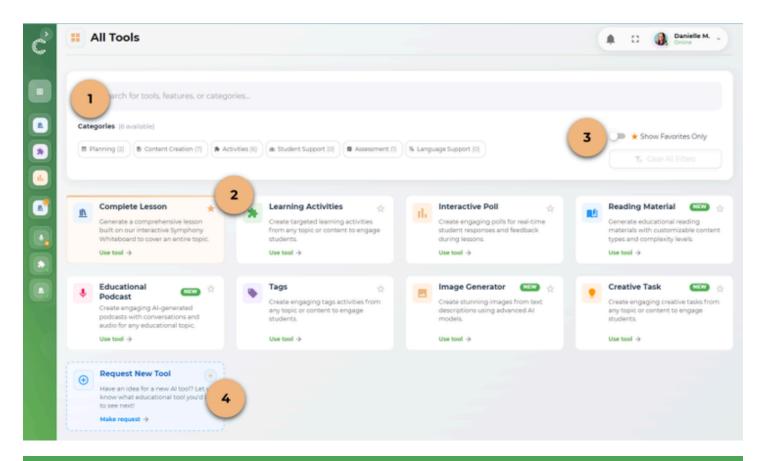
The featured tools section of the Al Assistant includes options for Complete Lesson (10), Lesson Activities (11), and Interactive Poll (12). More information about each of these features can be found in this user manual.



# **Navigating the "All Tools" Section**

By scrolling down to the "All Tools" section, you can explore all the available Al Assistant teaching and learning tools. To find a specific tool, utilize the search bar (1) or apply the

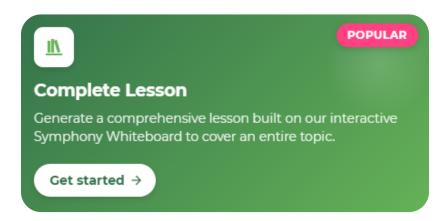
categories to filter your options. Selecting the star (2) next to each tool will add it to your favorites. You can also toggle the "Show Favorites Only" (3) option to display only the tools you have favorited. As NUITEQ continually aims to enhance user experience, we encourage you to use the "Request New Tool" (4) feature to inform our team about any new tools you wish to see. More information about each Al Assistant tool can be found in this user manual.



# Navigating the "All Tools" Section

The Al Assistant is able to generate a variety of teaching and learning materials. The following section will explain each Al Assistant tool.

# **Complete Lesson**



Choosing the "Complete Lesson" option enables users to craft comprehensive lessons using the interactive Symphony whiteboard. This lesson will encompass an entire subject matter and integrate various digital media components. Select "Get started" to begin.

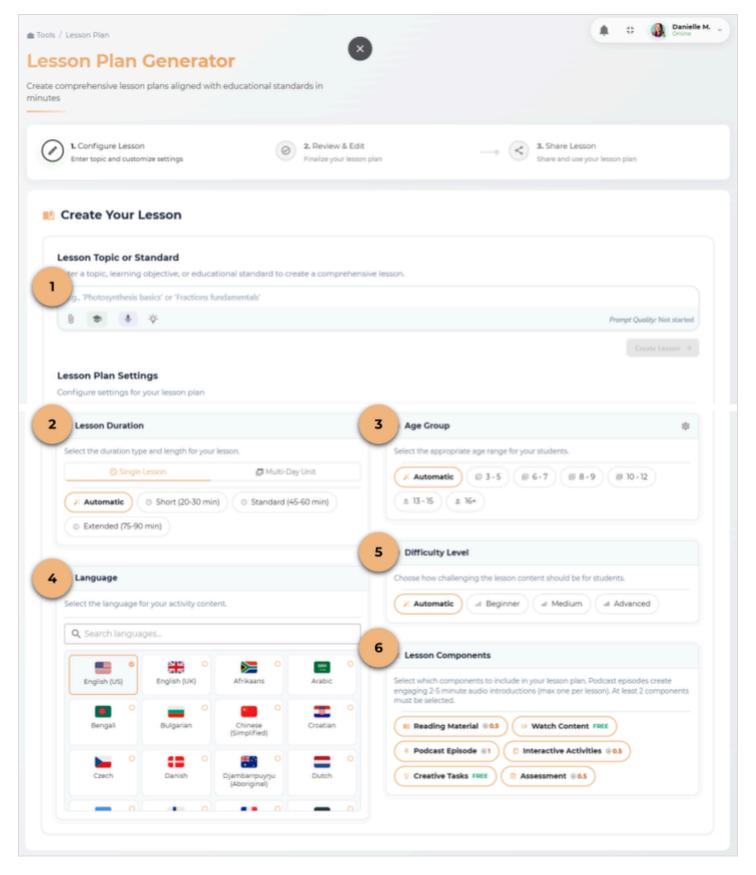
# **Step 1: Configure Lesson**

To begin building your Al Assistant Complete Lesson, enter in a prompt in the text box (1). You can also attach files, align to educational standards, input the prompt via voice, and

view example prompts using the icons below the text box. The AI Assistant will evaluate the quality of your prompt, and you have the choice to permit the AI to enhance it.

Next, select the lesson duration (2), choosing between a single lesson or multi-day unit. Then select the appropriate age group (3) of your students. The Al Assistant also supports a diverse range of languages (4). Select the difficulty level (5) to determine how challenging you wish the lesson to be.

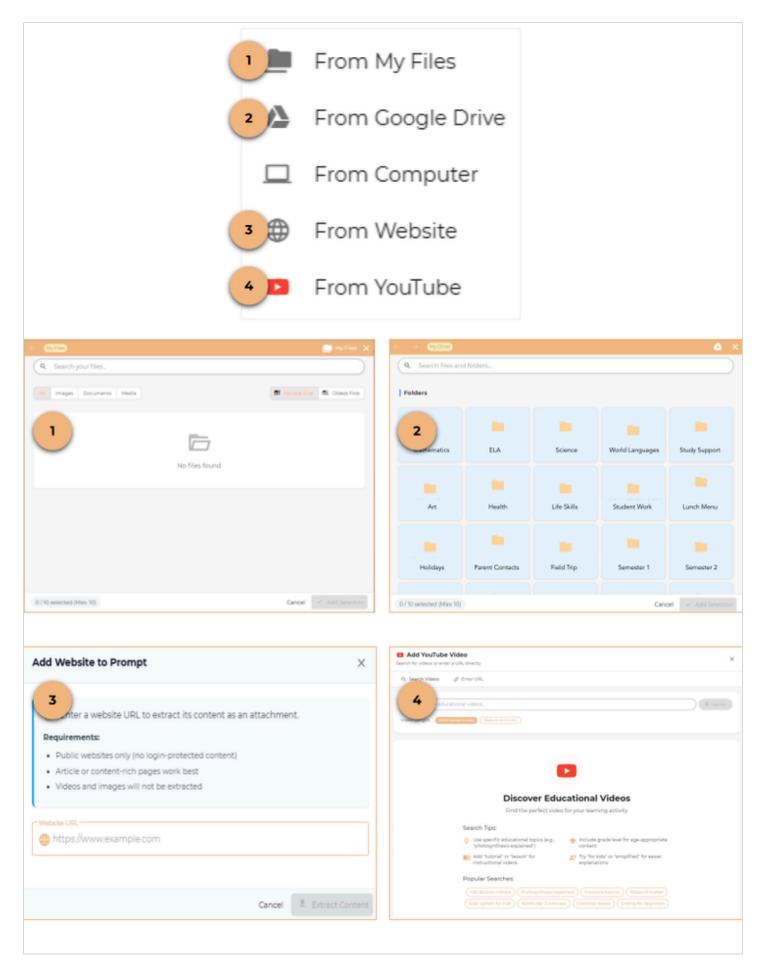
The final step in configuring your lesson is determining the digital media lesson components (6) you wish you include. Options are Reading Material, Watch Content (YouTube videos), Podcast Episodes, Interactive Activities, Creative Tasks, and Assessments. More information for each component is found in this user manual. Select the "Create Lesson" icon to advance to the next step.



# **Optional Configuration: Attach Files**

The AI Assistant allows users to attach digital media to the "Lesson Topic" text bar by selecting the paperclip icon. Once selected, options for uploading include: From My Files (1), From Google Drive (2), From Computer [hard drive], From Website (3), or From YouTube (4). The supported file types are png, jpg, pdf, mp4, mp3, doc, and ppt.

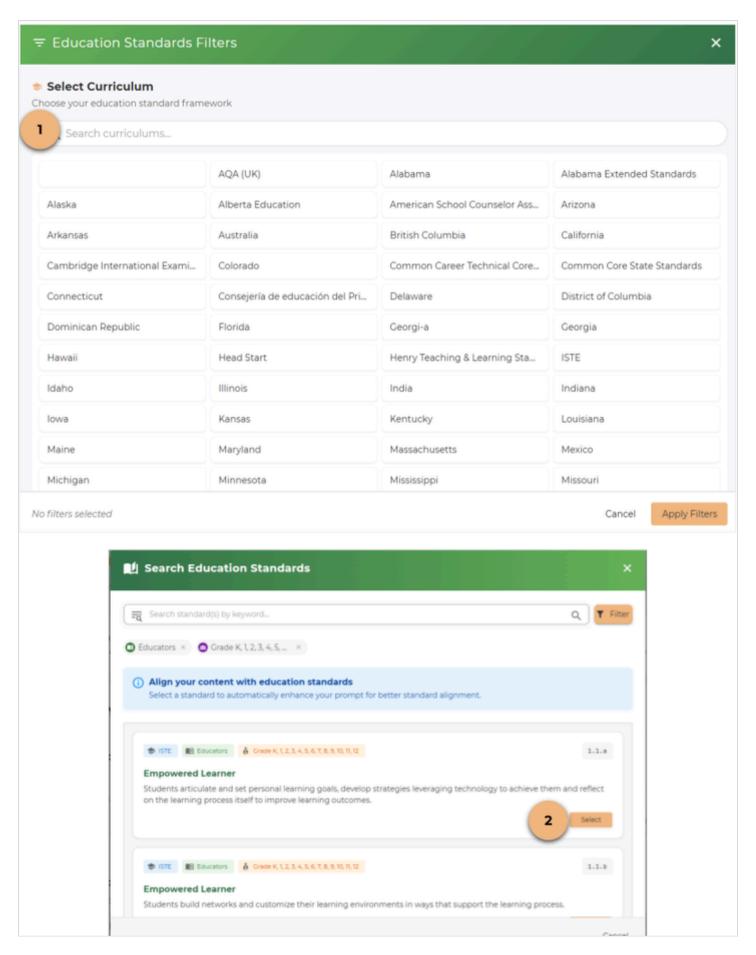
Note: Digital media can be added to all text prompts.



