# **Online Group Checklist for Creating and Implementing Online Group Projects**

## **Preparation:**

* Students understand the value of both the process and product of the collaboration.
* Students have guidance concerning how to work in an asynchronous team.
* Group size is small enough to allow for full participation of all members. Assign students to groups randomly, unless there’s a pedagogical reason to do otherwise (e.g., by discipline, skills, interests, etc.).
* Course provides numerous opportunities for community building prior to group projects (icebreakers, team charters, etc.).

## **Assignment:**

* Assignment is an authentic measure of student learning.
* Assignment will benefit from collaborative work.
* Students have clear guidelines of the expected outcome of the collaborative assignment.
* Assignment creates a structure of positive interdependence in which individuals perceive that they will succeed when the group succeeds.
* Assignment is scheduled to allow adequate time for preparation and communication.
* Assignment is designed in a manner to allow students a level of personal control.

## **Technology:**

* Students are provided with tools and instructions to facilitate online communication.
* Each group has a collaborative workspace within the online course.
* Students have technology skills relevant for asynchronous communication.
* Back-up procedures are in place to deal with technology failure.

## **Evaluation:**

* Grading and/or evaluation strategies differentiate between the process and the product.
* Strategies are in place to monitor interaction processes.
* Clear grading rubrics are provided at the start of the assignment to guide student work.
* Self and peer evaluations are included in the process to monitor individual involvement and accountability.

Resources:

Checklist modified from: Bart. M. (September, 2010). How to Design Effective Online Group Work Activities. Faculty Focus. Retrieved from <http://www.facultyfocus.com/articles/online-education/how-to-design-effective-online-group-work-activities/>

Huang, L-S. (September, 2014). Students Riding on Coattails during Group Work? Five Simple Ideas to Try. Faculty Focus. Retrieved from <http://www.facultyfocus.com/articles/effective-teaching-strategies/students-riding-coattails-group-work-five-simple-ideas-try/>

Morgan, K., Williams, K.C., Cameron, B.A., & Wade, C.E. (2014). Faculty Perceptions of Online Group Work. *The Quarterly Review of Distance Education*, *15*(4), 37-41.