

Taking ODK Collect and Kobo Toolbox in hand

Terre des hommes regional training

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The phases of a MDC



ODK Collect

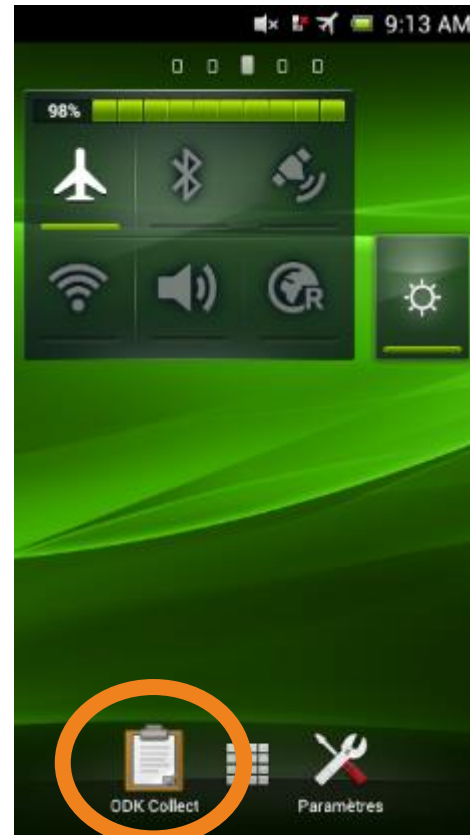


THE ODK APPLICATION



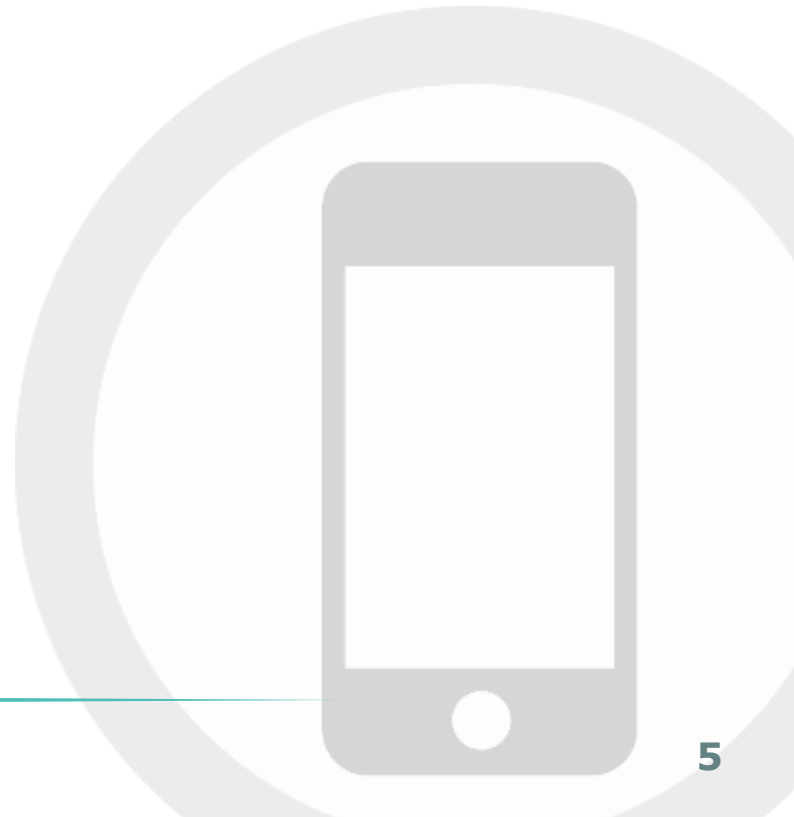
First taking in hand of ODK

- 👤 Open the « ODK Collect » app



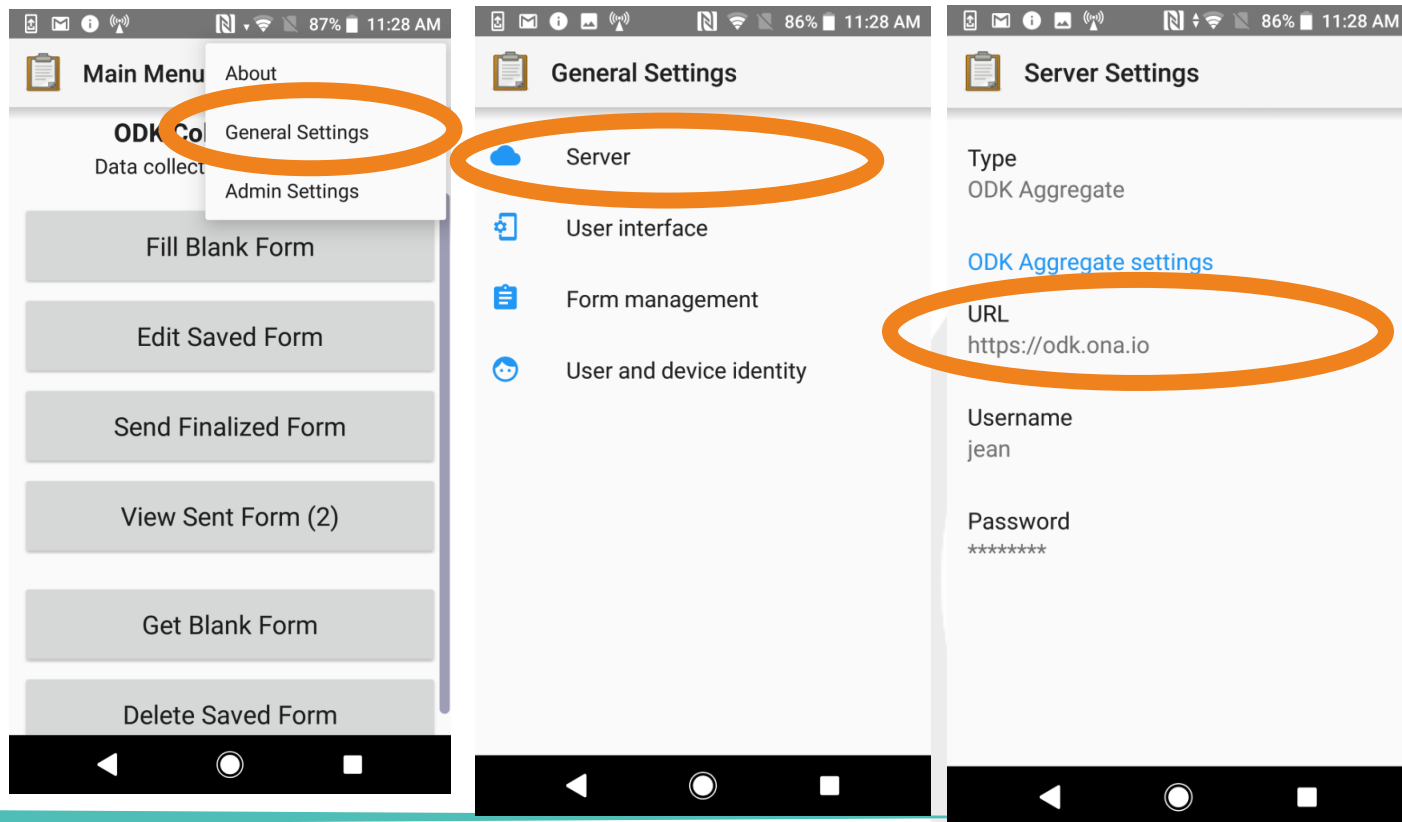
Exercise

Open the « getting to know you » form, fill it, finalise the form (tick the box on the last screen) and save the submission



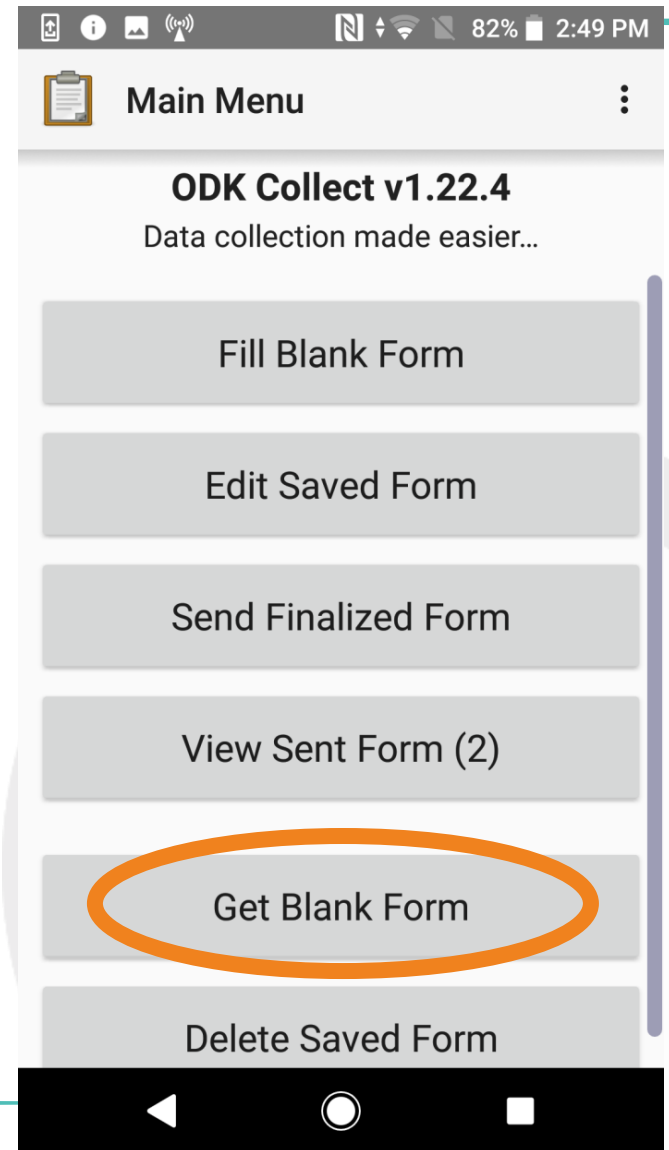
Connect your phone to Kobo

- ❗ You need to connect to the right website so:
 - that it can access the blank forms
 - That it can send the submissions to the right place



