



## Design Review 1: *Facilitator Guide*

- **Before you begin:**

Be sure to record the meeting. The recording should be saved for our records and sent to the presenter as a courtesy the next day. If you cannot video record the meeting, please create an audio recording. Allow the student/s to prepare their visual assets. If possible, offer them water and/or a snack to help improve their physical response to the stress of presenting.

- **Introductions:**

Please introduce yourself. Tell everyone your name and your role in the meeting. After you have introduced yourself, tell the group that you will call on them to introduce themselves, including their name and their role in the meeting.

- **Student Presentation:**

Now tell the participants that we will begin with the student presentation. Remind participants to hold their questions until the end of the presentation. Remind panel participants that they should use their [EXPLORE rubric scoring guide](#) to take notes and score the presentation. Students should have a copy of the [Design Review 1 Student Guide](#).

- **Questions:**

Panel members should take a moment to go over their notes. Since this is the first Design Review, students might have a high level of anxiety. In order to mitigate this, we ask that each panel member ask no more than one question. If there is not enough information provided for the students to pass the Design Review, then the rubric score should reflect that and the feedback provided should instruct the student/s on what to do to revise their work and resubmit for a higher rubric score.

- **End of Student Engagement:**

After any questions have been answered, thank the student/s for the time and effort completing the design review. Let the student/s know that they should receive an email with their feedback and overall rubric score within the next 24 hours. Students often take this engagement quite seriously. We help encourage their care and concern by clearly demonstrating that it is valued and appreciated.

- **Score:**

After the students have left, give each panel participant a few minutes to review the feedback and notes that they wrote down and to give the Design Review a rubric score. After every panelist has scored the Design Review, take a moment to discuss and align on the score and feedback. The students will receive one score so if there are any discrepancies, the panel should work out what everyone can agree to on scoring. The feedback can be varied.



- **Email Feedback:**

Now that you have decided on a score, make sure that everyone shares their Rubric Scoring Guide with the facilitator. The facilitator should then compile the feedback and email it along with the score to the student/s. This should be done within the next 24 hours to emphasize the importance of the Design Review as well as to encourage and motivate students to start moving on to the next steps or to revise the aspects of their work that prevented them from receiving a proficient score.

[Email Template](#)