Collaboration Awareness tool (CAT) for CSCL users

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EuroCAT MESSAGE CODING MANUAL

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Objective

The aim of this document is to provide a coding manual for qualitative analysis specifically for the use of teamwork and messages in Euro-CAT-CSCL. Other uses of this document in similar qualitative research is feasible.

1. EuroCAT Coding Manual

EuroCAT coding manual aims to provide an indicative coding matrix to be used in qualitative analysis for teamwork in Computer Supported Collaborative Learning (CSCL). It was initially inspired by the Jaiku Coding Manual developed by Esko Lehtonen.

Euro-CAT-CSCL is a Collaboration Awareness Tool (CAT) aiming to enhance the collaboration process in Computer Supported Collaborative Learning (CSCL) by supporting collaborative work and learning organization. It aims to increase users' awareness on the organization, communication and evaluation of collaborative activities. EuroCAT was funded by Euro-CAT-CSCL, an FP7 Marie Curie IAPP research project. Euro-CAT-CSCL consortium is composed by Ouak.net (France), London South Bank University (UK), Universitat Autçnoma de Barcelona (Spain), Universitat Ramon Llull (Spain) and Universitı de Toulouse (France).

For more information about the project visit http://www.cat-cscl.eu/.
You may contact the EuroCAT team via email: contact@cat-cscl.eu.

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NOTES FOR CATEGORIZATION

The notes for categorisation are the same or similar to Jaiku notes.

1. Choosing a category

In order to belong to some category, the unit should fit the definition given for the category. Definition relies on syntax and meaning of the unit. Usually it is necessary to inspect the whole EuroCAT as a whole, in order to impose a meaningful interpretation for a unit.

2. Ellipticalization

The language in EuroCATs is usually very elliptical. This means shortening the language, by dropping redundant information out. For example I am going to Lapland might reduce to Going to Lapland or even To Lapland. — maybe even to plain Lapland.

See definitions and especially examples, in order to handle elliptical expression properly.

3. Ambiguousity

Due to context-less and elliptical nature of the material, quite many of the texts are ambiguous. If you can come up with two or more plausible interpretation for a unit, which are conflicting, then mark the unit as ambiguous. Avoid over interpreting.

Some units may be even incomprehensible.

"I" and "we"

If the author uses we, it is implied, that the author is involved. "We" is treated like "I", "our" like "my" etc.

4. Negations

The negated expression can be classified belonging to the same category, with a positive.

I am not waiting.
I am waiting.

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INSTRUCTIONS FOR UNITIZING EUROCAT TEXT

Mark units in the EuroCAT text using curly braces. There are five rules for recognizing units:

A. Main clause forms a unit

A clause is formed around a verb. Main clause is a clause, which is grammatically correct independently.

A simple main clause:
I am a student.

Main clause above forms a sentence. In orthographically correct writing, sentences begin with a capital letter and end with a dot.

1. Subclauses

A main clause may contain a subordinate clause. For example:

You will first use the EuroCAT tool to indicate your availability after you decide upon times
[--------------------- main clause ------------------------------------]
                          ---   [--- subordinate clause ----]

Log on EuroCAT and then write it all.
[-------- main clause ---------]
        [--- sub. clause ----]

We need to decide a name so people think.
[------------ main clause ----------------------]
                      [--- subordinate clause --]

Taking a subclause out of the context does not make sense.

*Then write it all.
*So people think.

Main clause without its subclause is grammatically correct.

*Log on EuroCAT
*We need to decide a name

Because the language of EuroCAT is very terse and telegraphic, ellipticalization may occur:

I am logging in. => login'.

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Example

Login' while you guys work on vision statement.
[----------- main clause ------------]
　　　　　　　[------------ subordinate -------------]

Example for unitizing
1={ Login' while you guys work on vision statement.}
1={Assign availabilities.}
1={ Assign availabilities after we make decisions about the timetable.}

2. Coordinative structures

Very often main clauses are sentences, but sometimes a sentence may contain more than one main clause. This structure is called coordination.

The task for the group is to create a group name and write one paragraph vision statement.
[--------- main c. --------]　　　　　　　　　　[-------------- main c. ------------]
Log on and then write it.
[main c.] [main c.]