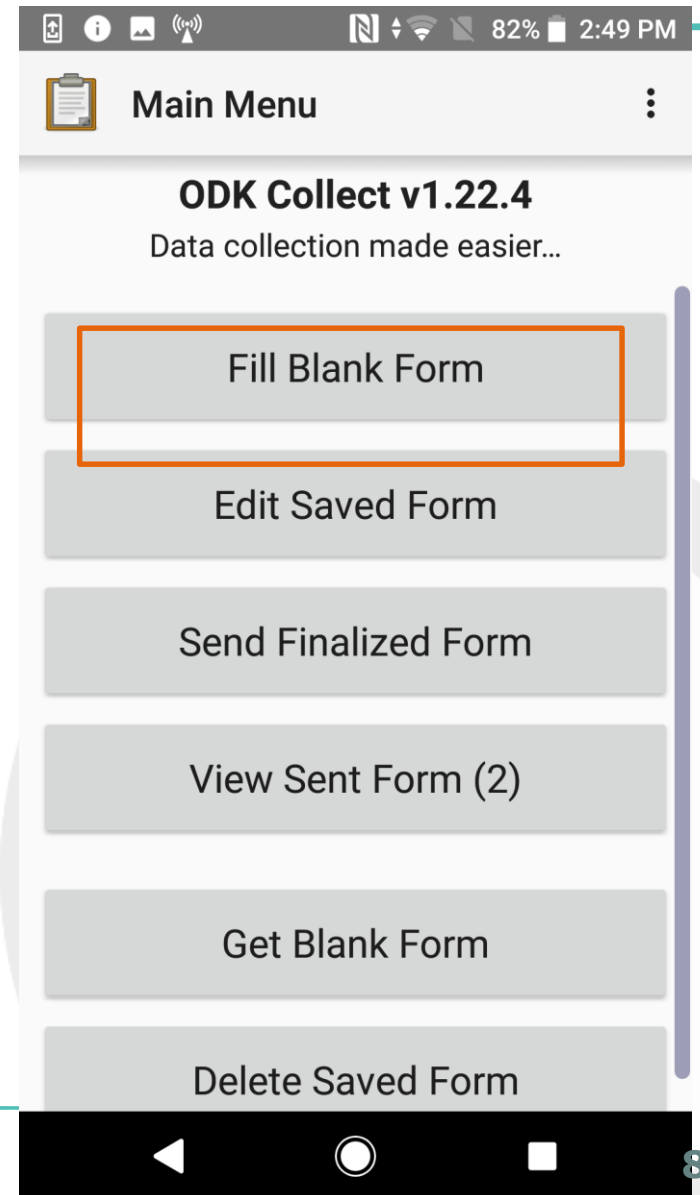
Download a new form

- 👤 To download a blank form:
- Make sure you to have the wifi ON
 - Click on "Get blank form"
 - Select the form(s) which you are interested in and click on "download the selection"



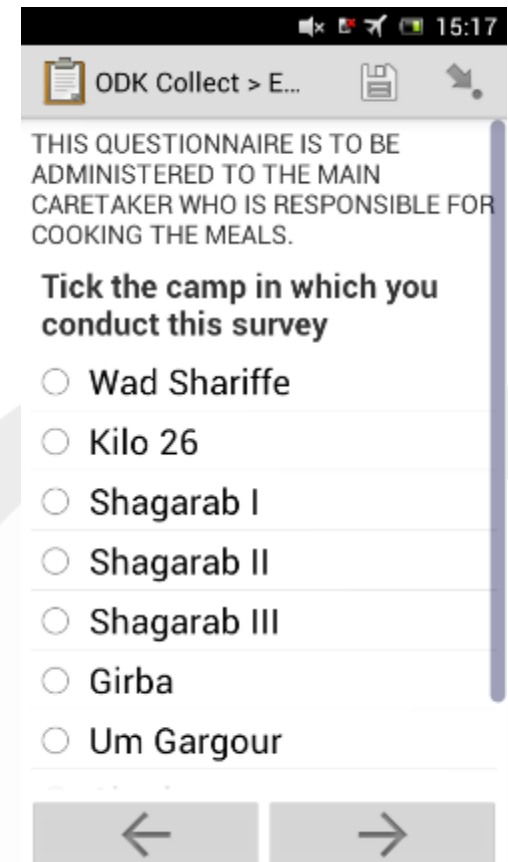
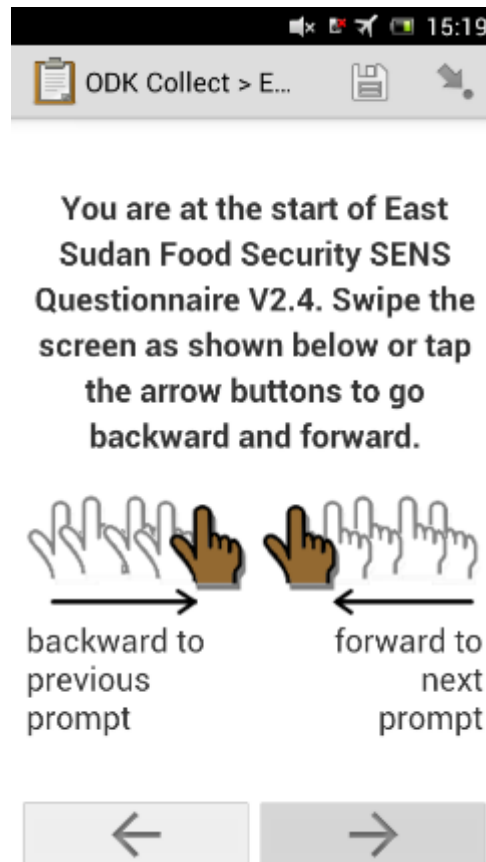
ODK Main menu

- Enumerators will mainly use the 'Fill Blank Form' button where they can choose the relevant blank survey to fill.



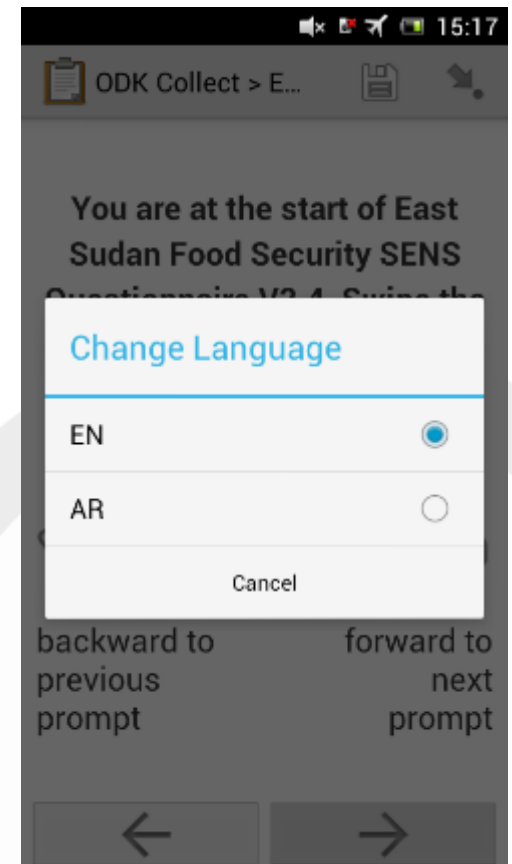
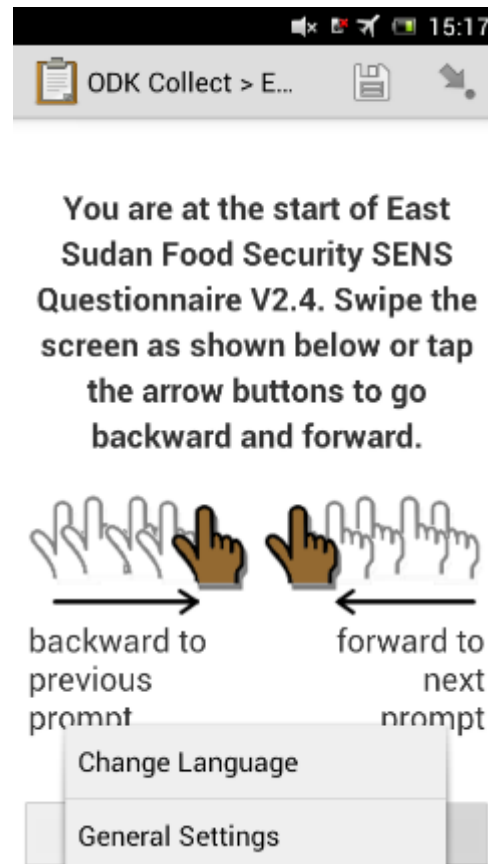
ODK Browsing through the form

- 👤 To go to the next question of the form you can either “swipe” the screen with the finger, or use the button at the bottom of the screen.



