

Observation Checklist

Task	Yes	No	Comments
Open an e-mail with an attachment			
1. Log on using the Desktop icon			
2. Open GroupWise			
3. Log onto GroupWise			
4. Double click on a subject line with an attachment			
5. Double click on the attachment			
6. Click "X" to close			
Save an attachment			
1. Single click on "File"			
2. Single click on "Save As"			
3. Single click on "pull down arrow"			
4. Select the drive where you wish to save your document			
5. Select your personal drive OR			
6. Select the floppy "A" drive			
7. Click "Save"			
8. Click "X" to close if you do not wish to save the attachment			
Reply to an e-mail			
1. Click on the "Reply" button			
2. Click "OK"			
3. Type your message in the message area			
4. Click "Send"			
5. Click "X" to close if you do not wish to reply			
Forward an e-mail			
1. Click on the "Forward" button			
2. Type in the e-mail address, if you know it			
3. Click "Send"			
4. Single click on the Address book icon, if you do not know the address of the person you are forwarding the e-mail to.			
5. Type the last name of the person you are searching for in the "Search" box			
6. Double click on the highlighted name			
7. Type in message if needed			
8. Press "Send"			

Appendix D:

Reaction Survey

Please help us to make improvements to the materials by completing the survey below. Please respond to the following questions as accurately and honestly as possible. Thank you.

5 = Strongly Agree
 4 = Agree
 3 = Neutral
 2 = Somewhat Disagree
 1 = Disagree

Please use the following rating scale for your responses to questions 1-9:

	Questions	5	4	3	2	1
Place a check in the box to the right of each statement which accurately represents your opinion.						
1.	Completing this module improved my understanding of GroupWise.					
2	Using GroupWise effectively will help me keep track of information sent to me from the County Office.					
3	The material presented was relevant to my needs and interest as an employee within the New Hanover County School System.					
4	The concepts presented will help improve my daily routine.					
5	The material was presented in a way that maintained my interest.					
6	I am able to apply the skills I have learned in this module to my job.					
7	I found it helpful to work at my own pace in completing this module.					
8	The directions and screen shots were clear and easy to follow.					
9	Even though this module was self-instructional, directions were clear as to available resources for questions and help.					
Please respond to the following questions as honestly and accurately as possible. Your comments are appreciated.						
10	Which topics did you find most beneficial?					
11	Do you have any suggestions for improving this module?					

Appendix E:

Understanding GroupWise E-Mail Post Reaction Survey

Thank you for participating in the learning module entitled “Understanding GroupWise E-Mail.” Please take a moment to complete the following brief survey. Your comments will help us evaluate the long term effectiveness of this module.

5 = Strongly Agree
4 = Agree
3 = Neutral
2 = Somewhat Disagree
1 = Disagree

Please use the following rating scale for your responses.

	Questions	5	4	3	2	1
Place a check in the box to the right of each statement which accurately represents your opinion.						
1.	Completing this module improved my understanding of GroupWise.					
2	I am able to save attachments sent to me by the County office.					
3	Using GroupWise and the concepts taught in the module have helped to organize my workflow.					
4	I have been able to find follow-up resources for needed help.					
5	I would be interested in participating in future instructional modules regarding other aspects of GroupWise.					

Thank you for your comments!