toolsko_ | Learn

AI for Beginners · Book 2

AI for Students

Study smarter and honestly: use AI as your coach, not your ghostwriter

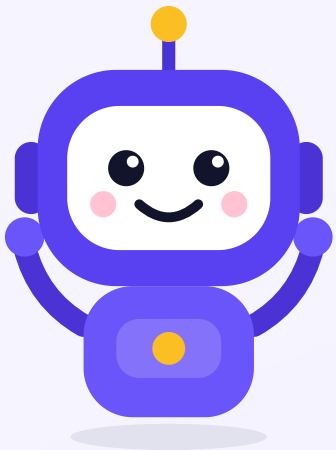
Beginner students · ages 12 and up

About 80 minutes

10 chapters with quizzes

Free

Welcome back! This time, I'm your study buddy. Let's learn how to use AI to get smarter — the honest way.



A TOOLSKO LEARN ORIGINAL · TOOLSKO.COM/LEARN

toolsko_ | Learn

AI for Students

Study smarter and honestly: use AI as your coach, not your ghostwriter
AI for Beginners, Book 2 · First edition, November 2026

Copyright © 2026 MJP Software Development Services (ToolsKo.com), owned by Engr. Mark Pasamon. All rights reserved.

You may read, download and print this ebook for your own personal, non-commercial learning, and teachers may share the free link with their students.

No part of this ebook — text, pictures, design or the Kiko character — may be copied, sold, re-published, uploaded to other websites, or used to train AI systems without written permission from the publisher.

For permission, bulk or classroom use, write to admin@toolsko.com.

ToolsKo, ToolsKo Learn, the >_ toolsko logo and Kiko are brands of the publisher. ChatGPT is a product of OpenAI; other product names belong to their owners. ToolsKo is not connected to or endorsed by OpenAI or any company named in this book.

Drafted with the help of AI tools, then edited and published by ToolsKo Learn. The information is for learning only and is not legal, tax, financial or medical advice.

Published by ToolsKo Learn · toolsko.com/learn · admin@toolsko.com. Product facts checked November 20, 2026.

What you will learn

- The one big rule: use AI as a **coach**, never as a **ghostwriter**
- How to get explanations you truly understand — and check that you do
- How to turn your notes into summaries, flashcards and quizzes
- How to make a study plan so tests feel less scary
- How to get feedback on your writing without AI writing it for you
- How to get step-by-step hints in math and science, and how to follow your school's rules

This book is for students of any age: middle school, high school, college, or grown-ups going back to school. Parents who help their kids with homework will find it useful too.

New to ChatGPT?

Book 1, **ChatGPT for Daily Life**, shows how to open ChatGPT and send your first message. Don't worry if you skipped it — the most important ideas are repeated in the table below.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Quick refresher from Book 1

Idea	In one line
ChatGPT	A chatbot made by OpenAI. You type a message, it writes back.
Prompt	The message you type to ChatGPT.
Ask with CARE	Context, Ask, Rules, End result — the recipe for a clear prompt.
It can be wrong	AI sometimes makes things up in a confident voice. Check important facts.
Keep secrets secret	Never type passwords, ID numbers or other private details.

Age rule

ChatGPT's rules say you must be at least **13 years old** (older in some countries), and if you are **under 18** you need a parent's or guardian's permission. Younger children should use AI only together with an adult.

How to use this book

1. **Read one chapter a day**
   Each chapter takes about 10 minutes.

2. **Use your real homework**
   Practice with a subject you are studying right now. That way you learn two things at once.

3. **Do the quiz and the task**
   Every chapter ends with key takeaways, 3 quiz questions with answers, and a practice task.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Contents

CHAPTER 1 Why AI Matters for Students

CHAPTER 2 Beginner Basics: Coach, Not Ghostwriter

CHAPTER 3 · LESSON 1 Understand Anything: Explanations That Click

CHAPTER 4 · LESSON 2 Notes, Summaries and Flashcards

CHAPTER 5 · LESSON 3 Quiz Yourself and Get Ready for Tests

CHAPTER 6 · LESSON 4 Writing Help the Honest Way

CHAPTER 7 · LESSON 5 Math and Science: Hints, Not Answers

CHAPTER 8 Practice Exercises: Your 7-Day Study Challenge

CHAPTER 9 Common Mistakes Students Make (and Easy Fixes)

CHAPTER 10 Real Life Examples: Students Who Study Smarter

THE END Quick Summary

WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 1

Why AI Matters for Students

AI can be the most patient tutor you ever had. But only if you use it the right way. Let's see why.

Imagine you are stuck on homework at 10 at night. Your teacher is asleep. Your friends are offline. Before, you might just give up.

Now you can ask an AI helper like ChatGPT. It can explain the lesson again, in a new way, as many times as you need. It never gets tired. It never says, "I already told you."

New word: tutor

A **tutor** is a teacher who helps one student at a time. A good tutor explains, asks you questions, and lets **you** do the work so you really learn.

The gym rule

Think of school like a gym for your brain. If a robot lifts the weights for you, the weights go up — but your muscles don't grow.

It is the same with homework. If AI does it for you, the homework gets done, but **your brain doesn't grow**. Then the test comes, and the robot isn't allowed in the room.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 1 The gym rule

ROBOT LIFTS FOR YOU

AI does your homework

- Homework is finished fast
- You learn nothing
- You panic during the test
- You may break school rules

COACH HELPS YOU LIFT

AI helps you learn

- You do the thinking
- AI explains, asks and checks
- Your brain gets stronger
- You feel ready for the test

If AI does the work, your brain doesn't grow. If AI coaches you, you get stronger.

What AI can do for a student

PICTURE 2 Six ways AI can help you study

Explain
A hard lesson, in simple words

Organize
Messy notes into neat summaries

Quiz you
Practice questions before a test

Plan
A study schedule that fits your week

Give feedback
On writing you did yourself

Give hints
Step by step, not just the answer

Notice that in every one, **you** still do the learning. AI just helps.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

A real-world example

Leo, 13, didn't understand why the moon has phases. Instead of copying an answer, he asked:

YOU TYPE

```
I'm in grade 7. Explain why the moon has phases using a flashlight and a ball as an example. Then ask me one question to check if I understood.
```

ChatGPT explained it, then asked him a question. Leo answered it wrong the first time. ChatGPT explained the part he missed. The second time, he got it. **That is learning.**

The big idea of this book

Use AI as a **coach**, never as a **ghostwriter**. You will learn exactly what that means in the next chapter.

QUICK RECAP

AI can be a patient tutor that is always awake. But like a gym, your brain only grows when you do the work yourself.

TRY IT NOW

Find your hardest subject

1. Write down the school subject you find hardest right now.
2. Write one topic in it that confuses you, like "fractions" or "the water cycle."
3. Keep it. You will use AI to study this topic in the next lessons.

Key takeaways

- AI can explain, organize, quiz, plan, give feedback and give hints.
- It is like a tutor who is always available and never impatient.
- The gym rule: if AI does the work, your brain doesn't grow.
- You still have to do the thinking — AI helps you do it better.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Quiz: 3 quick questions

1. What is a tutor?

A. A robot that does your homework
B. A teacher who helps one student learn
C. A type of test

2. According to the gym rule, what happens if AI does your homework?

A. Your brain gets stronger
B. Nothing changes
C. The homework gets done, but you don't learn

3. What did Leo do that made him really learn?

A. He copied the answer
B. He asked for an explanation and a question to check himself
C. He skipped the topic

Answers

1. **B. A teacher who helps one student learn** — A tutor helps one student at a time and lets the student do the work.
2. **C. The homework gets done, but you don't learn** — Like a robot lifting weights for you, the job gets done but your "muscles" don't grow.
3. **B. He asked for an explanation and a question to check himself** — He asked AI to explain AND to check his understanding — then fixed what he got wrong.

PRACTICE TASK

Your study goal

Write one sentence about what you want AI to help you with this school year. For example: "I want to finally understand algebra." Stick it where you study.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 2

Beginner Basics: Coach, Not Ghostwriter

This is the most important chapter in the book. It will keep your learning strong and keep you out of trouble.

New word: ghostwriter

A **ghostwriter** is someone who writes something that another person signs as their own. In school, if AI writes your essay and you hand it in as yours, AI is your ghostwriter. That is not allowed in most schools.

New word: academic integrity

Academic integrity means being honest in school. You hand in your own work, you give credit when you use someone else's ideas, and you follow the rules for tests and homework.

New word: plagiarism

Plagiarism (say: PLAY-juh-riz-um) means using someone else's words or ideas and pretending they are yours. Copying AI writing and calling it yours can count as plagiarism.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Coach or ghostwriter?

