

### *ICT-Evaluation*

**You are :**

a participant in the workshop in

AT

LU

ES

HU

a member of the project team

<b>Discussion guideline : evaluation of ICT use in general</b>
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**1. How often do you use the following communication means for professional purposes?**

Often

Rarely

Never

Face to face communication

Telephone

Fax

Postal mail

Video conference

Internet: email

chat rooms

forums

...

Intranet

Other tool(s) 1. ....

2. ....

**2. With the exception of the E:BOP project do you use ICT tools for professional purposes in general and teaching purposes in particular?**

Yes

No

**2.1 If yes, please specify:**

Internal communication with      fellow teachers  
pupils / students  
school direction / administration  
others: .....

External communication with      project partners  
pupils / students  
institutions  
others: .....

Project / document sharing

Information

Research

Training

Practise

Didactical purposes

Others (please specify): .....

**2.2 Please specify the kind of tools you use:**

Internet

Emails

Intranet

CD-Rom

Diskette

Games

Didactic software

Others (please specify): .....

**3. Have you a computer at your disposal  
at your working place?**

Yes No

**at home ?**

Yes No

**3.1 If yes, do you use your private computer also for professional purposes?**

Yes No

**4. Do you benefit from an Internet access  
at your working place?**

Yes No

**at home ?**

Yes No

**5. Your personal experience with ICT tools for professional purposes was  
rather**

Excellent

Good

Average

Bad

**6. Please specify your personal benefits by using ICT for professional purposes:**

Improved quality of collaboration  
Quicker access to information  
Better exchange and sharing of information  
Improved quality of the didactical means  
Flexibility  
Improved personal time management  
Cost reducing  
Increased productivity  
Other(s): .....

Comments:

**7. Please specify the problems you met while using ICT for professional purposes:**

Missing or inadequate hardware or software  
Technical problems (please specify):.....  
Inadequate personal knowledge or training  
Missing personal interest  
Linguistic problems  
Missing personal disposal  
Personal resistance (please specify):.....  
Other(s): .....

Comments:

**8. Are there any special or remaining needs you want to specify?**

**9. As a teacher did you or do you still benefit from a special training or other support means for using ICT tools (outside the context of the E:BOP project)?**

Yes

No

**9.1 If yes, please specify the support tools you benefited from and add the corresponding ICT tool(s):**

General presentation	ICT tool(s): .....
Training course	ICT tool(s): .....
Personal coaching	ICT tool(s): .....
Various print material	ICT tool(s): .....
Instruction manual	ICT tool(s): .....
Online help desk	ICT tool(s): .....
Infoline	ICT tool(s): .....
Others: .....	ICT tool(s): .....

**9.2 Do you consider that the support means you used were helpful or not helpful for your personal needs?**

	Useful	Not useful
General presentation		
Training course		
Personal coaching		
Various print material		
Instruction manual		
Online help desk		
Infoline		
Others: .....		

**9.3 If you consider that the support mean(s) was / were not useful, what were the inadequacies:**

Problems of technical understanding / inadequate foreknowledge level

Quality deficiencies of the training frame or content(s)

Quality deficiencies of the competences / skills of the trainer

Linguistic problems

Missing personal disposal

Other reason(s): .....

**9.4 Are there any remaining or special needs you want to specify?**

<b>Discussion guideline : evaluation of the E: Bop - First Class Server use in particular</b>
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**10. Which features of the E: Bop - First Class Server (FC) do you know and how often do you use them?**

	Often	Rarely	Never
Mailbox			
Chat			
LU room			
ES room			
AT room			
HU room			
International room			
General forum			
Picture gallery			
Module programs			
Address book			
Help			
How do I...?			
Calendar			
Other(s): .....			

**11. Are there any features missing?**

Yes No

If yes, please specify: .....

**12. Please specify your access to FC?**

by home page

by client

**13. Which purposes for did you use FC and how often?**

	Often	Rarely	Never
Collaboration			
Communication			
Information			
Research			
Practise of new communication forms			
ICT skill training			
Practical reasons (speed, flexibility ...)			
Other(s): .....			

**14. What is your personal experience with FC in the E:BOP project:**

**14.1 *Please specify your personal benefits by using FC:***

- Improved quality of collaboration
- Quicker access to information
- Better exchange of information
- Optimisation of the personal time management
- Cost reducing
- Increased productivity
- Other(s): .....

Comments:

**14.2 *Please specify the problems you met while using FC:***

- Missing or inadequate hardware or software
- Technical problems
- Inadequate personal knowledge or training
- Linguistic problems
- Missing personal disposal
- Missing personal interest
- Personal resistance due to ..... (please specify)



14.3 *Are there any remaining needs to specify?*

**15. Did the use of FC motivate you to use other or more often ICT means?**

Yes

No

*If yes, please specify:*

**Optional question: Did you attend the special FC presentation offered in some countries?**

Yes

No

**16. Did you benefit from a special training or other support means for using the FC?**

Yes

No

*If yes, please specify the support(s):*

General presentation

Training course

Personal coaching

Online help desk

Infoline

Various print material

Instruction manual

Other support tool(s): .....

**17. Do you consider that the support means offered were useful or not useful for your personal needs?**

Useful

Not useful

General presentation

Training course

Personal coaching

Various print material

Instruction manual

Online help desk

Infoline

Others: .....

**17.1 If you consider that the support mean(s) was / were not useful, what were the inadequacies:**

Problems of understanding / inadequate foreknowledge level

Quality deficiencies of the training content(s)

Quality deficiencies of the competences / didactical skills of the trainer

Linguistic problems

Personal reasons:       insufficient disposal  
                                  motivation problems

Other reason(s): .....

**17.2 Are there any remaining or special needs you want to specify?**

**Thank you!**

**Open discussion**

**18. Have you any suggestions to improve the FC management?**

Yes

No

If yes, please specify:

**19. Do you think that the FC is the right ICT tool for this kind of project?**

**20. What have been your personal expectations concerning the role of ICT tools in this project?**

**21. Do you consider that ICT are the right communication and collaboration tools for a “burn out prevention” project?**

**22. Could you imagine participating in a EU Project without any integration of ICT tools for communication purposes?**

Yes

No

If yes, please specify:

**23. Do you think that the problems with the handling of ICT sometimes serve as a pretext to “hide” other kind of problems or dysfunctions in projects?**

**24. Imagine the E:BOP project had to be launched again, what exactly would you change / improve concerning the use of the ICT tools?**

Thank you!