



RGT CONSULTANTS

Gemini in Workspace 2026 RGT Mini-Bootcamp Workbook



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Setup & Activity Instructions

Welcome to our highly interactive training! To ensure we get started smoothly, please complete the following setup steps before we begin.

1. **Account Login:** Please use the credentials provided on the handout in the room to sign in to your assigned Google account. Once logged in, navigate to gemini.google.com to verify that you have access.
2. **Verify Shared Drive Access:** The files required for our activities are located in a Shared Drive named "Gemini Files." Open Google Drive and confirm that you can see and access this shared folder.

If you encounter any issues logging in or accessing the "Gemini Files" shared drive, please notify an RGT consultant in the room immediately. We are here to ensure you are fully set up for success before we begin our activities.

NotebookLM

What It Is: NotebookLM is an advanced, source-grounded AI research assistant designed to act as an localized "intellectual sandbox". Unlike traditional public AI models that pull information indiscriminately from across the open web, NotebookLM is entirely restricted to the exact files, documents, text links, and videos that the user uploads.

WHERE IT EXCELS (THE CORE ADVANTAGE):

- **Eliminating Hallucinations:** Because it operates strictly within a closed data loop, it eliminates the primary risk of standard generative AI—making up fake facts or inventing statistics. It only knows what you tell it.
- **Verifiable Transparency:** Every answer NotebookLM generates in its chat window includes a precise, clickable inline citation. When a user clicks the citation number, the app snaps open the exact source document and highlights the true phrase, building digital media literacy and trust.
- **Multimodal Asset Studio:** It excels at reading disparate information formats simultaneously—such as raw PDFs, Google Docs, textbook chapters, copied URLs, and even YouTube video transcripts—and synthesizing them into immediate learning artifacts like auto-generated mind maps, interactive flashcards, or practice quizzes.

IT Admin: Software Policy Compliance Review Demo

This demo showcases how to use NotebookLM as a source-grounded research assistant to automatically identify compliance risks in software specifications by cross-referencing district and state policy files.

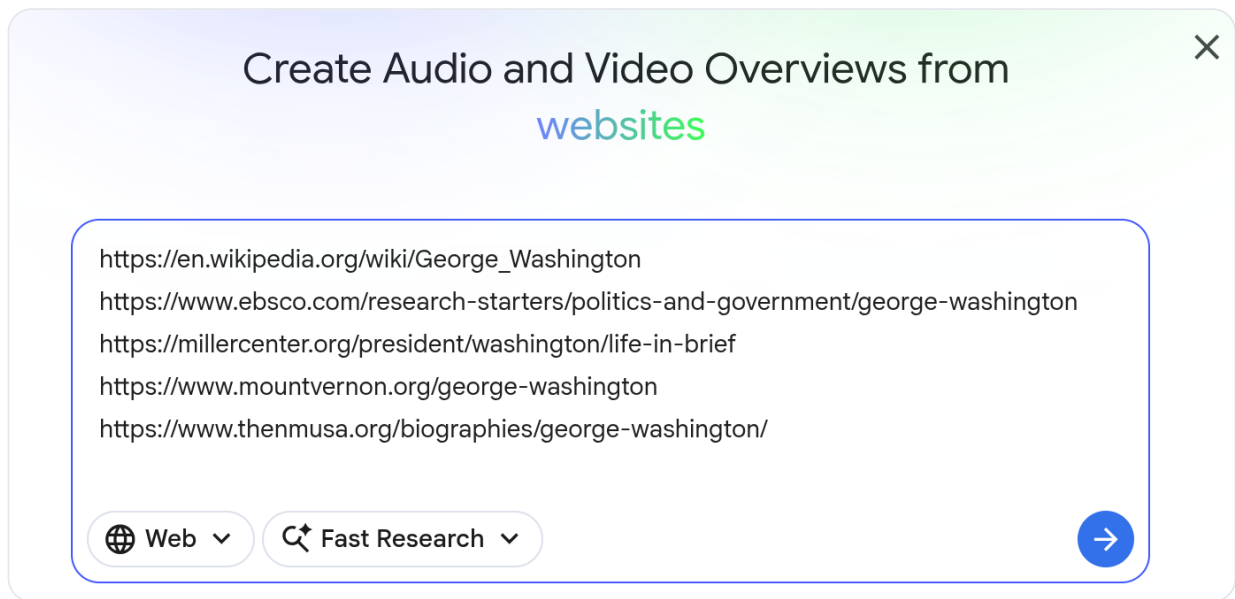
Sample Prompt:

"[Persona] Act as an educational compliance officer. [Task] Based strictly on the uploaded district and state policy documents, identify potential compliance concerns related to this software platform specifications sheet. [Format] Structure your findings into clear categories: Accessibility, AI Disclosure, Data Privacy, and Procurement Requirements. Give a recommendation."

