Roles:

* **Presenter**—prepares task and focus question in advance. Responsible for bringing copy of resource.
* **Facilitator**—reads the phases of the protocol as each new phase begins; answers questions about the protocol, helps group members stay true to the intent of each phase, uses discretion to adjust timing.
* **Timekeeper**—rings a chime or provides other cue to indicate end of a phase.

Phases (with time limits – total time 18 minutes):

1. **Present Task**. (3 minutes) Presenter introduces the task and helps others see link between the task and how it will support a) students’ participation in argumentation, b) the purpose for student learning, and/or c) the purpose for teacher learning about students.

Presenter also shares, as appropriate, changes made to the task and the impact he/she hopes changes will have on student learning. Presenter shares the physical artifact.

1. **Question/dilemma/concern.** (1 minute) Presenter articulates one key question or concerns he/she would like colleagues to address:
2. **Silent reading.** (2 minutes) Colleagues review the material provided. Colleagues take notes quietly, attending to presenter’s question(s) as well as their own insights and questions.
3. **Clarifying questions.** (2 minutes) Colleagues ask factual questions to gain additional information necessary for them to understand the resource and its use and make helpful suggestions.
4. **Discussion addressing presenter’s question.** (8 minutes)

**(5 min)** Participants discuss the key question or concern, generate alternatives or new considerations. Presenter listens, and is silent, taking notes during this time. *Facilitator is responsible for enforcing Presenter’s listening role, balancing voices among Participants, and ensuring that the Presenter’s question is addressed.*

**(3 min)** Presenter joins the conversation. The group continues to work on the dilemma (often leading to refinement of what the dilemma is) and ways to address the question.

1. **Presenter’s debrief.** (1 minute) Presenter summarizes what she/he heard and plans to do.
2. **Group check.** (1 minute) Group reflects on and summarizes how well the group used the protocol format; group may consider modification of time limits or other additions that retain the spirit of the protocol.