ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

Module 01.10: Exporting Data from a Kobo Project

Jared Koller | William Raynolds

ASOR KoboToolbox Module 01.10 – Exporting Data from a Kobo Project

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 (01.10)** will show you how to export descriptive data and media files to your local computer, database, and even into a GIS for mapmaking once you have collected data.

KEY CONCEPTS

❖ Download a CSV file to view your data separated by semi-colons.
❖ Download an XLS file to view your data in rows and columns.
❖ Export all media files (images, audio, video) to your computer—recommended for free accounts due to the 1GB storage limit.
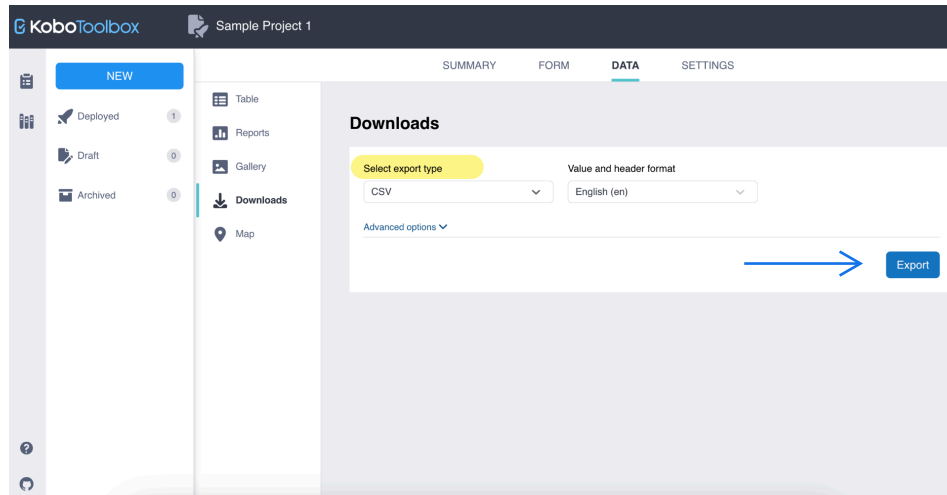
DOWNLOADING THE KOBO APP

1. Click on the **Data** tab to view Tables, Reports, Photo Galleries, Maps, and Download options for this project. Select **download** in the left menu bar.
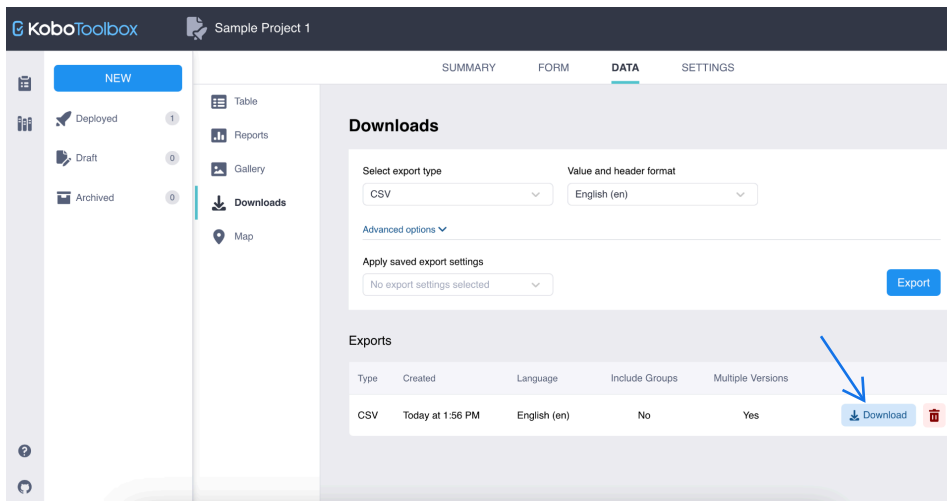
   * You do not have to adjust any settings but you may if you see fit.
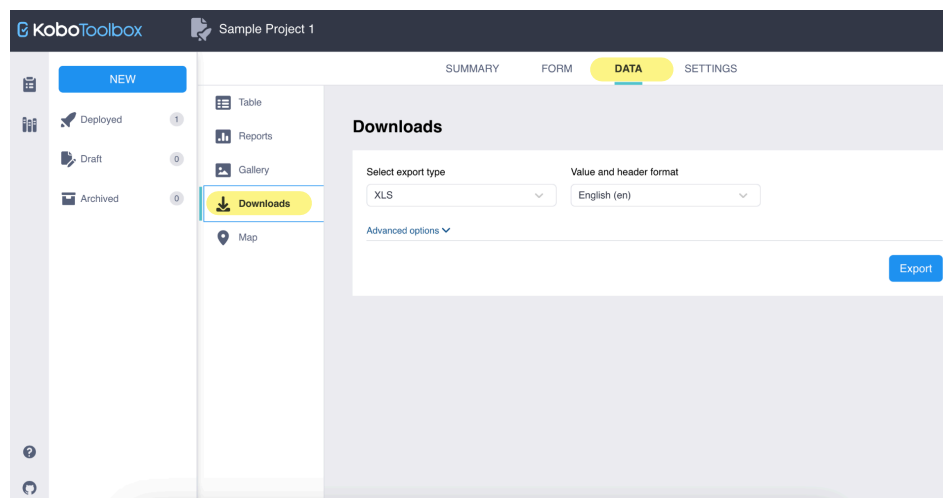
2. Choose **CSV** in the **Select export type** dropdown menu. Select the **export** button.
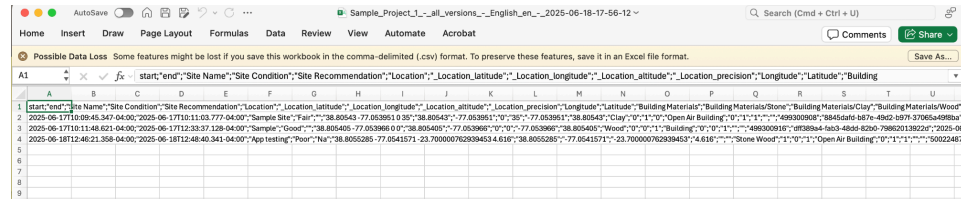

