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Conversational AI assistant for teaching and learning – AI4EDU Teacher Mate – User Guide

1. General information

Teacher Mate is an online Al-powered application developed within the Al4EDU project to support teachers in their daily educational tasks, including lesson planning, quiz and test generation, teaching material creation, student assessment, etc. Designed with user-friendliness in mind, the application aims to enhance the teaching experience by reducing administrative and repetitive tasks, allowing educators to focus more on meaningful interactions and engagement with their students.

The purpose of this guide is to provide educators with detailed instructions on effectively using Teacher Mate. It serves as a comprehensive resource to help teachers navigate the application, utilize its features, and maximize its potential in enhancing teaching and learning outcomes.

Teacher Mate is designed to meet the needs of educators in four participating countries (Cyprus, Greece, Ireland, and Sweden) and is available in three languages: Greek, English, and Swedish. The application incorporates educational textbooks for each country, covering one science subject and one humanities subject, allowing it to base its answers on their content.

You can access Teacher Mate for free via this link: https://apps.ilsp.gr/ai4edu/auth/sign-in

2. Account Creation and Log-in

To use Teacher Mate, you must first create an account by following these steps:

- 1. Visit the Teacher Mate Login Page: https://apps.ilsp.gr/ai4edu/auth/sign-in
- 2. Click on the "Create Account" button to begin the registration process.
- 3. Fill in the Required Information:

Username: Must contain more than 3 characters.

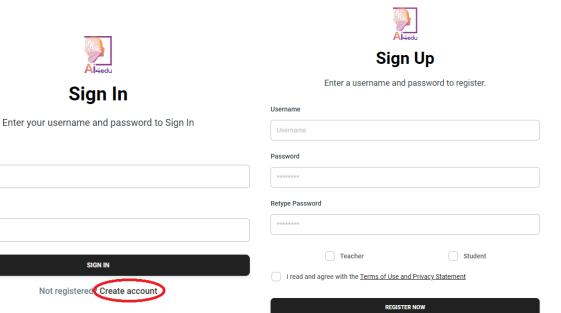
Password: Must contain more than 4 characters.

Role: Select "Teacher".

- 4. Read and accept the "Terms of Use and Privacy Statement".
- 5. Click on "REGISTER NOW" to complete your registration.

If no error messages appear, your account has been successfully created, and you will be automatically redirected to the Sign-In page.

To sign in, enter the account information you just created and click "Sign In".



Already have an account? Sign in

3. User Interface

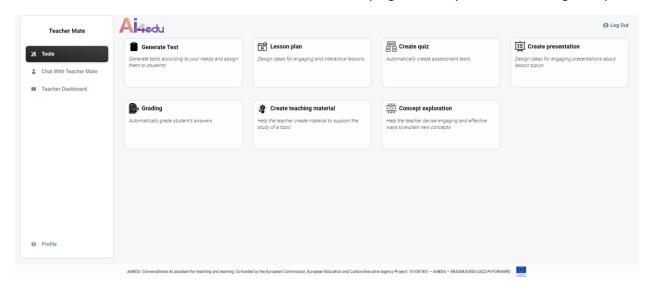
Username

Password

Sign In

Not registered Create account

Upon logging in, you will be directed to the application's main page. In the left column, you will find the navigation menu, which contains the various functions of the application, including "Tools", "Chat with Teacher Mate", "Teacher Dashboard", and "Profile". In the top right corner, you will see the Log Out option.



By default, the main display area presents the available tools, such as "Generate Test", "Lesson plan", "Create quiz", "Create presentation", "Grading", "Create teaching material", and "Concept exploration".

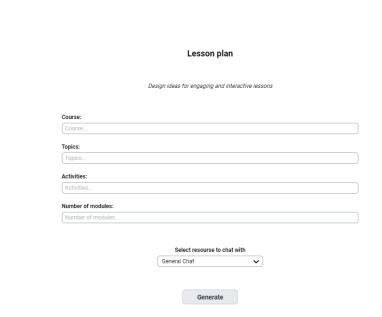
4. Teacher Mate tools

In this section, the tools provided by Teacher Mate are examined, and their various features and functionalities are described. Each tool is specifically designed to simplify different aspects of teaching, helping educators streamline their daily tasks and devote more time to meaningful student engagement.

4.1 Lesson plan

C Reset Fields

The Lesson plan tool is designed to help educators efficiently create structured lesson plans. It allows teachers to outline learning objectives, organize instructional content, and schedule classroom activities.



