educational origami

Bloom's Digital Taxonomy

Skype (Audio/Video Conferencing) Rubric

Bloom's Taxonomic Level: Appying

Key Terms - Applying:

Implementing, carrying out, using, executing, running, loading, playing, operating, hacking, uploading, sharing, editing

Bloom's Taxonomic Level: Evaluating

Key Words:

Checking, critiquing, judging, reviewing, posting, moderating, reflecting, Validating.

Introduction:

This is a rubric for audio and Audio/visual conferencing using tools like skype ©. This rubric is looking at two taxonomic levels Applying for the planning, preparation and communication aspects and Evaluating for the reflection.

Key to a successful conference are the aspects of **planning** and **communication**. Planning encompasses the technical aspects – checking connection, preparing tools etc and the content/management aspects – setting up schedules, agenda, key elements rules etc. The communication aspect looks at audio and visual communication in its various aspects and the efficiency with which these are used. It also looks at apply the rules, schedule and plan previously prepared.

Reflection is crucial to improving the process and learning from the process and content of the conference. So this aspect covers not only personal involvement but also minutes, notes and recordings.

	Preparation and Planning	Communication	Reflection
1	Little preparation is evident. The conference lacks structure. Little consideration for availability/time zones etc are evident	Communication is poor, hard to understand, of task and inarticulate. Use and selection of language does not aid communication. There is little evidence of rules or etiquette, structure or planning.	There is little or no reflection.
2	Some connections are tested prior to the event. A schedule has been communicated. Some goals for the conference are outlined. Some key questions are prepared. Rules and etiquette guidelines are outlined.	Rules and etiquette guidelines are stated. Most communication is clear (speech, visual and written) and mainly on task. The language used is mostly appropriate and all parties will I understand (Spoken and written). Slang, regional language and colloquialisms are used. Speech is mostly clear, there are issues with pace and pitch. Volume of speech varies. Most rules and etiquette guidelines are followed. There is some interruption and speaking over people. Some notes are taken these are of a poor quality.	Here is some limited reflection on the conference. Reflection is general and unstructured, Reflection may be of a personal nature Minutes and notes are distributed. Some areas of Improvement are identified.

	Preparation and Planning	Communication	Reflection
3	User has selected some suitable tools and installed these for use in the conference. (Blackboards, recorder etc). Connections are tested prior to the event. A schedule has been communicated. Goals for the conference are outlined. A plan and some key questions are prepared. Some resources and links are prepared in advance. Rules and etiquette guidelines are defined.	Rules and etiquette guidelines are stated and mostly adhered to. Most communication is clear and articulate (speech, visual and written) and mostly on task. The language used is mostly appropriate and all parties will l understand (Spoken and written). Speech is Mostly clear, appropriately paced and pitched. Rules and etiquette guidelines stated are mostly followed. Some notes and or recording are taken.	Parties reflect on the conference. Reflection is completed without put downs, sarcasm or comments of a personal nature. Reflection and review examined appropriately the some following: ***Preparation, Goals, Key questions, Process, Communications, conversations, Rules and etiquette*** Where appropriate suitable resources, minutes and notes are distributed. Some areas of Improvement are identified and actioned.
4	User has selected suitable tools, installed and tested these for use in the conference. (Blackboards, recorder etc). Connections are tested prior to the event. A schedule has been communicated and agreed to by all parties. Clear goals for the conference are agreed to by all parties. A plan and key questions are prepared and approved. Suitable resources and links are prepared in advance. Rules and etiquette guidelines are clearly defined.	Rules and etiquette guidelines are clearly defined and adhered to. All communication is clear and articulate (speech, visual and written) and on task. Users select and use appropriate language that all parties will understand (Spoken and written). Speech is clear, appropriately paced and pitched. Suitable standards of etiquette are applied regarding interrupting, turns to speak, use of slang and abbreviation, use of cameras and prepared materials. Goals and plan of conference are clearly communicated and adhered to. Suitable notes and or recording are taken.	All parties reflect critically on the conference. Reflection is completed without put downs, sarcasm or comments of a personal nature. Reflection and review examined appropriately the following: ***Preparation, Goals, Key questions, Process, Communications, conversations, Rules and etiquette*** Where appropriate suitable resources, minutes and notes are developed and distributed. Improvements are identified and actioned.