

Activity: Lab Session - Session Plan

Time	Activity	Description
00.00 - 00.15	<p>Introductions [15 mins]</p> <p>Good [morning / afternoon / evening], and thank you for taking the time to participate in this lab study. My name is [Your Name], and I along with [Co-facilitator's Name], will be facilitating this session. Your participant ID for this session will be PFPT[01/02/03...]</p> <p>Today we are here to discuss and evaluate PolyFeed, a learning analytics based feedback management system we developed. The main idea behind this tool is to facilitate students to manage received feedback and use the insights derived from the tool to improve their learning.</p> <p>Please note that this session will be audio and video recorded for the purposes of our data analysis. In addition, PolyFeed records your interactions with features and functionalities as trace data. Any data used in publications will strictly adhere to the principle of anonymity.</p> <p>Before we begin, are there any questions you would like to ask us?</p> <p>PolyFeed consists of a google chrome extension and a dashboard. We will now install the chrome extension into your browser. PolyFeed is using monash credentials to authenticate your login.</p> <p>Can you please open a chrome window and log into it using your monash credential.?</p> <p>Thank you</p>	<p>Introductions and setting up PolyFeed extensions in participants' laptops. This includes signing up the user into the tool using their monash credentials.</p> <p>Participants will be provided their participant ID for the lab session (used to enter session notes and SUS conducted at the end of the session)</p>

	<p>Now when you go to your moodle, select a unit and go to the assessment page, you will see the polyfeed icon appear on the right hand side of the window. When you click it you can open the sidebar.</p> <p>Can you click on the dashboard button? [Asking them to go to Dashboard to complete login]</p> <p>Now click the Login button in the top right hand corner. Please use your monash credentials to log in. Once you successfully logged in you will see the two initials of your name appear in the top right hand corner of the browser extension.</p>	
00.15 - 00.25	<p>Initial Exploration [3 mins for instructions, 12 minutes for the task]</p> <p>Now that we are all settled in, I want you to navigate to one of the feedback you brought to this session and complete the following tasks. Before that I would like to brief you about PolyFeed. Using PolyFeed you can highlight feedback and label them. Then you can create a personal note or a to-do list based on the feedback. Apart from that you can seek further clarification from ChatGPT using PolyFeed. Also, you can rate your teachers' feedback.</p> <p>Can you please open the feedback of one unit you selected for this lab session?</p> <p>Now I want you to explore the tool by yourself. While you are doing this exploration please think aloud.</p> <p>Let me show you how to think aloud</p> <p>[Facilitator demonstrate a think aloud scenario in their own machine]</p> <p>You have 12 minutes to complete the task</p>	<p>Participant initial exploration of PolyFeed using one of the feedback they bring to the session. Think aloud protocol will be used to capture students initial reactions with the tool.</p> <p>Field notes: What the students, review what they did ask why did you do this? Whether it had something to do with the feedback they received</p>
00.25 - 00.35	<p>Follow up Questions [10 mins]</p> <p>[Facilitators will ask questions based on the observation notes they made]</p>	<p>In the previous activity students will freely explore the tool and while they do that they</p>

