**Questionnaire for Operational Users (Teaching Assistants)**

### **Purpose**

This questionnaire aims to gather feedback from teaching assistants (TAs) about their current workflow, challenges, and desired system features. Your responses will help in designing a system that enhances task management, grading efficiency, and communication between instructors and TAs.  
 All responses are confidential and will be used solely for academic research and system development purposes.

### **Section 1: General Information**

*(This section gathers background and experience data about the participant.)*

**1. How long have you been working as a Teaching Assistant?**  ☐ Less than 1 semester  
  ☐ 1–2 semesters  
  ☐ 3–4 semesters  
  ☐ More than 4 semesters

**2. Which faculty or department are you currently working in?**  ☐ Engineering  
  ☐ Science  
  ☐ Business  
  ☐ Humanities  
  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

**3. How many courses or lab sessions are you currently assisting with?**  ☐ 1  
  ☐ 2  
  ☐ 3  
  ☐ More than 3

**4. Did you receive any formal training or orientation before starting your TA role?**  ☐ Yes  
  ☐ No

### **Section 2: Current Workflow and Tools**

*(This section explores how TAs currently manage their responsibilities.)*

**5. How do you currently organize your weekly TA tasks?**  ☐ Using handwritten notes or personal reminders  
  ☐ Using spreadsheets or documents  
  ☐ Using messaging apps (e.g., WhatsApp, Telegram)  
  ☐ Using an online task management tool (e.g., Trello, Notion)  
  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

**6. How often do you communicate with your course instructor about grading or lab issues?**  ☐ Daily  
  ☐ Weekly  
  ☐ Occasionally  
  ☐ Rarely

**7. How do you currently submit student grades to the instructor?**  ☐ By email  
  ☐ Through spreadsheets  
  ☐ Via online learning systems (e.g., Moodle, Blackboard)  
  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

**8. How satisfied are you with your current method of task organization?**  ☐ Very satisfied  
  ☐ Satisfied  
  ☐ Neutral  
  ☐ Dissatisfied  
  ☐ Very dissatisfied

### **Section 3: Challenges and Pain Points**

*(To understand areas where automation could help.)*

**9. Which of the following do you find most challenging? (Select all that apply)**  ☐ Managing multiple deadlines  
  ☐ Tracking grading progress  
  ☐ Communicating with instructors or other TAs  
  ☐ Submitting grades accurately and on time  
  ☐ Keeping track of lab preparation tasks  
  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

**10. Have you ever missed a grading or submission deadline due to disorganization or workload?**  ☐ Yes  
  ☐ No

**11. How often do you feel overwhelmed by your TA responsibilities?**  ☐ Always  
  ☐ Often  
  ☐ Sometimes  
  ☐ Rarely  
  ☐ Never

### **Section 4: Desired Features and Expectations**

*(This section helps define the system’s requirements from the user’s perspective.)*

**12. How helpful would an automated weekly to-do list or schedule be for you?**  ☐ Extremely helpful  
  ☐ Very helpful  
  ☐ Somewhat helpful  
  ☐ Not helpful

**13. How useful would reminders or notifications for upcoming deadlines be?**  ☐ Extremely useful  
  ☐ Very useful  
  ☐ Somewhat useful  
  ☐ Not useful

**14. Would you prefer to enter student grades directly into the system?**  ☐ Yes  
  ☐ No  
  ☐ Maybe

**15. What type of reports would be most useful to you? (Select all that apply)**  ☐ Task completion summary  
  ☐ Grading progress report  
  ☐ Weekly workload overview  
  ☐ Performance feedback from instructors

**16. How would you prefer to access the system?**  ☐ Web platform  
  ☐ Mobile app  
  ☐ Both

### **Section 5: User Interface and Accessibility**

*(To understand user comfort and preferences.)*

**17. What kind of interface do you find most effective?**  ☐ Simple list of tasks  
  ☐ Calendar or timeline view  
  ☐ Dashboard view with progress bars and charts

**18. How often would you use the system if available?**  ☐ Daily  
  ☐ Several times a week  
  ☐ Once a week  
  ☐ Occasionally

**19. How important is data security and privacy to you (e.g., protecting student grades)?**  ☐ Extremely important  
  ☐ Important  
  ☐ Somewhat important  
  ☐ Not important

**20. Do you have any additional comments or suggestions for improving the proposed system?**  (Open-ended)  
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