Cooperation Committee for Cambodia (CCC)

27th Monitoring and Evaluation Learning Forum

Kobo Toolbox – Online & Offline Data Collection Tool

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- Introduction
- Create User Account
- Form Builder
- Collect Data
- Analyze & Manage Data

KoBo Toolbox

INTRODUCTION

What is KoBoToolbox ?

Design your forms

Collect on mobile device or paper

Analyze data

KoBoToolbox Key Advantages

- Collect GPS locations
- Take a photographs
- Collect data offline
- Sync data immediately or later
- Collect data on paper form and data entry on browser
- Collect on mobile devices
- Design your own digital forms without programming

What can KoBoToolbox Be Used For ?

Monitoring & Evaluation

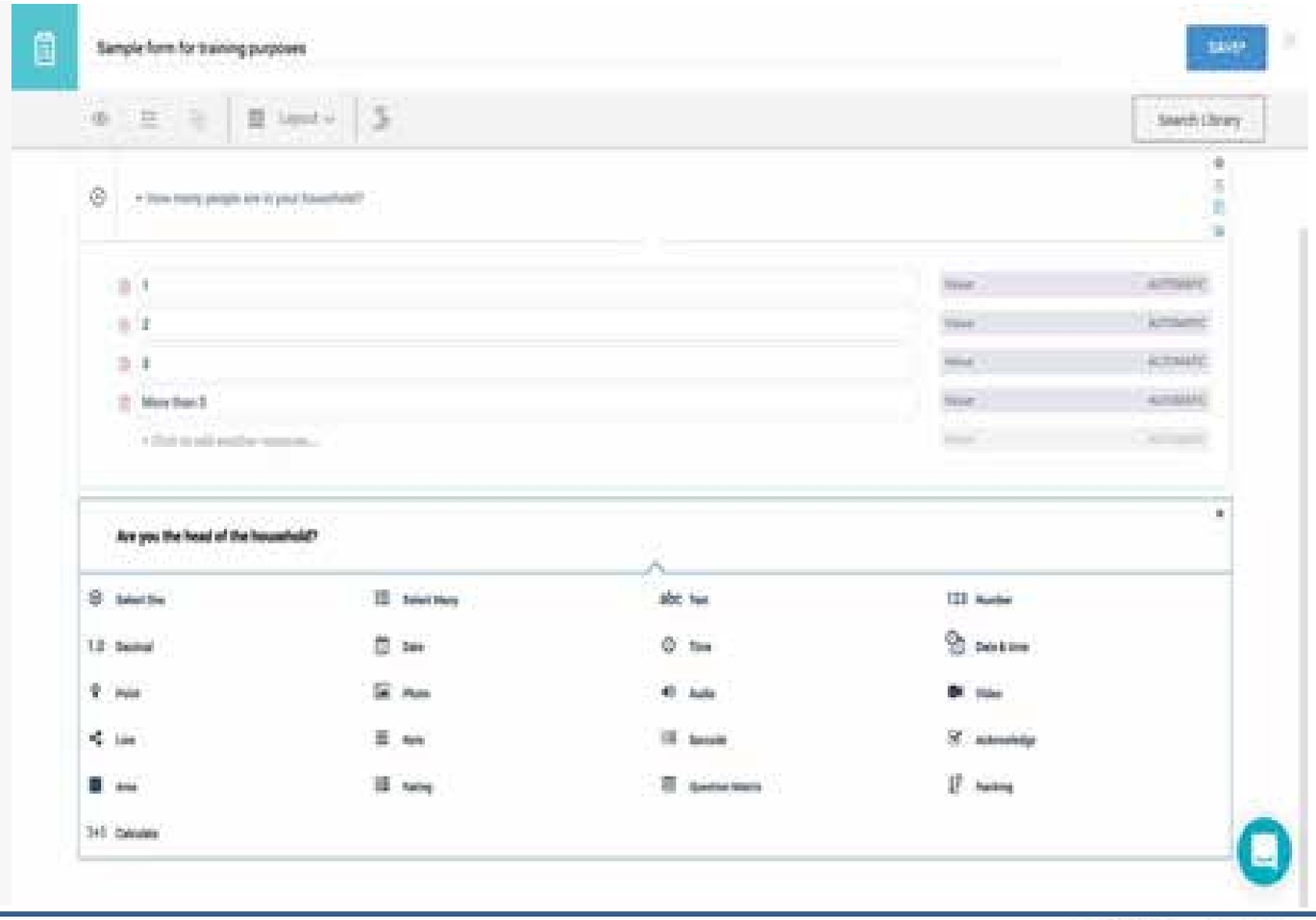
Need Assessment

Research/Survey

KoBoToolbox Features

FORM BUILDER

- Design forms quickly and easily
  using our intuitive form builder
- Reuse existing questions and blocks of questions
  and manage them in the question library
- Build complex forms with skip logic and validation
- More than 20 different question types available
  including location, image, video, rating, matrix, etc.
- Easily share projects with colleagues
  and set granular permission levels
- Import and export XLSForms
  Import via URL or upload from your computer



KoBoToolbox Features

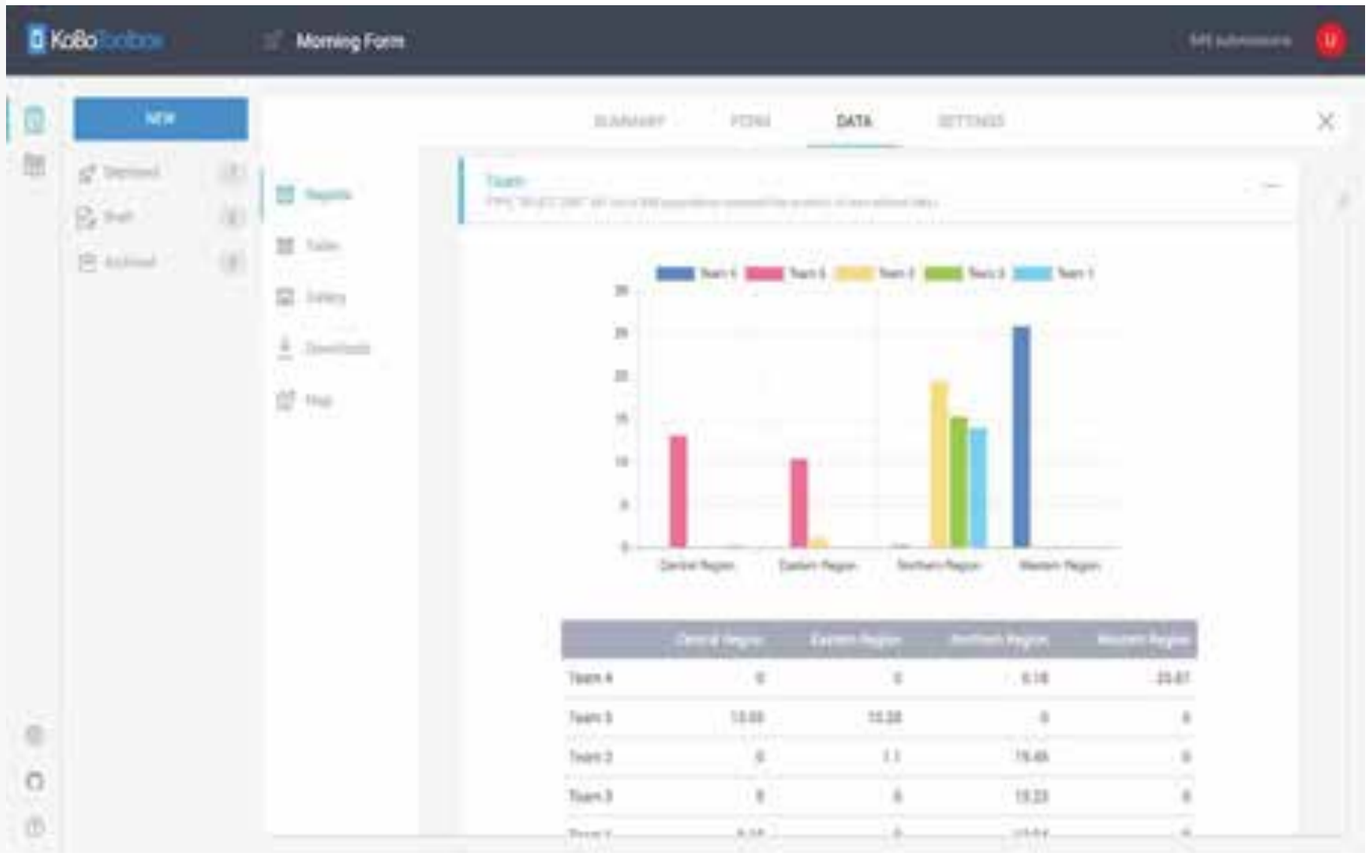
COLLECT DATA

- Online and Offline
- On phones, tablets or any browser
  Using KoBoCollect on Android devices and Enketo on any modern browser
- Synchronize data via SSL
  Ensures data can't be read by a third party
- Strong safeguards against data loss
  Even on very long interviews
- Data immediately available right after it's collected

KoBoToolbox Features

ANALYZE AND MANAGE DATA

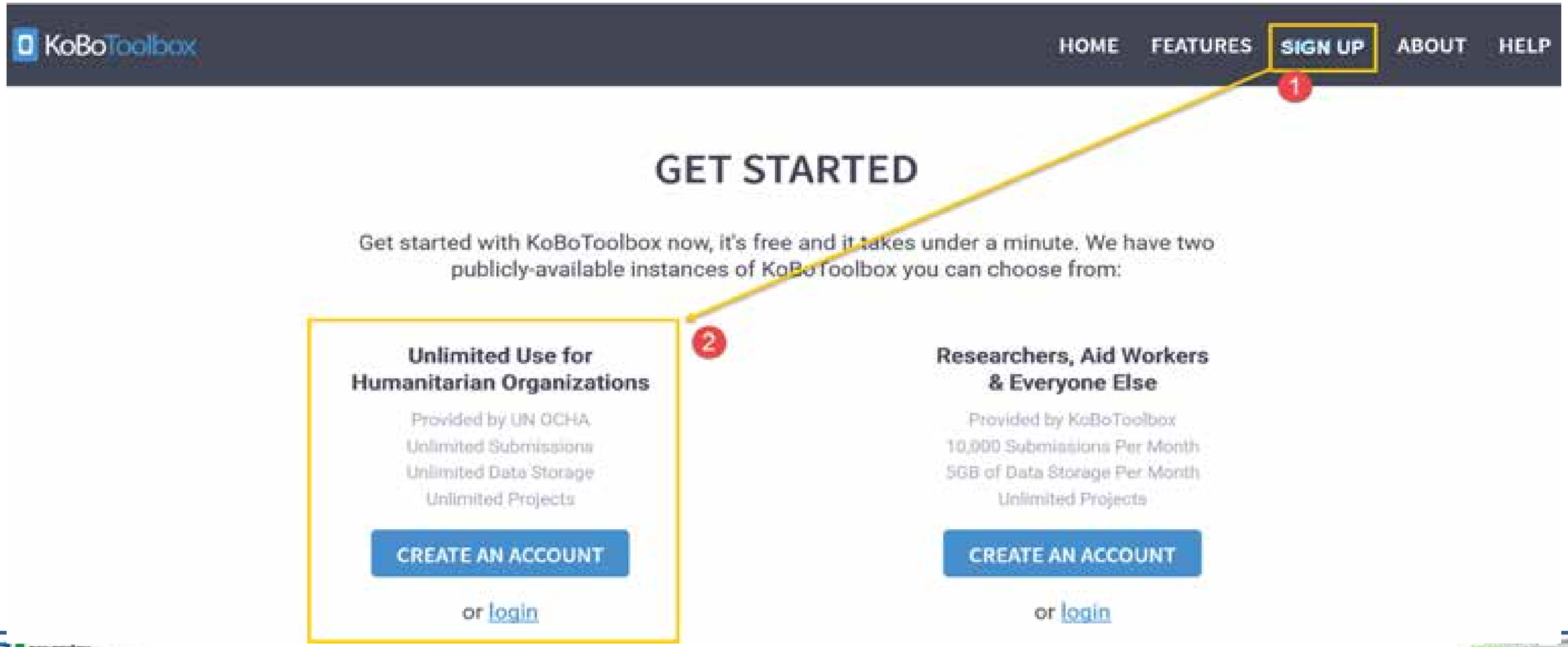
- Create summary reports with graphs and tables
  and fine-tune your report's charts, colors and questions
- Visualize collected data on a map
  includes a heatmap, clustering, other base layers, etc.
- Disaggregate data in reports and maps
  i.e. by gender, region or educational level
- Export all your data at any time
  Supported formats: Excel, CSV, KML, ZIP (for media) and SPSS
- Access your data through our robust API



KoBo Toolbox

CREATE USER ACCOUNT

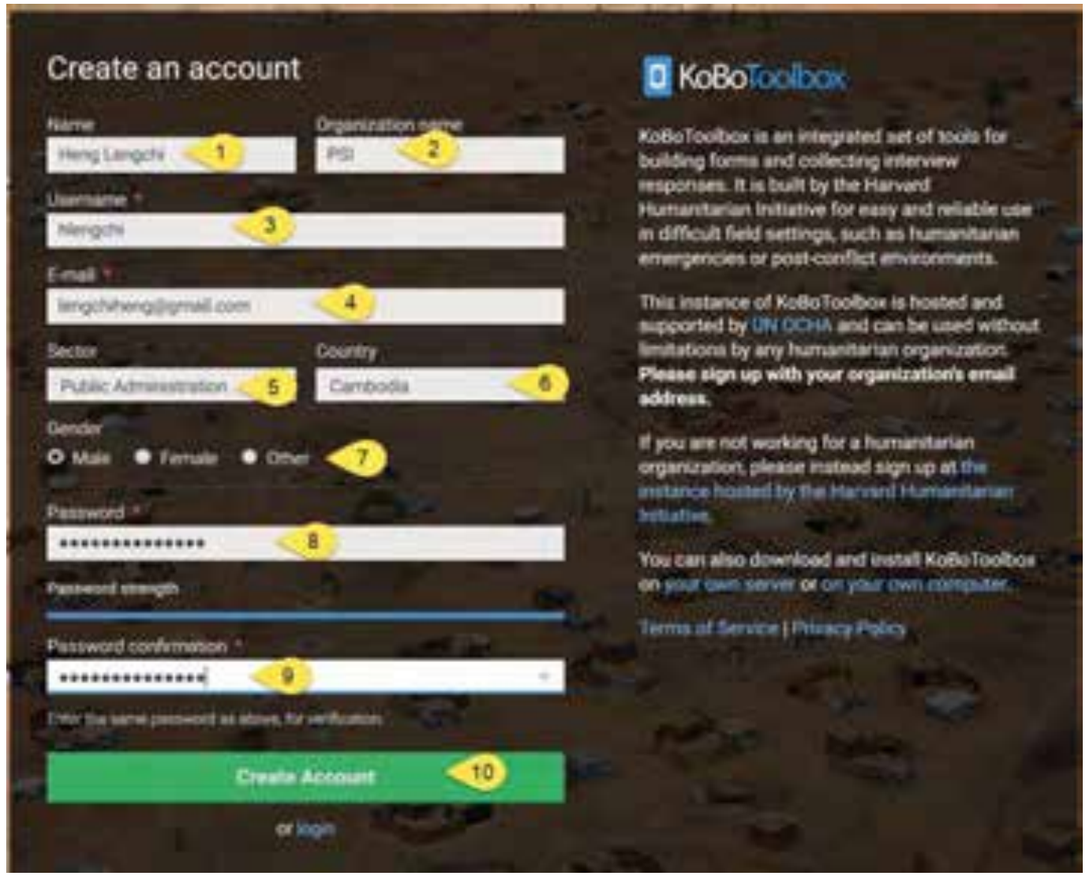
Get registered at http://www.kobotoolbox.org/



Create an account

★After completed, receive an email to confirm activated account

Complete information

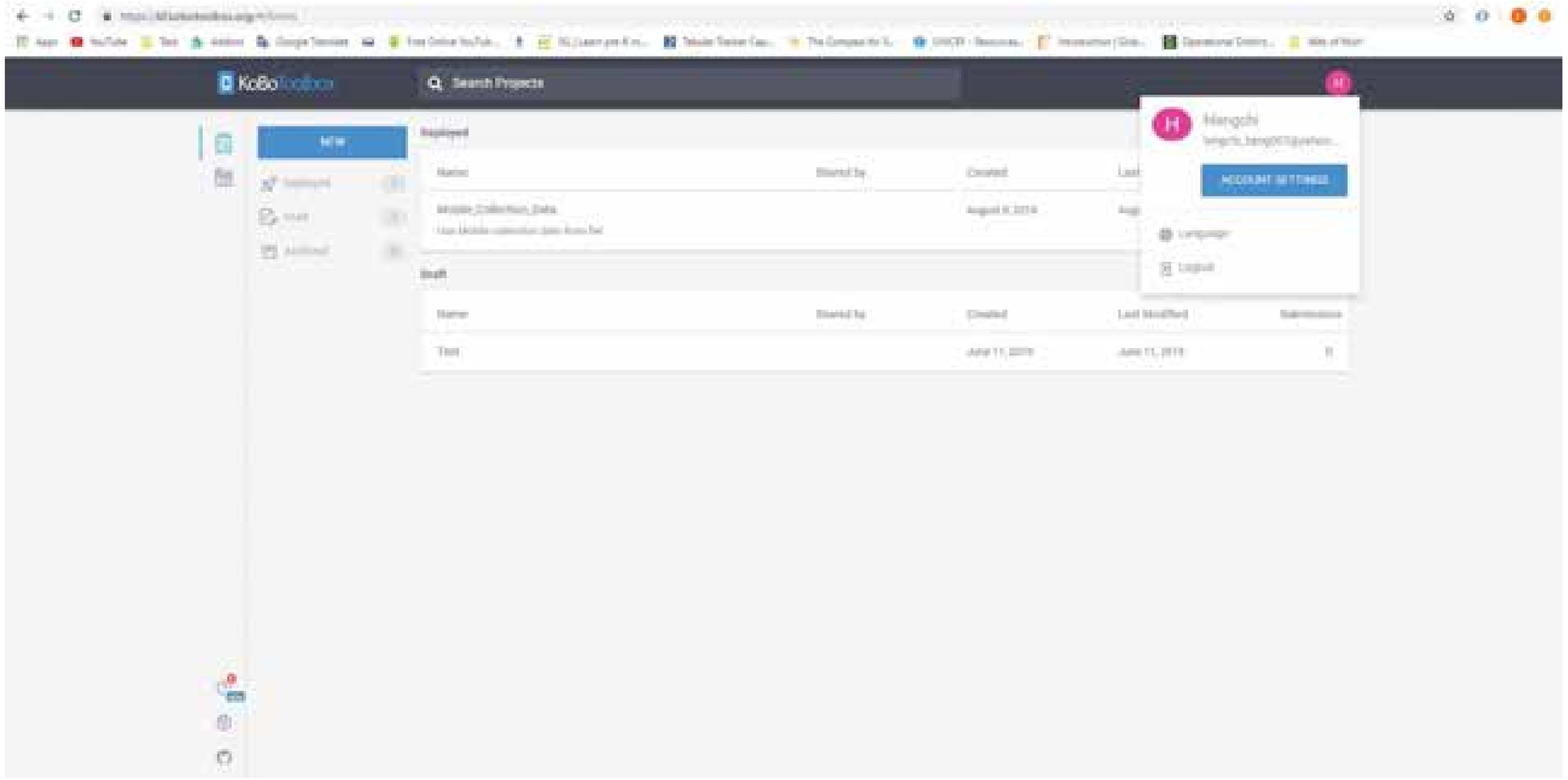


Account created

Activate account in email

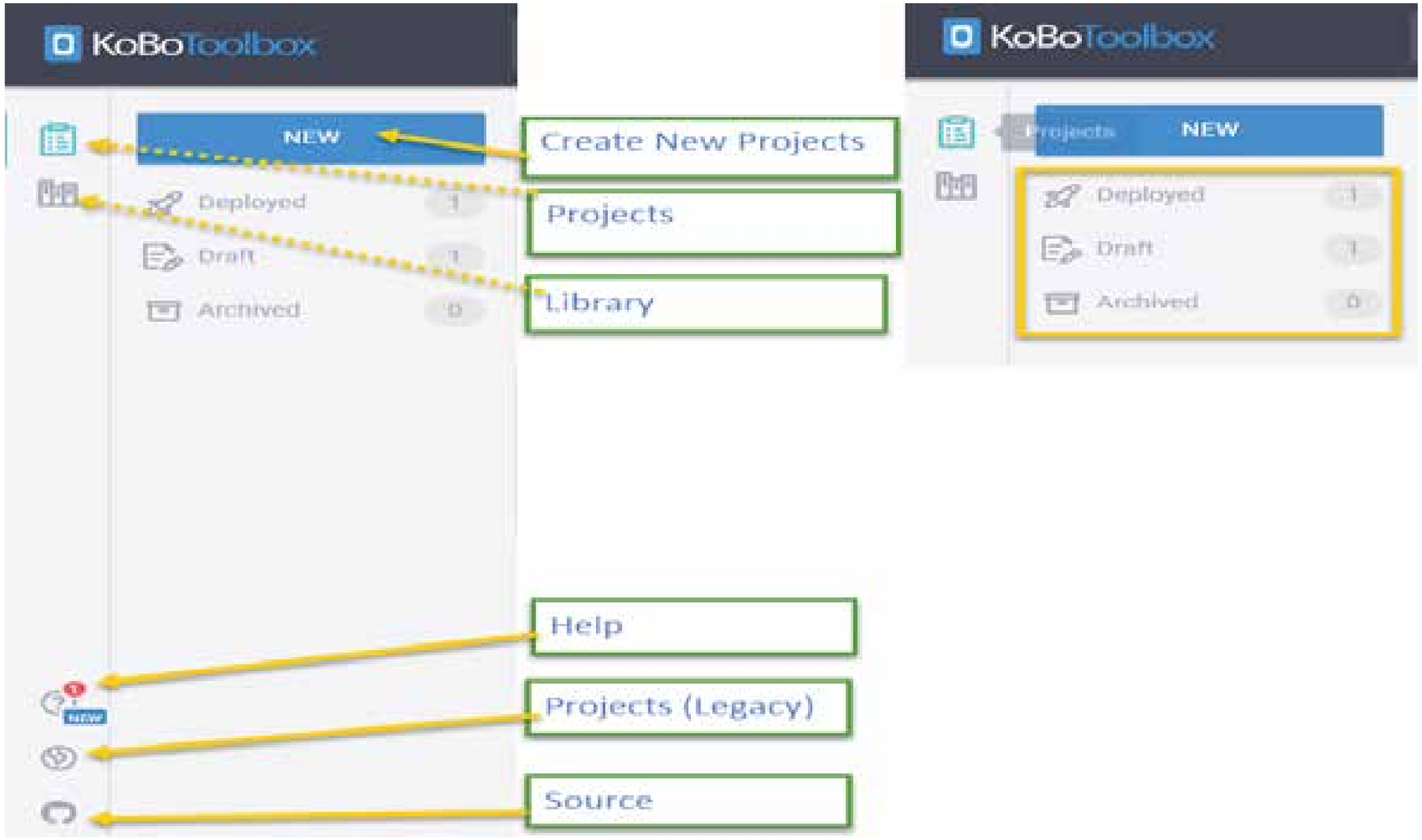
New sign in

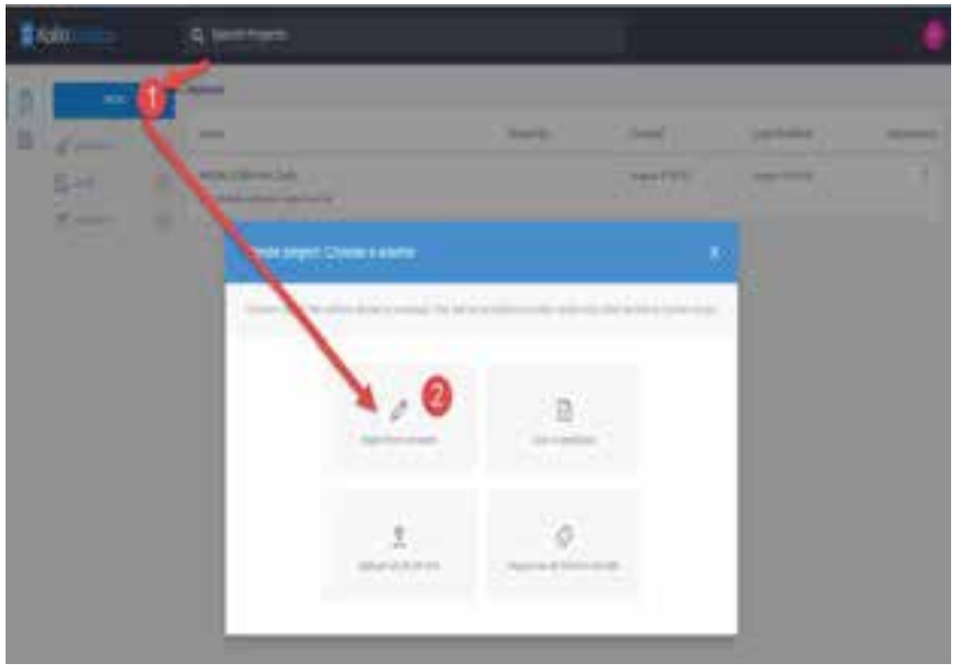
Kobo Toolbox Main Menu



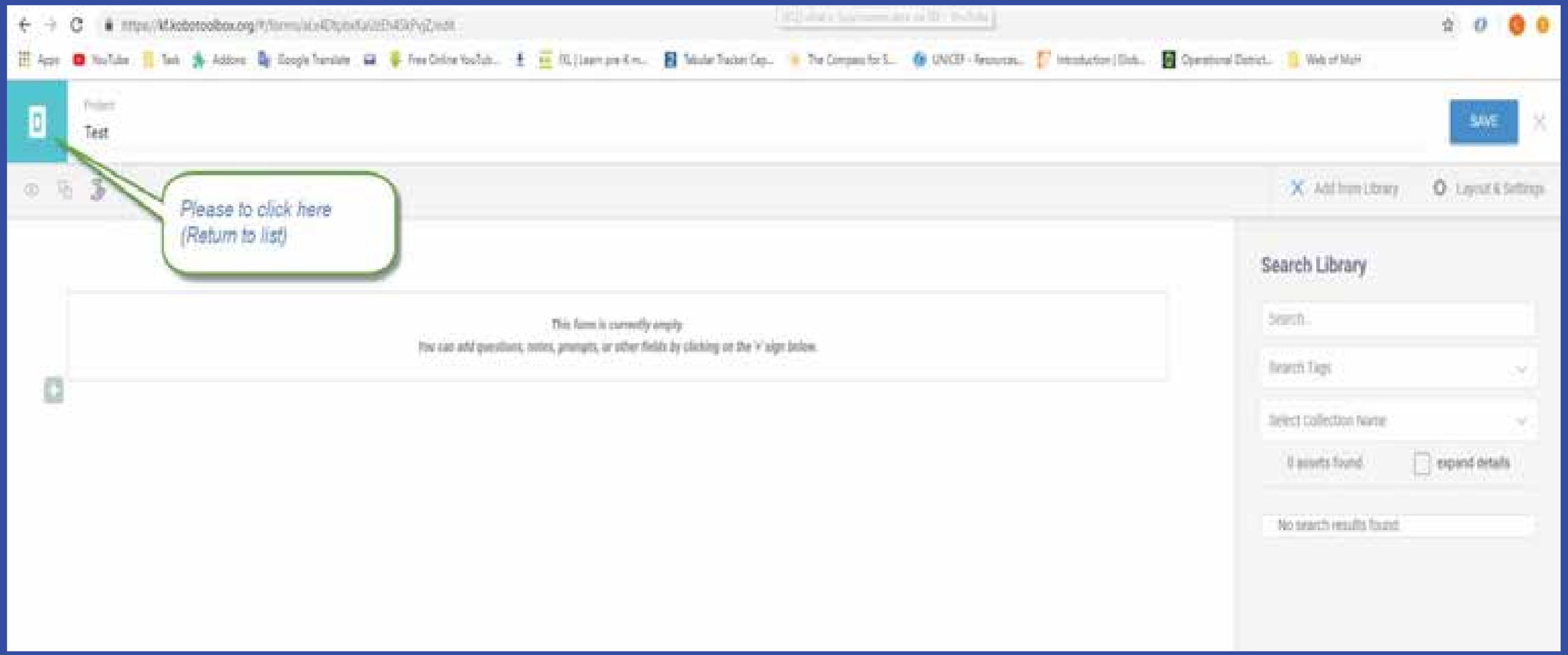
KoBo Toolbox

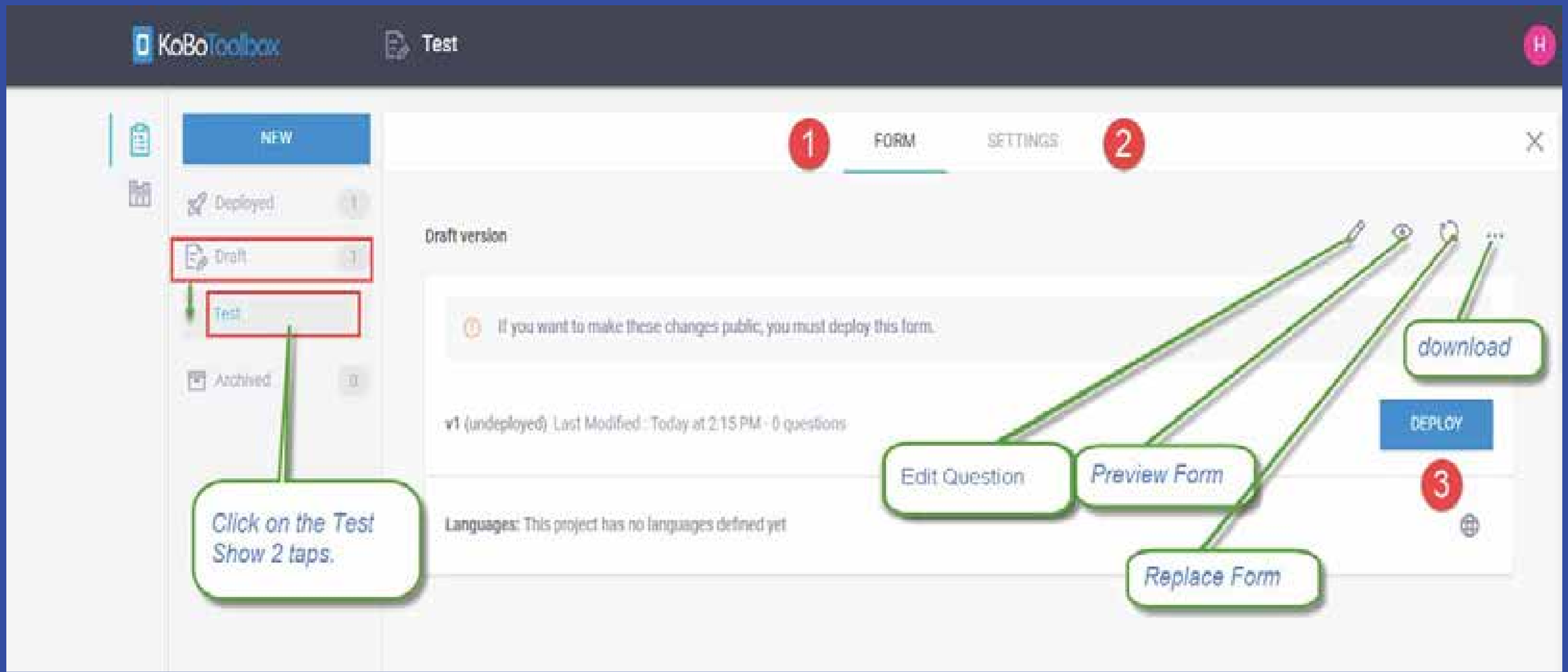
FORM BUILDER – CREATE PROJECT

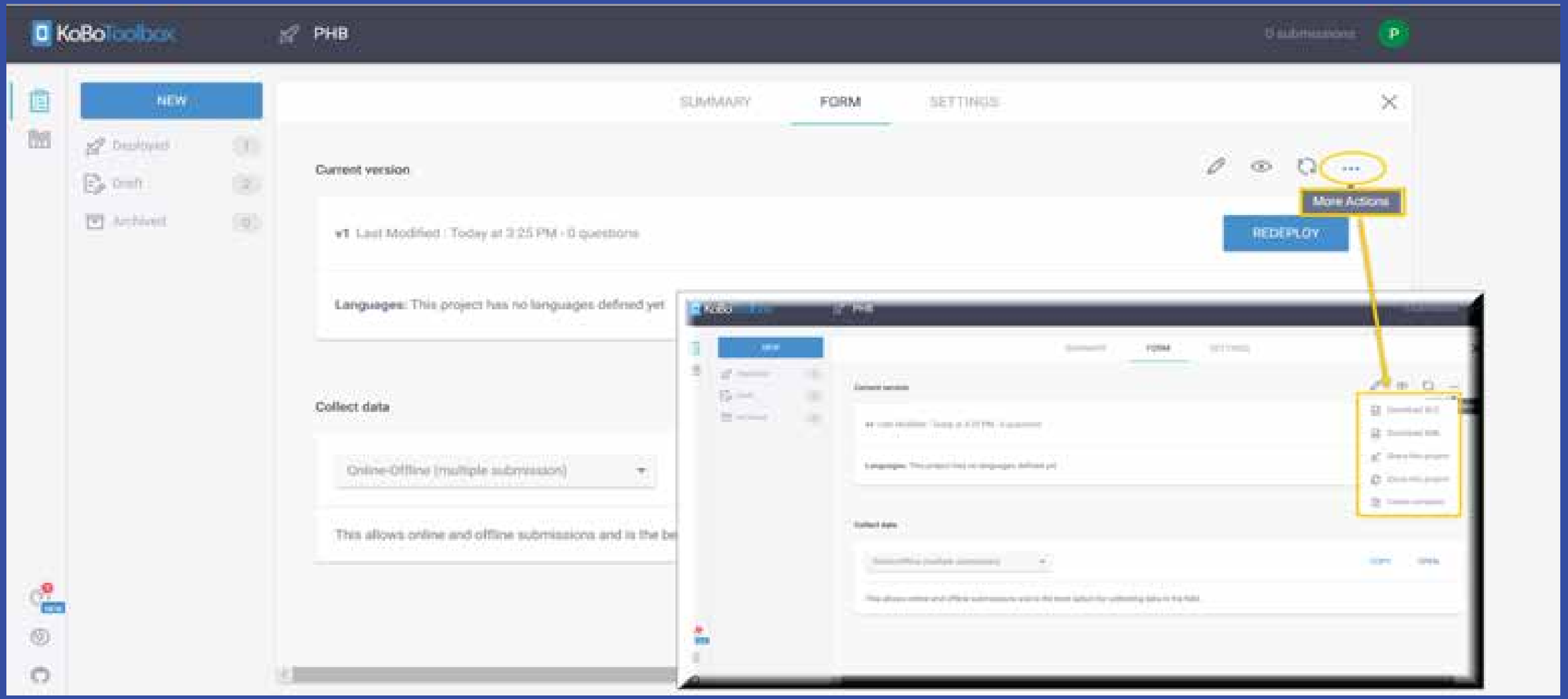

KoBoToolbox
NEW
Deployed
Draft
Archived
Create New Projects
Projects
Library
Help
Projects (Legacy)
Source
KoBoToolbox
Projects
NEW
Deployed
Draft
Archived



Create project: Project details
Write here the name of the project
Project Name
Test
1
Write here the short description of the project
Description
PL
2
Please specify the country and the sector where this project will be deployed.
Select here country
Sector
Other
3
Country
Cambodia
4
Help KoboToolBox improve this product by sharing the sector and country where this project will be deployed. All the information is submitted anonymously and will not include the project name or description listed above.
BACK
Select here your sector
Finally click here to start creating the form
5
CREATE PROJECT


Test
SAVE
Please to click here
(Return to list)
Add from Library
Layout & Settings
Search Library
Search...
Search Tags
Select Collection Name
0 assets found
expand details
No search results found
This form is currently empty.
You can add questions, notes, prompts, or other fields by clicking on the '+' sign below.

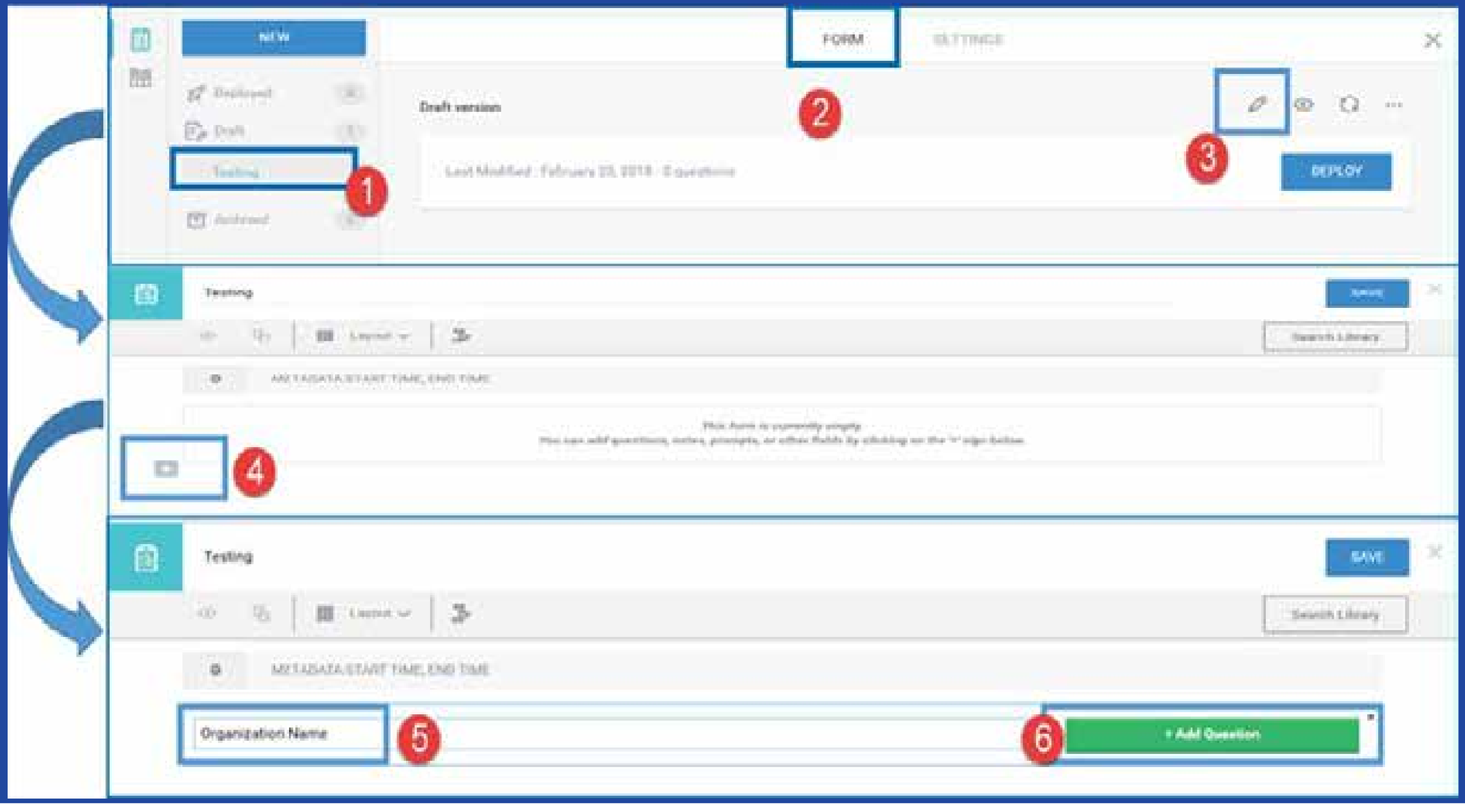

KoBoToolbox
Test
H
NEW
Deployed
Draft
Test
Archived
1
FORM
SETTINGS
2
Draft version
If you want to make these changes public, you must deploy this form.
v1 (undeployed) Last Modified : Today at 2:15 PM · 0 questions
Languages: This project has no languages defined yet
Click on the Test
Show 2 taps.
Edit Question
Preview Form
download
DEPLOY
3
Replace Form


KoBoToolbox
PHB
NEW
Deployed
Draft
Archived
SUMMARY
FORM
SETTINGS
Current version
v1 Last Modified : Today at 3:25 PM - 0 questions
More Actions
REDEPLOY
Languages: This project has no languages defined yet
Collect data
Online-Offline (multiple submission)
This allows online and offline submissions and is the be

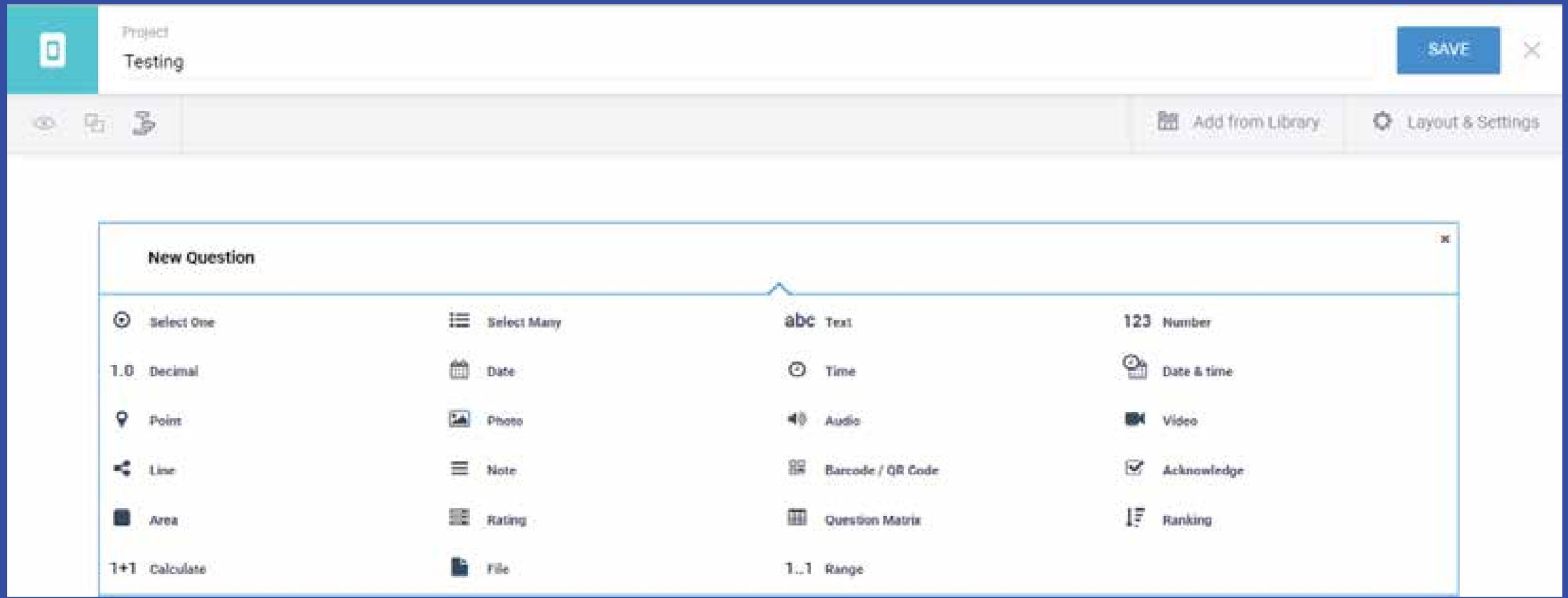
KoBoToolbox
Test
NEW
Deployed
Draft
Test
Archived
FORM
SETTINGS
SAVE CHANGES
Edit text then click
SAVE CHANES
Test
PL
Other
Cambodia
Help KoboToolbox improve this product by sharing the sector and country where this project will be deployed. All the information is submitted anonymously, and will not include the project name or description listed above.
Archive project to stop accepting submissions
DELETE PROJECT AND DATA

