

TEAMWORK ASSESSMENT

Adviser User Guide

July 18, 2022

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".

The screenshot shows the login interface for the Northwestern Leadership Portal. At the top left, the logo for Northwestern University is displayed, along with the text "CENTER FOR LEADERSHIP Leadership Portal". At the top right, there are links for "Login" and "Create an Account".

The main content area is divided into three sections:

- NetID Login:** A section with the heading "NetID Login" and the instruction "If you have a Northwestern University NetID, log in below". It features a purple "NetID Login" button.
- Non-NetID Login:** A section with the heading "Non-NetID Login" containing two input fields: "E-Mail Address" and "Password". Below these fields is a checkbox labeled "Remember Me". At the bottom of this section are a purple "Login" button and a link for "Forgot Your Password?".
- First-Time Users:** A section with the heading "First-Time Users" and the text "First time user?" followed by a purple "Create an Account" button.
- Help? Questions?:** A section with the heading "Help? Questions?" and a blue button labeled "Need help? Contact Us" with a speech bubble icon.

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.

The screenshot shows the 'Manage Team' interface within the Northwestern Leadership Portal. The page title is 'Teamwork Assessment'. The user is logged in as 'Abby Gates'. The 'Team Name' is 'The Jedi High Council'. The 'Team Members' table lists Abby Gates as the active member, and Master Yoda, Mace Windu, and Obi-Wan Kenobi as invited members. There is an 'Invite a new team member' form and an 'Advisers' section with a search bar and 'Cancel'/'Submit' buttons.

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Abby Gates ▾

Teamwork Assessment

Manage Team

Team Name

The Jedi High Council

Team Members

Name	Email	Active	Note
Abby Gates	abigail.gates@northwestern.edu	<input checked="" type="checkbox"/>	Active as of 5/4/2020
Master Yoda	master.yoda@thejediorder.com	<input type="checkbox"/>	Invited on 7/10/2020 Delete
Mace Windu	mace.windu@thejediorder.com	<input type="checkbox"/>	Invited on 7/10/2020 Delete
Obi-Wan Kenobi	obi-wan.kenobi@thejediorder.com	<input type="checkbox"/>	Invited on 7/10/2020 Delete

Invite a new team member

First Name Last Name Email

Advisers

You will need at least one adviser before you can create the team.

Name	Email	Active
Abby Gates	abigail.gates@northwestern.edu	<input checked="" type="checkbox"/>

Search for advisers...

[Cancel](#) [Submit](#)

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.

The screenshot shows the Northwestern Leadership Portal interface. At the top, the logo for Northwestern Center for Leadership Leadership Portal is visible, along with the user name 'Abby Gates'. The main content area is titled 'Adviser Dashboard' and 'Teamwork Assessment'. There are two buttons: 'Create Team' and 'Create Grouping of Teams'. Below these is a section for 'Ungrouped Active Teams' with a legend for exercise completion status: a green dot for 'Assigned exercise completed' and a red dot for 'Assigned exercise incomplete'. A table lists two teams: 'Practice' and 'The Jedi High Council'. The 'Practice' team has three advisers (Abby Gates, Ishrat Fatima, Kiki Zissimopoulos, Michele Zugnoni) and four members (Adam Goodman, Nan Nichols, Abby Gates, Kiki Zissimopoulos). The 'The Jedi High Council' team has one adviser (Abby Gates) and four members (Abby Gates, Master Yoda, Mace Windu, Obi-Wan Kenobi). The table also shows the most recent and next assigned exercises with their dates.

Team	Advisers	Members	Most recent assigned exercise (Assign Date – Due Date)	Next assigned exercise (Assign Date – Due Date)
Practice	Abby Gates Ishrat Fatima Kiki Zissimopoulos Michele Zugnoni	● Adam Goodman ● Nan Nichols ● Abby Gates ● Kiki Zissimopoulos	End of Project Review (8/10/2020 – 8/13/2020)	
The Jedi High Council	Abby Gates	● Abby Gates ● Master Yoda ● Mace Windu ● Obi-Wan Kenobi	Team Behaviors (7/28/2020 – 8/18/2020)	Check-in (8/26/2020 – 9/1/2020)

Have questions? [Click here for the user guide](#) or email us at lead@northwestern.edu.

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 themselves. 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.

