

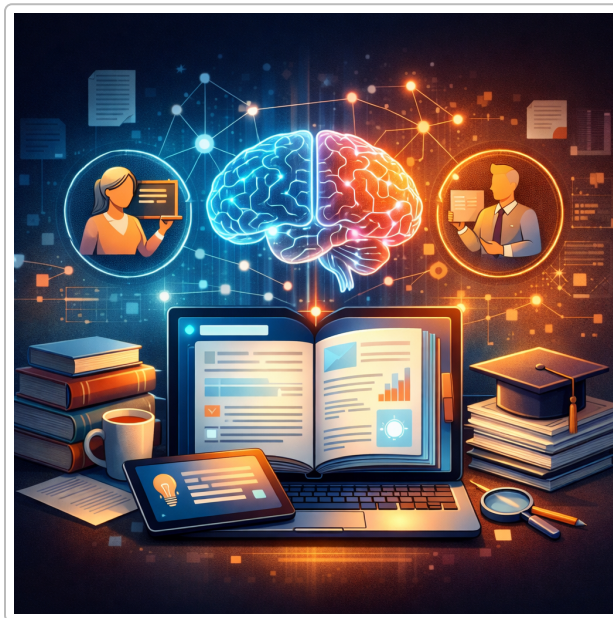


Guide to Using Notebook LM for Educators & Administrators

Notebook LM is Google's AI-powered research and note-taking assistant that works **only with the sources you provide**. It lets educators and administrators upload documents, websites, slide decks, audio files and more, then use Gemini-powered chat to explore the material with grounded citations. The tool summarizes long documents, generates multimedia artifacts (mind maps, audio podcasts, videos, infographics, slide decks and reports) and includes pedagogical features such as flashcards and quizzes. According to Google's help center, Notebook LM enables you to upload PDFs, websites, YouTube videos, audio files, Google Docs or Google Slides and "experience Gemini's advanced reasoning and interaction capabilities across different ways of communication like text, graphs, images, audio, and in many languages" ¹.

Below is a three-part guide tailored to teachers, instructional coaches, principals and district leaders. Each section is formatted as a stand-alone **document** and builds on the previous one—from getting started to advanced strategies for building knowledge bases and improving administrative workflows.

Document 1 – Beginner: Getting Started with Notebook LM



What Notebook LM Is and How It Works

Notebook LM is designed to help you **refine and organize your ideas** by grounding responses in your uploaded sources. You can ask questions about documents, instruct the model to perform actions and receive citations pointing directly back to the original text ². Since it only uses your sources, Notebook LM reduces hallucinations and allows you to verify every answer. To use Notebook LM you need a Google

account; the tool is available worldwide in 180+ regions and supports more than 80 languages ³. Workspace for Education users of any age can access it once their administrator turns on the feature ⁴.

Key points for beginners

- **Upload sources** – Notebook LM supports a wide range of files, including PDFs, Word/Docs/Slides/Sheets, text, web URLs and even audio or YouTube transcripts ⁵. Each source can be up to 500 000 words or 200 MB, and a notebook can include up to 50 sources ⁶.
- **Create separate notebooks** – Each notebook is independent; the model cannot access information across notebooks ⁷. Use a notebook per unit, course or policy topic.
- **Chat with your sources** – After uploading, you can ask questions and give instructions. Responses include clickable citations; selecting a citation jumps to the exact place in the source ⁸. You can choose which sources are active using checkboxes ⁹.
- **Summarize** – Ask Notebook LM to summarize an entire source or particular topics. Use specific questions (“What are the key findings in the Dog Training 101 document?”) to get focused summaries ¹⁰.
- **Mobile access** – The Notebook LM mobile app lets you ask questions on the go, listen to audio overviews offline and share content from other apps ¹¹. (Note: some features are limited in the mobile app.)

Step-by-Step: Creating a Notebook and Adding Sources

1. **Open Notebook LM:** Go to notebooklm.google.com and sign in.
2. **Create a notebook:** Click **Create new notebook** in the upper-left corner ¹².
3. **Upload or discover sources:** In the pop-up window, select **Upload a source**. You can upload files from your computer, import Google Docs/Slides/Sheets or paste web URLs; you can also use the **Add** button to search for sources from the web or your Workspace ¹³.
4. **Organize sources:** Give your sources clear titles. You can select or deselect sources in the **Sources** panel to control which ones are used when chatting ¹⁴.
5. **Chat and explore:** The **Chat** panel shows a generated summary of all sources. Ask questions or choose from suggested prompts. Notebook LM returns answers with citations and uses only the active sources ¹⁵.
6. **Create notes:** In the **Studio** panel, click **Add note** to write or paste your own notes or save a chat response as an uneditable note ¹⁶. Notes help capture insights and can later be converted into sources ¹⁷. You can create up to 1 000 notes per notebook ¹⁸.

