



INDIGENOUS
DATA SOVEREIGNTY AT YOUR FINGERTIPS

DASHBOARD & APPLICATION

User Manual

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About the Application



Android



Download the
App Now

iOS



Download the
App Now

Navigating the Application

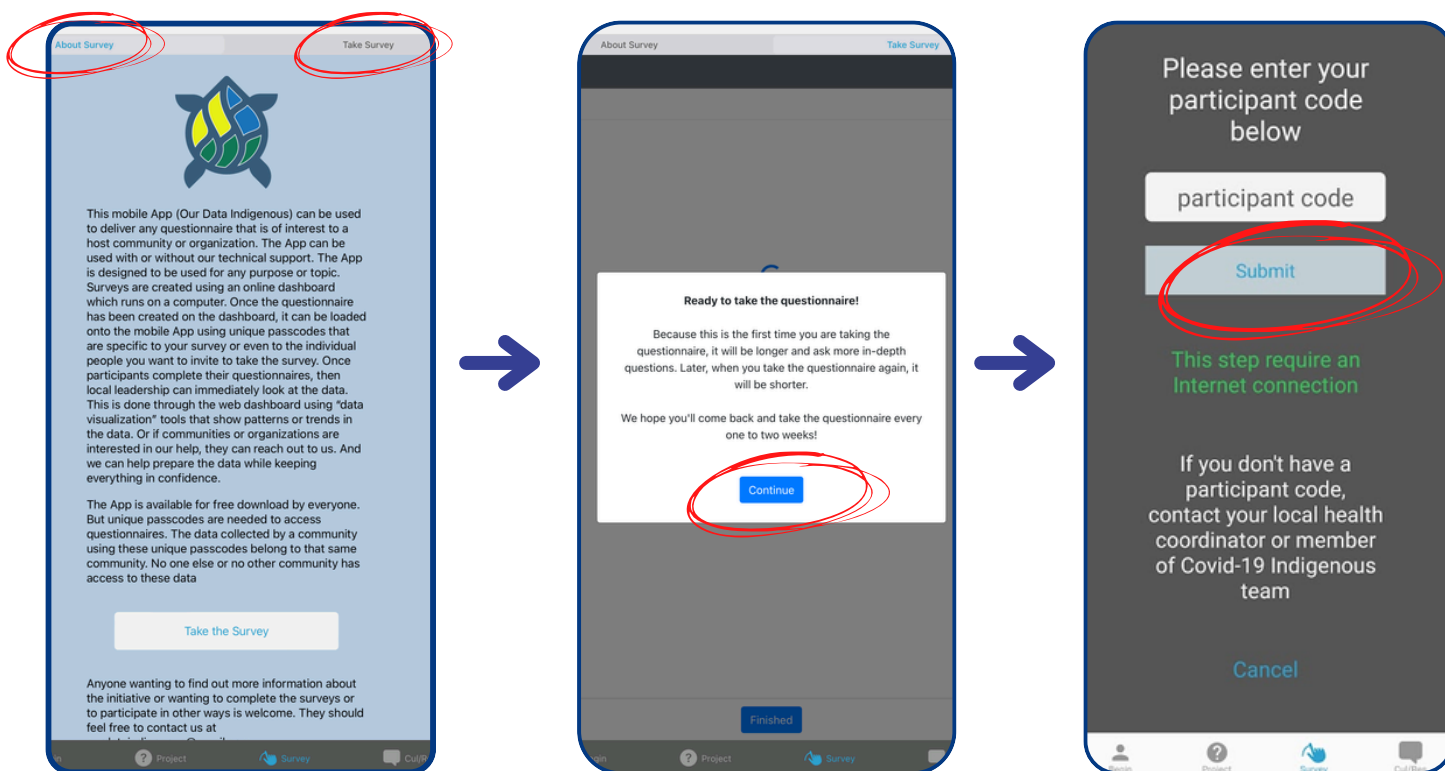
When you first open up the app you will see there are 3 options:

- 1 "About the Project" will take users to a new page that provides information about the Our Data Indigenous App Project.
- 2 "Take the Survey" will take users to a new page that informs participants about the survey. There are 2 tabs on this page "About Survey" and "Take Survey".
- 3 "Culture and Resilience" will take users to a page that has content including videos that speak to and highlight Indigenous culture and resilience for participants to download and watch at a later on.



Taking Surveys

On the "Take the Survey" page, Users can learn about the survey by going to the "About Survey" tab at the top or they can go to the "Take Survey" tab if they are ready to take the survey. A new screen will some information about the survey, press "Continue" to put in a participant code to connect to your survey. After entering the participant code press "Submit" to begin the survey.



Uses of the Application

The "Our Data Indigenous" application uses surveys to collect data. This one of a kind application can be adapted to meet the needs of any community looking to collect community data that is owned by the community and is relevant to community needs.

Data Types



Mapping



Environment



Community health



Language



Land survey findings



Mental health & well-being



Wildlife impacts



Gender-based violence



Climate change

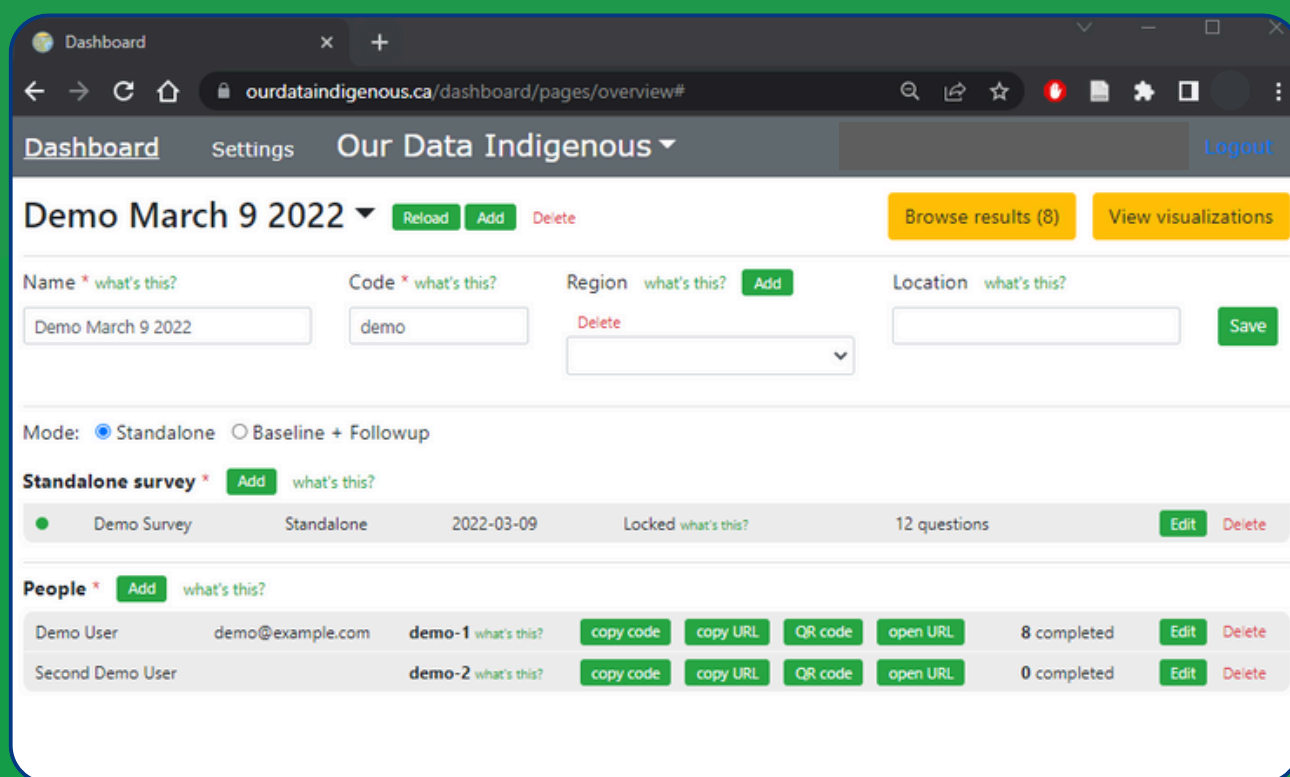


and more

The Application & Dashboard

The **Dashboard** is a web application where Users can access the survey results. Users can also use the Dashboard for changing questions and surveys, as well as adding communities, community participants and the participants codes (who have exclusive access to the survey on the digital app). The Dashboard resides on a server and can be accessed through a web browser. It is intended for Users that have been granted access to the data that the surveys provide.

See Page 11 for the Dashboard User Instructions Manual



Screenshot of the Dashboard on a computer:

The **App** is for survey participants to use on their phone, tablet or computer. Through the App they can enter their unique Participant Code and take the surveys developed by Users.

Surveys on the Application

Surveys are developed on the Dashboard by creating a User account where questions can be added and eliminated. The Dashboard is also where survey responses will be collected and participant profiles can be created.

Types of Survey Questions:

- 1 **Indigenous data** including stories, personal reflections, observations, and traditional knowledge can be collected on the app using the many different types of questions.
- 2 **Qualitative data** include open-ended responses where participants answer questions using their own words. For example, by responding to questions using video or audio recordings or typing in their own responses.
- 3 **Quantitative data** are close-ended questions such as ranked questions where a scale can be applied such as a “1” for strongly disagree or a “5” for strongly agree.

Types of Surveys:

- 1 **Stand-alone Surveys**
 - **Standalone** surveys are meant to be used once per survey participant and can be sent to all participants.
- 2 **Baseline and Follow-up Surveys**
 - These surveys are used together when users want to send out the same survey to the same participants multiple time.
 - The **Baseline survey** is a longer survey that is sent out to participants first. It collects demographic information from participants as well as other survey questions.
 - The **Follow-up survey** is used with the baseline survey as a way to check in and ask the same questions as the baseline survey, except it is shorter and doesn't include questions about demographics.

