

## Team Work Skills Assessment Ideas for Online Courses

Assessing teamwork skills is required for all core courses in the Communications, Life & Physical Sciences, and Creative Arts Foundational Component Areas.

Although it is fairly easy to assess teamwork skills in a face-to-face course, it can be more difficult in an online course. This handout provides a good way to include (and assess) team working skills in an online course by including a project where students must collaborate through a discussion forum on the project. To do this in Moodle, use the **Group** feature to assign students to small groups and set up a single discussion forum in Moodle where students perform their collaboration.

By using this method students in each group can only see the postings of other members of their group although they all post to the same discussion forum activity. That makes it easy for you to assess and document each student's teamwork skills within his/her group.

**Note:** Instructions for setting up and using the **Group** feature in Moodle are located at the Instructor Tutorials link at the bottom of your Moodle screen or at [this link](#).

The following pages include some ideas to help you set up your course to include a discussion forum for assessing teamwork skills.

Place a "disclaimer" early in the course similar to this example.  
(Some students really dislike the "inconvenience" of working on a group project in an online course. This disclaimer lets them know from the beginning that it will happen.)

*"It is a requirement of this course to assess your team working skills. Therefore, expect to spend time interacting with fellow classmates on at least one group project."*

Students will write a proposal in this unit. Students will complete the proposal by **working in small groups** to show their team working skills. (It is even possible that each member of the group will submit the same proposal after working on it together.)

The groups are assigned as follows:

- Group 1: Thomas Alexander, Leighton Braxton, Stephanie Williams
- Group 2: Auden Arcides, Jennifer Clark, Shane Pennix
- Group 3: Angie Drake, Jordan Thomas, Jaycee Devoll, Jessica Puryear
- Group 4: Tyler Johnson, Kolton Jefferis, Carla Moore, Madelaine Jennings
- Group 5: Brandi Soliz, Cager Osborne, Nancy Shoffner
- Group 6: Sarah Sprayberry, Ignacio Rodriguez, Kelly Smith

Place an explanation similar to this about the group project at the beginning of the unit where the group project is located.


This is an example of the way the group project information and discussion forum is organized in the appropriate unit of the ENGL 1301 course.

Read the instructions for the group project at the **Proposal - Group Project** link below. Also use that same link to submit your completed proposal.


 Proposal - Group Project (Entire class)

Use the discussion forum link below to communicate with your fellow group members as you work on your group proposal. You will see only what your own group members have posted. The members of each group are listed at the beginning of Unit 7. Once the first person in your group posts a message, it will be best for all other posts to be in the form of replies.

Although the most recent posts will appear right on the main Moodle screen, you can click the discussion forum link to see ALL posts and replies for your group. As you begin to develop your proposal, you may wish to attach files to your postings so each member can see what the other members are working on.

 Group Project Discussion Forum (Entire class)

Read the instructions for the group project at the **Proposal - Group Project** link below. Also use that same link to submit your completed proposal.

 **Proposal - Group Project** (Entire class)

This is where instructions for the project are located. It is also where students submit their completed work after their collaboration.

Use the discussion forum link below to communicate with your fellow group members as you work on your group proposal. You will see only what your own group members have posted. The link is listed at the beginning of Unit 7. Once the first person in your group posts a message, you will be able to see replies to be in the form of replies.




**Group Project Discussion Forum** (Entire class)

**Discussion Forum to work on Group Project** link in this unit to communicate with the other members of your group. Your involvement in the discussion forum will be partly used to determine your grade for the group proposal. If needed, you may also communicate with each other in other ways as determined by the group (email, phone, text, etc.) I would definitely advise that you exchange phone numbers with your group members. However, your main method of communication should be through the discussion forum since that is the method I will use to determine your teamwork skills.


Place an explanation similar to this in your project instructions to explain how the discussion forum is to be used.

Read the instructions for the group project at the **Proposal - Group Project** link below. Also use that same link to submit your completed proposal.

 **Proposal - Group Project** (Entire class)

Use the discussion forum link below to communicate with your fellow group members as you work on your group proposal. You will see only what your own group members have posted. The link is listed at the beginning of Unit 7. Once the first person in your group posts a message, you will be able to see replies to be in the form of replies.

Although the most recent posts will appear right on the main Moodle screen, you can click the discussion forum link to see ALL posts and replies for your group. As you begin to develop your proposal, you may wish to attach files to your postings so each member can see what the other members are working on.

