

# AUTOMATED SCHOOL MASTER LIST

School Quality Assurance Officer  
Manual

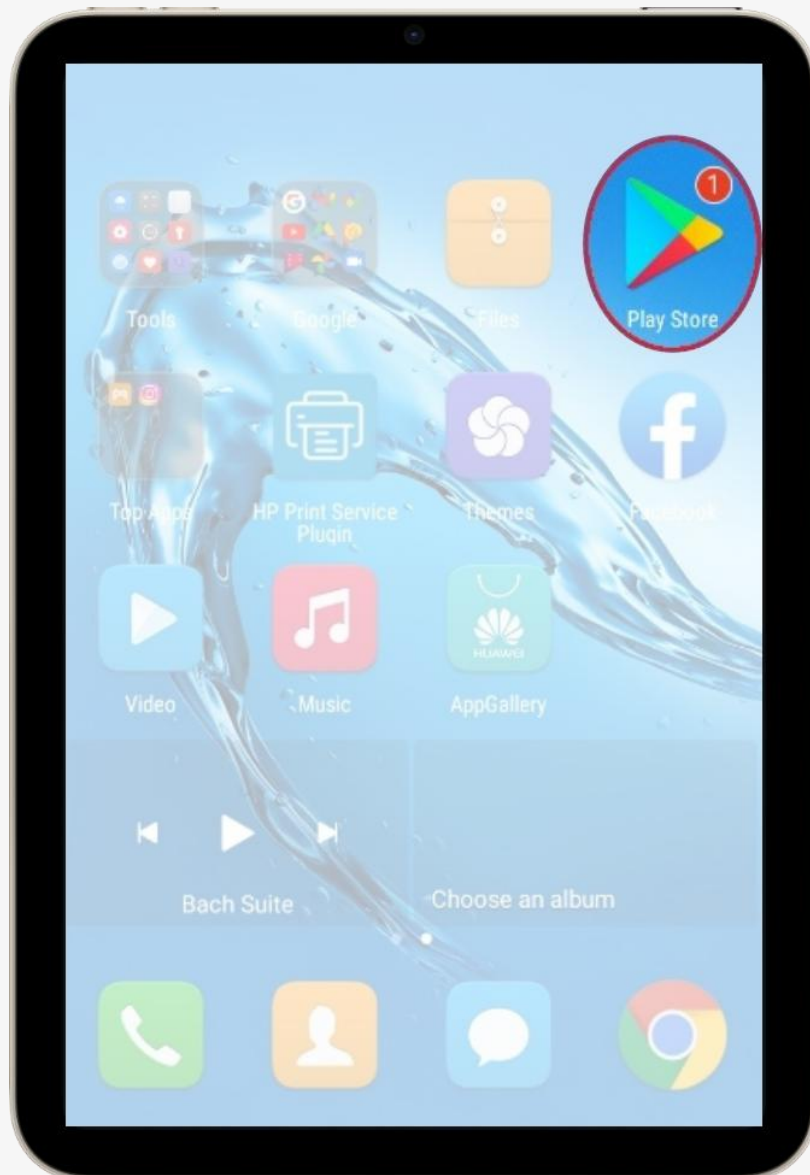


This manual provides detailed information for School Quality Assurance Officers on setting up an Android device, including downloading the **KoboCollect** app and relevant associated forms, as well as how to fill and submit the individual forms.

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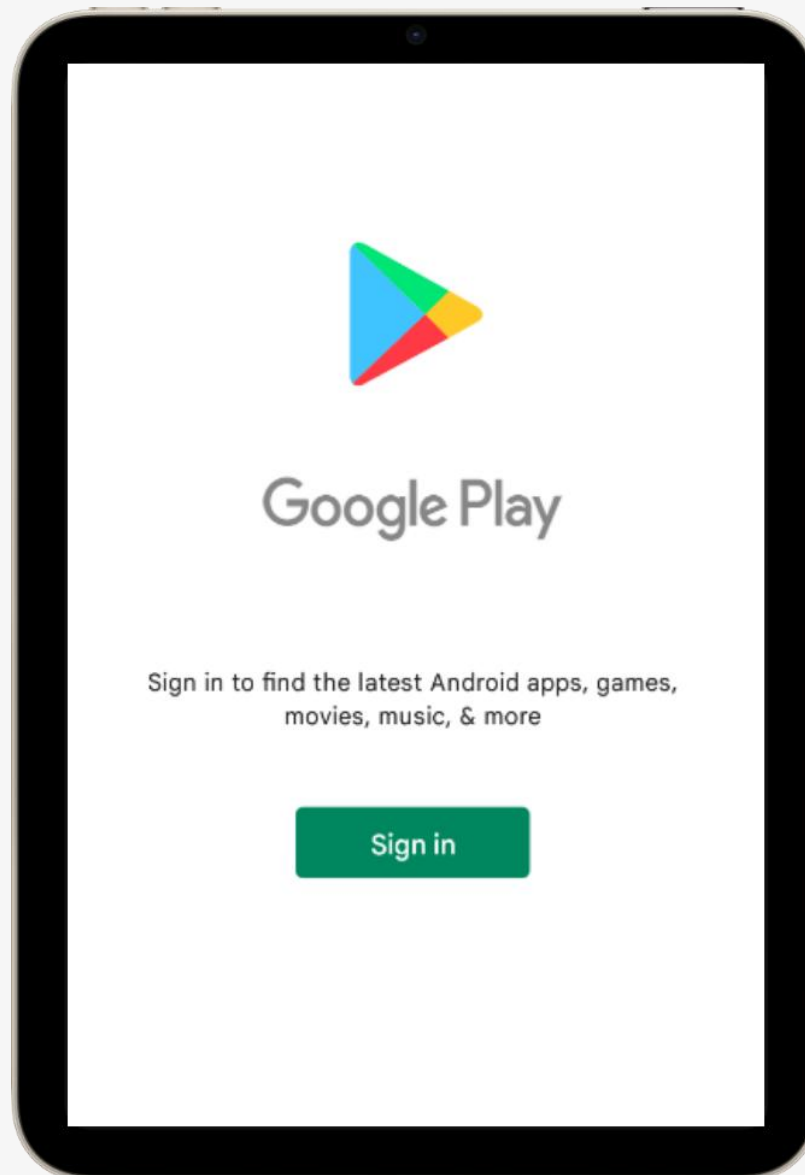
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# KOBO INSTALLATION ON AN ANDROID DEVICE