KoBo Toolbox

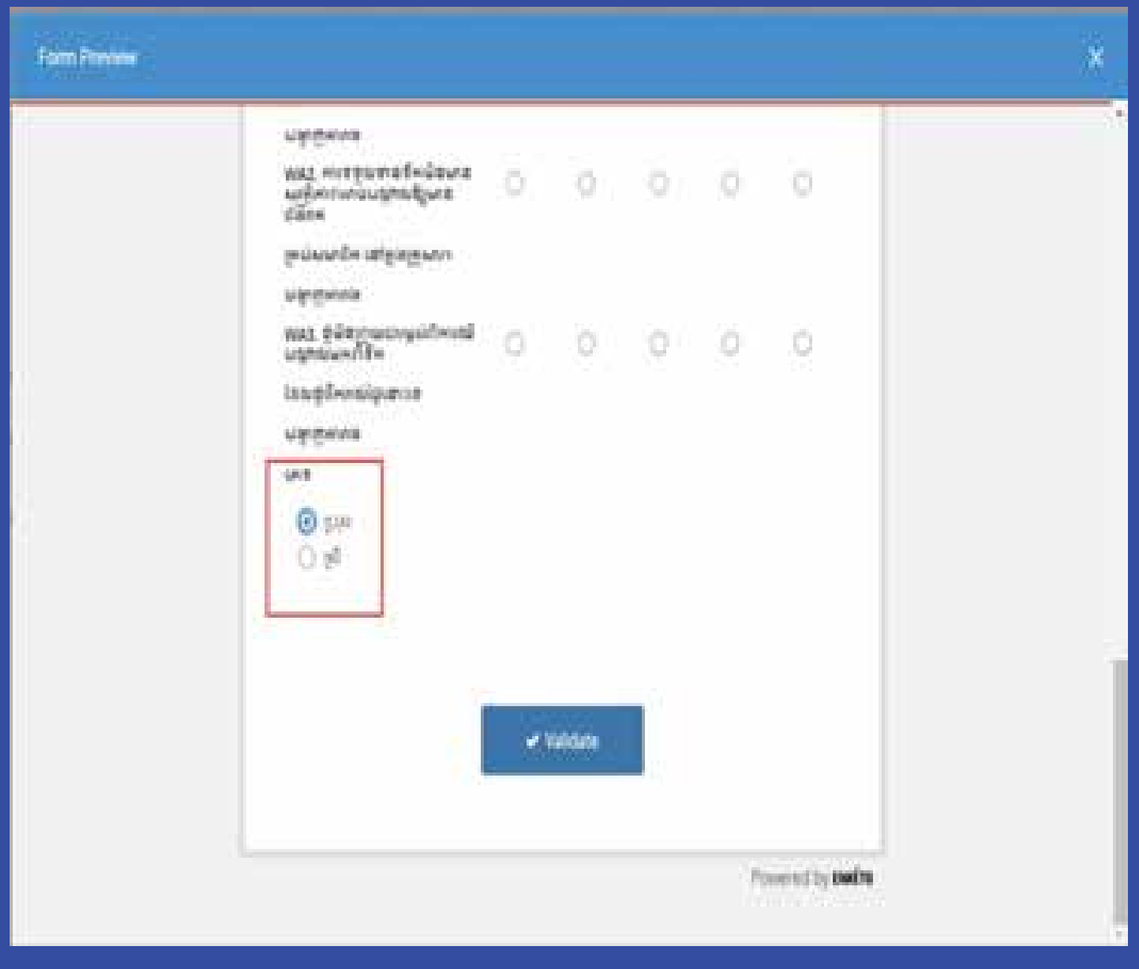
FORM BUILDER – CREATE QUESTION


NEW
FORM
SETTINGS
Draft version
Testing
DEPLOY
Testing
SAVE
Search Library
METADATA START TIME, END TIME
Organization Name
+ Add Question
1
2
3
4
5
6

Question Type

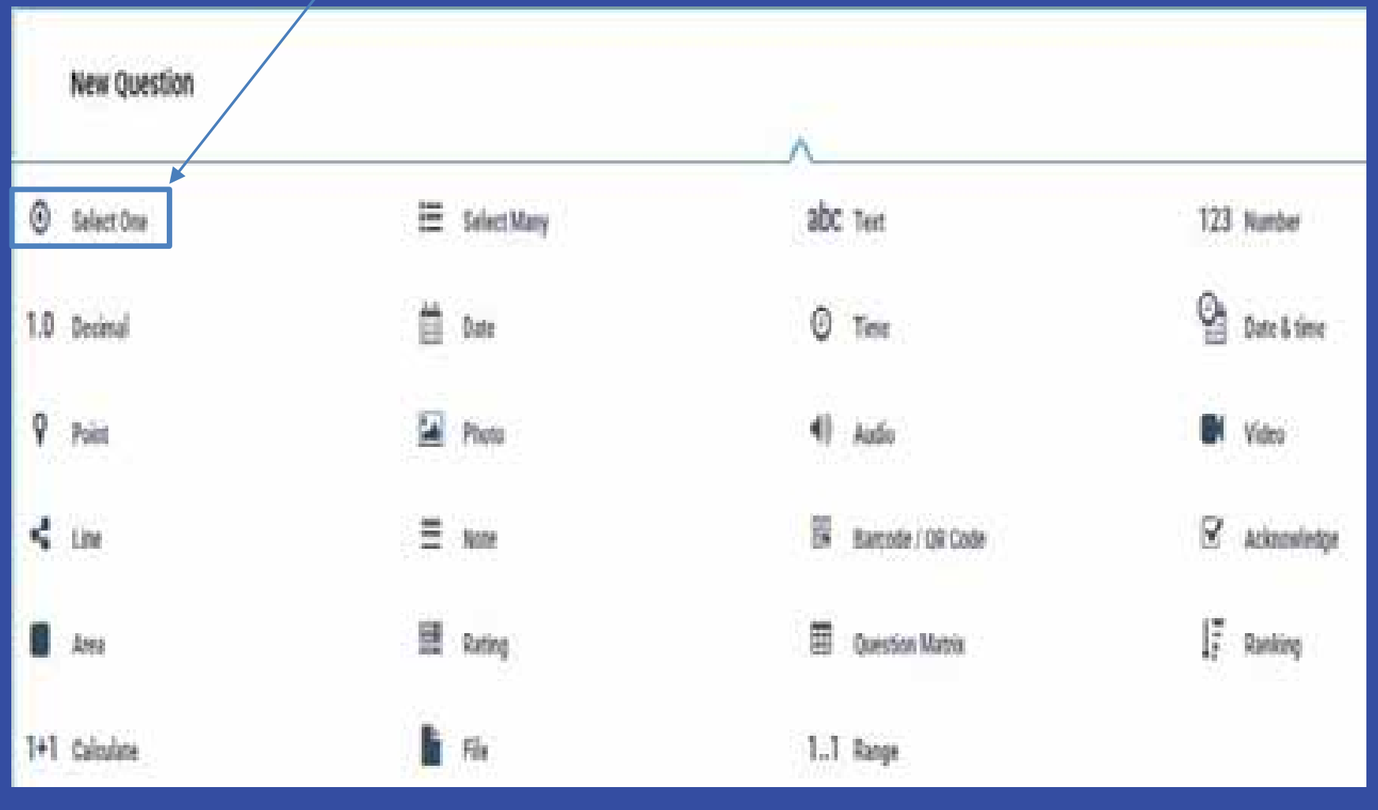


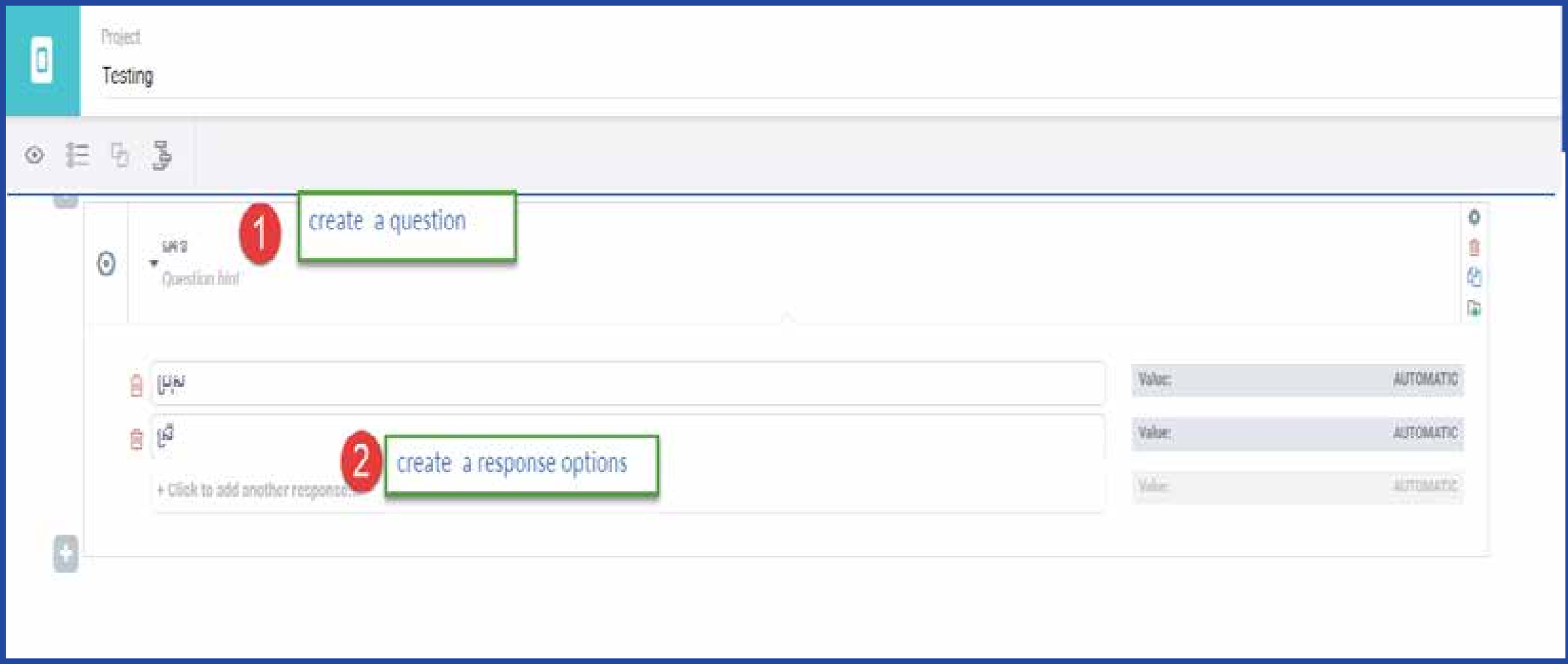
Select One Type



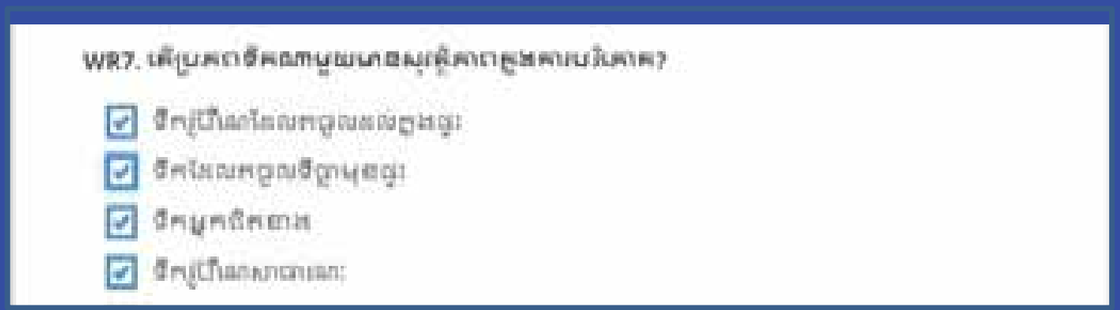
1.Go to your Form Builder and Click on “Add question”

2.Select “Select One”



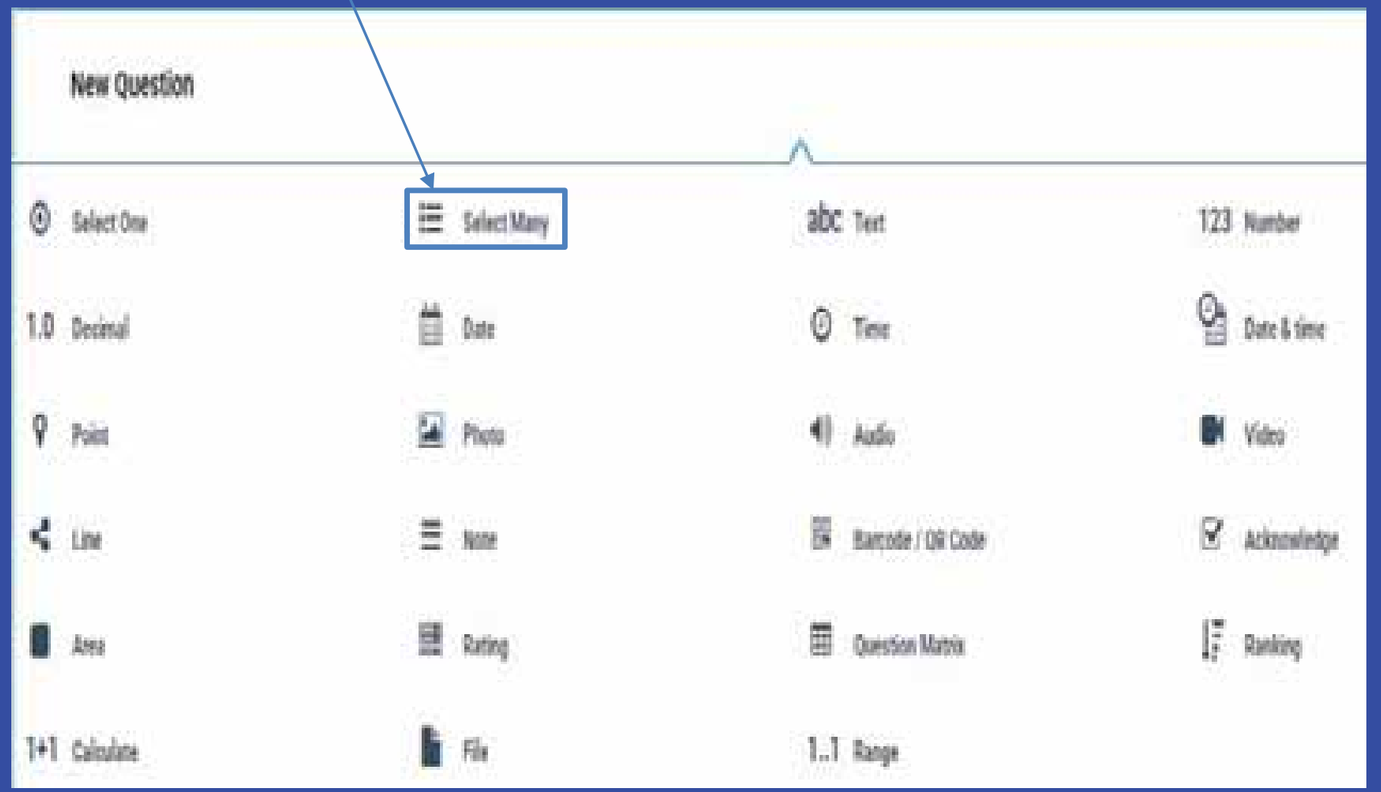

Project
Testing
1
create a question
2
create a response options
Value:
AUTOMATIC
Value:
AUTOMATIC

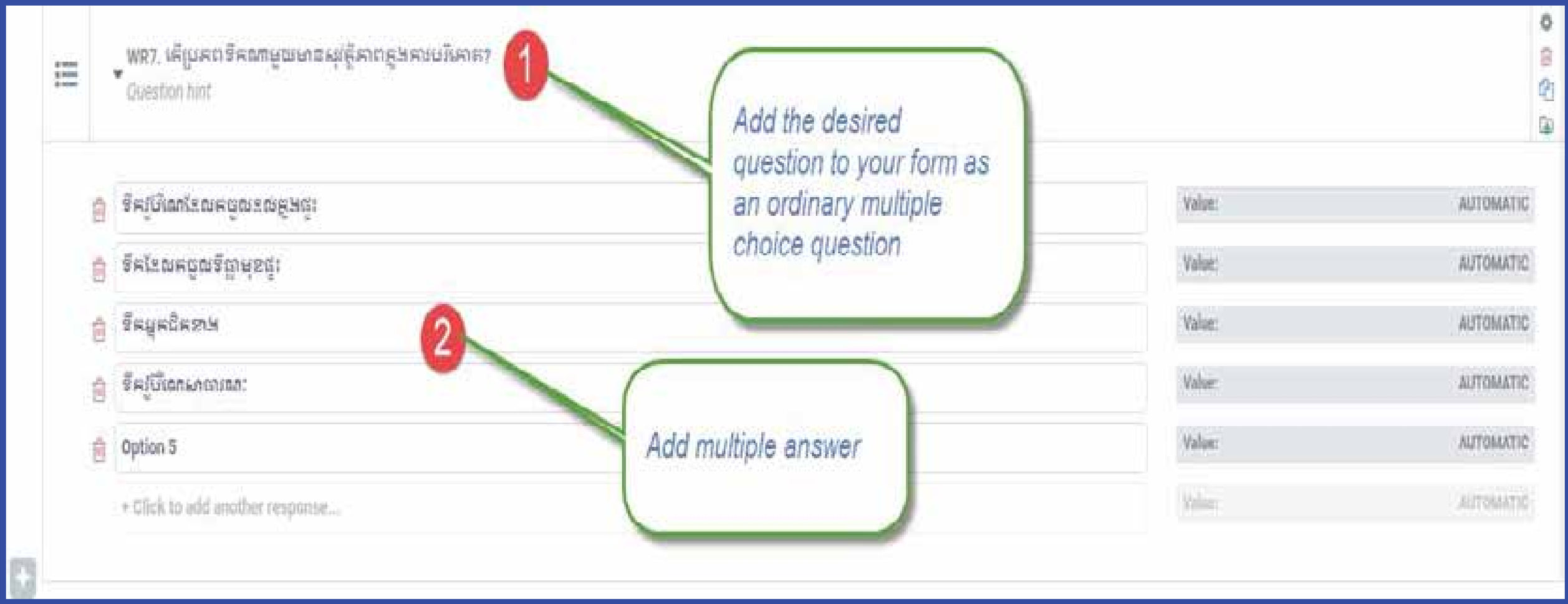
Select Many Type



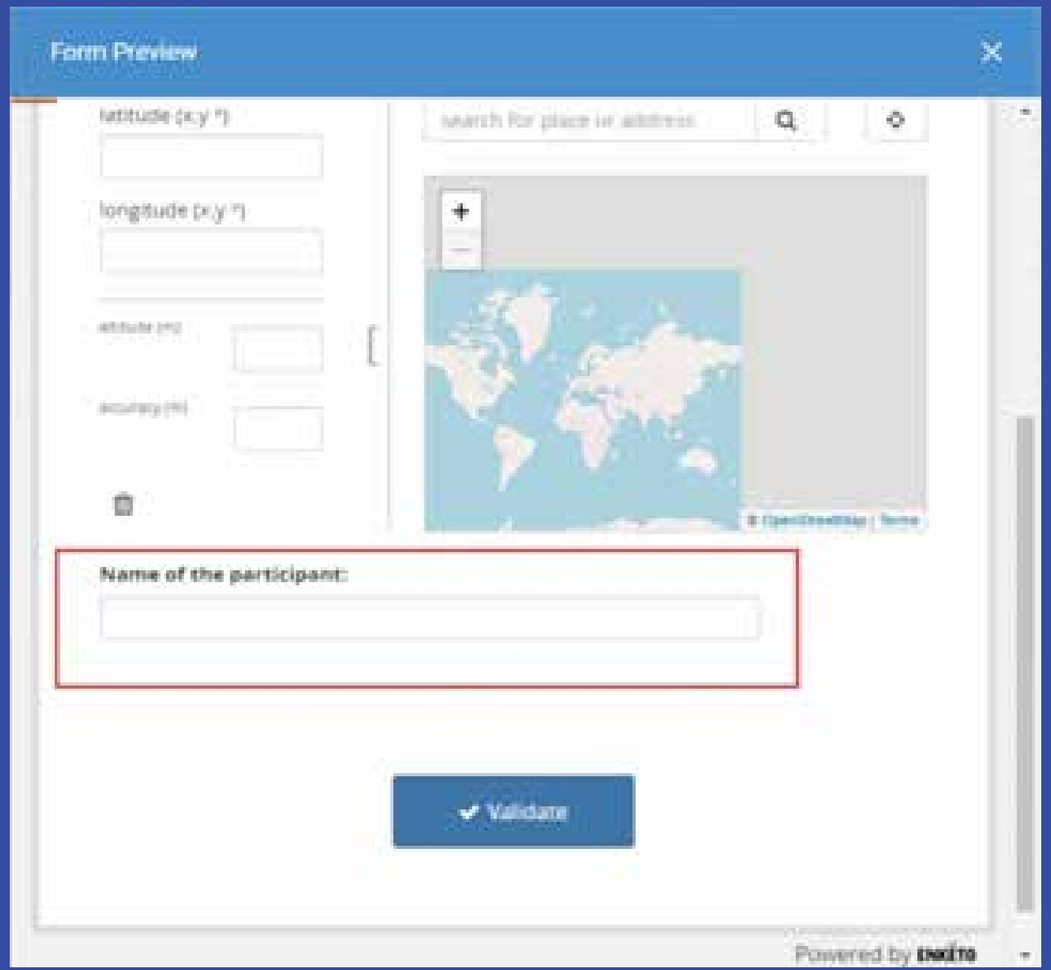
1.Go to your Form Builder and Click on “Add question”

2.Select “Select Many”



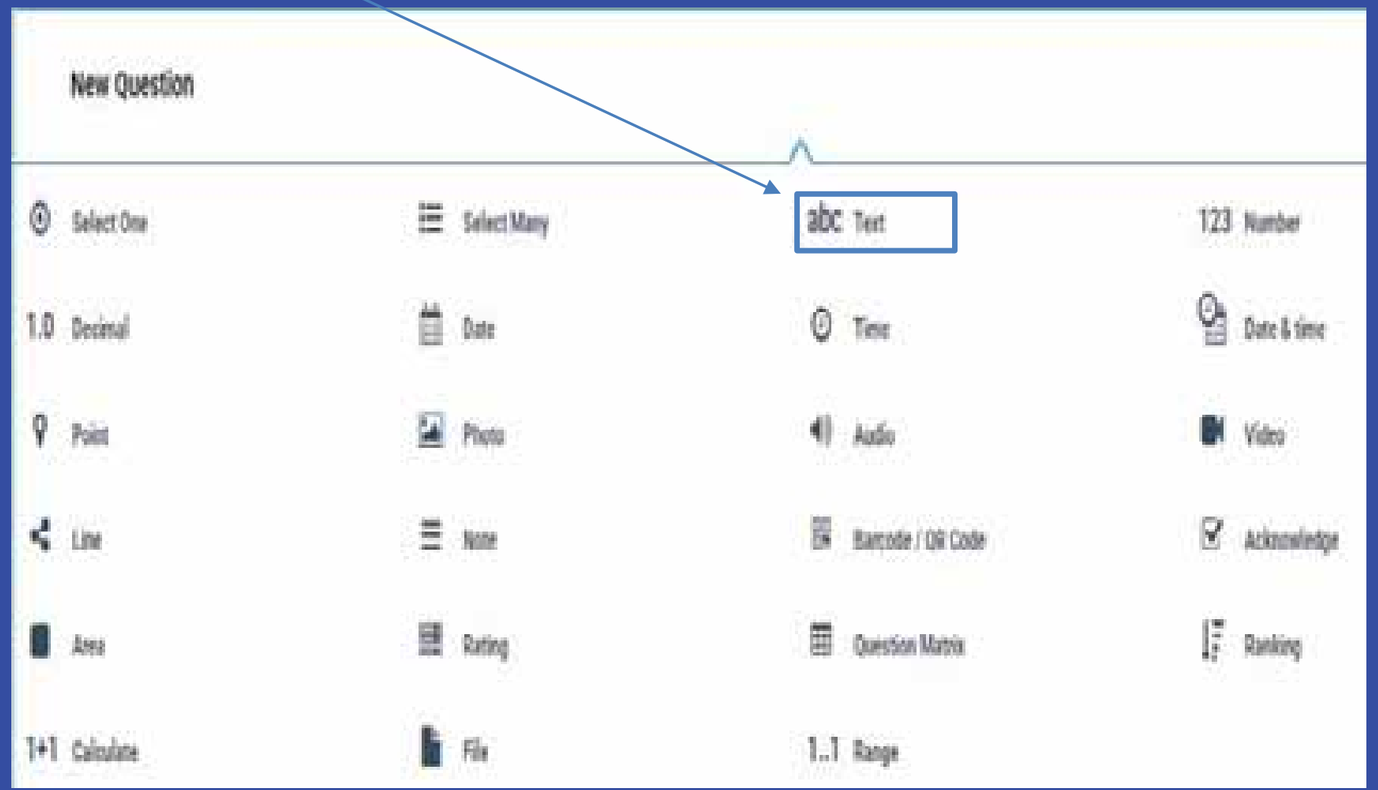

WR7. តើប្រភពទឹកណាមួយមានសុវត្ថិភាពគួរឱ្យគាប់ចិត្ត?
Question hint
1
Add the desired question to your form as an ordinary multiple choice question
ទឹកស្រូបឹណែនៃសគួសនសគ្ងរជូ:
ទឹកនៃសគួសទឹញ្ញាមុខជូ:
ទឹកម្មគបិតខាម
2
ទឹកស្រូបឹណែសាបាសៈ:
Option 5
+ Click to add another response...
Add multiple answer
Value:
AUTOMATIC

Text Type



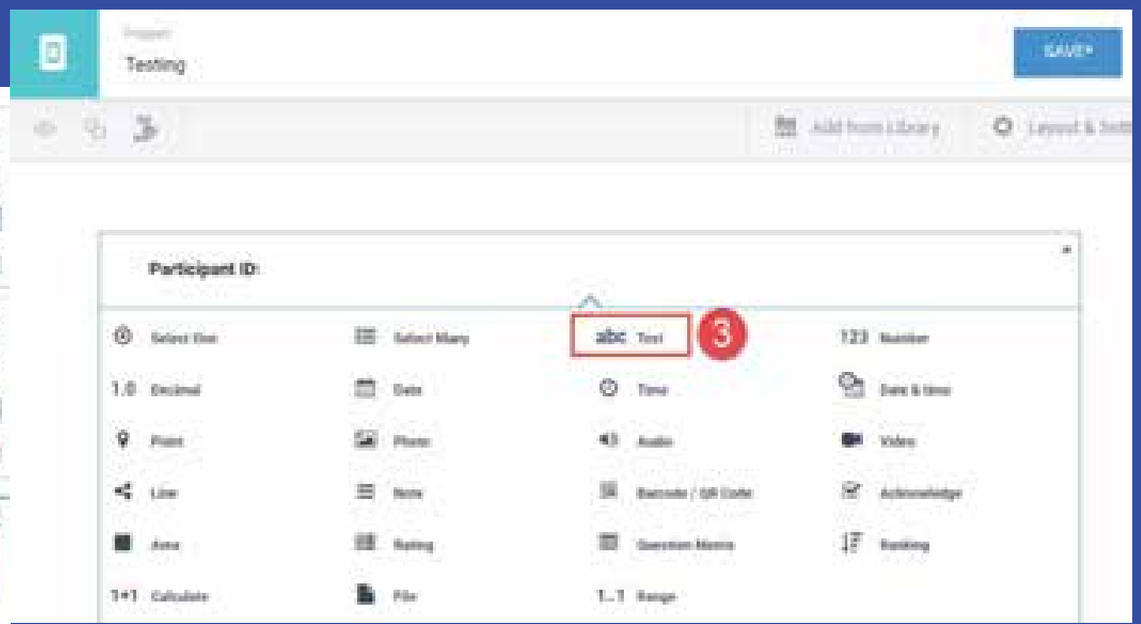
1.Go to your Form Builder and Click on “Add question”

2.Select “Text”

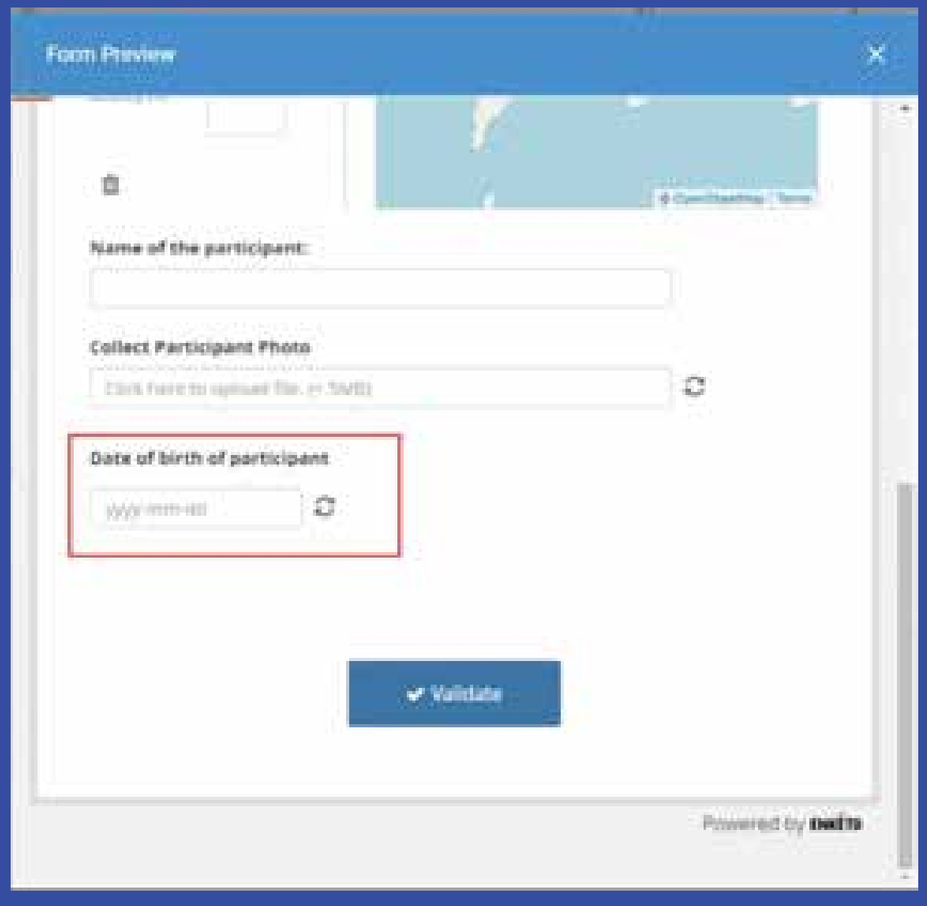


Text Type

123
Participant ID:
Question hint
Collect GPS of the place
Question hint
Name of the participant
1
+ Add Question
2

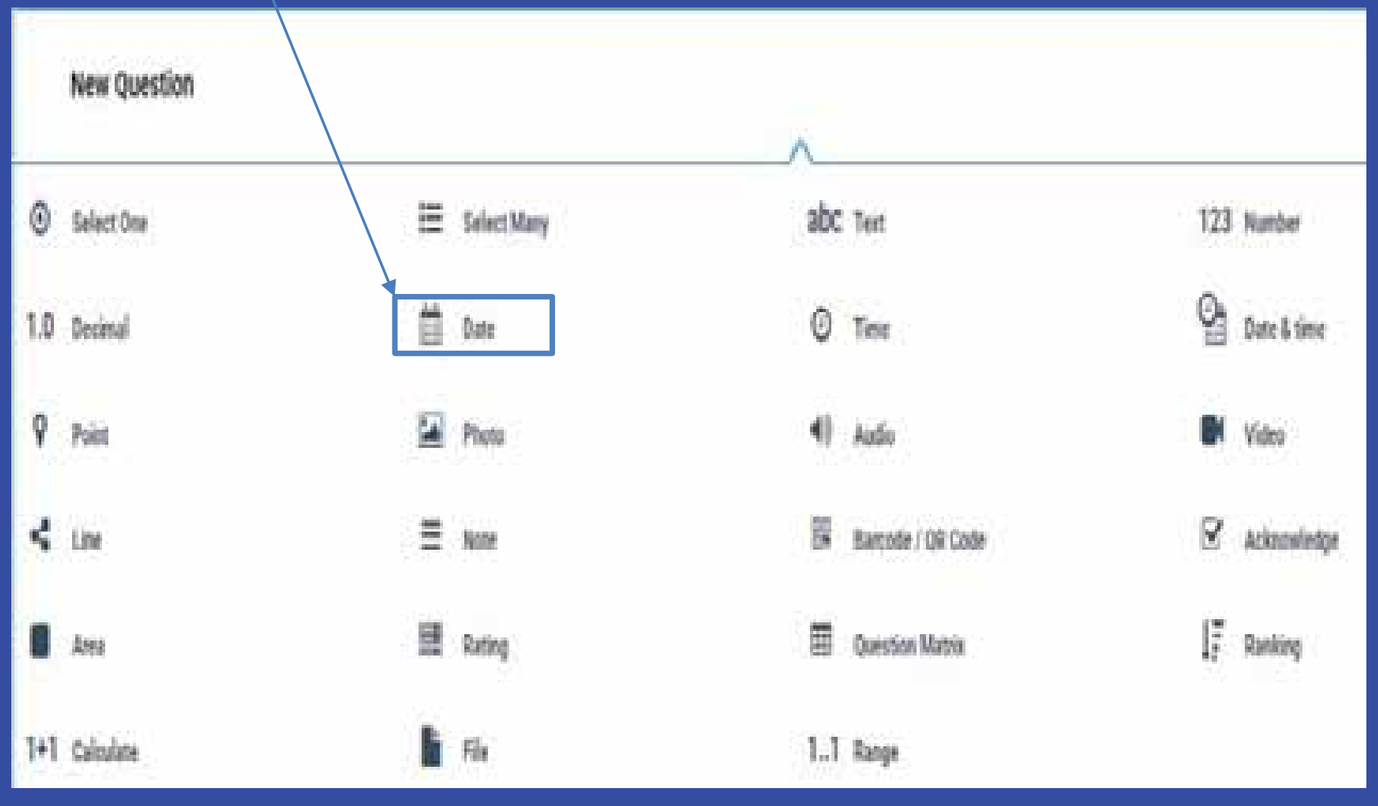

Testing
SAVE
Participant ID:
abc Text
3

Date Type



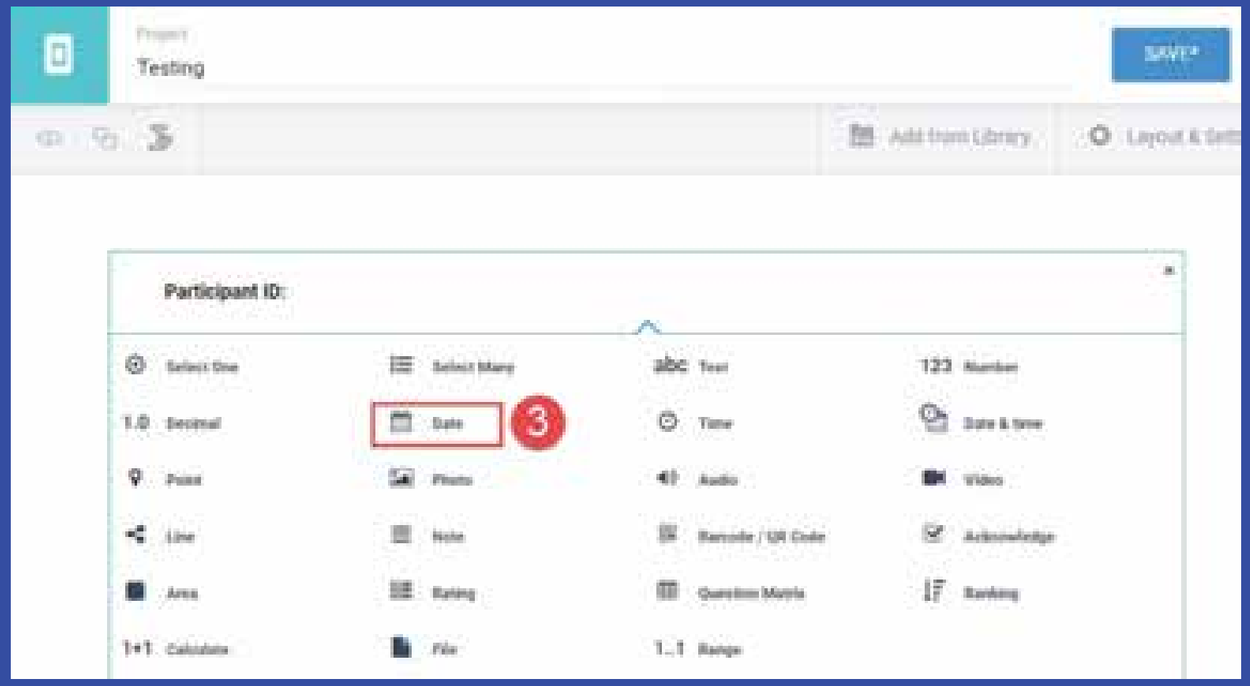
1.Go to your Form Builder and Click on “Add question”

2.Select “Date”

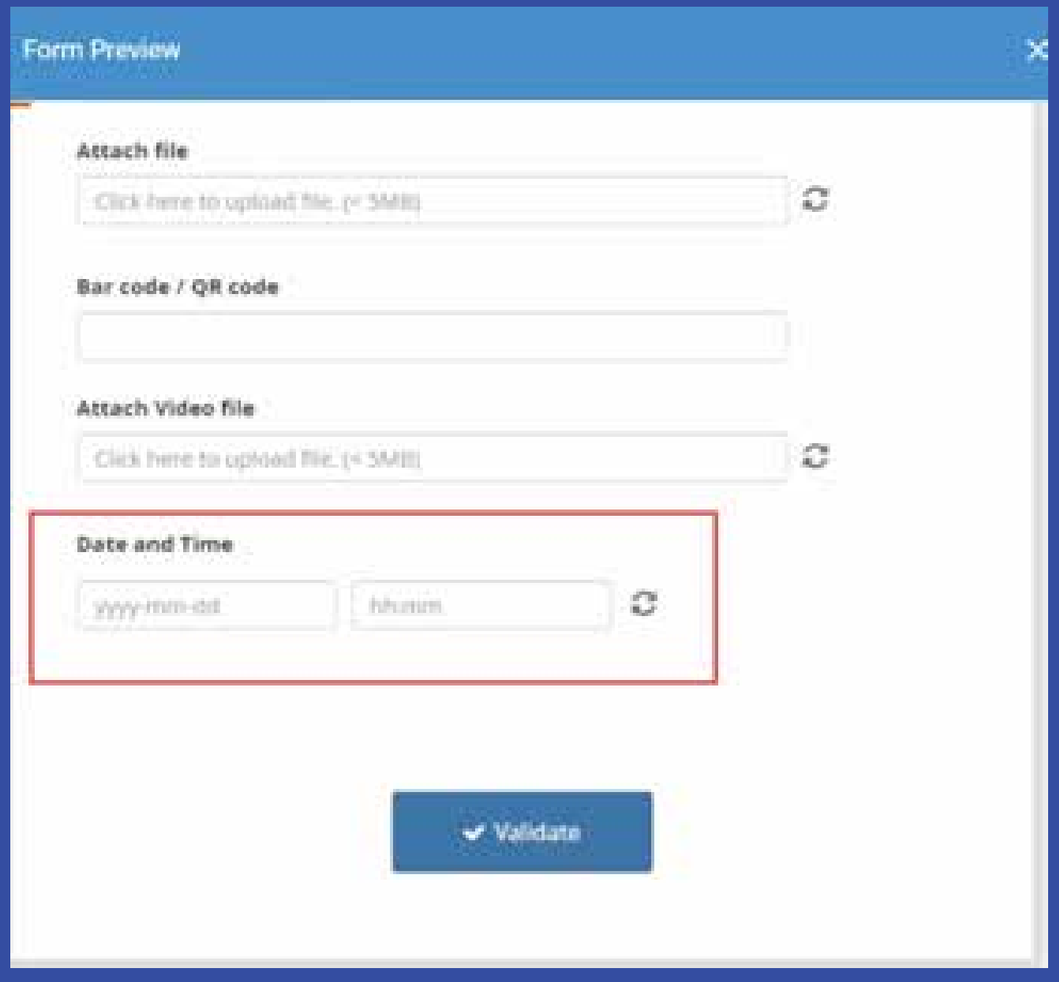


Date Type

123
Participant ID:
Question text
Collect GPS of the place
Question text
abc
Name of the participant:
Question text
Collect Participant Photo
Question text
Date of birth of participant
1
+ Add Question
2

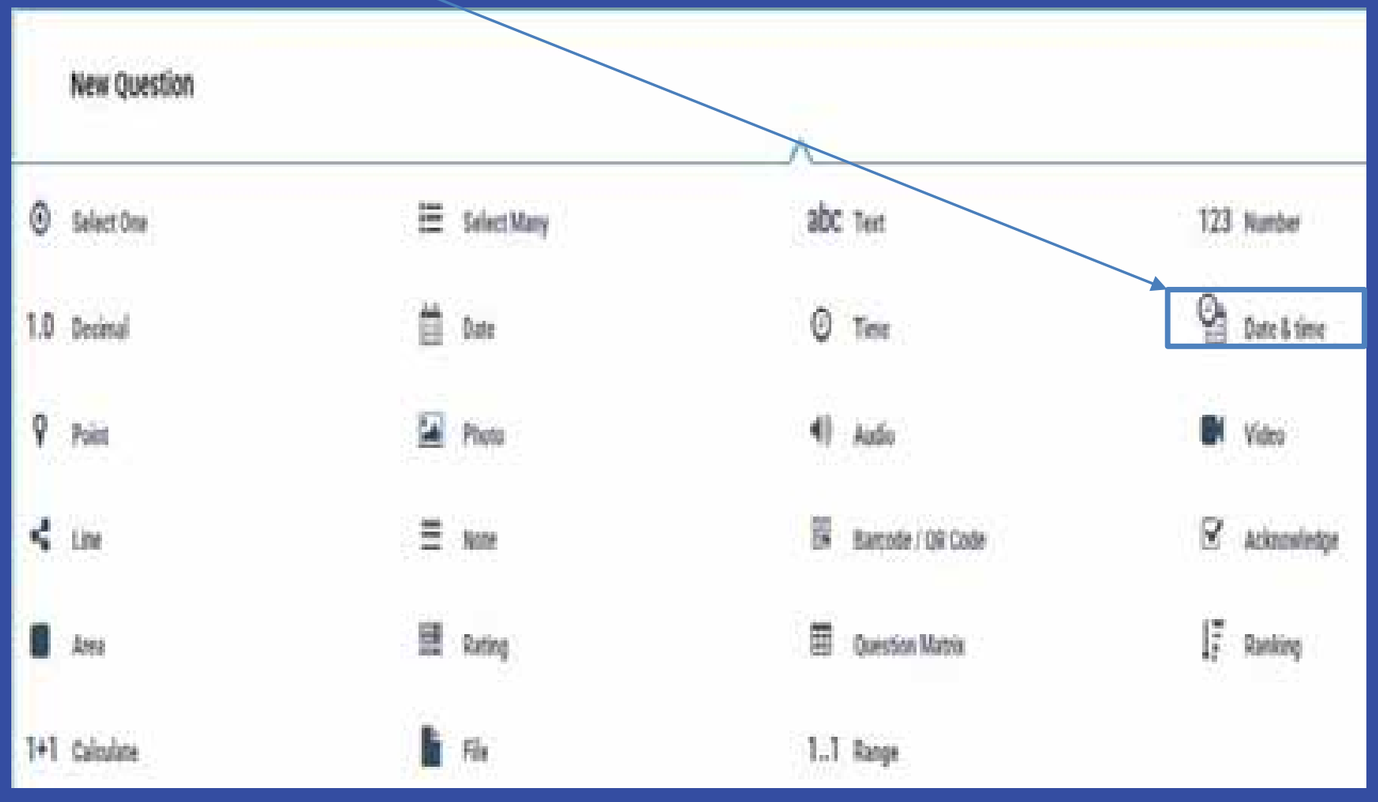

Testing
Add from Library
Participant ID:
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
3
Time
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Ranking
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

