

Web-based Data Collection: FORMing a better solution

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Session 3- 1:45 to 2:30
Room 329

Download this presentation at
<http://jessewisnouse.com/micca09/>

1

Meet the presenter

- Middle school science teacher for Frederick Co. (MD) for four years (2002 - 2006)
- Technology coordinator and technology education teacher for one year (2006 - 2007)
- Technology Resource Teacher (2007 - present)
 - Assists teachers and students working with new instructional hardware and software
 - Researches, reviews, compares and recommends emerging technologies

2

Technology Coordinator Position- Background information

- Taught two 90-minute blocks per day
- Had three hours of time to devote to technical issues in building, including my teacher prep time
- New school had > 430 networked computers, including 210 wireless laptops
- Teachers coming from different schools had different methods of reporting issues
- A formal process was needed to document the workload

3

Methods initially used to report issues

- Communicating issues in person (in class, hallway)
- Phone call / voice mail (2 classrooms and an office)
- Email (text description)
- Handwritten note in my mailbox, on my desk

With multiple ways for the staff to submit information, I had trouble determining the chronological order of requests and keeping track of the tasks I performed. It was a very inefficient process that required change.

4

Methods that were considered to improve communication:

- Word/Excel sign-up list on shared network drive
- Word/Excel form filled out and emailed as attachment
- Access database created with front-end interface
- Web-based form on staff Intranet

5

Possible processes- pros and cons*

Issue	Sign-up list on shared drive	Form filled out and sent as an attachment	Access DB with front-end interface	Web-based form on Intranet
<i>Time needed to set up or implement</i>	Easiest to implement immediately	Very easy to implement immediately	Very time consuming	Easy to set up
<i>Location of data</i>	Public- see others' issues	Private- cannot see others' issues	Private- cannot see others' issues	Private- cannot see others' issues
<i>End user level of difficulty</i>	Easy	Most time consuming	Easy	Easy
<i>Amount of data storage</i>	Smallest amount	Largest amount	Small amount	Small amount
<i>Other pros:</i>	Easy to back up data	Issues entered correctly	Unlimited report options	Issues entered correctly
<i>Other cons:</i>	Can delete other s' input	Open each one separately	Most complex to create	Who "owns" this data?

*For person with average technical competencies 6

And the winner was...

- **Web-based submission forms**
 - 60 minutes to create
 - 45 minutes to create a short user tutorial with screen shots
 - 15 minutes to send an email describing the process and rationale for submitting the information this way
- **What is a web-based submission form?**
 - A web page that allows users to enter information across a network (LAN or WAN)
 - Data entered is processed "behind the scenes"
 - Can be emailed to an end user
 - Can be kept in a database stored on a web server
 - Can be downloaded and saved as a spreadsheet
 - Used to protect end user email addresses (spammers, persistent emailers, "personal" messages)

7

Implementation Issues Encountered

- Support from school administration
- Staff buy-in
 - Took time for everyone to submit requests online
 - Change can be difficult at first for some people
- Issues when server went down
 - How and where to submit work requests
 - Mad calls: "The form isn't available... Nooooooo!"
- Asynchronous communication
 - Some responses vague, too general or misleading
 - Some responses seem unfriendly in writing- let it go...

8

Examples of web-based submission forms

- [Bloglines](#)
- [BestBuy](#)
- [Wikispaces](#)
- [High School Student Behavior Form](#)
- [My work log](#)
- [Students submitting work in a course](#)

9

How are forms used in school systems?

- Processing new students
- Processing grades
- Submitting online applications
- Signing up for in-county MSDE courses
- Entering mileage reports
- Coding timesheets for substitutes
- Submitting web page questions/comments to the webmaster
- Does your school use a tech support submission form?

10

"Free" online form generators

- [Wufoo](#)
 - Provide free but limited web-based submission forms
 - [Terms of service](#)
- [Zoho](#)
 - Provide free but limited online database applications
 - [Terms of service and privacy policy](#)
- [Google Documents \(Forms\)](#)
 - Free submission forms, easy to share, less features
 - [Terms of service](#)

11

Next steps: We'll walk through Zoho Creator & Google Forms

- Setting up an account
- Creating a form
- Allowing others to access the form
- Collecting data from the form

12