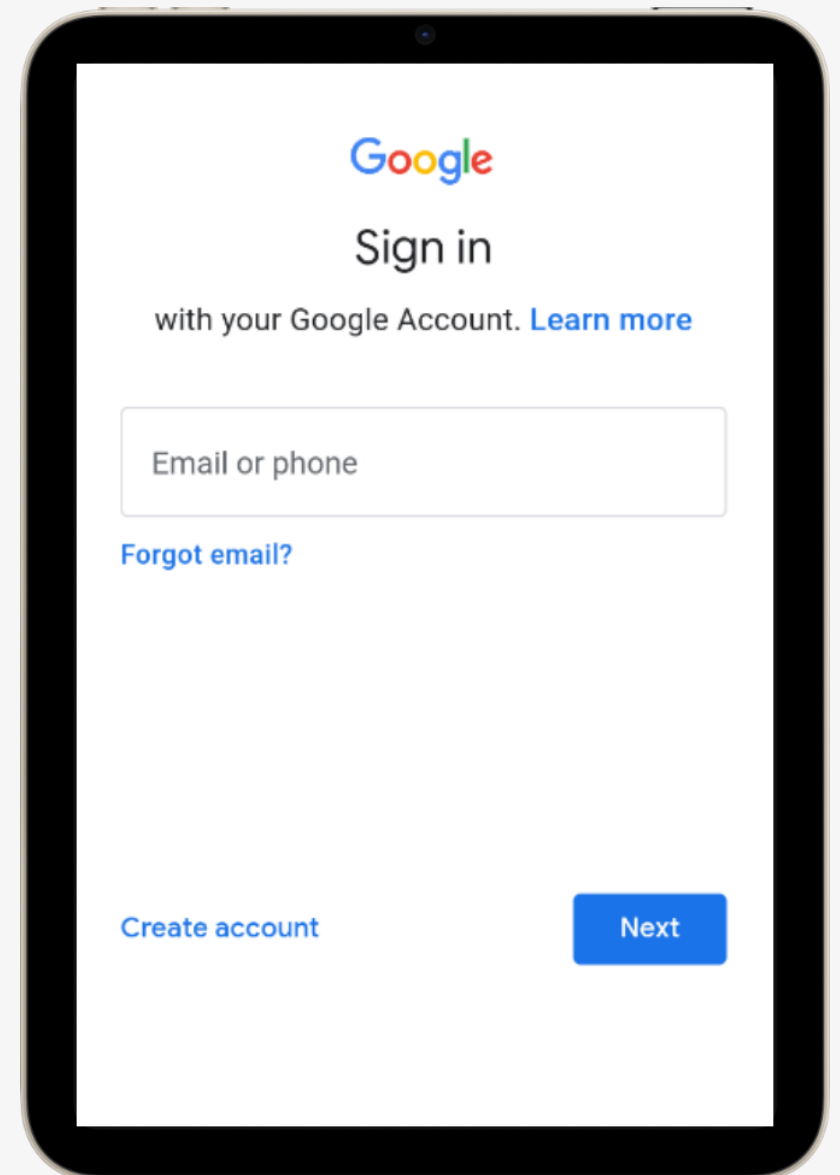
## OPEN PLAY STORE

Locate and open the 'Play Store' on your Android device.



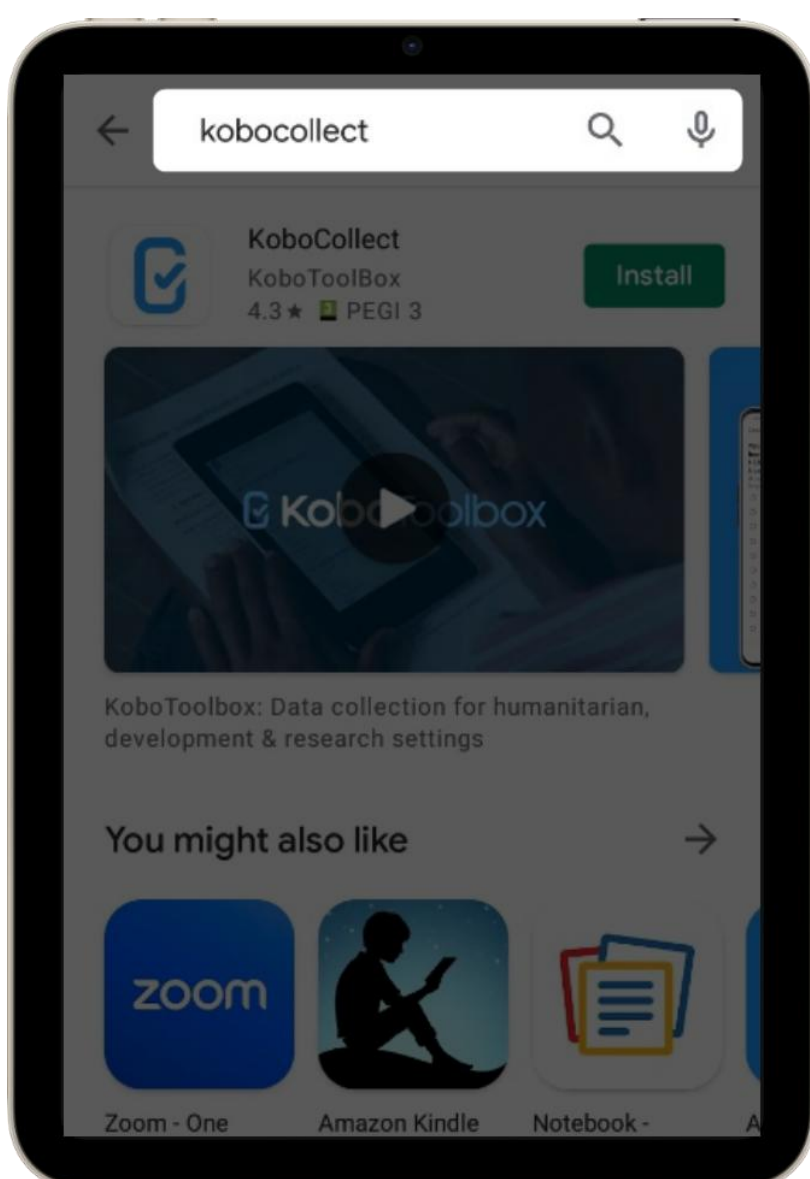
## SIGN IN

Sign in to Google Play. You can use your exiting Google account.



