

Worksheet 2 – Designing Collaborative Activities

Focus: Forums, Wikis (Moodle) & Collaboration Space / Files tab (Teams).

1. Pick your collaboration goal

- ☐ Brainstorm ideas
☐ Peer feedback

☐ Create a shared product
☐ Debate / discussion

2. Set up the digital space

Platform	Tool	Your set-up notes
Moodle	☐ Forum ☐ Wiki ☐ Glossary	
Teams	☐ Private channel ☐ Collaboration Space	

3. Group task planner

Task phase	Digital tool	Deadline	How will students evidence contribution?
Plan			
Produce			
Peer-review			

4. Equity check

- Clear roles assigned? ☐
- Participation grading rubric shared? ☐
- Quiet students prompted via @mention? ☐

Micro-reflection

Which tool feature (e.g., Wiki history, Teams versioning) helped you track group work most effectively?