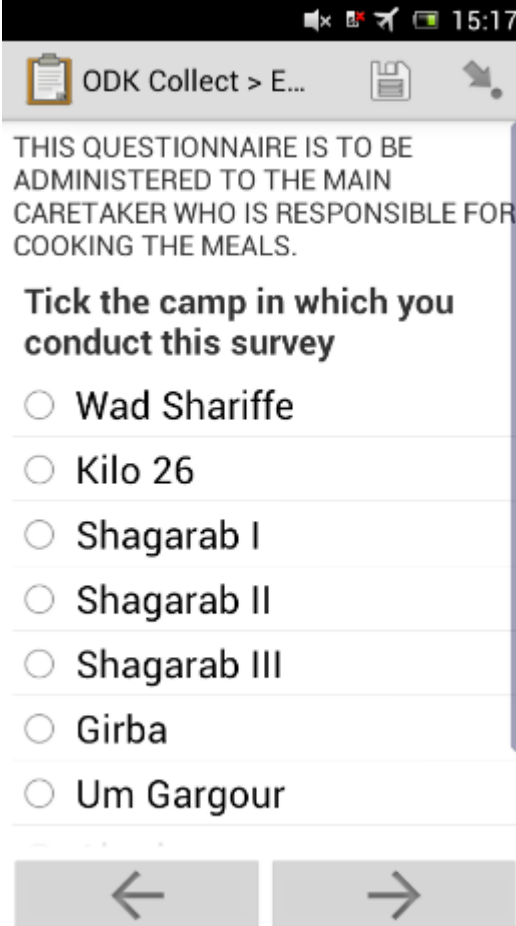
ODK Changing the language

- 👤 To change the language of a questionnaire: once the form is opened, click on the Menu button (bottom right button of the phone) and choose “change language”



ODK Select an option

- ❶ This is an example of selecting one of the items from the list of options.
- ❷ When there is a circle (radio button), only one can be checked.

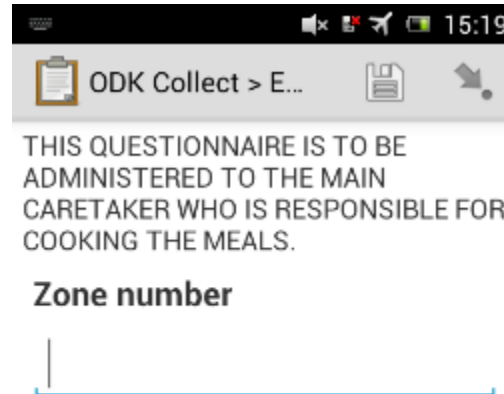


The screenshot shows a mobile application interface for ODK Collect. At the top, the status bar displays the time 15:17 and various icons. Below the status bar, the app title "ODK Collect > E..." is visible. The main content area contains a text instruction: "THIS QUESTIONNAIRE IS TO BE ADMINISTERED TO THE MAIN CARETAKER WHO IS RESPONSIBLE FOR COOKING THE MEALS." followed by a bolded question: "Tick the camp in which you conduct this survey". Below the question is a list of seven options, each preceded by an empty radio button: "Wad Shariffe", "Kilo 26", "Shagarab I", "Shagarab II", "Shagarab III", "Girba", and "Um Gargour". At the bottom of the screen, there are two large, light gray buttons with left and right arrow icons for navigation.

ODK Enter numbers/text

Example:

- ❏ This is an example of where an enumerator would fill out a form with text.
- ❏ The enumerator can use the key pad on the screen, or the phone key pad.
- ❏ For some fields, **only** letters can be used, and for other fields, **only** numbers can be used. Ranges can be set by managers.

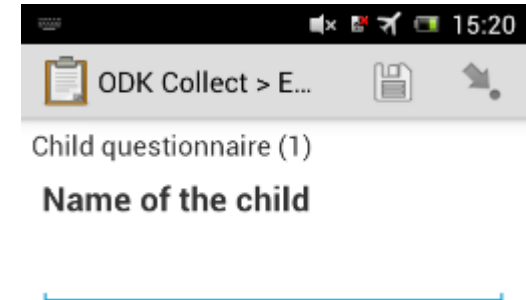
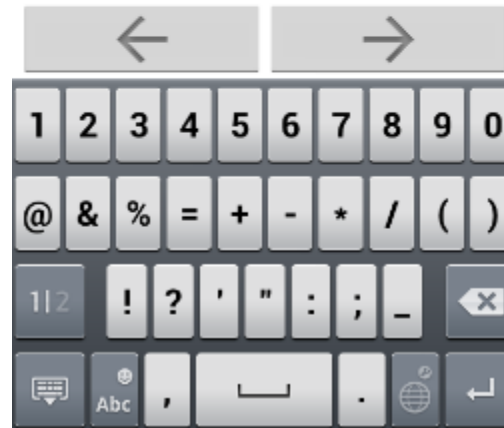


ODK Collect > E...

THIS QUESTIONNAIRE IS TO BE ADMINISTERED TO THE MAIN CARETAKER WHO IS RESPONSIBLE FOR COOKING THE MEALS.

Zone number

|



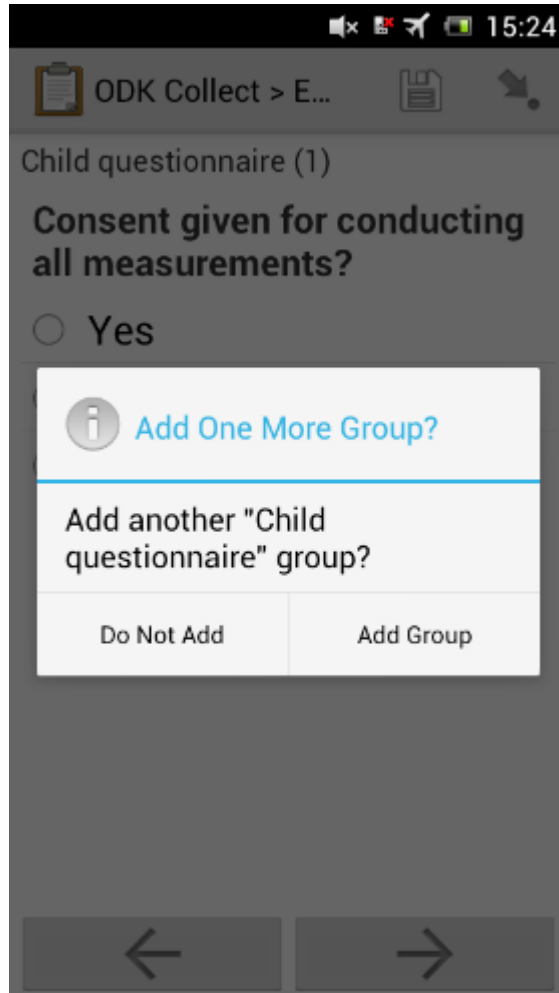
ODK Collect > E...

Child questionnaire (1)

Name of the child



ODK Add a group



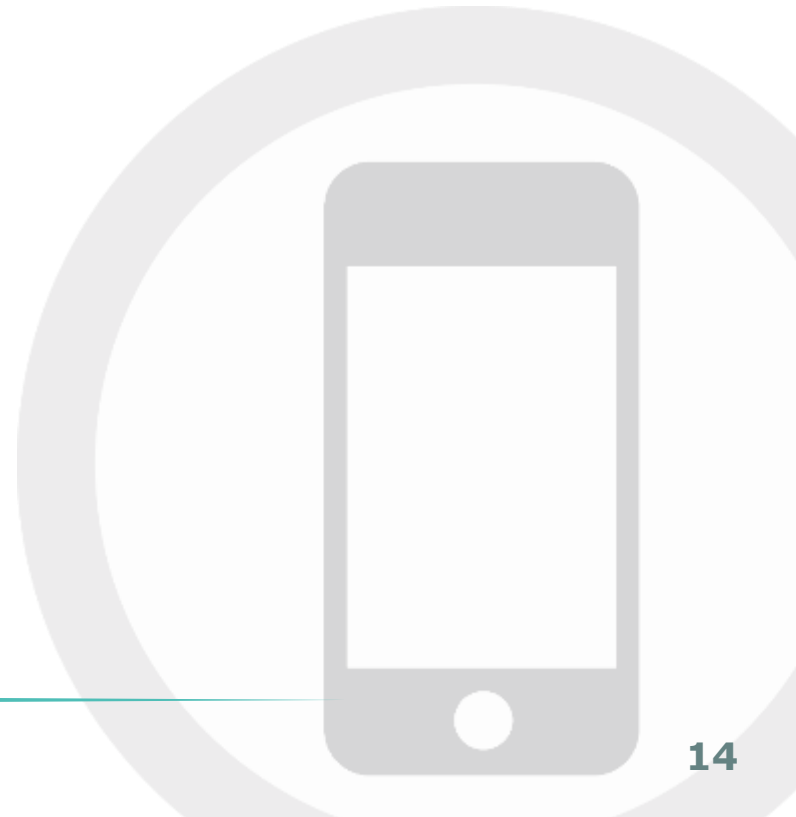
The screenshot shows the ODK Collect app interface. At the top, the status bar displays the time 15:24 and various icons. The app header shows 'ODK Collect > E...'. The main screen displays 'Child questionnaire (1)' and a consent question: 'Consent given for conducting all measurements?'. Below this is a radio button for 'Yes'. A dialog box is open, asking 'Add One More Group?' with an information icon. The dialog text says 'Add another "Child questionnaire" group?'. At the bottom of the dialog are two buttons: 'Do Not Add' and 'Add Group'. The bottom of the app screen has two large navigation arrows, left and right.

Example:

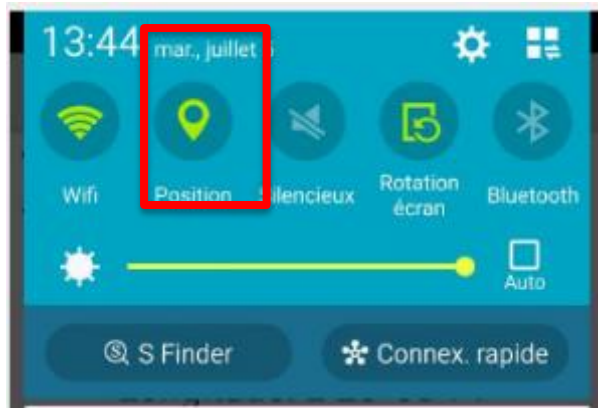
- ❶ A group corresponds to the possibility of repeating a number of questions different times (ie to a number of people)
- ❷ Add another group; if there are more than one woman or child in one household you can add them all one by one.

