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
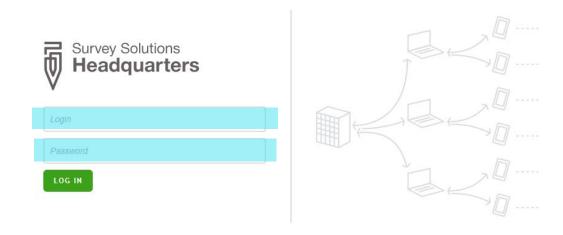   1. Single   2. Married   3. Widowed   4. Divorced/Separated

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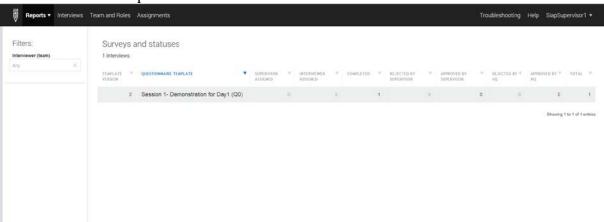
1. Log on to the Headquarter Website at https://siap1.mysurvey.solutions/
   a. Login: Supervisor Login
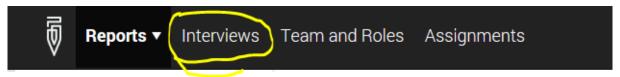   b. Password: Supervisor Password

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.

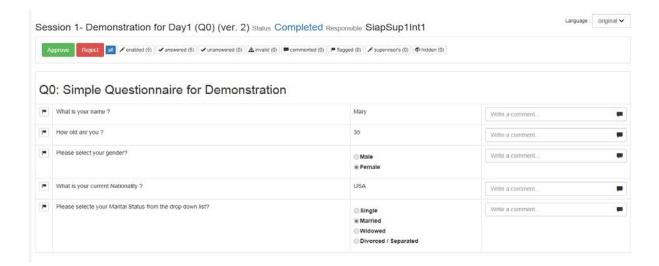To navigate back to this screen use the dropdown menu

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

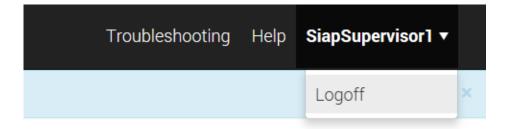You should see the questionnaire we completed this morning.

Open the interview to view the responses.

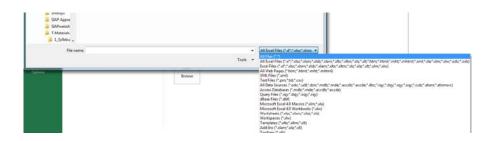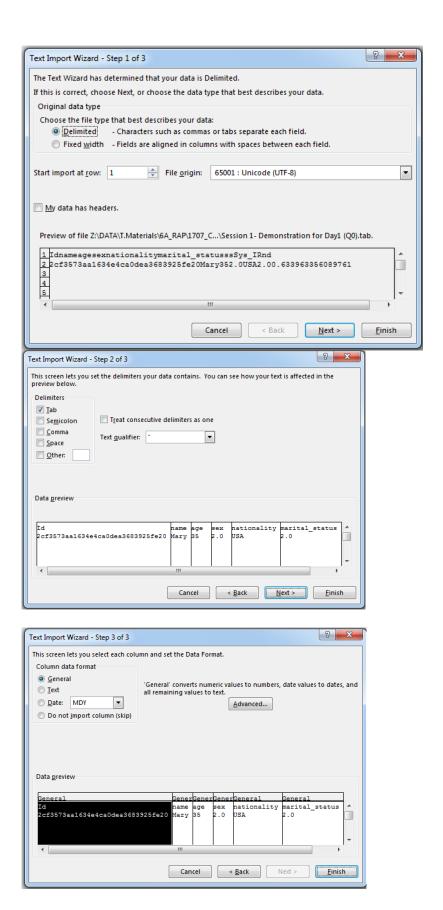Click the Approved button and leave a short comment about the interview.

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.
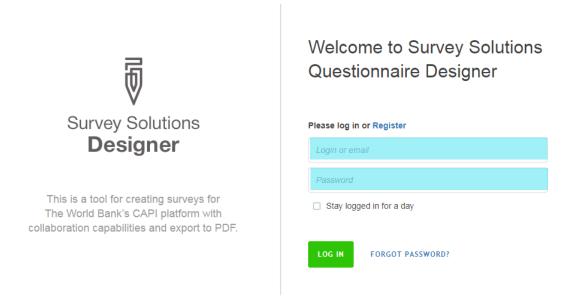
Interactive: Navigation of Designer

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==
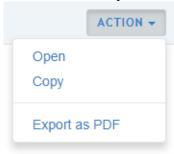   b. Password: ==Designer Password==

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.

