

Taking ODK Collect and Kobo Toolbox in hand

Terre des hommes regional training

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The phases of a MDC

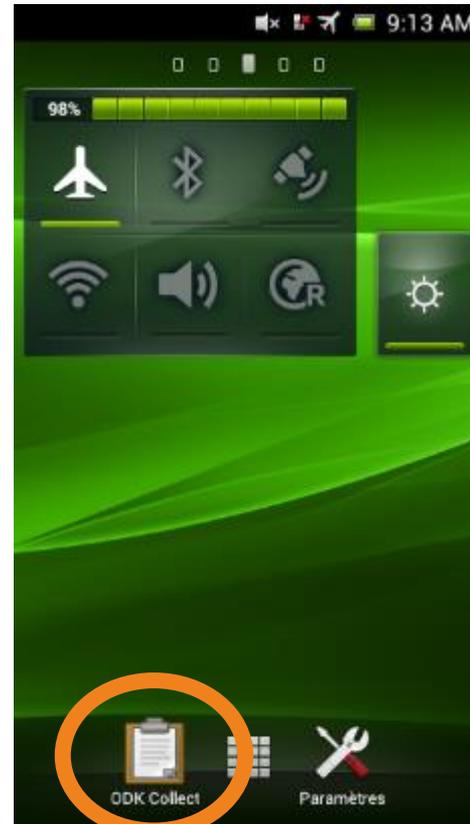


THE ODK APPLICATION



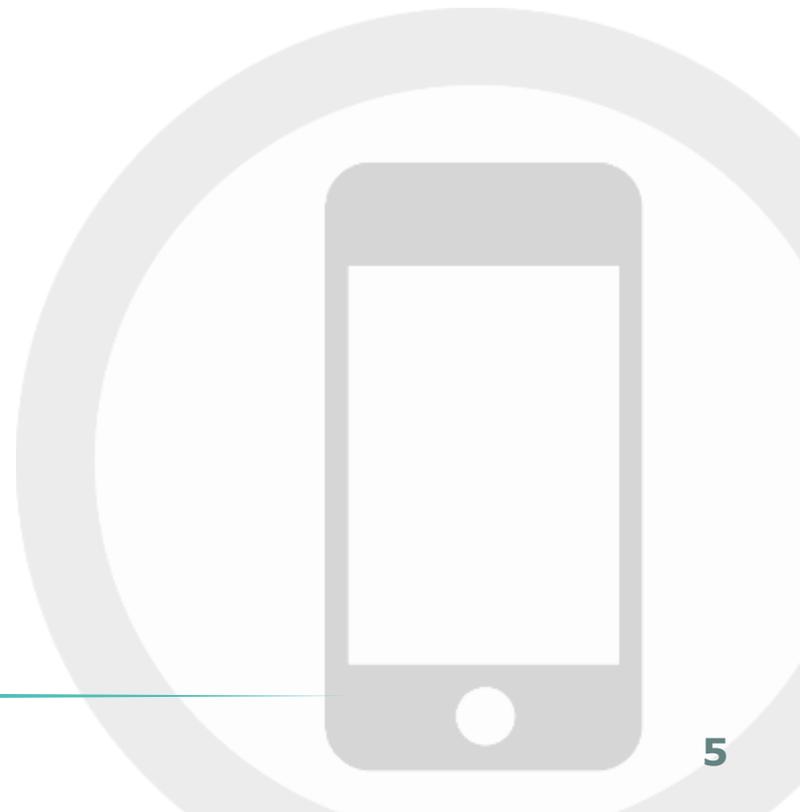
First taking in hand of ODK

- 👤 Open the « ODK Collect » app



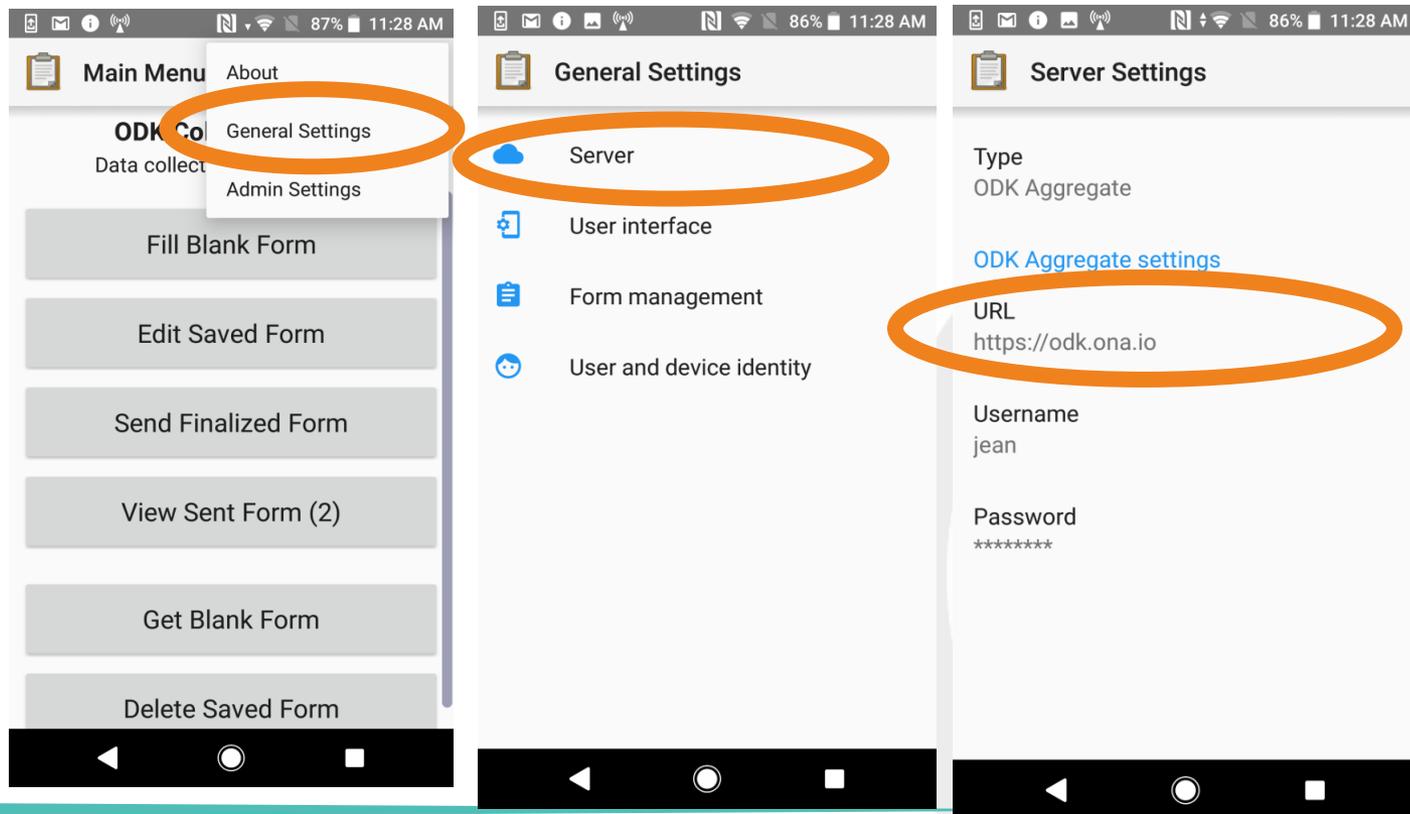
Exercise

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



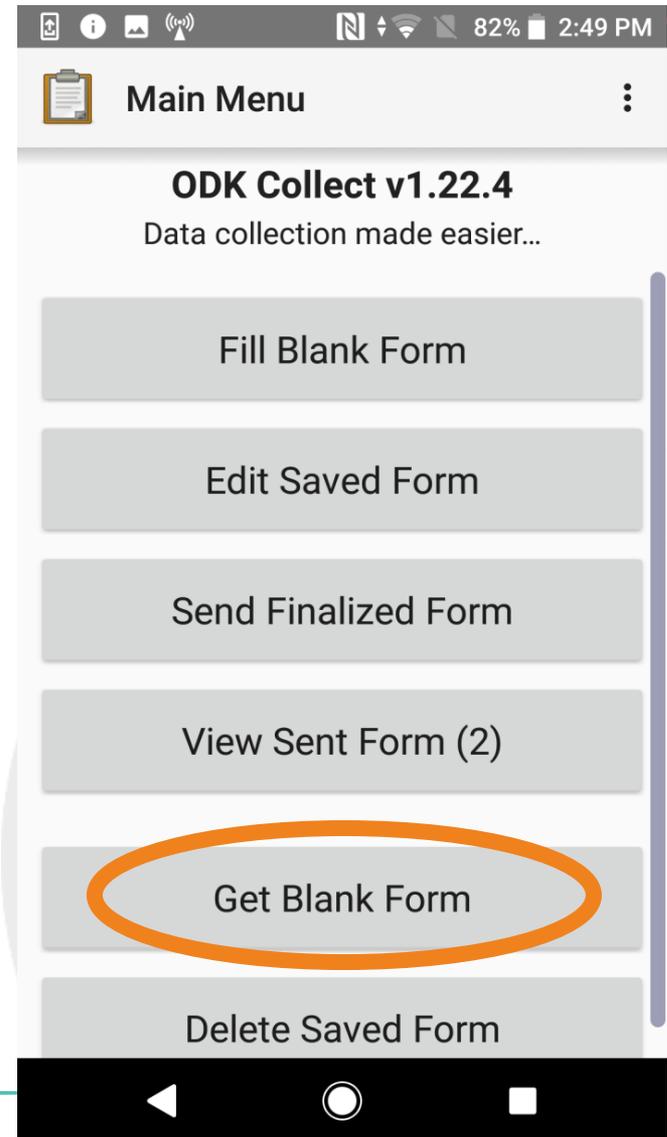
Connect your phone to Kobo

