

APPENDIX A

Cover letter and informed consent form

COVER LETTER and INFORMED CONSENT FORM

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TITLE: A Training Resource: Nutrition, Health and HIV/AIDS

Dear Learner

The purpose of this study is to investigate the use of the Internet and a web site as a medium to train learners in order to expand the delivery options for distance training at the Vista University Distance Education Campus (VUDEC). The study will also investigate what you the learner would expect from such a web site in relation to the usability, functioning and content of such a site. We would also like to establish a learner profile.

Benefits

The learners registered at Vista University will benefit from an improved understanding of the study needs of learners and the availability of modules offered on the Internet. This will allow you the learner an alternative mode of study which may function as a supplement to your existing paper-based study material. Alternatively you may wish only to use the web-based training module.

- The web site will offer you the opportunity to access your study material at any time and anywhere.
- You will no longer be reliant on postal deliveries before you are able to start work on your projects and assessment activities.
- You will also have access to the latest copy of the subject content throughout the year.
- All the activities and dates concerning the degree will be available on the site and you will immediately be informed of any changes in rescheduling that may take place.

Procedure

This study will involve the completion of three (3) questionnaires.

1. The first questionnaire will be about your personal profile.
2. The second questionnaire will be about how you rate the training web site presented to you.
3. Third will ask you about your view on using both the printed study material and a web site for your studies.

What to expect

If you agree to participate, you will be required to complete the questionnaires; this should take approximately 20-30 minutes.

You will also need to evaluate a web site. There will be no further participation asked of you.

Risks

There are no risks involved in participating in this study.

Obligations

Participation is voluntary. Refusal to participate or deciding to discontinue participation at any time will involve no penalty or loss of benefits to which you are otherwise entitled. Refusal to participate will not affect your results or studies in any way.

There are no monetary incentives involved.

Confidentiality

The results of this study will be completely confidential. This study is for research purposes only.

Subjects' Rights

If you have any questions concerning your rights as a subject, please contact Leonie Steyn at Vista University Distance Education Campus, telephone number 012 352 4195.

Informed Consent

Please sign in the space provided below to indicate that you have received and understood the verbal and written explanation of the procedures and objectives of this study, and have had all your questions answered to your entire satisfaction.

I _____ (print name) have read the above explanation of the research project I am volunteering to participate in. I have had an opportunity to ask any questions about my participation, and all questions have been answered to my satisfaction. I recognise that my participation is voluntary and that I may withdraw at any time.

Participant's Signature _____ Date: _____

Witness's Signature _____ Date: _____

Researcher's Signature _____ Date: _____

APPENDIX B

Questionnaire A: Learners profile

Questionnaire A

Learner profile

For office use

Respondent no:	V1	<input type="checkbox"/>	<input type="checkbox"/>	1-2
Repetition number:	V2	<input type="checkbox"/>	<input type="checkbox"/>	3

About this questionnaire

The purpose of this questionnaire is to help us gain an understanding of the learners who are enrolled for the BA (Hons) Degree: Social Behaviour Studies in HIV/AIDS, and to get feedback or comments about the degree.

We shall use this information to devise a programme that aims to meet the needs of the learners as far as possible.

- Please read the statements below.
- Mark the appropriate number in the shaded area with a cross (X), or where necessary, write your comment in the shaded area.
- There is no correct or incorrect answer.
- Try to respond to all the items.
- For items that are not applicable write **NA** in the top line of the appropriate table.
- Please add any comments you may have at the end of the questionnaire.

The table below is an **example** of how to complete the questionnaire.

Example

How old is the toddler?

Younger than 12 months	X
1 year	2
Two years	3
Older than two years	4

Please mark the appropriate number with a cross (X) in the shaded area, or where necessary, write your answer in the shaded area.

**Please ignore this section
For office use**

Section A: Personal profile

1 What is your sex?

Male	1
Female	2
Other (Specify)	3

V3 4

2 How old were you on your last birthday?

_____ years

V4 5-6

3 What is your home language?

Afrikaans	1
English	2
Northern Sotho	3
Southern Sotho	4
Tswana	5
Venda	6
Xhosa	7
Zulu	8
Other (specify)	9

V5 7-8

4 What is your marital status?

Single	1
Married: Customary	2
Married: Civil	3
Separated/Divorced	4
Widowed	5
Other (Specify)	6

V6 9

5 In which province are you living at present?

Eastern Cape	1
Western Cape	2
Northern Cape	3
Free State	4
Gauteng	5
KwaZulu Natal	6
Limpopo (Northern Province)	7
Mpumalanga	8
North West Province	9

