



## Group Leader Responsibilities

### Additional Information

- The Group Leader is required to be the first to register
- Add the group member's name and email address when registering.
- A unique email will be sent to each member inviting them to join the group.
  - Verify within two (2) weeks of registering that each member has received their invite and has registered.
  - Members who have not registered within two (2) weeks from the group leader's registration will not be allowed to register in the group.
  - Notify the [registrar@hol.edu](mailto:registrar@hol.edu) immediately if a member does not receive an invite email to join the group.
- The group leader must organize at least four (4) group meeting dates and times and input them into the course page for online courses, and send to the instructor and the Registrar, [registrar@hol.edu](mailto:registrar@hol.edu), the completed Group Collaboration Documentation Form for email courses.
- Distribute assignments equally, showing who is responsible for each assignment by placing their names in the designated assignment box.
- All group members are responsible for independently authoring and completing assignments marked "ALL"
- Ensure that participants adhere to the Group Collaboration Guidelines.
- Motivate participants to engage in a coordinated effort to provide quality work through participation and accountability.

For email courses: Download a copy of the Group Collaboration Documentation Form [here](#).