- 👤 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



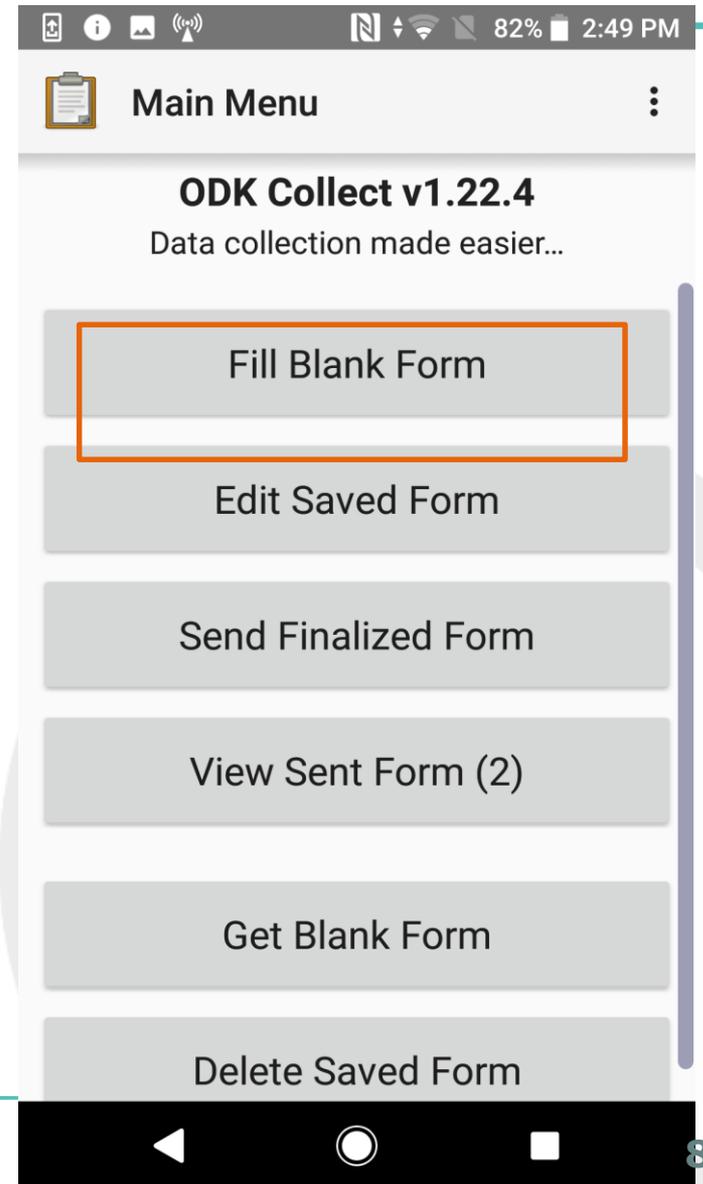
Download a new form

- 👤 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"



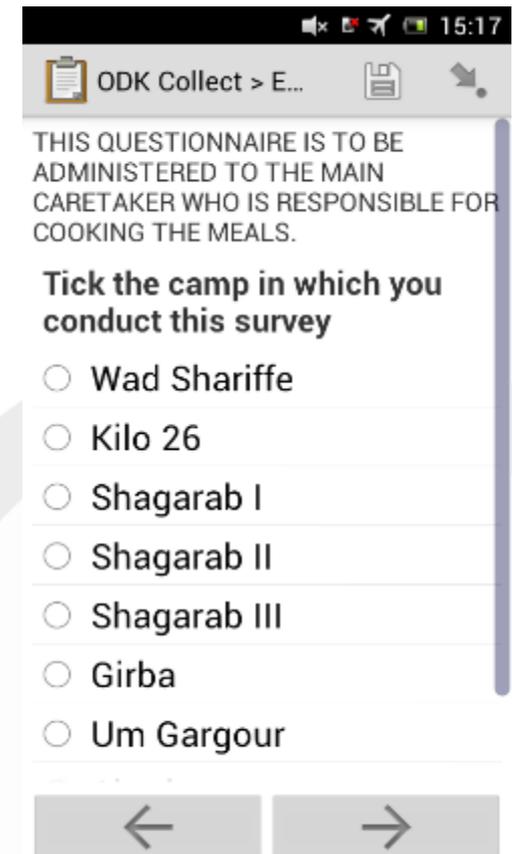
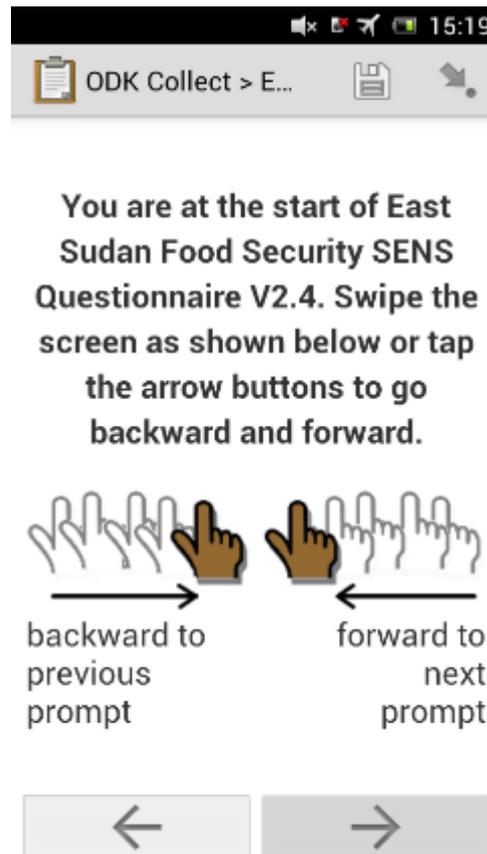
ODK Main menu

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



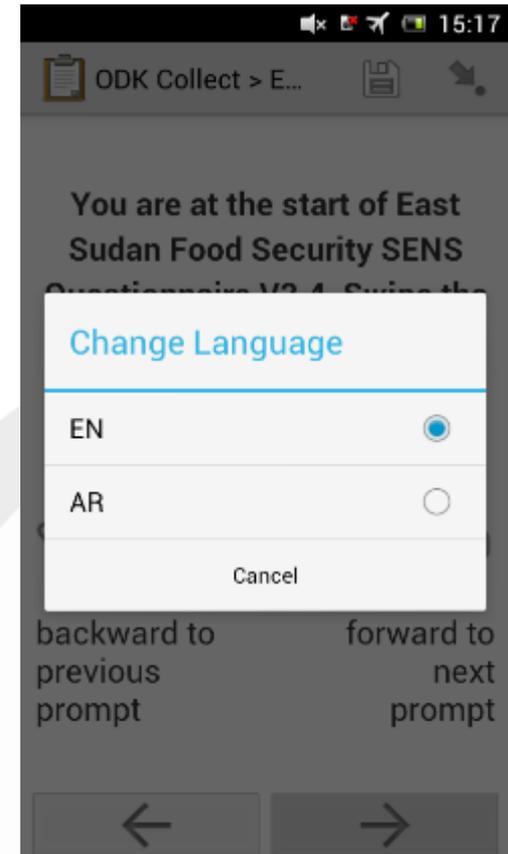
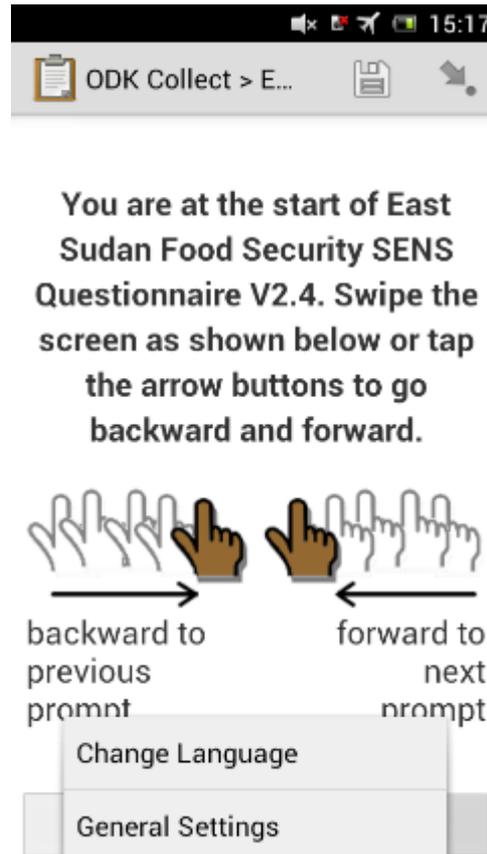
ODK Browsing through the form

- 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.



