

Research Series

TEPA resource feedback:

PowerPoint presentations



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1: BACKGROUND

Introduction

The Tertiary Entrance Procedures Authority (TEPA) has developed a suite of materials, including written publications and videos, aimed at comprehensively addressing the information needs of all stakeholder groups with regard to tertiary entrance procedures and processes. At the suggestion of Advisory Council members, it was decided to provide schools with additional resources to enable them to conduct comprehensive, in-house presentations about subject selection, the student education profile, and tertiary entrance issues. Instead of distributing a set of overhead transparencies to each school, as had been the case on previous occasions, it was agreed that the material should be produced in an alternative format. As a result, a range of PowerPoint presentations including *Tertiary Entrance: Facts for you*, *Student Education Profile* and *Tertiary Entrance: Subject selection for Year 11* was developed during 1997.

Preliminary feedback

Early in October 1997, a feedback form was distributed to all schools with students in Years 10-12 as part of a resource package which also contained three computer disks and additional information for presenters. As the materials were sent to schools after senior subject selection and tertiary applications had been completed, responses to the survey were very limited with only 22 returned before the end of the year. While all respondents rated the presentation as interesting, well organised, easy to understand and useful and recommended that all students view the presentation, it was felt that it was not possible to make generalisations from these responses. As the majority also indicated that they had not experienced any significant technical difficulties accessing the presentations, the Authority decided that no immediate action was necessary and that schools should be contacted in 1998 to evaluate these new resources fully.

This report contains feedback from guidance officers, deans of students and year advisers who responded to a request for comment in March 1998 in relation to the TEPA PowerPoint presentations.

2: THE STUDY

Measures

The survey used in this study was based on information obtained from previous TEPA information resource evaluations and preliminary feedback about the presentations. Questions included were designed to elicit feedback from all potential respondents regardless of whether or not they had accessed the materials. Appendix A contains an example of the evaluation form which was distributed to all relevant schools.

Procedure

Questionnaires were distributed during March 1998 to all guidance officers who had not responded to the initial questionnaire at both senior and junior secondary schools throughout the state. In the event that the guidance officer was not the most appropriate contact within the school, the cover letter requested that the evaluation form be forwarded to the relevant person. All participants were invited to indicate whether they wished to receive feedback about the study.

Response rate and sample

Responses were received from a range of school personnel including guidance officers, careers advisers, deputy principals, heads of department, and deans of students, depending on staff responsibilities. Eighty (91%) of the responses were from senior schools and the remainder from schools which only provide instruction to Year 10 level. As feedback was only requested from schools which did not return the initial evaluation form, this represents a moderate response rate of 24 per cent from senior schools and a low response rate of 11 per cent from junior schools. Due to the limited number of responses, all data reported refers to respondents across both groups.

Of those who provided feedback, 52 (60%) had either viewed or used the presentations, while the remaining 36 (40%) had not yet accessed the material.

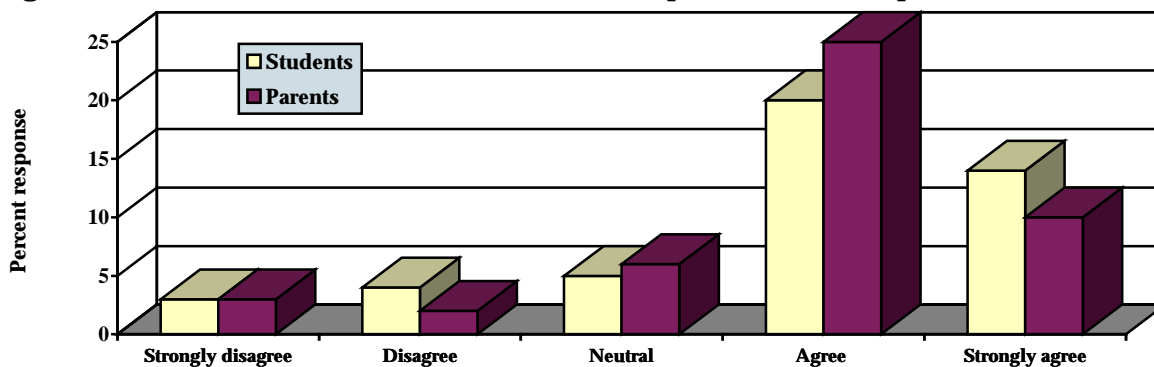
3: FINDINGS

Feedback from those who viewed or used the presentations

Overall perceptions of presentations

The majority of respondents who had accessed the presentations recommended that both students and parents view the materials. As shown in Figure 1, 35 (41%) either agreed or strongly agreed that parents should view the presentations, while 34 (40%) felt this should be the case for students.