V9 13

6 What is your gross income per month?

R 1 000 or less	1
R1 001 to R5 000	2
R5 001 to R 10 000	3
R10 001 or more	4

V10 14

Section B: Personal circumstances

7 In what kind of accommodation do you live?

Own house / flat	1
Rented house / flat	2
Rented room	3
Room (share with relatives or friends)	4
Hostel	5
Temporary structure	6
Other (specify)	7

V13 17

8 What source of lighting does your accommodation have?

Permanent electrical supply	1
Electrical generator (220 volt)	2
Battery power	3
Cylinder gas	4
Candles	5
Other (specify)	6

V14 18

9 What is the **total** amount of time you spend travelling to and from work/university each day?

Less than fifteen minutes	1
Between fifteen and thirty minutes	2
Between thirty minutes and an hour	3
Between one and two hours	4
More than two hours	5
Not applicable	6

V19 23

10 What type of transport do you use regularly? (You may choose more than one option).

On foot	1
Bus	2
Train	3
Taxi	4
Own car	5
Other (specify)	6

V20 24
 V21 25
 V22 26
 V23 27
 V24 28
 V25 29

Section C: Educational Background

11 What was your final school qualification?

Matriculation with exemption certificate	1
Senior Certificate (Without matriculation exemption)	2
Grade 11 (Standard 9)	3
Grade 10 (Standard 8)	4
Other (specify)	5

V26 30

12 At what kind of institution did you complete your secondary education?

Government school	1
Private school	2
Correspondence	3
Adult education centre	4
Other (specify)	5

V27 31

13 What was the average percentage you obtained in the final school examination?

70 - 100% (A + B aggregate)	1
60 - 69% (C aggregate)	2
50 - 59% (D aggregate)	3
40 - 49% (E aggregate)	4
33 - 39% (F aggregate)	5

V28 32

Section D: Professional Background

14 Currently, in what profession are you?

Unemployed	1
Nursing	2
Teaching	3
NGO	4
Self employed	5
Other (specify)	6

V30 35-36

15 How many years work experience do you have?

_____ years.

V31 37-38

16 What is your most recently completed qualification?

Teaching diploma	1
Nursing diploma	2
B-degree	3
Honours degree	4
Masters degree	5
Other (specify)	6

V32 39

17 In what year did you obtain the above qualification?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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V33 40-41

18 In which demographic area are you working?

City (e.g. Pretoria, Welkom, Cape Town)	1
Large town (e.g. Tzaneen, Rustenburg)	2
Small town (e.g. Theunissen, Groblersdal)	3
Rural area without a town in the immediate vicinity	4

V34 42

Section E: Study methods and personal circumstances

19 Are you experiencing any circumstances that could influence your studies negatively?

None	1
Sometimes	2
Some, but I am able to cope with them	3
Yes, definitely	4

V42 51

20 How favourable is the situation at home, for you to study?

Practically impossible	1
Fairly difficult	2
Convenient	3
Good	4
Excellent	5

V43 52

21 Where do you do the most of your studying?

At the dining room / kitchen table	1
In my bedroom	2
At work	3
At a friend's / relative's home	4
In a study at home	5
A library (other than my work place, e.g. public library, University library)	6
Other (specify)	7

V44 53

22 Choose the option that best describes your study practices at present.

I memorise the content from my study material (e.g. study guide, text books).	1
I try to understand and apply the content from my study material.	2
I both memorise and try to apply the content of the study material.	3

V46 55

23 Per week, I divide my time equally between all my modules.

Never	1
Sometimes	2
Always	3

V47 56

24 How many hours per week on average, do you spend working at your studies?

_____ hours

V48 57-58

25 What method of assessment do you prefer?

Being assessed by means of assessment activities and competency assessments	1
Writing tests during the semester and an examination after completing the module/course	2

V49 59

26 How would you evaluate your level of competence in studying through the medium of English?

Excellent	1
Good	2
Satisfactory	3
Poor	4

V60 70

Section G: Computer and Internet use

27 Do you have access to a computer to use for your studies?

Yes	1
No	2

V68 78

28 Indicate which statement applies to you:

I view myself as computer literate	1
I have enough computer skills to help myself	2
I feel my computer skills are not adequate	3
I can not use a computer	4

V69 79

29 Do you have access to the Internet?

No	1
Yes, at work	2
Yes, at home	3
Yes, at home and work	4
Internet café	5
Friend's home	6
Other (Specify)	7

V70 80

30 I use the Internet: (you may choose more than one option).

Mainly for my studies	1
For recreation and relaxation	2
To obtain information regarding my work	3
Not applicable	4

V71 81

V72 82

V73 83

V74 83

31 Any comments:

V75 84

V76 85

V77 86

APPENDIX C

Questionnaire B: Formative evaluation of the training website

Questionnaire B

Formative evaluation of the training website

For office use

Respondent no: V1

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 1-2

Repetition number: V2

 3

About this questionnaire

The purpose of this questionnaire is to help us gain an understanding of the learners who are enrolled for the BA (Hons) Degree: Social Behaviour Studies in HIV/AIDS, and to get feedback or comments about the degree.

