

Session 1C: Interactive: Navigation of Supervisor

Objectives

- Login to Supervisor
- Navigate screens
- Approve a questionnaire

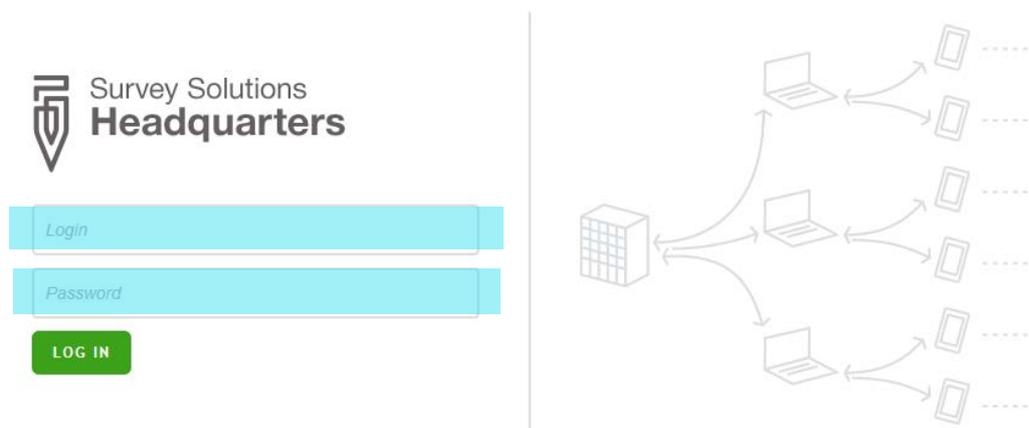
During this exercise we will approve the questionnaire you completed this morning:

Questionnaire 0: Introduction

1. Name
2. Age
3. Sex 1. Male 2. Female
4. Nationality
5. Marital Status
 1. Single 2. Married 3. Widowed 4. Divorced/Separated
6. Marriage Date (if married)

User accounts and information are highlighted. Please be sure you refer to your User Information Sheet for your account information.

1. Log on to the Headquarter Website at <https://siap1.mysurvey.solutions/>
 - a. Login: **Supervisor Login**
 - b. Password: **Supervisor Password**



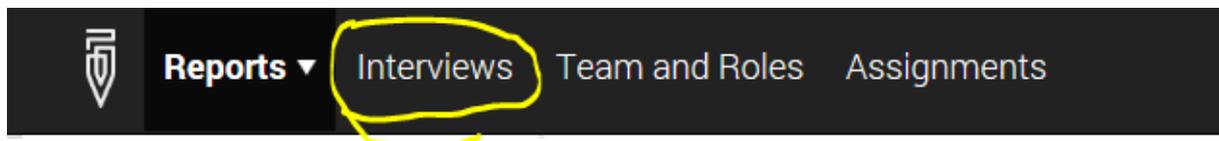
The first screen you see when you log on is the Surveys and Statuses screen. This screen has an overview of the supervisor's work.

TEMPLATE VERSION	QUESTIONNAIRE TEMPLATE	SUPERVISOR ASSIGNED	INTERVIEWER ASSIGNED	COMPLETED	REJECTED BY SUPERVISOR	APPROVED BY SUPERVISOR	REJECTED BY HQ	APPROVED BY HQ	TOTAL
2	Session 1- Demonstration for Day1 (Q0)	0	0	1	0	0	0	0	1

To navigate back to this screen use the dropdown menu



Navigate to the Interviews screen to view the interview and approve interviews conducted by your interviewers.



You should see the questionnaire we completed this morning.

INTERVIEW KEY	RESPONSIBLE	LAST UPDATE	HAS ERRORS	STATUS	RECEIVED BY INTERVIEWER	ASSIGNMENT
46-99-75-06	SlapSup1Int1	7/24/2017	---	Completed	No	1

Open the interview to view the responses.

