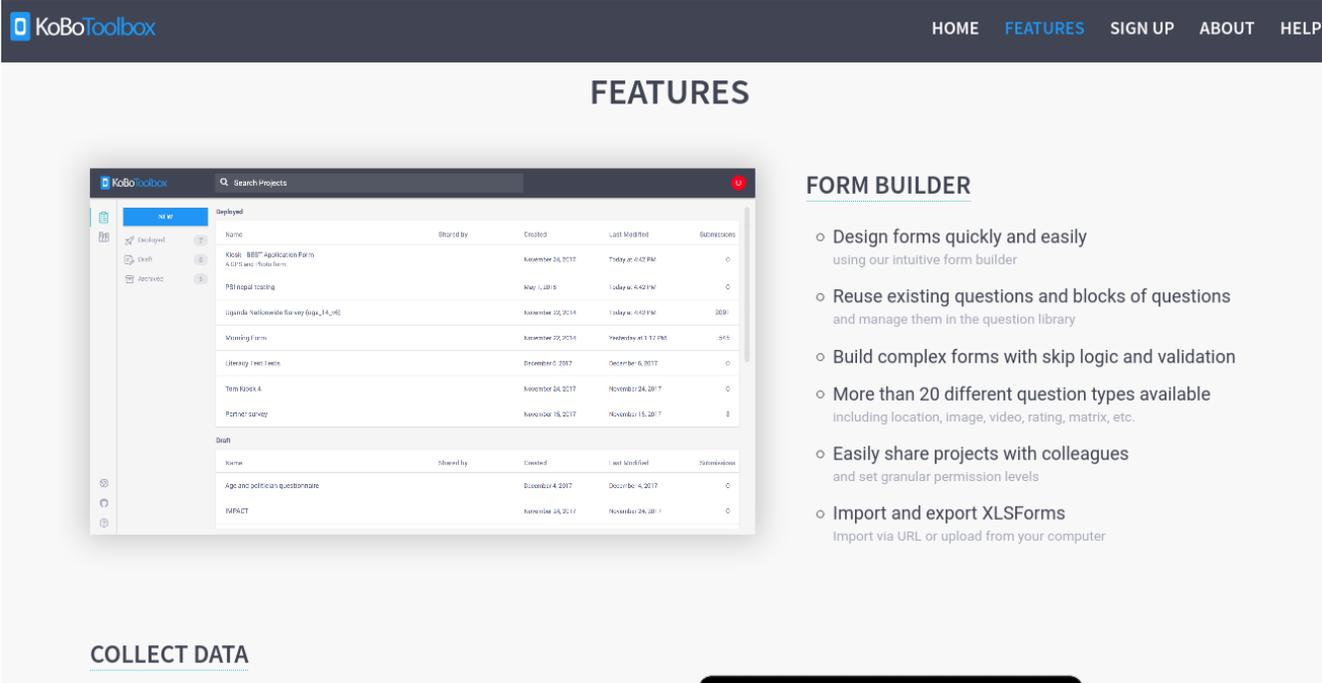


KoBo Toolbox Training Part 1

1. What is the KoBo Toolbox?

KoBo Toolbox is a free open-source tool for mobile data collection, available to all. It allows you to collect data in the field using mobile devices such as mobile phones or tablets, as well as with paper or computers.

KoBo Toolbox is designed to provide digital tools for traditional paper based surveys. The surveys are designed with online form builder, the data collected is stored in a database online. It also allows for basic analysis of data and reporting.



FORM BUILDER

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

COLLECT DATA

2. Signing Up

Visit <https://kobotoolbox.org> to create a new account and scroll down the page to create an account. If you work for a humanitarian organization, please sign up at <https://kobo.humanitarianresponse.info> instead. After activating your account through the emailed link, you can log in to access your account.

Unlimited Use for Humanitarian Organizations

Provided by UN OCHA
Unlimited Submissions
Unlimited Data Storage
Unlimited Projects

[CREATE AN ACCOUNT](#)

or [login](#)