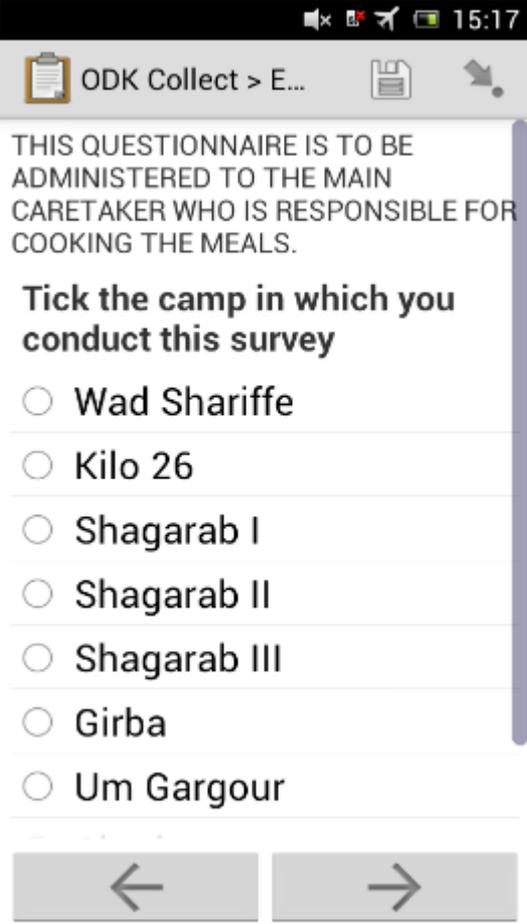
ODK Changing the language

 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

- 👤 This is an example of selecting one of the items from the list of options.
- 👤 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 the following text:

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

Tick the camp in which you conduct this survey

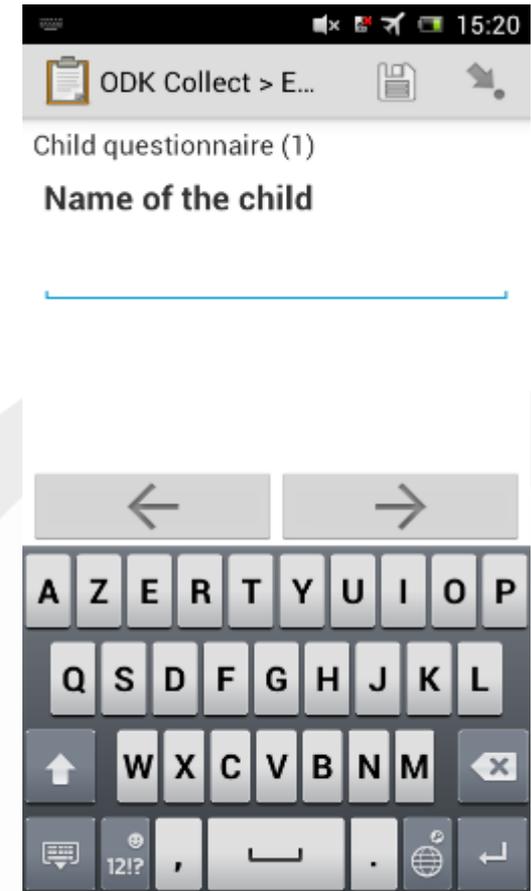
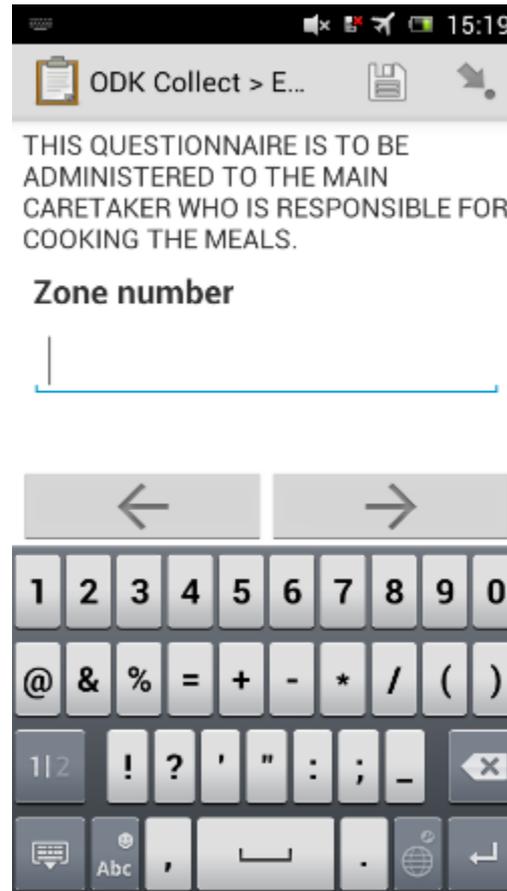
- Wad Shariffe
- Kilo 26
- Shagarab I
- Shagarab II
- Shagarab III
- Girba
- Um Gargour

At the bottom of the screen, there are two large, light gray buttons with left and right arrow symbols.

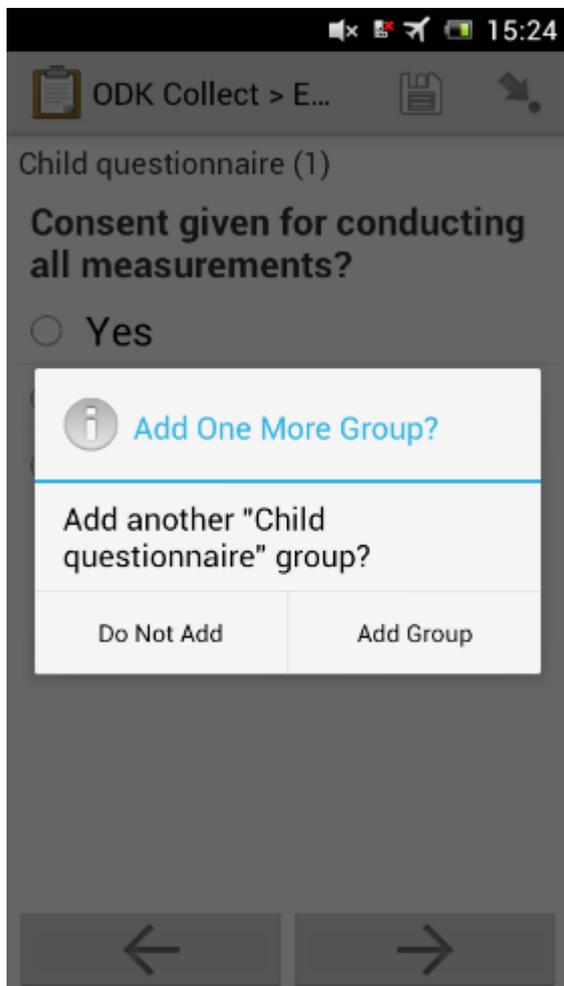
ODK Enter numbers/text

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 Add a group

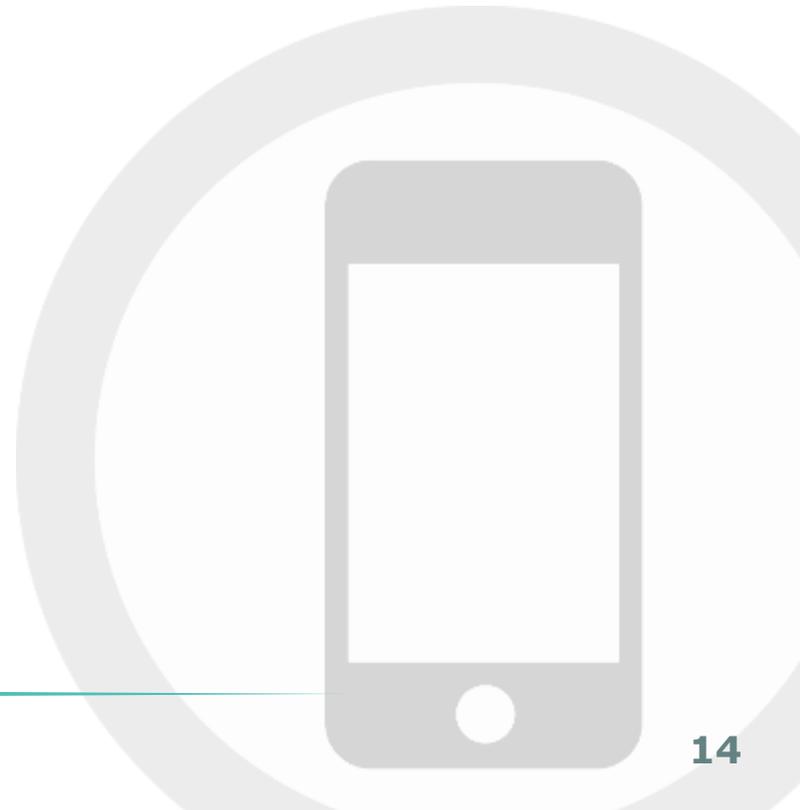


Example:

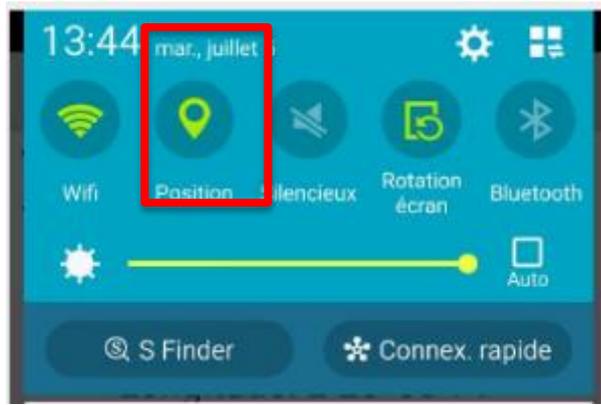
- 👤 A group corresponds to the possibility of repeating a number of questions different times (ie to a number of people)
- 👤 Add another group; if there are more than one woman or child in one household you can add them all one by one.