Session 1- Demonstration for Day1 (Q0) (ver. 2) Status **Completed** Responsible **SiapSup1Int1** Language: original

Q0: Simple Questionnaire for Demonstration

What is your name ?	Mary	<input type="text" value="Write a comment..."/>
How old are you ?	35	<input type="text" value="Write a comment..."/>
Please select your gender?	<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="text" value="Write a comment..."/>
What is your current Nationality ?	USA	<input type="text" value="Write a comment..."/>
Please select your Marital Status from the drop down list?	<input type="radio"/> Single <input checked="" type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Divorced / Separated	<input type="text" value="Write a comment..."/>

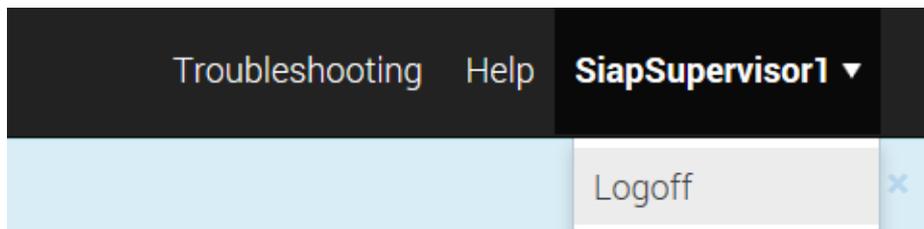
Click the Approved button and leave a short comment about the interview.

Approve interview ✕

Comment :

