2009 CTools Survey
Ann Arbor Campus
Staff Instrument

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Further questions should be directed to CTools Support.
1. What unit are you primarily affiliated with? Please select one.
   - Athletics
   - Business/Financial Operations (not school/college affiliated)
   - Central Administration
   - Degree-granting Department, School, College
   - Facilities/Operations
   - Institute or Center
   - Libraries
   - Museums
   - Other

2. Which of the following most closely categorizes your role in your job?
   - Executive/Administrative
   - Office/Clerical
   - Professional - Non-faculty
   - Technical
   - Research
   - Other

3. How long have you been employed by the University of Michigan (total employment time)?
   - Less than a year
Between 1-2 years  
Between 2-3 years  
Between 3-5 years  
Between 6-10 years  
More than 10 years

4. Do you currently own a home computer?  
   - Yes  
   - No

5. Do you currently have a home Internet connection?  
   - Yes  
   - No

6. If you have a home Internet connection, what speed is it?  
   - Dial-up  
   - DSL  
   - Cable Internet  
   - Do not know

7. Please rate your expertise with computers compared to your co-workers.  
   - Novice  
   - Intermediate
8.

Please rate your agreement with the following statement.

The following are valuable for my work-related activities...

<table>
<thead>
<tr>
<th>Feature</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Have not used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email groups or listerves</td>
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<tr>
<td>Internet-based email</td>
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<tr>
<td>Handheld devices</td>
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<tr>
<td>Instant Messaging</td>
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<tr>
<td>Shared scheduling tools</td>
<td></td>
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<tr>
<td>File storage sites / systems</td>
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<tr>
<td>Blogging tools</td>
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<tr>
<td>Video or audio</td>
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<tr>
<td>Website creation applications</td>
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</tr>
</tbody>
</table>

9.

Which of the following best describes your use of information technology in your work? Please select one.

- ☐ I use no information technology in my work
- ☐ I use a limited level of information technology in my work
- ☐ I use a moderate level of information technology in my work
10. Please rate your agreement with the following statement.

Using information technology in my work is valuable for...

- Improving my work
- Saving me time
- Accessing material anytime and anywhere
- Managing work activities (e.g. planning, budgeting, etc.)
- Improving communication between me and my co-workers
- Improving communication between me and my boss

11. Please rate your agreement with the following statements.

- Learning how to use IT (information technology) is too time consuming for me
- IT is too complicated for me to learn
My supervisor does not know how to implement IT

New IT is too expensive for my unit/department

There is no recognition or reward for using IT for my work

Using IT has little connection to my job

IT often does not work well on my computer

I need greater technical support in order to use IT in my work

Using IT takes too much time out of my day

None of my other co-workers use IT

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Maybe</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor does not know how to implement IT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New IT is too expensive for my unit/department</td>
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<tr>
<td>There is no recognition or reward for using IT for my work</td>
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<tr>
<td>Using IT has little connection to my job</td>
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<tr>
<td>IT often does not work well on my computer</td>
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<tr>
<td>I need greater technical support in order to use IT in my work</td>
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<tr>
<td>Using IT takes too much time out of my day</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>None of my other co-workers use IT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. How do you mainly find out about new information technology (IT)?

- My friends
- My co-workers
- My supervisors
- I find it on my own
- Unit/department IT specialist
- Other

13.
Please rate your agreement with the following statement.

<table>
<thead>
<tr>
<th>I am usually the first to try out new technologies</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I often present new technologies to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I often try out new technologies after being told about them</td>
<td></td>
<td></td>
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<tr>
<td>I seek out new technologies to use in my job</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

14.
What do you most wish you could do with technology for work-related activities that you currently are not able to do?

15.
How often do you use information technology for work-related activities from home or away from your office?

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16.
How much of your job requires you to work with people in other locations?
17.

People I work with are typically located...

- All nearby (same office / building)
- Part nearby / part elsewhere
- All elsewhere

18.

CTools is the University of Michigan's learning management system and collaborative learning environment. A sample CTools screen is shown at the right.

I use CTools for the following (Check all that apply)...

Course Sites

- (Course sites within CTools are a type of worksite that allows site members enrolled in a course to share course materials, as well as allowing them to collaborate, share materials, and maintain a shared online space.)

Project Sites

- (Project sites within CTools are a type of worksite that allows site members to collaborate, share materials, and maintain a shared online space.)

Grad Tools Sites

- (Grad tools sites within CTools are a type of worksite that allows members to manage and view graduate degree progress.)

