

How to use the app Group Agreement in Absalon

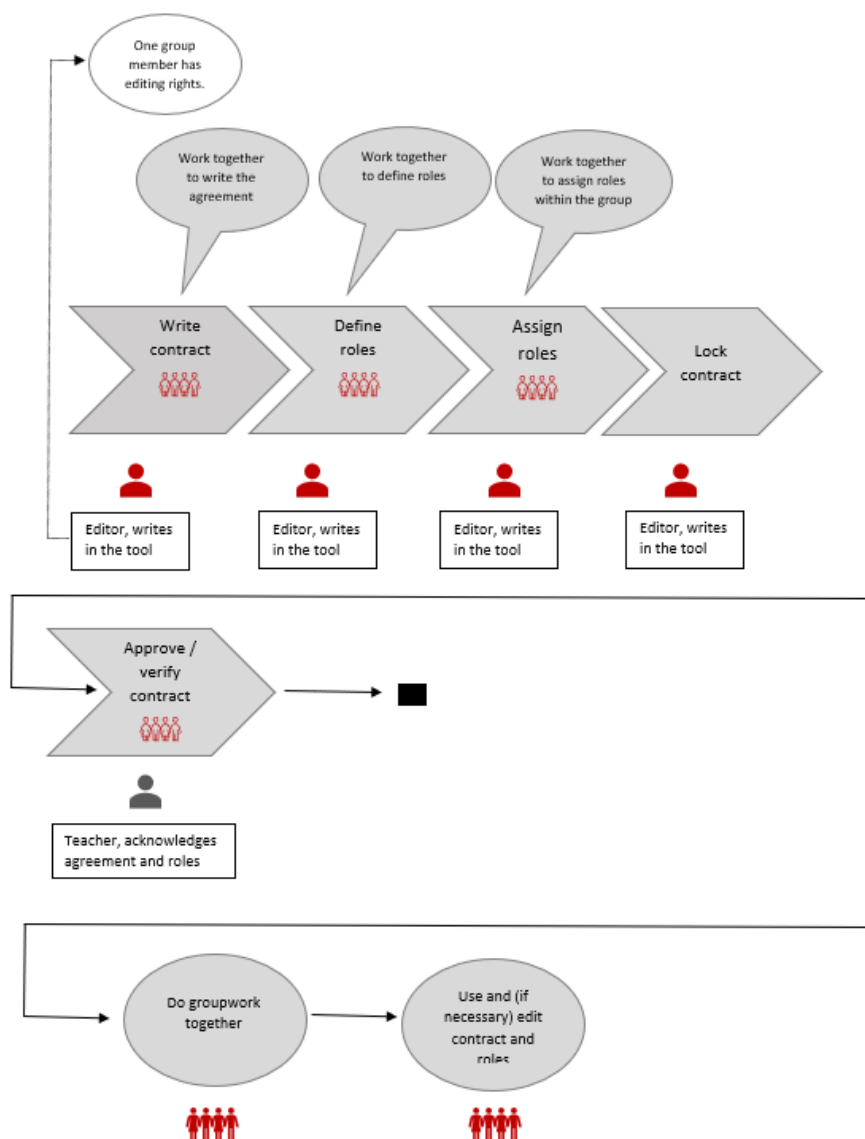
Purpose and function

Group Agreement is an app within Canvas (Absalon) developed by the University of Karlstad, Sweden. The purpose of the app is to provide teachers and students with a tool that digitally supports and facilitates formalized group agreements and the distribution of roles in Absalon courses that use group work.

