



Virtual GROUP WORK Tips & Tools

Group work and activities are a common practice in e-learning, however, working in a virtual group can be a challenging and frustrating process. To succeed (and even enjoy!) virtual group work, it's best to be communicative, organized, and respectful.



Get to know your teammates

Create a sense of community among your online teammates by sending pictures, starting a discussion board, or having a quick chat by meeting face-to-face virtually using Skype, FaceTime, Google+ HangOut, etc.

Determine a communication plan

How have you and your teammates chosen to communicate?

Be respectful

Be thoughtful and considerate in conversation; ask questions to clarify and reflect on the tone of written text.

Be a team player

Encourage your team and help out when needed.

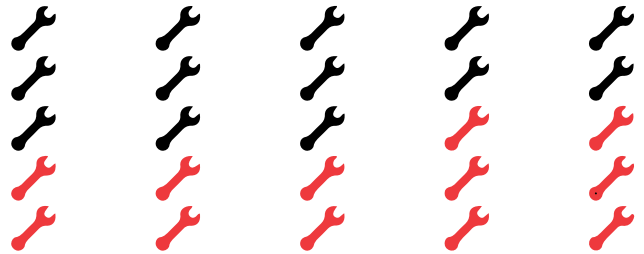
Check-in

Check-in with your teammates regularly to avoid miscommunication or misunderstanding.



Understand the assignment

As a team, review the requirements of the assignment and determine the final outcome.

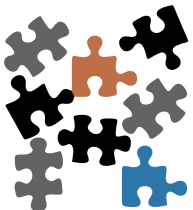


Assign tasks & timelines

Break down the responsibilities of the assignment and assign each team member a task as well as a required due date. Be sure to evaluate the time and requirements of each task to distribute work fairly.

Resolve conflicts successfully

Approach conflicts within your team with an open mind and effective communication skills. Address specific questions or comments respectfully and thoughtfully. Flexibility and compromise are essential to successfully resolving conflicts.



Agree how to compile data

How will your group be compiling the tasks for your assignment? Will you use e-mail, Google Docs, or a drop box?



Follow up

Once the group assignment has been submitted, take time to follow up with your teammates. Discuss successes and define areas for growth.