	<p>during the Initial Exploration activity]</p> <p>While you were going through the tool, I saw you were doing [Action A]. Why did you do this? Is it because of the feedback you received or something else?</p> <p>[Above is a sample prompt. The facilitators have to think on the feet and ask questions based on the students actions]</p>	<p>will think aloud. When they do this activity the facilitator needs to make notes on their behaviour and based on that we need to ask questions from the students. Since the behaviour of students can vary, we cannot go for a general set of questions.</p>
00.35 - 00.55	<p>Scenario 1: Navigating the Chrome Extension [20 mins]</p> <p>Now that you are familiar with PolyFeed, I want you to highlight and label the next two feedback you selected for this session. Please complete the following tasks.</p> <p>Feedback 1</p> <ol style="list-style-type: none"> 1. Insert the correct unit details including the marks you received for this assignment 2. Click start highlighting button 3. Read the feedback, highlight the text, label it from the pop up box for Strength, Weakness, Action Point, Confused or Other 4. Create a note or a to-do list (if it is a to-do list it should have at least 3 to-do list items) 5. For to-do lists: <ol style="list-style-type: none"> a. Add the to-do list item b. Label it from the given options in the dropdown c. Create a deadline you want to complete it 6. Repeat steps 3-5 until you have 2 notes and 2 to-do lists for this feedback 7. Click Explanation from ChatGPT (Only once per feedback) 8. Select the whole feedback and click ASK CHAT GPT button 9. Read the response you receive from Chat GPT and rate it 10. Now click on Rate this feedback button and rate the overall feedback 	<p>Participants are asked to create two notes, two to-do lists with at least 3 items, seek further clarifications from Chat GPT and rate the feedback for the remaining two feedback. Participants will be provided the steps (e.g., First add unit details, Next ...)</p>

	<p>Feedback 2:</p> <ol style="list-style-type: none"> 1. Insert the correct unit details including the marks you received for this assignment 2. Click start highlighting button 3. Read the feedback, highlight the text, label it from the pop up box for Strength, Weakness, Action Point, Confused or Other 4. Create a note or a to-do list (if it is a to-do list it should have at least 3 to-do list items) 5. For to-do lists: <ol style="list-style-type: none"> a. Add the to-do list item b. Label it from the given options in the dropdown c. Create a deadline you want to complete it 6. Repeat steps 3-5 until you have 2 notes and 2 to-do lists for this feedback 7. Click Explanation from ChatGPT (Only once per feedback) 8. Select the whole feedback and click ASK CHAT GPT button 9. Read the response you receive from Chat GPT and rate it 10. Now click on Rate this feedback button and rate the overall feedback 	
00.55 - 01.10	<p>Scenario 2: Exploring feedback analytics dashboard [15 mins]</p> <p>In this scenario you will explore the dashboard consisting of visualisations based on your interactions with feedback.</p> <p>Can you click on the Dashboard button? [Asking them to go to Dashboard] - it will open the landing page of the dashboard</p> <p>To-do list calendar that you currently see shows an overview of your created to-do lists.</p> <p>Question:</p> <ul style="list-style-type: none"> • What do you understand from this visualisation? <ul style="list-style-type: none"> ○ Prompt: any challenges in understanding/interpreting the visualisation? 	<p>Participants will explore the dashboard and answer few questions relating to the presented visualisations, interpretability, and their usefulness</p>

