FREE

Your First Classroom Helper

> I've only ever used a chatbot. I keep hearing about custom bots, and I have no idea how to make one that actually helps me plan, without it becoming a second job.

For classroom teachers. Free.

> **It drafts. You decide.**

This kit helps you set up one Grok Bot helper for one job, using your facts. You check, edit, and send or use every draft. It is for your work as a teacher, not a lesson for students.

Already have a helper from Your First AI Helper? You can use it here. Paste helper_classroom.txt as your next message and tell it: "These rules replace your old ones." You do not need that guide.

You will need the Word file, A6_Job_Sheet.docx, plus helper_classroom.txt and draft_ask.txt.

1. Pick one job.
2. Fill in the Word job sheet with your facts.
3. Set up one helper.
4. Ask for a draft, check it, and send or use it yourself.

Use this only if your school lets you use AI tools for your own work. Follow your school's AI rules.

Never paste this

If it could point to a real student, it stays out of the chat. Do not paste any of the following:

- Student names or initials, ID numbers, grades, or scores
- IEP, 504, or other support plans, behavior notes, or health or attendance details
- Family details, including parent names, emails, or phone numbers
- Student work with a name on it
- Photos or videos of students
- Passwords or card or bank numbers
- Anything the school says to keep private

Write **[student]**, **[class]**, or **[family]** instead. Fill in the real names later, in your own email or document, never in the chat.

Get one short tip a week, free: https://humaninchargeai.com/guides/

Pick one job, then write your facts

Choose one job and stay with it while you learn. The helper drafts only from your facts. This kit has no templates or prompt lists.

CLASS NOTES

Drafts a short note home from your facts.

Example. WHAT I NEED: A Friday note to families.

MY FACTS: Finished the fractions unit. Quiz Tuesday, Nov 17. Field trip forms due Friday, Nov 20. What to bring: Ask me.

The helper should ask what to bring.

PARENT REPLIES

Drafts a reply to a routine family question.

Example. WHAT I NEED: Reply to **[family]**, who asked when the science project is due.

MY FACTS: Due Friday, Dec 4. Early is fine. Late work: Ask me.

The helper should ask about late work first.

LESSON MATERIALS

Drafts practice items from your own notes.

Example. WHAT I NEED: 5 practice questions for grade 7.

MY FACTS: Topic: ratios. Use only: ratio, rate, unit rate. My example: 3 cups flour to 2 cups sugar.

Those are made-up examples. Use your own facts in the Word file.

IN THE WORD JOB SHEET

- Pick one job
- Fill in the four ABOUT MY WORK lines
- Write your facts in the table, or write “Ask me”
- Add a short sample of how you write, if you want

You will also type a few words into the two .txt files.

Set up one helper

This uses Grok Bot. New to it? Start with a 14-day free trial:
https://grok.com/refer/bot?code=PWW52859ESHT

If you do not have the app yet, use that same link to get Grok Bot on your computer. Open the app. To sign in, open Settings: click the account button at the bottom-left of the sidebar (the avatar and account name). The account card says Sign In with Cursor or Sign Out. Sign In with Cursor is the button that signs you in to Grok Bot.

Do this on your computer. In the app, a helper is called a Bot. Where a click is named below, it uses the app's words. If a step does not match what you see, ask Grok Bot how to do it.

1. Create one new Bot and give it a short name, such as Class Notes. Or open the helper you already set up in Your First AI Helper.

2. For a short job line, open the Bot's info pane: click the Bot's name in the chat header, or, on a Mac, press Cmd+Shift+I. The chat header is the bar at the top of the chat. Close it with the X in the pane's own header. The gear beside the X opens that Bot's own settings page, where you can set a title and a description.

3. Open the Bot's chat so you can send it a message.

4. Open **helper_classroom.txt**. Type your answers after each colon in ABOUT MY WORK. Select all, and paste the whole .txt file as your first message. If you are using a helper from Your First AI Helper, paste it as your next message instead, and tell it: "These rules replace your old ones." If quote marks wrap the paste, delete them first.

5. The helper should confirm its job in one short line, then wait. If it does not, ask it to keep these rules for next time.

OPTIONAL

Later, Grok Bot's vault can save logins and payment cards so a helper can work for you. You do not need it here. Never type a password or card number into a chat.

Draft, check, then use it yourself

Open **draft_ask.txt** in any text app (Notepad on Windows, TextEdit on a Mac). Type what you need after WHAT I NEED, and your facts after MY FACTS. Then select all of the file and copy it. Paste the whole .txt file into your helper, or into any chatbot your school allows. You can also write the draft by hand.

WHAT I NEED:

MY FACTS:

Before you write anything, check: does this need a fact that is not listed above, or does a fact say “Ask me”? If so, do not write a draft. Ask me one short question about that fact, then wait for my answer. Write only that question, no draft in the same message. If my facts include a real student’s name, grade, or other private detail, stop and tell me to take it out.

If every fact you need is there, write a short draft. Use only the facts above. Do not add any other date, time, rule, event, promise, or detail, not even a general one like “more details soon.” If I asked for practice items, you may make up new numbers and simple everyday examples, but stay inside the topic and words in my facts, and add an answer key so I can check every answer. Keep **[student]**, **[class]**, **[family]**, and other square-bracket words exactly as written. I will edit the draft and send or use it myself.

Before you send or use a draft

- Are the dates, times, and facts right?
- Did it add anything you did not write?
- Is every student still written as **[student]** in the chat?
- Did you fill in names only in your own email or document?
- For lesson materials, did you check every answer yourself?
- Does it sound like you and fit your school’s rules for messages home?

If the draft is off

- It added a detail: cut it, and remind it: “Use only my facts. If a fact is missing or says Ask me, ask me first. Write only that question.”
- It guessed: do not use it. Add the fact, or write “Ask me.”
- It does not sound like you: edit it yourself, and add a short sample to “How I write.”

Check it, then use it each week

For your job, run these checks first:

Check 1
Ask with full facts. Expect a draft that uses only those facts. For lesson materials, expect new practice numbers inside your topic, plus an answer key you check yourself.

Check 2
Ask with one fact that says “Ask me.” Expect one short question and no draft in the same message.

Check 3
Ask with no facts. Expect a question, and no draft in the same message.

Weekly use

Reuse the same helper. When something changes, update the facts in the Word file and recheck the dates.

> **AI can be wrong, even when it sounds sure. You check every draft before anyone sees it.**

This guide is not a promise about how much time you will save. When you are ready for a full team of helpers, see the Grok Bot guides.

Want more free tools like this? Join the newsletter for one short tip a week.
https://humaninchargeai.com/guides/

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The Human in Charge Team