

## **Project: Lifelong Learning Supported by ePortfolio Processes in Universities**

Study Protocol: Case Study

Total time – up to 1 hr for Session 1 and up to 2 hrs for Session 2

Activity	Time
<b>--- Session 1 ---</b>	
<b>--- Preparation ---</b>  <i>NOTE: Make sure that there are paper, pen, audio recorder, and computer with Massey network or Internet access and browser Firefox or Chrome installed.</i>  Brief introduction to the research.  Ask participant to study information sheet.  If participant agrees to take part in the research then: – Sign consent form	10 min
<b>--- Introduction ---</b>  Discuss with participant lifelong learning support requirements, skills, graduate attributes, ePortfolio system improvements.  If necessary, discuss and show examples of concept maps. <a href="#">The Theory Underlying Concept Maps and How to Construct and Use Them</a> <a href="#">Wikipedia article on Concept maps</a> <a href="#">Classroom Assessment Techniques Concept Mapping</a>	15 min
<b>--- Demonstration ---</b>  Demonstrated implemented features that are in focus of the evaluation.  Explain purpose of each feature and give the examples of potential use.  Explain how to register a new account in the system for trial period and Internet browser requirements for the prototype.  Provide the participant with the manual in paper and electronic form at <a href="http://seat-III.massey.ac.nz/redmine/projects/ep4III/wiki">http://seat-III.massey.ac.nz/redmine/projects/ep4III/wiki</a>	30 min
<b>--- Final Notes ---</b>  Reach agreement on how the participant will be contacted for the follow-up session.  Send a follow-up email with all required information.	5 min

<b>--- Session 2 ---</b>	
<p><b>--- Preparation ---</b></p> <p><i>NOTE: Make sure that there are paper, pen, audio recorder, computer with Massey network or Internet access and browser Firefox or Chrome installed, and a background questionnaire.</i></p> <p>Ask participant to complete the background questionnaire.</p>	10 min
<p><b>--- Interview ---</b></p> <p><i>Note: Use guiding questions for the interview. Remember to audio record it!!!</i></p> <p>Discuss the ways the participant employed the new features during trial period. Ask how helpful these features were for the purpose.</p> <p>Discuss potential issues and improvements.</p> <p>Review the results of the use of the prototype and ask for explanations if necessary.</p> <p>Ask for access to the examples of the prototype use.</p>	60-90 min
<p><b>--- Final notes ---</b></p> <p>If necessary, ask for explanations of observed behaviours.</p> <p>Collect questionnaire</p> <p>Thank the participant</p>	5 min