

Questionnaire

Internal Stakeholder Questionnaire (Teachers & Students)

A. General and Access (All Users):

- 1- How often during a school day would you need to access the School Management System?
 - Hourly
 - Every few hours
 - Once a day
 - A few times a week

- 2- If the system is web-based, where would you primarily access it from?
 - Desktop/Laptop (at school or home)
 - Tablet/iPad (e.g., using a tablet to take attendance in class)
 - Mobile Phone Browser (accessing the website on a smaller screen)

- 3- When you log in, which dashboard view would be most helpful to see immediately?
 - List of upcoming announcements and assignments
 - Quick links to attendance/grade entry pages
 - A summary of your personal account status

- 4- To ensure the system is "easy to use", which is the single highest priority?
 - **Speed:** Making sure tasks require the fewest steps possible
 - **Looks:** Having a clear, modern, and visually appealing layout
 - **Guidance:** Providing simple labels and help text so you know exactly what to do

B. Teacher-Specific: Attendance, Grades, and Data Management:

5- When you record attendance, which input method would be most efficient?

- List-based check box for all students (fastest for full attendance)
- Quick search for absent students (fastest for low absences)
- Integration with a seating chart diagram for visual input

6- How would you prefer to see the scores weighted for the final average calculation?

- Pre-defined categories with fixed weights (e.g., Homework 20%, Tests 50%)
- Customizable weights that the teacher can set for each individual assignment
- Total points system

7- How often do you need to generate a quick, on-demand grade report for a single student?

- Once per grading period
- Monthly or bi-weekly
- Weekly or more often

8- Which format would you most prefer for downloading and exporting your final grade and attendance data for offline record keeping or transfer to other systems?

- **CSV** : A simple text file, easy to import into any spreadsheet or database program
- **Excel** : A formatted file that retains column headers, specific formulas, and presentation styles.
- **PDF Document** : A secure, read-only document best used for final archival and printing records

C. Student-Specific: Information Viewing and Communication:

- 9- When checking class schedules and assignment due dates, which format would be most usable for you?
- A simple daily/weekly list view
 - An interactive calendar view
 - A graphical timeline showing progress on assignments
- 10- How should the system organize grades for the student view?
- **By Course:** Grouped by current subject
 - **By Due Date:** Ordered chronologically by when the assignment was due
 - **By Category:** Grouped by assignment type
- 11- What specific type of schedule information is most important to view in the system?
- Current Day's Schedule
 - Teacher Contact Information for each class
 - Links to Class Materials or Homework
- 12- How quickly do you expect your latest grade to appear in the system after a teacher says they have finished marking it?
- Immediately
 - Within the same day
 - Within 24 hours

D. Communication and Announcements:

- 13- When receiving urgent school announcements, do you prefer an in-system notification or an email notification?
- Instant Email notification
 - In-system banner/pop-up alert upon login
 - SMS/Text message to a verified mobile number

14- For non-urgent communication (e.g., reminders about homework), which method would you prefer the system to use?

- Standard Email
- Notification feed on the dashboard
- In-system message board

15- If you need to search for a past announcement or a student/teacher record, which search functionality would be most valuable?

- Basic keyword search (finds the exact word or phrase)
- Advanced filter search (by date, subject, user role)
- Contextual search (suggests relevant results as you type)

16- What is the most important feature the system should have to help students and teachers communicate better?

- Built-in direct messaging functionality
- A shared announcement board for each class
- Automated email reminders for deadlines

17- When receiving an announcement about a school event, what is the most essential piece of information you need to see first?

- The Date and Time of the event
- The Date and Time of the event
- The Name and Purpose of the event

18- If an assignment is missing or past due, how should the system inform you?

- A simple red flag/icon next to the assignment name
- A daily email summary of all missing work
- A constant pop-up alert until the work is submitted

E. System Operations and Efficiency:

19- If the internet connection is temporarily lost while entering data, which system behavior is most critical?

- The system saves the data locally and synchronizes once reconnected
- The system issues a clear warning and prevents data entry until reconnected
- The system simply notifies the user and allows them to continue filling out the form

20- For organizing teacher information (schedules, classes, contact info), which view is most important for a teacher's workflow?

- A list of all classes they teach for the current semester
- A monthly calendar showing all their class times and meetings
- A printable, summary schedule page