

NAME AND EMAIL		GROUPWORK CHECKLIST		
A		Divides the work equally among group		Completes required work, stays focused
		Manages group time, keeps group focused		Treats others respectfully
		Does a fair share of the group's work		Actively seeks or provides help
B		Shares screen in breakout room		Completes required work, stays focused
		Does a fair share of the group's work		Treats others respectfully
		Checks work and helps A and C		Actively seeks or provides help
C		Does a fair share of the group's work		Completes required work, stays focused
		Checks work and helps B		Treats others respectfully
		Checks work and helps D		Actively seeks or provides help
D		Does a fair share of the group's work		Completes required work, stays focused
		Checks the work for A, B, and C		Treats others respectfully
		Submits assignment on time		Actively seeks or provides help