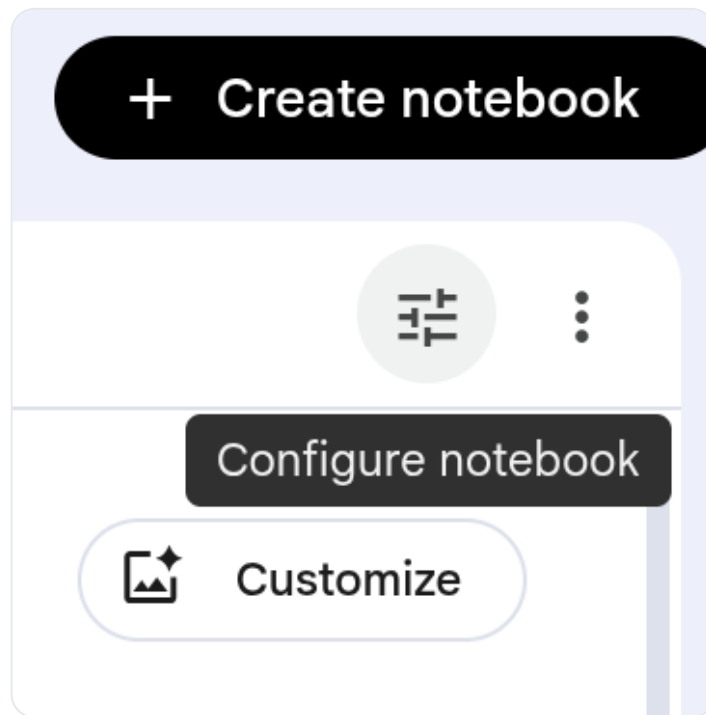
Student: Historical Figure Interview Activity

Create the Notebook

1. Open NotebookLM (<http://notebooklm.google.com>)
2. Click the plus icon (+) above Create New Notebook.
3. Add (copy/paste) Sources from list below or they can be accessed in the shared drive as File #18:
 - a. https://en.wikipedia.org/wiki/George_Washington
 - b. <https://www.ebsco.com/research-starters/politics-and-government/george-washington>
 - c. <https://millercenter.org/president/washington/life-in-brief>
 - d. <https://www.mountvernon.org/george-washington>
 - e. <https://www.thenmusa.org/biographies/george-washington/>



1. Click the blue right-arrow.
2. Click the Configure Notebook icon, just below the + Create Notebook button.



- a. Select Custom.

- b. Enter these instructions into the textbox - "Respond as if you are George Washington answering questions and being interviewed by students in a 5th grade class. Be concise and accurate with your responses to help the children learn what it was like living in the 18th century and being a part of the American Revolution."
- c. Click the Save button.

Configure Chat

×

Notebooks can be customized to help you achieve different goals: do research, help learn, show various perspectives, or converse in a particular style and tone.

Define your conversational goal, style, or role

Default

Learning Guide

✓ Custom

responses to help the children learn what it was like living in the 18th century and being a part of the American Revolution."

278 / 10000

Choose your response length

✓ Default

Longer

Shorter

Save

Use the Notebook

Ask questions via the chatbox at the bottom middle of the screen as if you were a 5th grade student interviewing George Washington.

Examples:

1. How long were you president?
2. Where were you born?
3. What jobs did you have besides being president?

Gemini Gems

What It Is: Gems are custom, persistent, and role-specific mini-versions of the Gemini AI engine. Think of them as saved, pre-programmed AI expert workflows. Instead of requiring a user to type out a complex, 200-word prompt every single time they want a specific outcome, a Gem locks down a target persona, background context, and clear execution rules into a reusable dashboard shortcut.

WHERE IT EXCELS (THE CORE ADVANTAGE):

- **Standardization of Outputs:** Gems excel at removing variation. If your district has an approved method for formatting lesson plans or writing communication updates, a Gem ensures that every time a user interacts with it, the output matches that exact organizational style.
- **Reducing Prompt Fatigue:** Users can skip the "Prompt Lab" formulas for daily tasks. They simply launch their custom Gem, paste raw data or basic ideas, and the pre-configured rules take over automatically.
- **Role-Specific Customization:** They allow districts to build a diverse internal directory of virtual specialists—such as a specialized IE/504 modification assistant, a grant-writing consultant, or an onboarding helper for new staff.

