

# NotebookLM Source Pack and Prompt Guide

## How Parents Prepare Their Files, Ask for the Right Outputs, and Use Ready Prompts in NotebookLM

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### 1. Purpose of This Document

This document helps parents move from the first AI stage into the NotebookLM stage in a clear and practical way.

It combines three important parts of the workflow in one guide:

1. how to prepare the source pack before uploading to NotebookLM
2. how to ask NotebookLM for the right kinds of outputs
3. ready-to-use prompts parents can copy and adapt

This guide is designed to help parents use NotebookLM in a structured way. It is not meant to turn NotebookLM into a random content generator. It is meant to help parents upload a prepared learning package and then transform it into useful study outputs.

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### 2. What NotebookLM Does in This Workflow

NotebookLM is not the first stage of personalization. The first stage happens earlier in the main AI tool, where the parent works with:

- the real lesson
- the child profile
- the customization instruction layer
- the first tailored outputs

NotebookLM becomes the next stage. Its role is to help transform the prepared material into richer, clearer, and more presentable study outputs.

A simple way to understand the workflow is:

**First AI tool = adaptation and content creation**

**NotebookLM = transformation into study formats, visual outputs, and organized learning materials**

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## 3. Part One — NotebookLM Source Pack Guide

### 3.1 What the source pack is

The source pack is the group of files and materials that the parent prepares before uploading them into NotebookLM.

These files should be connected, purposeful, and easy to understand.

Parents are not uploading random files. They are uploading a learning package.

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### 3.2 Why the source pack matters

NotebookLM works better when the uploaded material is:

- relevant
- clearly related
- already personalized
- well organized
- focused on one lesson or one learning goal

A stronger source pack usually leads to stronger outputs.

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### 3.3 What parents should include in the source pack

A useful source pack may include:

#### 1. Original lesson source

This is the real educational material. Examples:

- lesson PDF
- worksheet
- textbook page
- homework instructions
- teacher notes
- photographed school page

#### 2. Child profile

A short learning snapshot that helps explain how the lesson should be adapted for the child.

#### 3. Customization instruction layer

A short document explaining how the AI should shape the lesson.

#### 4. Generated learning support outputs

These are the first outputs created in the main AI tool. Examples:

- simplified explanation
- short summary
- quiz
- flashcards
- parent follow-up questions
- revision sheet

#### 5. Optional parent notes

A parent may include a short note if there is a specific goal such as:

- exam preparation
- review before homework
- helping a distracted child focus on key points
- turning a long lesson into short review chunks

#### 6. Optional visual references

These are optional and only used when the parent wants more visual outputs. Examples:

- child-friendly visual style reference
  - color palette reference
  - character inspiration
  - mood reference for slides or infographic tone
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### 3.4 What parents should not include

Parents should avoid uploading:

- unrelated files
- too many weak variations of the same file
- materials from several unrelated lessons at once
- files that have no clear purpose in the workflow
- too much text that was never reviewed or organized

NotebookLM works better with focused and intentional material.

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### 3.5 Best structure for the source pack

A simple and effective structure can look like this:

- **File 1:** Original Lesson Source
- **File 2:** Child Profile
- **File 3:** Instruction Layer
- **File 4:** Simplified Explanation

- **File 5:** Short Summary
- **File 6:** Quiz or Flashcards
- **File 7:** Optional Parent Goal Note
- **File 8:** Optional Visual Reference Note

Parents do not need all of these every time. But this structure gives a strong model.

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### **3.6 Suggested file names**

Clear names help keep the workflow organized.

Examples:

- Lesson 01 - Original Source
  - Child Profile
  - Instruction Layer
  - Lesson 01 - Simplified Explanation
  - Lesson 01 - Summary
  - Lesson 01 - Quiz
  - Lesson 01 - Flashcards
  - Parent Goal Note
  - Visual Style Reference Note
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### **3.7 The best way to prepare the source pack**

Parents should prepare the pack in this order:

1. choose one lesson
2. create or update the child profile
3. create the instruction layer
4. generate one to three useful outputs in the first AI tool
5. review the outputs
6. organize the files with clear names
7. upload the final package into NotebookLM

This order keeps the process simple and realistic.

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### **3.8 Key takeaway for the source pack**

The better the preparation before NotebookLM, the better the visual and study outputs after NotebookLM.

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## 4. Part Two — NotebookLM Output Request Guide

### 4.1 What this part is for

After uploading the source pack, parents need to know how to ask NotebookLM for useful outputs.

Good NotebookLM requests are:

- clear
- specific
- based on the uploaded source pack
- focused on one output goal at a time

The parent should not ask for everything at once. It is better to ask for one strong output, review it, then ask for the next one.