Portfolio Sites

- (Portfolio sites allow a learner to store, view, and selectively share parts or all of a digital learning record with anyone, anytime)
19.

Which of the following best describes your activity on CTools Project Sites?

(Project sites within CTools are a type of worksite that allows site members to collaborate, share materials, and maintain a shared online space.)

- I have never logged on
- I logged on once in the past
- I logged on a few times in the past
- I used CTools regularly in the past, but am not a current user
- I currently use CTools regularly

Click "Submit" to continue survey!
Never Logged onto CTools

You have indicated that you have never logged onto CTools before.

1.

Have you previously heard about CTools?

- Yes
- No

Submit

[ Help  |  Logout  |  ( Manage this lesson ) ]

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You have indicated that you have heard of CTools before.

1. Why have you never used CTools Project Sites?

2. Would you like to participate in future technology use surveys and interviews?
   A ☐ Yes
   B ☐ No
You have indicated that you have logged onto CTools once in the past.

1. How did you hear about CTools Project Sites?
   - A  My supervisor referred me to them
   - B  A co-worker referred me to them
   - C  A friend referred me to them
   - D  A student referred me to them
   - E  I read it about them
   - F  I found out about them accidentally

2. Why did you try CTools Project Sites?

3. Why did you stop using CTools Project Sites?

   Learning to use CTools Project Sites would be too time-consuming for me
   - Strongly Disagree
   - Disagree
   - Neutral
   - Agree
   - Strongly Agree
CTools Project Sites was too complicated for me to learn

My supervisor does not know how to use or incorporate CTools Project Sites into our work

There is no recognition or reward for using CTools Project Sites in my work

CTools Project Sites have little connection to my job

I need greater technical support in order to use CTools Project Sites in my work

Using CTools Project Sites takes too much time out of my day

My co-workers do not use CTools Project Sites

I only logged onto to CTools to look.

4.

Would you like to participate in future technology use surveys and interviews?

A  ☐ Yes

B  ☐ No

[ Help  |  Logout  |  ( Manage this lesson ) ]
You have indicated that you have logged onto CTools Project Sites a few times in the past.

1. How did you hear about CTools Project Sites?
   - My supervisor referred me to them
   - A co-worker referred me to them
   - A friend referred me to them
   - A student referred me to them
   - I read it about them
   - I found out about them accidentally

2. Why did you try CTools Project Sites?

3. Why did you stop using CTools Project Sites?

   Learning to use CTools Project Sites would be too time-consuming for me

   CTools Project Sites was too
complicated for me to learn

My supervisor does not know how to use or incorporate CTools Project Sites into our work

There is no recognition or reward for using CTools Project Sites in my work

CTools Project Sites have little connection to my job

I need greater technical support in order to use CTools Project Sites in my work

Using CTools Project Sites takes too much time out of my day

My co-workers do not use CTools Project Sites

Was using it for a short project

---

4.

Would you like to participate in future technology use surveys and interviews?

A  ○ Yes
B  ○ No

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You have indicated that you have logged onto CTools Project Sites before, but are not currently a user.

1. How did you hear about CTools Project Sites?
   - My supervisor referred me to them
   - A co-worker referred me to them
   - A friend referred me to them
   - A student referred me to them
   - I read it about them
   - I found out about them accidentally

2. Why did you use CTools Project Sites?

3. How long did you use CTools?
   - Less than a month
   - 1-3 months
   - 3-6 months
   - 6-12 months
   - over a year
4. What did you use Project Sites for? (Please select all that apply)

- Project Sites for administrative activities (e.g. search committees, personnel evaluations, etc)
- Project Sites for faculty research (e.g. funded project, grant proposals)
- Project Sites for managing non-credit learning opportunities (e.g. workshops, seminars, etc)
- Project sites for managing special events (conferences, lectures, department events)
- Project Sites for non-academic activities (e.g. clubs, teams, etc)
- Project Sites for personal use
- Project Sites for training

5. Why did you stop using CTools Project Sites?

- Learning to use CTools Project Sites would be too time-consuming for me
- CTools Project Sites was too complicated for me to learn
- My supervisor does not know how to use or incorporate CTools Project Sites into our work
- There is no recognition or reward for using CTools Project Sites in my work
- CTools Project Sites have little connection to my job
- I need greater technical support in order to use CTools Project Sites
Sites in my work

Using CTools Project Sites takes too much time out of my day

My co-workers do not use CTools Project Sites

Was using it for a short project that ended

6.

Would you like to participate in future technology use surveys and interviews?

