Setting Up The Girl Roster™ Technical Guidance

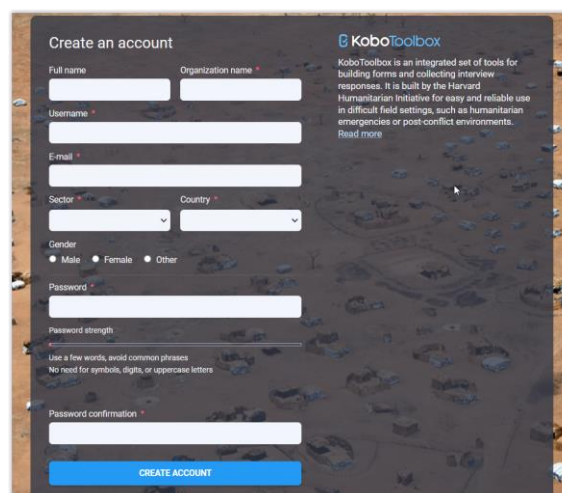# HOW TO: Setting up Gmail and Kobo Toolbox

Steps:

1. Before setting up your phone or tablet, you must create a project-specific Gmail account. Make sure it is something generic such as: (orgname)girlroster or girlrostermay23.

   NOTE: Please, do not use anyone's personal Gmail. Instead, create something new for this project. You can continue to use the same Gmail for future rostering as well.

2. If Gmail requires you to link this account to an existing gmail or other email, please ensure it is to the person who is responsible for setting up phones or is most competent with technology in your team.

3. Next you are going to set up Kobo Toolbox. Kobo Toolbox is a free, open-source platform where you can upload or build forms and collect data. Go to the following link: **https://www.kobotoolbox.org/sign-up/**.

4. Click on "Create an Account".

5. Fill in the required information for your Kobo Toolbox account. Your screen should look like the image below. Be sure to use the same Gmail address you just created. We also strongly recommend your username reflect the Gmail, for example if your Gmail is popcouncilgirlroster23@gmail.com, then your username can be popcouncilgirlroster23.

HOW TO: Setting up Gmail and Kobo Toolbox

Steps (Continued):

6. You will be prompted to activate your account. An email will be sent to the Gmail address you provided. If you do not receive an activation email, check your account's Spam or Junk folder. Click on the link provided and your account will be verified.

7. Verify your account is working by logging in again.

HOW TO: Setting Up Your Phones or Tablets
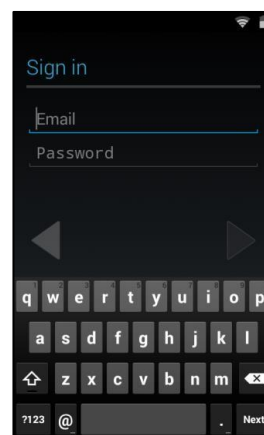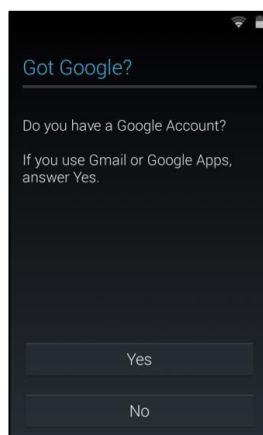
Phone or Tablet Requirements:

*   Android 2.1 or above (the more recent the Android, the more effectively it will work)

Some Considerations:

*   You should have enough phones or tablets per every two people implementing the Girl Roster, i.e. the rosterers
*   In some settings, a tablet might be more affordable than a phone. However, please consider safety in the community. If a tablet is too flashy or will draw too much attention, perhaps a phone is a better tool.

Steps:

1. Turn on your phone or tablet. You will be prompted for a Gmail address. Use the one you earlier created for the project.
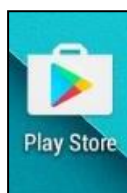
Steps (Continued):

2. Go through all the basic installation prompts on your device. After this ,you will adjust certain device settings to ensure success in your rostering.

