**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