Researchers, Aid Workers & Everyone Else

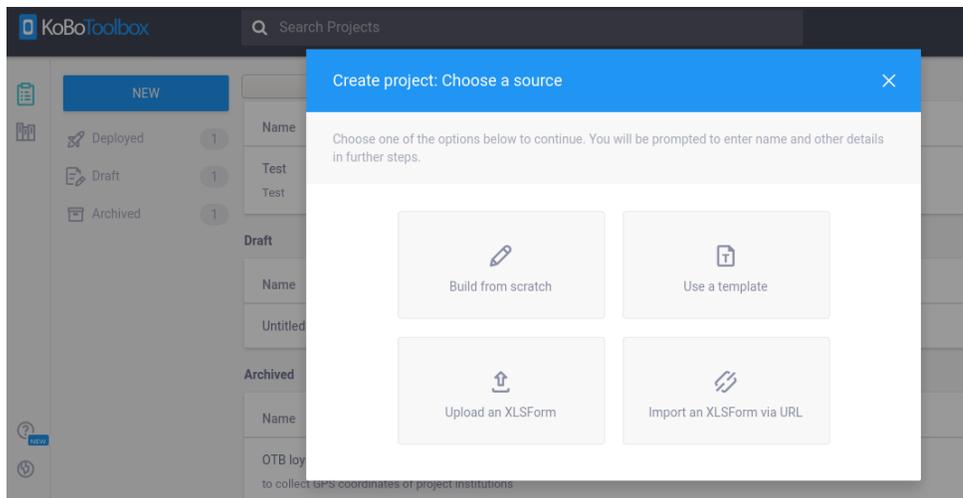
Provided by KoBoToolbox
10,000 Submissions Per Month
5GB of Data Storage Per Month
Unlimited Projects

[CREATE AN ACCOUNT](#)

or [login](#)

3. Creating a simple survey

1. Let's create a simple survey, click on **New**, then choose **Build from Scratch**.



2. Create a new project and type a description of your project details.

Create project: Project details×

Project Name
MyFirstSurvey

Description
KoBoToolBox Demo

Please specify the country and the sector where this project will be deployed.

Sector: **Environment** × ▾ Country: **Thailand** × ▾

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.

BACKCREATE PROJECT

3. Click on the + button to add your first question.

Project
MyFirstSurveySAVE ×

👁️ 📄 🗑️📖 Add from Library⚙️ Layout & Settings

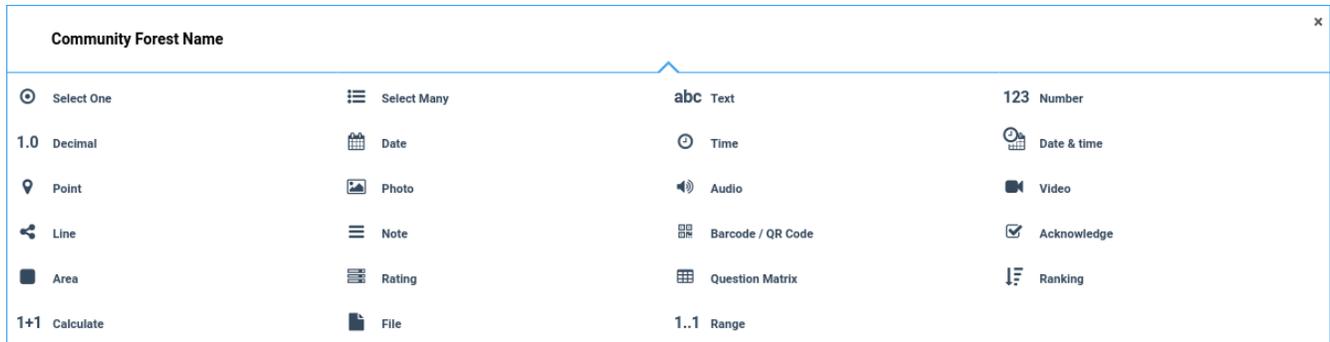
This form is currently empty.
You can add questions, notes, prompts, or other fields by clicking on the '+' sign below.

+

4. After typing in the question label, click Add Question “Community Forest Name” and choose a response type as **Text**. You can enter a question in either English or Thai.



Community Forest Name + Add Question



Community Forest Name

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	1..1 Range	

5. You can practice additional fields like ‘**State/Region**’, ‘**District**’, ‘**Province**’ etc.
6. Every question has a lot of icons on the right, these allow you to change the settings of the question, delete the question, duplicate the question or add it to the library for later use.

abc	Community Forest Name <i>Question hint</i>	   
abc	State / Region <i>Question hint</i>	   
abc	District <i>Question hint</i>	   
abc	Provence <i>Question hint</i>	   

7. Let’s add a ‘Community Forest Area’ question. We will select the number response type for this.
8. You can see additional information about the question by click ‘**gear**’ icon on right hand side of the question. In this form, I provide a hint ‘Enter the area of community forest in Rai’. You can also make a question mandatory or optional.

