

# ODK Collect Help Page

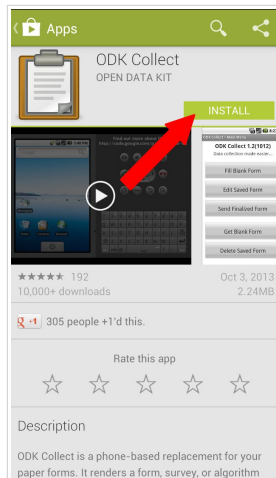


The following instructions will guide you through the process of properly installing ODK, downloading the forms, filling out the forms and submitting the data.

Steps 1-3 only need to be done once, Steps 4-5 will be done for every person(s) surveyed and Step 6 should be done whenever data connection is available. Survey Part 1 shall be done primarily by an administrator for infrastructure and demographics overview and Survey Part 2 contain general questions for teachers/administrators.

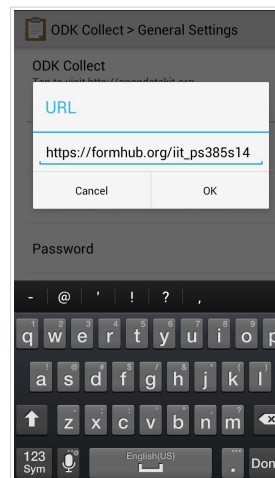
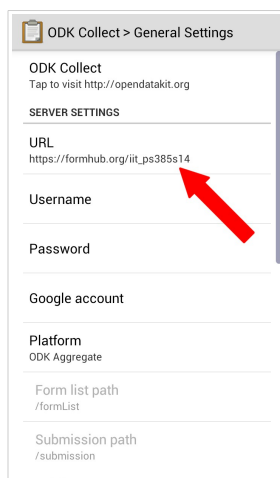
## Step 1: Download App (note: this step requires internet connection)

From your Android device, please navigate to the *Google Play Store*, search the play store for the *ODK Collect* app and select install. Or get the app from this link: <http://tinyurl.com/a79v4rr>



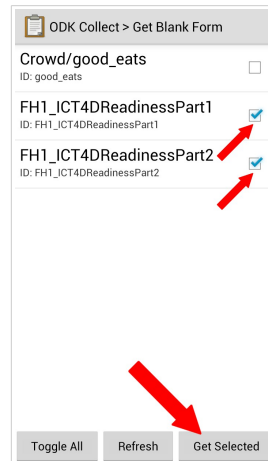
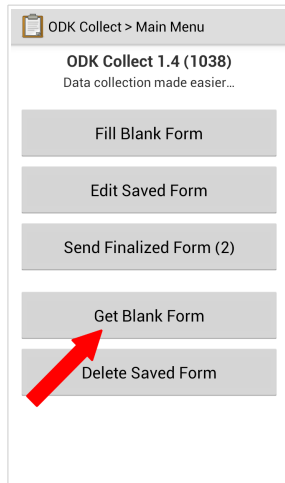
## Step 2: Connect to Server (note: this step requires internet connection)

Open the app on your Android device and find the “General Settings” page. Depending on your device, this page may be found by clicking the tab on the top right corner of the home page or you may need to press your device's Menu Key. Under “Server Settings” replace the existing URL with the following: [https://formhub.org/iit\\_ps385s14](https://formhub.org/iit_ps385s14). Then please navigate back to the home page.



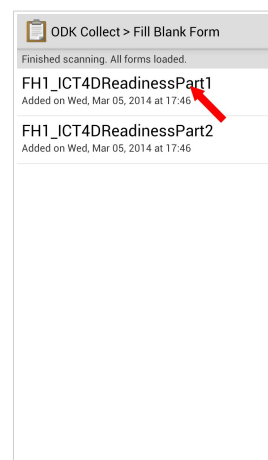
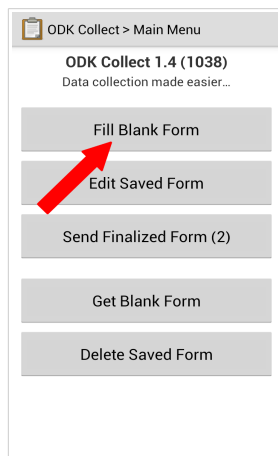
### Step 3: Download Survey (note: this step requires internet connection)

In order to have the survey saved on the device it must be downloaded from the server. From the *ODK Collect* home page click on the “Get Blank Form” button. A list of surveys should appear, of which, the following two need to be selected: *FH1\_ICTD4ReadinessPart1* & *FH1\_ICTD4ReadinessPart2*. After selecting the surveys, click the “Get Selected” button. The app will bring you back to the home page.(note: this step requires internet connection)



