

AI Literacy Tools: Selection and Workflow Design



From ad hoc experimentation to evidence-informed tool selection



Three anchor questions: learner literacy, tool categories, workflow fit



Roles and constraints: K-12, higher ed, corporate L&D, nonprofits



Roadmap: definitions, tool landscape, criteria, workflows, governance, measurement



Close with a 90-day adoption plan you can act on



What AI Literacy Means for Educators and L&D



AI literacy = concepts, capabilities, critical evaluation, ethics, application



Not just prompt fluency or coding



AILit Framework: engage with, create with, manage, shape AI



UNESCO: 15 competencies, five dimensions, three progression levels



Educators need pedagogical literacy; designers, workflow; L&D, governance



Myth: prompting = AI literate; confidence $\neq$ demonstrated competence



Frameworks to Anchor Your Programme and Tool Choices



AIIt Framework (OECD + EC, June 2026)

four domains, three
learner progression levels



UNESCO teacher framework

15 competencies across
five dimensions at Acquire,
Deepen, Create



EU AI Act Article 4

take measures supporting
AI literacy by role and
context



No certificate or test required;
a dated internal record per role group suffices



Blend three layers: compliance,
workforce/role-based, and assessment



Mapping the 2026 Tool Landscape by Category



General assistants

Claude, ChatGPT, Copilot, Gemini, Perplexity — flexible for adult drafting and analysis



Educator platforms

MagicSchool, Diffit, Brisk, TeacherMatic, Eduaide.Ai — guided workflows with rubrics built in



Student-facing tools

Khanmigo, SchoolAI, Snorkl — judge on safety and monitoring, not features



Media and production

Synthesia, Colossyan, ElevenLabs, Magnific, Descript, Camtasia



Authoring

Storyline, Rise, iSpring, Easygenerator, Mindsmith, Coursebox, LMS-native builders



AI already inside

Kami, Padlet, Canva, Google and Microsoft suites — lowest-friction starting point

Matching Tools to Workflow Stages



Selection Criteria: A Five-Dimension Evaluation Framework

Evaluation Dimension		Vendor A	Vendor B	Vendor C
	Pedagogical fit and measured learning value decide the shortlist	☐	☐	☐
	Privacy clarity: retention, model training, signed data agreement required	☐	☐	☐
	Accessibility: WCAG 2.1 AA, multilingual output, VPAT if available	☐	☐	☐
	Evidence: peer-reviewed research over internal white papers, which are marketing	☐	☐	☐
	Weigh 3-year cost, implementation burden, and governance risk	☐	☐	☐