PICTURE 3 Ghostwriter vs coach

GHOSTWRITER (NOT OK)

"Write my essay about climate change."

- AI does the thinking
- You hand in words that aren't yours
- You learn nothing
- It can break school rules

COACH (GREAT)

"Help me plan my essay about climate change. Ask me questions so I can come up with my own ideas."

- You do the thinking
- AI asks, explains and checks
- The final words are yours
- You learn and stay honest

The same topic, two very different prompts. The coach prompt keeps you learning and honest.

The school traffic light

Not every school has the same rules. But this traffic light works almost everywhere:

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 4 **The school traffic light**



Usually OK

Explain a lesson, quiz me, make flashcards from my notes, plan my study time, give me hints.

Ask your teacher first

Feedback on an essay, help translating, summaries of assigned readings, checking grammar on graded work.

Not OK

AI writes work you hand in as yours, using AI during a test, making up sources, copying AI answers to homework.

Green: learning help. Yellow: check the rules first. Red: don't do it.

How to know your school's rules

1 **Look for an AI policy**

Check your school handbook, class rules or course outline. Many now have a part about AI.

2 **Ask your teacher**

Say: "Can I use AI to help me study for this? How about for this assignment?" Teachers like students who ask.

3 **Be open about it**

If you used AI to help, say how. For example: "I used ChatGPT to quiz me and to check my grammar."

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Protect your honest work

Some schools use “AI checkers” to guess if writing came from AI. These tools make mistakes — sometimes they flag work that a student wrote honestly. Even OpenAI, the company that makes ChatGPT, stopped offering its own AI-writing checker because it wasn’t accurate enough.

Keep your proof

Save your notes, outlines and early drafts. Write in a document that keeps a version history. If anyone ever asks, you can show how your work grew — and explain it in your own words.

The honesty test

Before you hand something in, ask: **“Could I explain every sentence of this to my teacher, without help?”** If yes, it is yours. If no, go back and learn it.

QUICK RECAP

A coach helps you learn; a ghostwriter does your work. Follow your school’s rules, be open about how you used AI, and keep proof of your own work.

TRY IT NOW

Turn a ghostwriter prompt into a coach prompt

1. Read this ghostwriter prompt: “Answer questions 1 to 10 on my worksheet.”
2. Rewrite it as a coach prompt. Hint: ask for explanations, hints or questions instead of answers.
3. Example: “I’m stuck on question 3. Give me a hint, not the answer.”

Key takeaways

- Coach = AI helps you learn. Ghostwriter = AI does your work. Choose coach.
- Academic integrity means being honest in school.
- Copying AI writing as your own can count as plagiarism.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

- Rules differ by school: check the policy and ask your teacher.
- Keep notes and drafts as proof, and pass the honesty test.

Quiz: 3 quick questions

1. Which prompt uses AI as a coach?

A "Write my book report."
B "Ask me questions about the book so I can plan my own report."
C "Give me all the answers for the worksheet."

2. What is plagiarism?

A Studying with a friend
B Using someone else's words or ideas as if they were yours
C Asking a teacher for help

3. Where is "using AI during a test" on the school traffic light?

A Green
B Yellow
C Red

Answers

1. **B. "Ask me questions about the book so I can plan my own report."** — Asking AI to question you keeps you doing the thinking. That is coaching.
2. **B. Using someone else's words or ideas as if they were yours** — Plagiarism is presenting someone else's work — including AI's — as your own.
3. **C. Red** — Using AI during a test is not allowed unless your teacher clearly says so.

PRACTICE TASK

Find your AI rules

Find your school's or class's rules about AI, or ask one teacher what is allowed. Write the rules on one page in your notebook so you always know.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 3 · LESSON 1

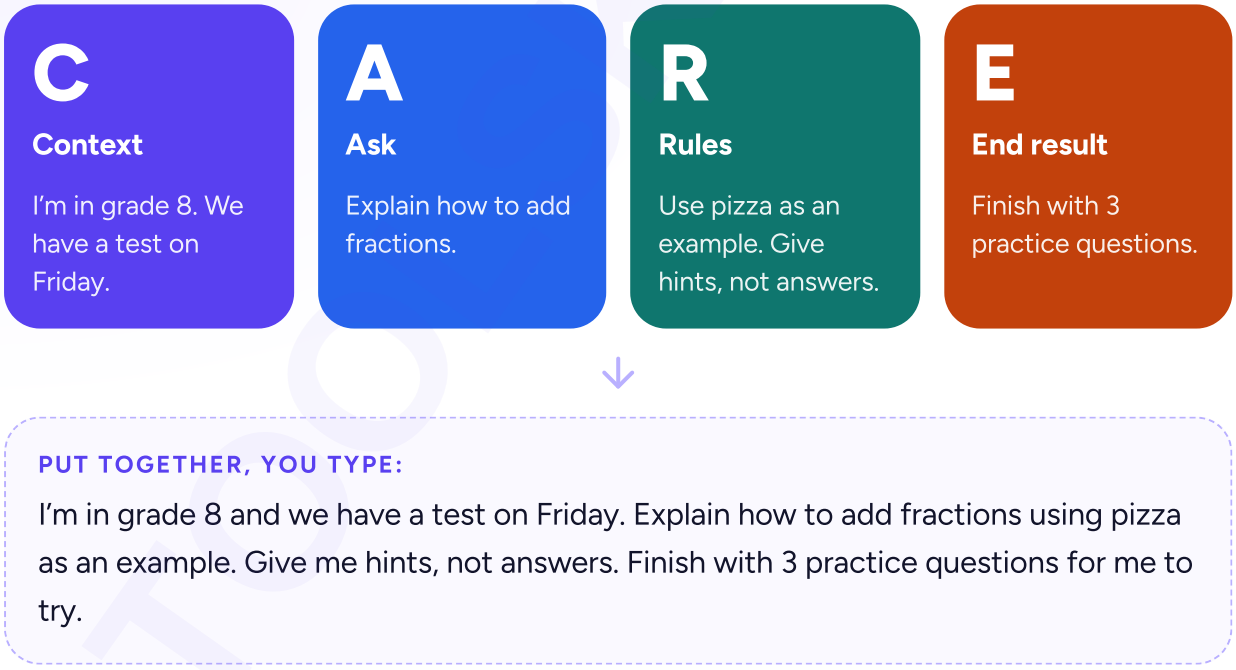
Understand Anything: Explanations That Click

In this lesson you'll learn how to get explanations that make sense to **you**, and how to check that you really understood.

Ask with CARE — student version

Remember CARE from Book 1? It works great for studying. Here is what each letter looks like for a student:

PICTURE 5 **CARE for students**



Tell AI your grade, the topic, how you want to learn, and how to finish. You get a lesson made just for you.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

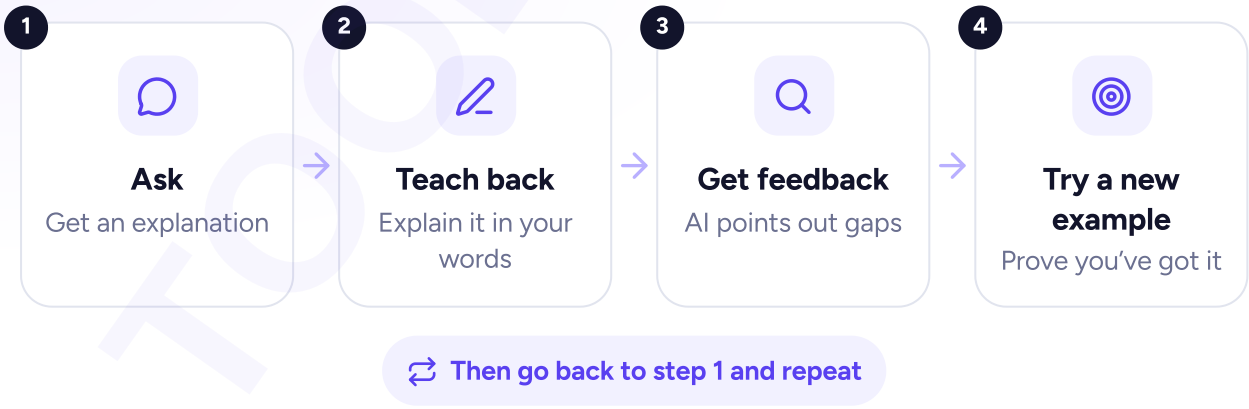
Five ways to ask for an explanation

Try this	Good for
“Explain it like I’m 12.”	When the textbook uses too many hard words
“Use an everyday example, like cooking or sports.”	When the idea feels too abstract
“Explain it step by step. Wait for me to say ‘next’.”	Long topics, so you don’t get lost
“What are the 3 most important points?”	When you don’t know where to start
“What do students usually get wrong about this?”	Avoiding common mistakes before a test

Check that you understood: teach it back

Reading an explanation feels like learning. But the real test is whether **you** can explain it. So after ChatGPT explains, you explain it back.

