

Table of Contents

Introduction

How Much Extra Work Is This?	2
Why Do We Need Data?	2
What Do We Get From In-School Research?	3
Identify The Area Of Focus	4

Starting

Form A Focus Question	5
The Focus Question Checklist	5
Getting The Question Right	6
Will The Focus Question Work?	7
Working With The Focus Question	7
Connecting The Question To The Data	8
Other Key Questions	8
Bringing The Staff On Board	9
Gathering Staff Data	9
The Staff Believes Questionnaire	10

Planning

How Will We Gather Data?	12
Issues For Collecting The Data	13
Efficient Data Gathering	13
Organizing For The Research	14
Planning To Collect The Data	15
Gaining Access: Are Permissions Necessary?	15
Location Of Data Sources	16
When The Data Already Exists	17
Creating Sources of Data	18
Use Several Methods To Gather Data	18
Using Triangulation	19
The Data Collecting Instruments	20
Assumptions Of Quantitative and Qualitative Data	21
What Data To Collect?	22
A Strategy For Gathering Data	22
Planning The Data Collection	23

Gathering

How To Collect The Data?	24
Observation And Data Gathering	25
Boosting Observation Effectiveness	25
Observation Rigor	26
Observation Techniques	27
Tips For Observing	27
Developing And Using Observation Checklists	28
Analyzing Observations	28
Making Time for Observation	28
Using Assessments And Student Records	29
Creating And Using Your Own Assessments	30
How To Ask Effective Oral Questions	31
Testing The Questions	32
The Good Question Checklist	32
The Questionnaire	33
What Works Best In Questionnaires?	34
Maximizing The Questionnaire Returns	35
Testing The Questionnaire	35
Steps In Using A Questionnaire	36
Effective Questions	36
The Interview	37
The Interview Format	37
Planning For Successful Interviews	38
Tips For Conducting Successful Interviews	39
After The Interview	39
Focus Groups	40
Tips For Conducting Successful Focus Groups	41
Learning Logs, Diaries and Portfolios	42

Finishing

Analysis of Your Data	43	Avoiding Bias	52
Working The Data	44	The Rights of Participants	52
Analyzing Quantitative Data	45	An Overview: Getting The Research	
Analyzing Qualitative Data	45	Process Right	53
Ways To Present The Data	46	Getting Approval	54
Reflecting On The Data	47	Statement of Support	
Using Portfolios, Learning		and Confidentiality	54
Logs and Diaries	48	District Permission For	
Reporting The Results	49	In-School Research	55
Quality Control and Believability	49	District Permission For	
Credibility	50	In-School Research	55
Validity	50	The Research Application Form	56
Reliability	51	Applying For Research Permission	56
Ethical Issues	51	The Overview	57
		Bibliography	58