Beginner Tips for Teachers

Use Notebook LM as a lesson planning assistant. Upload reading materials, policy memos or curriculum documents and ask the model to summarize key ideas, identify themes or suggest discussion questions. Save helpful answers as notes so you can reference them later.

Demonstrate citations to students. Notebook LM footnotes every response, teaching learners how to trace information back to primary sources ¹⁹.

Start small. For first-time users, begin with a single chapter or policy document. Experiment with the chat to build confidence before moving on to multiple sources.

Document 2 – Intermediate: Leveraging Studio Outputs & Customization

Customizing Chat Responses and Learning Guides

Notebook LM offers several chat settings that adjust tone and length. In the **Chat** panel, open **Configure Chat** and choose:

- **Conversational style:** Default (general), **Learning Guide** (structured questions and explanations) or **Custom** (e.g., “Respond like a PhD student”) ²⁰ .
- **Response length:** Default, Longer or Shorter ²¹ .

Google’s **Learning Guide** encourages deeper understanding by asking open-ended questions and adapting explanations ²² . Educators can use this mode to guide students through complex topics rather than simply providing answers.

Studio Panel Outputs

The **Studio** panel is where Notebook LM generates multimedia artifacts based on your sources. These outputs turn static documents into engaging learning materials.

Mind Maps



Mind Maps visually summarize main topics and related ideas from your sources ²³ . To generate one:

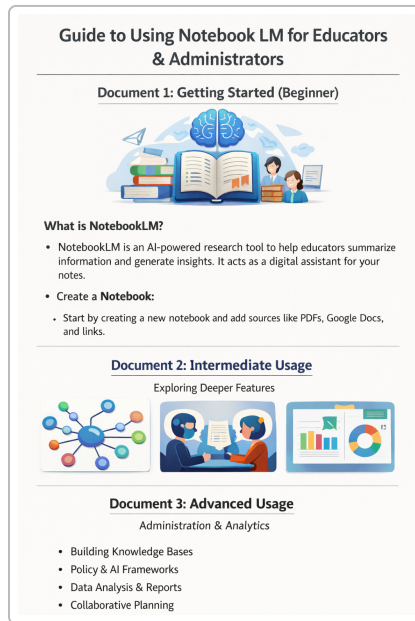
1. Open an existing notebook with uploaded sources.
2. In chat, select the **Mind Map** chip. A new note containing the mind map appears in the **Studio** panel

²⁴ .

3. Use pinch or scroll to zoom, and click nodes to expand or collapse branches ²⁵ . Selecting a node lets you ask questions about that topic directly in chat ²⁶ .
4. Download the mind map image or share the entire notebook to allow others to view the map ²⁷ .

Teaching idea: Use mind maps to show how themes in a novel connect or how different policies relate. Encourage students to explore the map and click citations to see where information came from.

Audio Overviews



Audio Overviews are AI-generated conversations between hosts that discuss key topics from your sources ²⁸ . They're ideal for auditory learners and for listening while commuting or multitasking. To create one:

1. In the **Studio** panel, choose **Audio Overview**. Notebook LM generates the audio in the background ²⁹ .
2. Customize format: **Deep Dive** (two hosts explore connections) is default, **Brief** (single speaker summary), **Critique** (constructive feedback) or **Debate** (hosts explore multiple perspectives) ³⁰ .
3. Choose language and length, and optionally add a prompt to focus on specific topics ³¹ . Interactive mode lets you join the conversation and ask questions ³² .
4. Share by copying a link, sharing the entire notebook or downloading the audio file ³³ . Public sharing is only available to consumer accounts and may be disabled for school domains ³⁴ .

Classroom uses: Convert lengthy readings into podcasts students can listen to at home. Use debate format to explore controversial issues and have learners reflect on both sides.

Video Overviews

Video Overviews turn your sources into AI-narrated slide shows with images, diagrams and quotes ³⁵ . Generate one by selecting **Video Overview** in the Studio panel. You can customize:

- **Format: Explainer** (comprehensive walkthrough) or **Brief** (bite-sized summary) ³⁶ .

- **Visual style:** Classic, Whiteboard, Watercolor, Retro Print, Heritage, Paper-craft, Kawaii, Anime or Auto-select; you can also describe a custom style ³⁷ .
- **Steering prompt:** Provide instructions focusing on particular sources or audiences ³⁸ .

Educators can download the video and upload it into their learning management system ³⁹ .

