

WUTNA

WUTNA
10/18/2002
Rev. 1

Web Users Training Needs Assessment

A systematic means of identifying and prioritizing the training needs of web users in your business or organization

"The road to success is always under construction" – Lilly Tomlin

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Learn how to determine

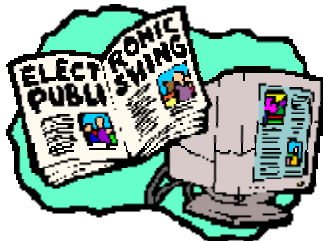
- When training is needed to improve your employees use of the Internet.
- if the results of your assessment shows a need for formal or informal (On-The-Job-Training)

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Web User Training Needs Assessment

Web User Training Needs Assessment (WUTNA) Survey Form

Purpose

The purpose of this assessment is to identify web user training needs in your organization. Because the data that you provide will be used to determine the training that you and fellow employees receive in the future, it is critical that you are candid and thorough in completing this form. It is recommended that you take a break halfway through this analysis to refresh your mind in order to select accurate choices. Thank you for your participation.

Read the following instructions to make your selections:

Difficulty in performing task properly	Importance in performing task properly	Frequency in performing task
1 = EASY for me to perform	1 = of MINIMAL IMPORTANCE in performing my web-related work	D = I perform this task DAILY or more
2 = SOMEWHAT EASY for me to perform	2 = of SOME IMPORTANCE in performing my web-related work	W = I perform this task WEEKLY
3 = AVERAGE DIFFICULTY for me to perform	3 = of AVERAGE IMPORTANCE in performing my web-related work	M = I perform this task MONTHLY
4 = DIFFICULT for me to perform	4 = of ABOVE AVERAGE IMPORTANCE in performing my web-related work	Y = I perform this task YEARLY or less
5 = VERY DIFFICULT for me to perform or I DON'T KNOW HOW to PERFORM	5 = of EXTREME IMPORTANCE in performing my web-related work	N = I have NEVER performed this task

There are several additional functions your form can have that are not included in this TRY or BUY version. This form results can be linked to an internal or external database, automatic check and adjustment to the users screen resolution and Adobe Reader version, auto-run when it is opened, e-mailed as a file attachment, pop-up menu, password protection, add sound and video clips, and many more.

With Adobe Reader Extensions, you can: activate additional functionality within the free Adobe Reader such as - enable any end user to save, fill out, annotate, sign, and submit your PDF documents, streamline collaboration for document reviews, automate data capture with electronic forms, enabling anyone to complete and submit forms online or offline.

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Web User Training Needs Assessment (WUTNA)

For each task, click a check box & make a choice as displayed.

<i>Accessing the Web Tasks</i>			
Access your web browser			
Access a web address (URL)			
Change your Internet settings			
Troubleshoot Internet connection problems			
Obtain technical help from your Internet Service Provider (ISP)			

<i>Find What You Need</i>			
Find a search engine			
Perform a simple search			
Perform an advanced search using Boolean expressions			
Find a street address			
Find a location on a map			
Find an e-mail address			
Find a telephone number			
Find a word on a web page			
Find a picture file			
Find a video file			
Find a stream file			
Find a sound file			

If there are any additional web tasks that you believe should be considered, click the “**Add Task**” button and enter them in the blank fields.

<i>Additional Tasks</i>			

Two additional tasks are included in the :BUY" version

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SURVEY RESULTS PAGE

Accessing the Web Tasks

Access your web browser		Troubleshoot connection problems	
Access a web address (URL)		Obtain technical help from your Internet Service Provider (ISP)	
Change your Internet settings			

Find What You Need

Find a search engine		Find a telephone number	
Perform a simple search		Find a word on a web page	
Perform an advanced search using Boolean expressions		Find a picture file	
Find a street address		Find a video file	
Find a location on a map		Find a stream file	
Find an e-mail address		Find a sound file	

Use Multimedia

This is the end of the evaluation of the Results page. The BUY version has the same functionality as what you have reviewed so far on two more pages.

Update your browser		Listen to a sound file	
Install plug-ins		Set up a web cam	
Watch a video file		Create an animation	
Watch a streaming video		Locate media drivers	

Maintain Security

Determine if a website is secure (information provided to the site cannot be intercepted)		Respond to a virus	
Determine if someone is hacking your PC while you surf		How to avoid entering inappropriate websites	
Scan downloaded files for viruses		Change your browser security settings	

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Survey Participant Information



Your Name:

Division:

Department:

Location:

Email Address:

Employee ID #:

Comments:

Thank you for your participation. Click the Printt button to return this survey.