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 ».

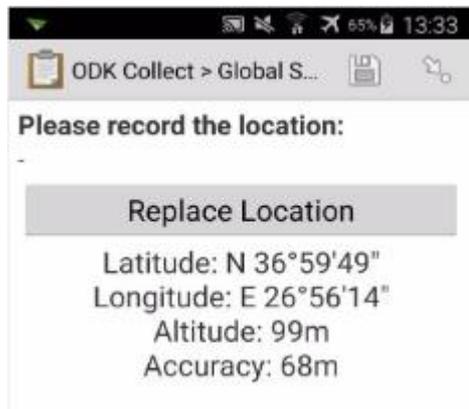
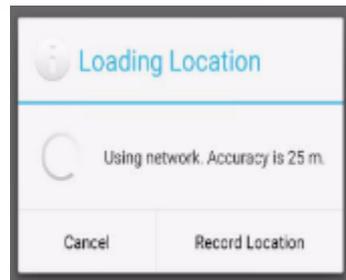
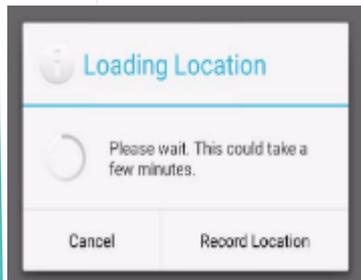
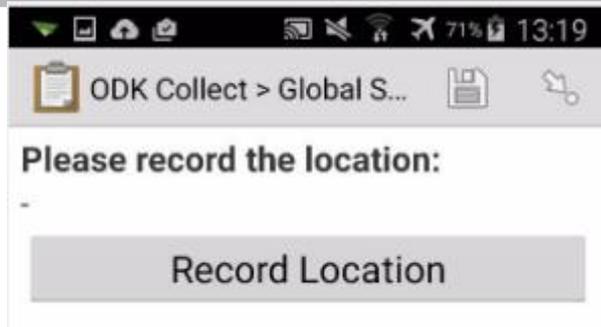


Record GPS coordinates (1)



- ☾ ⓘ 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

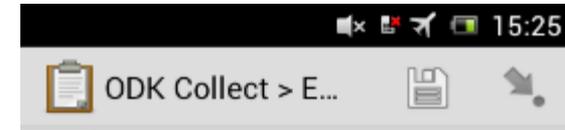
Record GPS coordinates (2)



- ☾ 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

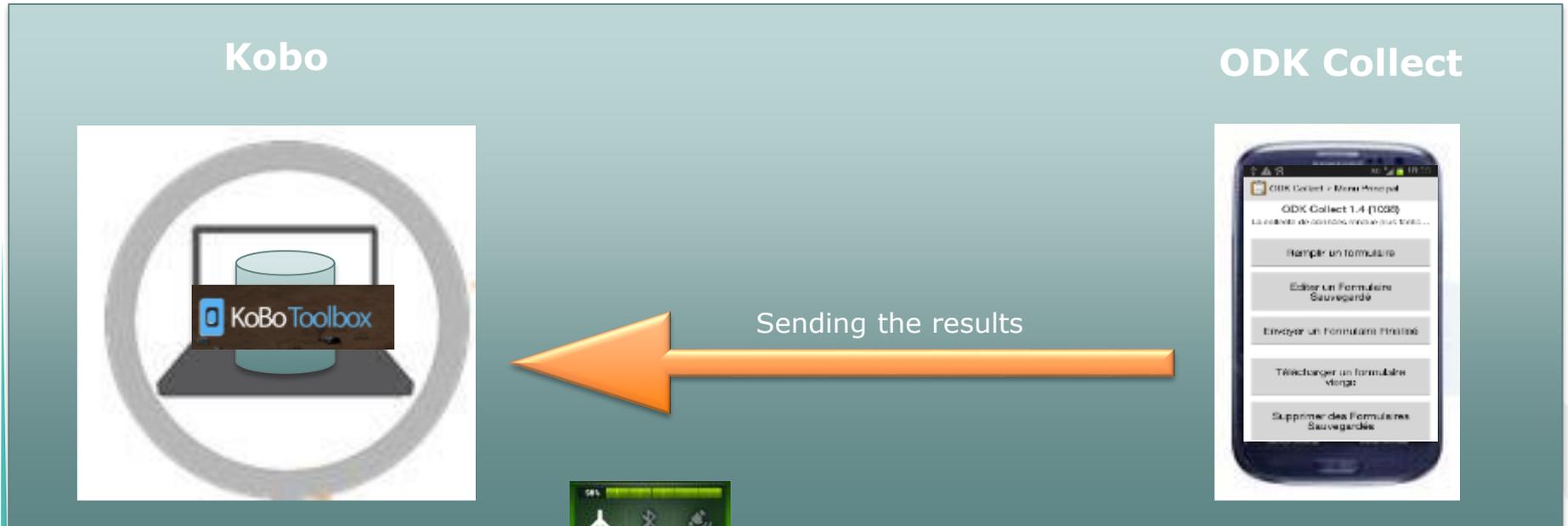
East Sudan Infant and Child 0

Mark form as finalized

Save Form and Exit



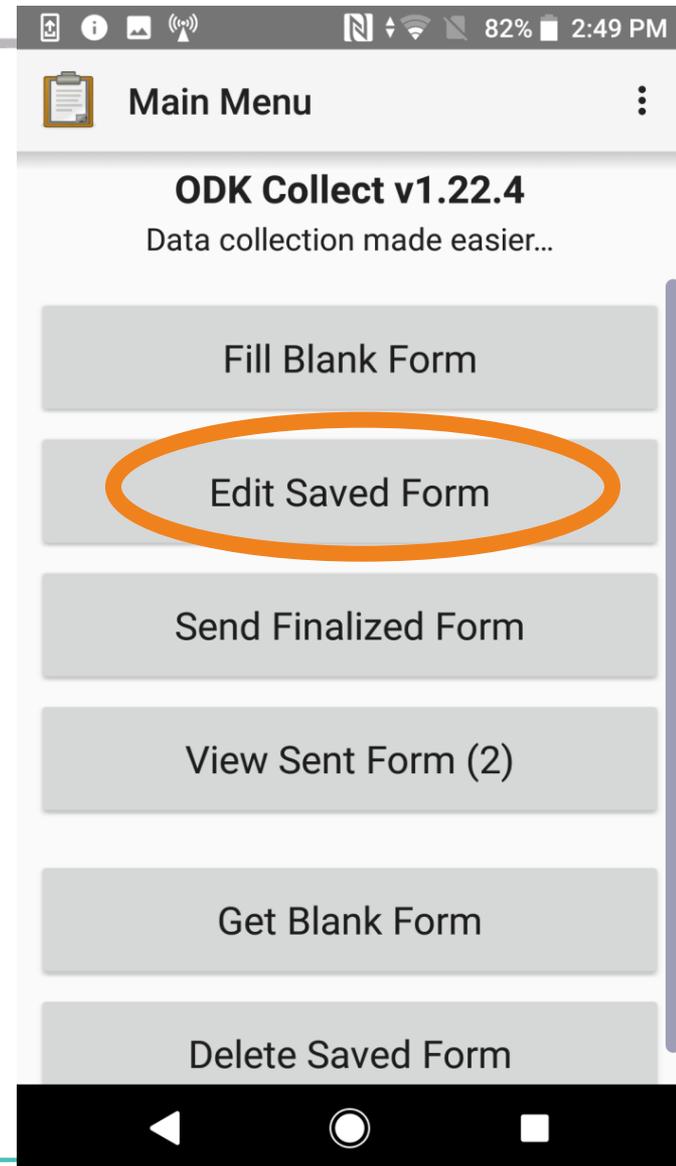
Send back the results to Kobo



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

Review the data

- 👤 You can review the saved but not finalized form in “Edit saved forms”
- 👤 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)

- 👤 Open source solution for Android:
 - Widely used
 - Basis for numerous systems
 - Powerful and flexible
 - Secure storage on your own servers possible



- 👤 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/>

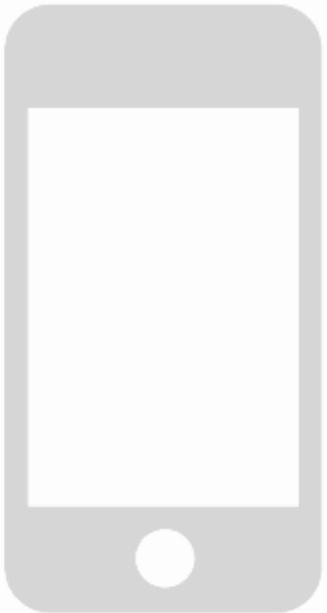


The most used MDC tools

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

Tool	Summary
	<p>Open Source tool that is free for the humanitarian actors. Suitable for simple surveys, without very sensitive data, sometimes a little unstable</p>
ONA 	<p>Paying tool similar to Kobo, simple to put in place, with a few additional features</p>
	<p>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</p>
	<p>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</p>

