APPENDICES

A. Context and needs analysis study

A1: Instructor questionnaire

A. Introduction
Dear.,
This interview is meant to collect data that will help to empirically ascertain the feasibility of integrating e-learning technologies in courses delivery at the Open University of Tanzania. In this study, e-learning means the integration of web-based or computer-based technologies in delivering of courses in distance education. They include technologies such as *course management systems (e.g. atutor, moodle, blackboard etc.), computer, internet/intranet, videotapes, audiotapes, DVDs, CDs, PowerPoint presentations, video conferencing and mobile learning.* In this questionnaire, quite a few questions requires you to fill in some information, but for the rest of the questions you are required to just tick (v) **items** against a specific ***response*** that apply to your situation. I wish to let you know that all the information you provide will be used only for the purpose of this study and that it will be treated confidentially.

B. Biographic data
1. Your age: .
2. Sex: male[ ], female[ ]
3. Faculty/institute.
4. Course(s) involved in teaching.
5. Years of teaching in this university: .
6. Rank: tutorial assistant[ ], assistant lecturer[ ], lecturer[ ], senior lecturer[ ], professor[ ]
7. Nature of employment: full time[ ], part time[ ]

C. Questions

RQ1.

1. What kind of teaching routines are you often involved in as an instructor in distance education?

items	responses		
	throughout the year	*at least 2-3 times per year*	*once per year*
designing of programs or courses			
writing of course materials			
setting of assignments, tests and examinations			
guiding and counseling of students			
conduct face-to-face sessions			
invigilation of tests and examinations			
marking of assignment, tests and examinations			
provide feedback to students about their learning			
evaluation of programs and courses			
review and (re)designing of courses and programs			
other, namely			

2. What challenges do you encounter in your current teaching processes in distance education?

items	responses	
	yes	*no*
providing support to students immediately (e.g. elaboration of a concept to students)		
providing effective and immediate feedback on assignments, tests and examinations		
regular communication and interaction with students		
insufficient and outdated supplementary reading resources		
Timely delivery of assignments/course materials etc. to students		
other, namely		

RQ4.

3. Do you have access to computer and internet at any of the following places?

items	responses	
	yes	no
in your office at the Open University of Tanzania		
at the regional centre offices		
in the library of the Open University of Tanzania		
at home		
at internet cafe		
other, namely.		

4. Do you have access to the following e-learning technologies

items	responses	
	yes	no
computer		
internet/intranet		
videotapes		
audiotapes		
DVDs and CDs		
video conferencing technologies		
mobile telephones (for sending short educational messages to students)		

RQ3.

1. Are you fluent in using the following applications?

items	responses	
	yes	no
word processor (e.g. word program)		
database (e.g. excel program)		
presentation program (e.g. PowerPoint		
e-mail		
send a document as an attachment		
world wide web (e.g. internet explorer) to find educational resources		

2. How often do you use computer and internet for delivering course(s) in the following ways?

Items	responses			
	throughout the year	*at least 4-5 times per year*	*at least 2-3 times per year*	*never*
processing of examination results				
development of study materials				
providing of assignment and course outlines				
setting of examinations				
provision of education resources to students who are spread throughout the country				
counseling and supporting students				
teaching and learning (using atutor, moodle, video/audiotapes, etc.)				
communication (through e-mail)				
searching for materials				
presentations (PowerPoint)				
other, namely				

3. What difficulties do you face when using computer and internet?

items	responses		
	important constraint	*not so important constraint*	*no constraint*
availability of number of access points			
slow network			
unsuitable computer (e.g. old computer, technical problems			
experience in computer use			
other, namely.			

RQ2.
1. What is your overall perception towards e-learning technologies integration in delivering your course(s)? (for this question, tick only one item against a response that best describes your perception)

items	responses				
	very willing	*willing*	*neutral*	*sceptical*	*highly sceptical*
I am.to integrate e-learning technologies in delivering my course(s)					

2. What, do you consider as the benefits of using computers and internet in teaching and learning processes in distance education?

items	responses			
	very large benefit	*large benefit*	*small benefit*	*no benefit*
students acquire more responsibility for their learning				
the relationship between theory and practice is strengthened (e.g. through simulations)				
educational processes can be more adapted to the learning styles of students				
learning becomes fun				
students can access courses, assignments, course outlines etc. regardless of location and time (flexibility in education)				
enhances students learning (effectiveness)				
course delivery is improved and enhanced (efficiency)				
improvement of students support services				
improvement of communication and interaction between instructors and students, and among students				
improvement of feedback to students				

RQ7.

1. What kind of technical support do you currently get when using computer and internet?

items	responses	
	yes	*no*
troubleshooting		
installation of software		
none		
other, namely		

2. What kind of pedagogical support is desired for you to deliver your course(s) using e-learning technologies?

items	responses	
	yes	*no*
support on designing of e-learning courses		
support on how to make courses available online		
training on how to deliver courses using appropriate technologies		
support on how to facilitate students learning using technologies		
other, namely		

RQ5.
1. Arrange the following technologies according to your priority for its potential usefulness in teaching and learning at the Open University of Tanzania. (hint: use numbers from 1 to 7, where; 1=highest priority and 7= lowest priority. Remember to use each number only once)

items	Priority number
course management systems (e.g. atutor, moodle etc.)	
CDs and DVDs	
audiotapes	
videotapes	
TV (e.g. educational television programs)	
mobile telephones i.e. mobile learning (e.g. use of short messages for delivering important information to students)	
other, namely	

RQ8.
1. Are you willing to be considered to participate in a training on how to design, develop and deliver courses using e-learning technologies?
   [ ] yes,
   [ ] undecided,
   [ ] no, I like to have more information

2. What are your suggestions regarding content of the training for instructors on technology use in courses delivery at the Open University of Tanzania?

items	responses	
	yes	*no*
support on designing and development of e-learning courses		
support on how to make courses available online		
training on how to deliver courses using technologies		
support on how to facilitate students learning		
other, namely		

Thanks for your time and cooperation

A**2: Students questionnaire**

A. **Introduction**

Dear student,

This interview is meant to collect data that will help to empirically ascertain the feasibility of integrating e-learning technologies in courses delivery at the Open University of Tanzania. In this study, e-learning means the integration of web-based or computer-based technologies in delivering of courses in distance education. They include technologies such as *course management systems (e.g. atutor, moodle, blackboard etc.), computer, internet/intranet, videotapes, audiotapes, DVDs, CDs, PowerPoint presentations, video conferencing and mobile learning.* In this questionnaire quite a few questions require you to fill-in some information, but for the rest of the questions you are required to just tick (v) **items** against a specific *response* that apply to your situation.

B. **Biographic data**
3. Your age: .
4. Sex: male[ ], female[ ]
5. Faculty/institute.
6. Regional centre.
7. Program of study.
8. Year of study

C. **Questions**

RQ1.
1. What challenges do you encounter when learning through distance education?

items	responses	
	yes	*no*
lack of prompt support from instructors (e.g. getting concepts elaborated by course instructor)		
lack of effective and immediate feedback on assignments, tests and examinations		
lack of regular communication and interaction with instructors		
insufficient and outdated supplementary reading resources		
delay of assignments/course materials etc. from university/regional centre		
feelings of isolation, de-motivated to learning		
other, namely		

RQ4.

