TEAMWORK ASSESSMENT

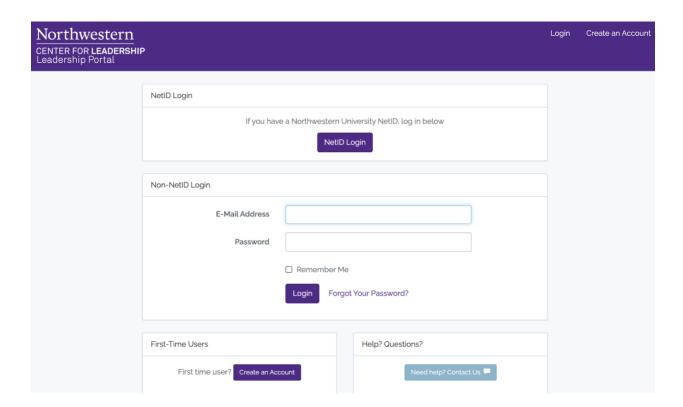
Adviser User Guide

Logging In

The Teamwork Assessment is found at **team.northwestern.edu** or within the Learning Apps Store on Canvas.

When you log into the Teamwork Assessment, you will start on the Adviser Dashboard page. If you are accessing the tool via Canvas, please see the instructions specific to Canvas usage on the "Getting Started with the TwA" document.

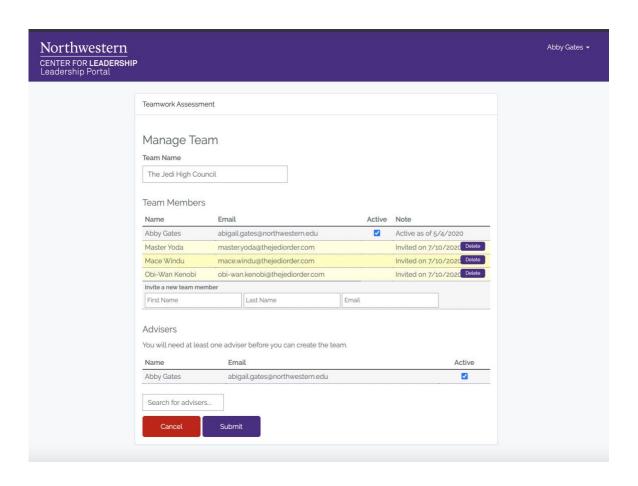
Note: If you ever need to change profile data (name, email address, etc.), click on your name in the upper-righthand corner and then choose "Edit Profile".



Creating a Team

To create a team, the team will designate one team member (or the adviser) to login and click "Create a Team". At this point, the team member will need to select you (and any other instructors or mentors if applicable) to serve as their adviser. The team member will also need to select the specific template you have chosen to use; be sure to instruct your team members to do so and give them the exact title of the template.

Note: You can ignore this step if accessing the tool via Canvas as the groups you create in Canvas will be automatically transferred to the Teamwork Assessment.



Adviser Dashboard

The Adviser Dashboard displays the teams currently assigned to you as a team Adviser. This is where you create teams, group teams, and view teams' Assessments.

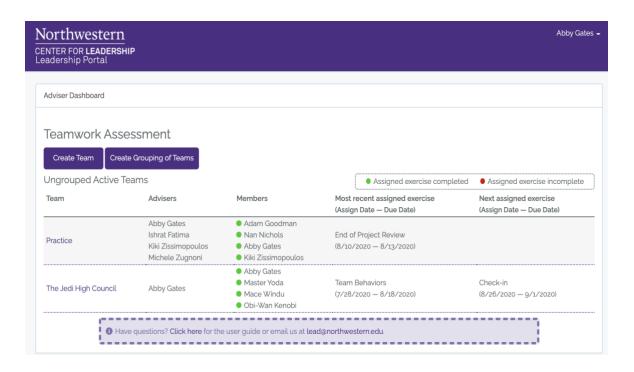
Information on who has completed an active assignment or not will appear here. Green dots indicate they have finished, red means that they have not finished, and an unfilled dot indicates that no exercise is assigned.

