

Wimba Classroom Teaching Matrix

What is this guide?

This guide is designed to help you determine your skill level for teaching with Wimba Classroom. There are three skill levels:

- **Novice:** Just starting out with Wimba Classroom.
- **Elite:** Have been using Wimba Classroom for some time and been successful creating great interaction but occasionally have issues.
- **Pro:** An expert using Wimba Classroom and most of my interaction is very successful.

Why do you need it?

No matter what your current level is, there is always room for improvement. The purpose of this guide is to help you identify where you are successful and what might skills might need a little polishing. Everyone using Wimba Classroom to teach has the potential to be a Pro!

How do I use it?

1. Review each of the areas and check the things that you are currently doing in your teaching.
2. Tally your score after every section.
3. Write notes about what you can do to improve that particular skill set.
4. Repeat steps 1-3 for all stages.
5. Complete the action plan at the end of this guide.
6. Make modifications to your teaching.
7. Re-evaluate your progress.

I'm now a Pro – what's next?

Now that you are a Pro, consider becoming certified in our Wimba Product Program. Contact learning@wimba.com for more information.



Stage 1: Preparing Participants

Expect the best, plan for the worst, and prepare to be surprised. Denis Waitley

NOVICE

- Send correspondence to participants about upcoming event.
- Provide 24x7 helpdesk support link.
- Direct users to use the telephone simulcast for audio problems.

ELITE

- Send correspondence to participants about upcoming event encouraging students to run the wizard.
- Host an orientation event before first session.
- Use Netstats to determine internet connection of students.
- Direct users to lobby to reset media.
- Direct students to 24x7 helpdesk support.

PRO

- Add a technology section to the syllabus outlining the technical requirements for the class.
- Records an archive of an orientation to Wimba Classroom.
- Create a quiz in LMS asking students questions about Wimba Classroom.
- Use Netstats to determine internet connection of students and make recommendations on internet connection.
- Host an orientation event before first session.
- If possible, resolves technical issues live.
- Directs students to 24x7 helpdesk support.

/ 3
Score

/ 5
Score

/ 7
Score

Things I can do to improve my skill level:



Stage 2: Communication

We have two ears & one mouth so that we can listen twice as much as we speak. Epictetus

NOVICE

- Uses a standalone microphone to communicate.
- Uses either the CTRL key on keyboard or the TALK button to communicate.
- Uses the dial-in option to communicate.

ELITE

- Uses a headset with a built-in microphone to communicate.
- Utilizes the lock talk option.
- Uses a web camera sometime during the live session.
- Utilizes public text chat to encourage student participation.

PRO

- Uses a headset with a built-in microphone to communicate.
- Utilizes the lock talk option and mutes their audio when not speaking.
- Uses a web camera to display live video during a session.
- Encourages or requires student's web camera usage.
- Utilizes both public and private chat to encourage student participation.
- If possible, resolves technical issues live or direct students to 24x7.

/ 3
Score

/ 4
Score

/ 6
Score

Things I can do to improve my skill level:



Stage 3: Interaction Management

Communication is the real work of leadership. Nitin Nohria

NOVICE

- Encourage student participation without setting ground rules.
- Asks students to lower their hand after their question or interaction has been completed.
- Controls the conversation to deliver information.

ELITE

- Sets ground rules with students for their participation.
- Asks students to raise their hand to communicate
- Clears hand raise by using the actions menu.
- Uses the yes / no function to ask students questions.
- Asks for volunteers to answer questions.

PRO

- Sets ground rules with students for their participation and enforces them.
- Asks students to raise their hand to communicate.
- Asks students to lower their hand after their interaction is through.
- Uses the yes / no function to guide lecture topic.
- Calls on random students to answer questions.
- Releases the eBoard for students to use by providing guidelines for the instruction.

/ 3
Score

/ 5
Score

/ 6
Score

Things I can do to improve my skill level:



Stage 4: Content

You begin with the possibilities of the material. Robert Rauschenberg

NOVICE

- Upload PowerPoint on the fly in the eBoard.
- Show web pages within the content frame.
- Use the eBoard on a blank screen or on slides.
- Show Application Share content in the content frame.

ELITE

- Upload PowerPoint in the design area of Wimba Classroom and navigate to other content folders.
- Show web pages within the content frame for students to complete an activity.
- Create Advance Poll questions.
- Upload a Branding Frame photo of yourself.
- Use Application Sharing and grant access to others to interact with content.

PRO

- Upload PowerPoint and other types of content in the design area of Wimba Classroom.
- Show web pages in a new window and direct users to that content.
- Create Advance Polls that guide lecture topics.
- Upload other types of content into the Branding Frame.
- Uses Application Share to show your desktop and asks others to show their desktop.
- Control the conversation in the room while delivering content.

/ 4
Score

/ 5
Score

/ 6
Score

Things I can do to improve my skill level:



Stage 5: Evaluation

Study the past if you would divine the future. Confucius

NOVICE

- Start and end an archive.
- Release the archive to the students.

ELITE

- Notify students that their interaction will be recorded for the archive.
- Review the archive before releasing it to the students.
- Make notes for self-improvements.
- Send an announcement to view archive.
- Review the poll results from the live session.

PRO

- Notify students that their interaction will be recorded for the archive and use an advance poll to capture their acceptance.
- Review the archive before releasing it to the students and make notes for self-improvements.
- Send the archive to a colleague and ask for their feedback.
- Review the poll results from the live and archive session.
- Review the tracking of the archive to see if students are watching.
- Download the tracking data and assign points for students who attend live and review the archive.

/ 2
Score

/ 5
Score

/ 6
Score

Things I can do to improve my skill level:



Self- Assessment

Self assessment is universal truth. Sarsahu

Where do you stand?

Using the scores from the previous sections and then circle your skill level for each stage.

PREPARE	COMMUNICATE	MANAGE	CONTENT	EVALUATE
N / E / P	N / E / P	N / E / P	N / E / P	N / E / P

My overall skill level: _____

Plan of Action:

The skill set I would like to most improve is: _____

Five things that I can do to improve this skill:

1. _____

2. _____

3. _____

4. _____

5. _____