PICTURE 6 **The teach-back loop**



You only truly understand something when you can explain it yourself. AI checks your explanation and fills the gaps.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

AFTER THE EXPLANATION, TYPE

```
Let me explain it back to you in my own words. Tell me what I got
right, what I got wrong, and what I left out: [your explanation].
```

Try Study Mode

ChatGPT has a special setting for learning, called **Study Mode** (it may be called “Study and learn” on your screen). Instead of giving the answer right away, it asks you questions and guides you step by step — like a good tutor.

1. **Open a regular chat**
   Study Mode works in normal chats.

2. **Tap the plus (+) button**
   It is next to the message box.

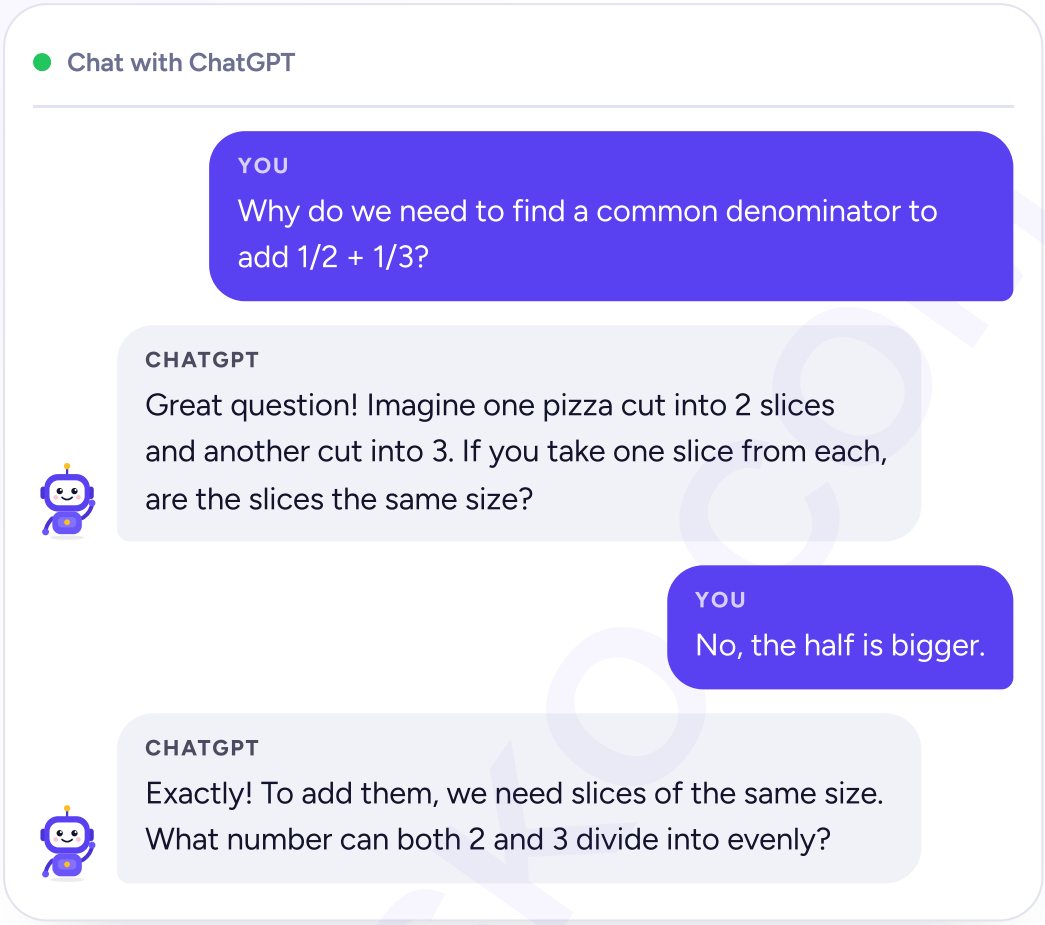
3. **Choose “Study”**
   Look for “Study” or “Study and learn.” The name and place can change in new versions.

4. **Ask your question**
   For example: “I keep getting stuck on factoring. Walk me through one example, then give me one to try.”

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 7 **A tutor that asks questions**



In Study Mode, ChatGPT guides you with questions, so you discover the answer yourself.

Still check

Even in Study Mode, AI can make mistakes. If something doesn't match your textbook or what your teacher said, trust your teacher and textbook — and ask in class.

QUICK RECAP

Ask with CARE, choose a style of explanation that fits you, then teach it back to check you understood. Study Mode turns ChatGPT into a question-asking tutor.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

TRY IT NOW

Explain your hardest topic

1. Take the confusing topic you wrote down in Chapter 1.
2. Ask ChatGPT to explain it “like I’m 12, with an everyday example.”
3. Now explain it back in your own words and ask for feedback.

Key takeaways

- CARE works for studying: give your grade, the topic, how you want to learn and how to finish.
- Ask for simple words, everyday examples or step-by-step explanations.
- Teach it back: you understand something when you can explain it.
- Study Mode makes ChatGPT guide you with questions instead of answers.
- If AI and your textbook disagree, check with your teacher.

Quiz: 3 quick questions

1. What is the “teach-back” method?

A Copying the explanation into your notebook
B Explaining the idea back in your own words and getting feedback
C Asking the teacher to repeat the lesson

2. What does Study Mode do?

A Gives you all the answers faster
B Guides you with questions and steps, like a tutor
C Writes your essays

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3. AI says something different from your textbook. What should you do?

A Always trust AI

B Check with your teacher and textbook

C Ignore both

Answers

1. **B. Explaining the idea back in your own words and getting feedback** — Explaining it yourself shows what you really understood — and what you didn't.
2. **B. Guides you with questions and steps, like a tutor** — Study Mode is built to help you learn something, not just finish something.
3. **B. Check with your teacher and textbook** — AI can be wrong. Your teacher and textbook are better sources for your class.

PRACTICE TASK

Teach a friend

Use ChatGPT to understand one topic from this week's lessons. Then explain it to a friend or family member without looking at your notes. If you get stuck, that is the part to review.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 4 · LESSON 2

Notes, Summaries and Flashcards

Messy notes? Too much to read? Learn how AI can organize your notes and turn them into study tools.

Many students write notes fast during class. Later, the notes are messy and hard to study from. AI is very good at organizing messy text.

PICTURE 8 **Messy notes to neat notes**

BEFORE

Your class notes

- "photosyn = plants make food"
- "needs sun, water, CO2??"
- "chlorophyll green thing"
- "makes oxygen + sugar (glucose)"

AFTER

Organized by AI

- Topic: Photosynthesis
- Needs: sunlight, water, carbon dioxide
- Where: in chlorophyll (the green part of leaves)
- Makes: glucose (sugar) and oxygen

AI can sort your quick class notes into a clear summary. The ideas are still yours.

Organize your notes

YOU TYPE

```
Here are my class notes on photosynthesis. Organize them into a clear summary with headings and bullet points. Don't add new facts — if something in my notes is unclear or might be wrong, ask me about it: [paste your notes].
```

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Why “don’t add new facts”?

This keeps the summary close to what your teacher said. If AI adds things, they might be off-topic or wrong. Asking it to flag unclear parts helps you find gaps in your notes.

Make flashcards

New word: flashcard

A **flashcard** is a small card with a question on the front and the answer on the back. You look at the question, try to remember the answer, then flip to check.

YOU TYPE

```
Turn my summary into 10 flashcards. Put the question on one line and the answer on the next. Mix easy and hard questions.
```

Why testing yourself works better than re-reading

New word: retrieval practice

Retrieval practice means pulling information out of your memory, for example by answering a flashcard. Each time you pull a memory out, it gets stronger — like a path in the grass that gets clearer the more you walk on it.

Re-reading your notes feels easy, so it feels like learning. But testing yourself is harder — and that “hard” is your brain building stronger memories.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 9 **Re-reading vs testing yourself**



Use AI to make flashcards and quizzes, then test yourself. It beats re-reading.

Long readings

You can ask AI to help with a long reading. But use it as a **guide**, not a **replacement**.