Infographics

Infographics condense complex information into a single visual summary. Generate one by selecting **Infographic** in Studio and optionally customize output language, level of detail (Concise/Standard/Detailed), orientation (Square/Portrait/Landscape) and style prompt (e.g., “Use a blue theme and highlight three key statistics”) ⁴⁰ . Infographics are AI-generated, so review them for accuracy and share them by link, notebook or downloaded image ⁴¹ .

Slide Decks

Slide Decks transform sources into polished presentations ⁴² . Choose **Detailed Deck** for comprehensive slides or **Presenter Slides** for minimalistic, speaker-friendly decks ⁴³ . Customize length, language and prompts to outline the narrative ⁴⁴ . Download as PDF or present directly from Notebook LM ⁴⁵ .

Flashcards & Quizzes

Notebook LM automatically creates study aids from your documents. You can customize the topic and difficulty of flashcards and quizzes and share study sets with students ⁴⁶ . Clicking **Explain** on a flashcard generates a detailed overview with citations ⁴⁷ .

Reports & Custom Documents

Reports (Briefing Docs, Study Guides, FAQs, Timelines) synthesize content into structured documents ⁴⁸ . Upgraded reports can suggest formats based on your sources (e.g., glossary for economic theory) and allow you to create custom formats ⁴⁹ . To export, open the three dots menu next to a report and select **Export to Docs** or **Sheets**; tables populate into separate spreadsheet tabs ⁵⁰ .

Intermediate Best Practices

- **Prompt engineering:** Ask specific questions (“Summarize the financial projections in Q3 report”) and request formats (“Create a bullet-point summary”) ⁵¹ .
- **Group related documents** in one notebook, use descriptive notebook names and keep notebooks focused on single topics ⁵² .
- **Use interactive mode** sparingly—prepare your questions beforehand and verify responses. Remember that AI may occasionally misinterpret nuance ⁵³ .
- **Collaborate with colleagues:** Share notebooks privately with viewer or editor permissions ⁵⁴ . For consumer accounts, you can make notebooks public, but public sharing is disabled for most school domains ⁵⁵ .
- **Protect sensitive data:** Do not upload confidential student records or copyrighted materials without permission ⁵⁶ .

Document 3 – Advanced: Strategic Use for Administrators & Power Users

Building Custom Knowledge Bases

School leaders often face *information overload*—testing manuals, compliance memos and policy drafts can be lengthy and difficult to search. Notebook LM can build a conversational knowledge base from these documents. A district administrator described uploading a testing manual and policy memos; within minutes the tool created a searchable knowledge base. Instead of skimming pages, the leader could ask “What needs to be covered or taken down from classroom walls before testing?” and receive an answer citing the exact section ⁵⁷ .

Practical administrative use cases

1. **Policy & compliance:** Upload state testing guides, accreditation requirements or federal regulations. Ask targeted questions to find specific requirements ⁵⁸ .
2. **AI literacy frameworks:** Create a centralized base of district AI policies, research articles and ethics guidelines. Query the notebook to align new initiatives with existing frameworks ⁵⁹ .
3. **Data analysis & continuous improvement:** Upload survey results, attendance spreadsheets and reports. Ask “What trends do you see across these documents?”—Notebook LM surfaces recurring themes such as declining enrollment or staff fatigue ⁶⁰ .
4. **Collaborative leadership:** Share a notebook with leadership teams and upload agendas, meeting minutes and teacher feedback. The notebook becomes an institutional memory; new team members can review discussions without sifting through emails ⁶¹ .
5. **Leadership reflection:** Create a coaching notebook with texts from leadership authors. Ask questions like “How would John Kotter frame organizational change?” and receive answers grounded in their writing ⁶² .
6. **Professional development design:** Compile session plans, observation notes and district frameworks into a “PD Notebook.” Ask for recurring themes to inform coherent professional learning cycles ⁶³ .

These examples show how Notebook LM moves administrators from information overload to strategic clarity ⁶⁴ .

Collaboration, Analytics and Plus Tier

- **Collaboration options:** Notebooks can be shared privately with view or edit permissions, and enterprise/education domains allow an unlimited number of collaborators within the organization ⁶⁵ .
- **Analytics:** If a notebook is shared with at least four other users and has chat activity, analytics show users per day and queries per day over the last seven days ⁶⁶ .
- **Notebook LM Plus:** For power users, Notebook LM Plus expands limits and offers premium features. The free tier supports up to 100 notebooks, 50 sources per notebook, 50 chat queries per day and 3 audio generations per day ⁶⁷ . Notebook LM Plus (≈\$19.99/month) provides 500 notebooks, 300 sources per notebook, 500 chat queries per day, 20 audio overviews per day and custom response styles ⁶⁸ . Plus also includes notebook analytics and priority support ⁶⁹ . Check with your district’s Google Workspace administrator to see if the Plus features are enabled.

