A GUIDE FOR TEACHERS

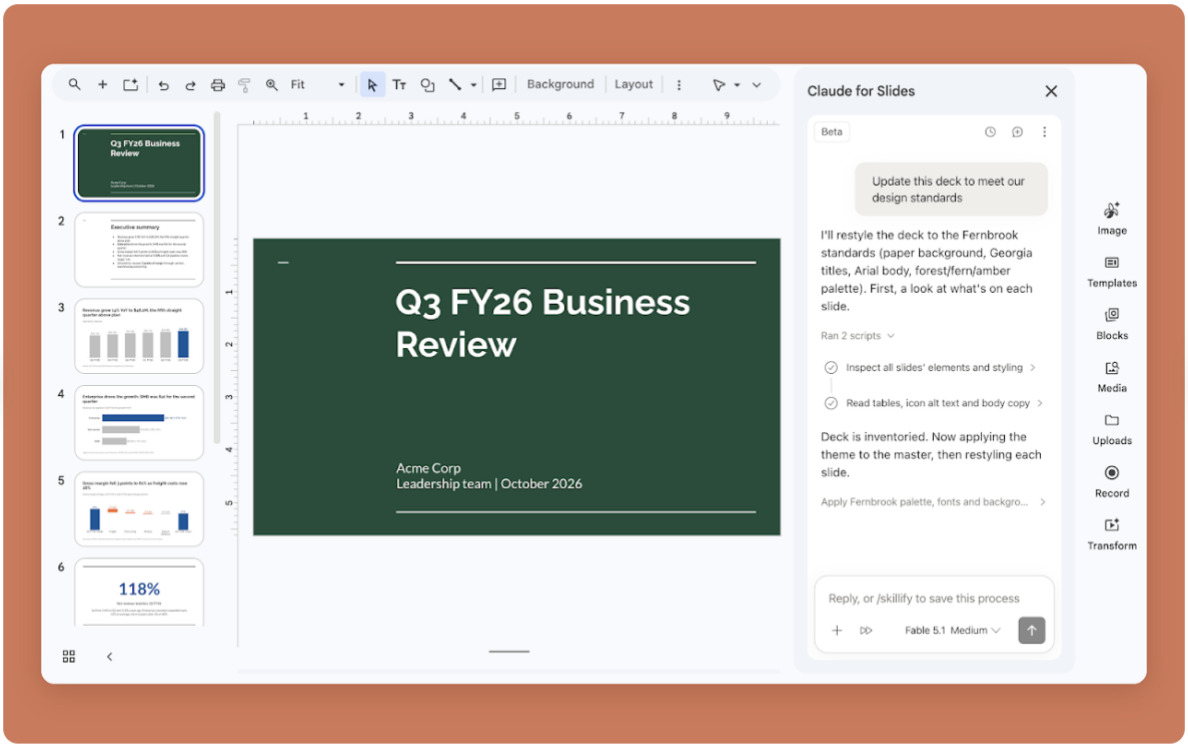
Practical Tips for Using Claude in Google Docs, Slides, and Sheets

Example prompts and classroom uses for lesson plans, presentations, and assessment data

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Much of teachers' work happens in Google Docs, Slides, and Sheets. We write lesson plans, prepare presentations, organize resources, and work through assessment data. Claude now has a Google Workspace add-on that brings its AI assistance directly into these files.

You describe what you need in plain language, and Claude can draft, edit, or analyze content in the file you have open. For teachers, this offers several useful possibilities, from rewriting classroom instructions to fixing a spreadsheet formula. The examples below are suggested teaching uses to try out in your practice.



What Is Claude for Google Workspace?

Claude for Google Workspace is an add-on developed by Anthropic. It opens in a sidebar beside your document, spreadsheet, or presentation and can make changes directly in that file. You can review the changes and continue editing.

One installation covers all three applications. The add-on is currently in beta and requires a paid Claude plan: Pro, Max, Team, or Enterprise. Your school's Google Workspace settings also determine whether you can install it.

Application	What Claude can help with	Suggested teacher uses
Google Docs	Drafting, rewriting, summarizing, and restructuring text	Lesson plans, classroom instructions, reading supports, rubrics, and family communications
Google Slides	Drafting slides, revising content, and applying consistent styling	Lesson presentations, discussion prompts, worked examples, and professional development
Google Sheets	Writing formulas, cleaning data, and analyzing information	Assessment summaries, resource trackers, budgets, and survey results

Using Claude in Google Docs

Claude can turn notes into drafts, rewrite passages for different audiences, reorganize sections, and summarize longer material. These functions could help teachers work through documents they already use regularly.

1. Develop lesson plans from your own notes

Start with the curriculum outcome, learning activities, and evidence you want students to produce. Ask Claude to organize those notes into a usable plan.

> **EXAMPLE PROMPT**
> *"Organize these notes into a 45-minute lesson plan. Include the learning outcome, materials, teaching sequence, and an exit ticket. Flag any missing information."*

2. Make classroom instructions clearer

A task can be appropriate while its instructions are unnecessarily complicated. Claude could help shorten sentences, clarify the sequence, and identify ambiguous wording.

> **EXAMPLE PROMPT**
> *"Rewrite these assignment instructions for Grade 7 students. Use numbered steps, preserve every requirement, and flag anything students might misunderstand."*

3. Prepare reading supports

Use a text you have selected to develop a glossary, guiding questions, or a short overview. Check that the support preserves the ideas students need to encounter.

