

# Bentley Teaching and Learning Resources: Transitioning to Student Teams for Online Learning

## Team Learning Resources

All Team Learning Resources can be accessed in SharePoint.

<https://bentleyedu.sharepoint.com/sites/TeamSkillsResources-Faculty>

Review the tools on SharePoint under “**Team Learning Resources for Faculty**” and “**Team Learning Resources for Students**”. In addition to these tools you will find **Teaching Notes** for how to use each tool. You can modify the tools or teaching notes to meet your needs.

## Getting Started

One of the first tools to review with students is the Team Contract. Now that students are learning online, you will likely want to modify this to reflect how you work with student teams and how student teams work together. Provide an opportunity for students to get together with their teams to discuss their expectations of each other in this new online environment. You can do this in a synchronous online session (using breakout rooms in Zoom) or as an assignment for the week. Revisiting the Team Contract will be critical to the team’s success.

The **Team Contract** uses the GRRIP model: Ground Rules, Resources, Roles, Interaction and Plan. There are plenty of ideas for students to discuss how they want to “be” as a team now that their meetings will not be in-person.

## Instructions to Give Student Teams

1. Set up your team meetings using “Outlook - Teams”.
2. Every team should designate an **Online Team Captain**. This person:
  - Has the greatest technological and online proficiency on your team
  - Helps the team stay connected to each other
  - Sets up the meetings in Outlook - Teams
  - Adds the professor to the Team meeting so your progress can be monitored
  - Shares their screen to the class when team presentations are happening
  - Informs the professor if there are team members who are not responding, not online, absent from team meetings, etc. Troubleshoots with those students, if possible.
3. Review your Team Contract to make sure you are all in the best roles for the online learning we will now be in. You can refer to your team members’ Top Five Strengths as you do this. For example,
  - If your External Liaison (person who connects with your professor for the team) is not a member who has strong connectivity, choose another person.
4. Review your Team Contract, especially under Ground Rules, to make sure your expectations of each other are adjusted for this online environment. Modify expectations so that you all feel you can contribute in meaningful ways to the project
  - Be honest with each other around your concerns

## Other Considerations For Faculty When Working With Online Teams

- If it is important for you to monitor team progress and interactions, ask the Online Team Captain to add you to the Microsoft Teams Pages
- If you do not expect to have access to team work as they collaborate they do not need to give you access and they may be more comfortable interacting using other virtual tools such as Zoom, Skype, Google Docs, Google Hangout, etc.