Participants will have the option to share using video, photos and writing.

Loading Surveys

- There is a bank of questions on the Dashboard that have been developed in collaboration with First Nations communities that are partners in this project.
- Questions can also be developed or imported onto the App Dashboard.
- Users will be able to select from these existing questions, modify these existing questions; or come up with their own questions that reflect their unique needs. This is done through the Dashboard rather than in the app itself (**See Page 11**).

Survey Participants

Selecting a Sample

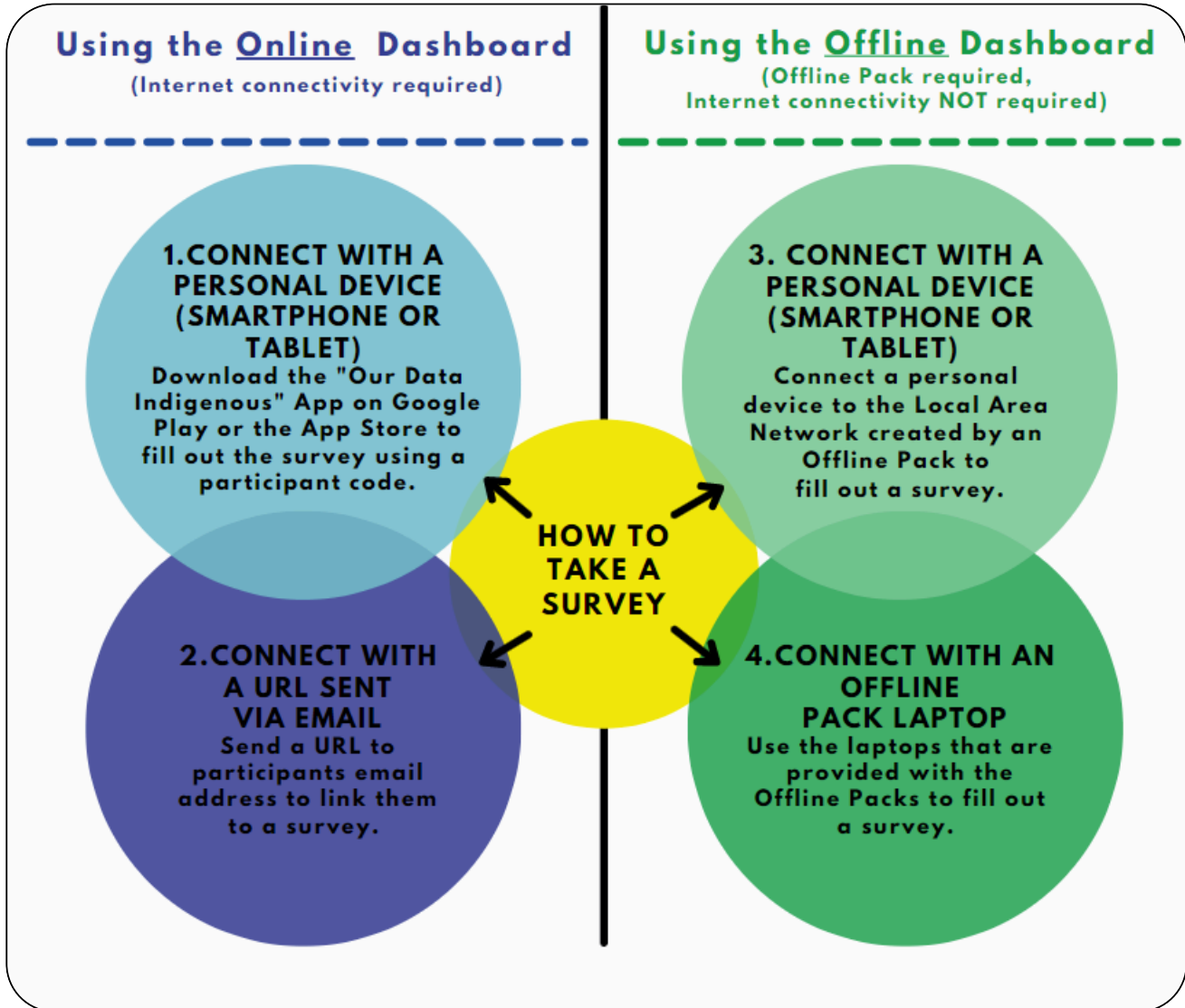
- Participants are chosen by the Dashboard User.
- There should be an equal representation of different ages and genders.
- The number of participants included in the survey depends on the size group or community of people you are interested in.

Setting Up Survey Participants

- Let survey participants know how and where they can download the App.
- Provide them with your contact information so they can contact you if they are having trouble logging on to the app or filling out the survey, or have any other questions .
- Decide how you will be assisting participants in taking the survey (this will depend on the study and its location, what the internet connectivity is like, and if survey participants have a personal device which they can use to download the app and fill out the survey):
 - Going door to door
 - Over the phone
 - Setting up meetings
- Dashboard Users, and those who are distributing the survey will need to work with individuals to ensure they are able to access the app and fill out the surveys.



Options for Taking Surveys



Note: Paper copies of the survey can be used but should only be as a last resort. All questions that are filled out on paper surveys will have to manually be put on to the Dashboard on a computer.

Data Sovereignty

It is important that research is reviewed by Indigenous Peoples so it is done in a way that respects and acknowledges traditional knowledge and values. In this Digital App Project, each community will have complete control over their own data, and who they share this information with, if they do so at all.

Ethics:

- This initiative has been approved by our Indigenous Advisory Board and by the University of Manitoba Ethics Board.
- Information gathered in the App is anonymous to protect participant's identity.
- This initiative is also committed to OCAP principals of Ownership, Control, Access and Possession. These principals extend to all aspects of research being done for this project including the way information is being gathered to the way information is being stored and managed.

Data Ownership:

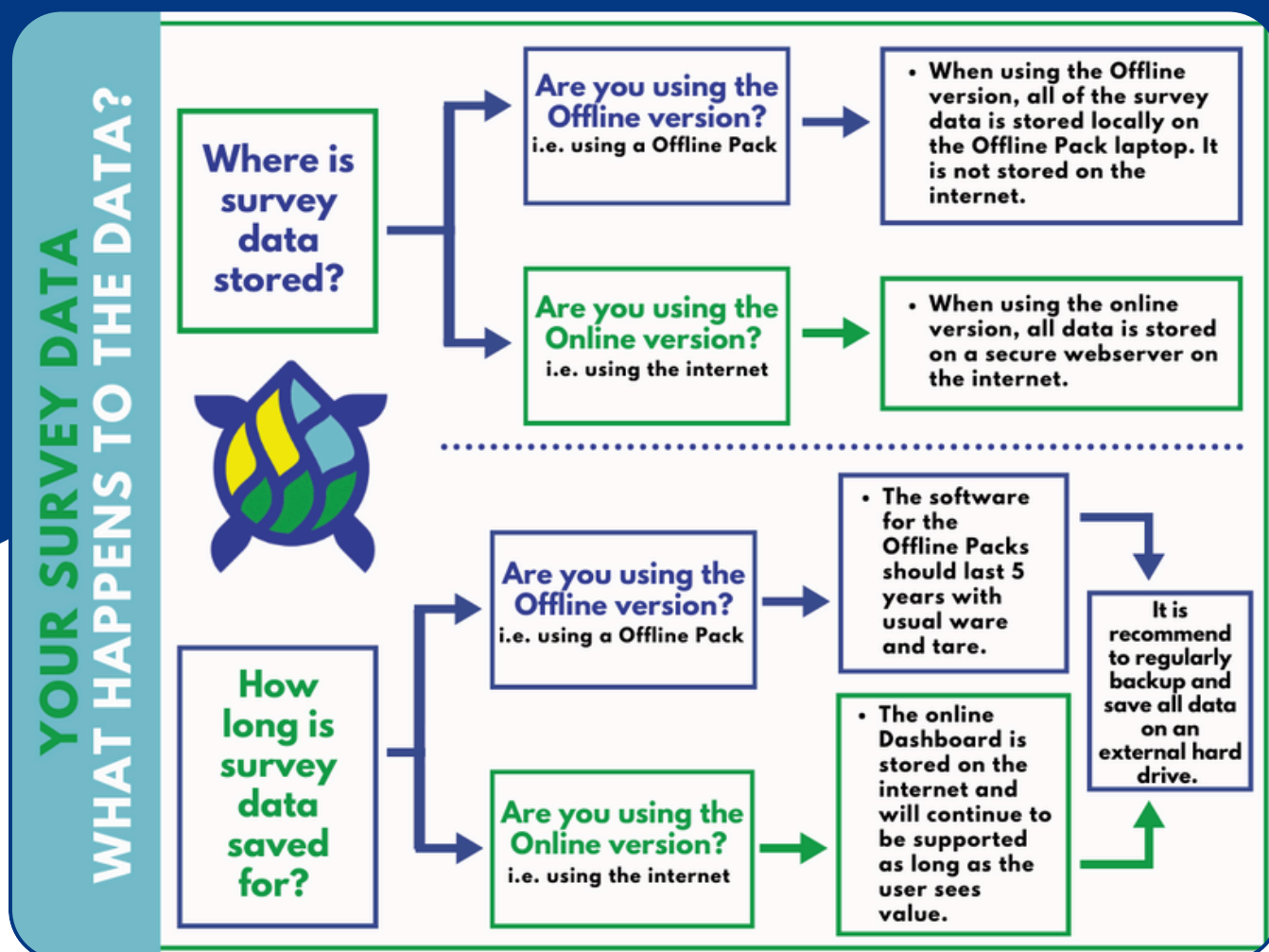
- All data is owned and in complete control of the Dashboard User and will remain with the community.
- All data is owned by the Community and will remain with the community.