Delete a group

- 👤 If one adds a group, it is possible to remove it by pressing and holding the reply field and then choosing « Delete the group ».

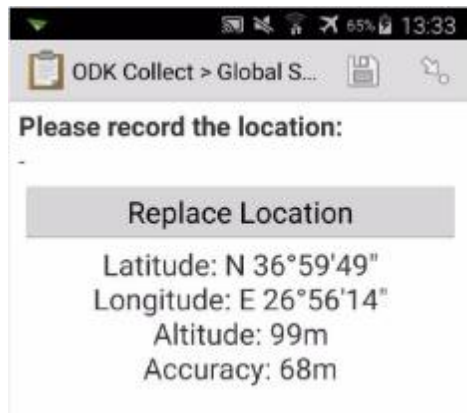
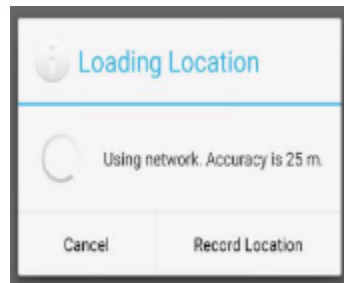
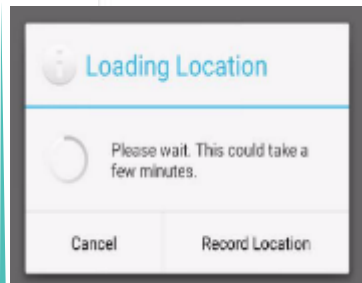
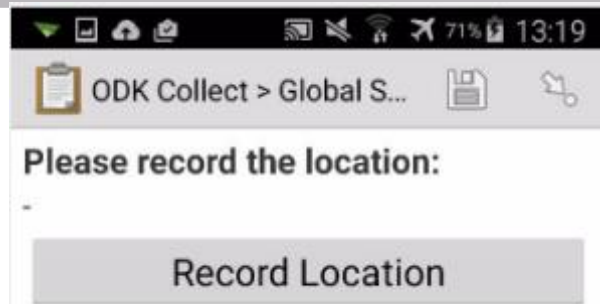


Record GPS coordinates (1)



- ☾ ⓘ Pull the top of the screen toward the bottom.
- ☾ ⓘ It will bring up a different menu – one of the ICON will be for the GPS.
- ☾ ⓘ Ensure that the GPS icon is ON (tap to turn on/off)
- ☾ ⓘ May look slightly different on your phone

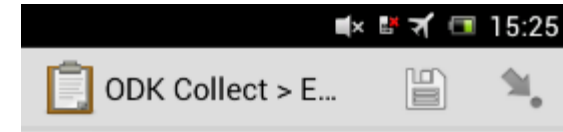
Record GPS coordinates (2)



- ⓘ Wait until a satisfactory accuracy achieved [**10m suggested – adapt to context**]
- ⓘ Take the recording outside, not indoor.
- ⓘ Start the GPS Test application once a day.
- ⓘ Turn off GPS when not needed!

ODK Save Questionnaire

- 👤 Tick "Mark form as finalized"
- 👤 Click on « Save Form and exit »
- 👤 The fact that it is ticked means that it is considered ready for send off to Kobo



You are at the end of East Sudan Infant and Child 0 - 59 months questionnaire V2.5.

Name this form

East Sudan Infant and Child 0

☐ Mark form as finalized

Save Form and Exit

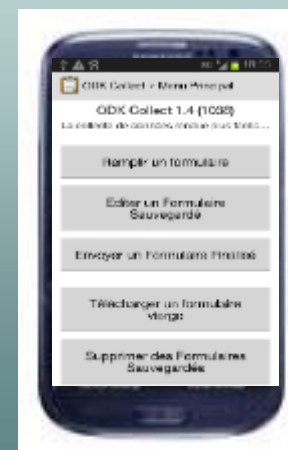


Send back the results to Kobo

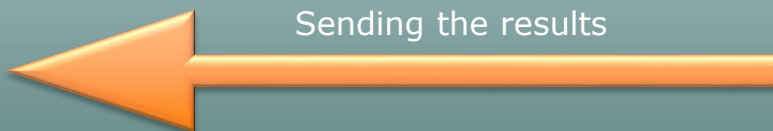
Kobo



ODK Collect



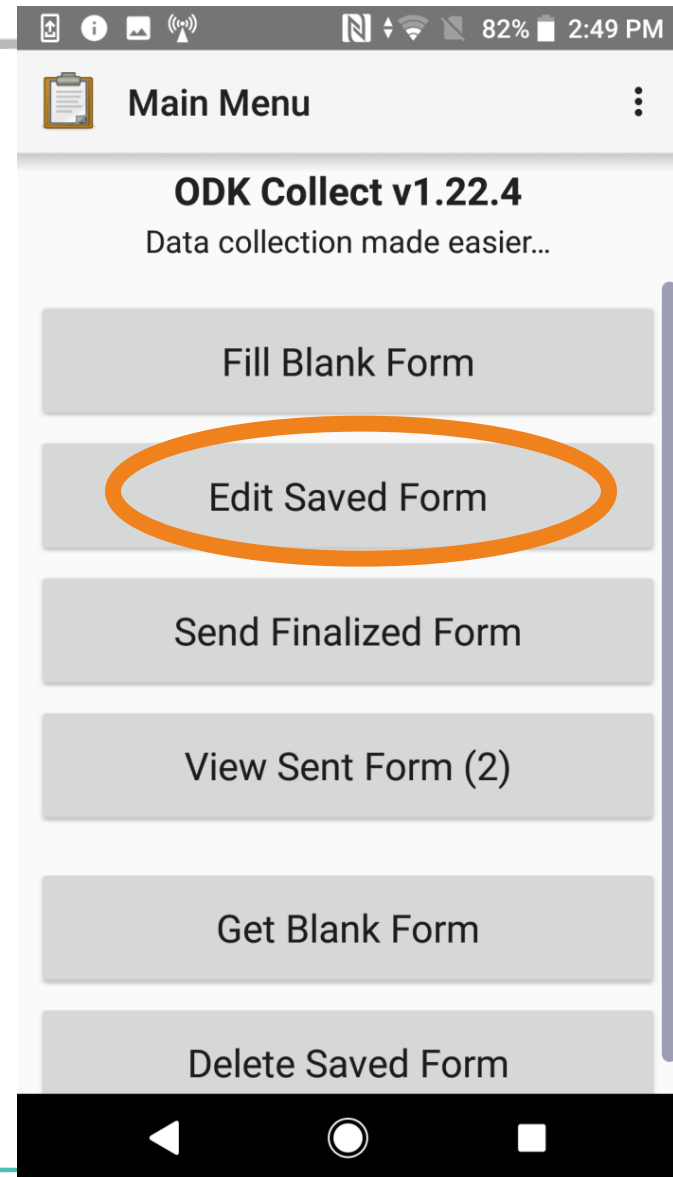
Sending the results



- ❶ Activate the wifi
- ❷ Make sure to have « Mark form as finalized » and to have saved it
- ❸ Go to « Send Finalized Form », select it and send it

Review the data

- ❶ You can review the saved but not finalized form in “Edit saved forms”
- ❷ You can re-enter the form, modify what you need, finalise it by ticked the relevant box on the last screen to finalise it.



Introduction to OpenDataKit (ODK)

- ❶ Open source solution for Android:
 - Widely used
 - Basis for numerous systems
 - Powerful and flexible
 - Secure storage on your own servers possible
- ❷ Different deployment profiles possible (offline with USB, offline on local network, online, etc)







The OpenDataKit ecosystem

- ❶ ODK is one of the most developed and widely used MDC solution
- ❷ Package of solutions, running on Android and based on OpenRosa
- ❸ Many applications based on it: free or paying, private sector or research, completely autonomous or sharing base tools
- ❹ Presented during this training: ODK Collect and Kobo
- ❺ To compare solutions:
<http://humanitarian-nomad.org/>



The most used MDC tools

- Here are the MDC tools used most frequently in the Tdh context:

Tool	Summary
 KoBo Toolbox	Open Source tool that is free for the humanitarian actors. Suitable for simple surveys, without very sensitive data, sometimes a little unstable
ONA 	Paying tool similar to Kobo, simple to put in place, with a few additional features
	Advanced paying tool that makes a certain level of case management possible, with excellent management of sensitive data -a little more complex to put in place than the above
	Open Source paying tool adapted to the follow-up of cases in the Health field (includes SMS component)- a little more complex to put in place than the above

Android smartphones settings



Introducing Android phones



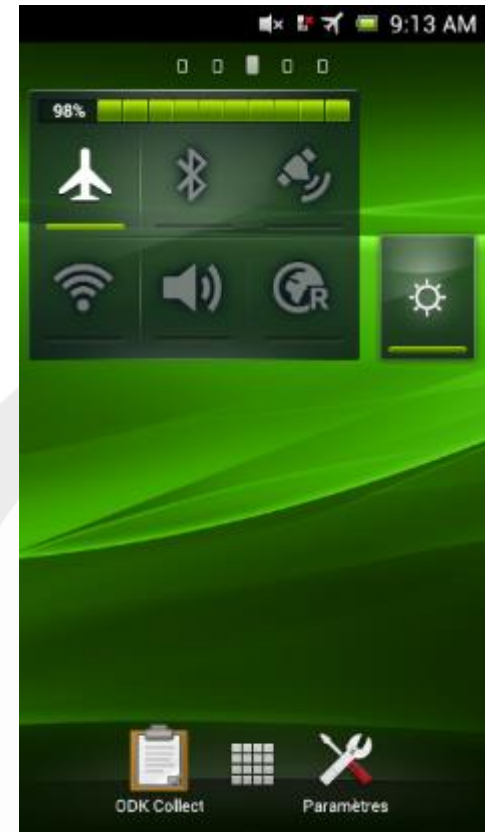
Exercise

1. What do you think are the different phone settings that can impact the battery?
2. Why do you think having the right date and time set on the phone can be important for your survey?



