**Lab 1 Agenda**

*Before Class:*

1. Create a reoccurring zoom meeting for your lab session. This is true for hybrid and remote labs. Even if you are meeting in-person, you will need this in case a student gets sick and to facilitate group work at a distance within the classroom.
2. Email the entire class (All Participants) through Sakai. Introduce yourself and provide your zoom meeting link for your lab. Make the title of the message “Information for Lab 320.40x” replacing the “x” with your specific lab.
3. Go to the gradebook in Sakai and “add an assignment” named “Lab 1” worth 20 points with the date of the lab. I already did this for you. Going forward, only one of you has to do this each week. I don’t want a different gradebook item for each lab.
4. Brainstorm a way that you can quickly take attendance. I create google forms where students can type their last name, first name. You can share a google form with a URL through the chat. Later, you can download the csv of the attendance and this will be helpful after class.

*During Class:*

1. Introduce Yourself: (5 Minutes)
2. Take Attendance: (5-10 Minutes)
3. Tell them to take this survey if they haven’t yet. Share the url through the chat feature (1 Minutes):

<https://docs.google.com/forms/d/e/1FAIpQLScYUoj02UhUatNfNTXq2joiDJ5RFA29H0pe9uCLYAy4eefHlw/viewform?usp=sf_link>

1. Share the following link to Lab 1 through the chat feature (1 Minute): <https://drive.google.com/file/d/1W08ov6Y5Pv7yKVsgzPlJCyOoKS7MzxdQ/view?usp=sharing>
2. Tell them to download the file and open it up on their computer (2 Minutes):
3. Introduce and Explain your expectations for them in the lab. They will be paired with somebody that they are required to interview. After finishing the interview, they need to knit the file to html in R and submit the file in Sakai under Lab 1. (2 Minutes)
4. Use the Breakout Rooms in Zoom to Split the Students up into groups of 2 or 3. Do this randomly since it is easier than preassigned. (1 Minute)
5. For the remainder of the lab, they will interview the other student in their group and record the results and submit their lab to Sakai when they are done. Even though the time on the lab is 11:59PM, they must have it done by the end of the lab or they get 5/10 points. (20 Minutes)

*After Class:*

1. Go to Sakai and select “Assignments” and then select “Grade” under “Lab 1”. For only the students who were in class for attendance, give them 10 points if they were present and 10 points if they completed the assignment. If they only partially completed this assignment, give them 5 points only. For students that were not in attendance, don’t grade them. Once we get in all the grades from all of the labs, we can quickly assign 0s to all the other students with blanks.
2. Send me an email letting me know what worked, what failed, and if any issues arose.