

Collaboration Tools

1. Which collaborations tool do you most frequently use for CTI team work?
2. Why do you use this tool?
3. How frequently do you use this tool?
 - a. Daily
 - b. 2-3 times per week
 - c. Once a week
 - d. Once a quarter
 - e. Other _____
4. Which of the following issues are most troublesome for your team collaboration (select all that apply):
 - a. Finding time to meet
 - b. Availability to meet concurrently
 - c. Responding to emails
 - d. Different time zones (i.e. DL students)
 - e. Touch to discern individual's level of interest
 - f. Availability to do assignments
 - g. Meeting commitments to deliver work
 - h. Other _____
5. Why did you select these as the most troublesome?
6. Are there any collaboration tools that you rejected for team use?
7. Why did you reject them?
8. Please rank the following features on their usefulness:
 - a. Chat room/ IM capability ___
 - b. Ease of uploading/downloading documents___
 - c. Email history for threads/ email archives___
 - d. Ability to link "to dos" with milestones for projects___

Collaboration Tools

1. Have you ever taken a CTI course that required you to work on a team project?

2. Please rate collaborative tools that you have used in team projects

COL Wiki

N/A very effective effective ineffective very effective

Google Docs

N/A very effective effective ineffective very effective

Discussion Forums

N/A very effective effective ineffective very effective

Google Groups

N/A very effective effective ineffective very effective

Other: _____ (if multiple tools please select most frequently used tools)

N/A very effective effective ineffective very effective

3. Please choose the tool you found most effective for collaboration and explain what you liked about it?

4. Please choose the tool you found least effective for collaboration and explain what you disliked about it?

5. What features would you recommend to improve this tool?

6. How effectively did your team communicate using the chosen collaboration tools?

N/A very effectively effectively ineffectively very effectively

7. How easy was it to consolidate the results of the individual work?

N/A very easy difficult very difficult

DL Collaboration Tools (DL group)

Have you used online collaboration tools such as Google Docs or the COL collaboration tool?

How often do use the collaboration tool?

- Once a day
- 2 to 3 times a day
- Once a week
- 2 to 3 times a week
- Not at all

Which of the following features are important to you in a collaboration tool?

(check all that apply)

- Share documents
- Email team members
- Schedule online meeting
- Assign tasks
- Access to calendar

Are you frustrated with sharing documents in a collaboration tool?

If so, which of the following frustrates you the most?

(check all that apply)

- Document size limit
- Image size limit
- Limited file format import

Do you find it easy to schedule online meetings?

How often do you meet?

- Daily
- More than once a day
- Weekly
- More than once a week
- Monthly
- More than once a month
- Do not meet at all

Collaboration Tools (DL Group)

1. What collaboration tools have you used for completing a team project? Please list them below. If you have not used any, please enter ³None² and skip to question 4.
2. Of the collaboration tools you listed in question 3, which was the most useful, and why?
3. Of the collaboration tools you listed in question 3, which was the least useful, and why?
4. Which of the following methods have you used to collaborate with classmates on team projects? (Check all that apply).
 - Email
 - Wiki
 - Shared on-line document
 - Shared calendar
 - Discussi board
5. Which of the following methods have you used to collaborate with classmates on team projects? (Check all that apply).
 - Instant Messaging/Chat
 - Conference calling (mobile phone or landline)
 - VoIP conference calling (e.g.) Skype
 - Video Conferencing
6. How interested are you in using the following methods for collaborating with classmates on team projects?
 - Email**
 - Not Interested Somewhat Intersted Interested
 - Chat**
 - Not Interested Somewhat Intersted Interested
 - Wiki**
 - Not Interested Somewhat Intersted Interested
 - Shared documents stored on-line**
 - Not Interested Somewhat Intersted Interested
 - Shared calendar**
 - Not Interested Somewhat Intersted Interested
 - Phone conferencing**
 - Not Interested Somewhat Intersted Interested
 - Video conferencing**
 - Not Interested Somewhat Intersted Interested
 - Discussion board**
 - Not Interested Somewhat Intersted Interested

Card Sorting

1. When doing user research, how often do you use card sorting? (Circle one)
 - a. Never
 - b. Rarely
 - c. Sometimes
 - d. Often
 - e. Always

If you answered 'Never' to #1, you may stop this survey.

