

GUIDE TO ADMINISTRATE THE SURVEYS

Universitat de Girona

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1. “Communication and Education by Transmedia” RESEARCH PROJECT

The aim of this research is to analyze the habits, use and behaviour of students, their parents and teachers of the education centers participating in the “Communication and Education by Transmedia” ERASMUS+ Project in relation to ICT tools, especially those aspects related to social networks, technological devices, responsible navigation on the Internet and, among others, 2.0 communication in education centers. This study aims at studying how the participants understand this new way of communicating digitally in personal and educative environments.

Likewise, this research aims at offering a **comprehensive** and **detailed** overview, with **statistical data and analytical comments** - following each indicator - of the results obtained from the surveys, structured on **different levels**:

- Questions focusing on the students’ perceptions, habits and preferences.
- Questions focusing on the parents’ use and habits.
- Questions focusing on the teachers’ view and behavior regarding the use of ICT and audiovisual tools in the classroom.

2. Methodology

The methodology is quantitative and is going to be carried out by means of an online survey adapted to the digital platform at work. Before deciding the Internet program, a pilot study is to be carried out in order to check the transformation of the results into reliable and safe data on an Excel spreadsheet. *Google Drive* o *encuestas.com* are some of the possible options to host the surveys.

Participants: All the students, their parents (one survey per family) and teachers of the schools that participate in the study: Institut de Palamós, Instituto Tecnico Industriale Statale 'Galileo Galilei', Pagkyprio Lykeio y Colegiul National 'B.P. Hasdeu'.

*Students from 15 to 18 years old from four different education centers, located in Larnaka (Cyprus), Livorno (Italy), Bucharest (Romania) and Palamós (Spain). The participants consist of:

*Parents of the students’ surveyed

*Teaching staff of these education centers

Field study: April, May, June 2015

3. Protocol to administer the surveys

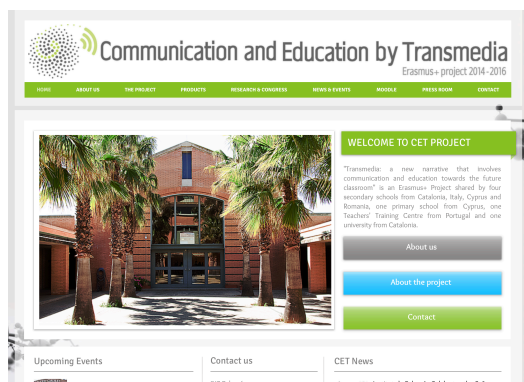
In order to guarantee the objectivity and rigor of the process of survey administration in each center, it is important to deliver the same message. Consequently, we propose that there should be a coordinator in each center who supervises and controls the administration of the three models of survey mentioned above from beginning to end.

The instructions which should be used in the presentation of the survey, especially to students and parents, should be consistent in the four centers participating in the study. The following points should be mentioned:

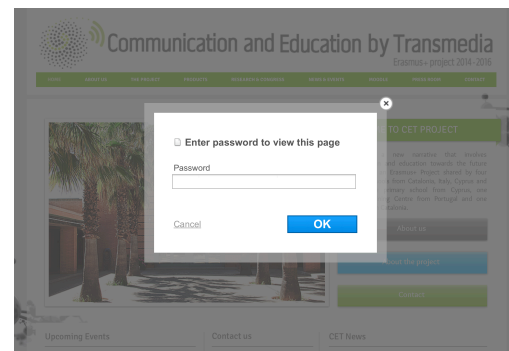
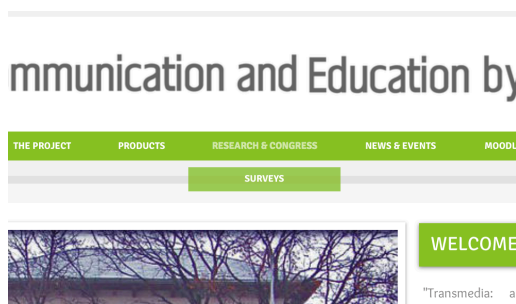
- When presenting the survey to the three different groups of participants, it should be pointed out that the survey is part of a research study in the frame of the ERASMUS+ Project called "Communication and Education by Transmedia", in which the education center participates.
- The aim of the Project is to determine the communicative processes in the center, particularly, those taking place through ICT tools, in order to know the advantages and strengths of using ICT tools as well as the risks and dangers that they entail.
- The objective of this research study is to propose actions to improve the communication processes that take place both in and outside the classroom, among the three levels of participants described above.
- The answers to the survey are 100% anonymous and will only be used for research purposes.

Once these four points have been explicitly stated, the person answering the survey will take the following steps to answer the survey:

1. Access the Project website:
<http://www.education-transmedia.com>
3. Type in the code: [ceterasmus15](#)



2. Click on "Surveys", on the "Research and Congress" dropdown menu"



4. Once on the register system, select the group you belong to within your country:



All the answers in the surveys are to be answered (except those cases in which it is explicitly indicated), as it is indispensable to move forward and to finish the process correctly.