	<ul style="list-style-type: none"> Do you think the calendar view (both month and week) would be helpful? Why / Why not? <p>Can you click one to do list item in the calendar? [Asking them to open up the pop up] - it will open the pop up window containing description about the to-do list item</p> <p>Question:</p> <ul style="list-style-type: none"> Do you think this popup is useful? Why / Why not? <p>Can you click on the Weakness Across Units tab? [Ask them to open the weaknesses across units graph]</p> <p>Question:</p> <ul style="list-style-type: none"> What do you understand from this visualisation? <ul style="list-style-type: none"> Prompt: any challenges in understanding/interpreting the visualisation? Do you think visualising the strengths and weaknesses across units could be helpful to you? Why / Why not? <p>Can you click on the Strengths Across Assessments and Weakness Across Assessments tabs? [Ask them to open the strengths across assessment and weaknesses across assessments graphs]</p> <p>Question:</p> <ul style="list-style-type: none"> What do you understand from these visualisations? <ul style="list-style-type: none"> Prompt: any challenges in understanding/interpreting the visualisations? Do you think visualising the strengths and weaknesses across assessment could be helpful to you? Why / Why not? 	
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	<p>Can you click Manage Feedback tab from the menu - [Ask them to open the page that allows them to work on the notes and to-do lists they created]</p> <p>Please select a unit from the drop down</p> <p>Now you see the list of Notes, to-do lists you created along with feedback extractions.</p> <p>Question:</p> <ul style="list-style-type: none"> • Do you think this function is useful? • Why / Why not? 	
01.10 - 01.15	<p>Complete the Usability Metric for User Experience [5 mins]</p> <p>Thank you very much for completing both the scenarios. Based on your experience with PolyFeed today, please fill the following survey.</p> <p>[Facilitator provides the survey opened in their machine]</p> <p>When you fill the survey please enter your participant ID as PFPT[01/02/03...]</p>	<p>Participants will complete the UMUX created using google form. The interviewer will provide their laptop or share the url to the participant via email and ask them to fill that in. Specifically, the facilitators need to mention that we are interested in gathering their experiences with PolyFeed today.</p>
01.15 - 01.30	<p>Short Interview [15 mins]</p> <p>Now we have come to the last activity of this lab session. I will ask a few questions from you and would like to collect your responses. Please respond based on your experience with PolyFeed.</p> <p>Question:</p> <ul style="list-style-type: none"> • Do you think PolyFeed can be useful to your learning? Yes / No <ul style="list-style-type: none"> ○ Prompt: Can you elaborate on your response? In what ways can PolyFeed be useful to your learning? 	<p>We will ask the participant to elaborate on the questions:</p> <p>How do you think PolyFeed can help with your learning? with multiple prompts</p> <p>How do you think PolyFeed can help you to better communicate with your teacher?</p>

	<ul style="list-style-type: none"> Is there any part that you found less useful? <ul style="list-style-type: none"> Prompt: How would you suggest improving it? <p>Question:</p> <ul style="list-style-type: none"> Do you think you will use PolyFeed in future? Yes / No <ul style="list-style-type: none"> Prompt: What is the motivation for you to use it? Prompt: What could be possible barriers or practical challenges in using it? Prompt: What concerns do you have about the tool? <p>Questions</p> <ul style="list-style-type: none"> What sort of support do you think teachers could provide to make PolyFeed work well as a learning aid? <p>Question (Optional)</p> <ul style="list-style-type: none"> Do you have any suggestions to improve PolyFeed? 	
	<p>Instructions for Activity 3 and 4</p> <p>During the rest of the semester, we would like you to use PolyFeed for any feedback you have received within moodle for the units you have informed us. We want you to use PolyFeed for at least 6 pieces of feedback (at least 3 pieces of the chosen feedback needs to be good quality feedback containing at least the following information: strengths, weakness, suggestions to improve learning). We will send you an email containing these details.</p> <p>We will invite you for an online interview after week 12 to capture your experience with feedback.</p> <p>Please also note that there will be mini surveys sent out to you to understand your confidence in assignment performance before you receive feedback, and a mini survey after the unit results are published in July to collect your unit marks.</p>	

Usability Survey - UMUX

Q1	Please enter your participant ID							Lets create a participant ID for each participant on the session day and use it afterwards																																
Q2	<p>On a scale of 1-7, 1 being strongly disagree and 7 being strongly agree please rate the following statements on overall usability of PolyFeed</p> <p>Scale:</p> <p>1 - Strongly Disagree, 2 - Disagree 3 - Somewhat Disagree 4 - Neutral 5 - Somewhat Agree 6 - Agree 7 - Strongly Agree</p> <table border="1"> <tr> <td>PolyFeed's capabilities meet my requirements</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>Using PolyFeed is a frustrating experience</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>PolyFeed is easy to use</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>I have to spend too much time correcting</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> </table>							PolyFeed's capabilities meet my requirements	1	2	3	4	5	6	7	Using PolyFeed is a frustrating experience	1	2	3	4	5	6	7	PolyFeed is easy to use	1	2	3	4	5	6	7	I have to spend too much time correcting	1	2	3	4	5	6	7	
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Link to the Survey: <https://forms.gle/d8GgHyhVGYPsXuWi8>