Date & Time Type

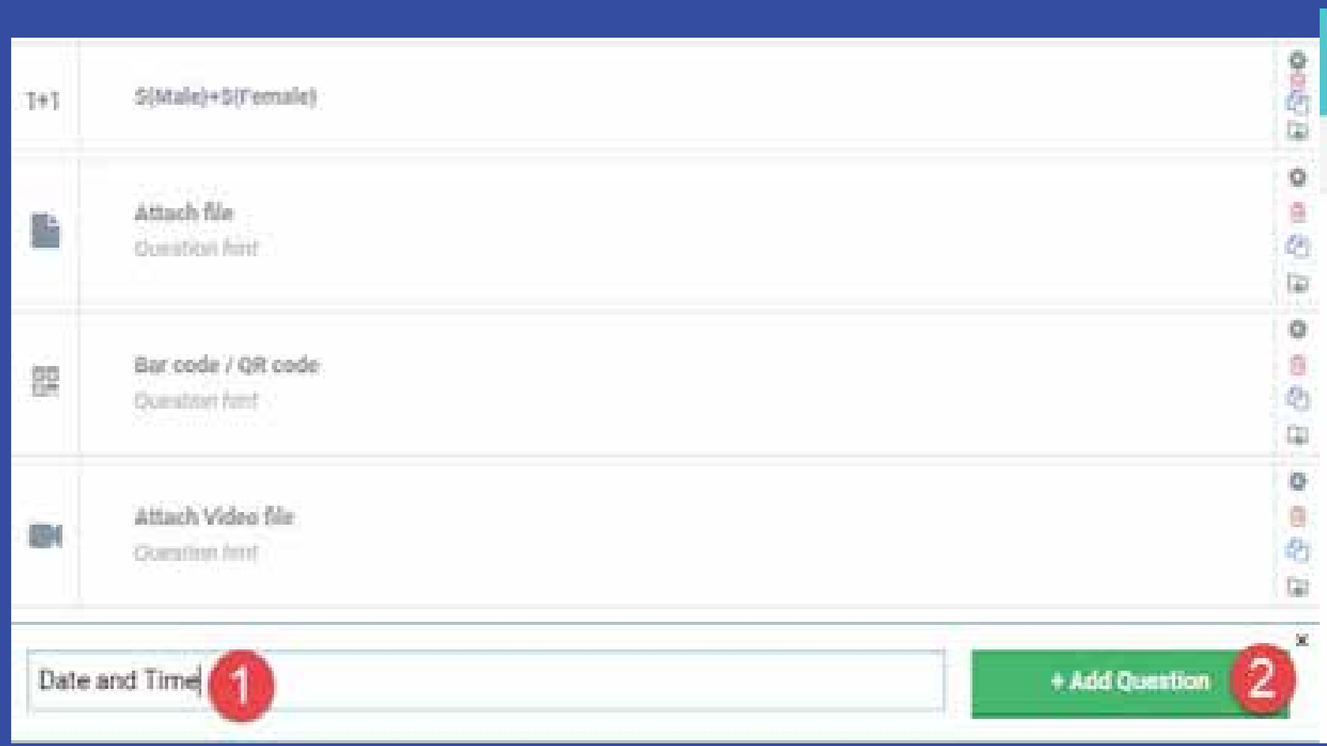


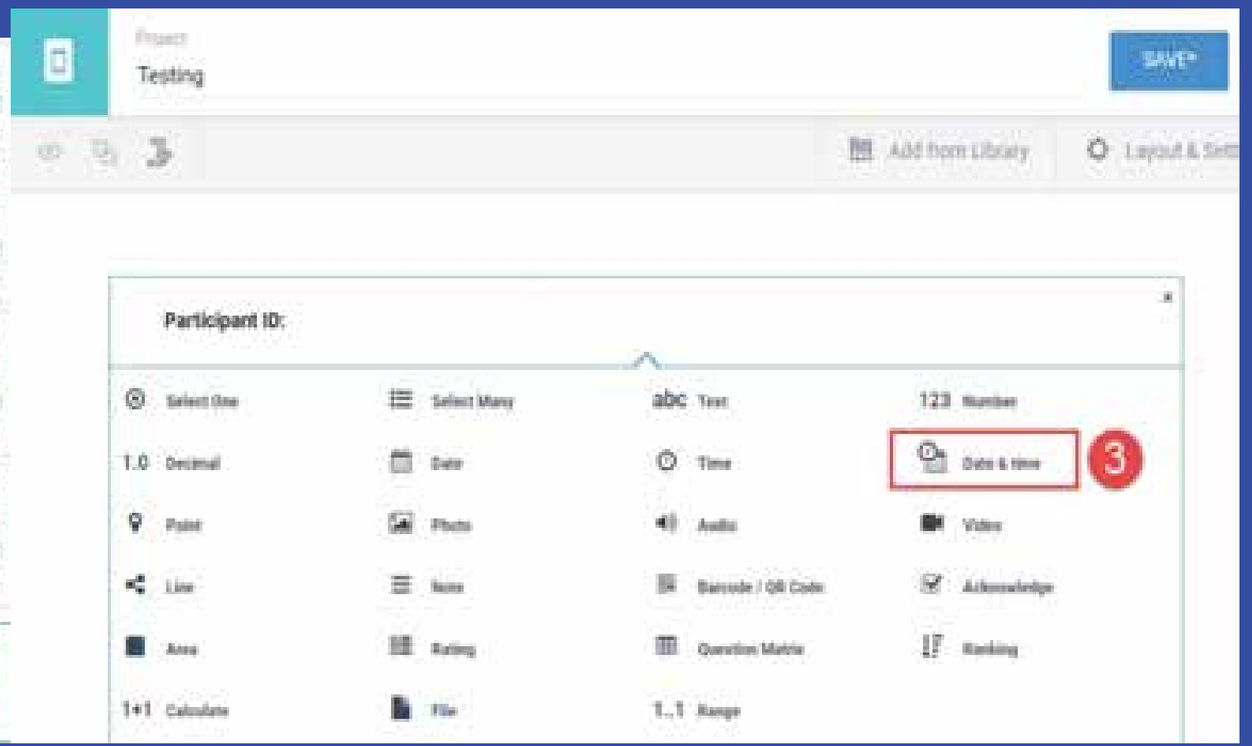
1.Go to your Form Builder and Click on “Add question”

2.Select “Date & Time”

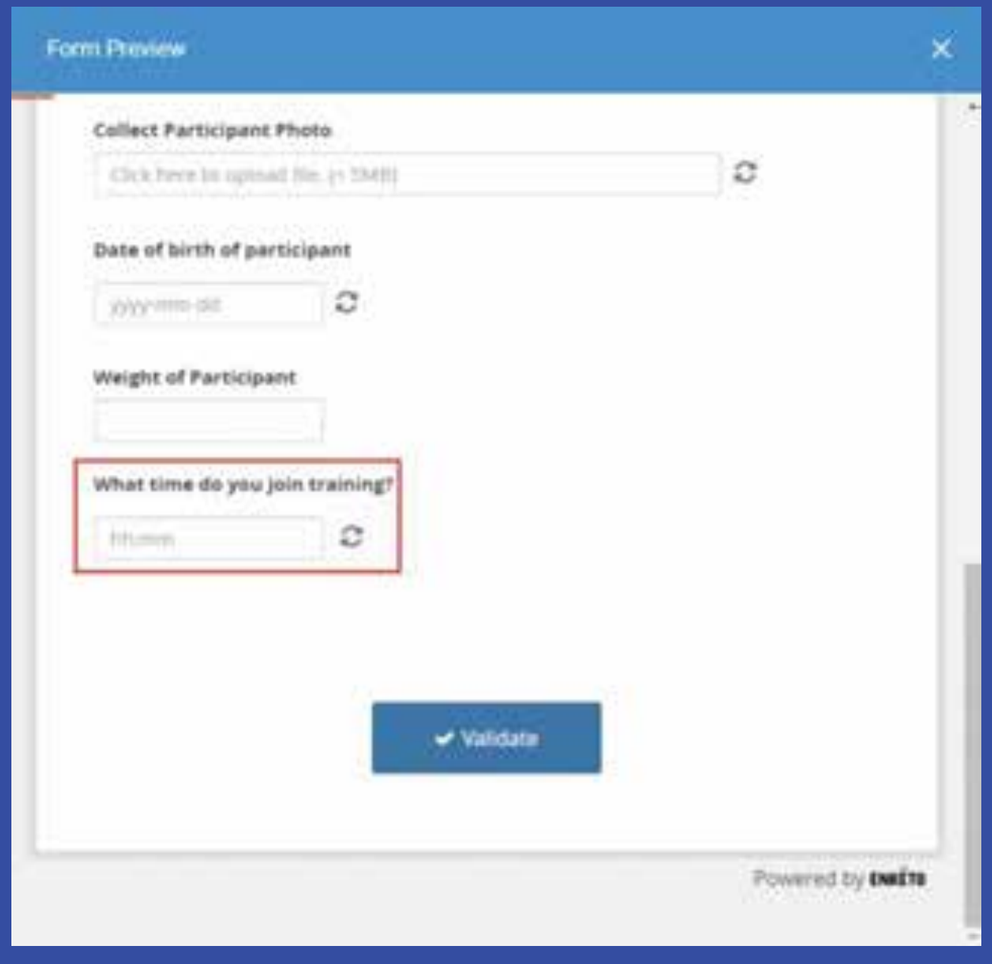


Date & Time Type



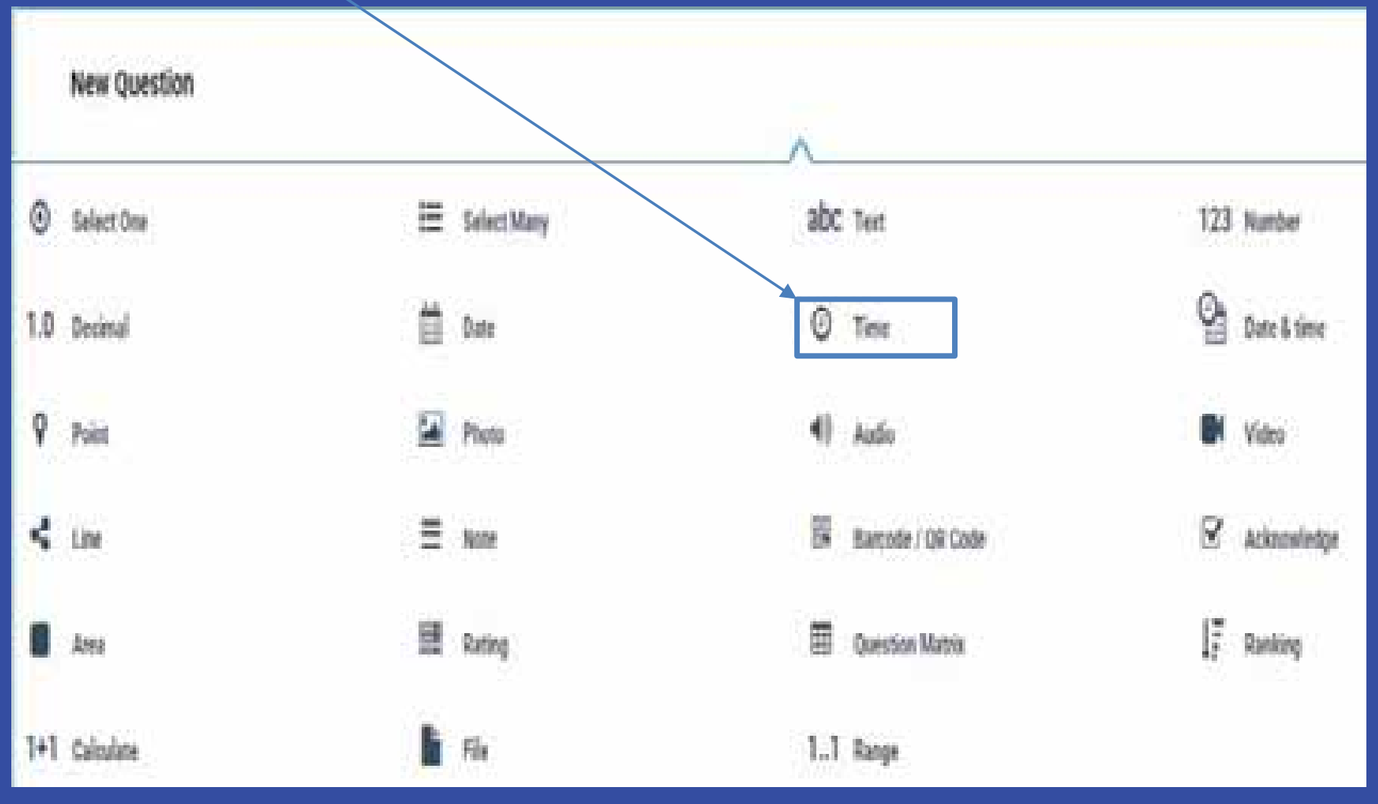


Time Type

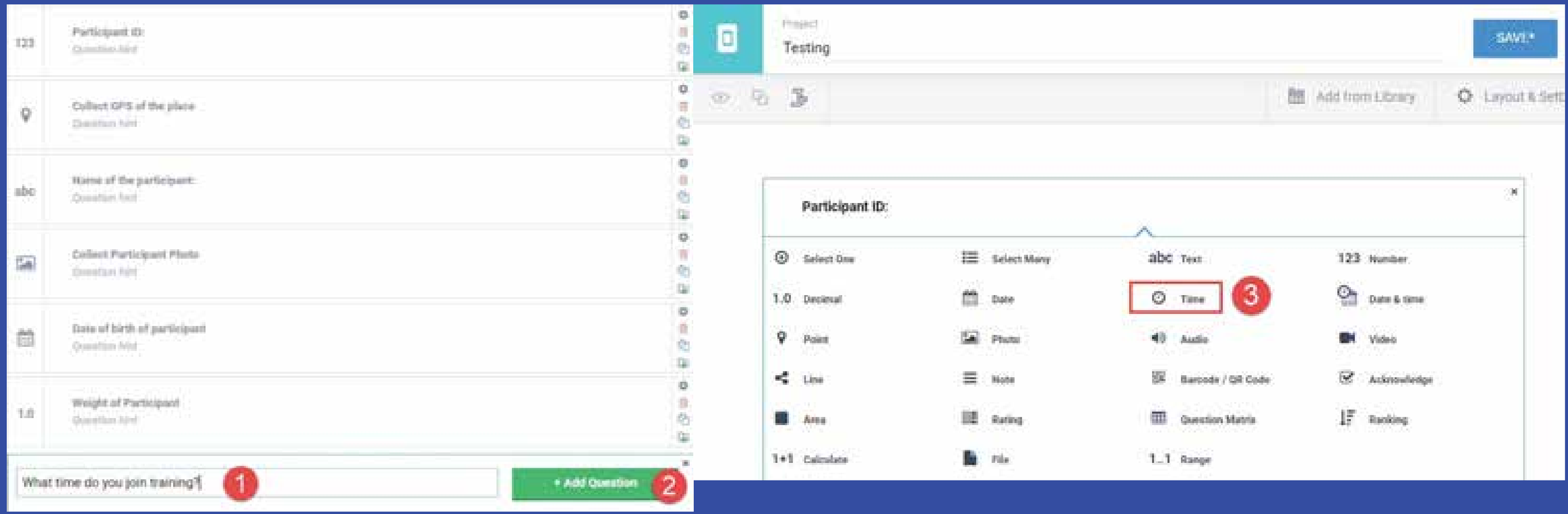


1.Go to your Form Builder and Click on “Add question”

2.Select “Time”



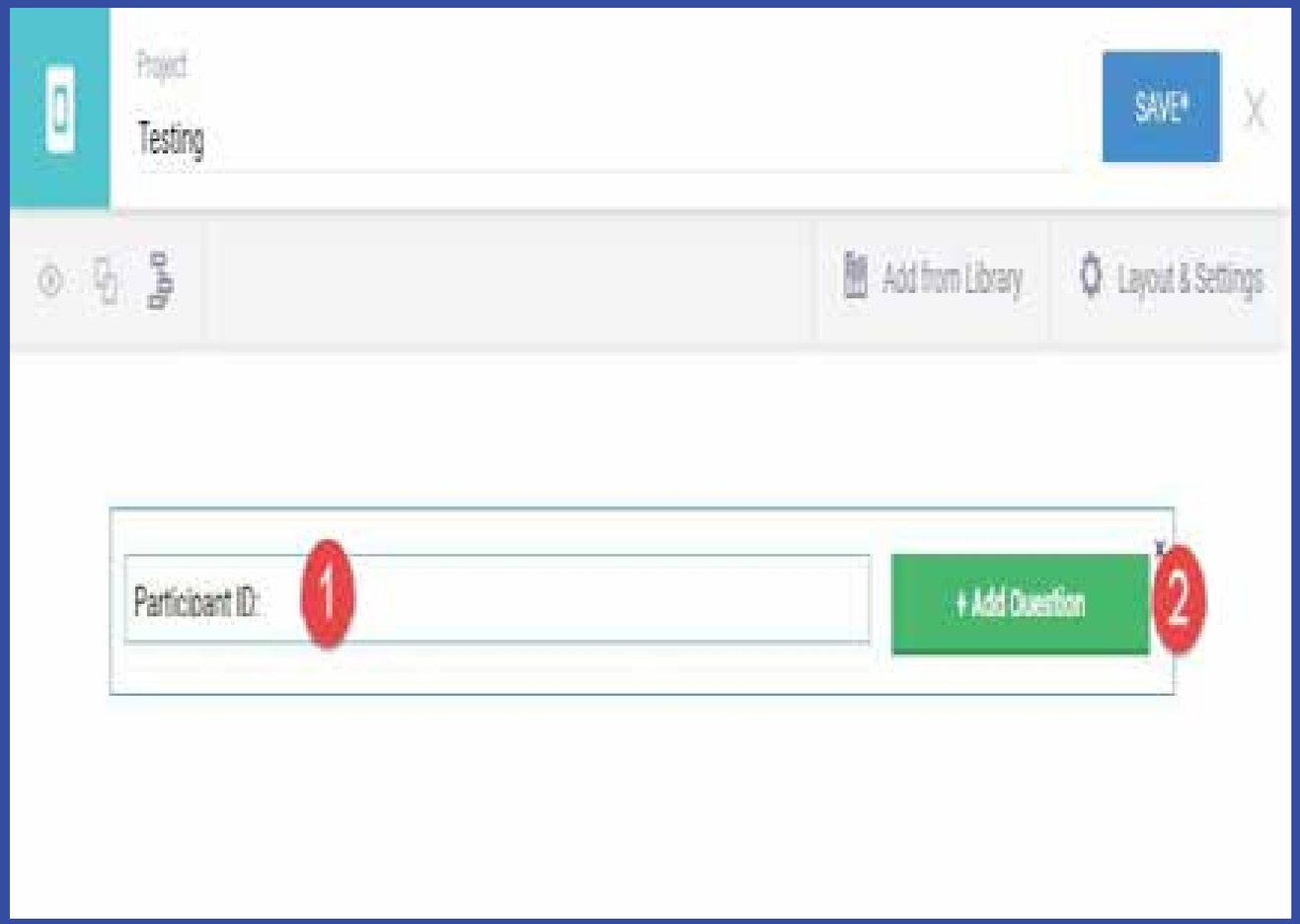
Time Type

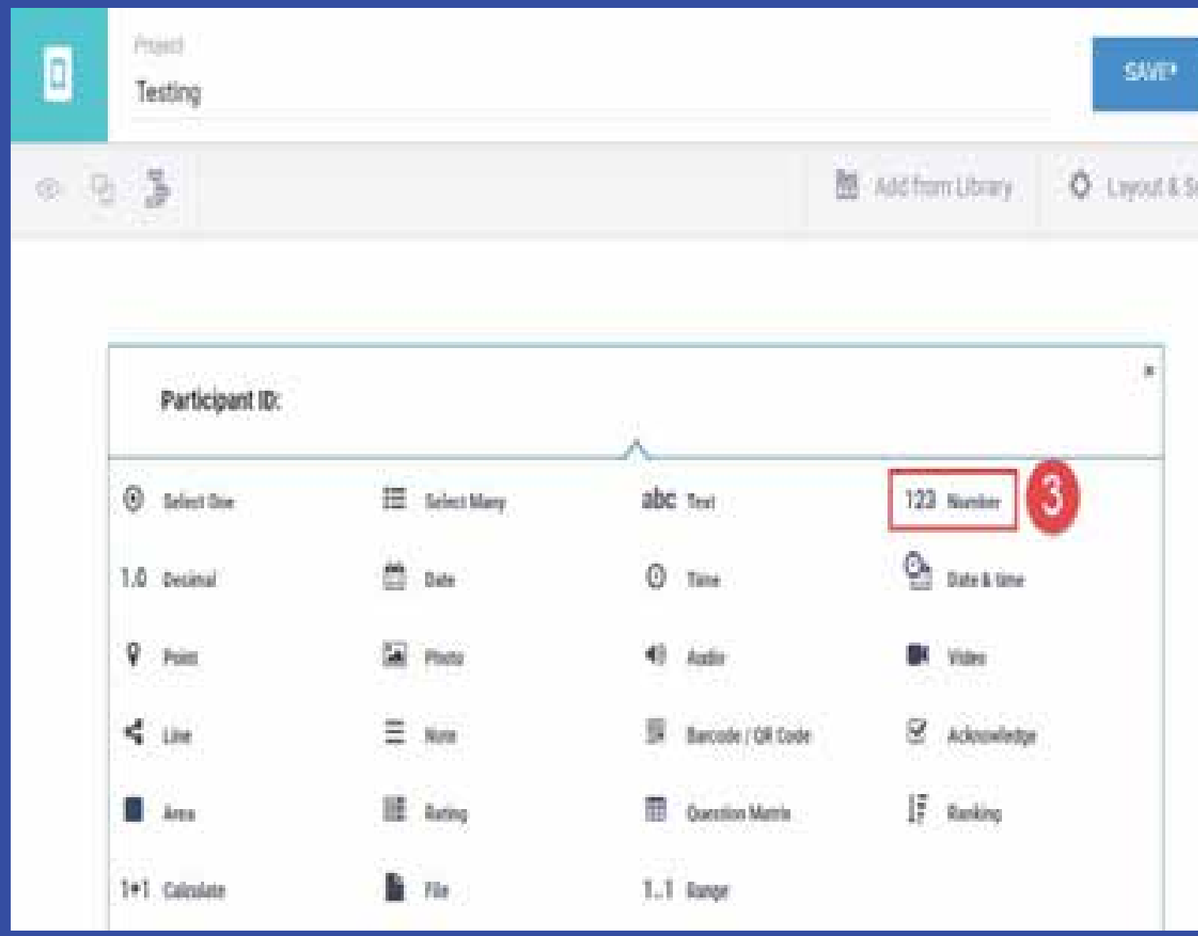

123
Participant ID:
Collect GPS of the place
abc
Name of the participant:
Collect Participant Photo
Date of birth of participant
1.0
Weight of Participant
What time do you join training?
1
+ Add Question
2
Project
Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
Time
3
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

Number Type

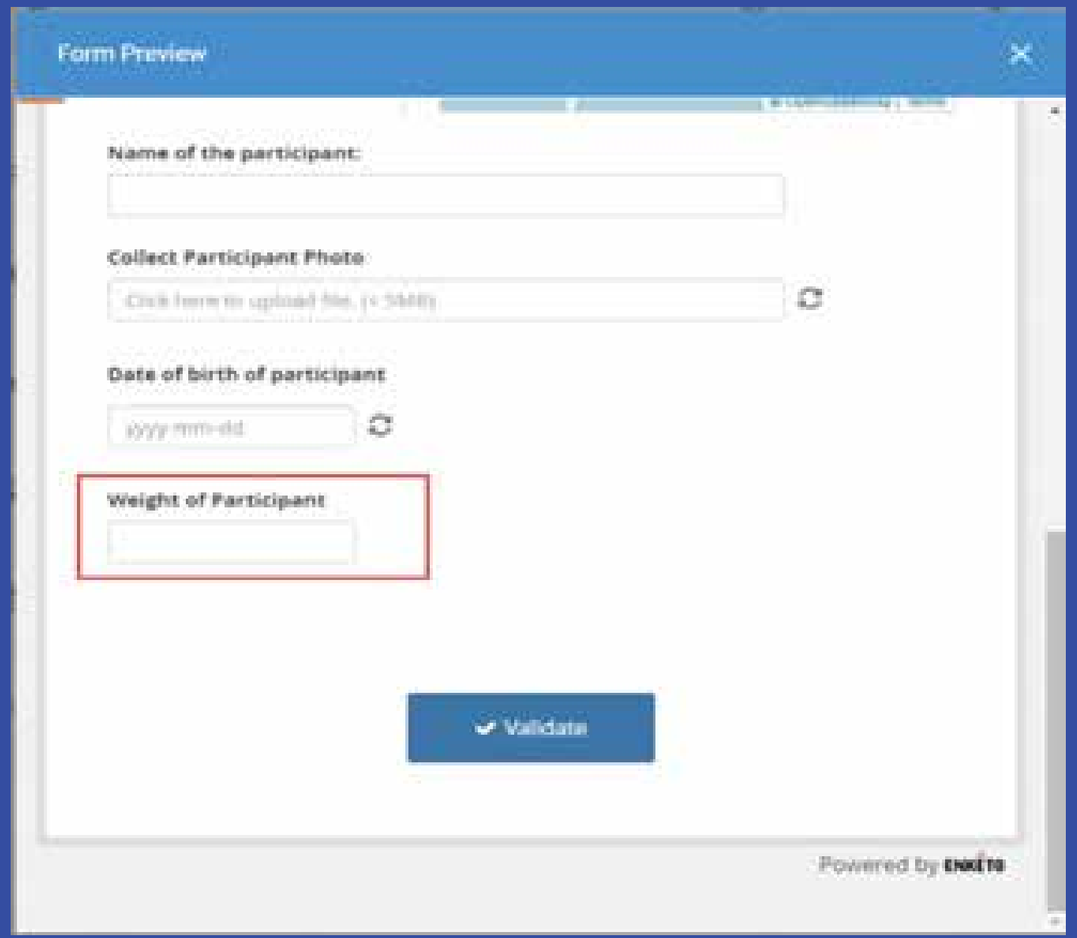
1.Go to your Form Builder and Click on “Add question”

2.Select “Number”


Project
Testing
SAVE*
Add from Library
Layout & Settings
Participant ID:
1
+ Add Question
2

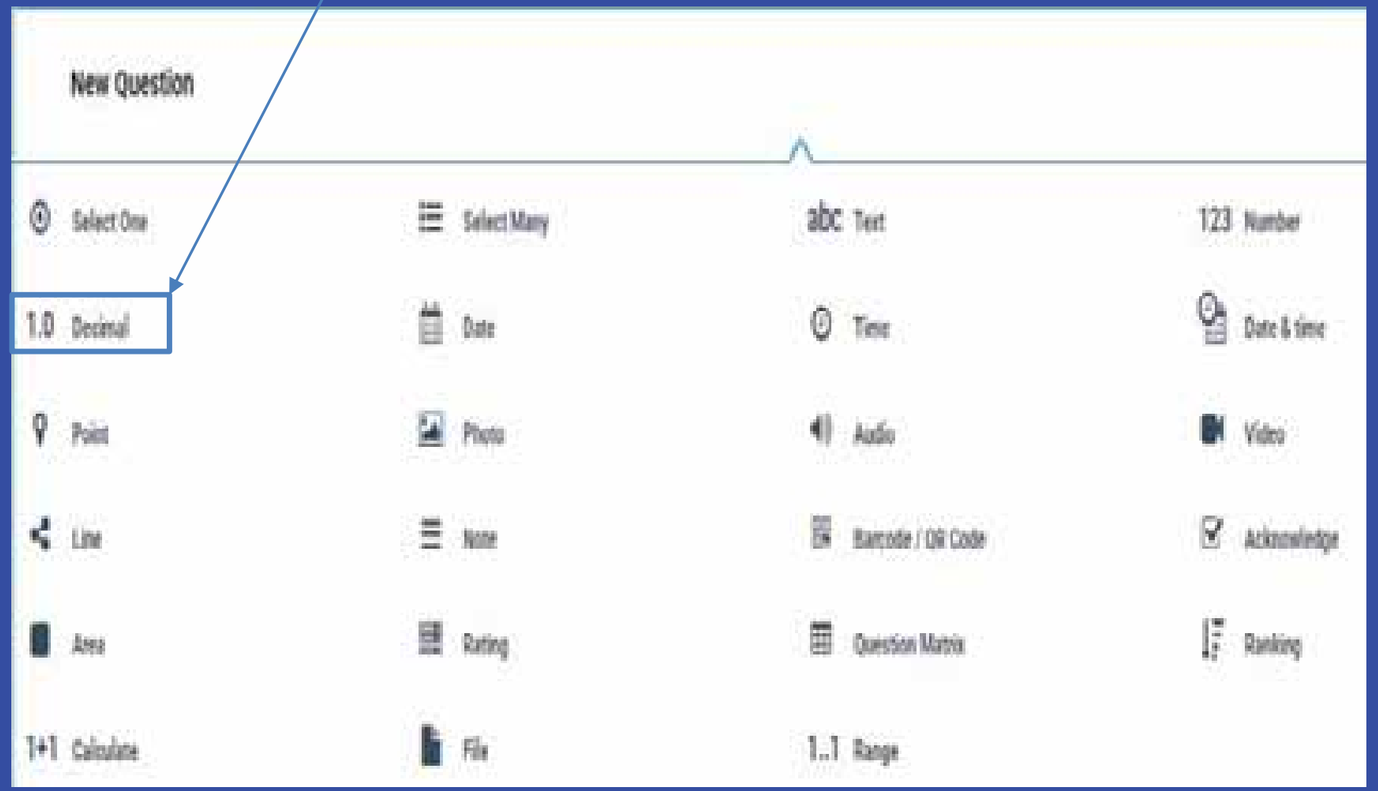

Project
Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
Text
123 Number
3
1.0 Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

Decimal Type

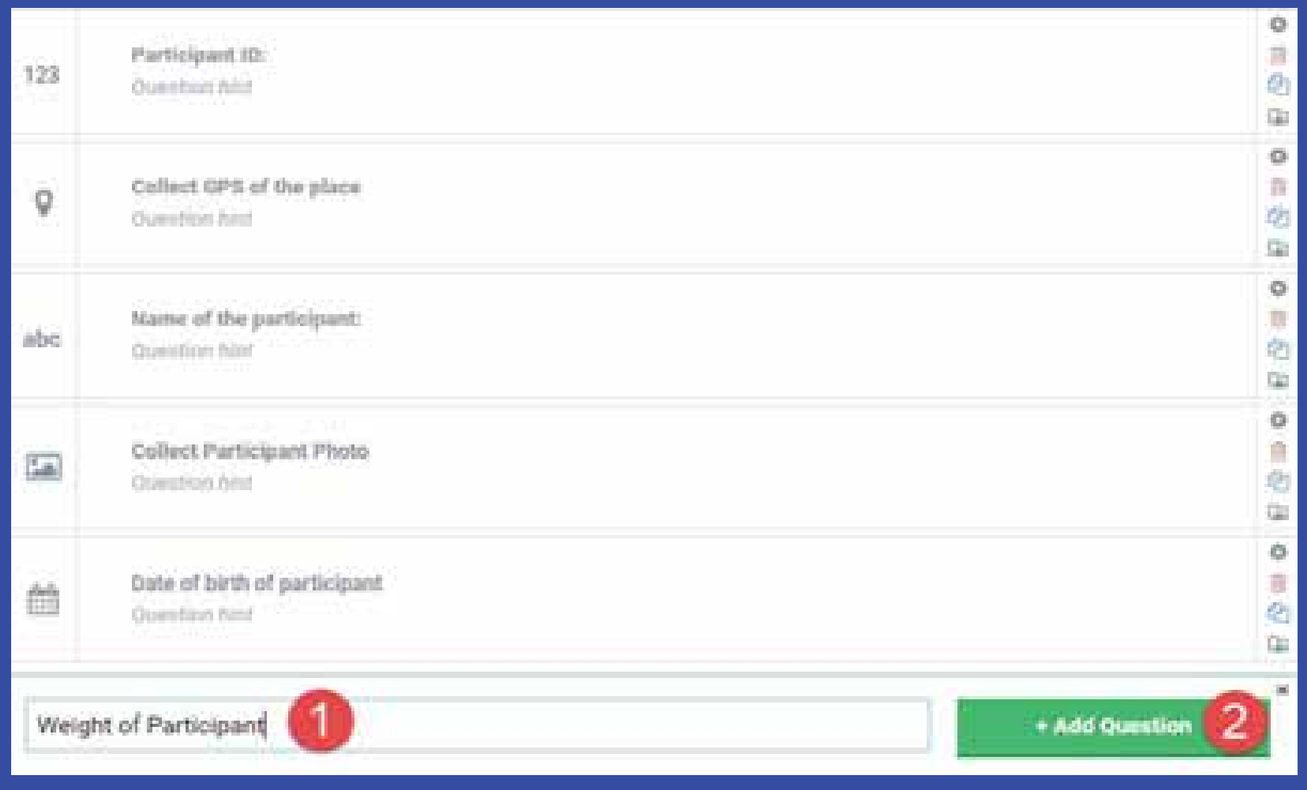


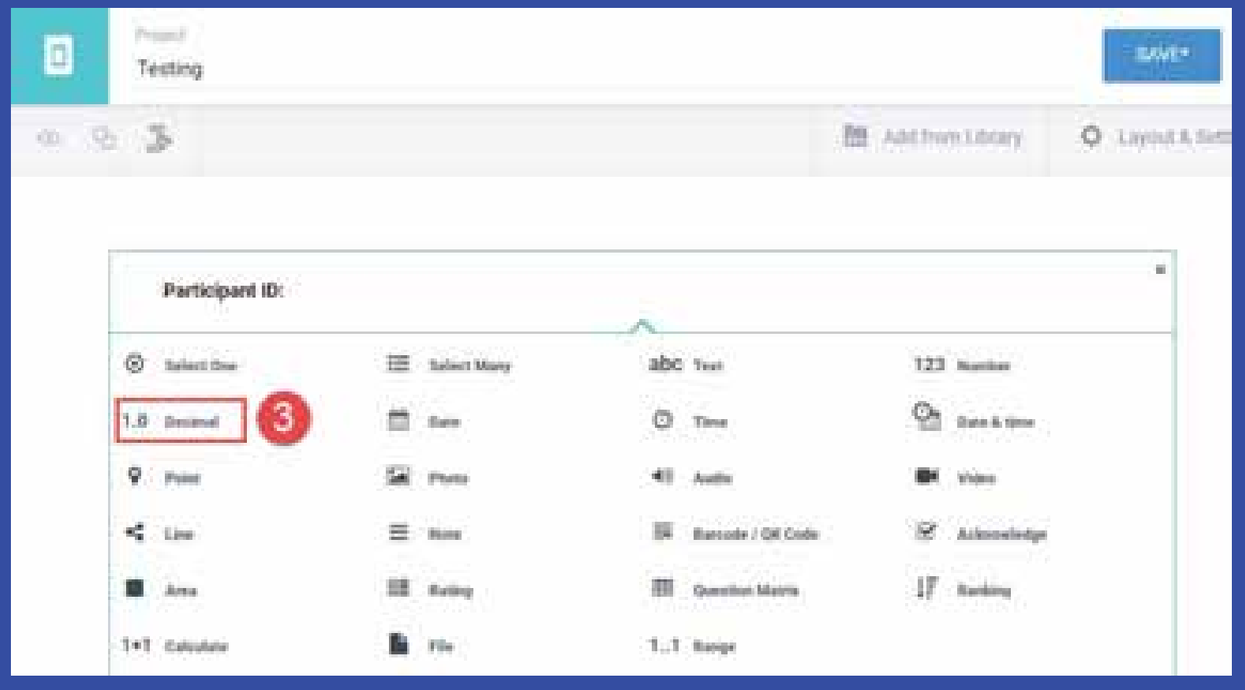
1.Go to your Form Builder and Click on “Add question”

2.Select “Decimal”

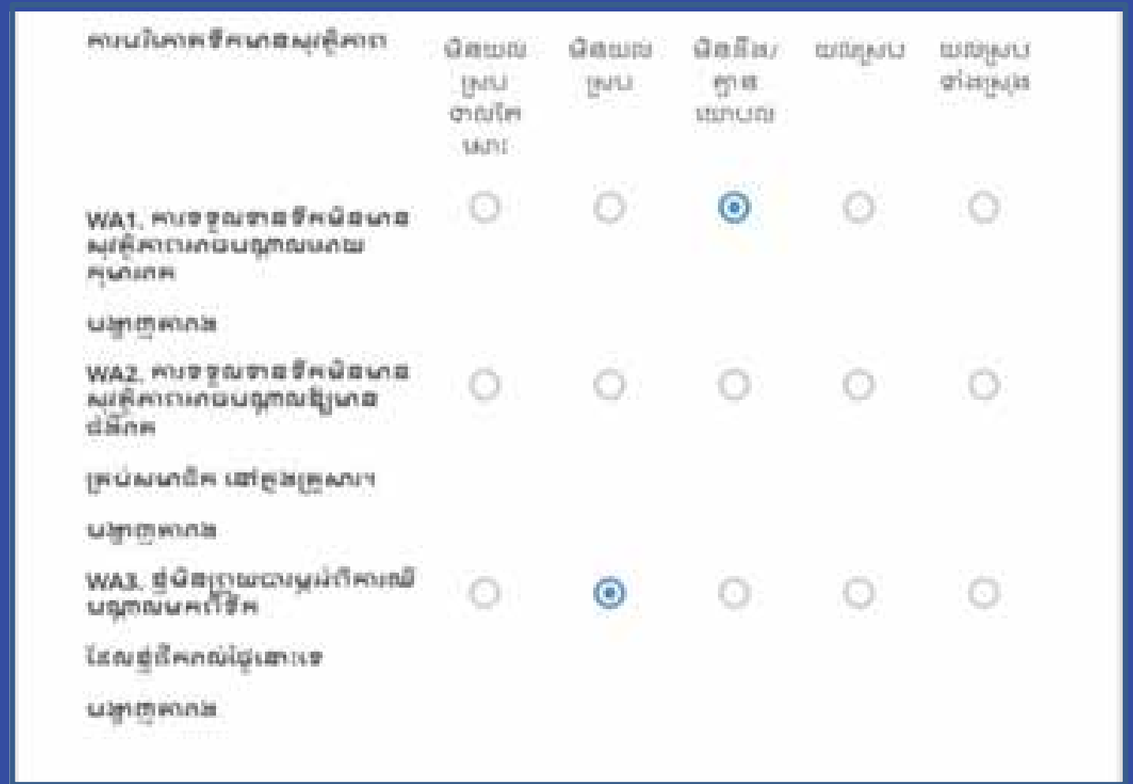


Decimal Type



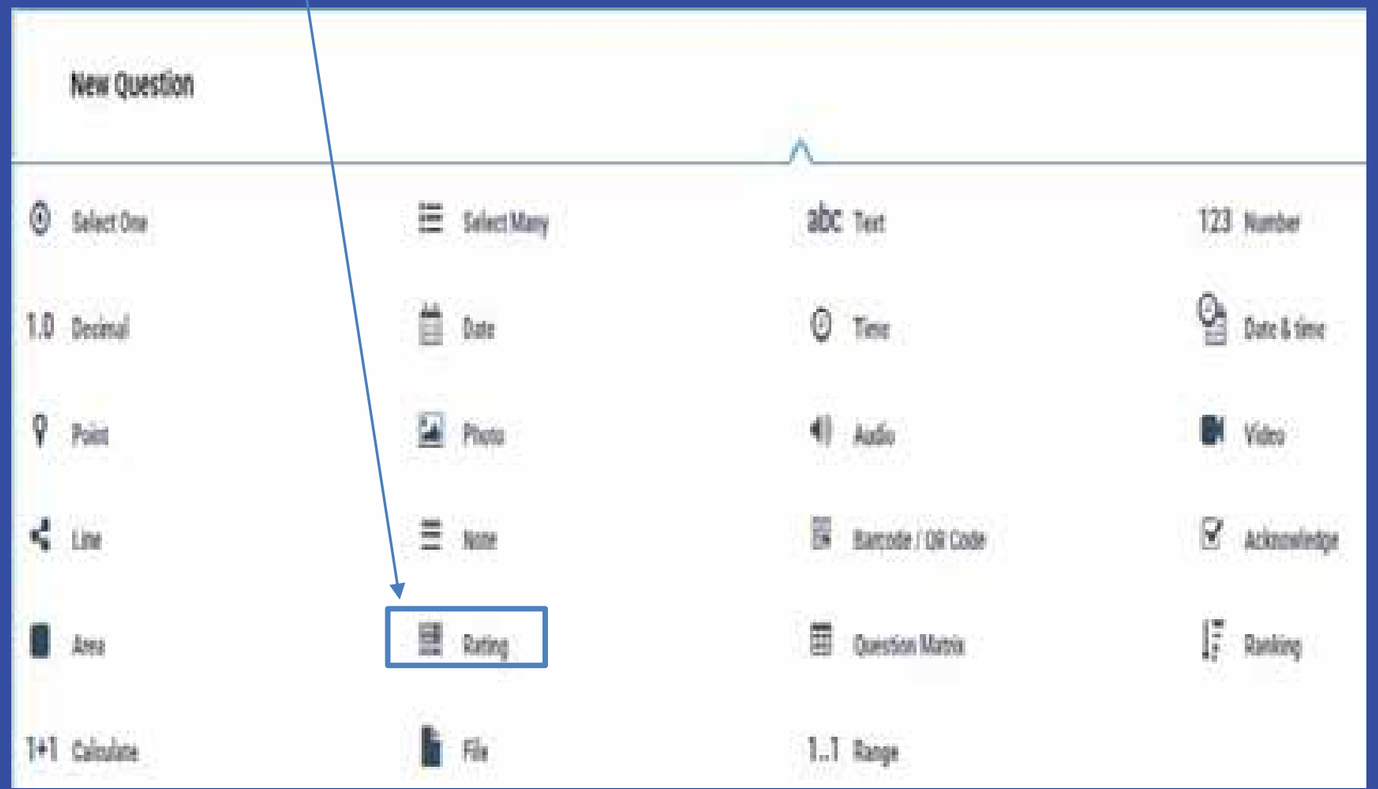


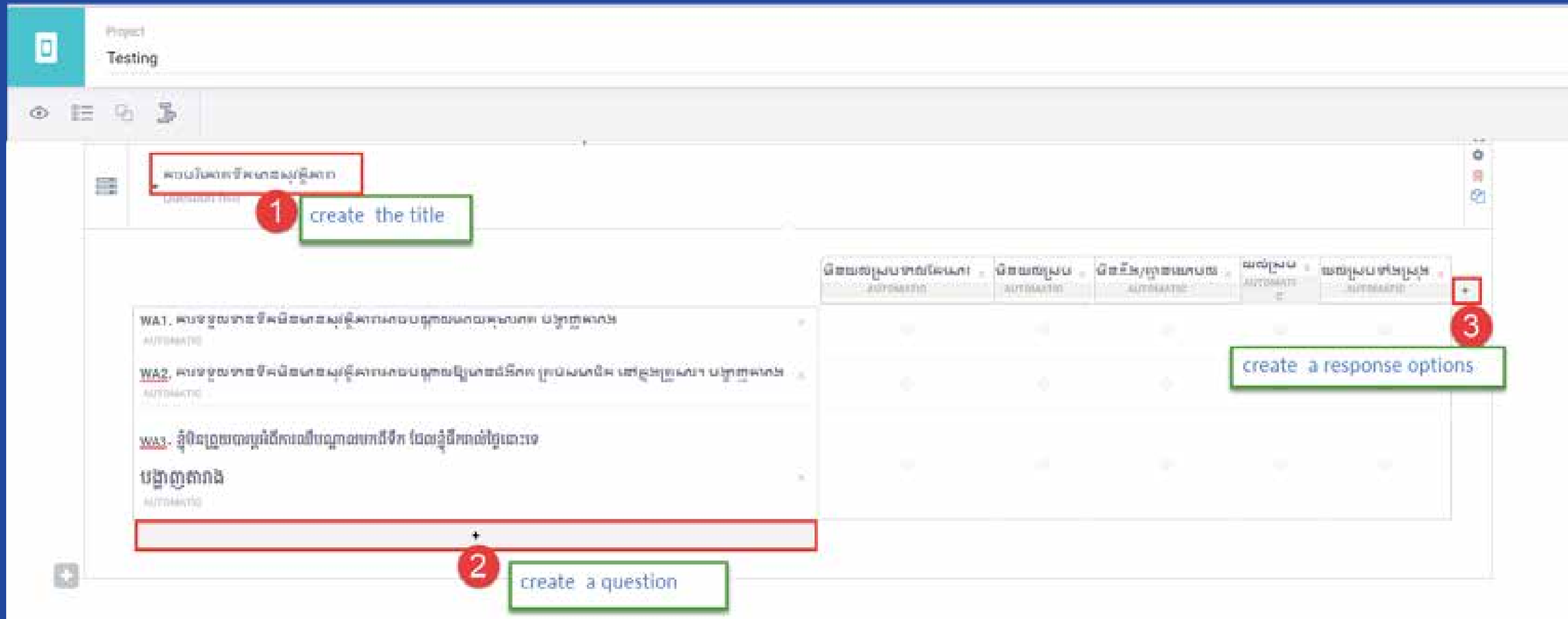
Rating Type



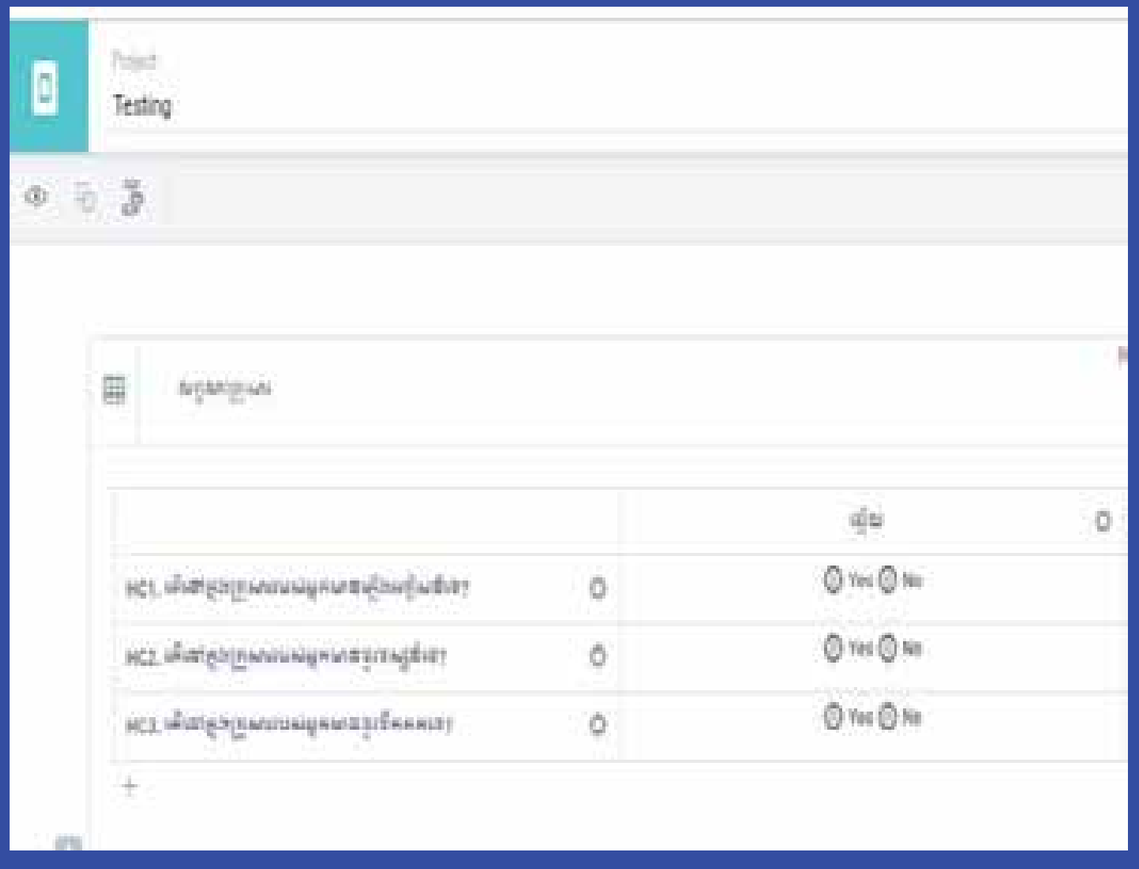
1.Go to your Form Builder and Click on “Add question”

