

Creating a Skills Matrix

Getting Started

1. Define the scope of your project – are you looking at the program as a whole, or individual modules
2. Identify broad categories of skills – ACRL Frames
 - a. Identify the individual skills within the broad categories
 - b. Rank individual skills by importance
3. If you are working on a single module, identify how long you want your tutorial to be.

Setting up a table – holistic approach

1. In the first column, list the modules in your program
2. Across the first row list the skills that you want to include

Setting up a table – Individual Module

1. In the first column, list the sections of your module (aim for 2-3 min. of content per section, no more than 30 min. overall)
2. Across the first row list the skills that you want to include

Mapping Content

Once you have identified the skills you want to include, identify where the skills will be covered in the content and mark the appropriate column. You now have a visual representation of the skills and learning outcomes you hope to achieve

Using Map as an evaluation tool

This visual representation allows you to identify which skills need more coverage or gaps in your program. It can be used to guide your planning process as well as a checklist to evaluate the finished project to ensure that all the skills were included.

Resources:

Backward Design

- Wiggins, G. & McTighe, J. (2005) *Understanding by Design*, 2nd ed. Alexandria, VA: ASCD
- <https://cft.vanderbilt.edu/guides-sub-pages/understanding-by-design/>

Online Instruction

Grant, A., & Finkle, D. (2016). *Take your library workshops online!* Lanham, MD: Rowman & Littlefield.

Miller, M. D. (2014). *Minds online: Teaching effectively with technology*. Cambridge, MA: Harvard University Press.