

AFRICAN DATA REVOLUTION REPORT - SURVEY TOOL GUIDE

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African Data Revolution Report Survey Tool

Quick Start Guide - v1.0 20th April 2018

The research data collection is carried out using an online survey tool. **You must be online at all times during entering data**, and **you need to be using Google Chrome as your browser** for the survey.

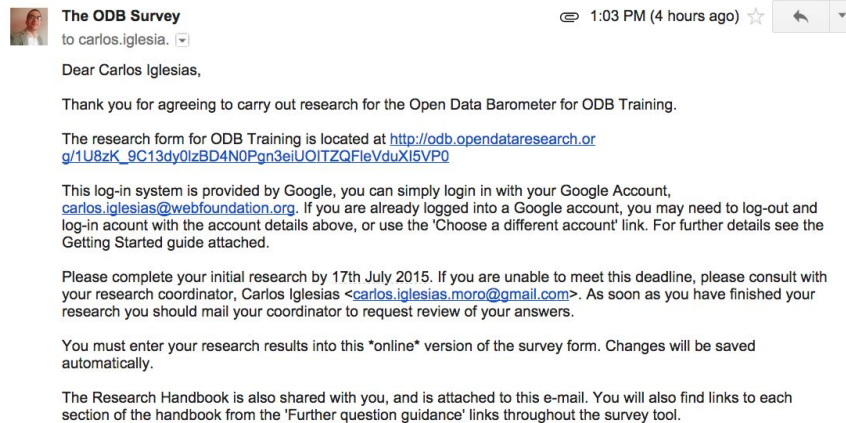
Logging In

We use Google as an log-in provider for the survey. The use of Google authentication and Google Chrome (<http://www.google.com/chrome/>) as the platform the survey was a pragmatic decision based on available time and budget to create login and data capture systems. We are investigating how to move to more open source tools and services in future iterations of the survey system. If you don't have a google account yet you can set up a single-use free google account for completing the survey at <https://accounts.google.com/SignUp>, and let us know the details for this to be used as your log-in.

When you receive a message assigning a survey to you for research or review, as below, then it will have already been shared with the Google account you notified us about.



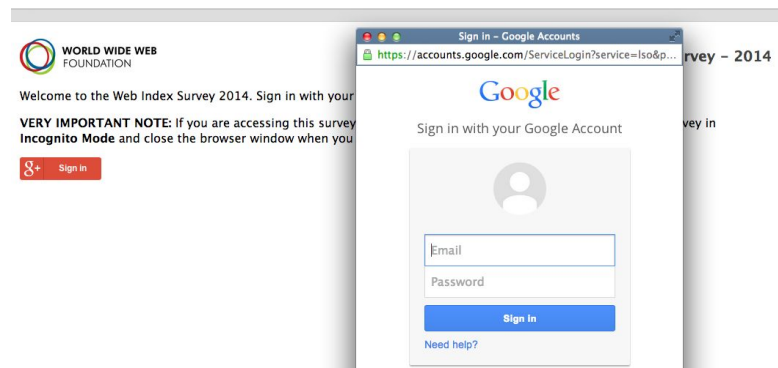
This Guide was supported by the Open Data for Development (OD4D) program, a partnership funded by Canada's International Development Research Centre (IDRC), the World Bank, United Kingdom's Department for International Development (DFID), and Global Affairs Canada (GAC).



If you are using Chrome as your main default browser, you could just click the link. If not, copy the link into Google Chrome to open the survey tool.

Important Note: If you use multiple Google Accounts on your computer, or you are accessing from a public computer, **we recommend to use a new 'Incognito window' for the survey** (copying the link into it) to avoid any conflict with other already stored login details.

You will get to the log-in window below:



First click the red 'Sign In' button. Then, on the popup window, select or **enter the details of the Google Account you are using to access the survey**. Then grant the survey platform permissions to know your identity you will be asked for (used for login purposes only).

The survey tool should then load. You will stay logged in until you log-out of this Google Account on your computer (<https://accounts.google.com/logout>) or close the 'Incognito' browser window if in 'Incognito mode'. When loaded you will see a survey interface similar to the image below:

Home ODR-R1 0/11 ODR-R2 0/11 ODR-R3 0/11 ODR-R4 0/11 OD-UI 0/3

Coordinator

Home

Open Data Initiative

Data Management

Legal Framework

Engagement

Open Data Use and Impact

Complete Survey

WORLD WIDE WEB
FOUNDATION

Africa Data Revolution Report Survey – Test 1

Welcome

Welcome to the *Africa Data Revolution Report (ADRR)* Research

This survey focuses on the **Open Data Readiness, Use and Impact** components as defined in the research handbook at <https://docs.google.com/document/d/1gUHF972ZcuHfCYd0d-d4moZcLk5Te87wJvTN8Dj0/edit>

For the other **Open Data Availability** component of the research please see the correspondent tool at <http://test-african-data.survey.ckfn.org/> and the handbook at https://docs.google.com/document/d/1jdlznELqsvj_VWeFaQYKd0ytkWOCvji_xT_zRIGx80/edit

To navigate the survey select from the sections on the left.

