



ASTRA AI GOVERNANCE™

A PRACTICAL FIRST STEP

AI Confidence for Educators and School Leaders

A practical first step before making AI decisions for your
classroom, your teachers, and your school.

*Explore 10 AI tools. Start with one. Try them all at your own pace.
See what each can do — and what it cannot.*

WELCOME

You already know how to lead.

We'll help you understand the AI tools your teachers and students may already be using.

You do not need to become an AI expert. You already understand education, learning, students, teachers, and schools. This guide is simply an opportunity to experience some of the AI tools that are increasingly becoming part of that world.

The goal is not to master ten applications. The goal is to become comfortable enough with AI to ask better questions about how it should — and should not — be used in education.

You can begin anywhere. Choose one tool that interests you. Try the short activity. Notice what happens. Come back later and explore another. There is no required order and no finish line.

You can govern AI with confidence when you experience what AI tools can do — and understand what they cannot.

BEFORE YOU BEGIN

Before You Begin

Most of the tools in this guide offer a free version, limited free access, or a free trial. Start with the free option whenever possible. There is no need to purchase a subscription simply to complete the activities in this guide.

If a tool asks you to begin a paid trial:

- ✓ Check how long the trial lasts
- ✓ Check whether a payment method is required
- ✓ Note the renewal date
- ✓ Cancel before the trial ends if you decide the tool is not useful to you

Try first. Pay only if you decide the tool provides value for you.

AI products, pricing, and trial arrangements change frequently, so always check the provider's current terms before subscribing.

AI Tools at a Glance

A quick reference before you begin. The full activity for each tool follows.

TOOL	WHAT IT DOES	USEFUL FOR	TRY THIS FIRST
ChatGPT	Talk to AI in plain language to ask, draft, plan, or think through a problem.	Thinking, writing, planning, learning, discussion.	Ask it to explain something you'd normally Google, in your own words.
Grammarly	Reviews writing you've already drafted and suggests clearer, more polished edits.	Clarity, grammar, tone — a final editing pass.	Paste a rough paragraph and see what it changes, and why.
Canva Magic Studio	Turns a written description into an original image or graphic.	Visuals, posters, classroom graphics — no design skill needed.	Describe a simple classroom graphic and generate it.
Gamma	Turns an outline or topic into a fully designed slide deck.	Presentations for staff meetings, parent nights, lessons.	Turn one lesson topic into a five-slide deck.
Perplexity	Answers questions by searching the live web, with sources.	Research you can actually check and cite.	Ask a question, then open two of its sources.
Otter.ai	Transcribes and summarizes a live or recorded conversation.	Meeting notes, action items, accurate records.	Record 60 seconds of speech and read the summary.
Google Translate	Translates text or speech between languages, in real time.	Multilingual families, staff, and students.	Translate a short welcome message into a family's home language.
MagicSchool AI	Generates lesson plans, rubrics, and classroom materials.	Teacher-built-for-teachers planning support.	Generate a lesson plan for a topic you actually teach.
Khanmigo	An AI tutor that guides students with questions, not answers.	Student practice and step-by-step support.	Ask it to walk you through a problem below your level.
Claude / Claude Cowork	Reads, analyzes, and helps draft from longer documents and multi-step work.	Policies, reports, briefings, bigger writing projects.	Ask it to explain a document's main ideas before rewriting anything.