IDEAL

Impact Data and Evidence Aggregation Library

Data entry in SurveyCTO

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INTRODUCTION

IDEAL aims to standardize results, effect sizes, and contextual information to make it easier to work with evidence.

Your role as coders is essential in making this possible!

Agenda

1. Introduction to SurveyCTO
2. Navigating SurveyCTO forms
3. Types of questions
4. Navigating repeated groups

1

Introduction to SurveyCTO

How to navigate the platform

What is SurveyCTO?

- Data collection software
- Surveys (forms) are programmed using the ODK language
- Respondents (coders–you!) fill out the form to enter data

How to approach data entry

- Make an account if you do not currently have one
  - You will need to login each time you enter the data from a paper
  - Logging in allows you to save progress on a form and return to it later
  - IDEAL staff will grant you access to the specific forms you need
- Access forms via the link: https://survey.wb.surveycto.com/collect/forms.html

Homescreen for data entry

To enter data on a paper, click “Fill blank form

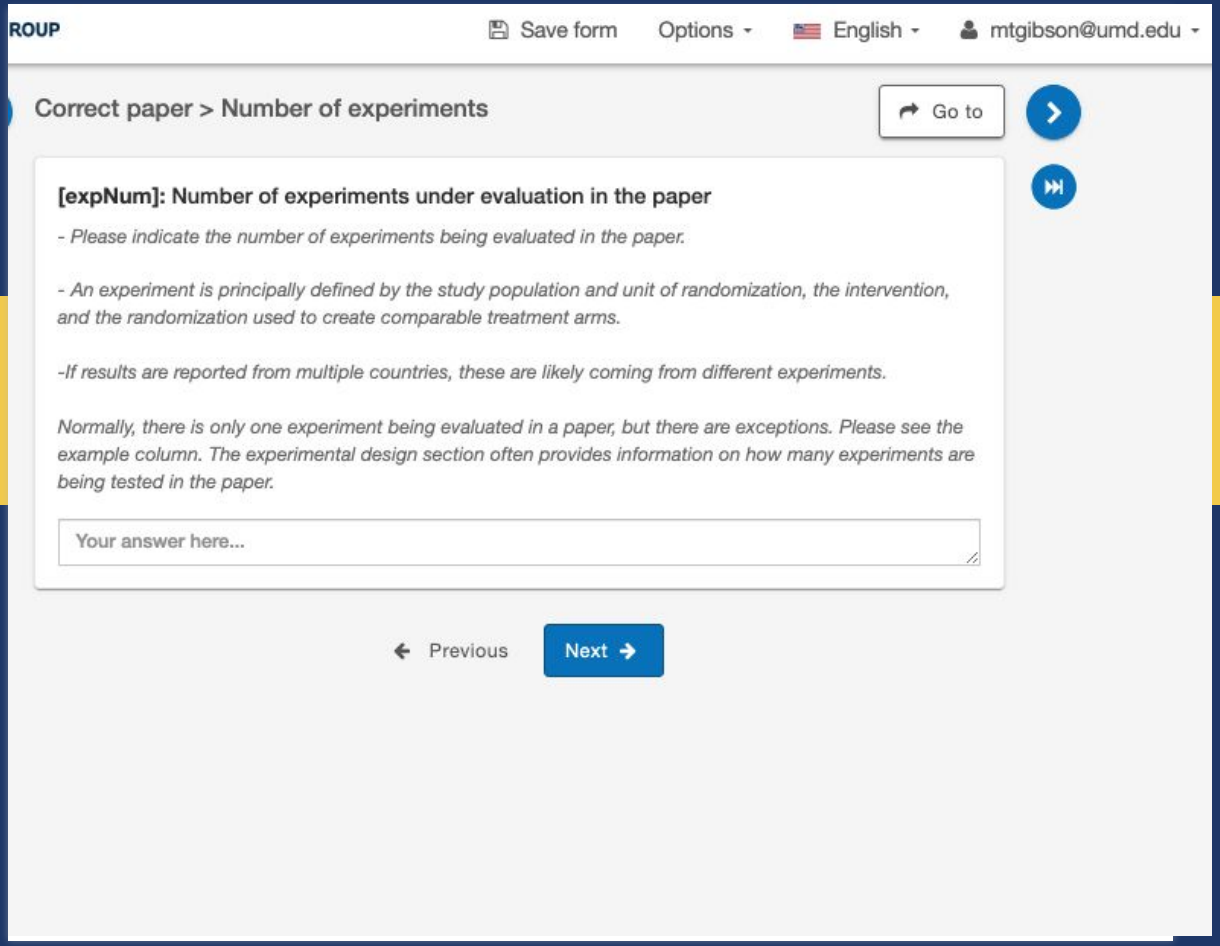
Entering data

- Start a new data entry by clicking “Fill blank form”
- You will have the choice of Stage 1, 2, or 3
- If you have saved forms, you can access these by clicking “Edit saved form (#)”
    - # = number of saved forms associated with your account