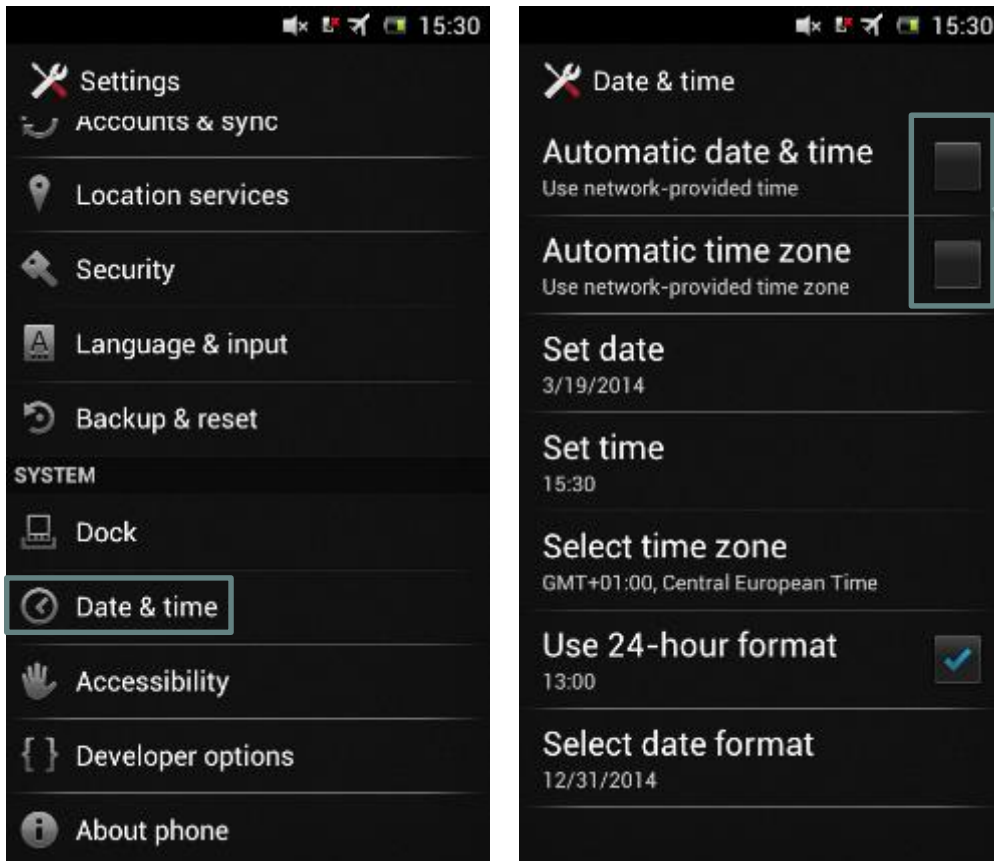
Battery management

- ❏ To keep the battery...
 - WIFI OFF
 - Airplane Mode
 - GPS off when not used
 - The phone brightness must be as low as possible
 - Adjust screen saver time
 - Make sure that no application is running in the background
- ❏ Other options in difficult contexts
 - Plan a second battery
 - Plan a battery pack to recharge it
 - Plan car chargers etc if relevant



Date & time settings

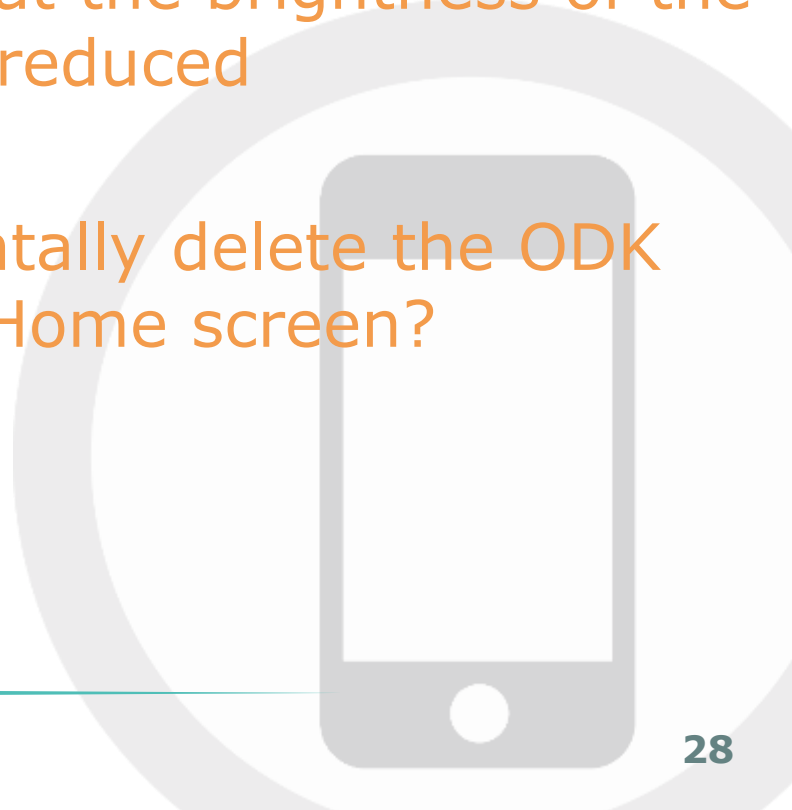
- Make sure the date and time are correctly set



- Set up the time zone first, and then the date/hour.

Exercise

1. Adjust the date to the date of today as well as the hour.
2. Make sure that your phone is in Airplane Mode, that the WiFi is switched off and that the brightness of the phone is set to reduced
3. What happens if you accidentally delete the ODK application from the Home screen?