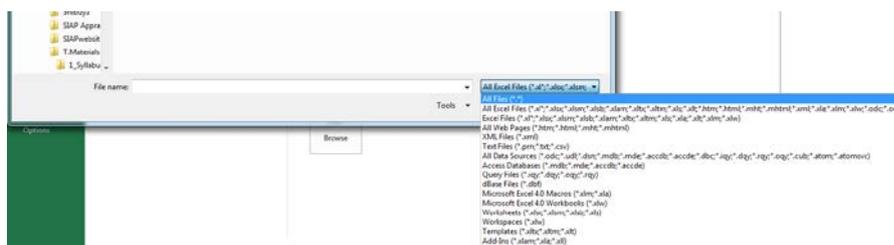
completed

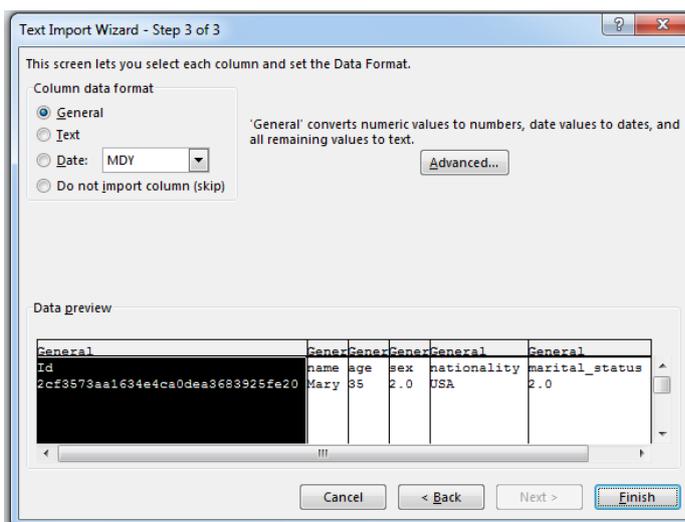
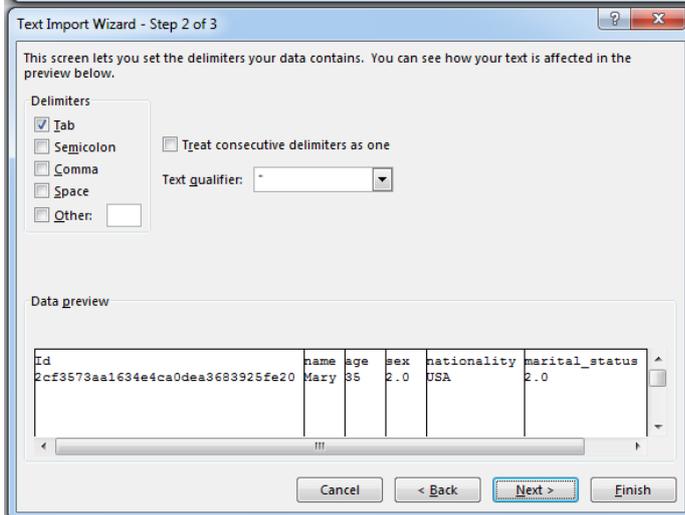
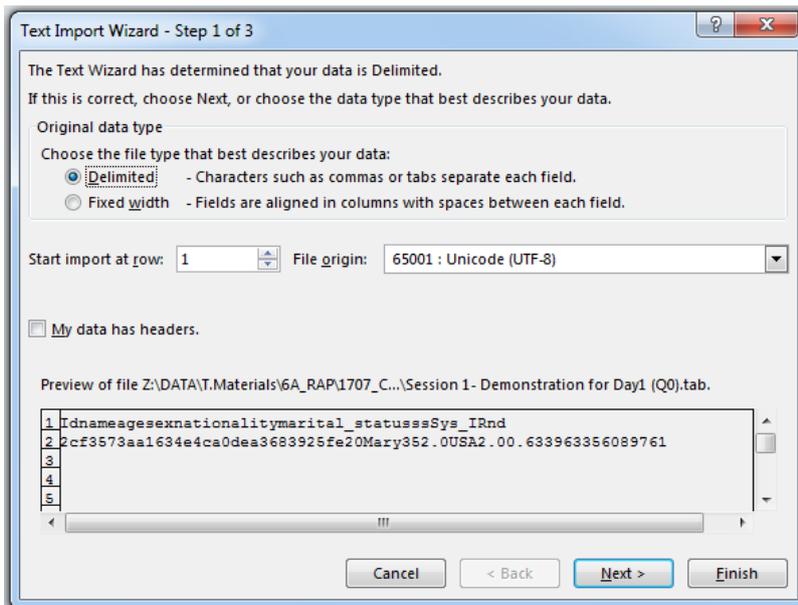
Logoff as Supervisor.



Next the instructor acting as HQ approves all the questionnaires and downloads the results onto the share drive.

Open the .tab file with excel. Be sure to change file type to *All Files* so that you can see the file.





Calculate the average age of the participants.

