



# Online group or teamwork methodology

## Quick guide for instructors and teaching assistants

For Blackboard Vista 4.x

### Develop skills by encouraging group interaction at various stages of an activity

- Define the group activity
- Identify tasks
- Prioritise tasks
- Agree on key concepts, and their significance
- Give guidance on procedures (division of labour, identify team coordinator, timeline)
- Outline the format and content of the final product.

Delegation of tasks might be after material has been gathered and reviewed.

All members should be involved; teacher support in organising the group is essential. Motivation for everyone to carry out an equal share of the work is critical. A group mark may assist here. The length of semester doesn't allow for performance issues of individual members to be dealt with quickly in an asynchronous environment, therefore set down explicit rules at the start.

### Elements of success

- Have an odd number of team members
- Nominate a team coordinator at the start
- Allow team coordinators to make decisions unless overruled by majority
- Give every team member the same grade for the final product.
- A grade for participation should also be set: it can take into account extra effort and input.
- Ensure the workload is manageable for the objectives of the activity.

### Need more information?

For more information and advice, see the advanced module [Advancing communication & collaboration online](#).

#### Acknowledgement:

Originally published as Resource sheet 4.4: Online group or teamwork methodology, from the **Serving It Up** course, produced for the University of Tasmania by the Teaching and Learning Centre, University of New England, 2001.