

ONLINE LEARNING TIPS

VIRTUAL COLLABORATION



Group projects may be out-of-sight, out-of-mind if you aren't seeing each other regularly. **Resist the urge to procrastinate.** Make progress and stay in touch.



Meet regularly, with classmates. Consider a text about progress every few days. Ideally, have conversations over video when you're working together.



Set a purpose for meetings in advance. Use a **shared notes** doc so you can all contribute and follow along. Even if your team worked well informally in the past, meetings might feel different using video.



As long as you can see necessary docs, aim to **keep the video chat window visible** on the screen. Seeing the expressions of your teammates will help communication.



Check on each other and ask for backup: If someone has been absent from group discussion, ask them directly if they're still able to participate. If you don't get a response in a day or two, let your instructor know. It isn't being petty, it's your team's responsibility.