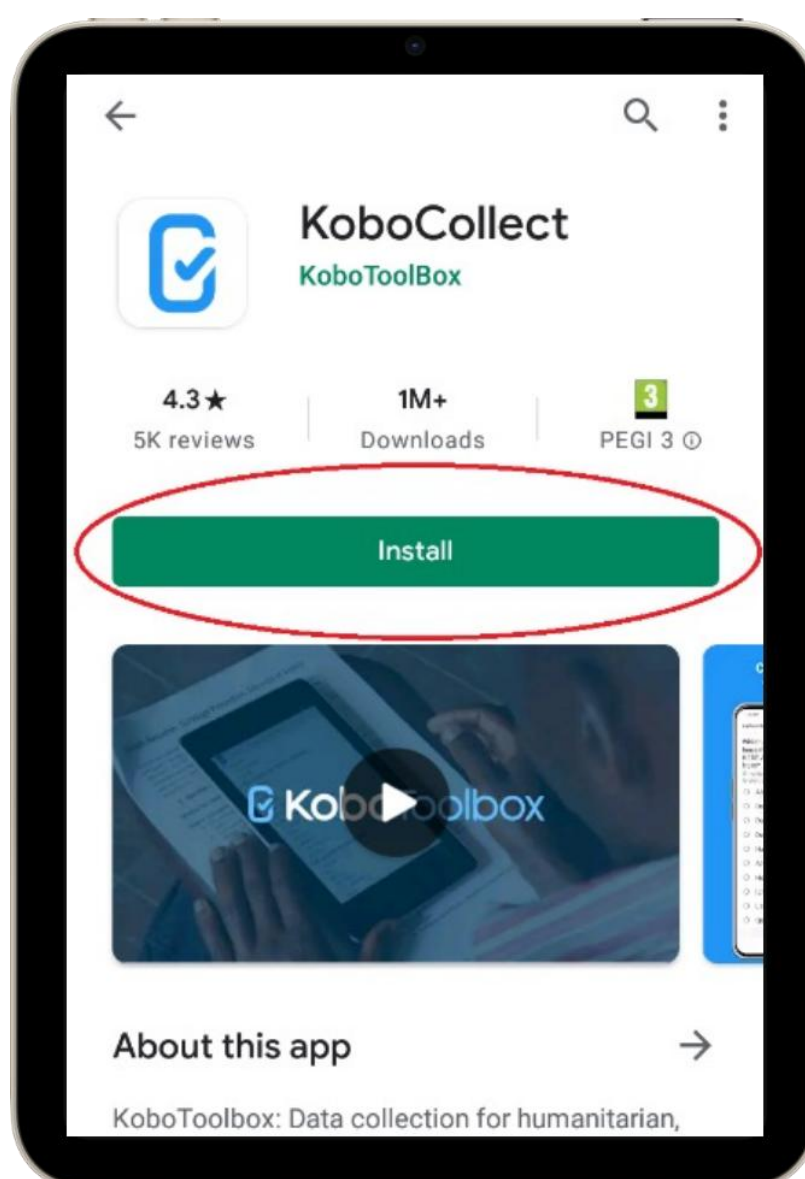
## REGISTER WITH GOOGLE

If you don't have a Google account already, create a new account.



## SEARCH FOR KOBOCOLLECT

In the search bar, type 'kobocollect'.



## CLICK INSTALL

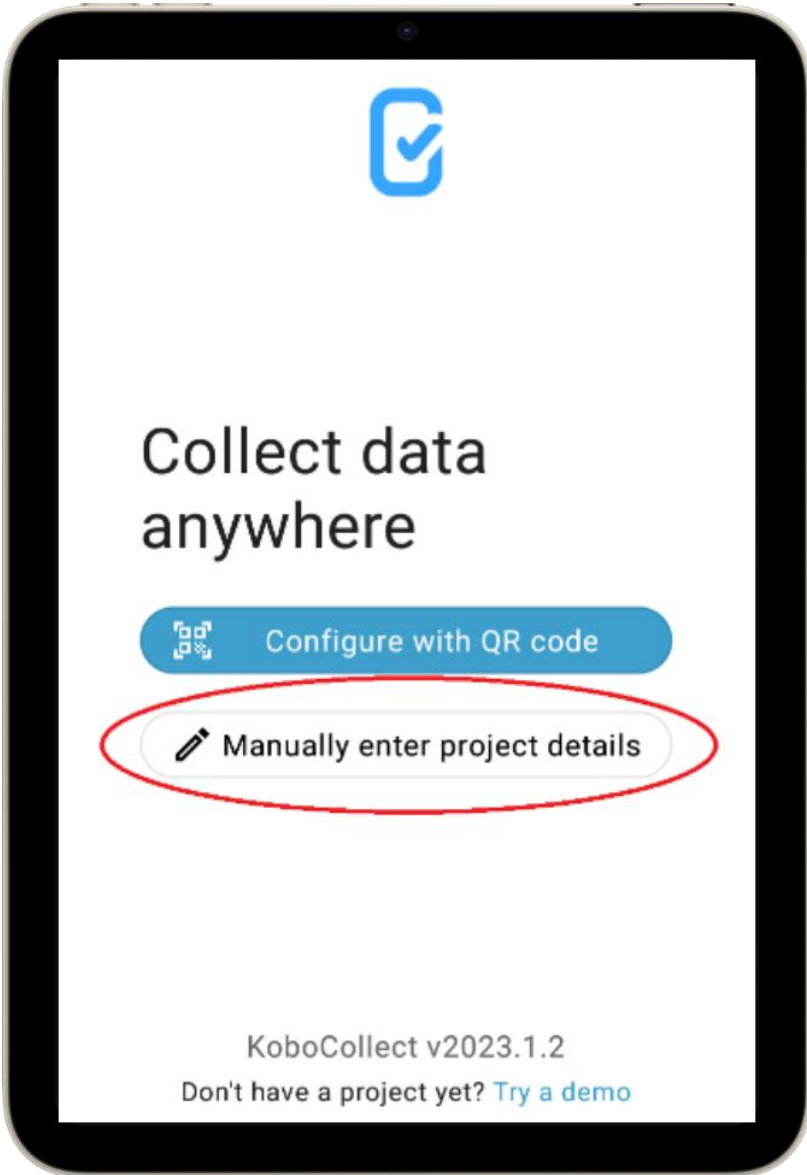
Click the 'Install' button and then click 'Accept' to proceed with the installation.

