DataQuest Solutions

Data Collection with KoBo Toolbox

Lesson 1. Introduction to KoBo Toolbox

- What KoBo Toolbox is and its use cases (e.g., humanitarian work, health research, surveys).
- Differences between **KoBoToolbox**, **KoBoCollect**, and **Enketo web forms**.

Lesson 2. Account Setup and Interface Navigation

- Creating a KoBo Toolbox account.
- Navigating the KoBo interface (projects, library, settings, user management).

Lesson 3. Form Design (Questionnaire Creation)

- **Using KoBo Form Builder (drag-and-drop interface).**
- Common question types:
    - Text
    - Number
    - Select one / Select multiple
    - Date/Time
    - Geolocation (GPS)
    - File uploads (images/audio)
- **Constraints and validations**
- **Skip logic (relevance)**
- **Groups and repeat groups** (for nested or repeated data like household members)
- Mandatory vs optional questions.

Lesson 4. Advanced XLSForm Design (Optional but Important)

- Designing complex forms using Excel and uploading via KoBo.
- Key columns: `type`, `name`, `label`, `relevant`, `constraint`, `calculation`, etc.

- External choices and cascading selects (e.g., County > Sub-County > Village).
- Calculated fields and preloading data.

Lesson 5. Project Deployment

- How to deploy, redeploy, and archive forms.
- Version control and updating deployed forms.

Lesson 6. Data Collection Tools

- Collecting data:
  - **Online (web form - Enketo)**
  - **Offline (KoBoCollect mobile app)**
- Device setup and configuration.
- Field testing and pilot surveys.

Lesson 7. Data Management

- Viewing and editing collected submissions.
- Exporting data (CSV, Excel, SPSS, Stata).
- Managing submissions (bulk editing, deletions, version tracking).
- Monitoring data collection progress (overview, individual submissions).

Lesson 8. Best Practices

- Form testing before deployment.
- Data quality checks (logic, validation, constraints).
- Data backup and download schedule.
- Ethical considerations (consent, privacy, data security)

Lesson 9. Integration and Extensions (Optional/Advanced)

- Integration with Power BI, R, Python, Google Sheets.
- Using APIs for automated workflows.
- External tools for visualization and dashboards.