



Workshop on Computer Assisted Personal Interviewing (CAPI)

31 July – 4 August 2017, Chiba, Japan

Daily Programme

Monday 31 July 2017	
9:00 – 09:30	Registration
09:30 – 10:00	Opening Session <ul style="list-style-type: none"> • <i>Welcome statements</i> • <i>Self-introduction of participants</i>
10:00 – 10:30	Break and Group photo
Session 1A:	Introduction to CAPI
10:30 – 11:15	Hands-on: Take Demonstration Survey
11:15 – 12:15	Country Experiences: Discussion of participants' experience in using Survey Solutions and other CAPI software
12:15– 13:30	Lunch break
Session 1B:	Overview of Training and Learning Objectives: <ul style="list-style-type: none"> • <i>Systems Development Lifecycle</i> • <i>Introduce the 4 main pieces of Survey Solutions</i> • <i>Become familiar with the workflow of Survey Solutions and the events in the life of a case</i>
13:30 – 14:00	Presentation: Overview of Development Lifecycle and Survey Solutions System
Session 1C:	Practice: Navigation in all SuSo Software
14:00 – 15:15	Hands-on: <ul style="list-style-type: none"> • <i>Approve the Demonstration Survey questionnaire in Supervisor</i> • <i>Instructor approves Demonstration Survey questionnaires in HQ</i> • <i>Navigation of Designer</i> • <i>Copy Demonstration Survey questionnaire</i> • <i>Make a change to the wording in one question</i> • <i>Navigation of Tester</i> • <i>Test Demonstration Survey questionnaire</i>
15:15 – 15:30	Coffee break
15:30 – 17:00	Hands-on: Continued from the last session

Tuesday 1 August 2017

Session 2A:	<p>Basics of Designer Learning Objectives:</p> <ul style="list-style-type: none"> • <i>Perform steps to create a questionnaire</i> • <i>Distinguish between question types: text, date, single-answer, multi-answer and list</i> • <i>Write an enablement condition</i> • <i>Perform steps to create questions with an enablement and edit-check</i>
9:00 – 9:30	Presentation: Overview of Designer
9:30 – 10:30	<p>Interactive: Basics of Designer</p> <ul style="list-style-type: none"> • <i>Create a questionnaire</i> • <i>Structure of a questionnaire</i> • <i>Question fields</i> • <i>Create the following question types: text, date, single-answer, multi-answer and list</i> • <i>Add an enablement condition to a question</i> • <i>Static text translation</i>
10:30 – 10:45	Coffee break
10:45 – 12:30	Interactive: Basics of Designer - continued
12:30 – 13:45	Lunch break
Session 2B:	Practice: Mastering the Basics of questionnaire design
13:45 – 15:30	<p>Hands-on: Mastering the Basics of questionnaire design</p> <ul style="list-style-type: none"> • <i>Program a questionnaire containing the following question types: text, date, single-answer, multi-answer and list</i> • <i>Review the questionnaire in Tester</i>
15:30 – 15:45	Coffee break
15:45 – 17:00	<p>Hands-on: Implement, conduct, and analyse the basic survey</p> <ul style="list-style-type: none"> • <i>Instructor acting as HQ and supervisor, import the questionnaire, assign it to the supervisor and interviewers (HQ, supervisor, and interviewer accounts are already created. Interview software is installed on the tablets).</i> • <i>Participants acting as interviewers conduct the survey and synchronize.</i> • <i>Instructor will review, approve and download data onto a share drive.</i> • <i>Participants will open the results and perform simple tabulation.</i>

