LC101 Remote Studio

Welcome, and thank you for your work as a Teaching Assistant(TA) & Tech Leadership Fellow (TLF) with LaunchCode. This run-of-show is designed to help you lead the remote studio session during each class.

Before you begin each studio you will need to create a Zoom meeting and share the link with your students via Slack and/or Canvas. I encourage you to create a recurring meeting so the link and password will remain the same each week.

For a technical guide to each Studio and a more thorough walkthrough please read through the Class Wiki for each session prior to class:
- JavaScript: https://github.com/LaunchCodeEducation/intro-to-professional-web-dev/wiki
- Java: https://github.com/LaunchCodeEducation/java-web-development/wiki

Make sure you: read the studio, review the wiki, and prepare for your studio intro activity before each class.

Studio Run of Show

I. **Ice Breaker** (**~5-15 minutes):**
    A. Find a list of ideas at https://www.teamfirstdevelopment.com/warm-ups/
    B. Some favorites are The Ministers cat, Fortunately-Unfortunately, and Count to 20. You can instead have everyone share a High and a Low from their week.
    C. While some students will not want to have their camera on for the whole studio, we have found overall engagement rises if cameras are required to be used for at least this first part of the studio time. (Don't worry if a student does not have access to a working webcam.)

Note: It is easy to assume this Ice Breaker is not an important step, but we have found that starting out each day with one of these or similar activities is vital to getting students engaged in the lesson and failure to do so often results in students sitting quietly and not participating for the whole studio.

II. **Studio Intro, Setup, and Attendance (~10-15 minutes):**
    A. TA1 does the intro to the studio and helps with studio setup.
        1. Ask if students have any questions post-lecture
        2. Reiterate what studio the group is working on, what topics it is going to cover, and a general overview of what the task of the studio is (i.e. create a dinner menu)

B. TA2 (must be Zoom Host) assigns 3-4 student breakout rooms while taking attendance. (See Zoom Breakout Walkthrough)

III.   **Studio Work Time (~1 hour):**
    A. TA's monitor group slack for questions and jump into or between breakout rooms as needed. Work to ensure that each breakout group has at least one TA pop in at some point.
    B. TA's can also help students struggling with particular concepts in the main room.
    C. TAs can also use this time to meet with students 1-on-1 to grade assignments or to catch up on work.

IV.   **Open Time (additional time left):**
With any additional time that remains please choose from the following based on your assessment of group needs:
    A. Work through the studio solution together if the Lead instructor is not doing so.
    B. Answer questions on upcoming assignments or exercises.
    C. Help students who have fallen behind
    D. Group discussion on the week's material or anything else tech career-related.

Zoom Breakout Room Walkthrough

Content from https://support.zoom.us/hc/en-us annotated to include course-specific information.

I.   If your account does not have Breakout rooms enabled please see the image below.

User

To enable the breakout room feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.

   If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
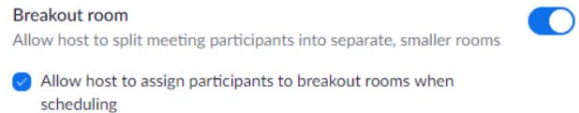
Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

4. (Optional) Click the checkbox to allow meeting hosts to pre-assign participants to breakout rooms.

II.   While one TA is leading the group in an intro to the studio, The other TA should be setting up breakrooms manually as follows:
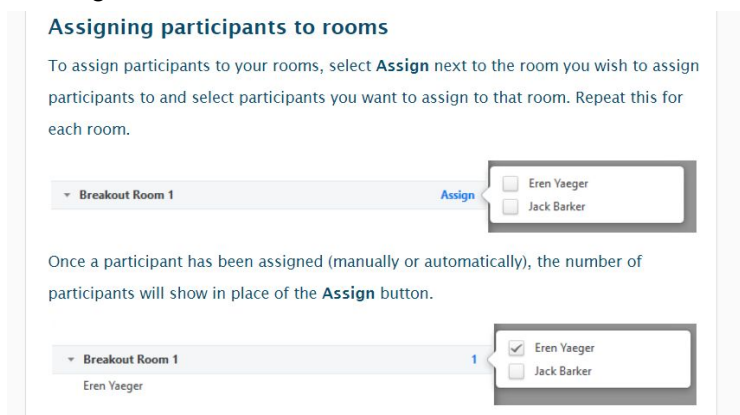
Creating breakout rooms

Note: You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **breakout rooms**.

3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
   - **Manually**: Choose which participants you would like in each room.
4. Click **Create breakout rooms**.
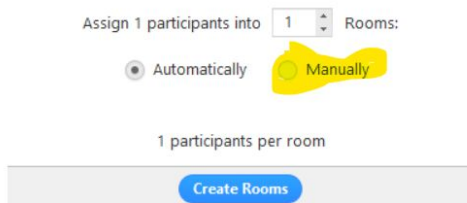
5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

III. While assigning students to breakout rooms (image below) the TA should also be marking the attendance in the canvass course.

Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.

| ▾ Breakout Room 1 | Assign | ☐ Eren Yaeger |
| | | ☐ Jack Barker |

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.

| ▾ Breakout Room 1 | 1 | ☑ Eren Yaeger |
| Eren Yaeger | | ☐ Jack Barker |

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to** (participant): Select a room to move the participant to.

▾ **Breakout Room 1**		1	
Eren Yaeger	⤳ Move to	**Breakout Room 2**	1
▾ **Breakout Room 2**		1	
Jack Barker			
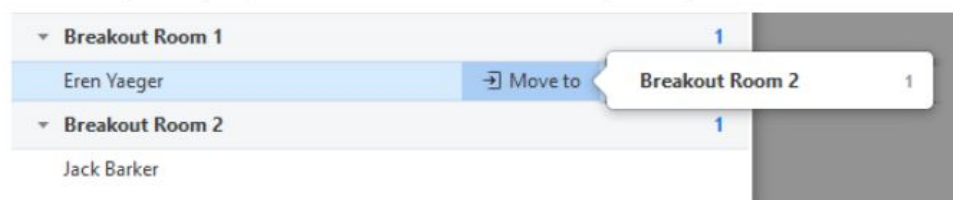
- **Exchange** (participant): Select a participant in another room to swap the selected participant with.

▾ **Breakout Room 1**			1	
Eren Yaeger	⤳ Move to	⇄ Exchange	Breakout Room 2	1
▾ **Breakout Room 2**			Jack Barker	
Jack Barker				
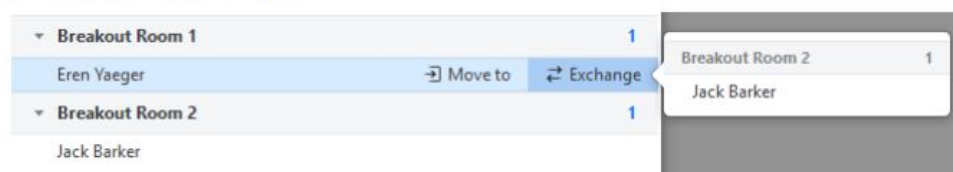
- **Delete Room**: Delete the selected room.
- **Recreate**: Deletes existing breakout rooms and creates new ones.
- **Add a Room**: Add another breakout room.

IV. Once the intro to the studio is complete, breakout rooms are set up, and attendance is taken you are ready to open your breakout rooms.

- **Open All Rooms**: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.

Joining Breakout Rooms...

Breakout Room 1
It may take a few moments.
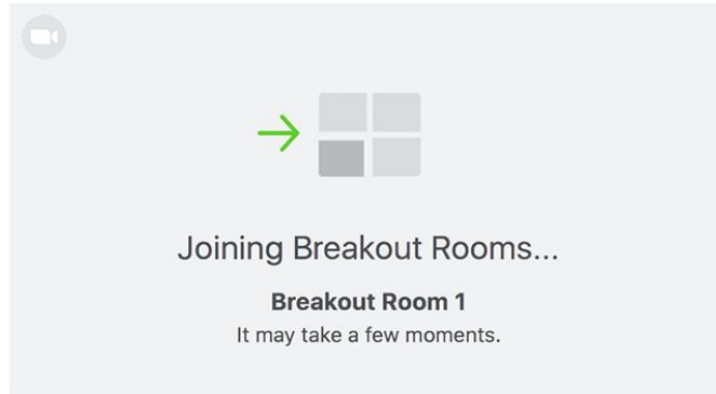
V.   Once the breakout rooms have started you can join a room by selecting join or responding to a request for help. You can also broadcast a message to all groups. Respond to requests for help by joining the breakout, moving your co TA into the room, or instructing the student to return to the main meeting.

Managing breakout rooms in progress

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.

▼ **Breakout Room 1**	Join
● Eren Yaeger	
▼ **Breakout Room 2**	Join
● Jack Barker	

Broadcast a message to all ⌃   **Close All Rooms**

Responding to requests for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help.**

You will be prompted to join the room where the request originated from. Click **Join breakout room** to join the room.

Eren Yaeger in Breakout Room 1 asked for help.

Join Breakout Room   Later

Broadcasting a message to all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **breakout rooms** in the meeting controls.

2. Click **Broadcast a message to all**, enter your message and click **Broadcast.**

VI.   Leaving a breakout room or closing the rooms.

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room.**

2. Choose if you want to leave the breakout room or the entire meeting.

3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

In the Breakout rooms menu, you will see the option to close all rooms. Once you select this it will count the students down and return them to the main meeting.

Note: Again, the content from this guide and other useful tips can be found at
https://support.zoom.us/hc/en-us/articles/206476313