**How to Participate in an Online Work Group**

***Overview***

This brief handout is information for the instructor on how to participate in an online work group, with emphasis on the logistics of being in a video call. In some cases, the video calls will be coming from the GRA or in some cases it will be coming from the Facilitator.

***Facilitators’ Info***

Differential Equations Karen Keene karen\_keene@ncsu.edu

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***GRAs’ Info***

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***Details***

* **Practice OWG** with your Facilitator and/or GRA before the first OWG
* **Join call early** so the full hour can be devoted to rich discussion in the OWG
* **Headphones** help other people hear you and eliminate background noise
* **Mute yourself when not talking** to eliminate feedback issues
* **Watch instructor videos** before the OWG; you will receive **video links and feedback forms** to fill out during the week that will be referenced during following OWG
* Always be considering the **focal instructional components** when participating in an OWG
* **Give your GRA your cell phone number or office number** to troubleshoot issues as to not disturb an ongoing call
* **Utilize the chat window** in Google Hangouts to communicate any issues you may be having during an OWG
* **Become familiar with the Google Drive** space where your videos are stored and others’ videos are shared
* **Ask for help**