If you are a **researcher** you will be able to add and edit justifications. You should carefully read the guidance for each question when scoring. As you provide scores for each question the progress bars at the top of the screen will indicate how much of the survey you have completed.

Your answers are automatically saved as you enter them.

If you are a **reviewer** you will be able to use the bubble speech comment icon to add your comments to each of the researchers answers and justifications. You should carefully read the guidance for each question when leaving your comments, and should ensure the researcher has met all the requirements of the scoring guidance.

If you have any questions about how to use this tool, or any queries about how to interpret specific questions, you should contact your appoint coordinator at carlos.iglesias@webfoundation.org


Thank you for your support in helping to create the next ADRR

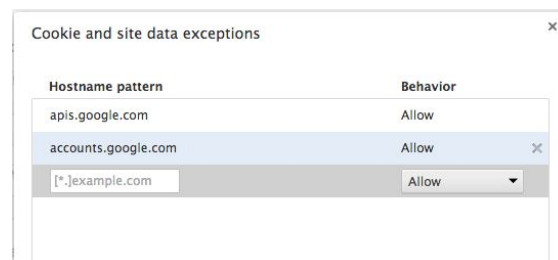
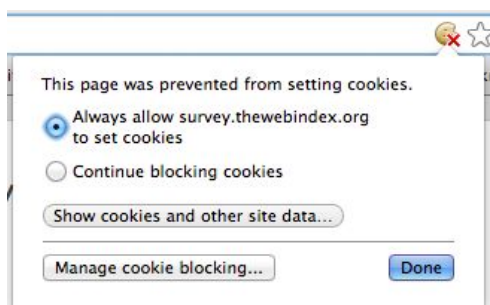
Next: Open Data Initiative »

Troubleshooting

This may take a few moments to load the first time you connect. If you do not see the screen above, or cannot complete any step of the log-in process, first try just reloading the web page again. If that's still not working, please follow these steps:

(1) Disable any pop-up blocker plugins in your browser;

(2) If you see the  icon in your browser address bar, because you are blocking third party cookies and data, you will need to select click the icon, select 'Manage Cookie Blocking...' and add exceptions for 'apis.google.com' and 'accounts.google.com' to allow the log-in scripts to load;



(3) Confirm with your coordinator the Google Account that you are using to access the sheet to ensure it is shared with you;

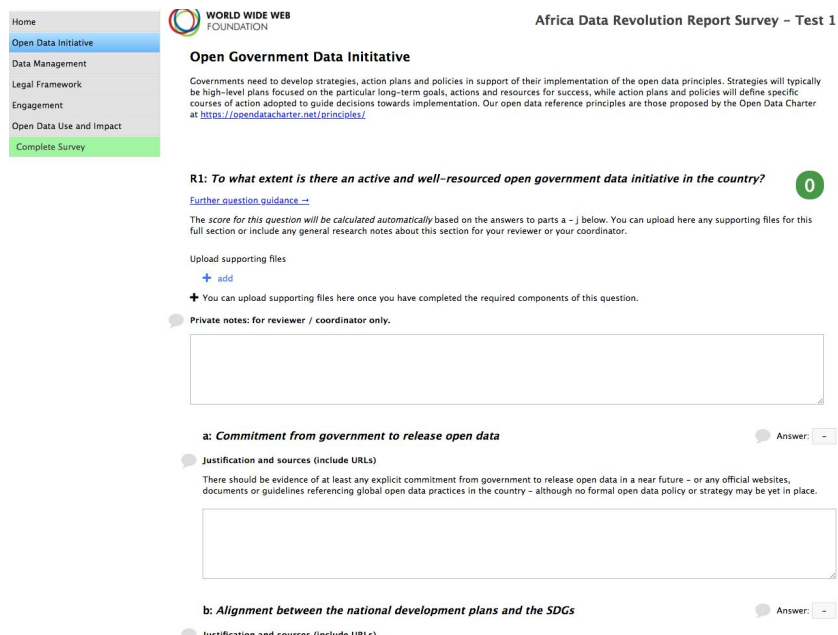
(4) Check with your coordinator whether you should have access to the sheet at present. When a sheet moves from research to review phase, researcher access is temporarily removed on purpose.

Using the survey tool

An example survey tool screen is shown below. On the left-hand of the screen (and along the top) you will see links to each of the survey sections. You can always:


- Hover over the top-left menu role option to see the current status of the Survey.
- Click any of the options below to jump to that section of the survey.