# **Optional Configuration: Align with educational standards**

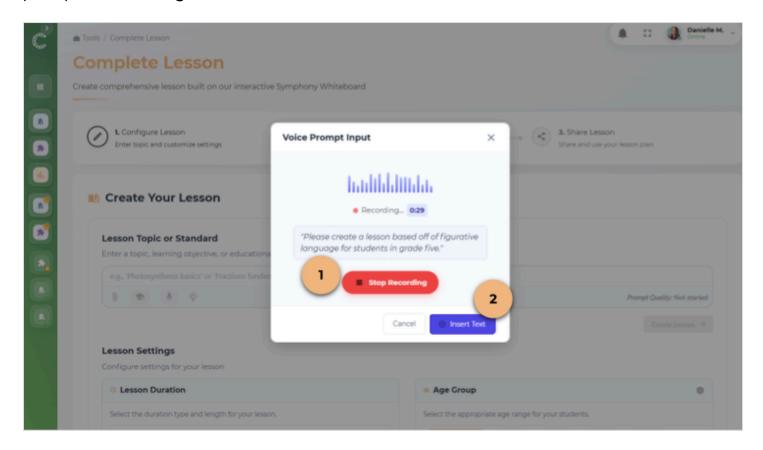
Educational standards can be added to any text prompt by selecting the graduation cap icon. This will open a popup in which you can choose your appropriate regional curriculum

(1). Then, use the filters to further adjust for subject and age group or use the text box to search for specific standards. Choose the "Select" (2) icon to add the standard to your prompt.



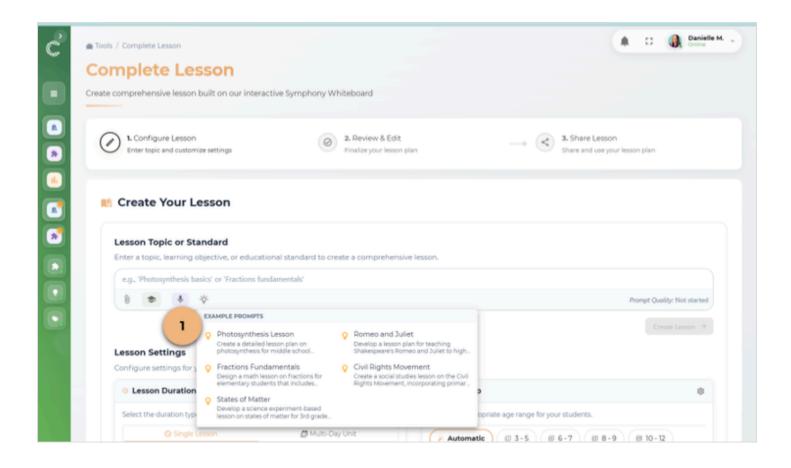
**Optional Configuration: Input prompt via voice** 

Prompts for the AI Assistant can also be added via voice by selecting the "Input prompt via voice" microphone icon. As you speak, the AI Assistant will record and provide a text version of your prompt. Choose "Stop Recording (1) and then "Insert Text" (2) to add the prompt to the configuration.



# **Optional Configuration: Show example prompts**

Choosing the "Show example prompts" option (1) will open a window displaying example prompts designed to spark your creativity. By clicking on any of the example prompt options, you will automatically insert that text into the text field.



#### Step 2: Review & Edit

This stage of lesson generation enables you to further tailor and modify each lesson component before adding them to the Symphony whiteboard.

To the left of the screen you will see the Al Assistant quick actions and chat. The quick actions (1) include the following options:

Scaffold the Lesson

Add More Steps

Add Assessment

Extend to Multi-Day

Adjust Difficulty

Increase Interactivity

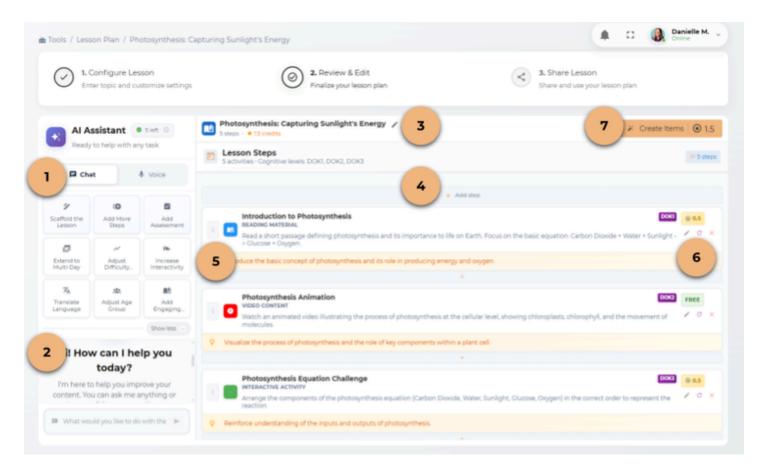
Translate Language

Adjust Age Group

Add Engaging Storytelling

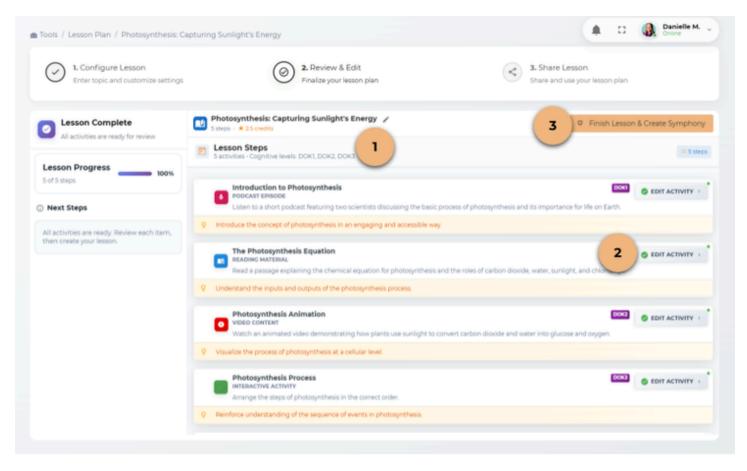
Additionally, you can interact with the AI Assistant through the chat box (2) by entering specific commands in the text field or by utilizing voice dictation.

Further customizations include editing the lesson title (3), adding additional steps to the lesson (4), and reordering the components (5) by dragging and dropping into the desired location. Individual components can be edited, replaced with AI suggestions, or deleted (6). When you are satisfied with the lesson components, select "Create items" (7) to generate the Symphony whiteboard. You will also see the total credits required for creation.



**Step 3: Share Lesson** 

During the final review phase, you have the opportunity to preview and edit specific components of the lesson. The "Lesson Steps" (1) describes the number of activities within the lesson as well as the level of Webb's Depth of Knowledge (DOK). Select "Edit Activity" (2) to review and edit individual elements. The user manual contains the interface for the edit screen of each component. When you are ready for the Al Assistant to create your lesson select the "Finish Lesson & Create Symphony" (3) icon.



#### **Edit Activity: Lesson Component Customizations**

#### 1. Reading Material

Customizations for reading passages include the AI Assistant quick actions (1). This includes:

- Simplify Language
- Add Examples
- Add Key Vocabulary
- Incorporate a Storyline
- Create Summary

- Expand Content
- Add Comprehension Questions
- Translate
- Fix Grammar
- Suggest Visual Elements

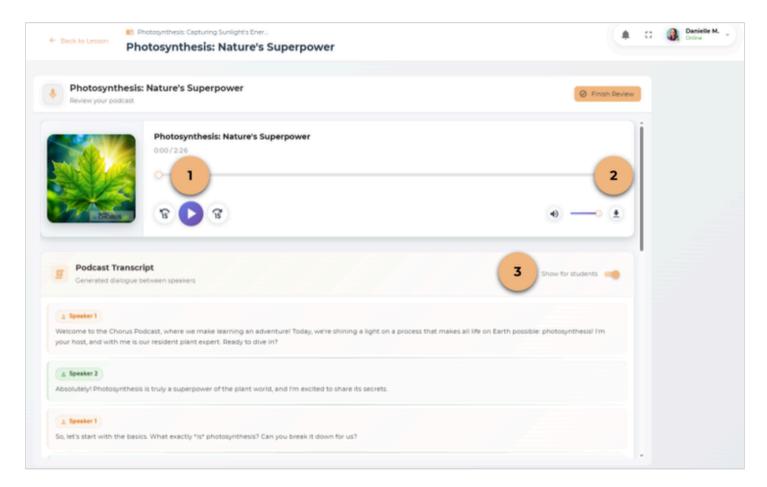
You can engage with the AI Assistant via the chat box (2) by typing specific commands in the text field or by using voice dictation.