2

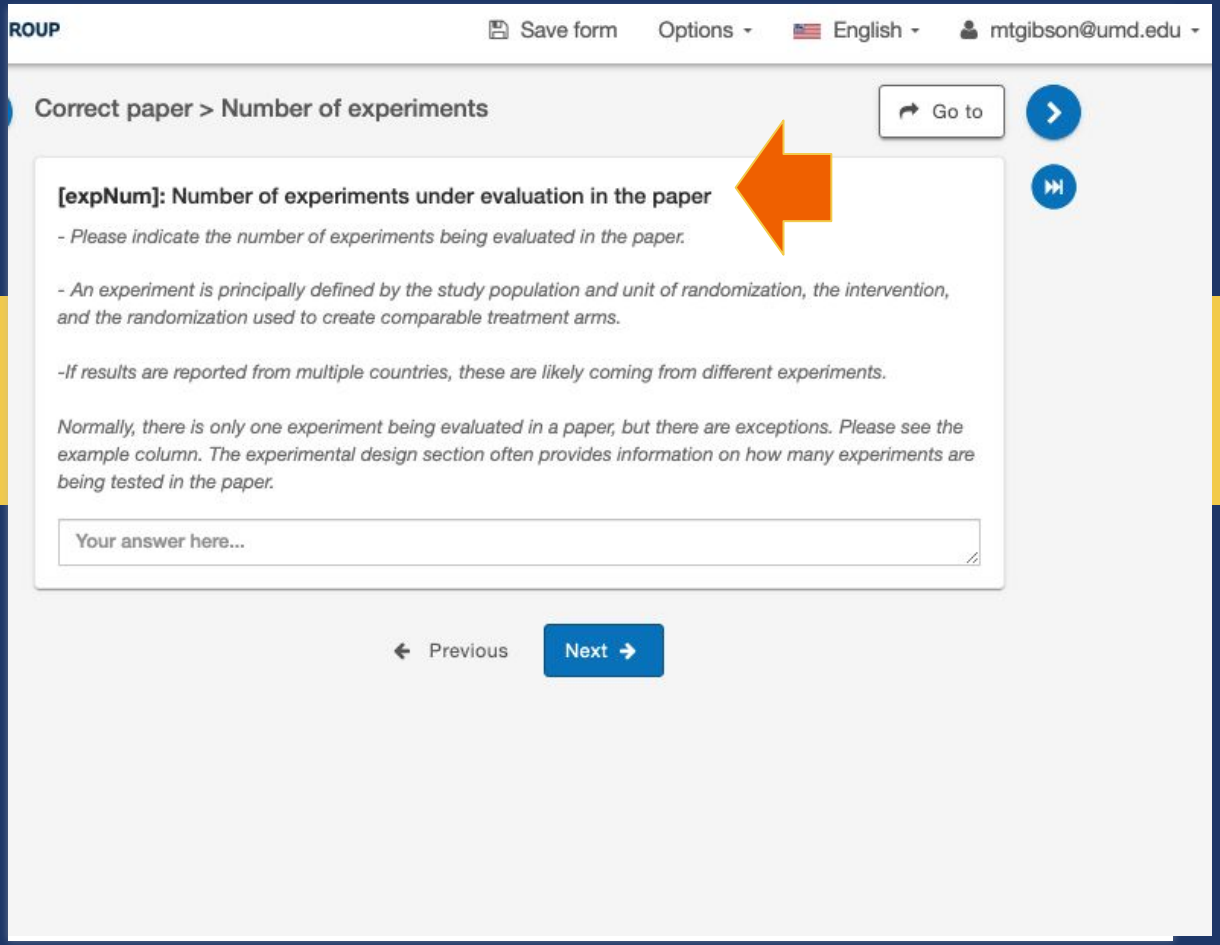
Navigating SurveyCTO forms

How to navigate the platform



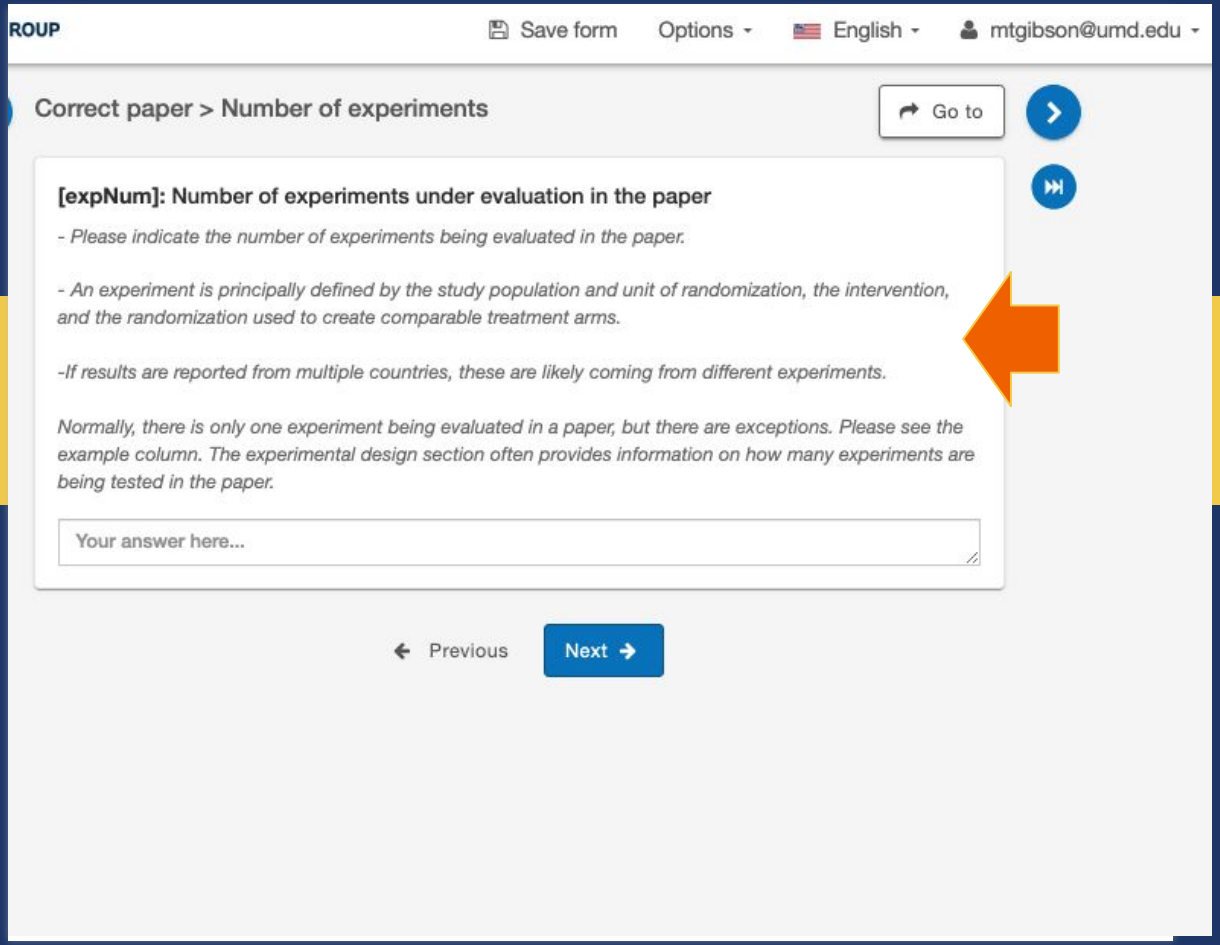
Preview of SurveyCTO form

Basic structure of the surveyCTO screen



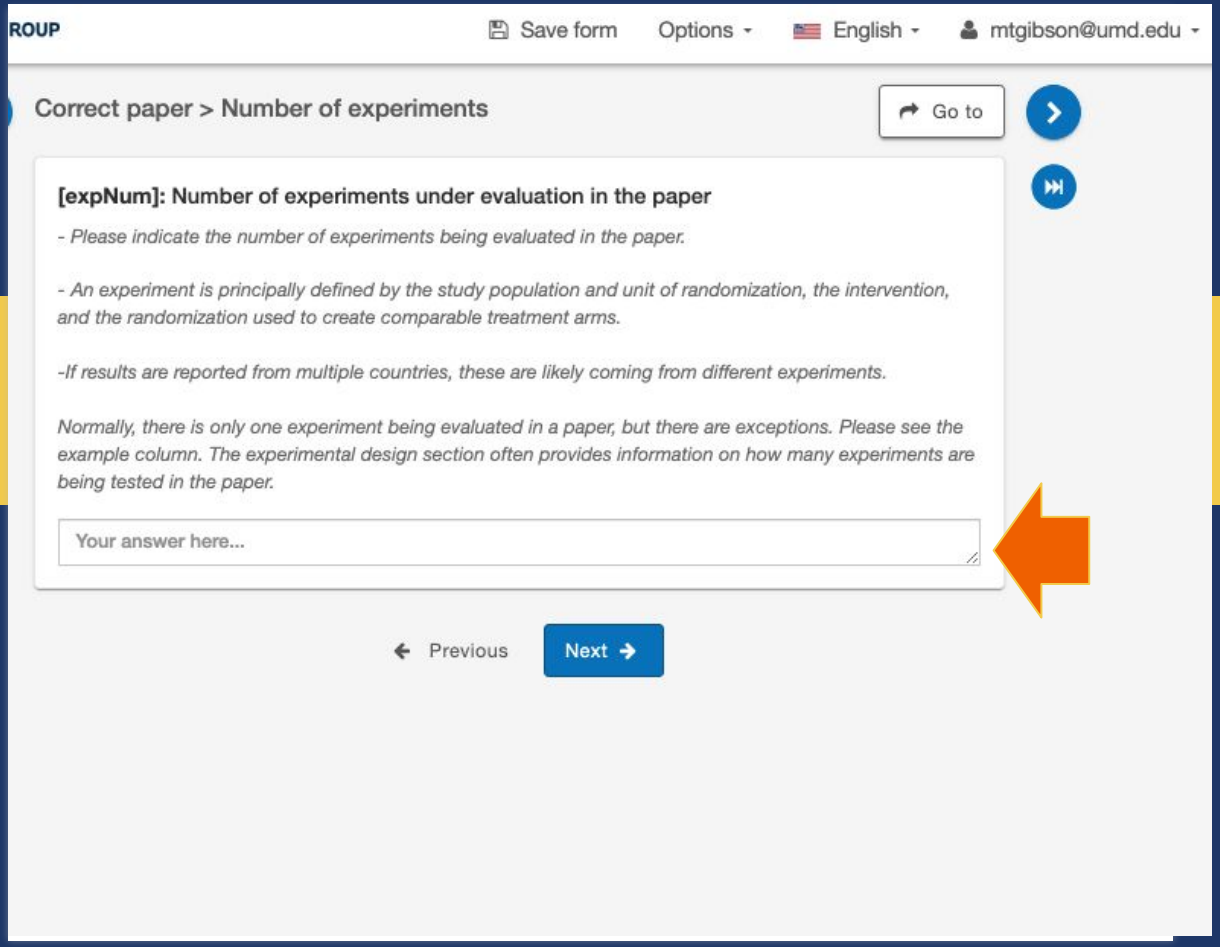
Preview of SurveyCTO form