Privacy, Ethics and Limitations

Notebook LM protects your data: Google's help pages note that your uploads, queries and model responses "are not used to train AI models" and are processed only to prevent fraud and improve reliability ⁷⁰. However, because responses are AI-generated, they may contain inaccuracies; always verify critical information ⁷¹. Administrators should never upload confidential student or personnel data and should respect copyright laws ⁵⁶.

Current limitations include the 50-source cap (free tier), file-size limits, and partial support on mobile devices ⁷². Public sharing of notebooks, audio, videos or infographics is unavailable for most school domains ⁷³.

Integrations and Future-Ready Practices

- **Learning Management Systems:** Educators can create notebooks and assign them directly in Canvas and Schoology through Google's LTI integration; support for Google Classroom is rolling out ⁷⁴. This makes it easy to share AI-generated study materials with classes.
- **OpenStax Partnership:** Google has partnered with OpenStax to offer ready-to-use notebooks from peer-reviewed textbooks ⁷⁵. Administrators can explore these curated notebooks for teacher professional development or student enrichment.
- **Custom Visual Styles:** New visual styles (Watercolour, Papercraft, Anime, Whiteboard, Retro Print, Heritage, Auto-select) allow you to tailor Video Overviews to different audiences and subjects ⁷⁶.
- **Learning Guide & Custom Prompts:** Encourage staff to use the Learning Guide mode and craft prompts that direct the AI to specific sources or tasks. For example, "Use Source 1 and Source 3 to identify key actions for our district's AI literacy plan."

Conclusion

Notebook LM is more than a note-taking app; it's a powerful AI partner that can transform the way educators and administrators consume information, design instruction and make decisions. For beginners, the tool simplifies summarization and citation; at the intermediate level, it generates multimedia resources that support diverse learning styles; for advanced users, it builds organizational knowledge bases and provides insight into complex policy and data environments. When used thoughtfully—grounded in your sources, with attention to privacy and ethics—Notebook LM can help reclaim time and foster deeper understanding.

¹ ³ ⁴ ⁷⁰ Learn about NotebookLM - Computer - NotebookLM Help
https://support.google.com/notebooklm/answer/16164461?hl=en&ref_topic=16164070

² ⁸ ⁹ ²⁰ ²¹ Use chat in NotebookLM - NotebookLM Help
https://support.google.com/notebooklm/answer/16179559?hl=en&ref_topic=16164070

⁵ ⁶ ¹⁰ ¹³ ¹⁴ Add or discover new sources for your notebook - Computer - NotebookLM Help
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⁷ ¹² ¹⁵ ⁵⁰ ⁵⁴ ⁶⁵ ⁶⁶ Create a notebook in NotebookLM - NotebookLM Help
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11 **Get started with the NotebookLM mobile app - Android - NotebookLM Help**

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16 17 18 **Create & add notes in NotebookLM - NotebookLM Help**

https://support.google.com/notebooklm/answer/16262519?hl=en&ref_topic=16164070

19 39 48 **Google NotebookLM for teachers: 10 things to know for educators**

<https://ditchthattextbook.com/notebooklm/>

22 46 47 49 74 75 **6 NotebookLM features to help students learn**

<https://blog.google/innovation-and-ai/models-and-research/google-labs/notebooklm-student-features/>

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28 29 30 31 32 33 34 53 **Generate Audio Overview in NotebookLM - NotebookLM Help**

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35 36 37 38 **Generate Video Overviews in NotebookLM - NotebookLM Help**

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40 41 **Generate an Infographic in NotebookLM - NotebookLM Help**

https://support.google.com/notebooklm/answer/16758265?hl=en&ref_topic=16164070

42 43 44 45 **Generate a Slide Deck in NotebookLM - NotebookLM Help**

https://support.google.com/notebooklm/answer/16757456?hl=en&ref_topic=16164070

51 52 67 68 69 72 76 **NotebookLM: The Complete Guide (Updated October 2025) | by shiva shanker | Medium**

<https://medium.com/@shivashanker7337/notebooklm-the-complete-guide-updated-october-2025-1c9ebf5c14f6>

55 73 **Use public notebooks and featured notebooks in NotebookLM - NotebookLM Help**

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56 57 58 59 60 61 62 63 64 **How School Leaders Can Build Custom Knowledge Bases with Google NotebookLM | Tech & Learning**

<https://www.techlearning.com/technology/ai/from-information-overload-to-insight-how-school-leaders-can-build-custom-knowledge-bases-with-google-notebooklm>