**Using the Template**

1. Open the “Network Canvas New Survey Template.”

2. To create the CSV file, follow the instructions listed in each cell, keeping in mind that each row represents a new question. Because the question type affects the prompts that you will receive and the values that the app requires, please choose a question type before filling out any other cells in the row.

a. There are three different types of questions included in the template: The first is the name prompt. This determines the title of the survey in the app. In cell 1A there is the name keyword. Do not change this keyword, since it causes the program to recognize that you are specifying the name. Enter the name of the survey in cell 1B, as prompted.

b. The second question type deals with questions relating to adding a new alter in future name generator questions. To begin, select either “alter data” or “relationship group.” Alter data refers to questions that will be asked every time a new alter is added. Relationship group refers to the different relationship types that you would like the subject to choose from when adding a new alter. (For example, you might have the subject specify whether an alter is a friend, family member, or romantic partner, etc.) After selecting one of these values, fill out the rest of the prompts in the row. You can fill out many of these rows to represent many different questions or many different relationship types.

c. The third question type deals with all other questions asked in the survey. To begin select one of the question types (See below for definitions of each type.), and fill out the generated prompts.

3. This template supports up to 100 questions and up to 20 relationship groups and alter questions. If you require more than 100 questions or more than 20 groups/questions, copy/paste the corresponding template row into as many rows as necessary before filling out the original copied row. If you need less than the provided number of questions, simply leave the question type on “Please select a value” and the app will ignore it.

4. To aid in following the prompts, I’ve included definitions of each term here:

|  |  |
| --- | --- |
| Alter Data | Select this question type to signify that this is a question that you would like to be asked every time a new alter is added |
| Relationship Group | This keywork signifies that you’re listing a new relationship type to be given as an option when choosing a new alter. |
| MC | A multiple-choice question |
| Num short answer | A short answer question that will always receive a numerical response |
| Short answer | A short answer question that will get a text response |
| Generate | A question prompting the subject to list network members |
| Categorize | A question asking the subject to sort their network members into different categories |
| Soc-arrange | A question asking the subject to arrange their network members on the screen, according to a specific trait. E.g. “Arrange the network members on the screen, according to how much you trust them, with the center of the screen representing a lot of trust and the edges representing very little trust.” |
| Soc-connect | A question prompting the user to connect network members who are connected in a specified way. E.g. “Connect all the network members who know each other.” |
| Soc-select | A question prompting the user to select every network member who meets certain criteria by tapping on the node corresponding to that network member |
| Variable Name | The answer to this question will be stored under this variable name in the JSON file created by the app. |
| Menu Value | This value will be used to label your question under the “Stages” menu of the app (signified by three lines in the top left corner of the app). |

**Making a New Survey**

1. Follow the instructions under the “Using the Template” section to create a CSV version of your survey. Be sure to save it as a .csv file, and not a .xlsx file.

2. Upload the file to Google Drive, One Drive, or onto the local files on your tablet. Any of these options is perfectly fine; however, if you upload it to Google Drive or One Drive, make sure to download the corresponding app onto the tablet and log into the app before moving onto future instructions.

3. In the Network Canvas app, click on the “Session” menu. This is signified by two gears in the upper left corner of the screen.

4. In this menu, click on “Download Study CSV File.” This will direct you to a screen with options to download a CSV file.

5. Click on either the “Download” or “Select File” button. “Select File” will allow you to select the file you previously uploaded to Google Drive, One Drive, or your tablet. “Download” allows you to enter a download link to the CSV file.

6. Once you’ve entered the link to your file using the “Download” button, or selected the file using the “Select File” button, the app will take a minute to generate the survey from your file. Once the loading symbol disappears, click on the “Session” menu again. The new survey should be in this menu, ready to be administered.

**Administering a Survey**

1. In the Network Canvas app, click on the “Session” menu. This is signified by two gears in the upper left corner of the screen.

2. Potential survey options are all marked with an unfilled square to their left. Click on the survey you’d like to administer.

3. This will take you a screen asking whether you’d like to administer or delete the survey. Click on administer.

4. The survey should load, allowing you to enter new information.

**Deleting a Survey**

1. In the Network Canvas app, click on the “Session” menu. This is signified by two gears in the upper left corner of the screen.

2. Potential survey options are all marked with an unfilled square to their left. Click on the survey you’d like to administer.

3. This will take you a screen asking whether you’d like to administer or delete the survey. Click on delete.

4. The app will prompt you to enter your pin number before deleting the survey. Enter this number to finish deleting it.

**Editing a Survey**

1. To edit a survey, change the original CSV file created to reflect the new changes; then, follow the steps in “Making a New Survey” and “Deleting a Survey” to create a new survey with the changes and to delete the old version of the survey.

**Using the PIN Number**

The login number corresponds to the login for the tablet. To ensure that this function will work, make sure to set a login code on the tablet in settings before using the Network Canvas app. You will be prompted to login before performing tasks such as administering a survey or uploading data.

**Uploading Data**

1. To upload data, select the “Upload Data” button in the “Session” menu. This should send the data to Marta’s box account.

**Downloading the App with an APK file**

1. Go to this web address: <https://github.com/dylPeters15/Network-Canvas/releases> Download the most recent .apk file.

2. Download Android File Transfer: <https://www.android.com/filetransfer/> following the instructions on the website.

3. Plug your tablet into the computer using a USB cord.

4. Drag and drop the .apk file you downloaded into the file transfer app to download it to the tablet.

**Downloading the App without an APK file**

1. Download the code saved in this repository: <https://github.com/dylPeters15/Network-Canvas> This can be done by clicking the green “Clone or download button” on the right side of the screen, then clicking “Download ZIP.” Downloading may take a few minutes, since it is a rather large file. Save this file to a convenient location for you to access.

2. Next, open your command prompt window by typing “command” into your computer’s local search bar and selecting “command prompt.” Some computers label this differently, but most will have some variation of “command” or “command prompt.”

3. Download Node.js: <https://nodejs.org/en/download/>

4. Download git: <https://git-scm.com/downloads>

5. If you are using OS or Linux, enter “ sudo npm install -g cordova “ into the command prompt. If you are using Windows, enter “ C:\>npm install -g cordova “. Do not include the quotation marks.

6. In File Explorer or Finder, navigate to the file you downloaded earlier from github. Once you are in the downloaded file, copy the file address as text (e.g. C:\Apache24\htdocs\Network-Canvas-default-protocol (3)\Network-Canvas-default-protocol).

7. In the command window, type “ cd “ followed by a space, then paste the address. Hit enter.

8. Next, in the command window, enter “ cordova create “ followed by a space, then your desired name for the project.

9. Enter “ cordova build “ into the command window.

10. Plug your tablet into your computer.

11. On your tablet, go to “Settings,” then to “Developer Options.” Turn “Developer Options” on.

12. On your computer, enter “ cordova run “ into the command window. This should download and run the device on your tablet.

13. For extra help, see this website: <https://cordova.apache.org/docs/en/latest/guide/cli/index.html>