1. Do you have access to computer and internet at the following places?

items	responses	
	yes	*no*
in the library of the Open University of Tanzania		
at the regional centre offices		
at your workplace		
at home		
at internet cafe		
Other, namely.		

2. Do you have access to the following e-learning technologies

items	responses	
	yes	*no*
computer		
internet/intranet		
videotapes		
audiotapes		
DVDs and CDs		
video conferencing technologies		
mobile telephones (for sending short educational messages to students)		

RQ3.

1. Are you fluent in working with the following applications?

items	responses	
	yes	*no*
word processor (e.g. word program)		
database (e.g. excel program)		
presentation program (e.g. PowerPoint		
e-mail		
send a document as an attachment		
world wide web (e.g. internet explorer) to find educational resources		

2. How often do you use computer for.?

items	responses			
	often	*regularly*	*sometimes*	*never*
word processing/electronic type writing				
database/spreadsheet/excel				
presentations (PowerPoint)				
searching for materials				
communication (through e-mail)				
learning (through atutor, moodle, video/audiotapes, etc.)				

3. What difficulties do you face when using computer?

items	responses		
	important constraint	*not so important constraint*	*no constraint*
availability of access points			
slow network			
unsuitable computer (e.g. old computer, technical problems etc.)			
experience in computer use			
Other, namely.			

RQ2.
1. What is your overall perception towards using technologies in your distance learning?
    (for this question, tick only one item that best describes your perception)

items	responses				
	very willing	*willing*	*neutral*	*sceptical*	*highly sceptical*
I am ___ to use technologies in my learning					

2. What do you perceive as the benefits of using computers and internet in your distance learning processes?

items	responses			
	very large benefit	*large benefit*	*small benefit*	*no benefit*
students acquire more responsibility for their learning				
the relationship between theory and practice is strengthened (e.g. through simulations)				
educational processes can be more adapted to the learning styles of students				
learning becomes fun				
students can access courses, assignments, course outlines etc. regardless of location and time (flexibility in education)				
enhances students learning (effectiveness)				
course delivery is improved and enhanced (efficiency)				
improvement of students support services				
improvement of communication and interaction between instructors and students, and among students				
improvement of feedback to students				

RQ7.

1. What kind of technical support is desired for you to effectively use computers and internet for distance learning?

items	responses	
	yes	*no*
troubleshooting		
installation of software and hardware		
connecting computer accessories/parts		
none		
other, namely		

2. What kind of learning needs will you need to be addressed for you to successfully learn by using e-learning technologies?

items	responses	
	yes	*no*
orientation on how to use specific technology for learning		
students manual on how to access courses online		
strategies on how to learn in an e-learning environment		
basic skills on computer and internet use		
help on how to find information from university's website		
other, namely		

RQ5.
1. Arrange the following technologies according to your priority for its potential usefulness in teaching and learning at the Open University of Tanzania. (hint: use numbers from 1 to 7, where; 1=highest priority and 7= lowest priority. Remember to use each number only once)

items	priority number
course management systems (e.g. atutor, moodle etc.)	
CDs and DVDs	
audiotapes	
videotapes	
TV (e.g. educational television programs)	
mobile telephones i.e. mobile learning (e.g. use of short messages for delivering important information to students)	
other, namely	

Thanks for your time and cooperation

B: Pilot study

B1: Instructor questionnaire: *Experiences with the introduction workshop*

Dear Instructor,
This questionnaire aims at exploring your experiences with the workshops that you participated. Please provide your personal genuine responses to each of the questions that follow. Be assured that the information you provide will be treated strictly confidential and will be used only for this research.

A. *Biographic data*
    1. Name…………………….…………………………………
    2. Faculty/Institute………………………
    3. Gender: male [ ], female [ ]
    4. Age……………………………………………………………
    5. Years of experience at OUT………………………………..
    6. Knowledge and competence on basic computer applications:
       excellent [ ], very good [ ], good [ ], average [ ] poor [ ]
    7. Knowledge and competence on Internet usage:
       excellent [ ], very good [ ], good [ ], average [ ] poor [ ]
B. *Personal experiences with the workshop*

RQ 1.

8. What is your overall experience with the workshops on e-learning?

Perceptions	Strongly disagree	Disagree	Neutral	agree	Strongly agree
The workshop is according to my expectations					
Useful for my professional growth					
Enhanced my understanding about e-learning course design					
Enhanced my understanding about delivering courses using e-learning technology					
Enhanced my understanding about the use of emails for giving feedback					
Enhanced my understanding about the use of emails for communication and interaction with students					
Enhanced my understanding about the use of mobile telephones for communication and interaction with students					
Enhanced my understanding about the use of mobile telephones for giving feedback					
The objectives of the course are generally met					
Other, specify…………………………					

9. How do you value the usefulness of the following aspects of the workshop you have participated?

Sessions	Not very useful	neutral	useful	Very useful
Organization of the workshop				
Hand-outs used during workshop				
Presentations on the theoretical rationale of e-learning integration				
Discussion about theoretical rationale of e-learning integration				
Discussion about the necessary support for e-learning integration				
Demonstration of Moodle-based e-learning course				
Presentation and discussion about design teams				
Group works during the workshop				
Time spent for different activities				
Presentations on how to design courses for e-learning delivery using offline Moodle				
Discussion about how to design courses for e-learning delivery using offline Moodle				
Presentations of the redesigned courses				
Discussion of the redesigned courses				
Feedback on the redesigned courses				
Discussion about e-learning course delivery strategies				
Discussion about the use of emails and mobile telephones to provide feedback and for communication and interaction with students				
Connectedness of components of the workshop				
Other, specify……………………………………………				

10. Write down any other suggestions to improve workshop next time

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11. Write down any other concerns, criticisms, comments or ideas that you would like to share

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………………………………………………………………………………………………………

Thank you for your cooperation

B2: Interview guide for instructors: *Experiences with the introduction workshop*

1.   How did you find the workshop? [RQ. 1]

2.   (a) What are the strong points for the workshop? [RQ. 1]

(b) What are the weak points for the workshop? [RQ. 1]

3.   What kind of institutional support did you get? [RQ 1]

B3: Instructor questionnaire: *Experiences with design teams*

Dear instructor,

This questionnaire is meant to obtain feedback regarding your experiences with design teams. This information will help to improve the provision of support to instructors in design teams for effective course design and meaningful collaborations among instructors next time. Therefore please provide your personal genuine responses to each of the questions that follow. Be assured that the information you provide will be treated strictly confidential and will be used only for this research.

  C. Biographic data
      12. Name……………………………………………………………….
      13. Faculty/Institute………………………
      14. Sex: male [ ], female [ ]

  D. Personal opinion about design teams

RQ 1.