To manually modify the content within the reading passage, simply type directly in the document or utilize the toolbar (3) to adjust formatting, insert hyperlinks, images, and other features. When you are satisfied with any changes, select the "Finish Review" (4) icon.



#### 2. Podcast

Review the content of the podcast by playing the audio (1) and reading the transcript, which can be toggled (3) to be visible for students within the Symphony whiteboard. The podcast can also be downloaded (2) as an MP3 file.



#### 3. Video Content

Video content embeds YouTube videos into the Symphony whiteboard. The AI Assistant will search for and add a video most relevant to the lesson topic and audience. To view other videos, explore the "Suggested Videos" (1) option. Or search for a specific YouTube video using the search bar (2).



#### 4. Creative Task

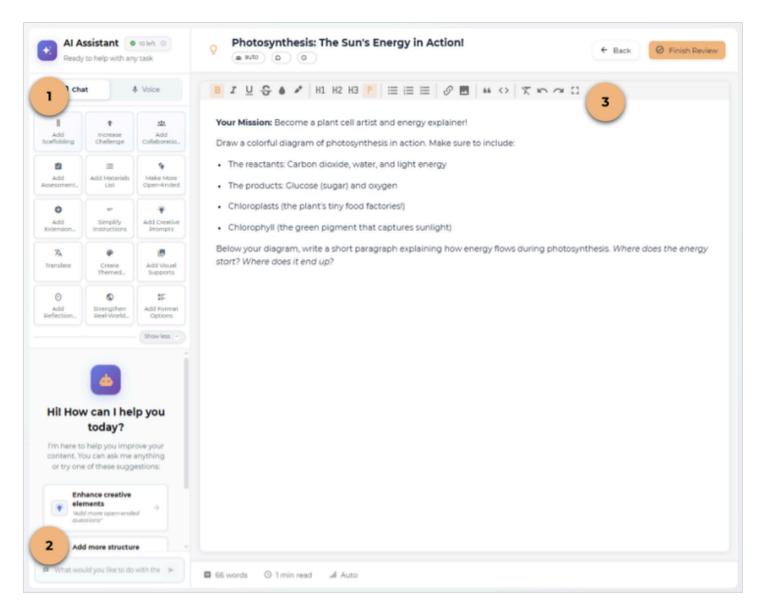
Customizations for Creative Task include the AI Assistant quick actions (1). This includes:

- Add Scaffolding
- Add Collaboration
- Add Materials List
- Add Extension Activities
- Add Creative Prompts
- Create Themed Variation
- Add Reflection Component
- Add Format Options

- Increase Challenge
- Add Assessment
- Make More Open-ended
- Simplify Instructions
- Translate
- Add Visual Support
- Strengthen Real-World Connections

You can interact with the AI Assistant through the chat box (2) by entering specific commands in the text field or by utilizing voice dictation.

To edit the content within the Creative Task manually, just type directly in the document or use the toolbar (3) to change formatting, insert hyperlinks, images, and other features.



#### 5. Interactive Activities & Assessments

The Interactive Activities and Assessments develop engaging lesson activities designed to evaluate students' comprehension of the lesson concepts. The AI Assistant provides quick actions (1) that include:

- Generate similar items
- Decrease difficulty
- Increase difficulty

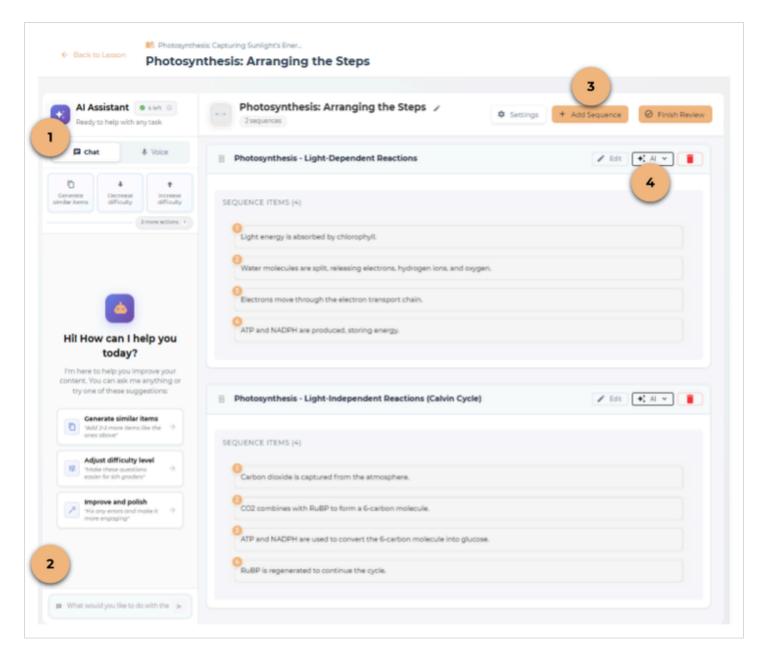
Fix grammar

Translate

Incorporate a storyline

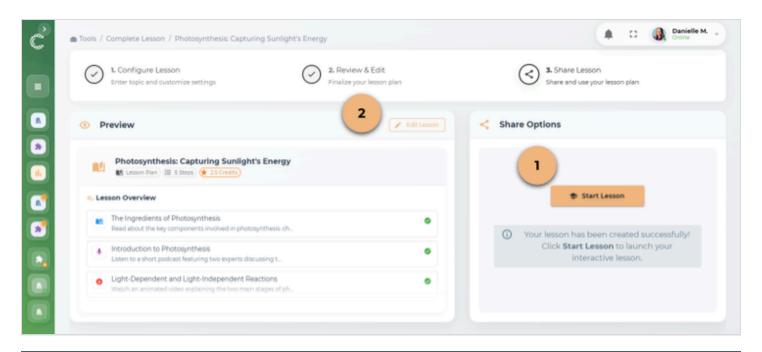
You can interact with the Al Assistant through the chat box (2) by entering specific commands in the text field or by utilizing voice dictation.

Depending on the lesson activity type, additional customization options will appear (3). The AI tool (4) will also increase or decrease difficulty and fix grammar for specific rounds, sequences, groups, or questions within the lesson activity.

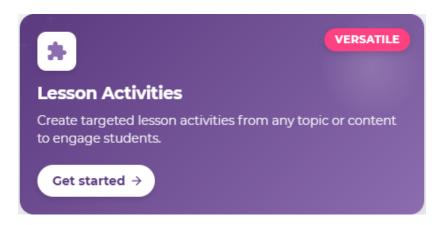


# **Step 4: Share Options**

Your lesson activity is now ready to share. Select "Start Lesson" (1) to open the complete lesson on the Symphony whiteboard. To make any additional edits, use the "Edit Lesson" option (2).



#### **Lesson Activities**



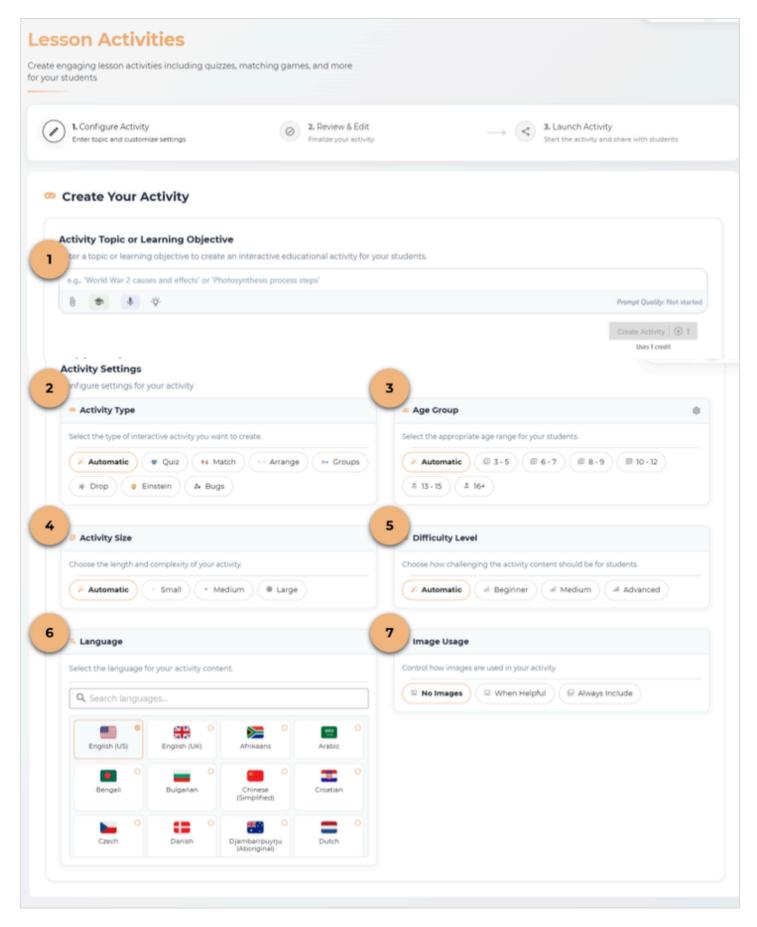
The "Lesson Activities" option allows design focused activities on any topic or content, enhancing thereby engagement. By adapting activities to students' needs and interests, educators enhance personalized and effective learning. Select "Get started" to begin.

# **Step 1: Configure Activity**

Begin by entering a topic, concept, or learning objective in the text field at the top of the screen (1). You may also enhance your prompt by attaching a file, aligning to academic standards, using voice input, or viewing example prompts.

Then select the interactive activity type (2) or allow the AI Assistant to choose by enabling Automatic. Choose the appropriate age group (3) from predefined ranges or set it to Automatic. Define the activity size (4) as Small, Medium, Large, or Automatic, and select a difficulty level (5)—Beginner, Medium, Advanced, or Automatic. Choose the preferred language (6) from a list or search bar, including options for Indigenous languages. Finally, decide on image usage (7): exclude, include when helpful, or always incorporate images.