Interactive: Navigation of Designer

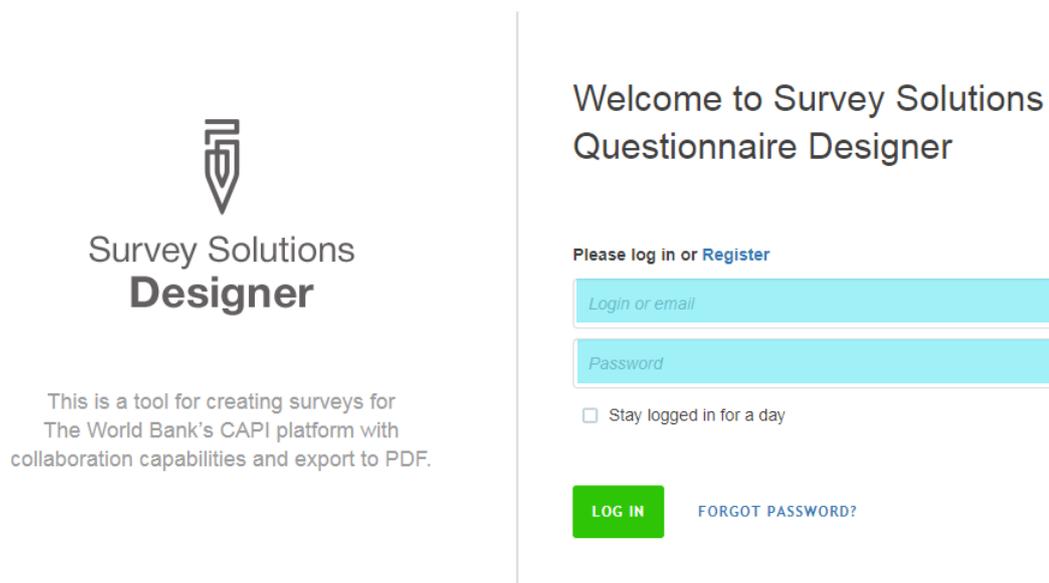
Objectives

- Login to Designer
- Navigate screens
- Copy a questionnaire
- View the parts of a questionnaire
- Change a question
- View the change in Tester

During this exercise we will make a copy of the this morning questionnaire and look at the parts:

User accounts and information are highlighted. Please be sure you refer to your User Information Sheet for your account information.

1. Log on to the Designer Website as <https://solutions.worldbank.org/>
 - a. Login: Designer Login
 - b. Password: Designer Password



Survey Solutions
Designer

This is a tool for creating surveys for
The World Bank's CAPI platform with
collaboration capabilities and export to PDF.

Welcome to Survey Solutions
Questionnaire Designer

Please log in or Register

Login or email

Password

Stay logged in for a day

LOG IN FORGOT PASSWORD?

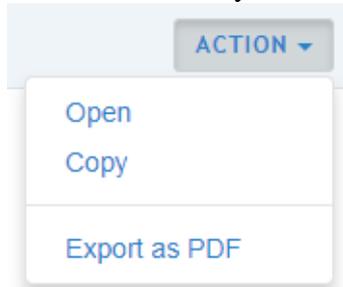
The first screen you see when you log on is the My Questionnaires screen. It has a list of the questionnaires you have create or and those that other people have shared with you.



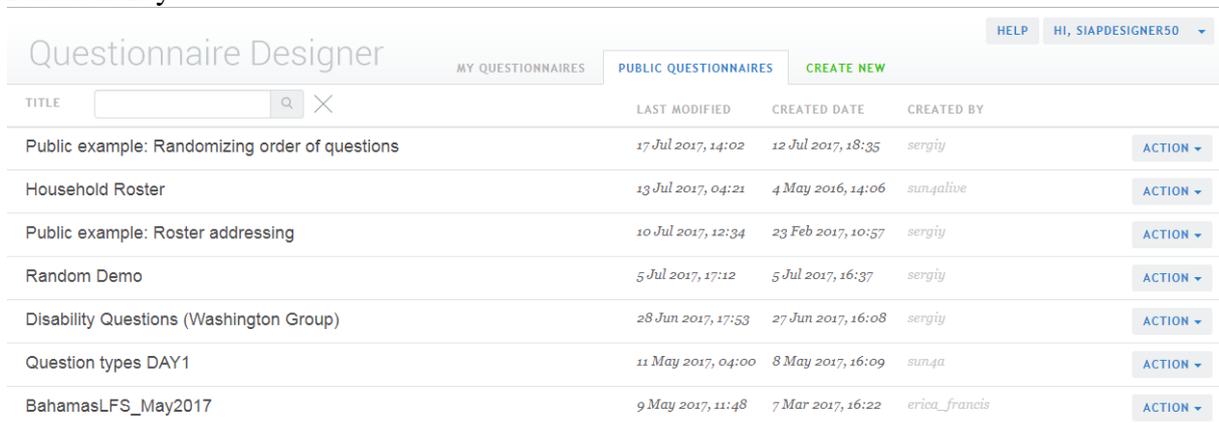
TITLE	LAST MODIFIED	CREATED DATE	CREATED BY	ACTION
Simple Questionnaire for Demonstration	20 Jul 2017, 03:18	20 Jul 2017, 02:59	hodge2	ACTION

You should see the questionnaire we completed this morning. It was created by hodge2. The date it was created and the last modified date are shown.