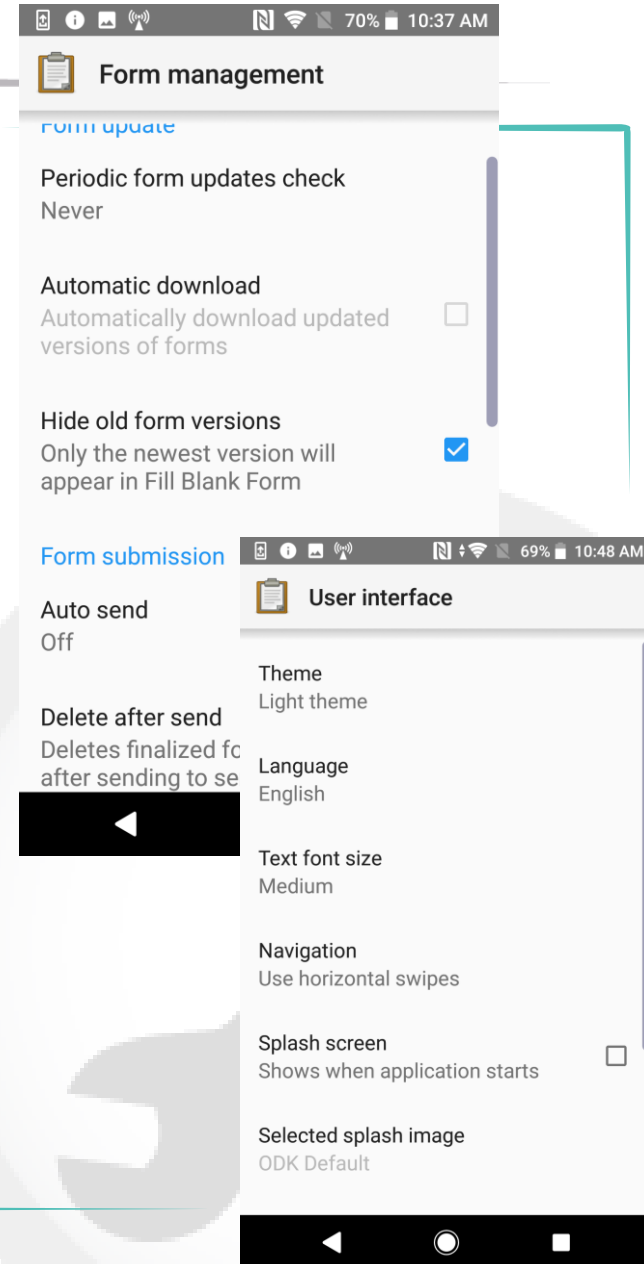




ODK- advanced settings

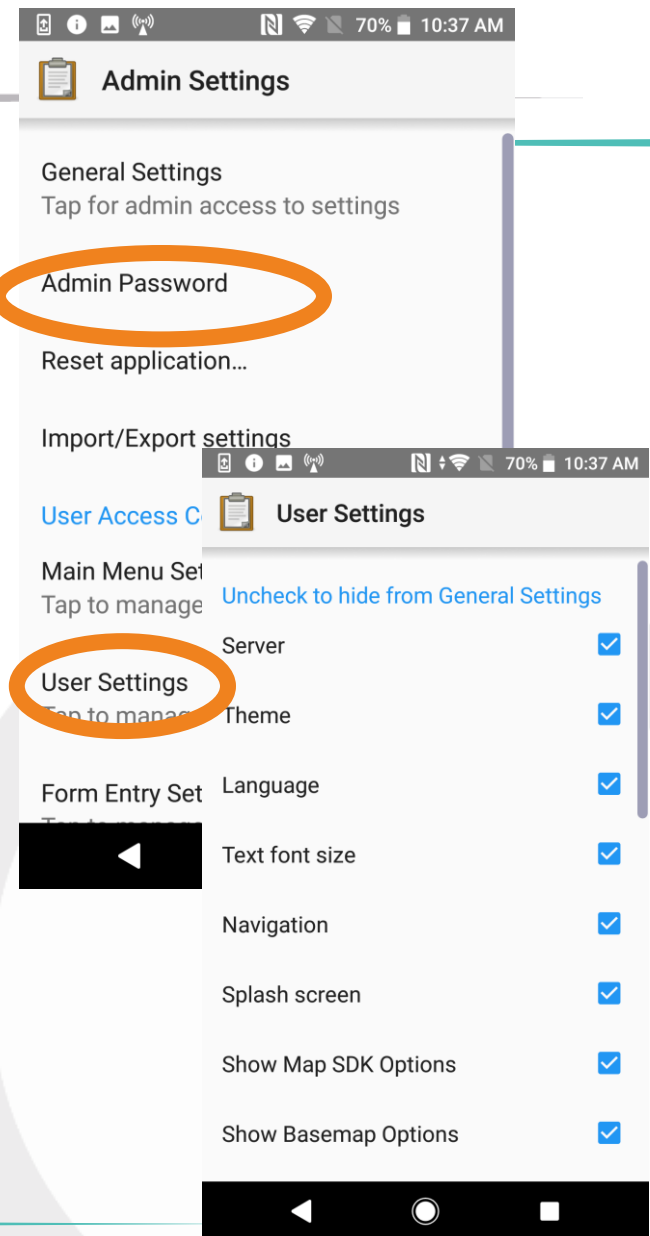
General settings

- 👤 (Form management)
“Auto send” → tick if you do not mean to check all forms before they are sent to Kobo
- 👤 (User interface) “Navigation”
→ setting will depend on screen size!
- 👤 (Form management) “Default to finalise” → If ticked, will mean that the enumerator will not need to tick this himself when he has filled in the survey (this will depend on your SOPs)



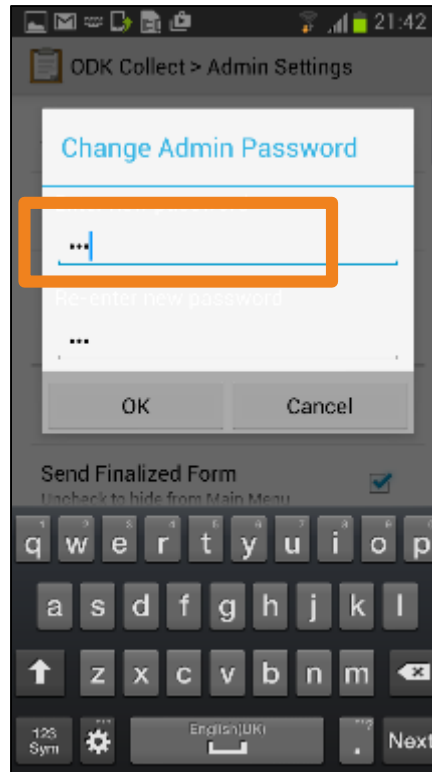
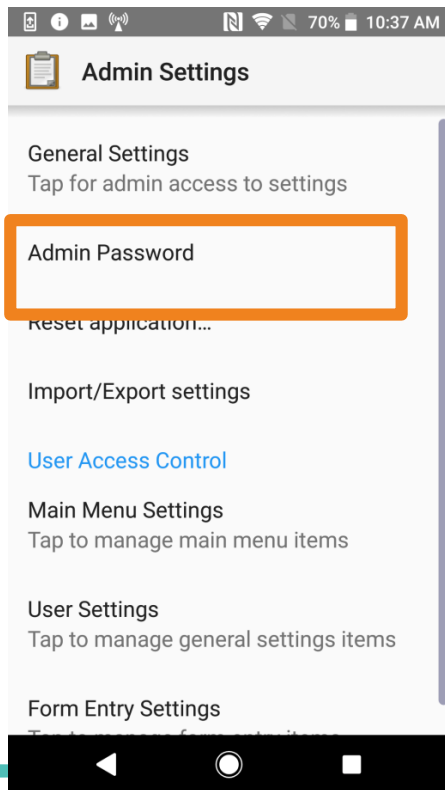
Advanced settings

- ❶ You can choose to hide some of the buttons of the home page for the enumerators to avoid a manipulation mistake (deleting a blank form or a submission)
- ❷ You can add a password to access this menu (but make sure that the password is known to all those who need it, especially once the project is finished, to avoid having to redownload ODK!)



Security – Phone Admin settings

- 👤 Make password invisible in General Settings
- 👤 Set a password to access the admin settings
- 👤 Do not do this on these phones as otherwise we will need to reinstall the app!!



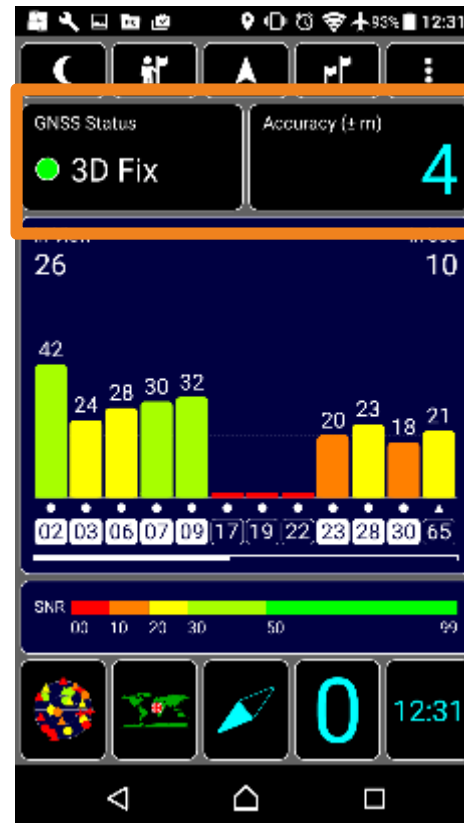
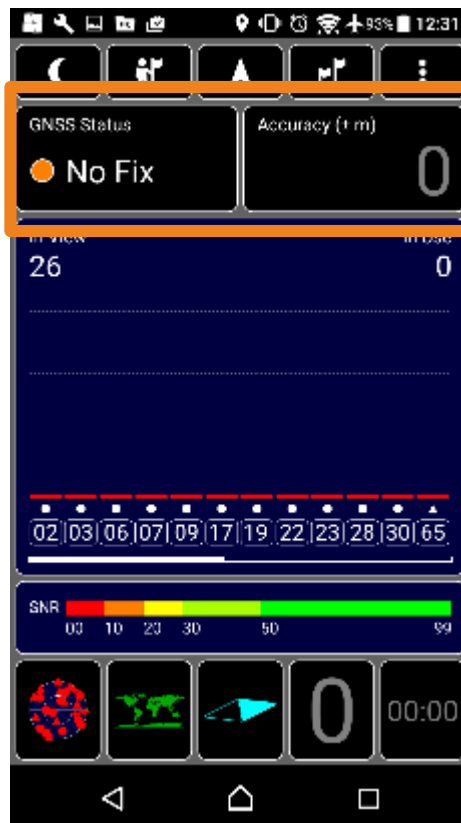
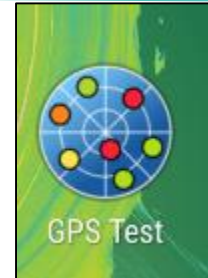
Other interesting apps

- 👤 You can also install the following apps depending on your needs
 - GPS test+ : if some of the phones take a long time to find the GPS position, this app, opened first thing every morning, will help ODK in finding the points faster
 - Barcode Scanner: if you set up a barcode scanning system
- 👤 All these can be installed through the Play Store (they are free) or else by USB stick



How to increase the speed of a GPS

- Some applications optimize the GPS functioning (ex. GPS Test)



Initial audits of phones

- ❏ Before to start a survey, always check the following aspects on each phone:
 - Date and Time
 - Standby The phone in a suitable timing
 - Functional GPS (use GPS Test + if necessary)
 - Barcode application installed if necessary
 - On ODK Collect:
 - Version
 - Address of the server
 - Blank forms and past submissions deleted
 - If you encounter a problem at the level of the GPS, think of « tuning » it for first use in the area by connecting the phone to a local WIFI (or, even better, with a sim card)- you will then no longer need Wifi or 3G the following times



First overview of Kobo



Kobo: create an account

- ❶ On your computer, go to:
- ❷ [Kobo.humanitarianresponse.info/](https://kobo.humanitarianresponse.info/)
- ❸ Select “create an account”
- ❹ Fill in the necessary information and then check your emails for validation email
 - it can take a few minutes
 - be careful not to click on the link twice by mistake
 - Check your spam if you cannot see the email in your inbox



Exercise: Education Assessment

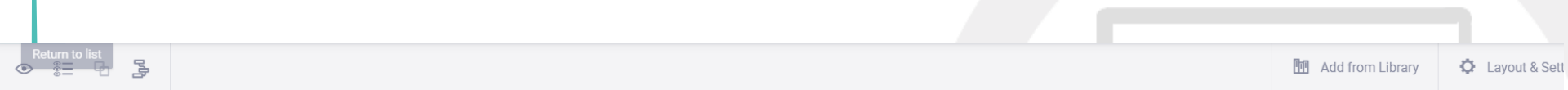


Create a new form with the following questions:

- Date of assessment
- Name of interviewer
- GPS point
- Displaced students
 - Please provide the number of internally displaced students in this school (where relevant) - girls.
 - Please provide the number of internally displaced students in this school (where relevant) - boys.
- Are there any risks present for learners and teachers while at school or travelling to/from school?
- What risks?