2.Select “Rating”



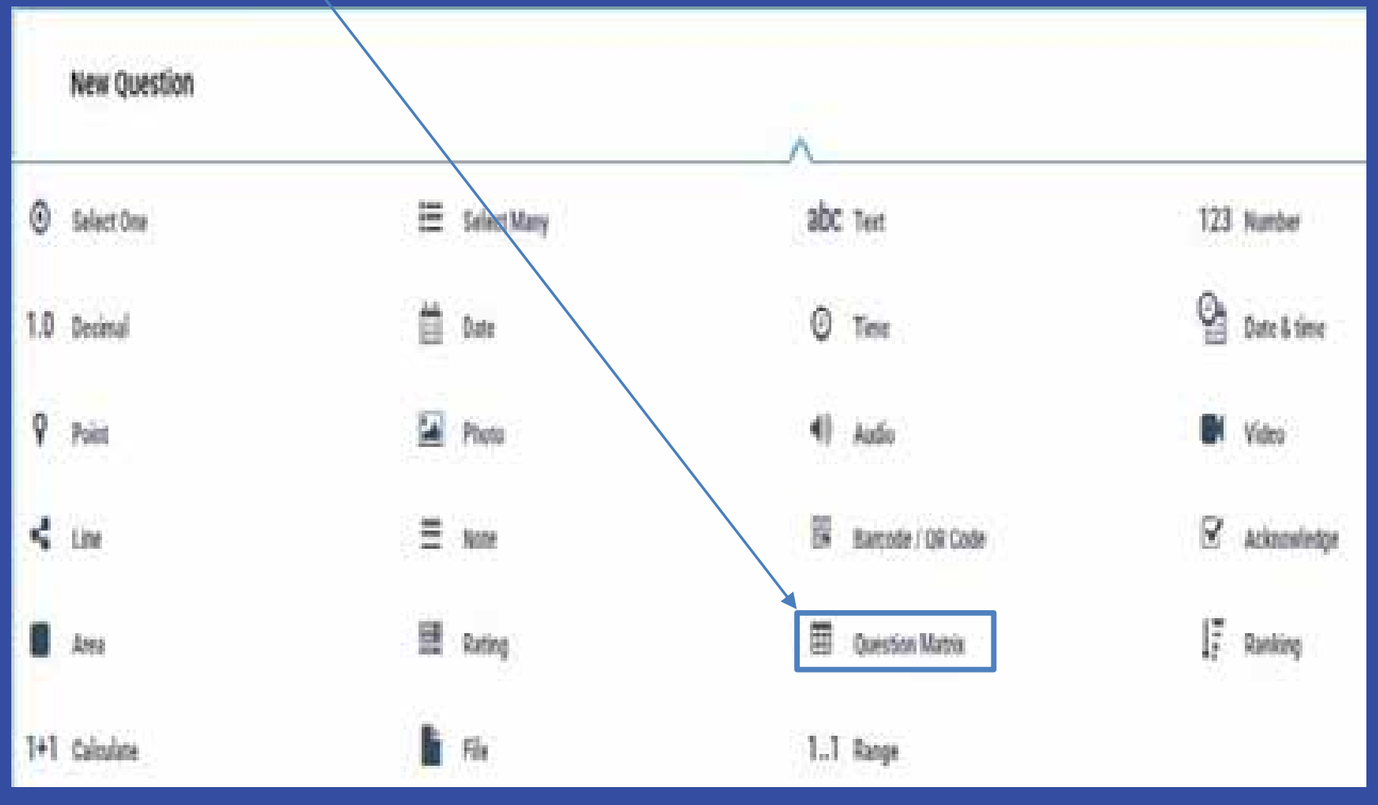

Project
Testing
1
create the title
2
create a question
3
create a response options

Question Matrix Type



1.Go to your Form Builder and Click on “Add question”

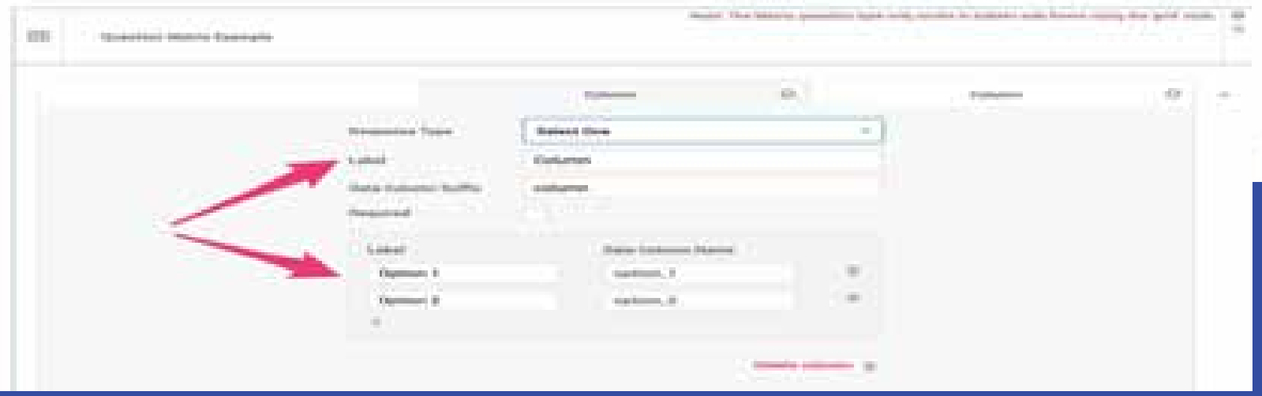
2.Select “Question Matrix”



3) Click on the gear icon in each column to set the question type.

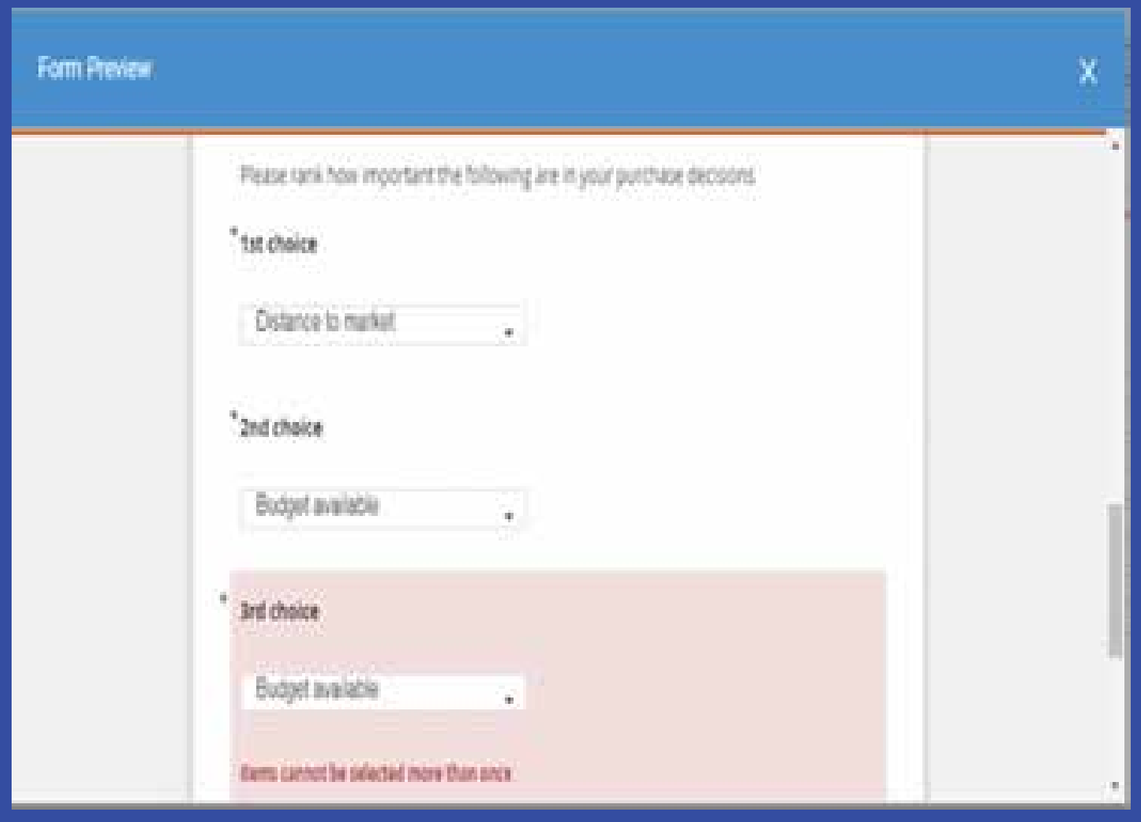
4) Select the question type.

5) Add the Column label & response label



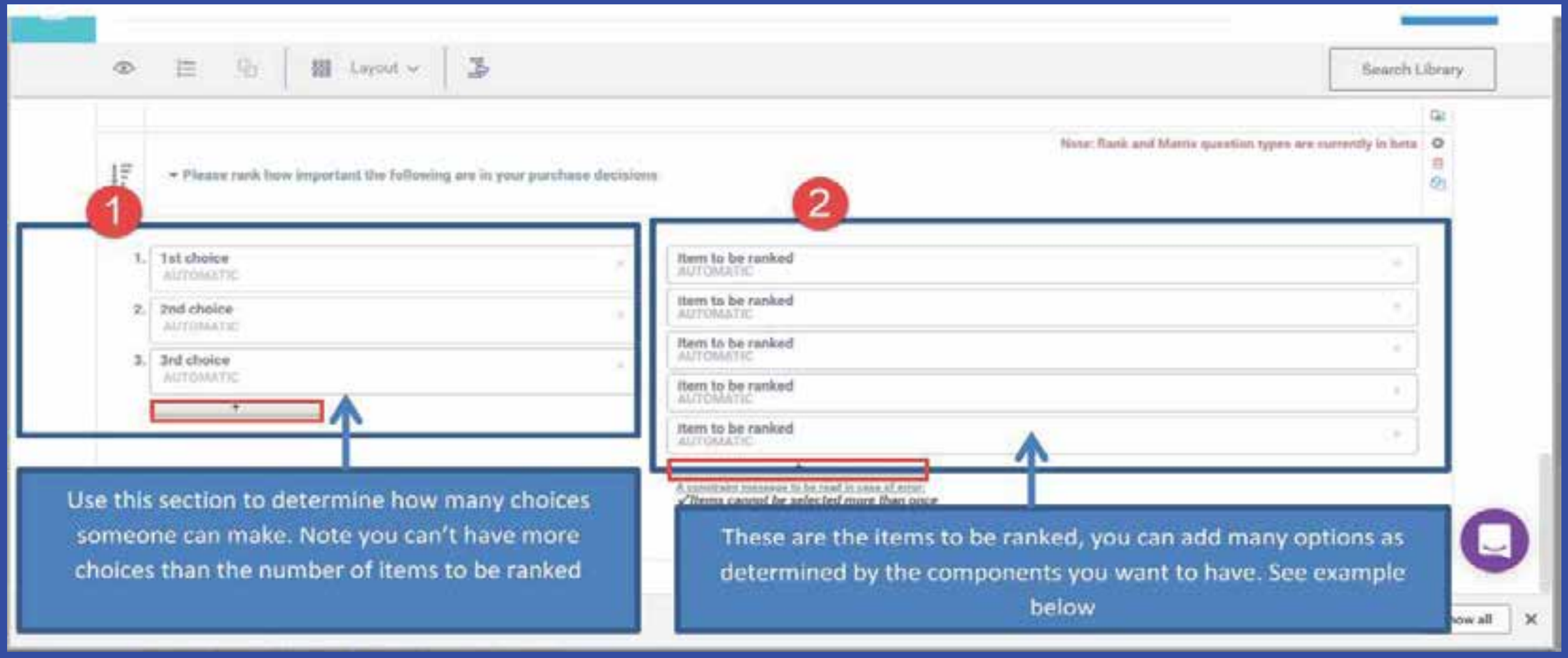
6) Select the gear icon within 'Row' to define the row label.

Ranking Type

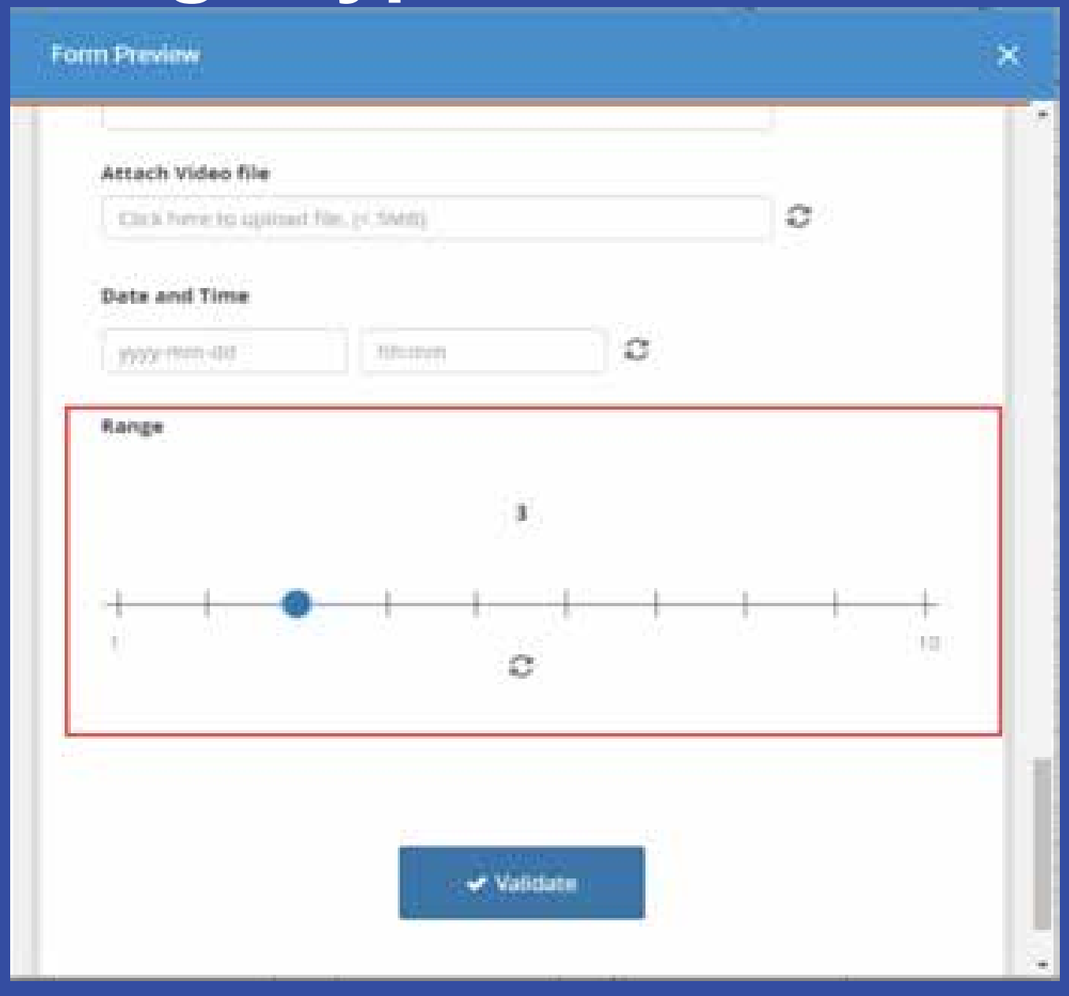


1.Go to your Form Builder and Click on “Add question”

2.Select “Ranking”


Layout
Search Library
Please rank how important the following are in your purchase decisions
Note: Rank and Matrix question types are currently in beta
1
2
1. 1st choice
AUTOMATIC
2. 2nd choice
AUTOMATIC
3. 3rd choice
AUTOMATIC
Item to be ranked
AUTOMATIC
Item to be ranked
AUTOMATIC
Item to be ranked
AUTOMATIC
Item to be ranked
AUTOMATIC
Item to be ranked
AUTOMATIC
A constant message to be read in case of error:
✓Items cannot be selected more than once
Use this section to determine how many choices someone can make. Note you can't have more choices than the number of items to be ranked
These are the items to be ranked, you can add many options as determined by the components you want to have. See example below

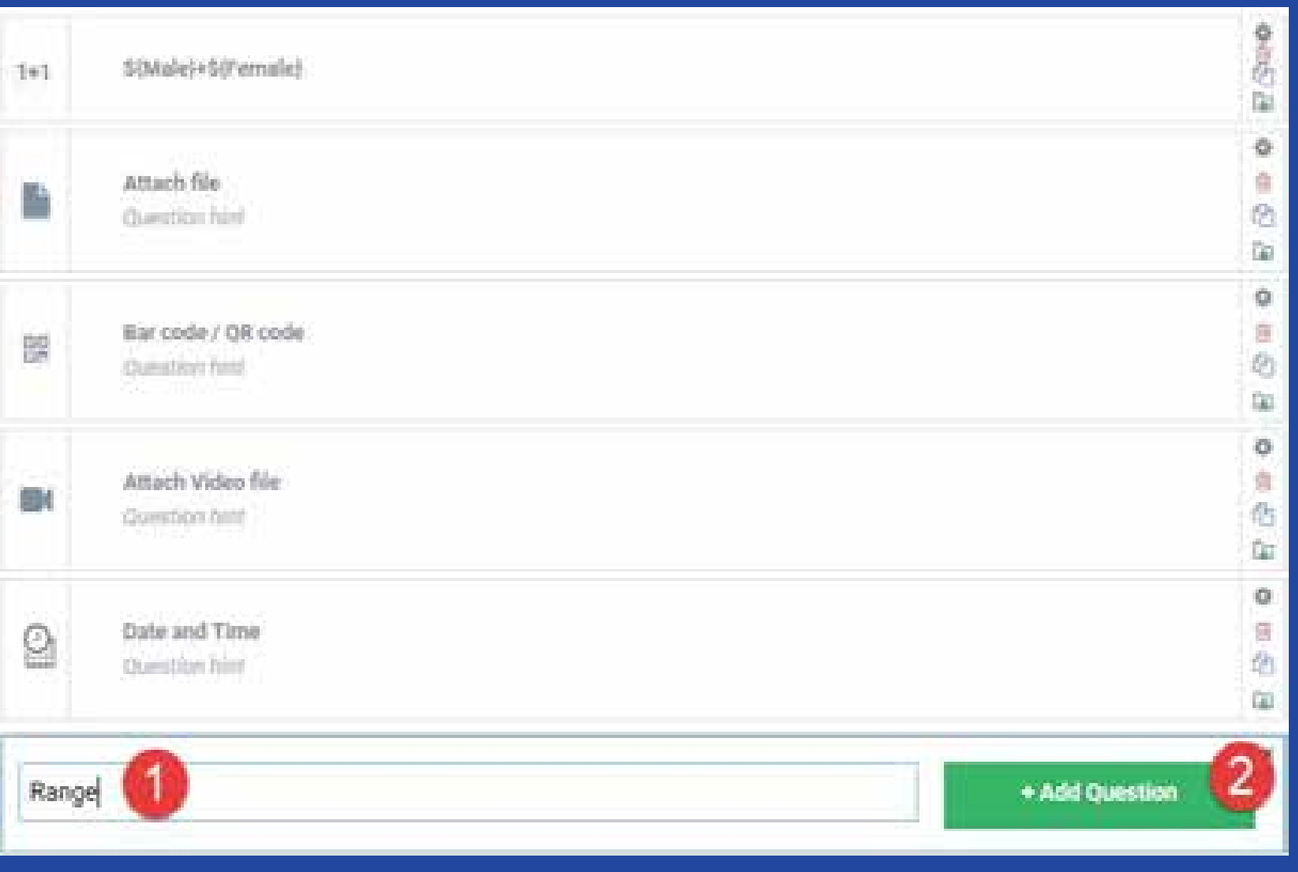
Range Type



1.Go to your Form Builder and Click on “Add question”

2.Select “Range”

Range Type


1+1
${Male}+${Female}
Attach file
Question hint
Bar code / QR code
Question hint
Attach Video file
Question hint
Date and Time
Question hint
Range
1
+ Add Question
2

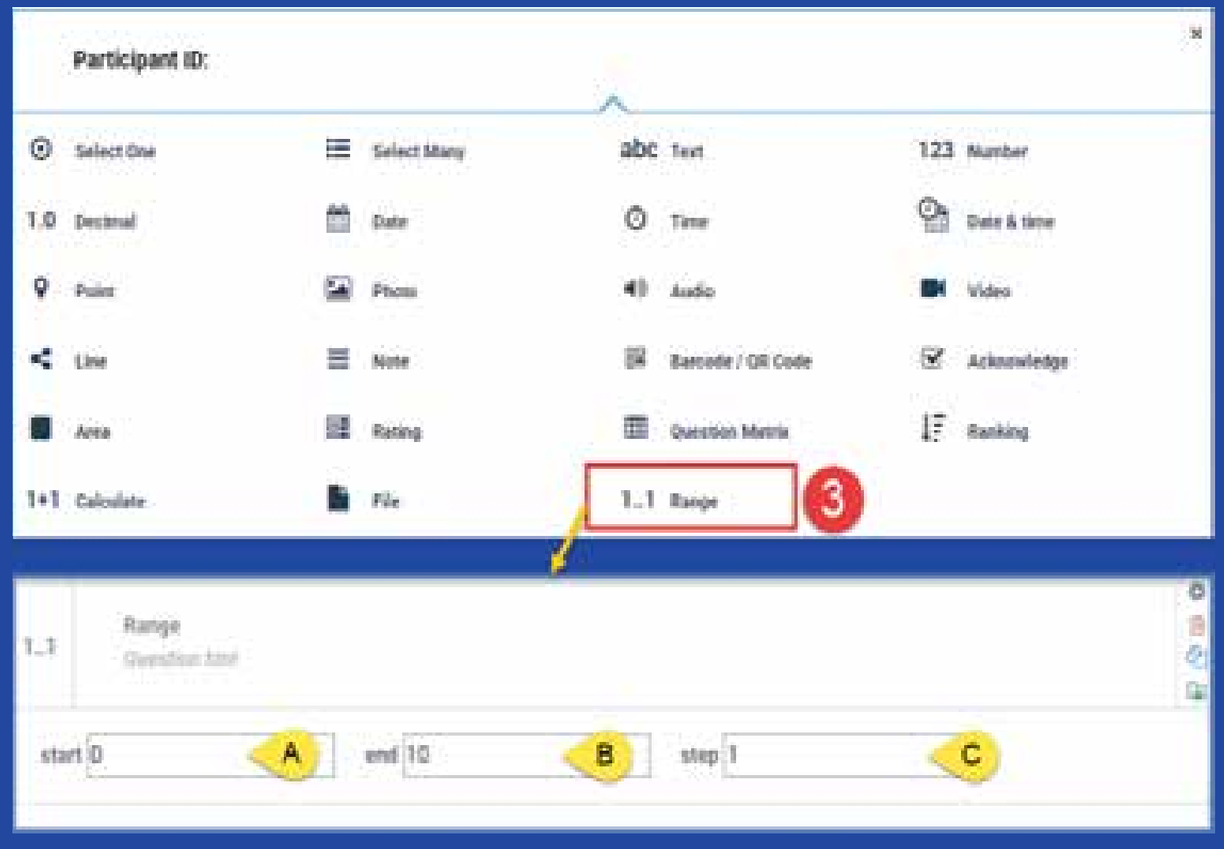

Participant ID:
Select One
Select Many
Text
Number
Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
Calculate
File
1..1 Range
3
1..1
Range
start 0
A
end 10
B
step 1
C

Photo Type

123
Participant ID:
Question hint
Collect GPS of the place
Question hint
abc
Name of the participant:
Question hint
Collect Participant Photo
1
+ Add Question
2

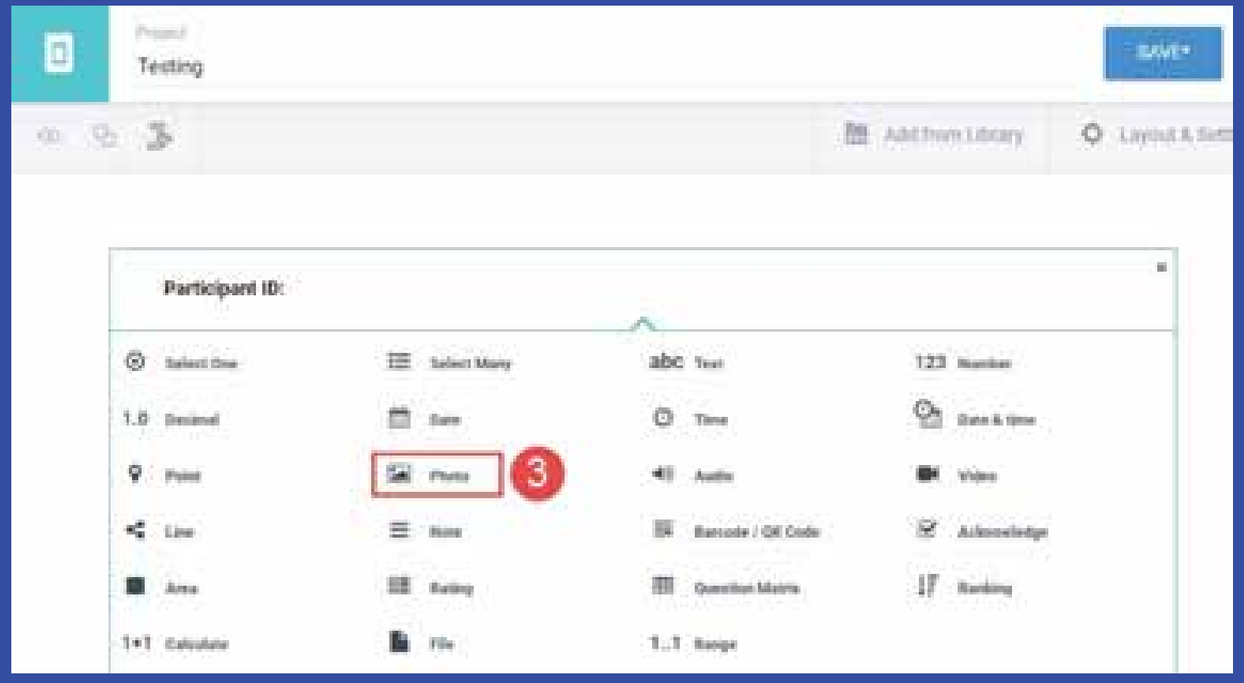
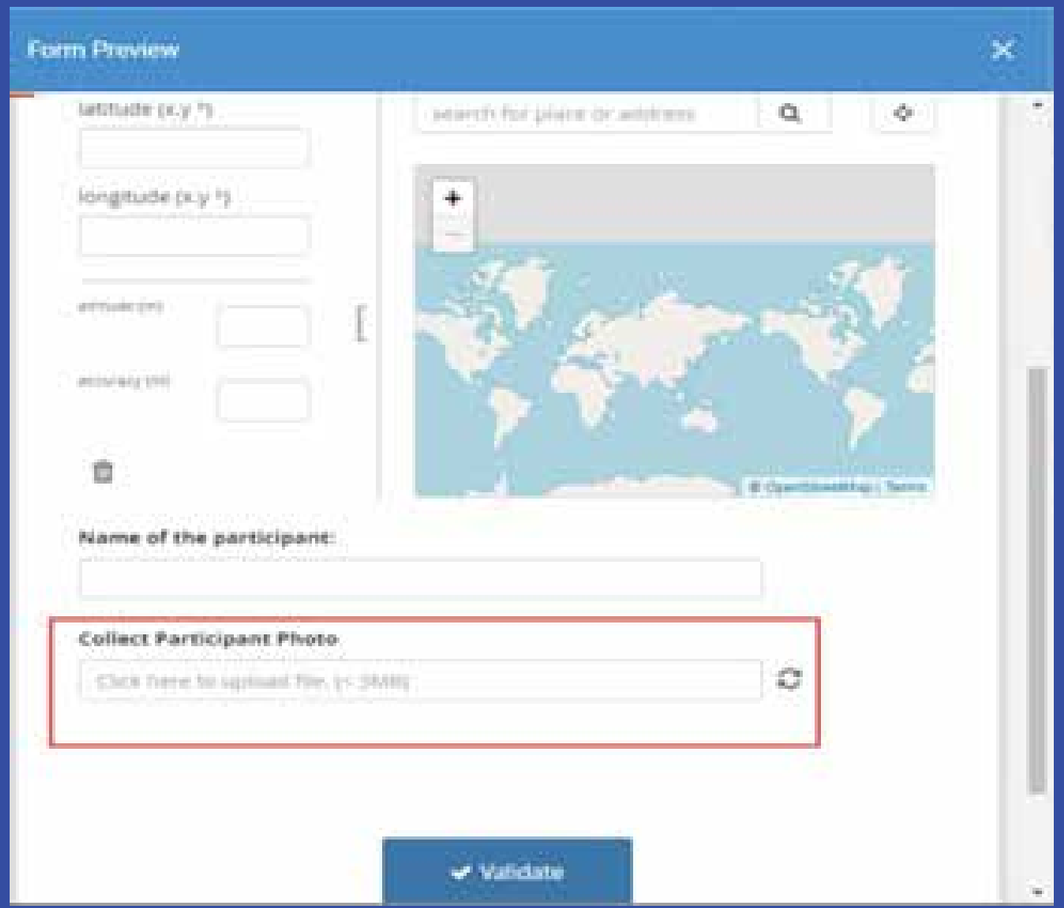
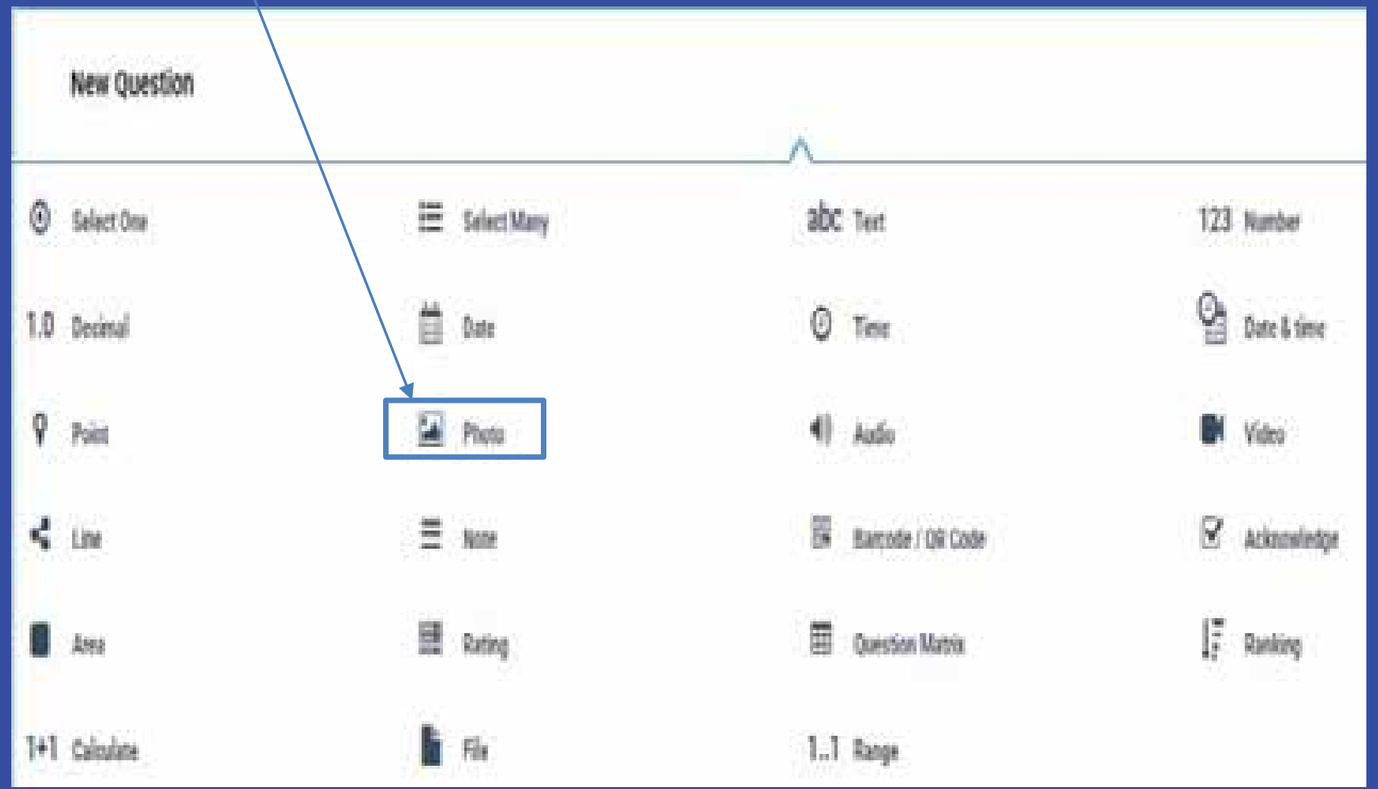

Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
Time
Date & time
Point
Photo
3
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Ranking
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

Photo Type

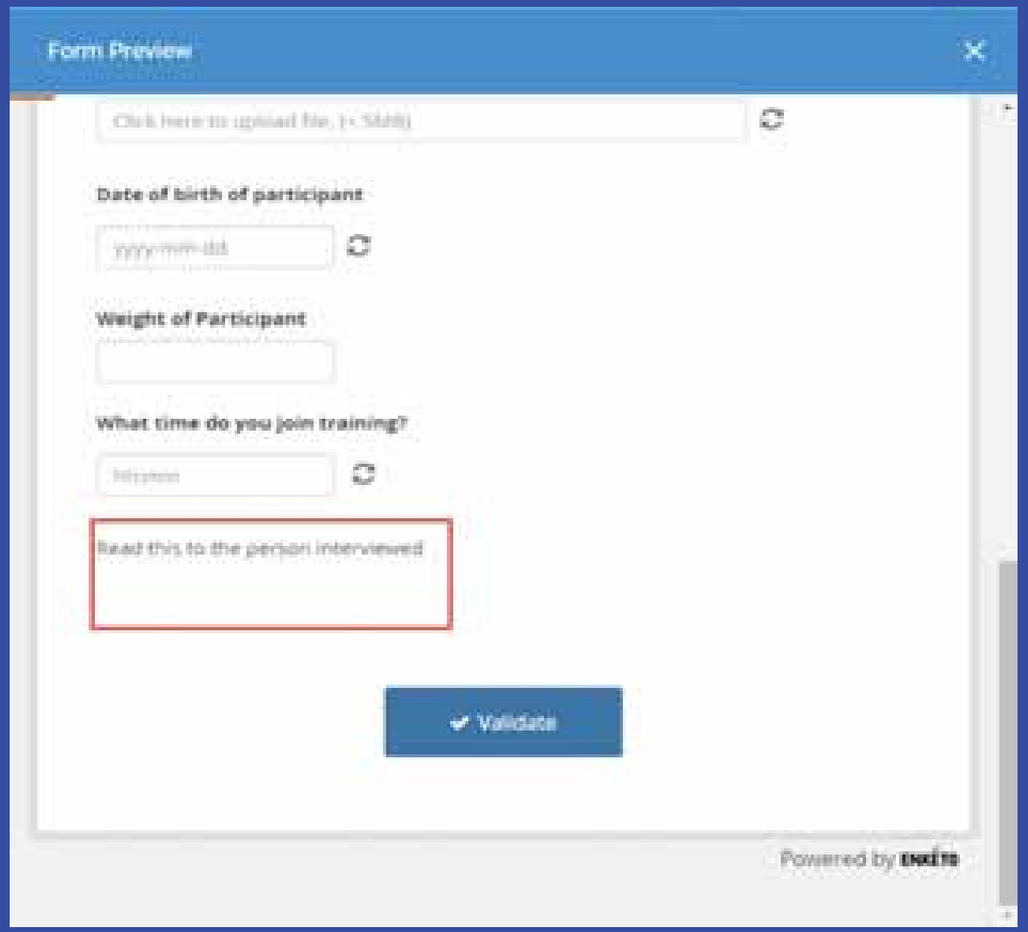


1.Go to your Form Builder and Click on “Add question”

2.Select “Photo”

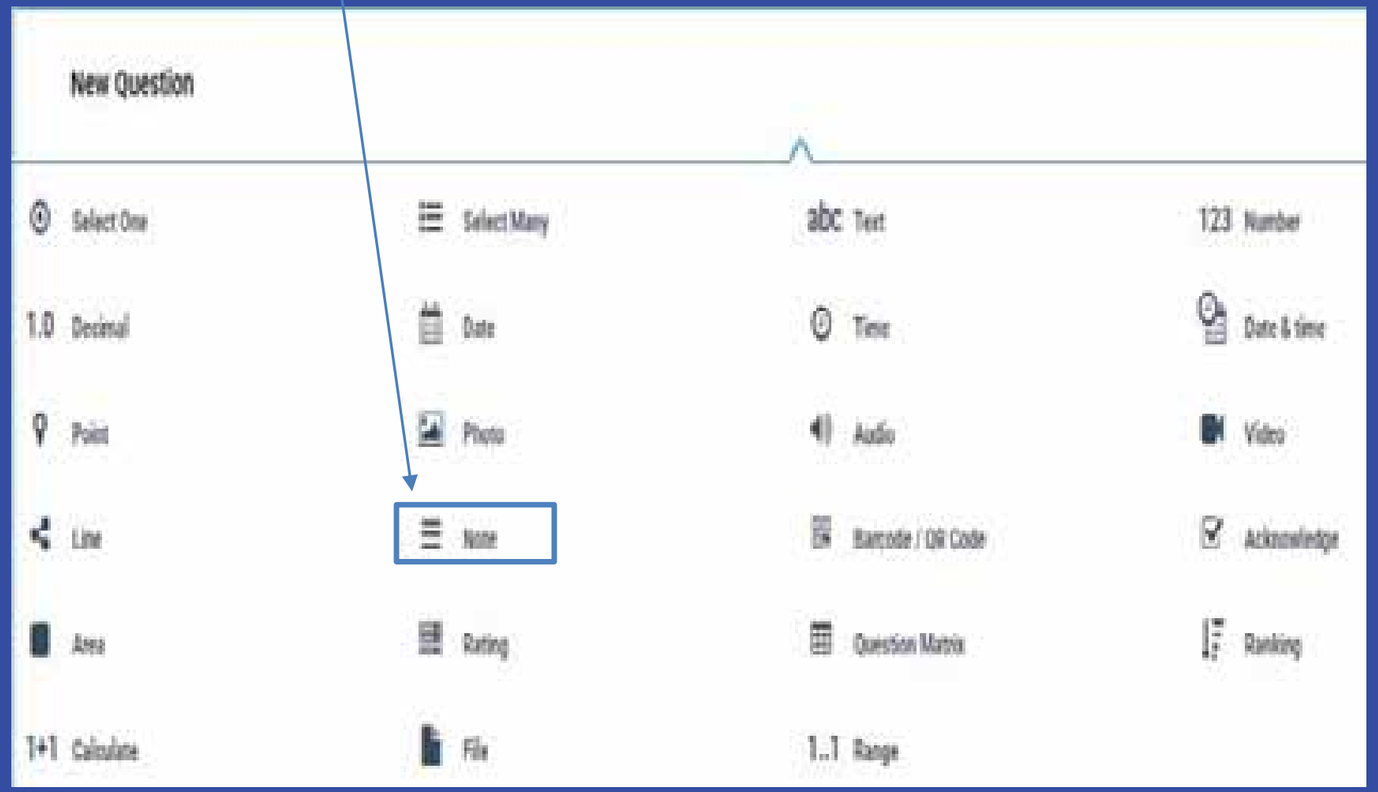


Note Type

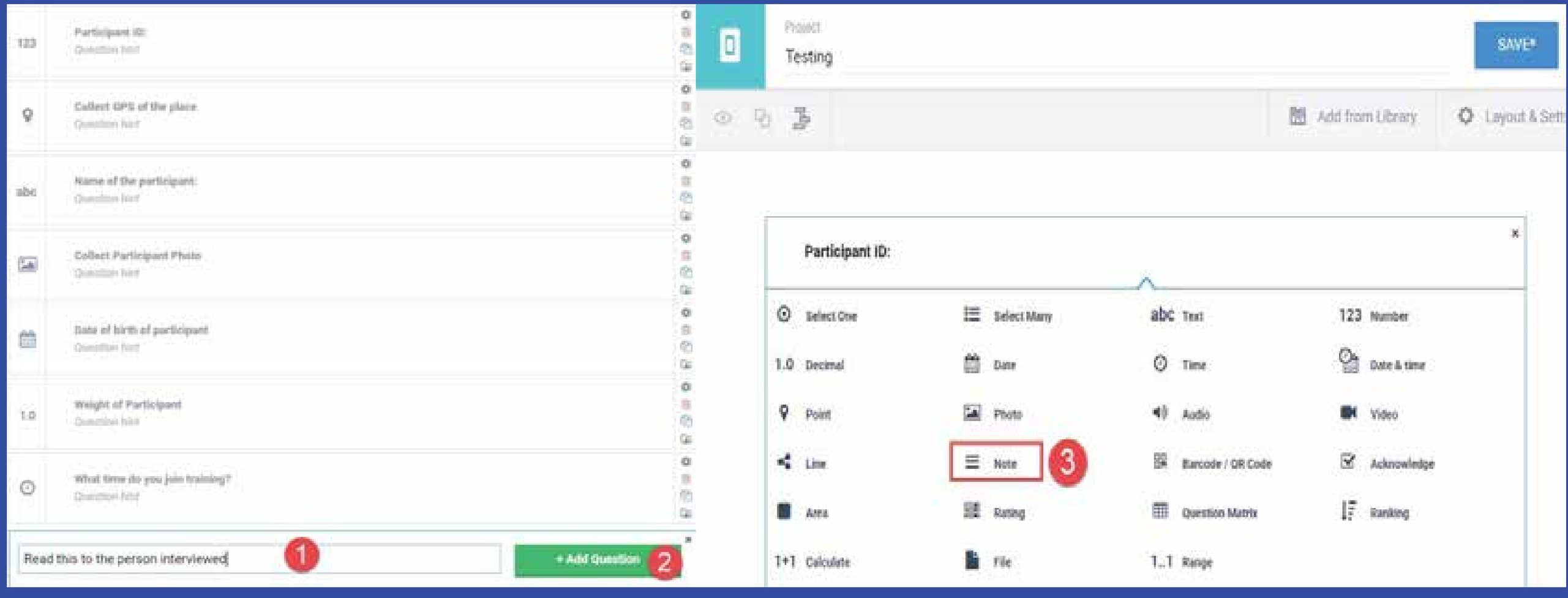


1.Go to your Form Builder and Click on “Add question”

