Creating a Collaborative Online Project for an MBA Core course

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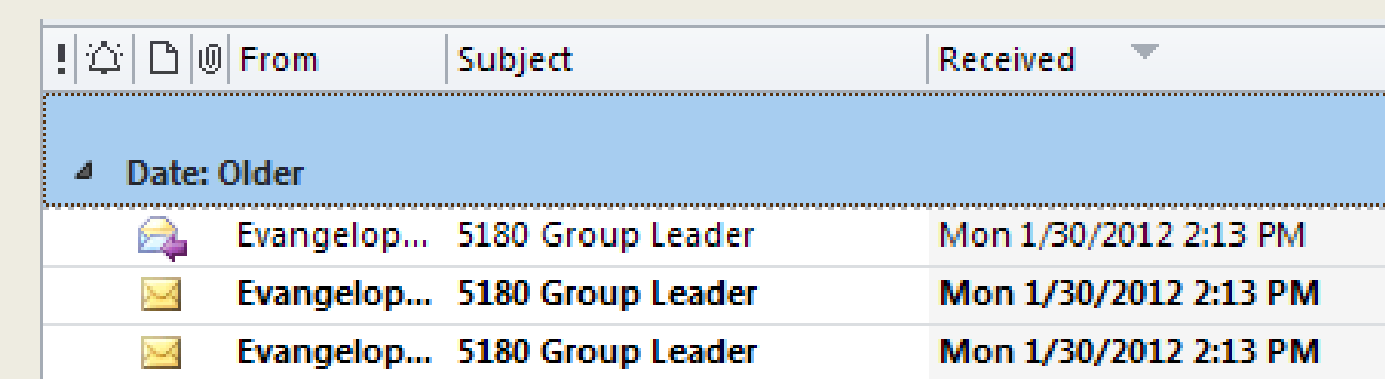## University Forum on Teaching & Learning (UFTL) 2012

Traditional face-to-face classes offer the rich interactive experience gained through collaborative group projects. Our approach delivers all the elements of group interaction to an online core MBA course.
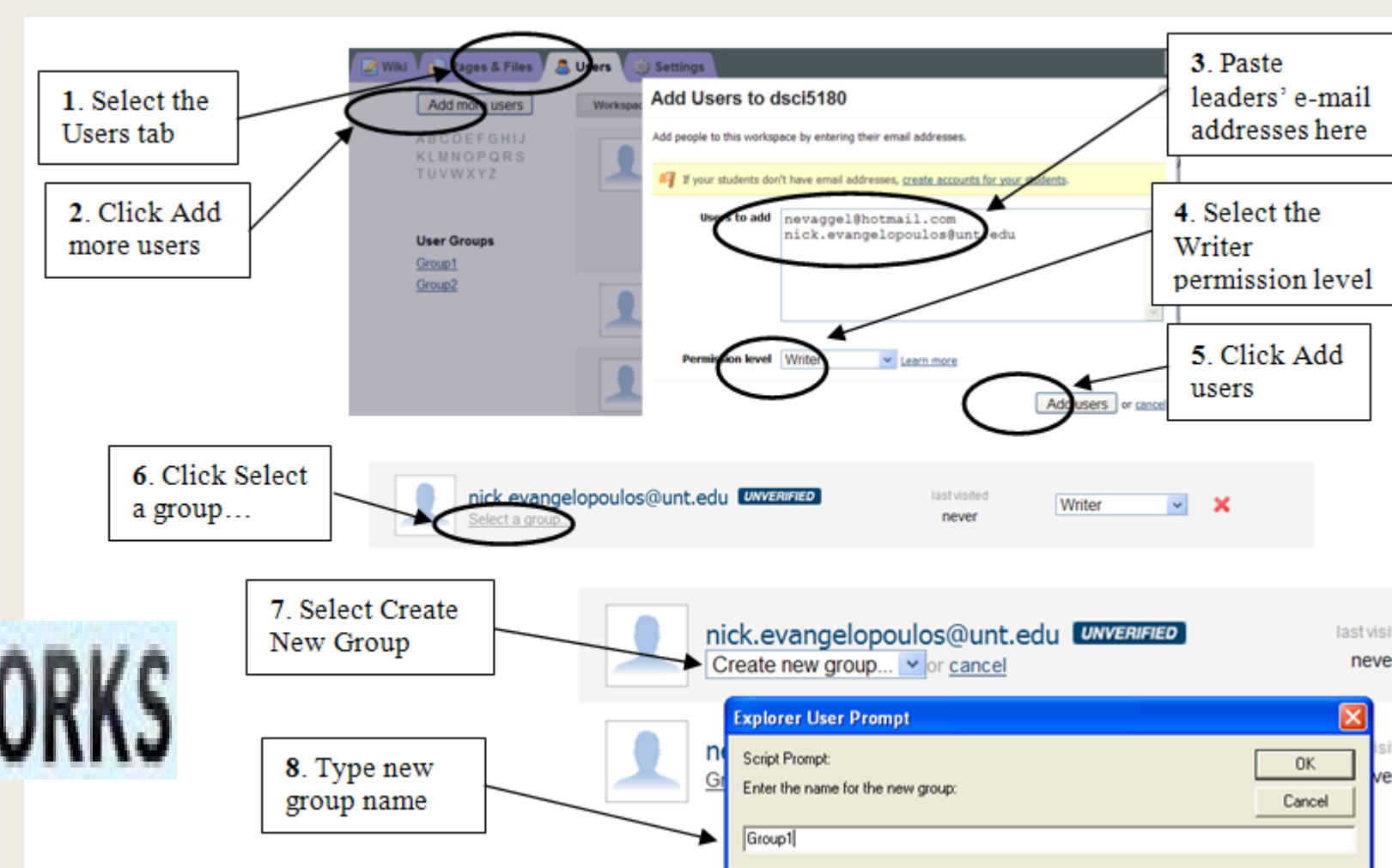
A 12-step process