The field: Piece of information you are entering



Preview of SurveyCTO form

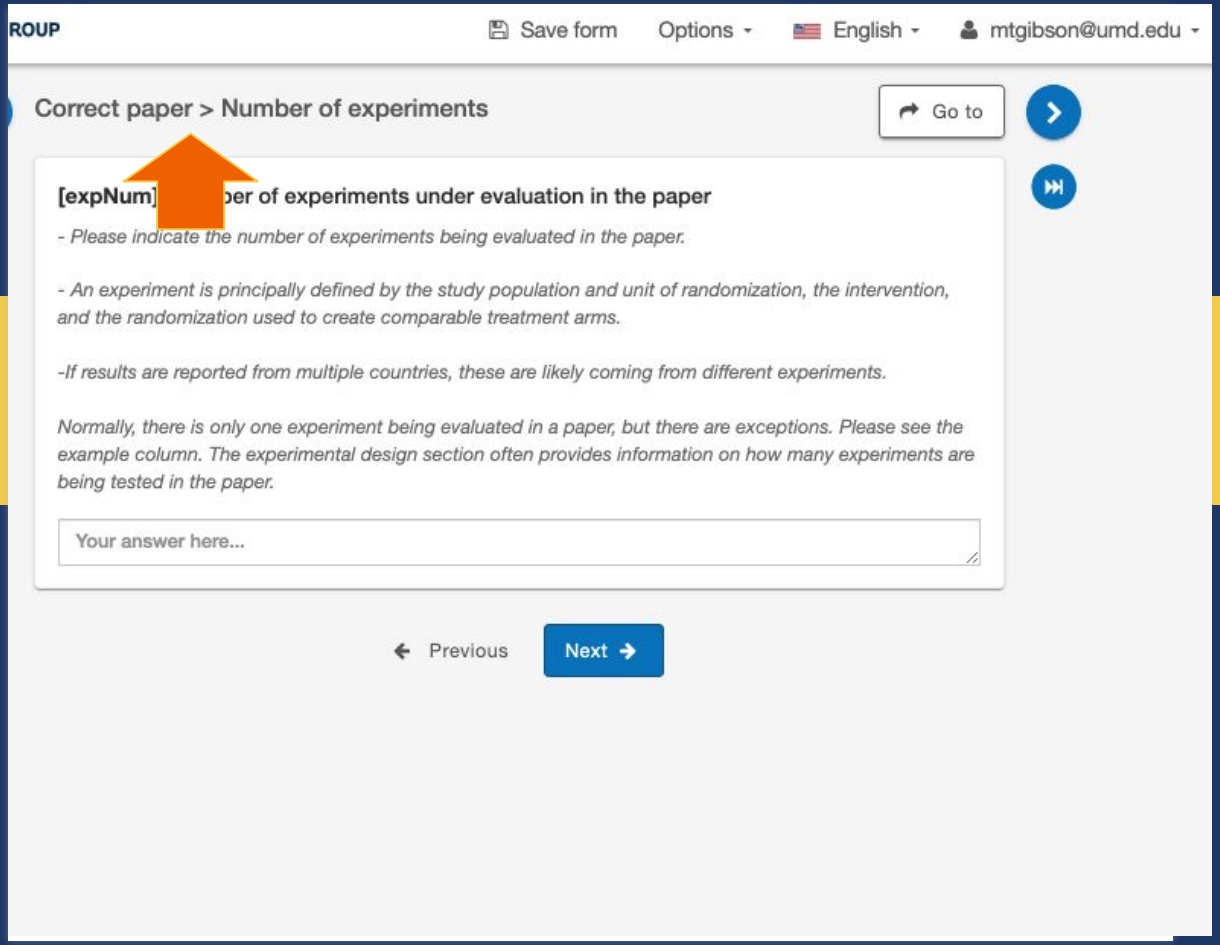
Coding instructions: Guidance for how to enter the information



Preview of SurveyCTO form

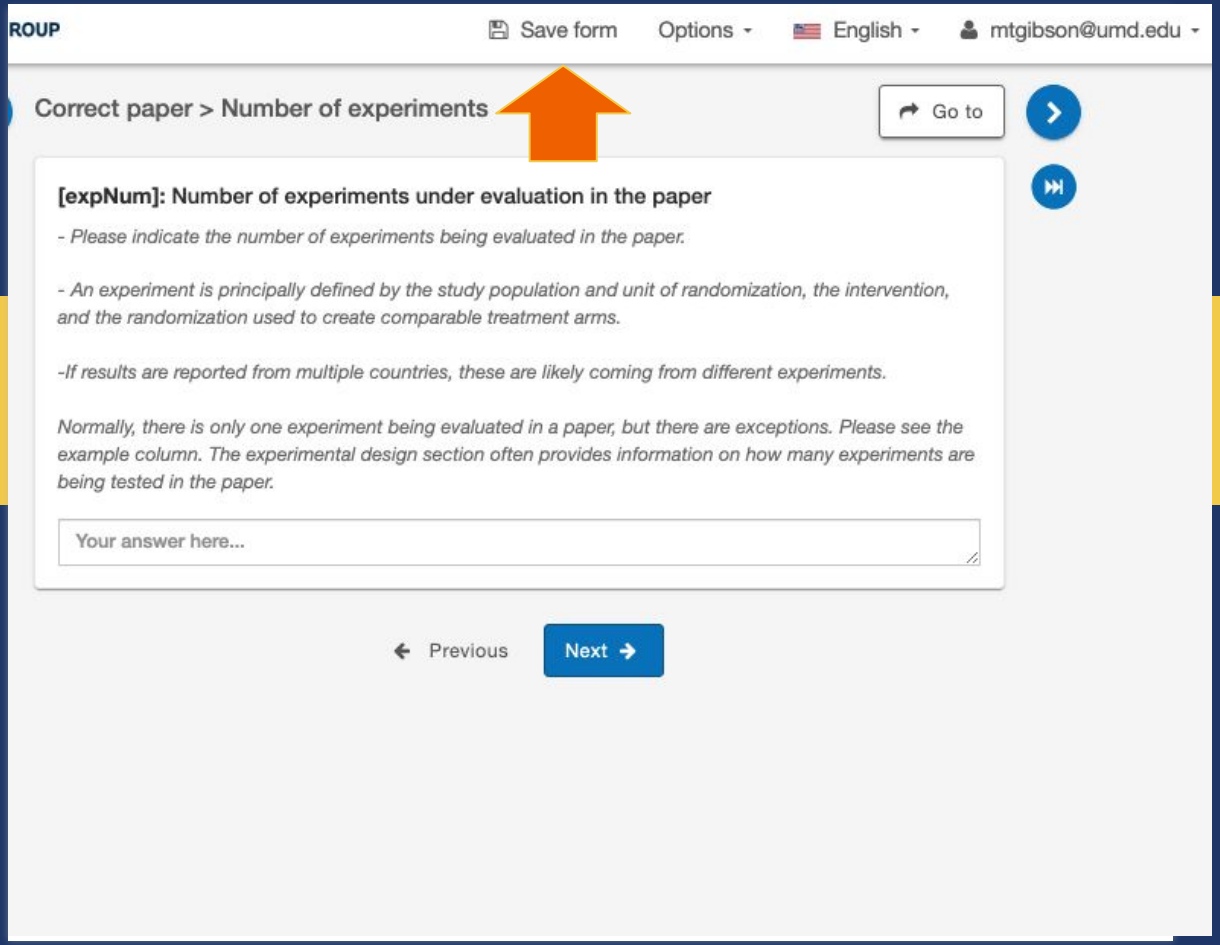
Response box: Where to enter the information