# OPEN THE KOBOCOLLECT APP AND CONFIGURE



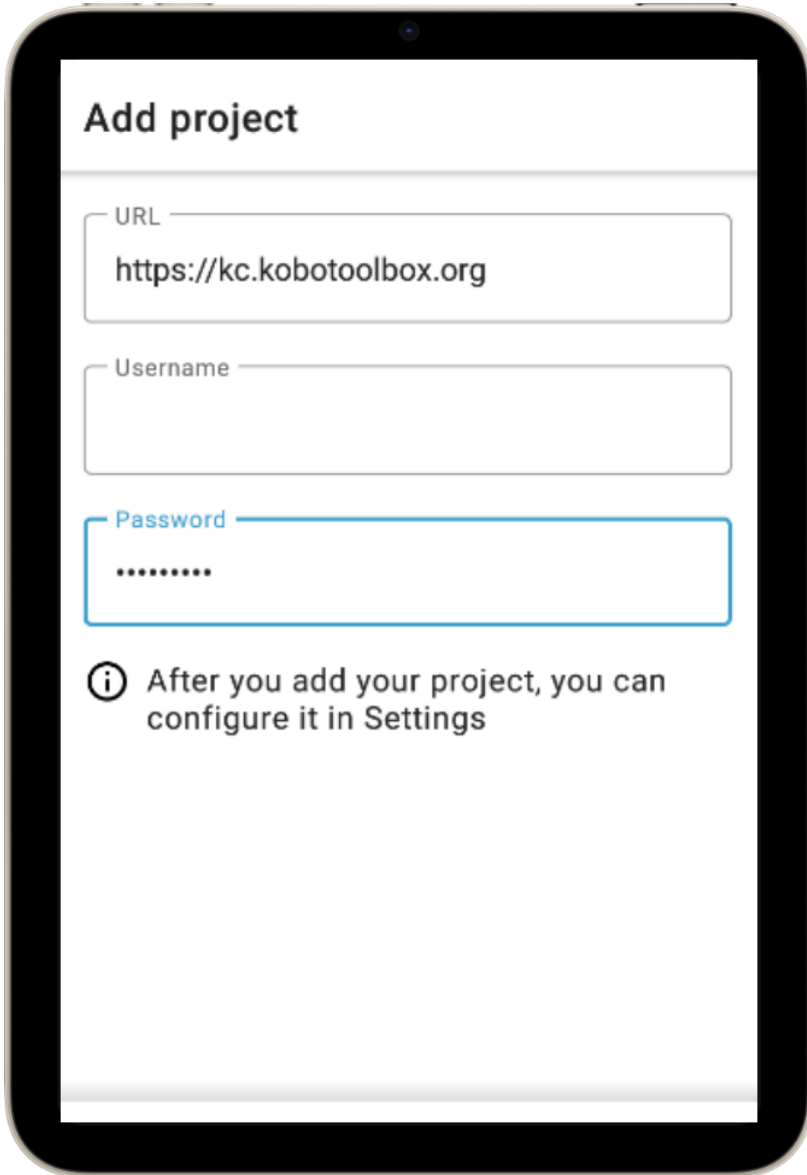
## OPEN KOBOCOLLECT APP

Locate and open the 'Play Store' on your Android device.



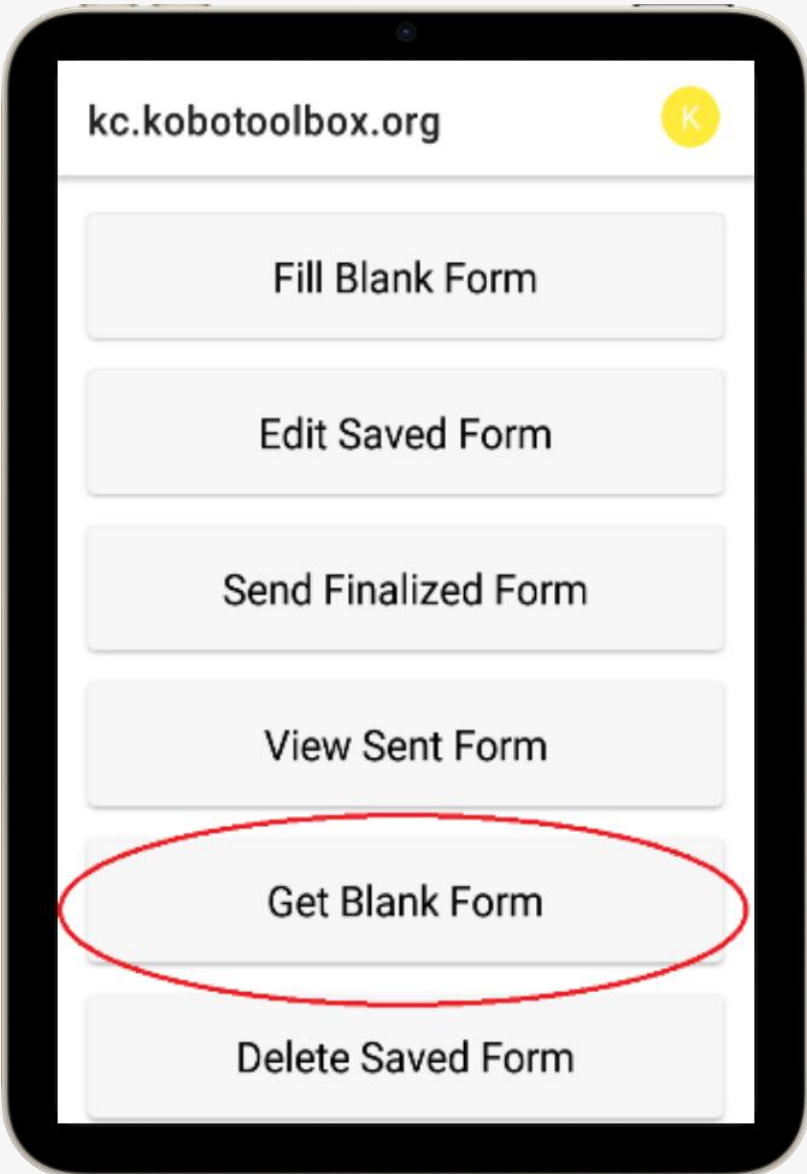
## CONFIGURE THE APP

Select 'Manually enter project details'.