"Group Teams"

This feature allows you to set and edit unified schedules and view teams with commonalities (all teams from the same class, for example). Only teams using the same template can be grouped together. The page will allow you to name this team grouping and drag/drop ungrouped teams into the new grouping. Please note that teams can only be placed into one grouping anywhere in the Portal. This means that neither you nor any other adviser can have a single team in more than one grouping anywhere on the Portal.

"Manage Grouping"

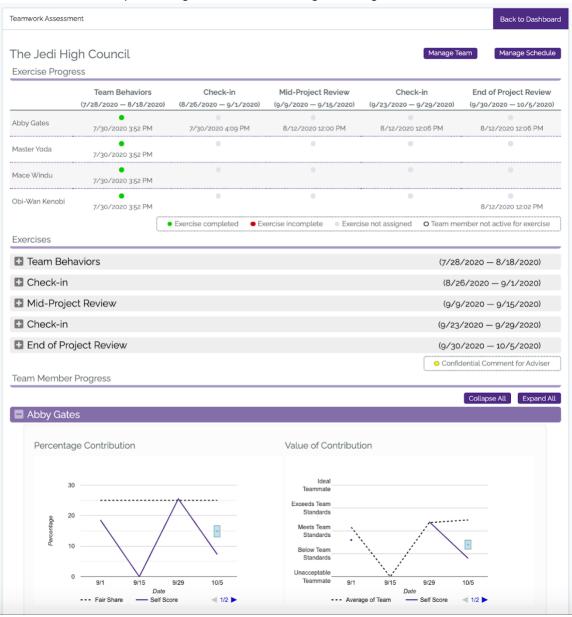
You can edit these groupings and the schedule for the entire collection. Click on a specific team's name to view more details about that team's Assessment, manage the schedule for that team, and add or remove team members if needed.



Team Member Progress

Each team member's collapsible folder will display two line graphs: a "Percentage Contribution" and a "Value of Contribution" graph. Each documents the scores over time received by team members in the Feedback and Contribution portions of the Assessment. The purple line represents how the students scored themself. The blue line represents the average of how their teammates scored them. The blue box on each data point shows the range of the scores received.

The Percentage Contribution chart measures the share of work a single team member provides to the team. This percentage is determined by taking the average value rating received by that team member as a percentage of the total average value given to the team.

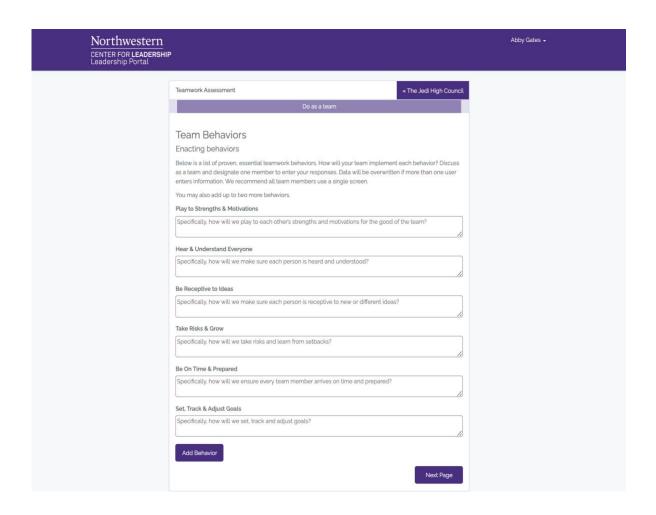


Team Member Exercises

Any number of the sections below can be included within the Assessment you have chosen to use. Each section may be in a different order and they can be repeated any number of times. There are a few exceptions. For instance, there will not be a "Ranking Behaviors" exercise if there was not an "Enacting Behaviors" exercise to precede it. The screenshots below are included so that you can see exactly what the student sees while completing the Assessment.