To generate a lesson plan using this tool, you should input the necessary information in the following fields:

Course: Specify the subject or discipline for the lesson plan (e.g., Biology, History).

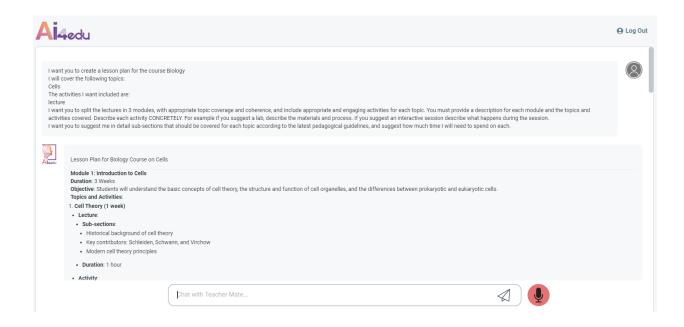
Topics: Indicate the specific topic of the lesson (e.g., Cells, The Byzantine Empire).

Activities: Specify the type of activities planned (e.g., lecture, group work, assessment tests).

Number of modules: Define how many units the lesson will be divided into.

In the "Select resourse to chat with" field, you can choose "General Chat" to interact with the general language model (ChatGPT-4) or select a specific pre-loaded textbook to base the conversation on its content.

Once you select "Generate," you will be automatically transferred to the application's chat functionality, where a prompt is created based on your input The tool will then respond with an Al-generated quiz following the provided information. You can refine the lesson plan, ask questions, or provide more specific instructions by replying to the tool's response.



4.2 Create quiz

Reset Fields

The "Create quiz" tool is designed to automatically generate assessment quizzes, saving educators time and effort. This tool allows teachers to create quizzes tailored to their course content and testing requirements, offering various question formats to assess student knowledge effectively.



To generate a quiz using this tool, you should input the necessary information in the following fields:

Course: Specify the subject or discipline for the lesson plan (e.g., Biology, History).

Topics: Indicate the specific topic of the lesson (e.g., Cells, The Byzantine Empire).

Number of matching questions: Enter the number of matching-type questions to be included.

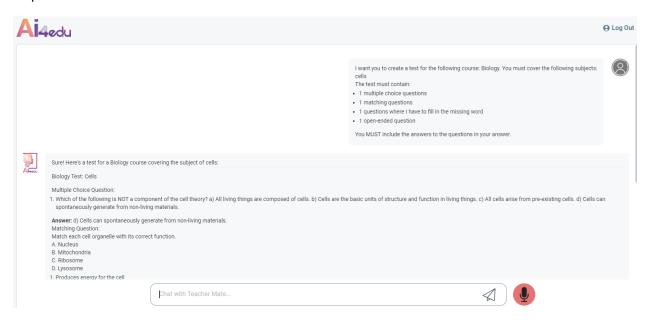
Number of multiple choice questions: Specify how many multiple-choice questions you want.

Number of cloze questions: Indicate the number of fill-in-the-blank questions.

Number of open-ended questions: Enter the number of open-ended questions.

Select Resource to Chat With: Choose "General Chat" to interact with the general language model (ChatGPT-4) or select a specific pre-loaded textbook to generate questions based on its content.

Once you select "Generate", you will be automatically redirected to the application's chat functionality, where a prompt is created based on your input. The tool will respond with Al-generated quizzes according to the prompt. You can refine the questions or provide more specific instructions by replying to the tool's response.



4.3 Create presentation

The "Create presentation" tool helps educators design engaging presentations tailored to their lesson topics. This tool provides ideas for structuring content effectively, ensuring that presentations are both informative and visually appealing.

To generate a presentation, you need to input the following information:

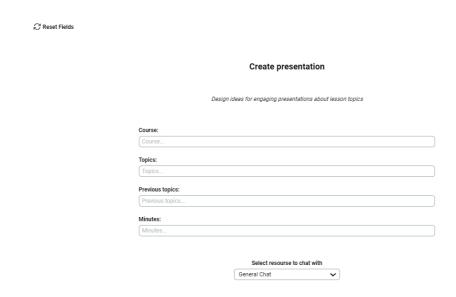
Course: Specify the subject or discipline (e.g., Biology, History).

Topics: Indicate the specific topic of the presentation (e.g., Cells, Ancient Greece).

