GroupWise Training Module
Formative Evaluation Questionnaire

New Hanover Regional Medical Center

Legend:					
5	**4**	**3**	**2**	**1**
Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree

Please rate your level of agreement with the following statements on a scale of 5-1 by placing a "√" or an "x" in the appropriate box to the right of the statement. Use the comment section to make note of specific questions or concerns you find while reviewing each section.

Pre-requisite Skills

#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
		5	**4**	**3**	**2**	**1**	
1	I consider my current computer skills to be strong.						
2	I have experience working with other e-mail programs, either at home or in a previous place of employment.						
3	I am motivated to improve my skills using GroupWise.						
4	General Comments:						

Thank You!

Please proceed to Section 1

#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
	Section 1: Introduction						
		5	**4**	**3**	**2**	**1**	
5	The material was *presented* in a clear, orderly sequence.						
6	The *instructions* were clear and easy to follow.						
7	This unit was a good *size* (not too big or too little) for effective learning.						
8	The *content* was presented in a fashion that made it easy to understand.						
9	*Examples* were clearly displayed.						
10	With practice, I will be able to use the features presented in this section in my work environment.						
11	General comments:						

#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
	Section 2: Using the Help Features						
		5	4	3	2	1	
12	The material was *presented* in a clear, orderly sequence.						
13	The *instructions* were clear and easy to follow.						
14	This unit was a good *size* (not too big or too little) for effective learning.						
15	The *content* was easy to understand.						
16	*Examples* were clearly displayed.						
17	With practice, I will be able to use the features presented in this section in my work environment.						
18	General Comments:						

Section 3: The Address Book						
#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
		5	4	3	2	1	
19	The material was *presented* in a clear, orderly sequence.						
20	The *instructions* were clear and easy to follow.						
21	This unit was a good *size* (not too big or too little) for effective learning.						
22	The *content* was easy to understand.						
23	*Examples* were clearly displayed.						
24	With practice, I will be able to use the features presented in this section in my work environment.						
25	General Comments:						

Section 4: E-mail							
#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
		5	4	3	2	1	
26	The material was *presented* in a clear, orderly sequence.						
27	The *instructions* were clear and easy to follow.						
28	This unit was a good *size* (not too big or too little) for effective learning.						
29	The *content* was easy to understand.						
30	*Examples* were clearly displayed.						
31	With practice, I will be able to use the features presented in this section in my work environment.						
32	General Comments:						

Section 5: Mailbox							
#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
		5	4	3	2	1	
33	The material was *presented* in a clear, orderly sequence.						
34	The *instructions* were clear and easy to follow.						
35	This unit was a good *size* (not too big or too little) for effective learning.						
36	The *content* was presented in a fashion that made it easy to understand.						
37	*Examples* were clearly displayed.						
38	With practice, I will be able to use the features presented in this section in my work environment.						
39	General comments:						

#	Question	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Comments
	Summary Questions						
		5	**4**	**3**	**2**	**1**	
40	Completing this module improved my understanding of GroupWise						
41	The material presented was relevant to my needs and interest as an employee of New Hanover Regional Medical Center						
42	The concepts presented will help improve and/or organize my daily work routine.						
43	The material was presented in a way that maintained my interest.						
44	I feel confident I will be able to apply the skills I have learned in this module to my job.						
45	I found it helpful to work at my own pace in completing this module.						
46	I should be able to use the Table of Contents in this module as a resource for quickly locating information regarding how to accomplish specific tasks in GroupWise.						

	Please respond to the following questions as accurately as possibly.
47	Which topic did you find most beneficial?
48	Which topic did you find lease beneficial?
49	Do you have any further suggestions or topics which should be included in this module?

Thank you for your time!