OCAP (First Nations Center, 2007):

- This project is committed to OCAP principles of data ownership and Sovereignty.
- The principals are Ownership, Control, Access and Possession.
- These principles extend to all aspects of research being done for this project including the way information is being gathered to the way information is being stored and managed.
- It is important that research is judged by First Nations People so it is done in a way that respects and acknowledges traditional knowledge and values.

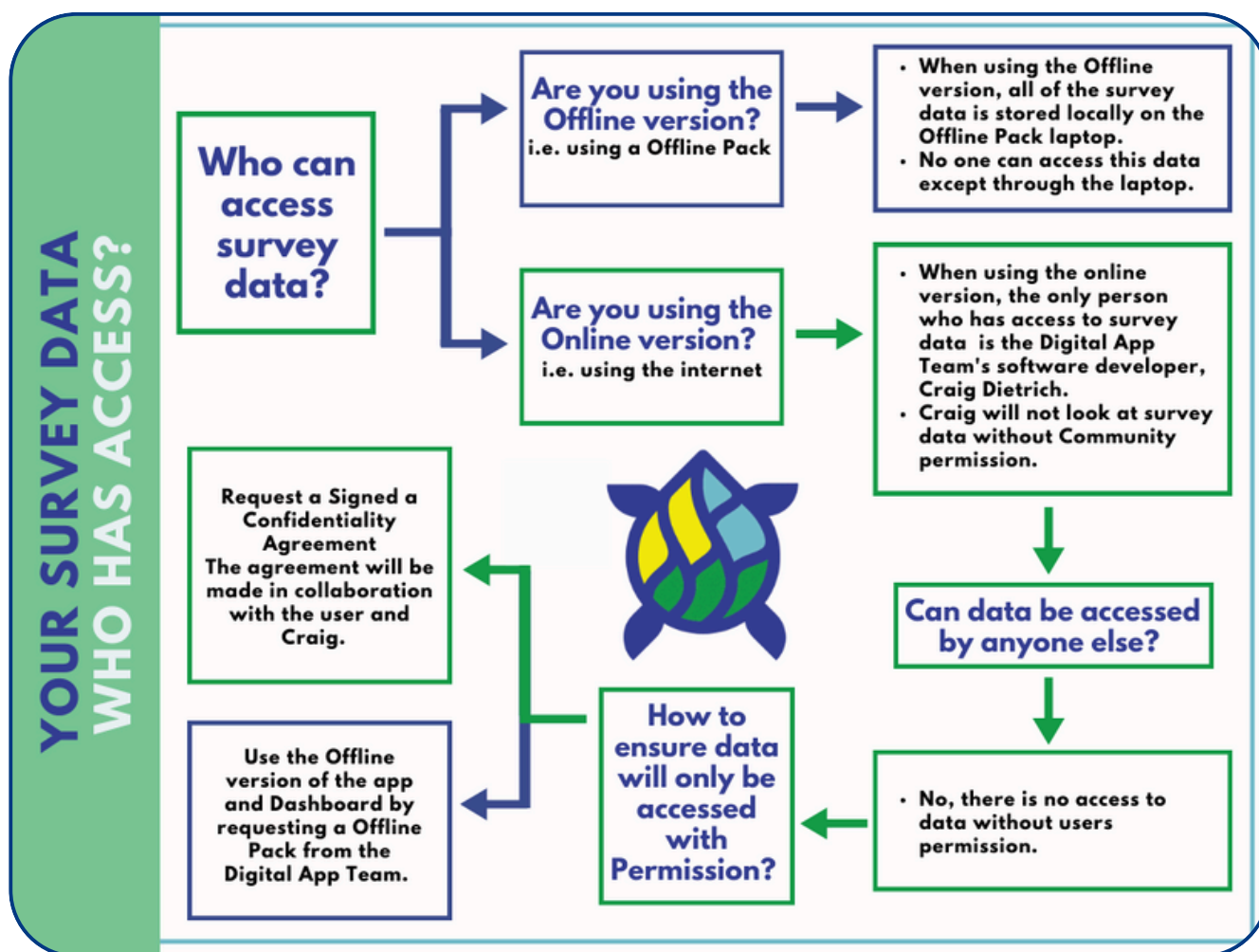
What Happens to Survey Data?

- All data is owned by the community and is in complete control of by the person using the Dashboard.
- Make sure you backup your data to somewhere safe and secure to ensure that you don't lose it if there are any technical issues.
- If using a Offline Pack, regularly back up data to an external hard drive or a flash drive.



Who has Access to Survey Data?

- Each community can choose to share their data or keep it to themselves.
- If communities decide to share results and download a spreadsheet, data will be anonymously displayed by participant codes, not participant names.
- If a participant shares video or photo this multimedia will be disconnected from the participant's other questions so that researchers will not be able to connect these recordings with the participants other responses.



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1. Dashboard Features

- The Dashboard allows users to add survey participants, add and edit questionnaire(s), visualize survey data, and download survey data as a spreadsheet.
- On the Dashboard the **"what's this?"** feature acts as a guide to explain the different features on the Dashboard.
- **Click "what's this?"** and a popup window will appear with an explanation. Click "what's this?" again (or reload the page) to make the pop up window go away.

The screenshot shows the 'Our Data Indigenous' dashboard for a survey titled 'Demo March 9 2022'. The interface includes a top navigation bar with 'Dashboard', 'Settings', and 'Our Data Indigenous' (with a dropdown arrow), and a 'Logout' link. Below the title, there are buttons for 'Reload', 'Add', and 'Delete', along with 'Browse results (8)' and 'View visualizations'. The main form has fields for 'Name * what's this?' (filled with 'Demo March 9 2022'), 'Code * what's this?' (filled with 'demo'), 'Region what's this?' (with a 'Delete' button and a dropdown menu), and 'Location what's this?'. A 'Save' button is on the right. Below the form, there are radio buttons for 'Mode: Standalone' (selected) and 'Baseline + Follow-up'. A 'Standalone survey * Add what's this?' button is highlighted with a red circle. A tooltip box titled 'Standalone surveys' explains: 'The standalone survey is a single survey administered to users. If more than one standalone survey exists, the most recent survey is what participants will take.' Below this, there is a table of 'People' with columns for name, email, survey code, and completion status. The table lists 'Demo User' (demo@example.com, demo-1, 8 completed) and 'Second Demo User' (demo-2, 0 completed). Each row has buttons for 'copy code', 'copy URL', 'QR code', 'open URL', 'Edit', and 'Delete'.

2. How to Login to the Dashboard

Access the Dashboard by going to the following URL and logging in with a google account. <https://ourdataindigenous.ca/dashboard/pages/overview>. If you do not yet have an account, you can sent an email to "ourdataindigenous@gmail.com" to set one up.

The screenshot shows the login page of the 'Our Data Indigenous' dashboard. The browser address bar shows 'ourdataindigenous.ca/dashboard/'. The page content includes the title 'Our Data Indigenous Dashboard' and a message: 'If you are not yet a user and would like to register, please contact us at ourdataindigenous@gmail.com.' Below the message, there are two buttons: 'Login with Google' and 'Logout of Google'.

3. Dashboard Communities & Survey Projects

Each user has their own Community Page where different "Projects" can be created.

1. This is the name of your page, created when you log in with your google account.
2. Use the drop down arrow to select which project you want to look at. See below on how to add a Survey Project.

Dashboard Settings Our Data Indigenous **1.** Logout

Demo March 9 2022 **2.** Reload Add Delete Browse results (8) View visualizations

Name * what's this? **2.** Code * what's this? Region what's this? Add Location what's this? Save

Demo March 9 2022 demo Delete

4. How to Create a New Project on the Dashboard

1. Click the "Add" on the top left of the page, under the word "Dashboard".
2. Fill in the project name.
3. Fill in the project code- it can be any combination of numbers or letters.
4. Press "Save".
5. Back on the main page you can fill in the "Region" and "Location". This is optional.

Dashboard Settings Our Data Indigenous **1.** Logout

Demo March 9 2022 **5.** Reload Add Delete Browse results (8) View visualizations

Name * what's this? Code * what's this? Region what's this? Add Location what's this? Save

Demo March 9 2022 demo Delete

Mode: Standalone Baseline + Followup

Standalone survey * **5.** Add what's this?

Mode	Survey Name	Standalone	Date	Locked	Questions	Actions
<input checked="" type="radio"/>	Demo Survey	Standalone	2022-03-09	Locked what's this?	12 questions	Edit Delete

People * Add what's this?

Demo User demo@example.com dem # completed Edit Delete

Second Demo User dem 0 completed Edit Delete

Add Project X

Name * what's this? **2.**

Code * what's this? **3.**

4. Save

Note:
Each project should only have one survey on it.

5. How to Add a New Survey Participant

1. Click the **"Add"** box next to **"People"**
2. Put their name. It is also possible to add a pseudonym or generic name here, such as "participant 1, participant 2".
3. Put their participant code- it can be any combination of numbers or letters!
4. Including an email address is optional (this is useful if sending surveys via email).
5. If they have already taken the baseline survey hit the check box. If not, leave it unchecked (it will update itself after the participant has taken the baseline survey).
6. Hit **"Save"** before exiting the window.

The screenshot shows a dashboard for 'Our Data Indigenous' with a 'Demo March 9 2022' survey. The 'People' section has an 'Add' button circled in red and labeled '1.'. Below it is the 'Add Person' form with fields for Name (labeled '2.'), Email (labeled '4.'), Code (labeled '3.'), and Baseline survey (labeled '5.') with a checkbox 'Has taken baseline survey'. The 'Save' button is circled in red and labeled '6.'.

Note:
Participant information can easily be updated by pressing **"Edit"**.

