assigning collaboration
best practices for meaningful group work

transparency
Provide students with your honest reasoning for assigning group work. Ask them to abandon their preconceptions. Facilitate a conversation about the best ways to approach group work.

forming groups
Create logical criteria for making group assignments. If your course is asynchronous, consider removing the common barrier of meetings by forming groups based on availability.

preparation
Prepare students for their roles in the group. Require a small task at the beginning to make sure everyone understands their role. Guide them through communication. Prompt the team to set ground rules.

connect
Gain access and monitor group conversations. Provide structure for and require deliverables throughout the process, not just at the end.

resources
Provide students with tools to use for collaboration outside the classroom. Talk about methods for resolving conflicts.

assess
Create formal methods for teams to provide feedback to each other. Supply clear criteria for behavior so students can meet expectations.

source: Student Collaboration in the Online Classroom. Presented by The Online Classroom. A Magna Publication.