15. *Please indicate the extent to which you agree or disagree with the fo*llowing aspects as related to your experiences with design teams

Experiences with design teams	Strongly disagree	Disagree	Neutral	agree	Strongly agree
I liked the idea of design teams					
Design team were interesting					
I liked collaborations with colleagues during e-learning course design					
The supports offered in design teams increased my confidence in designing e-learning course					
The support were relevant and offered just-on-time					
Advices on how to design e-learning course were useful					
Advices on how to deliver e-learning course were useful					

Experiences with design teams	Strongly disagree	Disagree	Neutral	agree	Strongly agree
The time (i.e. 2 months) for course redesign was generally adequate					
Design teams engaged me in conversations with colleagues related to course design					
Design teams engaged me in conversations with colleagues related to course delivery					
Design teams engaged me in conversations with colleagues related to facilitation of student learning					
Collaborations in design teams gave me opportunity to work with colleagues towards course redesign					
Opportunity for design teams have made a significant contribution in my professional growth					
As a result of collaborations with colleagues in design teams I have been able to transform my traditional course into e-learning course					
As a result of support in design teams I have been able to transform my traditional course into e-learning course					
Working in design teams is a time-demanding activity					
Collaboration with colleagues was not very effective during design teams					
I did not learn much from my colleagues in design team					
I was not offered adequate technical support in design team					
I did not receive adequate pedagogical support in design team					

RQ 2a.

1. What are your perceptions regarding what you have actually learned from participation in design teams?

Opinions	Strongly disagree	disagree	Neutral	agree	Strongly agree
My awareness and understanding about e-learning course design is enlightened as a result of design team					
My awareness and understanding about e-learning course delivery is enlightened as result of in-service course					
Presentations have strengthened my knowledge and skills about e-learning course design					
Demonstrations have strengthened my knowledge and skills about e-learning course design					
Discussions have strengthened my knowledge and skills about e-learning course design					
Presentations have strengthened my knowledge and skills about e-learning course delivery					
Demonstrations have strengthened my knowledge and skills about e-learning course delivery					
Discussions have strengthened my knowledge and skills about e-learning course delivery					
I am confident that I can manage to redesign my traditional course for e-learning delivery					
I am confident that I can deliver my course using offline Moodle					
Design team have enlightened my knowledge regarding using emails to give feedback to students					
Design team have enlightened my knowledge regarding using emails for communication and interaction with students during the course					
Design team have enlightened my knowledge regarding using mobile telephones to give feedback to students during the course					
Design team have enlightened my					

Opinions	Strongly disagree	disagree	Neutral	agree	Strongly agree
knowledge regarding using mobile telephones for communication and interaction with students during the course					
The idea to use email to facilitate student learning is interesting					
The idea to use email to facilitate student learning is usable					
The idea to use mobile telephone to facilitate student learning is interesting					
The idea to use mobile telephone to facilitate student learning is usable					
The idea to use postal services to facilitate student learning is interesting					
The idea to use postal services to facilitate student learning is usable					
Other, specify…………………………….					

RQ 3.

2. Please indicate your appreciation of the kinds of support that you received during e-learning course design in design team

support during course design in design teams	Support needed		Support received	
	yes	no	yes	no
(i) Pedagogical support				
Planning on how to redesign traditional courses into e-learning courses				
Actual e-learning course design				
Designing of students activities in the course				
Designing of appropriate instruction for the course				
Uploading course in Moodle environment for e-learning delivery				
Template for organizing e-learning course				
preparation of power point presentation				
course content organization				
Other, specify……………………….………				
(ii) Technical support				
assembling of computer accessories				
trouble shooting				
computer maintenance				
installation of Moodle in PCs/flash drives/ CDs				
uploading of power point presentation				
uploading of resources (such as links to relevant Web pages, articles, course materials, applets and related documents)				
production of e-learning courses in flash drives				
network administration for email communications				
Security management				
Other, specify…………………………………				

3. Write down any other suggestions for improvement of support for instructors during course design in design teams

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Thank you for your cooperation

B4: Interview guide for instructors: *Experiences with design teams*

1. How did you find the idea of design teams? [RQ. 1]

2. What kind of institutional support did you get? [RQ 1]

3. What are your comments about the support you were offered in design teams? [RQ. 3]

4. What kinds of support did you consider useful during course design in design teams? [RQ. 3]

5. In what ways do you think the support you were offered in design teams has enhanced your knowledge and skills in course design for e-learning delivery and facilitation of student learning? [RQ. 3]

6. What challenges did you encounter when working in design teams? How did you handle them? [RQ. 3]

7. In what ways do you think you have benefited from the collaborations in design teams in terms of enhancing your skills in course design for e-learning delivery and facilitation of student learning? [RQ. 3]

8. What actually have you learned from participation in design team?[RQ 2a]

B5: Instructor questionnaire: *Experiences with e-learning course delivery*

Dear instructor,

This questionnaire is meant to explore your experiences related to *course delivery* using e-learning technology. This information will help to improve the provision of support to instructors during course delivery next time. Therefore please provide your personal genuine responses to each of the questions that follow. Be assured that the information you provide will be treated strictly confidential and will be used only for this research.

  E. *Biographic data*
       16. Name……………………………………………………………
       17. Faculty/Institute………………………
       18. Sex: male [ ], female [ ]

  F. *Personal opinion about e-learning course delivery*

RQ 3.

19. Please indicate the extent to which you agree or disagree with the following items as related to your experiences with course delivery using e-learning technology?

Experiences	Strongly disagree	Disagree	Neutral	agree	Strongly agree
Delivering courses using offline Moodle is generally interesting					
The use of emails improved provision of feedback to students					
The use of mobile telephones improved provision of feedback to students					
The use of emails enhanced communication with students during the course					
The use of emails enhanced interaction with students during the course					
The use of mobile telephone enhanced communication with students during the course					
The use of mobile telephones enhanced interaction with students during the course					
Delivery of assignments to students was improved					
Delivery of course outlines to students was improved					
Delivery of reading resources to students was improved					
Other, specify……………………………					

20. How did you appreciate the support you received during e-learning course delivery?

Instructor support during e-learning course delivery	Support needed		Support received	
	yes	no	yes	no
(iii) Pedagogical support				
How to navigate across Moodle environment				
How to modify and improve content of the course				
How to upload additional reading resources				
preparation of power point presentation				
The use of emails to improve provision of feedback to students				
The use of mobile telephones to improve provision of feedback to students				
The use of emails to enhance communication with students during the course				
The use of emails to enhance interaction with students during the course				
The use of mobile telephone to enhance communication with students during the course				
The use of mobile telephones to enhance interaction with students during the course				
Other, specify……………………………………………				
(iv) Technical support				
assembling of computer accessories				
trouble shooting				
computer maintenance				
installation of Moodle in PCs /flash drives/CDs				
uploading of power point presentation				
uploading of resources (such as links to relevant Web pages, articles, course materials, applets and related documents)				
Network administration for email communications				
Prepare list of email addresses of students' (listserv)				
writing email to students				
How to provide feedback to a large group of students				
Other, specify………………………………				

RQ 2b.

21. In which way does the designed e-learning course meet the challenges you experience with print-based courses?

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Course delivery was improved					
Timely delivery of assignments					
Timely delivery of course outline					
Ease to provide electronic reading resources to students					
To provide clarification of concepts or issues related to the course					
Provision of feedback to students about assignments was enhanced					
communication and interaction with students was possible					
Other, specify…………………………………………					

RQ 4(a)

22. To what extent have your practices related to course delivery changed as a result of participation in design team?

	Very small extent	Small extent	Neutral	Large extent	Very large extent
provision of immediate feedback about assignment to students					
Regular communication and interaction with students in the course					
Timely delivery of assignments					
Timely delivery of reading resources to students in the course					
Use of mobile telephone to communicate and interact with students in the course					
Use emails for communication and interaction with students					
To respond to students emails					
Other changes, specify…………………………					

23. (a) How often did you use email to communicate with students in your course regarding the following items?

