

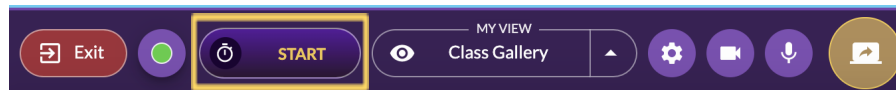
Teaching Workflow Examples

Two teaching workflows are presented below. Each has a list of actions/features to enact. In some cases, there are materials or links provided. [The Onboarding Guide is also linked here](#), so you can review where you can't find specific features.

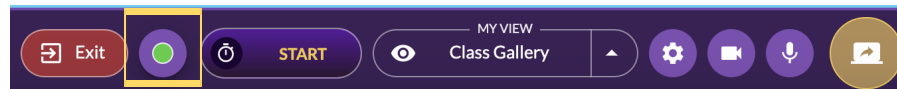
Teaching Workflow 1: Includes Timer, Recording, Sharing Screen, Note-Taking, Distributing Students, Joining Tables, Enabling Discussion, and Requesting Learner Raise Hand

Case Study Group Discussion

1. [Start a timer for 7 minutes.](#)

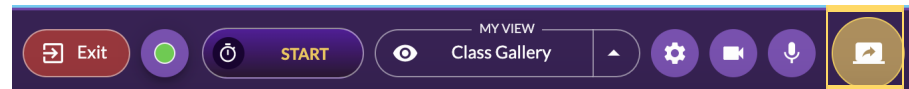


2. [Start the recording.](#)



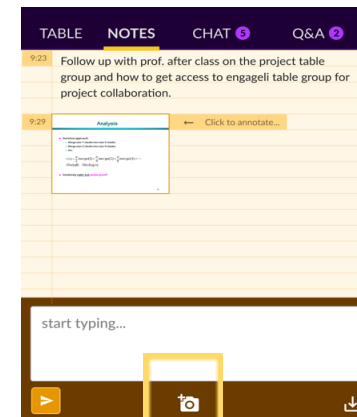
3. Click the link for [this slide deck](#) with a case study to open it in a new tab.

4. [Share your screen with the class](#), and choose the tab with the above link.



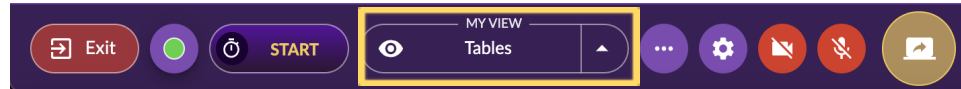
5. Advance to [page 6](#) and instruct students to conduct a SWOT Analysis with their tablemates, on the business case of Uber.

6. Ask your learners to click on their ["Notes" tab and to take a screenshot of your slide.](#)

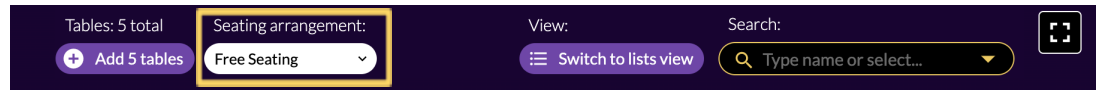


7. Distribute [students to tables at random](#) with 1 learner at each table.

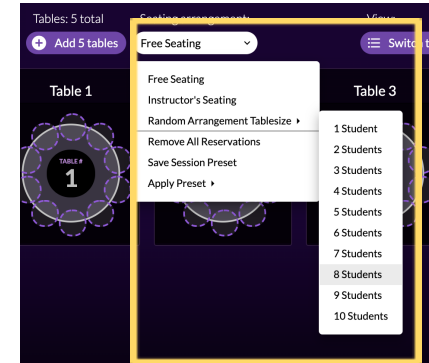
a. [Click "My View" and choose "Tables"](#)



b. At the top of this view, you will see "Seating Arrangement".



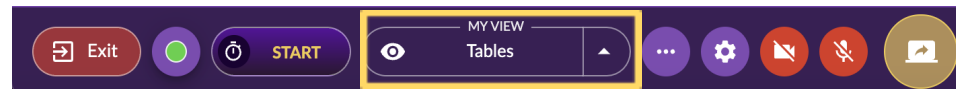
c. A drop down menu will appear with an option for ["Random Arrangement TableSize"](#), which allows you to choose the number of learners at a table. **Choose "1 Student"**.



