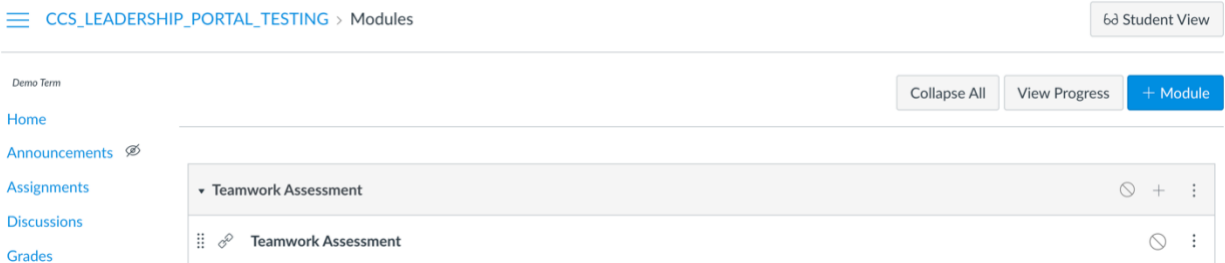


Getting Started with the TWA

Instructor (aka Adviser) First Steps:

- 1) Be sure you have groups created within your course (even if they are unpopulated).
- 2) Install the app after you search for it in the Canvas Learning Apps Store (you can find it under the section “NU Apps”).
- 3) Download the tool and create it as a New Module. Then, click on the link to “Teamwork Assessment” in the Modules section.
 - a. Be sure to leave the module unpublished.



4) Explore the template options...

Please choose a template

You can edit the dates for this Assessment now. We recommend either spacing the exercises roughly equally across the project timeframe or assigning exercises to be due shortly after important project milestones. Note that exercises cannot overlap and there must be a one day difference in between the Due Date of one exercise and the Start Date of another. By choosing these Due Dates, you will automatically create corresponding assignments in Canvas. The period before the Lock Date is a means for you, as the Adviser, to allow late submissions of exercises. The Lock Date can be set for any date after the Due Date, but the default is 2 days after the Due Date. Be sure to make all edits to the exercise Start Dates, Due Dates, and Lock Dates within the Teamwork Assessment as Canvas will copy the changes.

Condensed Template (Igor's Courses)

Show details

Homebase NU

Show details

IEMS 394 Teamwork Assessment

Show details

Standard Template

Show details

Standard Template (Igor's Courses)

Show details

Template for Melinda's Course : Option 1

Show details

Template for Melinda's Course : Option 2

Show details

Clicking "Submit" will secure the Template choice and Schedule you created. Once a Template is chosen, you cannot change it, but, you can edit the Schedule at any time.

Submit

- a. Click on “Show Details” in the righthand corner to expand the template.
- b. Click each photo icon to see what each exercise looks like and essentially walk through the Assessment from your student’s perspective.

Standard Template
Hide details

Description

This template first asks the team to establish the Teamwork Behaviors they will operate under throughout the course of their project. The team members then rank each other based upon these standards and provide anonymous feedback to each other in a series of 10-minute Check-Ins. The Mid-Project Review and End-of Project Review provide students with structured questions for re-evaluation and reflection, respectively.

Exercises

Team Behaviors	Assigned in week 1 and due 6 days later	
Check-in	Assigned in week 2 and due 6 days later	
Mid-Project Review	Assigned in week 4 and due 6 days later	
Check-in	Assigned in week 6 and due 6 days later	
End of Project Review	Assigned in week 8 and due 6 days later	

Statistics

Length of template 10 weeks

- c. Edit the start date of your course in the next section entitled "Start Date for Template Based on Week."
 - d. Do not “Submit” your Template Selection unless you are sure that is the one you would like to use.
- 5) On the next page, adjust the start and due dates of each exercise for the entire Assessment if need be.
- a. These can be adjusted at any point during the course.
 - b. The assignments will automatically be created within your Canvas course.

Key Details for Use:

- 1) Your Adviser View (the page you first land on by clicking on the module) allows you to track team member progress and see the notes your students make to you directly.
- 2) You, as the Instructor, must go into the tool (by clicking on the module) every time you make a change to your course or if you want to have the most up to date information in the gradebook.
- 3) Sometimes students do fill out part or all of an assignment, but forget to hit the “Submit” button. Please be sure to remind them that they have to click “Submit” in order to officially turn in the assignment and have it count as completed.
- 4) If your students come to you with any issues or questions about how to use the tool, please direct them to email us at lead@northwestern.edu immediately.