	Never	1-2 times during the course	3-6 times during the course	7-10 times during the course
To deliver assignments				
To deliver course outline				
To deliver reading resources for the course				
To provide clarification of concepts or issues related to the course				
Providing feedback to students about assignment and other related things during the course				
To respond to students emails				
Other, specify………………………………				

       (b) Write down some of the challenges that you encountered

…………………………………………………………………………………………………

……….…………………………………………………………………………………………

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24. (a) How often did you use mobile telephone to communicate and interact with students in your course regarding the following items?

	Never	1-2 times during the course	3-6 times during the course	7-10 times during the course
To deliver assignment				
To deliver course outline				
To deliver supplementary reading resources for the course				
To provide clarification of concepts or issues related to the course				
Providing feedback to students about assignment and other related things during the course				
To respond to students emails				
Other, specify………………………………				

       (b) Write down some of the challenges that you encountered

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25. (a) How often did you use postal services to communicate and interact with students in your course regarding the following items?

	Never	1-2 times during the course	3-6 times during the course	7-10 times during the course
To deliver assignment				
To deliver course outline				
To deliver supplementary reading resources for the course				
To provide clarification of concepts or issues related to the course				
Providing feedback to students about assignment and other related things during the course				
To respond to students emails				
Other, specify……………………………………				

(b)Write down some of the challenges that you encountered

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RQ 4 (b)

26. Course delivery using e-learning technology have addressed the challenges that I encountered with traditional course delivery using print materials, in the following ways:

Experienced challenges	Strongly disagree	Disagree	Neutral	agree	Strongly agree
The understanding of the relationship between theory and practice is strengthened					
Learning became fun					
Enhanced students learning					
Provision of advice to students related to their learning was improved					
Provision of guidance and counseling to students related to their learning was improved					
Provision of immediate feedback to students about their learning in the course was improved					
Regular communication with students during the course was enhanced					
Regular interaction with students during the course was enhanced					
Effective communication with students during the course was enhanced					
Effective interaction with students during the course was enhanced					
Provision of sufficient and up-to-date reading resources to students was possible					
Course delivery was improved and enhanced					
Students accessed courses regardless of location and time					
Students access assignments regardless of location and time					
Students accessed course outlines regardless of location and time					
Timely delivery of assignments					
Timely delivery of course outlines					
Provision of reading resources related to the course was enhanced					
Other challenges, specify………………					

27. Write down any suggestions for improvement of support for instructors in design teams for effective design and delivery of e-learning course

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Thank you for your cooperation

B6: Interview guide for instructors: *Experiences with e-learning course delivery*

1. How did you find the idea of delivering a course using e-learning technology? [RQ. 3]

2. (a) What are the strong points for e-learning course delivery? [RQ. 3]

    (b) What are the weak points for e-learning course delivery? [RQ. 3]

3. What challenges did you encounter during course delivery using e-learning technology? How did you handle them? [RQ. 3]

4. What kinds of support do you consider were useful during course design in design team? [RQ. 3]

5. What are your comments about the support you were offered during course delivery? [RQ. 3]

6. How have your practices changed as a result of participation in design team? [RQ 4a]

7. In what ways do you think the support you were offered during course delivery has enhanced your knowledge and skills in using emails and mobile telephones to facilitate student learning during the course? [RQ. 4a]

8. In what ways do you think e-learning delivery has addressed challenges encountered when using print media approach? [RQ. 4b]

B7: Student questionnaire: *Experiences with e-learning course and delivery*

Dear student,
This questionnaire is meant to explore your experiences with e-learning course that you have been accessing from offline Moodle environment. Therefore please provide your genuine responses to each of the questions that follow. Be assured that the information you provide will be treated strictly confidential and will be used only for this research.
   A. *Biographic data*
   9. Name………………………………………………………………………………
   10. Regional
       center…………………………………………………….…………………………………

   B. *Personal experience with e-learning course and delivery*

RQ 5a.

11. What is your overall experience with the e-learning course in general?

Experiences	Strongly disagree	Disagree	Neutral	agree	Strongly agree
The e-learning course is generally interesting					
The e-learning course content is clear					
The structure of the course is clear					
The layout of the course is appropriate					
The organization of the course is clear					
The delivery of the course is well-supported by email communication					
The delivery of the course is well-supported by mobile telephone communication					
It was easy to follow the links and navigations in the Moodle environment					
The reading materials and articles in the course are relevant and helpful					
I liked using Moodle during the course					
I enjoyed using emails to communicate and interact with instructors during the course					
I used mobile telephone communication during the course					
The course allows easy access to:					
(a) course outlines					
(b) assignments					
(c) reading resources					
Other, specify……………………………					

12. Did e-learning course delivery make access to the following resources easy for you during the course?

Components	Easier in print-based course delivery	No difference	Easier in e-learning course delivery
Assignment			
Course outline			
Articles			
Other, specify………………………………			

13. (a) How often did you use email to communicate and interact with your instructor about the following items?

	Never	1-2 times during the course	3-6 times during the course	7-10 times during the course
assignment				
course outline				
To ask for some reading resources from the instructor				
clarification of concepts or issues related to the course				
Receiving feedback about assignment and other related things during the course from the instructor				
To respond to emails from your instructor				
Other, specify……………………………				

(c) Write down some of the challenges that you encountered

…………………………………………………………………………………………………
………….………………………………………………………………………………………
…………………………………………………………………………………………………

14. (a) How often did you use mobile telephone to communicate and interact with your instructor during the course regarding the following items?

	Never	1-2 times during the course	3-6 times during the course	7-10 times during the course
Assignment				
course outline				
supplementary reading resources for the course				
Clarification of concepts or issues related to the course				
Receiving feedback about assignment and other related things during the course from the instructor				
To respond to emails from your instructor				
Other, specify……………………………………				

(b) Write down some of the challenges that you encountered

.…………………………………………………………………………………………………

……….…………………………………………………………………………………………

…………………………………………………………………………………………………

15. How often did you use postal services to communicate and interact with your instructor during the course regarding the following items?

	Never	1-2 times during the course	3-6 times during the course	7-10 times during the course
assignment				
course outline				
supplementary reading resources for the course				
clarification of concepts or issues related to the course				
Receiving feedback about assignment and other related things during the course from the instructor				
To respond and reply to emails from your instructor				
Other, specify………………………				

(b) Write down some of the challenges that you encountered

…………………………………………………………………………………………………

……….…………………………………………………………………………………………

…………………………………………………………………………………………………

RQ 4b.

16. Course delivery using e-learning technology addressed the challenges that I encountered with traditional course delivery using print materials, in the following ways:

Experienced challenges	Strongly disagree	Disagree	Neutral	agree	Strongly agree
The understanding of the relationship between theory and practice is strengthened					
Learning became fun					
Enhanced students learning					
Provision of advice, guidance and counseling to students by instructors was improved					
Provision of immediate feedback by instructors was improved					
Regular and effective communication and interaction with instructors during the course was enhanced					
I was able to get sufficient and up-to-date reading resources from the instructor					
Course delivery was improved and enhanced					
I could access courses where and when I wanted					
I access assignments regardless of location and time					
I accessed course outlines regardless of location and time					
Timely delivery of assignments by the instructor					
Timely delivery of course outlines by the instructor					
Provision of reading resources related to the course was enhanced					
Other challenges, specify……………………					

RQ 2b.