Previous Topics: Reference any previously covered topics to ensure continuity in the presentation.

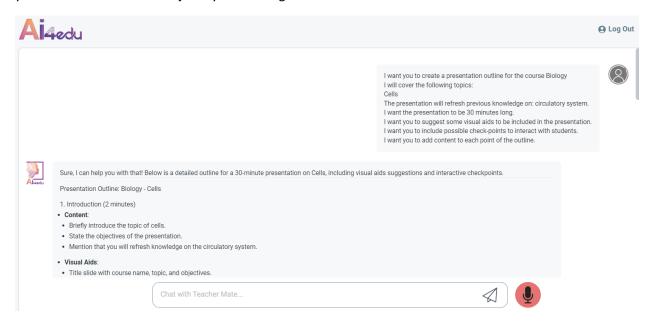
Minutes: Set the approximate duration for the presentation.

Select Resource to Chat With: Choose "General Chat" to interact with the general language model (ChatGPT-4) or select a pre-loaded textbook to base the presentation on specific content.



Once you click "Generate", the tool will automatically transfer you to the chat interface, where a prompt is generated based on your inputs. The tool will then provide an AI-generated presentation outline, which you can further refine or adjust by interacting with the tool.

Generate



4.4 Create teaching material

The "Create teaching material" tool is designed to assist educators in developing custom study materials that support the learning process for specific topics. This tool helps tailor content to meet students' needs and provides a range of materials to enhance their understanding.

To generate teaching material, the following fields need to be filled:

Topic: Specify the subject matter or topic to focus on (e.g., Water Cycle, The Industrial Revolution).

Previous Topic: Reference any related topics previously covered, ensuring alignment in the teaching sequence.

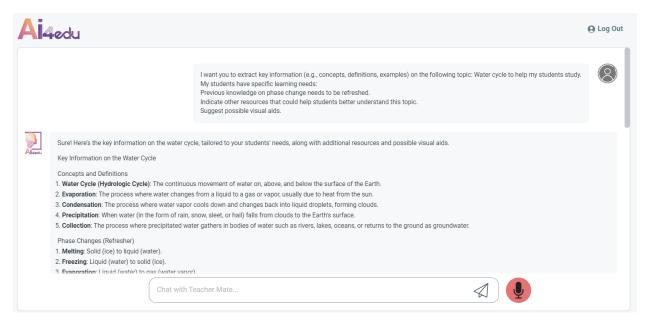
Special Student Needs: Provide details on any specific student requirements, such as learning disabilities or language support, to customize the material accordingly.

Select resource to chat with: Choose "General Chat" to interact with the general language model (ChatGPT-4) or select a pre-loaded textbook to base the materials on its content.

Help	p the teacher create material to support the study of a topic
Торіс:	
Topic	
Previous topic:	
Previous topic	
Special student needs:	
Special student needs	

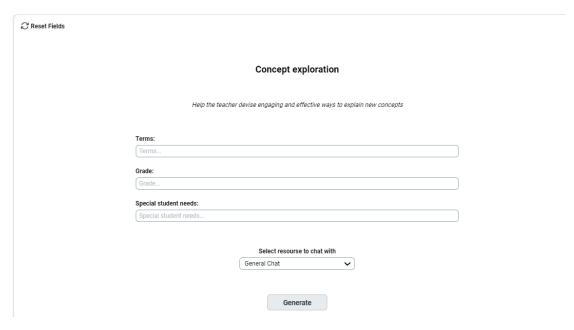
C Reset Fields

Once you select "Generate", you will be transferred to the chat functionality, where a prompt is created based on your inputs. The tool will respond with Al-generated teaching materials, which can then be refined or adjusted by interacting with the tool.



4.5 Concept exploration

The "Concept exploration" tool is designed to assist educators in developing engaging and effective methods to explain new concepts to students. This tool helps teachers create tailored explanations that align with students' grade levels and any special learning requirements.



To generate concept explanations, the following fields need to be filled:

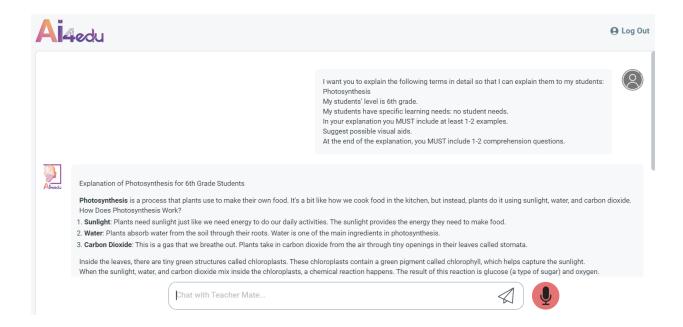
Terms: Enter the key terms or concepts that need to be explained (e.g., Photosynthesis, Democracy).