There are 3 actions we can take with this survey. Open, copy and export. We cannot edit because the survey has been shared as read only.



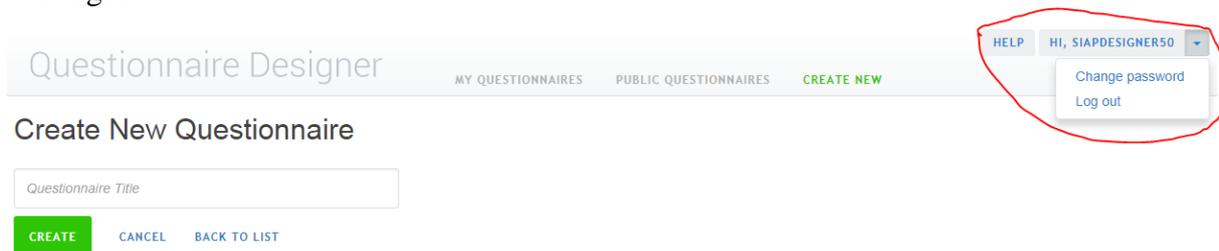
The next screen we will look at is the Public Questionnaires screen. This screen contains sample questionnaires. These questionnaires are provided as examples of different functionality.



The final screen is the Create Screen. We will use this screen tomorrow to create a new survey.



Above the three questionnaire tabs are a help button and a dropdown to change your account and logout.

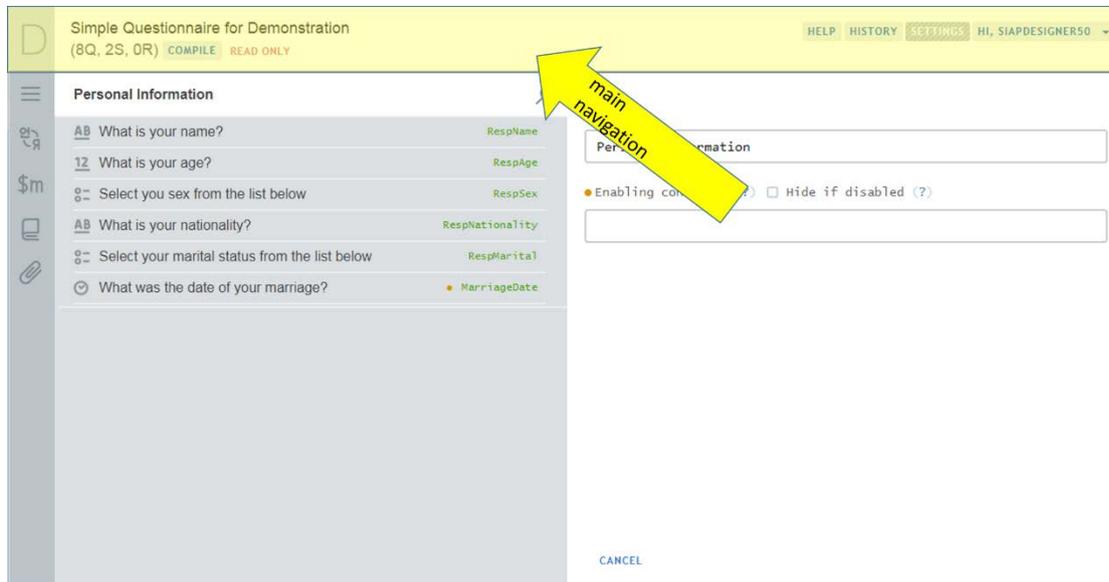


Going back to the My Questions screen. Let's open the survey from this morning and look at navigation within a survey.