Create a form using Kobo Toolbox

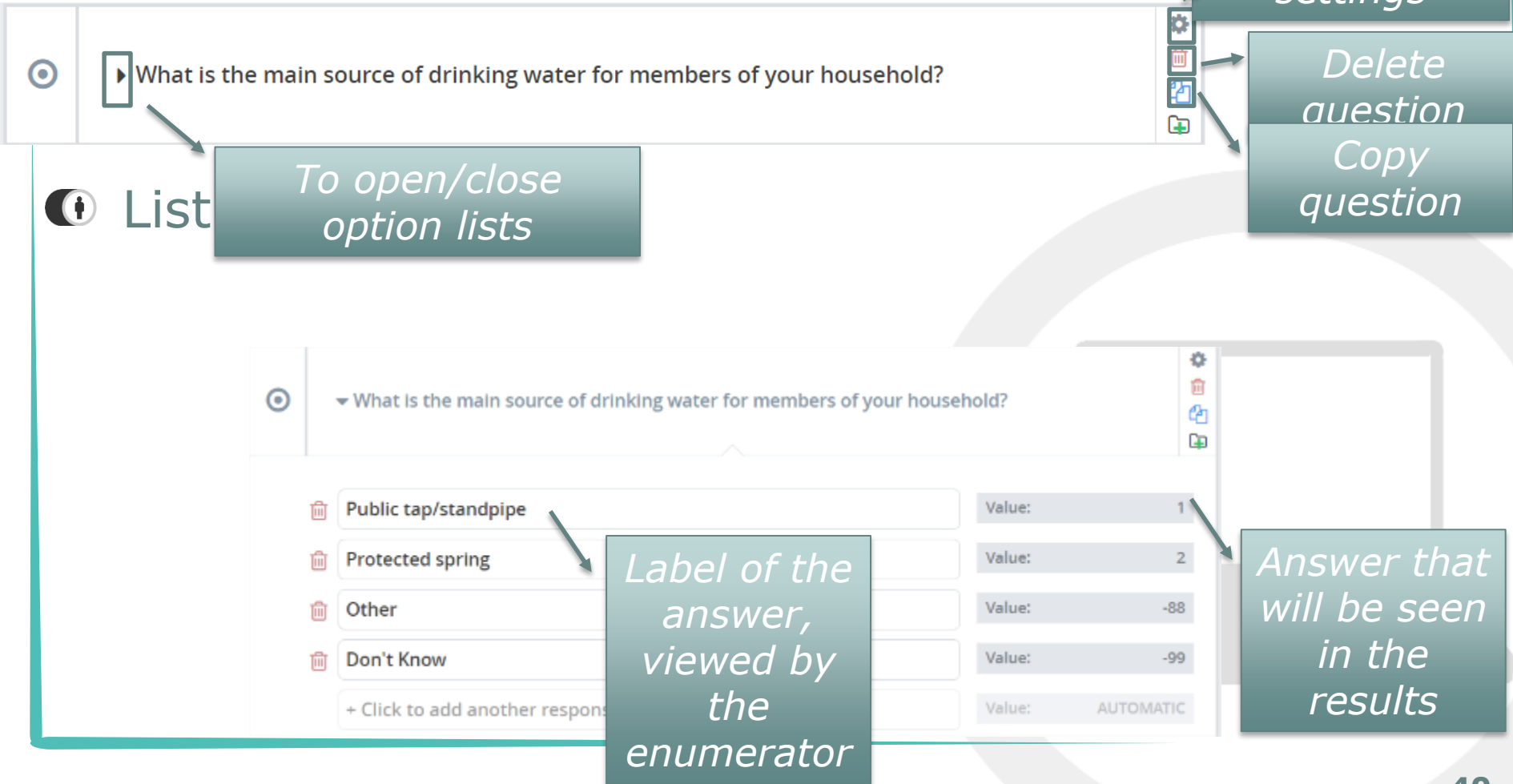
- 👤 Click on "New" → "Create form"
- 👤 Fill form informations (form name, etc.) → Create project
- 👤 Create each questions you need:
 1. Type the question
 2. Clic on the « + » sign to choose question type
 3. Define possible answers if relevant



+ Add Question

Question settings (1)

General information



The screenshot displays the Kobo Form Builder interface. At the top, a question is listed: "What is the main source of drinking water for members of your household?". To the right of the question list, a vertical toolbar contains icons for settings, delete, copy, and add. Callout boxes identify these as "Question settings", "Delete question", and "Copy question". Below the question list, a "List" button is shown with a callout box stating "To open/close option lists". The main area shows the question expanded, revealing a list of answer options: "Public tap/standpipe", "Protected spring", "Other", and "Don't Know". Each option has a corresponding "Value" field. Callout boxes point to the "Public tap/standpipe" label, identifying it as the "Label of the answer, viewed by the enumerator", and to the "Value" field for "Public tap/standpipe", identifying it as the "Answer that will be seen in the results".

Question settings

Delete question

Copy question

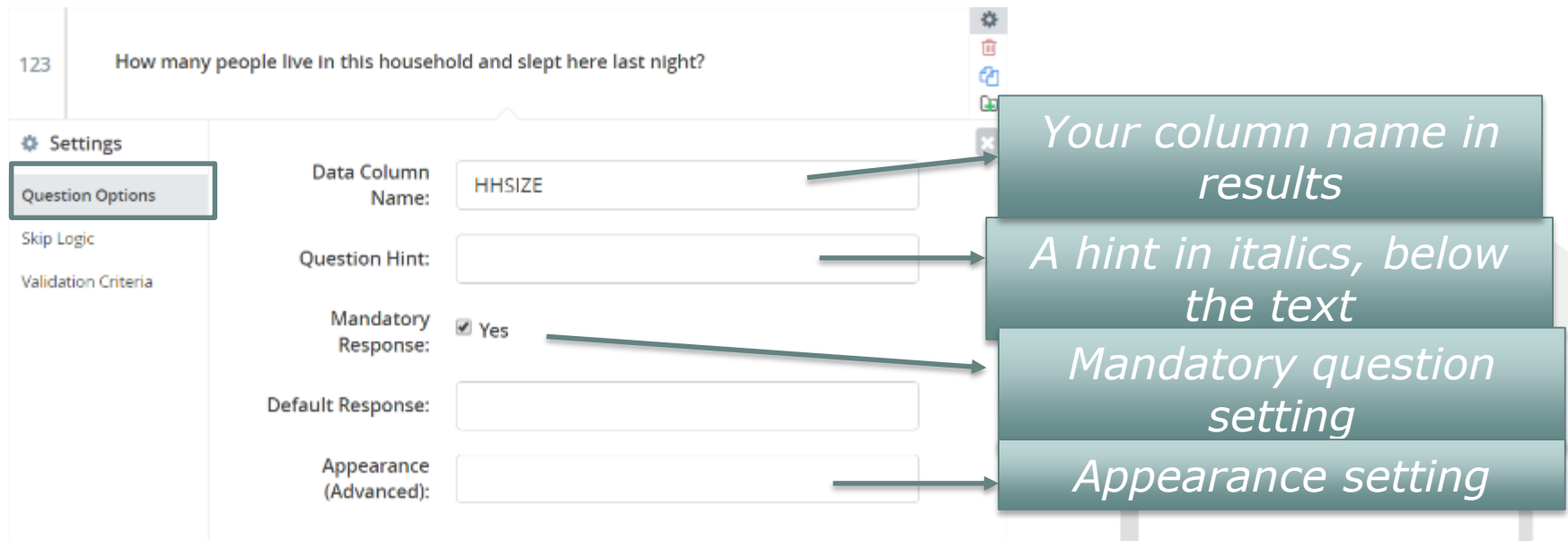
To open/close option lists

Label of the answer, viewed by the enumerator

Answer that will be seen in the results

Question settings (2)

Question general options



123 How many people live in this household and slept here last night?

Settings

- Question Options**
- Skip Logic
- Validation Criteria

Data Column Name:

Question Hint:

Mandatory Response: ☒ Yes

Default Response:

Appearance (Advanced):

Your column name in results

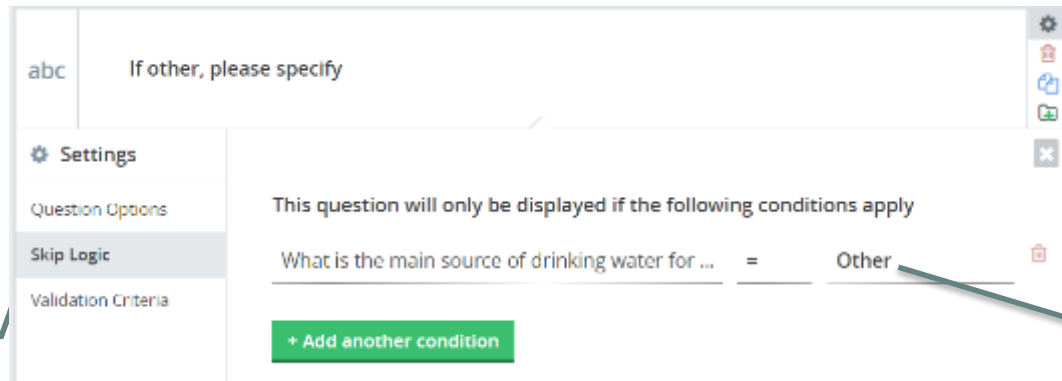
A hint in italics, below the text

Mandatory question setting

Appearance setting

Question settings (3)

Skip logic settings



abc If other, please specify

Settings

Question Options

Skip Logic

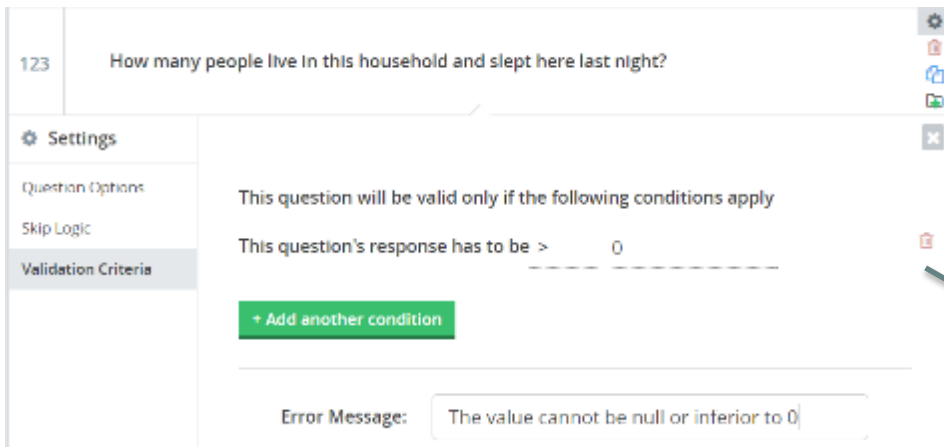
Validation Criteria

This question will only be displayed if the following conditions apply

What is the main source of drinking water for ... = Other

+ Add another condition

This question will only appear if the answer to the previous question is « Other »



123 How many people live in this household and slept here last night?

Settings

Question Options

Skip Logic

Validation Criteria

This question will be valid only if the following conditions apply

This question's response has to be > 0

+ Add another condition

Error Message: The value cannot be null or inferior to 0

The answer to this question will be refused (with associated error message appearing) if it is negative

And then?