Grade: Specify the grade level of the students to ensure the explanation is appropriate for their understanding.

Special student needs: Provide details on any specific student requirements, such as learning challenges or additional language support, to adjust the explanation as needed.

Select resource to chat with: Choose "General Chat" to interact with the general language model (ChatGPT-4) or select a pre-loaded textbook to generate content based on its information.

Once you select "Generate," you will be transferred to the chat functionality, where a prompt is created based on your inputs. The tool will respond with AI-generated explanations of the concept, which can be further refined or adapted through interaction with the tool.



4.6 Grading

The "Grading" tool is designed to automatically evaluate student responses, saving teachers time while ensuring consistent grading. This tool can assess different types of answers, providing instant feedback based on the criteria provided.

To use the grading tool, input the following fields:

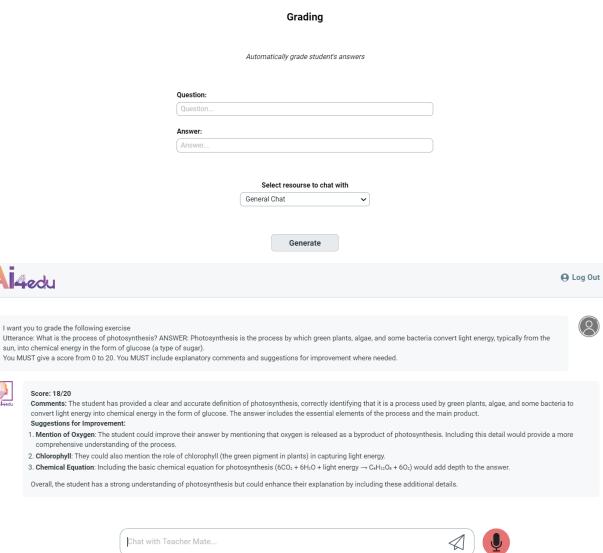
Question: Enter the question you want to grade (e.g., "What is the process of photosynthesis?" or "Explain the causes of World War I").

Answer: Provide the student's response for evaluation.

Select Resource to Chat With: Choose "General Chat" to interact with the general language model (ChatGPT-4) or select a pre-loaded textbook for content-based grading.

Once you select "Generate", you will be transferred to the chat functionality, where a prompt is created based on the input. The tool will respond with an Al-generated score and evaluation of the provided answer, which can be refined or further elaborated upon through interaction.

€ Reset Fields



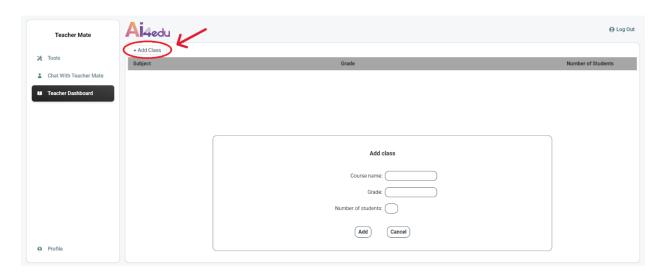
4.7 Generate Test

The "Generate Test" tool enables you to create customized tests tailored to your specific requirements and assign them to students.

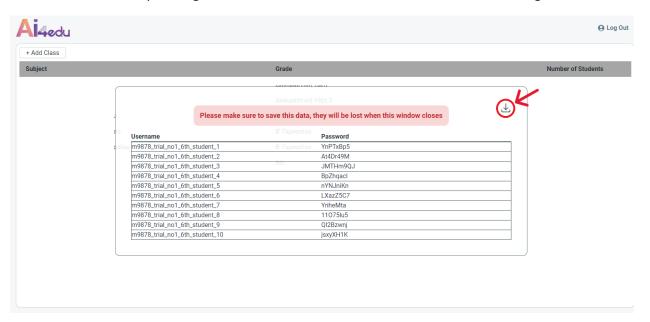
4.7.1 Add class

Before using the "Create Test" tool, you must first create a class. To do so, navigate to the Teacher Dashboard and click "Add Class". Next, fill in the required fields: "Course name", "Grade", and "Number of students", and then click "Add".