6. Sharing links to the survey with participants

Each survey participant will have their own unique link to the survey. When sharing the survey with your participants, users can choose to:

- **Copy Code:** This will copy the participants code and allows you to paste it.
- **Copy URL:** Send this unique participant url to participants email – when they open it they wont have to enter their participant code.
- **QR Code:** Creates a unique QR code that participants can scan with their phones to open the survey.
- **Open URL:** Use this features with the offline dashboard if survey participants are using with you and using the laptop.

7. How to Edit a Survey

1. Click the **"Edit"** button next to the survey you want to edit.
2. A pop up window will appear with a list of all of the questions in the survey. In the pop up window you can:
 - a) Change the name of the survey and give the survey a subtitle.
 - b) Change the order of the questions by dragging and dropping them in the desired order.
 - c) Choose if the survey is locked or hidden (Remember click **"what's this?"** for an explanation).
 - d) Edit individual questions (see page 16 for instructions)
 - e) Add new questions (see page 17 for instructions).

Dashboard Settings Our Data Indigenous Logout

Demo March 9 2022 Reload Add Delete Browse results (8) View visualizations

Name * what's this? Code * what's this? Region what's this? Add Location what's this? Save

Mode: Standalone Baseline + Followup

Standalone survey * Add what's this?

Name	Mode	Date	Status	Questions	Actions
Demo Survey	Standalone	2022-03-09	Locked what's this?	12 questions	1. Edit Delete

People * Add what's this?

Name	Email	ID	Actions	Completed	Actions
Demo User	demo@example.com	demo-1 what's this?	copy code copy URL QR code open URL	8 completed	Edit Delete
Second Demo User		demo-2 what's this?	copy code copy URL QR code open URL	0 completed	Edit Delete

Edit Standalone Survey 2. X

The standalone survey is the only survey that participants take.

Name Demo Survey

Title * what's this? a) Subtitle what's this? Locked * what's this? c) Hidden * what's this?

Is locked Is hidden from others Save

Questions * what's this? b) Drag-and-drop questions to reorder. Select questions to move multiple. Unselect all

Question	Actions
Were heavy metals present in the fish? noyes No; Yes	Add question(s) above Add question(s) below Select Edit d)
Which heavy metals are present? check Arsenic; Mercury; Methyl Mercury Include "other": Yes	Add question(s) above Add question(s) below Select Edit Delete
Please describe any sores or legions on the fish? open	Add question(s) above Add question(s) below Select Edit Delete
Did you observe growths on this sample? noyes No; Yes	Add question(s) above Add question(s) below Select Edit Delete
Parent "Did you observe growths on this sample?" on values "1" How long in cm was the growth? sentence	Add question(s) above Add question(s) below Select Edit Delete
Please describe the growth: text	Add question(s) above Add question(s) below Select Edit Delete
Is there anything else you would like to note about this sample? text	Add question(s) above Add question(s) below Select Edit Delete

e) Add question(s) Save questions *Don't forget to Save when done*

8. How to Edit a Question in a Survey

1. Click the "Edit" button next to the survey you want to edit the survey you want to change.
2. Find the question you would like to edit and press the "Edit" button next to the question.
3. An "Edit Question" popup window will appear where you can change the title of the question and the type of question it is.
4. Hit "Save" when done.

Dashboard Settings Our Data Indigenous Logout

Demo March 9 2022 Reload Add Delete Browse results (8) View visualizations

Name * what's this? Code * what's this? Region what's this? Add Location what's this? Save

Mode: Standalone Baseline + Followup

Standalone survey * Add what's this?

Name	Mode	Date	Status	Questions	Actions
Demo Survey	Standalone	2022-03-09	Locked what's this?	12 questions	Edit Delete

People * Add what's this?

Name	Email	ID	Actions	Completed	Actions
Demo User	demo@example.com	demo-1 what's this?	copy code copy URL QR code open URL	8 completed	Edit Delete
Second Demo User		demo-2 what's this?	copy code copy URL QR code open URL	0 completed	Edit Delete

Edit Standalone Survey

The standalone survey is the onnly survey that participants take.

Name * what's this? Subtitle what's this? Locked * what's this? Hidden * what's this? Save

Questions * what's this? Drag-and-drop questions to reorder. Select questions to move multiple. Unselect all

Question	Actions
Were heavy metals present in the fish? noyes No; Yes	Add question(s) above Add question(s) below Select Edit Delete
Which heavy metals are present? check	Add question(s) above Add question(s) below Select Edit Delete

Edit Question

Edit an existing question **3.**

Other surveys Import questions Edit question

Parent question what's this? Parent values what's this?

Choose a parent question if applicable

Title * what's this? Type of question * what's this?

Were heavy metals present in the fish? No/Yes

No label what's this? No

Yes label what's this? Yes

4.

9. How to Add a New Question to a Survey

1. Follow steps 1-2 outlined on the previous page (16) to get to the "Edit Survey" popup window with the list of the survey questions.
2. Click the "Add questions" button at the bottom of the page.
3. An "Add Question(s)" popup window will appear with three options for adding new question.
 - a) "Other Surveys" gives users the option to choose question from other surveys on the Dashboard that you or others have created. (See page 18 for more instructions).
 - b) "Import Questions" allows users to import questions from other surveys created on the Dashboard. (See page 34 for more instructions).
 - c) "New Question" allows users to create a question from scratch. (See page 18 for more instructions).

1.

The standalone survey is the only survey that participants take.

Title * what's this? Subtitle what's this? Locked * what's this? Hidden * what's this?

Demo Survey Standalone Is locked Is hidden from others **Save**

Questions * what's this? Drag-and-drop questions to reorder. Select questions to move multiple. Unselect all

Were heavy metals present in the fish? noyes Add question(s) above Add question(s) below **Select** **Edit** **Delete**

No; Yes

Which heavy metals are present? check Add question(s) above Add question(s) below **Select** **Edit** **Delete**

Arsenic; Mercury; Methyl Mercury

Include "other": Yes

Please describe any scars or lesions on the fish? open Add question(s) above Add question(s) below **Select** **Edit** **Delete**

Add question(s) **Save questions**

Add Question(s)

Choose from existing questions or create a new question

a) Other surveys **b)** Import questions **c)** New question

Parent question what's this? Parent values what's this?

Choose a parent question if applicable

Title * what's this? Type of question * what's this?

Section heading

Subheading what's this?

Save question to survey

Don't forget to hit "Save" after adding new questions to a survey!

9. How to Add a New Question to a Survey cont...

- a) **"Other Surveys"** where questions from other surveys on the Dashboard can be added to the survey being edited.
- i. Under **"Survey"** click the pull down menu to search for other surveys on the Dashboard and choose the survey you want to use questions from.
 - ii. A list of questions from the survey you choose will appear
 - iii. Press **"Select"** next to the question(s) you want to add to your survey.
 - iv. Hit **"Add selected question(s) to survey"** when done.

Add Question(s)
Choose from existing questions or create a new question

Other surveys | Import questions | New question

Parent question what's this? Parent values what's this?
Choose a parent question if applicable

Survey what's this?
ENVR 3110 Class 2021 — Restoration

Select questions to add to the survey. Select all questions

General attitudes towards restoration
Do you think rural or urban restoration efforts are more worthwhile?
rural; urban; both are worth while
Include "other": No

What do you think restoration projects should consider?
beliefs: social values: attitudes: ecosystem values

What are you and you think has the strongest success in restoration efforts?
country; academia; community; a combination

Add selected question(s) to survey

b) "New question"

- i.. Enter the **"Title"**, i.e. the question you want to ask.
- ii. Choose the **type of question**.
- iii. Hit **"Save question to survey"** when done.

For an explanation for each "Type of question", see pages 19-27.

Add Question(s)
Choose from existing questions or create a new question

Other surveys | Import questions | New question

Parent question what's this? Parent values what's this?
Choose a parent question if applicable

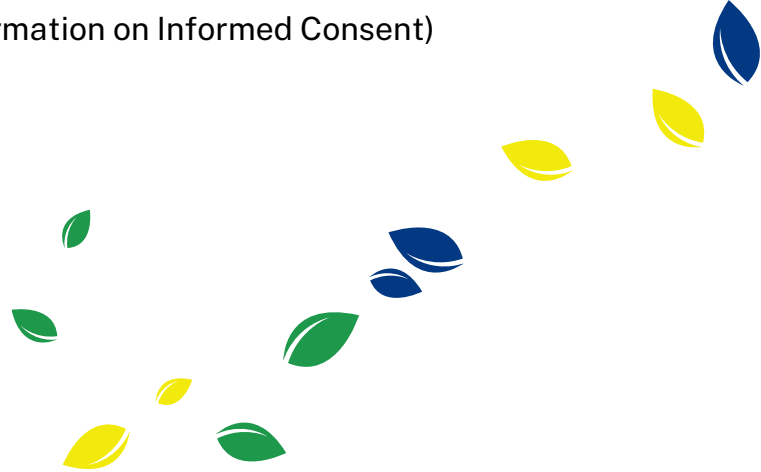
Title * what's this? Type of question * what's this?
Text box

Save question to survey

10. Question Types

Question Types refer to the way survey participants respond to the question. The 12 question types available for designing questions are:

- A. Section Heading
- B. Consent Text (See Page 27 for more information on Informed Consent)
- C. Open Ended (Text, Video, Photo)
- D. No/Yes
- E. Slider
- F. Radio Buttons
- G. Check Boxes
- H. Ranked
- I. Sentence and Text box
- J. Likert and Likert sliders
- K. Number
- L. Latitude + Longitude



A. Section Heading

1. If you would like to separate different parts of your survey with subheadings choose "**Section Heading**" in the "**Type of question**" pull down menu.
2. In the "**Title**" field, put the name of the Section Heading. Putting a subheading is optional if you want to explain what the section will be about.
3. Hit the "**Save question to survey**" button when done.