Teamwork Assessment
Back to Dashboard

The Jedi High Council

Manage Team
Manage Schedule

Exercise Progress

	Team Behaviors (7/28/2020 – 8/18/2020)	Check-in (8/26/2020 – 9/1/2020)	Mid-Project Review (9/9/2020 – 9/15/2020)	Check-in (9/23/2020 – 9/29/2020)	End of Project Review (9/30/2020 – 10/5/2020)
Abby Gates	7/30/2020 3:52 PM	7/30/2020 4:09 PM	8/12/2020 12:00 PM	8/12/2020 12:06 PM	8/12/2020 12:06 PM
Master Yoda	7/30/2020 3:52 PM				
Mace Windu	7/30/2020 3:52 PM				
Obi-Wan Kenobi	7/30/2020 3:52 PM				8/12/2020 12:02 PM

● Exercise completed
 ● Exercise incomplete
 ● Exercise not assigned
 ○ Team member not active for exercise

Exercises

- + Team Behaviors (7/28/2020 – 8/18/2020)
- + Check-in (8/26/2020 – 9/1/2020)
- + Mid-Project Review (9/9/2020 – 9/15/2020)
- + Check-in (9/23/2020 – 9/29/2020)
- + End of Project Review (9/30/2020 – 10/5/2020)

● Confidential Comment for Adviser

Team Member Progress

Collapse All
Expand All

▢ Abby Gates

Percentage Contribution

Value of Contribution

4

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.

The screenshot shows a web interface for a 'Teamwork Assessment' titled 'The Jedi High Council'. The page is from the Northwestern Center for Leadership Leadership Portal. The assessment is to be completed 'Do as a team'. The main section is 'Team Behaviors' with a sub-section 'Enacting behaviors'. It includes instructions and six pre-defined behaviors, each with a text input field for a specific response:

- Play to Strengths & Motivations:** Specifically, how will we play to each other's strengths and motivations for the good of the team?
- Hear & Understand Everyone:** Specifically, how will we make sure each person is heard and understood?
- Be Receptive to Ideas:** Specifically, how will we make sure each person is receptive to new or different ideas?
- Take Risks & Grow:** Specifically, how will we take risks and learn from setbacks?
- Be On Time & Prepared:** Specifically, how will we ensure every team member arrives on time and prepared?
- Set, Track & Adjust Goals:** Specifically, how will we set, track and adjust goals?

At the bottom, there is an 'Add Behavior' button and a 'Next Page' button.

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.

The screenshot displays the 'Teamwork Assessment' interface within the Northwestern Center for Leadership Leadership Portal. The page is titled 'Teamwork Assessment' and is for the group 'The Jedi High Council'. A purple bar at the top indicates 'Do as a team'. The main heading is 'Team Behaviors' with the sub-heading 'Ranking behaviors'. Below this, a instruction reads: 'Discuss as a team and designate one member to sort the behaviors in order of importance.' The interface is divided into two main sections: 'Source' and 'Your Team's Ranking'. The 'Source' section contains a list of behaviors: 'Be On Time & Prepared', 'Set, Track & Adjust Goals', 'Play to Strengths & Motivations', 'Hear & Understand Everyone', 'Be Receptive to Ideas', and 'Take Risks & Grow'. The 'Your Team's Ranking' section is currently empty. A dashed purple box with an information icon contains the text: 'In order to move on, you must remove all the behaviors from the source section'. A 'Previous Page' button is located at the bottom left of the assessment area.

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.

Check-in

Team member feedback

Select up to two strengths and up to two areas for improvement for each team member. Your selections and comments are anonymous.

You must provide comments for each member, including yourself, before moving forward.

Abby Gates

Be On Time & Prepared	<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Strength
Hear & Understand Everyone	<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Strength
Set, Track & Adjust Goals	<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Strength
Play to Strengths & Motivations	<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Strength
Take Risks & Grow	<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Strength
Be Receptive to Ideas	<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Strength

What can you do to become a better team member?

Response required. 250 character max.

What have you contributed to the team since the last round of feedback?

Response required. 250 character max.

+ Master Yoda

+ Mace Windu

+ Obi-Wan Kenobi

Is there anything you would like to confidentially let you adviser(s) know about your team or your own experience?

Response optional. 250 character max.

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.

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Do individually

Check-in

Team member contribution

Use the sliders to indicate the quality of work each team member has contributed.

	Unacceptable Teammate	Below Team Standards	Meets Team Standards	Exceeds Team Standards	Ideal Teammate
Abby Gates					
Master Yoda					
Mace Windu					
Obi-Wan Kenobi					

- Abby Gates
- Master Yoda
- Mace Windu
- Obi-Wan Kenobi

Team Member	Percentage
Abby Gates	18.6%
Master Yoda	39.5%
Mace Windu	27.9%
Obi-Wan Kenobi	14%

Previous Page Submit

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.

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Teamwork Assessment « The Jedi High Council

Do individually

Mid-Project Review

Team Health Check

Rate your team's performance on each behavior by dragging and dropping them into one of three categories. Your selections and comments are anonymous.