This is a textbox looking for a numeric answer



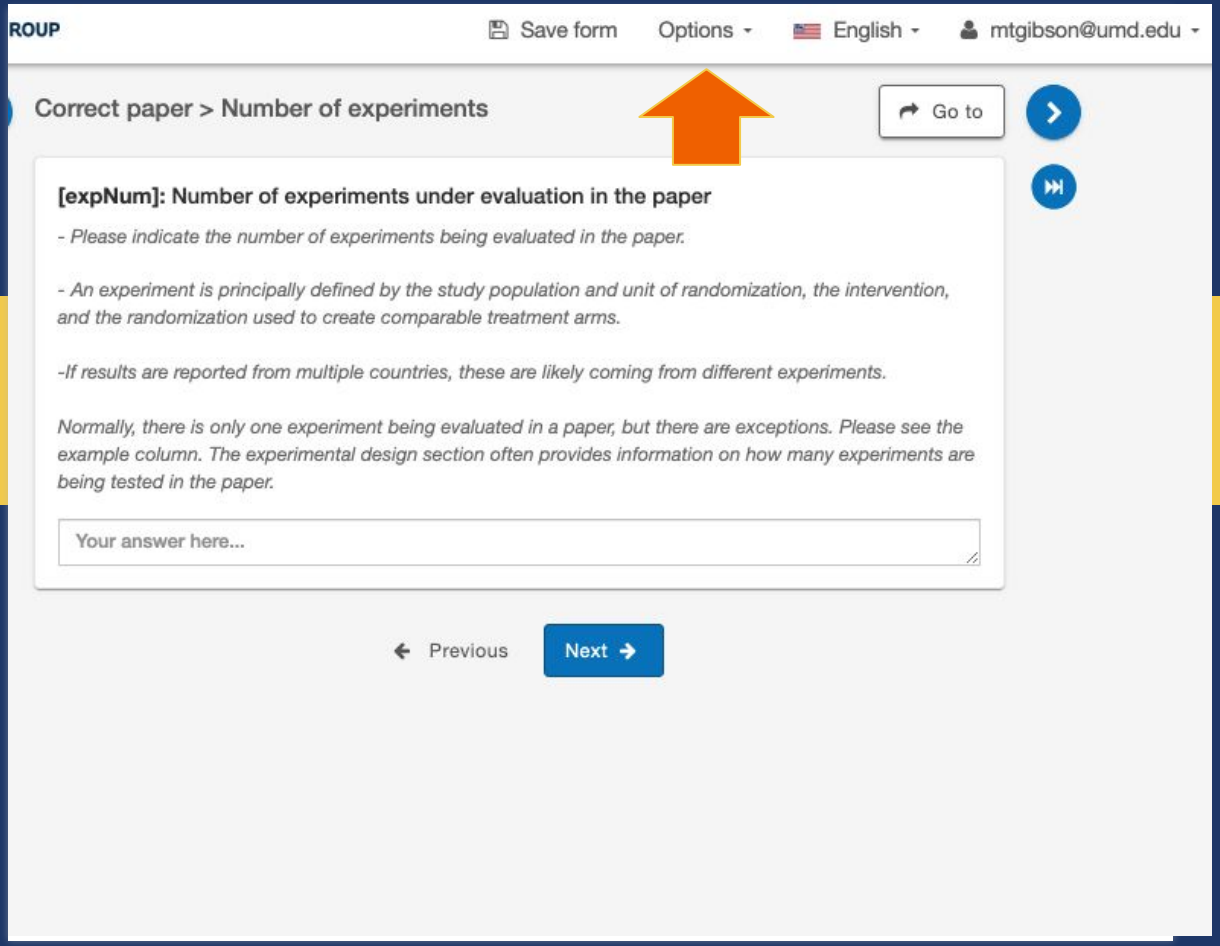
Preview of SurveyCTO form

Section of the survey: Where you are in the form



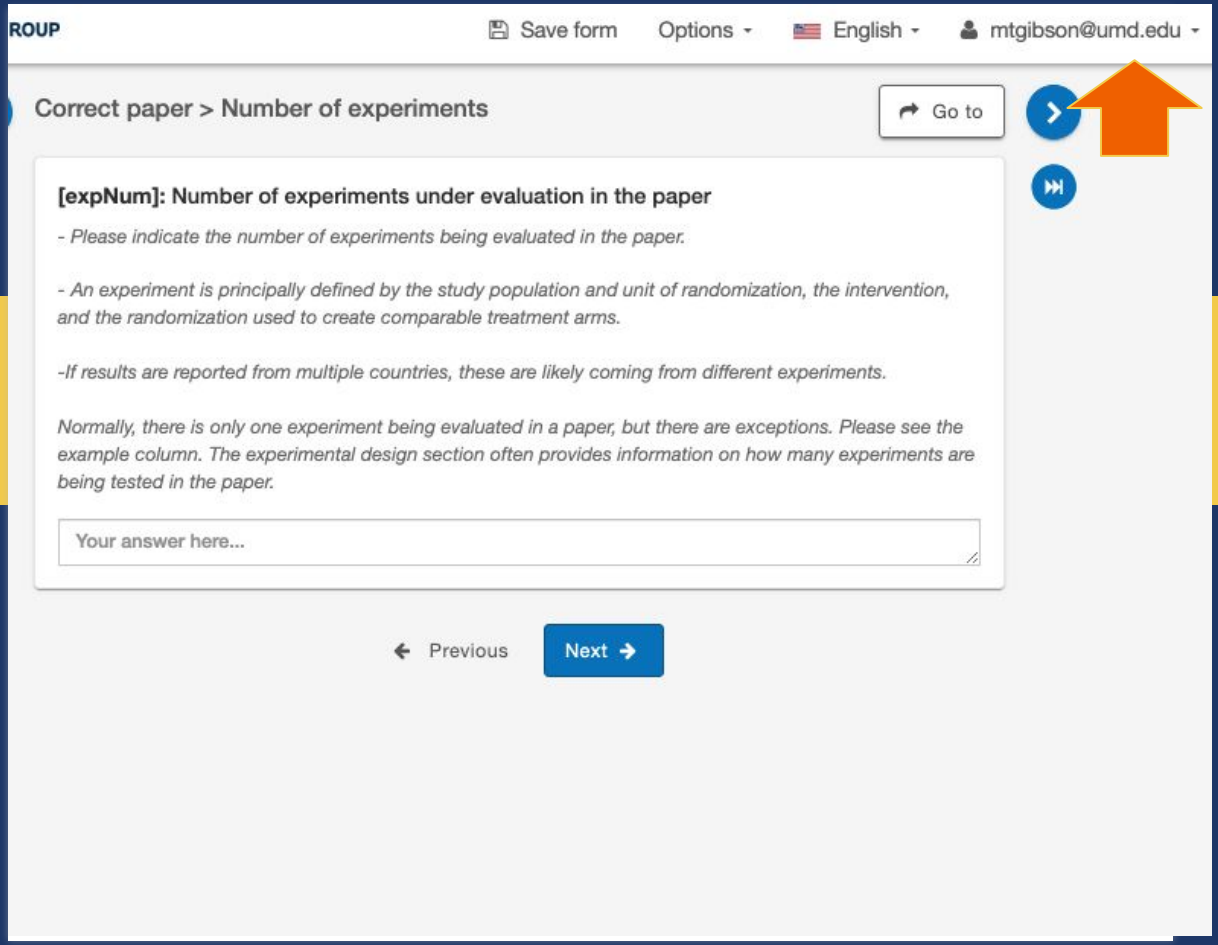
Preview of SurveyCTO form

Save button: Preserve your progress in the form to return to later



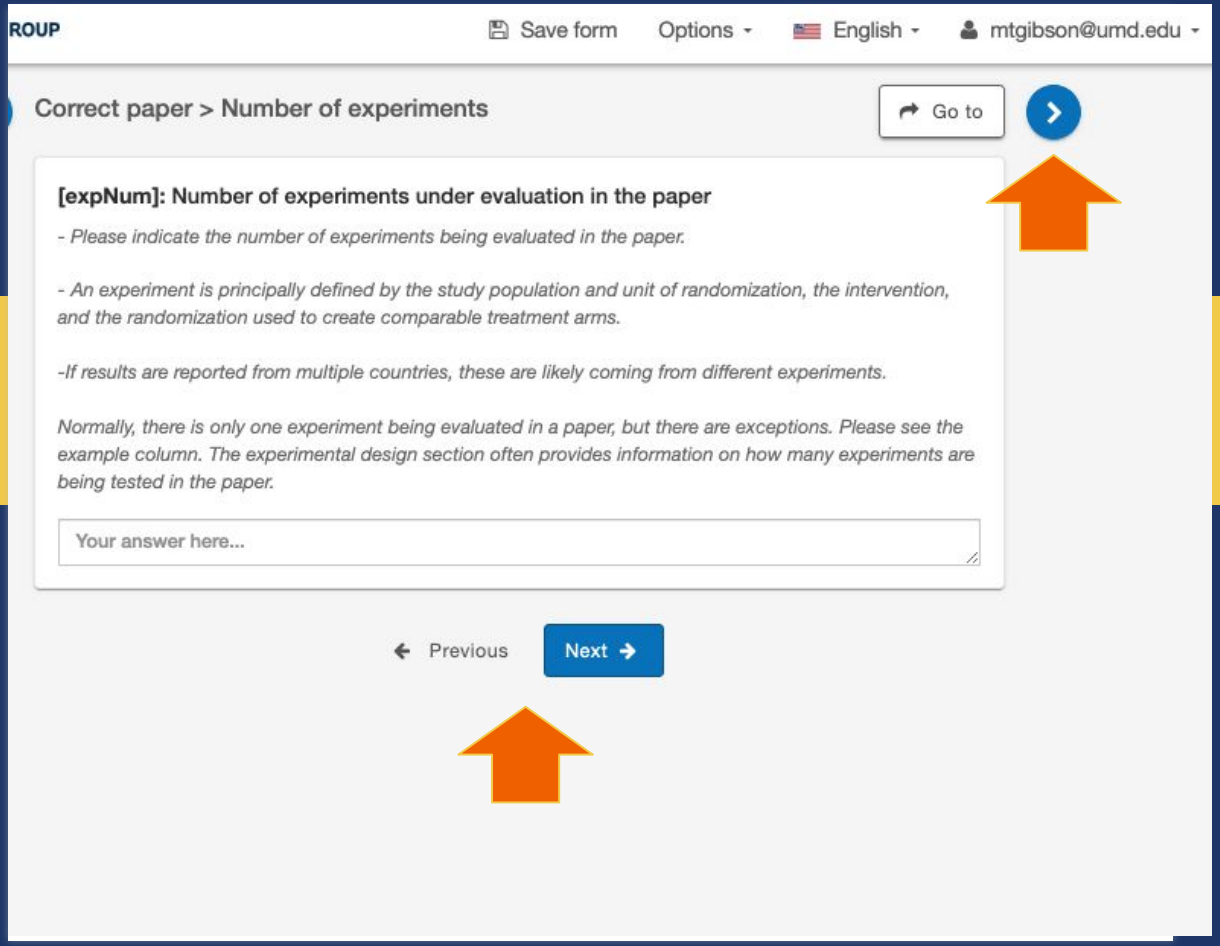
Preview of SurveyCTO form

Options: Clear section (or entire form)