3. Location Services: The first is to improve your device's location services. This will aid you in collecting GPS coordinates, as prompted by the Girl Roster questionnaire. To do so, click on the four-square button found at the bottom of your screen and select "Settings".
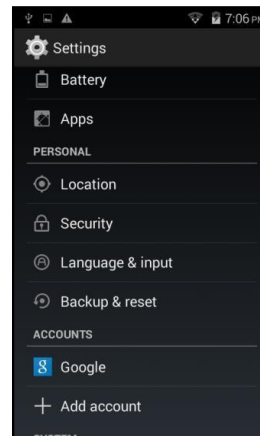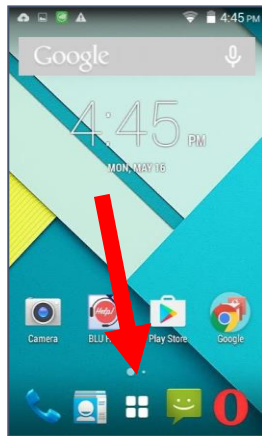

4. In "Settings", scroll to "Location Services" and select it.

5. Under "Location Services", select "Google Location Accuracy" and put "Turn Location Accuracy" to ON. In older versions of the Android device, this might look different. Instead, you might be asked to select the "Mode" under "Location". It will be preset to "Battery saving". Please change to "High accuracy" and return to your home screen.

6. Play Store Settings: Next, you are going to adjust the settings of Google Play Store to minimize disruption to your process. Select the play store icon, found on your home screen. It should look like this:

HOW TO: Setting Up Your Phones or Tablets

Steps (Continued):

7. You will be brought to a screen like this. Click on "Settings".
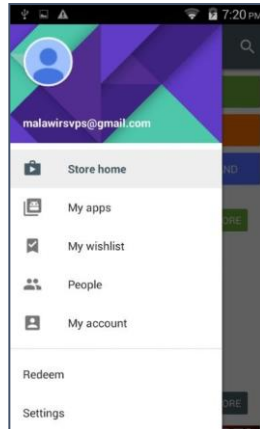
8. Under "General", you will see an option "Auto-update apps". Click on it and change it to "Do not auto-update apps". Once you have selected this, it will bring you back to the "General" page. Hit the back button until you are on the home screen of the Google Play Store.

9. Downloading Kobo Collect: Now that the device's settings are ready, you are going to download Kobo Collect.

    NOTE: you can also use ODK Collect. There is no difference except that Kobo Collect has the Kobo name. For consistency with Kobo Toolbox, we encourage you use Kobo Collect.

10. In Google Play Store, search for Kobo Collect. The icon for this application will look like this below.


11. Once you have found the right application, click on it to install.

12. Once it is installed, click "Open" and make sure you can find the application on your device.
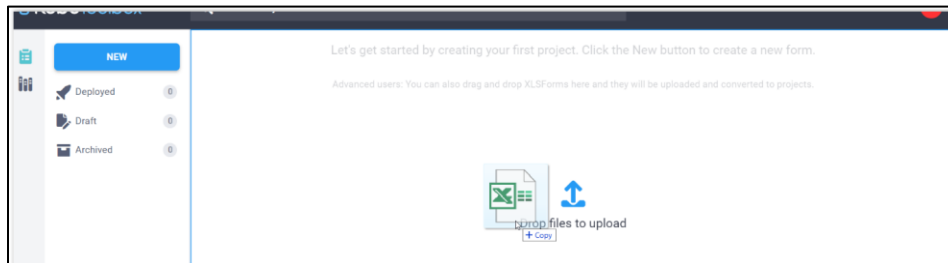
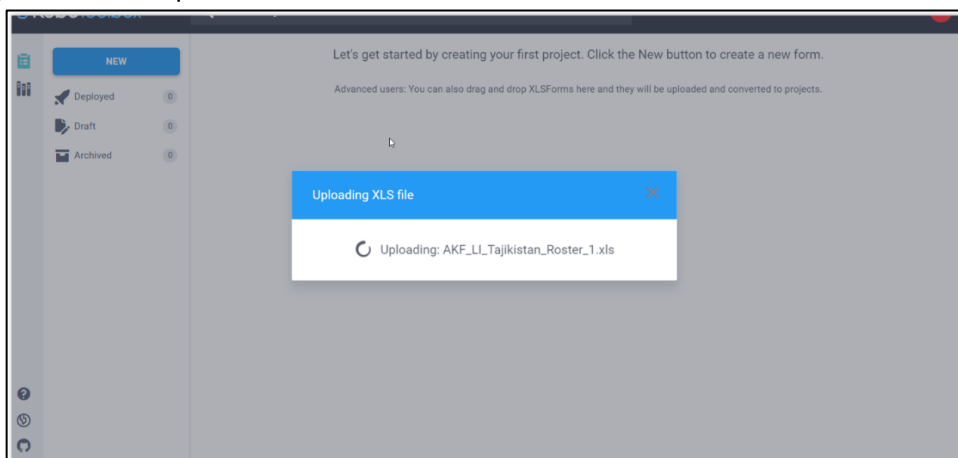# HOW TO: Put your Girl Roster on Kobo Toolbox

