

Part 1: Needs Assessment Procedures Planning Form

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Directions: Follow the Rossett framework in planning your needs assessment procedure for faculty training on the Tegrity software.

Types of Information	What do you need to know?	Why do you need to know this	Information Sources	Types of Procedures (Instruments)
Optimals	How does ET@MO see Tegrity being used at its best? Is there, or will there be a required number of lectures captured from each class?	This will help us determine the level of training and if necessary set a tangible goal for training participants.	ET@MO -Director of Staff, Decision makers within ET@MO	Interviews Survey/questionnaires
Actuals	Are there faculty successfully using Tegrity in their classrooms? How did they learn the system? How are they using the system? Do faculty have access to the software and equipment necessary?	Will help determine how much training needs to occur and at what level? To determine if equipment/software is available.	Faculty	Survey/questionnaire (due to the number of faculty) Maybe even some in-person shadowing of a classes taught using Tegrity.
Determining Causes	Is lack of training the reason faculty are not using Tegrity? Will faculty use Tegrity if training is provided? Is the setup too time consuming?	Will help determine if training will increase the usage of Tegrity.	Faculty	Survey/questionnaire (due to the number of faculty)
Feelings	What is your preferred lecture style? What tools are you comfortable with and like to use in your lecture? Do you see a benefit to using Tegrity in your classroom? Will you use it? (to students) Is it helpful to have Tegrity available to you online? Is	Knowing what to capture/How will Tegrity best suit and mesh with the lectures they have already prepared? (modeling, power points, student simulations, etc.)? Knowing whether faculty see value in Tegrity will help determine attitude.	Faculty Students - previous and present	Interviews (face-to-face) or multiple choice questionnaire with a chance to explain more

	using the software easy/difficult and why?	It is important to know how the students in classrooms feel and deem important while using Tegrity since they are the target audience.		
Possible Solutions	<p>What resolutions can be given to promote optimal usage of Tegrity in the classroom?</p> <p>How can Tegrity be integrated into your lessons seamlessly? How can it be promoted to students?</p>	<p>This will allow the following:</p> <ul style="list-style-type: none"> ● To increase the utilization of Tegrity ● To amplify integration of Tegrity in the classroom ● To retort questions of the “Actuals” ● To increase the student comfort of using the program ● To Ease the Use of Tegrity for all users 	<ul style="list-style-type: none"> ● Faculty ● Students 	<ul style="list-style-type: none"> ● Questionnaires/surveys ● Interviews

Part 2: Needs Assessment Instruments

Rationale: We chose to conduct an online survey with both professors and students, largely because of the sheer number of subjects. In order to get a wide cross-section of both populations, sending a survey to both groups would be more practical than personal contact such as focus groups or face to face interviews. These surveys can quickly assess the feelings professors and students (past or present) have about using the Tegrity system. The surveys will allow for a more clear understanding of how to better assess the need of Tegrity software training and classroom usage.

The faculty survey can be found at:

<https://docs.google.com/spreadsheet/viewform?formkey=dGRBMDZUUmhHSDVTVGZ2WUdFcGI2UXc6MQ>

The student survey can be found at:

<https://docs.google.com/spreadsheet/viewform?formkey=dG1TRHNvS3NhZI9kQzQtNnd6cjRVR3c6MQ>

When faculty and students answer the survey, their data will automatically be compiled in the spreadsheet. We asked a current UMC student to take the survey. A screenshot of the spreadsheet results is shown here:

Tegrity Student Questionnaire ☆

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	A	B	C	D	E	F	G
1	Timestamp	Have you been in enrolled in a course where the professor has used Tegrity to capture and broadcast lectures?		Did you feel like having access to Tegrity lectures improved your overall course grade?	Do you feel having access to Tegrity captured lectures was a beneficial tool?	Would you like more professors to provide a recorded version of their lecture?	What are some changes you would like to see with the use of Tegrity?
2							For student success, recommend teachers still require students to attend the lectures. The first class I took where Tegrity was used, I wasn't required to attend. I had some trouble with that class especially since I was a freshman. I learned quickly though!
3	1/30/2012 20:41:59	Yes		Yes	Yes	Yes	
4							
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