Android smartphones settings

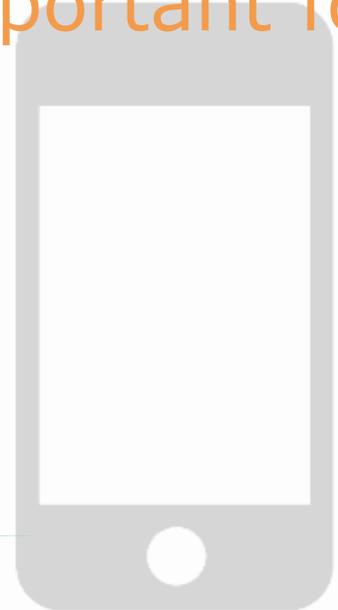


Introducing Android phones



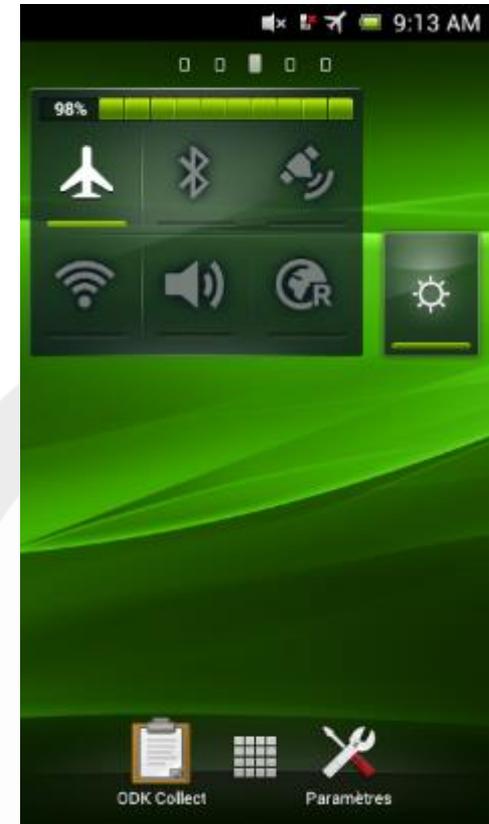
Exercise

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?



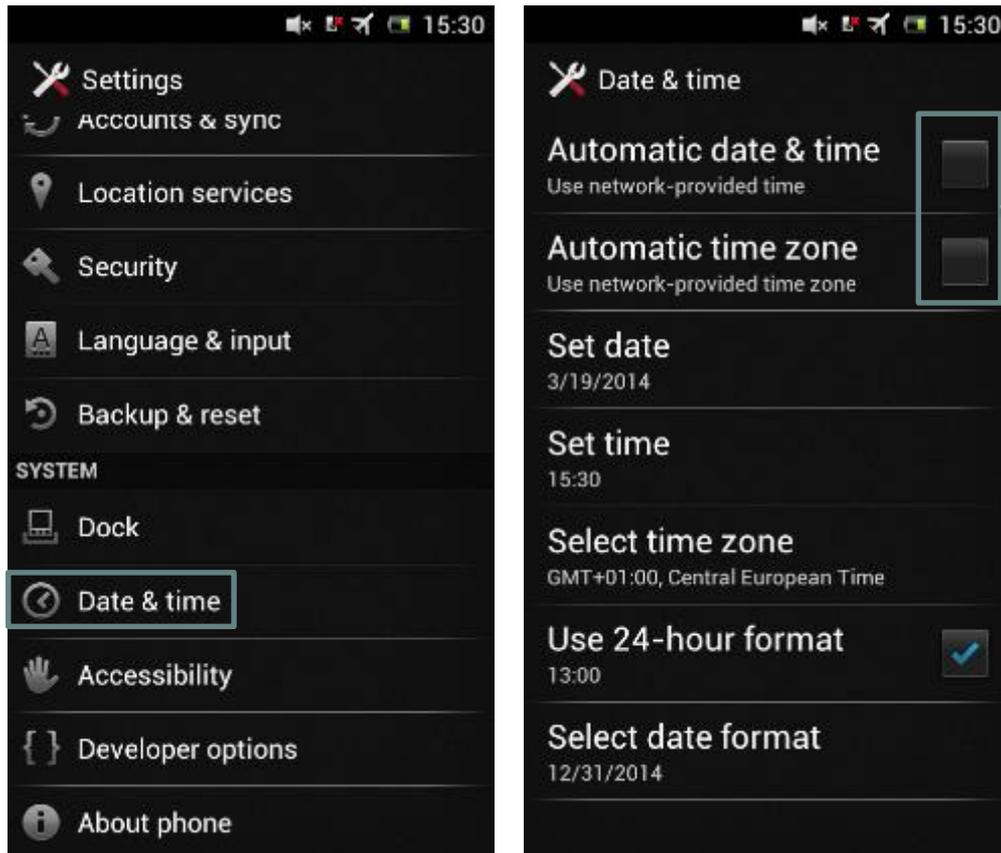
Battery management

- ❏ 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

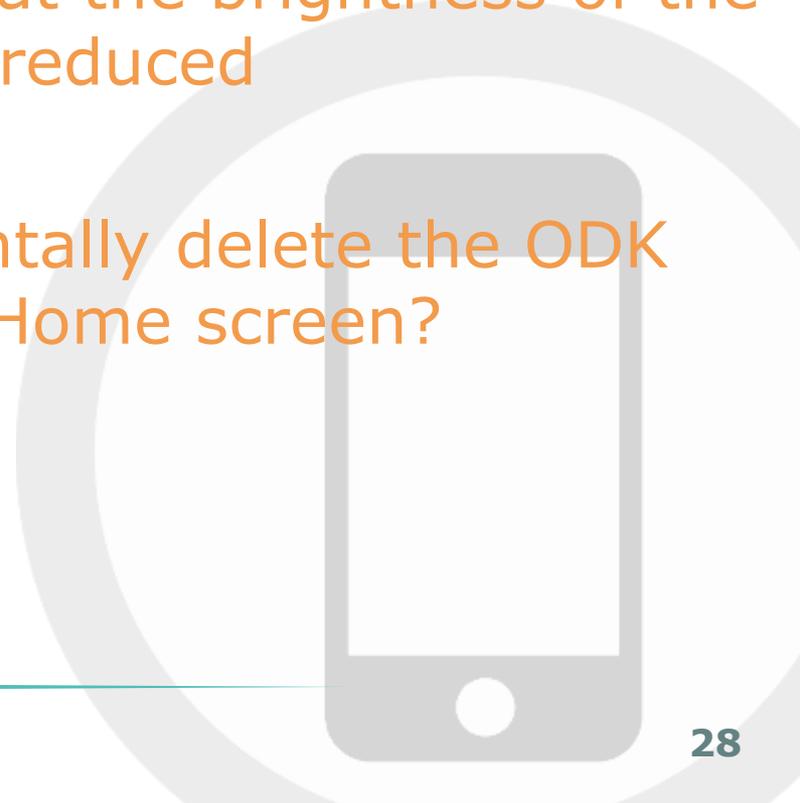


If not, unselect "Automatic" and enter the current date/hour

- 👤 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?