Important! In the "Course name" field, ensure you create a unique name, not a generic one (e.g., Biology). You can combine your initials, numbers, and the course name to ensure uniqueness. If the course name already exists in the database, the class cannot be created.



Once a class is added, the tool automatically generates students' usernames and passwords. Be sure to save this information by clicking the download icon, as it cannot be retrieved after closing the window.



4.7.2 Generate and assign test

Now that a class has been created, to generate and assign a test to it, navigate back to the "Generate Test" tool, fill in the required information and click on "Generate".

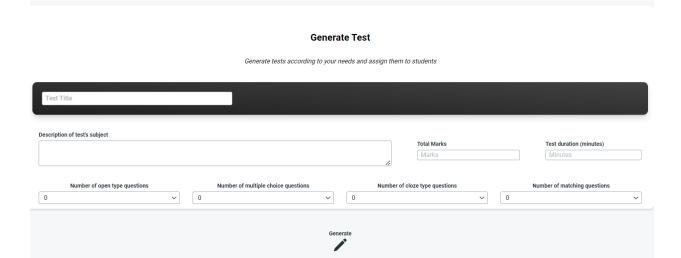
Test Title: Provide a title for the test.

Description: Add a brief description of the test's subject (e.g. Circulatory System).

Total Marks: Specify the total score for the test.

Test Duration (minutes): Enter the time limit for the test.

Number of open type/ multiple-choice/ cloze type/ matching questions: Indicate how many questions of each type you wish to include.



Once the test is generated by the tool, you can modify its title, due date, duration, and content.

The "QUESTION" column displays the questions generated by the tool, which can be modified according to their type.

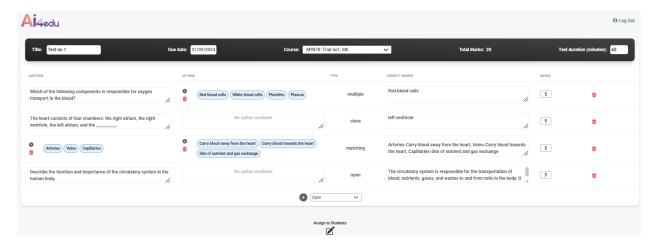
The "OPTIONS" column shows the available choices for multiple-choice and matching questions, allowing you to add or remove choices as needed.

The "TYPE" column indicates the question type and cannot be modified.

The "CORRECT ANSWER" column displays the correct answers generated by the tool, which you can review and edit if desired.

The "SCORE" column shows the point distribution per question, and you can edit this as well.

To remove a question, simply select the respective trash-bin icon. Additionally, by clicking the "+" button at the bottom, you can add a new question, selecting the question type from the dropdown menu.



After modifying the content of the test to meet your needs and preferences, you can assign it to a previously created class by selecting it from the "Course" field and then clicking "Assign to Students".

Teacher Dashboard

The Teacher Dashboard can be accessed through the navigation menu and serves as the central hub for managing your classes. From here, you can easily add new classes, monitor the progress of existing ones, and access detailed insights into student performance.

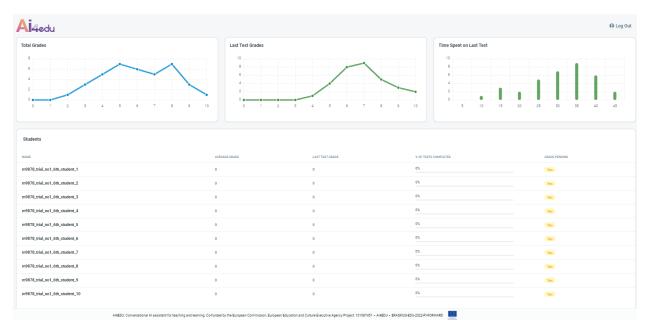
Upon accessing a class, you can view the following graphs:

The **Total Grades** graph displays the average score per student across all tests.

The Last Test Grades graph shows the scores per student on the most recent test.