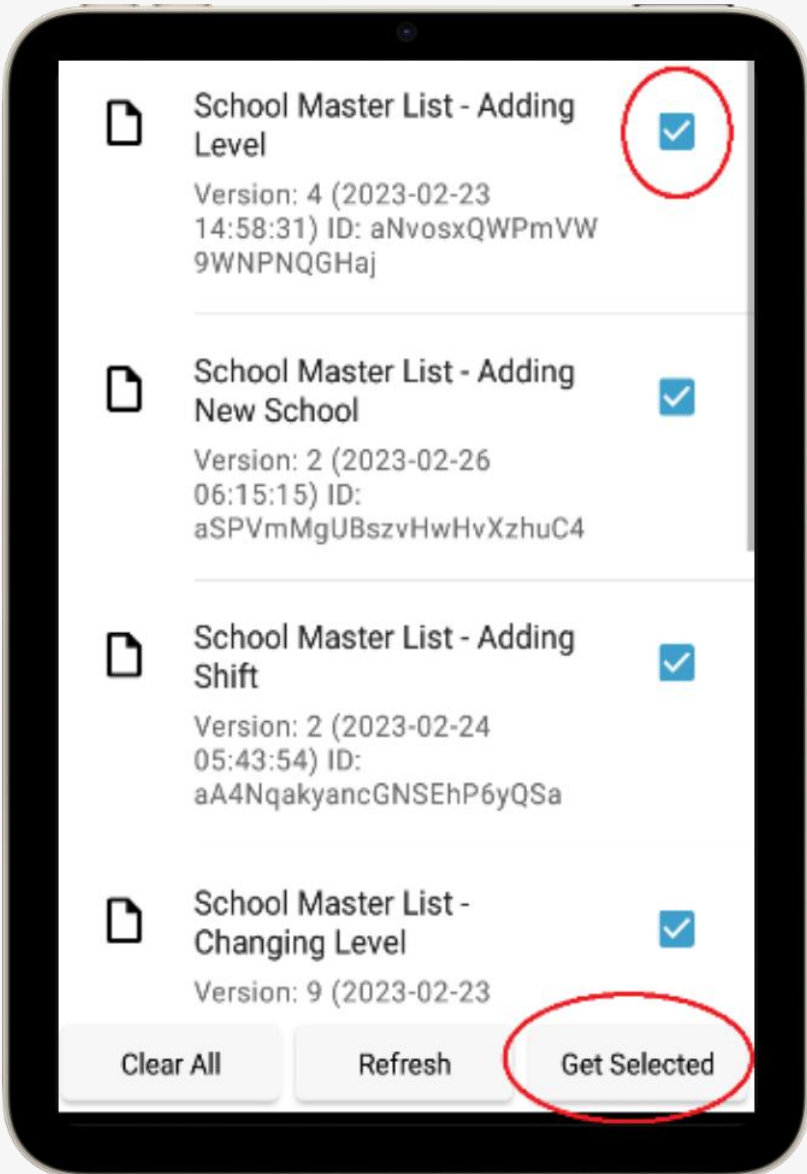


**TYPE IN:** <https://kc.kobotoolbox.org/>

Enter your username and password. If you do not have one already, you will need to first register at:  
<https://kf.kobotoolbox.org/accounts/signup/>



## CLICK 'GET BLANK FORM'



## DOWNLOAD FORMS

Download the desired forms to your device by selecting them and then hitting 'Get Selected'.

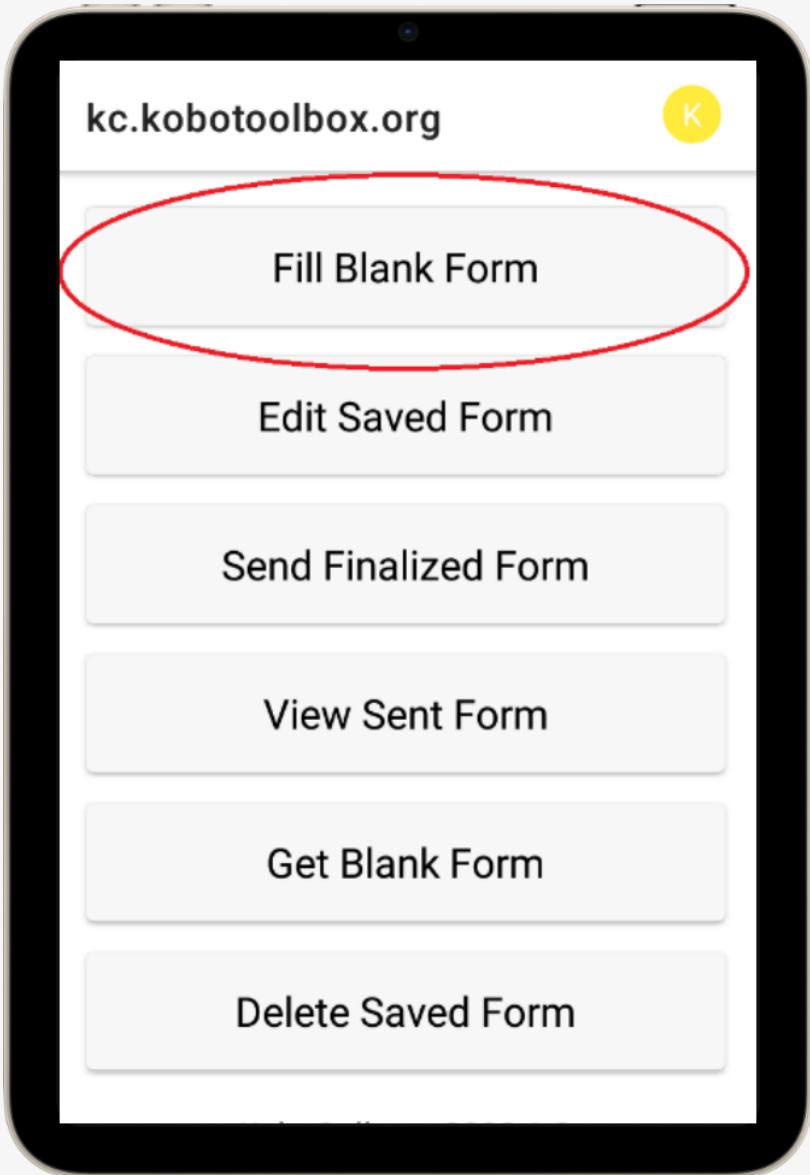
## THE SEVEN FORMS TO BE SELECTED AND DOWNLOADED ARE:

1. Changing Shift
2. School Moves Location
3. School Closure
4. Adding New School
5. Adding Shift
6. Adding Level
7. Changing Level



# NOW YOU'RE READY TO ENTER DATA!

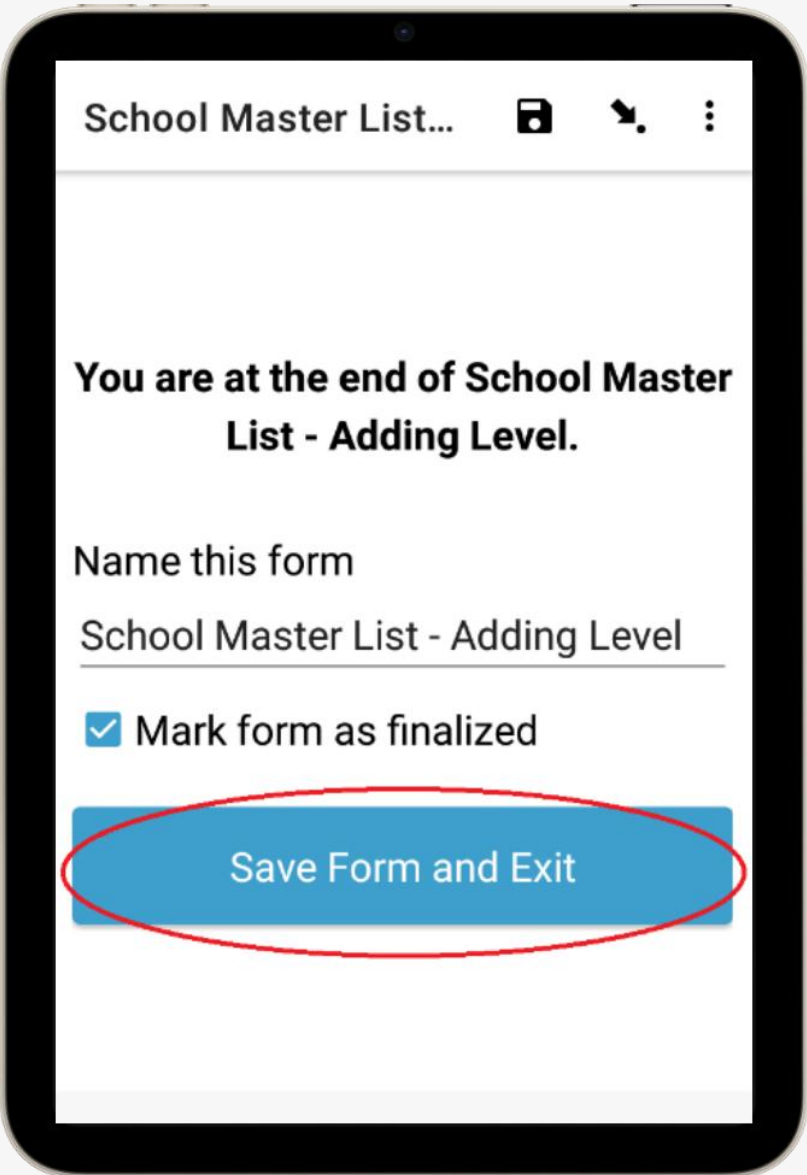
You can collect data offline, just remember to upload it the next time you are connected to the internet (see step 3 – **SUBMIT FORM** – below)!



## CLICK FILL BLANK FORM

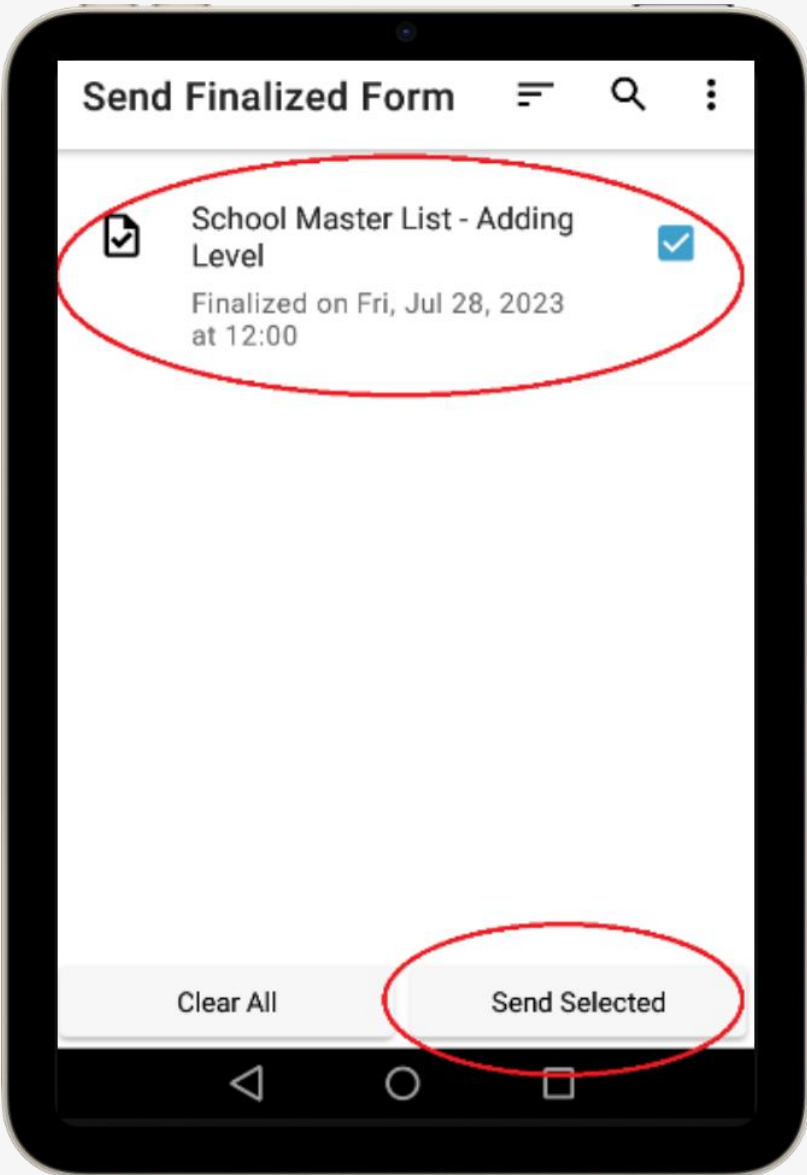
And select the required form.

