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Task 2 – Research report

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1. Introduction

At the beginning of the year, we were offered to study digital skills and research methods. This module explored the use of Microsoft Word along with the PowerPoint CRAAP ribbon. This is a very informative and useful software that will help us further hone our skills in preparing various kinds of documents and presentations. These programs are easy to use and can be used to collect and analyse data by visual presentations of various projects. My work that I've done alone will be relied on a group project that we prepared with colleagues for 6 weeks. We were offered a choice of one of three questions for the research project and we decided to explore which digital tools are most commonly used for collaboration between students in university. In this report, I will try to express my decisions based on in the selection of questions that I used in my practical task.

2. Research design

We decided to conduct our research on the question of *what digital tool is most often used for collaboration between students at the university*. Our decision proceeded from the fact that in the era of technology, it is increasingly difficult to have to make a choice in favour of one or two tools. My colleagues and I have identified the common of them and the most frequently used for studying.

2.1. Methods

My methods of displaying this question were based on personal experience. Over the years, I've watched the IT communications industry evolve. So, the first tool in the transmission of information was and remains email. Email is 57 years old. And more and more often you can hear the opinion that its time is gone, and social networks and instant messengers have become the center of digital communication of users. In such services, it is really much more convenient to exchange messages and interact in general. There are two types of email use: for work and for personal purposes. The basic function of work mail has not changed much over the years. Emails are still being sent to colleagues. The services themselves received new features that make the work more convenient and efficient. Approaches to using email for personal purposes have changed a lot. Now email practically does not fulfill the function of communication. But in return, she received new tasks. Mail has become a center that collects information about human digital life.

So, I sent questions via e-mail. Another method for collecting information was decided to use MS Teams. It was easy to do this, since all my colleagues periodically find themselves online on this platform. The next step used to quickly resolve my issue was phone calls to my friends. Throughout the period of collecting information, I found for myself that the fastest and most proven way to find out the answer to my question is to use MS Teams. Since we instantly get access to any content of our team. Communication with colleagues and exchange of relevant information at any time is the fastest solution to the task. In principle, I understood who and what uses in certain situations, but over time I began to understand why the collection of information is important, but did not fully understand how to use it in the future. That's why I asked the last question: ***Did you understand what I was asking you***

about? Due to the fact that many adult students want to learn, but do not know how to fully use information technology, it was important to ask a question about age in order to understand how best to help them learn certain tools. For many, this is very important, but at the same time they are afraid to admit that they do not fully understand how to use all the advantages of information technology.

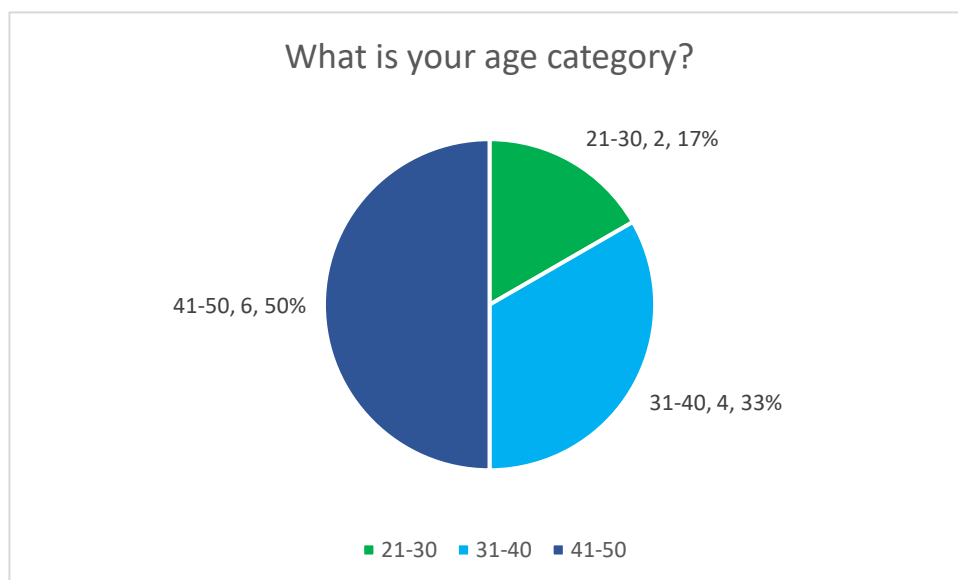
2.2. Ethical Considerations

There are several reasons why it is important to adhere to ethical norms in research. First, norms promote the aims of research, such as knowledge, truth, and avoidance of error. Technology ethics are principles that can be used to govern technology including factors such as risk management and individual rights. Due to ethical considerations in my questionnaire, I did not disclose any personal data. I gave my respondents the opportunity to answer once for each question. This is also considered fair when we talk about ethical standards. In the next section, I will show some of my questions in practice.

