

NotebookLM for Educators

*Turn trusted sources into useful
classroom materials.*

THE WHOLE IDEA

- NotebookLM works best when you give it clean, focused, trusted sources.
- Use it to explain, summarize, compare, quiz, map, and discuss those sources.
- Always review the outputs before sharing them with students, families, or staff.

Start small. Upload **one useful source. Ask **one** useful question. Make **one** useful classroom artifact.**

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THE BASICS

The basic workflow

Six steps from a blank notebook to something you can hand out.

- 1 Create a new notebook.
- 2 Add one to five focused sources.
- 3 Ask questions about those sources.
- 4 Generate one useful output in the Studio panel.
- 5 Check the answer against the citations or source passages.
- 6 Share only after review.

GOOD STARTER PROMPT

I am teaching this to [grade / course]. Summarize the key ideas, list what students may misunderstand, and suggest 5 discussion questions.

TEACHER RULE OF THUMB

- If accuracy or safety matters, choose the sources yourself.
- If you need exploration, let NotebookLM find sources, then verify them.
- If the notebook feels confused, remove clutter and narrow the source set.

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SOURCES

What to upload

Use sources you would be comfortable defending to a student, parent, principal, or colleague.

BEST FOR

USE SOURCES LIKE

Reading lesson

Short story, article, poem, excerpt, primary source

Study support

Notes, slides, vocabulary list, chapter materials

Staff or parent explainer

Handbook, policy, agenda, meeting notes, overview docs

Comparison work

Two or more focused sources on the same topic

Media or film

Transcript, screenplay, public YouTube URL, article, review

AVOID THE JUNK DRAWER PROBLEM

- Do not upload every version of a file unless comparison is the point.
- Do not mix unrelated units, policies, or topics in one notebook.
- Do not use old or duplicate files unless students need to analyze the difference.
- Clean sources beat huge piles of sources.

3

FAST WINS

Classroom moves

Six things you can make this week.

- Create **flashcards** for key vocabulary, people, dates, formulas, or concepts.

- Create a **quiz** with easy, medium, and hard questions.

- Make a **mind map** before teaching a complex reading or unit.

- Generate an **audio or video overview** for review, preview, or absent students.

- Create a **parent or staff explainer** from a handbook or initiative document.

- **Compare** a short story with a film, transcript, screenplay, or adaptation.



Prompts to try

Copy these, then swap in your own details.

Create a 10-question quiz from these sources. Include 3 easy, 4 medium, and 3 hard questions. Provide an answer key.

Make flashcards for the most important vocabulary and concepts. Keep each answer short and student-friendly.

Create discussion questions that require evidence from the source, not just opinions.

Explain this in modern language for students without changing the meaning.

Find where these sources agree, disagree, or emphasize different things.

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DISCOVERY

Deep Research

NotebookLM can find sources and browse the web to build reports. Powerful, and it changes the workflow.

TEACHER-SELECTED SOURCES

Best for lessons, quizzes, student study guides, parent explainers, policy summaries, and curriculum-aligned work.

NOTEBOOKLM-DISCOVERED SOURCES

Best for teacher prep, early exploration, background reading, and brainstorming.

DEEP RESEARCH CHECKLIST

- Who published each source?
- Is it current enough for this topic?
- Is it appropriate for students?
- Does it match your curriculum and local expectations?
- What bias or reading-level issue should you address?
- Could you explain why this source belongs in the lesson?

BOTTOM LINE

If NotebookLM picks the sources, you still own the source check.

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RESPONSIBILITY

Use good judgment

The teacher stays in charge. AI helps; it does not decide.

BEFORE YOU SHARE

- Remove sensitive student data.
- Follow district policy and approved-account rules.
- Check citations or source passages.
- Read quizzes and summaries before students see them.
- Set sharing permissions on purpose: view, comment, or edit.
- Tell students when AI helped make the material.

WHAT STUDENTS SHOULD LEARN

- AI outputs depend on source quality.
- Good questions get better answers.
- Citations are invitations to check, not decorations.
- AI can help them study, but it should not replace thinking.
- Responsible use is part of being ready for the future of work.

START HERE

One notebook, one trusted source, one question, one classroom use.

Current-feature reference: Google NotebookLM Help, checked June 2026. Built from a live educator workshop transcript.