ONLINE GROUP WORK

Every student knows that group work often goes hand in hand with frustration and procrastination. Imagine doing a group work without face-to-face meetings at the VUB-campus, it’s even more difficult, right? How do you turn your online group work into a success story? Below you will find some useful tips for efficient collaboration and active participation of every group member.

**PREPARATION**

- Do not procrastinate.
- Schedule as soon as possible a virtual meeting.
  This can be done via Skype, Microsoft Teams or other media like the meeting tool in Canvas (BigBlueButton)
- Prepare the virtual meeting.
  Read the task instructions and write down questions you want to ask.

**DURING THE GROUP MEETING**

- Divide clear and concrete tasks between group members.
- Plan a follow-up meeting at the end of the first meeting.
- Plan internal deadlines.
  - When will you share your part with the group members?
  - What are the deadlines to give feedback on each others part and rework it?

**GETTING STARTED**

- Make a group planning and put it online.
  Start planning at the official deadline(s), and work your way forward.
- Keep track of all the work by using an online and shared document. This way, your group members can follow what you are doing and can give feedback easily.
  Use following tools: OneNote, Google Drive, Dropbox,...
- Are you or the group faced with problems or is somebody not cooperating?
  Inform your supervisor or fill out a peer-assessment.