Each section contains either a series of context and impact questions, or a ten-point dataset assessment checklist.




For each readiness assessment question section you will find:

- **A small intro;**
- **The question text;**
- **A link for additional question guidance** with the contents from the handbook;
- **An 'add' option to upload supporting offline documents;**
- **A text box for private notes and clarifications** that are not part of the justification and will be used for the research and review process only;
- **A list of indicators that need to be verified for this question;**
 - **A yes/no answer box** for each of the indicators in the list to indicate if the country is fulfilling the indicator or not;
 - **A text box to introduce the justification and sources** supporting your answer for each of the indicators in the list;

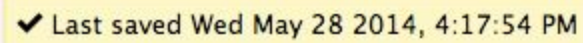
-  **Comment icons** - for adding annotations and discuss questions during the review process.

For each use and impact question you will find:

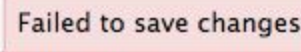
- **The question text;**
- **A link for additional question guidance** with the contents from the handbook;
- **A text box to introduce the justification and sources** supporting your answer;
- **An 'add' option to upload supporting offline documents;**
- **A selection box for indicating the score;**
- **A text box for private notes and clarifications** that are not part of the justification and will be used for the research and review process only;
-  **Comment icons** - for adding annotations and discuss questions during the review process.

As a **researcher**, you will be able to provide and edit question answers and responses to comments. As a **reviewer** you will only be able to add comments. You should work through each question.

The survey tool saves data automatically in the background as you work as long as you have an active Internet Connection. Look for the saved data confirmation at the bottom of the screen when you make any edits to ensure your data is being saved correctly (and allow also a few extra seconds before leaving or completing the survey to give some room for the auto-saving features to finish their work).

e.g. 

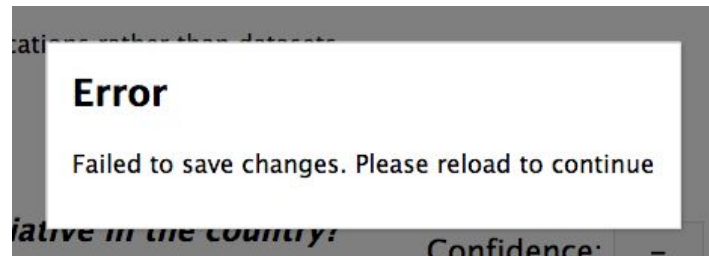
If you lose Internet connectivity, or see the 'Failed to save changes' warning at the bottom of the screen you should copy your most recent answers to a text editor to ensure you do not lose them and refresh the survey tool when your connection returns.

e.g. 

If you repeatedly get 'Failed to Save Changes' messages then contact your coordinator.


Important Note: In case of poor Internet connectivity and/or reliability you may wish to compose answers in a text editor first, and then enter them into the Survey tool at a glance when you have good Internet connectivity.

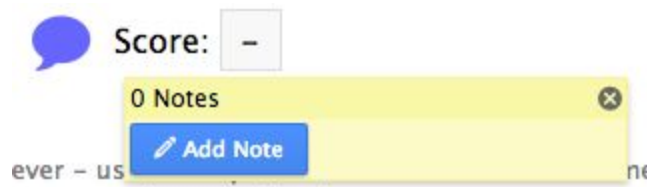
After some long idle times in the platform a popup message indicating a session timeout may appear as shown below:



When that's happening, you just need to reload the browser window and you will be able to continue your work as usual with no data been lost.

Adding comments

You can leave comments using the  comment icon. You can leave comments against the justification, the score or other key fields. To add a new comment you click the bubble, and then click 'Add Notes' and then 'Save' when you finish.



When leaving comments, include as much detail as possible, including additional links or sources that a researcher or reviewer may wish to consult. You can also add more notes to the same comment in a similar way to continue the discussion on the topic.

Resolving comments


You can see a summary of pending comments on the left menu panel. Clicking on the panel comment icon will leave you directly to those comments consecutively.



Blue indicates an outstanding comment that still needs to be addressed.



Green indicates a comment which has been marked as resolved.

If a comment has been addressed, then you can resolve it. Comments should be only resolved by those originally raising them (usually reviewers and/or coordinators). When resolving a comment, write a note to indicate your reason for resolving it, and press the green tick icon to resolve the comment '  '.

Completing a survey stage

When you have completed all the survey tasks you are responsible for at this point in time, you should select the 'Complete' link at the bottom of the left-hand menu or the last page of the survey. Then follow the instructions to forward the survey to the next stage of research.

All Done?

This completes the Initial Research phase of the survey

Please confirm that you are finished completing this survey and are satisfied with your answers.

Not yet, go back

Send to the next stage

A message indicating that the survey has been submitted to the next stage will appear at the bottom of the screen and the survey will be in read only mode for you until it may be re-assigned again for further feedback or completion.