CHAPTER III

METHODOLOGY

This chapter presents the design of the study, settings, participants of the study, technique of data collection, and the technique of data analysis.

3.1 Research Design

This research used qualitative research. A qualitative research approach as a plan and procedure for research includes steps from broad assumptions to detailed methods of data collection, analysis, and direct interpretation of problems and research objectives. Qualitative research is very useful for a deep understanding of students' perceptions of using Google Docs in an online collaborative task. Creswell (2007) stated that qualitative methodology is one of collecting data including collecting words or images, analyzing them inductively, and focusing on participant meanings. Therefore, the researcher needs to use a methodology that will help answer questions and achieve the objectives of the research conducted.

The main objective of this study was to investigate EFL students' perceptions of using Google Docs in an online collaborative task. The research design of this study applied a case study. It was chosen as the research design because the researcher only focuses on ten students in the fourth semester as the participant in this study needs in-depth investigation to get better outcomes. Tellis (1997) argues that a case study is designed to find out the details of the participant's viewpoint by using multiple data sources. case study is a design of

the evaluation, in which the researcher develops an in-depth analysis of a case, often a program, event, activity, process, or more than one participant (Creswell, 2007).

3.2 Setting and Context

This study was conducted in the fourth semester of the academic year 2020. The participants were majoring English Education Department at one of the Islamic institutions in Southeast Sulawesi, especially in TEFL class A which consists of 36 students, including 8 males and 28 females. However, only 10 of them as participants in this research. Why 10 students, because they are enthusiastic about writing the reflection The class used Google Docs to facilitate them to share their ideas and revise their group task in the TEFL course. So, that makes it easy to do the task in collaboration even online.

3.3 Participants

The participants of this study were students from class A in the fourth semester of the English Education Department at one of the Islamic Institutions in South east Sulawesi, which was a total number of students was 36 students. Eight of them were male and 28 were female. However, the researcher used data from 10 students who were willing to participate. They were about 19 and 24 years old. The researcher chose them as participants because they had conducted online collaboration tasks using Google Docs during an online class, especially in the TEFL class. They usually do the collaboration task by meeting their group directly, because this condition requires them to study in their home by using

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Google Docs. Therefore, these participants were chosen because they can provide information related to their perceptions of using Google Docs as a platform for collaboration. This can be seen from the content of their task which has undergone many positive changes after doing the collaboration task on Google Docs in the TEFL course

Table 3.1 Participants' profiles of collaborative tasks using Google Docs

No	Participant (P)	Gender	Age	Class	Semester
1	P1	Female	19	A	4
2	P2	Female	20	A	4
3	P3	Female	19	A	4
4	P4	Female	19	A	4
5	P5	Female	21	A	4
6	P6	Female	20	A	4
7	P7	Female	19	A	4
8	P8	Female	20	A	4
9	P9	Female	20	A	4
10	P10	Female	21	A	4

3.5 Instrument of the Study

This study used a reflection sheet to collect the data. The use of students' reflections was to know EFL students' perceptions of Google Docs use in online collaborative tasks. Loughran (2002) stated that reflection is very important for teachers to better understand what they know and increase their knowledge.

The reflection used in this research is the form of questions that were appropriate to the research topic regarding students' perceptions of using Google

Docs in collaboration tasks. The researcher made six questions for the reflection that support sharing ideas, editing/revision, and monitoring of group tasks.

3.4 Data Collection

The researcher collected data that used one instrument to examine the students' perceptions of using Google Docs in an online collaborative task. The researcher used journal reflections for students by Google form. Participants access the link provided by the researcher and then answer the questions. Participants need to complete the reflection in Indonesian, not using English because to make the flow of their thoughts is not hampered by language difficulties (Nurfaidah, Lengkanawati & Sukyadi, 2017). Respondents were given several weeks to complete their reflection after the respondents filled out the reflection, the researcher will check for the reflection.

3.6 Data Analysis

The data were analyzed descriptively by identifying students' perceptions using Google Docs in collaborative tasks. The data was taken by reflection journal which was the researcher used Google Form as a reflection sheet to gather the data efficiently. In analyzing the data, the researcher used steps by Creswell et al., (2007) which are, after collecting data through Google Forms, the researcher prepared the data analysis and read through the data. Then, coding the data and also coding the text for themes and descriptions in the research paper. Thematic coding is the technique to identify themes in qualitative data (Braun & Clarke, 2019). After coding the data, the researcher used usability by Nielsen (1993) to

describe the usability factor of using Google Docs in collaborative tasks based on students' reflections. The researcher collected, read, and highlighted each student's response that is considered relevant for analysis. In this study, the researcher used pseudonyms (the use of numerical). The pseudonym used is "P1, P2, & P3". The example of coding the data is presented as follows:

Table 3.2: Example of data coding From P1, P2, & P3

P	Open Coding Awal	Open Coding Selanjutnya	Open Coding selanjutnya	Axial coding	Selective Coding	Category	Theme
P1	Google Docs sangat memfasilitasi dalam hal mengerjakan tugas kelompok secara online karena meningkatkan kemandirian belajar, disiplin, mempermudah koordinasi dan kolaborasi dalam pengerjaan tugas kelompok dan tugas-tugas yang dimiliki diarsipkan dalam satu file dengan menggunakan aplikask Google Docs	Google Docs sangat memfasilitasi dalam hal mengerjakan tugas kelompok secara online karena meningkatkan kemandirian belajar, disiplin, mempermudah koordinasi dan kolaborasi dalam pengerjaan tugas kelompok	I. Google Docs facilitates students in online collaborative tasks. II. Students increase their independence and discipline and are easy to coordinate; III. collaborate in group tasks;	I. GD facilitate students in doing online task collaboratively; 2. Students' improvement: independence, discipline	I. Google Docs facilitate students in doing online tasks collaboratively; 2. Students improve independence and discipline	1. helpful in online collaborative task	Satisfaction with using Google Docs
P1	Iya karena saya masih dapat berkolaborasi dalam satu dokumen yang secara real-time	saya masih dapat berkolaborasi dalam satu dokumen yang secara real-time	1. Students can still collaborate on one document in real time	1. Google Docs help students to do online task collaboratively in one document	1. Google Docs help students to do online task collaboratively in one document	1. helpfull in online collaborative task	Satisfaction with using Google Docs
P1	Iya karena Google Docs sangat mudah di edit oleh penulis	Google Docs sangat mudah di edit oleh penulis	Google Docs is easy to edit by the author	1. availability of helpful features: edit document	1. availability of helpful features: edit/revise document	1. supporting helpful feature	Learnability of using Google Docs
P1	Iya karena di Google Docs memiliki peraturan untuk monitoring pekerjaan teman sehingga kita mudah mengetahui siapa yang selalu aktif	Google Docs memiliki peraturan untuk monitoring pekerjaan teman sehingga kita mudah mengetahui siapa yang selalu aktif	1. Google Docs has a set to monitor of group task	1. availability of helpful features: monitor of group task	1. availability of helpful features: monitor of group task	1. availability of helpful features	Learnability in using Google Docs
P1	Menguatkan dalam hal kerja kelompok saat situasi pandemi, walaupun kami tidak bertemu secara langsung Google Docs kita bisa gunakaan	walaupun kami tidak bertemu secara langsung Google Docs kita bisa gunakaan	1. flexibility in using GD	1. flexibility	1. flexibility	1. flexibility	Satisfaction with using Google Docs
P2	Ya, dalam mengerjakan tugas secara online bersama-sama. Dengan fasilitas Google Docs kami dengan mudah mengerjakan project yang diberikan dosen dan lebih mudah diakses kapan	Ya, dalam mengerjakan tugas secara online bersama-sama. Dengan fasilitas Google Docs kami	1. Students doing the task together online, 2. easy to access everywhere and	I. GD facilitate students in doing online task collaboratively; 2. flexibility to use	1 Google Docs facilitate students in doing the online task	1. helpful in online 2. flexibility to use	Satisfaction with using Google Docs Learnability in using

P	Open Coding Awal	Open Coding Selanjutnya	Open Coding selanjutnya	Axial coding	Selective Coding	Category	Theme
	pun dan dimanapun, hanya dengan mengakasess link.	dengan mudah mengerjakan project yang diberikan dosen dan lebih mudah diakses kapan pun dan dimanapun, hanya dengan mengakasess link.	at any time.		2. flexibility to use		Google Docs
P2	Iya, ini biasa saya lakukan saat mengerjakan tugas kelompok. Saya biasanya mennggunakan fitur chat pada Google Docs untuk memantau teman-teman yang masih aktif bekerja serta saling berbagi ide dalam mengerjakan tugas. Saya juga pernah menggunakan kolom komentar agar mereka lebih mudah memperbaiki beberapa kesalahan	saling berbagi ide dalam mengerjakan tugas. Saya juga pernah menggunakan kolom komentar agar mereka lebih mudah memperbaiki beberapa kesalahan	1. Student can share ideas each other; 2. students easy to comment in doing their task	1. availability of helpful features: share ideas, comment	1. availability of helpful features: share ideas, comment, link access, see other group task	1. supporting features	Learnability in using Google Docs
P2	Iya, karena terdapat kolom komentar yang bisa kita lihat saat dosen ataupun kami sendiri dalam merevisi tugas. Kami dengan mudah mengetahui letak kesalahannya dimana berdasarkan komentar	Kami dengan mudah mengetahui letak kesalahannya dimana berdasarkan komentar	Students easy to know the mistake in comment field	1. availability of helpful features: comment	1. availability of helpful features: comment	1. availability of helpful features	Learnability of using Google Docs
P2	Iya, seperti yang sudah saya jelaskan sebelumnya, saya bisa dengan cepat mengetahui siapa sj yang sedang menegrjakan tugas dengan melihat akun yang mengakses link serta interaksi di kolom chat	saya bisa dengan cepat mengetahui siapa sj yang sedang menegrjakan tugas	1. students can know their group who active in doing the task	1. availability of helpful features: monitor	1. flexibility to use	2. Flexibility to use	Satisfaction with using Google Docs
P2	Terkadang menguatkan dan juga melemahkan kinerja. Disatu sisi akan lebih midah menggunakan Google Docs karena bisa memantau dan saling sharing tanpa perlu berkumpul di satu tempat. Tetapi kekurangannya adalah jaringan yang lambat akan menghambat pengerjaan tugas karena kita tidak bisa	lebih midah menggunakan Google Docs karena bisa memantau dan saling sharing tanpa perlu berkumpul di satu tempat. Tetapi kekurangannya adalah	1. Easy to use GD: Flexibility; 2. Jaringan yg lambat akan menghambat pengeditan dokumen	1. flexibility; 2. weak connection	1. Flexibility to use 2. weak connection	1. Flexibility to use 2. weak connection	Satisfaction of using Google Docs Disadvantages of using Google Docs