Once all the settings are configured, click the "Create Activity" button to proceed to the next step



# **Step 2: Review & Edit**

After configuring your lesson activity, you will then have the option to edit individual components. To the left of the screen is the AI actions. This includes options to:

- Generate similar items
- Decrease difficulty
- Increase difficulty

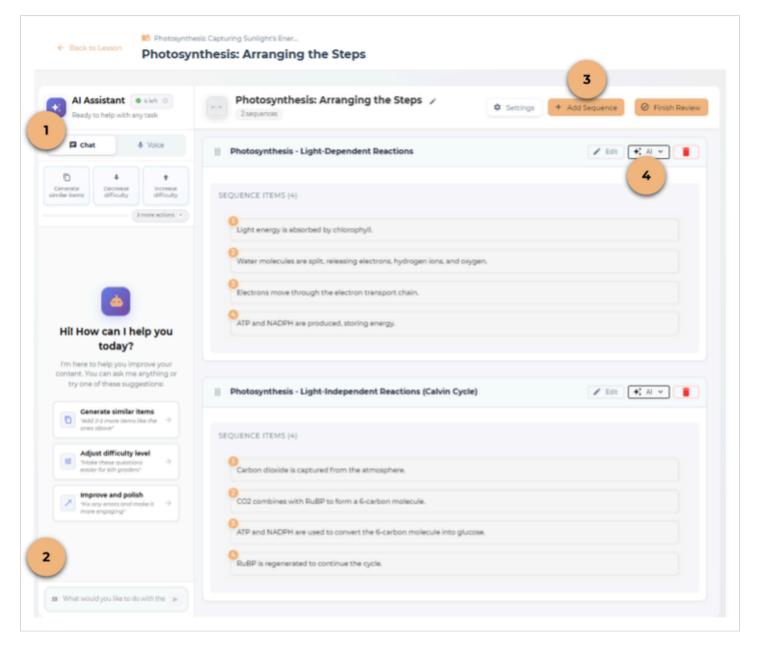
• Fix grammar

Translate

• Incorporate a storyline

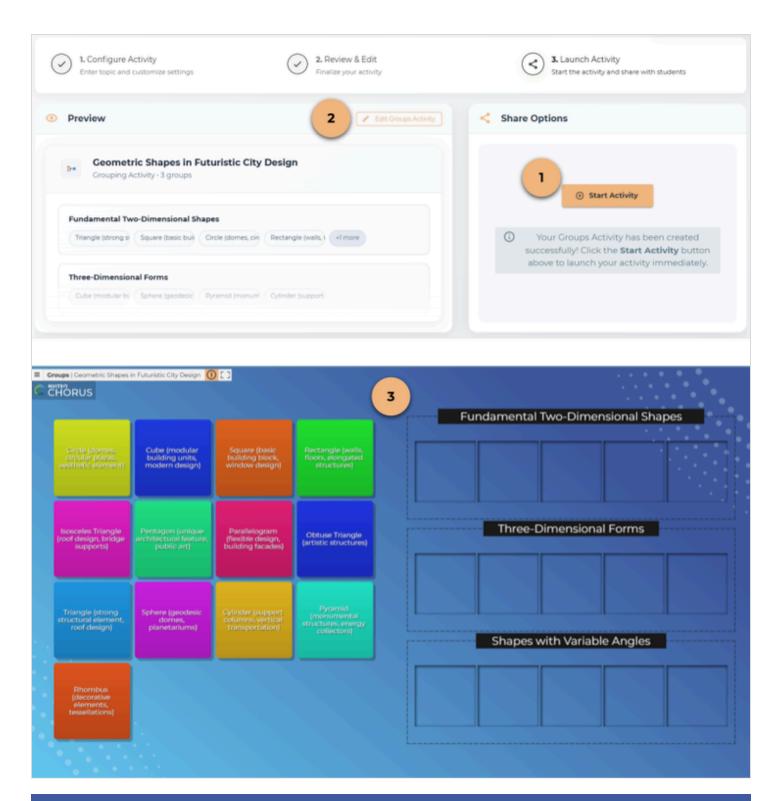
You can engage with the Al Assistant via the chat box (2) by typing specific commands in the text field or using voice dictation.

Depending on the type of lesson activity, extra customization options will become available (3). The Al tool (4) can also adjust the difficulty level and correct grammar for particular rounds, sequences, groups, or questions within the lesson activity.

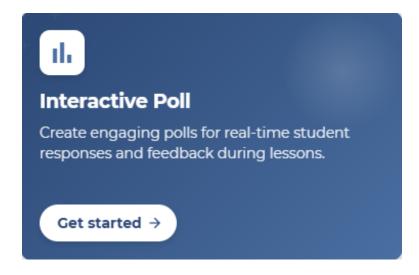


# **Step 3: Launch Activity**

Once you have finalized all edits and revisions for the lesson activity, select the "Start Activity" (1) option to commence the lesson activity (3). If you wish to continue making edits, choose the "Edit [Lesson] Activity" (2) option.



# **Interactive Poll**



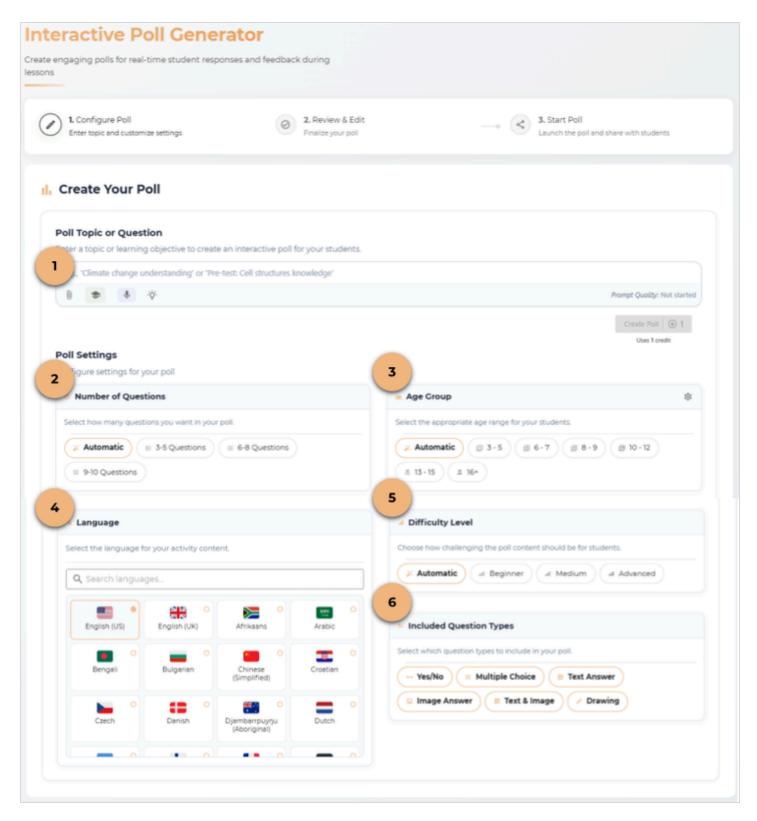
The "Interactive Poll" feature empowers users to create captivating polls that facilitate real-time student responses and feedback throughout a lesson. Select "Get started" to begin.

#### **Step 1: Configure Poll**

Begin by entering a topic, concept, or learning objective in the text field at the top of the screen (1). You may also enhance your prompt by attaching a file, aligning to academic standards, using voice input, or viewing example prompts.

Then select the number of questions (2) or allow the AI Assistant to choose by enabling Automatic. Choose the appropriate age group (3) from predefined ranges or set it to Automatic. Choose the language (4) and then select the difficulty level (5)—Beginner, Medium, Advanced, or Automatic. Lastly, select the included question types (6). Options include Yes/No, Multiple Choice, Text Answer, Image Answer, Text & Image, and Drawing.

Once all the settings are configured, click the "Create Activity" button to proceed to the next step



# **Step 2: Review and Edit**

After configuring your interactive poll you will then have the option to edit individual components. To the left of the screen is the AI actions (1). This includes options to:

