

Claude, Create a Teaching Assistant Skill

Chanal Neves-McCain

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TODAY'S AGENDA

1

The Claude Framework

Claude Cowork, Projects, Skills, Connectors, and Plugins

2

My TA Workflow

How I built a modular teaching assistant

3

The Blueprint

How to start building your own

WHAT IS CLAUDE?

Claude is not just a chatbot.

It's a reasoning model you can configure for specific teaching workflows.

Claude.ai

Web & mobile chat
for one-off tasks
and conversations

Cowork

Desktop app with
file access + skills
(today's focus)

Claude Code

Command-line tool
for developers
and power users

Anthropic courses: <https://anthropic.skilljar.com/>

REMINDERS

1

Toggle off "Help Improve Claude"

Before using Claude, go to Settings and disable this option. Your conversations should not be used for model training.

2

My setup is the result of hours of work

What I'm demonstrating today is tailored to my workflow. You won't get this out of the box — but you can build toward it, one skill and connector at a time.

3

There are usage limits

Claude has message limits per plan. Plan accordingly and budget your usage for complex tasks.

THE FOUR BUILDING BLOCKS OF COWORK

1 Global Instructions

What Cowork learns: Who you are and how you work.

What that unlocks: Every task starts already calibrated to your role, your formats, and your preferences.

2 Projects

What Cowork learns: The context of one stream of work.

What that unlocks: Cowork works like someone already on the team — with access to the files, history, and decisions to date.

3 Skills

What Cowork learns: How a specific process should be done.

What that unlocks: When a matching task comes up, Cowork runs it the way your team would — using your templates, standards, and steps.

4 Plugins

What Cowork learns: The expertise of your role or field.

What that unlocks: Cowork goes from generalist to specialist, with workflows, connectors, and know-how tailored to your seat.

Independent building blocks that compound over time — the more Cowork knows, the more it can handle on your behalf.

🔴 🟡 🟢 🏠 🔍

🔍 Cowork </>

- + New task
- 📁 Projects
- 🕒 Scheduled
- 🔗 Live artifacts
- 📄 Dispatch Beta
- 🛠️ Customize

Scheduled

- 🕒 Daily morning briefing Daily

Pinned

Today ⏴ ⏵

Older

🌟 Let's knock something off your list

[Learn how to use Cowork safely.](#)

How can I help you today?



📁 Work in a project ▾ 🙋 Ask ▾

Sonnet 4.6 High ▾

Scheduled



Daily morning briefing
Tomorrow at 7:07 AM




Claude Cowork

SKILLS — UNIFORM INSTRUCTIONS







WHAT IS A SKILL?

A **SKILL.md** file tells Claude exactly how to behave for a specific task — like a lesson plan for your AI.

Skills are:

-  Modular — swap them in or out
-  Reusable — run any time
-  Shareable — send to colleagues

SKILLS FOR LEGAL EDUCATORS

	Productivity Dashboard	Tasks · scheduling · session memory
	Teaching Assistant	Course materials · class exercises scheduling · grading materials
	Theme Factory	Design and set templates
	MCP Builder	Configure connectors to teaching and learning tools
	Research Assistant	Zotero + NotebookLM synthesis
	Skill Creator	Create new skills

CONNECTORS & MCPs — CONNECTING CLAUDE TO TEACHING TOOLS

MCP (Model Context Protocol) = the standard that lets Claude talk to external apps in real time — no copy-paste, no manual uploads.

Courtroom5

- Open-source legal research tool

NotebookLM

- Connect to other AI tools
- Retrieve and manage Notebooks
- Execute Studio tasks

Word / PowerPoint

- Create documents and presentations
- Edit from chat
- Export PDFs

Zotero

- Search your library
- Pull citations
- Annotate sources

PLUGINS — BUNDLING IT ALL TOGETHER

Skills + **Connectors** + **Instructions** = **Plugin**

EXAMPLE: Law Professor Toolkit Plugin

Skills: Teaching assistant · Dashboard · MCP Builder · Theme Factory

Connectors: Word · PowerPoint · Zotero · NotebookLM · Courtroom5

What You Get: One install. All tools talk to each other. Workflow ready to run.

THE CLAUDE FRAMEWORK FOR LEGAL EDUCATORS

LEGEND

- Skills — what Claude does
- Connectors — what Claude uses
- Plugin — bundled package
- installs / connects to

PLUGIN

Skills + Connectors + Instructions = One install
Law Professor Toolkit

YOUR WORKFLOW

Install a plugin →
connect your tools →
run a skill in chat.
Everything talks to each other.

A plugin bundles skills + connectors into one installable package

SKILLS

SKILL.md · task-specific instructions

Law Prof Dashboard

Semester planning · task tracking · course mgmt

Teaching Assistant

Grading materials · course content · coaching

MCP Builder

Build MCP servers · TypeScript / Python

Skill Creator

Create · test · benchmark · improve skills

Theme Factory

10 pre-set themes · custom styling

CONNECTORS (MCPs)

Model Context Protocol · real-time tool access

CourtListener

Case law · dockets · RECAP filings

Courtroom5

Legal research · self-help litigation tools

Word / PowerPoint

Create & edit documents from chat

Zotero

Search library · pull citations

NotebookLM

Source synthesis · research queries

FileSystem

Local file access · Documents & Downloads

Claude (COWORK)

Reasoning model · Desktop app · File access

PRODUCTIVITY DASHBOARD

TASKS.md

A single markdown file — all active projects, deadlines, and to-dos. Chanal edits it; Claude reads it.

dashboard.html

A live HTML view of TASKS.md — opens in the browser, filters by status, shows what is overdue.

Scheduled Tasks

Automated prompts on a schedule: morning briefing, deadline reminders, weekly digest.

Memory System

Persistent markdown files that carry context across sessions — preferences, projects, feedback.

WHAT CLAUDE CAN DO

Surface deadlines

"What's due this week across all my projects?"

Triage the to-do list

"Which of these should I tackle first given the June 14 deadline?"

Draft a briefing

"Give me a Monday morning summary of where things stand."

Remember preferences

"Don't use bullet points" — Claude just knows, every session.

Add a new task

"Add the fellowship application to my dashboard."



Productivity

Today

Tasks

Projects

Writing

AI Builds

Teaching

Meetings

Deadlines

Canvas

Calendar

Weekly

Memory

2

deadlines in next 14 days



Spring 2026 grading complete

4

active writing items

4

AI builds in motion

DEADLINES

Open

AI & Legal Skills Conference: Innovation, Impact, & Integrity Presentation

Conference · Today

20-min solo demo — Professor Toolkit. Virtual.

Today

CANVAS / GRADING

Open

WRITING NEXT MOVES

Open

TEACHING OPS

Open

YOUR BLUEPRINT: GET STARTED IN 4 STEPS

1

Get Cowork

Download the Claude desktop app (Cowork mode). This is your workspace — it connects to your files, tools, and skills.

2

Install a Plugin

Search the plugin registry for the Law Professor Toolkit. One install wires up skills + connectors together.

3

Connect Your Tools

Authenticate any connectors you use.

4

Run Your First Skill

Configure the teaching assistant skill to your workflow.

Questions?

Chanal Neves-McCain

Chanal.neves-mccain@suffolk.edu

Law Professor Toolkit - <https://github.com/mccainchanal-ai/Law-Prof-Toolkit.git>