



Introduction to being a CW Academy advisor





Agenda

- Welcome
- CW Academy Levels
- Student Signup Process
- Advisor Signup Process
- Class Assignments
- Your Class
- End of Semester
- Contacts





Welcome!

- You are helping to keep CW alive
- We train hundreds of students every year
- There is a lot of interest in CW
- Some students become advisors
- Some students become CWops members



What does it take to be an advisor?

- A few hours a week
- A passion for CW
- A desire to help people learn or improve their proficiency
- A desire to be a mentor
- Sharing your interest in whatever CW operating you do
- Enjoying seeing people have success

Classes: Beginner

- Designed for people with no Morse code experience
- Some beginner students used to know Morse but are rusty
- They will learn the sounds of approximately 40 characters
 - Learn that each character has its own distinct sound
 - Characters are not composed of smaller sounds
- Learn common on-air CW techniques
- Learn how to send so they can be understood
- Introduction to head-copy skills

Classes: Basic

- Designed for people who know Morse code but cannot hear characters quickly
- Learn instant character recognition
- Strong emphasis on sending
- Learn common on-air CW techniques
- Learn how to send so they can be understood
- More emphasis on head-copy skills

Classes: Intermediate

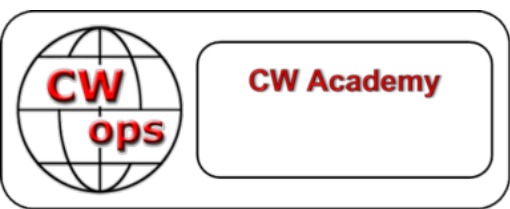
- Designed for people who have instant character recognition skills
- Strong emphasis on multi-character and word recognition
- Hearing words as sounds
- Become more comfortable with higher copy and sending speeds
- Sending and hearing phrases
- Development of contest skills
- Encouragement to make on-air contacts



Classes: Advanced

- Designed for people who can hear words
- Emphasis on longer phrases and exchanges
- Higher-speed contest skills
- Effortless copy and sending skills
- Copy-from-behind skills
- More on-air emphasis





Student Signup (requirements)

- <https://cwops.org/cw-academy/cw-academy-options/>
- Minimum essentials:
 1. Broadband Internet access
 2. Computing device (desktop, laptop)
 3. Webcam (camera, microphone) either built-in or USB add-on
 4. Keyer paddle (single lever or dual lever)
 5. Keyer with sidetone or radio with built-in keyer and sidetone
 6. Dedication to daily practice





Student Signup (goals)

- **Beginner** – [Limited or no prior experience with Morse Code](#)
 - Class Objectives:
 - Learn Morse Code characters (letters, numbers, and some punctuation)
 - Learn to head copy and send Morse Code
 - Learn on-air protocols of a basic QSO
 - Use skills for on-air basic QSOs
- **Basic** – [Familiarity with Morse Code characters and desire to increase proficiency](#)
 - Class Objectives:
 - Increase head copy and send skills using Instant Character Recognition
 - Increase skills for on-air conversational QSOs
 - Introduction to contesting skills
- **Intermediate** – [Operating 10 plus wpm and desire to increase proficiency for contests, DX, and ragchews](#)
 - Class Objectives:
 - Increase copy and send skills by use of contesting tools
 - Increase head copy skills
 - Recognize words as sounds
 - Increase on-air experience with various types of QSOs
- **Advanced** – [Operating 15 plus wpm and desire to increase proficiency for higher-speed on-air activity](#)
 - Class Objectives:
 - Increase head copy and send skills for higher-speed on-air activity
 - Increase on-air experience with various types of higher-speed QSOs
 - Increase contesting skills to 30+ wpm
 - Recognize phrases as sounds
 - Learn to copy from behind
 - Increase overall skills to become considered for CWops membership



Student Signup (help for which class)

“Choose Beginner Class if unable to copy this audio”



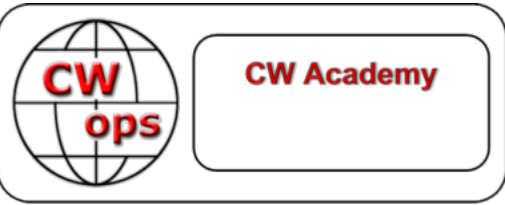
| | |
|--|-------------|
| 1. “Choose Beginner Class if unable to copy this audio” | 0:59 |
| 2. “Choose Basic Class if unable to copy this audio” | 1:02 |
| 3. “Choose Basic Class if unable to copy this audio” | 1:06 |
| 4. “Choose Intermediate Class if unable to copy this audio” | 1:01 |
| 5. “Choose Intermediate Class if unable to copy this audio” | 1:04 |
| 6. “Choose Advanced Class if unable to copy this audio” | 1:02 |
| 7. “Choose Advanced Class if unable to copy this audio” | 1:02 |

Student Signup

- Students always need to sign up for any class
- Graduating students are not automatically enrolled in a next class
- Students who withdraw must also sign up again
- Students who sign up go into a “available” pod or list
- Classes are normally in evening; students might select a time zone different than where they live
- Student gets an acknowledgement email listing thanking them signing and reminding them of requirements

Advisor Signup

- <https://cwops.org/cw-academy/cw-academy-advisor-sign-up/>
- Advisors must register each time they are able to advise a semester
 - Either through the signup site or end of semester survey
 - This can be done for multiple classes
- Primary class assignment is based on level and time zone
- Some advisors sign up for a time zone that is different than where they live
 - Advisor on NA west-coast leading an east coast class so that the class is late afternoon advisor's time, for example



Student Verification

- Students are asked to verify interest about 6 weeks prior to semester

From: **WordPress** <wordpress@cwops.org>
Date: Sat, Nov 16, 2019 at 2:41 PM
Subject: Thanks For Your Interest in CW Academy
To: [REDACTED]

Thank you for your interest in CW Academy!