Steps (Continued):

1. Let's go back to Kobo Toolbox. If your Girl Roster form is now ready, you can upload it to your Kobo Toolbox account. First, log into the account. You will see the home screen below. You are NOT going to create a new form. Instead, you are going to upload the one that you already modified or was modified for you.
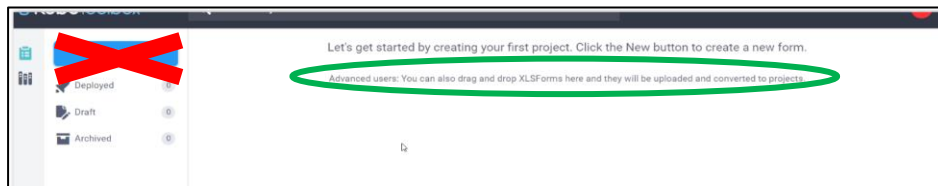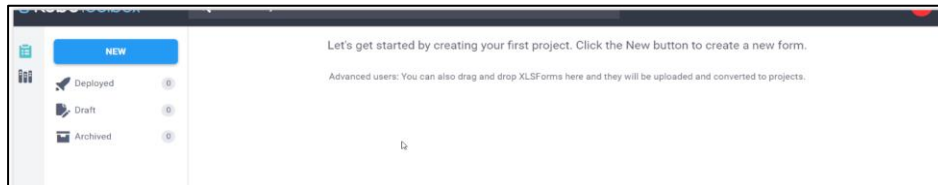
2. Drag and drop the XLS file – the Girl Roster questionnaire that has been customized for your project – into the above window. If it is working, it will look something like this below.

3. Once you have dropped the file, you will see an image on your screen like below, but with your own questionnaire's name.

# HOW TO: Put your Girl Roster on Kobo Toolbox

Steps (Continued):

4. Once finished, you will now see in the left-hand corner of the screen a "DRAFT" of your questionnaire.

    NOTE: You might have to refresh your screen to see the "DRAFT" but do not do so until the upload is complete.

5. Before finalizing the questionnaire, we strongly recommend you preview the draft. To do so, click the eye icon – the "Preview" button in the top right-hand corner. This will open a web version of your questionnaire that you can review.

    NOTE: If there are any errors in your form, DO NOT change them in the web version. Instead, do so on the XLS form and re-upload.