Source	Outstanding ✓	Acceptable ✓	Unacceptable ✗
Be On Time & Prepared			
Hear & Understand Everyone			
Set, Track & Adjust Goals			
Play to Strengths & Motivations			
Take Risks & Grow			
Be Receptive to Ideas			

i In order to move on, you must move every behavior out of the source column

[Previous Page](#)

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.

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Do individually

Mid-Project Review

Adviser feedback

Your responses on this page are shared with your adviser(s) but not with your team.

I'm satisfied with the support I'm receiving from my adviser(s).

Please select an option ▾

What additional support do you want from your adviser(s)?

Previous Page Next Page

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.

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Do individually

Mid-Project Review

Before responding, review the feedback you have received from your team.

[View My Feedback](#)

Feedback for the current exercise will be available after at least 2 members of the team, besides yourself, complete their portion.

Individual development goal

Select one behavior that you most want to improve.

Be On Time & Prepared

Hear & Understand Everyone

Set, Track & Adjust Goals

Play to Strengths & Motivations

Take Risks & Grow

Be Receptive to Ideas

Add a different goal

Specifically, how will you improve this behavior?

Response required. 250 character max.

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.

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Teamwork Assessment « The Jedi High Council

Do as a team

Mid-Project Review

Modify behaviors

Shown below is a count of how your team rated the group's performance on each behavior. Working together, discuss your team's results and implications they have for your team. Decide whether you want to add or remove your optional behaviors.

✘ Unacceptable ✓ Acceptable ✓ Outstanding

Be On Time & Prepared	✓ ✓	
Hear & Understand Everyone	✓	✓ ✓
Set, Track & Adjust Goals	✘ ✘	
Play to Strengths & Motivations	✓	✓ ✓
Take Risks & Grow	✘	✓
Be Receptive to Ideas	✓	✓ ✓

[Add Behavior](#)

[Previous Page](#) [Next Page](#)

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.

The screenshot shows the Northwestern Center for Leadership Leadership Portal. The page is titled 'Teamwork Assessment' and is for 'The Jedi High Council'. It is a 'Do as a team' activity. The main section is 'Mid-Project Review' with the sub-heading 'Ranking behaviors'. Below this, there is a paragraph: 'Below is how your team rated the group's performance. Discuss as a team and designate one member to sort the behaviors in order of importance.' There are six rows of behaviors, each with three buttons: a delete button (X), a checkmark button, and a dropdown arrow button. The data for each row is as follows:

Behavior	Delete (X)	Checkmark (✓)	Dropdown (⇩)
Be On Time & Prepared	0	2	0
Hear & Understand Everyone	0	1	1
Set, Track & Adjust Goals	2	0	0
Play to Strengths & Motivations	0	1	1
Take Risks & Grow	1	1	0
Be Receptive to Ideas	0	1	1

At the bottom of the list are two buttons: 'Previous Page' and 'Next Page'.

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.

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Teamwork Assessment < The Jedi High Council

Do as a team

Mid-Project Review

Team goal

Discuss as a team and designate one member to select one behavior that your team most wants to improve.

Be On Time & Prepared	X 0	✓ 2	👤 0
Hear & Understand Everyone	X 0	✓ 1	👤 1
Set, Track & Adjust Goals	X 2	✓ 0	👤 0
Play to Strengths & Motivations	X 0	✓ 1	👤 1
Take Risks & Grow	X 1	✓ 1	👤 0
Be Receptive to Ideas	X 0	✓ 1	👤 1

Specifically, how will your team improve this behavior?

Response required. 250 character max.

i In order to move on, you must select a goal and describe how you will implement it

Previous Page

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).

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Teamwork Assessment « The Jedi High Council

Do individually

End of Project Review

Before responding, review the feedback you have received from your team.

[View My Feedback](#)

Leverage Your Strengths

Based on your experience with this team, select up to two strengths that you will bring to your next team.

Be On Time & Prepared

Hear & Understand Everyone

Set, Track & Adjust Goals

Play to Strengths & Motivations

Take Risks & Grow

Be Receptive to Ideas

Other

How do you plan to implement this? [your comments are visible only to your adviser(s)]

Response required. 250 character max.

What has been your biggest personal insight as a member of this team? [your comments are visible only to your adviser(s)]

Response required. 250 character max.

What are up to two behaviors you would like future teams to prioritize? [your comments are visible only to adviser(s)]

Response required. 250 character max.

In order to move on, you must complete all required fields

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).

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Teamwork Assessment

« The Jedi High Council

Do individually

End of Project Review

Team Effectiveness

As you think about future teams, select up to two behaviors that are essential for team success.

Be On Time & Prepared

Hear & Understand Everyone

Set, Track & Adjust Goals

Play to Strengths & Motivations

Take Risks & Grow

Be Receptive to Ideas

Other

Explain your selections. [your comments are visible only to adviser(s)]

150 character max.

Previous Page

Submit