Lecture/Discussion Facilitation Template

The attached template was distributed at the 2017 Lilly Evidence-based Teaching & Learning Conference held in Bethesda, MD June 1 - 4, 2017. Use it during lectures as a low-stakes, largely anonymous method to gauge students’ understanding, as a pop quiz or survey, or to keep track of in-class group activities. The template can improve student participation and engagement by minimizing their fears of low (or even “too high”) performance before their classmates, and it provides a demonstrable, measurable, observable, and active way to gain a sense of how well students are “getting it,” beyond the glint in their eyes.

Before class
1. Print template (next page) in color on white or light-colored paper.
2. Cut in half to achieve two templates.
3. Give each student or each group a template.

In class
1. With the template facing out, have students fold it in half horizontally and again vertically, so that they can display only one of the symbols at a time by holding it up or propping it up on their desks.
2. Explain what you want the symbols to mean before each use.

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Possible Meanings</th>
</tr>
</thead>
</table>
| ![Green Circle] | “I/we got it! Move on to the next concept!”
  “I’m/we’re confident I/we know the answer.”
  “I’m/we’re ready to answer!”
  “I’m/we’re finished with the assigned task.”
  True
  Option A |
| ![Red Octagon] | “I/we don’t get it. Please explain again.”
  “I’m/we’re confident that I/we DON’T know the answer.”
  “I/we can’t answer the question.”
  “I’m/we’re still working on the assigned task.”
  False
  Option B |
| ![Yellow Triangle] | “I/we think I’ve got it, but I/we could use another example.”
  “I/we might have the answer, but I’m/we’re not sure.”
  “I’m/we’re willing to try to answer.”
  “I’m/we’re nearly finished with the assigned task.”
  Unsure
  Option C |
| ![Black Square] | “I/we have a question.”
  “I/we have something important to add to the conversation.”
  “I/we have a big idea to share with the class.”
  “I’m/we’re confused.”
  Option D |