graide

Implementing AI Tools in Your Institution:

AI adoption in education is no longer optional—it's essential for staying competitive and efficient. This checklist helps vocational and training institutions implement AI tools successfully, focusing on AI-assisted grading tools:

- Reducing administrative workload

- Enhancing learning outcomes

- Streamlining assessment processes

Who This Guide Is For:

- CEOs & COOs

- Heads of Learning

- Training Institution Leaders

Using This Checklist:

✓ Work through each section sequentially

✓ Check off completed items

✓ Customise priorities to your institution

Let this checklist be your roadmap to harnessing the power of AI in education while avoiding common pitfalls and maximising its potential benefits.

1.

Understand the AI Landscape

☐ Research how AI tools, such as AI-assisted grading, align with your institution's strategic goals.

☐ Identify specific areas for improvement where AI can provide value (e.g., assessment, student engagement, curriculum design).

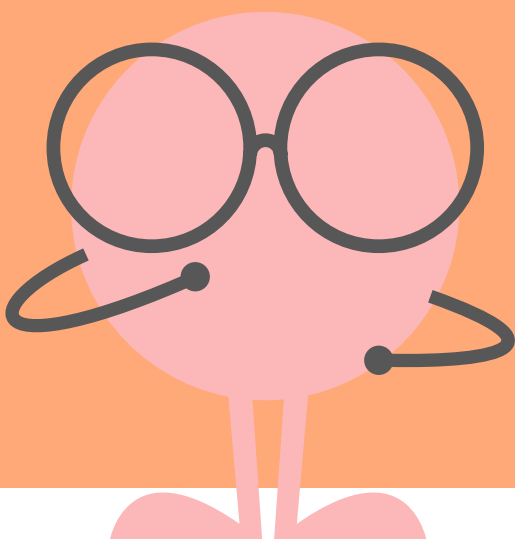☐ Understand key trends and advancements in AI for education

Responsible: Leadership Team/Head of Learning

2.

Set Clear Goals for Success

☐ Define specific objectives for using AI tools: E.g Increase grading efficiency by 50%.

☐ Identify success metrics (KPIs): e.g., time saved on administrative tasks.

☐ Align AI goals with the broader institutional mission and compliance standards.

Responsible party: Leadership & IT Teams

3.
Evaluate AI Tools

☐ Research available AI tools tailored for educational institutions (e.g., Graide for AI-assisted grading).

☐ Request demos or trials of AI tools to understand their functionality and fit.

☐ Compare tools based on:

- » What is happening with your data? Are they using off-the-shelf models?

- » Is the AI model explainable, auditable, and transparent?

- » Does it integrate with existing systems?

- » How does it comply with data security and education regulations (e.g., GDPR).

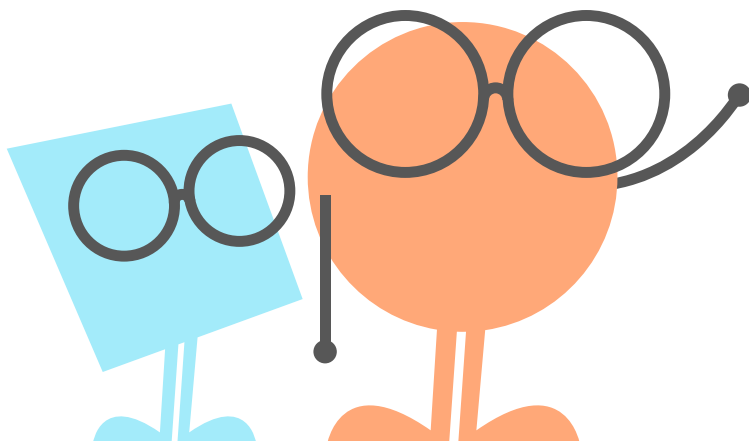☐ Develop a shortlist of potential solutions based on stakeholder input.

Responsible Party: Head of Learning & IT Department

4.
Engage Stakeholders

☐ Host workshops or meetings to explain the benefits of AI tools to staff and educators.

☐ Address potential concerns, such as:

- » Fear of job displacement.

- » Data privacy issues.

☐ Gather feedback from key stakeholders (teachers, admin staff, and students) to ensure buy-in.

☐ Share success stories from other institutions that have implemented similar AI Solutions.

Responsible Party: Leadership & Comms

5.
Pilot and Test

- [ ] Select a specific department, course, or program for a pilot implementation.
- [ ] Set clear pilot objectives and metrics for success.
- [ ] Train staff and educators involved in the pilot phase.
- [ ] Monitor results and gather feedback from users:
  - » Did the tool improve efficiency or outcomes?
  - » Were there challenges in adoption or use?
- [ ] Refine the implementation plan based on findings.

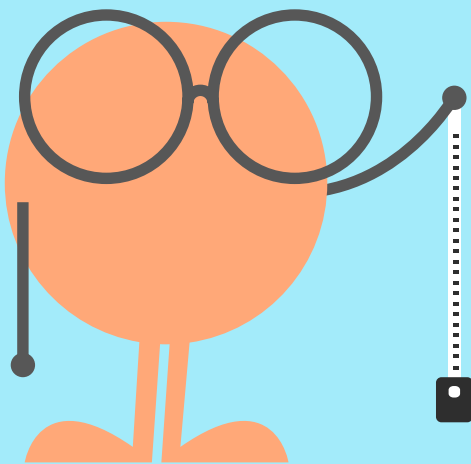**Responsible Party:** Project Lead

6.
Full implementation

- [ ] Roll out the AI tool institution-wide, prioritising departments based on readiness.
- [ ] Provide comprehensive training sessions for all staff and educators.
- [ ] Develop a support system:
  - » Dedicated IT support for troubleshooting.
  - » Helpdesk or FAQs for common issues.
- [ ] Communicate the success and benefits of the AI tool to maintain momentumand enthusiasm.

Responsible party: Leadership & IT Teams

7.
Measure and Optimize

☐ Regularly assess the AI tool's impact against defined KPIs:

» Is grading time reduced?

» Are student outcomes improving?

» Are educators satisfied with the tool?

» Are students satisfied with the tool?

☐ Gather continuous feedback from staff and students.

☐ Iterate and optimise processes based on:

» Feedback from users.

» Updates or new features from the AI tool provider.

☐ Stay informed about new developments in AI and evaluate whether additional tools can enhance operations.

☐ Engage with the AI tool provider for training and best practices.

Responsible Party: Project Lead

G graide

Kickstart your AI implementation today.

Explore more: Gride Blog: <u>Best Practices for AI-Assisted Grading</u>

Schedule a consultation: Contact Graide's team to discuss your institution's unique needs.

Visit our website: <u>www.graide.co.uk</u>