- 👤 Think of saving your form frequently!
- 👤 Once you are happy with the preview, you can:
 - exit and click « deploy form as new survey project »

The screenshot shows the Kobo Forms interface. On the left, there's a sidebar with a 'NEW' button and three tabs: 'Deployed' (5 items), 'Draft' (2 items), and 'Archived' (0 items). The main area is divided into two sections: 'Deployed' and 'Draft'.

Deployed Section:

Name	Shared by	Created	Last Modified	Submissions
Standardised pre post Training Satisfaction Survey v3		Today at 10:09 AM	Today at 10:39 AM	0
dateasSENS		September 11, 2019	September 11, 2019	
datewithcalculation		September 11, 2019	September 11, 2019	
Tdh_MHPSS_MasterSurvey_v7		September 9, 2019	September 9, 2019	
WASH_KAP_mobile_template_v10_1_3allQs		September 3, 2019	September 3, 2019	
WASH KAP new version for testing (tests to occur only in english)				

Draft Section:

Name	Shared by	Created	Last Modified	Submissions
prePostTraining		Today at 12:06 PM	Today at 12:06 PM	
Standardised pre post Training Satisfaction Survey v3		Yesterday at 7:44 PM	Yesterday at 7:53 PM	0

A context menu is open over the 'Deployed' table, showing the following options:

- Deploy this project
- Replace form
- Manage Translations
- Download XLS
- Download XML
- Create template
- Delete

Test your form on your web browser first

- 1 Select a project, check you are in the “form” tab
- 2 Under “Collect data”, select “Online-only (multiple submissions)” or “Online-offline (multiple submissions)”
- 3 Clic “Open”, then enter the data in the form and clic “Submit”,
- 4 Wait for the submission to leave and go back to your project page that you will then update: your submission will then appear!
- 5 Check out the different possible visualisations in the “Data” tab

Current version

v2 Last Modified : Today at 10:39 AM - 27 questions

REDEPLOY

Languages: English, Français, French

[SHOW FULL HISTORY](#)

Collect data

Online-Offline (multiple submission) ▼

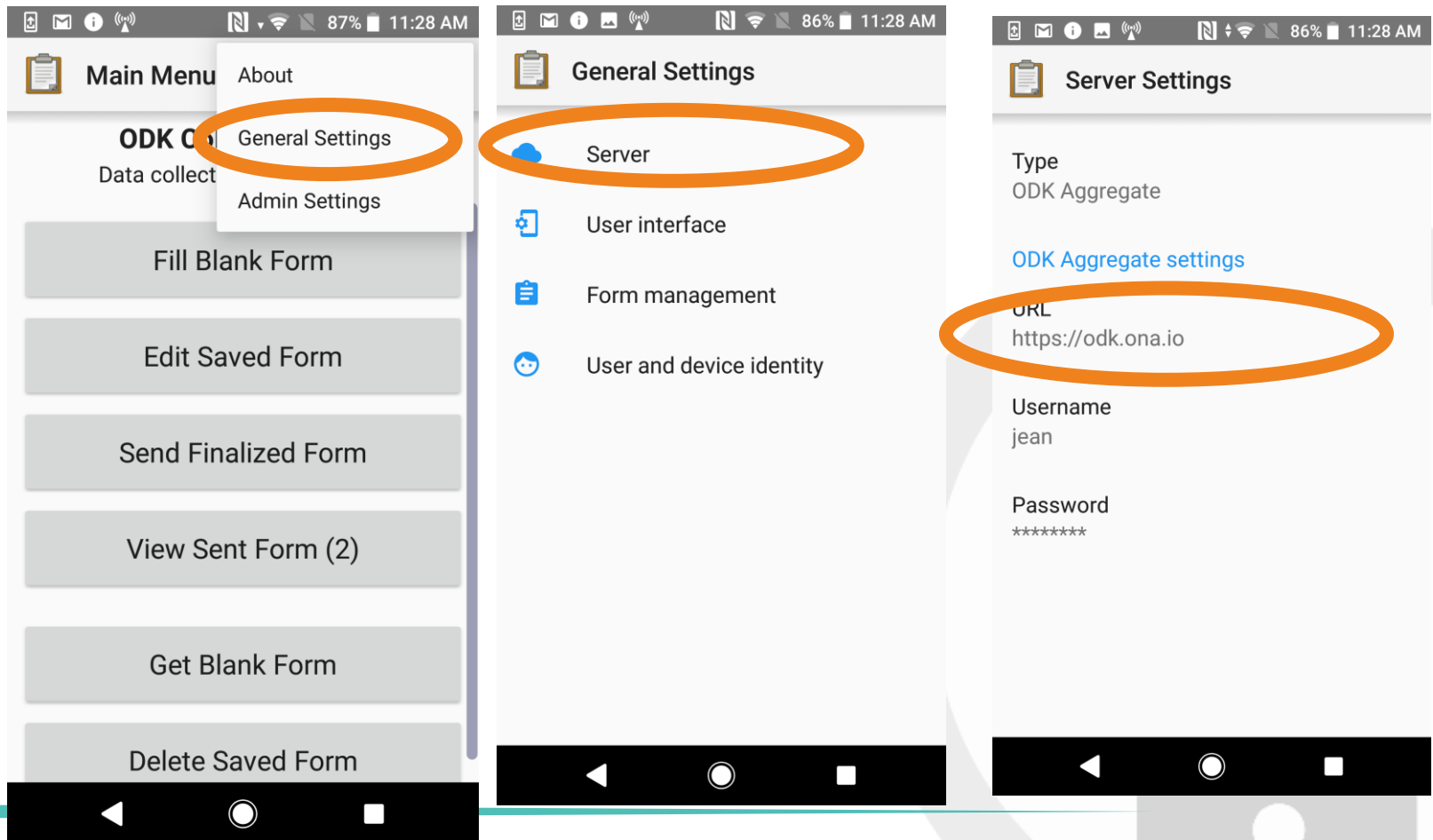
[COPY](#)

[OPEN](#)

This allows online and offline submissions and is the best option for collecting data in the field.

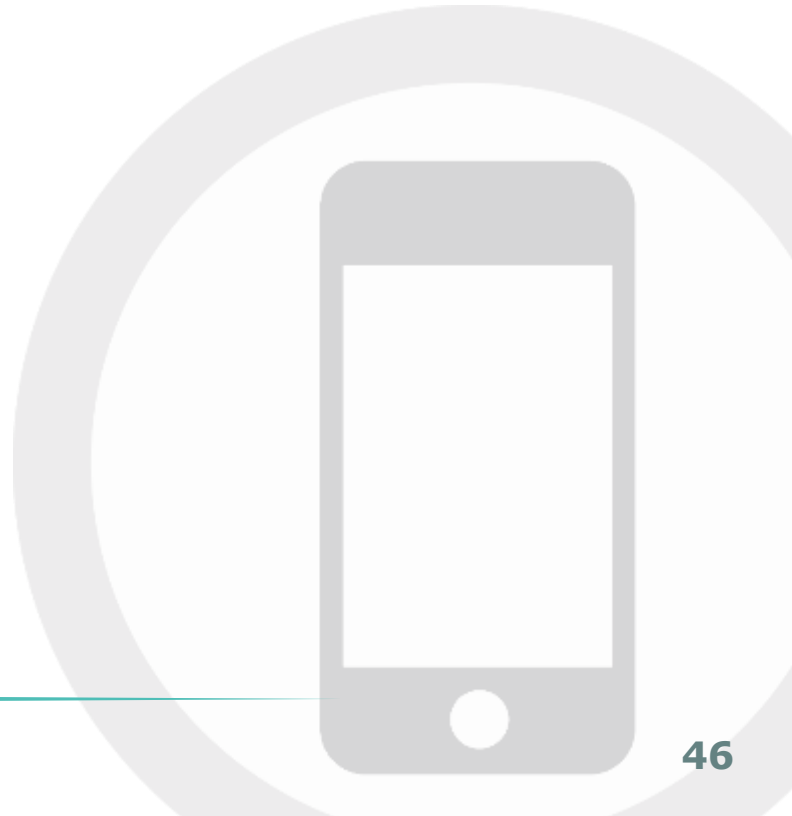
Connect your phone to Kobo

- 👤 You need to set your new Kobo address on the phone to download a new form and to send Kobo the results



Test your form on the phone!

- 👤 You can now download the blank form that you have conceived and test it on your phone!





Zoom on the fully-offline mode of ODK

General functioning mode

Phones must be connected to the **SAME wifi** to be able to access the server

