



ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

Module 01.03: Creating a New Survey Form: Question Types

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ASOR KoboToolbox Module 01.03 – Creating a New Survey Form:

Question Types

KoboToolbox is a free and open-source software package for collecting location and descriptive data. Information can be collected at heritage sites through tablets and phones using the KoboCollect app or through the web browser interface, even when those devices are offline. Location and descriptive data recorded in the field can then be synced with GIS software once an internet connection has been reestablished.

This **ASOR Tutorial (01.03)** will cover how to navigate the KoboToolbox Survey Form, including the question types such as select one, multiple, photos, and locations.

KEY CONCEPTS

- ❖ Learn to use “Select Many” for questions with multiple possible answers. And “Select One” for questions with only one possible answer.
- ❖ How to collect location data using Point, Line, or Area question types.
- ❖ Understand that location data requires an internet connection to work.
- ❖ Learn how to add photos from your device or take live pictures.
- ❖ Know that only one photo can be added per question, and descriptions are not allowed.

UNDERSTANDING QUESTION TYPES

REVIEW: Adding a question

1. To add a new question, select the + icon.
2. Name your question or database field.
3. Select the **+Add Question** button.
4. A drop-down will appear with many options about how information will be collected. We encourage you to explore all of the question types.



** You are only creating the database fields at this point. The data collection will come at a later stage. How you phrase Questions/Database Fields will affect the data you collect. It is important to think not just about what you plan to collect, but how you will collect the data using the questions created in this form.*

LOCATION

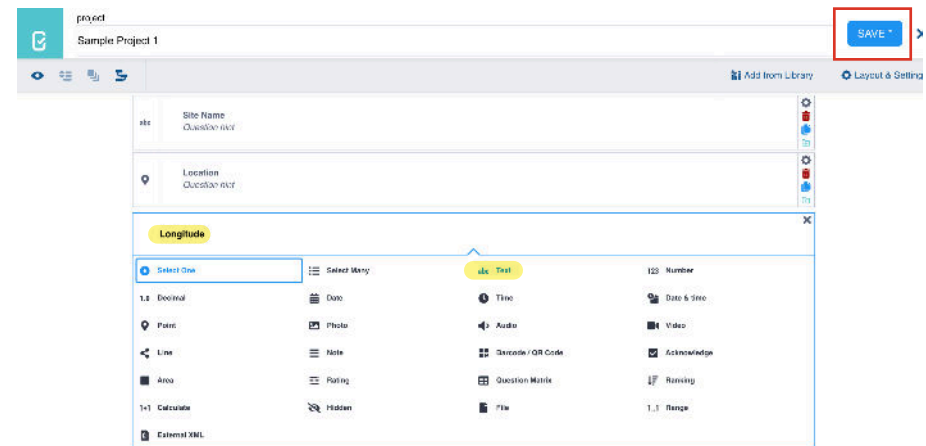
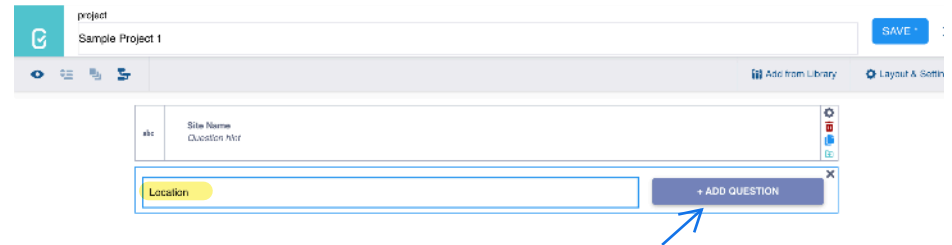
A type of information that would be useful to collect during a cultural heritage survey is the Location of your site. The question types for location are **Point**, **Line**, and **Area**.

If using an internet connection, Kobo will automatically collect your location through its built-in GPS. Thus, you simply select Point, Line, or Area.

You may want to manually collect your location if you are uncertain of your internet connection. Add a new question, title “**Longitude**,” and select decimal from the drop down. Repeat for “**Latitude**” as well.

It is recommended to add both types of location questions to your form, especially if collecting data in areas that might not have consistent internet.

**Always save after every question you create*



SELECT ONE

Another field that would be useful is **Site Condition**. Text is always a good option for most questions, but perhaps you wish to control the terms used to describe the site condition. **Select One** will allow you to control the vocabulary options.

Users can only choose **ONE** option among many. This controls the specific vocabulary available when collecting data. There is no limit to the number of options you can add. We recommend 5-10 options per question.

Type in the site conditions options you wish to record. You can add more by choosing “+ Click to add another response” below the established options.

** Always save after every question you create*

The image displays two screenshots of a software interface for creating a project. The top screenshot shows a list of questions: 'Site Name', 'Location', 'Longitude', and 'Latitude'. Below this list is a text input field labeled 'Site Condition' and a button labeled '+ ADD QUESTION'. A blue arrow points to the '+ ADD QUESTION' button. The bottom screenshot shows the same interface after the 'Site Condition' question has been added. The question is expanded, showing a list of response options: 'Excellent', 'Good', 'Fair', and 'Poor'. Each option has a corresponding 'AUTOMATIC' button to its right. Below the list is a link that says '+ Click to add another response...'. The interface includes a top bar with a 'project' tab, a 'Sample Project 1' title, and a 'SAVE' button. There are also icons for 'Add from Library' and 'Layout & Settings'.

