

Using technology and AI to improve school psych efficiency cheat sheet
Prepared by Charlene Mangi and Fatimah Muhammad for MASP Fall 2023 Conference

What and Why What is it, and what can I use this tool for?	Initial Investment How long should I set aside to learn how to use this/set it up?	Time saved How much time should I expect to save?	Tell me more... Where can I find step by step directions/more info? (all links accurate and working as of November 2023)
Email templates When you repeatedly send similar emails (parent input, please sign this REED, teacher input, mental health referral resources) you can create a template with links and information that you can quickly put into the body of an email. You can customize or adjust the body of the message each time.	2-5 minutes	2-3 minutes each day	G-Suite: Tips to read & Send Emails Outlook: Using Templates in Outlook and Outlook on the web Information Technology Services
Schedule Send If you regularly send reminders or other emails and need to remember to send them later, using schedule send will help you send an email at a later date	2-5 minutes	2-3 minutes each day (plus freeing up your executive functions!)	G-Suite: Schedule Emails to Send Outlook: Delay or schedule sending email messages - Microsoft Support
Google Forms Quickly create input forms that are easy to complete and populate a google sheet -Add On Extension: Save to Doc This extension allows you to streamline the results of the google form into a word document. Microsoft - Forms - Introduction to Microsoft Forms	5-10 minutes	30-45 minutes/evaluation, depending on how you use it	Step by Step Written directions: How to use Google Forms - Computer - Google Docs Editors Help Video Tutorial (17 minutes long, includes lots of features) How to use Google Forms - Tutorial for Beginners Video on Save to Doc Extension (Length-2:33)
Form Publisher Form Publisher is a Google Forms add-on that turns Form submissions into Google Docs, Sheets, or PDFs and is useful for sending feedback to users easily, or creating nicely written reports, ready to be copy and pasted into a MET or used as your MET template.	30-60 minutes, depending on comfort with using Google forms, docs and Drive NOTE: You can generate 20 reponses/month for free, more than that costs \$79/yr	Hours or more a week, depending on how you use it	Install here: Form Publisher - Google Workspace Marketplace Step By Step Written Directions: Form Publisher Video Tutorial (5 minutes) Create customized files upon form submission with Form Publisher (Google Forms)

Using technology and AI to improve school psych efficiency cheat sheet
Prepared by Charlene Mangi and Fatimah Muhammad for MASP Fall 2023 Conference

<p>ChatGPT, Schoolpsychai</p> <p>These powerful new tools can be used for an ever evolving list of possible tasks, such as writing up assessment scores (paste in a table, turn it into coherent paragraphs etc), turning random notes from an observation or interview into a narrative, rewriting text to be at a different reading level, more strengths based, etc.</p>	<p>These tools are pretty easy to start playing with right away, but it may take some time to determine what kinds of prompts/input is most helpful/useful for you.</p> <p>NOTE: Currently ChatGPT has a free and a paid version. Schoolpsych ai is currently free but will likely move to a free and paid version soon.</p>	<p>Potentially hours per week, depending on how you use it</p>	<p>https://chat.openai.com/</p> <p>https://www.schoolpsych.ai/insights</p> <p>https://www.youtube.com/@SchoolPsychAI</p> <p>https://www.magicschool.ai/</p> <p>The best way to explore is to create an account and start playing around, giving careful consideration to protecting confidentiality (anything you put in is going on this internet!) by avoiding use of identifiable information; and by checking all outputs for errors or biases.</p>
--	--	--	---

Questions? Comments?

Contact Charlene Mangi (charlene.mangi@gmail.com) or Fatimah Muhammed (muhammfafa@gmail.com)

*Please be aware- The above information is provided to support school psychs as they explore ways to be more efficient with their time, and should not be viewed as an endorsement by MASP, or any other entity of these tools, videos or companies.