



**Northwoods Cooperative Weed Management Area (NCWMA)
KoBo App Training
April 10, 2018 9 am- 12 pm
GLIFWC**

Present: Ramona Shackelford (NCWMA Coordinator, Miles Falck (GLIFWC), Darrell Burns (Bad River Natural Resource), Andy Teal (Bayfield Co LWCD), Zach Wilson (Iron County LWCD), Brittany Goudos-Weisbecker, (Ashland Co LWCD), Todd Norwood (Red Cliff), Rosie Alberio (Duluth CISMA)

Miles Falck, Presenter

Using Kobo ToolBox:

- Designed for aid workers. They may not have internet available and conditions similar to field workers.
- Miles will present information about how GLIFWC uses KoBo ToolBox at the UMISC in October.
 - Good option for local management of data.
- Uses all the sensors on your phone to record information: GPS, photo, video.
- Can download the information into Excel, ArcMap or other databases easily.
- Free to use and 5GB free storage.
- Can make any type of data collection form that people can upload and use in the field.
 - Download data easily into Excel or other programs.
 - Don't need to enter data twice -once in field and then from data sheets into computer.
- Data is automatically uploaded when internet is available.
 - You may want to upload larger data sets often from the phone, such as when taking many photos.
 - Zach had problems uploading a large set of photos with the data. It was all on his phone and he did get it eventually.
- After the season is over you can download all information into a different program and stay below 5 GB.
- GLIFWC uses one central organizational account
 - Each field person has their own individual account to download forms and upload data to GLIFWC.
- NCWMA can create its own account.
 - Partners connect to the NCWMA account to upload and pool invasive species data.

How to make an account

- KoBo Toolbox Website
- Make an account (detailed directions are attached)
 - Select "Get started."
 - Click on "Researchers, aid workers and everyone else"
 - If you create an account with the other option, data cannot be shared.
- Once an account is made, you can download the app for your phone.
- Sign-in on your phone to connect to your account.
- Share your "Username" with GLIFWC or the central organization that is pooling data.
- The organization adds your username to certain forms make you able to access their forms and data and share data with them.
- GLIFWC has many forms created to record data in the field.

KoboToolbox website

- Miles went over how to create a form and how you can use the information on the form.
- Administrators can separate data by those who submitted it or gathered it: Community group and username.
- You can create tables and figures on the website with the uploaded data.
- You can see data on a map.
- You can download the data and use in other programs as needed.
- The administrators of the primary account can decide what the users are able to do.
 - In “Settings of a given form, go to “Share project with other users.”
 - Administrator can add username so they can access that form.
 - Administrators choose what the user can do: View, edit, submit, validate.

Create a Form in KoboToolbox website

- Sign in (or create account under “Researchers, aid workers, and everyone else.”)
- Select “New” then “Project”
- Give the Form a “Project title.” Fill in description. Select “Create Project.”
- Can choose metadata that is automatically collected, such as username, start and end time, date.
- For each question: Enter the title of the question, then select “Add question.”
 - Select type of data that will be collected: List, point, line, date, photo, text, number, “select many.” There are many other options.
 - “Select many”- multiple choices that field people can select from a list.
- You have the option to upload worksheet to create a “Cascade” set of questions that depend on the answer to determine next question. (Like a taxonomic key)
- After the form is complete, select “Save” (top-right).
- Close the form by hitting “X” in top-right.
- To make the Form active so that others can download it, you must click “Deploy.”
 - You can edit a form later, then press “Redeploy” to save the changes.
- KoboToolBox has help sections that explain how to make more complex forms.

Using the KoBoCollect or ODKCollect app on a phone (See additional directions at end of notes).

- Both Apps work with KoboToolbox (Download from Google Play).
- Works with android devices.
- GLIFWC purchases cheap (Kyocera Hydro- about \$50) water proof/resistant phones for their field workers. Information stored on phone until they get to Wi-Fi area. Don't need to use “Mobile Data” on phone.
- Can log in on phone and upload the forms from the hosting KoboToolbox account.
 - Once linked to a website, press “Get Blank Form” and choose the form that has been made.
 - After the form is downloaded, select “Fill Blank Form” to choose the form that you have to fill in.
 - Must re-do when the form has been changed or redeployed.
- Prior to the field season, GLIFWC uploads the forms onto their phones and hides all buttons that are not needed on the screen. This is done in the “Admin settings,” (upper right corner 3 dots).
 - Field workers can't accidentally change settings and may have less errors.
- Easy to fill in data
- Location can be set to needing a certain accuracy if needed (within 10 m). May be overridden if needed.

