

# KOBOTOOLBOX MONITORING & EVALUATION

## LEVEL 1 - INITIATION

### PEDAGOGICAL OBJECTIVES

This course is designed for anyone with basic computer skills who wants to set up project monitoring and evaluation tools and workflows.



#### TARGET AUDIENCE

All audiences



#### PREREQUISITES

Basic computer skills



#### TEACHING RESOURCES

Digital training material given to trainees (with concrete examples and practical exercises)

Evaluation questionnaire and end-of-training certificate



**DURATION** > 21h of training, in continuous day or half-day sessions



**RATES** > By quotation



#### TERMS AND CONDITIONS

No pre-requisite selection  
Dates to be agreed



#### REGISTRATIONS

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For disabled access, please contact us.

### CONTENTS

#### THEME 1: Reminder of the data collection workflow

- Understanding collection and control mechanisms
- Understanding the supervisor's role
- Understanding the interviewer's role
- Installing the KoboCollect application
- Connecting to the KoboServeur account

#### THEME 2: Getting started with the server

- Connecting to the KoboToolbox server
- Understanding the different interface panels
- Previewing the deployed version of the survey form

#### THEME 3: Managing survey forms

- Viewing a survey form
- Modify a survey form
- Save a survey form
- Manage the validation status of a survey form
- Export survey results

#### THEME 4: Getting started with data collection

- Description of KoboCollect (interface, preferences)
- Downloading a survey form
- Create a survey (form filling)
- Modify / Delete a form
- Save/export a form

#### THEME 5: Test of Field data collection

- Practical exercise to test data collection in the field
- Feedback and verification of data collection with supervisors
- Data correction with supervisor/trainer

#### TOPIC 5: KOBO and QGIS

- Interoperability with QGIS