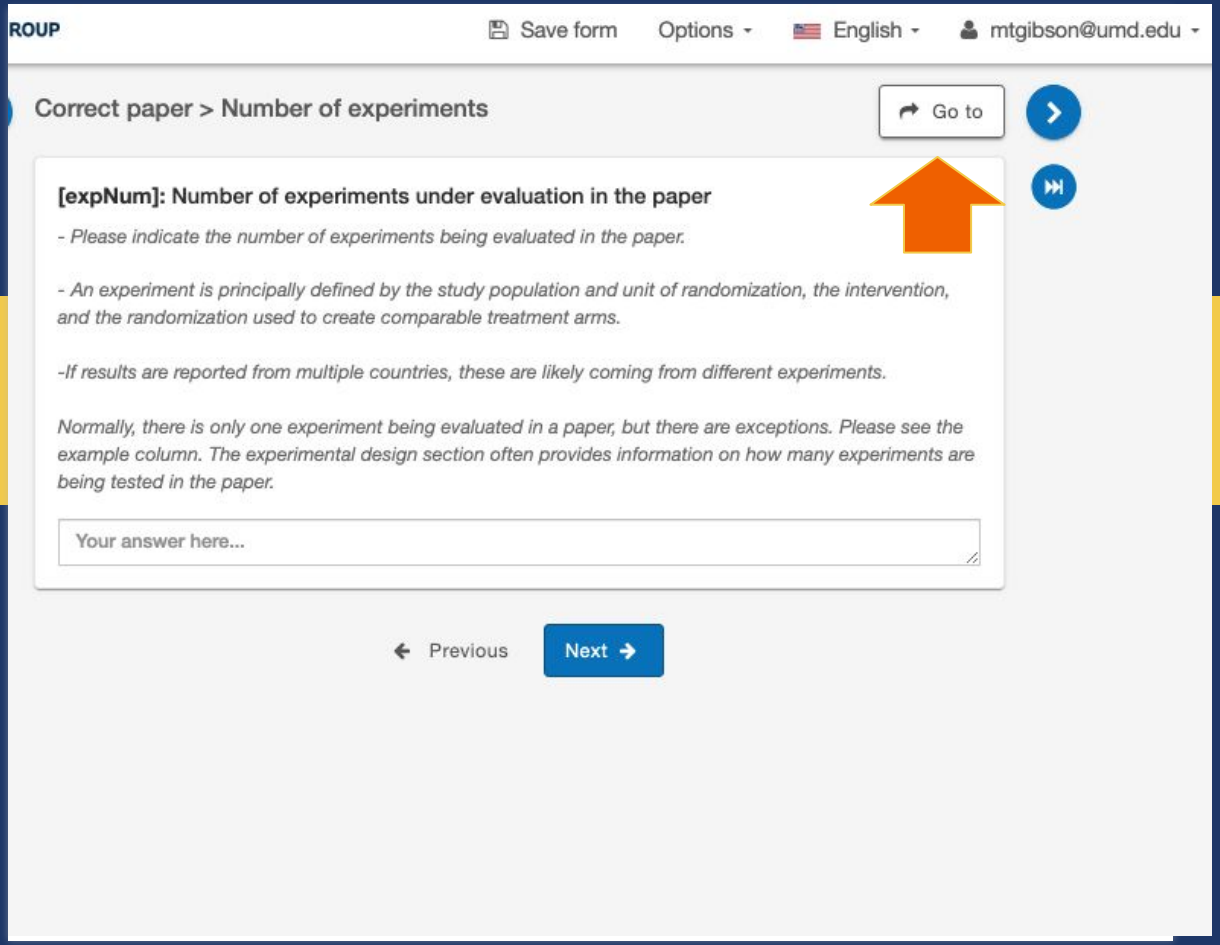
Preview of SurveyCTO form

User: Who is logged into the form



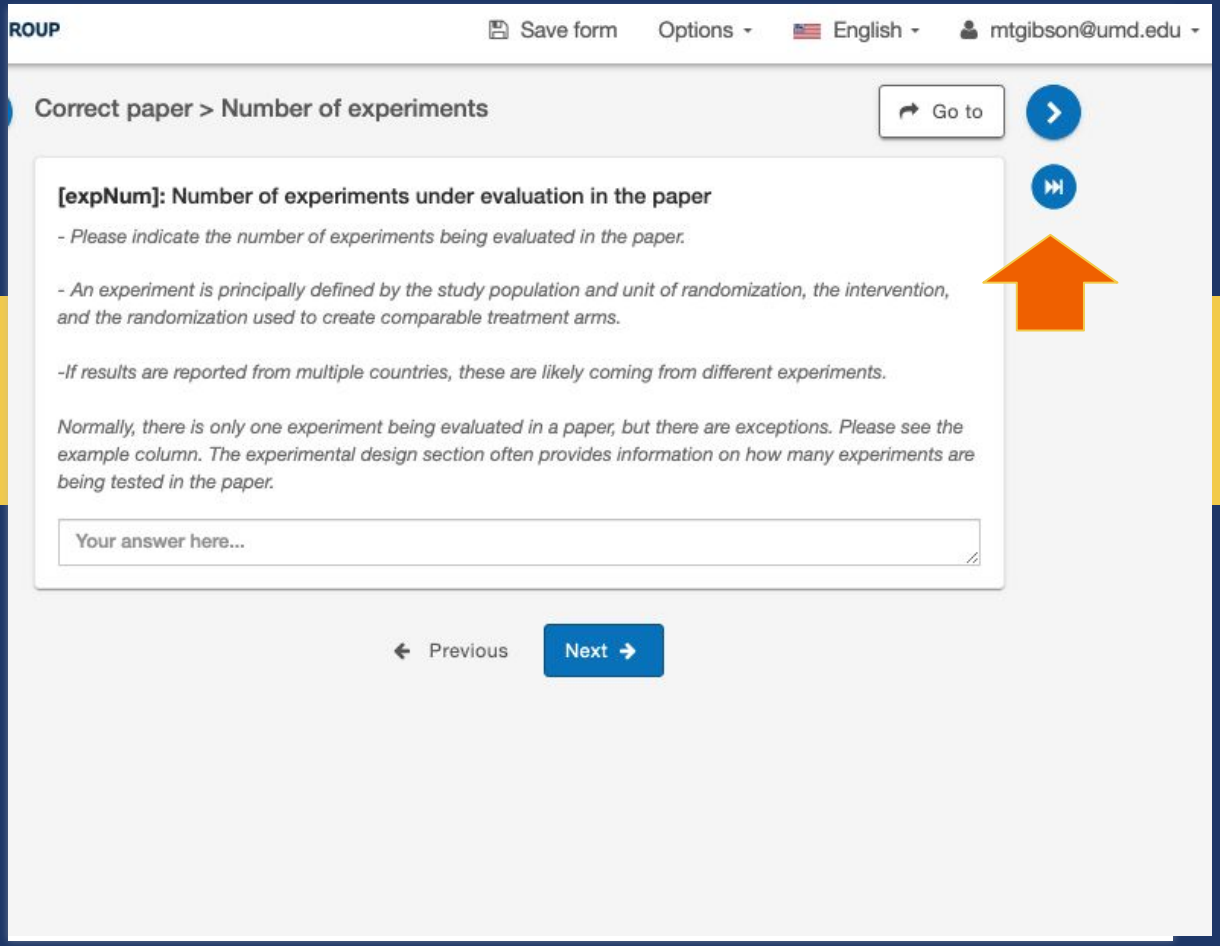
Preview of SurveyCTO form

Navigation arrows: move to previous or next question



Preview of SurveyCTO form

Go to button: Move to different sections of the survey