Figure 1. Recommendations that all students and parents view the presentations.



Those who had viewed or used the presentations indicated that they thought the most appropriate student audience for the presentations was during Year 10 or

Year 12, with fewer indicating they may be informative for Year 11s. Table 1 shows the number of respondents who indicated they would use the presentations with each year group.

Table 1. Perceived appropriate year groups for presentations.

	Frequency
Year 10	34
Year 11	28
Year 12	35

Note: Responses could be made to more than one category.

When asked whether there were any other groups with whom they intended to use the PowerPoint presentations, respondents were most likely to nominate parents or teachers, as can be seen from Table 2. Few believed the presentations would be appropriate for other groups such as employers, possibly due to the fact that the Authority has already provided Employer Fact Sheets and a comprehensive video on Student Education Profile issues for this target group. Interestingly, the need for the provision of such information to teachers in schools appears to have been recognised, with a large number of respondents intending to present the material to school personnel.

Table 2. Perceived additional target groups for presentations.

	Frequency
Parents	43
Teachers	19
Employers	1
Other	1

Note: Responses could be made to more than one category.

Feedback about the content, format and usefulness of the presentations

Average ratings of the content, format and usefulness of the presentations were very positive, as can be seen from Table 3. While some respondents suggested modifications to the content and layout of the materials, these changes were viewed as minor improvements to high quality presentations that were already very useful, as would be expected based on these ratings. Slight difficulties with the disks or the package were reported by some respondents which may account for the somewhat lower ratings made in relation to ease of use.

Table 3. Ratings of the presentation's content, format and usefulness(n=47).

	Average rating
Interesting	4.2
Well organised	4.2
Accurate	4.2
Relevant	4.1
Easy to understand	4.0
Easy to use	3.9

Note: Ratings were made on a five-point scale with 5 reflecting the most positive response.

Feedback from those who had not yet viewed or used the presentations

Reasons for failure to access the information resources

As can be seen from Table 4, the main reason offered by respondents for failing to view or use the material was insufficient time. Fewer had difficulties accessing necessary equipment or using the software required to run the presentations. Based on the average ratings, it is also evident that respondents were relatively confident when using computers or communicating and discussing the content of the presentations.

Table 4. Reasons for not accessing the presentations (n=19).

	Average rating
Insufficient time	4.1
Difficulty accessing equipment	3.2
Unable to use software	3.0
Difficulty accessing computer	3.0
Not confident presenting material	2.4
Problems producing overheads	2.3
Not confident using computers	2.1

Note: Ratings were made on a five-point scale with 5 reflecting the most positive response.

Other reasons and comments provided by respondents in relation to the resource further highlight previously experienced difficulties relating to the distribution of materials, as contained in Table 5. Many indicated that had not received the presentation package and requested that the Authority resend the materials. Fewer experienced problems accessing equipment or the disks and some suggested that the resource would be more useful if presented in another manner. As would be expected given the lateness of distribution, comments were made with regard to the timing of the release of the presentations.

Table 5. Comments made by those who did not access the PowerPoint presentations.

	Frequency
Did not receive disks	7
Difficulties accessing equipment/facilities	5
Suggested presentation modifications	4
Problems with disks	2
Timing of distribution	2
Other	1

Note: Responses could be made to more than one category.

Future use of presentations

Of those who had not viewed or used the presentations, the majority indicated that they thought the most appropriate student audience for these materials was Year 10, with fewer indicating they may be informative for those in Year 11 or 12. Table 6 shows the number of respondents who believed they would use the presentations with each year group. It is interesting to note that those who had not yet viewed the packages felt they were less appropriate for Year 12 students than did respondents who had accessed the presentations.

Table 6. Perceived appropriate year groups for presentations.

	Frequency
Year 10	20
Year 11	12
Year 12	9

Note: Responses could be made to more than one category.

As was the case with those respondents who had viewed or used the presentations, parents and teachers were identified as potentially appropriate groups with whom to use the resources, as shown in Table 7.