Students are guided through a process where they

- write an agreement (“contract”) for their group work
- define different roles and agree on the expected workload
- assign roles to group members
- approve the agreement
- let their teacher verify the agreement

The app is built around the following process:



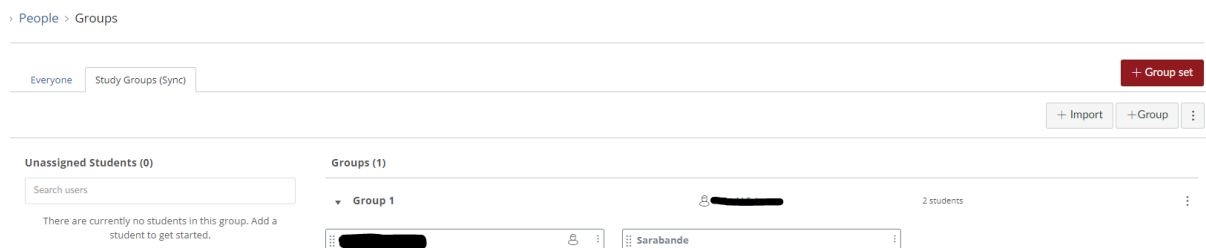
Prerequisites

To use the app Group Agreement, the teacher must activate the tool in the course settings in Absalon first. Go to Settings > Navigation and drag & drop the app to the active menu items. Remember to save.

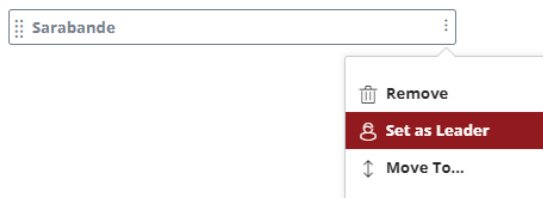
Students must be divided into groups. This can be done manually (go to the People section in your course room) or via the app My Study Group.

One student from each group is appointed group leader and, as such, has the permission to write and edit in the tool. This student is called “editor” in the tool and is the only one who can write.

Appoint a group leader by clicking on Groups in the People section.

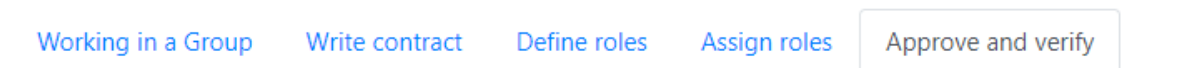


Select the group and then the student you want to be group leader (click on the three dots to the right):



The five steps of the process

The tool divides the process into five steps displayed as tabs within the tool:



- Working in a group
- Write contract
- Define roles
- Assign roles
- Approve and verify

Tab 1: Working in a group

Contains a short introduction explaining the purpose of the app.

Tab 2: Write contract

Both the teachers and the students can see the tab, but only the student who is appointed group leader can write in the text editor.

The agreement can be written from scratch or build upon the contract template available in the app. The template was developed by the working group designing the app My Study Group.

Remember to save when you are done writing. 😊

Home

My Media

Media Gallery

Announcements

Peer feedback

Assignments

Discussions

People

Pages

Quizzes

Modules

Collaborations

My Study Group

Group Agreement

Working in a Group Write contract Define roles Assign roles Approve and verify

Write contract

Use the textfield below to write your group contract. To support the writing of the contract you may use the template.

Our group contract Contract template

Save

B I U [List Icon] [Align Icon] Normal Sans Serif

Vores formål med studiegruppen

Hvad vil vi gerne have ud af gruppearbejdet?

1. Det vigtigste for vores gruppe er ...
2. |

Tab 3: Define roles

Define the roles you need in the group, what each role entails and the workload associated with each role.

- Role: a specific task in the group
- Description: responsibilities of the role and requirements for the person taking the role
- Expected workload: Per default, each group member has a total of 10 blue circles reflecting the expected workload. By marking circles, you indicate the total workload expected for the defined role.

Once the roles are defined and accepted by the group, the editor can enter them into the tool.

New role

Use the button "Add role".

Describe the role briefly.

Mark the expected workload.

Remember to save when you are done.

The new role is now listed in the left column.

Working in a Group Write contract Define roles Assign roles Approve and verify

Define roles

[Add role](#) [Remove role](#) [Save](#)

Role

Responsibilities

Expected workload ⓘ

● ● ● ● ● ● ● ● ● ●

Remove role

Click on "Remove role".

Tab 4: Assign roles

When all roles are defined and saved, they can be assigned to different group members. This is done in the "Assign Roles" tab.

Click on a role. You have now two options:

- Random process: Click on "Random" to assign roles randomly.
- Manual process: Click on a specific group member and assign the defined role.