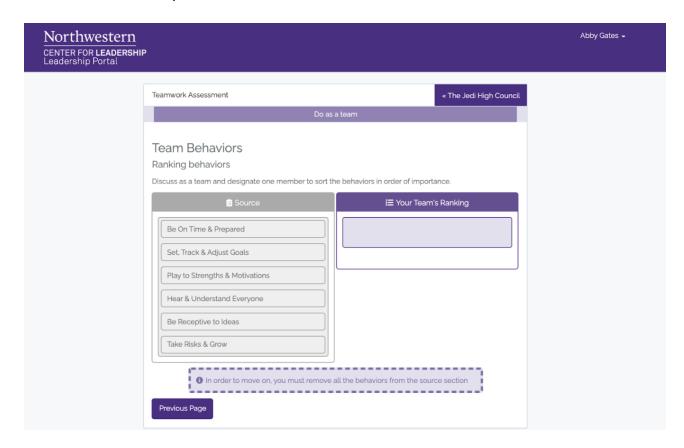
Enacting Behaviors (done as a team)

We list six behaviors that research has shown effective teams share. Each team must describe how they plan to ensure each behavior will be enacted. This can be written as a series of goals that have to do with the behavior, an outline of an enforcement mechanism they plan to enact, a bullet list of expectations... whatever a team decides upon together. Teams may also add up to two of their own custom behaviors.



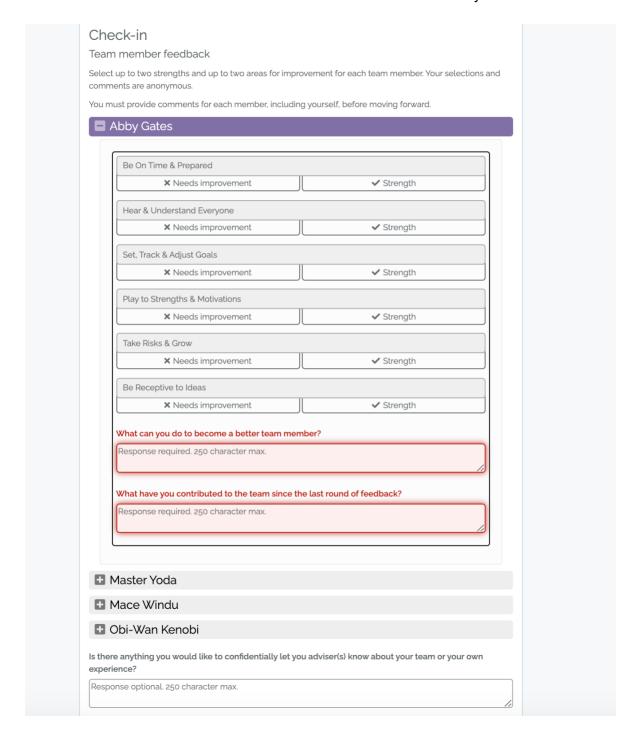
Ranking Behaviors (done as a team)

Teams are asked to rank behaviors in order of importance. One team member simply drags and drops the behaviors to reflect the team's thinking. The top behavior is the most important and the bottom the least important.



Team Member Feedback (done individually)

