



Western Governors University Institutional Review Board

Request for Approval to Conduct Research

This application must be completed and submitted for WGU Institutional Review Board (“IRB”) approval *prior* to beginning your capstone research project. Please carefully review the “WGU IRB Policy Statement” located in the *WGU Student Handbook* and the “WGU IRB Policies and Procedures,” found at the IRB Information site, before completing this application.

Note: The description of the proposed research project should align with the proposal previously approved in Task 1 and with the description provided to participants in the Informed Consent document.

Once you have completed each portion of the application, submit the application and all other required documentation using Taskstream.

Name: Julie Phegley

Student ID Number:

WGU Email address:

Degree Program: MED Learning and Technology

Capstone Course Instructor:

Title of Your Research Proposal: *Training and Teachers’ Confidence with Microsoft Applications*

Brief Description of Research Proposal (in 150 words or less): The proposed research is about 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. 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.

Please provide complete information for each of the following:

1. For this action research study, participants will complete a self paced online asynchronous training course on using Microsoft Applications for Education. A pre/post survey will be administered to identify initial confidence levels prior to providing training on Microsoft’s Educational Apps and after providing training. The 8 lessons will follow the same structure of introduction of application, practice/exposure to examples, training videos, practice creating within the application and a reflection form. Throughout the training, participants can receive additional support through email or through 1-1 web conferencing.

2. Participants will complete surveys and end of lesson reflections. They will answer seven Likert questions about their confidence and the effectiveness of the training. Three open ended questions will seek to understand their feelings and opinions about the technology, their confidence and the training. As participants complete each lesson, they will complete a reflection of how they can use the specific Microsoft Education App in their classroom.
3. Participants will be chosen from the researcher's social circle using convenience sampling. The goal is to have 5-10 adult learners that are current K-12 public school teachers whose school district using Microsoft for Education. The learners will be completing the trainings asynchronously from their own computer within Microsoft OneNote Class Notebook.
4. No members of vulnerable or protected populations are known to be participating in this study.
5. This study does not involve children under the age of 18.
6. 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.
7. The raw data gathered from this research, with any personal identifiers, will be kept private and confidential. Participants 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. Participants emails will be collected throughout the survey to compare pre and post responses. Once data has been analysed it will be coded to ensure participants anonymity when sharing results of the data.
8. The researcher will email potential participants the Informed Consent form. Participants will provide consent by responding to the email. In their response they will need to state, " I, (state your first and last name), give consent to participate in the study." Participants will be provided with the researchers contact information in case they have any questions of about the study.