There are two clauses, which are of equal status. That is, they could appear independently being still grammatically correct. They don't share their parts.

We can work on this task on the message board.
John may write the summary afterwards.

In co-ordination two clauses are typically joined using and or but, which do not belong to neither of the clauses.

Still, when unitizing the coordinative structures, include coordinative word (and, but, …) with the later main clause.

Example for unitizing
1={ We can work on this task on the message board } 2={and John may write the summary afterwards.}

B. Independent noun, adjective or adverb phrase forms a unit

Sometimes there are constructions, which have no verb. These are called phrases. These are categorized according to their head word. Head word is the most important word of the phrase: Change the head word, and the meaning of the phrase changes totally. Also, it is not possible to left the head word out.

Other words, called dependant word, are usually attributes of the head word.

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1. Noun phrases

Nouns give names to things. Usually such things can be counted or measured, and they can be described with adjectives (small, large, red, hairy).

Example for unitizing
1={Task}
1={Home}

For noun phrases the head word is a noun. Together with determines (a, the, any, many, some, ...), numerals (1, 2, 3, one, two, one billion, ...), pronouns (I, this) and adjectives (small, large, red, hairy, ...) they form noun phrases.

Example for unitizing
1={My beautiful MacBook laptop}
1={A lot of delicious food!}
1={Difficult task}
1={Three days}

Proposition expressions may specify the noun phrase. These expressions are included to the noun phrase too.

Example for unitizing
1={Coffee with milk}
1={Road to London}

It is also possible, that noun phrase contains a sub-clause.

Example for unitizing
1={Day, {when nothing goes right}.}

Names are also noun phrases.

Example for unitizing
1={John}

2. Adjective phrases

Adjectives describe things, typically nouns. These are adjectives, which occur independently. These are more rare than noun phrases.

Example for unitizing
1={Happy}

Like noun phrases, they may have preposition phrase which modifies the adjective:

Example for unitizing
1={Ready for work?}

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They may include subclauses:

Example for unitizing
1={Happy, because we finished the task before the deadline.}

3. Adverb phrases

Adverbs describe how, where or when things happen. Usually adverbs occur with verbs, so they are part of clauses, but every now and then independently

Example for unitizing
1={Back home.}

Preposition phrases

Example for unitizing
1={Off to university}
1={On the road}
1={In the office}

C. If the EuroCAT message text is not written in the coding language, then do not unitize or explicitly express the way it is utilised.

Example for unitizing
Mokille
Pa vag till Stockholm.

D. If the EuroCAT message text is not syntactically recognizable, then do not unitize.

Example for unitizing
17??? ?? - ?? ???? 27? - ?? ?? 31? - ??? ???? 31? http://tinyurl.com/yrp4xj

E. Special cases

Example for unitizing
1={However, I want to eat ice cream.}
1=(umm, should I order one for my computer?}
1={John: Would you like to party tonight?}

But

Example for unitizing
1={Er.} 2={I did not expect this.}
1={:) :)} 2={I'm happy!}

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Example for unitizing
1={www.lsbu.ac.uk}
1={Please take a look at www.lbu.ac.uk}

But

1={I'm uploading photos:} 2={www.myphotos.com/john}

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CATEGORY DEFINITIONS

PERSON SUPERCATEGORY

Categories in Person Super-category include expressions related to addressing the individual or the group. As EuroCAT is connected to teamwork-based research one category that should be additionally coded when appropriate is PERSON.

1. **Category: Individual**

The basic case: Individual
Describes author's posts with expressions addressing the individual (either as a friend or a team member).

Examples
Have you finished for today?
We should all think about Jane's idea.

2. **Category: Group**

The basic case: Group
Describes author's posts with expressions addressing the group.

Examples
We decided to work on the task last night.
Hey guys, have you heard about our meeting?

TIME SUPERCATEGORY

Categories in Time Super-category expressions related to time. As EuroCAT is connected to time-based research one category that should be double coded when appropriate is TIME. In this context, TIME super-category describes cases as actions refer to time clues.