Our approach to online group collaboration project setup follows the 12 steps listed below

1. Invite Group Leaders

Instructor posts a note seeking volunteers to be group leaders. Volunteers start e-mailing the instructor. As soon as there are 15 volunteers, recruitment of group leaders is complete.
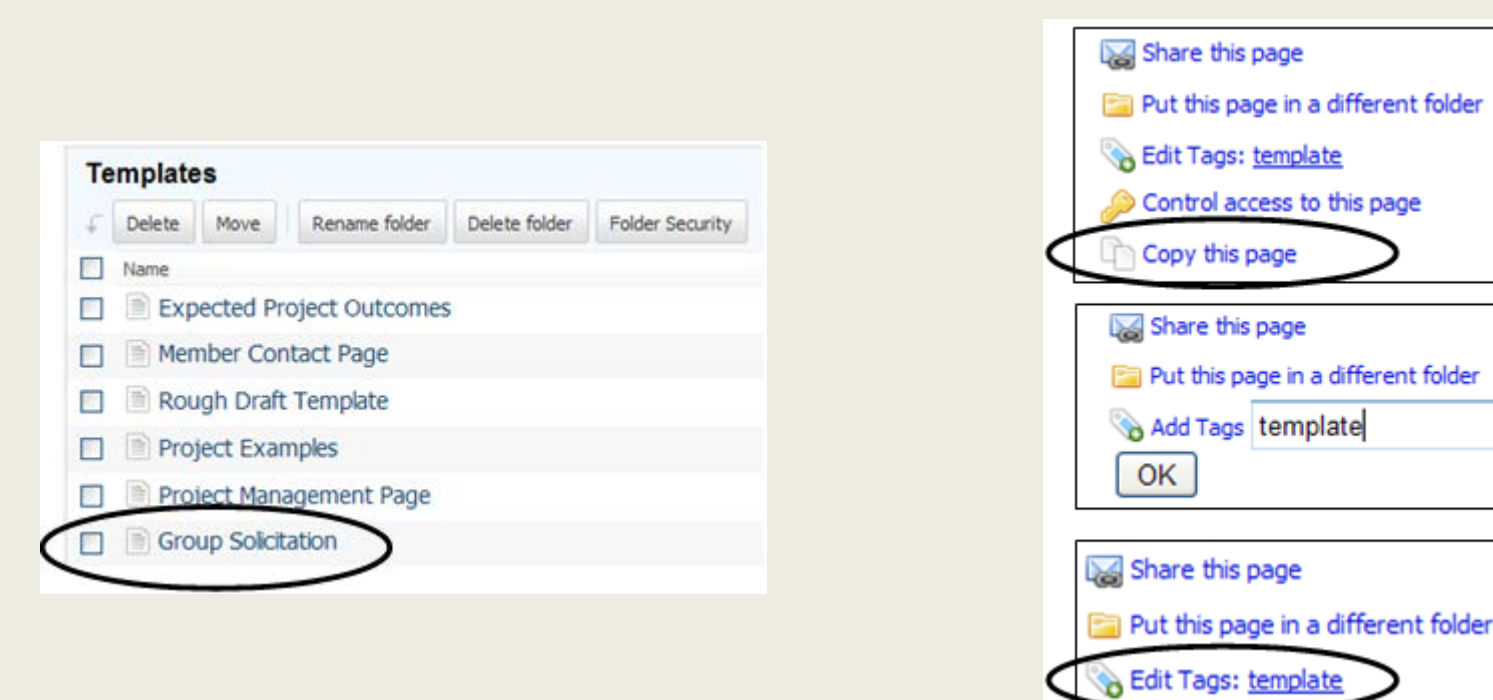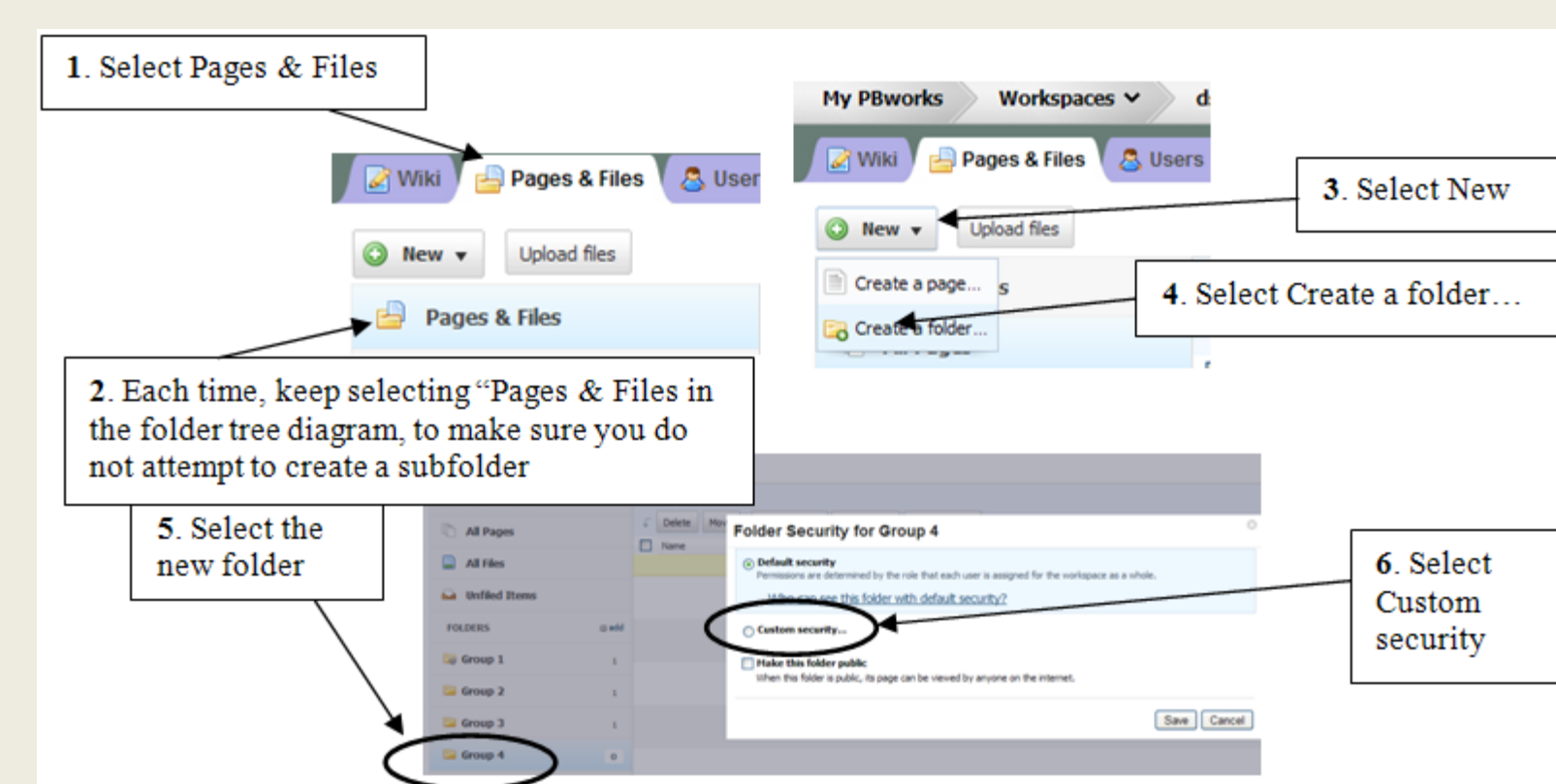

