# Facilitating a Small Group Activity (#/#/##): Run of Show

## Small Group Presentation

Length of Class Meeting: 90 minutes

\*Move technology materials checklist on the end column.

Course Name & No.:

Semester: [i.e., Spring 2022]

Learning Outcomes:

* [Insert your outcomes here]

## Learning Activities for this Class:

* Students will present a topic in a small group that they choose from a list of topics.
* Post recorded presentations to discussion board

Accessibility Considerations for this Class:

* As a best practice, Live-Transcript should be enabled for Zoom sessions by host via their Zoom account. Please note that live transcription does not carry over into breakout rooms (only the dialogue in main room will be transcribed and seen in main room).
* If an ASL interpreter has been assigned to work with a student, instructor should make sure that student and ASL interpreter are moved into the same breakout room if using breakout rooms. Instructor should enable spotlight on ASL interpreter video for main room when present.
* [Add in specifics for your class]

Technology considerations in the room and the environment:

* [Add in specifics for your class]

# Activities Adapted for Each Modality

## SIP = Synchronous in person. SO = Synchronous online. AO = Asynchronous online / Recording

| **Activity** | **Time** | **Activity Adapted to Each Modality** | **Technology & Materials**  **Checklist** |
| --- | --- | --- | --- |
| **Set Up** | 5 min | **SIP:** Projection screen ready;  **SO:** Test screenshare and Zoom settings for participants; Turn on live transcript; Links for session [INSERT LINKS HERE]  **AO:** Check recording settings (record to cloud) | Start computer(s) – check connections (wifi, electricity)  Log into Zoom – check settings (live transcript on, waiting room, chat, etc.)  Create breakout rooms – number needed (maybe extra?); rename rooms to [group names; topic title, etc.]  Office 365 – check link (who can edit?)  Test camera  Test microphone(s)  Test screenshare |
| **Instructor Opening** (example)  Instructor records the session (CR) | 15 min | **Start Recording (to the cloud)**  **SIP:** Instructor greets everyone in class. If possible, instructor uses a classroom microphone. Confirm audio and picture.   * Instructor shares a Microsoft Office 365 link for small group collaborative notetaking. * Presents and reviews overview of class agenda   + Welcome; review (15 min)   + Small group activity: instructions (10 min)   + Small group activity: presentation prep time (15 min)   + Small Group presentation (45 min)   + Wrap up (5 min) * Instructor shares a Microsoft Office 365 link for collaborative notetaking. * Instructs everyone to log in to Zoom and no audio (microphones off) * **Optional**: Instructor could ask for a volunteer "chat jockey" -- an in-person student who watches the chat for questions and lets the instructor know. * Instructor enables spotlight for the ASL interpreter video for main room when present.   **SO:** Instructor greets everyone online.   * Instructor shares a Microsoft Office 365 link for small group collaborative notetaking. [link]   **AO:** Mention a future greeting for those watching the recording.   * Provide link to small group collaborative notes after class in Canvas module.   **Stop Recording** | Start recording (to cloud)  **Optional**: start and stop recording in transitions for easier post-production processing/digestion of content by online folx  Confirm sound and picture (presenter should be in camera view)  [INSERT LINKS HERE] |
| **Mini-lecture** introduce activity (example) | 10 min | **Share screen – PowerPoint presentation**  **Start Recording (to the cloud)**  **SIP:** Instructor provides context for activity; Students listen to presenter give instructions for each group:   * Groups will meet for final prep before presentations * You will have 15- minutes in a breakout room * Reminder, when presenting, each person must present a portion of the prompt * Each group will have maximum 5 minutes to present * Groups will present screen sharing and in camera view   **SO:** Students watch live mini lecture via Zoom   * Put link in chat for prompt * Presenters will present with group via Zoom (camera and audio if available)   **AO:** Students watch the recorded mini lecture in LMS that is posted within one day (?) of the live event (CR)   * Remind async students to complete the assignment with their group on the assigned topic located in Canvas in this week’s module. Upload visual with text or video or audio recording to explain the connection to the prompt   **Stop Recording** | Share PowerPoint;  Screenshare in Zoom  Check/start recording (to cloud)  Check audio/video  [INSERT LINKS HERE] |
| **Small Groups Form**  Students move into assigned small groups | 15 min | **No Recording during group work time**  **Open breakout rooms**  **Set timer**  **SIP:** Ask students to move to desk towards their classmates in their in-person group (may require tech to keep distance) and those with SO group members to go into the designated breakout rooms for prep)   * Student will meet in breakout room with online members (if any) * Students will discuss in small in-person groups. * Recommend use of headphones by in-person students to hear (moving to hallway may be an idea; considerations: access, disturbing other classes, no electricity for laptops, etc.)   **SO:** Create breakout rooms in Zoom (manually, or automatically). For students who have accommodations, make sure their support staff are placed in their same breakout room. Enable the Spotlight feature to have ASL interpreter video present at all times during breakout room activity. Student groups will discuss in break-out rooms.   * Confirm audio / video connection with group * Type in shared document or chat if audio/video bandwidth issues   **AO:** Create groups of students in Canvas Groups area. Make sure to note in the prompt about certain file types (e.g. Excel) or use of discussion to make sure the student who uses assistive technologies can be prepared.   * Create groups for async students * Provide materials and prompt for creating a visual * Provide guidance on uploading * Create assignment for uploading group visual   **Send message to breakout rooms:**   * **5-minute warning for rooms closing (work time finished)** * **1-minute warning for rooms closing (wrap up / get ready to present)** * **Close breakout rooms (fast or count down timer)** | Open breakout rooms  Set timer for 15 minutes  Send 5-minute warning  Send 1-minute warning for closing breakout rooms |
| **Return from Breakouts** | 5 min | Instructor brings students back from breakouts and prompts them to be ready to go in a select order  First group sets up |  |
| Group activity: (example)  **Small group presentation.** (Students self-assign roles once groups form) | 6 group 5 min each= 30 min  Plus transition time = 10 min ) | **Start Screen Sharing**  **Start Recording (to the cloud)**  **SIP:** Students will present live in class. Presentation is recorded while live via Zoom by instructor and shared on Canvas. Confirm audio and video (presenter should be on camera) If possible, students should speak into a microphone. Assure the shared screen shares fill the entire screen so the text and images can be viewed.  **SO:** Students will present live and the instructor will record via Zoom.   * Presentation will be projected on the screen in class for the SIP students to view. Instructor will submit presentation recording to Canvas   **AO:** Students will submit recorded presentation and share on Canvas  **Stop Recording** | Check / Start recording (to cloud)  Screen sharing  Confirm audio / video  Presenter should be in camera view and speak into a microphone |
| **Wrap Up** | 5 min | **Start Recording (to the cloud)**  Instructor thanks for class for the presentation and reminds them to look for the AO presentations online. Each student be reminded to submit their reflection of the activity online in a discussion thread.  **Stop Recording** | Check / Start recording (to cloud) |
| **Post-Production** | 60-90 min | **SIP:**  **SO:**  **AO:** | Recording processed to cloud  Review / edit captions  Check/post to canvas course  Announcement reminders sent in Canvas  Anything else? |