Preview of SurveyCTO form

Advance to end: Move to the end of the survey

3

Types of questions

How to enter different types of information

Question types on SurveyCTO

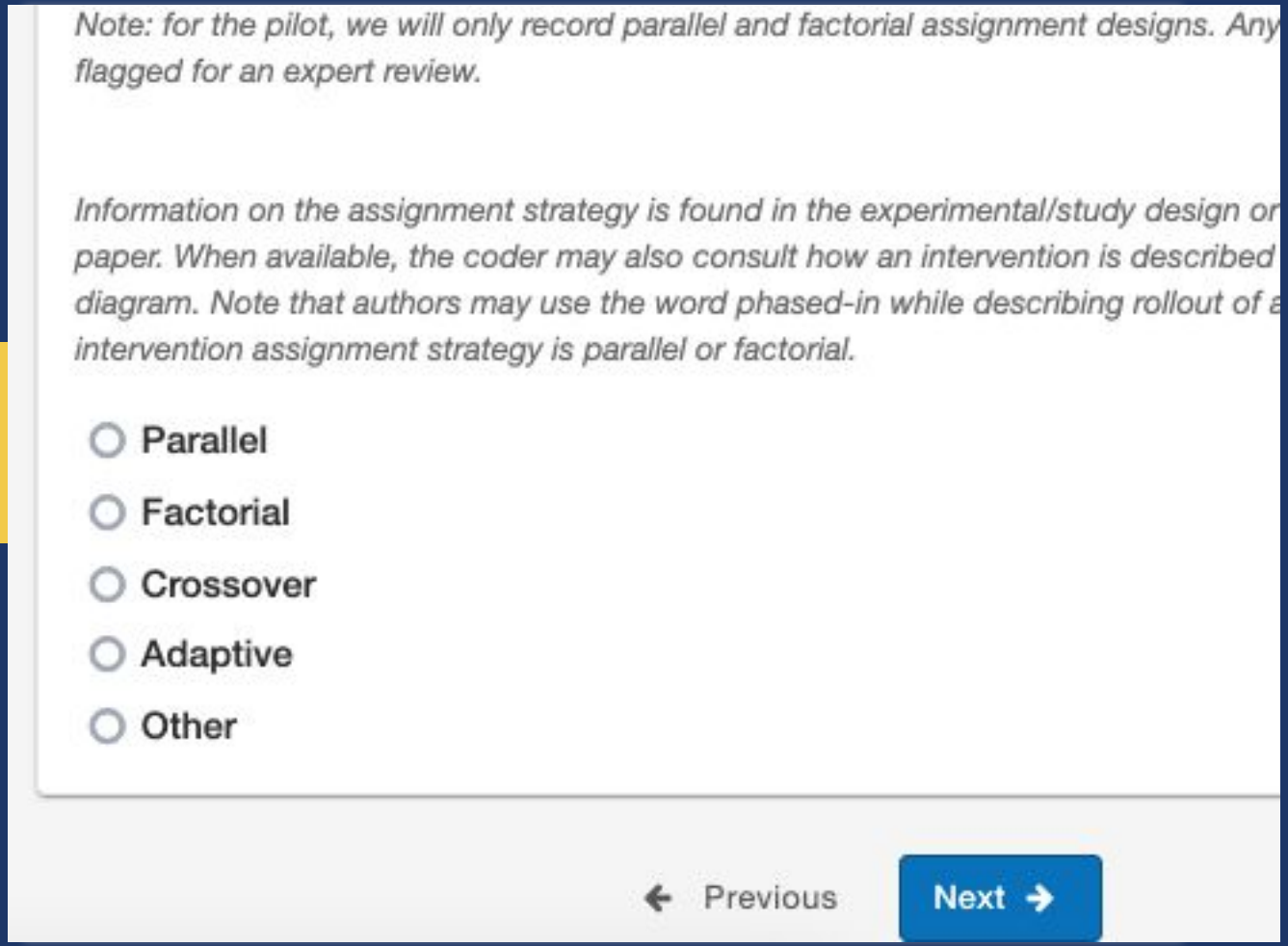
- Select one
- Select multiple
- Text
- Numeric