2. Set up group leader accounts in PBWorks

3. Create a template for the group solicitation page

Work on any page. Save it. Then click on "Add Tags". In the text box that appears, type "template". Now the page is tagged as a template.
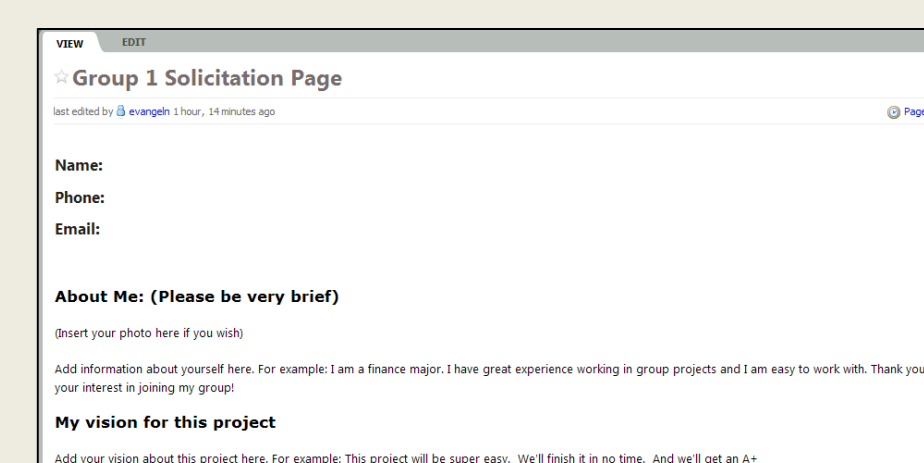

