

Informed Consent

Adult Participants

Western Governors University - Teachers College

MED, Learning and Technology

Julie Phegley

Training and Teachers' Confidence with Microsoft Applications

Introduction

Julie Phegley, an a graduate student researcher in the Learning and Technology Program of Western Governors University's Teacher College, is seeking to conduct a research unit for the purpose of determining the impact an 8-hour asynchronous online training course in using Microsoft Applications (Forms, Word, Sway, Excel, PowerPoint, and OneNote Class Notebook) on teacher's confidence in creating engaging assignments for virtual learning. Participants are from the researchers social group so no initial approval to conduct research and gather data for reporting purposes is required. By signing this consent form, you agree to participate in the study. All data collected will be reported as aggregated summaries. Individual names will not be used.

Description of the Project

Adult learners from the researchers social circle will work through an 8-hour online asynchronous training that is broken up into 8 lessons. Participants will have 2 weeks to complete the training. The lessons will cover Microsoft Forms, Word, Sway, Excel, PowerPoint and OneNote Class Notebook. The training will be contained within a Microsoft OneNote Class Notebook and each lesson contains an introduction, examples, training videos, opportunity to practice using the application and a reflection survey. Support from the researcher through email and videoconferencing. Prior to and after the training participants will complete a survey to determine knowledge, perceptions, feelings and thoughts surrounding the content area of the course.

Benefits and Risks of the Study

Some participants may feel a minimal degree of performance anxiety towards using the technology and completing the surveys. A normal amount of anxiety is to be expected and the researcher has addressed this letting participants work at their own pace and providing detailed videos demonstrating how to use each application. Other participants will not be able to see their progress and additional 1-1 training is available to participants. All anticipated risks to participation in this study are minimal and no greater risk than those which are normally encountered in training programs.

A possible benefit to participants include learning more about how to use the different Microsoft Applications. Participants will be informed that the study activities are intended to help them better understand how to use the different Apps, enabling them to be more confident in their ability to create electronic resources for their classroom. The study may help the researcher acquire additional training opportunities to facilitate learning.

Confidentiality

The raw data gathered from this research, with any personal identifiers, will be kept private and confidential. Your information will only be seen by the researcher and individual participant names will not be used in report findings. Data will only be reported in the aggregate.

Voluntary Participation and Withdrawal

Your participation in the study is completely voluntary and you have the right to withdraw at any time. Participants may also submit a request to the researcher that their individual results be excluded from the final report. To withdraw from the study, the participant must notify the researcher.

Questions, Rights and Complaints

Participants have the right to view the results of the study. If you have questions about this study, please contact me, Julie Phegley by calling: (908) 328-8083 or by email: jphegl2@student.wgu.edu.

If you have any unresolved questions or complaints, contact the WGU IRB e-mail: IRB@wgu.edu.

Consent Statement

By signing this document, you agree to participate in the study and have had your study participation questions answered. Participation in the online survey constitutes informed consent. You also acknowledge that you have received a copy of this form.

Participant Signature

Typed/Printed Name

Date