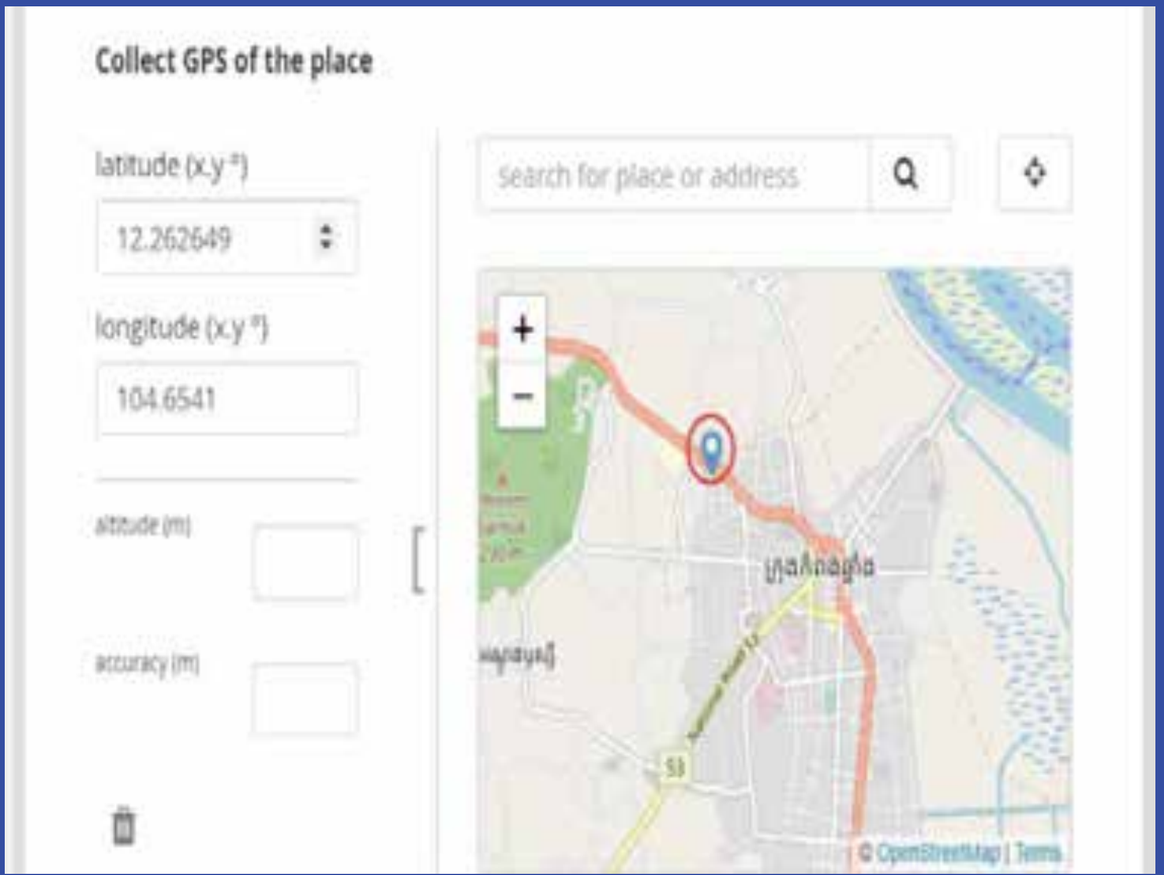
2.Select “Note”



Note Type

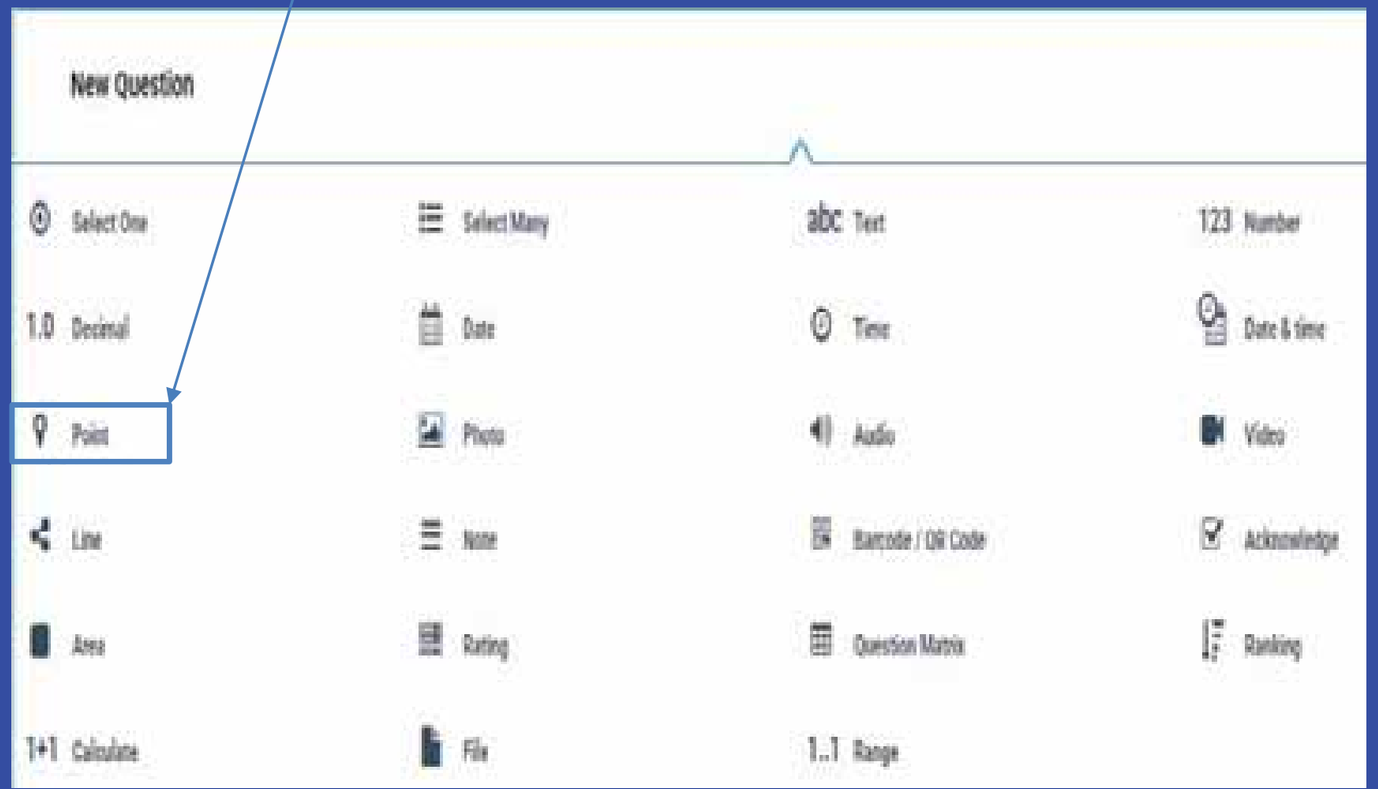

123
Participant ID:
Collect GPS of the place
abc
Name of the participant:
Collect Participant Photo
Date of birth of participant
1.0
Weight of Participant
What time do you join training?
Read this to the person interviewed
1
+ Add Question
2
Project
Testing
SAVE
Add from Library
Participant ID:
Select One
Select Many
Text
Number
Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
Note
3
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
Calculate
File
Range

Point Type

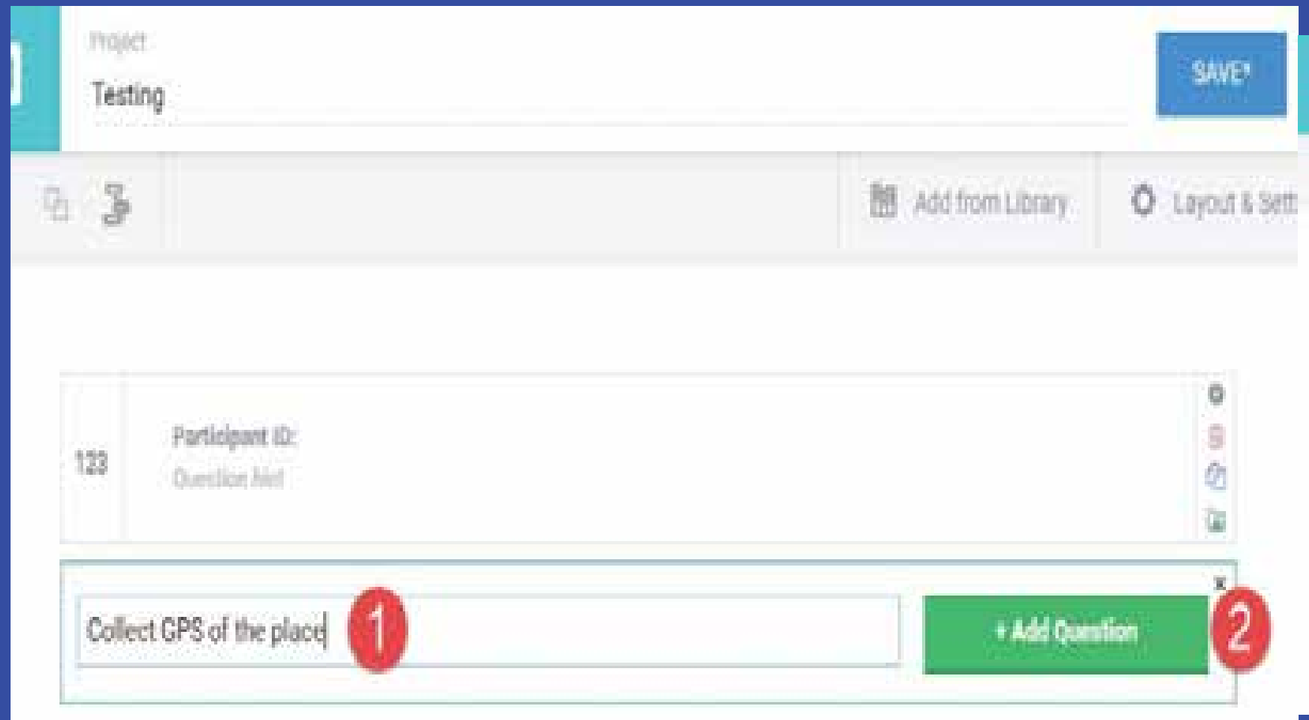


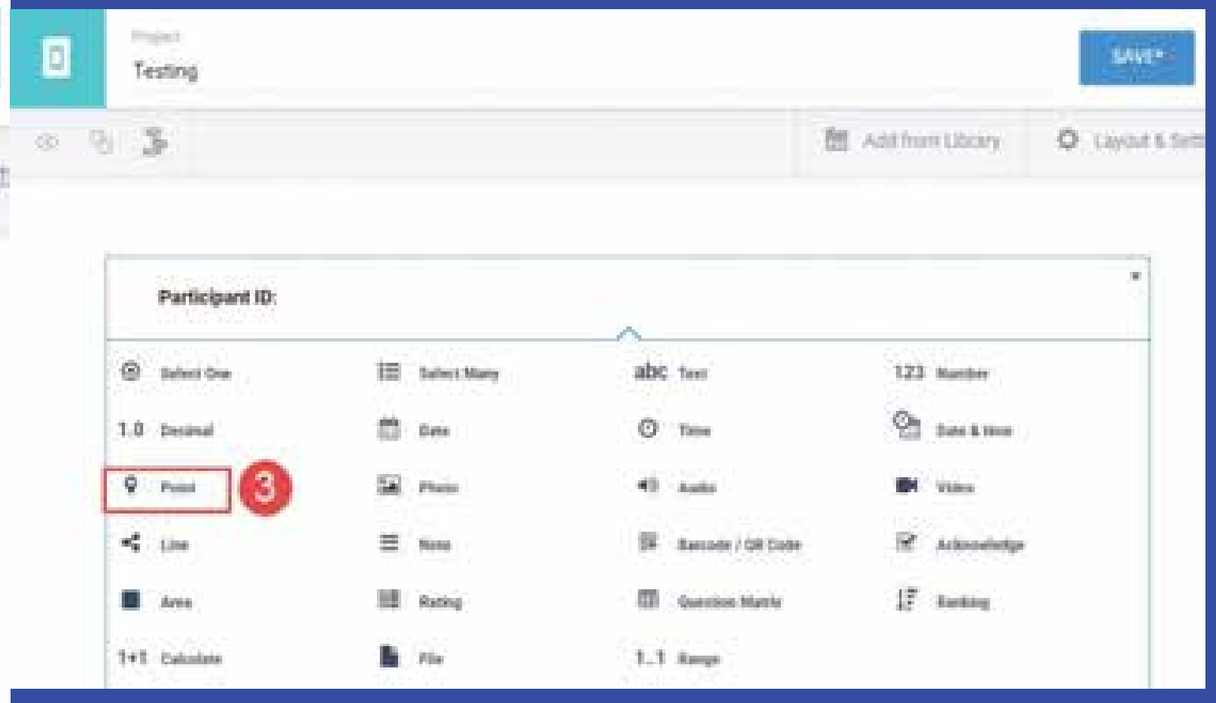
1.Go to your Form Builder and Click on “Add question”

2.Select “Point”

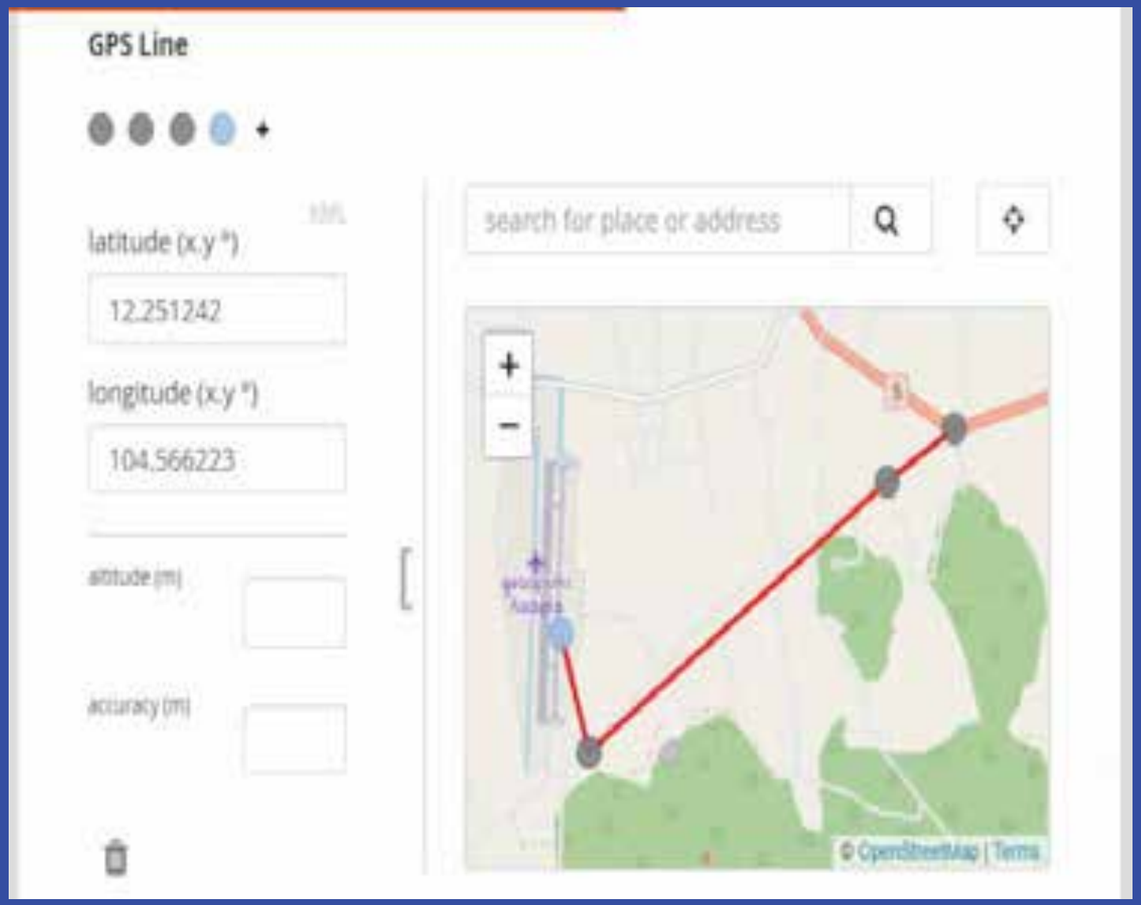


Point Type


Project
Testing
SAVE*
Add from Library
Layout & Setti
123
Participant ID:
Question text
Collect GPS of the place
1
+ Add Question
2

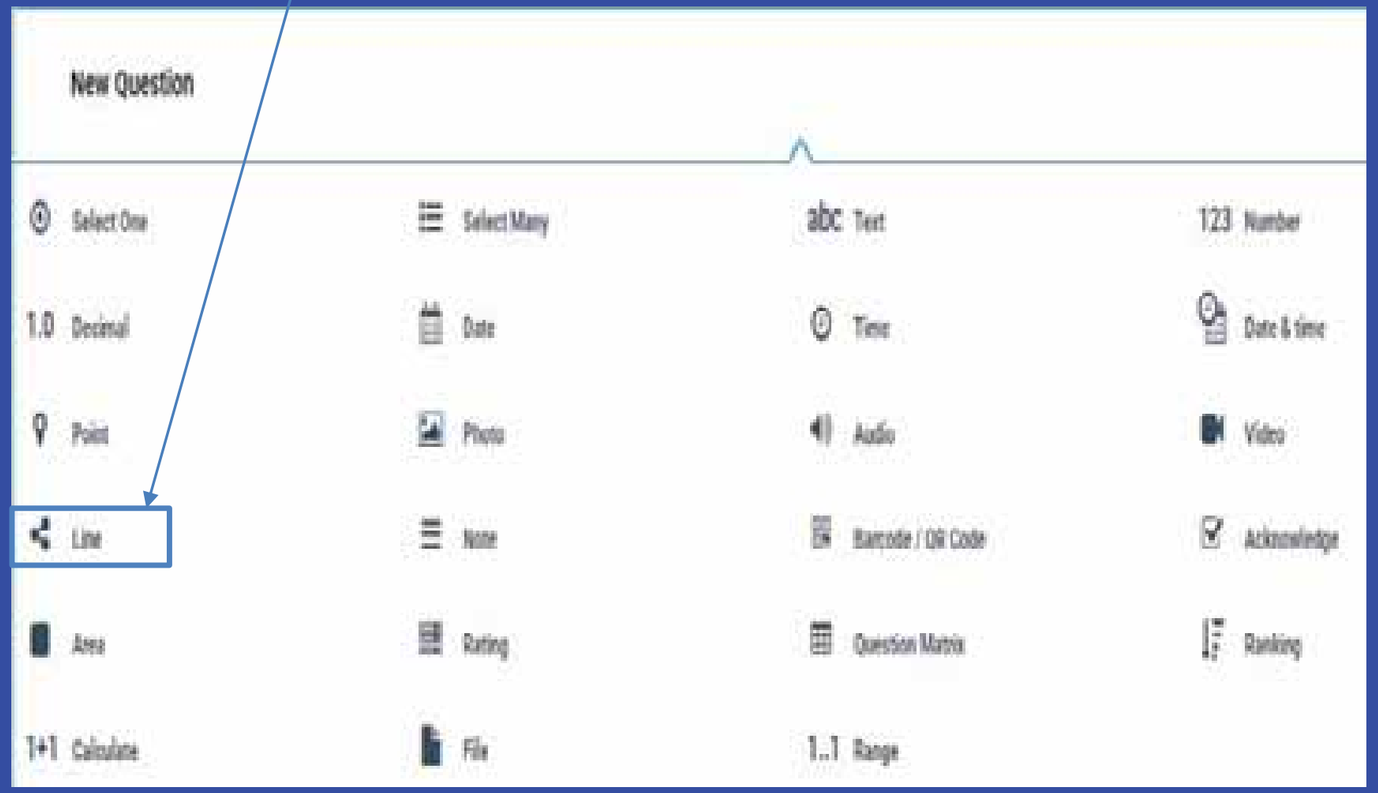

Project
Testing
SAVE*
Add from Library
Layout & Setti
Participant ID:
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
Time
Date & time
Point
3
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

Line Type

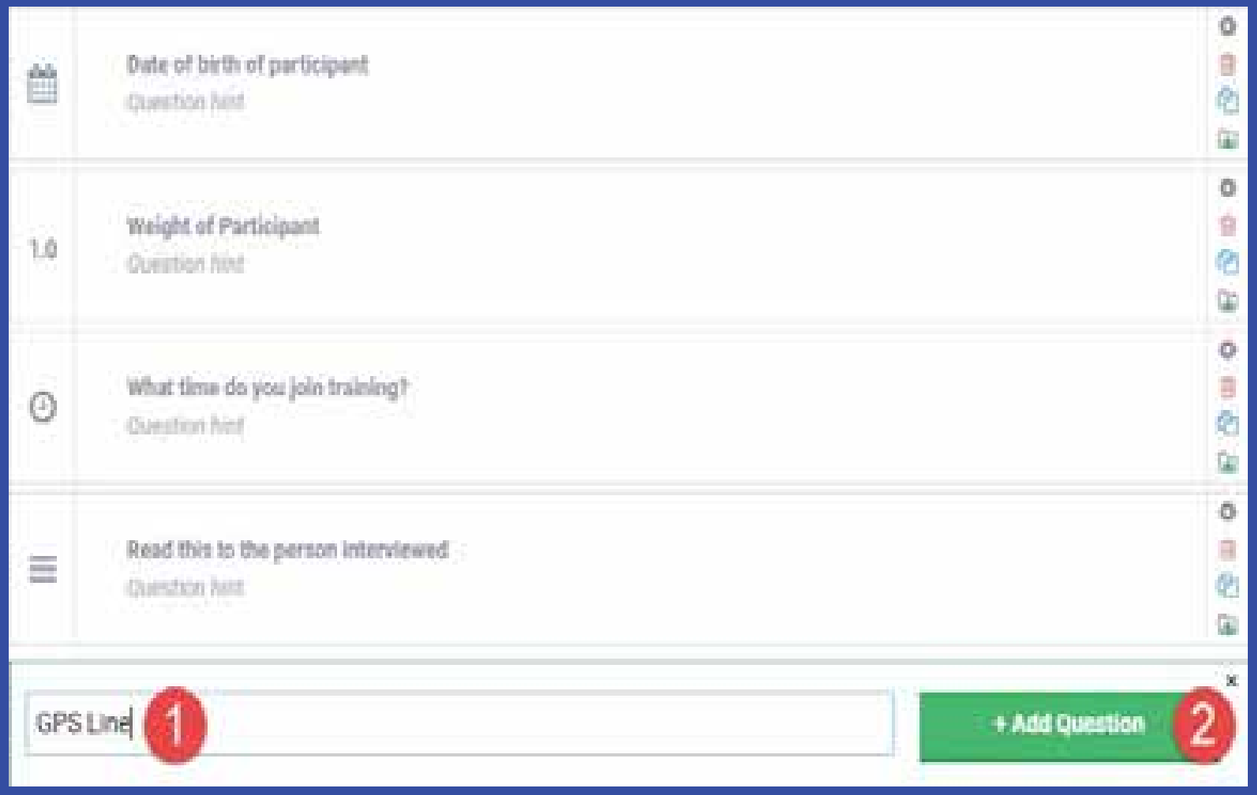


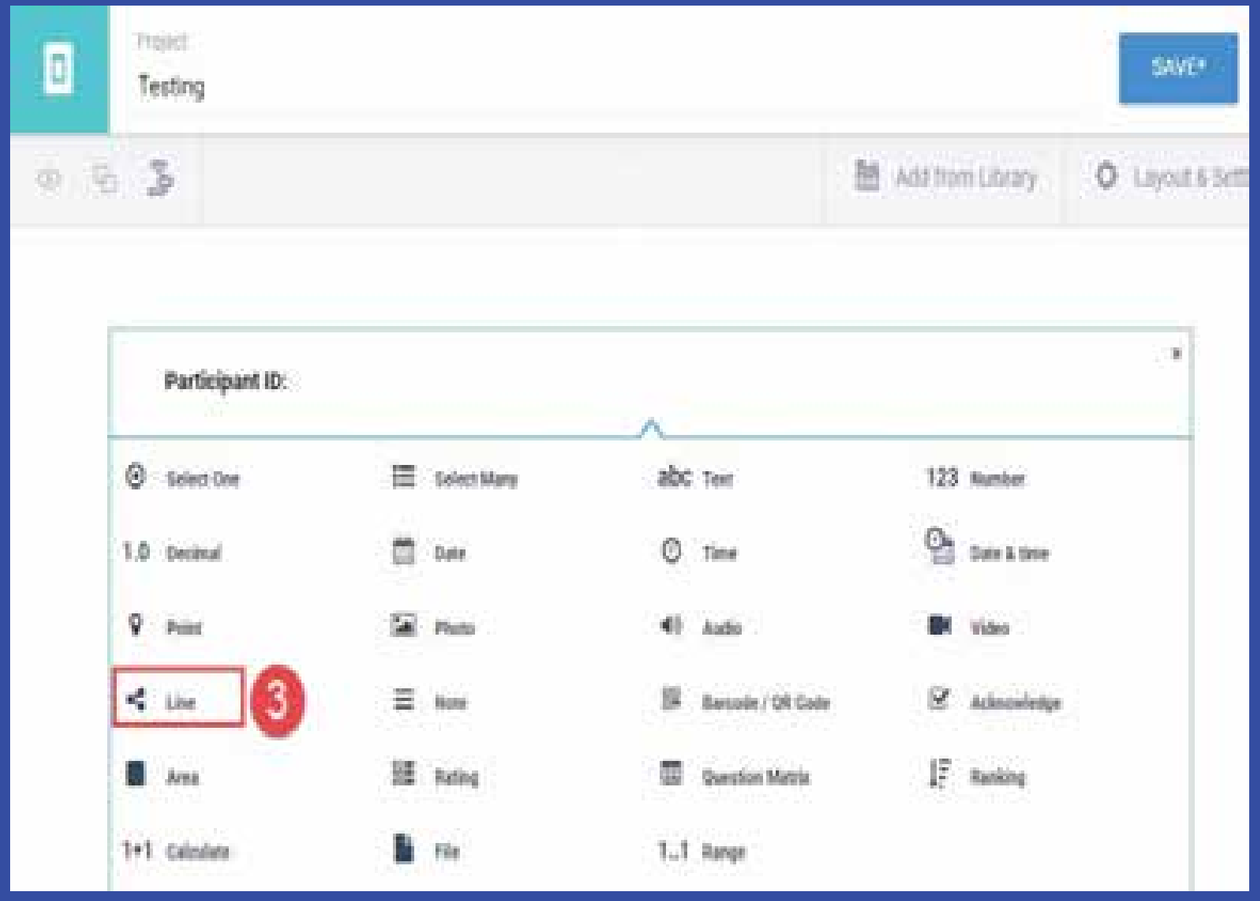
1.Go to your Form Builder and Click on “Add question”

2.Select “Line”

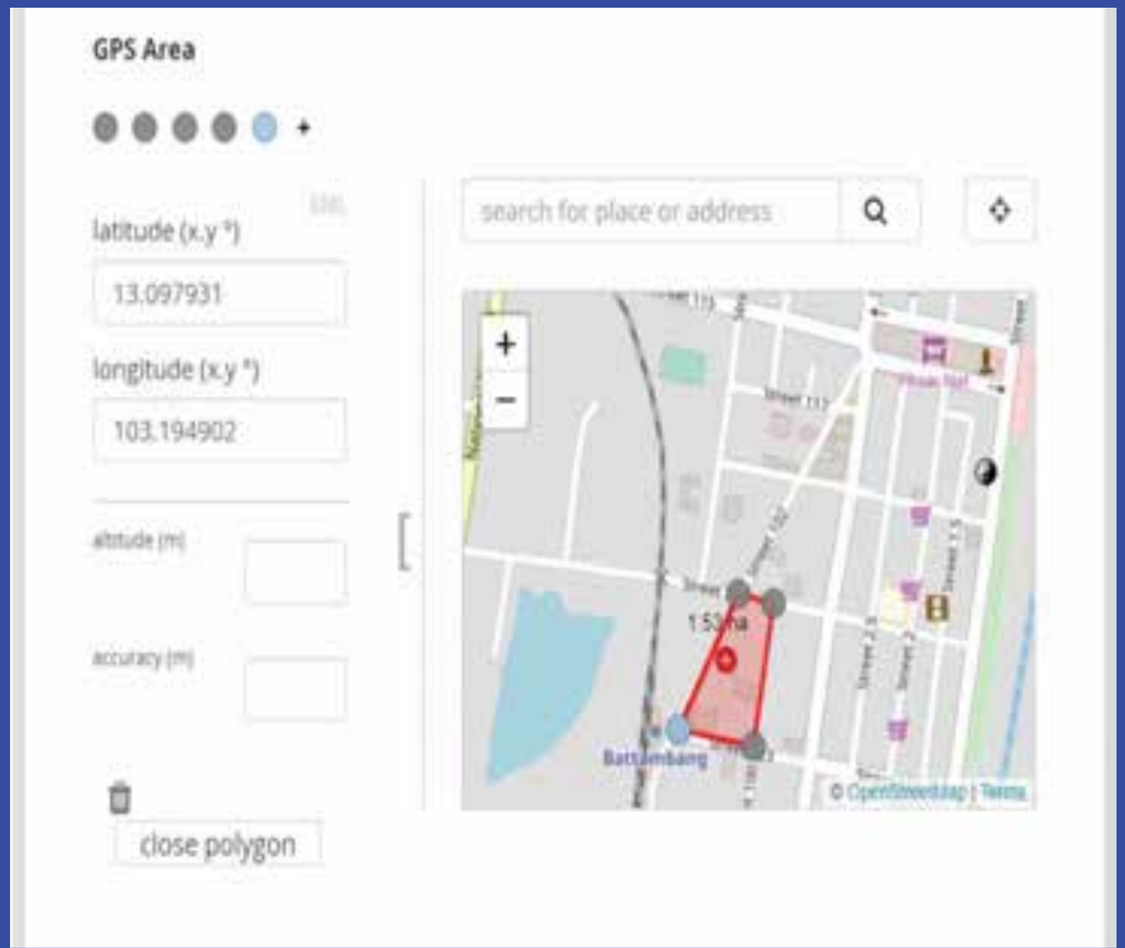


Line Type


Date of birth of participant
Question hint
1.0
Weight of Participant
Question hint
What time do you join training?
Question hint
Read this to the person interviewed
Question hint
GPS Line
1
+ Add Question
2

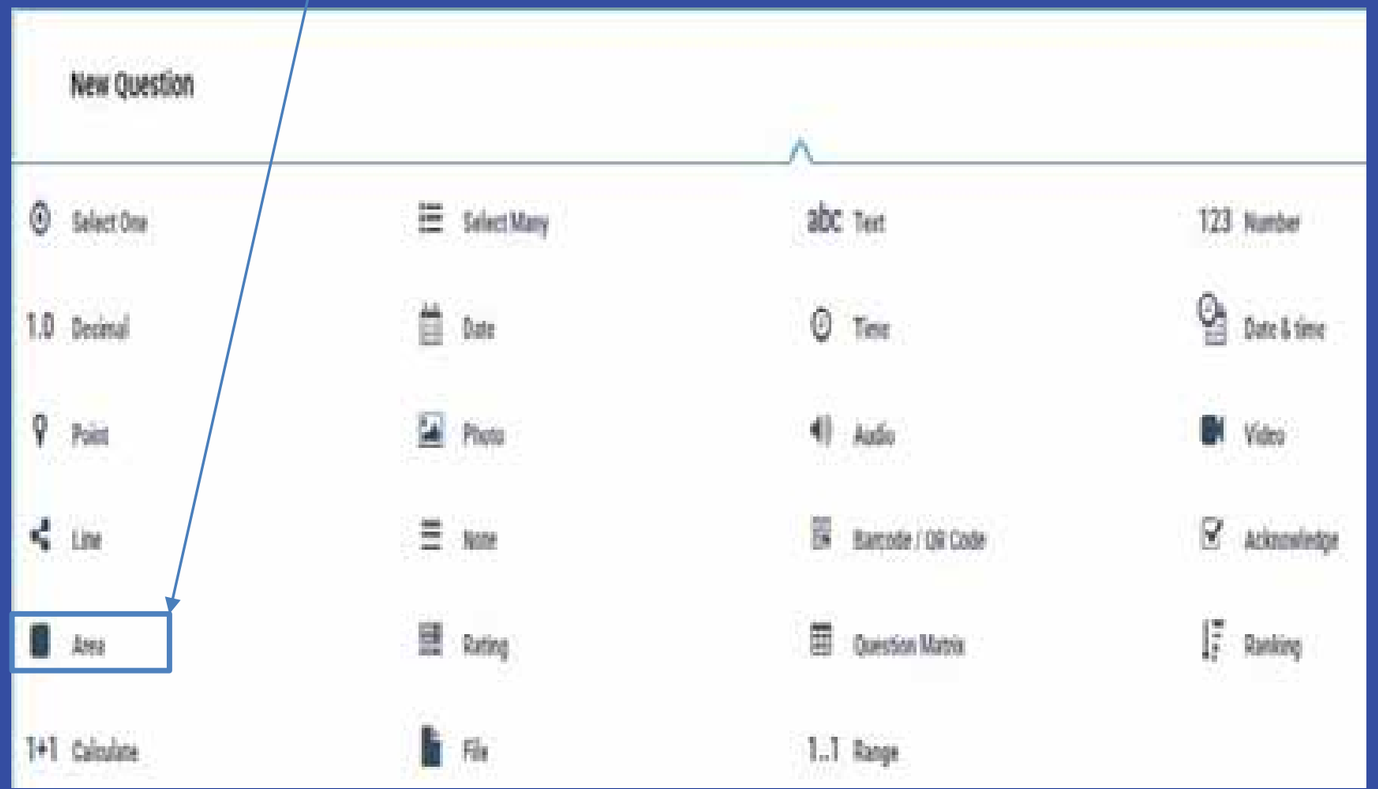

Project
Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
Text
Number
1.0 Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
3
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

Area Type

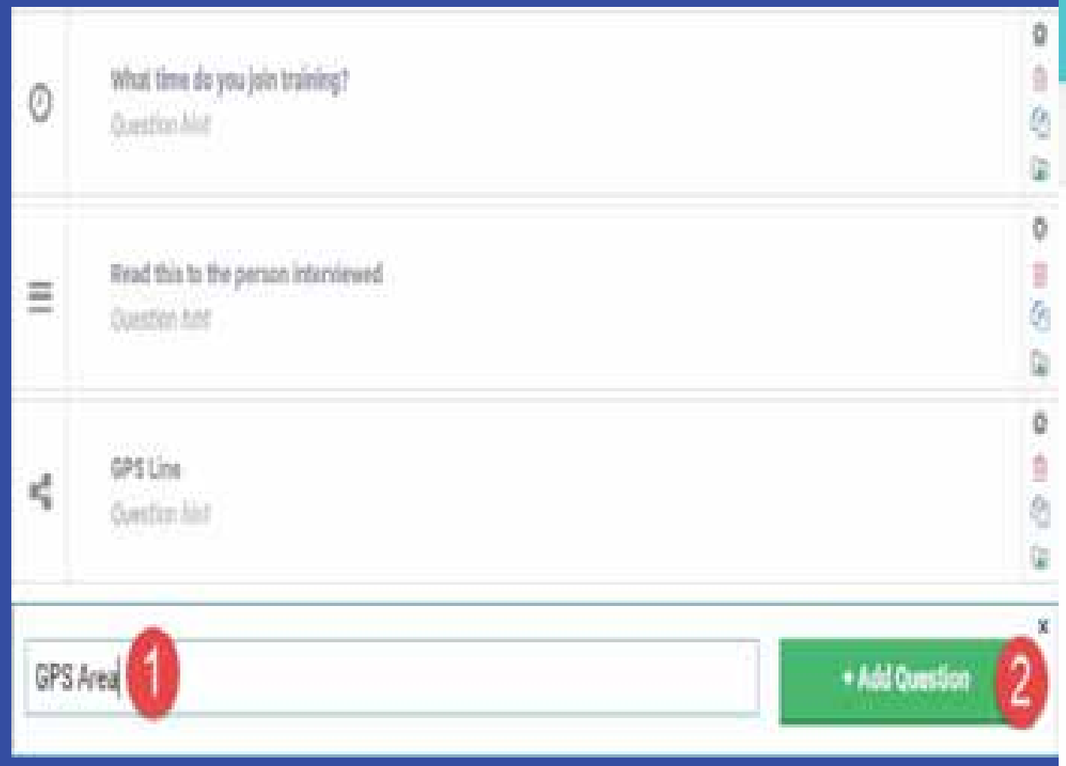


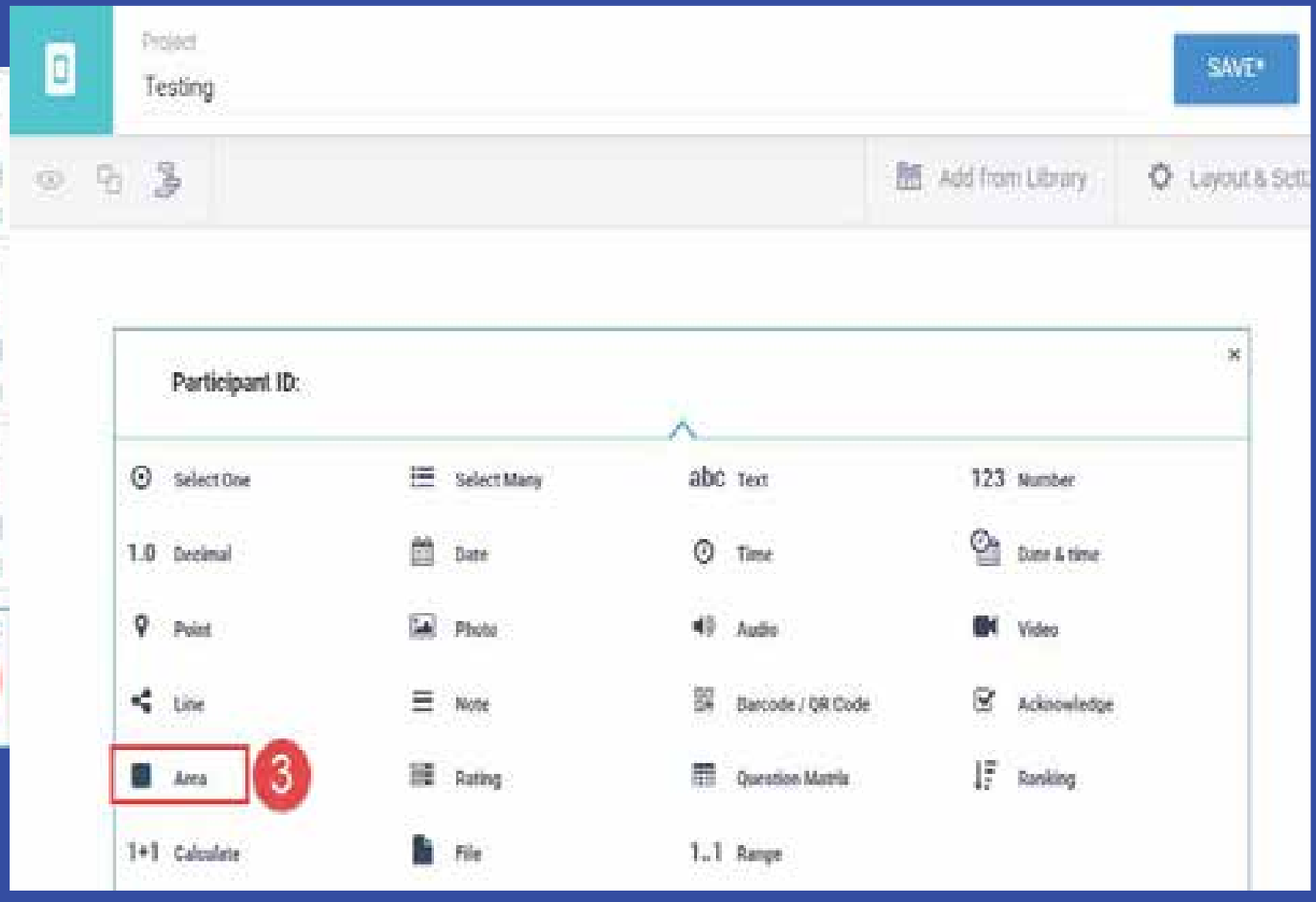
1.Go to your Form Builder and Click on “Add question”

2.Select “Area”

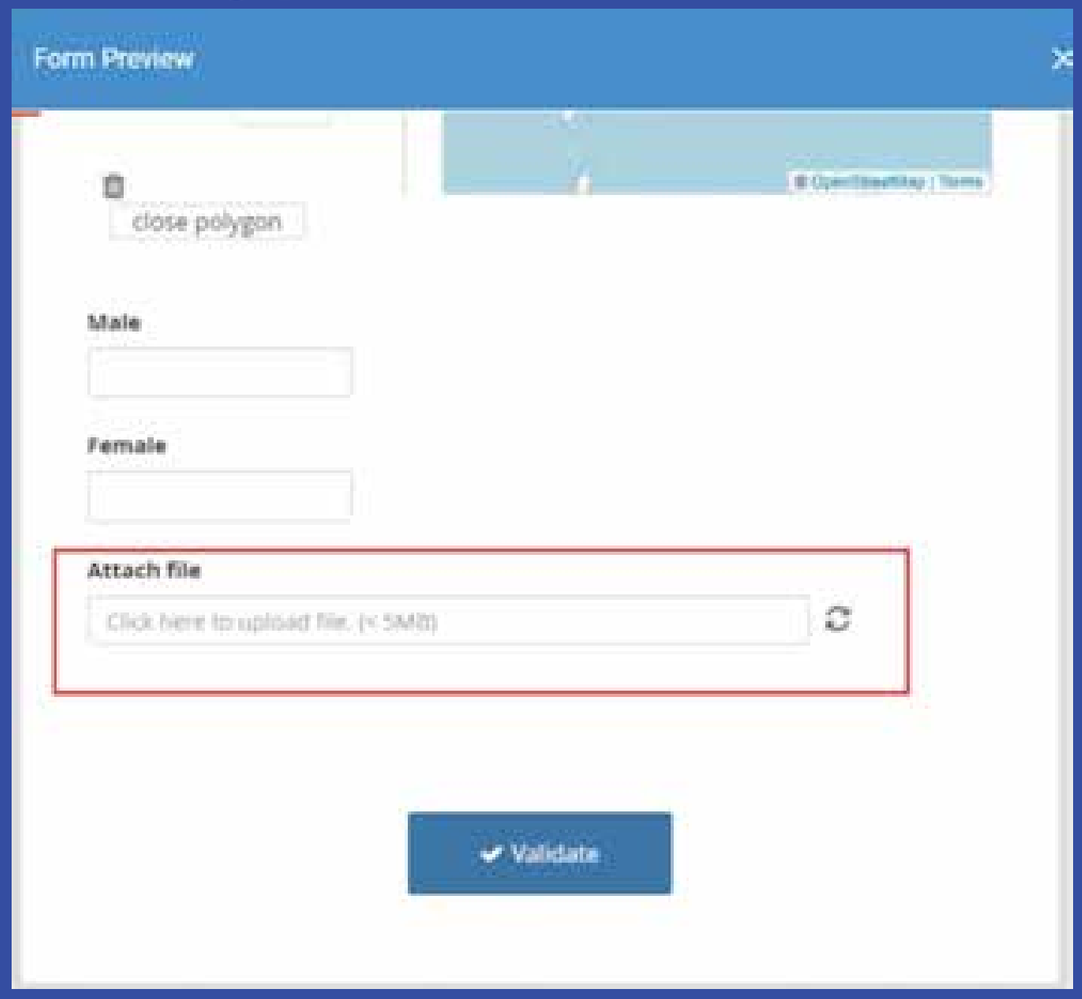


Area Type


What time do you join training?
Question Add
Read this to the person interviewed
Question Add
GPS Line
Question Add
GPS Area
1
+ Add Question
2

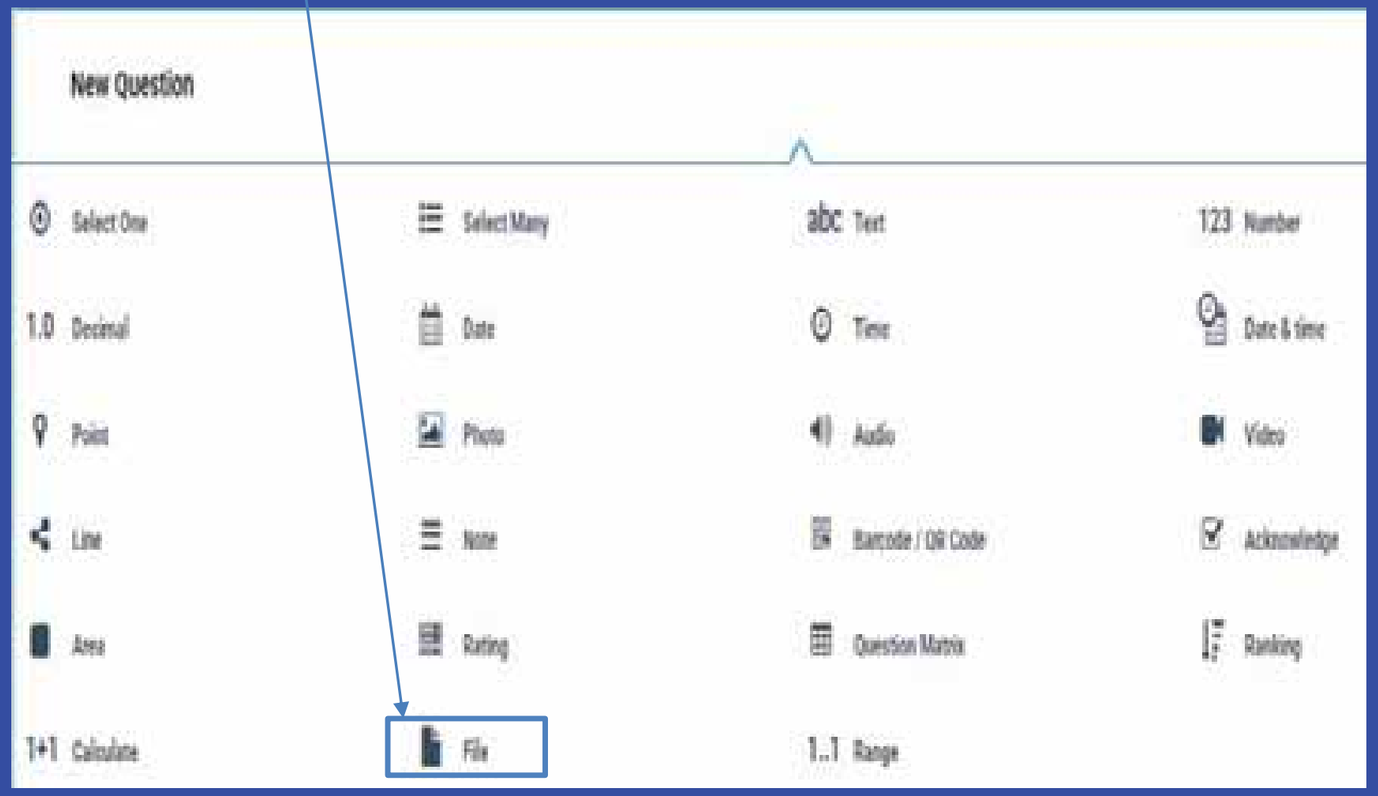

Project
Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
Text
Number
Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
3
Rating
Question Matrix
Ranking
Calculate
File
Range

