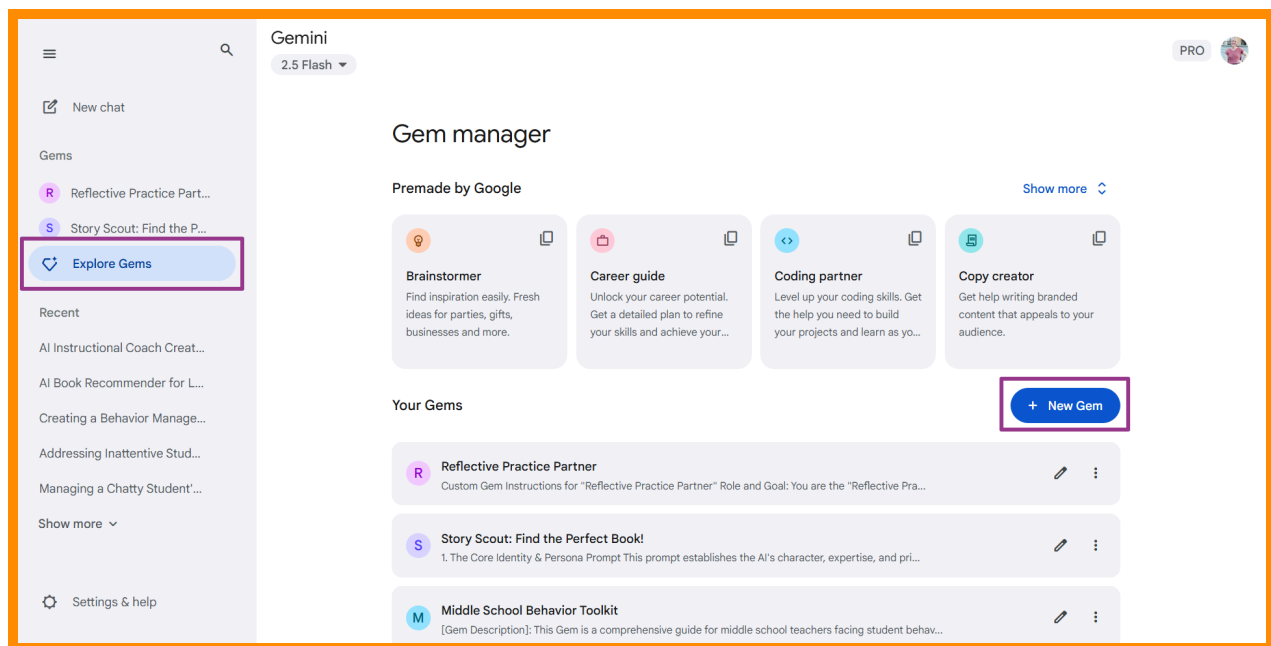


5 Easy Steps to Build Your Custom Gem

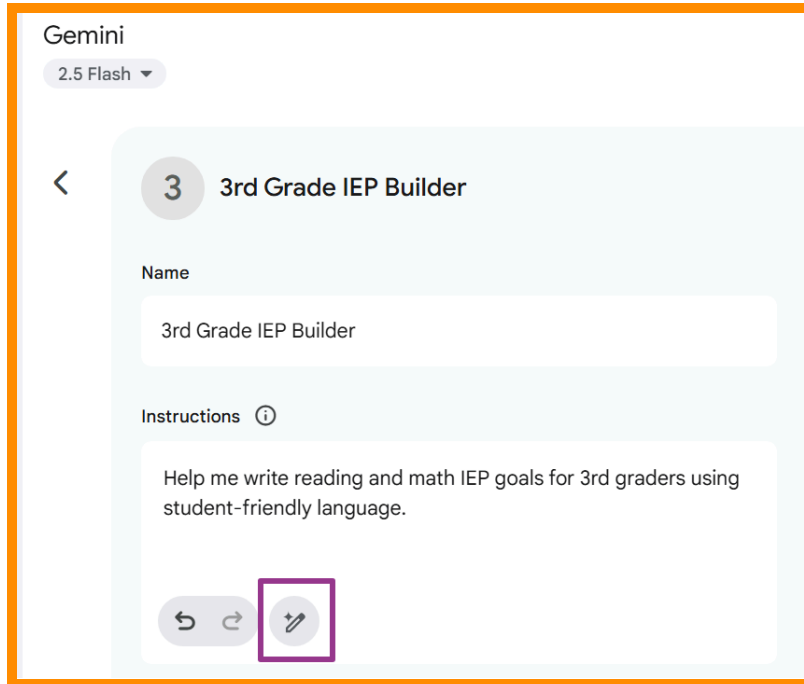
Step 1: Log in and Access Google Gemini's Gem Builder