123 Community Forest Area
Question hint

Settings

Question Options

Skip Logic

Validation Criteria

Data Column Name: Community_Forest_Area

Guidance Hint: Enter the area of community forest in Rai

Mandatory Response: Yes
 No
 Custom logic

Default Response:

HXL: #tag Attributes

Appearance (Advanced):

- You preview how your survey looks by clicking 'eye' icon on the top right hand corner. You can enter some information and click 'Validate' button on the bottom to check there are any error messages.

Project MyFirstSurvey

SAVE+

Form Preview

KoBoToolbox

MyFirstSurvey

Community Forest Name

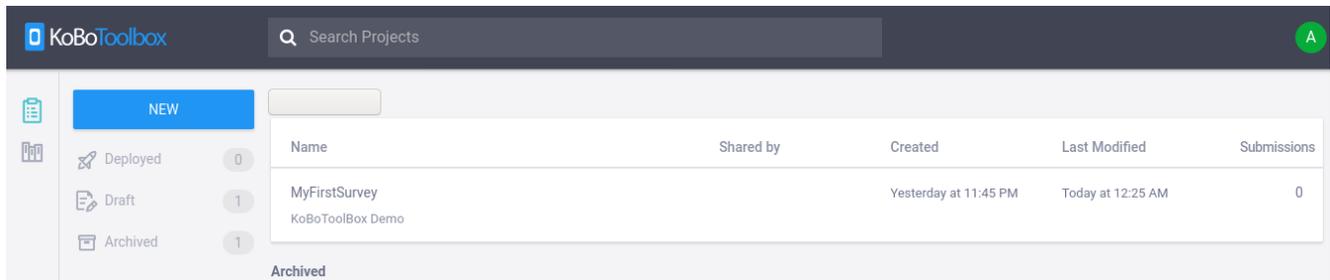
State / Region

District

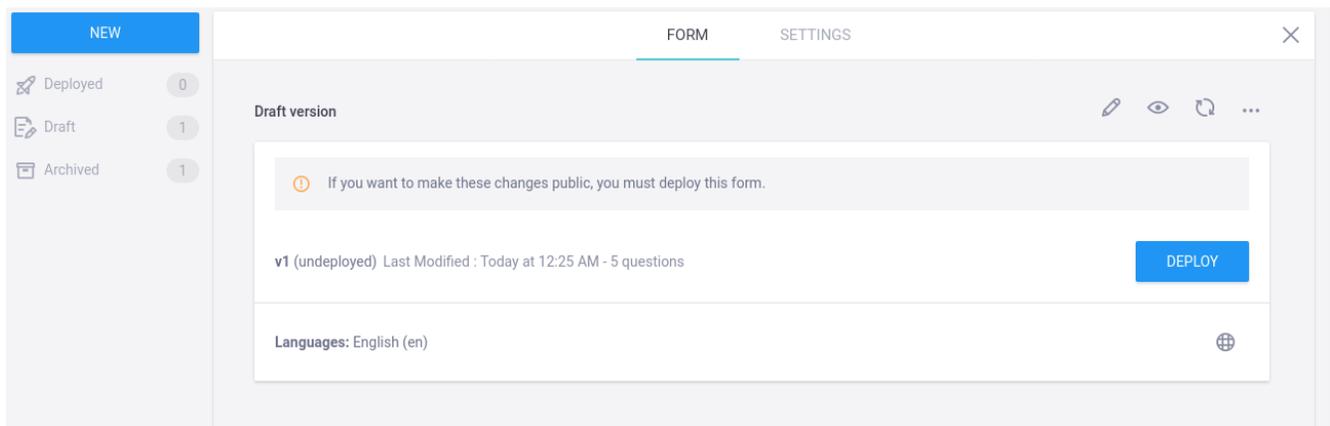
Layout & Settings

10. To save the form click the Create/Save button, then 'X' to close the form.

11. Click on Kobo icon on top right hand corner, to return to your default project page. You will be returned to project page, click on the 'MyFirstSurvey' form.



12. Now you will be in the settings form, Click on Deploy button to launch your survey.



13. Once the form is deployed. You can set 'Online-Offline (Multiple submission)' in the collect data section of the form. You can copy the link of the form by clicking 'COPY' icon and pasting it into an email.