- Simplify Questions
- Add More Questions
- Adjust Difficulty

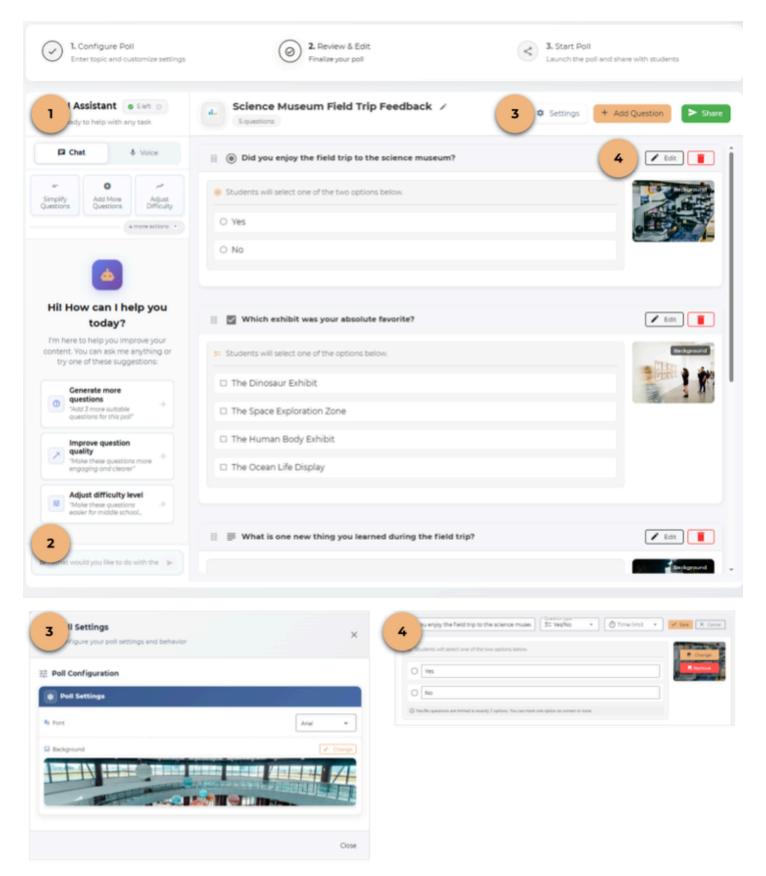
- Add Question Variety
- Translate

Incorporate a storyline

Fix Grammar

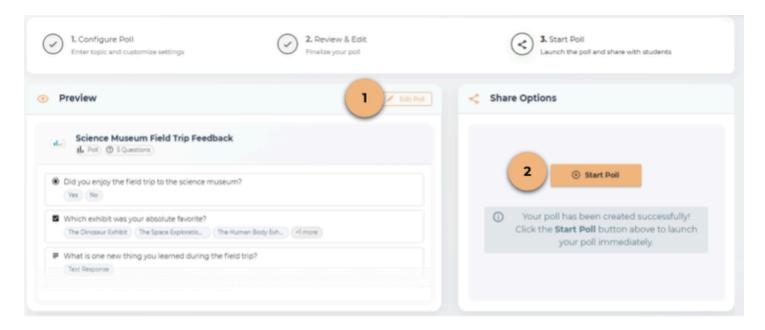
You can engage with the Al Assistant via the chat box (2) by typing specific commands in the text field or using voice dictation.

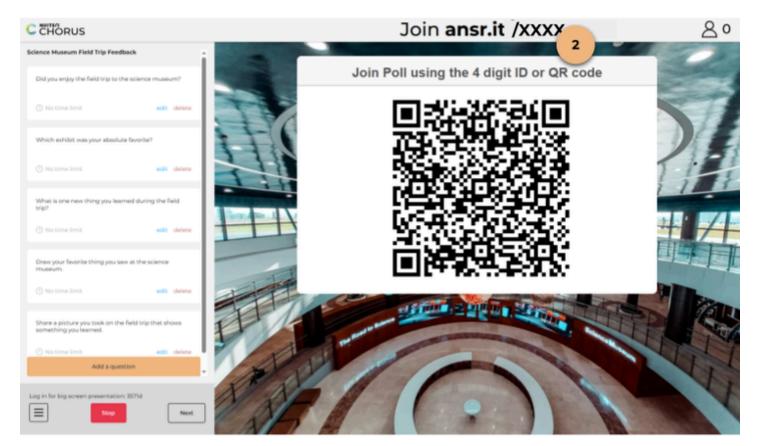
The Settings option (3) will allow you to adjust the Poll font and background image. Individual edits (4) are also available for each question. Individual edits include rewriting the question text, changing the question type, setting a timer, and changing the question background graphic. Select the green "Share" icon to advance to the final step.



#### Step 3: Start Poll

To launch the Poll and share with students select the "Start Poll" icon (2). This will open a new window with the Poll interface. Students can join the Poll by scanning the QR code with any web-enabled device, or by going to ansr.it and typing in the 4 digit code. If any additional edits need to be made prior to launching the Poll select the "Edit" (1) option.





### **All Tools**

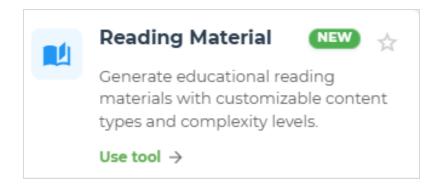
The following section will describe the different tools available within the AI Assistant, including the following:

- Reading Material
- Educational Podcast
- Tags

- Image Generator
- Creative Task

• Request New Tool

# **Reading Material**



The "Reading Material" tool, which is also part of the Complete Lessons, educational reading generates This tool offers resources. customizable content types and varying complexity levels to suit different learning needs. Select "Use tool" to begin.

#### **Step 1: Configure Content**

Start by typing a prompt into the text field (1). You can also enrich your prompt by uploading a file, adhering to academic standards, utilizing voice input, or exploring example prompts for inspiration.

Under the "Reading Material Settings" choose the Content Type (2). This includes:

Informational Text

Narrative Story

• Explanatory Guide

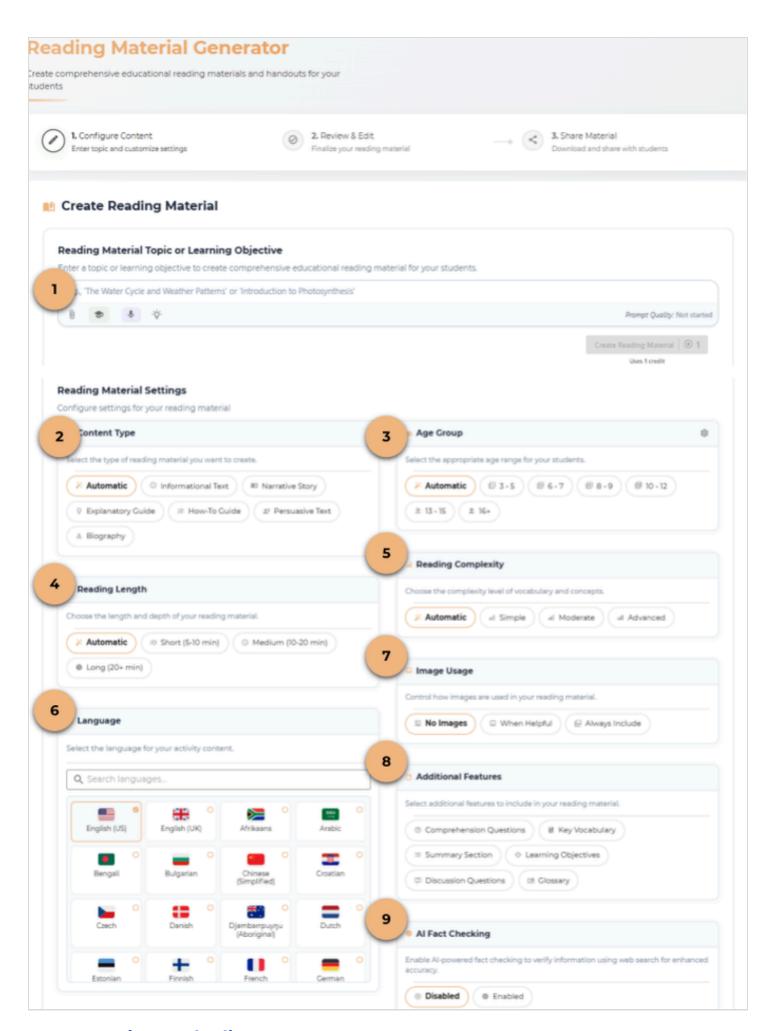
How To Guide

Persuasive Text

Biography

Select the appropriate age group (3) and choose the reading length (4). Select the level for reading complexity (5) and the desired language (6). Next, choose whether to include images (7) and any additional features (8) to include in the reading.

Lastly, decide to enable the AI Fact Checking option (9). Activate AI-driven fact-checking to validate information through web searches, ensuring greater accuracy.



**Step 2: Review and Edit** 

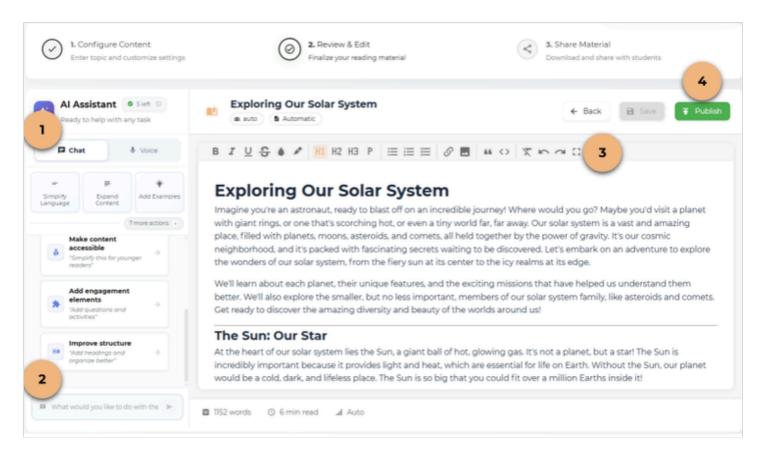
Customizations for reading passages include the Al Assistant quick actions (1). This includes:

- Simplify Language
- Add Examples
- Add Key Vocabulary
- Incorporate a Storyline
- Create Summary

- Expand Content
- Add Comprehension Questions
- Translate
- Fix Grammar
- Suggest Visual Elements

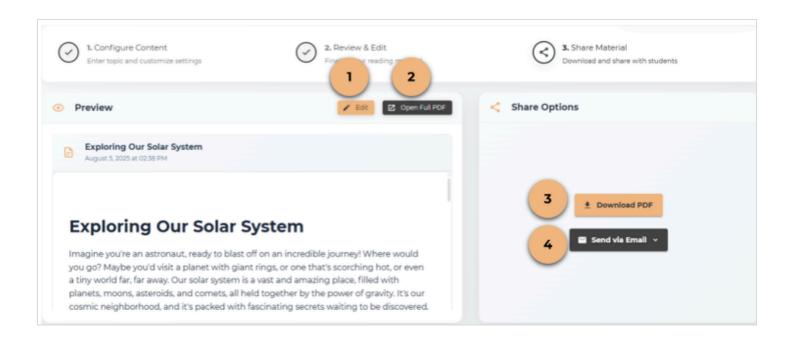
You can interact with the AI Assistant through the chat box (2) by entering specific commands in the text field or by utilizing voice dictation.

