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**Planning Your Online Group Work Project**

Is the group work you are considering one to be developed or one you are currently using on-site to be translated for online course?

Write a short description of activity of the group project you envision or are doing now: Students will…(only activity)

**Consider the purpose:**

Why do I want students to work in a group online?

Address the learning objectives: The purpose of this project is to allow students to (insert objective(s)

Consider whether learning working together in a group online is an essential outcome or an additional outcome.

**Consider the structure of the group project:**

What steps/elements must be completed so that group project can be completed?

Can these steps/elements be organized chronologically (scaffolded) or should they be organized according to time on task (most time/least time) along course calendar?

Given the structure and the elements, what separate instructions will you need to create?

What separate rubrics/assessment will you need to create?

How will you distribute grade points? Consider time/work invested as well as course objectives assessed in the project.

Given the time frame and grade points, what documents, resources, templates, guides, etc. will you want to provide?

**Consider the process:**

How will you prepare students for working together online?

What communication channels will you use and what limitations/expectations will you place on those communications?

What technology options will you provide?

What are your requirements for technology? Find tech that fits your needs rather than modify for tech.

How will you manage the technology?

* student access/training
* your access/training
* Passwords needed/distribution
* Visibility open/limited
* Sharing/saving

How will you assemble the groups?

How will you manage the ‘odd man out’ or uneven groups?

Can you identify ‘roles’ within the group project? If so, how will these roles be defined?

How much control will students have over distribution of workload?

How will you address…

* Insufficient or non-participation?
* Over participation (controlling/limiting contribution of others)?
* Poor contribution?

How will you manage and resolve conflict within groups?

How will you monitor progress and address variations given different topics?

How will you manage assignments/workload not related to the group project while it progresses?

Other concerns?

Questions?