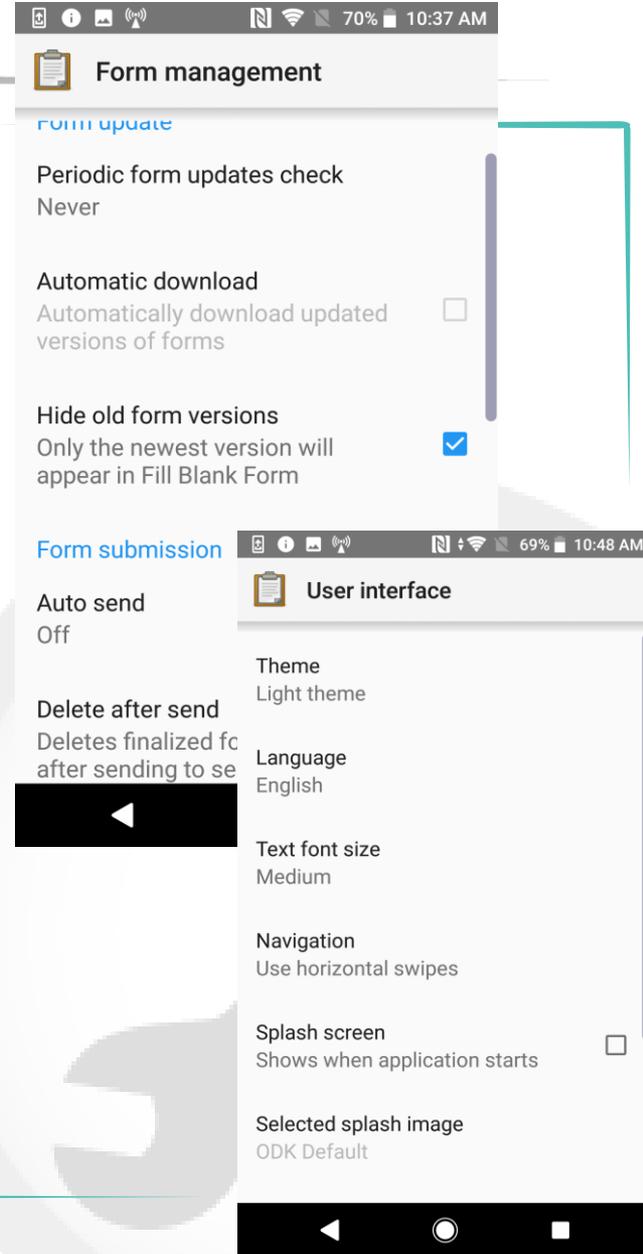




ODK- advanced settings

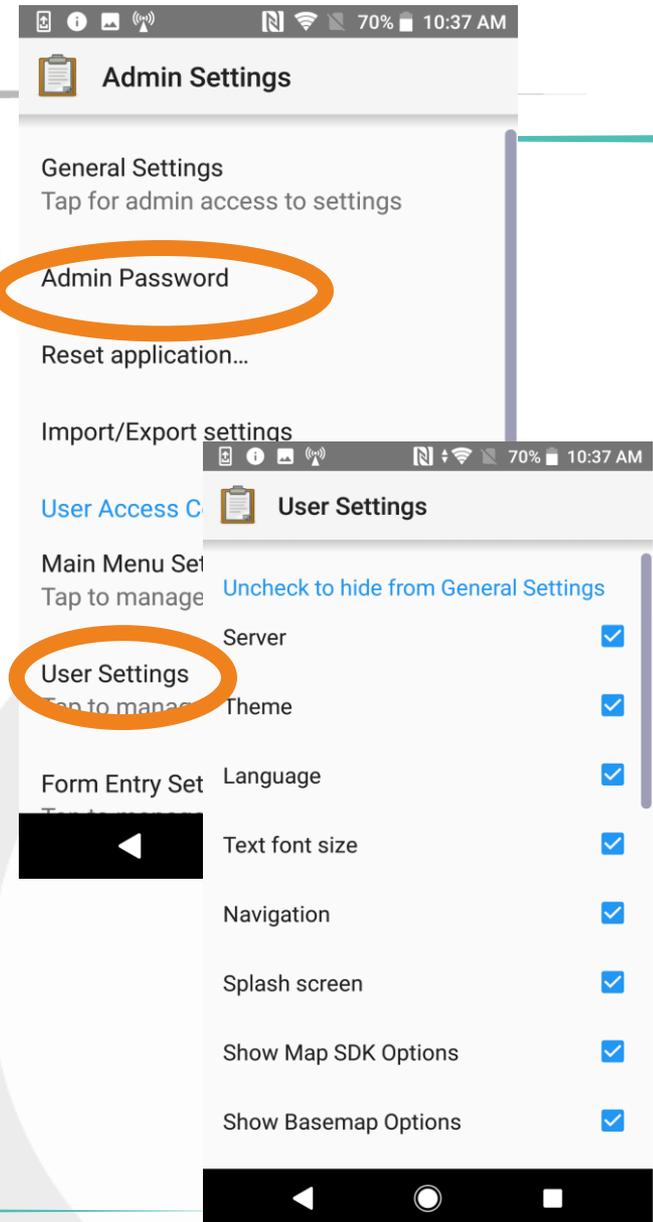
General settings

- 👤 (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)



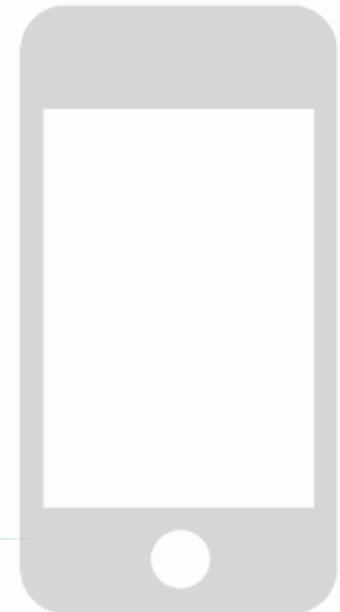
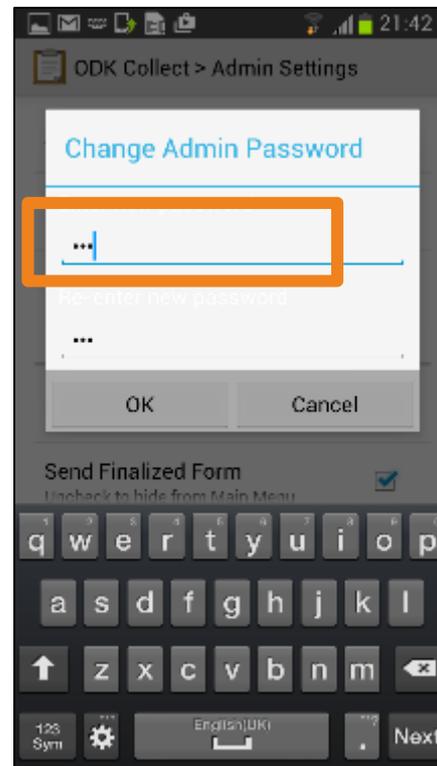
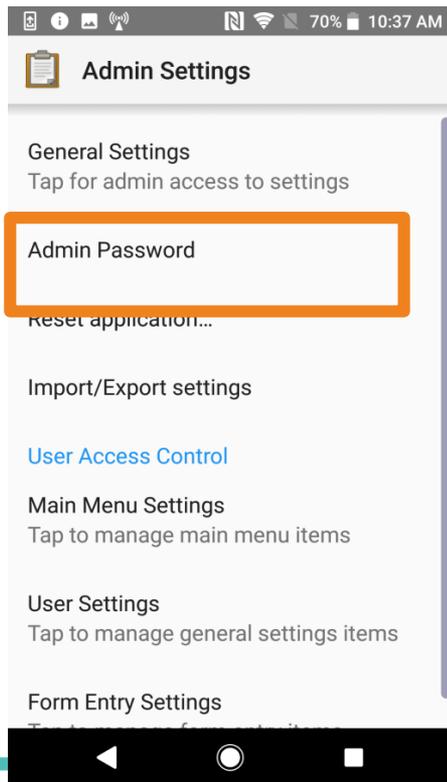
Advanced settings

- 👤 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)
- 👤 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!!



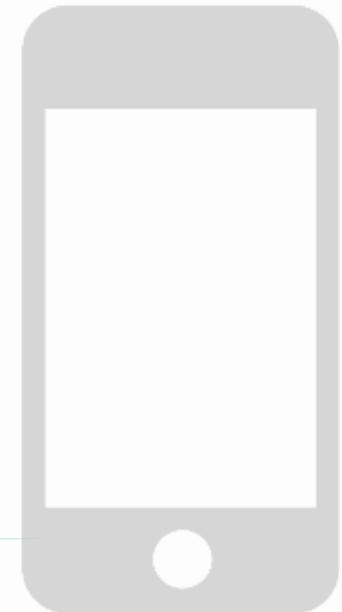
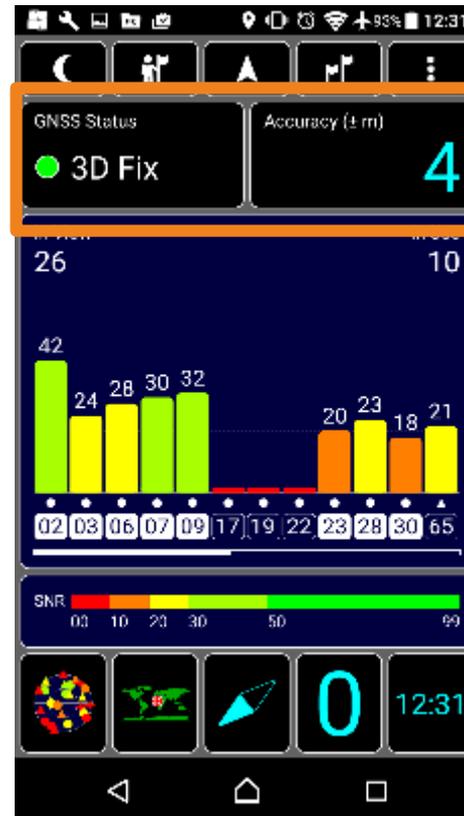
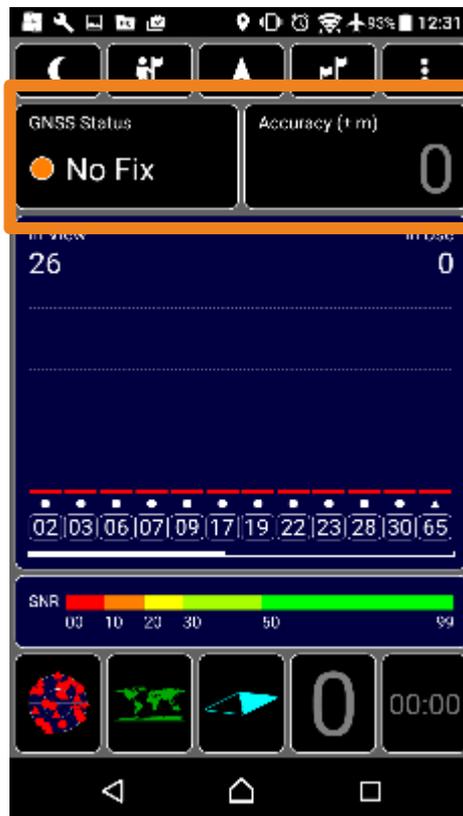
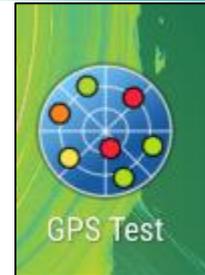
Other interesting apps

- 👤 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

- 1 On your computer, go to:
- 2 [Kobo.humanitarianresponse.info/](https://kobo.humanitarianresponse.info/)
- 3 Select “create an account”
- 4 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



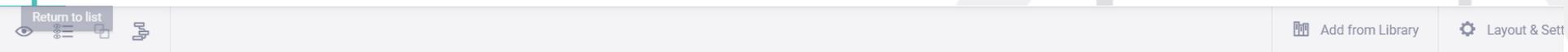
Exercise: Education Assessment

 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

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

A screenshot of the Kobo Toolbox interface showing a text input field with a cursor inside. To the right of the input field is a green button with the text '+ Add Question' and a small 'x' icon in the top right corner.

