



Data entry in SurveyCTO

Mike Gibson

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INTRODUCTION

IDEAL aims to standardize results, effect sizes, and contextual information to make it easier to work with evidence.



Your role as coders is essential in making this possible!





Agenda

1. [Introduction to SurveyCTO](#)
2. [Navigating SurveyCTO forms](#)
3. [Types of questions](#)
4. [Navigating repeated groups](#)

1 Introduction to SurveyCTO

How to navigate the
platform





What is SurveyCTO?

- Data collection software
- Surveys (forms) are programmed using the ODK language
- Respondents (coders–you!) fill out the form to enter data





How to approach data entry

- Make an account if you do not currently have one
 - You will need to login each time you enter the data from a paper
 - Logging in allows you to save progress on a form and return to it later
 - IDEAL staff will grant you access to the specific forms you need
- Access forms via the link:
<https://survey.wb.surveyc.to/collect/forms.html>



SurveyCTO Collect v2.81.2

Secure, high quality data collection

 Fill blank form

 Edit saved form (1)

 Delete saved form (1)

 Download app

Homescreen for data entry

To enter data on a
paper, click “Fill blank
form



Entering data

- Start a new data entry by clicking “Fill blank form”
- You will have the choice of Stage 1, 2, or 3
- If you have saved forms, you can access these by clicking “Edit saved form (#)”
 - # = number of saved forms associated with your account



2

Navigating SurveyCTO forms

How to navigate the
platform





Correct paper > Number of experiments

Go to

**[expNum]: Number of experiments under evaluation in the paper**

- Please indicate the number of experiments being evaluated in the paper.

- An experiment is principally defined by the study population and unit of randomization, the intervention, and the randomization used to create comparable treatment arms.

-If results are reported from multiple countries, these are likely coming from different experiments.

Normally, there is only one experiment being evaluated in a paper, but there are exceptions. Please see the example column. The experimental design section often provides information on how many experiments are being tested in the paper.

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Preview of SurveyCTO form

Basic structure of the surveyCTO screen



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Preview of SurveyCTO form

The field: Piece of
information you are
entering



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Preview of SurveyCTO form

Coding instructions:
Guidance for how to
enter the information

ROUP Save form Options English mtgibson@umd.edu

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Your answer here...

Go to

Previous Next

Preview of SurveyCTO form

Response box:
Where to enter the
information

*This is a textbox
looking for a numeric
answer*

ROUP

Save formOptionsEnglishmtgibson@umd.edu

Correct paper > Number of experiments

Go to

>

»

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Your answer here...

← Previous

Next →

Preview of SurveyCTO form

Section of the survey:
Where you are in the form

ROUP Save form Options English mtgibson@umd.edu

Correct paper > Number of experiments Go to > »

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Your answer here...

← Previous Next →

Preview of SurveyCTO form

Save button:
Preserve your
progress in the form
to return to later

ROUP Save form Options English mtgibson@umd.edu

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Your answer here...

← Previous Next →

Go to

Orange arrow pointing to the 'Options' menu.

Preview of SurveyCTO form

Options: Clear section (or entire form)

ROUP Save form Options English mtgibson@umd.edu

Correct paper > Number of experiments Go to > >>

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Your answer here...

← Previous Next →

Preview of SurveyCTO form

User: Who is logged into the form



Correct paper > Number of experiments



Go to

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Previous

Next

Preview of SurveyCTO form

Navigation arrows:
move to previous or
next question



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[← Previous](#)[Next →](#)

Preview of SurveyCTO form

Go to button: Move to different sections of the survey

ROUP Save form Options English mtgibson@umd.edu

Correct paper > Number of experiments Go to > ⏭

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Your answer here...

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Preview of SurveyCTO form

Advance to end:
Move to the end of
the survey

3 Types of questions

How to enter different types of information





Question types on SurveyCTO

- Select one
- Select multiple
- Text
- Numeric





Select one

- **Select one** type questions will present you with a list of choices
- These can come from a list of controlled vocabularies (e.g., what type of intervention assignment strategy is used -> parallel, factorial, etc.)
- Or this list can come from previously entered information on the form (e.g. list of intervention names entered by coder)
- If the list has an option for “other”, you will be asked to provide more information (typically by entering text)
- To answer this question, you will choose **one** of the list of answers provided





Select multiple

- Function very similar to **select one** type questions
- To answer this question, you will choose **at least one** of the list of answers provided **and at most all**
- If the list has an option for “other”, you will be asked to provide more information (typically by entering text)
- Many portions of the form will ask follow up questions based on your entries to a **select multiple question**



Note: for the pilot, we will only record parallel and factorial assignment designs. Any flagged for an expert review.

Information on the assignment strategy is found in the experimental/study design or paper. When available, the coder may also consult how an intervention is described in a diagram. Note that authors may use the word phased-in while describing rollout of an intervention assignment strategy is parallel or factorial.