4. Set up group leader workspaces

During the group selection phase, make all students "Readers" in the group folders and make each leader a "Writer" in their own folder. During the project phase, make the group members "Writers" in their own folder and completely block access to everybody else.
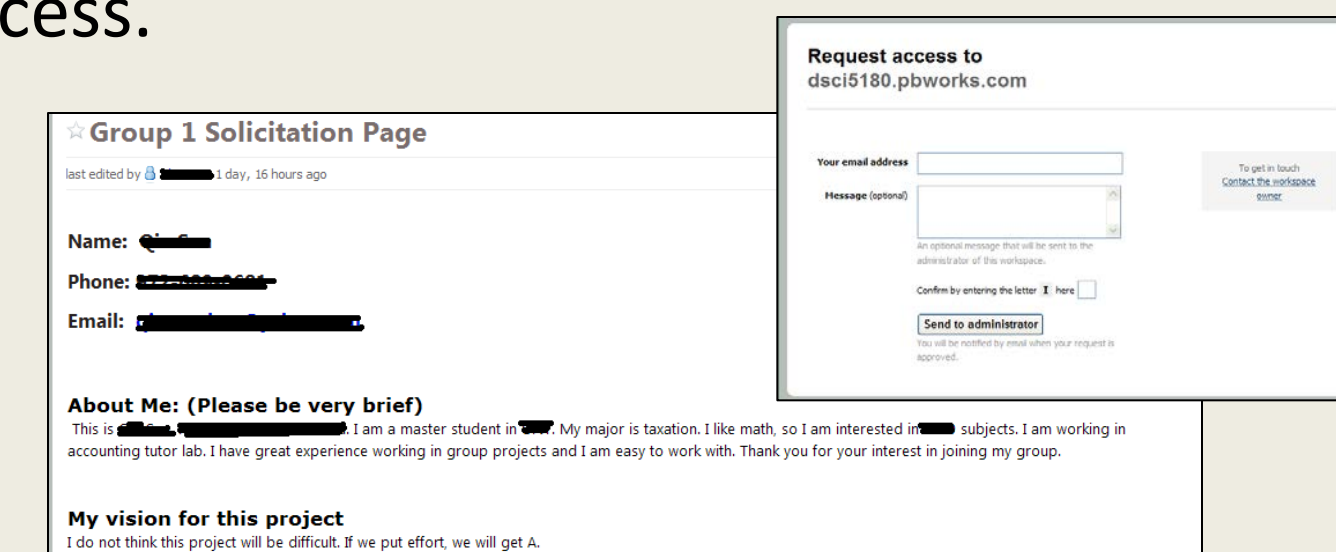

5. Post group solicitation pages

Create a solicitation page for each group using the "Group solicitation" template.
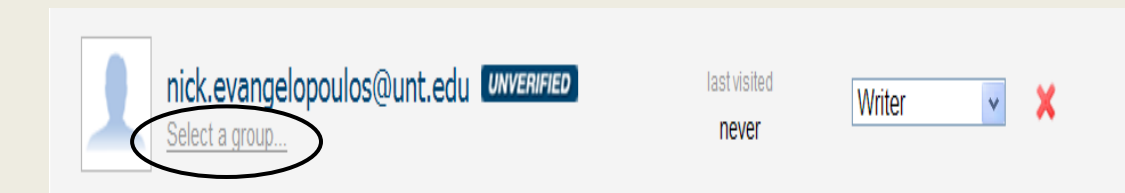

6. PBWorks access & group recruiting

Group leaders post member solicitation info. At the same time, all other students request PBWorks access.
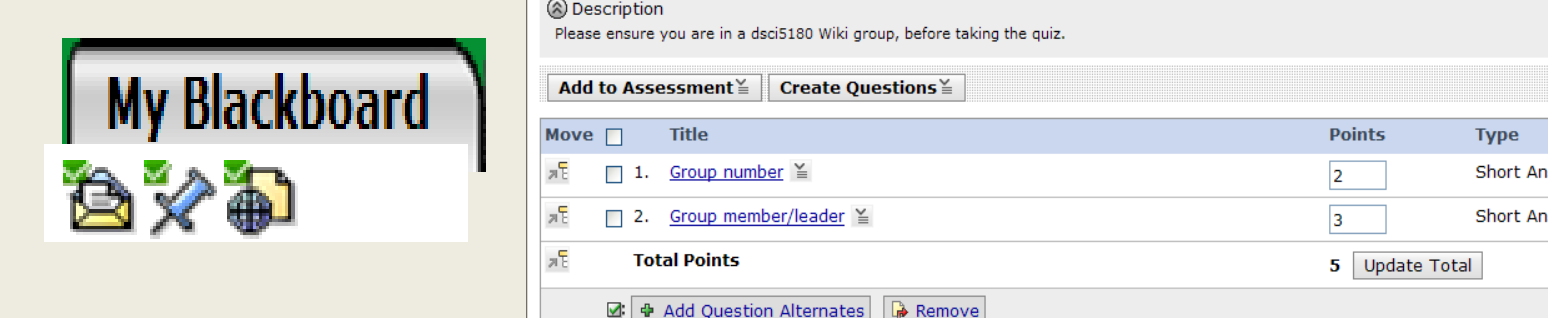