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.

TITLE	LAST MODIFIED	CREATED DATE	CREATED BY	
Public example: Randomizing order of questions	17 Jul 2017, 14:02	12 Jul 2017, 18:35	sergiy	ACTION ▾
Household Roster	13 Jul 2017, 04:21	4 May 2016, 14:06	sun4alive	ACTION ▾
Public example: Roster addressing	10 Jul 2017, 12:34	23 Feb 2017, 10:57	sergiy	ACTION ▾
Random Demo	5 Jul 2017, 17:12	5 Jul 2017, 16:37	sergiy	ACTION ▾
Disability Questions (Washington Group)	28 Jun 2017, 17:53	27 Jun 2017, 16:08	sergiy	ACTION ▾
Question types DAY1	11 May 2017, 04:00	8 May 2017, 16:09	sun4a	ACTION ▾
BahamasLFS_May2017	9 May 2017, 11:48	7 Mar 2017, 16:22	erica_francis	ACTION ▾

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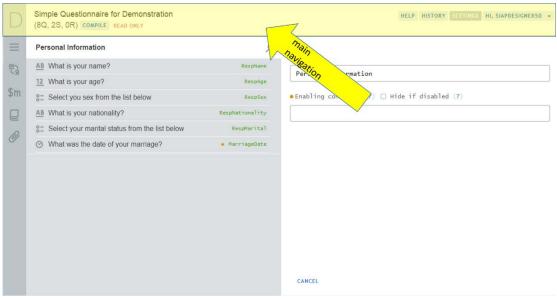
Going back to the My Questions screen. Let's open the survey from this morning and look at navigation within a survey.
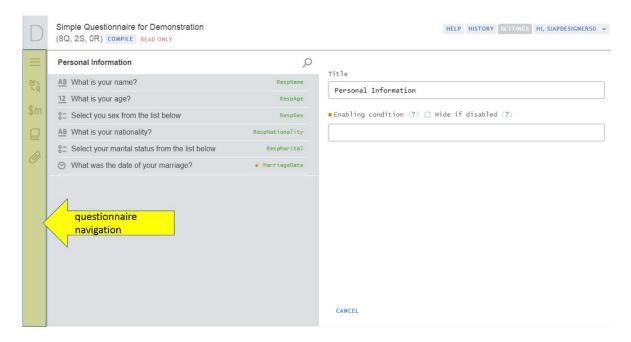

There are four parts to the questionnaire screen. The main navigation menu, the questionnaire navigation menu, the section area, the item detail area. The four areas are shown in the diagrams below:
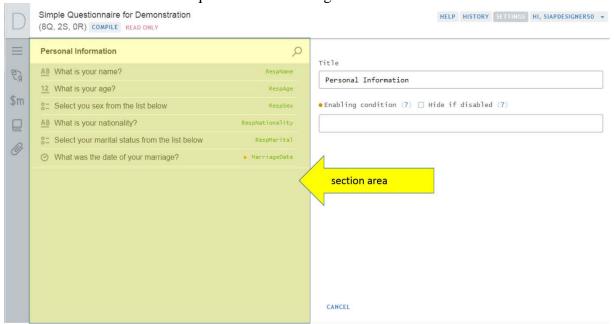
The main navigation menu give the name of the questionnaire, the contents, and settings for sharing the questionnaire. How many questions does this questionnaire contain? How many sections?
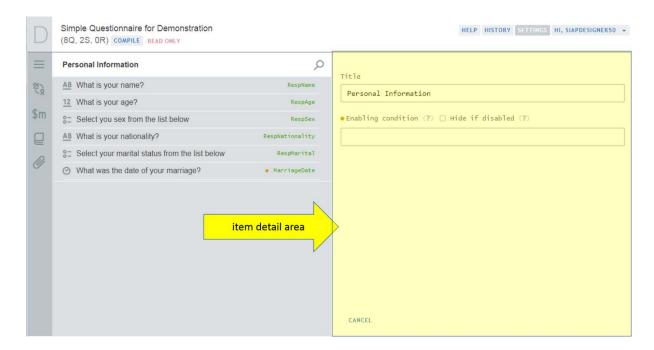

The questionnaire navigation allows you to move between the sections, and access the other parts of the questionnaire (macros, translations, lookup table and attachments). Navigate to the second section. How many questions are in the second section?
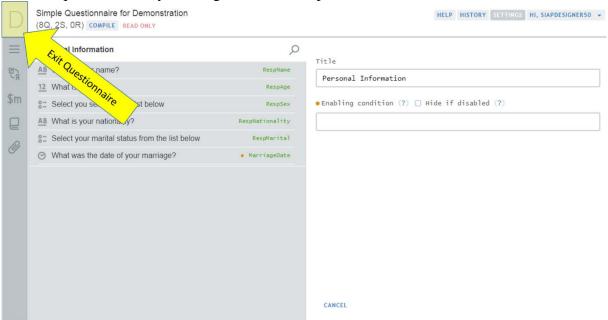
The section area contains the questions from a single section.