Table 7. Perceived additional target groups for presentations.

	Frequency
Parents	20
Teachers	6

Note: Responses could be made to more than one category.

4: RECOMMENDATIONS

Based on the responses from a select number of school personnel, it is possible to make only a limited number of recommendations with regard to the TEPA PowerPoint presentations at this time. While those who accessed these resources found them to be a worthwhile addition to the suite of information materials provided by the Authority, in the future it may be useful to consider a number of options, as outlined below.

1. Provide access to the presentations on the TEPA Internet site. All school personnel could be informed primarily through *TEPA News* that the resources were available for downloading at their convenience. It would also allow the Information Team to ensure that the most current versions of the presentations were updated and available at all times.
2. Attempt to ensure that the timing for development of new information resources allows for distribution during first semester. (Unfortunately, this was not possible on this occasion as the request from the Advisory Council was formulated in second semester.)
3. Provide an inset to the copies of *TEPA News* which are distributed to junior schools. Such an inset could emphasise the particular relevance of both new and well-known TEPA information materials to the needs and activities of students, parents and teachers in such schools.
4. Ensure that members of the Information Team highlight the availability and usefulness of the resources when conducting information sessions at schools.
5. Distribute updated presentation to all relevant schools every second year. As the presentations were designed to ensure that the information would not date in a short period of time or become inaccurate, it is not necessary, or cost effective, to provide these presentations to schools on an annual basis.

Appendix A



TEPA PowerPoint Presentations Evaluation sheet for presenters

ID

All information provided in this questionnaire will be treated in the strictest confidence. TEPA guarantees your anonymity in the conduct and reporting of this survey.

Section 1

Late last year, TEPA provided your school with PowerPoint presentation packages for the information of your Year 10, 11 and 12 students.

Have you used these presentations with the students in your school? YES NO

Have you viewed these presentations for your own information? YES NO

If you answered **YES** to either of the above questions, please complete the following section. If you answered **NO** to both of the above please complete the section on the reverse side (Section 3).

Section 2

The following questions ask you to comment on your experiences using or viewing the PowerPoint presentation packages.

For each of the following questions, please circle one number.

1. Overall the PowerPoint Presentations were...

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly agree</i>
Interesting	1	2	3	4	5
Well organised	1	2	3	4	5
Easy to understand	1	2	3	4	5
Accurate	1	2	3	4	5
Relevant	1	2	3	4	5
Easy to use	1	2	3	4	5
I recommend that all students view these presentations	1	2	3	4	5
I recommend that all parents view these presentations	1	2	3	4	5

2. In the space below, please suggest any changes or additions to the PowerPoint presentation packages that could either make them easier to use or more effective in providing information to students.

3. I intend to use/have used the presentations with students in (please circle) Year 10 Year 11 Year 12

4. I intend to show/have shown the presentations to (please circle) Parents Employers Teachers Other

Please turn over and complete Section 4 if you wish to receive feedback about this evaluation or further information about the research program.

Section 3

The following questions are for people who have not yet used or viewed the PowerPoint Presentation package.

For each of the following questions, please circle one number.

1. I am yet to view or use the PowerPoint Presentations because...

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly agree</i>
I am unable to use PowerPoint effectively	1	2	3	4	5
I have had difficulty gaining access to a computer	1	2	3	4	5
I had problems making overheads or printing	1	2	3	4	5
I am not confident presenting the material on the disks	1	2	3	4	5
I have had difficulty gaining access to necessary equipment	1	2	3	4	5
I am not confident using computers	1	2	3	4	5
I have not had enough time to view the package	1	2	3	4	5

Other: _____

2. In the space below, please suggest any changes or additions to the PowerPoint presentation packages that could either make them easier to access or use.

3. I intend to use the presentations with students in (please circle) Year 10 Year 11 Year 12

4. I intend to show the presentations to (please circle) Parents Employers Teachers Other

Section 4

If you would like to receive feedback about the results of this research or be placed on TEPA's research mailing list, please complete the following section:

Position: _____

Name: _____

Address: _____

I would like to receive feedback about the research (Please circle one) **YES** **NO**

I would like to be placed on TEPA's research mailing list (Please circle one) **YES** **NO**

Thank you for taking the time to complete this survey!