6. If the form is ready after your review, click the blue "Deploy" button found next to the form. See the image below for an example. You will see the questionnaires move from "Draft" to "Deployed". You are now ready to connect your devices to Kobo Toolbox and download the blank questionnaires.
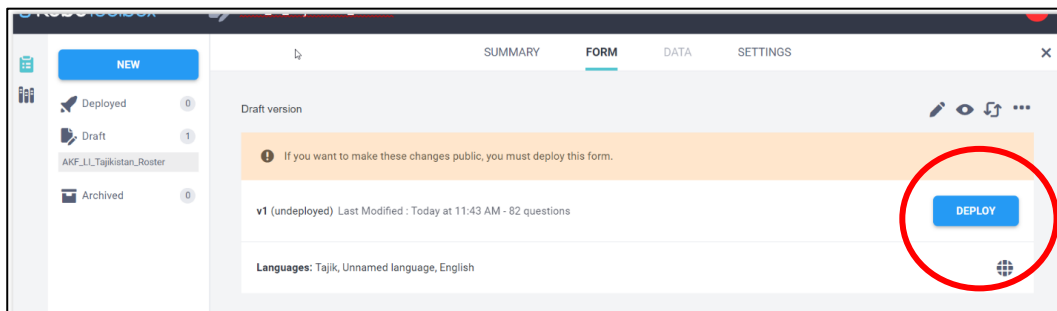
7. To verify that your questionnaires was, in fact, deployed or to check all deployed questionnaires – click on the left-hand button for "Deployed".
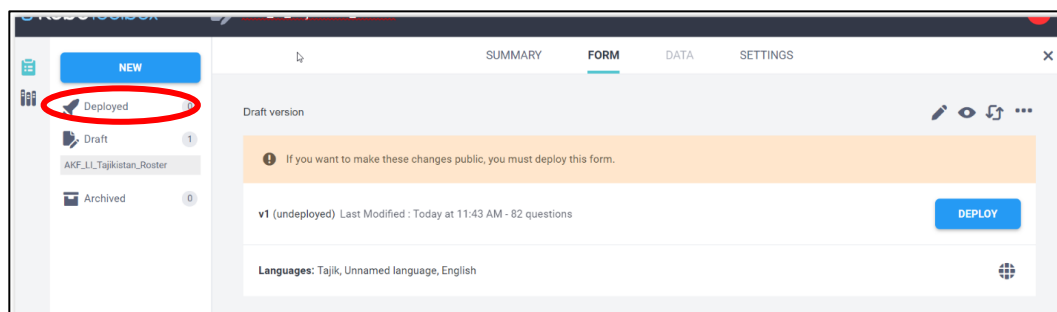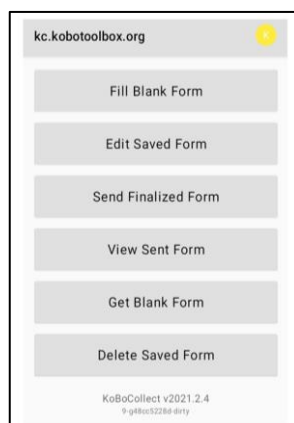
HOW TO: Connect You Device to the Girl Roster

Steps:

1. Linking Kobo Collect to Your Kobo Toolbox Account: Before you can get a Girl Roster questionnaire onto your device, you must first connect Kobo Collect to your Kobo Toolbox account you set up earlier. When you open Kobo Collect for the first time, it will prompt you to either use a QR code or "Manually enter project details". You are going to select the latter.

2. You will now be asked to input the URL, username, and password. Please use the following URL: **https://kc.kobotoolbox.org**. The username and password should be the same as you used to set up you Kobo Toolbox account.

3. Once you have inputted that information, select "Add".

4. The home screen of Kobo Collect should now look like this. Again repeat this step for all devices.

5. Downloading Your Girl Roster Questionnaire: Now that your devices are connected to your Kobo Toolbox account, you can select "Get Blank Form" as seen in the image above.

HOW TO: Connect You Device to the Girl Roster

Steps (Continued):

6. A list of all the Girl Roster questionnaires you deployed earlier should now appear. You can either "Select All" to have all the questionnaires sent to your Kobo Collect or select only the ones you wish to use by doing so manually. Then click "Get Selected".

   NOTE: You must connect your device to the Girl Roster while you have an internet connection. If you are not on the internet, this will not work.

   You are now ready to roster!

HOW TO: Collect the Girl Roster Information

The following section only reviews the technological process of collecting Girl Roster information using the blank Girl Roster questionnaires and Kobo Collect. If you want more detail on how to use the questionnaire, how to go out into the communities, etc. please refer to the video training on the Girl Roster, found here: XXXXXXXX.