3. Results

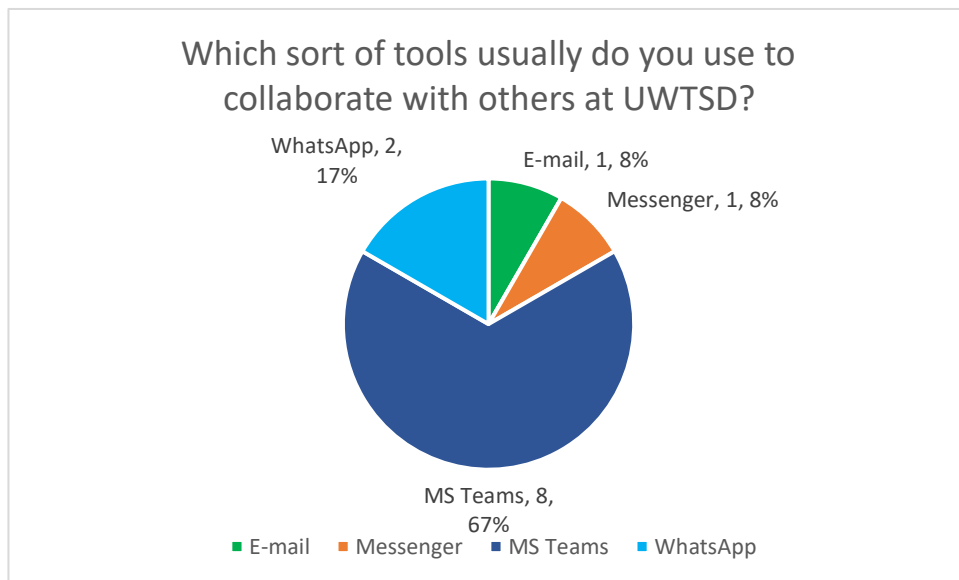
To reflect the results of my analysis I was using the possibility of MS Excel mostly the table pivoting tool. A simple count of my survey data led me to the following examples:

Example 1. What is your age category?



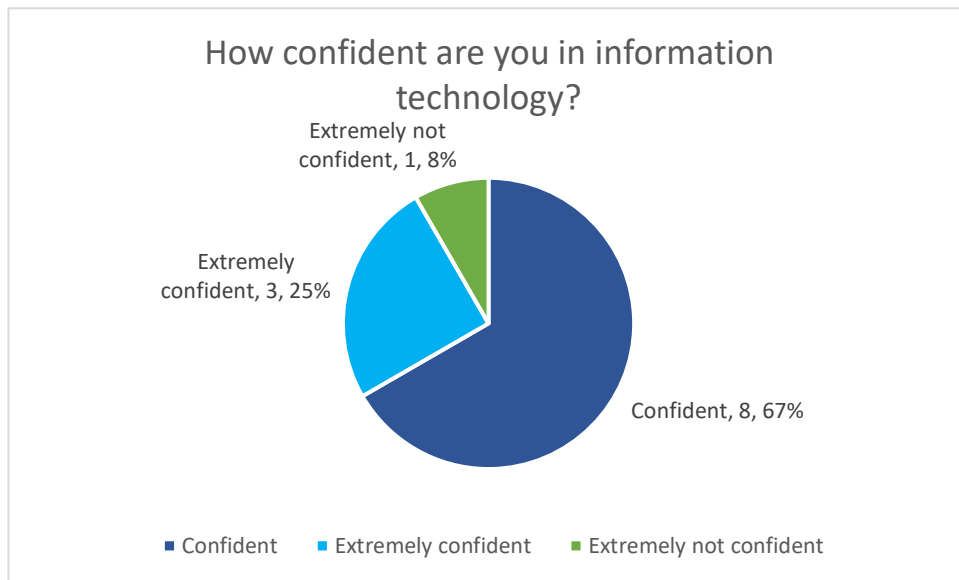
50% of people gave the answer "41-50" to this question; 33% answered "31-40"; 17% answered "21-30".

