On the even-numbered pages, notes for facilitators include highlights in grey boxes about what to do as facilitator, sample responses to some of the discussion prompts, and related information. The examples foreshadow the types of ideas participants may bring up in discussion. They are not an “answer key” and are not meant as targets or topics to be elicited from participants. Also, the examples are by no means exhaustive.

**Suggested preparation:**

1. Read the one-page Overview (first page in the *Facilitator Guide*).
2. Read the Participant Guide (the odd numbered pages in the *Facilitator Guide*).
3. Read the facilitation notes (the even numbered pages in the *Facilitator Guide*).
4. Read and follow the directions on the following pages, the *Visual Guide to Using Video Case Materials*.
5. Recommended reading: The essay on *Using Cases*.
Visual Guide to Using Video Case Material

1. Read through the case guides and choose a case.
   a. Download Facilitator Guide PDF
   b. Download Participant Guide PDF

2. Print and read the Facilitator’s Guide for the case (see the “Download Facilitator Guide PDF” link on the case webpage).

3. Find a room that will hold your group and that has the needed video, audio, and internet capabilities (e.g., projector, speakers, at least 3Mbs internet for streaming video).

4. Print Participant materials for your anticipated number of participants (get PDF at the “Download Participant Guide” link on the case webpage)

5. Before the group meets, check that the video and audio work in the room (e.g., webpage loads and video plays with audible sound.)
6. Refer to the Facilitator’s Guide while you run the case.

7. After the case, have participants complete the online survey. (Survey link available on case webpage).

Done!