SELECT MANY

If your survey is primarily documenting architecture and built heritage, describing the **Building Materials** might be a useful question/database field. **Select Many** will allow you to control the option vocabulary, while also allowing the person recording the data to select multiple options.

Users can choose **MULTIPLE** options among many. Controls the specific vocabulary available when collecting data. There is not a limit to the number of options you can add. We recommend 5-10 options per question.

Type in the building material options. You can add more by choosing “+ Click to add another response” below the established options.

It is encouraged you add a select many question for the site type as well.

** Always save after every question you create*

The top screenshot shows a survey creation interface for 'Sample Project 1'. It features a list of question types on the left, including 'Latitude', 'Site Condition', and 'Building Materials'. The 'Building Materials' question type is selected, and a modal window displays a grid of options: 'Select One', 'Select Many', 'Date', 'Time', 'Text', 'Number', 'Photo', 'Audio', 'Video', 'Barcode / QR Code', 'Jotform', 'Rating', 'Question Matrix', 'File', and 'External XML'. The 'Select Many' option is highlighted.

The bottom screenshot shows the same interface, but with the 'Site Type' question type selected. The modal window displays a list of options: 'Monument', 'Open Air', and 'Building', each with an 'AUTOMATIC' label. Below the list is a button that says '+ Click to add another response...'.

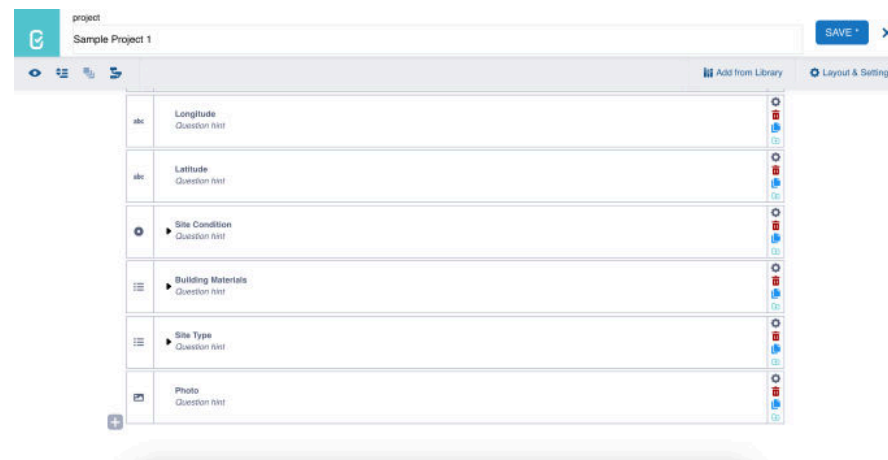
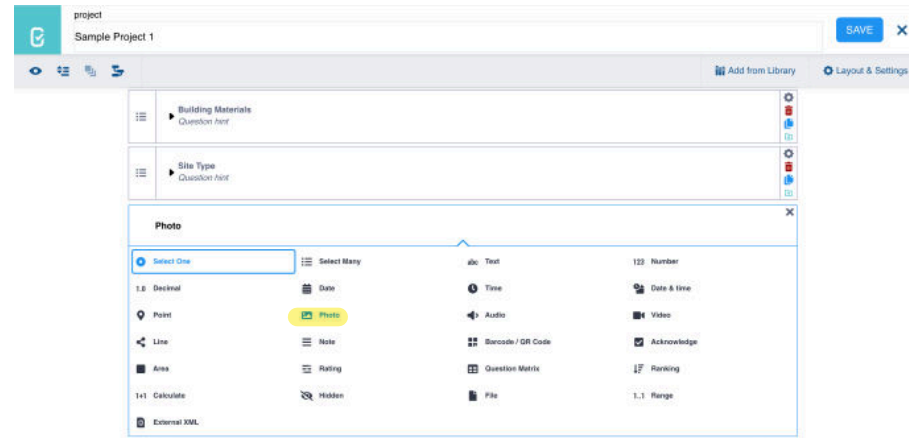
PHOTOS

One nice feature of KoboToolbox is that you can create questions/database fields for **photos, audio captures, and videos**, which will remain associated with each entry you make during data collection. Please keep in mind Kobo's data restrictions of 5000 entries per month and 1GB of total storage. It is recommended to move media files to a better long-term storage option after data collection.

Users can take photos using their phone or tablet, or upload existing photos stored on their device. If you wish to take multiple photos for one entry, use a **naming convention** that will help you organize your photos (i.e. Photo 1, Photo 2, Photo 3...etc.).

** The Photo question type does not allow you to add any written text. If you would like to add a caption or description for a photo, you will need to create a separate question. For example, "Photo 1 Description, Photo 2 Description...etc.*

** Always save after every question you create*



RESOURCES

KoboToolbox Website: <https://www.kobotoolbox.org/>

KoboToolbox Support: <https://www.kobotoolbox.org/help/>

KoboToolbox Login: <https://kf.kobotoolbox.org/accounts/login/>

Previous Module (1.02): <https://chi-kobo.events.asor.org/portals/0102CreatingANewSurveyProject>

Next Module (1.04): <https://chi-kobo.events.asor.org/portals/0104SurveyFormAdvancedFeatures>



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