Kobotoolbox

Data

Session 1 - 40 minutes

Theme - Data collection activity

Methodology -

Explain about the data collection in short and inform them that we are going to a Data collection activity for better understanding.

Materials Needed

- Cards (one per participant)
- Sticky notes in different colours (red, blue, green, orange, yellow)
- Pens or markers

Step-by-Step Instructions

- **Distribute the Cards -** Give each participant one card.
- **Distribute the Sticky Notes -** Share sticky notes of different colors with each participant (red, blue, green, orange, yellow).
- **Explain the Activity -** Tell the participants:
  I will ask you a few simple questions. You need to write your answers on the sticky notes in the specified colors and then place the sticky notes on your card in the correct order.
- **Activity -**
  Ask the Questions : - Go through each question one by one, giving participants time to write their answers on the correct colored sticky note.

    1. Favourite number between 1 to 10 - (Use Red sticky note)
    2. Your best friend's name - (Use Blue sticky note)
    3. Is there a school within 3 kilometres of your village? - (Use Green sticky note)
    4. Your Village Name -(Use Orange sticky note)

5. Your Phone Number - (Use Yellow sticky note)

- **Collect the Cards (Data Collection) -** Once everyone has finished, collect the cards
- After collecting initial data, place the data cards in different locations around the room.
- Ask participants to go around and find these cards, just like collecting data in the field.
- Each participant should pick up one data card and bring it back.

- **Data Organization (Aggregation/ arrange) -** Once all participants have gathered their cards, draw a table on the board with the following columns:

- Once everyone has their cards, draw a table on the board with these columns:
  - Phone Number
  - Favourite Number
  - Friend's Name
  - Village Name
  - School

- Ask each participant to come forward and fill in the table with the information from their collected data card.

Name of participant	Age/	Village	Fiends name	Phone Number	School Yes/
XYZ	8	xyz	Sonia	1234567980	Yes
ABC	5	xyz	Bella	1234567980	No
XYZ	9	xyz	Sonia	1234567980	Yes
ABC	4	xyz	Bella	1234567980	No

- **Data Review and Correction -**
  - Blurry or invisible text
  - Incorrect or inconsistent phone numbers etc.....
  - Choose 2-3 volunteers to review the filled data.
  - They should check for any missing or incorrect information, such as:
  - Volunteers will sort and correct the data as needed.
- **Data Analysis:**
  - Divide participants into 2 groups.

- Ask each group to create a graph based on the age data provided on the cards.
- Discuss the patterns or insights they observe from their graphs.

Notes for Facilitators

- Make sure participants are using the correct colour for each answer.
- If participants are confused, show an example card with the sticky notes arranged in the correct order.
- Encourage participants to ask questions if they are unsure.

Learning outcomes -

By the end of this activity, participants will understand the following steps in the data management process:

1. **Collect Data:** Find and gather information from different places.
2. **Organise Data (Aggregation):** Put the collected information in a clear and structured way.
3. **Analyse Data:** Check, review, and correct the data for any mistakes.
4. **Impact:** Understand how organized data can give useful insights.

Module 1 - Introduction of Kobotoolbox

Objective: Understand what KoboToolbox is, its benefits, and why it's used.

Session 2 - 30 minutes

Theme - Kobo Intro

Methodology -

The facilitator will begin by introducing KoboToolbox, explaining that it is a free and easy-to-use tool for collecting and managing data, especially in field settings.

1.1 What is KoboToolbox?

KoboToolbox is a free tool that helps people collect data, especially in places where there is no

internet. It is easy to use and does not require any coding skills. Groups like NGOs use it to create surveys and gather data. The data is stored safely and can be used offline.

- **Definition**: KoboToolbox is an open-source tool for data collection in challenging environments.
- **Use Cases:** NGOs, research organisations, and humanitarian agencies use it for surveys, assessments, and data collection.
- **Benefits**:
  - Offline data collection
  - Easy-to-use interface
  - Free to use for non-profit organisations

Why Use KoboToolbox?

