Manager

Make sure team starts quickly and remains focused during the activity.
- Assign tasks for collecting and distributing materials as needed.
- Assign roles like reader, technician or significant figure checker.
- “I think we have everything, are we ready to begin?”

 Takes care of time management.
- Keep an eye on the clock.
- Keep team moving forward and communicate about discussion deadlines.
- “I think we need to focus on ____, so we complete this section on time.”
- “We have _____ minutes before we need to discuss this. Let’s get this done.”

Make sure all voices in the team are heard.
- Address team members by name and ensure that everyone contributes.
- Encourage team members who are quiet or need more time to contribute.
- “(Name), what do you think about …?”
- “I would like to hear what you think, (name).”

Presenter

Communicates team questions and clarifications with the teacher or other teams. (This is the only team member designated to do so.)
- “Our team is confused about how _____ relates to ___. “
- “Our team reached consensus that the answer to number ___ was ____.”

Ensures all team members have had a chance to respond before asking outside sources.
- “Does anyone in our team know the answer to ____?”
- “Before we ask the teacher, could someone clarify the answer to…”

Ensures that everyone in the team agrees on what to ask if an outside source is needed.
- “Does everyone agree we need to find out ____?”

Presents conclusions of the team to the class, as requested.
- “The reasoning we used to answer number _____ was...”

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**Reflector**

**Guides consensus-building process; team must agree on responses to questions.**
- “Would you all agree that ____ is a good answer for question number _____?”
- “Could you please rephrase what you just said?”
- “Is your answer completely supported by your explanation?”
- “Would that response make sense to someone from another team?”

**Observes team dynamics and behavior with respect to the learning process.**
- Is everyone in the team participating?
- Are team members listening carefully to each other?
- Are team members being patient and respectful of each other?

**Reports to the team periodically during the activity on how the team performs.**
- “Let’s stop for a minute. I have a couple comments on what we are doing well and a suggestion of how we could be more productive.”
- “Let’s wait for (name) to catch up before we move on.”

**Be ready to report to the entire class about how well the team is operating.**

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**Recorder**

**Records the names and roles of the team members at the beginning of each activity.**

**Records the important aspects of team discussions, observations, insights, etc.**
- “This seems like an important conclusion. Let’s stop for a minute so I can get this into our report.”
- “That was a great insight. Do you mind (name) if I quote you in our team’s report?”

**The recorder’s report is a log of the important concepts that the team has learned.**