4. Protocol to administer the surveys

In order to ensure the highest participation possible among the different groups surveyed, we should disseminate the surveys as follows:

Students:

- All the students between 15 and 18 years old (or older than 18 if there is some repeater or some student in some formative cycle) are to answer.
- The students are to answer the survey within their school hours, in a room with one computer for each student.
- The coordinator will explain point 3 in this guide to the students, projecting the information on a screen or noting down the links on the blackboard in order to guarantee that all students can access the platform properly.
- The survey is to be filled in individually (each student will answer his or her own survey) and the teacher will be around in order to solve doubts, if any.
- At the end of the session, a document informing about the study will be distributed (Appendix 1). That document will have to be returned to the teacher one week later maximum, signed by the father/mother, as a proof that the survey has been answered.

Teachers:

- All the teaching staff in the education center is to answer the survey.
- The coordinator will hand in 'Appendix 2', where the procedure to answer the survey is explained.
- The teaching staff will have one week to answer the survey. One week before, the coordinator will have provided the teaching staff with 'Appendix 2' (either in person or online).

Parents:

- ONE PARENT per student (between 15 and 18 years old) is to answer the survey.
- The students will provide their parents with the document 'Appendix 1', which explains the procedure to answer the survey.
- The parents will have one week to answer the survey. After that, the signed proof (to be found at the bottom of 'Appendix 1') that the survey has been answered will be given back to the teacher responsible for the students' group.

Appendix 1: Model of Information letter for the families

Dear Sir/Madam,

The (name of the education center) participates in the European Project: "Transmedia: A new narrative that involves communication and education towards the future classroom".

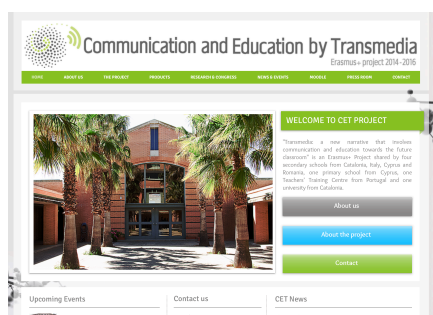
One of the research lines carried out in the project is a research study directed by the Universitat de Girona (Spain), the aim of which is to analyze the habits, use and behaviour of students, their parents and their teachers of the participant education centers regarding Information and Communication Technology tools (ICT).

With that aim, we would like to ask you to participate in one of the central activities in this research study: answer a short online survey. This survey should be answered by only ONE of the parents. Below are the steps to be taken to access and answer the survey.

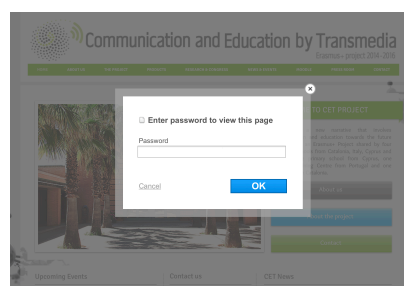
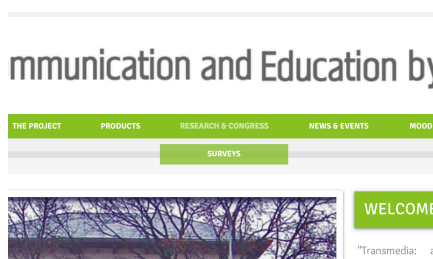
Deadline to answer the survey: dd/mm/yyyy (Your son / daughter will return the part at the bottom of this document signed by you).

Steps to access and answer the survey:

- 1. Access the Project website:
<http://www.education-transmedia.com>
- 3. Type in the code: **ceterasmus15**



- 2. Select "Surveys" from the "Research & Congress" dropdown menu



- 4. Once you are in the platform, select the group you belong to within your country:



The parents of the student..... have answered the survey of the "Communication and Education by Transmedia" project.

Signed.

Appendix 2: Model of informative letter for the teachers

Dear teacher,

The (name of the education center) participates in the European project: "Transmedia: A new narratives that involves communication and education towards the future classroom".

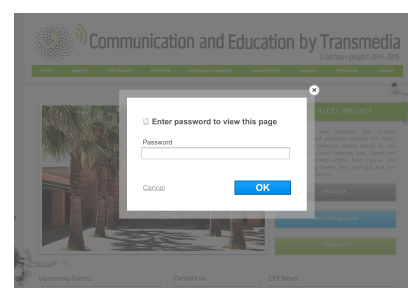
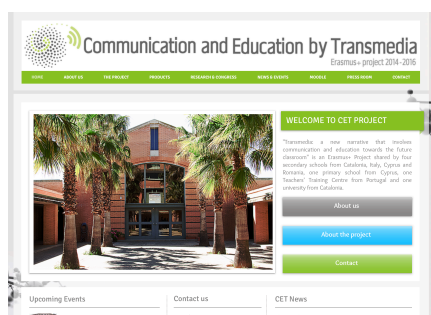
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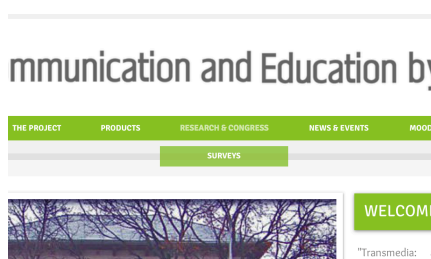
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- 4. Once in, select the group you belong to within your country:



Thank you for participating!