

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.