YOU TYPE

```
I have to read a chapter about the French Revolution. Before I read,
give me 5 questions to keep in mind so I know what to look for.
```

Don't skip the reading

An AI summary can miss important details or get facts wrong — and tests often ask about details. Read the real text, then use AI to check and quiz yourself.

QUICK RECAP

AI can organize messy notes, make flashcards and guide your reading. Testing yourself with flashcards (retrieval practice) helps you remember far better than re-reading.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

TRY IT NOW

Ten flashcards

1. Take your notes from one class this week.
2. Ask ChatGPT to organize them, without adding new facts.
3. Ask it to make 10 flashcards. Test yourself and count how many you got right.

Key takeaways

- AI can turn messy notes into clear summaries.
- Tell it “don’t add new facts” and “ask me about unclear parts.”
- Flashcards help you practice remembering.
- Retrieval practice — testing yourself — beats re-reading.
- Use AI to guide reading, not to replace it.

Quiz: 3 quick questions

1. What is retrieval practice?

A Reading your notes again and again
B Pulling information out of your memory, like answering a flashcard
C Buying new notebooks

2. Why ask AI “don’t add new facts” when organizing notes?

A To keep the summary close to what your teacher taught
B To make it longer
C Because AI can’t add facts

3. Is an AI summary a good replacement for reading the chapter?

A Yes, always
B No — it can miss details or be wrong, so read the real text
C Only on weekends

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Answers

1. **B. Pulling information out of your memory, like answering a flashcard** — Each time you pull a memory out, it gets stronger.
2. **A. To keep the summary close to what your teacher taught** — Added facts might be off-topic or wrong. Your notes reflect what your class covered.
3. **B. No — it can miss details or be wrong, so read the real text** — Use AI to guide and check your reading, not to replace it.

PRACTICE TASK

A flashcard habit

For one week, after each day of school, ask AI for 5 flashcards from that day's notes. Test yourself before bed. At the end of the week, mix all the cards together and test yourself again.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 5 · LESSON 3

Quiz Yourself and Get Ready for Tests

Tests feel scary when you don't know what to expect. Let's use AI to practice and to plan your study time.

Practice quizzes, one question at a time

YOU TYPE

```
I have a science test on the solar system. Quiz me with 10 questions, one at a time. Wait for my answer before the next question. If I'm wrong, explain why. At the end, tell me which topics I should review.
```

"One at a time" is important. If AI shows all questions and answers together, you will peek. Waiting for your answer makes you really think.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 10 **A quiz that teaches**



When you get one wrong, AI explains why and gives a memory trick. Mistakes become learning.

Make the quiz match your test

If your test has...	Ask for...
Multiple choice	"Multiple-choice questions with 4 options."
Short answers	"Questions I must answer in 1–2 sentences."
Essays	"2 essay questions. Then check my outline, not a full essay."
Math problems	"Problems like these examples, with the answers hidden until I try."
Vocabulary	"Give me the definition and I'll guess the word."

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Plan your study time: don’t cram

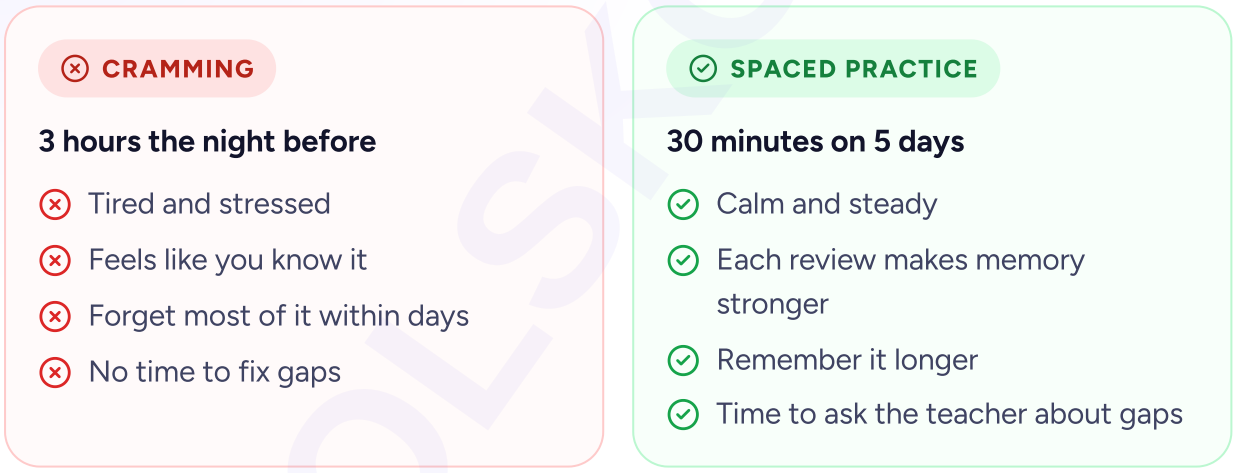
New word: cramming

Cramming means trying to learn everything the night before a test. It feels productive, but you forget most of it quickly.

New word: spaced practice

Spaced practice means studying a little bit on several different days. Each time you come back, your memory gets stronger. It is like watering a plant a little every day instead of a whole bucket once.

PICTURE 11 **Cramming vs spaced practice**



The same total time. Spreading it over several days helps you remember much more.

YOU TYPE

```
My math test is next Friday. I can study 30 minutes a day after
school. The topics are: fractions, decimals and percentages. Make me a
5-day study plan. Include review of earlier days and a practice quiz
on the last day.
```

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 12 **A 5-day study plan**



Each day learns something new AND reviews what came before. The last day is a practice test.

Use your real material

Paste the list of topics from your teacher, or examples from your textbook, so the practice matches your class. Ask ChatGPT to make problems "like this one" instead of using the exact homework questions.

Rest is part of studying

Your brain saves memories while you sleep. A good night's sleep before a test helps more than one extra hour of late-night studying.

QUICK RECAP

Ask AI to quiz you one question at a time, in the same style as your test. Plan short study sessions over several days instead of cramming.

TRY IT NOW

Your first practice quiz

1. Pick a test or topic coming up soon.
2. Ask ChatGPT to quiz you with 5 questions, one at a time.
3. Write down any question you got wrong — those are your review topics.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Key takeaways

- Ask for quizzes one question at a time so you can't peek.
- Match the quiz type to your real test.
- Cramming = forgetting fast. Spaced practice = remembering longer.
- AI can build a day-by-day study plan around your time.
- Sleep helps your brain save what you learned.

Quiz: 3 quick questions

1. Why ask for quiz questions "one at a time"?

A So you can't see the answers before you think
B Because AI is slow
C To make the quiz shorter

2. What is spaced practice?

A Studying everything the night before
B Studying a little on several different days
C Studying in a big, empty room

3. You have a test with essay questions. What should you ask AI for?

A A full essay to memorize
B Practice essay questions and feedback on your outline
C Nothing

Answers

1. **A. So you can't see the answers before you think** — Waiting for your answer makes you really pull it from memory.
2. **B. Studying a little on several different days** — Coming back to a topic over several days makes memories stronger.
3. **B. Practice essay questions and feedback on your outline** — Practice the thinking yourself and use AI to check your plan, not to write for you.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PRACTICE TASK

Plan your next test

Ask AI to make a study plan for your next real test, using the days and minutes you actually have. Follow it, and do a practice quiz on the last day.

TOOLSKO.COM

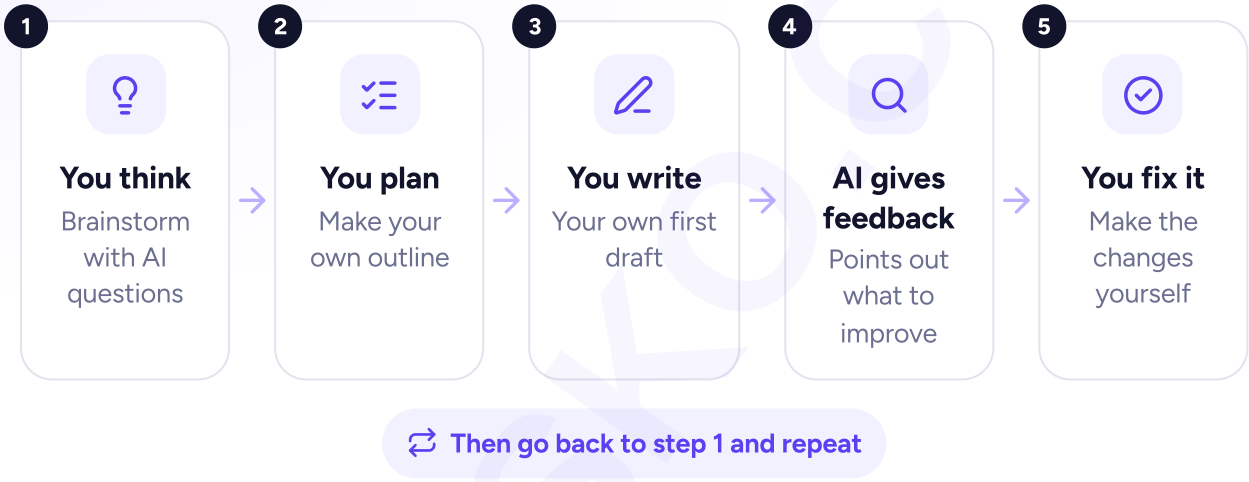
© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 6 · LESSON 4

Writing Help the Honest Way

AI can make you a better writer — if you stay the writer. Here is how to get ideas, structure and feedback while the words stay yours.