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### 4.2 Main output categories parents can request

Parents can use NotebookLM to request several kinds of outputs.

#### A. Study support outputs

These are practical learning tools such as:

- study guide
- short summary
- revision sheet
- key points list
- compare-and-contrast notes
- oral review questions

These are useful when the child needs clarity and structure.

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#### B. Quiz and review outputs

These include:

- mini quiz
- short-answer questions
- multiple-choice questions
- recall questions
- true/false review
- practice questions for exam preparation

These are useful when the child needs checking, repetition, and memory support.

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## **C. Flashcard outputs**

These include:

- term-and-definition flashcards
- concept-and-example flashcards
- question-and-answer flashcards
- quick review flashcards

These are useful for repeated short review sessions.

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## **D. Slide deck outputs**

NotebookLM can help create:

- short lesson slide deck
- revision slide deck
- visual review deck
- parent presentation deck
- child-friendly learning deck

These are useful when the parent wants the lesson in a more visual, sequenced format.

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## **E. Infographic outputs**

NotebookLM can help create:

- infographic-ready summary
- step-by-step visual explanation
- process overview
- key facts layout
- lesson snapshot for quick review

These are useful when the child responds better to visual structure and short text blocks.

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## **F. Audio and video overview outputs**

NotebookLM can help prepare:

- short audio overview
- podcast-style learning summary
- video overview structure
- narration outline
- sequence for a short educational explainer

These are useful when the parent wants a more dynamic or multimedia style of review.

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### 4.3 How parents should ask for outputs

A good request should mention:

- what output is needed
- who it is for
- what style is preferred
- how short or detailed it should be
- what the main learning goal is

For example, instead of saying:

- make slides

A stronger request would be:

- create a short child-friendly slide deck structure based on the uploaded lesson pack for a Grade 5 learner who benefits from short visual explanations and memory support

This makes the result stronger and more relevant.

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### 4.4 Best practice when requesting outputs

Parents should:

- request one output at a time
  - start with the most useful output first
  - review the first result before requesting more
  - adjust wording if the result is too long, too general, or too advanced
  - keep the child's real need at the center
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### 4.5 Suggested order of output requests

A practical sequence could be:

1. ask for a short summary or study guide
2. ask for quiz or flashcards
3. ask for infographic-ready version
4. ask for slide deck structure
5. ask for audio or video overview

This keeps the work organized and progressive.

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### 4.6 Key takeaway for output requests

NotebookLM gives better results when the parent asks for one clear output at a time and ties it directly to the uploaded lesson pack and child context.

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## 5. Part Three — Ready Prompt Bank

The following prompts are written in a way that parents can copy, paste, and adjust. They are meant to be simple, practical, and aligned with the workshop workflow.

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### 5.1 Source Pack Preparation Prompts

#### Prompt 1 — Check if my source pack is ready

Review the uploaded files and tell me whether this source pack is strong enough for NotebookLM. Check whether the files are clear, connected, well organized, and useful for generating study outputs for a child.

#### Prompt 2 — Organize my files

Help me organize my lesson materials into a clean NotebookLM source pack. Group the files into a simple structure and suggest better file names if needed.

#### Prompt 3 — Tell me what is missing

Based on the files I uploaded, tell me what important part is missing before I move this package into NotebookLM. Check whether I still need a child profile, instruction layer, summary, quiz, or any other useful support file.

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### 5.2 Study Guide and Summary Prompts

#### Prompt 4 — Generate a study guide

Using the uploaded lesson pack, create a short and clear study guide for the child. Keep it well structured, child-friendly, and suitable for review.

#### Prompt 5 — Generate a summary

Create a short lesson summary based on the uploaded source pack. Focus only on the most important ideas and keep the language simple and clear.

#### Prompt 6 — Generate a revision sheet

Create a one-page revision sheet from the uploaded source pack. Make it useful for quick review before homework, a quiz, or an exam.

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## 5.3 Quiz and Review Prompts

### Prompt 7 — Generate a mini quiz

Create a short quiz based on the uploaded lesson pack. Keep the questions clear, child-friendly, and suitable for checking understanding.

### Prompt 8 — Generate recall questions

Create 5 to 8 quick recall questions based on the uploaded source pack. Focus on memory support and short review.

### Prompt 9 — Generate multiple-choice questions

Create multiple-choice questions based on the uploaded lesson pack. Keep the wording simple and make the questions suitable for the child's level.

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## 5.4 Flashcard Prompts

### Prompt 10 — Create flashcards

Turn the uploaded lesson pack into simple flashcards for review. Keep each flashcard short, clear, and easy to use in a quick study session.