Wednesday 2 August 2017

Session 3A:	<p>Intermediate Survey Design Skills Learning Objectives:</p> <ul style="list-style-type: none"> • <i>Write a validation condition and message using C# syntax</i> • <i>Build a roster</i> • <i>Apply HTML tags and text formatting to a question in Designer</i> • <i>Apply piping to a question in Designer</i>
9:00- 10:00	<p>Interactive: Intermediate Survey Design Skills - Part 1</p> <ul style="list-style-type: none"> • <i>Create a question of the following types: GPS, barcode, picture</i> • <i>Add a validation condition and message to a question in Designer</i> • <i>Review C# syntax for different questions types</i>
10:00 – 10:15	Coffee break
10:15 – 11:15	Practice: Basics of validation and enablement conditions
11:15 – 11:45	<p>Interactive: Intermediate Survey Design Skills – Part 2</p> <ul style="list-style-type: none"> • <i>Basic rosters</i> • <i>HTML tags for text formatting</i> • <i>Piping</i>
Session 3B:	Practice: Intermediate questionnaire design
11:45 – 12:30	<p>Hands-on: Mastering the intermediate survey design</p> <ul style="list-style-type: none"> • <i>Program intermediate survey using rosters, enablement and validation conditions</i>
12:30 – 13:45	Lunch break
13:45 – 15:30	Hands-on: Mastering the intermediate survey design - continued
15:30 – 15:45	Coffee break
15:45 – 17:00	<p>Hands-on: Implement, conduct, and analyse the Intermediate Survey</p> <ul style="list-style-type: none"> • <i>Instructor acting as HQ and supervisor, import the questionnaire, assign it to the supervisor and interviewers (HQ, supervisor, and interviewer accounts are already created. Interview software is installed on the tablets).</i> • <i>Participants acting as interviewers conduct the survey and synchronize.</i> • <i>Instructor will review, approve and download data onto a share drive.</i> • <i>Participants will open the results and perform simple tabulation.</i>

Thursday, 3 August 2017

Session 4A:	Advanced Survey Design Skills Learning Objectives: <ul style="list-style-type: none"> • <i>Learn about advanced features available in Survey Solutions</i>
9:00 – 10:00	Demonstration: Advanced designer features <ul style="list-style-type: none"> • <i>Macros</i> • <i>Look-up tables</i> • <i>Invisible variables</i> • <i>Masking</i> • <i>Preloading long-lists of options</i> • <i>Cascading options</i> • <i>Single random selection of an item from a roster</i>
10:00 – 10:15	Coffee break
Session 4B:	Case management skills with HQ and Supervisor Learning Objectives: <ul style="list-style-type: none"> • <i>Access HQ and Supervisor</i> • <i>Use HQ and Supervisor to approve/reject completed cases</i> • <i>Create field reports with HQ and Supervisor</i>
10:15 – 11:30	Presentation: Case management with Admin, HQ, and Supervisor <ul style="list-style-type: none"> • <i>Review overview of workflow and the life of a case</i> • <i>Primary functions of HQ</i> • <i>Primary functions of Supervisor</i>
11:30 – 12:30	Demonstration: Interviewer features <ul style="list-style-type: none"> • <i>Installation of Interviewer application and retrieving questionnaires</i> • <i>Interviewer dashboard</i> • <i>Open a questionnaire and navigate within it</i> • <i>Navigation using colour cues</i> • <i>Entering responses</i> • <i>Complete a case and submit</i>
12:30 – 13:45	Lunch break
Session 4C:	Practice: Comprehensive practice with HQ, Supervisor, and Interviewer
13:45 – 17:00 (with fifteen-minute coffee break)	Hands-on: Mastering the whole system <i>Tasks are completed with a survey created in advance</i> <ul style="list-style-type: none"> • <i>TASK 1: HQ logs in and imports a questionnaire template in census mode.</i> • <i>TASK 2: HQ creates supervisor roles.</i> • <i>TASK 3: HQ creates interviewer roles and assigns them to the proper supervisor</i> • <i>TASK 4: Interviewers must download interviewer application and install.</i> • <i>TASK 5: Interviewers synchronize, complete, and submit the interview.</i> • <i>TASK 6: Supervisors review and approve the completed cases.</i> • <i>TASK 7: HQ reviews and approves the completed cases.</i>

Friday, 4 August 2017

Session 5A:	Data Export and Tablet Management
9:00 – 9:30	Presentation: Data Export <ul style="list-style-type: none"> • <i>When to export?</i> • <i>How to export?</i> • <i>Contents and structure of the export files</i>
9:30-10:30	Presentation: Basic Tablet and Equipment Management <ul style="list-style-type: none"> • <i>Locking down the tablets</i> • <i>Pushing software to the tablets</i> • <i>Emulation software for development and presentation</i> • <i>Backups</i> • <i>Version control</i> • <i>Metadata</i>
10:30 – 10:45	Coffee break
Session 5B:	Review
10:45 - 12:30	Mini Project: Mastering the whole system - Survey Design to Export
12:30 – 13:45	Lunch break
13:45 - 14:45	Mini Project - <i>continued</i>
14:45 – 15:45	Discussion: <ul style="list-style-type: none"> • <i>Preparing your organization</i> • <i>Course feedback</i>
15:45 – 16:00	Coffee break
16:00 - 16:30	Evaluation & Closing Ceremony