 **Group Project Discussion Forum** (Entire class)

#### Recent forum posts



**Stephanie Williams**

3 days ago

Re: Thomas and Leighton



**Jaycee Devol**

3 days ago

Re: Liaison



**Stephanie Williams**

3 days ago

Re: Thomas and Leighton



**Kolton Jefferis**





4 days ago

Re: Topic Approval - Liaison Contact Information...

Create a single discussion forum and apply the group feature to it so students can only see the postings from members of their own group at the link.

Once you have set up the groups feature and students start posting to their groups, you can see the recent activity going on within the groups right on the course front page.

[All participants] [Recent] [Sort]

|   |   |  |
|---|---|--|
| <br>Stephanie Williams<br>Team 1 | <b>Thomas and Leighton</b><br>15 days ago                         | 18 replies<br>Last 2 days ago            |
| <br>Jordan Thomas<br>Team 3      | <b>Liaison</b><br>10 days ago                                     | 27 replies<br>Last 2 days ago            |
| <br>Tyler Johnson<br>Team 4      | <b>Topic Approval - Liaison Contact Information</b><br>8 days ago | 10 replies<br>Last 3 days ago            |
| <br>Shane Pennix<br>Team 2       | <b>Group Project</b><br>16 days ago                               | 38 replies <b>Now</b><br>Last 4 days ago |

This is what you will see when you click on the actual link to the discussion forum. Each group will have its own discussion "thread" so you can easily see the involvement of each person within a group.

**« Group Project Discussion Forum**



Stephanie Williams  
Team 1

18 replies

Last 1 day ago

**Thomas and Leighton**  
13 days ago

Hi , guys i figured this might be easier for all of us to communicate and discuss our options as a group. Have you guys thought about a topic for our proposal? Would either you two like to be the liaison. I only have a house phone at the moment and i plan on staying with my mother in law Thursday and Friday so the only why you guys will be able to reach me is here in moodle class or by e-mail at steph.w89@icloud.com. My house phone is 806-447-1091 I have 3 kids at home so if it sounds like a zoo that's why 🐼 The proposal topics Mrs. Baxter considered are good topics that we can get a lot of good information and statics from. Our if we wanted to think outside of the box maybe talk about the economy's financial debt? Obama wanted Americans to get Micro-chipped? Anything that's effects us and hits home will give a lot of good opinions and points of view from each one of us. I thought maybe would be a good idea. Look forward to hearing from you guys and hearing your options.

**Reply Edit Delete**

**18 replies**

**1 Post by Thomas Alexander**  
Re: Thomas and Leighton  
10 days ago

Stephanie - Thank you for setting this up. I would like to get started and not wait until the last minute. 🐼 I don't have a cell phone at the moment either. This will be the best way to reach me, as well. Since I don't have access to a phone (I don't even know anyone who has a house phone anymore lol), I don't think I would be the best liaison.

Once you click on one of the discussion “threads,” you can read what everyone in the group has posted. Student involvement here is what you would use to determine their score on the Teamwork Skills Assessment form.

## Core Curriculum Assessment Ideas

Use each student’s involvement in the discussion forum to help you fill out the [Teamwork Rubric](#) for the Core Curriculum Assessment for each student. Using joule Grader in Moodle can help you do this and be able to have documentation to submit with the assessment results.