Enter all the required information. You may proceed between questions by 'swiping right', or by hitting '**Next**'.



## SAVE FORM AND EXIT

When all the information is correctly entered, hit '**Save Form and Exit**'.



## SUBMIT FORM

Navigate to 'Send Finalized Form', select the relevant form(s) you would like to submit and hit '**Send Selected**'.

*This requires an internet connection*

# THERE ARE SEVEN FORMS THAT YOU NEED TO USE

The following pages show detailed instructions for filling in the following forms:

1. Changing Shift
2. School Moves Location
3. School Closure
4. Adding New School
5. Adding Shift
6. Adding Level
7. Changing Level

# FORM 1. CHANGING SHIFT

TO FACILITATE THE PROCESS OF CHANGING THE SHIFT OF A SCHOOL, THE FOLLOWING STEPS SHOULD BE FOLLOWED:

- 1. Enter EMIS Code**  
Start by entering the EMIS Code of the school for which the shift is being changed. The EMIS Code is a unique identifier for each school in the system.
- 2. Choose Shift Changing From**  
Select the current shift pattern that the school follows. This indicates the shift that is currently in effect.
- 3. Choose Shift Changing To**  
Specify the desired new shift pattern that the school will transition to. This indicates the shift that will be implemented after the change.
- 4. Enter User ID**  
Provide the user ID or identification of the individual initiating the shift change. This helps keep track of the responsible party.
- 5. Submit**  
Once all the necessary information has been entered, click the "Submit" button to finalise the request for the shift change.

Following these steps ensures that the necessary details are captured for the shift change, including the EMIS Code, current shift, desired new shift, and user ID.

KoboToolbox

### School Master List - Changing Shift

\* School EMIS Code

\* Shift Changing From

☐ Single shift

☐ Double shift

\* Shift Changing To

☐ Single shift

☐ Double shift

\* User ID

Save Draft

Submit

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## TROUBLESHOOTING & CONTACT INFORMATION

For more information, please visit:  
[https://support.kobotoolbox.org/kobocollect\\_on\\_android\\_latest.html](https://support.kobotoolbox.org/kobocollect_on_android_latest.html)

or contact your District IT officer who will be able to help

## FORM 2. SCHOOL MOVES LOCATION

**TO FACILITATE THE PROCESS OF MOVING A SCHOOL TO A NEW LOCATION, THE FOLLOWING STEPS CAN BE FOLLOWED:**

- 1. Enter EMIS Code**

Start by entering the EMIS Code of the school that is being moved. The EMIS Code is a unique identifier for each school in the system.
- 2. Select Region**

Choose the region where the school's new location is situated. This helps categorise the school's geographical location.
- 3. Select District**

Specify the district within the chosen region where the school will be relocated.
- 4. Select Council**

Choose the relevant local council or municipality associated with the new school location.
- 5. Select Chiefdom**

Select the chiefdom or administrative subdivision within the district.
- 6. Select Section**

Choose the specific section within the chiefdom where the school will be situated.
- 7. Select Town**

Specify the town or village where the new school location is located.
- 8. Select Level**

Determine the educational level or grade of the school being moved (e.g., primary, secondary, etc.).
- 9. Select Shift**

Indicate the shift pattern for the school (e.g., morning, afternoon, full day).
- 10. Collect GPS**

Gather the GPS coordinates (latitude and longitude) of the new school location. This helps accurately identify the geographical position.
- 11. Enter User ID**

Provide the user ID or identification of the individual initiating the school move. This helps keep track of the responsible party.
- 12. Submit**

Once all the necessary information has been entered, click the "Submit" button to finalise the request for school relocation.

*Following these steps ensures that the necessary details are captured for the school move, including the EMIS Code, new location information, school level, shift pattern, GPS coordinates, and user ID.*

## School Master List - School Moves Location

\* Emls Code

\* Region

☐ NORTHERN  
☐ SOUTHERN  
☐ EASTERN  
☐ NORTH WESTERN  
☐ WESTERN

\* District

\* Council

\* Chiefdom

\* Section

\* Town

\* Level

☐ Pre- Primary  
☐ Primary  
☐ Junior Secondary  
☐ Senior Secondary

\* Shift

☐ Single shift  
☐ Double shift, Afternoon  
☐ Double shift, Morning

\* Please collect a GPS point of the school

latitude (x.y °)

longitude (x.y °)

altitude (m)

accuracy (m)

search for place or address

\* User ID

Save Draft

Submit



# FORM 3. SCHOOL CLOSURE

## TO INITIATE THE PROCESS OF SCHOOL CLOSURE, FOLLOW THESE STEPS:

- 1. Enter EMIS Code**  
Input the EMIS Code of the school that needs to be closed. The EMIS Code is a unique identifier for each school in the system.
- Choose Action**
- 2. Select the action or option related to school closure.** In this case, choose “Closure” or a similar option that signifies the intention to close the school.
- 3. Enter User ID**  
Provide the user ID or identification of the person initiating the school closure. This helps in tracking the responsible party.
- 4. Submit**  
Once all the necessary information has been entered, click the “Submit” button to finalise the request for school closure.

