

01 / PREPARE AND SHARE

Exit ticket

At the end of a lesson, surface one learned idea, one open question and readiness for the next lesson. Turn brief responses into the opening of your next session.

10-12 minutes | A 10-20 minute facilitation guide

1

Prepare

Open the Exit ticket template and select Use this template. Put the topic in the event title and check the questions against your learning objective. Check the questions and save. The facilitator uses their own Etkiva account; ChatGPT membership is not required.

2

Open participation

Start the saved event. Share the current code, participation link or QR code generated by Etkiva. Participants respond in their phone's browser without creating an account.

READY TEMPLATE + WEB GUIDE

[Open the template >](#)

[Open the web resource pack >](#)

This QR opens the web guide; it is not an event participation code.



02 / ACTUAL TEMPLATE QUESTIONS

Facilitate the questions

The prompts below are taken verbatim from the active Etkiva template. Example responses are illustrative; they are not real participant data.

01 Write one thing you learned today

Ask learners to describe one concept, example or application in one sentence. Encourage their own words rather than copying a prepared definition.

Illustrative response: I learned which criterion to use when comparing two approaches.

02 What is still unclear?

Normalize uncertainty. Request questions without collecting names and address similar issues together.

Illustrative response: Why did we choose a different method in the second example?

03 How ready are you for the next lesson?

Scale: 1-5. Not at all / Very much

Use the template's 1-5 scale. Treat this self-report as a signal for follow-up support, rather than a grade.

Flow note: in Live mode, the facilitator advances slides. In Form mode, participants move through the pages at their own pace and submit at the end.

03 / REVIEW AND FOLLOW UP

From responses to the next step

A short facilitation plan

0-2 min	Open the flow and explain the task.
2-5 min	Collect three brief responses.
5-8 min	Identify shared learning and uncertainties.
8-12 min	Choose a follow-up for the next lesson.

Read the report and make one decision

Read open responses for learned ideas and support needs. Interpret the scale distribution alongside the response count. Do not assume what non-respondents think. Open the report and share only what is needed. Participant responses alone do not prove learning.

Which uncertainty will I clarify first in the next lesson?

Illustrative practice: if one example is unclear to several learners, revisit it using a new example during the first five minutes of the next lesson. Example responses are not real participant data.

Make participation easier

Read questions aloud and allow thinking time. Avoid requesting names or sensitive information. Keep private form details off the shared screen.

Current usage note

Registration and use are free when this guide is prepared; this may change in the future. Participants do not need an account. This guide does not promise unlimited capacity or uninterrupted service; check current product terms.

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