**Group: Team E: Allen, Reeves, Coughlin, Carolyn Williams**

**Part 1:**

Design a systematic needs assessment procedure to identify and collect data in order to verify whether a need exists (a gap between what is and what ought to be). Use the “Needs Assessment Procedures Planning Form” as your framework. You need to provide about 10 to 12 questions in the planning form. Please **categorize** the information in the columns of “what do you need to know?” and “Why do you need to know this?” according to the **five elements** including actuals, optimals, feelings, causes and solutions. Expand the columns as needed, or put your information into an outline form. Whatever format works for you, please adapt. (You may also use the format of the assignment examples for reference.)

**Needs Assessment Procedures Planning Form**

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**    | What was the main purpose for purchasing the program - distance learning, enhancing on campus learning, etc? What skills do faculty need to teach with Tegrity?What would be the ideal uses of the Tegrity system by your online instructors? |  To gain an understanding or purpose for which the program was purchased.To identify skills and knowledge that faculty need to succeed with the software.To ensure that the training given matches the ideal outcomes imagined by the university. | Those responsible for purchasing the softwareTegrity support documents and team, technical staff.Those who oversee online instructors and the distance learning program. | Interviews BrainstormFocus GroupInterviews |
|  **Actuals**    | What is the current faculty skill level with Tegrity related skills?How and how often is Tegrity currently used by online instructors? | To recognize gaps in current understandingTo see if the actual use of Tegrity aligns with the university’s idea of teh optimal use of Tegrity and discover the gaps between actual and optimal use. | Faculty, technical support staffFaculty |  Customer StudyInterviewsQuestionnaires  |
|  **Determining Causes**    | What reasons or causes are there for training to be needed?Is the gap between optimal and actual use of Tegrity caused by a need for instruction or by other factors? | Identifying the problem will let us know if training is really needed.There could be underlying reasons or hesitations about using the program.More instruction cannot solve the problem if it is a hardware or software problem. |  FacultyFaculty |  InterviewsQuestionnaires  InterviewsQuestionnaires  |
|  **Feelings**    | Do the faculty members have the skills necessary to use Tegrity?Do the faculty members like the chosen program?Do the faculty members feel that recording their lectures is a good use of their time?Do the faculty members have reservations about using Tegrity? | If faculty members know how to use the program, training would not be required.Faculty members may have a preferred alternative. To determine if there is resentment towards having to use a new technology, instead of having support staff record their lectures instead.To determine if their are unidentified hurdles preventing Tegrity use |  Faculty Faculty Faculty Faculty | InterviewsQuestionnaires InterviewsQuestionnaires InterviewsQuestionnaires InterviewsQuestionnaires  |
| **Possible Solutions**  | What are the best teaching practices for training the faculty or encouraging the use of Tegrity?What technical support resources are available for the faculty? | So the best use of the program can be madeTo determine if the faculty will be doing the installation of hardware/software or if it will be technical support.  | Trainers / Department Chairs | ResearchQuestionnairesInterview |

**Part 2:**

Prepare one of your proposed needs assessment instruments. This should be ready to implement to gather evidence to support the needs you identify. You should match the procedure to one of your actual needs for information.

Typical needs assessment procedures include surveys, interviews, focus groups, observations and document reviews. Be sure to **describe the reasons for your choice**. Use the resources provided to learn heuristics about correct design of your instrument. Explain who would be involved in providing this information.

**TEGRITY WORKSHOP SURVEY**

**Customer Needs Assessment Study:**

Our instructional design review is based on a request from ET@MO to create a workshop for faculty members to learn and develop skills for using the Tegrity Lecture Capture System. Tegrity is a very popular software application used in school systems and especially high schools. Tegrity allows audio capture to be added to PowerPoint and other presentation applications.

As part of our instructional design we created a Needs Assessment Procedures Planning Form using the Rossett framework of: Optimals, Actuals, Determining Causes, Feelings, Possible Solutions.

As part of our initial review of the faculty members, we created this survey instrument to be given to each of the faculty planning to be in the workshop. Our goal is to determine the pre-experience and any pre-knowledge of the Tegrity software. We also want to gain knowledge of the actuals in the faculty base to determine any problems and identify any attitude issues regarding using the application.

Secondly, the review is also needed to determine the novice user as well as those that have no prior experience and we intend to prepare the workshop training experience to accommodate these learners in attendance as well.

**Survey - Instructions for use:**

Please complete the following questionnaire, based on your experience and perceptions of using the Tegrity Audio Capture software application in your school system for presentations.

**How would you describe your experience using Tegrity software (please check one):**

\_\_\_Never used Tegrity before, have just began using it or rarely use it

\_\_\_Have been using Tegrity for a few presentations

\_\_\_Have been using Tegrity consistently with my classes

**Please circle your response** based on a 1 to 5 scale with 1 equal to strongly disagree and 5 equal to strongly agree. We sincerely appreciate your participation and your input will help determine future training needs and the actual Tegrity Instructional Design for this workshop.

**1. The Tegrity training is relevant to my classroom experience.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**2. I have been able to perform the tasks needed to use the Tegrity software.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**3. I have the necessary prerequisites and experience to use the Tegrity software.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**4. The Tegrity software application is clear and easy to comprehend.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**5. I experienced no barriers or technical difficulties with the functionality of the Tegrity software application.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**6. I have had no prior experience with using Tegrity software applications.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**7. I have had some training with Tegrity but have limited skills.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**8. I believe that the Tegrity software will enabled me to improve and build on my current presentation skill level.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**9. I believe that recording my lectures with the Tegrity Audio Capture software is a good use of my time.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**10. I have prior skills using webcam and microphone systems for training purposes.**

1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**11. I have prior experience using Blackboard or similar Learning Management Systems.**

1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**12. I would prefer support staff record my lectures instead of having to learn a new technology.**

 1 = strongly disagree | 2=disagree | 3=neutral | 4=agree | 5=strongly agree

**13. Please provide any additional feedback regarding your experience with using the Tegrity software or any additional training needs you believe would be relevant to learning this technology:**

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**14. I learn new technology best when the instruction provides:**

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