3. Select **download** to acquire csv.

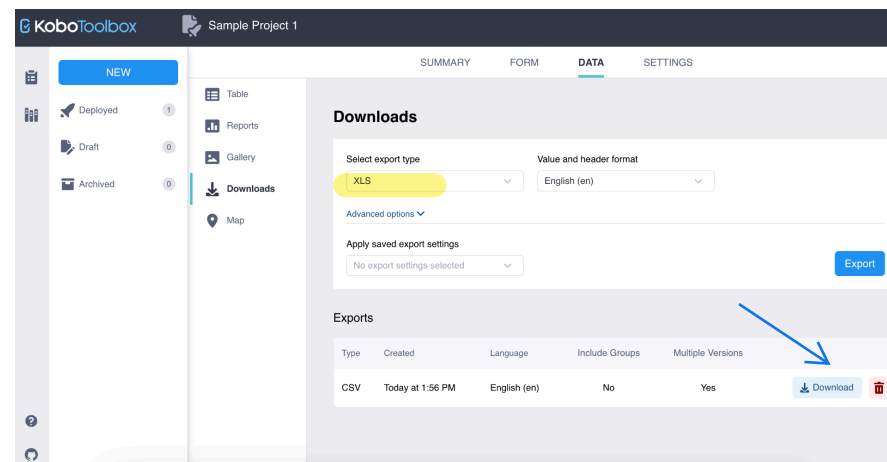4. Locate and download the CSV file on your computer. The file is likely in **downloads**.

   If you open the CSV file, you will see that each question in your form is separated by a semi-colon.

5. You may also download the file as an **XLS,** as both file types will allow you to display data in a GIS program. Repeat the same steps, except choose XLS instead of CSV.

   *Here the responses are in columns rather than separated by semi colon.

EXPORTING FILES

1. In the **Data** tab, choose **Media attachments** under the dropdown menu **select export type**.
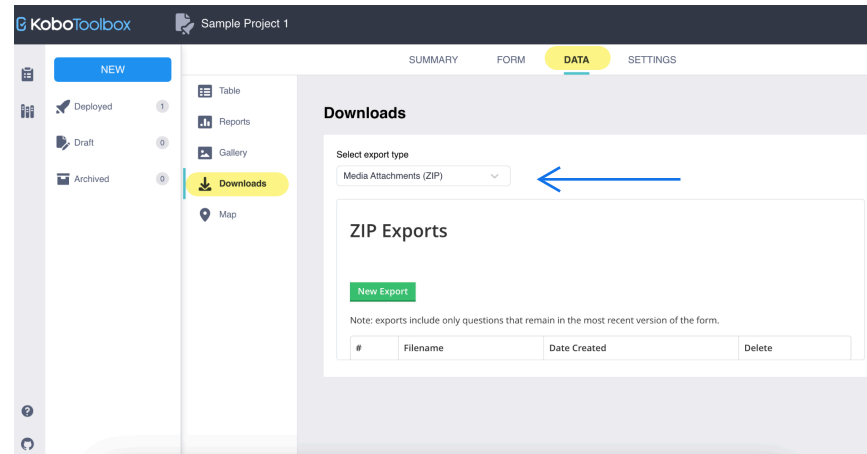
2. Notice below the new green **export button**, select it to get the download started. Once complete, you can export the zip file to your local computer.
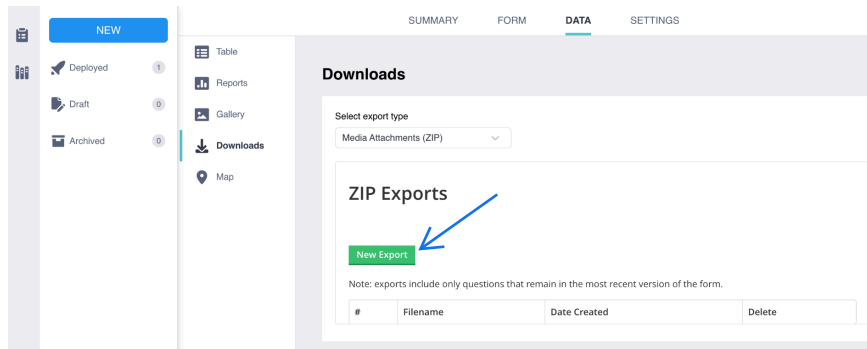
3. Locate and open the file. You are now able to use this file for uploads into other software.

RESOURCES

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

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

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

Previous Module (1.09):

https://chi-kobo.events.asor.org/portals/0109CollectingDataInKobocollectWithoutAnInternetConnection

All Modules: https://www.asor.org/chi/chi-tutorials/kobo/eng

VIEW ALL ASOR TUTORIALS FOR FREE

asor.org/chi/chi-tutorials