

Attachment D: Protocol for Principal Questionnaire

Date _____; Participant # _____; Experimenter: _____

General Introduction: Schools and Staffing Survey Internet Instrument

Thank you for your time today. My name is XX and I work here with the Human Factors and Usability group. I will be working with you today. If you have a cell phone, please turn it off or put it in vibrate. We will be evaluating the design of the online Schools and Staffing Survey Control Center and Screening Questionnaire by having you interact with them. Your experience with the instruments is an essential part of our work. I did not create the instruments, so please share both your positive and negative reactions to them. We are not evaluating you or your skills, but rather you are helping us see how well the instruments work. The entire session should last about an hour. Your comments and feedback will be given to the developers of the instruments and may be used to improve them.

First, I would like to ask you to read and sign this consent form. It explains the purpose of today's session and informs you of your rights as a participant. It also tells you that we would like to videotape the session, with your permission. Only those of us connected with the project will review the tape and any other data collected during the session, and it will be used solely for research purposes. We may also use clips from the tape to illustrate key points about the survey to the Web design team. In addition, there may also be observers from the project team observing this session in another room.

Hand the participant the consent form; give time to read and sign; sign own name and date if you have not already done so.

Start the tape.

While you are interacting with the systems, we will record the movements of your eyes with our eye-tracking monitor to get a record of where you are looking on the screen.

Now I am going to calibrate your eyes for the eye-tracking.

Do Calibration

Now that we have your eyes calibrated, we are ready to begin.

Please respond to the survey online as you would at home or office. You may answer the survey questions as they apply your school in real life.

I am going to go around to the other room to do a sound check. While I am doing that, please take a moment to complete this questionnaire. [*Hand Participant questionnaire on Computer experience and demographics*]

I'm going to leave but we will still be able to communicate through a series of microphones and speakers. Do you have any questions before we begin?

Leave room. Once in control room do a sound check and Start the eye-tracking software: Tobii Studio.

Probe about any difficulty that the participant has with the instruments and make note if it.

Debriefing Questions

Control Center

1. (Regarding the display of cases)--Is it clear that each row in the display represents a questionnaire that we need someone at the school to complete?
2. Is it clear who the intended respondent is?
3. What do they think each of the columns means (i.e., what they can enter and what is the purpose)?
4. Do they think they would have info to enter, and if so, what?
5. What additional instructions, or clarifications to instructions are needed?

Screening Survey

What was your overall impression of the survey?

What did you like best about the survey?

What did you like least about the survey?

Did you find any part of the survey difficult, challenging, or confusing?

Is there anything else that we haven't talked about yet that you would like to say about the survey?

<u>Participant#:</u>
<u>RACE:</u> White Black Hispanic Asian Other
<u>AGE RANGE:</u> ≤ 30 31-45 46-60 61+
<u>GENDER:</u> M F
<u>EDUCATION:</u> HS/GED Some Coll/AA Bachelor's Some grad
<u>DATE OF INTERVIEW:</u>
<u>INTERVIEWER:</u>