7. Enable group member collaboration

After group leaders report the e-mails of their group members, the instructor assigns members to particular groups under the Users tab in PBworks.
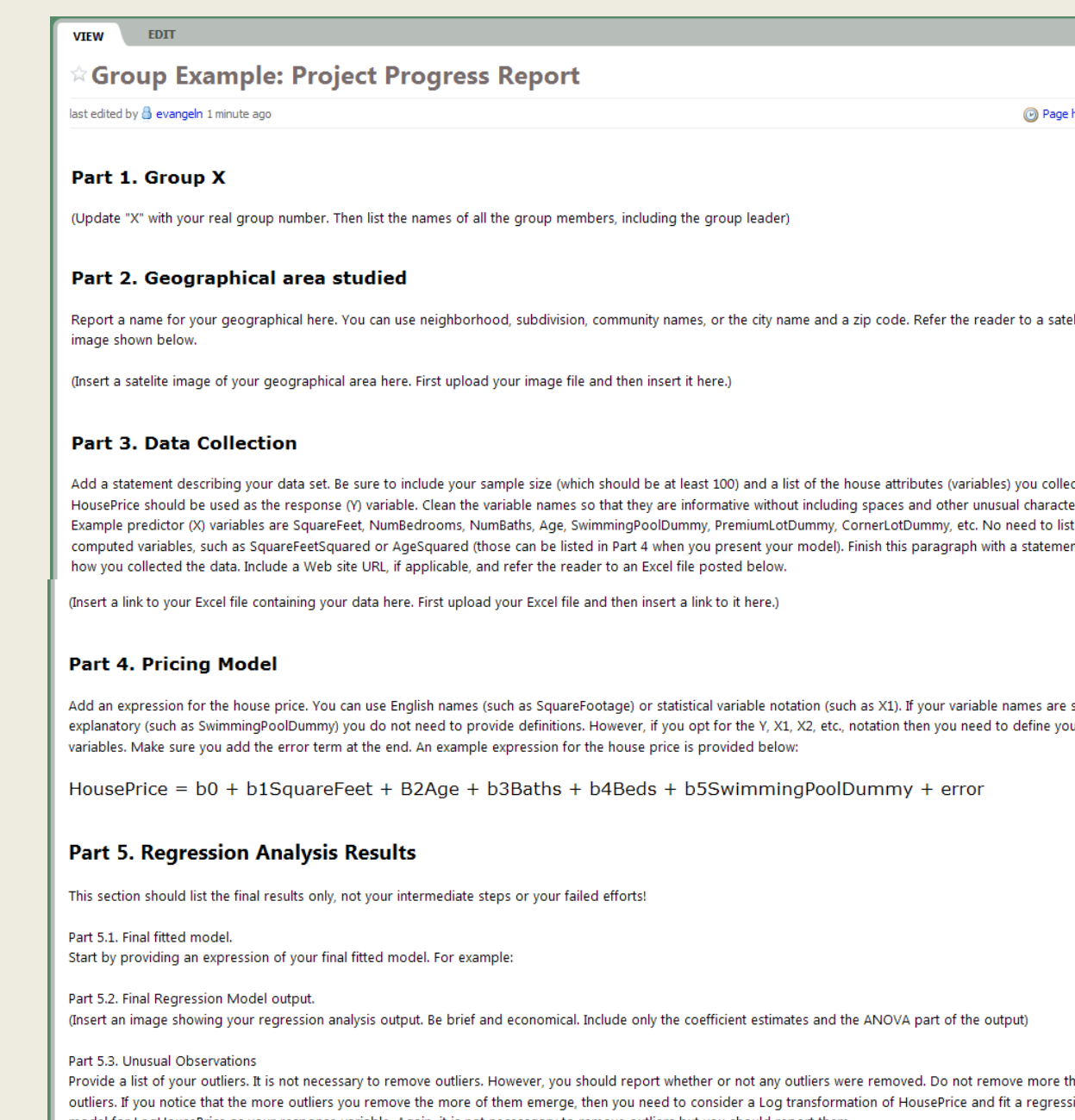