Question settings (1)

General information

The image shows a Kobo form editor interface. At the top, a question is displayed: "What is the main source of drinking water for members of your household?". To the right of the question, a vertical toolbar contains icons for settings, delete, copy, and add. Callout boxes point to these icons: "Question settings", "Delete question", and "Copy question".

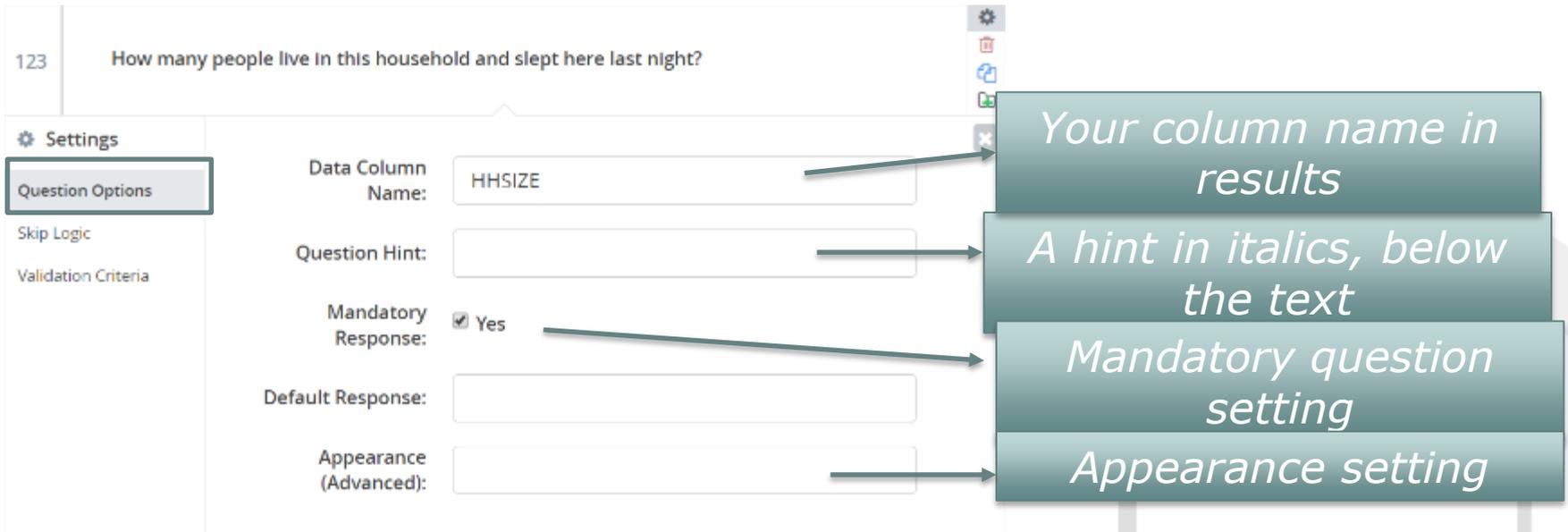
Below the question, a "List" section is visible. A callout box points to the list icon with the text: "To open/close option lists".

The "List" section shows a list of options with their corresponding values:

Label of the answer, viewed by the enumerator	Value: (Answer that will be seen in the results)
Public tap/standpipe	1
Protected spring	2
Other	-88
Don't Know	-99
+ Click to add another response	AUTOMATIC

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: HHSIZE

Question Hint:

Mandatory Response: Yes

Default Response:

Appearance (Advanced):

Your column name in results

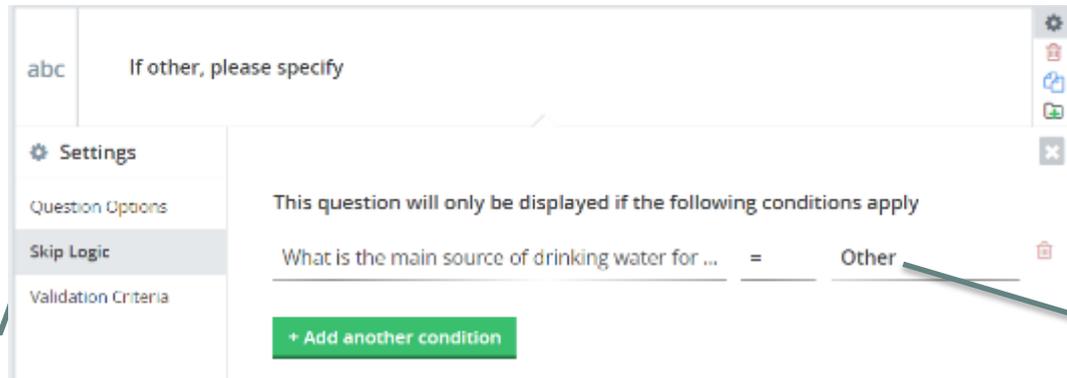
A hint in italics, below the text

Mandatory question setting

Appearance setting

Question settings (3)

Skip logic settings



abc If other, please specify

Settings

Question Options

Skip Logic

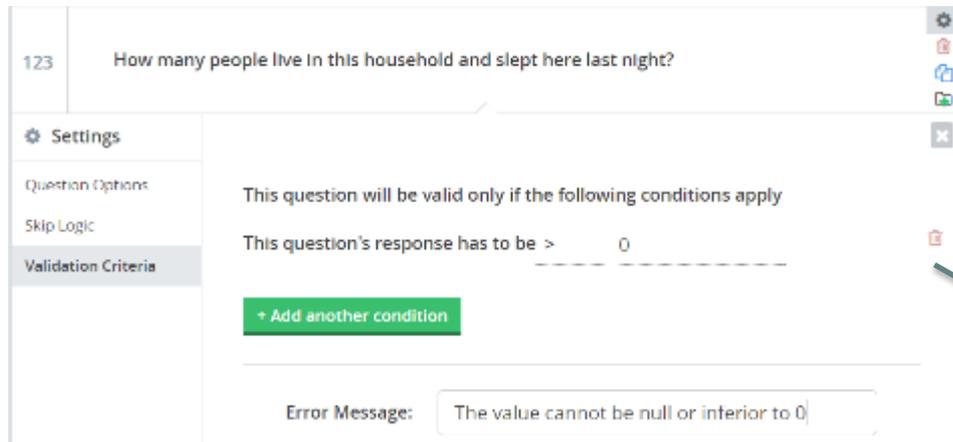
Validation Criteria

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 with a sidebar on the left and a main content area. The sidebar has a 'NEW' button and three categories: 'Deployed' (5), 'Draft' (2), and 'Archived' (0). The main content 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 WASH KAP new version for testing (tests to occur only in english)		September 3, 2019	September 3, 2019	

Draft Section:

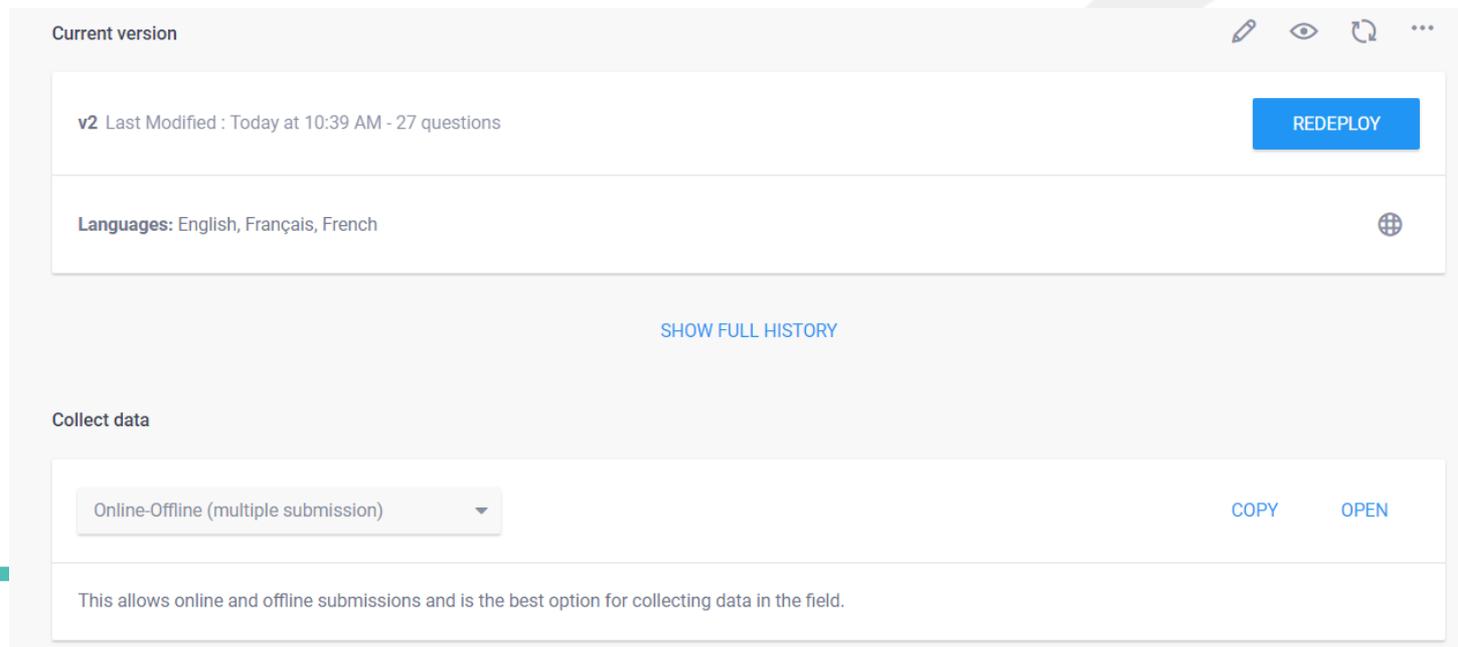
Name	Shared by	Created	Last Modified	Submissions
prePostTraining		Today at 12:06 PM	Today at 12:06 PM	
Standardised pre post Training Satisfaction Survey v3		Yesterday at 7:44 PM	Yesterday at 7:53 PM	0