### Step 4: Access Survey

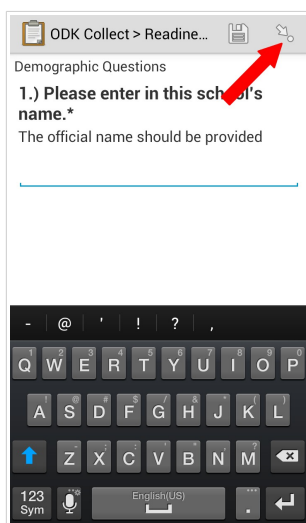
Now that the survey has been downloaded and saved, it can be accessed at anytime without the need of internet connection. From the home page select “Fill Blank Form”. This will bring you to a page with all previously saved forms. From here we select the survey that we will be taking, for example *FH1\_ICTD4ReadinessPart1 Readiness V1.3 Part 1*.



## Step 5: Taking Survey

After the survey opens, follow the on-screen instructions through to the end of the exam. Some questions are required to be answered before the exam can be submitted. Please answer the questions as best as possible.

To navigate and view all questions, select the down arrow on the top right corner as shown below. In order for the survey to be saved, you must select the “Save Form and Exit” button at the end of the survey.



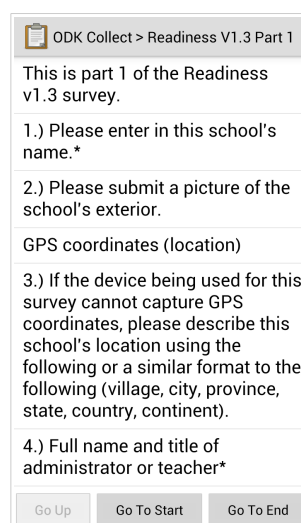
ODK Collect > Readine...

Demographic Questions

1.) Please enter in this school's name.\*

The official name should be provided

[Red arrow points to the top right corner of the screen]



ODK Collect > Readiness V1.3 Part 1

This is part 1 of the Readiness v1.3 survey.

1.) Please enter in this school's name.\*

2.) Please submit a picture of the school's exterior.

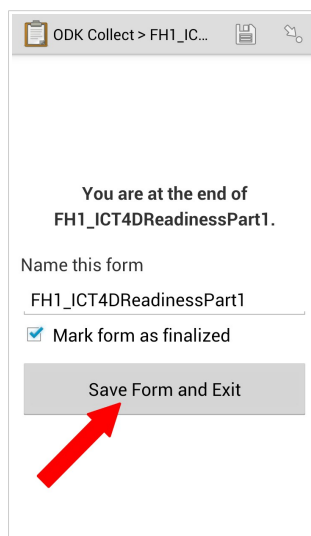
GPS coordinates (location)

3.) If the device being used for this survey cannot capture GPS coordinates, please describe this school's location using the following or a similar format to the following (village, city, province, state, country, continent).

4.) Full name and title of administrator or teacher\*

Go Up Go To Start Go To End

In order for the survey to be saved, you must select the “Save Form and Exit” button at the end of the survey.



ODK Collect > FH1\_IC...

You are at the end of FH1 ICT4DReadinessPart1.

Name this form

FH1 ICT4DReadinessPart1

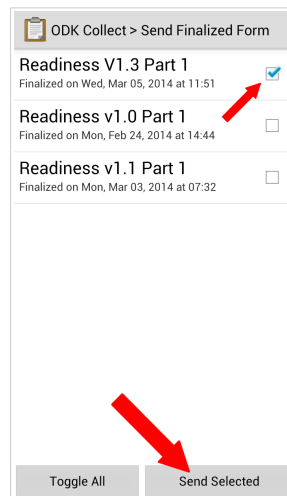
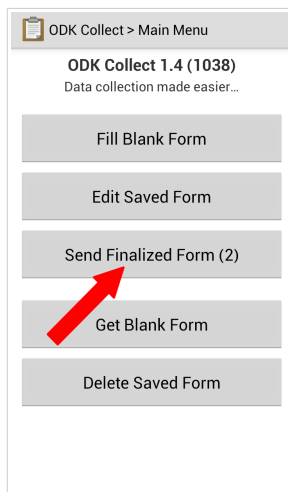
Mark form as finalized

Save Form and Exit

[Red arrow points to the 'Save Form and Exit' button]

**Step 6: Submit Survey(s)** (note: this step requires internet connection)

All surveys that have been completed must be uploaded for analysis. Please select “Send Finalized Form” from the home page. From the prompted page select the check boxes all of the surveys (one or more) that have been completed and need to be uploaded. Then press the “Send Selected” button on the bottom of the page.



The survey(s) is now complete.