Your chapter folder

A little order now saves you a lot of hunting later. Make one folder for one chapter, and use the same names in Drive and on your computer so your two copies never drift apart.

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- 00-Source — the official NCERT link, your private chapter copy and the source brief.
- 10-Prompts — the instructions you want to use again.
- 20-Drafts — work the AI has made but you have not checked yet.
- 30-Checked — only the work you have read and are willing to stand behind.
- 40-Classroom — the version you will actually teach, print or share.
- 90-Review — a note to your future self on what to change next time.

In Google Drive, choose New, then New folder. Make the chapter folder first, open it, and build the folders above inside it. The numbers keep them in order instead of scattering alphabetically.

Give files names you will understand in six months — something like C07-Sci-Ch11-Worksheet-v01-DRAFT.docx. When you make a new version, move v01 to v02; do not end up with "final-final-new". And keep the answer key away from the pupil worksheet.

One thing worth saying twice: a folder name does not make a file private. Check Share and the list of people who can open it. Keep pupil work and marks out of any public kit folder. The example pupil files in this kit are invented.

Five words we keep using

If these five words make sense, most of the confusion around AI tools quietly disappears.

App

The app is the thing you open. ChatGPT, Claude and Gemini are apps.

Model

The model is the AI system doing the actual work inside an app. An app might offer a few models, or just pick one for you, and a free account often has fewer choices. The model's name tells you nothing about whether its answer is right — only a check against the source does that.

Context

Context is everything the AI can draw on for the task in front of it: your instructions, the current chat, and the files it can genuinely read. A Drive link on its own does not mean it has read the file. So ask it plainly: "Which file are you using? Show me a short source line."

Long chats and big files run into limits, and a fact you typed near the top can quietly fall out of reach. Keep the chapter source and a one-line task brief close to the work, not buried pages back.

Project

A project is a space that holds related work together. ChatGPT and Claude both offer Projects on their free plans, with limits. Drop this chapter's source and rules into one project, and start a new chat for each new task inside it. A project is not a Google Drive folder, and it is not a promise that the app has read everything in your Drive.

Open a new chat in a different app and none of this follows you — you attach the source and rules again. The simplest fallback of all is a chapter folder plus one saved instruction note.

.md file

A .md file is plain text that uses Markdown — a handful of simple marks for headings and lists.

starts a heading. - starts a list item.

That is all it is. It is not an app, and it is not code you need to run. Open it in a text editor and copy the words out. If your phone will not show it, use the PDF guide or paste the same words into a Google Doc. Attaching a .md file does not grant anyone access or make the AI remember it forever.

Try it with this chapter

1. Open the saved lesson prompt from the kit.
2. Find the line that names the NCERT chapter and the pages.
3. Put the chapter and the rules into your chosen project or chat.
4. Ask the AI to name its source before it writes a single line of the lesson.
5. Download the result into Drafts.
6. Check it against NCERT yourself. Then, and only then, move your chosen version into Classroom.

The prepared examples still need your eyes before they meet a child. Moving a file into Checked is a decision you make, never one the AI makes for you.