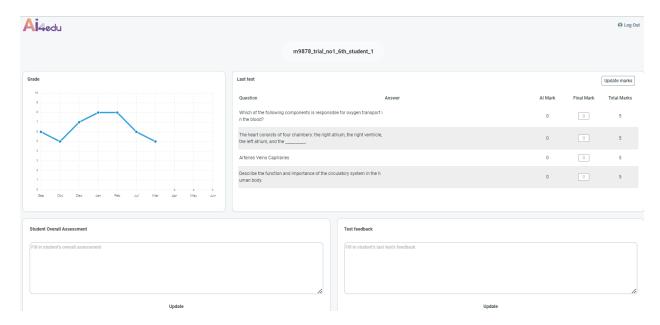
The **Time Spent on Last Test** graph highlights the amount of time each student spent on the most recent test.

Please note that by default, all test results are simulated data, and the charts are purely indicative.



In the Students window, you can view an overview of each student's **Average Grade**, **Last Test Grade**, **% of Tests Completed**, and whether their grade is pending (**Grades Pending**). You can also access detailed information for an individual student by clicking on their name. This will allow you to view their Grade Progression over time in the respective graph (**Grade**), as well as their answers to the Last Test questions (**Answers**), the automatically Al-generated grade for each answer (**Al Mark**), and the total marks allocated to each question (**Total Marks**).

You can modify the AI-generated grade by completing the **Final Mark** field and clicking on **Update Marks**. Additionally, you can provide feedback to the student by filling out the **Student Overall Assessment** and **Test Feedback** fields, and then clicking on the respective **Update** options. Once you update this information for a student, they can view their grades and feedback on the respective dashboard in the Study Buddy application.

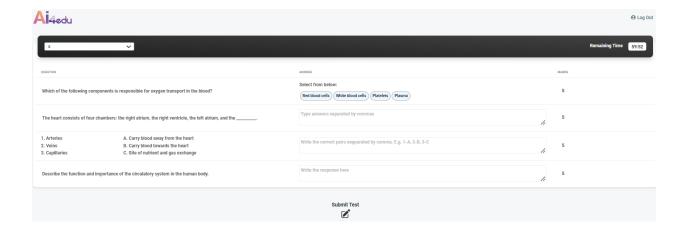


You can try out these features by logging out of Teacher Mate and logging in as a student using one of the saved account credentials previously created through the Generate Test tool. Once signed in as a student, navigate to Tests from the menu and select the test you want from the related dropdown menu, then click "Go!".



Answer the test questions as if you were a student. You can intentionally answer some questions incorrectly to check the tool's capabilities. Finally, click Submit Test. If you wish, you can repeat the process using another student account (log out and log back in with different student credentials).

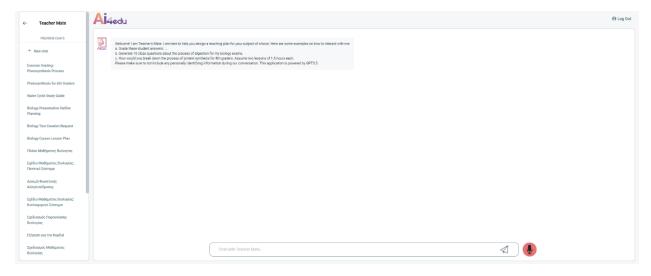
To view the test results, log out and log back in as a teacher using your original account. Access the Teacher Dashboard, select the class, and then click on the student's name to review their test results.



6. Chat With Teacher Mate

The "Chat With Teacher Mate" feature allows users to engage in real-time conversations with the app. In addition, it provides access to chat history, including previous interactions and conversations generated while using the various tools.

To use this feature, select the "Chat With Teacher Mate" option from the navigation menu. A new conversation will automatically begin, and Teacher Mate will greet you with a message suggesting ways to interact. You can communicate with Teacher Mate by typing your query or message in the designated field. Alternatively, you can use voice interaction by pressing the microphone icon. Speak your query and press the icon again to stop (the microphone icon will turn dark red while recording). The Automatic Speech Recognition feature will convert your voice into text. Once Teacher Mate generates a response, the text-to-speech synthesis will read it aloud.



In addition to starting new conversations, you can browse your chat history to revisit previous chats or view discussions generated while using the various tools. The system automatically assigns a title to each conversation. By clicking on any conversation, you can review its content and examine your interactions

with Teacher Mate. You can also resume any previous conversation by selecting it and sending a new message.

7. Profile

You can access your profile from the navigation menu. In the Profile section, you can view your account information, including your username and communication language. To change the communication language, simply click on the globe icon next to the current language. The available options reflect the countries involved in the project and include the corresponding educational textbooks for each country.