We shall use this information to devise a programme that aims to meet the needs of the learners as far as possible.

- Please read the statements below.
- Score each statement by indicating how true the statement is for you, by placing an **X** over one of the numbers, 1 to 5 in the shaded areas.
- The scoring system is as follows:
 - 1 = I totally agree with the statement (TA)
 - 2 = I agree with the statement (A)
 - 3 = I cannot decide (neutral) (N)
 - 4 = I disagree with the statement (D)
 - 5 = I strongly disagree with the statement (SD)
- Please note there is there is **no** correct or incorrect answer.
- Try to respond to all the items.
- For items that are not applicable use: **NA**
- Please add any comments you may have at the end of the questionnaire

The table below is an **example** of how to complete the questionnaire.

Example:

	TA	A	N	D	SD
The venue was at a good location	1	2	3	4	5
My seat was very comfortable	1	2	3	4	5
The lighting of the room was good	1	2	3	4	5

Evaluation of the e-learning website

1 How did you experience the screen display of the website?

Please ignore this section. For office use

		TA	A	N	D	SD
a	I found the visual presentation excellent	1	2	3	4	5
b	The screens are too full and overcrowded	1	2	3	4	5
c	The screen displays distracted me	1	2	3	4	5
d	The sequence of the screens was very clear	1	2	3	4	5
e	The screen layout was good and easy to read	1	2	3	4	5
f	The organization of the information was unstructured	1	2	3	4	5
g	I knew what each button, symbol and graphic on the screen meant	1	2	3	4	5
h	The positioning of information on the screen was inconsistent	1	2	3	4	5
i	In each unit the assessment has the same screen layout. This helped me to know what was expected from me when completing the assessments	1	2	3	4	5

V3	<input type="text"/>	4
V4	<input type="text"/>	5
V5	<input type="text"/>	6
V6	<input type="text"/>	7
V7	<input type="text"/>	8
V8	<input type="text"/>	9
V9	<input type="text"/>	10
V10	<input type="text"/>	11
V11	<input type="text"/>	12

2 How did you experience the **text** layout of the website?

		TA	A	N	D	SD
a	The characters on the screen were difficult to read	1	2	3	4	5
b	The font appearance was pleasing on the eye	1	2	3	4	5
c	The font size was readable and acceptable	1	2	3	4	5
d	I did not like the colour used for the text	1	2	3	4	5
e	The colour coding of the text was easy to understand	1	2	3	4	5
f	There is too much text on the screens	1	2	3	4	5

V12	<input type="text"/>	13
V13	<input type="text"/>	14
V14	<input type="text"/>	15
V15	<input type="text"/>	16
V16	<input type="text"/>	17
V17	<input type="text"/>	18

3 How did you experience the language and terminology of the website?

		TA	A	N	D	SD
a	The level of the language was too high and made it difficult to understand the content	1	2	3	4	5
b	Terminology was consistent throughout the course	1	2	3	4	5
c	The terminology always related to the task	1	2	3	4	5
d	Unfamiliar subject-related terminology was not explained	1	2	3	4	5
e	Prompts for input were always clear	1	2	3	4	5
f	The length of the sentences made the content easy to read and understand	1	2	3	4	5

V18	<input type="text"/>	19
V19	<input type="text"/>	20
V20	<input type="text"/>	21
V21	<input type="text"/>	22
V22	<input type="text"/>	23
V23	<input type="text"/>	24

4 How did you experience the graphics and colour of the website?

		TA	A	N	D	SD
a	The graphics are effective and make the content clear	1	2	3	4	5
b	The graphics distracted me and I could not concentrate on the content	1	2	3	4	5
c	The colours of the graphics were pleasing to look at	1	2	3	4	5
d	I would have preferred fewer graphics in the website	1	2	3	4	5
e	The colours used for the website (such as the background and buttons) were not pleasing to look at	1	2	3	4	5

