

Note: Please copy this doc to edit your own version.

Working Open: gdoc Template

Companion material for Schley, Duckles & Bili-Hamelin, 2020

https://bit.ly/workingopen_gdoc

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Class Session Title

Note: This gdoc is written as if the session were synchronous.

Feel free to revise to reflect an asynchronous session.

Note: This doc uses built-in document Heading structure to facilitate access with screenreaders.

Session Access Information:

Date: [insert day and date]

Time: Time (**Time Zone**) [adjust time including time zone]

Zoom: [[insert link](#)] [How to [Set up Zoom](#)]

Instructor: [Name]/[pronouns]/[contact]

Note: Share this information with class members before the session occurs.

Agenda:

- Overall goal of session
- Notes about short instructional time with instructor (and space for students to add comments/resources/questions)
- Small group breakout session topics, with space for small groups to report out when they reconvene.

Quick Introduction/Sign in/Icebreaker/Code of Conduct [~5 minutes]:

Note: All time estimates are adjustable to suit your own content and activities.

- Welcome, I am so glad you're here! Please sign in below, and there's an icebreaker question for you to answer.
- We are using Zoom for video calls & Google docs for notes (gifs, emojis and +1s encouraged).
 - Comment in the notes at any time by adding a new bullet.
 - Multiple people writing in one online document can get a little bit full. It's always ok to step away and add your thoughts later.

Note: After the group has had some time to experience these Zoom calls plus gdocs, you might build in a discussion about additional conversational conventions the group would like to adopt.

- **Everything you share in this document is available to everyone else in this session.**
 - If you have resources to share, please add them!

Sign in:

Name/Pronouns/Location/Social media, email or other way to connect

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Icebreaker Question -

E.g., What is your favorite kind of ice cream?

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Code of Conduct [[link to participation guidelines](#)]

We will go through this every time we meet.

- Be respectful and value each other's ideas, styles and viewpoints.
- Be direct but professional; we cannot withhold hard truths.
- Be inclusive and help new perspectives be heard.
- Be open to learning from others.
- Lead by example and match your actions with your words.

Instructor Content- [**~5-10 mins**], various options.

E.g., Overview of today's topic

Note: 'Content' sections of the gdoc can include any kind of supplementary material.

Note: We have included examples of different kinds of content; not all are required in any one session.

Note: this is intentionally a short section, to maximize active discussion time with and between students.

E.g., Key ideas.

- Key idea
 - Note: Participants can refer to these notes at any point during or after the lecture

E.g., Quote from ____ about ____

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ut leo congue, luctus nunc id, sagittis augue. Proin tincidunt porttitor arcu non vestibulum. Vestibulum lorem dui, accumsan aliquam lacinia et, mattis vitae justo..." (Reference)

E.g., All-Group Questions.

What questions do you have about this content?

- Students can ask questions and share notes about answers.
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📄 gDoc Exercises, either via:

- 👥 👥 👥 **Whole Group Discussions [~10-20 mins]**

Students can collaboratively write in the google doc together as an activity and do a variety of exercises together. Below are some of the different Google Doc exercises with examples of questions:

- Sentence Stems/Fill in the blank:
 - When I think about [topic] the first thing that comes to mind is _____.
 - The most interesting part of this video was_____.
- Questions/answers:
 - When the [author 1] says [point] what does that mean in relation to [author 2]?
 - What are some examples of [concept]?
- Check for comprehension/muddiest point
 - What part of this lecture is most challenging to understand?
 - What do you need more time to digest/understand?

- 👥 **Or Breakout Group Discussions 1 [~10-20 mins]**

You will be split into a breakout room of 3-4 people.

- Breakout room prompt/Task.

👏 Report Out [~5-10 mins]

Students return to full-group, and report on their breakout room's discussion.

Note: Each group reports out bullet points, giving every group a chance to share their contribution despite limited time.

Note: Instructor facilitates all-group summary discussion, reading out loud bullet points included here, and/or soliciting for oral contributions as well.

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📢 Add/Reiterate all group/small group sections as needed

Note: Flexibility allows for additional and/or longer all-group content or question sections, or additional small breakout group sections.

📦 Wrap-up/conclusions/to-do [~5-10 mins]


Instructor-led wrap-up.

📖 Additional resources

- Anyone can add content/comments here
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Feedback!!

Give us your thoughts:

 Takeaway - What's one main point you are taking away from today's class?

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+ What went well in this session?

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Δ What would you like to change? Or. What's a question you still have about today's topic?

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? Is there anything else you would like the group to know? (if you have a private comment for the instructor, please contact ***)

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Reference.

Schley, S., Duckles, B., & Borhane, B. In Press. *Open Knowledge* and collaborative documents.
To appear in *Journal of Faculty Development*, Sept. 2020.