PICTURE 13 **The honest writing loop**



You do the thinking and the writing. AI asks questions and gives feedback. Notice who holds the pen.

Step 1: Brainstorm — let AI ask, you answer

YOU TYPE

```
I need to write an essay about whether school should start later in the morning. Don’t give me ideas yet. Ask me 5 questions that help me figure out what I think.
```

Answering these questions helps you find **your own** opinion and reasons. Your essay will sound like you, because it is.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Step 2: Plan — you make the outline

Write your outline yourself: your main idea and 3 reasons. Then ask AI to check it:

YOU TYPE

```
Here is my essay outline. Don't rewrite it. Tell me if my reasons
support my main idea, and if anything is missing: [your outline].
```

Step 3: Write — your own first draft

Write the draft yourself. It is OK if it's messy! A first draft is supposed to be messy.

Step 4: Feedback — not a rewrite

This is the most important prompt in this lesson. It asks for **feedback**, not a new version:

THE FEEDBACK PROMPT

```
Here is my draft. Do NOT rewrite it. Give me 3 things I did well and 3
specific things I can improve, with a short reason for each. I will
make the changes myself: [your draft].
```

PICTURE 14 **Rewrite vs feedback**

REWRITE (AVOID)

"Make my essay better."

- AI replaces your words with its own
- Your voice disappears
- You don't learn what was wrong
- It may break your school's rules

FEEDBACK (GREAT)

"Don't rewrite. Tell me 3 things to improve."

- Your words stay yours
- You learn what to fix and why
- Your writing gets better over time
- You stay honest

One small phrase — "don't rewrite" — changes AI from ghostwriter to coach.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Step 5: Fix it yourself

Read the feedback. Decide which points you agree with. Make the changes in your own words. You can also ask “Why is this sentence confusing?” to learn the rule behind it.

Other honest writing helpers

Need	Coach prompt
Grammar check	“List my grammar and spelling mistakes. Don’t fix them — tell me where they are and why.”
Citations	“How do I write a citation for a website in APA style? Show me the pattern.”
Stronger words	“This word appears too often in my essay: ‘good’. Suggest 5 alternatives and when to use each.”
Clearer intro	“What makes a strong essay introduction? Give me a checklist, then I’ll check mine.”

Never let AI invent sources

AI can make up books, articles and quotes that don’t exist. Find your sources yourself, in your library or on trusted websites, and check every one.

QUICK RECAP

Brainstorm with AI questions, write your own outline and draft, then ask for feedback — not a rewrite — and fix it yourself.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

TRY IT NOW

Get feedback on something you wrote

1. Take a paragraph you wrote recently (for school or for fun).
2. Use the feedback prompt: “Do NOT rewrite it. Give me 3 things I did well and 3 to improve.”
3. Improve the paragraph yourself. Compare the before and after.

Key takeaways

- You hold the pen: you think, plan and write; AI questions and gives feedback.
- Ask AI to ask you questions when brainstorming.
- Make your own outline, then ask AI to check it.
- “Do NOT rewrite it” turns AI into a coach.
- Never use sources AI gives you without checking they really exist.

Quiz: 3 quick questions

1. Which prompt keeps you as the writer?

A “Write my essay.”
B “Make my essay better.”
C “Don’t rewrite my essay. Tell me 3 things to improve.”

2. In the honest writing loop, who writes the first draft?

A AI
B You
C Your teacher

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3. AI gives you a book title as a source. What do you do?

A Use it right away

B Check that the book really exists and says that

C Make up a page number

Answers

1. **C. "Don't rewrite my essay. Tell me 3 things to improve."** — Asking for feedback keeps your words yours and teaches you what to fix.
2. **B. You** — You write the draft. AI only gives feedback afterwards.
3. **B. Check that the book really exists and says that** — AI can invent sources. Always check them yourself.

PRACTICE TASK

One essay, the honest way

For your next writing assignment, follow all 5 steps of the honest writing loop. Save your outline, first draft and final draft. Notice how much your writing improved — and that it is all yours.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 7 · LESSON 5

Math and Science: Hints, Not Answers

In math and science, the steps matter more than the final answer. Here is how to use AI to learn the steps.

When you just get the answer, you can't do the next problem alone. When you understand the steps, you can solve any problem like it.

The hint ladder

Climb the ladder one step at a time. Only go up when you are really stuck.

PICTURE 15 **The hint ladder**



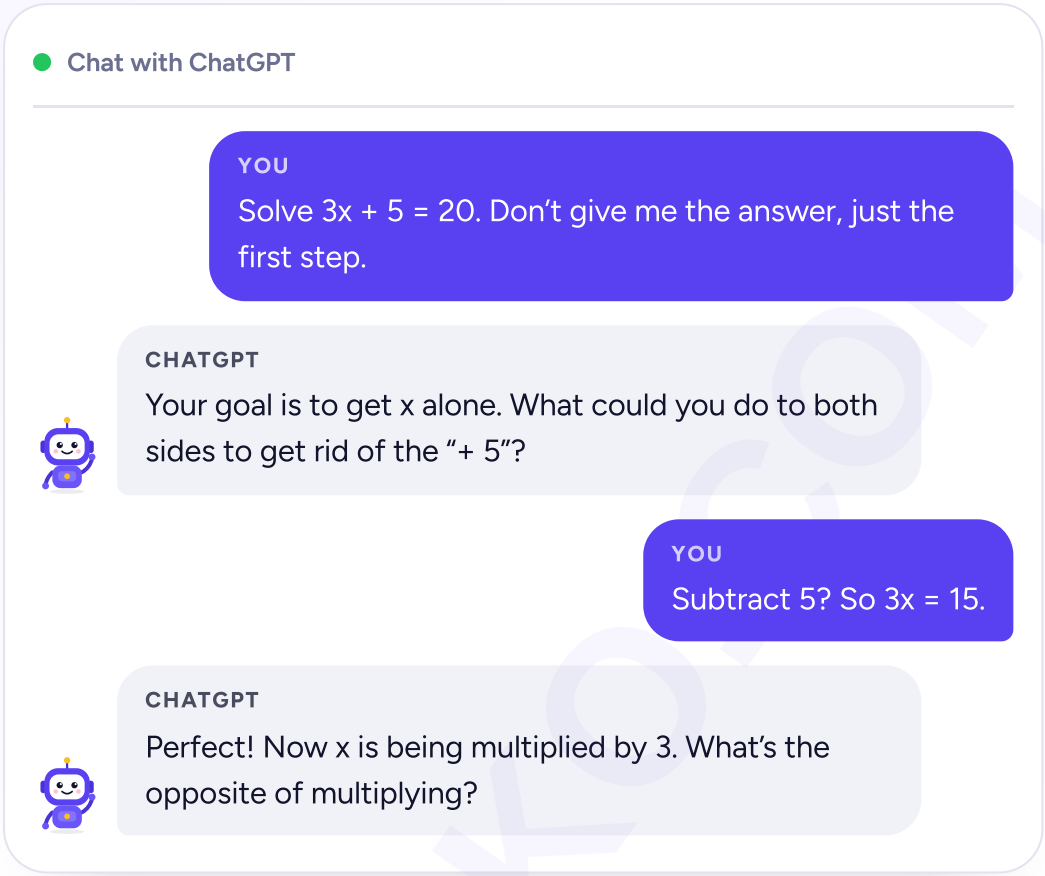
Ask for the smallest help that gets you moving again. You keep doing most of the work.

YOU TYPE

```
I'm trying to solve 3x + 5 = 20. Don't tell me the answer. Just tell me what the first step should be.
```

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 16 **Getting a hint, not the answer**



The AI points the way; the student takes each step.