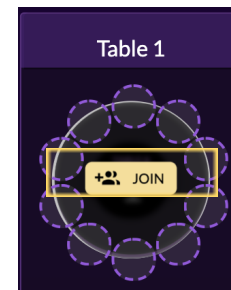
d. Learners at their tables can now start conducting the SWOT analysis on the Uber Business Case.

8. In a real class, you could allow learners to spend a few minutes discussing, and then join a table to see how each group is faring with the task. We can skip this part for the sake of practicing Joining a Table.

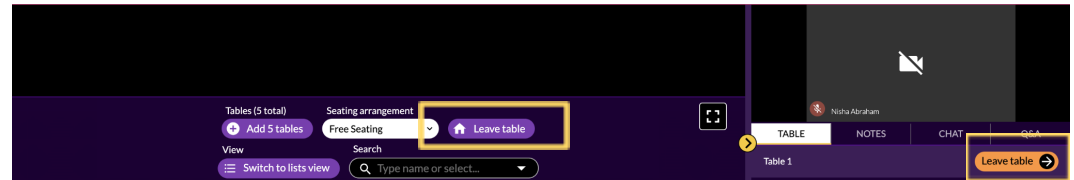
a. [Click "My View" and choose "Tables"](#).



b. [Hover your mouse over Table 1 and Click "Join"](#), and speak to the learner there. Learners at other tables should not be able to hear the conversation.



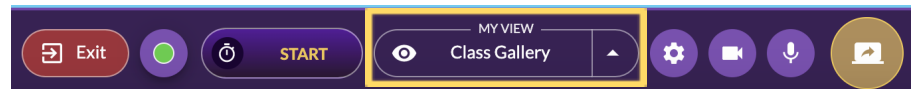
- c. When ready to leave Table 1 to return to the "Podium"/Front of Class, you can click "Leave table" in the Table View or the Table Tab.



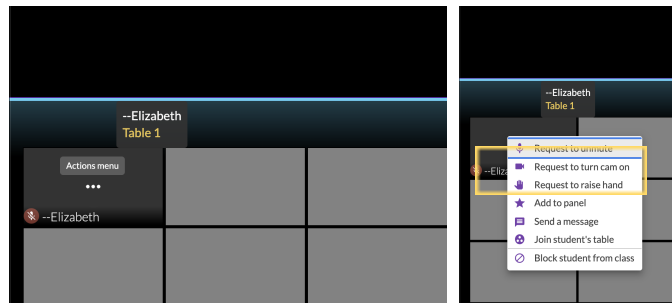
9. You want the Learner from Table 2 to share a takeaway they had from their discussion, so that it can also be included in the recording and for asynchronous learners. You can ask the Learner to "[Raise Hand](#)", or you can Request that they Raise Hand.



- a. [Click "My View" and choose "Class Gallery"](#).



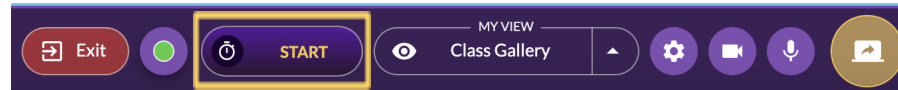
- b. Hover over a Learner and click the three dots or "Actions Menu", then click "Request to raise hand" and the Learner can accept and speak to the whole class, and their video and audio will be captured in the recording.