3. **Category: Present**

The basic case: Present
Describes author's posts with expressions in the present.
Present, morning, noon, afternoon, night, day/date, and hours-minutes

Examples
Good morning!
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We should talk now.

4. Category: Past

The basic case: Past
Describes author's posts with expressions in the past.
Past, morning, noon, afternoon, night, day/date, and hours-minutes

Examples
We decided to work on the task last night.

5. Category: Future

The basic case: Future
Describes author's posts with expressions for actions in the future.
Future, morning, noon, afternoon, night, day/date, and hours-minutes

Examples
Talk to you later!
Let's talk tmrw @9.

SOCIAL SUPERCATEGORY

Categories in Social Super-category describe expressions related to social behaviour including emoticons.

1. Category: Greeting

The basic case: Day greeting
Describes author's posts with expressions about social greetings during the day.

Examples
Hey mates!
Hi, how are you!
C ya! ☺
;-P

But not:
Good morning! [Such expressions belong to time category.]

2. Category: Name

The basic case: Name

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Describes author's posts when they include a name.
<u>Examples</u>
Hey Sharon!
Mark, you need to work on the task asap.

3. Category: Emotion

Expresses that the author is reacting emotionally to something: loving, liking, hating, enjoying, missing something. The acts are about something.

Examples:
I really like working on this!!

But not:
I feel happy.
Feeling is not related to anything. It has no object. This would be a transient state.

4. Category: Feeling

Expresses that the author is expressing a feeling as a transient state.

Examples:
I don't feel well.
We were really happy when we got the award for our work!

TEAM SUPERCATEGORY

Categories in TEAM Super-category describe expressions related to any expression, action or behaviour related to the TEAM, implicitly or explicitly.

1. Category: Organisation

The basic case: Organisation
Describes author's posts with expressions about team organisation. This category has sub-categories described here as cases.

<u>Examples</u>
Mark and myself will work on the task the rest of the day.

a. Case: Roles
Describes author's posts with expressions about team roles.

<u>Examples</u>
I will be the team leader.

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It might be better for Manuela to be the designer.

b. Case: Decision making

Describes author's posts with expressions related to decision making in teamwork.

Examples

From now on we will have a synchronous chat every Friday at 16:00.

Yes, this is it, we are sending it.

2. Category: Evaluation

Describes author's posts with expressions related to teamwork evaluation and feedback.
Addressing evaluation to an individual or a group related to teamwork needs additional coding.
This category has sub-categories described here as cases.

Examples

Its good guys!

Well done!

This needs more work I suppose..

We haven't finished yet!

a. Case: Agreement / Disagreement

Describes author's posts with expressions about team agreement or disagreement related only
to teamwork (not knowledge building and co-construction).

Examples

Yes, we should finish by tmrw.

I don't think this will work.

But not:

Yes, only if we use the link to check on risk management.

I don't think this is a good idea.

TASK SUPERCATEGORY

Categories in TASK Super-category describe expressions related to any expression, action or
behaviour related to the TASK, implicitly or explicitly. Some times units may be coded twice as
both TASK and TEAM.

1. Category: Organisation

The basic case: Organisation

Describes author's posts with expressions about task organisation. This category has sub-
categories described here as cases.

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Examples
Mark and myself will work on the task the rest of the day.

a. Case: Decision making
Describes author's posts with expressions related to task decision making.

Examples
Mark and Jane will work on the statement and Gantt chart.
Yes, this is it, we are sending it.

2. Category: Evaluation
Describes author's posts with expressions related to task evaluation and feedback. Addressing evaluation to an individual or a group related to task needs additional coding. This category has sub-categories described here as cases.

Examples
Its good guys!
Well done!
This needs more work I suppose..
We haven't finished yet!

b. Case: Agreement / Disagreement
Describes author's posts with expressions about task agreement or disagreement related only to task (not knowledge building and co-construction).

Examples
Yes, the vision statement is ready
I can work on this now.

c. Case: Q&A
Describes author's posts directly expressed as questions about teamwork (not knowledge building and co-construction). The unit maybe coded utilising other categories such as TEAM.

