

QUICK GUIDE

AI AGENTS FOR EDUCATORS

What they are, what they can do, and what teachers should know

You've heard the term "AI agents." Here's the simple version.

SO...WHAT IS AN AI AGENT?

Think of an AI agent as an automated digital helper that can take action toward a goal. A typical chatbot waits for you to ask it something. An agent can recognize what needs to happen next, complete multiple steps, and deliver a result with less back-and-forth.



CHATBOT

You ask -> AI responds
You decide the next step.



AI AGENT

You set the goal -> AI acts
You review the result.

WHAT COULD THAT LOOK LIKE IN EDUCATION?

LESSON -> QUIZ

Agent drafts quiz questions from approved lesson material.

DOCS -> ORGANIZED

Agent organizes approved files and flags missing information.

MEETING -> NEXT STEPS

Agent turns approved notes into action items or follow-up materials.

RECURRING -> AUTOMATED

Agent handles assigned parts of a repeatable workflow.

The goal is not to remove the educator. The goal is to remove some of the repetitive steps.

CHATBOT vs. AGENT

A chatbot helps you think.

"Give me five quiz questions for this lesson."

An agent can help you act.

"When this lesson is finished, draft five quiz questions using the lesson materials and place them where I can review them."

BEFORE YOU HAND OVER A TASK...

- 1. **WHAT ACCESS DOES IT NEED?**
Use only the minimum access required.
- 2. **WHAT INFORMATION IS INVOLVED?**
Follow district AI, privacy, and data-use policies. Avoid student-identifying information in unapproved tools.
- 3. **WHERE DOES A HUMAN REVIEW?**
Keep people in the loop before AI-generated work affects a grade, student record, family communication, or another high-stakes decision.

START SMALL

You do not need to build a complicated AI system tomorrow. Start by noticing the repetitive parts of your work.

ASK: "What task do I do over and over that follows basically the same steps?"

TRIGGER

What starts it?

STEPS

What do you do?

RESULT

What should finish?

HUMAN CHECK

What must you approve?

THE BIG IDEA

AI agents are not about replacing educators. They are about deciding which steps technology can handle so educators can spend more time on judgment, relationships, creativity, and care.

DR. LIBBY'S TAKE

Start with repetitive, low-risk tasks. Keep humans responsible for the decisions that matter.

SAVE TIME. STRENGTHEN INSTRUCTION. STAY HUMAN.

Dr. Libby White | AI Fluency for Educators