NOTE: Once you have the blank questionnaire(s) in the Kobo Collect application, you will no longer require internet connection to collect your information. The blank questionnaires and completed questionnaires will stay on your devices until you either delete them from the application or upload them back onto Kobo Toolbox.

Steps:

1. Open Kobo Collect.

2. Select "Fill Blank Form" from the home menu.

3. Select the questionnaire that you will be using for this rostering.

4. Go through all the questions, household to household, by swiping your finger from right to left or by selecting the "Next" button after answering each question.

5. At the end of the form, check "Finalized" and select "Save Form and Exit". If you do not finalize the form, it will not be uploadable to Kobo Toolbox.

HOW TO: Upload Collected Information to Your Kobo Toolbox Account
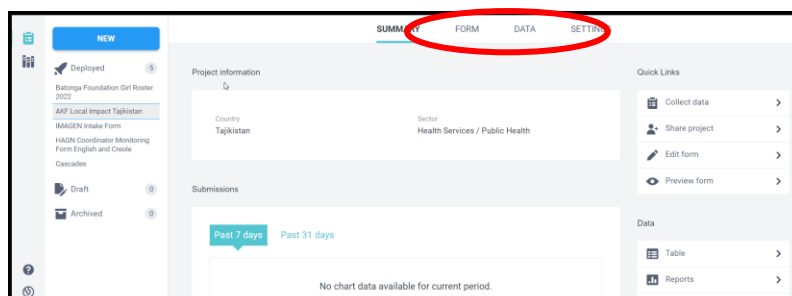
Steps:

1. Once you have collected your information, and made any necessary edits, the forms should all be finalized.

2. Returning to WiFi, you will not reopen Kobo Collect. Make sure the devices are securely connected to the internet.

3. Select "Send Finalized Form" as seen on your home screen. A list of all the collected forms should appear.

4. Press "Select All" or select the ones you wish to upload manually and then press "Send Selected".

5. To ensure the forms were uploaded successfully, select "View Sent Forms" on your home screen. You should be able to now see all completed questionnaires that have been uploaded to your Kobo Toolbox account.

HOW TO: Display Your Information in Girl Roster Output Tables

Once you have finished your rostering, now is time to display your results in the Girl Roster Output Tables. These tables have been created by the GIRL Center at Population Council to support users in reading and analyzing the information collected for program design decisions. While you are welcome to analyze or display your information any way you like, we strongly recommend you use the output tables.

Steps:

1. Get Your Information off Kobo Toolbox: Log into your Kobo Toolbox account. From the "Deployed Forms" select the questionnaire from which you want information displayed. You should see a screen like below. Click on the "Data" tab on the top as seen here.
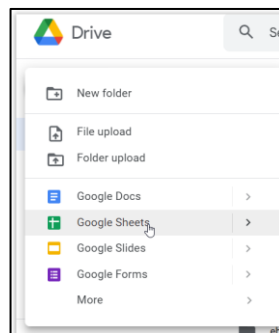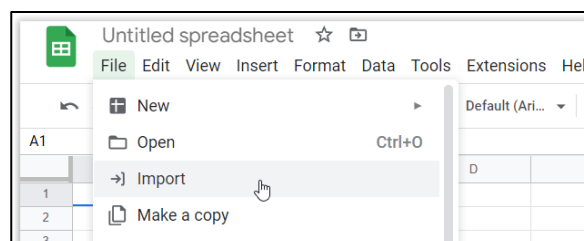
Steps (Continued):