Note: Sub Headings are NOT QUESTIONS but can be used to break up the survey questions into different sections.

For Example: if there are multiple questions about wellness, you could have them listed after a subheading named "Wellness".

C. Open Ended (Media Upload)

1. If you want the survey participants to be able to express their response to a question using their own words either through text, pictures, or video recordings choose **"Open ended"** in the **"Type of question"** pull down menu.
2. In the **"Title"** field put the question you would like to ask.

Add Question(s) ×

Choose from existing questions or create a new question

Other surveys **New question**

Parent question what's this? Parent values what's this?

Choose a parent question if applicable

Title * what's this? 1. Type of question * what's this?

2. Open ended (media upload) ▾

Don't forget to save when done.

D. No/Yes

1. When you want ask a question with a Yes or No Answer, choose **"No/Yes"** in the **"Type of question"** pull down menu.
2. In the **"Title"** field put the question.

Add Question(s) ×

Choose from existing questions or create a new question

Other surveys **Import questions** **New question**

Parent question what's this? Parent values what's this?

Choose a parent question if applicable

Title * what's this? 1. Type of question * what's this?

2. No/Yes ▾

No label what's this?

Yes label what's this?

Save question to survey *Don't forget to save when done.*

E. Slider

1. When you want survey participants to answer a question by rating it on a scale, choose "**Slider**" in the "**Type of question**" pull down menu.
2. In the "**Title**" field put the question.
3. In the spaces for "**Minimum label**", "**Middle label**" and "**Maximum label**" give each a name that related to the question.

The screenshot shows the 'Add Question(s)' form with the following fields and annotations:

- Parent question** and **Parent values** fields are at the top.
- Title** field is annotated with a red '2.' and contains a question.
- Type of question** dropdown is set to 'Slider' and annotated with a red '1.'.
- Minimum label**, **Middle label**, and **Maximum label** fields are grouped by a red bracket and annotated with a red '3.'.
- A red note at the bottom says: *** Don't forget to save when done.***

F. Radio Buttons

"**Radio buttons**" are like multiple choice answers. Participants have a list of answers to choose from and they can only choose one.

1. Choose "Radio button" from the "Type of question" pull down menu.
2. Put your question in the "Title" field.
3. In the "Answers" field separate each of the optional responses by a semi colon (;).
4. There is an option to make it so one of the answer options is "other".

The screenshot shows the 'Add Question(s)' form with the following fields and annotations:

- Parent question** and **Parent values** fields are at the top.
- Title** field is annotated with a red '2.' and contains a question.
- Type of question** dropdown is set to 'Radio buttons' and annotated with a red '1.'.
- Answers** field is annotated with a red '3.' and contains a list of answers separated by semicolons.
- Include "other" option** checkbox is annotated with a red '4.' and is checked.
- A red note at the bottom says: *** Don't forget to save when done.***

If you want participants to be able to choose multiple answers, use Check Boxes instead!

G. Check Boxes

- 1.If you want the survey participants to answer a question using check boxes, then choose Check boxes from the "Type of question" pull down menu. Unlike "Radio Buttons" Participants can check off as many answers as they like.
- 2.Put your question in the "Title" field.
- 3.When entering the "Answer" choices, separate each answer by a semi colon.
- 4.There is an option to make it so one of the answer options is "other".

The screenshot shows the 'Add Question(s)' interface. The 'Type of question' dropdown is set to 'Check boxes'. The 'Title' field is empty, and the 'Answers' field is also empty. The 'Include "other" option' checkbox is unchecked. A red asterisk and the text '*Don't forget to save when done.*' are visible at the bottom right of the form.

H. Ranked

- 1.If you want survey participants to rank a list of things (i.e. place them order according to the question) choose "Ranked" from the "Type of question" pull down menu.
- 2.Put your question in the "Title" field.
- 3.In the "Answers" field separate each of the things you want respondents to rank by a semi colon (;).

The screenshot shows the 'Add Question(s)' interface. The 'Type of question' dropdown is set to 'Ranked'. The 'Title' field is empty, and the 'Answers' field is also empty. A red asterisk and the text '*Don't forget to save when done.*' are visible at the bottom right of the form.

I. Sentence and Textbox

Choosing "**Sentence**" or "**Textbox**" gives survey participants the option to respond in their own words. There is no media upload option and participants can only respond using text. "**Textbox**" will give more space for answers than "**Sentence**".

1. Choose "**Sentence**" for short answers or "**Textbox**" for longer answers from the "**Type of question**" pulldown menu.
2. Put your question in the "**Title**" field.

The screenshot shows the 'Add Question(s)' interface. At the top, there are tabs for 'Other surveys' and 'New question'. Below this, there are fields for 'Parent question what's this?' (a dropdown menu) and 'Parent values what's this?' (a text input). The main form has a 'Title * what's this?' field with a red '2.' next to it. To the right is a 'Type of question * what's this?' dropdown menu with 'Sentence' selected and a red '1.' next to it. At the bottom left is a 'Save question to survey' button. A red asterisked note at the bottom right says '* Don't forget to save when done.*'

J. Likert and Likert Slider

1. If you want the survey participants to answer a question using a Likert scale chose "**Likert**" or "**Likert Slider**" from the "**Type of question**" pulldown menu.
2. Put your question in the "**Title**" field.
3. "**Prompts**" are the possible answer options for the Likert scale. Typically the answer options for a Likert scale are "Strongly Agree", "Agree", "Neutral", "Disagree", etc. Separate the answer options for the Likert scale with a semi-colon (;).
4. Using the "Answers" field allows you to include sub questions, or questions you would ask in relation to the main question.

The screenshot shows the 'Add Question(s)' interface for a Likert question. It has the same top navigation as the previous form. The 'Type of question * what's this?' dropdown menu is set to 'Likert' with a red '1.' next to it. The 'Title * what's this?' field has a red '2.' next to it. Below the title is a 'Prompts what's this?' field with a red '3.' next to it. A small text note below the prompts field says 'Prompts are the possible values for each answer in the likert scale, separated by a semicolon'. At the bottom is an 'Answers what's this?' field with a red '4.' next to it. A small text note below the answers field says 'Seperate each answer with a semicolon'. A red asterisked note at the bottom right says '* Don't forget to save when done.*'

K. Number

1. Choose "**Number**" from the "**Type of question**" pulldown menu for questions that will have numbers as the response.
2. Put your question in the "**Title**" field.

The screenshot shows the 'Edit Question' interface. At the top, there are tabs for 'Other surveys', 'Import questions', and 'Edit question'. Below the tabs, there are two dropdown menus: 'Parent question what's this?' with the option 'Choose a parent question if applicable' selected, and 'Parent values what's this?' with an empty input field. The main section has two fields: 'Title * what's this?' with a red '2.' next to it, and 'Type of question * what's this?' with 'Number' selected and a red '1.' next to it. At the bottom left is a green button labeled 'Save question to survey', and at the bottom center is a red text warning: '*Don't forget to save when done.*'

L. Latitude + Longitude

1. Choose "**Latitude + Longitude**" for questions that ask about location.
2. Put your question in the "**Title**" field. When people respond to the question in the survey, there will be two fields; one for Latitude and one for Longitude. Or the respondent can choose "Click to set exact location". Using the exact location will work regardless of internet connectivity.

The screenshot shows the 'Edit Question' interface. At the top, there are tabs for 'Other surveys', 'Import questions', and 'Edit question'. Below the tabs, there are two dropdown menus: 'Parent question what's this?' with the option 'Choose a parent question if applicable' selected, and 'Parent values what's this?' with an empty input field. The main section has two fields: 'Title * what's this?' with a red '2.' next to it, and 'Type of question * what's this?' with 'Latitude + longitude' selected and a red '1.' next to it. At the bottom left is a green button labeled 'Save question to survey', and at the bottom center is a red text warning: '*Don't forget to save when done.*'

Note: this feature will not work on the Offline Packs unless you have a way of determining the latitude and longitude coordinates.

11. Parent/ Child Questions

Parent Question:

When making a question you can choose to make it a 'parent question'. A 'parent question' is a question that when answered prompts other questions to appear ('child questions'), depending on which answer the participant chooses.

Child Question:

A 'child question' is a question that is attached to a parent question, and will only be displayed if the original parent question is answered in a certain way.

Example, if the parent question is “What country do you live in?”. If the answer is “Canada” the respondent will then be asked the child question: Which Canadian province do you live in? This could be "child question 1". If they pick “United States” they will be taken to another child question ("child question 2") and see a list of US states.

In the list of questions for a survey, the child question will appear underneath the parent question with an indent.

Parent Question →

Child Questions →

The screenshot shows the 'Edit Weekly Survey' interface. At the top, there are fields for Title, Subtitle, Locked, and Hidden, along with a 'Save' button. Below this is a section for 'Questions' with a 'Drag-and-drop questions to reorder' instruction. The first question is 'How are you feeling about COVID-19 today?' with a slider and a 'Parent' value of 'any'. Below it are two child questions, each with a 'Parent' value of 'any' and a 'Child' value of 'any'. The child questions are: 'If you are feeling "neutral" or at all "badly", please select any or all that apply?' and 'If you are feeling "neutral" or at all "good", please select any or all that apply?'. Each question has 'Add question(s) above', 'Add question(s) below', 'Select', 'Edit', and 'Delete' options. At the bottom, there is a question 'Please describe in your own words what you need to feel good or to feel safe in the context of COVID-19?' with an 'open' type and similar options.

When using Parent/Child questions, there is the option to have the child question be asked no matter what, OR only if the parent question is answered in a certain way.