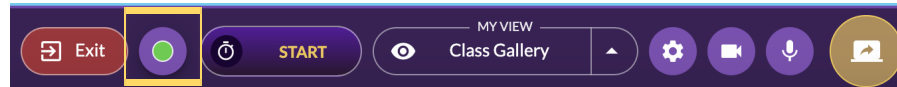
Teaching Workflow 2:

Video Based Group Discussion: Includes Timer, Recording, Sharing Screen, Playing Videos, Running Polls, Renaming Tables, Requesting Learners Move Tables

1. [Start a timer for 7 minutes.](#)

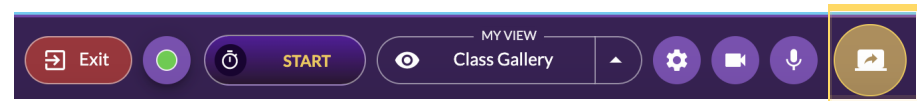


2. [Start the recording.](#)



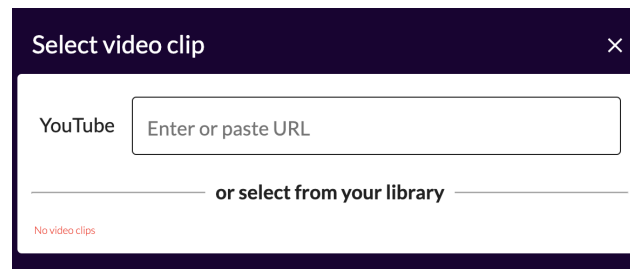
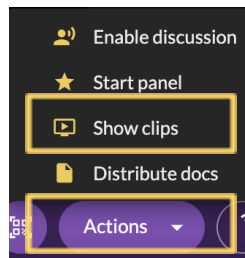
3. Click the link for [this slide deck](#) with a video on a SWOT analysis to open it in a new tab.

4. [Share your screen with the class](#), and choose the tab with the above link.

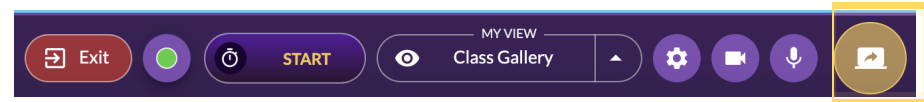


5. Advance to [page 5](#), that contains a YouTube video link with an explanation of a SWOT analysis for Starbucks.

6. [Play the video clip for all learners](#) (1 minute): <https://www.youtube.com/watch?v=mR9eICQJLXA>
 - a. Click the "Actions" button and then "Show Clips", and then paste the link into the box. *Note – **the video will appear automatically muted for all, but the Instructor must unmute the video and then Learners can unmute the video**

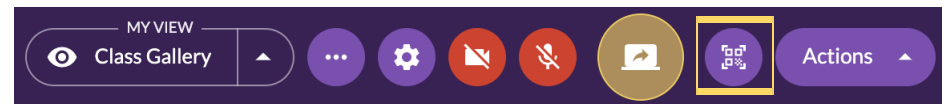


7. Once again [Share your screen with the class](#), and choose the deck provided.



8. Advance to [page 7](#) and [activate a poll](#) to determine if your learners understood the explanation of the SWOT analysis from the video and correctly applied that understanding to a new case.

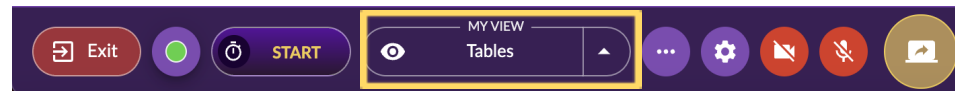
- a. At the bottom toolbar, next to the Screen Share, there is a QR code button. Click this button to activate the poll when the Poll is visible to Learners via Screen Share.



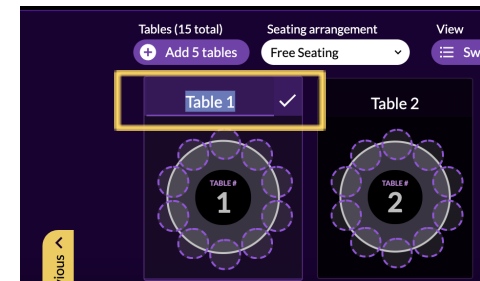
- b. Ask Learners to answer the poll, and Click "Share Results".

9. Rename the Tables.

- a. [Click "My View" and choose "Tables"](#).



- b. In Table View, double click each Table Name, and type new names – "Uber", "Lyft", "Taxi", and "None".



10. Ask Learners to join a named Table, based on the company for which they're most interested in conducting a SWOT analysis.

- a. This could lead to a group discussion, or creating groups for a semester-long project.