2. When performing a card sort, how many different colors of cards do you use? (Pick one)
 - a. 1
 - b. 2
 - c. 3
 - d. 4
 - e. 5 or more
3. Do you video tape your card sorting sessions?
 - a. Yes
 - b. No
4. Do you use any software to analyze the data from your card sorting results?
 - a. Yes
 - b. No
5. If yes to #4, which software program(s) do you use? (Mark all that apply)
 - a. Excel
 - b. Access
 - c. SAS
 - d. SPSS
 - e. Other: _____
 - f. Not applicable
6. I consider card sorting an important method for content organization. (Circle one)
 - a. Strongly Disagree
 - b. Disagree
 - c. Neither Agree nor Disagree
 - d. Agree
 - e. Strongly Agree
7. Rank the following in order of importance when setting up your card sorting environment: (Use numbers 1 through 6)
 - ___ Comfortable chairs
 - ___ Comfortable pen
 - ___ Large table
 - ___ Placement of camera
 - ___ Proper lighting
 - ___ Variety of cards

8. My experience with card sorting has been effective. (Circle one)
- a. Strongly Disagree
 - b. Disagree
 - c. Neither Agree nor Disagree
 - d. Agree
 - e. Strongly Agree

Card Sorting (DL group)

1. What is the end product of card sorting, why is it done?
2. How do you currently perform card sorting and analysis?
3. Why do you perform card analysis the way you do? Have you ever changed your method, has it evolved or have you always done it the same way?
4. What processes take the longest and are the most manual to perform? What steps do you think could be automated?
5. What reports do you need? How often do you need them?
6. How often do you perform this process?

Card Sorting (DL group)

Survey Questions

1.0 At what phases of a project do you usually perform card sorts? (Check all that apply)

- 1.1 Discovery
- 1.2 Analysis
- 1.3 Conceptual Design
- 1.4 Detailed Design
- 1.5 Prototype Development
- 1.6 Evaluation
- 1.7 Implementation
- 1.8 Deployment
- 1.9 Other: _____

2.0 What tools do you primarily use to collect your card-sort results? (Check all that apply)

- 2.1 Card sorting application (please specify) _____
- 2.2 Pen and paper
- 2.3 Digital camera
- 2.4 Laptop
- 2.5 Other: _____

3.0 On a scale of 1 – 5, how effective is your current results collection method? (Select one)

- 3.1 _ 1 Not effective
- 3.2 _ 2
- 3.3 _ 3
- 3.4 _ 4
- 3.5 _ 5 Very effective

4.0 What tools do you primarily use to analyze your card sort results? (Check all that apply)

- 4.1 Analysis application (please specify) _____
- 4.2 Spreadsheets with formulas
- 4.3 Spreadsheets without formulas
- 4.4 Pen and paper
- 4.5 I just do it in my head
- 4.6 Other: _____

5.0 On a scale of 1 – 5, how effective is your current results analysis method? (Select one)

- 5.1 _ 1 Not effective
- 5.2 _ 2
- 5.3 _ 3
- 5.4 _ 4
- 5.5 _ 5 Very effective

6.0 Which features would you like to have on the ideal integrated card sort/analysis application? (Check all that apply)

- 6.1 Open sort (no pre-defined categories)
- 6.2 Closed sort (pre-defined categories)
- 6.3 New card creation by participant

- 6.4 Card weighting by participant
- 6.5 Analysis in real-time
- 6.6 Picture-in-picture (participant, cards)
- 6.7 Remote viewing capabilities
- 6.8 Cluster analysis
- 6.9 Results/analysis export to MSOffice
- 6.10 Other: _____