| Teamwork Rubric   |   |   |   |  |   |
|---|---|---|---|--|---|
| Point<br>Explanation of Points  | Point Assessment  |   |   |  |   |
|   | 100%<br>Excellent   | 80-89%<br>Good  | 60-79%<br>Competent   | 40-59%<br>Marginal   | 0-39%<br>Poor   |
| <b>Team Contribution:</b><br>The degree to which a student provides materials or skills that are integral to the group's ability to complete the given assignment.                        | Contributes work/delivers that are above the quality or quantity of work/deliverables required OR takes the initiative to be a good leader by assisting in the delegation of group activities and guiding the group to ensure that the end product is complete and of high quality. Engages in effective information sharing through the discussion of ideas, active listening, and takes strides to avoid monopolizing the group process. Accepts that all group members have a shared purpose and that alternative viewpoints are just as valid for consideration as one's personal ideas. Actively seeks ways to avoid or solve problematic situations within the group environment. | Exhibits a generally positive attitude toward the project, assigned tasks, and group members. Is interested in discussing ideas and listening to the ideas of others. Does not cause problematic situations within the group environment. | Exhibits an acceptable attitude toward the project, assigned tasks, and group members. Often free rides or can at times monopolize the sharing of ideas (too little or too much) and may not fully buy into alternative viewpoints. Does not cause problematic situations within the group environment. | Does not always exhibit an acceptable attitude toward the project, assigned tasks, and group members OR does not always effectively engage in information sharing/knowledge sharing for a shared purpose. Causes some problems within the group environment. | Exhibits a hostile attitude toward the project, assigned tasks, and group members OR a hostile and/or knee-it-all attitude during information sharing. Causes many problems within the group environment. |
| <b>Team Cooperation:</b><br>The skills and attitudes necessary for successful group interaction and the successful formation of fluid roles and plans of action in the group environment. | Exhibits a positive attitude toward the assigned project, all intrinsically assigned tasks, and all group members. Engages in effective information sharing through the discussion of ideas, active listening, and takes strides to avoid monopolizing the group process. Accepts that all group members have a shared purpose and that alternative viewpoints are just as valid for consideration as one's personal ideas. Actively seeks ways to avoid or solve problematic situations within the group environment.  | Exhibits a generally positive attitude toward the project, assigned tasks, and group members. Is interested in discussing ideas and listening to the ideas of others. Does not cause problematic situations within the group environment. | Exhibits an acceptable attitude toward the project, assigned tasks, and group members. Often free rides or can at times monopolize the sharing of ideas (too little or too much) and may not fully buy into alternative viewpoints. Does not cause problematic situations within the group environment. | Does not always exhibit an acceptable attitude toward the project, assigned tasks, and group members OR does not always effectively engage in information sharing/knowledge sharing for a shared purpose. Causes some problems within the group environment. | Exhibits a hostile attitude toward the project, assigned tasks, and group members OR a hostile and/or knee-it-all attitude during information sharing. Causes many problems within the group environment. |
| <b>Team Self Management:</b><br>The manner in which a group member conducts higher personal business.   | Demonstrates an excellent work ethic by meeting all deadlines, prioritizing personal projects, and fully focusing on all assigned tasks.  | Demonstrates a good work ethic by meeting all deadlines, prioritizing personal projects, and generally focusing on all assigned tasks.  | Demonstrates a fair work ethic by meeting all deadlines, prioritizing personal projects enough to meet the final deadline, and having enough focus to not distract other group members from the task at hand.   | Demonstrates a deficiency in work ethic by either not meeting a deadline, showing poor prioritization that interrupts the group's ability to complete tasks, OR perceives a lack of focus that is distracting to others.                                     | Did not meet any deadlines, hampered the group's ability to complete the overall project, and/or demonstrates no focus.   |

**Exit full screen mode** **Return to course**

**Show Activities Requiring Grading**

Total posts: 7  
Posts: 0  
Replies: 7  
**Show only user's posts**

Group Project Discussion Forum

Thomas Alexander

**Grading**

Grade (out of 100)

0

100

**Post by Stephanie Williams**  
Thomas and Leighton  
13 days ago Tuesday, June 23, 2015, 10:45 AM

Hi , guys i figured this might be easier for all of us to communicate and discuss our options as a group. Have you guys thought about a topic for our proposal? Would either you two like to be the liaison. I only have a house phone at the moment and i plan on staying with my mother in law Thursday and Friday so the only why you guys will be able to reach me is here in moodle class or by e-mail at steph.w89@icloud.com. My house phone is 806-447-1091 I have 3 kids at home so if it sounds like a zoo that's why 🐼 The proposal topics Mrs. Baxter considered are good topics that we can get a lot of good information and statics from. Our if we wanted to think outside of the box maybe talk about the economy's financial debt? Obama wanted Americans to get Micro-chipped? Anything that's effects us and hits home will give a lot of good opinions and points of view from each one of us. I thought maybe would be a good idea. Look forward to hearing from you guys and hearing your options.

**Post by Thomas Alexander**  
Re: Thomas and Leighton  
10 days ago Friday, June 26, 2015, 11:19 AM

Stephanie - Thank you for setting this up. I would like to get started and not wait until the last minute. 🐼 I don't have a cell phone at the moment either. This will be the best way to reach me, as well. Since I don't

You may choose whether to assign a grade in the course to the student’s teamwork skills or not. In either case, it is easy to assign scores for the Teamwork Rubric through [joule Grader](#) (located in the Administration block in Moodle).

To make it easier to document, create a rubric in your course to use in scoring that includes the 3 criteria from the Teamwork Rubric.

**To submit documentation for the Core Curriculum Assessment,** print and submit postings from at least two of the students while in joule Grader.