Select one

- **Select one** type questions will present you with a list of choices
- These can come from a list of controlled vocabularies (e.g., what type of intervention assignment strategy is used -> parallel, factorial, etc.”
- Or this list can come from previously entered information on the form (e.g. list of intervention names entered by coder)
- If the list has an option for “other”, you will be asked to provide more information (typically by entering text)
- To answer this question, you will choose **one** of the list of answers provided

Select multiple

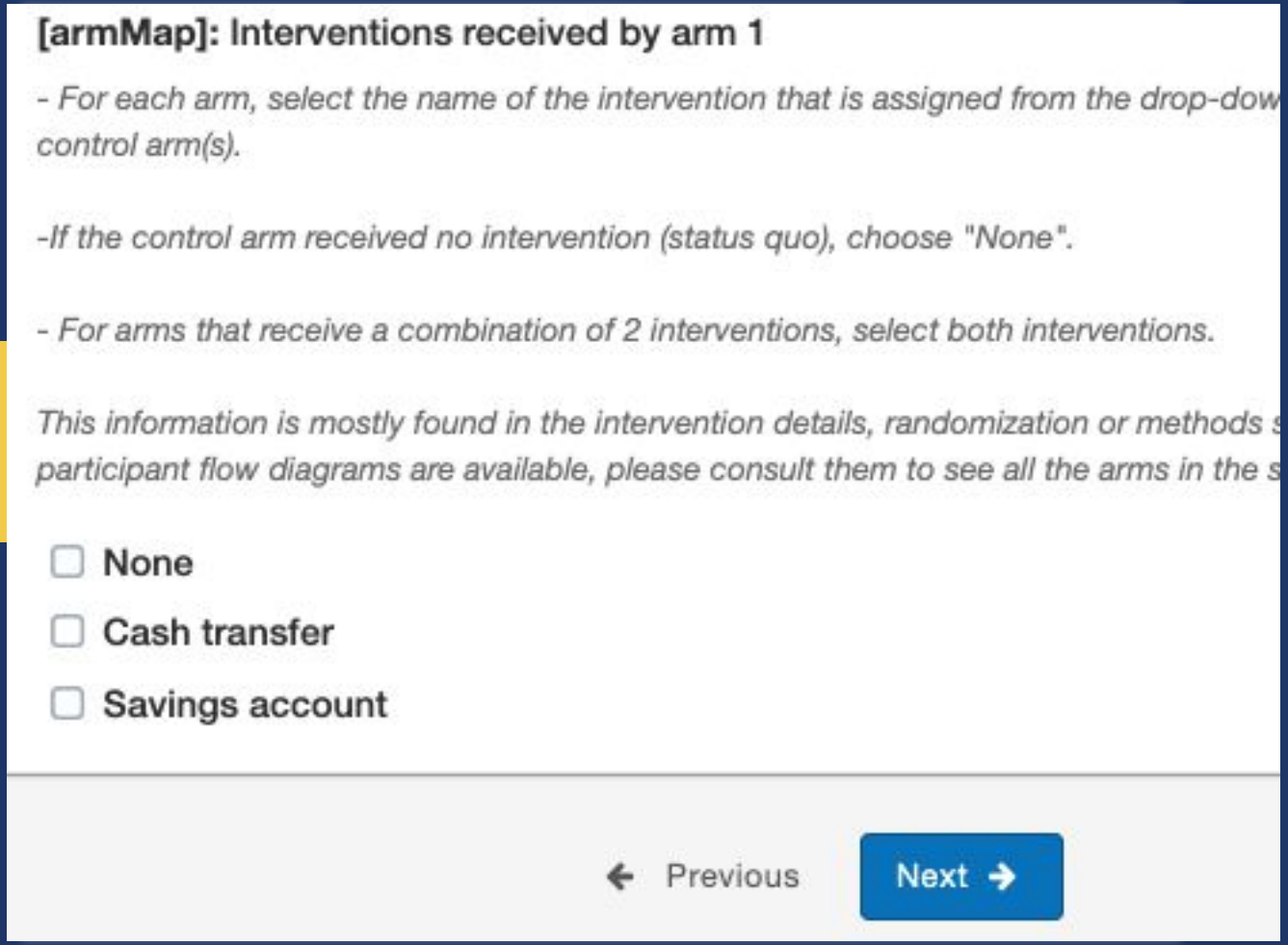
- Function very similar to **select one** type questions
- To answer this question, you will choose **at least one** of the list of answers provided **and at most all**
- If the list has an option for “other”, you will be asked to provide more information (typically by entering text)
- Many portions of the form will ask follow up questions based on your entries to a **select multiple question**



Select one

Select one type questions are distinguished by having circular buttons

To answer this question, click the correct button



Select multiple

Select multiple type questions are distinguished by having square buttons

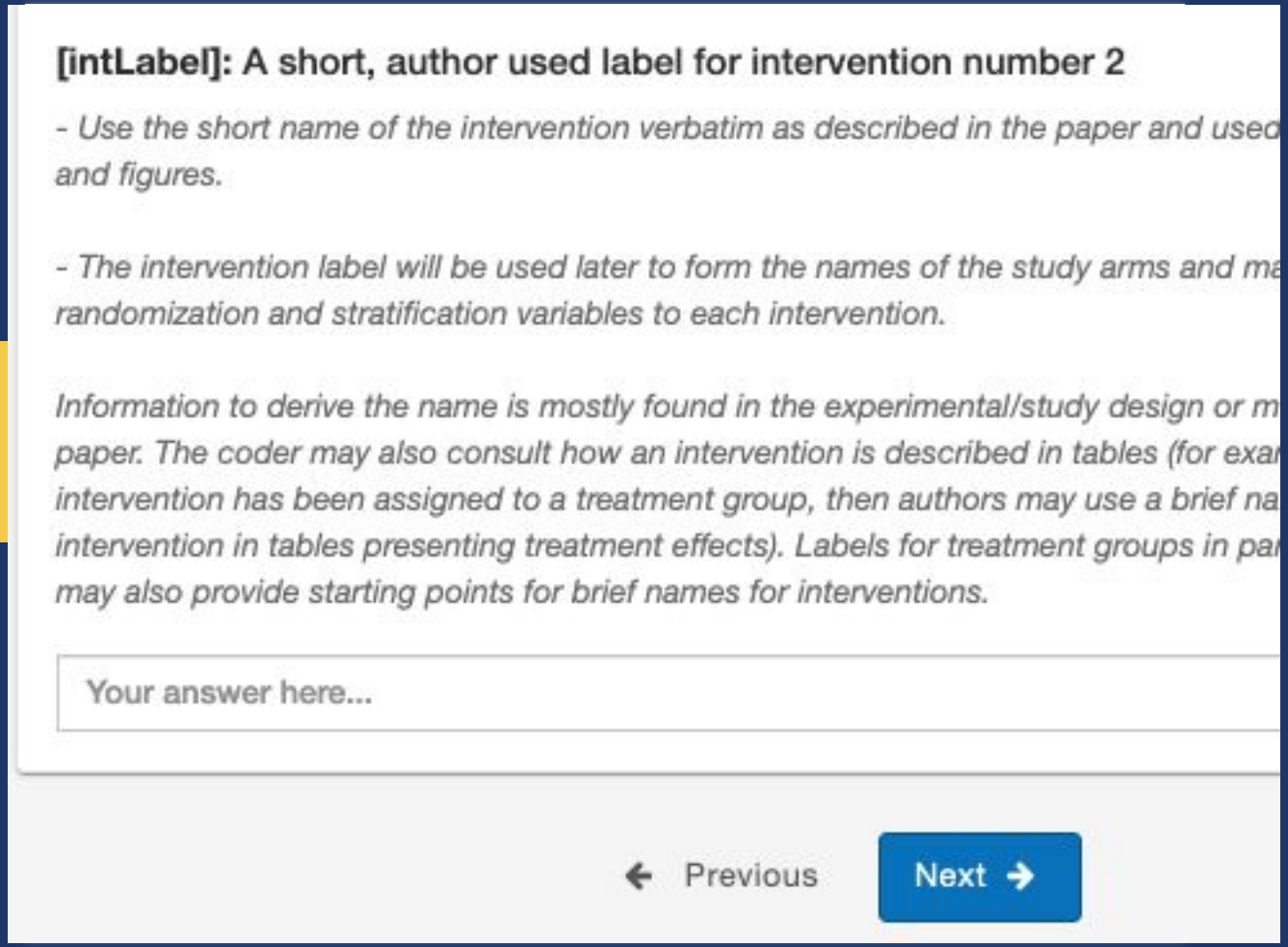
To answer this question, click all of the correct buttons

