

Proven Methods for Active Participation in Group Activities/Exercises

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What is active participation in group exercises?

- **In-class exercises**
 - **Students engaged**
 - **All contributing**
- **Out-of-class groups**
 - **Team assignment development**
 - **Team construction**
 - **Teamwork skills**
 - **Assessment of team performance**
 - **“Social loafers”**

Team Assignment Development

- **Clearly define outcomes and how the outcomes will be measured**
- **Roles and responsibilities of team members should be defined and varied**
- **Assignments should require team interaction**
- **Roles should be rotated**

Team Construction

- **Size of Team**
- **Selection of Members**
 - **CATME to help**
- **Duration of Team Project**

Teamwork Skills

- **Have team discuss attributes of successful teams**
- **Provide simple team building exercises**
- **Have team prepare and execute team contract**
- **Observe and guide teams**

Team Assessment

- **Fair and equitable**
- **Clearly defined assessment criteria**
 - **Self-assessment**
 - **Peer assessment**
- **Grading scheme**
- **Tools exist for creating and monitoring group performance**



Summary—Don Comfort

[Question Manager](#) [Add New Class](#) [My Profile](#)

Class	Survey (Section)	Start	End	% Comp.
CME203	Test	08-May-2013	15-May-2013	0%
CME203	Test (01)	08-May-2013	15-May-2013	0%

Create Class

[Cancel](#)

Welcome!

The next several screens will guide you through the process of entering the basic information required to set up a class in the CATME system. After completing these screens, you will then have the opportunity to use a different set of screens to configure one or more surveys that will be taken by the students in the class.

Help is available at any time-- just click the [Help](#) link located in the upper-right corner above.

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Basic Class Information

[Cancel](#)

Please enter the following basic information which describes the new class. Many of the fields have been pre-filled based on the information you supplied when registering for the CATME system, though you are free to change any values you wish to. You must at least enter a name for this new class.

Class: School:

Term: 2013 Time Zone:

Type:

[Next >>](#)

Class Editor

[Save](#) [Save and Return](#) [Cancel](#)

Class: School:

Term: 2013 Time Zone:

Type: Rater Calibration:

Enable extra messages in students' results

[Add Survey](#)

[Delete Class](#)

Create Survey

Cancel

The next several screens will guide you through the process of entering the basic information required to set up a survey in the system. If you wish to create multiple surveys for a given class, simply repeat this process by clicking the "Add Survey" button on the Class Editor page.

Before you begin entering the survey data, we recommend that you prepare a file containing information about the students from the class who will be participating in this survey, because you will need this file later in the survey creation process. **Information about preparing these files can be found [here](#).** Note that if you have created other surveys for this class, you will also be given the option of simply importing the student list from a previous survey.

Help is available at any time-- just click the [Help](#) link located in the upper-right corner above.

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Basic Survey Information

Cancel

Please enter a name for this survey and choose the start and end dates for the survey period. The survey will become active at 12am on the morning of the start date you choose and will close at midnight on the evening of the end date you choose. All students will automatically receive a notice when the survey opens, and students who have not yet completed the survey will receive another reminder 48 hours before the survey closes.

Survey Name:

Start Date:

End Date:

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Pick Survey Type

Cancel

- Team-Maker**
Gather student demographic information and assign students to teams.
- CATME BARS**
Administer a behaviorally anchored peer evaluation and assess team member effectiveness.

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Survey Content

Cancel

Team-Maker uses student responses to a set of demographic questions in an effort to form the most optimal teams possible. Research has shown that scheduling constraints, gender and racial balance, and overall GPA are the most critical factors when forming teams, but a variety of other survey questions are also available (for more detail regarding each question look [here](#)).

You may choose to modify the content of the survey by selecting/de-selecting items from the list below.

- Surveyed Categories:
- Gender
 - Race
 - GPA
 - Previous Course Grade
 - Schedule
 - Weekend Meetings

You may also edit the initial survey intro text displayed to students:

Edit Survey Intro

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Load Students

Cancel

Now you need to load one or more lists of students who will be participating in this survey. Information on the appropriate format for these files can be found [here](#).

If you wish to load several different student lists into the same survey, be sure to use the "Append" button—the "Replace" button will discard any existing student lists and import the new student list you've selected.

