

Refining Report Card comments using an AI Assistant



PROBLEM OF
PRACTICE

The initiative aims to deploy Copilot Agents via Microsoft Teams for staff and through websites (Google Classroom) for student tutoring within Foothills School Division (FSD) in Alberta. The first Copilot Agent for staff assists with direct parent and family communication coaching, including email and report card comments. The Agent is trained on the Alberta Learning Competencies and FSD SharePoint sites to ensure alignment with the FSD System of Reporting. The use of the Microsoft Copilot ensures that data and the use of any AI model remains within the FSD tenant, restricting the exposure of divisional data.



Organization: **Foothills School Division**

Province: Alberta

Date: Spring 2025

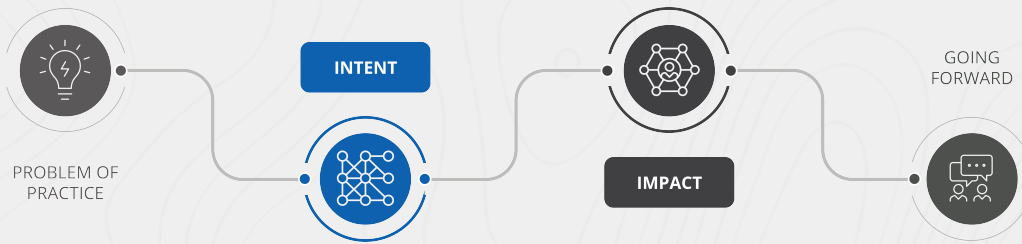
Lead: **Sally Smith**, Director of
Technology Services

Doug Stevens, Director of
Student Learning 7-12 and
Assurance Data

Dinah VanDonzel, Director of
Student Learning

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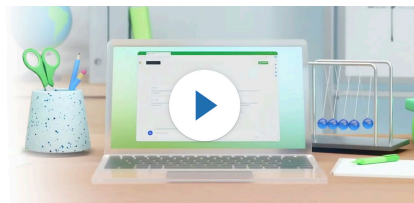
Intent

- **Enhance Staff Efficiency:** Implement Copilot Agents within Microsoft Teams to streamline administrative tasks, such as reporting comments, by integrating with Alberta Learning Competencies and SharePoint. This objective aims to reduce the time staff spend on repetitive tasks, allowing them to focus more on educational and administrative priorities.
- **Support Student Learning:** Deploy Copilot Agents on educational websites (Google Classroom) to provide personalized tutoring, leveraging AI to assist students in understanding course material. The goal is to offer students tailored support that adapts to their learning pace and needs, enhancing their overall educational experience.

“ AI effectively managed messages and calls, helping administrators prioritize urgent matters while streamlining access to school policies, curriculum resources, and leadership support. The implementation of AI in our Use Case had a significant and timely impact ensuring operational continuity and enhancement as we further explore how to efficiently and effectively support our schools through emerging technology. ”

Microsoft 365 Copilot Chat resources for education

Microsoft 365 Copilot Chat is your AI assistant for education, providing AI-powered chat for the web with commercial data protection at no additional cost. Copilot Chat can save time for educators, staff, and higher education students to focus on what matters most. Copilot Chat uses the latest AI models like GPT-4 and DALL-E-3, and answers are based on today's information with sources for where the content is coming from.



—Christopher Fuzessy,
Superintendent and CEO, Foothills
School Division

The screenshot shows the Microsoft 365 Copilot interface. The main chat window displays a lesson plan for 'Classification of Matter' with sections for Introduction, Module 1, and Module 2. The right sidebar shows a list of recent chats, including 'Find administrative procedure', 'is it possible to enable moodi', 'I'm looking for the system lev', 'create an image of a liquid ch', 'need a good video for explai', 'playing card background image f', 'Science 14 Online Planning', 'Unit 1 - Investigating Propert', 'Classify various forms of matt', 'what are you', 'How do i connect clever to moo', 'give me a tutorial on how perm', and 'create a cartoon road that dis'.

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Impact

Implementation

- 1. Pilot Phase for Staff:** Initiate the deployment of Copilot Agents within Microsoft Teams, focusing on assisting staff with report card comments and integrating with existing systems like Alberta Learning Competencies and SharePoint. This phase includes training sessions for staff to familiarize them with the new tools and gather feedback for future improvements. Throughout this process, I met with the team at FSD using Teams and communicated regularly via email to ensure smooth implementation and address any concerns.
- 2. Development of Student Tutoring Tools:** Teachers create and integrate Copilot Agents into educational websites like Google Classroom, trained on the curriculum and lesson plans. This provides students with conversational AI-driven tutoring and support accessible beyond the classroom, with built in safeguards to alert teachers when a student is in need of further support.
- 3. Collaboration on Support Curriculum Implementation:** Engage with relevant stakeholders to establish protocols and guidelines that ensure the secure use of AI tools, addressing any support curriculum implementation concerns. Regular audits and updates were conducted to ensure compliance with evolving regulations and best practices. I facilitated discussions and shared resources via Teams and email to align objectives and address challenges collectively.

Challenges

- 1. Support Curriculum Implementation Concerns:** Addressing the complexities of support curriculum implementation, especially when integrating AI tools that handle sensitive information. This requires continuous monitoring and updating of privacy measures to protect user data.
- 2. Integration with Existing Systems:** Ensuring seamless integration of Copilot agents with platforms like Microsoft Teams, SharePoint, and educational websites. This involves overcoming technical hurdles and ensuring compatibility with existing infrastructure.
- 3. Stakeholder Collaboration:** Coordinating efforts among various stakeholders to align objectives, share resources, and address challenges collectively. Effective communication and collaboration are essential to ensure the project's success.

Professional Learning insights

AI effectively managed messages and calls, helping administrators prioritize urgent matters while streamlining access to school policies, curriculum resources, and leadership support. The PL Coach played a key role in structuring Use Case goals with clear priorities and a realistic timeline. The implementation was timely, ensuring operational continuity during the Division's support staff job action. To improve, staff training on AI tools should be expanded to boost confidence and usage. AI responses can be refined for greater accuracy and alignment with evolving policies, while enhanced capabilities and user feedback will further optimize functionality and integration.

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Going Forward

GOING
FORWARD



- 1. Expand Pilot Program:** Broaden the pilot phase to include additional staff members, gathering feedback to refine the Copilot agents' functionality. This expansion will help identify any issues and improve the tools based on user experiences.
- 2. Enhance Student Tutoring Features:** Develop additional features for student tutoring, incorporating feedback to improve the AI-driven support provided. Continuous development and iteration will ensure the tutoring tools remain effective and engaging.
- 3. Support Curriculum Implementation:** This ongoing goal, into the summer months, involves integrating the T3 Framework, critical thinking strategies, and the work of Julie Stern into curriculum development and design. Creating staff learning content related to curriculum implementation and developing lesson plans specifically tailored to the Foothills School Division are key actions. An audit of current courses, such as SCI14, will ensure students are engaged online and taught conceptually. Improvement in curriculum delivery will be measured by teacher feedback scores and student performance metrics.
- 4. Simplify Operational Compliance:** Exploring the possibilities of streamlining and simplifying operational tasks for schools leaders and teachers, with initiatives such as observations and evaluations of staff, ensuring that content generated and documents produced are based on real-time evidence. The creation of Inclusive Education compliance documents such as Inclusive Learning Plans considering the whole child, working with staff to provide relevant support and giving our teachers time back to spend with their students.



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