Text

- Text questions require the coder to type information
- Text questions can be used to capture
  - Names (e.g., of interventions)
  - Numeric responses that require specific formatting (phone numbers)
  - URLs (e.g., links to trial registries)
  - Email addresses
- Pay attention to the provided hints to understand how to enter specific text questions

Numeric

- **Numeric** questions can take two forms:
  - Integer questions look for an integer (e.g., how many interventions are in the study?)
  - Decimal questions look for a decimal (e.g., what percentage of the treatment arm received treatment?)
- **Integer** questions will not accept a decimal answer, but **decimal** questions will accept an integer



Text

Text–and numeric–have boxes with the words “Your answer here…”

Type your answer to enter data

Incorrect formats will result in an error message

[precision_set]: Always report the following **precision statistics** for this treatment effect:

Hint:

- The information on the type of precision statistics and the value is often found in the notes in tables that report the treatment effects in the main paper or in the appendix.

- It is possible that different precision values for the same treatment effect are reported in various parts of the paper.

- Include all decimals reported in the exhibit.

- Do not include parenthesis, astherics, or non-numeric values.

- Use period "." as the decimal separator.

- If the adjustment method is not specified in the paper, please write "Uknown".

Common adjustment methods

• Unadjusted: Refers to statistics with no correction applied, and in their most basic form assume homoscedasticity (for Standard Errors), or are used in hypothesis testing under normality assumptions (in the case of t or Z statistics).

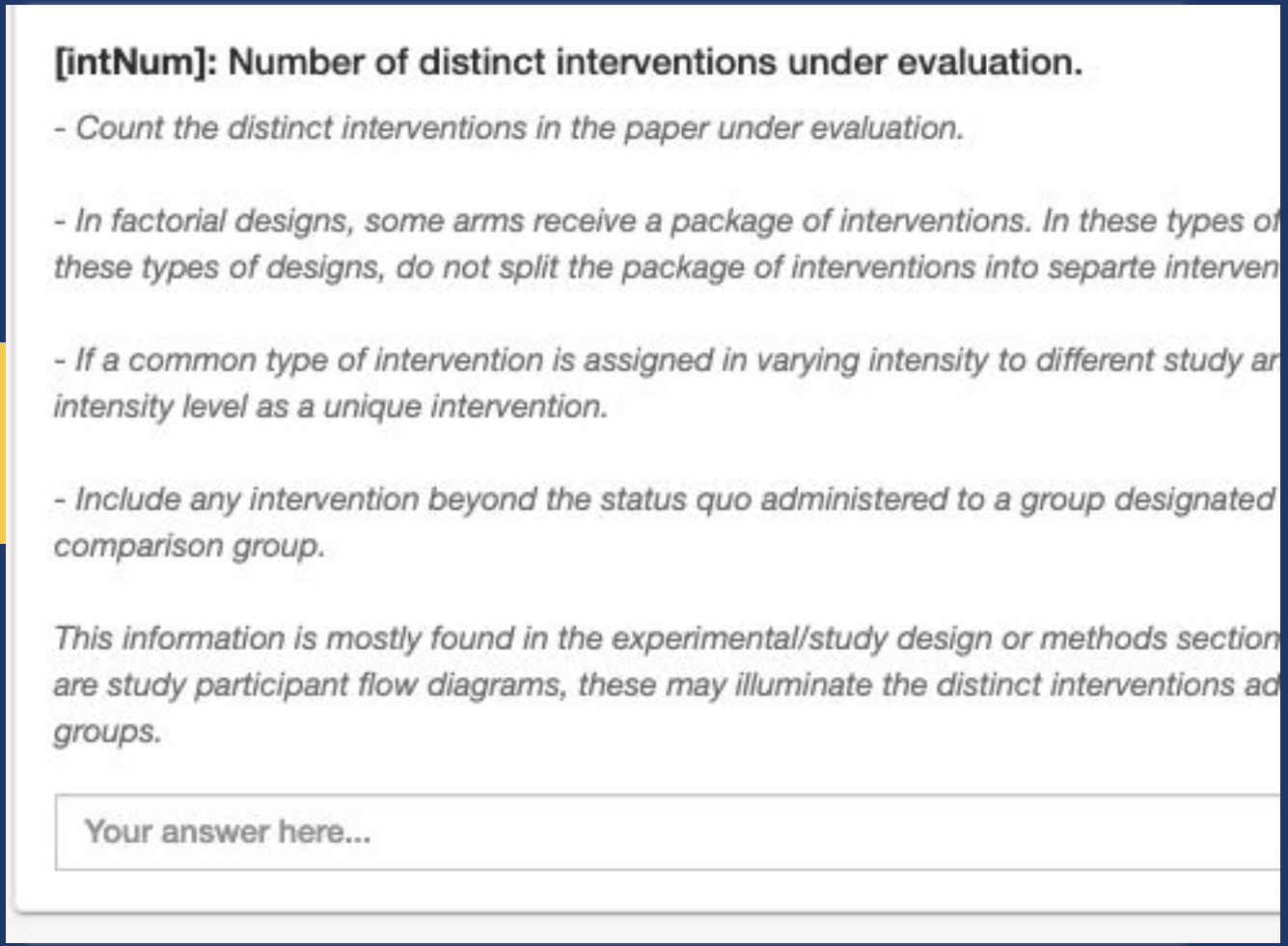
• Adjusted: Refers to statistics are corrected to improve precision or in cases when assumptions are violated. Common correction methods account for heteroscedasticity (Robust SEs), clustering (Clustered Robust SEs), or small sample sizes (Bootstrap estimation). Other adjustment methods include specific tests (Welch's t-test).

	Value	Adjusted Value	Adjustment Method
Standard Error			
t-statistic			
Z-statistic			

Text tables

Sometimes you will be shown tables of text-input questions

This table has nine areas that may require text or numeric inputs



Numeric

Question text will help you determine if the form is asking for an integer or decimal

4

Navigating repeated groups

Moving between instances of the same question

Repeated groups

- Much of the information captured in the forms needs to be repeated
  - E.g., for each table, you will report specifications, periods, comparisons
  - For each arm, you will report the intervention it recieves, etc.

Repeated groups

- We have programmed the forms so that first, you will indicate the number of repeats the form needs to generate
- Then, you will be shown the series of fields starting with iteration 1 up to the number of repeats you indicated were necessary

Repeated groups

- SurveyCTO only generates the number of repeats indicated by the coder
- What if you make a mistake?
  - If you report *too few* number of repeats, you can use the “Go to” button to return to that question and record the correct number
    - All of the entered information is preserved
    - A new, blank repeat group will be generated

Repeated groups

- SurveyCTO only generates the number of repeats indicated by the coder
- What if you make a mistake?
  - If you report *too many* number of repeats, the form now has generated more repeat instances than are necessary
  - On the back end, this creates blank data that we do not want to collect
  - To solve this issue
    - Use the “go to” button to return to the question and enter the correct number of repeats
    - Use the “Options” button to delete the extra repeat instances (make sure you do not delete an instance that contains information!)

Thank you for listening

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