### Prompt 11 — Create concept flashcards

Create flashcards where each card explains one important concept from the uploaded source pack in a child-friendly way.

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## 5.5 Slide Deck Prompts

### Prompt 12 — Create a child-friendly slide deck

Create a short child-friendly slide deck structure based on the uploaded lesson pack. Make it suitable for a learner who benefits from visual explanation, short sections, and memory support.

### Prompt 13 — Create a revision slide deck

Create a revision-focused slide deck structure based on the uploaded source pack. Each slide should include only the essential points needed for quick review.

### Prompt 14 — Create a parent presentation deck

Create a short slide deck structure that a parent can use to explain the lesson clearly to the child. Keep it simple, supportive, and easy to follow.

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## 5.6 Infographic Prompts

### **Prompt 15 — Create an infographic-ready summary**

Turn the uploaded lesson pack into an infographic-ready summary. Organize the content into short sections, key ideas, and visual-friendly blocks of text.

### **Prompt 16 — Create a process infographic brief**

Create a process-style infographic brief based on the uploaded source pack. Show the steps, sequence, or flow of the lesson in a clear visual structure.

### **Prompt 17 — Create a key facts infographic brief**

Create a key facts infographic brief from the uploaded lesson pack. Focus on the most important ideas and present them in short, clear points.

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## 5.7 Audio and Video Overview Prompts

### **Prompt 18 — Create an audio overview**

Create a short audio overview structure based on the uploaded lesson pack. Make it child-friendly, easy to follow, and suitable for listening-based review.

### **Prompt 19 — Create a podcast-style explanation**

Create a short podcast-style lesson explanation based on the uploaded source pack. Keep it warm, clear, and suitable for a child.

### **Prompt 20 — Create a video overview structure**

Create a short educational video overview structure based on the uploaded lesson pack. Include a clear sequence, key points, and a child-friendly explanation flow.

### **Prompt 21 — Create a narration outline**

Create a narration outline for a short learning video based on the uploaded source pack. Keep it simple, structured, and easy to turn into a visual presentation.

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## 5.8 Prompt Strategy Prompts

### **Prompt 22 — Recommend the best next output**

Based on the uploaded lesson pack and the child context, recommend the best next output to generate in NotebookLM. Explain which output would be most useful and why.

### **Prompt 23 — Recommend the best visual output**

Based on the uploaded source pack, tell me whether this lesson would work better as an infographic, a slide deck, or a video overview, and explain why.

### **Prompt 24 — Rewrite my request better**

Rewrite my NotebookLM request in a clearer and stronger way so the output becomes more focused, child-friendly, and useful.

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## **5.9 Parent-Friendly Combined Prompts**

### **Prompt 25 — Summary plus quiz**

Using the uploaded lesson pack, create a short summary and then create 5 review questions for the child.

### **Prompt 26 — Slides plus flashcards**

Using the uploaded lesson pack, create a short child-friendly slide deck structure and then create a matching set of flashcards for review.

### **Prompt 27 — Infographic plus narration**

Using the uploaded lesson pack, create an infographic-ready lesson summary and then create a short narration outline that explains the same content in a simple way.

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## **6. How Parents Can Adapt the Ready Prompts**

Parents can improve any prompt by adding details such as:

- the child's age
- grade level
- preferred language
- preferred explanation style
- attention span
- review goal
- whether the child needs visual support or memory reinforcement

For example, a basic prompt like:

- create flashcards

can become much stronger as:

- create simple Arabic flashcards based on the uploaded lesson pack for a Grade 5 child who forgets quickly and benefits from short review and visual-friendly wording

This makes the output more targeted.

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## 7. Good Practice for Parents

Parents should:

- upload only purposeful files
- keep the source pack organized
- request one output at a time
- review each output before moving to the next
- choose outputs based on the child's actual need
- improve the prompts gradually through practice

NotebookLM becomes more useful when the parent stays clear and intentional.

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## 8. Common Mistakes to Avoid

Parents should avoid:

- uploading too many unrelated files
  - asking for many output types in one unclear request
  - forgetting the child context
  - requesting outputs without first preparing the lesson pack well
  - treating NotebookLM as a random generator instead of a transformation tool
  - keeping vague prompts like "make this better" without explaining how
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## 9. Final Reminder

NotebookLM works best when parents do three things well:

1. prepare a clean source pack
2. ask for one clear output at a time
3. use prompts that are simple, focused, and connected to the child's learning need

The stronger the preparation, the better the transformation.

This is what turns NotebookLM into a practical educational support tool instead of a confusing extra step.