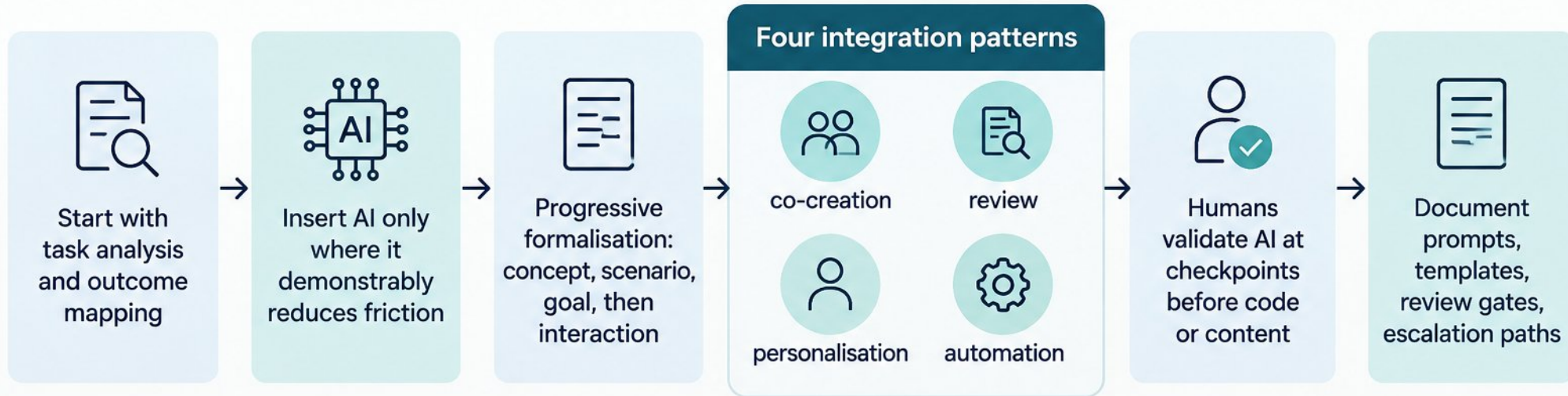
Building a Lightweight Scoring Rubric

- 1 Five categories, scored 1-5, with written notes beside every number
- 2 Separate accessibility line items so partial compliance cannot hide in averages
- 3 Defensible default weights: evidence 25%, role fit 25%, data protection 20%
- 4 Remaining weight: rollout 15%, accessibility 10%, commercial model 5%
- 5 Use after a basic checklist screen; treat a low privacy score as a stop signal
- 6 Demo with your own content: generate a quiz, ask how much output needs editing

Category	Weight	Score 1-5	Notes
 Evidence	—	—	—
 Role fit	—	—	—
 Data protection	—	—	—
 Rollout	—	—	—
 Accessibility	—	—	—
 Commercial model	—	—	—

Workflow Design: Start With the Learning Problem

PEOPLE
PURPOSE
BETTER LEARNING



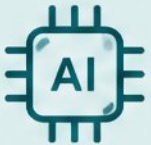
- Start with task analysis and outcome mapping, not the tool
- Insert AI only where it demonstrably reduces friction
- Progressive formalisation: concept, scenario, goal, then interaction
- Four integration patterns: co-creation, review, personalisation, automation
- Humans validate AI at checkpoints before code or content
- Document prompts, templates, review gates, escalation paths
- Preserve educator and designer judgment; avoid over-automation