- If you want the child question to be asked no matter how the parent question is answered put "any" as the parent value. In this example, the parent question is "How are you feeling about COVID-19 today?" and the Parent value is "any" this means that no matter how the question is answered this question will be asked following the parent question.
- If you only want a child question to be asked when a question is answered in a certain way, then you have to put a number in the "Parent value" field that is associated with the number of answers to the parent question.

11. Parent/ Child Questions cont.

1. To make a **"Child"** question, choose the "Parent" question from the pull down menu. Any question in the questionnaire can be a "Parent" question.
2. The **"Parent values"** are the specific responses to the parent question that prompts the child question to be asked. The "Parent value" will be the number associated with the order the answers are put in, in the original Parent question.
3. Choose the **"Type of question"** you want the child question to be and fill in the rest of the fields (Title, Answers, etc) that correspond to the type of question you want to use.

The screenshot shows the 'Edit Question' interface with the following fields and annotations:

- Parent question:** A dropdown menu with the selected option "How are you feeling about COVID-19 today?".
- Parent values:** A text input field containing "any".
- Title:** A text input field with the text "If you are feeling "neutral" or at all "badly", please select". A red "2." is next to it.
- Type of question:** A dropdown menu with the selected option "Check boxes". A red "1." is next to it.
- Answers:** A text area with the text "I can't hang out with my friends easily; I worry about the Elders; I worry about my kids; I lost my job; I". A red "3." is next to it.
- Include "other" option:** A checkbox that is checked.
- Buttons:** "Save question to survey" (green) and "*Don't forget to save when done.*" (red).

Note: If the parent question is a slider "Type", the "Parent value" starts at 1. For all other question it starts at 0.

EXAMPLE OF A PARENT/ CHILD QUESTION:

If you want a child question to appear when participants choose the answer "I lost my job" then the "Parent value" would be 3 because it is the third answer choice in the list (when counting up from 0). If you also wanted the answer "I worry about my health" to prompt the child question, then use a comma in the "Parent value" field to separate the two values (e.g. 3, 7).

12. Informed Consent

Depending on the survey, surveyors may want or need survey participant to provide consent before taking the survey. Informed consent can be given on the app by making a "Consent text" question type as the first question on the survey. This makes it so participants have to give consent before taking the survey.

1. If you want survey participants to provide consent before taking the survey, navigate to **"Add Questions"** (as outlined on page 17).
2. Choose **"Consent text yes/no"** as the Type of question on the pull down menu.
3. Add a **"Title"**. For example, "Consent Form".
4. In the **"Text"** section, this is where you would put the contents of the consent form.
5. There are 2 labels; a **"Yes label"** and a **"No label"**. You may change these labels to anything you like. For example, the Yes label could be "Yes, I consent" and the No label could be "No, I do not consent".

Add Question(s) 1. ×
Choose from existing questions or create a new question

Other surveys | New question

Parent question what's this? | Parent values what's this?
Choose a parent question if applicable |

3. Title * what's this? | 2. Type of question * what's this?
 | Consent text, yes/no ▾

4. Text what's this?

Enter the text of the consent form here; yes/no buttons will be added below the text

No label what's this? } 5.
 No

Yes label what's this?
 Yes

Save question to survey *Don't forget to save when done.*

Note: Consent forms typically involve informing participants what the survey is about, how the survey results will be used, and letting participants know why consent is needed. The contents of a consent form will vary depending on the survey therefore there is no generic consent form available.

13. Types of Surveys

There are 2 different survey modes on the Dashboard:

1. Standalone

- This survey is a standard survey that you sent to participants to be filled out once.

2. Baseline and Followup

• The Baseline Survey

This survey is completed by each participant one time only, at the beginning of the project. It includes questions about how the participant is doing, there are also questions about background (demographic) information (e.g. age, gender, housing situation, etc.).

• The Followup Survey

This survey is used as a check-in that is much shorter than the baseline survey and is designed to capture any changes that have taken place since the last time the survey was taken. The "weekly" survey can be taken at any interval of a couple days, a week, 2 weeks, a month, etc.

To change the "**Mode**" click on:

- 1. "Standalone"
- 2. "Baseline + Followup"

The screenshot shows a dashboard for 'Our Data Indigenous' with a 'Logout' button. The main heading is 'Demo March 9 2022' with 'Reload', 'Add', and 'Delete' buttons. There are 'Browse results (8)' and 'View visualizations' buttons. The form includes fields for Name (Demo March 9 2022), Code (demo), Region (with a dropdown menu), and Location. A 'Save' button is present. Below the form, the 'Mode' is set to 'Standalone' (radio button selected) with 'Baseline + Followup' as an alternative. A table lists the survey details: 'Standalone survey * Add what's this?' with a row for 'Demo Survey' (Standalone, 2022-03-09, Locked, 12 questions, Edit, Delete). A 'People' section lists users: 'Demo User' (demo@example.com, demo-1, 8 completed) and 'Second Demo User' (demo-2, 0 completed), each with buttons for 'copy code', 'copy URL', 'QR code', 'open URL', 'Edit', and 'Delete'.

14. How to Create a New Survey

1. Choose what survey you want to add; a "Standalone" survey, a "Baseline" survey or a "Followup" survey and click the "Add" button next to the type of survey you want to add.
2. An "Add Survey" popup window will appear where the detail of the survey can be filled in.
3. Choose a **Title** for the survey (subtitle is optional).
4. Choose if the survey is "Locked". Locking the survey means that the questions can't be edited/changed. This ensures consistency of the results, though it can be unlock if changes are necessary.
5. Choose if the survey is "Hidden". Hiding a survey from others keep its questions from appearing in the 'bank of questions' feature when others create questionnaires. Hide the survey if you don't wish for others to see this survey's questions.
6. Hit "Save" when done.

Dashboard Settings Our Data Indigenous Logout

Demo March 9 2022 Reload Add Delete Browse results (8) View visualizations

Name * what's this? Code * what's this? Region what's this? Add Location what's this? Save

Mode: Standalone Baseline + Followup

Standalone survey Add what's this? **1.**

Name	Code	Region	Location	Questions	Actions
Demo Survey	Standalone	2022-03-09	Locked what's this?	12 questions	Edit Delete

People Add what's this?

Name	Email	Code	Actions	Completed	Actions
Demo User	demo@example.com	demo-1 what's this?	copy code copy URL QR code open URL	8 completed	Edit Delete
Second Demo User		demo-2 what's this?	copy code copy URL QR code open URL	0 completed	Edit Delete

Standalone survey * Add what's this?

Demo Survey Standalone 2022-03-09 Locked what's this? 12 questions Edit Delete

Add Standalone Survey **2.**

The standalone survey is the onnly survey that participants take.

Title * what's this? **3.** Subtitle what's this? **4.** Locked * what's this? **5.** Hidden * what's this? **6.** Save

Is locked Is hidden from others

15. Viewing Visualizations

1. Click **"View visualizations"** in the top right corner.
2. A list of survey questions will appear click **"Visualize"** next to each question to get graphics and visuals for the answers to that questions.

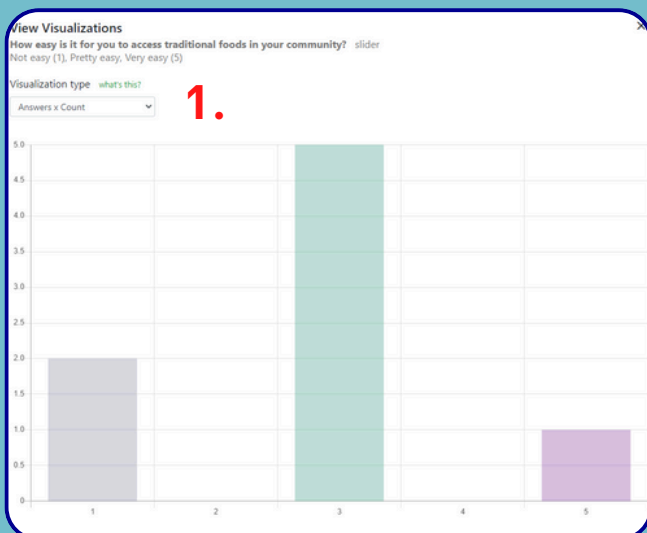
The screenshot shows a dashboard for 'Our Data Indigenous'. At the top right, there is a 'Logout' link and a 'View visualizations' button circled in red with a '1.' annotation. Below this, there are input fields for Name, Code, Region, and Location, along with 'Reload', 'Add', 'Delete', and 'Save' buttons. A modal window titled 'View visualizations' is open, showing a list of survey questions with 'Visualize' buttons circled in red with a '2.' annotation.

Question	Answers	Action
Were heavy metals present in the fish? noyes	0 answers	Visualize
Which heavy metals are present? check	3 answers	Visualize
Please describe any sores or legions on the fish? open	8 answers	Visualize
What is the length of the sore or legion? sentence	8 answers	Visualize

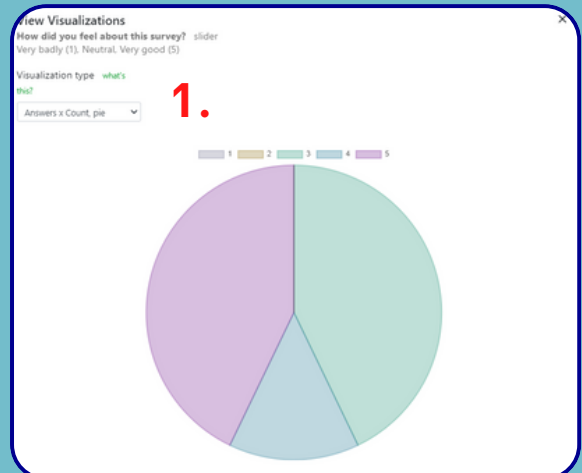
Visualization Types

1. On the visualization page, click the pulldown menu to choose the **"Visualization type"**. This allows you to view answers in different ways as seen in photos **a**, **b** and **c**.
- **There are 9 visualization types:** Answer x Count (Bar), Answer x Count (Pie), Date x Count (line or Stacked), Wordcloud, List, Map, Likert Radar, Ranked Radar.