17. In which way does the designed e-learning course meet the challenges you experience with print-based courses?

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Course delivery was improved					
Timely delivery of assignments					
Timely delivery of course outline					
Ease to access electronic reading resources					
Easy to get clarifications of concepts/issues from the instructor during the course					
Delivery of feedback by instructors about assignments was enhanced					
communication and interaction with instructors was possible					
Other, specify………………………………					

18. Write down any suggestions to improve the course delivery and support

……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………

Thank you for your cooperation

B8: Focus group interview guide for students: *Experiences with e-learning course and delivery*

1. What are your opinions about e-learning course you have participated? [RQ. 5a]

2. How did you like the course that is offered using e-learning technology? [RQ. 5a]

3. (a) What are the strong points with e-learning delivery? [RQ. 5a]

C. What are the weak points with e-learning delivery? [RQ. 5a]

4. What technical and access problems did you encounter during e-learning course? [RQ 5b]

C: Implementation study

C1: Interview guide for instructors: *Instructors Experiences with the First Workshop*
Part I: General experience with the workshop

a. How did you find the workshop?
b. What are the strong points about the workshop?
c. What are the weak points about the workshop?
d. What did you learn from the workshop (knowledge, skills, attitude/ beliefs)?
e. How did the workshop contribute to the design of the e-leaning courses?

Part II: Initial implementation of e-learning

1. How did the professional development contribute to your professional growth?
2. In which ways did the professional development contribute to e-learning implementation?

C2: Interview guide for instructors: *Instructors Experiences with the Final Workshop*
Part I: General experience with the workshop

1. How did you find the workshop?
2. What are the strong points about the workshop?
3. What are the weak points about the workshop?
4. What did you learn from the workshop (knowledge, skills, attitude/ beliefs)?
5. How did the workshop contribute to the design of the e-leaning courses?

Part II: Impact of professional development

1. How did the professional development contribute to your professional growth?
2. In which ways did the professional development contribute to e-learning implementation?

C3: Interview guide for instructors: *Instructors Experiences with the Collaborative Course Design & the General Meetings*
Part I: General experience with Collaborative Course Design

1. How did you find the collaborative course design?
2. What are the strong points about collaborative course design?
3. What are the weak points about collaborative course?
4. What are your comments about the support you were offered during the general meetings? [RQ. 2a]
5. What kinds of support did you consider useful during course design? [RQ. 2a]
6. What challenges did you encounter when working in the design teams? How did you handle them? [RQ. 2a]

Part II: Impact of professional development
1. What actually have you learned from participation in collaborative course design? (knowledge, skills, attitude/ beliefs) [RQ 2a]
2. In what ways do you think the support offered during the general meetings enhanced your knowledge and competence in e-learning course redesign, e-learning course delivery and provision of students support? [RQ. 2a]
3. How did collaborative course design contribute to your professional development?
4. How did collaborative course design contribute to the design of the e-leaning courses?
5. In which ways did collaborative course design contribute to e-learning implementation?

C4: Interview guide for instructors: *Instructors Experiences with E-learning Course Delivery*

Part I: General experience with E-learning Course Delivery
1. How did you find course delivery using e-learning technology? [RQ. 3a]
2. What are the strong points for e-learning course delivery? [RQ. 3a]
3. What are the weak points for e-learning course delivery? [RQ. 3a]

Part II: Impact
1. What challenges did you encounter during course delivery using e-learning technology? How did you handle them? [RQ. 3b]
2. What are your comments about the support you were offered during the general meetings? [RQ. 3a]
3. What specific practices do you think have changed as a result of participation in the professional development program? [RQ 3a]
4. In what ways do you think e-learning delivery has addressed challenges you encounter when using the traditional print-based approach? [RQ. 3b]
5. In what ways did the support offered during course delivery enhance your course delivery and provision of support to students?
6. How did *course delivery* contribute to your professional development?
7. In which ways did the professional development arrangement contribute to e-learning implementation?

C5: Student questionnaire: *Students Experiences with E-learning Courses and Delivery*

Dear student,

This questionnaire is meant to explore your experiences with the e-learning courses that you have been taking as part of this research. Please provide your genuine responses to each of the questions that follow. Be assured that the information you provide will be treated strictly confidential and will be used only for this research.

A. Biographic data

1. Name……………………………………………………………………………………
2. Regional center……………………………………………………………………………
3. Gender: male [ ], female [ ]
4. Frequency of computer use: everyday [ ], at least 4-5 times per week [ ], at least 2-3 times per week [ ], once per week [ ]
5. Computer skills: good [ ], average [ ], poor [ ], none [ ]
6. Computer experience: none [ ], up to 3 months [ ], 4 months-1 yr [ ], 1½ - 2 yrs [ ], 2½ yrs and above [ ]
7. Access to computer and internet: at workplace [ ], at regional center offices [ ], in the library at OUT [ ], at home [ ], at internet café [ ], other place, specify……………………………………

B. Personal experience with e-learning course and delivery

RQ 4a.

8.　　　What is your overall experience with the e-learning courses and delivery?

Experiences	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The e-learning course is generally interesting					
The e-learning course content is clear					
The structure of the course is clear					
The layout of the course is appropriate					
The organization of the course is clear					
The delivery of the course is well-supported by email communication					
The delivery of the course is well-supported by mobile phone communication					
It was easy to follow the links in the Moodle environment					
The reading materials and articles in the course are relevant and helpful					
I liked using Moodle during the course					
I enjoyed using emails to communicate and interact with instructors during the course					
I used mobile phone communication during the course					
The course allowed easy access to course outlines					
The course allowed easy access to assignments					
The course allowed easy access to reading resources					
Other, specify………………………					

9. Did e-learning course delivery make access to the following resources easy for you during the course?

Components	Easier in Print-based Course Delivery	No Difference	Easier in E-learning Course Delivery
Assignment			
Course outline			
Articles			
Lecture notes			
Study material (soft copy)			
Other, specify…………………………………			

10. How often did you use email during the course to communicate about the following items to the instructor?

	Never	1-2 Times During the Course	3-6 Times During the Course	7-10 Times During the Course
Assignment				
course outline				
Articles				
Lecture notes				
Study material (soft copy)				
Clarification of concepts related to the course				
Receiving feedback on the assignment from the instructor				
To respond to emails from the instructor				
Other, specify………………………………				

11. How often did you use mobile phone during the course to communicate regarding the following items to the instructor?

	Never	1-2 Times During the Course	3-6 Times During the Course	7-10 Times During the Course
Assignment				
course outline				
Articles				
Lecture notes				
Study material (soft copy)				
Clarification of concepts related to the course				
Receiving feedback on the assignment from the instructor				
To respond to emails from the instructor				
Other, specify………………………………				

12. How often did you use postal mails during the course to communicate about the following items to the instructor?

	Never	1-2 Times During the Course	3-6 Times During the Course	7-10 Times During the Course
Assignment				
course outline				
Articles				
Lecture notes				
Study material (soft copy)				
Clarification of concepts related to the course				
Receiving feedback on the assignment from the instructor				
To respond to emails from the instructor				
Other, specify………………………………				

RQ 4b.