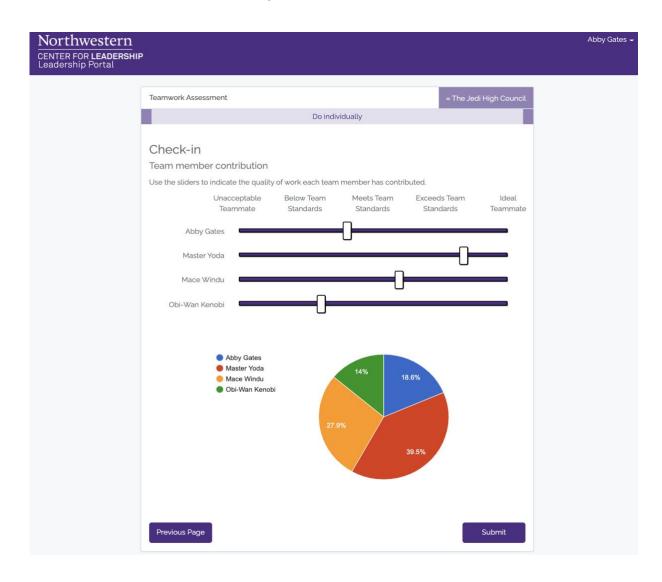
Team members are shown with expandable boxes. Students click on each name to expand the box and rate their performance on team behaviors as either a "Strength" or an area that "Needs Improvement". They may select up to two strengths and two areas for improvement for each team member. They are not required to designate any. Each member is required to write feedback in each team member's comment box. Comments are anonymous.



Team Member Contribution (done individually)

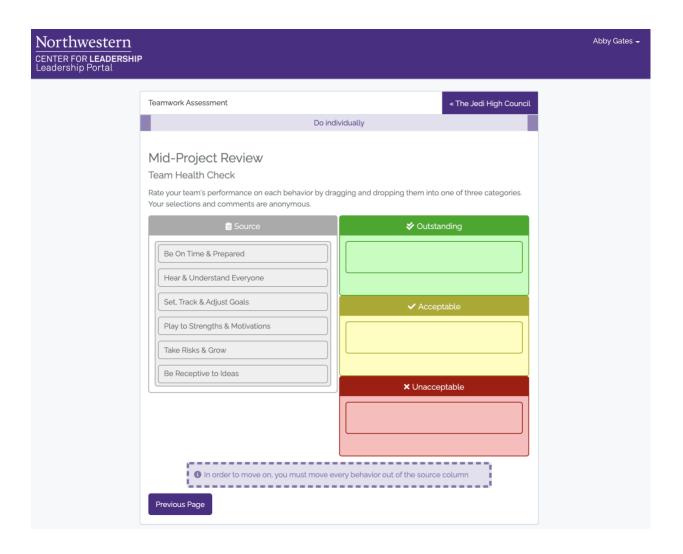
Each team member is shown with a slider next to their name. The slider is used to indicate the quality of each team member's (including their own) contribution to the team. The scale goes from "Unacceptable Teammate" on the left, to "Below Team Standards", to "Meets Team Standards" in the middle, to "Exceeds Team Standards", all the way to "Ideal Teammate" on the right. Specific responses are confidential and seen only by Adviser(s), candidness is encouraged to help a team gain a truthful understanding of how it can improve. Note, if students wish to rate a team member as an "Unacceptable Teammate" (slider all the way to the left), they must move the slider to the right and then back all the way to the left. This is to indicate that they are intentionally doing so.

Beneath the slider, a pie chart will pop up after rating each member. This calculates the percentage value of the contribution each member is making to the team. Which is based on the value of the work indicated in the rating.



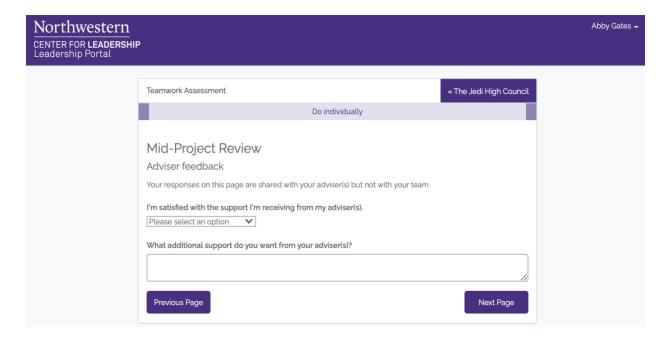
Team Health Check (done individually)

The Team Health Check asks students to sort the team behaviors into three categories (Unacceptable, Acceptable, Outstanding) based on how they believe the team is performing on each. This is done by dragging and dropping the behaviors out of the source list on the left and into the appropriate bucket on the right.