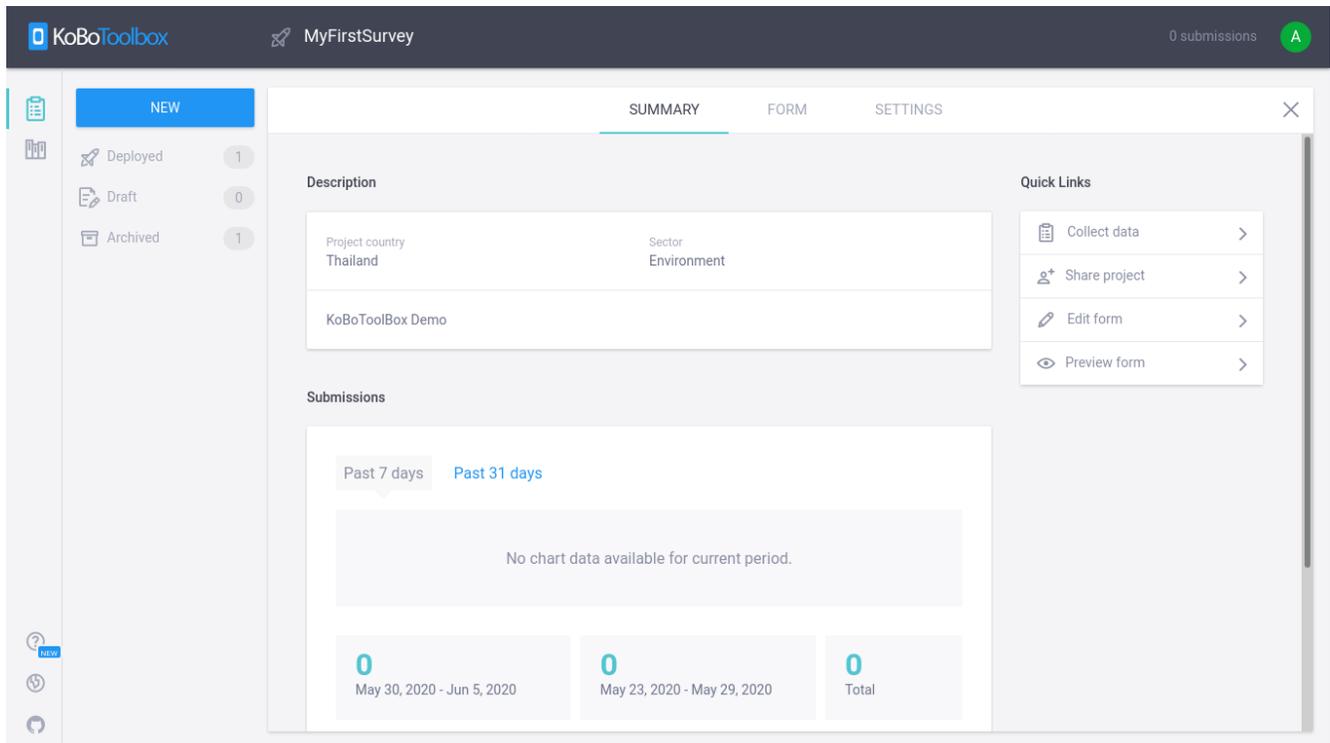
The screenshot displays the KoBoToolbox interface for a survey titled "MyFirstSurvey". The top navigation bar includes the KoBoToolbox logo, the survey name, and a "0 submissions" indicator. The main content area is divided into three tabs: "SUMMARY", "FORM" (which is active), and "SETTINGS".

On the left side, there is a sidebar with a "NEW" button and a list of survey statuses: "Deployed" (1), "Draft" (0), and "Archived" (1). Below this sidebar are icons for help, refresh, and a circular arrow.

The "FORM" tab contains the following sections:

- Current version:** Shows "v1 Last Modified : Today at 12:30 AM - 5 questions" with a "REDEPLOY" button. Below this, it lists "Languages: English (en)" with a globe icon.
- Collect data:** Features a dropdown menu currently set to "Online-Offline (multiple submission)". To the right of the dropdown are "COPY" and "OPEN" buttons. Below the dropdown, a text box explains: "This allows online and offline submissions and is the best option for collecting data in the field."

14. The Summary Tab of the form gives full overview of your survey. It will allow you to look at the results of your survey, share the project with other co-workers and edit the form the form. If you edit the form, you will need to do a re-deploy as described in step 12 again.



15. In the next part of the training we will look how to collect survey using Android application called 'Kobo Collect'.