Photos of problems

With the plus (+) button you can add a photo of a problem from your textbook. Then ask for a hint about the first step. Make sure the photo shows only the problem — no names or private information.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Science: understand the “why”

Try this	Example
Ask for a real-life connection	“Where do I see Newton’s third law in everyday life?”
Ask for a simple experiment	“Give me a safe experiment I can do at home to see how plants drink water.”
Ask “what if”	“What would happen if Earth had no moon?”
Check your lab report reasoning	“Here is my conclusion. Does it match my results? Don’t rewrite it.”

AI can get math wrong

AI is better with words than with numbers. It can make mistakes in calculations, especially long ones. Always check the final answer with a calculator, or by putting it back into the problem (for example: 3 × 5 + 5 = 20 ✓).

Safety first in science

Only do experiments that your teacher or a trusted adult says are safe. Never mix chemicals or use fire, electricity or sharp tools because a chatbot suggested it.

QUICK RECAP

Climb the hint ladder: try first, then ask for the smallest hint you need. Check math answers yourself, and stay safe with experiments.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

TRY IT NOW

Climb the ladder

1. Pick one problem from your homework that you find hard.
2. Try it for 5 minutes on your own.
3. Ask ChatGPT for only the first step. Continue on your own, and ask for the next hint only if you're stuck.

Key takeaways

- Understanding the steps lets you solve the next problem alone.
- Use the hint ladder: try first, then ask for the smallest hint.
- Ask for similar examples instead of answers to your homework.
- Check math answers with a calculator or by putting the answer back in.
- Do only experiments a teacher or trusted adult says are safe.

Quiz: 3 quick questions

1. What is the first rung of the hint ladder?

A Ask for the full answer
B Try the problem yourself first
C Copy a friend's answer

2. How can you check the answer x = 5 for 3x + 5 = 20?

A Put 5 back in: 3 × 5 + 5 = 20
B Ask AI again and trust it
C You can't check it

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3. ChatGPT suggests a science experiment with fire. What should you do?

A Try it right away

B Only do it if a teacher or trusted adult says it is safe

C Do it alone in your room

Answers

1. **B. Try the problem yourself first** — Trying first gets your brain working. Ask for help only when you are stuck.
2. **A. Put 5 back in: 3 × 5 + 5 = 20** — Putting your answer back into the problem shows if it is right.
3. **B. Only do it if a teacher or trusted adult says it is safe** — Safety comes first. A chatbot can't see your situation or watch you.

PRACTICE TASK

Three problems, three hints

Solve 3 homework problems using the hint ladder. Write down how many hints you needed for each. Try to need fewer hints by the third problem.

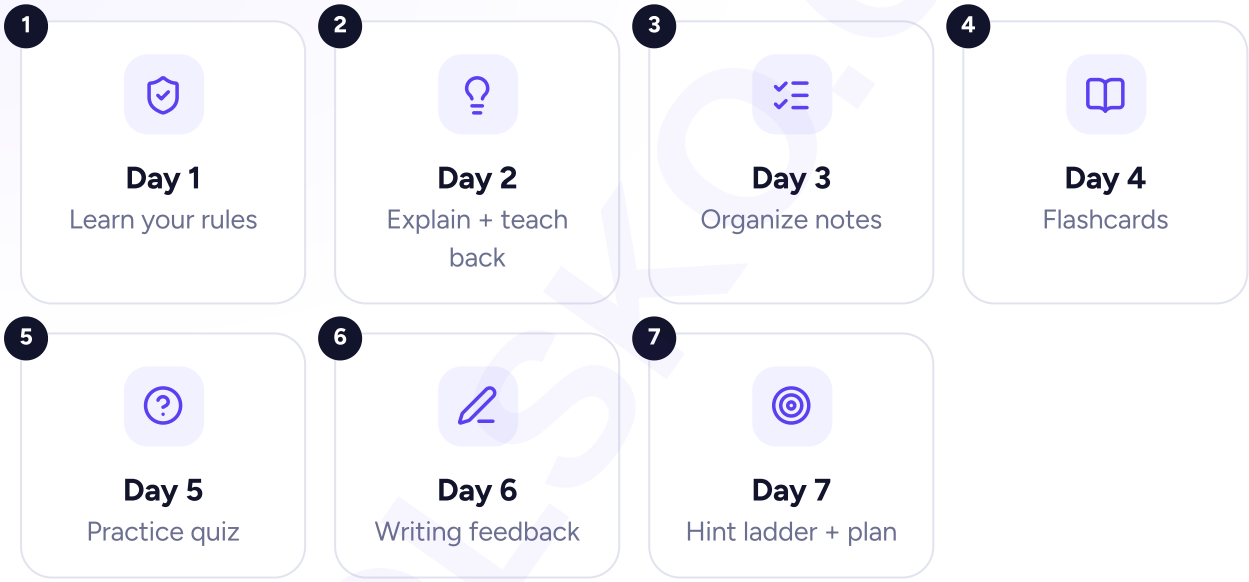
© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 8

Practice Exercises: Your 7-Day Study Challenge

One small study mission a day, with your real schoolwork. By Day 7, studying with AI will feel natural — and honest.

PICTURE 17 **Your 7-day study path**



Each day practices one skill from this book, using your own schoolwork.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Day	Mission	Try this	Done?
1	Know the rules	Find your school's AI rules or ask a teacher.	☐
2	Explain + teach back	"Explain [topic] like I'm 12." Then explain it back for feedback.	☐
3	Organize notes	"Organize my notes. Don't add new facts. Ask about unclear parts."	☐
4	Flashcards	"Make 10 flashcards from my summary." Test yourself.	☐
5	Practice quiz	"Quiz me with 5 questions, one at a time."	☐
6	Writing feedback	"Don't rewrite. Give me 3 things to improve."	☐
7	Hints + plan	Solve one problem with the hint ladder, then plan your next test.	☐

Bonus challenges

- **Language challenge:** practice a short conversation in a language you're learning. Ask AI to correct your mistakes gently.
- **Study Mode challenge:** do one whole lesson in Study Mode.
- **Teacher challenge:** tell a teacher how you used AI to study this week. Ask what they think.
- **Friend challenge:** make a quiz with AI and quiz a classmate — then switch.

Track your progress

Write down your quiz scores. Watching the number go up is great motivation.

QUICK RECAP

Seven short missions practice every skill from this book with your real schoolwork: rules, explanations, notes, flashcards, quizzes, writing feedback and hints.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

TRY IT NOW

Start Day 1 now

1. Look for your school's or class's AI rules.
2. If you can't find them, write down the question you will ask your teacher.
3. Tick the Day 1 box!

Key takeaways

- Practice with your real schoolwork, so you learn twice.
- Each day practices one honest study skill.
- Bonus challenges help with languages, Study Mode and teamwork.
- Tracking quiz scores shows your progress.

Quiz: 3 quick questions

1. What is the Day 1 mission?

A Write an essay with AI
B Know your school's AI rules
C Take a test

2. On Day 6, which phrase is key?

A "Make it better."
B "Don't rewrite. Give me 3 things to improve."
C "Write it for me."

3. Why use your real schoolwork for the challenge?

A You learn the AI skill and your school topic at the same time
B It is required by law
C It makes AI faster

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Answers

1. **B. Know your school's AI rules** — Knowing the rules first keeps everything else honest.
2. **B. "Don't rewrite. Give me 3 things to improve."** — Feedback, not a rewrite — so the writing stays yours.
3. **A. You learn the AI skill and your school topic at the same time** — Practicing with real work means every minute helps your grades too.

PRACTICE TASK

Complete the challenge

Finish all 7 days. Then write 3 sentences: which day helped you most, which was hardest, and what you will keep doing.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 9

Common Mistakes Students Make (and Easy Fixes)

These mistakes are very common. Knowing them now will protect your learning — and your grades.

PICTURE 18 **Mistake vs fix: the answer machine**

MISTAKE

"Answer my worksheet."

- AI does the work
- You can't do it on the test
- May break school rules

FIX

"I'm stuck on question 4. Give me a hint for the first step."

- You do the work
- You learn the method
- Honest and allowed almost everywhere

The most common student mistake is treating AI like an answer machine. Ask for hints instead.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Mistake	Why it's a problem	Easy fix
Using AI as an answer machine	You don't learn, and the test will show it	Use the hint ladder
Handing in AI writing as yours	It can count as plagiarism and break rules	Use AI for feedback; write it yourself
Not knowing the rules	Rules differ by school and teacher	Read the policy or ask your teacher
Trusting AI facts and sources	AI can be wrong or invent sources	Check facts in your textbook and real sources
Re-reading AI summaries instead of studying	Feels like learning but doesn't stick	Quiz yourself with flashcards
Cramming with AI the night before	You forget quickly and get tired	Make a spaced study plan
Pasting private information	Names, grades and IDs should stay private	Share only what is needed, without personal details
Hiding that you used AI	Can look dishonest even if it wasn't	Be open: say how AI helped

A real-world example

Mia asked AI to write her history essay. It sounded great, but it included a quote from a historian that **didn't exist**. Her teacher checked, and Mia had to redo the work — and explain herself.