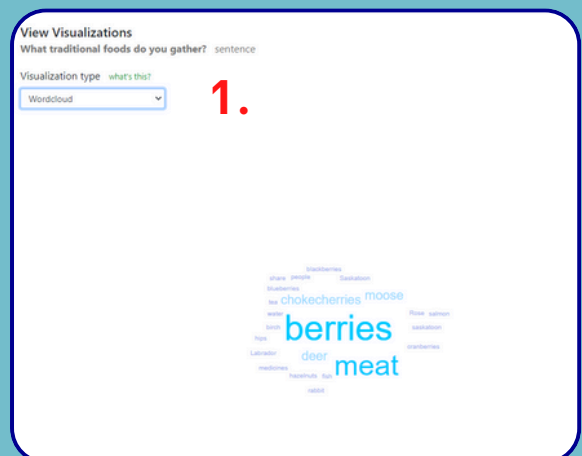
b. "Answer x Count (Bar)" visualization



a. "Answer x count (Bar)" visualization

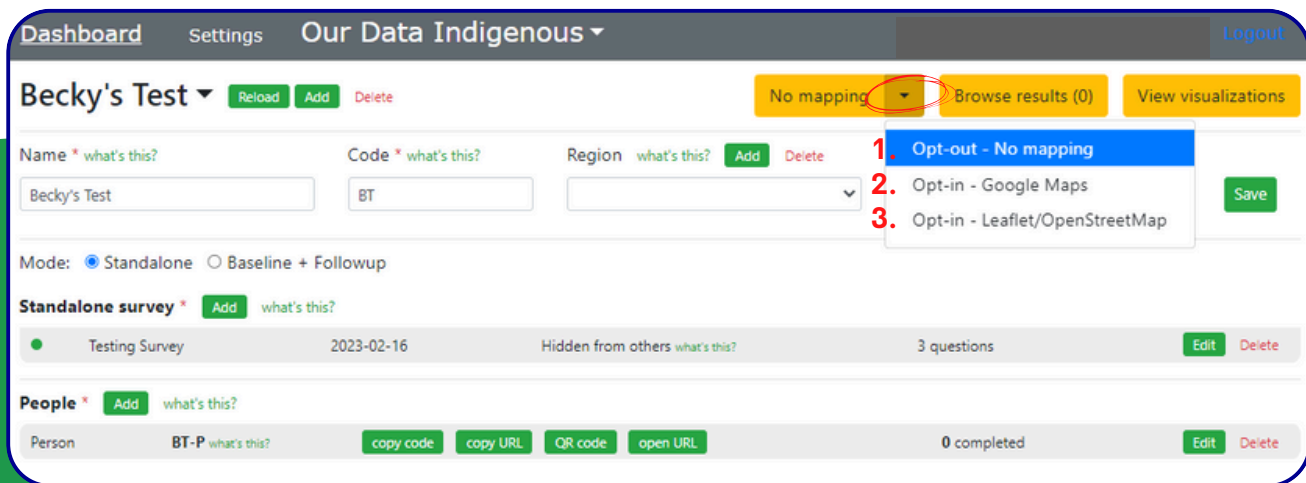


c. "Wordcloud" visualization



16. Mapping and Visualizing Geospatial Data

If you include the Longitude and Latitude question type in a survey you can visualize all of the coordinates that were collected by choosing one of two mapping options. The Default setting is to Opt-out with "**No Mapping**" (1.). Users can Opt-in by choosing one of the two Opt-in options. One choice is to use "**Google Maps**" (2.) and the other is to use "**Leaflet/OpenStreetMap**" (3.).

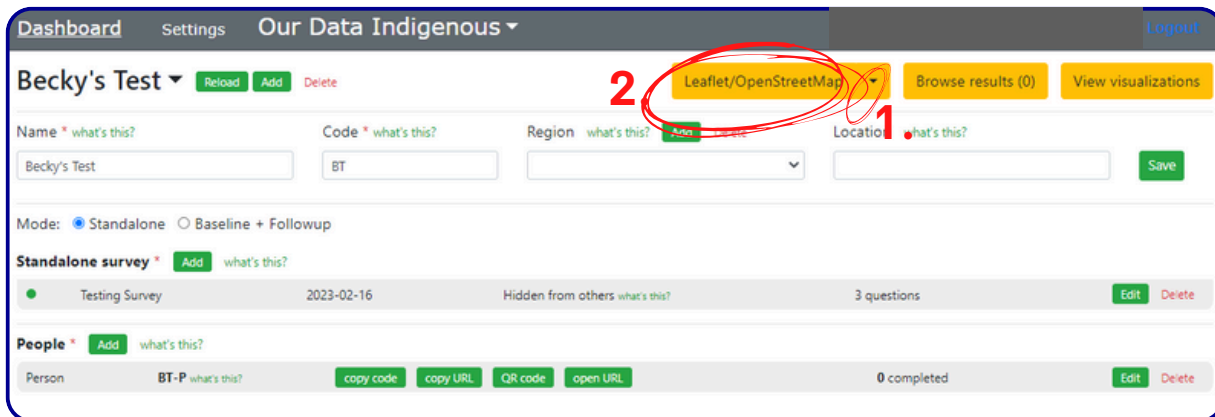


The **Google Maps** option uses the My Maps feature through google. By using this option we can not guarantee that google doesn't have access to the data. Currently, Google's policy for My Maps is that Google can not share data with the public unless you choose to do so. When using this option, data is sent to the google servers so it is considered a less secure option than using the Leaflet option. One possible advantage to using Google Maps is that it has some editing capabilities that Leaflet does not.

The **Leaflet/OpenStreetMaps** uses map tiles from the Open Street Maps server to overlay data points for geospatial data on top of it. The only information that is sent to the street maps server is which map tiles are being called up, not the data points.

Both the Google Maps option and the Leaflet/OpenStreetMaps option work in the same way. The example shown below is using Leaflet/ OpenStreetMaps.

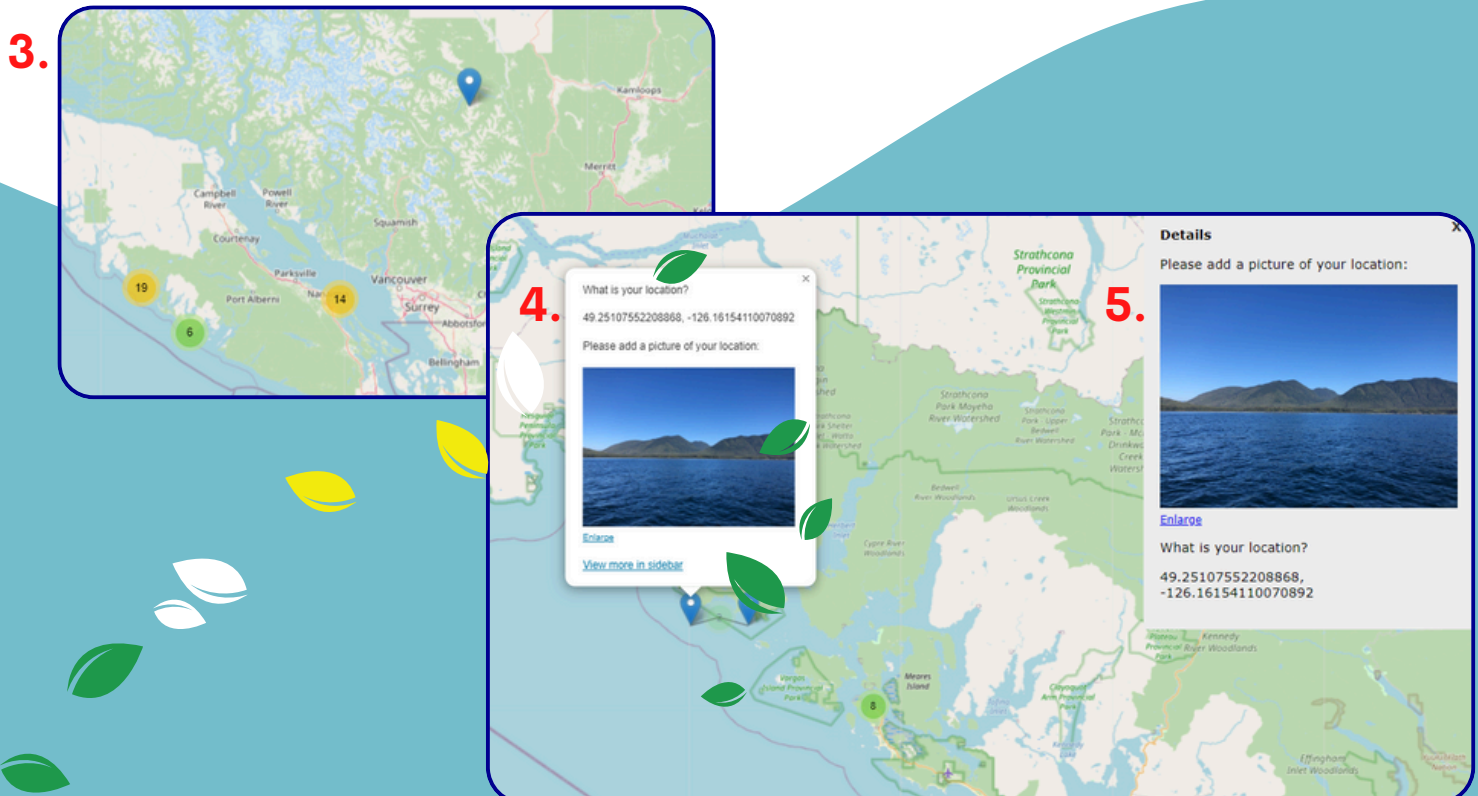
1. Click the drop-down arrow in the top right corner to choose your mapping option.
2. Click on the button and a new window will open.