A context menu is open over the 'Standardised pre post Training Satisfaction Survey v3' project in the Draft section, 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

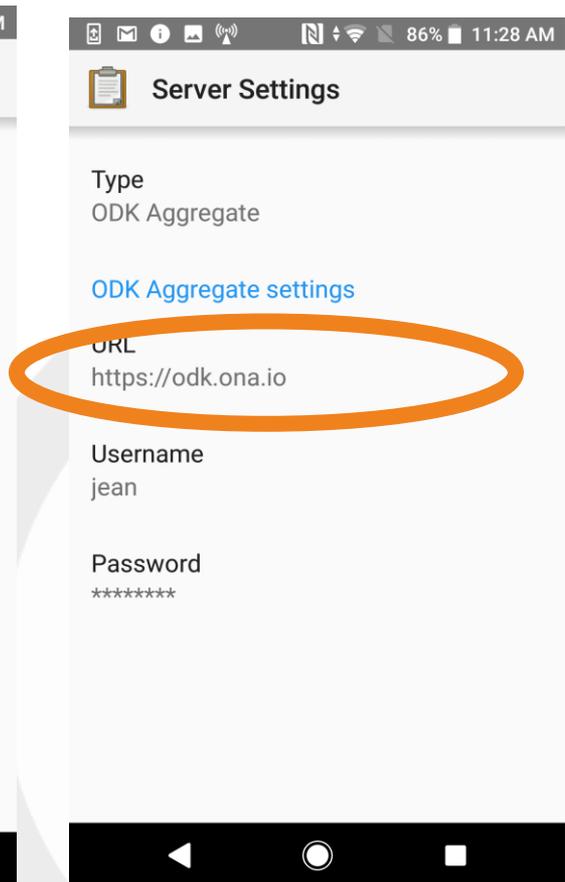
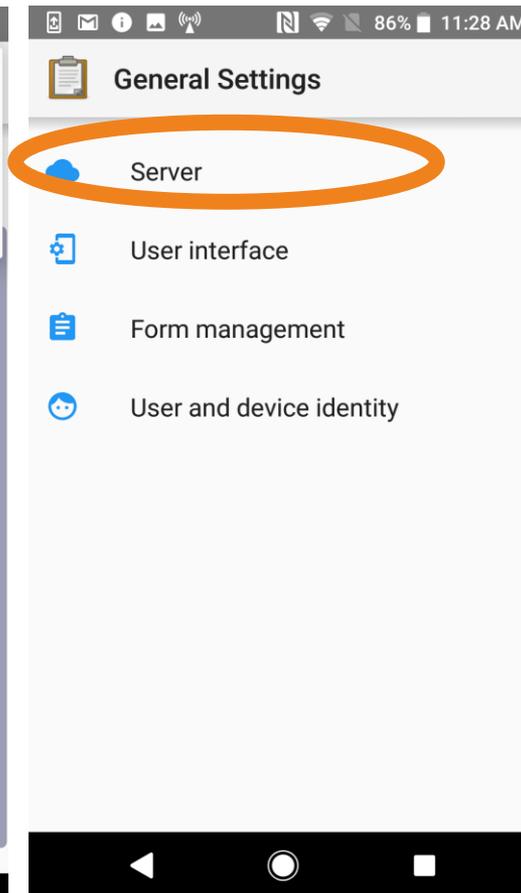
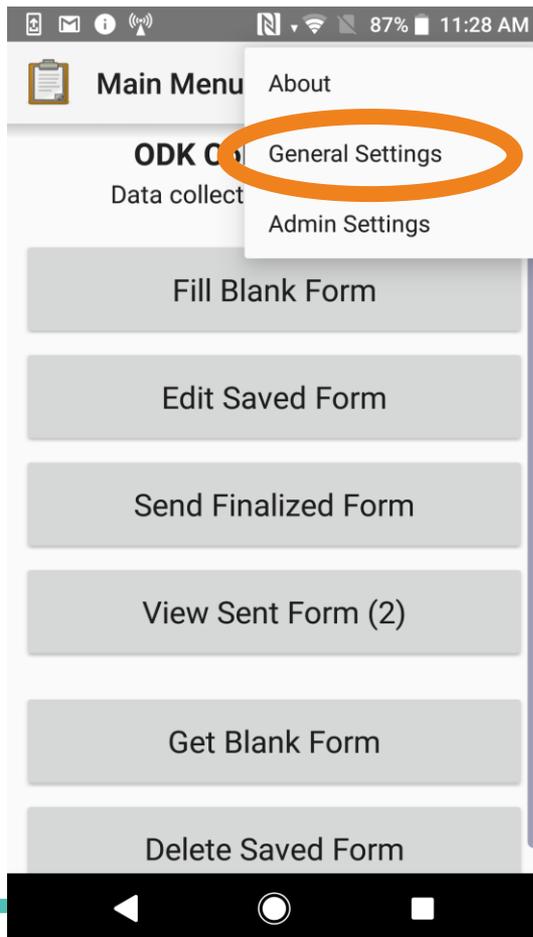
- 1 Select a project, check you are in the “form” tab
- 2 Under “Collect data”, select “Online-only (multiple submissions)” or “Online-offline (multiple submissions)”
- 3 Clic “Open”, then enter the data in the form and clic “Submit”,
- 4 Wait for the submission to leave and go back to your project page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



The screenshot displays a user interface for configuring a form. At the top, it shows the 'Current version' section with a version number 'v2', a timestamp 'Last Modified : Today at 10:39 AM - 27 questions', and a 'REDEPLOY' button. Below this, the 'Languages' section lists 'English, Français, French' with a globe icon. A 'SHOW FULL HISTORY' link is centered below the languages. The 'Collect data' section features a dropdown menu set to 'Online-Offline (multiple submission)', a 'COPY' button, and an 'OPEN' button. A descriptive text box at the bottom states: 'This allows online and offline submissions and is the best option for collecting data in the field.'

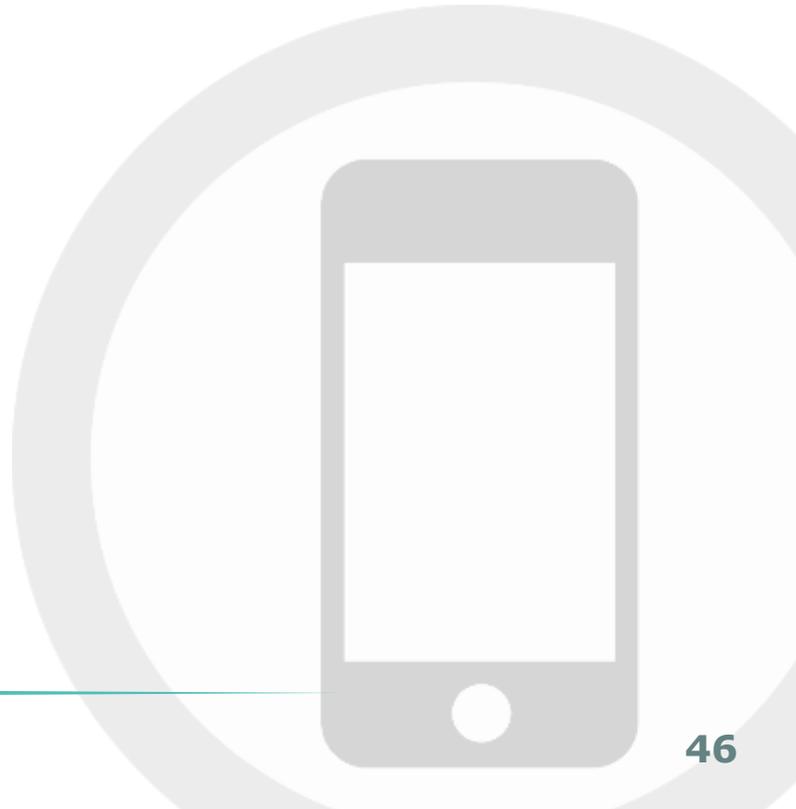
Connect your phone to Kobo

- 👤 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