8. Enforcing timely participation (Project quizzes)

In Blackboard, set up a "quiz" corresponding to each project phase, designed to collect information from the students.
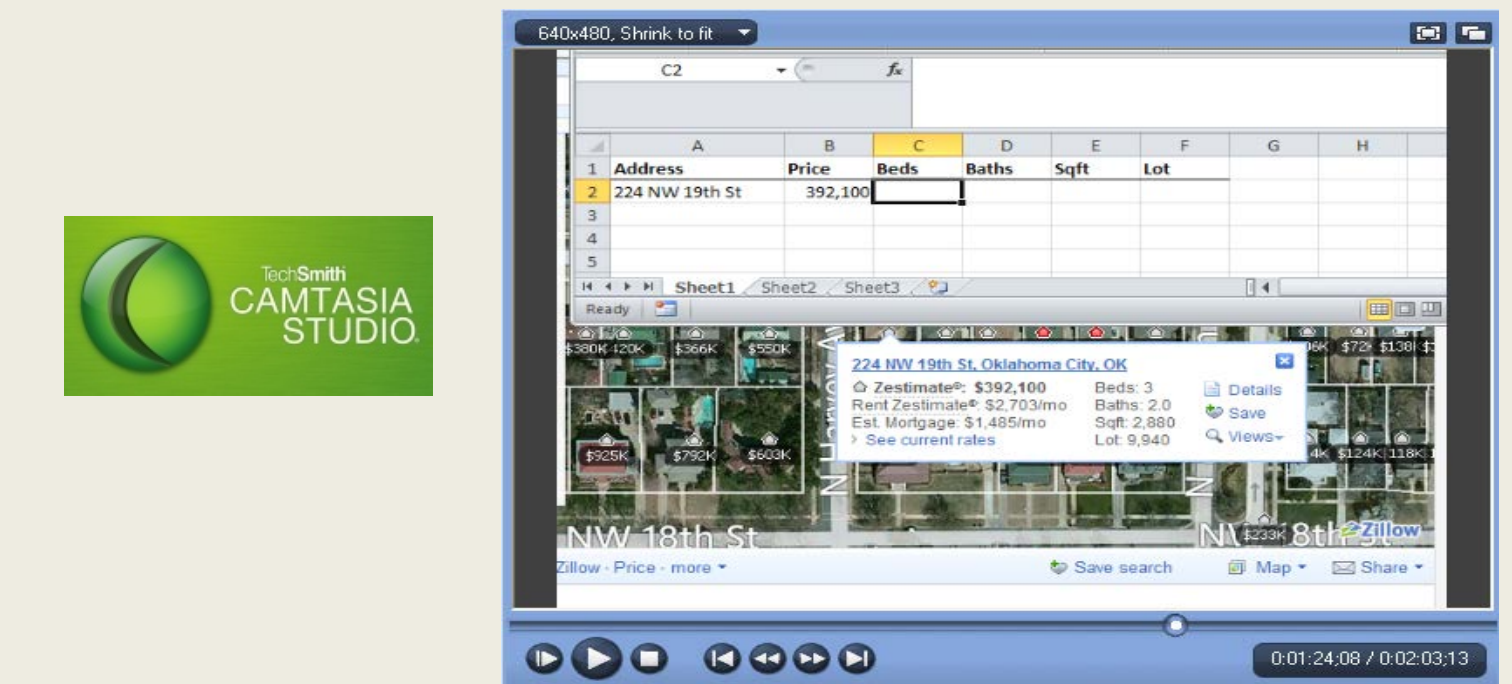

9. Set up the Group Progress Report template

Create a template for the students' work on group project.

10. Post an instructional video

Create a tutorial video that walks the students through the project and post it on the course Web site.

11. Post example of a completed project

Post a PowerPoint presentation from an old student project. Remove names and other personal info.

12. Peer evaluations

Post all completed project presentations for all students to see. Collect student evaluations using an online quiz.