Creating a Collaborative Online Project for an MBA Core course

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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
   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.

3. Create a template for the group solicitation page
   Group leaders post member solicitation info. At the same time, all other students request PBWorks access.

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
   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.

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.