There are four parts to the questionnaire screen. The main navigation menu, the questionnaire navigation menu, the section area, the item detail area. The four areas are shown in the diagrams below:

The main navigation menu give the name of the questionnaire, the contents, and settings for sharing the questionnaire. How many questions does this questionnaire contain? How many sections?



The questionnaire navigation allows you to move between the sections, and access the other parts of the questionnaire (macros, translations, lookup table and attachments). Navigate to the second section. How many questions are in the second section?

Simple Questionnaire for Demonstration (8Q, 2S, 0R) [COMPILE](#) [READ ONLY](#) [HELP](#) [HISTORY](#) [SETTINGS](#) HI, SIAPDESIGNER50

Personal Information

AB	What is your name?	RespName
12	What is your age?	RespAge
☺	Select you sex from the list below	RespSex
AB	What is your nationality?	RespNationality
☺	Select your marital status from the list below	RespMarital
🕒	What was the date of your marriage?	MarriageDate

Title: Personal Information

Enabling condition (?) Hide if disabled (?)

CANCEL

questionnaire navigation

The section area contains the questions from a single section.

Simple Questionnaire for Demonstration (8Q, 2S, 0R) [COMPILE](#) [READ ONLY](#) [HELP](#) [HISTORY](#) [SETTINGS](#) HI, SIAPDESIGNER50

Personal Information

AB	What is your name?	RespName
12	What is your age?	RespAge
☺	Select you sex from the list below	RespSex
AB	What is your nationality?	RespNationality
☺	Select your marital status from the list below	RespMarital
🕒	What was the date of your marriage?	MarriageDate

Title: Personal Information

Enabling condition (?) Hide if disabled (?)

CANCEL

section area

The item detail contains the settings for a single question or section. Look at the detail for the marital status question, what type of question is this? Look at the Academic Information section. When is this section displayed?

Simple Questionnaire for Demonstration
(8Q, 2S, 0R) [COMPILE](#) [READ ONLY](#) [HELP](#) [HISTORY](#) [SETTINGS](#) HI, SIAPDESIGNER50

Personal Information

- AB What is your name? RespName
- 12 What is your age? RespAge
- Select you sex from the list below RespSex
- AB What is your nationality? RespNationality
- Select your marital status from the list below RespMarital
- What was the date of your marriage? MarriageDate

item detail area →

Title
Personal Information

● Enabling condition (?) Hide if disabled (?)

CANCEL

Exit this questionnaire by clicking the D in the top left corner.

Simple Questionnaire for Demonstration
(8Q, 2S, 0R) [COMPILE](#) [READ ONLY](#) [HELP](#) [HISTORY](#) [SETTINGS](#) HI, SIAPDESIGNER50

Personal Information

- AB What is your name? RespName
- 12 What is your age? RespAge
- Select you sex from the list below RespSex
- AB What is your nationality? RespNationality
- Select your marital status from the list below RespMarital
- What was the date of your marriage? MarriageDate

Exit Questionnaire →

Title
Personal Information

● Enabling condition (?) Hide if disabled (?)

CANCEL

Create a copy of the questionnaire by clicking on the *Action* dropdown and selecting *Copy*

Questionnaire Designer

MY QUESTIONNAIRES PUBLIC QUESTIONNAIRES [CREATE NEW](#)

TITLE	LAST MODIFIED	CREATED DATE	CREATED BY	ACTION
Simple Questionnaire for Demonstration	20 Jul 2017, 21:19	20 Jul 2017, 02:59	hodge2	<ul style="list-style-type: none"> Open Copy Export as PDF

Change the name of the questionnaire to 'Questionnaire for Practice', then click *copy*.

Copy Questionnaire

Questionnaire for Practice|

COPY CANCEL BACK TO LIST

Select the question "What is your name?" Change the question text to "What is your first name?" Click *save*.

PERSONAL INFORMATION /

Question type

AB Text

Variable name(?)

RespName

Variable label(?)

Respondent Name

Question text

What is your first name?