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?

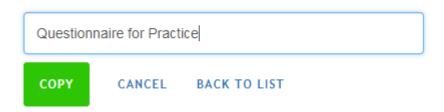Exit this questionnaire by clicking the D in the top left corner.

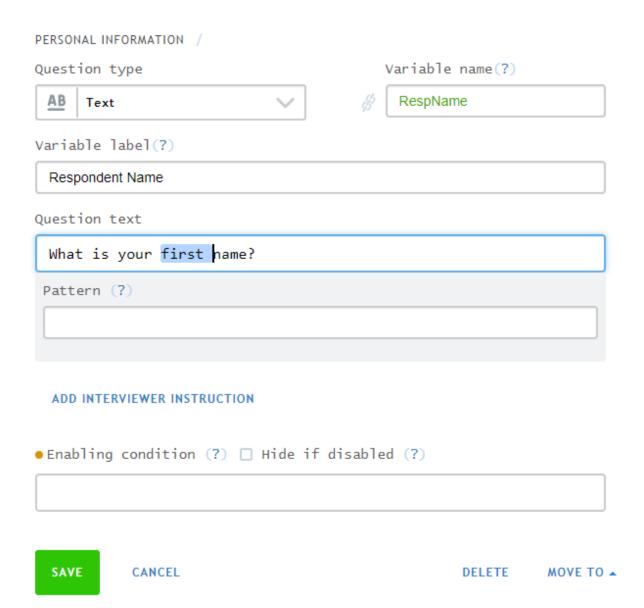Create a copy of the questionnaire by clicking on the *Action* dropdown and selecting *Copy*

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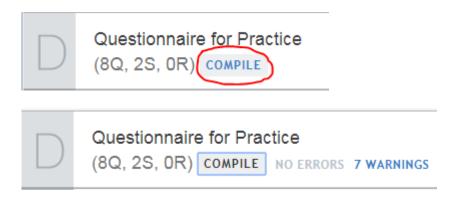
Copy Questionnaire

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 ▲

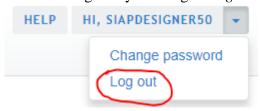Click *compile* to finalize the changes.

Exit the new questionnaire by clicking the D

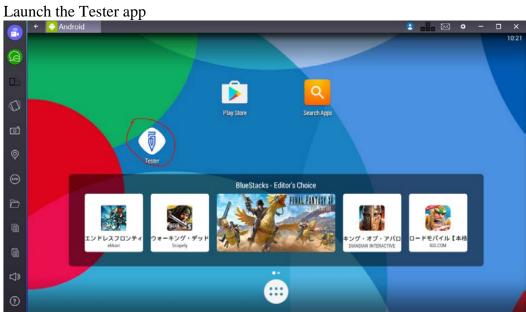Check that there are now 2 questionnaires listed and you are the creator of the new questionnaire.

Exit the designer by clicking in *Log out* from the dropdown menu.
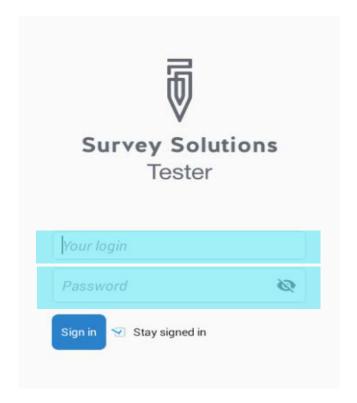
Check the changes in Tester application

Open Blue Stacks (or tablet).
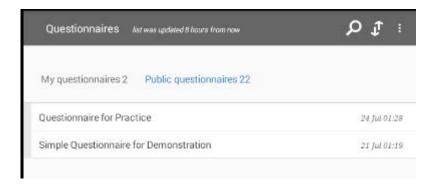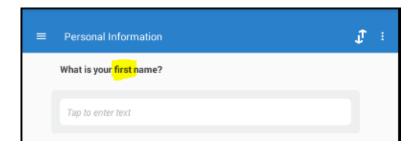

Launch the Tester app

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. The close the tablet.