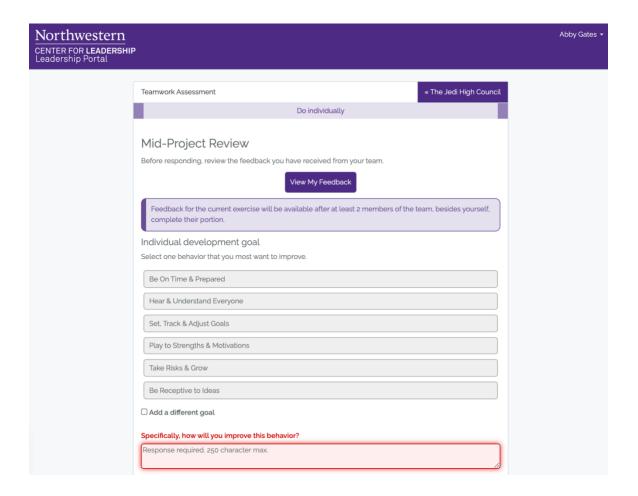
Adviser Feedback (done individually)

The responses given on this optional page are visible only to you and other Advisers of the team and not the students.



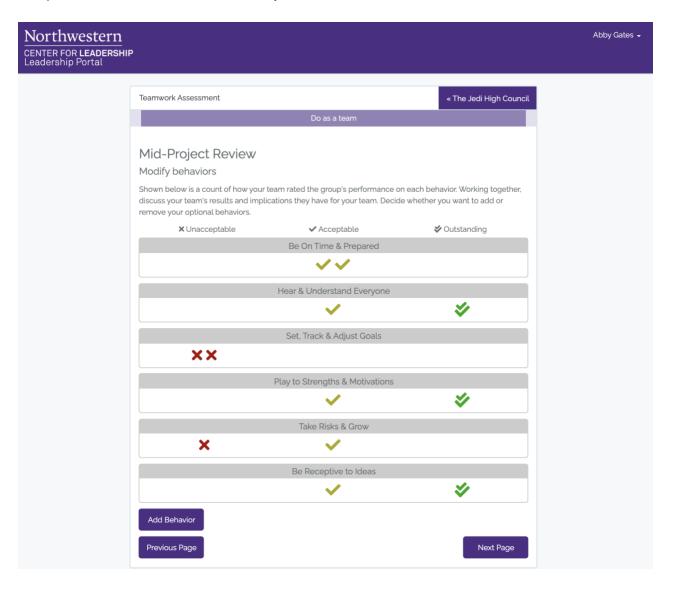
Individual Development Goal (done individually)

Students are encouraged to think about how they want to improve as a team member. They are given a link to review their feedback up to this point in the Assessment. Based on the assessment, they will indicate one team behavior or create a new one as the behavior that they most want to improve. They will then specify how they plan on improving this behavior in the text box at the bottom of the page.



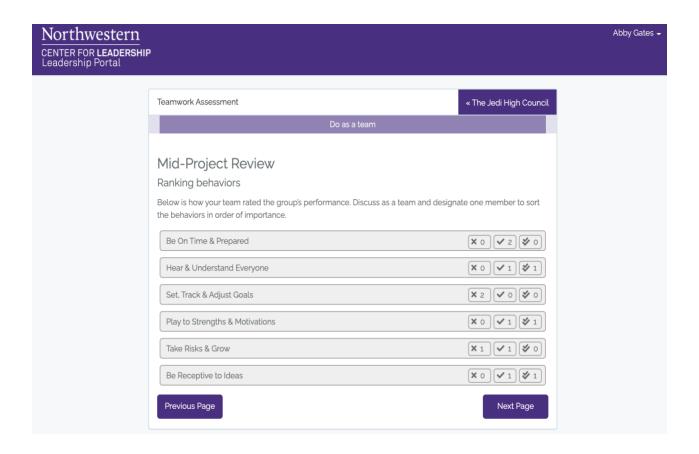
Modify Behaviors (done as a team)

The cumulative results of how a team voted on the group's behavioral performance in the Team Health Check are presented here. The team can delete their custom behavior(s) or add new custom behaviors. Note, a team can only have up to two custom behaviors at any time, there is no option to add further behaviors if they are at the limit.



