**Student:**
L = Listening to instructor/taking notes, etc.
Ind = Individual thinking/problem solving. Only mark when an instructor explicitly asks students to think about a question/problem on their own.
Qdisc = Discuss question in groups of 2 or more students
GW = Working in groups on activity
AnQ = Student answering a question posed by the instructor with rest of class listening
SQ = Student asks question
ClDisc = Engaged in whole class discussion by offering explanations, opinion, judgment, etc. to whole class, often facilitated by instructor
Pred = Making a prediction about the outcome of demo or experiment
SP = Presentation by student(s)
TQ = Test/Quiz;
W = Waiting (instructor late, working on fixing AV problems, instructor otherwise occupied, etc.)

**Instructor:**
Lec = Lecturing (presenting content, deriving mathematical results, presenting a problem solution, etc.)
RtW = Real-time writing on board, doc. projector, etc. (often checked off along with Lec)
Fup = Follow-up/feedback on question or activity to entire class
PQ = Posing question to students (non-rhetorical)
   I = Implicit (explain process of deriving answer)
   E = Explicit (Factual answer: True/False, multiple choice)
   P = Polling (whole class answers simultaneously)
   O = Open (“any questions?”)
AQ = Listening to and answering student questions with entire class listening
MG = Moving through class guiding ongoing student work during active learning task
1o1 = One-on-one extended discussion with one or a few individuals, not paying attention to the rest of the class (can be along with MG or AQ)
D/V = Showing or conducting a demo, experiment, simulation, video, or animation
Adm = Administration (assign homework, return tests, etc.)
W = Waiting when there is an opportunity for an instructor to be interacting with or observing/listening to student or group activities and the instructor is not doing so