

## Group Collaboration Role Cards



### Facilitator

**Manages quick start and keeps the group working collaboratively on the task.**

- Get the team off to a quick start.
- Make sure everyone understands the task before you begin.
- Check in with team members.
- Keep the group together and moving.
- *Who knows how to start?*
- *Does everyone get what to do?*
- *I don't understand this yet.  
Can someone help me?*
- *We need to keep moving.*
- *Is everyone ready to move on?*

### Navigator



**Keep the group moving towards everyone understanding the big ideas.**

- Encourage participation
- Make sure all group members are on task
- Find compromises
- Substitute for absent group
- *Remember, no talking outside our team.*
- *Let's find a way to work this out.*
- *Can you explain your idea?*
- *Tell me more about....*
- *Can you slow down so we can think about this together?*
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### Reporter/Recorder

Get what your group needs and manage communication between team and teacher.

- Make sure everyone is recording ideas on their papers.
- Make sure group's work is organized
- Make sure that each person
  - *I'll introduce the report and then...*
  - *Did everyone get that in the notes?*
  - *Does everyone understand what to write down?*
  - *Are we ready for our presentation?*



### Resource Manager

Manages team resources including individual strengths and task supplies.

- Collect supplies for your team.
- Keep track of time and tell team when to move to the next task.
- Call the teacher over for team questions only.
- Make sure everyone understands the questions.
  - *I think we need more information.*
  - *I'll call the teacher over.*
  - *What team question can we ask the teacher?*
  - *Are we sure that no one can answer the question?*