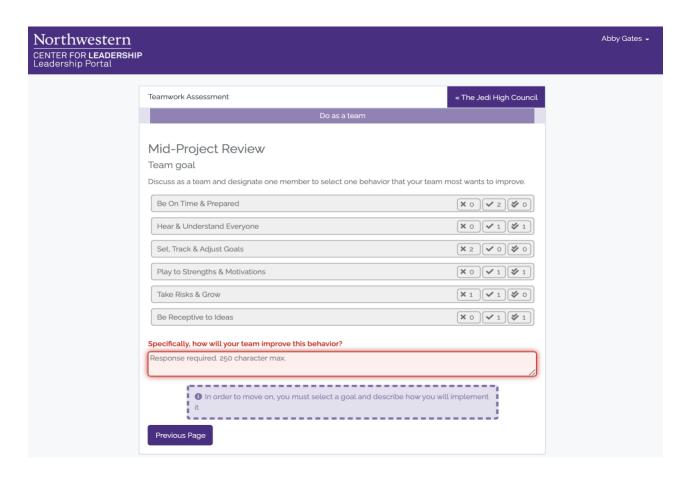
Re-ranking Behaviors (done as a team)

On the Ranking Behaviors page, a team may reorder the existing rankings of the behaviors in order of importance. Once again, the cumulative results of a team's votes are displayed within the behavior itself.



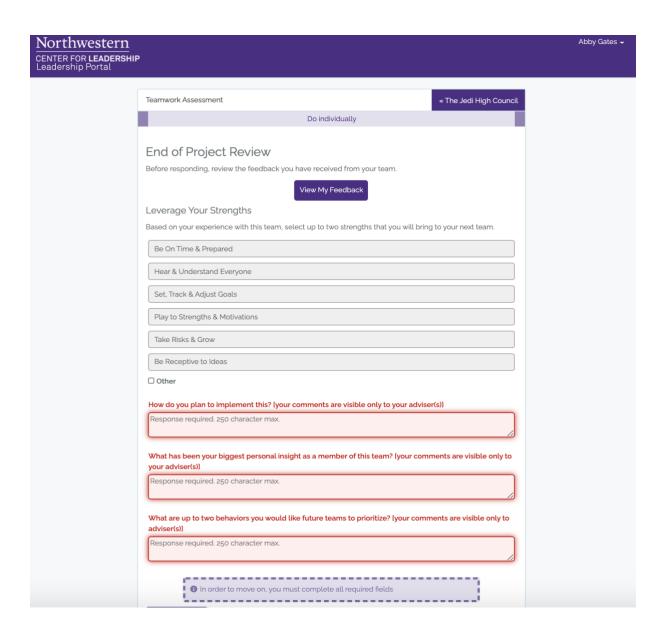
Team Goal (done as a team)

Teams discuss what they learned about their performance as a team. Based on this, they decide on a single behavior they feel is most important to improve. In the comment box at the bottom of the page, they describe how they will implement changes to make sure improvement in that behavior occurs.



Leverage Your Strengths (done individually)

Students are asked to reflect upon their experience on the team. Based on what they learned, two strengths are chosen which they feel confident they will bring to their next team. They may also add a new behavior. There is an optional comment box in which they may describe their biggest personal insight as a member of the team. All responses are confidential and will only be seen by the Adviser(s).



Team Effectiveness (done individually)

Students are asked to select up to two behaviors they found are most essential for team success. They may also add a new behavior. An optional comment box at the bottom of the page allows them to explain their selections. All responses are confidential and will only be seen by Adviser(s).