V24	<input type="text"/>	25
V25	<input type="text"/>	26
V26	<input type="text"/>	27
V27	<input type="text"/>	28
V28	<input type="text"/>	29

5 How did you experience the content of the website?

		TA	A	N	D	SD
a	The content was clear and understandable	1	2	3	4	5
b	The content was too difficult	1	2	3	4	5
c	I was dissatisfied with the content	1	2	3	4	5
d	I found the activities in each unit useful	1	2	3	4	5
e	I found the assessment criteria after each unit helpful as a guide to what were expected from me when completing the assessments	1	2	3	4	5

V29	<input type="text"/>	30
V30	<input type="text"/>	31
V31	<input type="text"/>	32
V32	<input type="text"/>	33
V33	<input type="text"/>	34

6 How did you experience the navigation and interaction within the website?
 Navigation means going to other pages and finding things on the pages)

		TA	A	N	D	SD
a	The website was user friendly	1	2	3	4	5
b	I felt the website addressed me personally	1	2	3	4	5
c	The introduction did not explain the purpose of the website	1	2	3	4	5
d	The user instructions on how to use the website were clear and easy to follow	1	2	3	4	5
e	The navigation was unclear and inconsistent	1	2	3	4	5
f	I always knew where I was in the website	1	2	3	4	5
g	Directions on the website were unclear and difficult to follow	1	2	3	4	5
h	At times I was uncertain of what to do	1	2	3	4	5
i	I often got lost in the content	1	2	3	4	5
j	I knew what each icon/button meant and when to click on it	1	2	3	4	5
k	I found the option to make a printout of the screen useful	1	2	3	4	5

V34	<input type="text"/>	35
V35	<input type="text"/>	36
V36	<input type="text"/>	37
V37	<input type="text"/>	38
V38	<input type="text"/>	39
V39	<input type="text"/>	40
V40	<input type="text"/>	41
V41	<input type="text"/>	42
V42	<input type="text"/>	43
V43	<input type="text"/>	44
V44	<input type="text"/>	45

7 How did you experience the learning of the website

		TA	A	N	D	SD
a	Learning to operate the website was difficult	1	2	3	4	5
b	Exploring the features by trial and error was easy	1	2	3	4	5
c	Remembering names and use of commands was easy	1	2	3	4	5
d	Performing tasks was difficult	1	2	3	4	5

V45	<input type="text"/>	46
V46	<input type="text"/>	47
V47	<input type="text"/>	48
V48	<input type="text"/>	49

8 Read the statements below and give your view on the website.

		TA	A	N	D	SD
a	The website can help me to understand the subject content in my study guide better	1	2	3	4	5
b	The various questions and activities in the website can assist me in understanding the subject principles better	1	2	3	4	5
c	Working through the website makes me more confident about answering my assessment questions better	1	2	3	4	5

V49	<input type="text"/>	50
V50	<input type="text"/>	51
V51	<input type="text"/>	52

9 How did you experience the computerised format of the exercises?

		TA	A	N	D	SD
a	I found it difficult to complete the exercises because of the computerised format	1	2	3	4	5
b	I found the exercises easy to do	1	2	3	4	5
c	I would prefer to do the exercises of the website in a pen-and-paper format	1	2	3	4	5
d	The computerised format made the exercises more interesting than the equivalent pen-and-paper format	1	2	3	4	5
e	In the exercises I found it difficult to click on an object and drag it to another position	1	2	3	4	5

V52	<input type="text"/>	53
V53	<input type="text"/>	54
V54	<input type="text"/>	55
V55	<input type="text"/>	56
V56	<input type="text"/>	57

10 General statements

		TA	A	N	D	SD
a	I feel the website enhanced and improved my skills	1	2	3	4	5
b	I feel the website will not assist me in improving the quality of my work	1	2	3	4	5
c	In general, the website made a good impression	1	2	3	4	5
d	I will tell my friends positive things about the website	1	2	3	4	5

V57	<input type="text"/>	58
V58	<input type="text"/>	59
V59	<input type="text"/>	60
V60	<input type="text"/>	61

- 11 List any positive or negative comments on the website or any changes or improvements you would like to see.

V61 63-64

V60 65-66

APPENDIX D

Questionnaire C: Learners profile Summative evaluation of a mixture of media and technology training

Questionnaire C

Formative evaluation of the training website

For office use

Respondent no:	V1	<input type="text"/>	<input type="text"/>	1-2
Repetition number:	V2	<input type="text"/>	<input type="text"/>	3

About this questionnaire

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- Please read the statements below.
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- Please note there is **no** correct or incorrect answer.
- Try to respond to all the items.
- For items that are not applicable use: **NA**
- Please add any comments you may have at the end of the questionnaire.