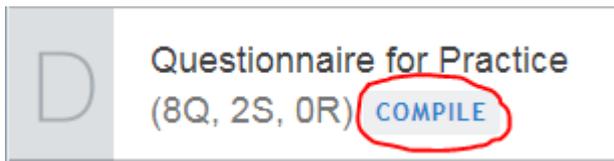
Pattern (?)

ADD INTERVIEWER INSTRUCTION

Enabling condition (?) Hide if disabled (?)

SAVE CANCEL DELETE MOVE TO ▲

Click *compile* to finalize the changes.

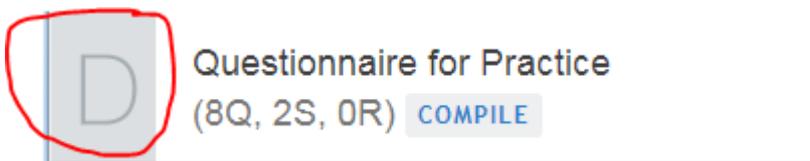


Questionnaire for Practice
(8Q, 2S, 0R) **COMPILE**



Questionnaire for Practice
(8Q, 2S, 0R) **COMPILE** NO ERRORS 7 WARNINGS

Exit the new questionnaire by clicking the D



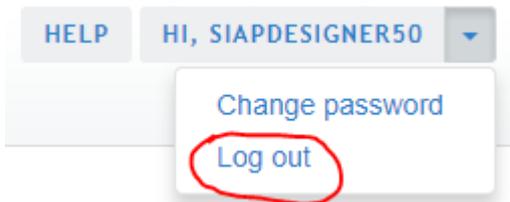
Questionnaire for Practice
(8Q, 2S, 0R) **COMPILE**

Check that there are now 2 questionnaires listed and you are the creator of the new questionnaire.



TITLE	LAST MODIFIED	CREATED DATE	CREATED BY	ACTION
Questionnaire for Practice	20 Jul 2017, 22:41	20 Jul 2017, 22:41	YOU	ACTION
Simple Questionnaire for Demonstration	20 Jul 2017, 21:19	20 Jul 2017, 02:59	hodge2	ACTION

Exit the designer by clicking in *Log out* from the dropdown menu.