Import Students From File

[Browse...](#)

[Replace](#) [Append](#)

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Name	Student ID	Email	Sect.
Comfort, Donald	3764000	dacomfort@gmail.com	01



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Summary—Don Comfort

[Question Manager](#)
[Add New Class](#)
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Class	Survey (Section)	Start	End	% Comp.
CME203				<div style="width: 0%; background-color: red;">0%</div> No surveys defined

Class	Survey (Section)	Start	End	% Comp.
CME203	CME203 Test	08-May-2013	Tomorrow	<div style="width: 100%; background-color: green;">100%</div>

[Data & Teams](#)
[Send Reminder](#)



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Student Data

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[Make Teams](#)

Survey	Class	Term	Format	Prof	School
CME203 Test	CME203	Fall 2013	Lecture	Comfort	University of Dayton

Display options:
 Enable page controls
 Show detailed data
 [Re-Display](#)

Name	Student ID	Email	Sex	Race	GPA	Pct Busy	Commute	Sports
<input type="checkbox"/> Comfort, Donald	01	dacomfort@gmail.com	Male	Hispanic	3.9 (1)	38%	On-Campus	
<input type="checkbox"/> Comfort2, Don2	02	dac3@po.cwru.edu	Male	White	2.7 (1)	45%	On-Campus	

Make team with only selected students
 [Select](#)

Name	Student ID	Email	Comment
Comfort, Donald	01	dacomfort@gmail.com	
Comfort2, Don2	02	dac3@po.cwru.edu	

Choose Parameters

Survey	Class	Term	Format	Prof	School
CME203 Test	CME203	Fall 2013	Lecture	Comfort	University of Dayton

Select team size: team size

Gender Male (2) 100%

Distribute Ignore Don't Outnumber

Race White (1) 50%
Hispanic (1) 50%

Distribute Ignore Don't Outnumber

GPA Above 3.66 (1) 50%
2.67 - 3.66 (1) 50%
1.67 - 2.66 () 0%
0.67 - 1.66 () 0%
Below 0.67 () 0%

Group Dissimilar Ignore Group Similar

Schedule Ignore Group Similar

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00am	0%	0%	0%	0%	0%	100%	100%
9:00am	0%	0%	0%	0%	0%	100%	100%
10:00am	50%	0%	50%	0%	50%	100%	100%
11:00am	50%	0%	0%	0%	50%	100%	100%
12:00pm	50%	50%	50%	50%	50%	100%	100%
1:00pm	50%	100%	50%	100%	50%	100%	0%
2:00pm	50%	100%	50%	100%	50%	100%	0%
3:00pm	50%	50%	50%	50%	50%	100%	0%
4:00pm	50%	50%	50%	50%	50%	100%	0%
5:00pm	50%	0%	0%	0%	0%	100%	0%
6:00pm	0%	0%	0%	0%	0%	100%	0%
7:00pm	0%	50%	0%	50%	0%	100%	0%
8:00pm	50%	50%	50%	50%	50%	100%	0%
9:00pm	50%	0%	50%	0%	50%	100%	0%

(showing percentage of students busy, by hour)

Commute On-Campus (2) 100%

Group Dissimilar Ignore Group Similar

Team-Maker Results

Survey	Class	Term	Format	Prof	School
CME203 Test	CME203	Fall 2013	Lecture	Comfort	University of Dayton

Display options: Enable page controls Show detailed data

Name	Student ID	Email	Sex	Race	GPA	Schedule	Pct Busy	Commute	Sports	Tot (Max 14)
<input type="checkbox"/> Comfort, Donald	01	dacomfort@gmail.com	Male	Hispanic	3.9 (1)	6 days/week with 2+ hr meeting blocks (schedule summary)	38%	On-Campus		
<input type="checkbox"/> Comfort2, Don2	02	dac3@po.cwrw.edu	Male	White	2.7 (1)		45%	On-Campus		
Scores:					0.00	0.00	-4.00	5.00	2.00	0.00 3.00

Make team with only selected students

Team Information

The other members of your team:

Don2 Comfort2 dac3@po.cwrw.edu

The following table shows what percentage of your team is available to meet during each hour:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00am	100%	100%	100%	100%	100%	0%	0%
9:00am	100%	100%	100%	100%	100%	0%	0%
10:00am	50%	100%	50%	100%	50%	0%	0%
11:00am	50%	100%	100%	100%	50%	0%	0%
12:00pm	50%	50%	50%	50%	50%	0%	0%
1:00pm	50%	0%	50%	0%	50%	0%	100%
2:00pm	50%	0%	50%	0%	50%	0%	100%
3:00pm	50%	50%	50%	50%	50%	0%	100%
4:00pm	50%	50%	50%	50%	50%	0%	100%
5:00pm	50%	100%	100%	100%	100%	0%	100%
6:00pm	100%	100%	100%	100%	100%	0%	100%
7:00pm	100%	50%	100%	50%	100%	0%	100%
8:00pm	50%	50%	50%	50%	50%	0%	100%
9:00pm	50%	100%	50%	100%	50%	0%	100%

(Hover mouse over hours with partial availability above to see which team members are available)

Resources

CATME (Comprehensive Assessment of Team Member Effectiveness)

- <http://www.catme.org>

Possible Roles on Teams & Sample Team Contract

- <http://www.cmu.edu/teaching/design/teach/design/instructionalstrategies/groupprojects/tools>

Peer Assessment

- http://sites.psu.edu/schreyer/files/2012/07/6-team_reflection.pdf

Assessing Team Work

- <http://www.cshe.unimelb.edu.au/assessinglearning/03/group.html>