A  Yes
B  No

Submit

[ Help  |  Logout  |  ( Manage this lesson ) ]

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1. When did you first begin to use Project Sites?
   - [ ] Within the last 3 months
   - [ ] 3-6 months ago
   - [ ] 6-12 months ago
   - [ ] Over 1 year ago
   - [ ] Over 2 years ago
   - [ ] Over 3 years ago

2. Why did you first begin using CTools Project Sites?

3. How many different Project Sites have you been a member of?
   - [ ] 1-2
   - [ ] 3-6
   - [ ] 7-10
   - [ ] 11-14
   - [ ] 15 or more

4.
How many different CTools Project Sites are you currently active in?

- 1-2
- 3-6
- 7-10
- more than 10

5.

Which of the following best describes your participation in CTools Project Sites?

- I create most of my Project Sites
- I create Project Sites more often than I join them
- I create and join equal numbers of Project Sites
- I join more Project Sites more often than I create them
- I join most of my Project Sites

6.

How often do you currently visit your Project Sites?

- A few times a semester
- A few times a month
- Once a week
- A few times a week
- Daily (once or more)

7.

Please rate your agreement with the following statements.

Using CTools is valuable for...
<table>
<thead>
<tr>
<th>Feature</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Communication</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Posting audio/video materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Editing group materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Providing a single point for materials from various sources</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Creating groups</td>
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<tr>
<td>Tracking process</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supporting distance work</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

8.

I find the following features of CTools valuable in my work-related activities...

<table>
<thead>
<tr>
<th>Feature</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
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</tbody>
</table>
9.

How often do you use CTools Project Sites to share or post these different types of documents/materials?

<table>
<thead>
<tr>
<th>Service</th>
<th>Never</th>
<th>Infrequently</th>
<th>Sometimes</th>
<th>Frequently</th>
<th>Very Often</th>
</tr>
</thead>
<tbody>
<tr>
<td>iTunes U</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>Library Help</td>
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<tr>
<td>Library Reserves</td>
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<td>My Workspace</td>
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<tr>
<td>Resources</td>
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<td>Schedule</td>
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<tr>
<td>Syllabus</td>
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<td>○</td>
<td>○</td>
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<td>○</td>
</tr>
<tr>
<td>Test Center</td>
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<td>○</td>
</tr>
<tr>
<td>Web Content</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Wiki</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
Highly-sensitive (e.g. candidate applications, subject records, etc)

Guarded (e.g. policy drafts, conference proposals, etc)

Non-sensitive (e.g. meeting agendas, blank templates, etc)

Please rate your agreement with the following statements.

I find the following Project Site related uses of CTools valuable

<table>
<thead>
<tr>
<th>Project sites for faculty research (e.g. funded projects, grant proposals)</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project sites for administrative activities (e.g. search committees, personnel evaluation, departmental information)</td>
<td></td>
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<tr>
<td>Project sites for managing non-credit learning opportunities (e.g. workshops / seminars / series, etc.)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Project sites for managing special events (conferences, lectures, etc.)</td>
<td></td>
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</tr>
<tr>
<td>Project sites for non-academic activities (e.g. clubs, teams, personal use, etc.)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

11.
The CTools Projects Sites I use typically include members who are... (Please select all that apply)

☐ UM faculty
☐ UM staff
☐ UM students
☐ Non-UM faculty
☐ Non-UM staff
☐ Non-UM students
☐ Only myself

12.

How important is it for you to make some or all of the materials in the CTools Project Sites you use available to the public (i.e. anyone in the world with Internet access)?

<table>
<thead>
<tr>
<th>Not Important</th>
<th>Very Important</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.

What is the most effective way you get help with CTools Project Sites? Please select one.

☐ Attend a CTools workshop or help session
☐ Email CTools Support staff at the Duderstadt Center (ctools@umich.edu)
☐ Call CTools Support staff at the Duderstadt Center (734-615-5512)
☐ Instant Message CTools Support staff at the Duderstadt Center (ctoolshelp)
☐ Ask a Computing Consultant at a Campus Computing Site or 4-HELP
☐ Ask the IT support staff in my unit/department
☐ Consult the online help documentation
☐ Ask a colleague
☐ Ask someone else
☐ Keep trying on my own
14. What is the most important improvement you want to see in CTools?

15. Would you like to participate in future technology use surveys and interviews?
   A ☐ Yes  
   B ☐ No
Would you like to participate in future technology use surveys and interviews?

A  ○ Yes
B  ○ No