

Appendix B:
Debriefing Questions

Debriefing Questions

These questions will be included at the end of the online School Administrator Questionnaire (SAQ) to collect feedback on the online format of the questionnaire, the level of effort needed to complete the questionnaire with pre-filled responses, and the ease-of-use of the online system. These questions will be asked of all respondents. Responses will be reviewed, and participants providing responses that would benefit from follow-up (e.g., responses that are unclear or ambiguous, responses that indicate difficulty using the online system) will be called by an ECLS-K:2011 staff member. In those follow-up calls, respondents will be asked to clarify and further explain their responses and experiences with the online questionnaire.

Introductory text: Thank you for completing the online School Administrator Questionnaire! To help us refine the online questionnaire, please give us your feedback on your experiences by responding to the questions that follow.

1. Please indicate whether you completed the paper questionnaire and the online questionnaire, or only the online questionnaire.
 - a. Paper questionnaire and online questionnaire
 - b. Online questionnaire only (GO TO QUESTION 6)

2. Approximately how long did it take you to complete the paper questionnaire?
 _____ Minutes
 Or
 _____ Hours

3. Thinking about the online questionnaire, how did having some questions pre-filled with responses affect the time it took you to complete the questionnaire?
 - a. It slowed me down. It would have been faster to complete the questions myself.
 - b. It made the questionnaire quicker to complete.
 - c. It had no effect on the time it took me to complete the questionnaire.

4. How difficult was it for you to change responses that were pre-filled?

1-Very difficult	2	3	4	5-Not at all difficult	I did not change any of the pre-filled responses
------------------	---	---	---	------------------------	--

5. Thinking only about the questions that were **not** pre-filled in the online questionnaire, did you find it took a different amount of time to answer the questions online than it did on paper?
- No, it took me about the same amount of time to answer these not pre-filled questions online and on paper. (GO TO QUESTION 6)
 - Yes, it took me longer to answer these not pre-filled questions in the online questionnaire than on paper. (GO TO QUESTION 6)
 - Yes, it took me less time to answer these not pre-filled questions in the online questionnaire than on paper.

5a. Which one of the following reasons best describes why it took a shorter amount of time to answer the questions online that were not pre-filled as compared to the same questions in the paper questionnaire?

- The electronic system let me move through questions more quickly than I was able to with the paper questionnaire (for example, because the computer automatically routed me to the next applicable question).
- Most of the information I needed to answer the questions is available electronically, so it was easier to complete the questions online as I was obtaining the information I needed.
- I answered the online questions faster only because I was already familiar with these items from the paper questionnaire.
- Other reason.

6. Approximately how long did it take you to complete the online questionnaire?

_____ Minutes
 Or
 _____ Hours

7. Please rate the online questionnaire on the following dimensions related to functionality and ease-of-use:

	1-Very difficult	2	3	4	5-Not at all difficult
The survey technology (e.g., using the survey link to enter the questionnaire, leaving and re-entering the questionnaire)					
Completion of the questionnaire items (e.g., entering responses, using the drop-down boxes)					
Navigation through the questionnaire (e.g., moving through the questionnaire, going from page to page)					

8. Please describe any difficulties or confusion you may have faced while completing the online questionnaire (for example, with the technology itself or with any of the questions).

9. Did you skip any questions in the online questionnaire?

- a. No.
- b. Yes. Please identify the question(s) that you skipped and describe why you skipped them.

10. Thinking about the types of questions in this questionnaire, did answering them in an online format make them harder or easier to answer than would be the case when answering the same questions on a paper questionnaire?

1-Made it more difficult to answer the questions	2	3-Had no effect	4	5-Made it easier to answer the questions
--	---	-----------------	---	--

11. Please explain why answering the questions in an online format made them harder to answer, easier to answer, or had no effect on how easy they were to answer..

12. Did you ask another person to help you complete the questionnaire?

- a. No.
- b. Yes, the other person gave me some of the responses and I entered them online myself.
- c. Yes, I forwarded the survey link to someone else and s/he completed some of the questions.

IF C: Did you encounter any problems having someone else complete some sections of the questionnaire? Please note any problems you may have had with more than one person accessing and entering responses in the online questionnaire. (OPEN ENDED)

13. Did you complete the questionnaire in one session/sitting?

- a. Yes.
- b. No. Please specify how many sessions you took to complete the online questionnaire.

14. While you were logged in to complete the questionnaire, did you also use your computer to find information online that you needed to answer some or all of the questions? (For example, did you access school or district records available online while completing the online questionnaire?)

- a. No, because none of the information is stored online.
- b. No, because I already knew the answers and did not need to look them up online.
- c. Yes, I did look up some or all of the responses online.

- i. IF C: How difficult was it to switch between the online questionnaire and the information source you were using to find your responses?

1-Very difficult	2	3	4	5-Not at all difficult
------------------	---	---	---	------------------------

- ii. IF C: Please note any difficulties you experienced switching between the online source and the questionnaire.

15. If you had been given a choice, would you have preferred to answer this questionnaire online or would you have preferred to receive a paper version?

- a. I would have preferred an online questionnaire.
- b. I would have preferred a paper questionnaire.

16. Please explain why you would have preferred this format.

17. If you were asked to complete a questionnaire like this in the future, how would having an online questionnaire affect the likelihood that you would complete the entire questionnaire?

1-I would be less likely to complete the questionnaire because it is online.	2	3-Having the questionnaire online would have no effect on whether I complete it.	4	5-I would be more likely to complete the questionnaire because it is online.
--	---	--	---	--

18. Please share any other comments or thoughts you have about the online questionnaire or any of the questionnaire items themselves.

Thank you for taking the time to complete the online questionnaire and for providing us with your feedback on the process! We appreciate your effort and opinions and will use the results to refine our procedures for collecting data from school administrators in this important research study.