13. In which ways did the e-learning courses address the challenges that you encounter with the traditional print-based approach?

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The understanding of the relationship between theory and practice was strengthened					
Learning became fun					
Enhanced learning					
Improved provision of advice, guidance and counselling to students by instructors					
Provision of immediate feedback by instructors was improved					
Regular and effective communication and interaction with instructors during the course was enhanced					
I was able to get sufficient and up-to-date reading resources during the course					
Course delivery was improved and enhanced					
I accessed courses where and when I wanted					
I accessed assignments regardless of location and time					
I accessed course outlines regardless of location and time					
Timely delivery of assignments by the instructor					
Timely delivery of course outlines by the instructor					
Provision of reading resources related to the course was enhanced					
Other challenges, specify……………					

Thank you for your cooperation

C6: Interview guide for students: *Student Experiences with the E-learning Courses and Delivery*

1. What are your opinions about e-learning courses you have participated? [RQ. 4a]
2. How did you like the courses that were offered using e-learning technology? [RQ. 4a]
3. What are the strong points with the e-learning course delivery? [RQ. 4a]
4. What are the weak points with the e-learning course delivery? [RQ. 4a]
5. What technical and access problems did you encounter during e-learning courses? [RQ 4b]
6. Would you like more curses like this one; Why yes; Why no

C7: Instrument for e-learning course analysis

This instrument is used to determine the extent to which the redesigned e-learning courses address the challenges that instructors and students encounter in the traditional print-based delivery. The researcher has to carefully tick against a statement that is explicitly represented in the actual e-learning course in the Moodle environment.

Aspects of the e-learning course	E-learning Courses											
Organization of the course												
• by topics												
• by lectures												
• by weeks												
• by units												
• other format												
Resources												
• power point lectures												
• course outline												
• course book												
• assessment rubric												
• articles												
• lesson notes												
• other resources												
Tasks												
• assignment												
• lesson activity												
• other tasks												
Communication and interaction tools *(do instructorsinclude a statement in the Moodle environment to encourage students to use the following tools during e-learning the course?)*												
• email address												
• mobile phone number												
• institutional postal address												
• other												

D: Impact study

D1: Interview guide Vice Chancellor

A. Biographic data
   1. Gender: Male[ ], Female[ ]
   2. Number of years in the post……………   …

B.   Interview questions
RQ4.
   ✓ Do you prefer e-learning technologies be implemented at OUT? Why/why not?

RQ3
   ✓ Do you think *Collaborative Course Design in design teams* should be used as an approach for institutionalization of e-learning technologies at OUT? Why/why not?

RQ5.
   ✓ What Policy structures are there to support implementation of e-learning technologies at OUT?
   ✓ Are there technical support arrangements in place for instructors to support implementation of e-learning technologies at OUT?
   ✓ Are there pedagogical support arrangements in place for instructors to support implementation of e-learning technologies at OUT?
   ✓ What ICT infrastructures are needed (at OUT including regional centers) to support implementation of e-learning technologies at OUT?
   ✓ What ICT infrastructures are available (at OUT including regional centers) to support implementation of e-learning technologies at OUT?
   ✓ What strategies are in place to motivate and encourage instructors to implement e-learning technologies?

D2. Interview guide for Faculty/Institute Management
(Deans/Directors)

A. Biographic data
   Sex: Male [ ], Female [ ]
   Faculty
   Number of years in the post: .

B. Interview questions
RQ4.
   ✓ Do you prefer e-learning technologies be implemented at OUT? Why/why not?

RQ3.
   ✓ Do you think *Collaborative Course Design in design teams* should be used as an approach for implementation of e-learning technologies at OUT? Why/why not?

RQ5.

- ✓ What Policy structures are there to support implementation of e-learning technologies at OUT?
- ✓ Are there technical support arrangements in place for instructors to support implementation of e-learning technologies at OUT?
- ✓ Are there pedagogical support arrangements in place for instructors to support implementation of e-learning technologies at OUT?
- ✓ What ICT infrastructures are needed in the faculty to support implementation of e-learning technologies?
- ✓ What ICT infrastructures are available in the faculty to support implementation of e-learning technologies?
- ✓ What strategies are in place to motivate and encourage instructors to implement e-learning technologies?

D3: Instructor questionnaire
(Collaborative Course Design Instructors)

A.   Introduction

Dear. .,

This interview is meant to collect data related to instructors perceptions about e-learning implementation and the kind of conditions that need to be in place to support e-learning implementation at OUT. In this study, e-learning technology is used to mean integration of Moodle, emails and mobile phone technologies in the delivery of courses and provision of support to students at OUT.

B.   Biographic data

Your age: .

Sex: Male [ ], Female [ ]

Faculty/Institute.

Course(s) involved in teaching.

Years of teaching at OUT………….

Rank: tutorial assistant [ ], assistant lecturer [ ], lecturer [ ], senior lecturer [ ], professor [ ]

RQ1.

1.   Do you still use the following e-learning technologies in delivery of your redesigned course?

E-learning Technologies	Responses	
	Yes	No
Offline Moodle learning management system		
Emails		
Internet		
Mobile phone		
Other technologies, name them.		

2. I use e-learning technologies in the course I redesigned (in 1 above) because: (**Hint:** SD=strongly disagree, D=disagree, N=neutral, A=agree and SA=strongly agree)

Reasons	Responses				
	SD	D	N	A	SA
Reasons for using e-learning technologies					
• E-learning technologies address delays in delivery of courses					
• E-learning technologies address delays in delivery of learning resources (including study materials)					
• E-learning technologies address lack of regular interactions and provision of immediate feedback to students					
Practicality of e-learning technologies					
• Moodle enhances delivery of course					
• Moodle enhances delivery of leaning resources					
• Emails improves interactions with students					
• Emails enhance provision of feedback to students					
• Mobile phones improves interaction					
• Mobile phones enhance provision of feedback to students					
• Interaction with students through email is less costly					
• Interaction with students through emails is not time consuming					
• Interaction with students through email is attractive					
Support					
• Technical support available when needed					
• Pedagogical support available when needed					
• There is easy access to e-learning technologies					
• Regular professional development provided					
• Faculty/institute allocates time for course development					
Other supports, name them					

3. I have other reasons than the ones stated above for USING e-learning technologies in the redesigned courses

        ( ) Yes

        ( ) No

If yes, please provide these reasons…………………………………………………………………..……………

4. I do **not** use e-learning technologies in the course that I redesigned (in 1 above) because: (**Hint:** SD=strongly disagree, D=disagree, N=neutral, A=agree and SA=strongly agree)

Reasons	Responses				
	SD	D	N	A	SA
Reasons for NOT using e-learning technologies					
• Delivery of courses through e-learning is difficult					
• Delivery of learning resources (including study materials) is difficult					
• Regular interactions with students through e-learning is difficult					
• Provision of immediate feedback to students through e-learning is difficult					
Practicality of e-learning technologies					
• Moodle does not enhance delivery of course					
• Moodle does not enhance delivery of leaning resources					
• Emails do not improve interactions with students					
• Emails do not enhance provision of feedback to students					
• Mobile phones do not improve interaction					
• Mobile phones do not enhance provision of feedback to students					
• Interaction with students through email is costly					
• Interaction with students through emails is time consuming					
• Interaction with students through email is attractive					
Support					
• Technical support is NOT available when needed					
• Pedagogical support is NOT available when needed					
• Access to learning technologies is difficult					
• Faculty/institute does not allocates time for course development					
Other reasons, name them.					