- **Offline Capability:** Collect data without internet access.
- **User-Friendly Interface:** No coding skills required.
- **Secure Data Storage:** Data is securely stored and accessible only to authorised users.

Outcomes :

- Participants will know what KoboToolbox is and its purpose.
- understand the key benefits of using KoboToolbox, like offline data collection and a user-friendly interface.
- They will understand why KoboToolbox is useful for non-profits and field data collection.

Module 2: Getting Started with KoboToolbox

Objective: Learn how to set up an account and navigate the KoboToolbox dashboard.

Creating an Account

Steps :

- Go to the KoboToolbox website.

- Click on **“Sign Up”** and choose the global server.
- Fill in the registration form and verify your email.

Navigating the Dashboard

- **Overview**: Walkthrough of the main dashboard features:
  - **Projects** - where your forms and data are stored.
  - **Library** - Reusable form templates.
  - **Data** - collected responses and reports.
- **Practice**: Log in and explore each section.

Module 3: Creating Your First Form

Objective: Understand how to create, customise, and deploy a survey form.

Basics of Form Creation

Steps

- Click on “New Project” in the Projects tab.
- Choose “Blank Form” or “Use Template.”
- Enter a form title and description.

Adding Questions to the Form

Types of Questions:

1. **Text**: For answers that are written out.
2. **Multiple Choice:** For choosing one or more options from a list.
3. **Number:** For answers that are numbers.
4. **Date/Time:** For picking a date or time.

Step-by-Step:

- Click on “Add Question.”
- Select question type.

- Enter the question text and options.
- Use the “Required” toggle if necessary.

How to Add a Question:

1. Click on “Add Question.”
2. Choose the type of question you want.
3. Write the question and, if needed, add options.
4. If you want the question to be mandatory, turn on the “Required” option.

Organizing the Form

- **Groups & Sections:** How to group related questions.

Preview and Deploying the Form

- Click on “**Preview**” to test your form.
- Save changes and click “**Deploy**.”
- Share the form link or QR code for data collection.

Module 4: Data Collection and Management

Objective: Learn how to collect, manage, and analyse data using KoboToolbox.

Collecting Data Offline

- **KoboCollect App:**
  - Download the app from Google Play Store.
  - Configure settings to connect with your KoboToolbox account.
  - Download forms and collect responses offline.
- **Using Web Forms:** Share a URL link for data entry through a browser.

Managing Collected Data

- **Viewing Responses:**
  - Go to the “Data” tab on your dashboard.
  - Review submitted responses in tabular or map view.

- **Editing & Deleting Submissions:**
  - Open individual submissions to edit or delete incorrect entries.

Data Export

- Step 1: Click on “Downloads” under the Data tab.
- Step 2: Choose format (Excel, CSV, SPSS).
- Step 3: Download and analyse your data in your preferred software.

Module 5: Advanced Features

Objective: Explore advanced functionalities of KoboToolbox to enhance your data collection.

Form Customization & Appearance

- **Themes:** How to apply visual themes to forms.
- **Form Settings:** Customise settings like language, expiration, and review submissions.

Adding Media to Forms

- **Images & Videos:** How to embed images, audio, and videos in your form.
- **GPS & Location Tracking:** Adding GPS coordinates to your questions.

Conditional Logic & Validation

- **Advanced Skip Logic:** Conditional questions based on previous answers.
- **Validation Criteria:** Set conditions for valid responses (e.g., email format).

Module 6: Hands-On Practice and Q&A

Objective: Provide participants with practical experience and address any questions.

Group Exercise

- Task: Create a form based on a real-world scenario (e.g., needs assessment survey).
- Review: Participants share their forms, and the group provides feedback.

Q&A Session

- Open the floor for any questions participants might have.
- Encourage sharing of experiences and challenges faced during practice.

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