- . Begin Recording a Session.
- Make sure your microphone (and if you feel comfortable, webcam!) works and is audible/visible to everyone.
- Make sure you can hear at least one other person!
- Load this slide on the screen for everyone to see! Interact with it somehow.
- Open the "Attendees" window. Speaker should check and announce what emoji **Pam** is showing, and the Chat Moderator announces what **Taylor** is showing.



- Enable screen-sharing, show us something fun, and come back to this slide.
- Switch to the next slide!

- Stop the recording.
- Share the Buffers Discussion Worksheet with all groups simultaneously.
- Move yourselves into one or two groups to check in on them.
- After 1-2 min, send a warning message to the Everyone Chat that you are about to end the breakout session.
- Load the Buffers KEY document.
- End the breakout session and bring everyone together. Restart Recording.
- . Administer a poll: Socks or no socks? Show the poll results. Close the poll.
- Stop sharing any materials (to prepare for the next pair).
- Stop the Recording.