Assigned roles and the expected workload for each role will be listed at the bottom of the page.

Too high workload

If a group member is assigned multiple roles and the total workload of those roles exceeds the total expected workload of a team member (ten circles), it will be visualized by displaying all ten markers as red.

This can be handled by removing one or more roles from the group member, or by re-negotiating and adjusting the expected workload of the defined role.

Fördelade roller

Claes "Student" Asker

[Sekreterare](#) × [Projektledare](#) ×

[Matansvarig](#) ×

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Tab 5: Approve and verify

All group members approve in order to express their mutual agreement on the contract and the roles.

Teachers may verify the contract to acknowledge that they are aware the process has taken place and is completed.

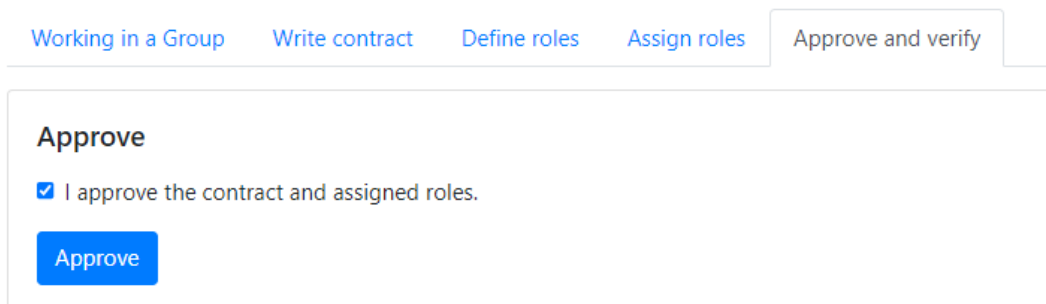
The group leader (editor) locks the agreement

In order for all members to approve and the teacher to verify, the editor needs to lock the contract. To do so, click the "Lock" button in the "Lock editing" box at the top of the "Approve and verify" tab.

If the group needs to make changes to contract or roles later, the editor can unlock the approved content. Click the "Unlock" button in the "Unlock editing" box located at the bottom of the page.

All group members approve

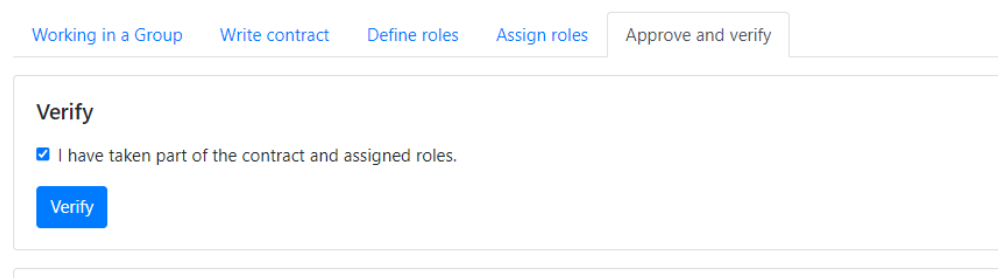
Once the agreement is locked, all group members approve by checking the check box. Doing so, they confirm that they agree on the contract and the distribution of roles.



The screenshot shows a navigation bar with five tabs: "Working in a Group", "Write contract", "Define roles", "Assign roles", and "Approve and verify". The "Approve and verify" tab is active. Below the navigation bar is a form titled "Approve". It contains a checked checkbox with the text "I approve the contract and assigned roles." and a blue "Approve" button.

Teachers can verify

Teachers can verify, hereby confirming that they are aware of the agreement:



The screenshot shows the same navigation bar as above. The "Approve and verify" tab is active. Below the navigation bar is a form titled "Verify". It contains a checked checkbox with the text "I have taken part of the contract and assigned roles." and a blue "Verify" button.

The status of verification is displayed at the bottom of the page.

Not verified:

Verification

The contract and assigned roles are not verified by a teacher.

Unlock editing

[Unlock](#)

Verified:

Verification

The contract and assigned roles are verified by Ruth Horak 2022-03-28 15:31.