- ☐ Parallel
- ☐ Factorial
- ☐ Crossover
- ☐ Adaptive
- ☐ Other

← Previous

Next →

Select one

Select one type questions are distinguished by having circular buttons

To answer this question, click the correct button

[armMap]: Interventions received by arm 1

- For each arm, select the name of the intervention that is assigned from the drop-down control arm(s).

-If the control arm received no intervention (status quo), choose "None".

- For arms that receive a combination of 2 interventions, select both interventions.

This information is mostly found in the intervention details, randomization or methods sections. If participant flow diagrams are available, please consult them to see all the arms in the study.

- ☐ None
- ☐ Cash transfer
- ☐ Savings account

← Previous

Next →

Select multiple

Select multiple type questions are distinguished by having square buttons

To answer this question, click all of the correct buttons



Text

- Text questions require the coder to type information
- Text questions can be used to capture
 - Names (e.g., of interventions)
 - Numeric responses that require specific formatting (phone numbers)
 - URLs (e.g., links to trial registries)
 - Email addresses
- Pay attention to the provided hints to understand how to enter specific text questions





Numeric

- **Numeric** questions can take two forms:
 - Integer questions look for an integer (e.g., how many interventions are in the study?)
 - Decimal questions look for a decimal (e.g., what percentage of the treatment arm received treatment?)
- **Integer** questions will not accept a decimal answer, but **decimal** questions will accept an integer



[intLabel]: A short, author used label for intervention number 2

- Use the short name of the intervention verbatim as described in the paper and used in figures.

- The intervention label will be used later to form the names of the study arms and may be used for randomization and stratification variables to each intervention.

Information to derive the name is mostly found in the experimental/study design or manuscript. The coder may also consult how an intervention is described in tables (for example, if an intervention has been assigned to a treatment group, then authors may use a brief name for the intervention in tables presenting treatment effects). Labels for treatment groups in papers may also provide starting points for brief names for interventions.

Your answer here...

← Previous

Next →

Text

Text-and numeric-have boxes with the words “Your answer here...”

Type your answer to enter data

Incorrect formats will result in an error message

[precision_set]: Always report the following **precision statistics** for this treatment effect:

Hint:

- The information on the type of precision statistics and the value is often found in the notes in tables that report the treatment effects in the main paper or in the appendix.
- It is possible that different precision values for the same treatment effect are reported in various parts of the paper.
- Include all decimals reported in the exhibit.
- Do not include parenthesis, asterics, or non-numeric values.
- Use period "." as the decimal separator.
- If the adjustment method is not specified in the paper, please write "Unknown".

Common adjustment methods

- Unadjusted: Refers to statistics with no correction applied, and in their most basic form assume homoscedasticity (for Standard Errors), or are used in hypothesis testing under normality assumptions (in the case of t or Z statistics).
- Adjusted: Refers to statistics are corrected to improve precision or in cases when assumptions are violated. Common correction methods account for heteroscedasticity (Robust SEs), clustering (Clustered Robust SEs), or small sample sizes (Bootstrap estimation). Other adjustment methods include specific tests (Welch's t-test).

	Value	Adjusted Value	Adjustment Method
Standard Error			
t-statistic			
Z-statistic			

Text tables

Sometimes you will be shown tables of text-input questions

This table has nine areas that may require text or numeric inputs

[intNum]: Number of distinct interventions under evaluation.

- Count the distinct interventions in the paper under evaluation.

- In factorial designs, some arms receive a package of interventions. In these types of these types of designs, do not split the package of interventions into separate interven

- If a common type of intervention is assigned in varying intensity to different study ar intensity level as a unique intervention.

- Include any intervention beyond the status quo administered to a group designated comparison group.

This information is mostly found in the experimental/study design or methods section are study participant flow diagrams, these may illuminate the distinct interventions ad groups.

Your answer here...

Numeric

Question text will help you determine if the form is asking for an integer or decimal

4 Navigating repeated groups

Moving between
instances of the same
question





Repeated groups

- Much of the information captured in the forms needs to be repeated
 - E.g., for each table, you will report specifications, periods, comparisons
 - For each arm, you will report the intervention it receives, etc.





Repeated groups

- We have programmed the forms so that first, you will indicate the number of repeats the form needs to generate
- Then, you will be shown the series of fields starting with iteration 1 up to the number of repeats you indicated were necessary





Repeated groups

- SurveyCTO only generates the number of repeats indicated by the coder
- What if you make a mistake?
 - If you report *too few* number of repeats, you can use the “Go to” button to return to that question and record the correct number
 - All of the entered information is preserved
 - A new, blank repeat group will be generated





Repeated groups

- SurveyCTO only generates the number of repeats indicated by the coder
- What if you make a mistake?
 - If you report *too many* number of repeats, the form now has generated more repeat instances than are necessary
 - On the back end, this creates blank data that we do not want to collect
 - To solve this issue
 - Use the “go to” button to return to the question and enter the correct number of repeats
 - Use the “Options” button to delete the extra repeat instances (make sure you do not delete an instance that contains information!)



Mike Gibson
mtgibson@umd.edu

Thank you
for listening



Impact Data and Evidence Aggregation Library