# Individual Interview Questionnaire

## Common Tasks

1. What are the tasks that you commonly do? How are these tasks undertaken?
2. Do you perform administrative tasks? If you do, please name some of them.
3. What kinds of data or information do you commonly encounter or manipulate at work?
4. What computer systems do you use to fulfill these tasks?

## Class-Related Tasks

## Team Tasks

1. Are you sometimes chosen to form teams or groups to fulfill specific roles or tasks? If you are, please name some of these roles or tasks.

## Task Management

1. Have you ever felt stressed out due to work?
2. Have you ever tried time management? What about task management?
3. Have you ever used task lists or organizers?

# Focus Group Interview Questionnaire

## Members of the Focus Group

[Check whether the members of the focus group are as intended, but still proceed if the members are not as intended.]

## Common Tasks

1. What are the tasks that teachers usually do? How are the tasks assigned and undertaken?
2. Do teachers also perform administrative tasks? If they do, who among them perform these tasks?
3. What kinds of data or information do teachers encounter or manipulate at work?
4. What computer systems are used to fulfill these tasks?
5. What kinds of information do you gather from the students?

## Class-Related Tasks

1. What kinds of tasks are commonly done while inside the classroom?

## Team Tasks

1. How are teachers grouped for specific tasks?
2. How are team tasks undertaken?

# User Habits and Preferences Survey Questionnaire

## Favorite Color

## Handedness

## Gadget Use

## Physical Disabilities/Special Needs

# Functionality, Usability, and Acceptance Survey Questionnaire

# Observation Guide

## Observed Activities

## Procedures and Tools Used

# Document Analysis Guide

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document Name:** | | | | | | **Document Type:** | | | * Memorandum * Report | * Form * Other: |
| **Purpose(s) of the Document:** *(select at least one)* | | | | | | | | | | |
| * Statement of policy * Lesson planning * Reporting | | * Data gathering * Grading * Profiling | | | * Others *(please specify)*: | | | | | |
| **Content Summary:** *(describe the document’s contents concisely.)* | | | | | | | | | | |
| **Form Characteristics** *(for forms only)* | | | | | | | | | | |
| **Structure:** *(select at least one)* | | | | | | | | | | |
| * Narrative/Prose * List * Outline * Table/Matrix | | | * Others *(please specify)*: | | | | | | | |
| **Kinds of Information Contained:** *(select at least one)* | | | | | | | | | | |
| * Personal data * Scores * Statistics * Narratives of activities/events | | | | * Others *(please specify)*: | | | | | | |
| **Manner of Accomplishment/Submission:** *(describe)* | | | | | | | | **Points of Interest:** *(list/describe as many as you can)* | | |
| **Data Format:** | * Paper-based | | | | | | * Electronic | | | |

# Document Analysis Guide

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# Information System Analysis Guide

|  |  |  |  |
| --- | --- | --- | --- |
| System Name |  | System Type |  |
| Purpose/Functions |  |  |  |
| Kinds of Information |  |  |  |
|  |  |  |  |

## System Name

## System Type

## System Purpose and Functions

## Kinds of Information Handled

## User Privileges/Levels of Access

## Available Interfaces