



# ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

## Module 01.06: Collecting Data with an Internet Connection

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## ASOR KoboToolbox Module 01.06 – Collecting Data with an Internet Connection

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 (01.06)** outlines how to collect data through the Kobo website once you have finalized your project form. The steps in this tutorial work when you have an internet connection. This methodology works for all devices.

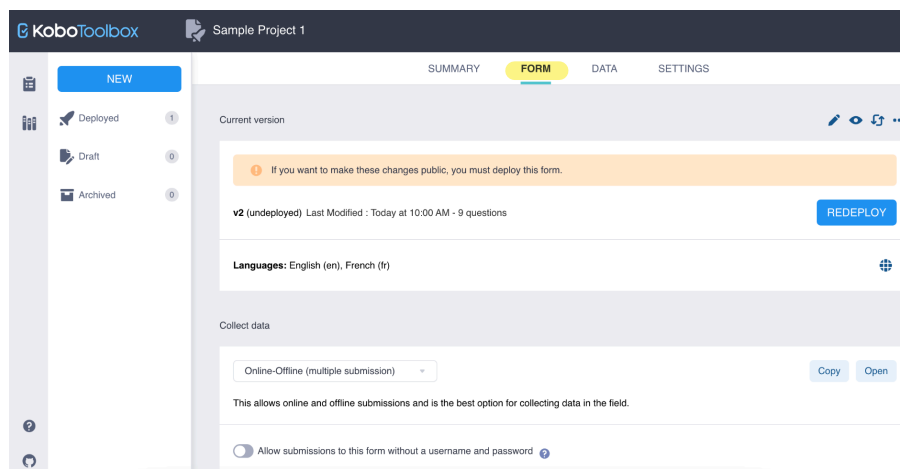
## KEY CONCEPTS

- ❖ Explore the Collect Data dropdown menu to choose how to collect responses.
- ❖ Understand that an entry is one completed submission using your form.
- ❖ Look for a confirmation message to ensure your entry was successfully submitted.

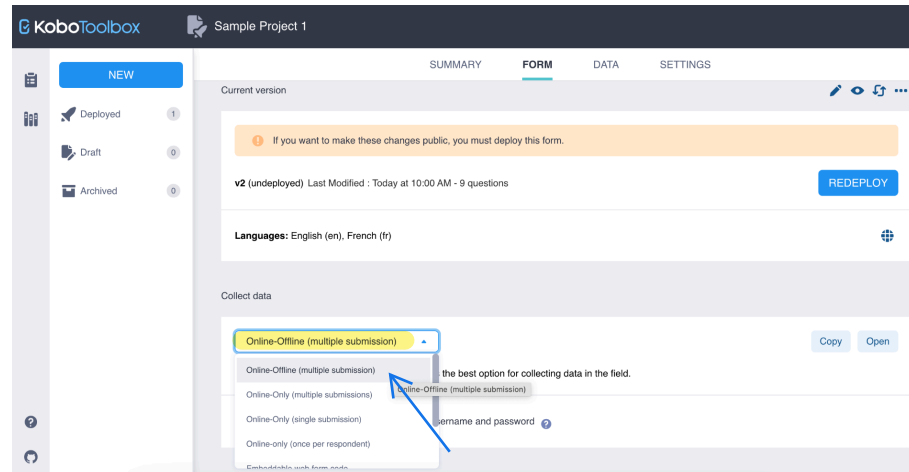
## COLLECTING DATA WITH AN INTERNET CONNECTION

*Using the Kobo website you can collect data on any device with internet. To collect without internet, you can use KoboCollect on an Android phone and tablet. Further information about KoboCollect and collecting without an internet connection can be found in modules 7 and 8. For this module, we will review the website with an internet connection.*

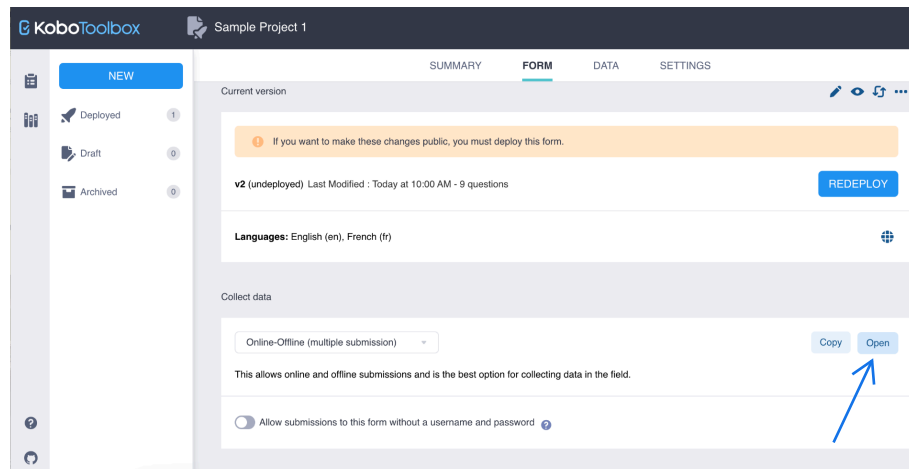
1. Select **Sample Project 1**. Please ensure that the project is **deployed**. Select the **form** tab.



2. Open the drop-down menu in the **Collect Data** section of your project. Select **Online-Offline** (multiple submission).



3. Select the **Open** link within the **Collect Data** section.



4. A new browser tab will open, displaying a blank data collection form. This form is only accessible if you have wifi.

KoboToolbox

### Sample Project 1

Site Name

\*Site Condition

☐ Excellent  
☐ Good  
☐ Fair  
☐ Poor

Location

latitude (x,y °)  
longitude (x,y °)

search for place or address

Building Materials

☐ Stone  
☒ Clay  
☐ Wood

Site Type

☐ Monument  
☒ Open Air  
☒ Building

Photo

Click here to upload file. (< 5MB)

Save Draft Submit

Powered by ENKETO

5. **Enter data** into each field. Click **Submit** once you have finished. You will see a confirmation pop-up once the data has been **successfully sent**.

6. Return to your project and you will notice that the **Data** section is no longer grayed out. You can now access the data that you collected.

KoboToolbox Sample Project 1

SUMMARY FORM **DATA** SETTINGS

NEW

Deployed 1  
Draft 0  
Archived 0

Table  
Reports  
Gallery  
Downloads  
Map

hide fields

1 - 2  
2 results

Validation	start	end	Site Name	Site Condition	Site Recommendation
Show All	Search	Search	Search	Show All	Search
-	Jun 17, 2025 ...	Jun 17, 2025 ...	Sample	Good	
-	Jun 17, 2025 ...	Jun 17, 2025 ...	Sample Site	Fair	

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## RESOURCES

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

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

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

Previous Module (1.05): <https://chi-kobo.events.asor.org/portals/0105DeployingASurveyFormProject>

Next Module (1.07): <https://chi-kobo.events.asor.org/portals/0107EditingDataCollectedInKobo>



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