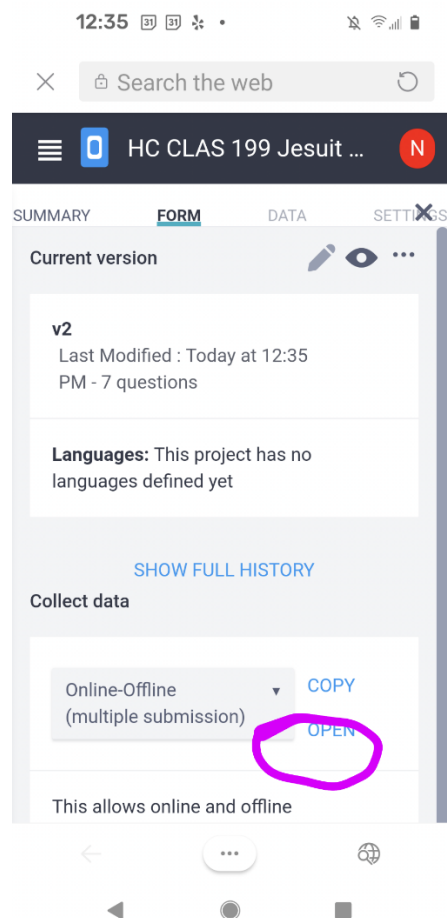


Recording Graves with Kobo Toolbox

Use the Kobo form to survey your gravestones. This process will work on any mobile device that has a browser, including a tablet. This should work without using Wifi or your data plan if that's an issue. If you have any trouble getting access to a device for this assignment, please email me and I can get you one to work with. The process should take less than one minute per gravestone once you get the hang of it.

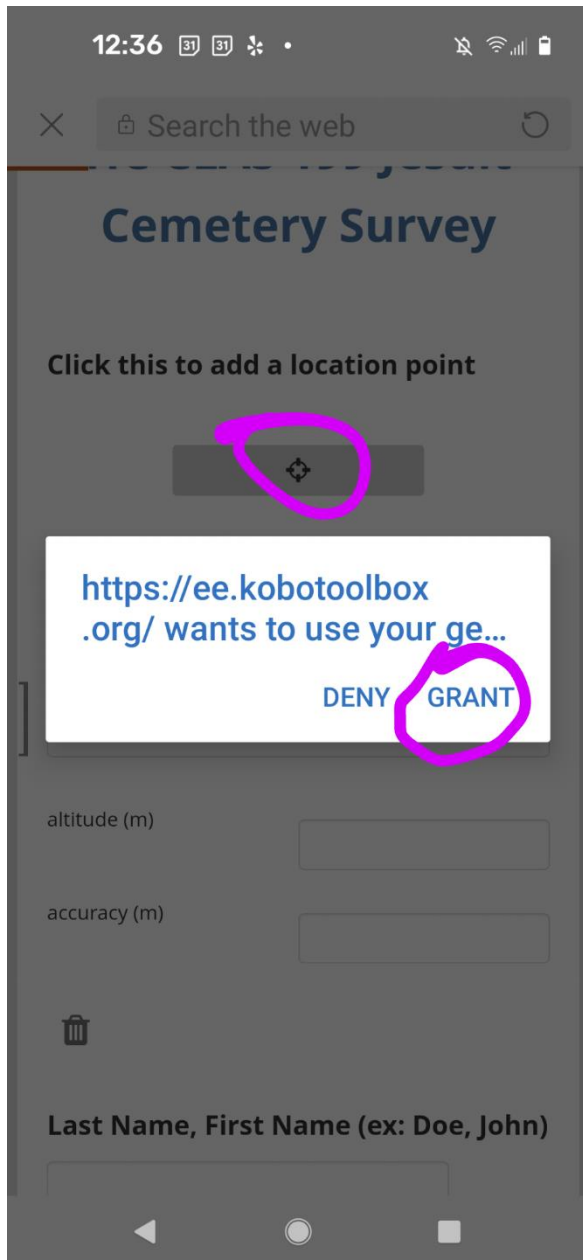
How to use the survey form:

1. Make sure you're signed into Kobo. You need an **individual account** (not one for an organization).
2. Use [Kobo Toolbox Survey Form](https://kf.kobotoolbox.org/#/forms/aETaSkofapkHfZf7t7Kjif/landing) link to access it from your device browser. If it's easier, email this URL to yourself:
<https://kf.kobotoolbox.org/#/forms/aETaSkofapkHfZf7t7Kjif/landing>
3. Depending on your browser, you might see the form immediately. Alternatively, if this screen appears, you need to scroll down and click **Open**



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4. Scroll to the end of this page to see your assigned row. Now go find it in the cemetery.
5. Stand in front of the first stone. For the sake of consistency, stand about 1 foot away from the gravestone, on the side that lists the name + date.
6. Click "click on this to add a location point". If prompted, allow your phone to grant permission.



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7. If it worked, you will see those fields populated with geographic coordinates. Remember -- the form is using your phone's GPS to mark the location. In other words, if you decided to record graves from your house, I will know!

12:37 31 31 ✖ • 🔇 📶 🔋

✕ 🔒 Search the web ↻

Last Name, First Name (ex: Doe, John)

Doe, John

Year of Birth

1905

Year of Ingressus (year when they entered the Jesuit order)

1925

Year of Death

1989

Veteran?

☒ OK

Distance in feet to their neighbor

3

← ⋮ 🌐

◀ ● ◼

8. Move on to the remaining fields.

- Last name, First name (e.g. Doe, John)
- Birth year (if it's missing, put 0)
- Ingressus year (this is the year they entered the order) (if it's missing, put 0)
- Death year (if it's missing, put 0)
- Click OK if they are a veteran. You can tell this by 1) if they have a military title "Sergeant, Colonel, Private, etc." or if there is a flag on their grave

9. Click Submit.

10. You will see a prompt about autosaving. Just click Ok.

The screenshot shows a mobile web browser interface. At the top, the status bar displays the time 12:37, battery level at 31%, and signal strength. The browser's address bar shows a search icon, the text 'Search the web', and a refresh icon. Below the browser, the survey form is displayed. It has a header with a bar chart icon, a red '1' in a green box, and the 'KoBoToolbox' logo. The main title is 'HC CLAS 199 Jesuit Cemetery Survey'. Below the title is a section titled 'Click this to add a location point' with a button containing a location pin icon. Underneath are three input fields: 'latitude (x.y °)', 'longitude (x.y °)', and 'altitude (m)'. The bottom of the screen shows the mobile OS navigation bar with back, home, and app drawer icons.

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11. You just recorded **one grave**. The form will refresh and the fields will be empty.

12. Move on to the next gravestone. Repeat until you've done them all.

13. Repeat this process for all of the graves in your row. When you're finished and clicked save on your last entry, you can just close your browser.

If you accidentally submit an entry that is incorrect: 1) submit it again, correctly 2) email me and I will delete the incorrect one.

What Happens Next:

Every time you record a grave, Kobo stores it in a data table. Eventually, everyone's graves will appear (see below). In the following weeks, we will learn how to use GIS and map out spatial questions like we developed in class. For example, **is the cemetery organized by year of ingressus (ordination)?**