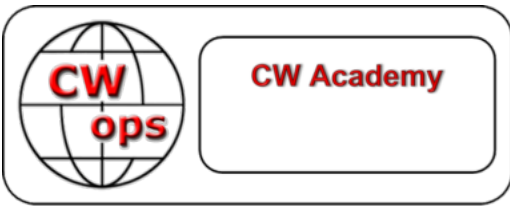
Please select from the following options:

- (1) Click <<https://cwops.org/thank-you-yes?6798>>to be added to the January - February 2020 Schedule
- (2) Click <<https://cwops.org/thank-you-no?6798>>to remain on the list for a future class
- (3) Click <<https://cwops.org/thank-you-remove?6798>>to be removed from the list

Regards

CW Academy





Student-Advisor Assignment

- Advisors receive list of students about 3 weeks before semester

The process to make initial student assignments for the 2020 Jan/Feb Semester is complete. The following students have been assigned to your BASIC class. Please contact each of the students to verify that they plan to participate in your BASIC class.

Call Sign: [REDACTED]

Name: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

City: [REDACTED]

State: UT

Country:

Click [YES](#) if student has confirmed to you that the student will participate in the class.

Click [REPLACE](#) if student has confirmed to you that the student will NOT participate in the class and you wish to receive a replacement student.

Click [NO](#) if student has confirmed to you that the student will NOT participate in the class and you do NOT want a replacement student.

Call Sign: [REDACTED]

Name: [REDACTED]

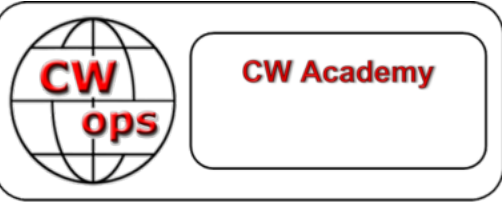
Email: [REDACTED]

Phone: [REDACTED]

City: [REDACTED]

State: SC

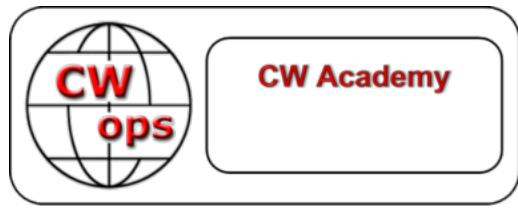
Country:



Student-Advisor Assignment

- Send email to students
 - Introduce yourself; welcome them to class
 - Brief summary of the class; re-emphasize requirements
 - Clearly state your class days and times including time zone
 - State you must receive confirmation from them
 - Give them a deadline (48 or 72 hours)
- Texting students sometimes gets better response rate
- Could try calling them





Student-Advisor Assignment

- Some advisors do two-part introduction
 - After getting confirmations, send more information
 - Practice/homework assignments: <https://cwops.org/cw-academy/cw-academy-student-resources/>
 - Also has practice files
 - Helpful articles: <https://cwops.org/additional-practice/>
 - Morse code scales for Basic and higher classes
 - Secrets of sending for Beginner students
 - Nancy Kott's article for what we do
- Other requirements: getting on the air, computer training apps, pairing up students

Your Class

- Usually have an orientation
 - Face-to-face introduction
 - Work through audio issues
 - Go over material
- Keep students on track
- Answer questions
- Look for problem areas
- Offer encouragement

Your Class

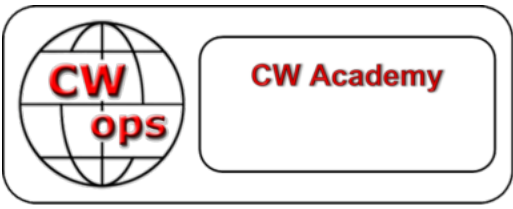
- Try to not let bad habits get set
- Consider a way that students keep track of their practice time, exercises they did, what is going well, what is challenging
- Try different challenging exercises depending on how they are doing
- Try to keep their enthusiasm up
- Offer ways to get them on the air

When the Class is Over

- CW Academy does not have final exams
- Students should have an idea of what your goals for them are throughout the class
- Did they meet the goals? Can they meet them if they are willing to continue to work?
- Look at exercises of next-higher level – can they handle those?
- Discuss with students how they did, what they can work on
- Encourage them to keep trying

When the Class is Over

- Advisor's class survey sent by email
- Links for each student
 - Student successfully completed the class
 - Student did not complete
 - Student was not in the class
- After all students are accounted for, you can go to a page to sign up for next semester's class



Who to Contact

- <https://cwops.org/cwa-class-resolution/>





Thank you being a CW Academy Advisor!