- Swipe to next screen after answering each question.
- All multiple choices of possible invasive species or herbicides used and their treatments can be in the form.
- Can use the form through the website also, for the general public or Apple users. (See detailed directions).
 - For public: you could share a link to the form. A question of their e-mail address would be needed, to know who collected the data.
 - May be easier for the public to use regional Apps (like GLEDN).
 - Information is saved in the browser that you use and uploaded automatically to KoBo account it is linked to when the device gets in Wi-Fi range. (Make sure it is set to do this in the settings).
 - Once the data is uploaded it is deleted from the phone.
 - Can bookmark the location of the form to get to it easily.
 - If there is no cell service in the field, you must make sure to check that it is saved in the browser history.

Other topics discussed:

Garlic Mustard Hand-pulling Events

Discussed pushing dates back a week or two due to the cold spring.

Ramona will work on scheduling the events.

Next Regular NCWMA Meeting: May 8, 2018, 9 am. Location TBA.

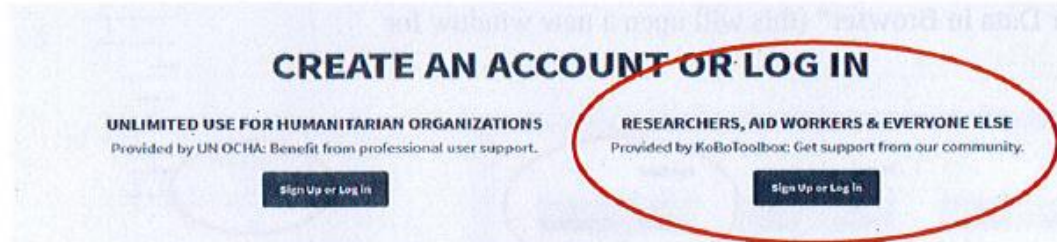
Adjournment: 12 pm.

Handout from KoBoToolBox Training at GLIFWIC:

KOBO Toolbox

Account Set Up:

1. Go to <http://www.kobotoolbox.org/>
2. Scroll to "CREATE AN ACCOUNT OR LOG IN" and choose "RESEARCHERS, AID WORKERS & EVERYONE ELSE"



3. Check your email and click on the email link to register your account.

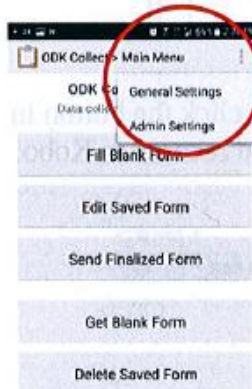
Install and Set Up Data Entry on Android Phone:

4. Go to Google Play and search "ODK Collect". Choose install.
or "KoBoCollect"



5. Open ODK Collect App, Click on the 3 dots in upper right corner and choose "General Settings"

6. Choose "Configure platform settings" and replace URL with <https://kc.kobotoolbox.org> and enter in your username and password. Check the boxes for "Auto send on Wi-Fi" and "Delete after send"



7. Go back to the Main Menu and choose "Get Blank Form". Select forms you would like to collect data for and choose "Get Selected"



8. Choose "Fill blank form" and select your form and begin entering data

Set Up Data Entry on an iPhone:

1. Go to Kobo toolbox on your browser on your phone.
2. Sign in, select the menu in the upper left corner then select "Projects Legacy" near the bottom of the menu.
3. Choose your Project.
4. Choose "Enter Data in Browser" (this will open a new window for data entry).



5. Select the "share" button on the browser, then select "add to home screen." This creates a icon in the desktop where you can access the data entry page offline.



6. Sending records – depending on settings, click the button in upper left corner (shown below) to upload records to Kobo.