2. Click on the "Downloads" button on the left, as shown in the image below. This will show you a list of all downloads from most recent to oldest. Each download counts as a singular upload of a completed questionnaire. Therefore, it is better to wait until all your rostering is complete.
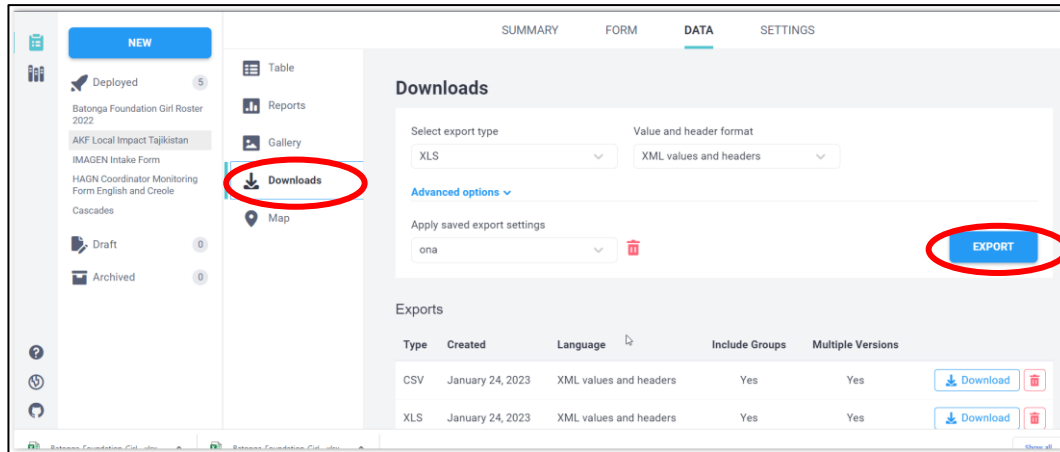
3. Click on "Export" found on the right-hand side of your screen. Make sure that "Select report type" is XLS and that "Value and header format" is XML values and headers. You can leave "Apply saved export settings" alone.

4. Upload Your Information to Google Sheets: Your Girl Roster results are going to be displayed in output tables that can be found on Google Sheets. First, log into your Google Drive using the Gmail address you set up at the start of this process.

5. Select "Google Sheets" as seen in the image below.

6. When you have a new sheet open, go to "File" at top of your screen and select "Import" as seen in the image below.
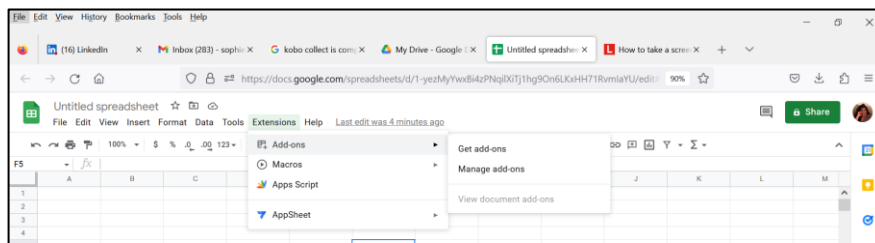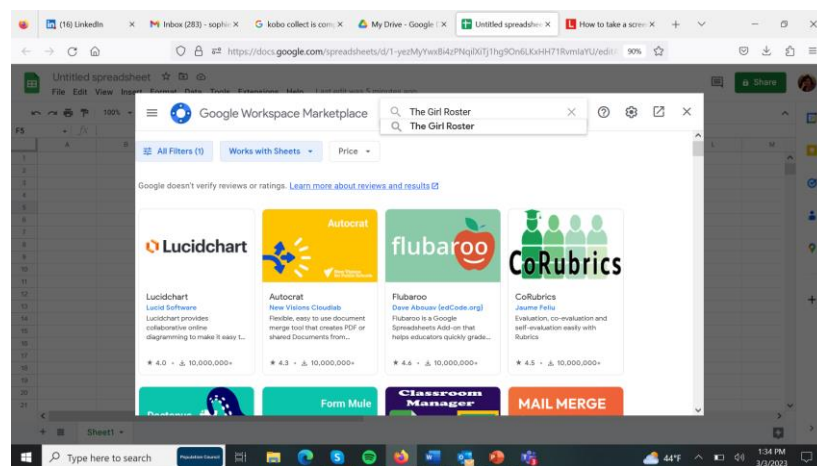
Steps (Continued):

6. Select "Upload" and either drag and drop the file you just downloaded from Kobo Toolbox or select it from the options available.