5. I have other reasons than the ones stated above for NOT USING e-learning technologies in the redesigned course

        ( ) Yes

        ( ) No

If yes, please provide these reasons…………………………………………………………………………

6. I USED e-learning technologies in OTHER courses than the one I redesigned

        ( ) Yes

        ( ) No

If yes, please mention the courses……………………………………………………..

RQ4.

1. What is your overall opinion about the implementation of e-learning technologies for teaching and learning at OUT?

	Responses				
	Very willing	**Willing**	**Neutral**	**Sceptical**	**Highly sceptical**
I am.to see e-learning technologies implemented for teaching and learning at OUT					

RQ3.

1. What is your opinion about *Collaborative Course Design in design teams* as an approach for professional development of instructors on e-learning implementation at OUT? *(refer to the attached description)*

	Responses				
	Very positive	**Positive**	**Neutral**	**Negative**	**Highly Negative**
I am.about *Collaborative Course Design in design teams* as an approach to professional development on e-learning implementation					

2. I like *Collaborative Course Design in design teams* because: *(refer to the attached description)*

Reasons	Responses				
	SD	**D**	**N**	**A**	**SA**
The approach allows collaborations with colleagues					
Improves confidence in designing an e-learning course					
Promotes competences in designing an e-learning course					
Promoted competence in using Moodle					
Provides opportunity to learn from each other in an informal way					
Provides relaxed atmosphere convenient for designing an e-learning course					
Design team creates an avenue for exchange of ideas about e-learning implementation					
I am comfortable to work with an unfamiliar colleague in a design team					
I am comfortable to collaborate with senior colleagues in a design team					
Other reasons, name them.					

3. I do not like *Collaborative Course Design in design teams* because *(refer to the attached description)*:

Reasons	Responses				
	SD	D	N	A	SA
The approach is time consuming					
I will have no time to participate in design team because of my busy schedule					
The approach is difficult for me					
I prefer working on my own when designing an e-learning course					
I am uncomfortable to work with a more senior colleagues in a design team					
I am comfortable to work with an unfamiliar colleague in a design team					
Other reasons, name them.					

4. **I prefer** *Collaborative Course Design in design teams (over the usual approach at OUT)* for learning how to use e-learning technologies for my courses *(refer to the attached description:*
( ) yes, I prefer Collaborative Course Design in design teams
( ) both approaches are equally fine to me
( ) no, I prefer the *usual approach at OUT*

RQ5.
1. What ICT infrastructures do you need to support e-learning implementation at OU?

Needed ICT infrastructures	Responses		
	Low priority	Medium priority	High priority
Computer			
Internet			
Phone			
CD-ROM			
Printer			
Scanner			
Photocopier			
Video Player			
LCD			
Television			
VCR			
Digital camera			
Projector			
Other technologies, name them………………………………			

2. What ICT infrastructures are available to support e-learning implementation at OUT?

Available ICT infrastructures	Responses	
	Yes	No
Computer		
Internet		
Phone		
CD-ROM		
Printer		
Scanner		
Photocopier		
Video Player		
LCD		
Television		
VCR		
Digital camera		
Projector		
Other technologies, name them……………………………….…………		

3. What technical supports do you need to support e-learning technologies implementation at OUT?

Needed Technical Support	Responses		
	Low priority	Medium priority	High Priority
Installation of software			
Uploading of documents in Moodle			
Uploading of redesigned courses into Moodle			
Updating of courses in Moodle			
Installation of printer			
Installation of scanner			
Fixing virus-related problems			
Internet connection problems			
Scanning of virus			
PC power problems			
Creating group mail for students			
Login problems			
Operating system repair			
Other technical supports, name them………………………			

4. What technical supports are available to support e-learning technologies implementation at OUT?

Available Technical Support	Responses	
	Yes	No
Installation of software		
Uploading of documents in Moodle		
Uploading of redesigned courses into Moodle		
Updating of courses in Moodle		
Installation of printer		
Installation of scanner		
Fixing virus-related problems		
Internet connection problems		
Navigation in Moodle		
Scanning of virus		
PC power problems		
Creating group mail for students		
Internet searching		
Downloading of documents and saving		
Login problems		
Operating system repair		
Other technical supports, name them……………………….…………		

5. What pedagogical supports do you need to support e-learning technologies implementation at OUT?

Needed pedagogical Support	Responses		
	Low priority	Medium priority	High priority
How to use template during course design			
Course content identification			
Formulate student activities			
Preparation of power point slides			
How and when to develop courses			
How to convert lecturers from print study materials to power point slides			
Course organization			
Timely response to students			
How to compose collective mail to students			
Right time to send feedback to students			
Other pedagogical supports, name them………………			

6. What pedagogical supports are available to support e-learning technologies implementation at OUT?

Available Pedagogical Support	Responses	
	Yes	No
How to use template during course design		
Course content identification		
Formulate student activities		
Preparation of power point slides		
How and when to develop courses		
How to convert lecturers from print study materials to power point slides		
Course organization		
Timely response to students		
How to compose collective mail to students		
Right time to send feedback to students		
Other pedagogical supports, name them…………………………………		

7. Are you fluent in the following basic applications?

Basic Applications	Responses	
	Good	Poor
word processing using word program		
database e.g. excel program		
presentation program e.g. Power point		
e-mail for communication		
Send document as attachment		
world wide web e.g. internet explorer to search for educational resources		

D4. Instructor questionnaire
(Not Collaborative Course Design Instructors)

A. Introduction
Dear. .,
This interview is meant to collect data related to instructors perceptions about e-learning implementation and the kind of conditions that need to be in place to support e-learning implementation at OUT. In this study, e-learning technology is used to mean integration of Moodle, emails and mobile phone technologies in the delivery of courses and provision of support to students at OUT.

B. Biographic data
Your age: .
Sex: Male [ ], Female [ ]
Faculty/Institute.
Course(s) involved in teaching.
Years of teaching in this university: .
Rank: tutorial assistant [ ], assistant lecturer [ ], lecturer [ ], senior lecturer [ ], professor [ ]

RQ2.

1. Are you willing to use e-learning technologies in delivery of your course/courses?

	responses				
	Very willing	**Willing**	**Neutral**	**Sceptical**	**Highly sceptical**
I am.to use e-learning technologies in delivery of my course/courses					

2. I am willing to use e-learning technologies (in 1 above) because: (**Hint:** SD=strongly disagree, D=disagree, N=neutral, A=agree and SA=strongly agree)

Reasons	Responses				
	SD	D	N	A	SA
Reasons for using e-learning technologies					
• E-learning technologies address delays in delivery of courses					
• E-learning technologies address delays in delivery of learning resources (including study materials)					
• E-learning technologies address lack of regular interactions and provision of immediate feedback to students					
Practicality of e-learning technologies					
• Moodle enhances delivery of course					
• Moodle enhances delivery of leaning resources					
• Emails improve interactions with students					
• Emails enhance provision of feedback to students					
• Mobile phones improves interaction					
• Mobile phones enhance provision of feedback to students					
• Interaction with students through email is less costly					
• Interaction with students through emails is not time consuming					
• Interaction with students through email is attractive					
Support					
• Technical support available when needed					
• Pedagogical support available when needed					
• There is easy access to e-learning technologies					
• Regular professional development provided					
• Faculty/institute allocates time for course development					
Other reasons, name them.					