To manually edit the content within the reading passage, simply type directly in the document or use the toolbar (3) to modify formatting, add hyperlinks, images, and other features. Once you are happy with your changes, click on the "Publish" (4) icon.

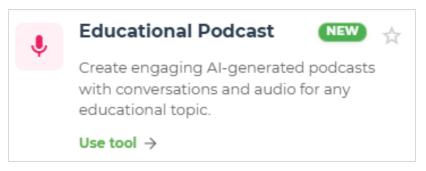


### **Step 3: Share Material**

Now that the reading material is complete, you may choose to return to the edit screen (1) or open the PDF (2) in a separate browser window. Share options also include the ability to download the PDF (3) or share via email (4). When sharing through email, a popup will appear, allowing you to choose your email service provider. You can select from options such as Gmail, Outlook, Yahoo Mail, Apple Mail, or your Default Email App.



#### **Educational Podcast**



The "Educational Podcast" tool generates captivating Al-driven podcasts featuring conversations and audio on various educational topics. It also provides a text transcript for your convenience. Click "Use tool" to get started.

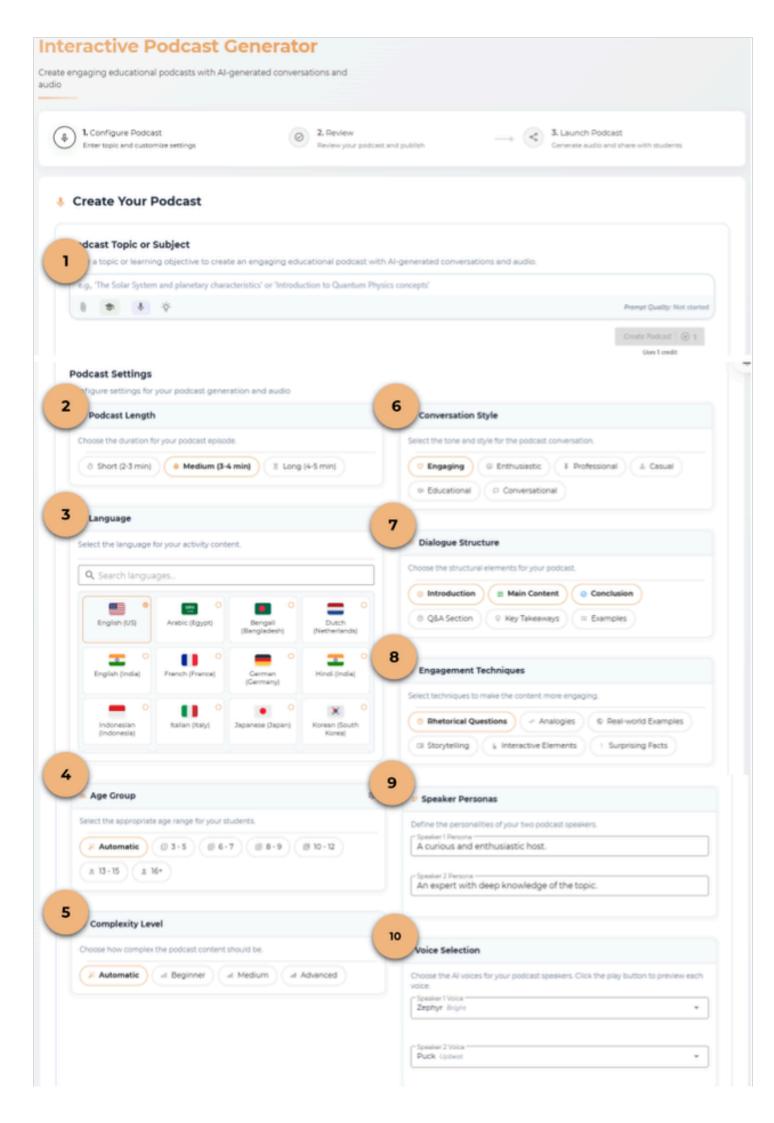
# **Step 1: Configure Content**

Begin by entering a prompt into the text field (1). You can also enhance your prompt by uploading a file, relevant academic standards, using voice input, or checking out example prompts for inspiration. In the Podcast Settings section select the episode length (2), the language (3), age group (4) and complexity level (5).

Additional options include the conversation style (6), dialogue structure (7), and engagement techniques (8).

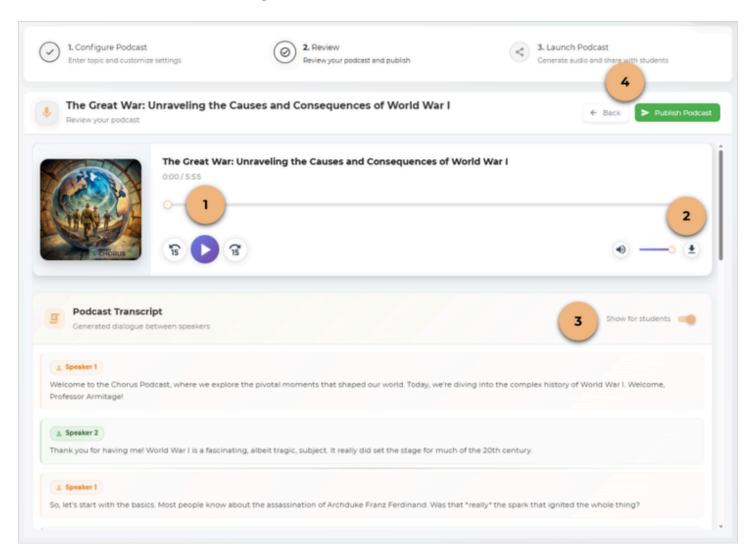
Lastly, choose the speaker persona (9) by utilizing the default suggestion or by typing in your own persona choice. Then select the voice (10) for the two podcast speakers.

To create the podcast, simply click on the "Create Podcast" icon. Keep in mind that generating podcasts may take a few minutes, but you can browse away from the page while you wait.



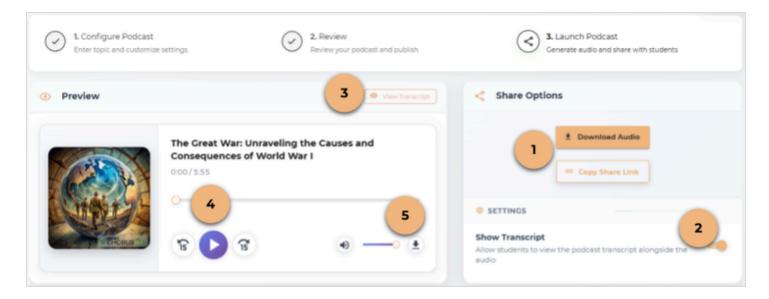
#### **Step 2: Review**

During the review phase you are able to listen to the podcast (1) and download the audio (2). An included transcript is also provided (3), which can be enabled when sharing the podcast with students. If you are satisfied with the Podcast content select "Publish Podcast" (4) or choose "Back" to reconfigure the Podcast.

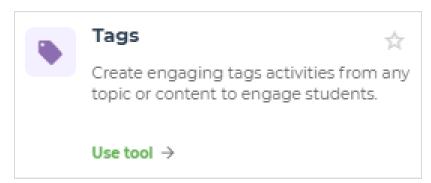


#### **Step 3: Launch Podcast**

The Podcast is ready to share with others. This can be done by choosing "Download Audio" or "Copy Share Link" (1). Enabling the "Show Transcript" (2) feature will provide the written transcript along with the audio. The transcript can be viewed by selecting "View Transcript" (3). Use the play icon (4) to play the Podcast or download (5) the audio.