HUMAN JUDGMENT
KEEPS LEARNING HUMAN

Worked Examples: ADDIE Workflows With Human Gates

BETTER LEARNING THROUGH HUMAN EXPERTISE AND RESPONSIBLE AI

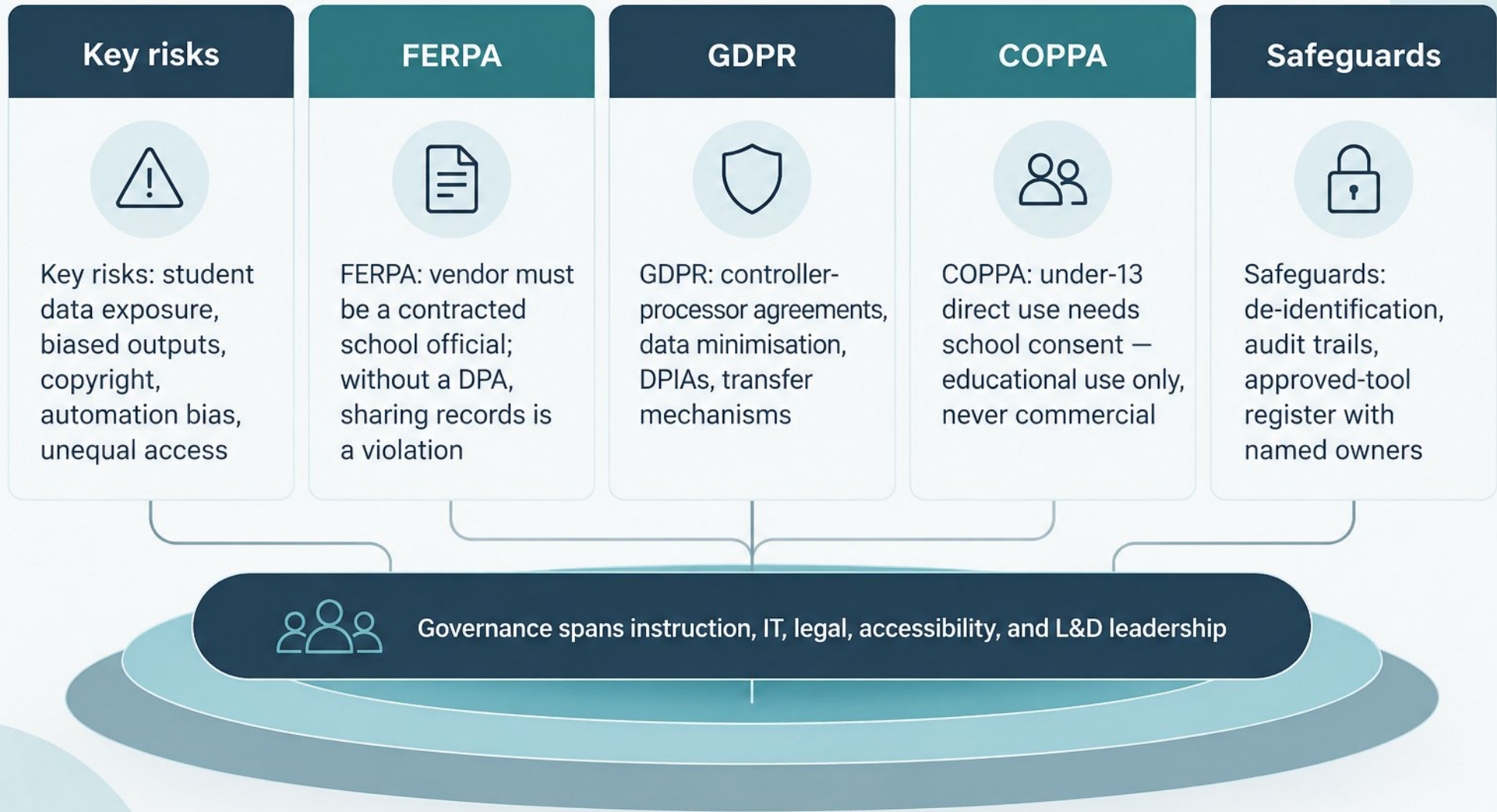


- Source traceability and accessibility are release conditions, not afterthoughts

- AI drafts content well but checks accessibility and correctness poorly

Data Privacy, Ethics, and Governance

Responsible use. Safer learning. Stronger communities.



Evaluating Impact: Metrics, Assessment, and Feedback Loops



Separate activity metrics from behaviour change and business outcomes



Pair self-report with objective measures: correlations are surprisingly weak



Adapt validated tools like AILST, FALCON-AI, and GenAIT



Use scenario tasks, portfolios, and pass/fail thresholds with retry



Watch novelty effects, self-report bias, and automation bias



Keep feedback light: pulse checks, override rates, scheduled re-evaluation



Self-reported confidence and demonstrated competence diverge.

Implementation Roadmap and Change Management

FROM PILOT TO LASTING IMPACT

PEOPLE
PRACTICE
PROGRESS



Success and decision making

- Define success metrics and a scale, pivot, or stop decision before launch to avoid pilot purgatory



Change leadership

- L&D leads early change: normalise experimentation, reduce fear, close capability gaps



Risks to plan for

- Plan for weak leadership signals, shadow AI, vendor lock-in, and underestimated data infrastructure



Tiered capability

- Tiered capability: Level 1 literacy and governance, Level 2 validation and judgement, Level 3 workflow redesign



Resourcing

- Budget licences, integration, training, and support; under four to six PD hours per teacher harms outcomes



Build today for a capable, confident and sustainable future.

Workshop: Build Your Selection and Workflow Plan



Define one real learning challenge; map the AI-supported workflow stage by stage



Mark every point where human judgement stays in the loop



Score one or two candidate tools with the five-dimension rubric, using documentation you actually read



Specify risks, review checkpoints, data-handling rules, and a prohibited data list per step



Draft a one-page plan: problem, audience, workflow, tool, metrics, decision point, owner



Peer review and facilitator coaching, focused on accuracy and accessibility checking

One-Page Plan

Problem

Audience

Workflow

Tool

Metrics

Decision point

Owner

Five-Dimension Rubric

Dimension	Tool A	Tool B

Peer Review Notes

Key Takeaways and Your Next 90 Days

LEARN
PRACTICE
APPLY
MOVE FORWARD

- AI literacy is a competency set, not a tool skill
- Every workflow needs human checkpoints and criteria-driven selection



10 minutes:

pick one workflow and one tool to score



30 days:

pilot with a small group on non-sensitive material



90 days:

document review gates, then scale, revise, or stop



Keep current: AILit Framework, UNESCO, EC 2026 guidelines, AIForEdu, District AI Index

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