HELP HI, SIAPDESIGNER50

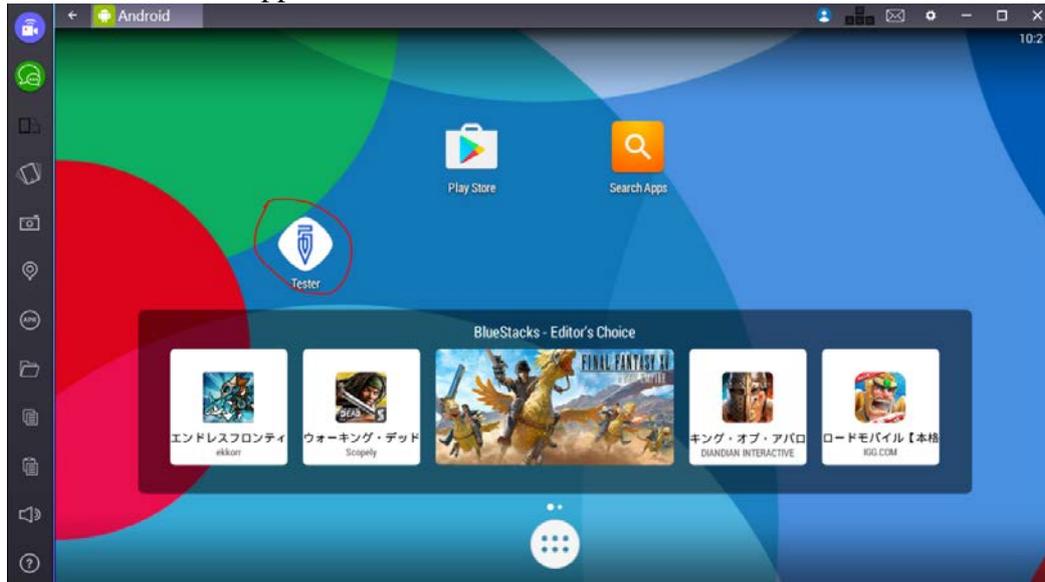
- Change password
- Log out**

Check the changes in Tester application

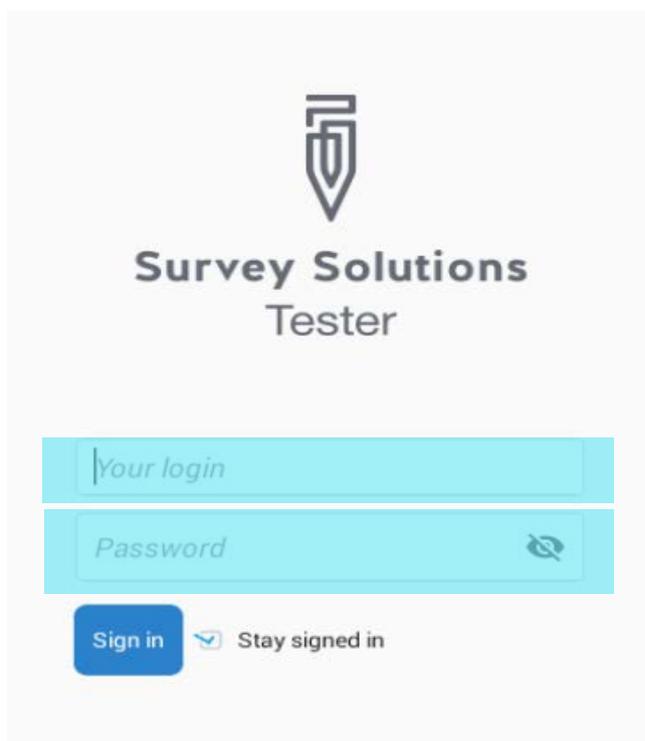
Open Blue Stacks (or tablet).



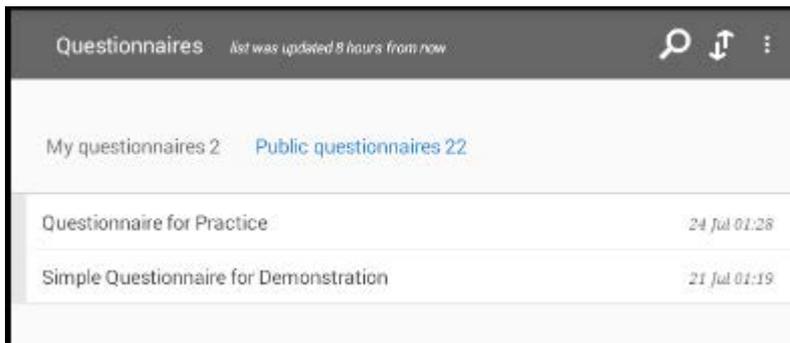
Launch the Tester app



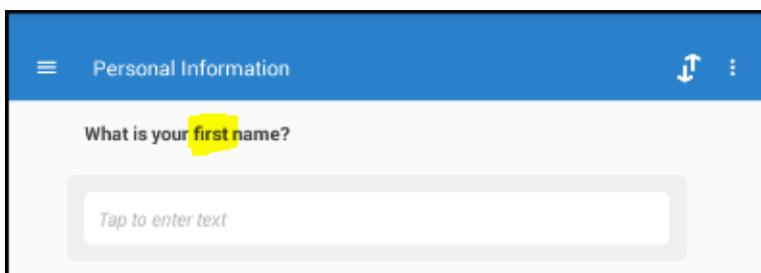
Login with your **designer login** and **password**



Open the Questionnaire for Practice you just created.



Look for the change you made



Close the application using the x at the top of the screen. Then close the tablet.

