**Creating and Managing Group Work Online**

**Keys to Success**

**Purpose:**

* + Assignment meaningful to course goals and encompassing many or high priority learning objectives
	+ Message to students must be clear – there is value in this group work beyond limiting the grading/work for faculty

**Assignment:**

* + Structured
	+ Organized
	+ Individual elements described sequentially with indication of contribution to whole
	+ Clear, concise and reviewed/repeated instructions
	+ Clearly articulated conditions and expectations (rubrics)
	+ Clear consequences for non-participation, poor contribution and ‘taking over’
	+ Distribution of grade points to allow shared grade to be reduced individually if contribution not adequate or prohibits others participation
	+ Distribution of grade points and workload to focus on learning objective – (consider whether working as a group online IS the objective)
	+ Minimize workload with templates, examples, guides, etc. – things can take longer at a distance and stress levels will be higher

**Process:**

* + Introduce ‘community’ concept early and build quickly
	+ Maintain clear communication with options for public/private
	+ Limit options for less time spent on discussion/conflict resolution
	+ Transparency in work (requiring enough variation in focus to not foster duplication)
	+ Faculty access to all work as it progresses
	+ Faculty access to communication as work progresses
	+ Faculty as mediator for conflict resolution and participation issues
	+ Students establish roles and norms
		- Manager
		- Recorder
		- Reporter
		- Others?
	+ Students distribute work and support each other within group and with other groups – frequent group sharing on progress