

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