A3: Research

# Questionnaire

Please answer the following questions in as much detail as possible:

**Name:**

Miss Samantha Tumelty

**How accessible are computer in your workplace?**

Every classroom has a PC

Each office has a PC per member of staff assigned to the office

Also Heads of Department have a laptop that they can use at home

Smart phones are also used by almost every member of teaching and non-teaching staff and SLT are provided with Iphones from school.

**How are tasks carried out on your current system?**

Weekly data drop scores of 1 or 0 which automatically change colour. Green = 1 and Red= 0

There is use of a shared excel spreadsheet which is used weekly for data collection and almost daily by Heads of year in order to monitor pupil progress and identify those pupils who need to stay behind.

**How easy to use is the current system?**

The current system often locks by a user/ filters are added or removed/ the file cannot be accessed on all machines in particular student machines and often if staff are not able to get in their classroom when free they use a student PC in a classroom where the teacher is happy to have them.

The excel spreadsheet however with a single number and comment box when functioning properly is very straight forward.

**What do you find challenging about your current system?**

The current system often locks by a user/ filters are added or removed/ the file cannot be accessed on all machines in particular student machines and often if staff are not able to get in their classroom when free they use a student PC in a classroom where the teacher is happy to have them

Also I think staff who don’t have confidence with ICT often make changes save them and don’t realise their error of the impact of their error.

New sheets often have to be shared and we have to archive old ones out of use if corrupt in anyway.

Heads of year email about filling the sheet in but staff have no alert if incomplete by the deadline, it is back to HOY to contact all staff where gaps are present.

**What is useful about your current system?**

Simple scoring 0 or 1. There is no middle ground, the work is completed or not, the effort is as expected or not.

The opportunity to not actions and comment on outstanding learning allows for an effective dialogue weekly with tutors and tutees.

**What features would be beneficial for students?**

Maybe a summary of the content. Not the full dialogue for staff but a more condensed set of actions along with a reminder to ‘ping’ telling them to attend a session with the department or IS after school Thursday/Friday.

**What is the most important aspect of the current system?**

The simple 0 or 1 I feel too many options will make people go for the middle. There needs to be a clear Yes or No approach to completion of work, effort etc.

**What would be your ideal system?**

One that has alerts for staff to reduce the emails I send about Monitoring

One that can be adapted to students, possible a list of actions and also available on devices like ipads/tablets or smartphones.

**What do you expect from the new system?**

Everything to be in one place and no one being able to amend other people’s data or lock a sheet.

**Would you prefer all aspects of the system to be entirely electronic?**

I think in the age we live in and in today’s society it is the right approach not only in terms of technological developments but also considering the ethics/ environmental impact of paper based manuals etc for electronic systems.

**Are there any aspects of the current system that you would like transferred into the new system?**

Scoring

Comment Box

Actions

Area per subject (Currently a row per student)

Module Data drop option

**Are there any aspects that you would not want transferred?**

We have to keep all students on it even those who leave. I would prefer an option to Archive this data, keeping it available but not in the live document.

**What is the usual way of inputting a student’s data onto the current system?**

Excel weekly request

**Additional notes:**