> **EXAMPLE PROMPT**
> *"Create a glossary of eight important terms from this passage and four questions that help students follow the argument. Use only information in the text."*

4. Draft and examine rubrics

Provide the outcome and assessment criteria yourself. Ask Claude to draft descriptors or check whether the existing language distinguishes levels clearly.

> **EXAMPLE PROMPT**
> *"Review this rubric for vague descriptors. Suggest observable language and explain which criteria overlap."*

5. Revise family communications

Claude could help organize a class update or make an announcement easier to follow.

> **EXAMPLE PROMPT**
> *"Revise this family newsletter for clarity. Keep the warm tone, preserve all dates, and place the actions families need to take near the beginning."*

Using Claude in Google Slides

Claude can draft a presentation from an outline, add slides, reduce crowded content, and restyle a deck. Anthropic also says it can use the deck's existing layouts and themes when building new slides.

1. Turn a lesson outline into a first draft

Give Claude a clear sequence and specify where students should participate.

> **EXAMPLE PROMPT**
> *"Create eight slides from this lesson outline for Grade 8. Include an opening question, three explanation slides, two practice tasks, a discussion prompt, and an exit ticket."*

2. Reduce text-heavy slides

Ask Claude to identify the main point of each slide and shorten the visible text.

> **EXAMPLE PROMPT**
> *"Shorten these slides to one main idea each. Keep essential terminology and identify any explanation that needs a separate slide."*

3. Add checks for understanding

Use the deck's content to draft questions at useful points in the lesson.

> **EXAMPLE PROMPT**
> *"After each major concept, add a short question that checks understanding. Include a plausible misconception students could discuss."*

4. Develop worked examples

Ask for a sequence that makes a process visible, then inspect the steps yourself.

> **EXAMPLE PROMPT**
> *"Add three slides demonstrating how to compare two historical sources. Use these supplied excerpts and show the reasoning behind each step."*

5. Improve consistency

Claude could help standardize headings, wording, and slide structure across a presentation assembled over several lessons.

> **EXAMPLE PROMPT**
> *"Make the headings and formatting consistent across this deck. Keep the white background and use black text with light blue accents."*

Related: Gemini Gems for Teachers: 8 Templates You Can Adapt

Using Claude in Google Sheets

Claude can write and debug formulas, clean messy data, and produce analyses. Anthropic's announcement also describes support for pivot tables, native Sheets charts, and additional spreadsheet tabs.

1. Write and explain formulas

Describe what you want to calculate, including how blanks or missing entries should be handled.

> **EXAMPLE PROMPT**
> *"Write a formula that calculates the average of the completed assessments in columns C to G. Ignore blank cells and explain how the formula works."*

2. Troubleshoot errors

Ask Claude to examine a formula and explain the source of the problem.

> **EXAMPLE PROMPT**
> *"This formula returns an error. Identify the cause, suggest a correction, and explain what the corrected formula calculates."*

3. Summarize assessment patterns

With approved, anonymized data, Claude could help organize results by question or learning outcome. Those patterns can inform your next teaching decisions.

> **EXAMPLE PROMPT**
> *"Summarize the percentage of correct responses for each question. Identify the three questions with the lowest success rates. Describe the patterns without making claims about individual students."*

4. Clean resource lists

Teachers often collect links and materials from several sources. Claude could help remove duplicate entries and standardize inconsistent labels.

> **EXAMPLE PROMPT**
> *"Clean this resource list by removing duplicate rows, trimming extra spaces, and standardizing subject labels. Flag entries with missing information."*

5. Build planning and budget trackers

Describe the categories and calculations you need.

> **EXAMPLE PROMPT**
> *"Create a classroom materials budget with columns for item, quantity, unit cost, and total cost. Add an overall total and flag when spending exceeds $300."*

6. Analyze anonymous feedback

Use survey results to examine recurring responses and questions worth following up.

> **EXAMPLE PROMPT**
> *"Summarize these anonymous responses about the lesson. Group recurring themes, include examples from the responses, and distinguish frequent concerns from isolated comments."*

How to Get Started

Install Claude from the Google Workspace Marketplace. Open a Google Doc, Sheet, or Slides presentation, then select **Extensions → Claude → Open Claude** and sign in with your Claude account. If installation is blocked, your school's Workspace administrator will need to allow or install the add-on.

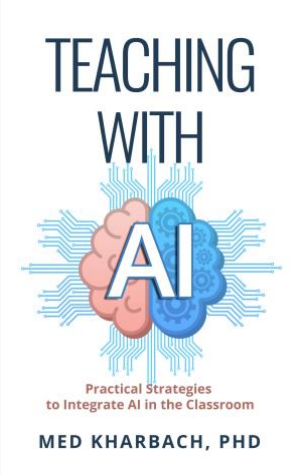
Start with a small task in a file you can comfortably experiment with: revise one set of instructions, simplify three slides, or explain a formula. Give Claude the audience, purpose, and constraints, then review what it changes.

For classroom work, check factual claims, curriculum alignment, accessibility, and calculations before using the output. Follow your school's data rules when working with student information. A useful draft still needs your knowledge of the learners, the subject, and what the lesson is meant to achieve.

AI Disclosure Statement

AI tools (namely Claude and ChatGPT) were used for limited editorial support in the preparation of this guide, including language clarity and stylistic consistency. I retain full responsibility for all content and claims.

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