IT Admin: Technical Communication Translator Demo

This demo shows how to create a custom AI assistant (a "Gem") tailored to translate complex technical jargon into clear, teacher-friendly communication. Attendees will learn how to configure the Gem with specific persona instructions and how to apply it to real-world security announcements to improve clarity and engagement.

Sample Prompt:

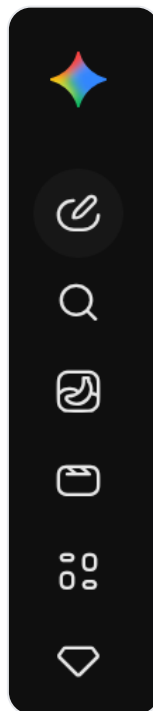
"[Task] Rewrite this attached Google Workspace security change announcement. [Context] The audience is teachers with minimal technical background, and we need to ensure they understand the workflow changes without losing critical security intent. [Format] Use a professional, welcoming tone with clear bullet points and a 'What this means for you' summary section."

Teacher: Lesson Plan Modernization Activity

Note: If the Gems icon does not appear in your black, vertical menu, click the gear icon. Once you have one Gem in your account, the icon will appear.

Create the Gem

1. Open Gemini (<http://gemini.google.com>).



2. Open Gems from the upper-left side menu.
3. Click the + New Gem button to create a new Gem.
4. Enter Lesson Plan Modernization into the Name textbox.
5. Enter “You are an expert instructional designer who will help me update lesson plans and course content for my class.” into the Instructions textbox.
6. Click the Save button.

You can immediately access this Gem from the main Gem screen or click the Start Chat button that appears after creation.

Use the Gem

1. Open Gems from the Gemini screen. (<http://gemini.google.com>)
2. Select Lesson Plan Modernization from the My Gems list.
3. Click the plus icon (+) and add your lesson plan from Shared Drive.
 - a. File #1
1. Enter your prompt into the textbox
2. Click the blue up-arrow to the right of the prompt to run the Gem with your inputs.

Sample Prompt:

"[Task] Modernize this pasted lesson plan [Context] to include collaborative learning, technology integration, and real-world relevance, while ensuring the original learning objectives and age-appropriateness are preserved. [Format] Provide the output in three clear sections: 1) Summary of changes, 2) New step-by-step classroom activities, and 3) Assessment ideas."

Gemini Chat App

What It Is: The Gemini Chat App is a wide-open, conversational workspace designed for general problem-solving, deep analysis, and media transformation. Serving as the central sandbox for the Google AI ecosystem, it is built for "multi-turn" conversations—meaning you can continually refine your requests, challenge the AI's logic, and build complex drafts over the course of an extended chat thread.

WHERE IT EXCELS (THE CORE ADVANTAGE):

- **True Multimodal Processing:** It excels at analyzing mixed media inputs simultaneously. A user can upload a spreadsheet of campus data, an image of a conceptual diagram, and a text document of instructions, and ask Gemini to spot the connections across all three assets at once.
- **Dynamic Content Refinement:** It is not a "one-and-done" engine. It excels at iterative drafting. You can ask it to generate a long report, tell it to make paragraph three more formal, instruct it to convert section four into a data table, and ask it to shorten the overall length—all within the same conversation thread.
- **Broad Linguistic & Analytical Versatility:** It effortlessly translates languages, cleans up broken computer script code, restructures unformatted data dumps, and adapts writing styles to match specific audiences—from pre-K students to institutional boards.

IT Admin: Script Review and Optimization Demo

This demo showcases how to use Gemini as an intelligent coding assistant to perform automated script reviews. Attendees will learn how to upload multiple files, such as coding scripts and student data spreadsheets, and prompt Gemini to identify logical errors, risks, and validate data mapping for complex administrative tasks like grade-level promotions.

Sample Prompt:

"[Persona] Act as a senior Google Workspace for Education engineer. [Task] Review the attached student promotion spreadsheet and GAM script used during the summer rollover process. [Context] The district is promoting approximately 4,000 students from one grade OU to the next. Grade 12 students should be moved to the /Students/Graduated OU. [Format] Provide: 1. All script errors, logic issues, and risks. 2. An explanation of why each issue is problematic. 3. Validation that OU promotion mappings are correct."

Teacher: Whiteboard Notes Cleanup Activity

1. Open Gemini Chat (<http://gemini.google.com>)
2. Upload image of hand-written notes from Drive.
 - a. File #1
1. Enter a prompt asking Gemini to clean up the notes.
2. Click the blue up-arrow.