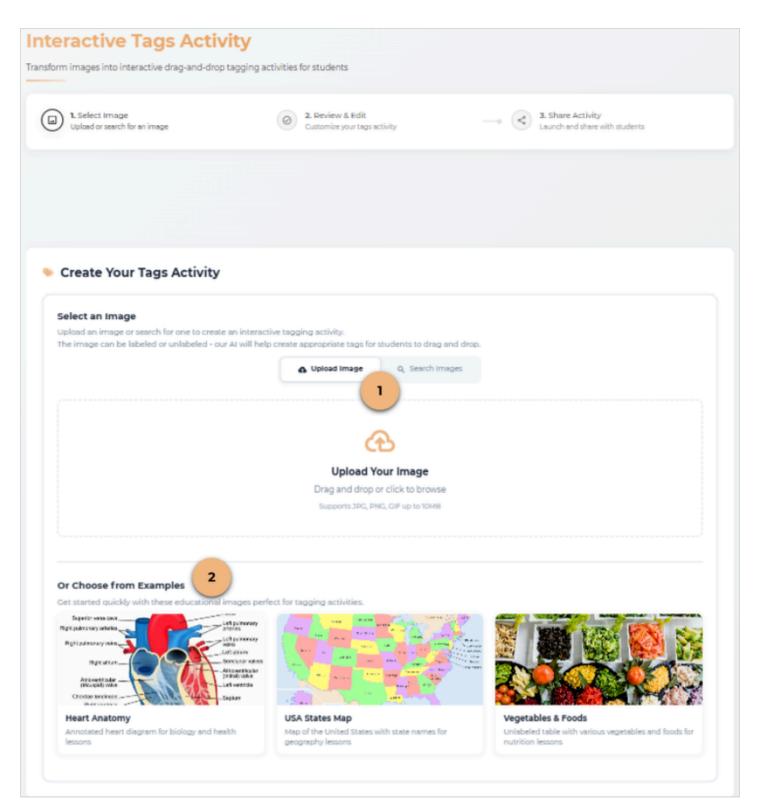
# **Tags**



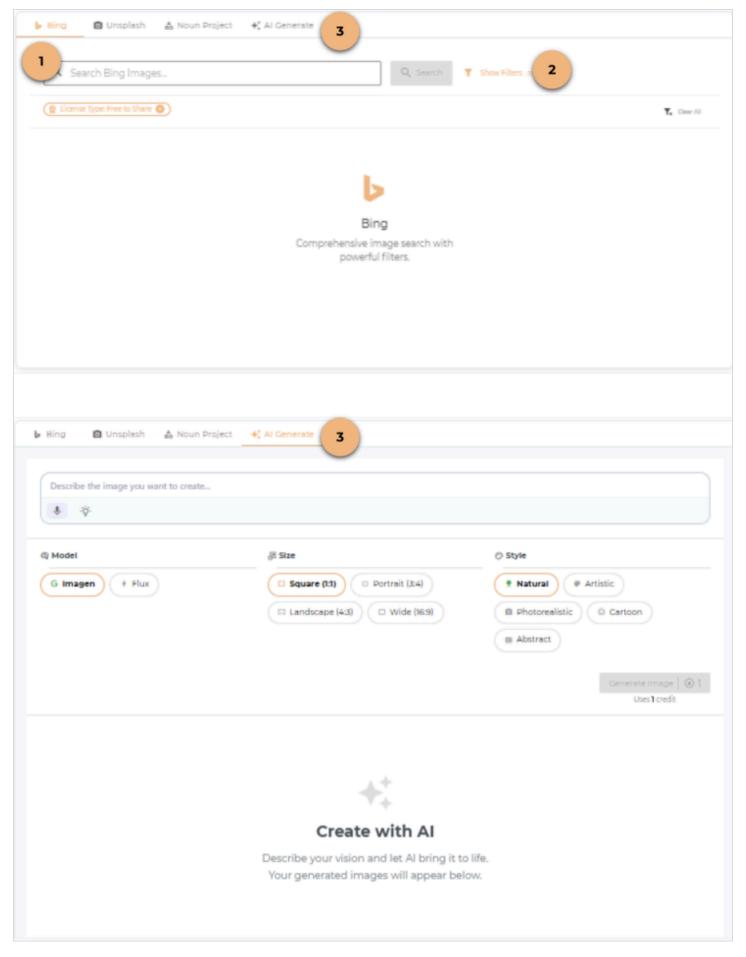
The "Tags" tool facilitates a lesson activity that allows students to identify and label elements within a diagram or image. This tool is effective for visually previewing and reviewing information. To get started, simply select "Use tool."

#### **Step 1: Select Image**

To create the Tags lesson activity either upload an image from your computer or choose the "Search Images" option (1). There is also an option to use one of the example images (2).



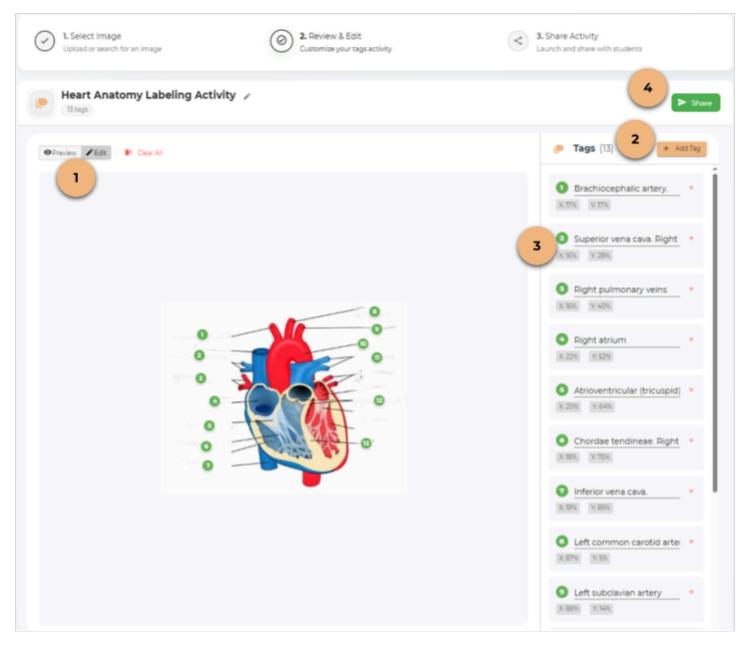
If selecting the "Search images" feature you have the option to use the search engines Bing, Unsplash, or the Noun Project. Type in the key words for your search in the text box (1) and choose any necessary filters (2), including aspect ration, image size, license type, image type, and color. There is also an option for creating AI Generated images (3). If selected, you can then provide a prompt to describe the image, determine the creation model (Imagen or Flux), the size, and the style.



# **Step 2: Review and Edit**

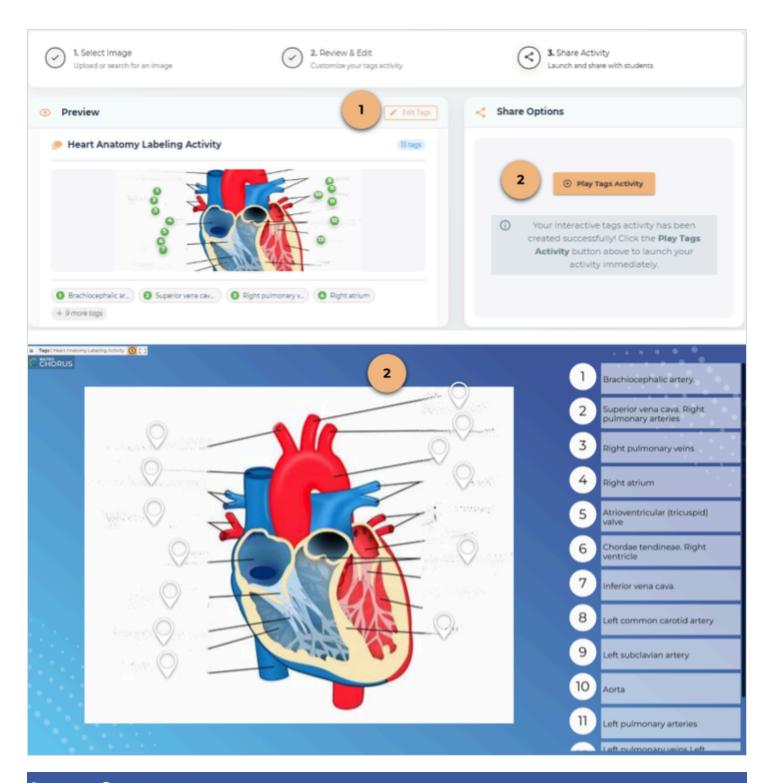
Next choose the "Preview" option to view the placement of the Tags on the image, or choose "Edit" (1) to make adjustments. To add an additional Tag to the image select the

"Add Tag" (2) button. You can also manually edit the text or delete specific tags (3). When you are ready to proceed to the final step, select "Share" (4).



**Step 3: Share Activity** 

To make any final edits to the Tags lesson activity select "Edit Tags" (1). To play choose the "Play Tags Activity" (2).



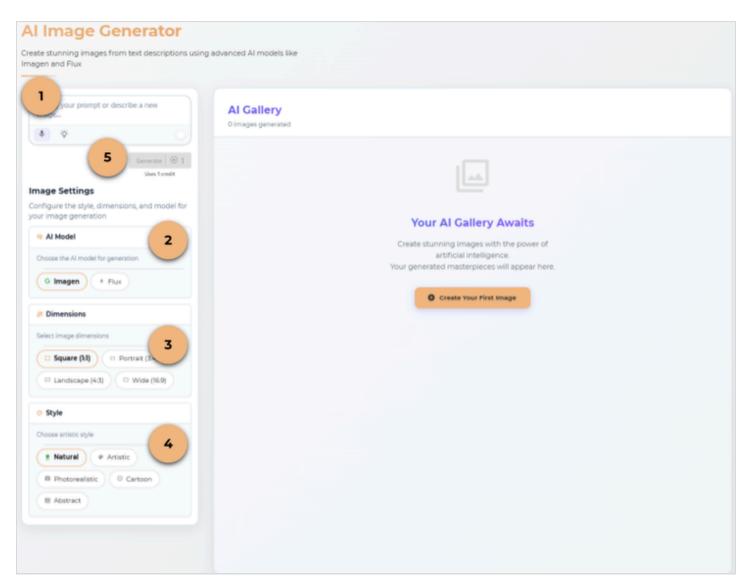
# **Image Creator**



The "Image Generator" tool uses Al to create images from text descriptions in various dimensions and artistic styles. Select "Use tool" to begin.