File Type

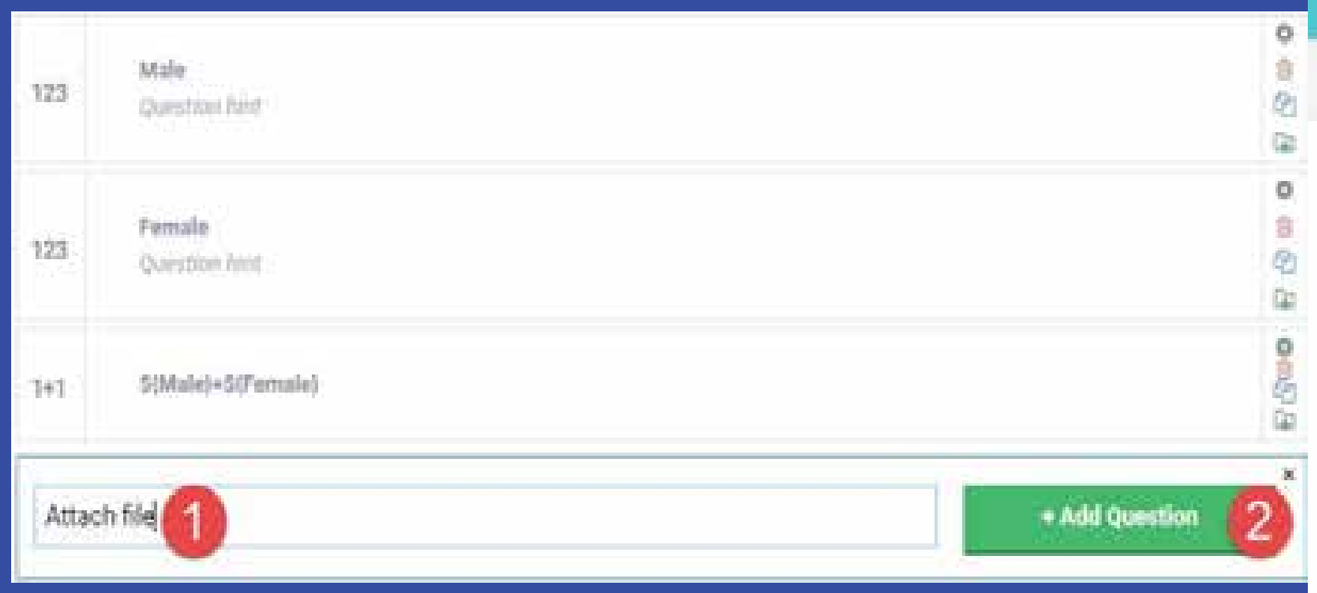


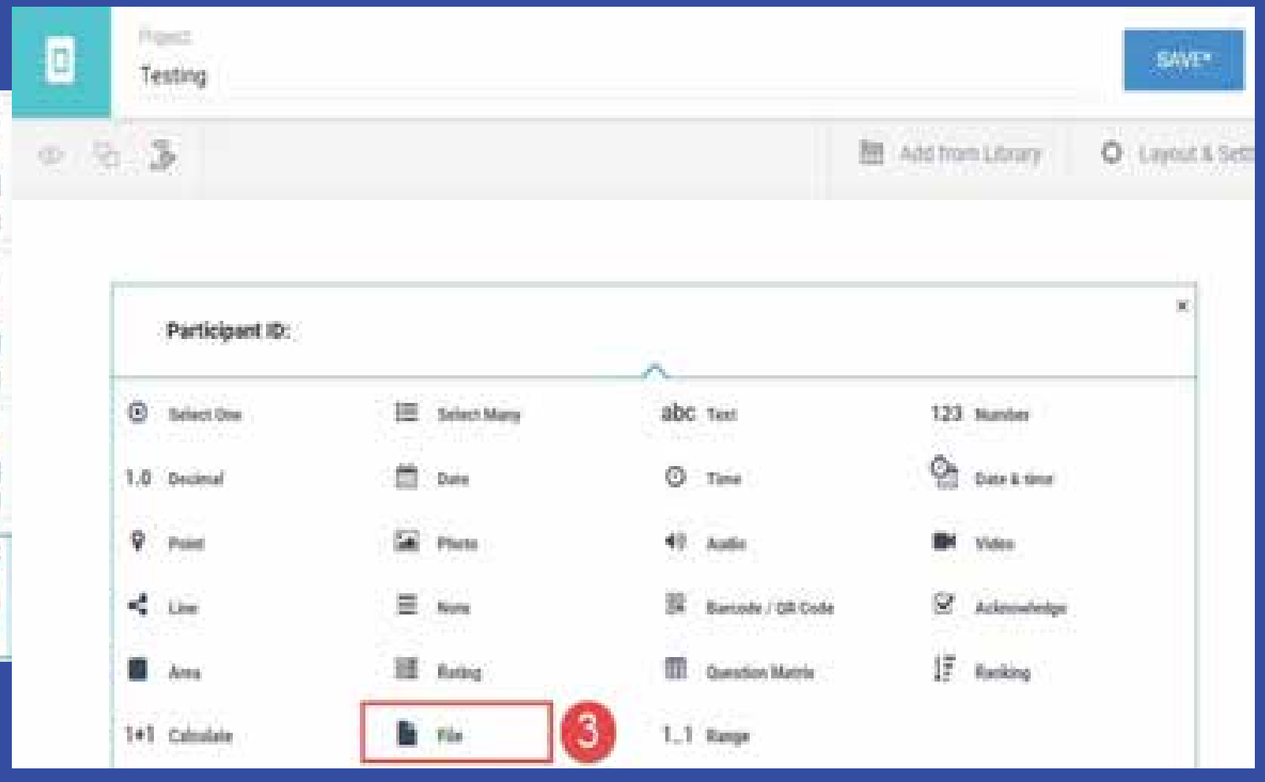
1.Go to your Form Builder and Click on “Add question”

2.Select “File”

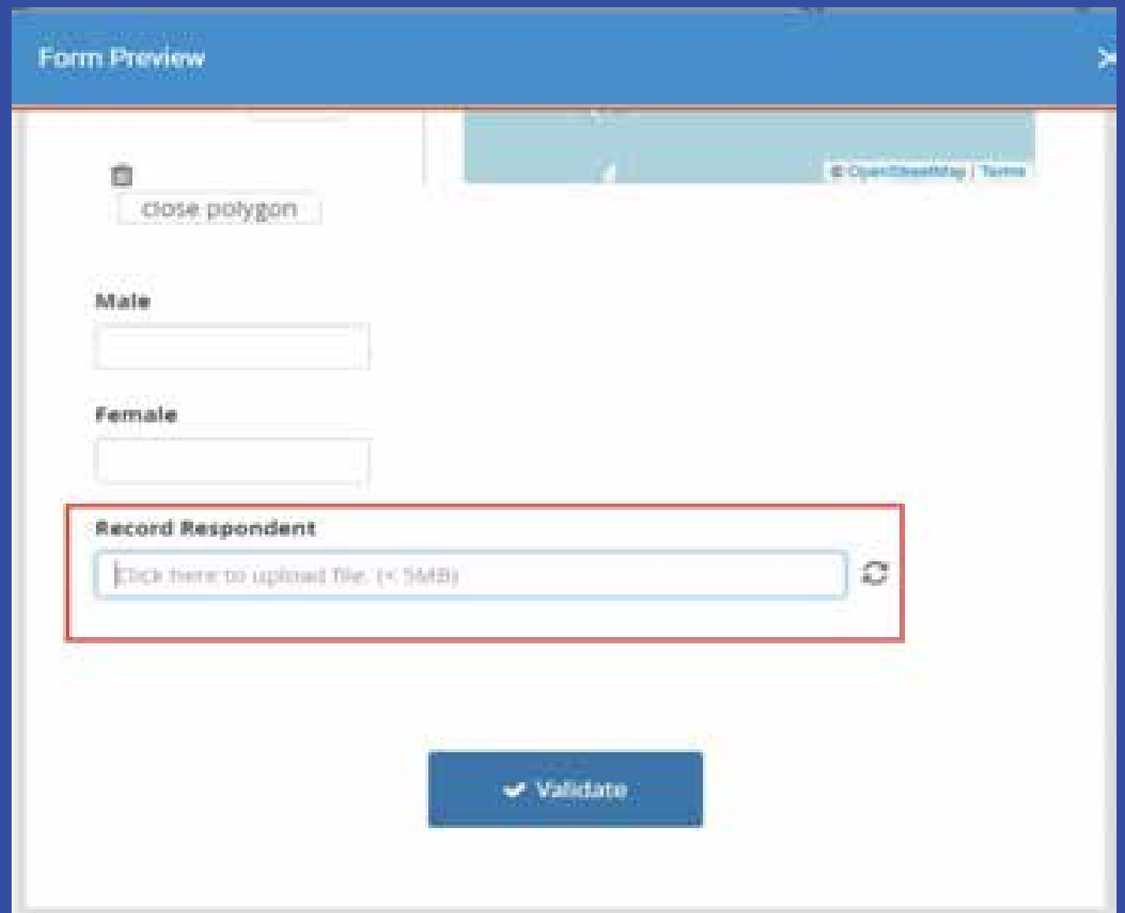


File Type


123
Male
Question hint
123
Female
Question hint
1+1
${Male}+${Female}
Attach file
1
+ Add Question
2

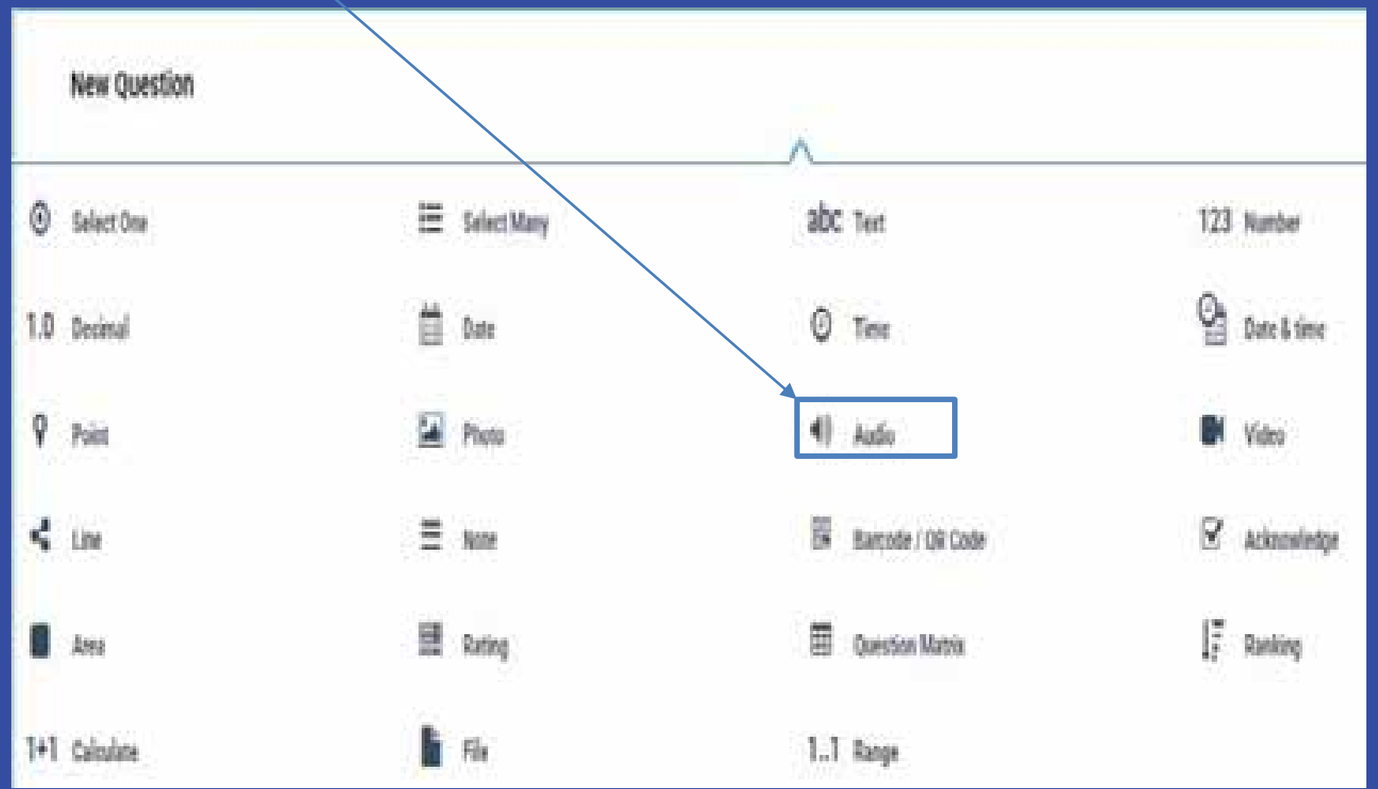

Project
Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
3
1..1 Range

Audio Type



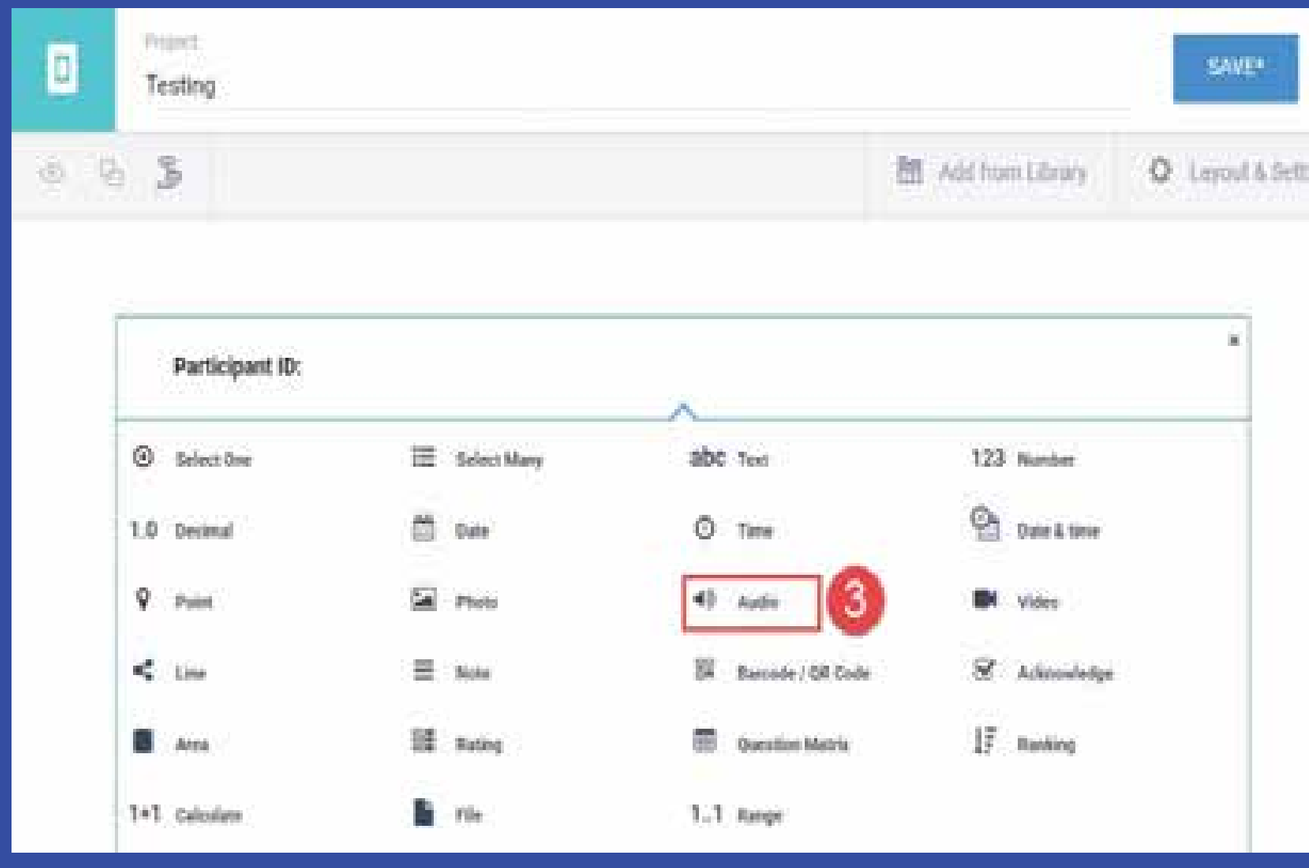
1.Go to your Form Builder and Click on “Add question”

2.Select “Audio”

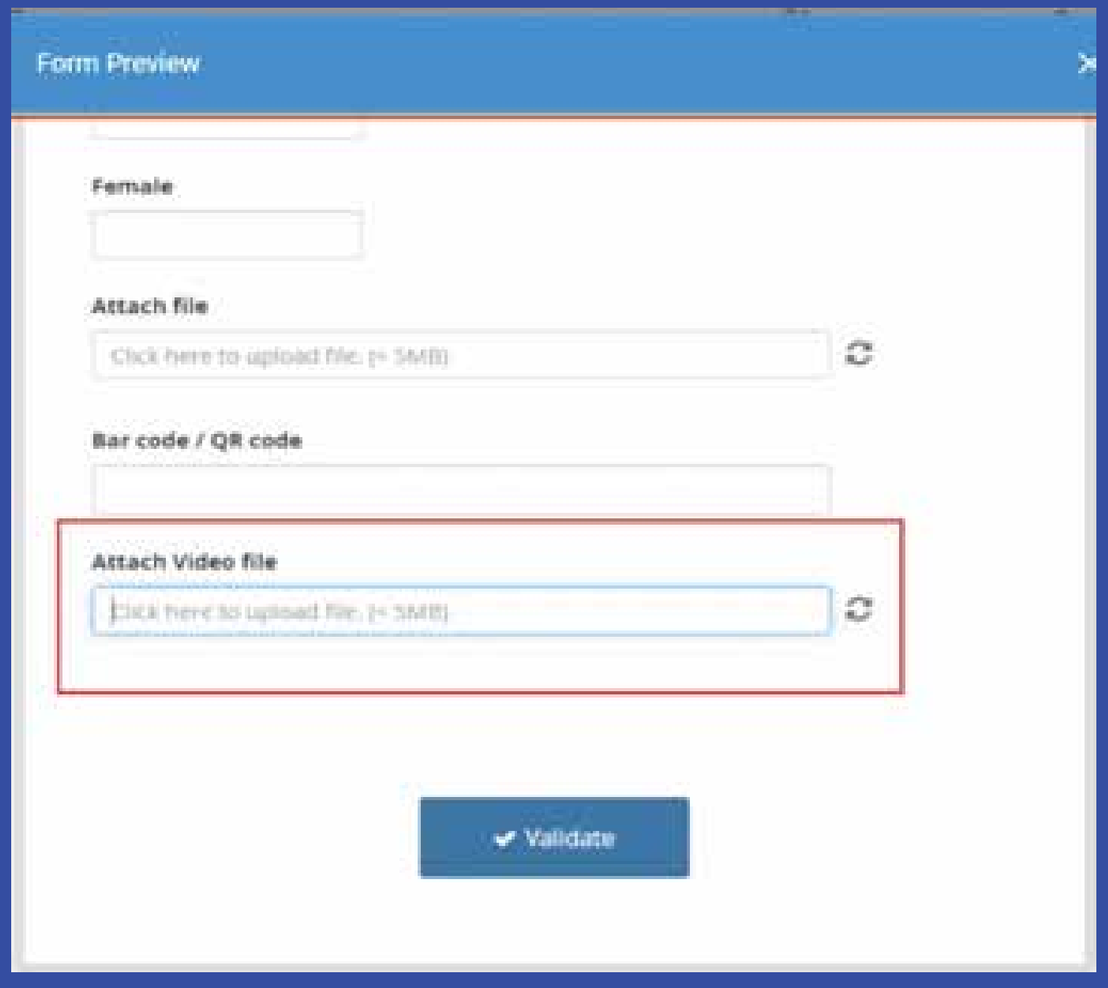


Audio Type

GPS Area
Question field
123
Male
Question field
123
Female
Question field
1+1
${Male}+${Female}
Record Respondent
1
+ Add Question
2


Project
Testing
SAVE
Add from Library
Participant ID:
Select One
Select Many
abc Text
123 Number
1.0 Decimal
Date
Time
Date & time
Point
Photo
Audio
3
Video
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
1+1 Calculate
File
1..1 Range

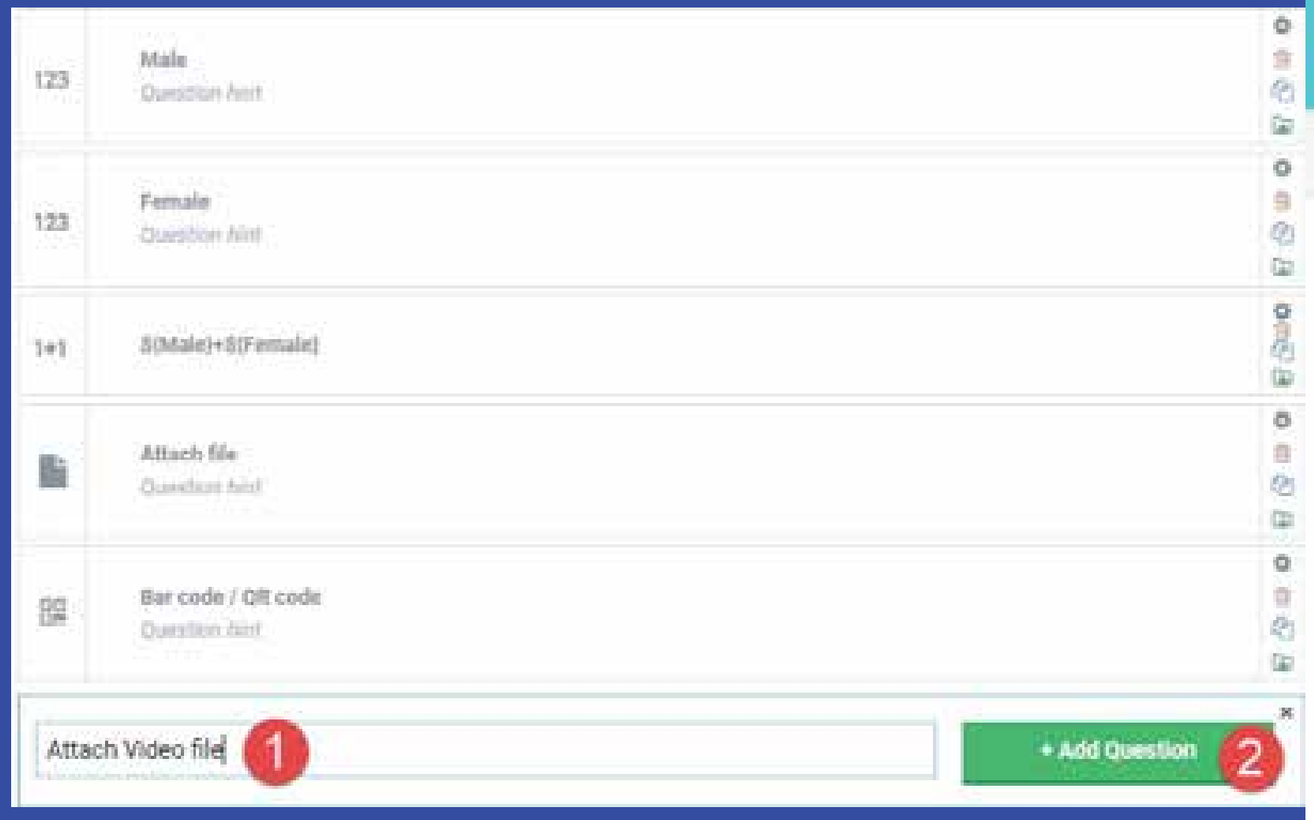
Video Type

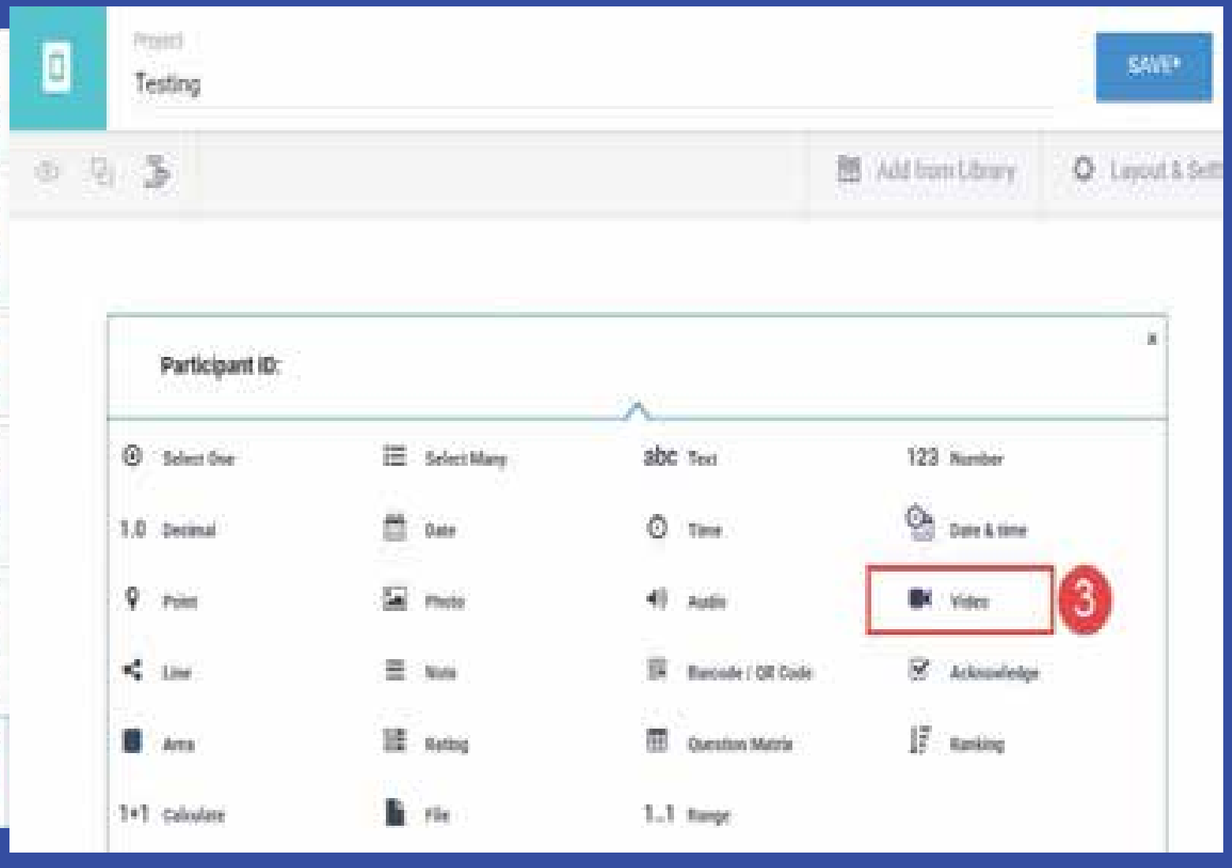


1.Go to your Form Builder and Click on “Add question”

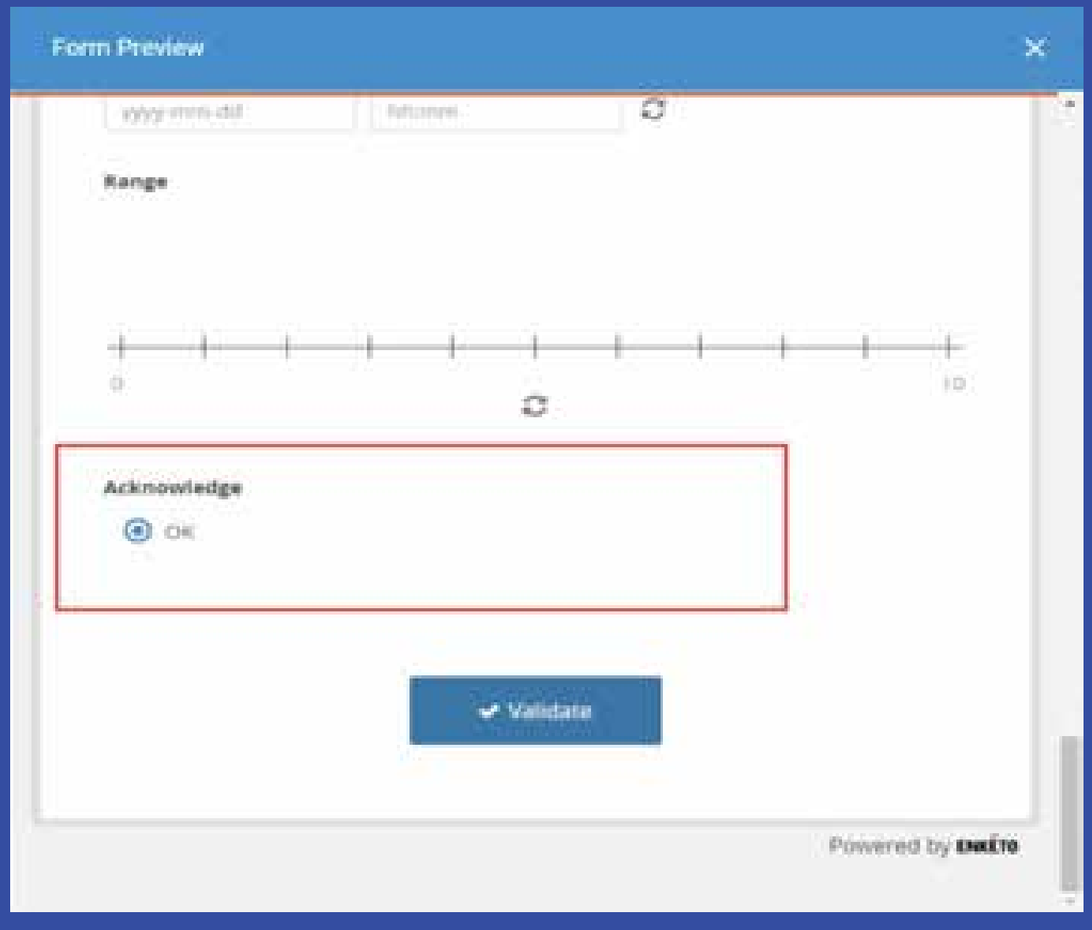
2.Select “Video”

Video Type


123
Male
Question hint
123
Female
Question hint
1+1
S(Male)+S(Female)
Attach file
Question hint
Bar code / QR code
Question hint
Attach Video file
1
+ Add Question
2

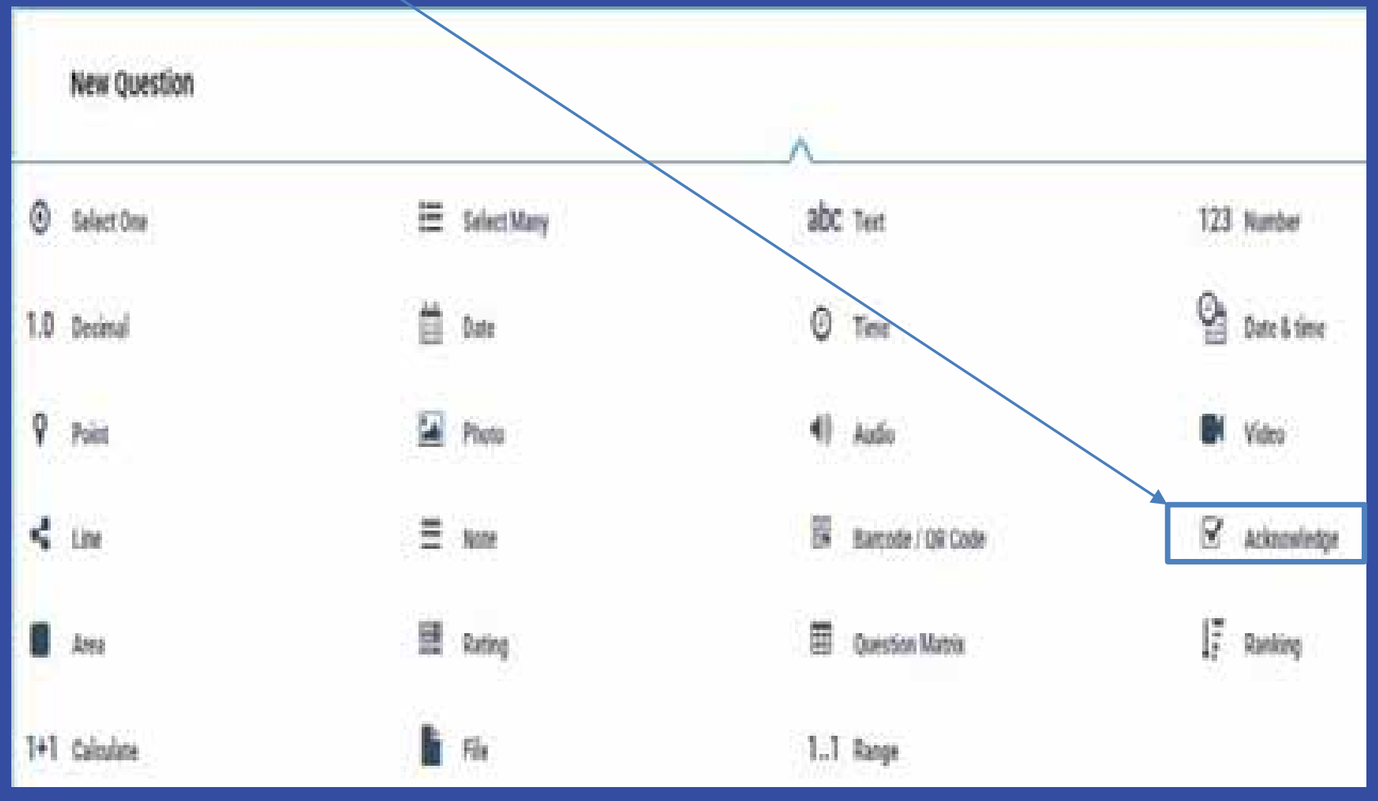

Project
Testing
SAVE*
Add from Library
Participant ID:
Select One
Select Many
Text
Number
Decimal
Date
Time
Date & time
Point
Photo
Audio
Video
3
Line
Note
Barcode / QR Code
Acknowledge
Area
Rating
Question Matrix
Ranking
Calculate
File
Range

Acknowledge Type

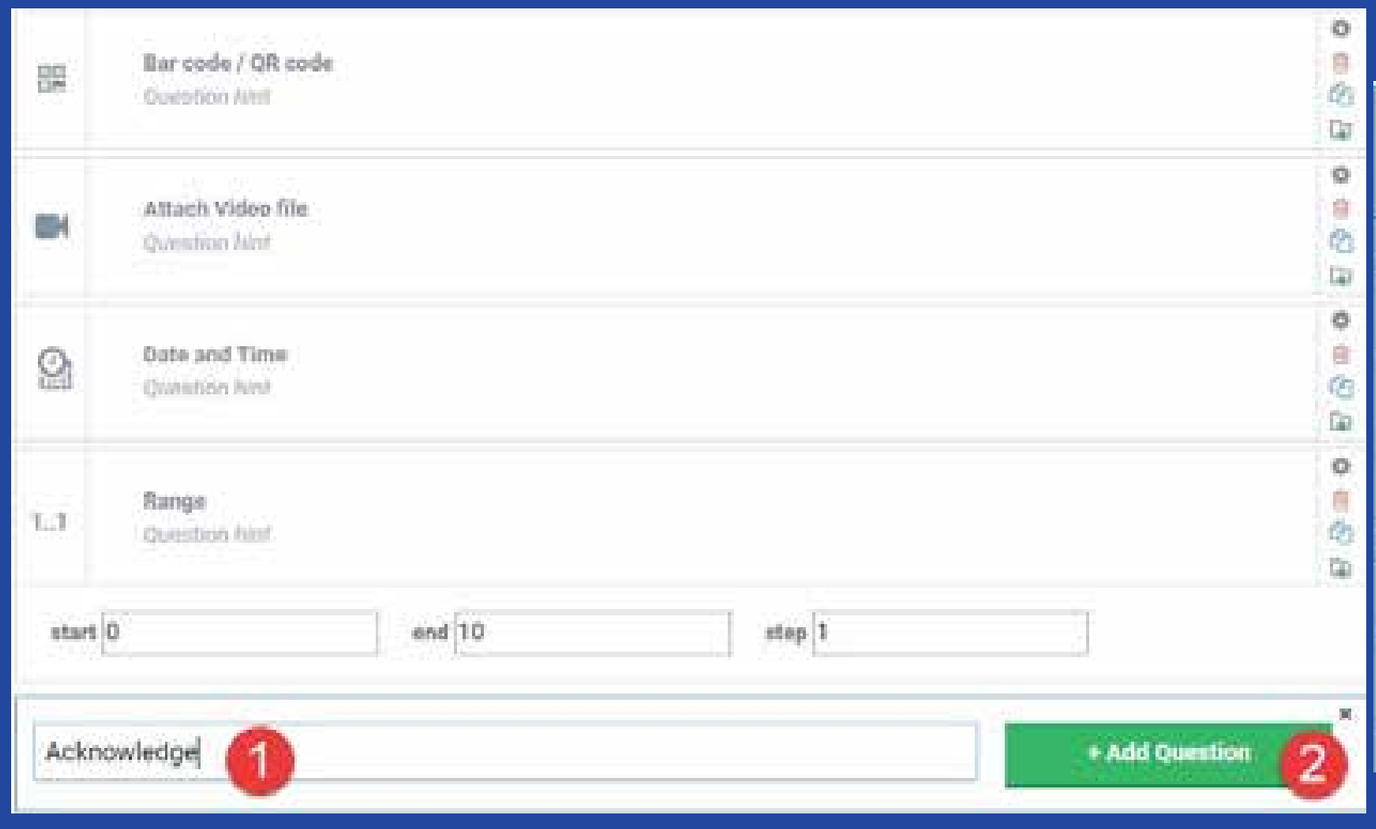


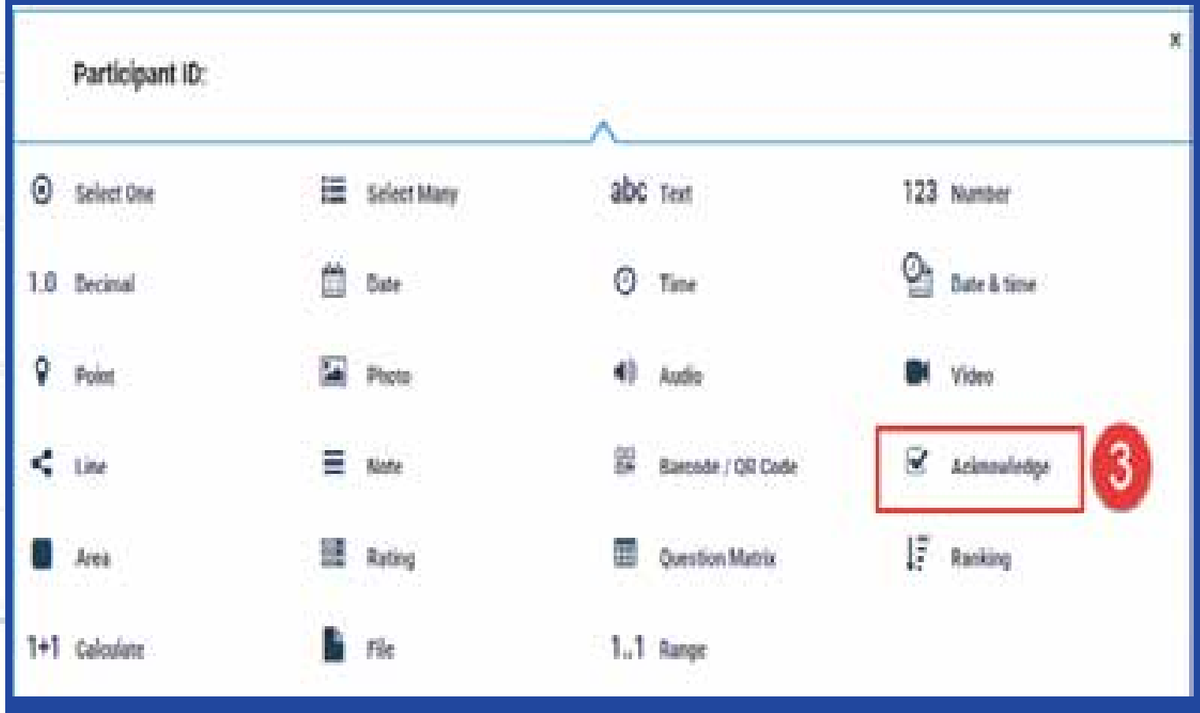
1.Go to your Form Builder and Click on “Add question”

2.Select “Acknowledge”



