

## Unlocking the Potential of GenAI Editor Tools: Microsoft Copilot, Chat GPT, Grammarly, and Notion AI



This week's post and challenge will focus on Lane 4: AI as editor. AI tools can help students improve their writing by checking grammar, suggesting better word choices, and making their ideas clearer. Editing tools also help students catch mistakes and fix them before turning in their work.

Throughout my post-secondary education experiences, I benefitted from my colleagues, peers, and professors who provided feedback on my work. I still attribute my first breakthrough as a writer during my undergraduate when my cultural geography professor provided editing suggestions and numerous opportunities to redo my work. Similarly, when I journeyed through post-grad programs, I had advisors and committees who took the time to provide feedback on my writing projects.

These experiences are now 10 + years ago and times have changed. For one, we lived through a pandemic that significantly impacted how we study and learn together. Changes such as a shift to remote learning and using digital tools accelerated the arrival of AI editing tools. AI as an editor dovetails with AI as a tutor as both enhance students' capabilities to refine written content and facilitate learning. AI tutors and AI editing tools have made learning and content creation more accessible and convenient.

**So how do we use AI as an editing tool?** Simple. AI editing tools can help refine and perfect written content through grammar and spell check. Tools can check for sentence structure and clarity, style, and tone. Some AI editing tools offer content suggestions, such as recommending alternative phrasing, sentences, and even entire paragraphs. Bottom

line, AI editing tools assist by flagging potential issues, providing suggestions, and streamlining the editing process.

Below are **4 different** options to get you and your students to use AI as an editing tool.

**1. Microsoft Copilot** is likely one of the easiest editing tools for students to use, especially if they are already familiar with Microsoft Office applications like Word. Familiarity means students don't need to learn a new tool, they can access Copilot directly within the software they use for assignments.

**Here are step-by-step** instructions for using Microsoft Copilot as an editing tool in Word or other Office applications:

**Step 1:** Open the Document

- Open the document you want to edit, select the text and copy into copilot.

**Step 2:** Select the Text to Edit

- Highlight specific sections you want help with or simply place your cursor where you need editing assistance.
- For document-wide edits, you don't need to highlight anything, Copilot can analyze the whole text.

**Step 3:** Choose an Editing Option

- Select from the available features, such as:
  - Grammar and Spelling Check
  - Clarity and Tone Suggestions
  - Rewriting Suggestions:
    - Apply these suggestions individually or use bulk approval options.

**Step 4:** Review and Apply Suggestions

- Review each suggestion Copilot provides.
- Accept, reject, or modify suggestions based on your preferences.

**Step 5:** Finalize and Save

- Once you've made all edits, proofread your work to ensure it meets your expectations.
- Save the document with a new name if you want to keep the original version as well.

Practice Using Copilot: The more you use it, the more familiar and efficient you'll become with its capabilities.

2. **ChatGPT** can be an effective editing tool for students, offering assistance with grammar, clarity, tone, and organization. Chat GPT is available through a browser or app, making it easy to access from most devices. It can adapt to various writing styles, academic formats, and tone preferences. The tool can offer suggestions for sentence restructuring, word choice, and overall readability providing explanations for edits, helping students improve their writing skills.

### **How to Use ChatGPT for Editing**

- Prepare the Text. Upload or paste your content into [ChatGPT](#). and provide clear instructions like:
  - "Check this for grammar and punctuation errors."
  - "Suggest ways to improve clarity and tone."
  - "Simplify complex sentences without losing meaning."
- ChatGPT will provide edits or rewritten sections. If needed, ask follow-up questions like:
  - "Why did you suggest this change?"
  - "Can you rephrase this paragraph to sound more formal?"
- Incorporate the suggestions into your work. If a section doesn't feel right, ask ChatGPT for alternative phrasing.
- Double-Check Accuracy:
  - Ensure factual correctness and proper citations, as ChatGPT focuses on language rather than content accuracy.

Using ChatGPT as an editing tool is fast and cost-effective. The free version offers robust functionality, with paid options for more advanced features.

### **Steps to Access ChatGPT**

1. Visit [ChatGPT](#) and create an account.
2. Choose a plan – Free will work just fine
3. Start a conversation and paste your text for editing!

3. **Grammarly** simplifies grammar, clarity, and tone, serving as a great tool for clean, professional writing. **To get started** with [Grammarly](#) create an account and install the application or browser extension on your computer. While you can upload entire documents, you also have the flexibility to input specific sections of text. This versatility ensures you can tailor your editing process.

### **Here is an example of Grammarly in Action**

Let's edit the following text to demonstrate Grammarly's capabilities.

Mispellings and grammatical errors can effect your credibility. The same goes for misused commas, and other types of punctuation . Not only will Grammarly underline these issues in red, it will also showed you how to correctly write the sentence.

