- reads or summarizes directions to group members and gets group started on task ("First, we need to...")
- makes sure all group members have opportunity to contribute ("Jane, what do you think about this response?" "We've heard a lot from Mary, so let's hear from some others now before we run out of time.")
- checks for understanding of group members ("Do we all understand this idea?" "What's still confusing?")
- makes sure each group member assumes her or his share of the work ("Jane, what do you think?")
- keeps the group on task ("Let's stay focused.")
• assists the facilitator and elaborator-reporter with their roles
• assists other group mates as needed
• makes sure all group members introduce themselves as scribe and facilitator get task started
• helps facilitator keep the group on task ("Let’s come back to this later if we have time.")
• monitors time and moves group along so task is completed in available time ("We need to move on to the next step.")
• promptly distributes group work materials (instructions, readings, etc) to group members
• takes notes of the group's activity and prepares a written synthesis
• completes any relevant worksheet or written part of group task
• makes sure all group members’ names are on any written parts of task
• collects group work materials and returns them to professor at end of the task
• helps group avoid too-simple or insufficient responses
  (“Do our readings elaborate on that point?” “We probably need to explain that idea, so we show we know what we’re talking about.”)
• seeks quotes, examples, and textual evidence to illustrate ideas
  (“Let’s find some quotes to illustrate that idea.” “What does the text say?”)
• assists the scribe with preparation of report and any written requirements
• serves as group spokesperson and orally summarizes group’s ideas, using the scribe’s notes for reference
  (“Here’s what our task was, and we came up with these responses...”)