

Activity 3 Setup Guide: Gemini

Set up a Google Gemini Gem using the paid Google AI/Gemini account prepared for the workshop

Feature: Gem

Use this guide only to configure a workshop prototype. Gems can hold instructions and knowledge files, but employee deployment controls should be verified through your district Google Workspace environment before broad release.

Before You Start

- Use the paid subscription account requested in the pre-conference instructions.
- Have your completed Instructions Drafting Template ready. You are pasting the instructions you wrote, not copying a generic prompt.
- Have your context-engineered content ready. At this stage that usually means Q&A cards; include a glossary only if you created one.

Setup Steps

#	Action	What to do
1	Open the Gem builder	Sign in with the paid Google AI/Gemini account prepared for the workshop. Go directly to https://gemini.google.com/gems/create .
2	Name the Gem	Use a specific name such as [District] Pay Assistant or Clear River Licensure Helper. Specific names make the Gem easier to find later.
3	Paste completed instructions	In Instructions, paste the finished sections from your Session 1 Instructions Drafting Template. Keep policy content out of this field; the instructions should govern behavior.
4	Load context-engineered content	Under Knowledge, add your context-engineered content. At this point that usually means your Q&A cards; if time allowed, include your glossary or other engineered content for the same topic.
5	Use uploaded content for the workshop	If Gemini offers Drive options, keep this activity focused on the uploaded context-engineered content unless your district settings and facilitator guidance say otherwise.
6	Preview and save	Use the preview area only to confirm the Gem opens with the intended configuration. Save the Gem before leaving the builder.

Deployment Checkpoint for Session 3

Deployment caution: Treat Gems as a workshop build option when a district already uses Google. Before sharing with employees, verify whether users can access or alter instructions, source files, settings, or shared chat context under your district Workspace controls. Additional deployment considerations will be covered in the workshop session 3.