



# ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

## Module 01.09: Collecting Data in KoboCollect App

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## ASOR KoboToolbox Module 01.09 – Collecting Data in the Kobo App (Without 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.

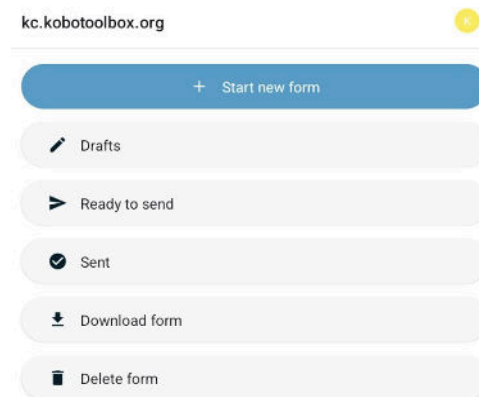
This **ASOR Tutorial (01.09)** users will learn how to collect data using the KoboCollect app without an internet connection. This lesson also provides steps for sending data that is stored locally on KoboCollect to your main project on the Kobo website.

## KEY CONCEPTS

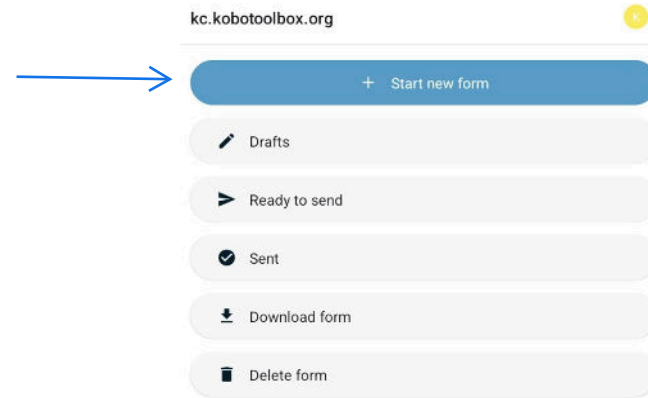
- ❖ Finalize an entry when all questions have been completed.
- ❖ Send finalized entries to your KoboToolbox account using “Ready to Send”—you’ll need an internet connection for this step.

## COLLECTING DATA IN KOBO

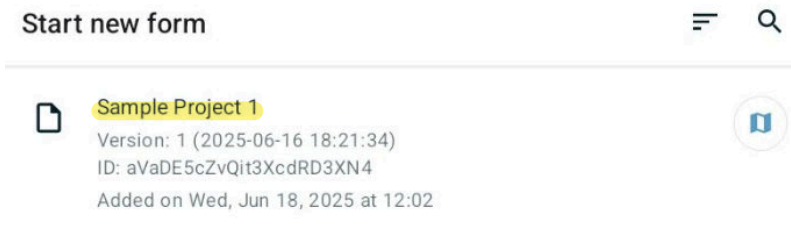
1. Begin on the main page of the app.



2. Select **Start new form**.



3. Select your form.



4. You will now see the same form you created on the website. Each question that you created for your survey will appear on its own screen in the app.



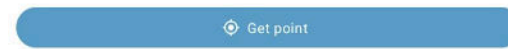
5. You can navigate between questions using the **Back** and **Next** links at the bottom of the app.



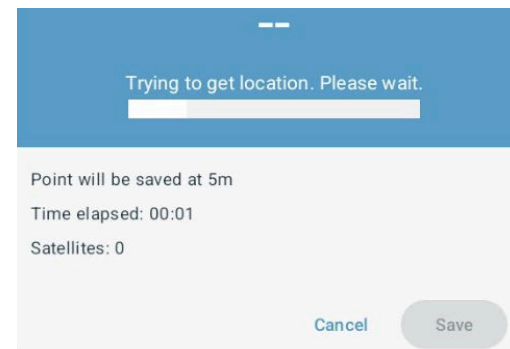
6. To automatically take the GPS coordinates of your site, **you may need to allow the app your location.** This may take a few minutes. Repeat as many times as you would like to improve your margin of error.

If you are collecting data without wifi, you will need a separate **GPS** unit to record your coordinates. Once collected, enter the coordinates in the Longitude and Latitude questions.

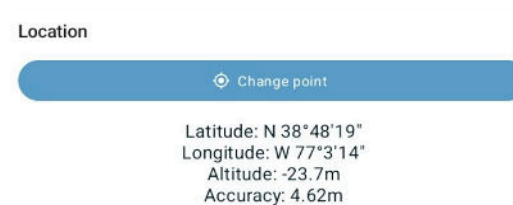
1.



2.



3.



7. Once you have completed the questions, you will be directed to **finalize** your submission.

You are at the end of Sample Project 1.

 Finalized forms are not editable.

If you need to make edits to your form, "Save as draft" until you're ready to send. [Learn more](#)

 Save as draft


 Finalize

8. You should now see the entry is available in **ready to send** meaning it has been **successfully stored**.

kc.kobotoolbox.org

+ Start new form

 Drafts

 Ready to send

1

 Sent

 Download form

 Delete form

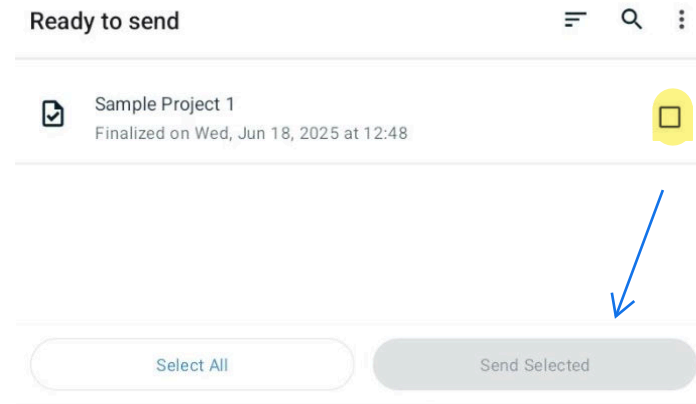
KoboCollect v2024.2.4

Your form was saved.

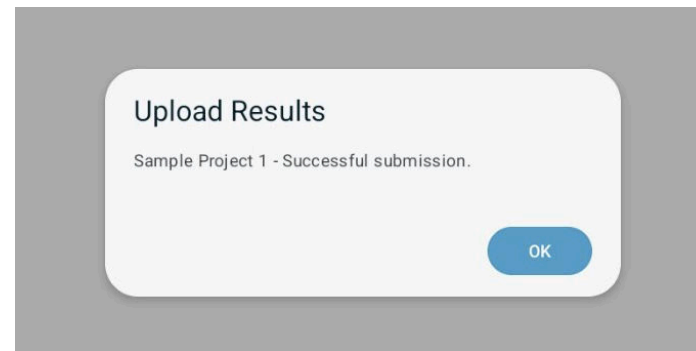
[View](#)



9. Select the check box to the right of your form and press **Send Selected**. It will not appear on the website until you send it.



10. Once sent, you should receive a message about its success.



## RESOURCES

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

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

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

Previous Module (1.08):

<https://chi-kobo.events.asor.org/portals/0108DownloadingTheKobocollectAppAndroidDevicesOnly>

Next Module (1.10): <https://chi-kobo.events.asor.org/portals/0110ExportingDataFromAKoboProject>



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