*By following these steps, you can initiate the closure process for the specified school. Please note that the actual interface and options may vary depending on the specific system or software being used.*

KoboToolbox

School Master List - School Closure

\* School EMIS Code

\* Action

Close

\* User ID

Save Draft

Submit

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or contact your District IT officer who will be able to help



# FORM 4. ADDING NEW SCHOOLS

## TO ADD A NEW SCHOOL TO THE SYSTEM, PLEASE FOLLOW THESE STEPS:

1. **Enter School Name**  
Input the name or title of the new school that is being established.
2. **Select Region**  
Choose the region where the new school is located. This helps categorise the geographical location of the school.
3. **Select District**  
Specify the district within the chosen region where the new school is situated.
4. **Select Council**  
Choose the relevant local council or municipality associated with the new school's location.
5. **Select Chiefdom**  
Select the chiefdom or administrative subdivision within the district where the new school will be located.
6. **Select Section**  
Choose the specific section within the chiefdom where the new school will be situated.
7. **Select Town**  
Specify the town or village where the new school will be located.
8. **Select Level**  
Determine the educational level or grade of the new school (e.g., primary, secondary, etc.).
9. **Select Shift**  
Indicate the shift pattern for the new school (e.g., morning, afternoon, full day).
10. **Collect GPS**  
Gather the GPS coordinates (latitude and longitude) of the new school's location. This helps accurately identify the geographical position of the school.

Following these steps ensures that the necessary details are captured for the new school, including the school name, location information (region, district, council, chiefdom, section, and town), school level, shift pattern, and GPS coordinates.

School Master List - Adding New School

\* School Name

\* Region

☐ NORTHERN

☐ SOUTHERN

☐ EASTERN

☐ NORTH WESTERN

☐ WESTERN

\* District

\* Council

\* Chiefdom

\* Section

\* Town

\* Level

☐ Pre- Primary

☐ Primary

☐ Junior Secondary

☐ Senior Secondary

\* Shift

☐ Single shift

☐ Double shift, Afternoon

☐ Double shift, Morning

\* Please collect a GPS point of the school

latitude (x.y °)

longitude (x.y °)

altitude (m)

accuracy (m)

search for place or address

UPPER TENGBEH TOWN

Fudia Terrace

RED PUMP CC

BOTTOM MANGO

Regent Road

Spur Loop

GWENT HEIGHT Hill Co.

© OpenStreetMap & Yohan Boniface & Humanitarian OpenStreetMap Team | Terms

\* User ID

Save Draft

Submit

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# FORM 5. ADDING SHIFT

## TO ADD AN ADDITIONAL SHIFT TO AN EXISTING SCHOOL, YOU CAN FOLLOW THESE STEPS:

- 1. Enter School EMIS Code**  
Input the EMIS Code of the school to which you want to add an additional shift. The EMIS Code is a unique identifier for each school in the system.
- 2. Select Existing Shift**  
Choose the current shift pattern that the school follows. This indicates the existing shift that is already in effect.
- 3. Select Additional Shift**  
Specify the additional shift that you want to add to the school. This could be a different time slot or an additional session to accommodate more students.
- 4. Enter User ID**  
Provide the user ID or identification of the person initiating the addition of the shift. This helps in tracking the responsible party.
- 5. Submit**  
Once all the necessary information has been entered, click the "Submit" button to finalise the request to add an additional shift to the school.

*By following these steps, you can initiate the closure process for the specified school. Please note that the actual interface and options may vary depending on the specific system or software being used.*

KoboToolbox

### School Master List - Adding Shift

\* School EMIS Code

\* Existing Shift

☐ Single shift

☐ Double shift

\* Additional Shift

☐ Single shift

☐ Double shift

\* User ID

Save Draft

Submit

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# FORM 6. ADDING LEVEL

TO ADD AN ADDITIONAL LEVEL TO AN EXISTING SCHOOL, PLEASE FOLLOW THESE STEPS:

- 1. Enter EMIS Code**  
Input the EMIS Code of the school for which you want to add an additional level. The EMIS Code is a unique identifier for each school in the system.
- 2. Select Existing Level**  
Choose the current level or grade that the school offers. This indicates the existing level that is already in effect.
- 3. Select Additional Level**  
Specify the additional level that you want to add to the school. This could be a higher or lower grade depending on the school's expansion or curriculum changes.
- 4. Enter User ID**  
Provide the user ID or identification of the person initiating the addition of the level. This helps in tracking the responsible party.
- 5. Submit**  
Once all the necessary information has been entered, click the "Submit" button to finalise the request to add an additional level to the school.

KoboToolbox

School Master List - Adding Level

\* School EMIS Code

\* Existing Level

☐ Pre- Primary

☐ Primary

☐ Junior Secondary

☐ Senior Secondary

\* Additional Level

☐ Pre- Primary

☐ Primary

☐ Junior Secondary

☐ Senior Secondary

\* User ID

Save Draft

Submit

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or contact your District IT officer who will be able to help

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# FORM 7. CHANGING LEVEL

## TO INITIATE A LEVEL CHANGE FOR A SCHOOL, PLEASE FOLLOW THESE STEPS:

- 1. Enter School EMIS Code**  
Input the EMIS Code of the school for which you want to change the level. The EMIS Code is a unique identifier for each school in the system.
- 2. Select Level Changing From**  
Choose the current level or grade of the school. This indicates the existing level that you want to change from.
- 3. Select Level Changing To**  
Specify the new level or grade that you want to change the school to. This indicates the desired level that you want the school to transition to.
- 4. Enter User ID**  
Provide the user ID or identification of the person initiating the level change. This helps in tracking the responsible party.
- 5. Submit**  
Once all the necessary information has been entered, click the "Submit" button to finalise the request to change the level of the school.

*By following these steps, you can initiate the process of changing the level of a school. Please note that the actual interface and options may vary depending on the specific system or software being used.*

KOBO TOOLBOX

School Master List - Changing Level

\* School EMIS Code

\* Level Changing From

Pre- Primary

Primary

Junior Secondary

Senior Secondary

\* Level Changing To

Pre- Primary

Primary

Junior Secondary

Senior Secondary

\* User ID

Save Draft

Submit

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