Example 2: Which sort of tools usually do you use to collaborate with others at UWTSD?



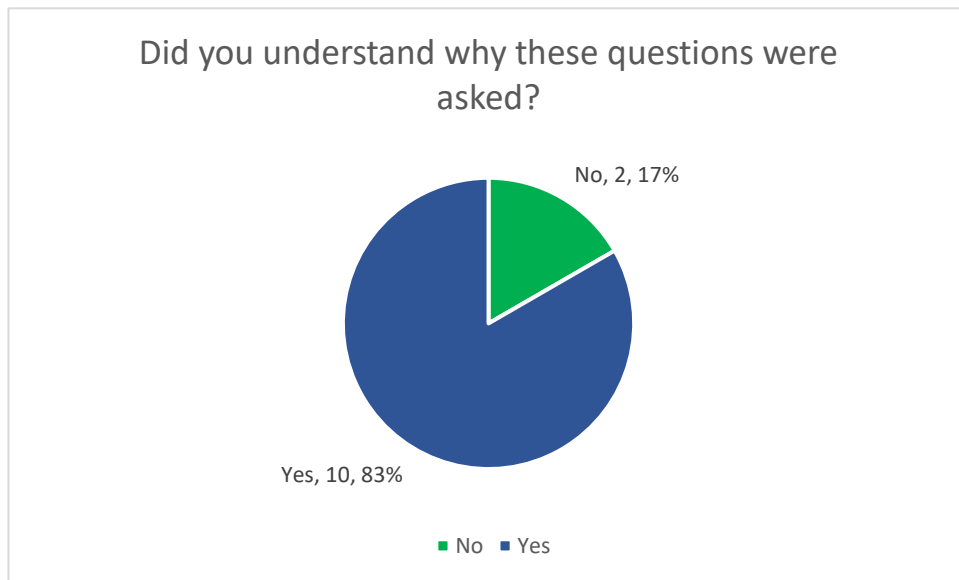
As the result of survey, we clearly see that the most popular tool that is used by our responders is MS Team which is represented by 67% of the responders. Second most popular tool is WhatsApp with the percentage of 17. At the end but not the last are E-mail (8%) and Messenger (8%).

Example 3: How confident are you in information technology?



This chart reflects how confident are responders concerning information technology. The major part answered that they are confident and it reflects 67% of the responders. The rest of the responders divided in extremely confident (25%) and extremely not confident (8%). It shows that most of responders think that they are confident which is a very good result by my opinion.

Example 4: Did you understand why these questions were asked?



The biggest concern of these survey was to monitor how adequate are the answers of my responders. I added this question to my survey with a special purpose: to determine the level of understanding. The major part (83%) understood the questionnaire, but also was some responders that was confused with my survey. Persons who did not understood was about 17% and by my opinion it is a not bad result.

4. Conclusion

This study was concluded using general methodologies of a simple survey. All data was gathered Most common tools as e-mail and MS Team and cumulated in a MS Excel file. Therefore, data was analyzed using Pivot tool and presented using Pie Charts. All results were imported in MS Word for a better portability. The survey itself was a challenge for me as I was using such methodology for the first time. It will help me in the future projects and I think that the experience I have gained could be applied in a various field of my future study. Also, my knowledge in MS Excel helped me in the presentation part of the project. Hope the description of my charts was complete enough and presented a clear view of my ideas.

5. References

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APPENDIX

Appendix 01

BMSW4003 Sunday 2PM Abdi

The most commonly used digital tool for collaboration at UWTSD

1. Gender One variant.

- Woman
- Man
- Prefer not to say

2. What is your age category? One variant.

- 18-20
- 21-30
- 31-40
- 41-50

3. Do you know how to use MS Teams to collaborate with others at UWTSD? One variant.

- Yes
- No
- Maybe

4. Which sort of tools usually do you use to collaborate with others at UWTSD? One variant.

- MS Teams
- E-mail
- Messenger
- WhatsApp
- Another

5. How often do you use the tools for collaboration? One variant.

- Daily
- Monthly
- Never

6. How confident are you in information technology? One variant.

- Extremely confident

- Confident
- Neutral
- Extremely not confident

7. Do you need help for understanding what is the technology tools? One variant

- Yes
- No

8. Did you understand why these questions were asked? One variant

- Yes
- No