

50+ Ways to Use Google Gemini

A quick reference for higher education teaching, learning, research, and work

QUICK REFERENCE
Gemini + NotebookLM

Start with the tools



AI TOOLKIT

- Ask Gemini to explain a complex topic at your level.
- Use PARTS: Persona, Act, Recipient, Theme, Structure.
- Create a Gem for repeated tasks or specialized guidance.
- Use Canvas to draft, edit, code, and iterate in one workspace.
- Use Deep Research for cited, multi-source reports.
- Upload trusted sources to NotebookLM before asking questions.
- Generate Audio or Video Overviews from source materials.
- Create study guides, reports, FAQs, timelines, Mind Maps, quizzes, and flashcards.
- Use Gemini in Workspace to write, organize, present, plan, and connect.
- Check citations, verify facts, and revise prompts when needed.

Administrators



OPERATE + SUPPORT

- Create professional development agendas and activities.
- Draft 30-day onboarding or adoption plans.
- Build staff meeting agendas with prompts and action steps.
- Explain technology rollouts in plain language.
- Create FAQs and scripts for frontline student support.
- Benchmark peer institutions and summarize practices.
- Map admissions, recruitment, or service workflows.
- Prepare interview questions and hiring agendas.
- Draft communications for students, parents, faculty, or staff.

Faculty and staff



TEACH + DESIGN

- Draft or revise a 14-week syllabus.
- Create assignment prompts aligned to course outcomes.
- Build grading rubrics and assessment criteria.
- Design case studies, scenarios, and discussion guides.
- Adapt readings for different skill levels or audiences.
- Modernize lectures with current examples and cases.
- Outline lectures, slides, and class activities.
- Create diagrams or visuals for course materials.
- Draft recommendation letters from notes and resumes.

Leaders



PLAN + DECIDE

- Benchmark peer institutions for strategy planning.
- Red-team proposals before cabinet, senate, or board review.
- Audit strategic plans against budgets and operations.
- Draft sections of institutional strategic plans.
- Prepare concise board or town hall talking points.
- Brainstorm donor engagement and naming opportunities.
- Analyze internal data for risks, gaps, or training needs.
- Visualize new initiatives, programs, or capital projects.

Researchers



DISCOVER + PUBLISH

- Brainstorm grant proposal structure and rationale.
- Scaffold literature reviews from notes and sources.
- Summarize recent findings into key themes.
- Compare arguments across articles or abstracts.
- Refine broad topics into researchable questions.
- Explain methods or frameworks for wider audiences.
- Synthesize large research libraries in NotebookLM.
- Identify gaps, hypotheses, or next-step questions.
- Draft abstracts, presentation text, and publication summaries.

Students



LEARN + PREPARE

- Create personalized practice quizzes before exams.
- Turn notes and readings into flashcards.
- Use Learning Coach for step-by-step concept support.
- Get unstuck on homework without asking for the answer.
- Practice coding, debug logic, and explain errors.
- Brainstorm paper or project topics.
- Get feedback on thesis, evidence, organization, and flow.
- Identify claims that need citations or stronger support.
- Turn class notes into an Audio Overview or study guide.
- Practice interviews and career conversations.

Responsible use reminder:

Use university-approved tools, avoid restricted or sensitive data, review AI output for accuracy, and cite or verify sources when facts matter.

Adapted from Google Slides: [Higher Education] 50+ ways to use Gemini and NotebookLM