The better way: Mia asks AI to quiz her on the topic, finds real sources in the library, writes her own draft, and asks for feedback. It takes longer, but she learns history **and** writing — and keeps her teacher's trust.

The honesty test (again)

"Could I explain every sentence of this to my teacher, without help?" If not, it isn't ready to hand in.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

QUICK RECAP

The biggest student mistakes are using AI as an answer machine, handing in AI writing, trusting its facts and sources, and not knowing the rules. Each has an easy, honest fix.

TRY IT NOW

Fix the prompt

1. Read this prompt: “Write my lab report about the plant experiment.”
2. Rewrite it as a coach prompt (hint: feedback, questions or a checklist).
3. Example: “Give me a checklist of what a good lab report includes. I’ll check mine.”

Key takeaways

- Don’t treat AI as an answer machine; ask for hints.
- Never hand in AI writing as your own.
- Check every fact and source AI gives you.
- Test yourself instead of re-reading summaries.
- Be open about how you used AI.

Quiz: 3 quick questions

1. What went wrong with Mia’s essay?

A It was too short
B AI invented a quote, and the essay wasn’t her own work
C She used too many sources

2. What is the fix for “using AI as an answer machine”?

A Use a different AI
B Use the hint ladder
C Stop doing homework

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3. Is it a good idea to hide that you used AI?

A Yes

B No — be open about how AI helped

C Only on tests

Answers

1. **B. AI invented a quote, and the essay wasn't her own work** — AI made up a source, and handing in AI writing as her own broke the rules.
2. **B. Use the hint ladder** — Hints keep you doing the work, so you learn the method.
3. **B. No — be open about how AI helped** — Being open builds trust. Hiding it can look dishonest, even when you followed the rules.

PRACTICE TASK

An honesty checklist

Make your own 5-point checklist to use before handing in any assignment. Example: "I wrote every sentence myself. I checked all sources. I followed the AI rules. I can explain it all. I said how I used AI."

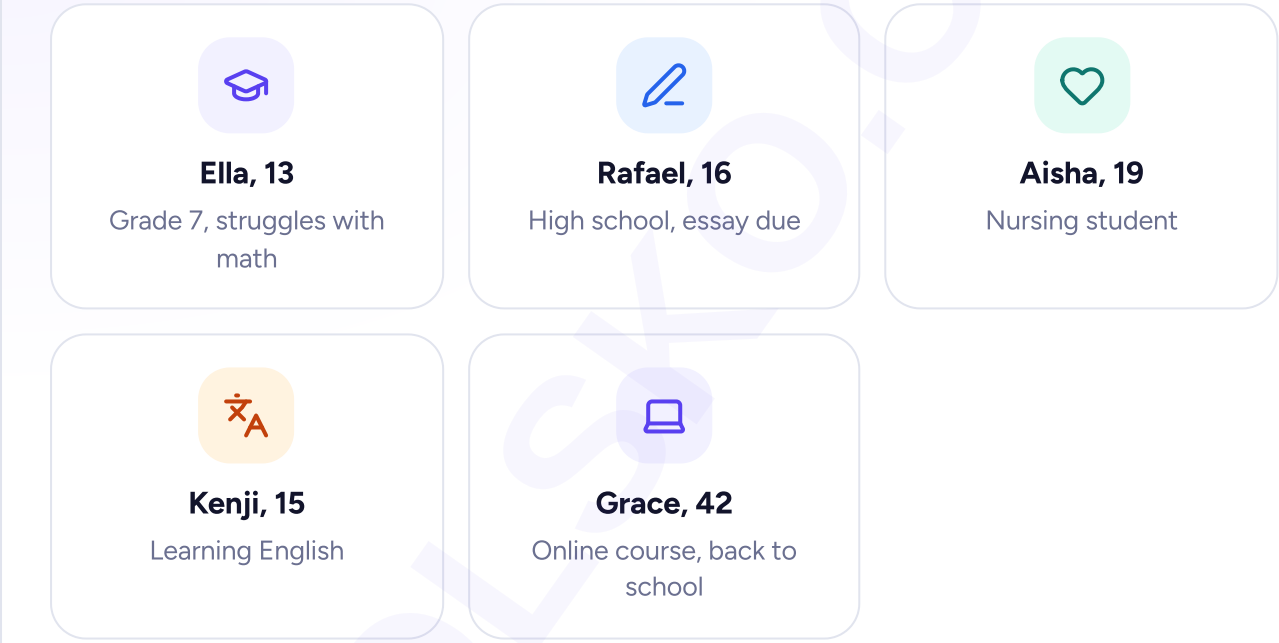
© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 10

Real Life Examples: Students Who Study Smarter

Five learners, five situations — and how each one used AI as a coach.

PICTURE 19 **Five learners, five ways**



Different ages and subjects — one rule: AI as a coach.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Ella, 13
Grade 7 (uses ChatGPT with her parents' permission)

THE PROBLEM

She kept getting word problems wrong because she didn't know where to start.

WHAT ELLA TYPED

```
I'm in grade 7. Here is a word problem I don't understand:
[problem]. Don't solve it. Help me figure out what the question is
asking, then give me a hint for the first step.
```

THE RESULT

ChatGPT helped her find the important numbers and what to calculate. After three problems, she started seeing the pattern herself.

Lesson: Hints teach the method. After a few problems, you may not need hints at all.

Rafael, 16
High school student

THE PROBLEM

He had an essay on social media and teenagers, and didn't know what he thought.

WHAT RAFAEL TYPED

```
I have to write an essay on whether social media is good or bad
for teenagers. Don't give me arguments. Ask me 5 questions that
help me find my own opinion.
```

THE RESULT

The questions made him think about his own experience. He wrote his own outline and draft, then asked for feedback without a rewrite. His teacher said it was his most personal essay.

Lesson: AI asking you questions leads to writing that is truly yours.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

A

Aisha, 19
Nursing student

THE PROBLEM

She had 60 medical terms to memorize for an exam.

WHAT AISHA TYPED

```
Here are my 60 terms with definitions from my lecture notes. Make flashcards, and quiz me on 10 at a time. Repeat the ones I get wrong at the end.
```

THE RESULT

She studied 10 terms a day for 6 days, reviewing the hard ones each day. She remembered them on the exam — and in her practice shifts.

Lesson: Flashcards plus spaced practice beat cramming, especially for big lists.

K

Kenji, 15
Learning English as a second language

THE PROBLEM

He was shy about speaking English in class.

WHAT KENJI TYPED

```
Let's practice a short conversation in English about my weekend. Use simple words. After each of my answers, gently correct one mistake and explain it.
```

THE RESULT

He practiced for 10 minutes every evening. Making mistakes with AI felt safe. After a month, he raised his hand in class more often.

Lesson: AI is a patient practice partner for languages. Then use your skills with real people.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

G

Grace, 42

Taking an online bookkeeping course after 20 years away from school

THE PROBLEM

The course used words she had never heard, and she felt too embarrassed to ask.

WHAT GRACE TYPED

```
I'm an adult going back to school after 20 years. Explain
"accounts receivable" in simple words with an example from a small
shop. Then ask me a question to check.
```

THE RESULT

She got explanations without feeling judged, and finished each module's quiz on her first try.

Lesson: It is never too late to learn. AI never makes you feel silly for asking.

Your turn

Which learner is most like you? Copy their prompt, change the details to your subject, and try it today.

QUICK RECAP

Learners of every age use AI as a coach: hints for math, questions for essays, flashcards for memorizing, practice for languages and simple explanations for adults going back to school.

TRY IT NOW

Borrow a prompt

1. Pick the learner most like you.
2. Copy their prompt and change it to fit your subject.
3. Try it, and write down one thing you learned.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Key takeaways

- Hints build skills you can use alone.
- AI questions help you find your own ideas for writing.
- Flashcards plus spaced practice help with big memory tasks.
- AI is a safe, patient partner for language practice.
- Adult learners can ask “simple” questions without embarrassment.