Acknowledge Type

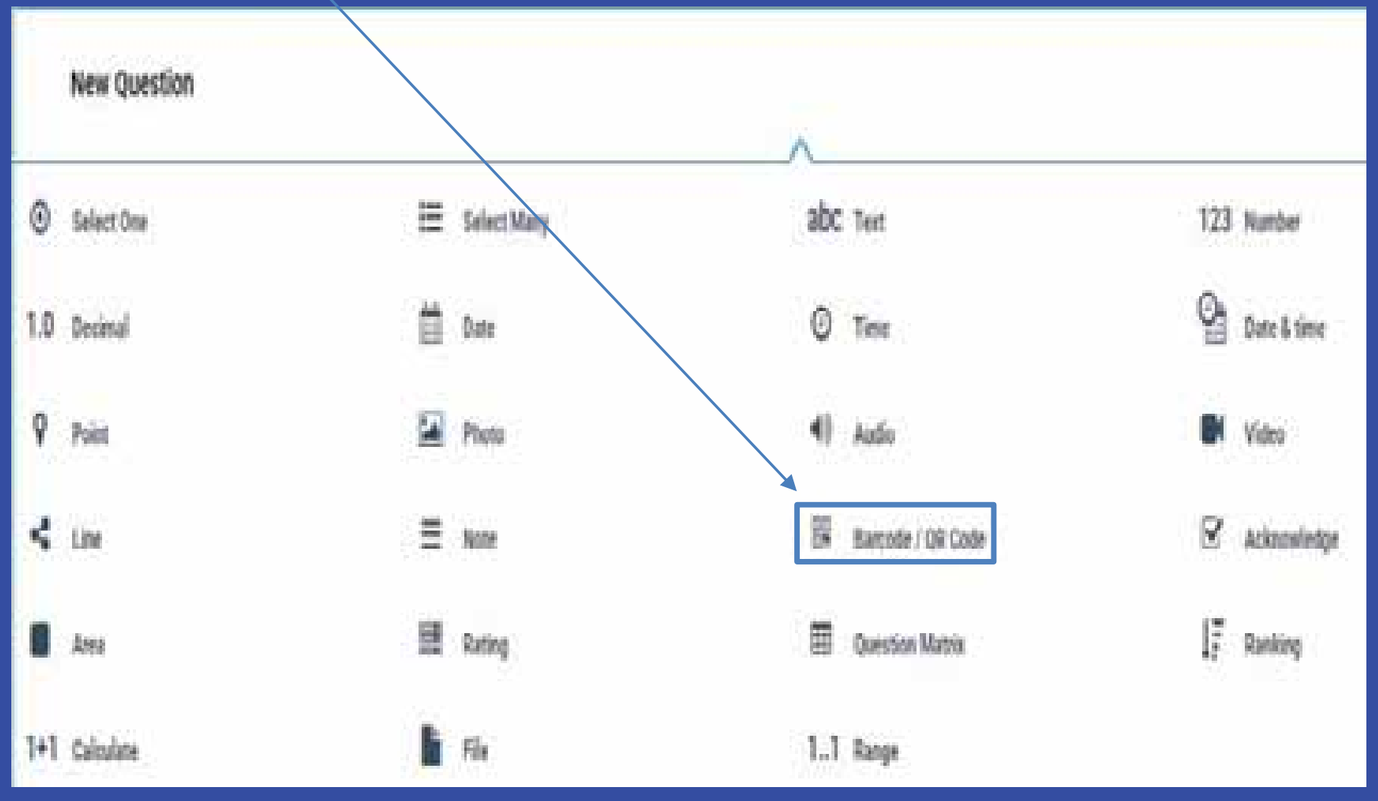




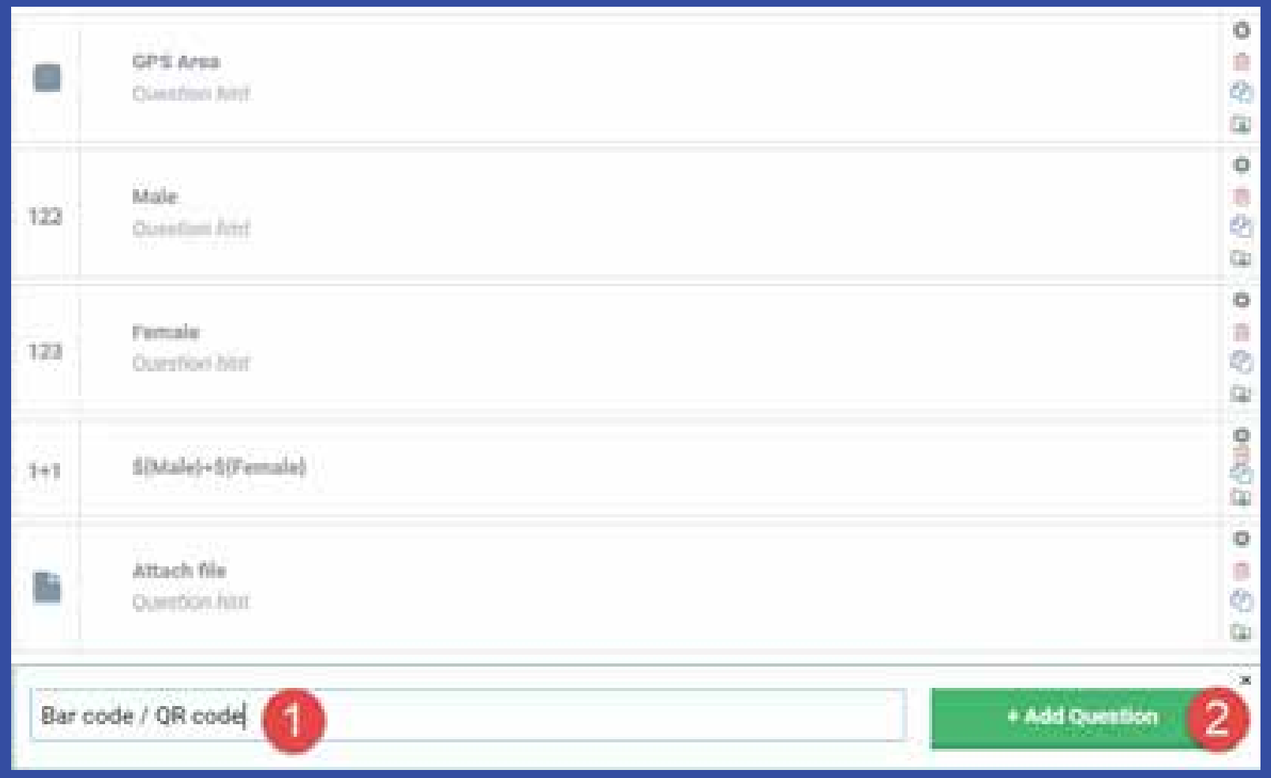
Barcode / QR Code Type

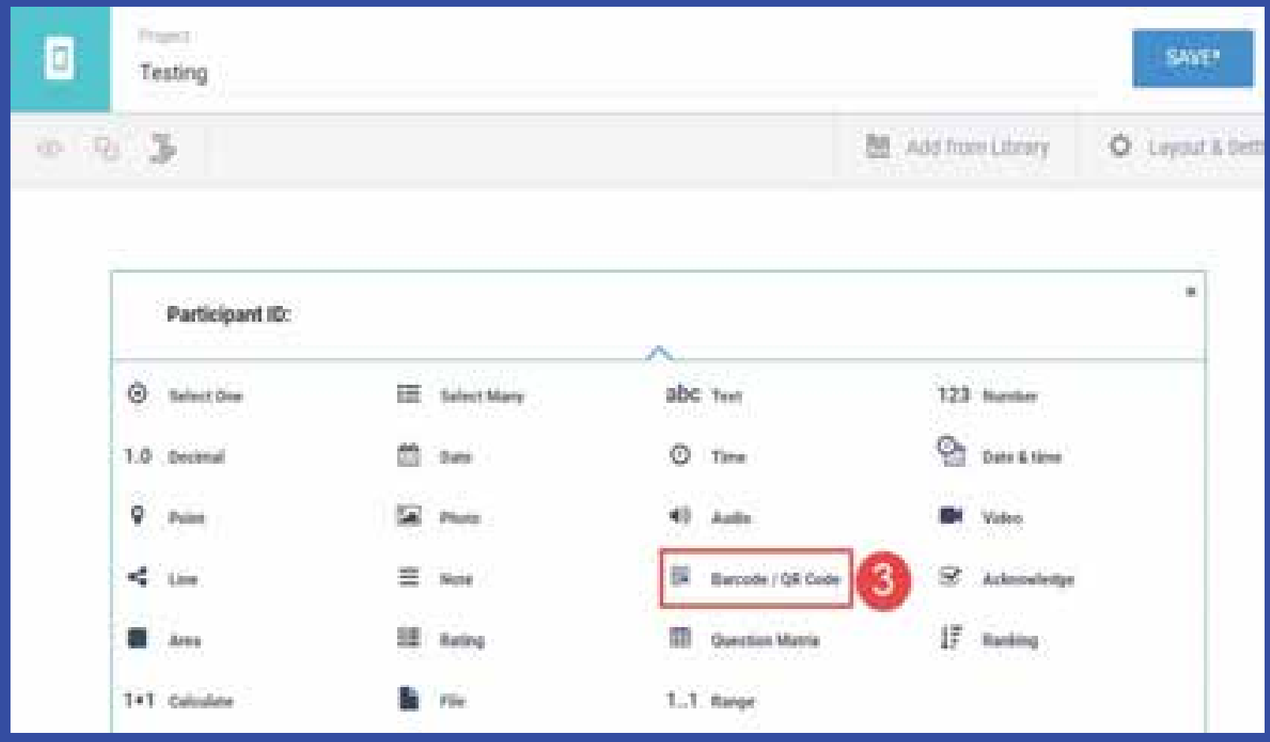
1.Go to your Form Builder and Click on “Add question”

2.Select “Barcode / QR Code”

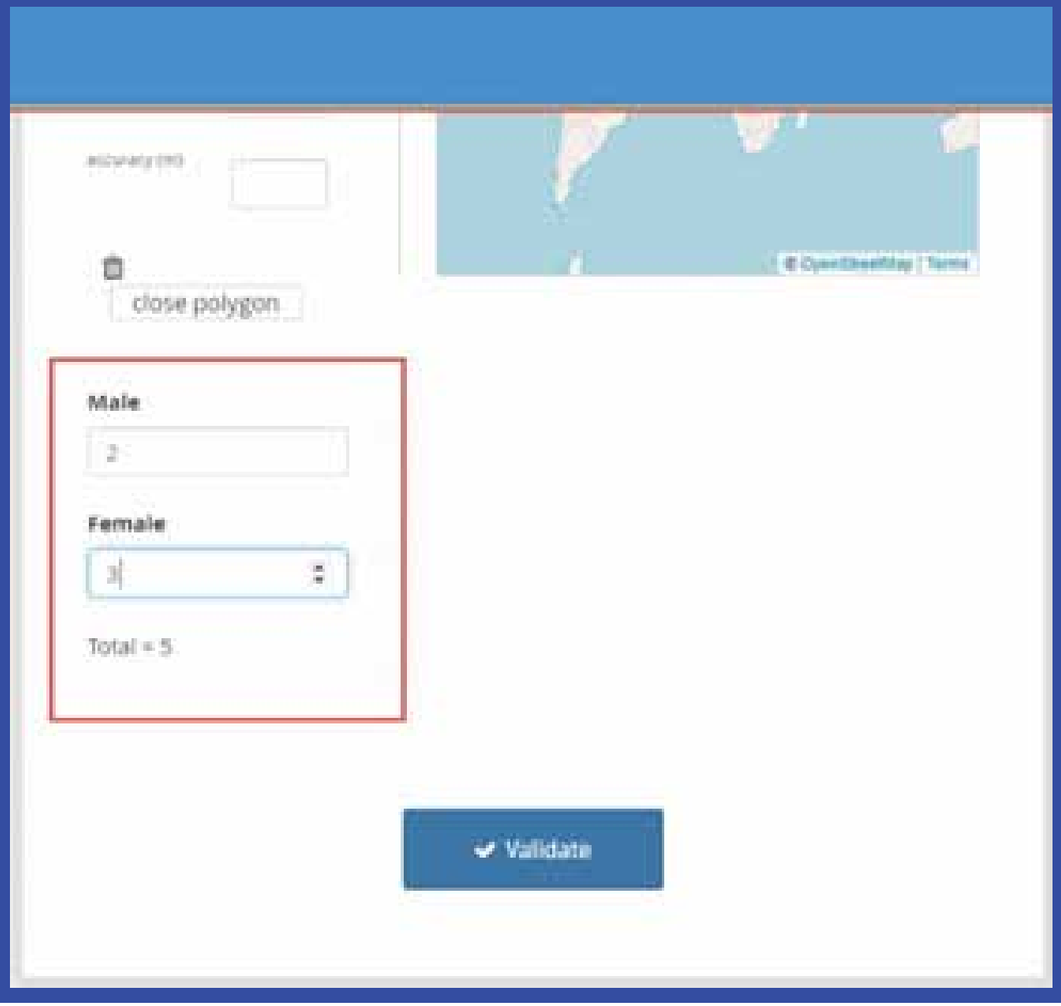


Barcode / QR Code Type



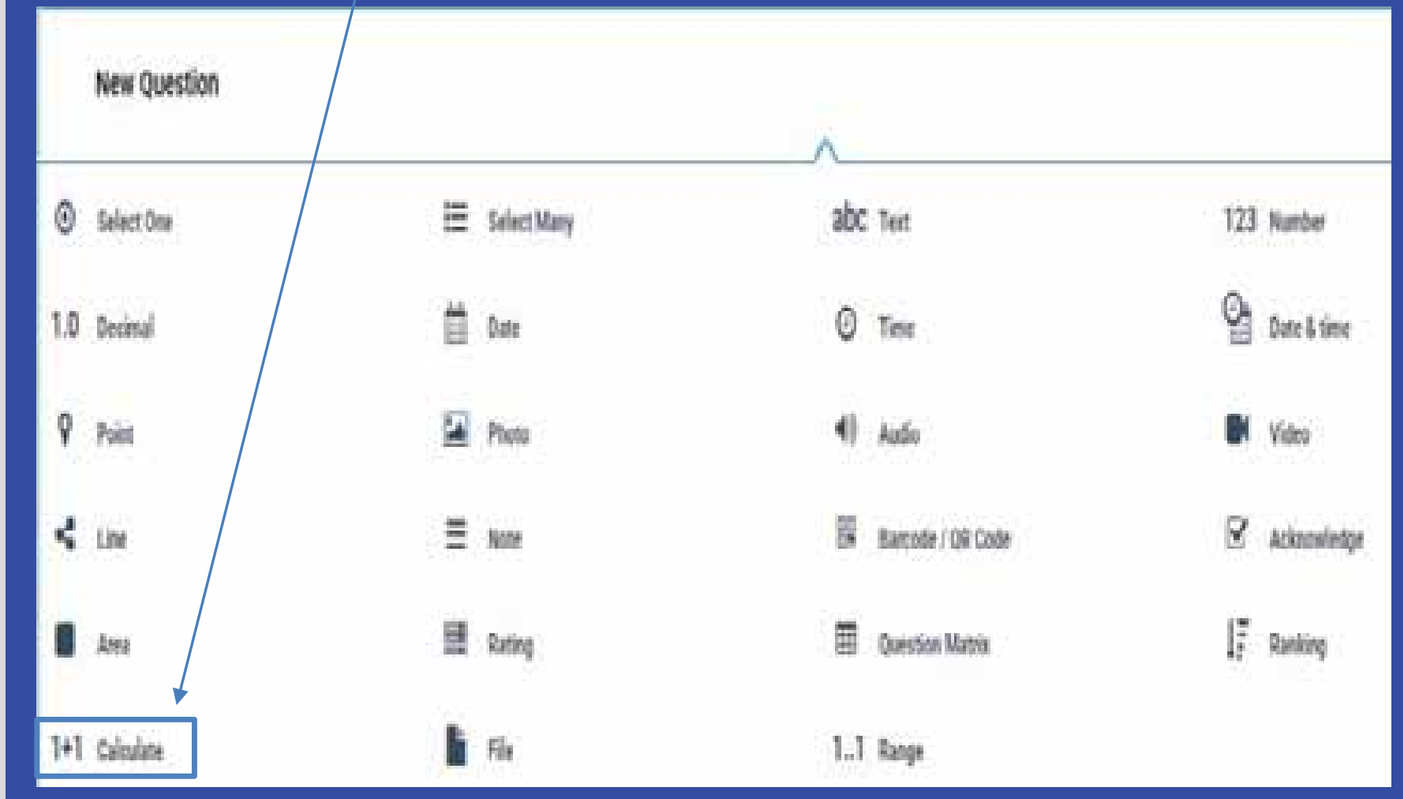


Calculate Type

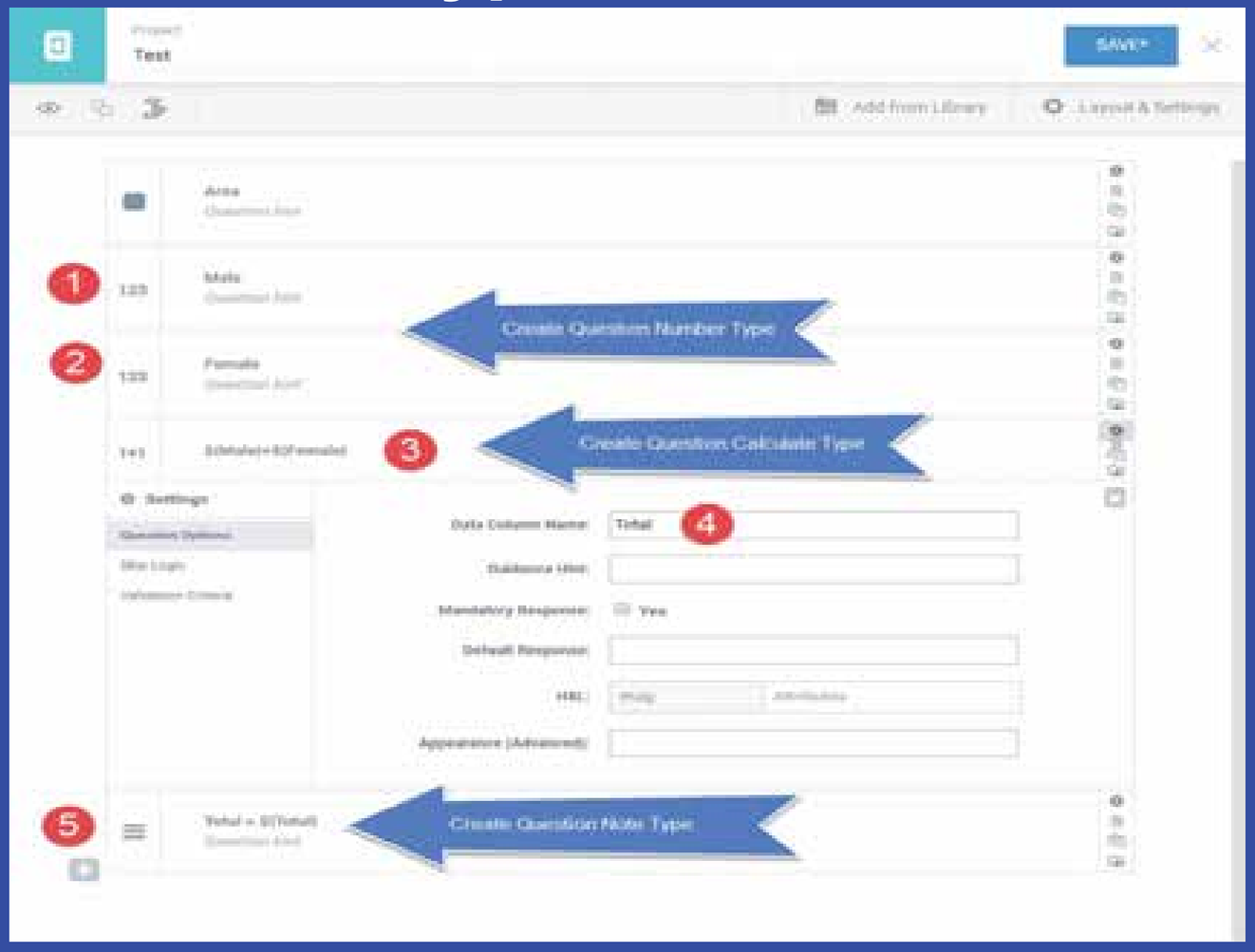


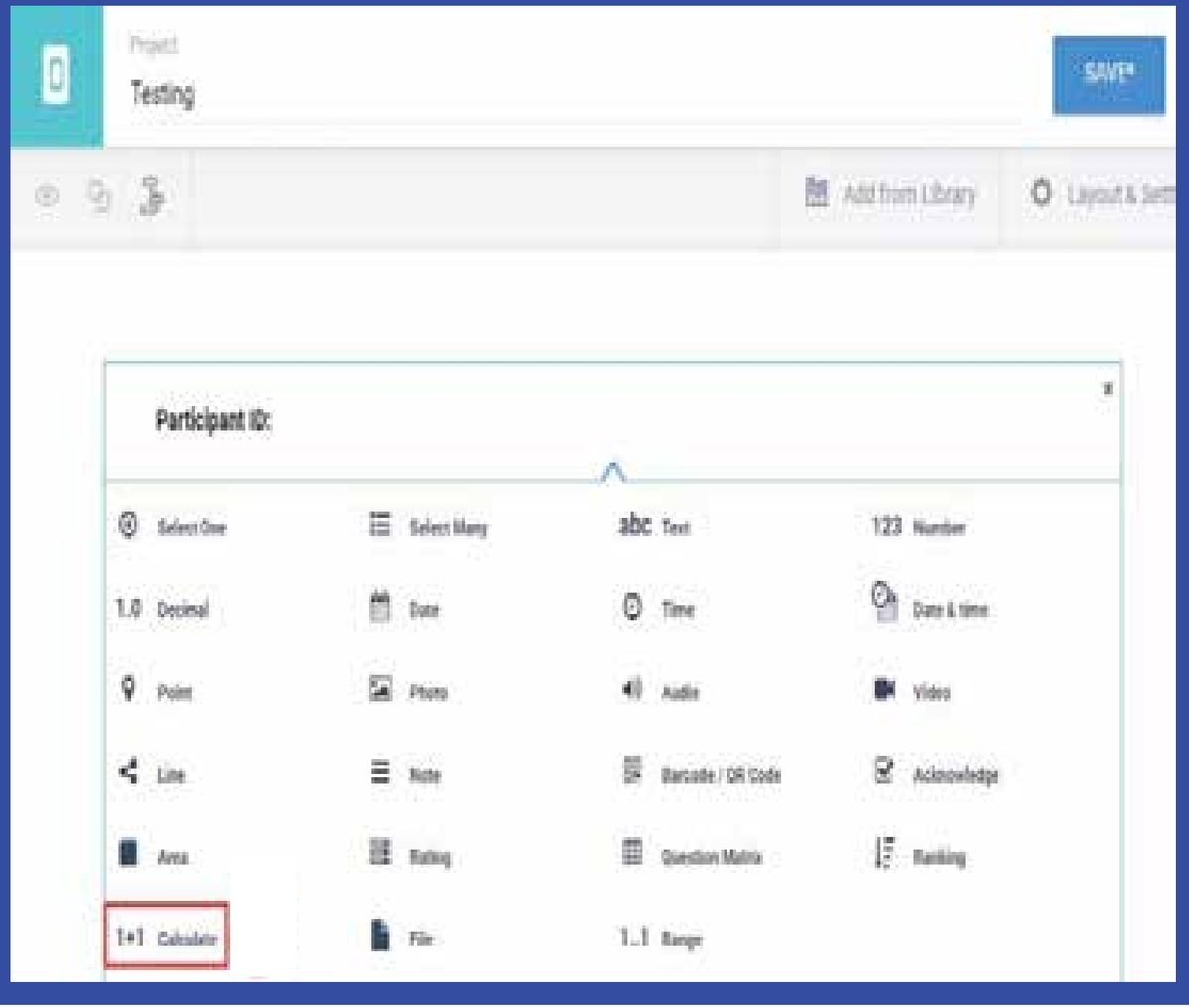
1.Go to your Form Builder and Click on “Add question”

2.Select “Calculate”



Calculate Type





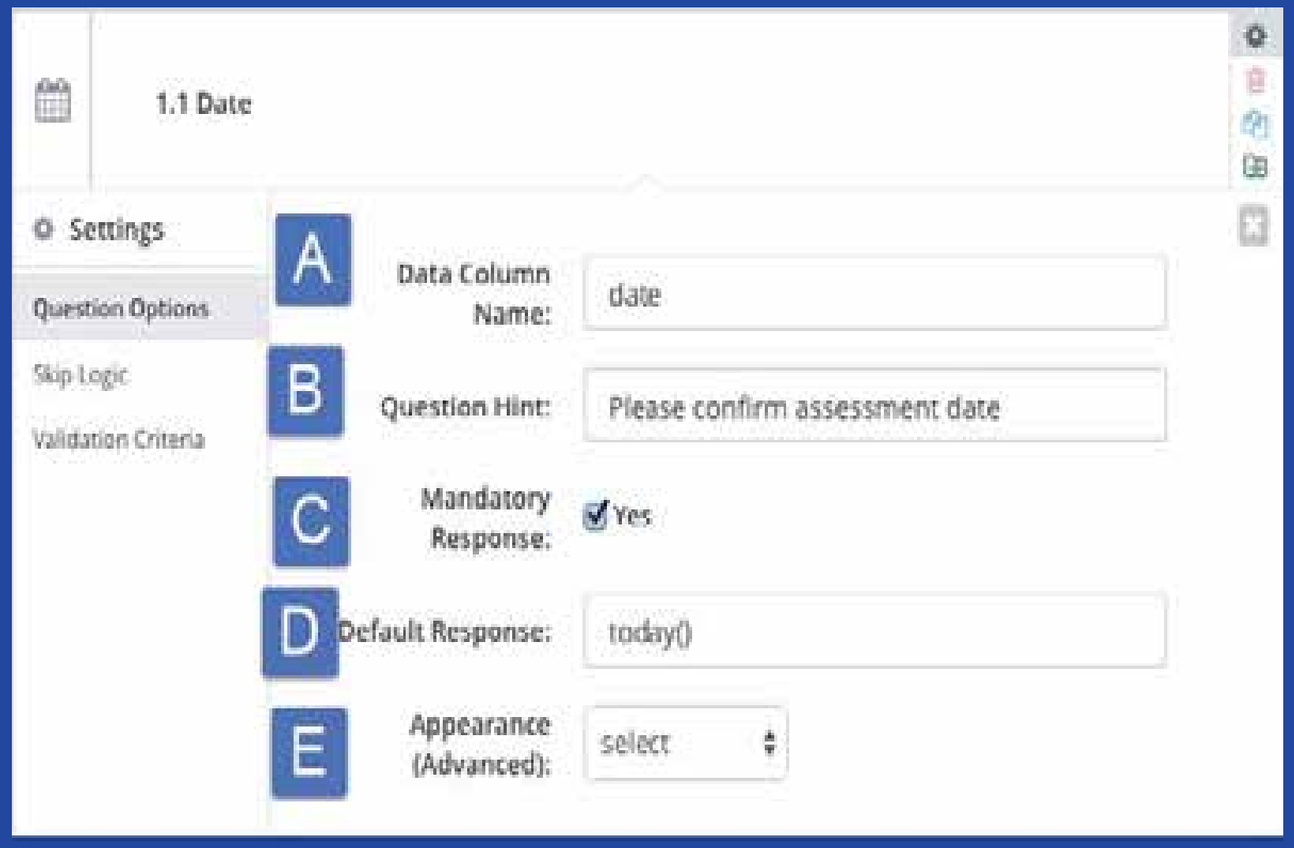
KoBo Toolbox

FORM BUILDER – QUESTION SETTING

Setting

123
Participant ID:
Question hint
abc
Name of the participant:
Question hint
Setting
Delete Question
Duplicate Question
Add Question to Library
Settings
Question Options
Data Column Name:
Name_of_the_participant

Setting - Question Options



Settings >> Question Options

A - Data Column Name

This refers to the column header associated with this data point; all question IDs follow a syntax where spaces are automatically replaced with underscores '_'

B - Question Hint

C - Mandatory Response

GPS question type should also **never be 'required'** in case a user has technical difficulty

D - Default Response

E - Appearance (Advanced)

Setting - Question Options

*តើមានកុមារអាយុក្រោម៥ឆ្នាំទេ?

- មាន
- មិនមាន

Name of the participant:

HH23. ចំនួនកុមារសរុប (អាយុក្រោម ៥ឆ្នាំ)

123 HH23. ចំនួនកុមារសរុប (អាយុក្រោម ៥ឆ្នាំ)

Question hint

Settings

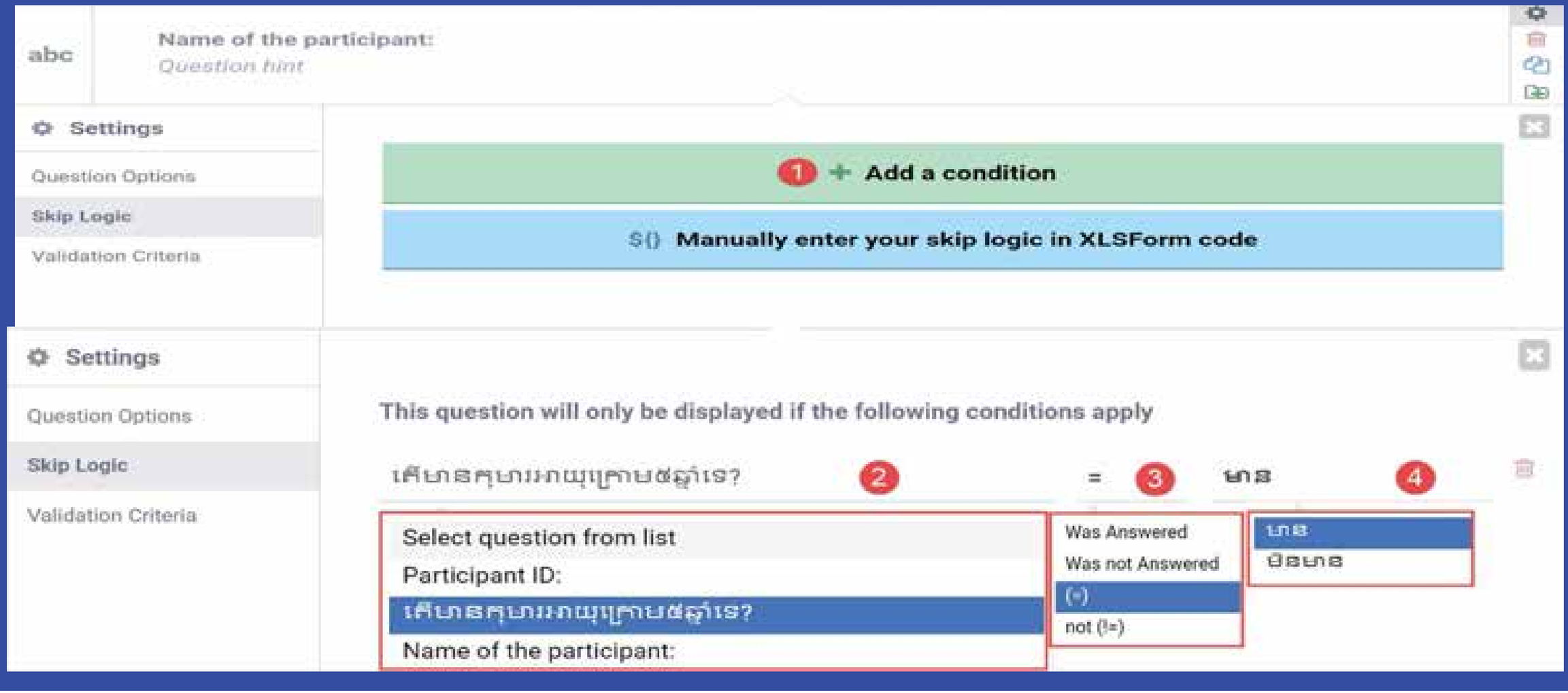
Question Options

Skip Logic

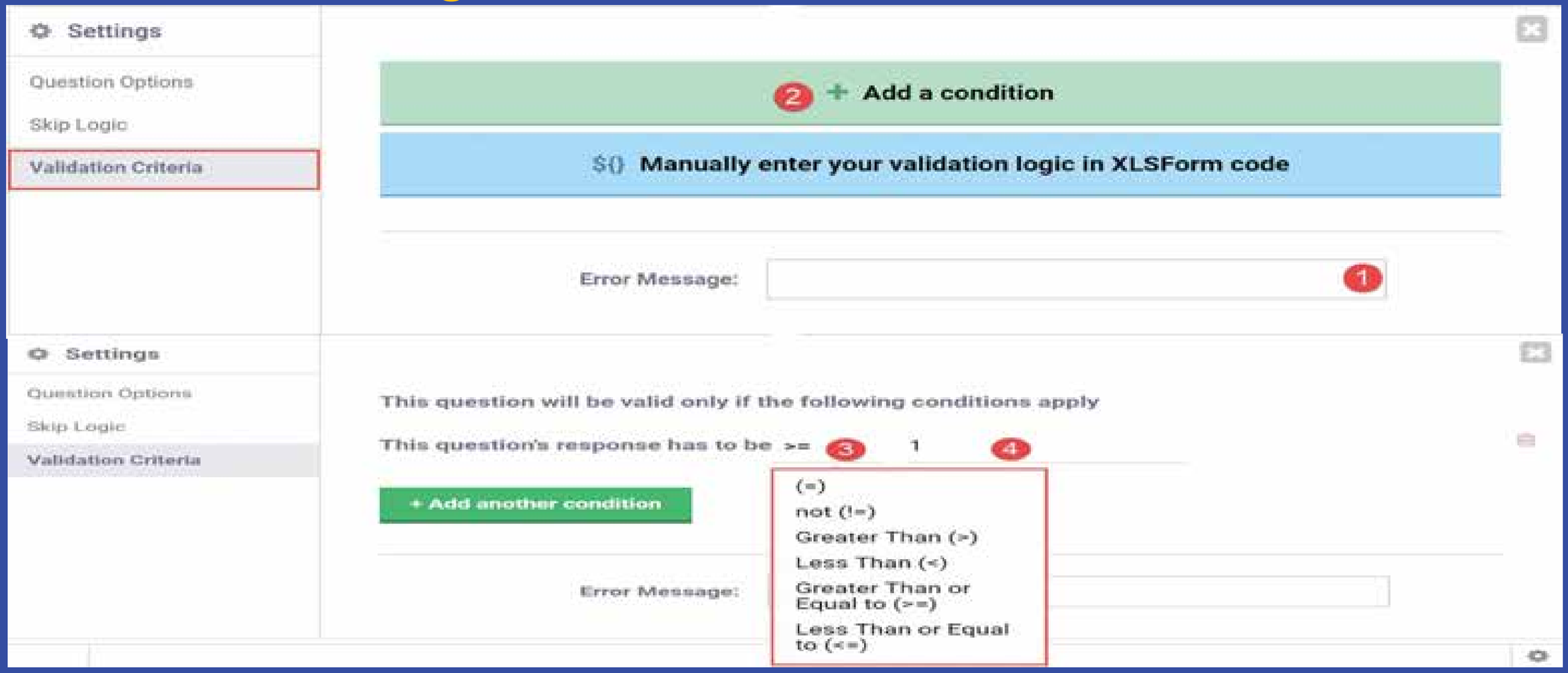
Validation Criteria

Please Click Here

Setting - Question Options



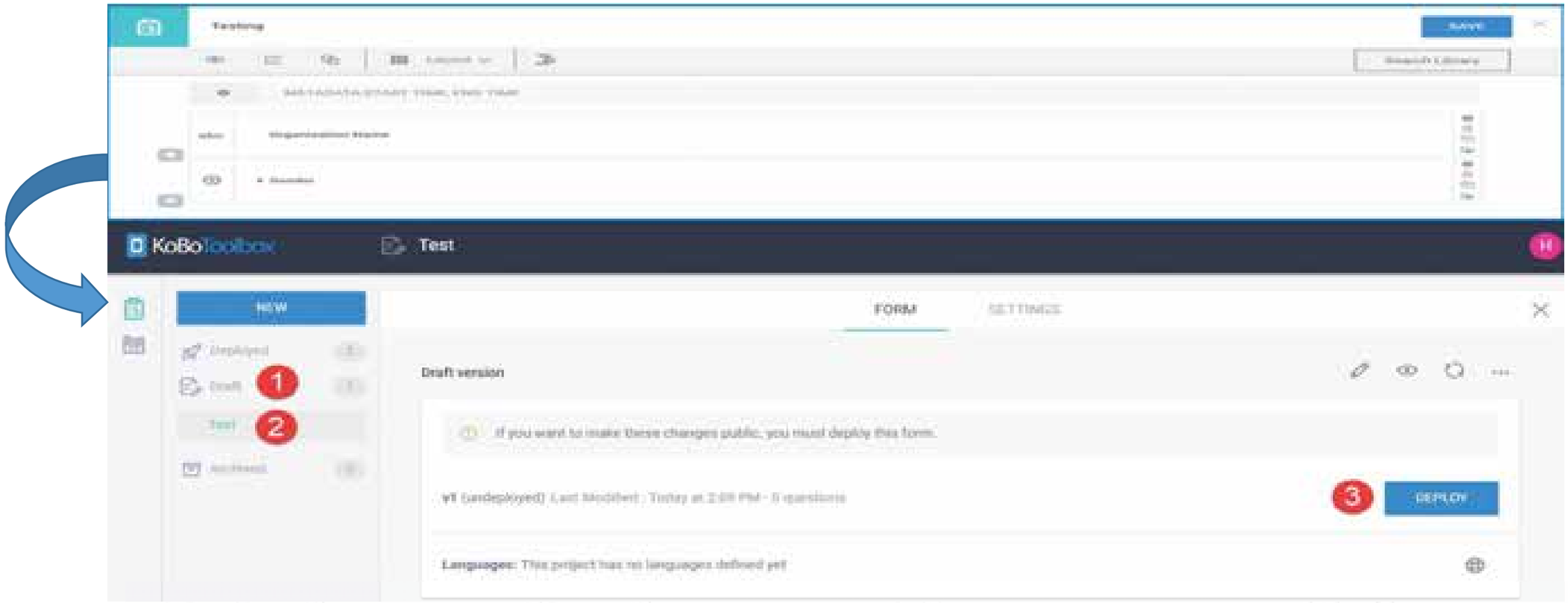
Setting – Validation Criteria



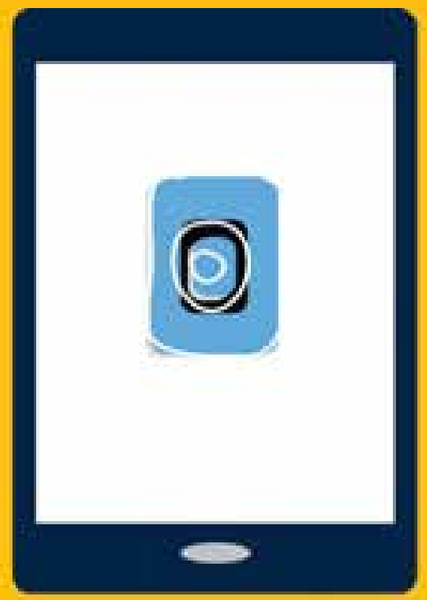
KoBo Toolbox

FORM BUILDER – DEPLOY FORM & PROJECT SHARE

Deploy Form



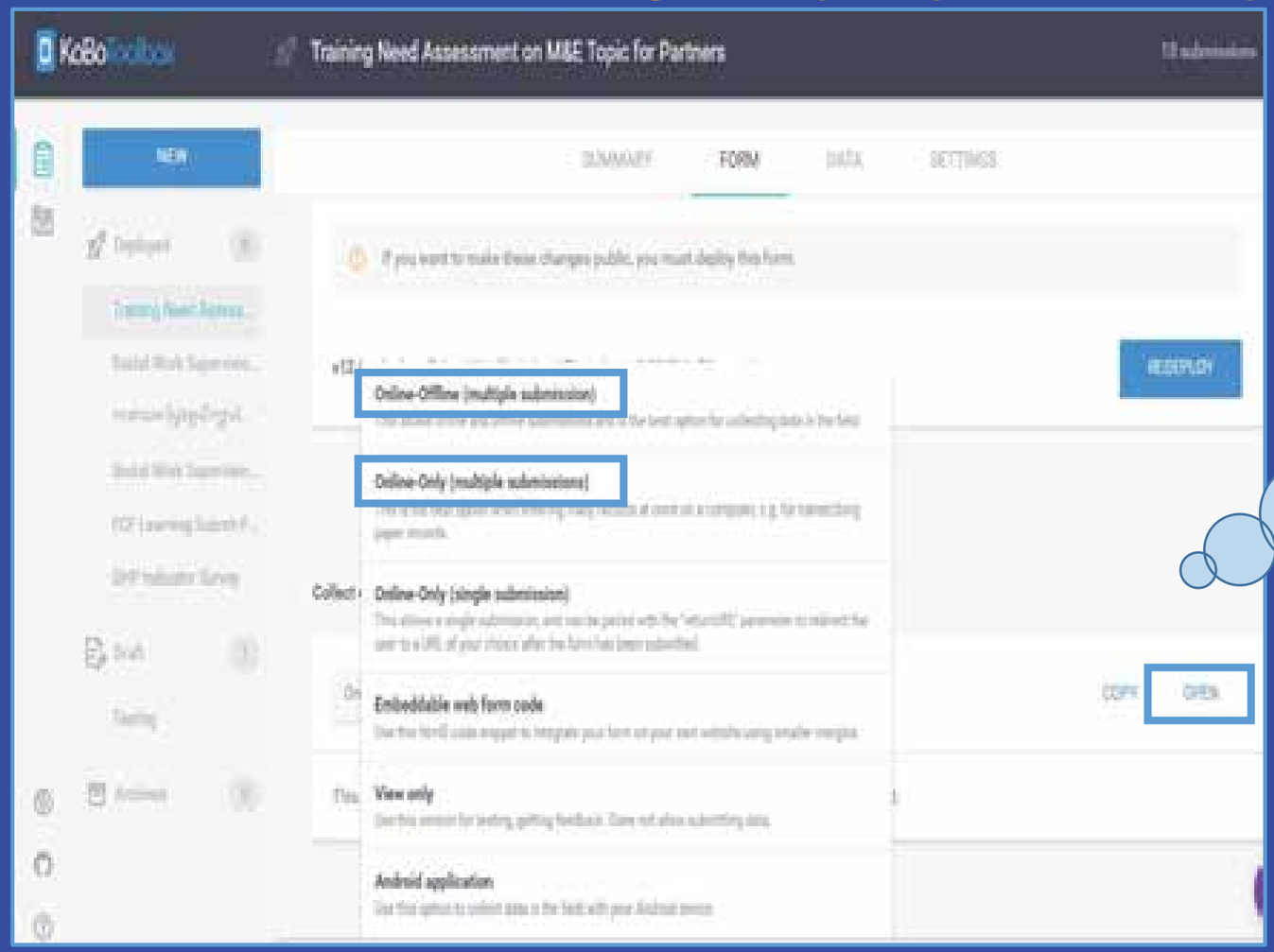
★ Redeploy use unless having to add more questions before conduct data collection



KoBo Toolbox

COLLECT DATA – WEB BROWSER

Collect Data Through Laptop/Desktop



Using Web Application to collect data according to online/offline

Collect Data Through Share Link/Web Form

https://ee.kobotoolbox.org/x/#Yscw

Training Need Assessment on M&E Topic for Partners

I. Background

* Organization Name

* Position

- M&E Person
- Project Implementer
- Others

* Nationality

- Foreigner
- Cambodian

* Gender

- Female
- Male

II. Monitoring and Evaluation Practices

* Review the Key Terms in M&E

- First Priority
- Second Priority
- Third Priority
- No Idea

* Identify the difference between Monitoring and Evaluation

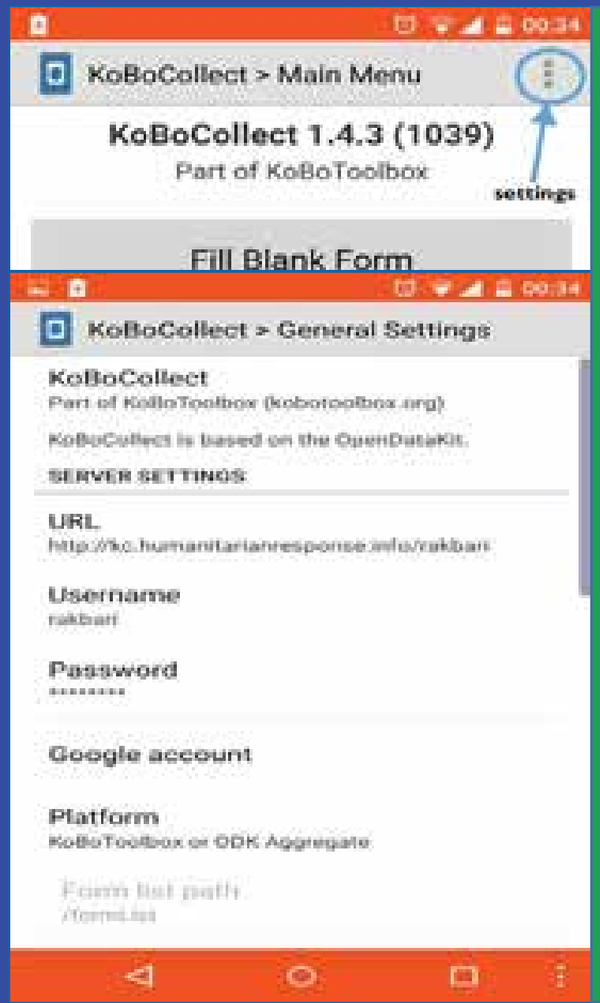
- First Priority
- Second Priority
- Third Priority

Be able to collect by using Sharing Link/Web Form to fill data with required internet available

KoBo Toolbox

COLLECT DATA – MOBILE

Installation Kobo Collect



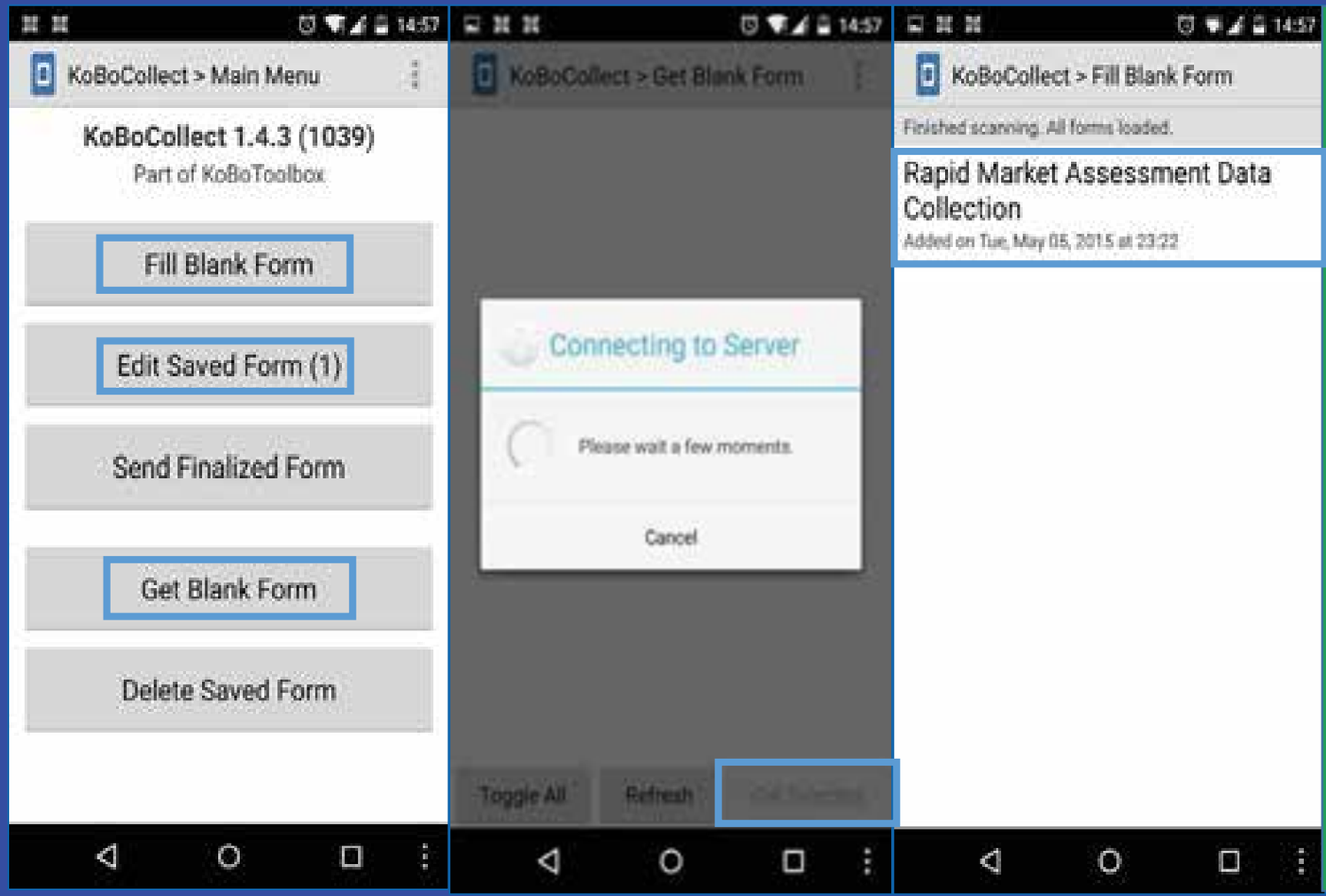
Step 1: Install KoBoCollect Mobile App

- Go to Google Play store (in Applications)
- Search for '*KoBoCollect*'
- Download and Install application