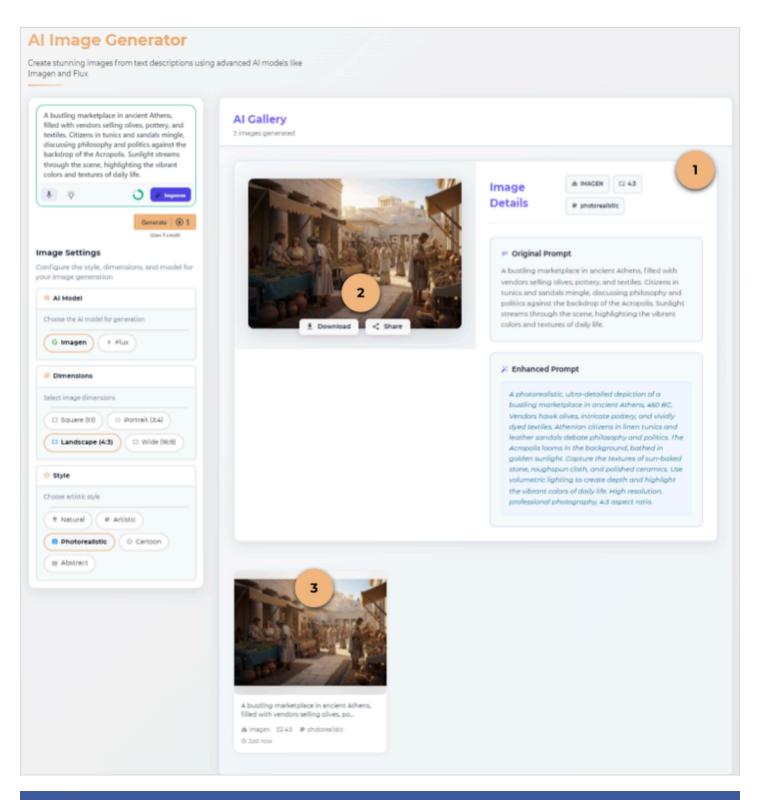
**Step 1: Create** 

Begin by providing a prompt in the text box (1) or use voice dictation. You can also view example prompts for inspiration. The Al Assistant provides you with the chance to enhance your prompt as you input text. Then select the Al Model (2), choosing between Imagen or Flux. Next, select the Dimensions (3). Options include square, portrait, landscape, and wide. Lastly, select the artistic Style (4) for the image. You can choose between natural, artistic, photorealistic, cartoon, or abstract. When you are ready for the Al to create the image select the "Create" (5) icon.

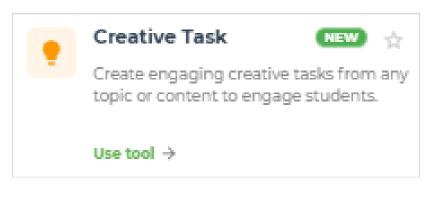


#### Step 2: Share

Now that your image has been created, you can preview the image details (1). Clicking on the image will open a popup of a larger view. You can then choose to download the image or select "share" (2), which will copy the image URL to your clipboard. The image will also become part of your image gallery (3).



# **Creative Task**



The "Creative Task" tool generates imaginative assignments centered around a particular topic or content. These tasks are designed with students in mind, prompting them to accomplish a defined objective. Select "Use tool" to begin.

**Step 1: Configure Task** 

Begin by entering a prompt in the text field (1). You can also enrich your prompt by uploading a file, adhering to academic standards, utilizing voice input, or exploring example prompts for inspiration. Then choose the text type (2), selecting between:

Automatic

Design Challenge

Creative Application

Analysis Task

Synthesis Project

Problem Solving

Reflection Questions

Then select the Task Length (3) and Language (4). Next choose the appropriate Age Group (5) and Task Complexity (6). Image Usage (7) will determine if images are included when helpful, always, or not at all. Then select the Additional Features (8), choosing from:

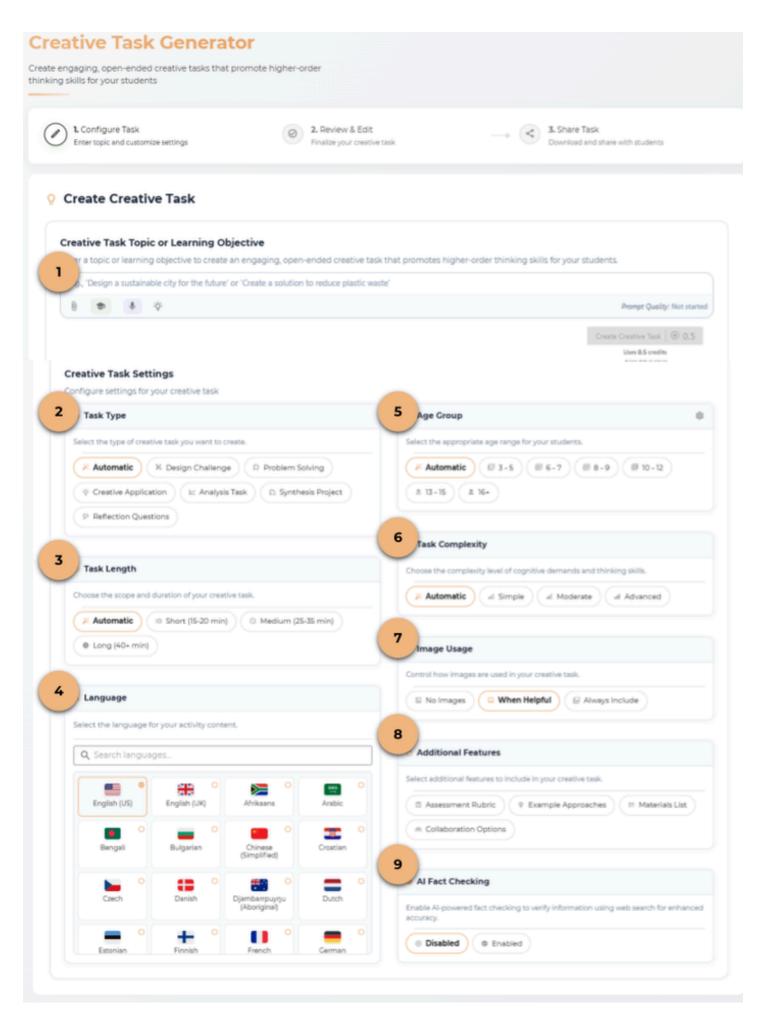
Assignment Rubric

• Example Approaches

Materials List

• Collaboration Options

Lastly, choose whether to enable the AI Fact Checking (9).

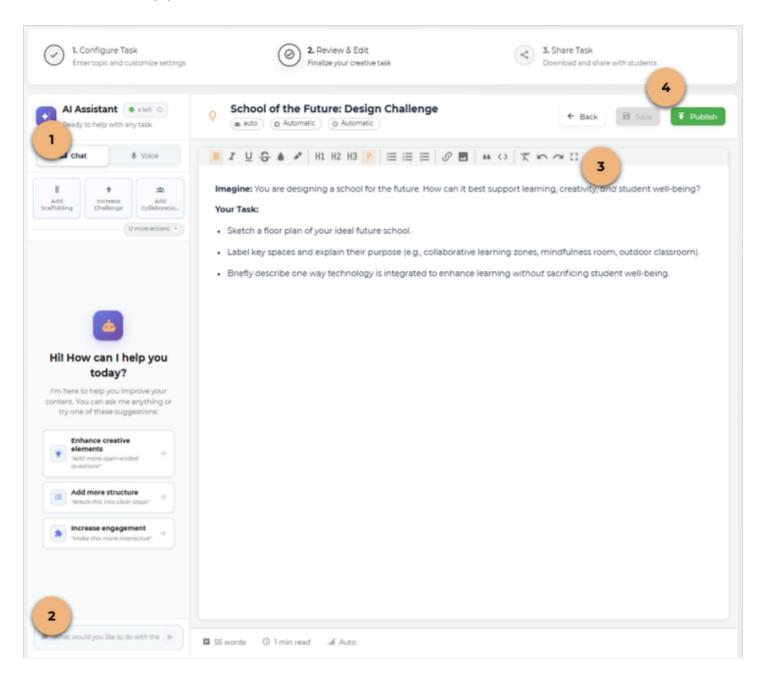


**Step 2: Configure Task** 

Use the Al Assistant actions (1) to modify the Creative Task content. Options include:

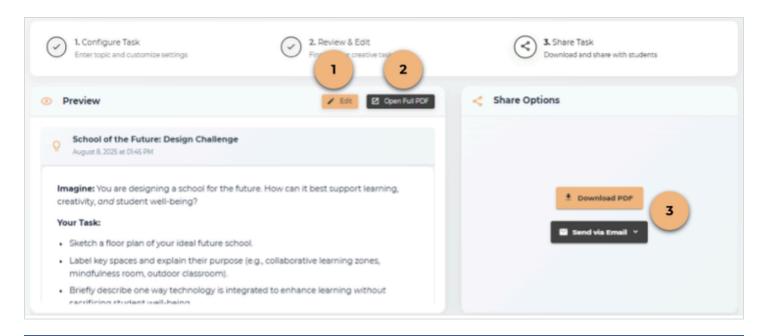
Add Add Add Add Increase Scaffolding Challenge Collaboratio Assessment Materials List Make More Add Simplify Add Creative Translate Open-Ended Extension Instructions **Prompts** Activity Create Add Visual Add Strengthen Add Format Themed Supports Reflection Real-World **Options** Variation Questions Connections

You can also use the chat box (2) to directly request edits from the AI Assistant. Manual entry and formatting options (3) are also available. When you are satisfied with the edits, select "Publish" (4).

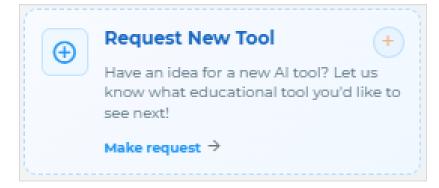


Step 3: Share Task

Now that your Creative Task is complete, you may choose to make any final edits (1) or "Open Full PDF" (2). To share with others, select the "Download PDF" or "Send via Email" (3) options.



# **Request New Tool**



At NUITEQ, we continuously aim to enhance the user experience. If you have a suggestion for a new AI tool, please click on "Make request" to share your thoughts with us.

A popup will appear where you can describe your tool idea (1) and any additional details (2). You also may select "NUITEQ may contact me via email regarding my tool request" (3) before choosing "Submit Tool Request" (4).



# Got an Idea?

Help us build the AI educational tools you need.

Share your ideas and we'll consider them for future development!



Additional Details (Optional)



NUITEQ may contact me via email regarding my tool request.

Please describe your tool idea to submit your request