After inputting this text into Grammarly, here is what happened:

- Red underlines indicate spelling and grammar issues, such as “Misspellings” (corrected to” Misspellings”) and “effect” (corrected to “affect”).
- Blue underlines highlight clarity improvements, suggesting revisions to wordy phrases or awkward constructions. For example, “can possibly help you revise a wordy sentence in an effortless manner” becomes “can help you revise wordy sentences easily.”

These features not only correct errors but also empower users to refine their writing for greater clarity and precision.

**4. Notion AI** can be used as an editing tool to refine and perfect content. It can detect and correct grammatical errors, punctuation mistakes, and spelling errors. Like Grammarly, it will analyze sentence structure and clarity, style, and tone, and provide suggestions for rephrasing sentences, adding or removing content, and improving overall flow.

Getting started with Notion AI is straightforward. Here is a step-by-step guide to help you begin.

Step 1: Create a [Notion Account](#) . You will need an email address, Google account, or Apple ID to create an account.

Step 2: Enable Notion AI. Once you have a notion account, navigate to the Notion settings by clicking on the gear icon in the top right corner. Scroll down to the AI section and toggle the switch to enable Notion AI.

Step 3: Familiarize yourself with Notion AI features. After enabling Notion AI, explore the various features in the following places:

- Page editor: Notion AI suggestions will appear as you type in the page editor.
- Block Menu: Click the three dots next to a block to access Notion AI features, such as text generation and content suggestions.
- Page properties: Some Notion AI features, like page organization and research assistance, can be accessed through the page properties panel.

Step 4: Experiment with Notion AI features to get a feel for how they work. Try generating text, getting content suggestions, or using the research assistance feature.

Step 5: Customize Notion AI Settings (Optional). If you want to customize Notion AI settings, such as adjusting the level of AI involvement or specifying AI models, you can do so in the Notion settings.

## Exploring Notion AI as an Editing Tool

### 1. Familiarize Yourself with Notion AI:

- If you haven't already, sign up for Notion and activate the Notion AI feature.
- Watch the introductory tutorial on how to use Notion AI for editing. (You can find this in the Notion Help Center or through a quick YouTube search). [Links](#)

### 2. Select a Writing Sample:

- Choose a short piece of writing (approximately 200–300 words). This could be a draft of an email, a paragraph from an essay, or a piece of creative writing.
- Paste the text into a Notion page.

### 3. Experiment with Editing Features:

- Use Notion AI's editing tools to refine your text. Specifically:
  - Grammar and Spelling Check: Identify and correct errors.
  - Clarity and Style Improvements: Use suggestions to make your writing more concise and polished.
  - Tone Adjustments: Experiment with shifting the tone (e.g., make it more formal, casual, or professional).
  - Summarization and Highlights: Ask Notion AI to summarize your text or highlight key points.

### 4. Document the Process:

- Save two versions of your text: the original and the edited version using Notion AI.
- Take note of the specific edits Notion AI suggested and which ones you chose to apply or ignore.

### 5. Reflection Questions:

- How did Notion AI improve your writing?
- Were there any suggestions that didn't align with your intent or style?
- Do you see yourself using Notion AI regularly for editing? Why or why not?

## How Do We Use AI as an Editing Tool in Assignments?

AI editing tools provide an opportunity for instructors to guide students not only in refining their writing but also in developing critical thinking about writing quality. Here are some ways instructors can incorporate AI editing tools into assignments:

- **Preliminary Edits:** Assign students to run their drafts through AI tools like Microsoft Copilot, Grammarly, or ChatGPT before submission. Ask them to

submit both the original and the AI-edited version, along with a reflection on how the edits improved their work or aligned with the assignment's goals.

- **Revision Workshops:** Encourage peer review using AI. Students can share their drafts and use AI-generated feedback as a supplement to their peers' suggestions, promoting collaborative and technologically enhanced learning.
- **Tone and Style Exercises:** Assign students a piece of their writing to analyze using AI. For instance, ask them to use Notion AI to shift the tone from formal to conversational, or refine clarity and conciseness, then discuss how those changes impact their message.
- **Grammar and Structure Analysis:** Create assignments where students compare AI editing suggestions with traditional grammar guides. This can help them critically evaluate the reliability and appropriateness of AI feedback.
- **AI Limitations Discussions:** Include assignments where students analyze the limitations of AI tools. For example, they can identify areas where the tool misunderstood context or offered unsuitable suggestions.

By framing assignments around these tools, instructors can teach students not only how to use AI effectively but also to approach these tools critically, ensuring they remain active participants in their learning process.

### **Reflect and Share**

Choose a GenAI editing tool and test it for a specific writing task. Reflect on how it supported your process, noting strengths and limitations. Share your experience to contribute to the conversation around these transformative tools.