- Visit <https://gemini.google.com/app>
- Click "Explore Gems" on the left to open the "Gem Manager" page
- Click "+ New Gem" (found on the right, under "Your Gems")



Step 2: Choose Your Setup Method

- Option 1: Use Gemini to Help Write Your Instructions (Guided)
 - In the Instructions box, enter a sentence or two describing what you want the Gem to do.
 - Click, "Use Gemini to re-write instructions" (the pencil with star icon)
 - Gemini will expand your instructions into detailed guidance for how the Gem should respond.
 - Review and edit the instructions to meet your specific needs.
 - On the right, you can enter a prompt to preview your Gem.
 - Remember to click Save. Using the preview window does not automatically save your Gem.



- Option 2: Write Your Own Gem Instructions (Manual)
 - Fill in the Instructions box with details about the tasks the Gem should perform, how you want it to act and sound, and preferred response format.
 - Consider this option if you prefer full control and clarity from the outset.
 - The section below offers tips on what information to include in the Instructions field.

Step 3: Craft Your Instructions

Unlike Custom GPTs with distinct fields, Gemini's Gems use a single "Instructions" box. Here's what to include for a well-defined Gem:

INSTRUCTIONS COMPONENT	WHAT TO ENTER	EXAMPLE
Persona	Define the Gem's role, tone, and any specific characteristics it should embody. This sets the overall "identity" of your Gem.	<i>You are an empathetic instructional coach for 3rd grade SPED teachers. Use a warm, collegial, and encouraging tone.</i>

Task	Clearly state the primary purpose and specific actions the Gem should perform. This is its core function.	<i>Help me draft IEP goals and aligned strategies.</i>
Context	Provide any relevant background information, constraints, or specific guidelines the Gem should consider when performing its task, including how to use uploaded knowledge files.	<i>Ensure all suggestions align with Common Core State Standards. Prioritize student strengths, and consider the student's learning environment when proposing accommodations. Reference the uploaded IEP Goal Bank and district guide.</i>
Format	Specify how you want the Gem to structure its responses. This ensures consistency and usability.	<i>Format your response as a numbered list. For example prompts, be specific: "Draft a reading comprehension goal for a student with ADHD".</i>
Knowledge (Optional)	Upload up to 10 key reference files your Gem should reference when responding (PDF or Google Drive file)--curriculum tools, templates, or examples that reflect how <i>you</i> work. This is useful for customizing responses.	<i>IEP Goal Bank.pdf, "District Accommodations Guide.pdf"</i>

Step 4: Test and Refine Your Gem

Try out your Gem:

- On the right side of the screen, you'll see a preview window. Enter various prompts to test how your Gem responds.

- Evaluate if the responses align with the Persona, Task, Context, Format, and Knowledge you defined.

Refine Your Instructions:

- If the Gem's responses aren't quite right, return to the "Instructions" box and make adjustments. Think about which of the components (Persona, Task, Context, Format) needs clarifying or expanding. You may also need to adjust your uploaded "Knowledge" files.

Try one of these adjustments:

WHAT TO ADJUST IN INSTRUCTIONS BOX	PROBLEM	FIX EXAMPLE
Persona	Gem gives long, academic answers.	<i>"Maintain a professional yet warm and collegial tone."</i>
Task	Gem gives broad or unmeasurable suggestions.	<i>"Ensure goal suggestions are measurable and include specific conditions and criteria, e.g., 'Given a 3rd grade reading passage, Student A will identify the main idea with 80% accuracy on 3 consecutive trials.'"</i>
Context	Gem's suggestions don't consider the specific classroom context.	<i>"Prioritize goals that address the student's least restrictive environment and include accommodations relevant to a 3rd-grade classroom setting."</i>
Format	Gem's responses are unstructured or too lengthy.	<i>"Ensure suggested goals are presented as a clear, numbered list, with each goal followed by 1-2 suggested accommodations."</i>

Knowledge Files	GPT gives generic feedback.	Upload your rubric, newsletter, pacing guide, or other supporting document to personalize responses. "Explicitly reference strategies or criteria from the 'IEP Goal Bank.pdf' and 'District Accommodations Guide.pdf' in your responses."
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Step 5: Save Your Custom Gem

Once your Gem is performing as desired:

- Click Save to publish your Gem. Your new Gem will then appear under "Your Gems" on the "Gem manager" page.
- From the Gems manager, you can pin your Gem to the main Gemini sidebar for quick access.
- Start chatting! Remember, creating a Custom Gem is an iterative process. You can continue to edit the Gem instructions to match your needs.
- Important Note on Sharing: Currently, Google Gems are designed for personal use within your Gemini account and cannot be directly shared via a link.