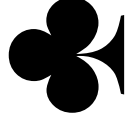


Group #



### Facilitator:

- Make sure your team READS each problem.
- It's your job to get the team started on the classwork.
- You can begin by asking “*Does everyone understand what we're supposed to do?*” or “*Does someone want to read the instructions for the team?*” or “*What does the first question mean?*”
- If Ms. Nong gives instructions to the class, it is your job to make sure the team understands what to do.



### Recorder / Reporter:

- Double check the sign-IN sheet to make sure everyone in your group has initialed accurately. Otherwise, correct or let me know!
- Make sure your team WRITES out their work properly, DRAWS the graphs/shapes/etc. properly, and SHOWS work and answers on their paper clearly. This means you need to regularly check everyone else's work!
- Have the team regularly checks each other's work as well. “*Hey, let's all exchange graph books to compare our work.*” You are also in charge of making sure your team is ready to explain their work and thinking to the class. You can ask different teammates “*Ok, why does this answer work?*” or “*Can you prove that?*” or “*Can you explain it another way?*”



### Resource Manager:

- Start the day by getting the homework solutions or any handouts for your team, and make sure your team has all the necessary supplies, worksheets, etc. for the lesson.
- If your team has a question, call Ms. Nong over, but make sure it has already been discussed with your team (Ask 3 then Ms. Nong!).
- At the end of class, you are responsible to make sure your team leaves the table neat and clean.



### Task Manager:

- Keep your team on-task. This is a tough job, but it is necessary! If students are not on task, and you do not help them get back on task, **the whole team suffers (and will get in trouble with Ms. Nong).**
- You can do this nicely by saying things such as “*Ok, let's get back to work.*” or “*What does the next question say?*” or “*Hey, we only have a couple minutes to finish this.*” or “*Let's talk about that after class.*”
- You are also in charge of making sure the team works **TOGETHER** – nobody works ahead, and nobody gets left behind.