Sample Prompt:

"[Persona] Act as an organized teaching assistant. [Task] Clean up these handwritten whiteboard notes, correct any obvious spelling mistakes, and convert them into a structured lesson resource. [Context] This is for an Algebra 1 class learning about fundraiser linear equations. [Format] Organize the text into a clean, ready-to-print 'Fill-in-the-Blank' student study guide with a vocabulary review and an exit ticket section."

Google Docs/Sheets/Slides

What It Is: Gemini in Workspace refers to the native embedding of generative AI features directly inside core creation tools like Google Docs, Sheets, Slides, Gmail, and Google Vids. Instead of requiring users to copy text, navigate out to an external AI application, and paste it back, the intelligence layer is accessed via a native side panel or inline icon right where daily production happens.

WHERE IT EXCELS (THE CORE ADVANTAGE):

- **Eliminating Context Switching:** The primary productivity drain in school operations is jumping between fragmented browser tabs. Native integration allows a user to draft an email, build a slide presentation, or analyze a student tracking sheet with continuous, contextual AI assistance on the exact same screen.
- **Natural Language Data Manipulation:** In Sheets, it eliminates the technical barrier of learning complex syntax formulas like nested IF statements or array lookups. Users can simply describe what they want to happen to the data rows using regular, plain English conversational sentences.
- **Narrative-to-Visual Generation:** In Slides, it bridges the gap between text and design. It reads presentation outlines and uses features like "Help me visualize" to instantly generate unique, high-quality graphical assets, vector icons, or thematic backgrounds tailored to the slide's specific content.

IT Admin: Cross-Tab Data Correlation/Cleanup (Sheets) Demo

This demo demonstrates how to use Gemini in Sheets to perform complex data correlation and cleanup. Attendees will learn how to connect data across different sheets based on unique IDs, normalize formatting, and identify missing information using natural language prompts.

Sample Prompt:

"I have student names in 'Sheet1' and Chromebook serial numbers in 'Sheet2'. Use the ID columns to connect them. Create a new table that lists the Student Name next to their Serial Number. Fix the ID formatting so they match, then highlight any student who does not have a device assigned."

Teacher: Differentiated Learning Support (Docs) Activity

1. Open lesson plan content in Shared Drive

a. File #14

1. In the top menu click File then click Make a copy
2. In the new copy of your doc open the Gemini side panel.
 - a. Click the Gemini menu at the top of the screen.
 - b. Select Ask Something Else.
1. Enter your prompt into the Gemini panel.
2. Review the generated output. Changes and additions will appear in the document. You may keep the suggestions by clicking the Accept button.

Sample Prompt:

"[Persona] You are an expert differentiation specialist. [Task] Analyze this document text and create targeted support materials for varying student needs. [Context] I have a diverse classroom with multiple learning profiles. [Format] Generate exactly three distinct resources based on this text: 1) A simplified summary written at a 5th-grade reading level, 2) Five key vocabulary terms with definitions tailored for an ESL student, and 3) Three advanced critical-thinking challenge questions. Once you are complete, add it to the bottom of my doc."

Gemini in Classroom

What It Is: Google Classroom is the primary instructional operating system for K-12 schools, but it has been completely re-engineered from a simple digital filing cabinet into an active, AI-driven instructional partner. It natively integrates Gemini to assist educators with material generation, real-time student support, and automated grading analytics.

WHERE IT EXCELS (THE CORE ADVANTAGE):

- **Bridging the "Feedback Gap":** In a typical classroom, a student who encounters a roadblock on a homework assignment has to wait until the next school day to get clarity from their teacher. Classroom's AI closes this gap by scanning assigned question paths, detecting the underlying skills, and serving up real-time hints and targeted video resources right when the student is struggling.
- **Automated Scaffolding:** It excels at analyzing a teacher's plain text input or an uploaded PDF worksheet and instantly injecting custom structure—like creating rubrics, breaking concepts into step-by-step phases, or suggesting vocabulary extensions—without the teacher having to design them from scratch.
- **Predictive Data Insights:** Instead of requiring IT departments or data coaches to build massive custom spreadsheets, Classroom's enhanced analytics dashboard automatically tracks student submission attempts, highlights class-wide learning deficits, and flags exactly which standards require immediate re-teaching.

Classroom Gemini Demos

This suite of demonstrations is designed to show how Gemini seamlessly integrates with Google Classroom to transform your instructional design process. You will see firsthand how to enhance assignments by embedding custom-configured Gems and source-grounded Notebooks directly into your classroom workflow. Beyond assignment creation, we will explore advanced generative capabilities: utilizing Gemini to instantly craft comprehensive student quizzes, develop engaging audio lessons that bring content to life, and generate unique visual images to support diverse learning styles. These demos provide a complete look at how Classroom becomes an AI-powered hub for material generation and student differentiation.