7. You will see a screen like this below. Always select "Replace spreadsheet" and click "Import Data".
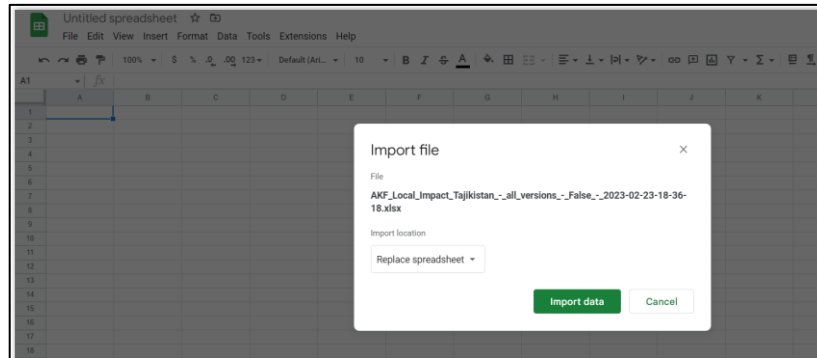
8. Once your file is imported, select "Extensions" at the top of the screen. Go to "Add-ons".


9. Once in the Google Marketplace, search for "The Girl Roster".

10. Once the add-on shows up, click on it and select "Install." It will ask you if you can grant permission to start installing. Select "Continue".

Steps (Continued):

11. Now you go back to "Extensions" and you will find "The Girl Roster" add-on. Under the "The Girl Roster" menu of add-ons, you will find some options. To generate standard output tables, select "Add Output Template". If you also asked about program participation, be sure to "Add Program Participation sheet". And finally, if you rostered both girls and boys, "Add Boy Matrix".
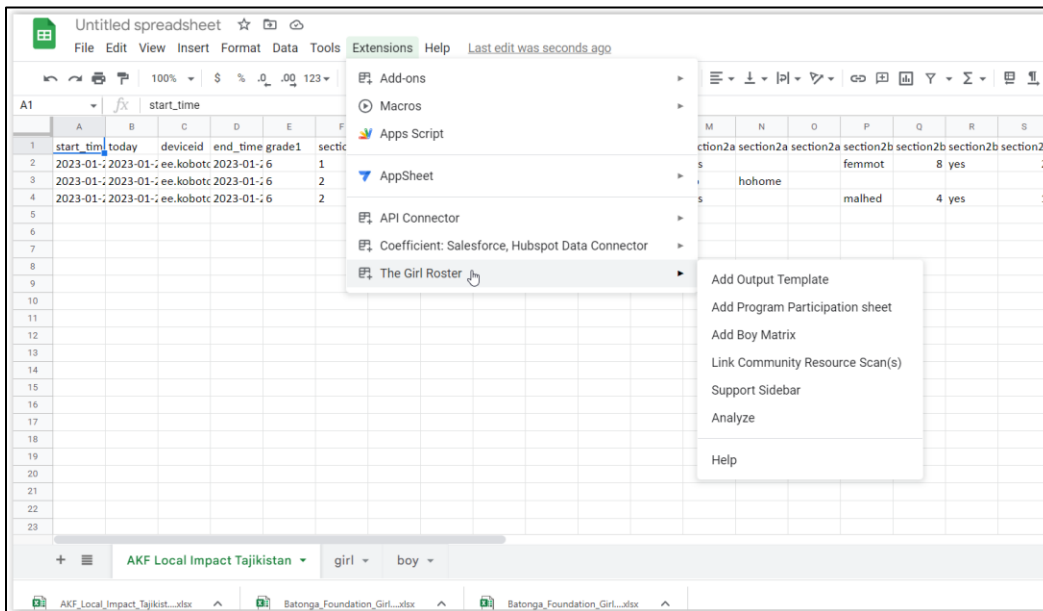
12. Check the various tabs in the Google Sheets document and see that there are no error messages. If there are, you will have to contact us at girlrosterinfo@popcouncil.org.

Now you can do your analysis! For more information on how to analyze the Girl Roster information, please visit XXXXXXXXX