

The Teamwork Assessment: Understanding the Student View

Your students will log into Canvas and click directly on the Assignment to enter the tool. When you update the due dates in the Teamwork Assessment, their Canvas Assignments will automatically reflect your changes.

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.

Once a majority of a group has filled out an exercise in which they rated the quality and quantity of each other's contributions to the team, they will be given the option to see their anonymized feedback. You will want to remind your students to periodically click the "View My Feedback" button and review what their fellow group members have provided. This is when the real value of the Teamwork Assessment comes into play... ideally, students will feel empowered to lean into their strengths and encouraged to target areas for improvement.

If you would like to view each Assignment from your student's perspective, give yourself a Student role in addition to your Teacher role on Canvas. Then, in the Groups section in Canvas, assign yourself to one of the groups, preferably by yourself. When you go to the Assignments section on Canvas, you can click on an Assignment from the TwA just like your students do and see what they see.

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.

You may consider sharing the instructions below verbally or posting an Announcement on Canvas for your students to reference throughout the course.

"You will be using this online tool to over the course of team project. While it's not a weighty component of this course, the tool provides regular opportunities to give and receive feedback about the ways in which you work together as members of the same team. Being intentional about your approach to working together and periodically assessing your individual and team progress will ideally improve your overall experience working on a team. The end goal is that you will walk away a more self-aware teammate and be able to incorporate your insights into the way you approach future team-based projects.

The Teamwork Assessment consists of exercises that automatically appear as assignments within this Canvas course. By clicking on each assignment, you will be taken to a tool within Canvas in which you complete the appropriate exercise by the due

date. Be sure to always fill out all required questions and hit the "Submit" button in order to officially turn in the assignment and have it count as completed.

You will need to complete the first exercise (Team Behaviors) as a group in class or shortly after class today. One person from your group will fill out the first exercise on behalf of everyone, but you all need to be present to discuss how you will implement each of the Behaviors listed. Please note that parts of other exercises require you to meet/converse as a team as well. Thus, be sure to complete these exercises during/after your existing team meetings. For every assignment that you fill out, be sure to "Submit" it so that your work can be recorded as complete in the gradebook. Once a majority of your group has filled out an exercise, you will be able to click "View My Feedback" and see the comments from your fellow group members.

If you run into any errors while using the Assessment, please first refresh the page or click the assignment a second time. If the problem persists, email lead@northwestern.edu and describe the issue you are experiencing."