Quiz: 3 quick questions

1. How did Rafael make his essay truly his own?

A He asked AI to write it
B He asked AI to ask him questions, then wrote it himself
C He copied a website

2. How did Aisha memorize 60 terms?

A All at once the night before
B 10 a day with flashcards, reviewing the hard ones
C She didn’t study

3. What did Kenji do after practicing with AI?

A Stopped going to class
B Used his English more with real people in class
C Only spoke to AI

Answers

1. **B. He asked AI to ask him questions, then wrote it himself** — Questions helped him find his opinion; he did the writing.
2. **B. 10 a day with flashcards, reviewing the hard ones** — Small daily sets and review — spaced practice — made the memories last.
3. **B. Used his English more with real people in class** — AI practice built his confidence for real conversations.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PRACTICE TASK

Your own story

Use AI as a coach for one real assignment this week. Then write your own mini story: who you are, the problem, your prompt, the result and the lesson.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

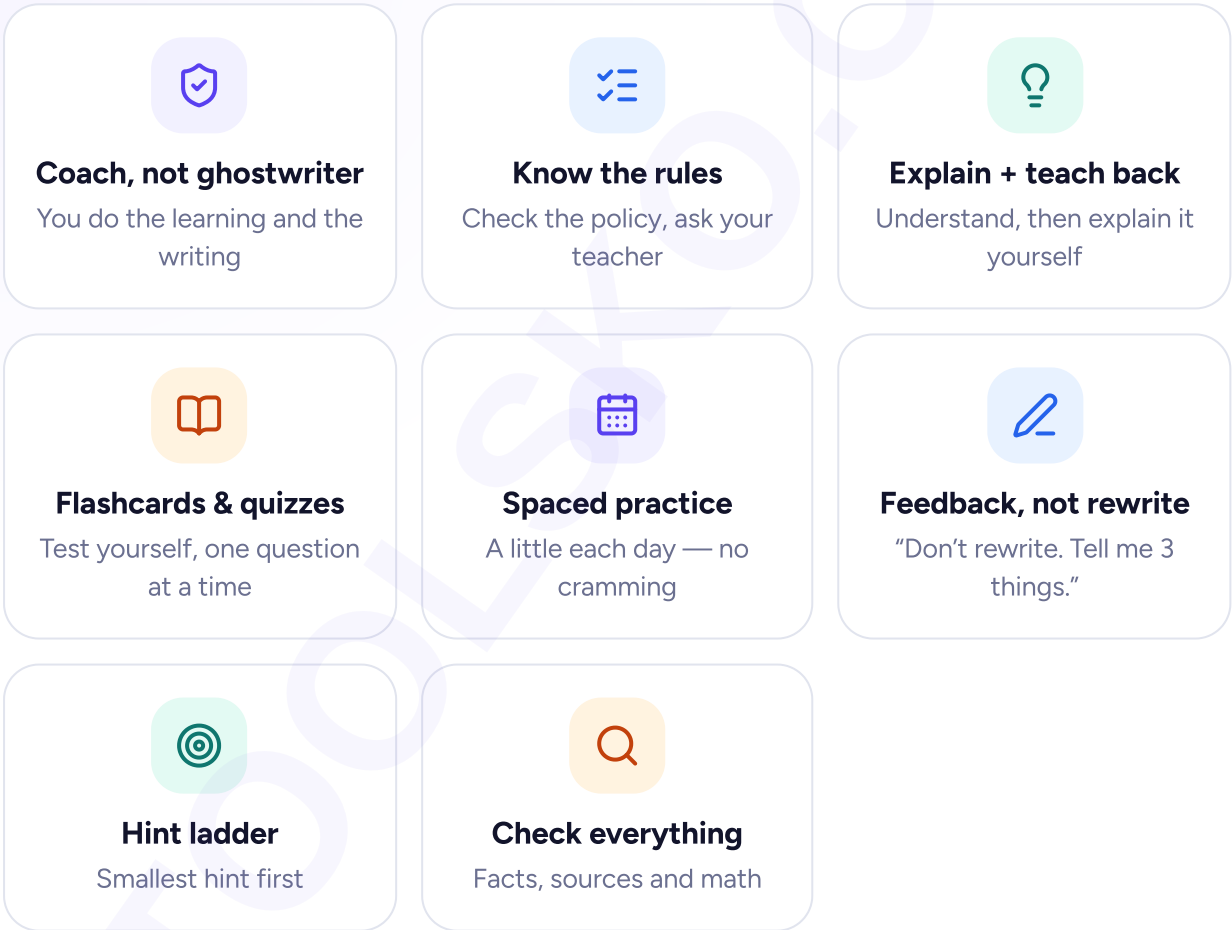
THE END

Quick Summary

Everything important, on one page.

The whole book on one page. Keep it in your notebook.

PICTURE 20 **Cheat sheet: studying with AI in 8 cards**



The eight habits of an honest, smart AI student.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Remember	In one line
The big rule	AI is your coach, never your ghostwriter.
The honesty test	“Could I explain every sentence to my teacher, without help?”
Best explanation trick	Ask, then teach it back and get feedback.
Best memory trick	Test yourself (flashcards, quizzes) and space it over days.
Best writing prompt	“Don’t rewrite it. Give me 3 things I did well and 3 to improve.”
Best math prompt	“Don’t give me the answer. What should my first step be?”

You did it!

You now know how to use AI to learn faster **and** stay honest. That makes you a stronger student — today, on test day, and long after school.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

WHAT'S NEXT

Your Next Learning Path

You finished Book 2. Here is where to go from here.

This is Book 2 of the **AI for Beginners** series. Here is your path:

PICTURE 21 **Your AI learning path**



Two books done, three to go.

Book	You will learn
3. AI for Small Business	Posts, product descriptions, customer replies and simple planning for a small shop or service.
4. AI Prompt Writing	Deeper prompt skills: roles, examples, step-by-step requests and reusable templates.
5. AI Productivity	Save hours every week: email, planning, summaries and daily routines.

Keep the habit going

Use AI as a coach for one study task every school day. Small habits build big results.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Free ToolsKo tools for this book

Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

Pomodoro Focus Timer
25-minute focus sessions with breaks — perfect for your spaced study plan.
toolsko.com/pomodoro-timer ↗

GPA & Weighted Grade Calculator
See how each test and subject affects your average.
toolsko.com/gpa-calculator ↗

Word & Character Counter
Check essay length and reading time before you hand it in.
toolsko.com/text-tools ↗

Percentage Calculator
Check percent answers yourself instead of trusting AI math.
toolsko.com/percentage-calculator ↗

Unit Converter
Convert units for math and science problems.
toolsko.com/unit-converter ↗

Word Search Generator
Turn vocabulary lists into a printable word search for review.
toolsko.com/word-search-generator ↗

Words to know

Tutor	A teacher who helps one student at a time, letting the student do the work.
Ghostwriter	Someone who writes something that another person hands in as their own.
Academic integrity	Being honest in school: your own work, credit to others, following the rules.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Plagiarism	Using someone else's words or ideas and pretending they are yours.
Study Mode	A ChatGPT setting that guides you with questions and steps instead of quick answers.
Teach-back	Explaining something in your own words to check that you understood it.
Flashcard	A card with a question on one side and the answer on the other.
Retrieval practice	Pulling information out of your memory, like answering a flashcard. It makes memories stronger.
Cramming	Trying to learn everything right before a test. You forget quickly.
Spaced practice	Studying a little on several different days so you remember longer.
Hint ladder	Asking for the smallest help first, and bigger help only when you're still stuck.
Citation	A note that tells where an idea or quote came from.

Where the facts come from

1. OpenAI Terms of Use (minimum age and parental permission)
2. OpenAI: Introducing study mode (July 29, 2025)
3. OpenAI Help: Using study mode in ChatGPT
4. OpenAI ended its AI-text classifier for low accuracy (TechCrunch, July 2023)
5. Common Sense Media: Parents' guide to ChatGPT study mode

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Product facts (age rules, menu names, privacy settings) were checked on November 20, 2026. Apps change often, so some screens may look different. ChatGPT is a product of OpenAI; ToolsKo is not connected to OpenAI. Written by ToolsKo Learn · toolsko.com/learn

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved. Free to read and print for personal learning; please share the link instead of copying the book. Permissions: admin@toolsko.com.

TOOLSKO.COM

toolsko_ | Learn

Keep learning. It's free.

Start-from-zero guides and free everyday tools — calculators, PDF and image tools, business templates and more — at **toolsko.com**.

AI FOR BEGINNERS

Book 1	ChatGPT for Daily Life
Book 2	**AI for Students — this book**
Book 3	AI for Small Business
Book 4	AI Prompt Writing
Book 5	AI Productivity

Scan to read online
toolsko.com/learn/ai-for-students

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.
admin@toolsko.com · Facebook: Toolsko.com · A ToolsKo Learn original