3. I have other reasons than the ones stated above for USING e-learning technologies in the redesigned courses
   ( ) Yes
   ( ) No

4. If yes, please provide these reasons………………………………………………………………

5. I am not willing to use e-learning technologies (in 1 above) because: (**Hint:**
   SD=strongly disagree, D=disagree, N=neutral, A=agree and SA=strongly agree)

Reasons	Responses				
	SD	D	N	A	SA
Reasons for NOT unwillingness to use e-learning technologies					
• E-learning technologies do not address delays in delivery of courses					
• E-learning technologies do not address delays in delivery of learning resources (including study materials)					
• E-learning technologies do not address lack of regular interactions and provision of immediate feedback to students					
E-learning technologies are practical					
• Moodle does not enhance delivery of course					
• Moodle does not enhance delivery of leaning resources					
• Emails do not improve interactions with students					
• Emails do not enhance provision of feedback to students					
• Mobile phones do not improve interaction					
• Mobile phones do not enhance provision of feedback to students					
• Interaction with students through email is costly					
• Interaction with students through emails is time consuming					
• Interaction with students through email is difficult					
Support					
• Technical support is NOT available when needed					
• Pedagogical support is NOT available when needed					
• Access to learning technologies is difficult					
• Faculty/institute does not allocates time for course development					
• Faculty/institute allocates time for course development					
Other reasons, name them.					

6. I have other reasons than the ones stated above for NOT USING e-learning
   technologies in the redesigned course
   ( ) Yes
   ( ) No
   If yes, please provide these reason………………………………………………………

RQ4.

5. Have you heard from colleagues in the Institute of Continuing Education (ICE) and Faculty of Science, Technology and Environmental Sciences (FSTES) about *Collaborative Course Design in design teams* for learning about the use of e-learning technologies for your courses?

   ( ) Yes

   ( ) No

6. What is your overall opinion about the implementation of e-learning technologies for teaching and learning at OUT?

Items	responses				
	Very willing	**Willing**	**Neutral**	**Sceptical**	**Highly sceptical**
I am.to have e-learning technologies implementation for teaching and learning at OUT					

7. What is your opinion about *Collaborative Course Design in design teams* as an approach for professional development of instructors on e-learning implementation at OUT? *(refer to the attached description)*

	responses				
	Very positive	**Positive**	**Neutral**	**Negative**	**Highly Negative**
I am.to participate in professional development that uses *Collaborative Course Design in design teams* to learn about e-learning implementation					

8. I like *Collaborative Course Design in design teams* because *(refer to the attached description)*:

Reasons	Responses				
	SD	D	N	A	SA
The approach allows collaborations with colleagues					
Improves confidence in designing an e-learning course					
Promotes competences in designing and e-learning course					
Promoted competence in using Moodle					
Provides opportunity to learn from each other in an informal way					
Provides relaxed atmosphere convenient for designing an e-learning course					
Design team creates an avenue for exchange of ideas about e-learning implementation					
I am comfortable to work with an unfamiliar colleague in a design team					
I am comfortable to collaborate with senior colleagues in a design team					
Other reasons, name them.					

9. I do not like *Collaborative Course Design in design teams* because:

Reasons	Responses				
	SD	D	N	A	SA
The approach is time consuming					
I will have no time to participate in design team because of my busy schedule					
The approach is difficult for me					
I prefer working on my own when designing an e-learning course					
I am uncomfortable to work with a more senior colleagues in a design team					
I am comfortable to work with an unfamiliar colleague in a design team					
Other reasons, name them.					

1. **I prefer** *Collaborative Course Design in design teams (over the usual approach at OUT)* for learning how to use e-learning technologies for my courses *(refer to the attached description)*

        ( ) yes, I prefer Collaborative Course Design in design teams
        ( ) both approaches are equally fine to me
        ( ) no, I prefer the *usual approach at OUT*

RQ5.

1. What ICT infrastructures do you need to support e-learning implementation at OU?

Needed ICT infrastructures	Responses		
	Low Priority	Medium priority	High priority
Computer			
Internet			
Phone			
CD-ROM			
Printer			
Scanner			
Photocopier			
Video Player			
LCD			
Television			
VCR			
Digital camera			
Projector			
Other needed ICT infrastructures, name them………………			

2. What ICT infrastructures are available to support e-learning implementation at OUT?

Available ICT infrastructures	Responses	
	Yes	No
Computer		
Internet		
Phone		
CD-ROM		
Printer		
Scanner		
Photocopier		
Video Player		
LCD		
Television		
VCR		
Digital camera		
Projector		
Other available ICT infrastructures, name them……………………………		

3. What technical supports do you need to support e-learning technologies implementation at OUT?

Needed Technical Support	Responses		
	Low priority	Medium priority	High priority
Installation of software			
Uploading of documents in Moodle			
Uploading of redesigned courses into Moodle			
Updating of courses in Moodle			
Installation of printer			
Installation of scanner			
Fixing virus-related problems			
Internet connection problems			
Scanning of virus			
PC power problems			
Creating group mail for students			
Login problems			
Operating system repair			
Other needed technical supports, name them………………			

4. What technical supports are available to support e-learning technologies implementation at OUT?

Available Technical Support	Responses	
	Yes	No
Installation of software		
Uploading of documents in Moodle		
Uploading of redesigned courses into Moodle		
Updating of courses in Moodle		
Installation of printer		
Installation of scanner		
Fixing virus-related problems		
Internet connection problems		
Navigation in Moodle		
Scanning of virus		
PC power problems		
Creating group mail for students		
Internet searching		
Downloading of documents and saving		
Login problems		
Operating system repair		
Other available technical supports, name them………………………….…		

5. What pedagogical supports do you need to support e-learning technologies implementation at OUT?

Needed pedagogical Support	Responses		
	Low priority	Medium priority	High priority
How to use template during course design			
Course content identification			
Formulate student activities			
Preparation of power point slides			
How and when to develop courses			
How to convert lecturers from print study materials to power point slides			
Course organization			
Timely response to students			
How to compose collective mail to students			
Right time to send feedback to students			
Other needed pedagogical supports, name them………….			

6. What pedagogical supports are available to support e-learning technologies implementation at OUT?

Available Pedagogical Support	Responses	
	Yes	No
How to use template during course design		
Course content identification		
Formulate student activities		
Preparation of power point slides		
How and when to develop courses		
How to convert lecturers from print study materials to power point slides		
Course organization		
Timely response to students		
How to compose collective mail to students		
Right time to send feedback to students		
Other pedagogical supports, name them…………………………………..		

7. Are you fluent in the following basic applications?

Basic Applications	Responses	
	Good	Poor
word processing using word program		
database e.g. excel program		
presentation program e.g. Power point		
e-mail for communication		
Send document as attachment		
world wide web e.g. internet explorer to search for educational resources		