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P	Open Coding Awal	Open Coding Selanjutnya	Open Coding selanjutnya	Axial coding	Selective Coding	Category	Theme
	mengetik ataupun mengedit apapun.	jaringan yang lambat akan menghambat pengerjaan tugas karena kita tidak bisa mengetik ataupun mengedit apapun.					
P3	Ya, dengan menggunakan GD tugas kelompok bisa dikerjakan bersama-sama di waktu yang bersamaan, dan juga banyak fitur yang disediakan sehingga tugas kelompok bisa dikumpulkan sebanyak mungkin.	Ya, dengan menggunakan GD tugas kelompok bisa dikerjakan bersama-sama di waktu yang bersamaan, dan juga banyak fitur yang disediakan sehingga tugas kelompok bisa dikumpulkan sebanyak mungkin.	1. Google Docs can be used to do the group task in the same time; 2. banyak fitur yang disediakan untuk pengumpulan tugas sebanyak mungkin.	1. GD facilitate students in doing online task collaboratively; 2. availability of helpful features: task submitting	1. Saved time 2. available helpful features: task submitting	1. Saved time 2. available helpful features: task submitting	Efficiency in using Google Docs Satisfaction with using Google Docs
P3	Iya, ketika mengerjakan tugas misalnya kita ingin mengedit tugas kita bisa bertukar ide dengan memberitahukan teman fitur apa saja yang bisa di gunakan, kita juga bisa share link sehingga teman-teman bisa mengakses tugas/file yang sudah diupload.	kita bisa bertukar ide dengan memberitahukan teman fitur apa saja yang bisa di gunakan, kita juga bisa share link sehingga teman-teman bisa mengakses tugas/file yang sudah diupload.	1. Students can share ideas; 2. students can share the task link	1. availability of helpful features: share ideas, link access,	1. availability of helpful features: share ideas, link access,	1. availability of helpful features	Learnability in using Google Docs
P3	Ya, karena di Gd banyak fitur-fitur yang menarik bisa digunakan dan bisa membuat tugas menjadi lebih menarik dengan editan yang kita lakukan. Cara penggunaannya juga mudah.	Ya, karena di Gd banyak fitur-fitur yang menarik bisa digunakan dan bisa membuat tugas menjadi lebih menarik dengan editan yang kita lakukan. Cara penggunaannya juga mudah.	1. Google Docs has many interesting features that can be used. 2. Google Docs can make the task more interesting by editing. 3. it is also easy to use	1. Google Docs has many interesting features that can be used; 2. availability of helpful features: edit documents; 3. it is easy to use	1. Google Docs has many interesting features that can be used; 2. availability of helpful features: edit documents; 3. it is easy to use	1. Google Docs has many interesting features that can be used; 2. availability of helpful features: edit documents;	Satisfaction with using Google Docs Learnability of using Google Docs

P	Open Coding Awal	Open Coding Selanjutnya	Open Coding selanjutnya	Axial coding	Selective Coding	Category	Theme
						3. **it is easy to use**	
P3	Ya, menggunakan GD semua anggota kelompok bisa monitoring perkembangan tugas diwaktu yang bersamaan, karena dapat diakses banyak orang dan kita juga bisa meninggalkan komentar didalamnya.	anggota kelompok bisa monitoring perkembangan tugas diwaktu yang bersamaan,	1. the students can do the task in the same time	**1. saved time**	**1. saved time**	**1. saved time**	**Efficiency in using Google Docs**
P3	Dengan menggunakan GD, semua kinerja yang kita lakukan dapat tersimpan otomatis, sehingga kita tidak perlu khawatir dengan hilangnya/terhapus tugas yang sudah kita kerjakan.	kinerja yang kita lakukan dapat tersimpan otomatis	1. penyimpanan otomatis	**1. availability of helpful features: auto save**	**1. availability of helpful features: auto save**	**1. supporting features**	**Satisfaction with using Google Docs**