Examples
When can you finish this, George?
I can work on this now.

d. Case: Instruction
Describes author's posts directly expressed as direct instructions on teamwork. The unit maybe coded utilising other categories such as TEAM.

Examples
Michele, you need to work on the Gantt chart asap.
Ian, you do this, you are good at it.

e. Case: Suggestion
Describes author's posts expressed as suggestions on teamwork. The unit maybe coded utilising other categories such as TEAM.
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Examples
Michele, you may need to work on the Gantt chart.
Ian, since you are good at design perhaps you can finish the last details.

     f. Case: Complete/Incomplete
Describes author's posts regarding the state of the task. The unit maybe coded utilising other categories such as TEAM.

Examples
I think we are not there yet…
Yes, we ve done it!!

COLLABORATIVE LEARNING SUPERCATEGORY

This is a super-category for units, which are directly related to knowledge co-construction by the team-members.

    1. Category: Information

Describes author's posts on information related to knowledge building and co-construction (e.g. proposition, instruction, opinion, history of something)

Examples
You may check DreamJet; interesting vision statement!
Safety reference may help.

    2. Category: CL-Q&A

Describes author's posts directly related to question and answer used for knowledge building and co-construction.

Examples
Team, do you think we can use safety on our vision statement?
Yes, of course!

    3. Category: Explanation
Describes author's posts explaining something (e.g. explanation and self-explanations, requirements, examples etc.).

Examples
Yes, safety is also related to the space between the seats in an aeroplane.

    4. Category: Agreement/Disagreement

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Describes author's posts on agreeing or disagreeing used for knowledge building and co-construction (e.g. agreement, confirmation, corroboration, disagreement, difference, discrepancy, flaming, etc.).

Examples
Sure, we keep safety in or vision statement.
No, safety is not our argument.

5. Category: Exploration
Describes author's posts exploring something (e.g. hypothesis, comparison, example, argument, resource interdependence, critical information, competition of ideas, reasoning, argument, etc.).

Examples
Yes, safety is also related to the space between the seats in an aeroplane.

6. Category: CL-Evaluation
Describes author's posts evaluating something positively or negatively (e.g. Comparison, assessment, best practice, etc.).

Examples
Yes, I like your idea!
No, I don't think this will work as part of the vision statement…

7. Category: New Ideas
Describes author's posts exploring explicitly related to new ideas to the group.

Examples
How about working on the fashion issues?
I can be about getting really experienced pilots to match our safety suggestions.

8. Category: Summarise
Describes author's posts explicitly summarising the dialogical sequence as an argument or else working as a synthesis.

Examples
Yes, safety is also related to the space between the seats in an aeroplane.

9. Category: CL-Other

Describes author's posts that cannot be categories elsewhere and is related to knowledge building and knowledge co-construction.

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TECHNICAL SUPERCATEGORY

Categories in TECHNICAL Super-category describe expressions related to any expression, action or behaviour related to the TECHNICAL.

1. Category: Problem

The basic case: Problem
Describes author's posts about technical problems.

Examples
Guys, my chat is not working!
I ve got blue screen just before I finished…

g. Case: Tech Q&A
Describes author's posts directly expressed as questions and answers about technical problems.

Examples
How do I send this message to the timeline?
You click Publish!

OTHER CATEGORIES

Other categories are the same or similar to Jaiku categories.

1. Category: Link sharing

All units, which are linking to the Internet.

Examples
http://www.cat-cscl.eu/
Check this service: http://www.ouak.net/eurocat/
Cat chases a dog: www.youtube.com/x54dg3tevd

But not:
I am finishing my web pages: www.mypages.org
In this case, there should be two units: one for the action and one for a link.

2. Category: Ambiguous

These units are written in understandable English, but they have multiple plausible readings.

Example "Soccer" => I'm watching soccer. / I'm playing soccer. ?

But contrast to:

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"Lunch" Is there any other plausible interpretation, but that the author is having or going to have a lunch?

3. Category: Incomprehensible

Units, which are incomprehensible or non-sense.

4. Category: Non-English

Units, which are not written in English.

5. Category: EuroCAT related

All units regarding EuroCAT.

"I like working with EuroCAT."
I think this tool does not work for me.

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