# 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

## Common Tasks

1. What are the tasks that teachers usually do? How are these 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?

## 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