



Quick Reference Guide: Group Instructor

How do I get set up?

1. Choose a day and time for your weekly group session. The time will be listed on the schedule posted by the CILs each week.

What should I be doing each week?

1. Your goal is to **host at least one group session each week**. You can expect about 5-7 students at each session. See below for a sample group session outline and tips for mentoring.
2. Fill out the [Mentor Session Report Form](#) after each mentor session.

Group Sessions

Check out CTD's [norms for communicating with students](#), and reach out to Reid if you ever have an interaction with a student that makes you feel uncomfortable.

Sample Mentor Session Outline

1. **Welcome students to the session and take attendance.** You may want to ask an icebreaker question to get students talking. Building trust and creating an environment where students feel comfortable is essential to learning. Make sure you have heard from each student before you start, even if it's a simple "hi" in the Zoom chat.
2. **Assess students' progress.** Students may be on different levels of understanding with the material. Ask, "On a scale of 1-5, rate where your progress on the assignments: (1) Haven't started (2) Just started (3) About halfway (4) Almost done (5) Done." You may need to pivot based on students' responses.
3. **Review the main concepts from the week.** Check the [learning objectives](#) for an overview of what students are learning each week.
4. **Address questions from the videos or assignments.** Screen sharing, "think-alouds," and pair programming are highly effective methods of responding to student questions. Don't be afraid to admit you don't know the answer – instead, screen share as you try to conduct research to answer student questions.
5. **Close out the session.** Recap what you have discussed and ask a student to share something new that they learned during this session.

6. **Complete the [Mentor Session Report Form](#)** (even if no one attends your session) and post a recap of what you discussed in your mentor session in the #[class name]-announcements channel.

Please avoid canceling mentor sessions – this creates instability for students. You can ask if another mentor will substitute for you that week. If you have to cancel or reschedule your mentor session, please message students in #[class name]-announcements channel and update the mentor sessions spreadsheet.

Teaching Tips for Group Mentors

Some teaching strategies to use in your sessions are:

1. **Wait time.** Research shows that students need 5 to 15 seconds to (a) formulate questions when asked if they have any questions or (b) respond to your question. This sometimes feels awkward on a Zoom call, but make sure to *allow for 10 seconds of silence for students to respond to you.*
2. **Think aloud.** Narrating your thinking allows students to learn how developers approach problems. For example, you could say something like, “When I saw this problem, I decided to approach it by...”
3. **Positive narration.** If a student does something you like, tell them! This can be as simple as “I appreciate that Raheem has his camera on today” or “That was an excellent question.”
4. **Anonymous Surveys.** Sometimes, students are more comfortable sharing their questions anonymously. You can create a quick Google Form that allows students to submit questions.
5. **“Warm call” on students.** Cold-calling students can be intimidating, so you can check in with quiet students by saying something like: “Christine, I haven’t heard from you today, so I’m going to ask you about [topic] next.”
6. **Repeat/Reframe.** Remember that many students are not native English speakers. It’s always helpful to repeat or reframe questions/answers if you feel like students don’t understand, or incorporate visuals.