Step 2: Direct mobile application to EMMA/ PCMMA Forms

- Open KoboCollect
- Open Settings (Settings button is also located Bottom Right of screen)
- Scroll to **[SERVER SETTINGS]**
- Under **[URL]**, enter: http://kc.humanitarianresponse.info/emma
- Username: emma
- Password: 1
- Under **Platform**, make sure '*KoboToolbox or ODK Aggregate*' is selected

Collect Data Through Android Application



<u>Step 1:</u> Get Blank Form

<u>Step 2:</u> Select Fill Blank Form

<u>Step 3:</u> Fill Out Mobile Form

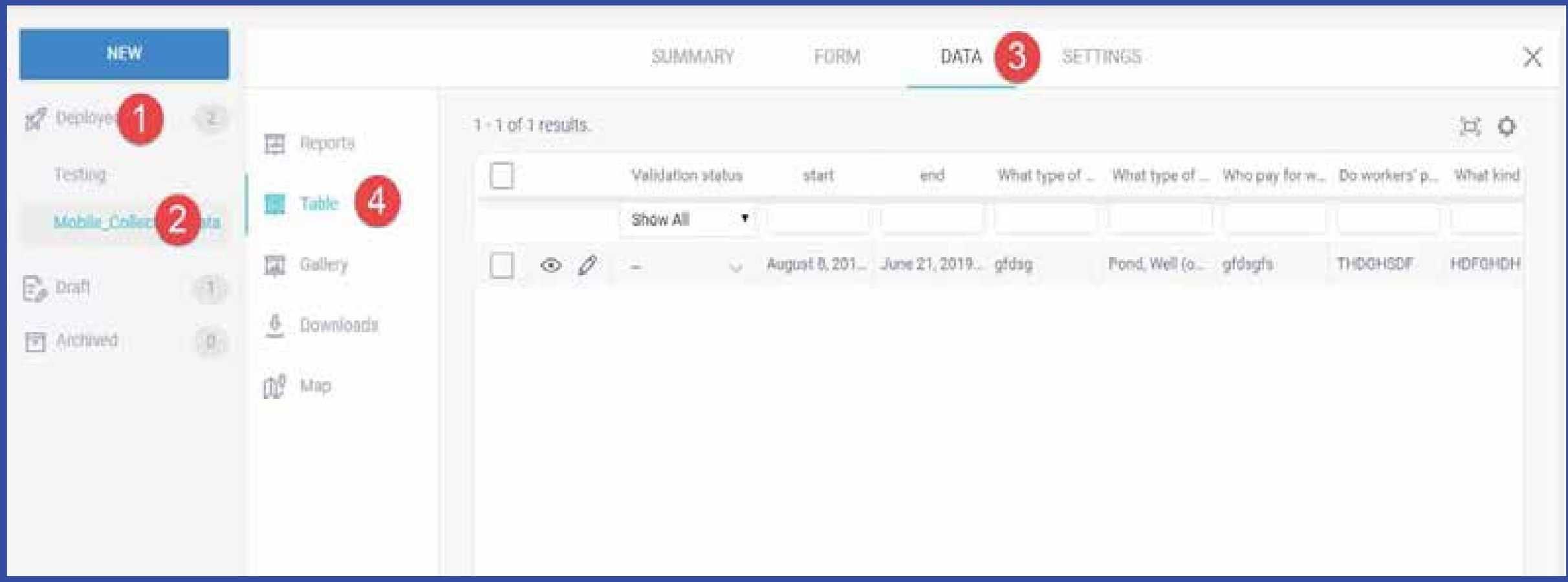
<u>Step 4:</u> Save Completed Mobile Form

<u>Step 5:</u> Send Finalized Data to Server ('Data Synching')

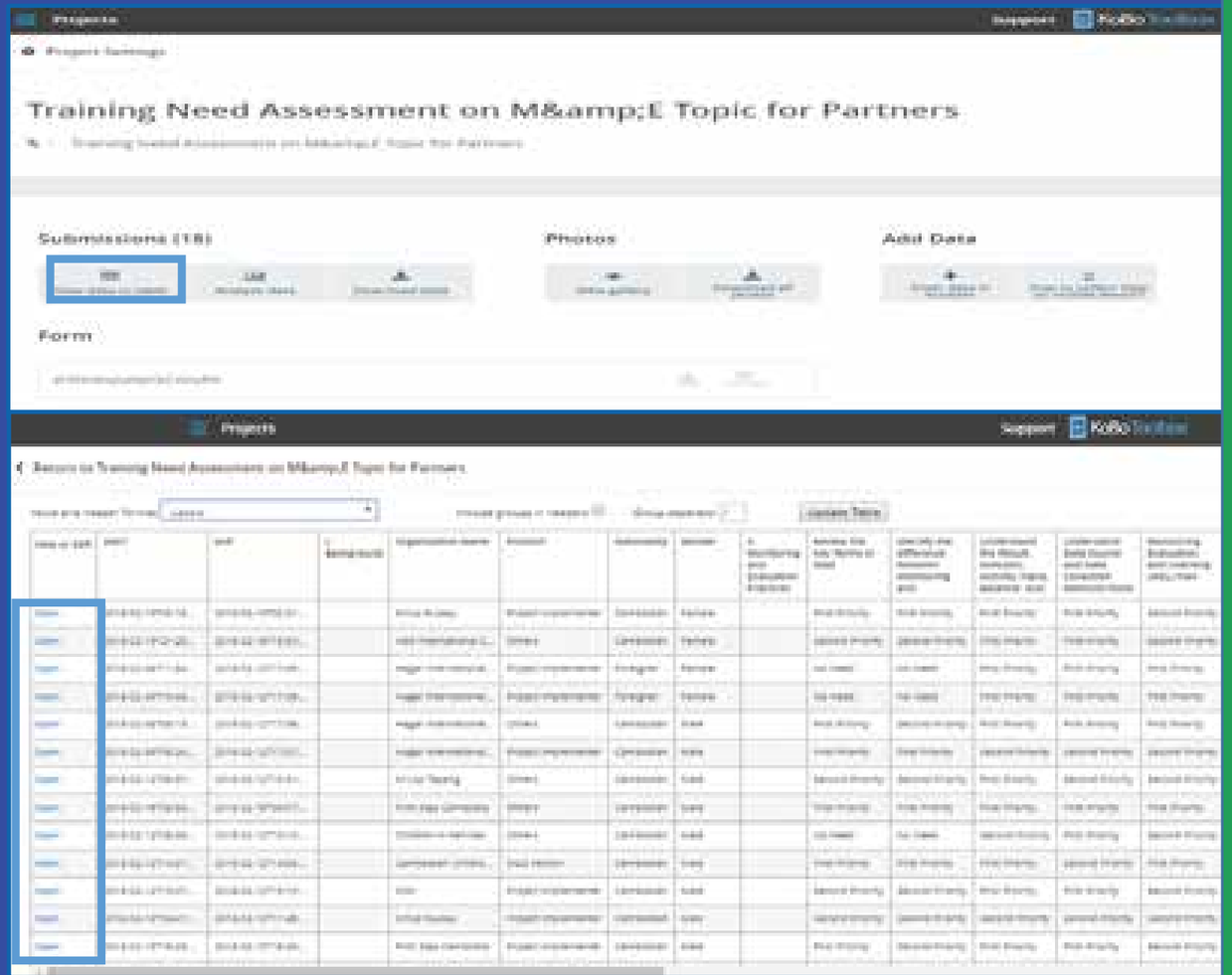
KoBo Toolbox

ANALYZE & MANAGE DATA – VIEW DATA

View Data Through Deploy



View Data Through Project Legacy



Step 1: Select Projects (legacy)

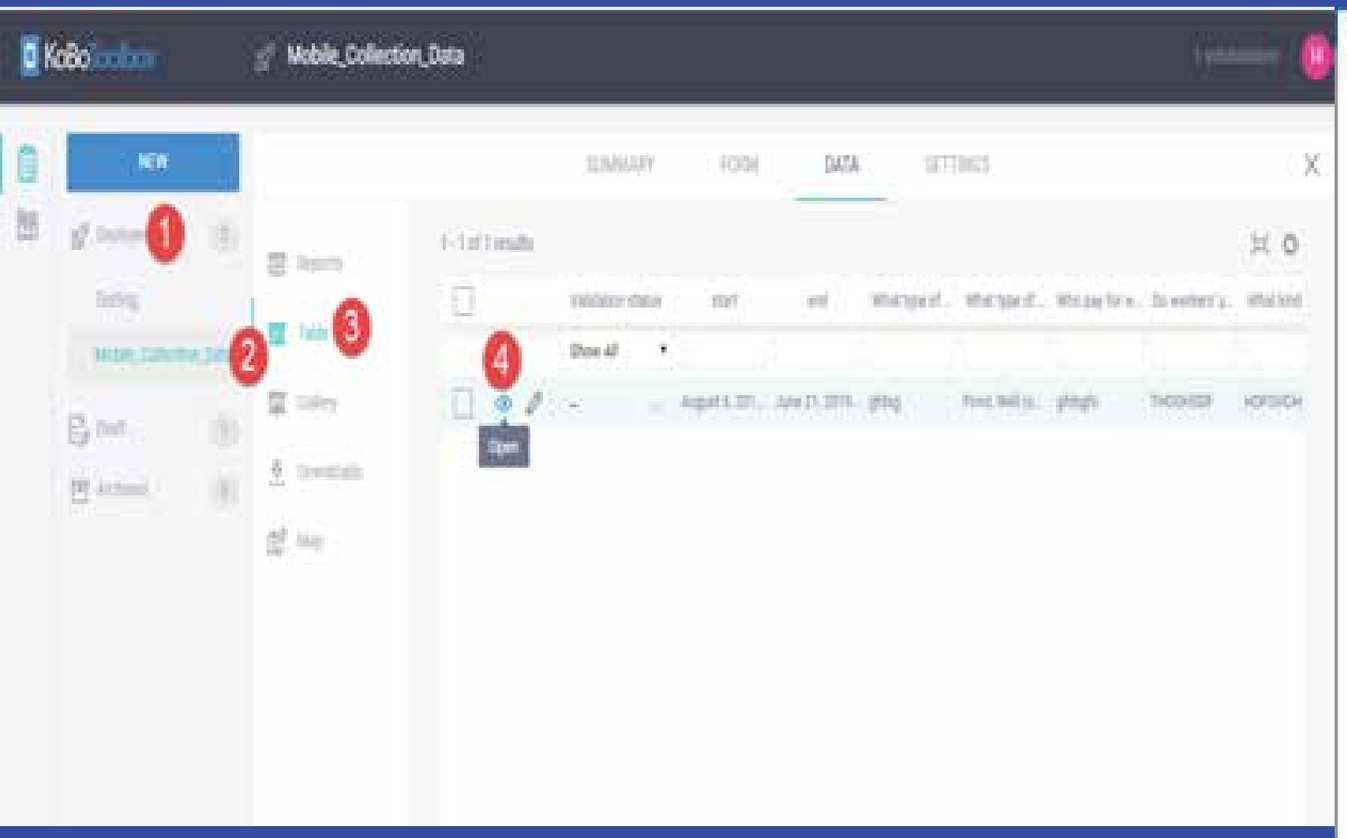
Step 2: Select Project Form Name

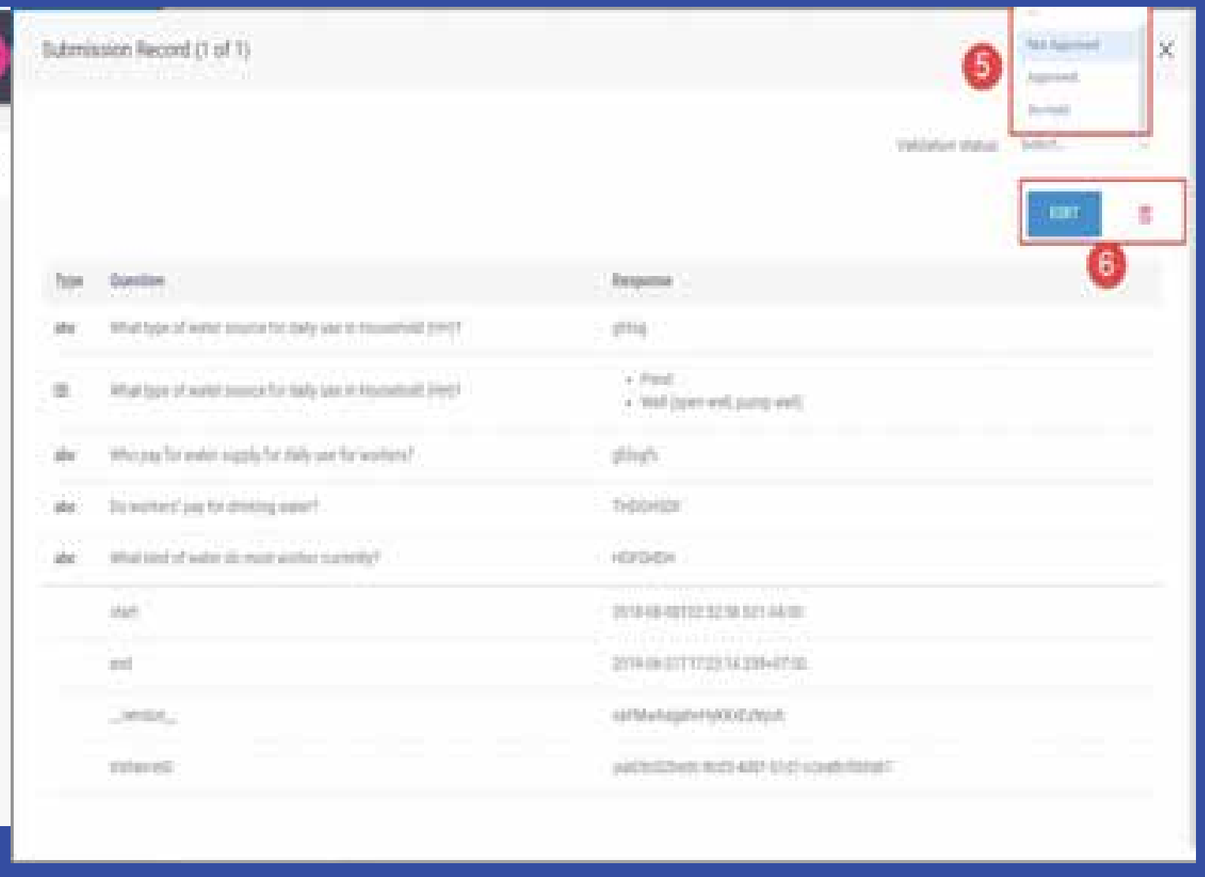
Step 3: You will see as like images in left

KoBo Toolbox

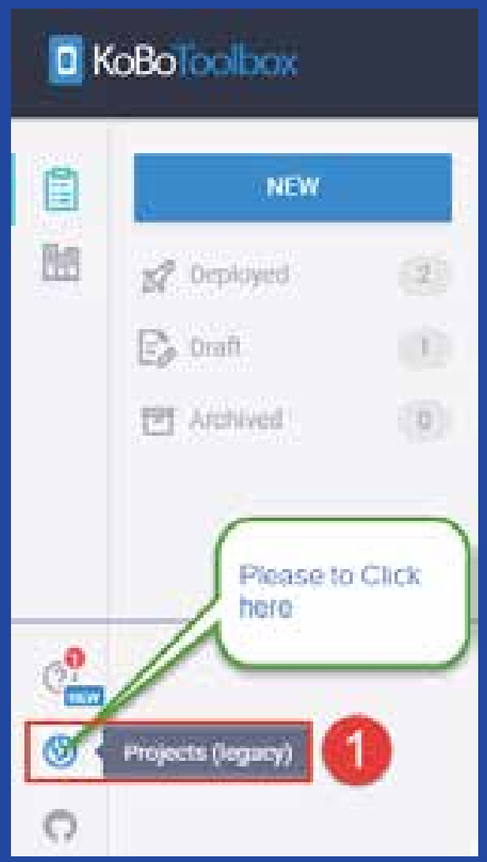
ANALYZE & MANAGE DATA – EDIT AND DELETE

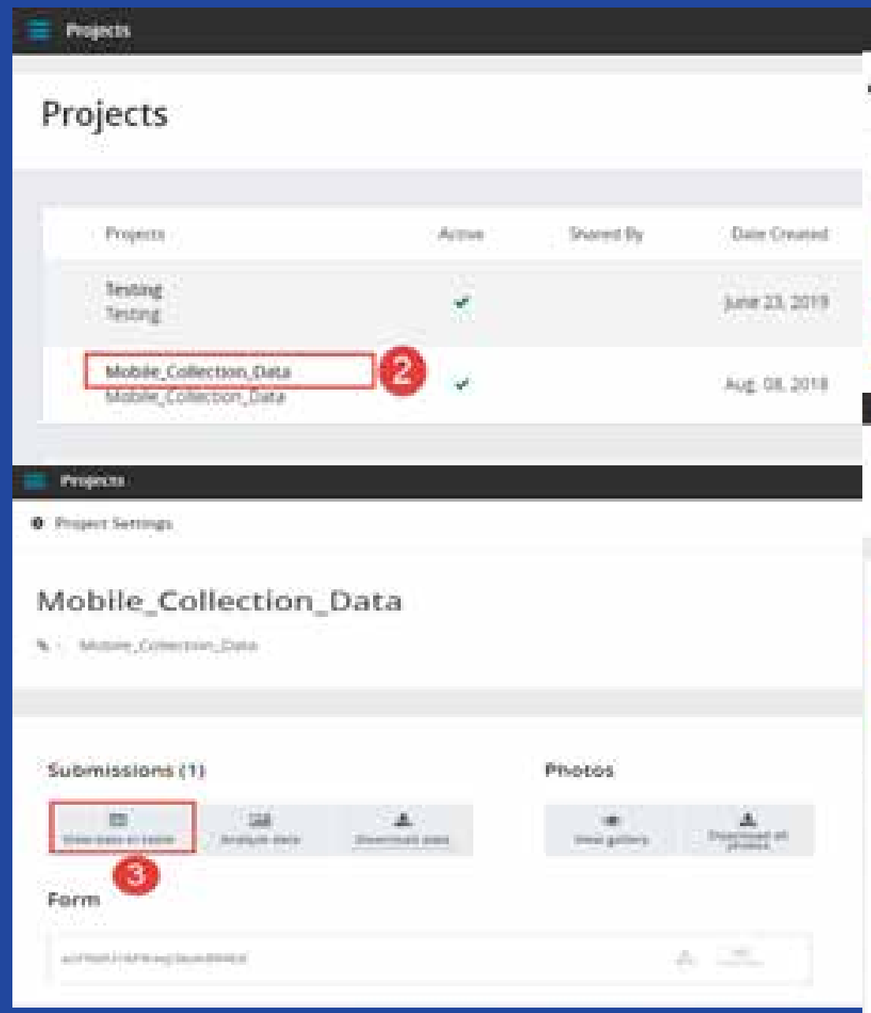
Edit and Delete Through Deploy

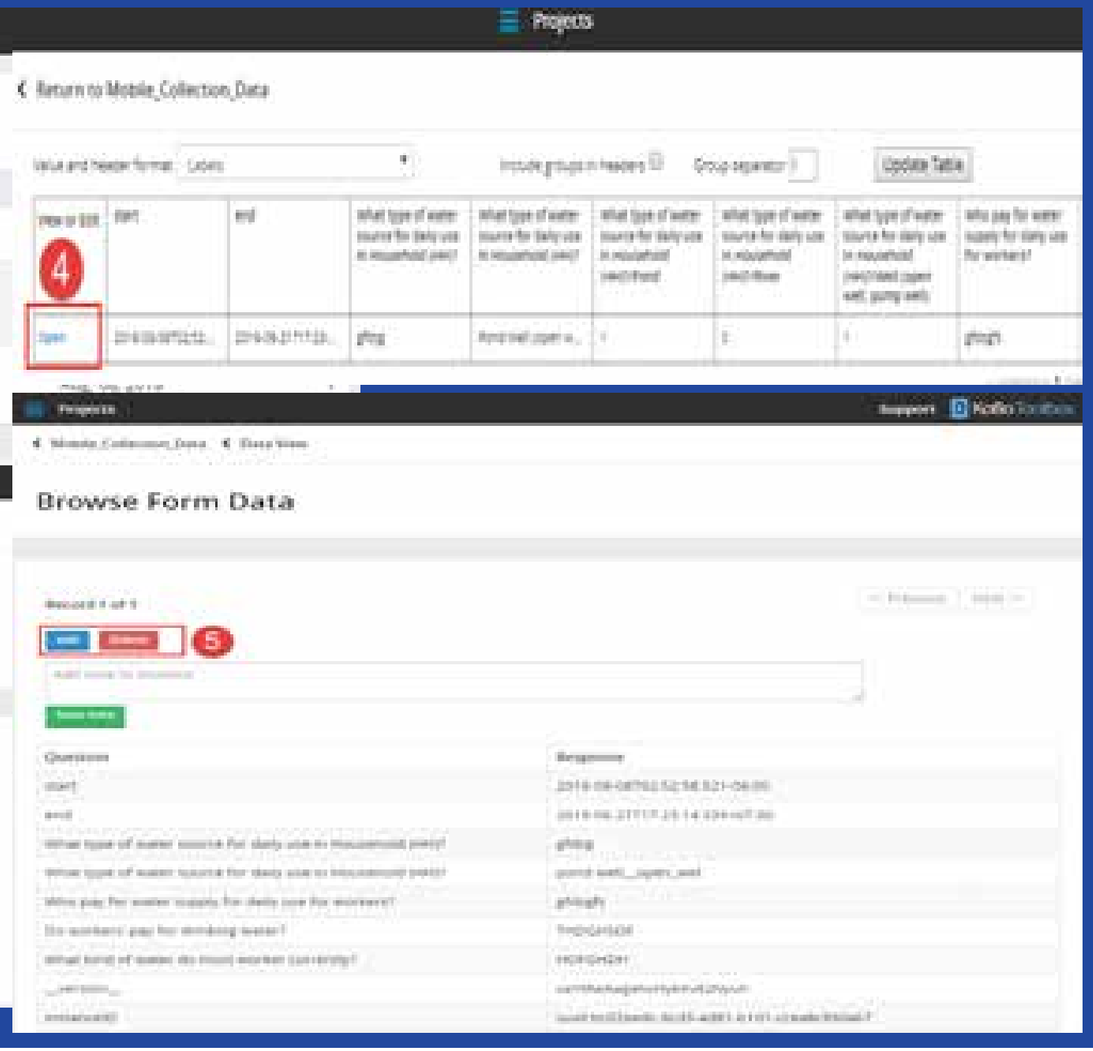




Edit and Delete Through Projects (legacy)



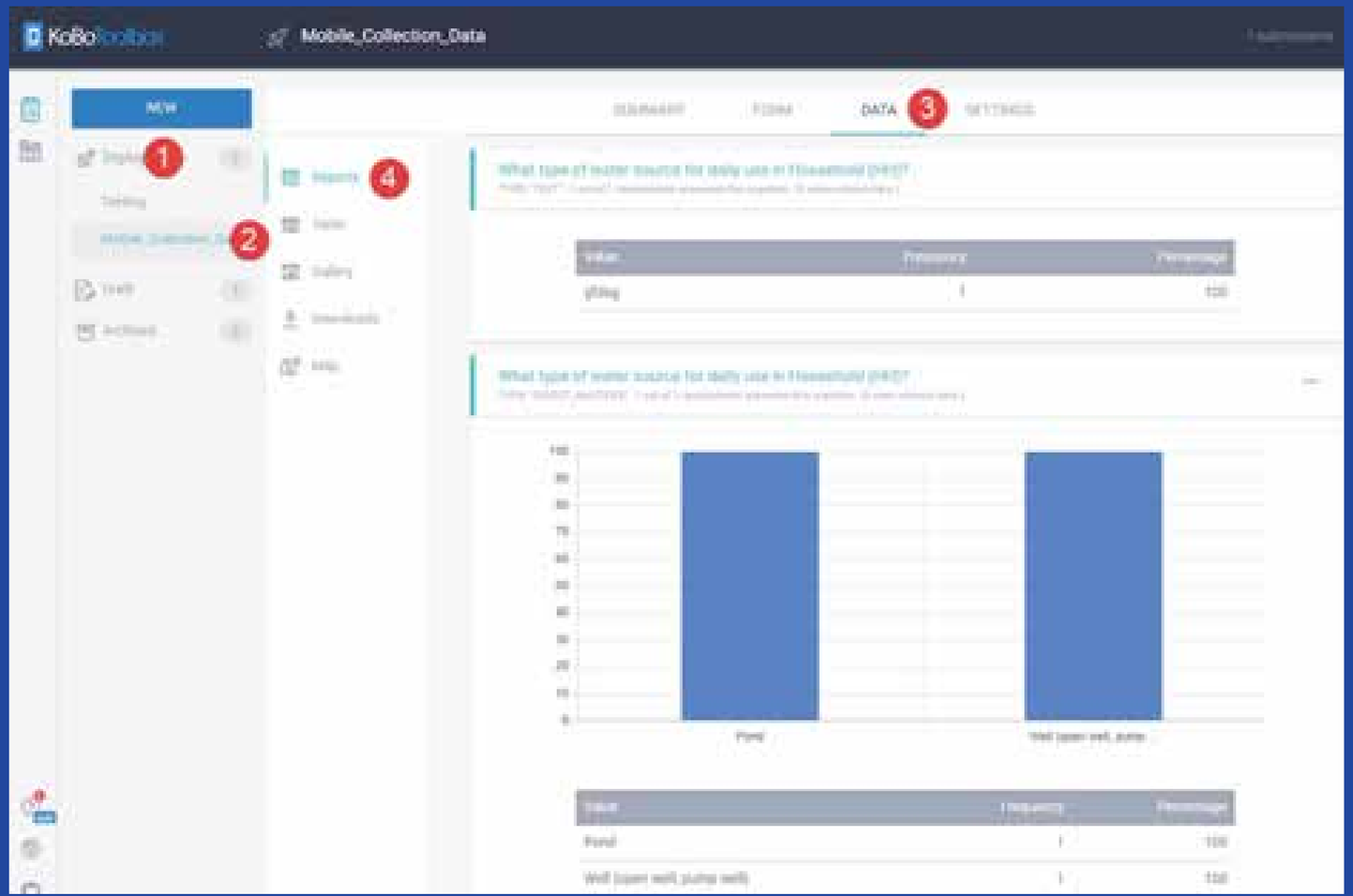


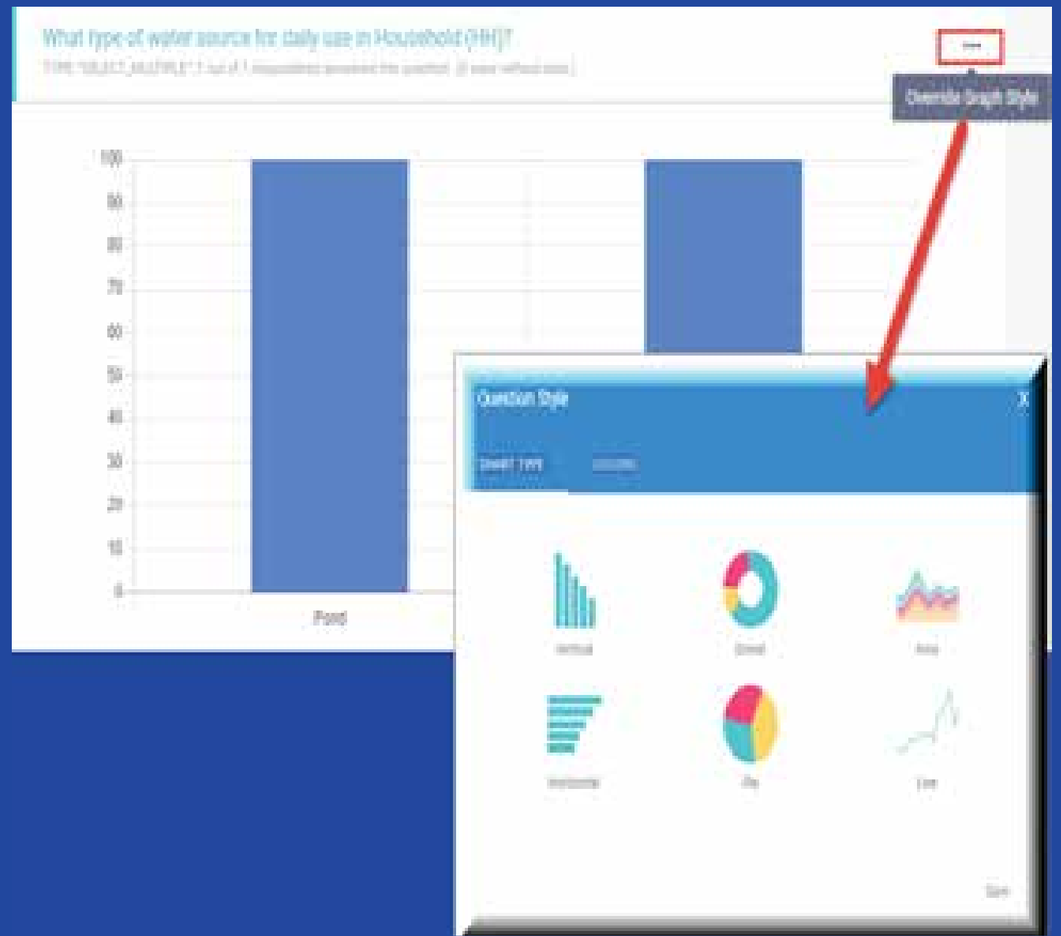


KoBo Toolbox

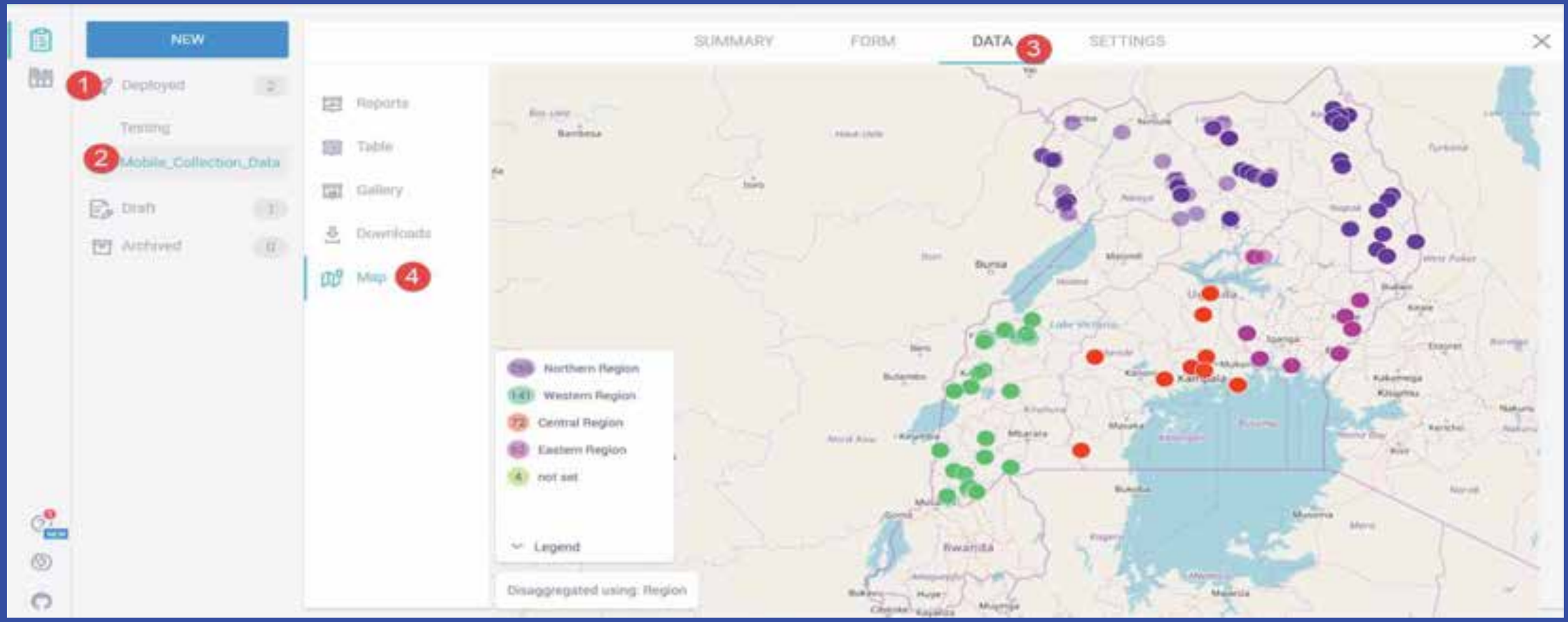
ANALYZE & MANAGE DATA – REPORTING

Analysis Data Through Deploy

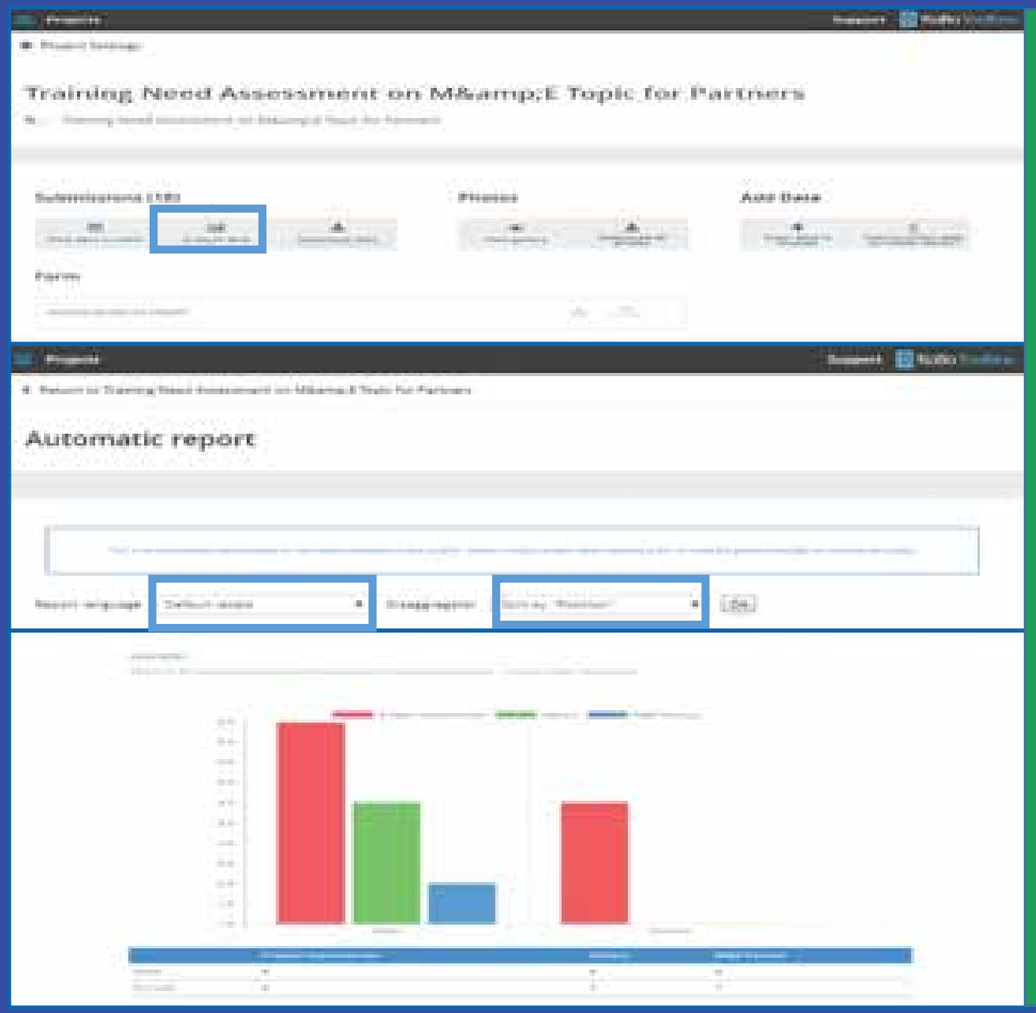




Analysis Data Through Deploy



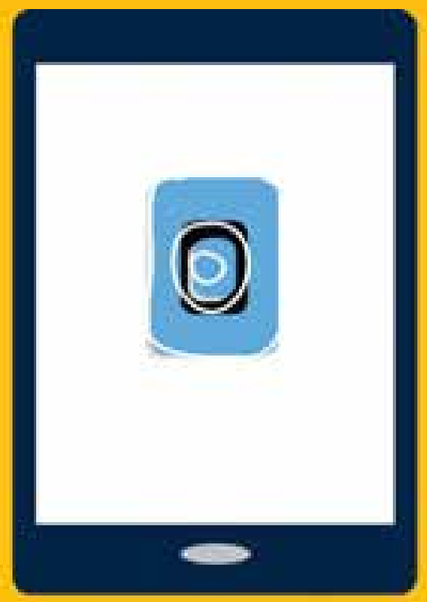
Analysis Data Through Projects (legacy)



Step 1: Select Projects (legacy)

Step 2: Select Project Form Name

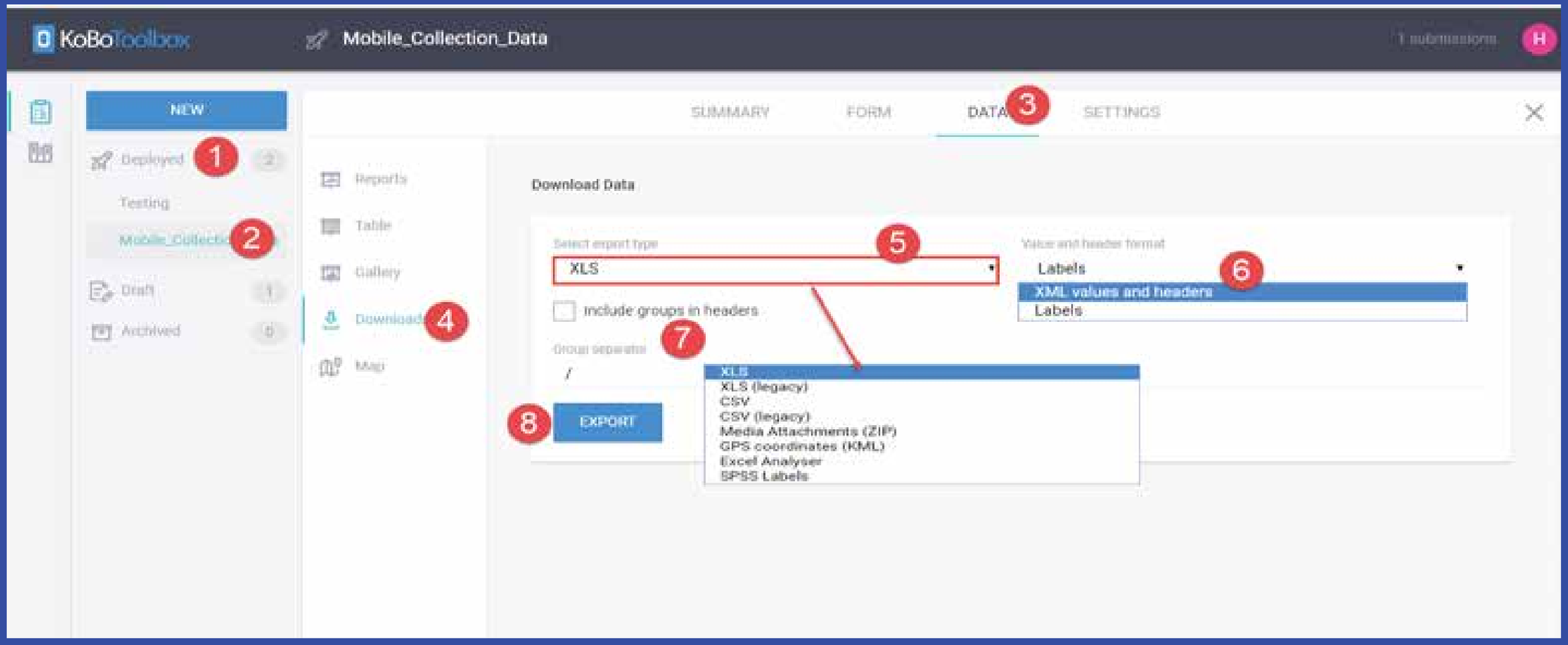
Step 3: You will see as like images in left



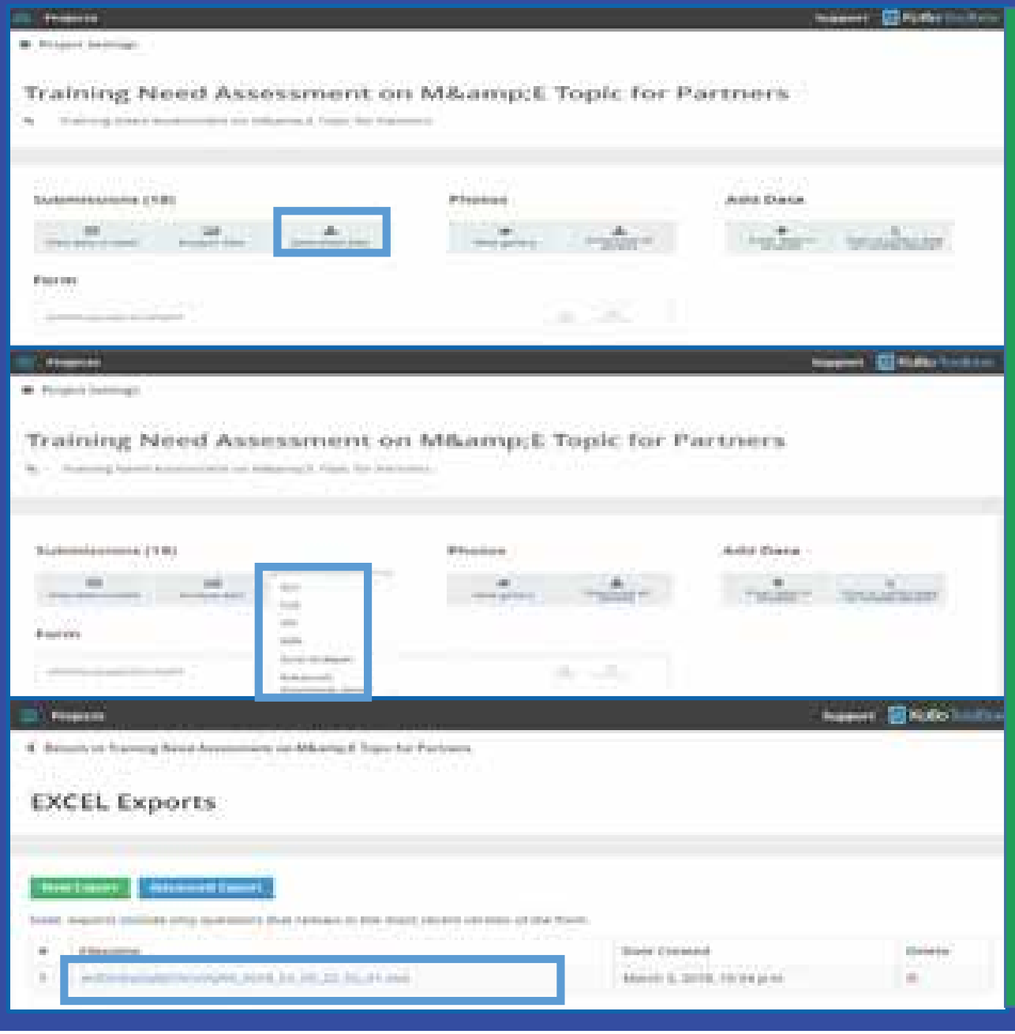
KoBo Toolbox

ANALYZE & MANAGE DATA – EXPORTING

Download Data Through Deploy



Download Data Through Projects (legacy)



Step 1: Select Projects (legacy)

Step 2: Select Project Form Name

Step 3: Select extension as your need

Step 4: You will see as like images in left

KoBoToolbox

THANKYOU!