The table below is an **example** of how to complete the questionnaire

How old is the toddler?

Younger than 12 months	1
1 year	2
Two years	3
Older than two years	4

Section A: Learner experience and views

**Please ignore
this section.
For office use**

1 How did you experience working with the website?

		TA	A	N	D	SD
a	I was impressed with the website	1	2	3	4	5
b	The website was challenging	1	2	3	4	5
c	The website was stimulating	1	2	3	4	5
d	I did not enjoy working with the website	1	2	3	4	5
e	The website was easy to use	1	2	3	4	5
f	The website frustrated me	1	2	3	4	5
g	I felt using the website was a waste of time	1	2	3	4	5

V3 4

V4 5

V5 6

V6 7

V7 8

V8 9

V9 10

2 What is your view on the website?

		TA	A	N	D	SD
a	I enjoyed working with the website	1	2	3	4	5
b	I think I would make use of a website when studying	1	2	3	4	5
c	The web-based content will help me to understand the printed study material better	1	2	3	4	5
d	I found the activities in each unit useful	1	2	3	4	5

V10 11

V11 12

V12 13

V13 14

Section B: E-mail communications and online study material

3 Do you use e-mail to communicate with your lecturer and fellow learners concerning your studies?

Never	1
Sometimes	2
Often	3

V14 15

4 Would you prefer to have your study guide and tutorial letter available online?

Yes	1
It does not matter	2
No, I prefer the printed format	3
It would be handy to have the study material in both printed format and on the Internet	4
It is unnecessary to have study material in both printed format and on the Internet	5

V15 16

5 Would you prefer to send your assessments activities via e-mail?

Yes	1
It does not matter	2
No, I prefer to post them	3
NO, I prefer to submit the assessments personally	4

V16 17

6 Would you prefer to receive the marked assessments back via e-mail?

Yes	1
It does not matter	2
No, I prefer assessments be returned by post	3
No, I prefer to collect the marked assessments personally	4

V17 18

Section C: Combination of a mixture of technologies and media

Please indicate with an **X** the appropriate number in the shaded area that best matches you opinion. (You may choose more than one option).

7 When studying:

I will only use my printed study material, such as my study guide, tutorial letters and prescribed textbooks	1
I will also use other reference sources in printed form (e.g. library books and journal articles)	2
I will use the Internet to gather information for my studies	3
I plan to communicate only via telephone, fax and mail with my lecturer and fellow learners	4
I use e-mail and telephone to communicate with my lecturer and fellow learners	5
I will only consult the lecturer in her/his office, I prefer not to use other means of communication	6

V18 19

V19 20

V20 21

217 22

V22 23

V23 24

8 Which of the following modes of communication would you prefer to use?

Printed study material	1
Printed activities and assessments	2
Contact sessions	3
Telephone and fax	4
E-mail	5
Online discussion groups	6
Online study guides and tutorial letters	7
Online self-assessment	8

V24	<input type="checkbox"/>	24
V25	<input type="checkbox"/>	26
V26	<input type="checkbox"/>	27
V27	<input type="checkbox"/>	28
V28	<input type="checkbox"/>	29
V29	<input type="checkbox"/>	30
V30	<input type="checkbox"/>	31
V31	<input type="checkbox"/>	32

9 Would you prefer to receive instruction through a combination of media and technology?

No	1
Maybe	2
Absolutely	3

V32	<input type="checkbox"/>	33
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10 Which of the following formats would you prefer to have available for instruction?
(You may choose more than one option)

E-learning	1
Video-conferencing	2
Television broadcasts	3
Radio broadcasts	4

V33	<input type="checkbox"/>	34
V34	<input type="checkbox"/>	35
V35	<input type="checkbox"/>	36
V36	<input type="checkbox"/>	37

Thank you for your participation and co-operation !

APPENDIX E

Think aloud activities

Think aloud activities

- 1 Find the general information page.
- 2 Find the introduction of unit one.
- 3 Find information on the discussion forum under the resources.
- 4 Go to lesson 5 of unit one and open the daily food guide.
- 5 Go to the quizzes of unit 6 and complete them.
- 6 Go to the assessment activities of unit 1.
- 7 Open the PDF document on the national guidelines on nutrition for people living with HIV and AIDS.
- 8 Go to the guidelines for submitting assessment activity one.
- 9 Find the formative assessment activities of unit 6
- 10 Find the formative assessment activity of the course and explain what you need to do.