

Learning Support Resources

Online Groupwork Hints

The following comments are from University of Guelph students who have participated in online groupwork:

- All group members should sign into and post a short message in the group conference at least three times a week. The messages do not have to be relevant or of any length, but will just be to reiterate that everyone is contributing equally to the group.
- The person responsible for compiling the assignment should have a draft ready for the group to read at least 24 hours in advance. This will allow the group time to make suggestions before the final draft is handed in.
- Differences in opinion should, whenever possible, be handled at the group level. Responses should be aimed at the concept, not the individual. Attacks on individuals will not be tolerated.
- Realize that everyone has an important contribution to make.
- Be sure to address the issue objectively when dealing with conflict. In keeping an open mind, you may become aware of something that you had previously not considered.
- Remember that everyone has the same long term goal: to learn and to do well in the assignment.
- Realize that conflict is not a personal battle -- instead, view it as a source for learning and discovery.
- If contact is not maintained by a group member, e-mail and phoning will be attempted. If this fails, upon consensus of the rest of the group, the Learner-Coach will be contacted.
- If you are having a particularly hard week and you know that you will be unable to make a great contribution to the assignment, let the group know so that they are not left waiting for your input and can pick up the slack if needed.
- Unless there is any major disagreement, the majority will rule on final answers.
- Each member will contribute to their own ability in diverse ways but to the common goal
- The group will strive to prepare and present the best work possible. By doing so we will achieve the best understanding of the work involved with the hopes of obtaining the highest grade possible.
- Each member should complete the assignment as if they were going to submit it for individual marking.

This is a list of "tips for success" from students in online courses about how to be approach online group assignments. Collected and distributed by the University of Guelph

<http://www.guelphmba.com/support/groupworkhints.asp>