3. A map will appear with pinpoints showing all of the locations where coordinates were recorded. The numbers show where there are clusters of points. By clicking on the number, the map will zoom in to view the map at a closer view to see the points.

4. To view the survey data from the map, click on one of the pins a window will open. If a picture was taken at the location, it will be visible in the window.

5. In the window click "**view more in sidebar**" to see all of the survey questions, and responses associated with the location.



17. Browsing Results

1. Click to "**Browse results**" in the top right corner of the page and a pop up window will open. Here you can see all of the surveys that have been taken and who has taken them.
2. Beside each survey there is an option to "**Expand Results**". By clicking this it will show a list of all the questions in the survey that the participant answered and their answers.
3. Once you expand the results there will be a list showing the questions in the survey, the raw answers and the rendered answers to the questions in the survey.

Dashboard Settings Our Data Indigenous Logout

Demo March 9 2022 Reload Add Delete **1.** Browse results (8) View visualizations

Name * what's this? Code * what's this? Region what's this? Add Location what's this?

Demo March 9 2022 demo Delete Save

Mode: Standalone Baseline + Followup

Standalone survey * Add what's this?

● Demo Survey Standalone 2022-03-09 Locked what's this? 12 questions Edit Delete

Browse results ×

Below is a record of all results for the surveys connected to this community.

Survey what's this? Action what's this?

All surveys Download spreadsheet Go

8 — 2022-03-09 — Demo Survey: Standalone — demo-1 Expand results Delete

7 — 2022-03-09 — Demo Survey: Standalone — demo-1 Expand results Delete

6 — 2022-03-09 — Demo Survey: Standalone — demo-1 Expand results Delete

2.

Browse results ×

Below is a record of all results for the surveys connected to this community.

Survey what's this? Action what's this?

All surveys Download spreadsheet Go

8 — 2022-03-09 — Demo Survey: Standalone — demo-1 Expand results Delete

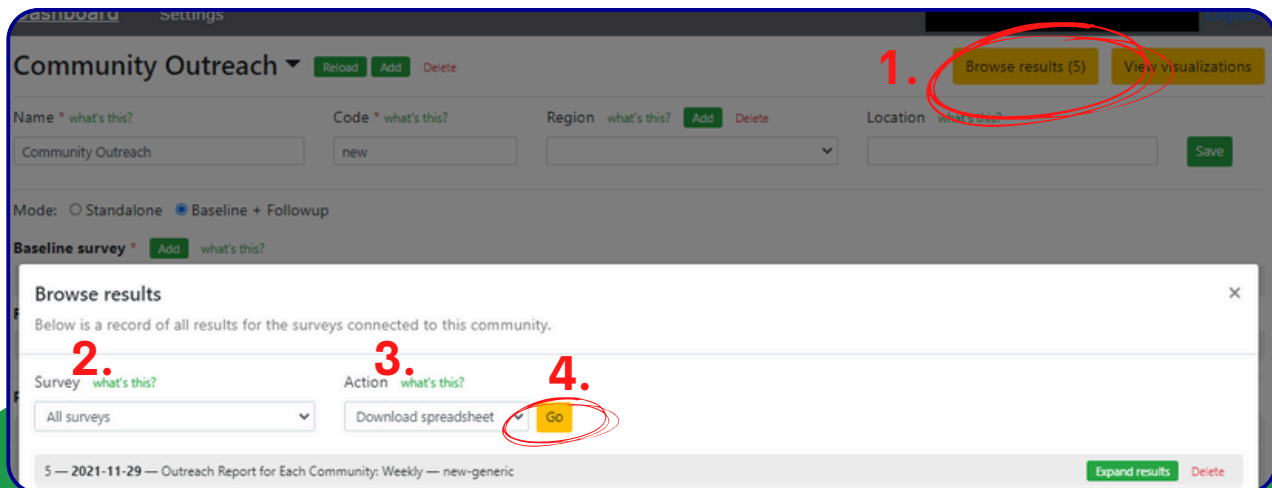
7 — 2022-03-09 — Demo Survey: Standalone — demo-1 Hide results Delete

Question	Raw answer	Rendered answer
Which heavy metals are present? check	1; 2	Mercury, Methyl Mercury
Please describe any sores or lesions on the fish? open	open-text; Deep cut about 3cm wide and deep	text: Deep cut about 3cm wide and deep
What is the length of the sore or lesion? sentence	3cm	3cm
What community are you from? check	Winnipeg	other: Winnipeg
Where did you find the sample? check	1	Fishing Lake
What are the coordinates where you found the sample? sentence	Not sure	Not sure
Please upload a photo of the sample? open		
Did you observe growths on this sample? noyes	0	0
Please describe the growth? text	Looked like a boil was full of yellow liquid when burst	Looked like a boil was full of yellow liquid when burst
Is there anything else you would like to note about this		

3.

18. Downloading a Spreadsheet

1. Go to "**Browse results**" (see page 32).
2. Under "Survey", choose which survey you want to download.
3. Under "Action", choose "Download Spreadsheet".
4. Press "Go". It will take a few minutes to download.
5. On your computer, go to the downloads folder on our computer and open the excel spreadsheet.



6. Name the spreadsheet with the Community name and the date to make it easier to find later.
7. Save this spreadsheet as a backup on an external hard drive or flash drive. This is especially important if using the offline dashboard on the Offline Packs to ensure data is not lost if the laptop breaks down or has issues.

19. Downloading Data and Media

The Downloading data function can be used if users want to move Dashboard data rather than having data put into a spreadsheet. Dashboard data could be moved from from one user to another; from one Offline Pack to another; or, from an Offline Pack to the Online Dashboard.

To Download data or media off of the Dashboard follow the same steps as above:

1. Go to "**Browse results**" (see page 33).
2. Under "**Survey**", choose which survey you want to download.
3. Under "**Action**", choose "**Download data (JSON)**" or "**Download Media**".
4. Press "**Go**". It will take a few minutes to download.
5. On your computer, the file can be found in the downloads folder.

The data downloaded from the Dashboard can then be uploaded using the "Import answers" question (See page 35).

20. Importing Answers

The Importing Answers function is used with the Downloading Data function. The data that is downloaded can then be imported onto another Dashboard. Note: Participant profiles will also be imported along with the answers, if they aren't already there.

To import answers on the Dashboard follow these steps:

1. Go to "Browse results" (see page 33).
2. Under "Survey", choose which survey you want to upload the answers to.
3. Under "Action", choose "Import answers".
4. Choose a file from your computer (it must be a JSON file).
5. Press "Go". It will take a few minutes to download.

Browse results 1.

Below is a record of all results for the surveys connected to this community.

Survey *what's this?* 2. Action *what's this?* 3. 4. 5.

All surveys Import answers Choose File No fil...hoser Go

5	— 2021-11-29	— Outreach Report for Each Community: Weekly	— new-generic	Expand results	Delete
4	— 2021-11-24	— Outreach Report for Each Community: Weekly	— new-generic	Expand results	Delete
3	— 2021-11-22	— Outreach Report for Each Community: Weekly	— new-generic	Expand results	Delete
2	— 2021-11-19	— Outreach Report for Each Community: Weekly	— new-generic	Expand results	Delete
1	— 2021-11-19	— Outreach Report for Each Community: Weekly	— new-generic	Expand results	Delete

Downloads

↓ This PC > Downloads

Name	Date modified	Type	Size
Today (1)			
Demo Survey_ Standalone 2022-4-27.json	2022-04-27 9:37 AM	JSON File	
Yesterday (1)			
Last week (1)			
Earlier this month (5)			
Last month (4)			
Earlier this year (5)			
A long time ago (1)			

Note: If the answers don't show up right away refresh the page!

21. Importing Questions

Importing questions can be used when you want to use a survey that has already been developed but it is on another Dashboard, or on a Offline Pack that you want to move to the Online Dashboard, or vice versa. This function is also used with the "Download data". Use the file downloaded JSON to import the questions.

1. Choose the survey you want to add questions to and press "edit". When the Window pops up press "Add question(s)" (See Page 17).
2. Along the top choose "Import questions"
3. Choose the file from your computer (it has to be a JSON file).
4. Once the file loads the questions will appear in a list. Choose the questions you want to import (or you can "select all questions").
5. Press "Add selected question(s) to the survey". Then Press "Save".

Note:
If you want to add all of the questions press **"Select all questions"**.

1. Add Question(s) ×
Choose from existing questions or create a new question

Other surveys **2.** Import questions New question

Parent question *what's this?* Parent values *what's this?*
Choose a parent question if applicable

Import file *what's this?* **3.** Choose File No file chosen Select questions to add to the survey. **Select all questions**

Add selected question(s) to survey

4. Add Question(s) ×
Choose from existing questions or create a new question

Other surveys Import questions New question

Parent question *what's this?* Parent values *what's this?*
Choose a parent question if applicable

Import file *what's this?* Choose File Demo Survey_ Standalone 2022-4-27.json Select questions to add to the survey. **Select all questions**

5. Were heavy metals present in the fish? **Select**
No; Yes

Which heavy metals are present? **Select**
Arsenic; Mercury; Methyl Mercury
Include "other": No

Add selected question(s) to survey

Additional Resources

Website

<https://ourdataindigenous.ca/>

Contact:

ourdataindigenous@gmail.com

Additional Videos:

Short commercial for the Application: <https://youtu.be/XJDWtJl-MD0>

Longer informational video for the Application: <https://youtu.be/3AEC50d7RYc>

