

## **Working in Small Groups (Breakout Room) Procedure**

This document outlines the procedure for working in small groups in a breakout room.

### **Small Group (Breakout Room) Procedure**

1. Join your breakout room when the teacher assigns you to a room.
2. Make sure your camera and audio are turned on in the breakout room.
3. Work together on the assigned task
4. One speaker at a time
5. Use the chat feature to respond when others are talking
6. Encourage others to stay on topic
7. Use kind words and faces
8. Monitor the messages from your teacher
9. If you finish the assigned task before the breakout is over, choose a deeper learning discussion prompt for your group to engage in with the remaining time
10. Return to the main room when the prompt is given

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