

AUDIO RECORDINGS WITH NETTSKJEMA- DICTAPHONE APP NON-SENSITIVE AND SMALL AMOUNTS OF SENSITIVE DATA

Follow the instructions on the following web page:

<https://www.uio.no/english/services/it/adm-services/nettskjema/help/nettskjema-dictaphone.html>

and see the screenshots below

Two steps:

1. Create a form in Nettskjema
2. Download the Nettskjema dictaphone.

Log in to Nettskjema

- <https://nettskjema.no/?lang=en>



Log in with FEIDE

Your affiliation



OsloMet – Oslo Metropolitan University

[Change affiliation](#)


Username

ingerjt

Password

.....

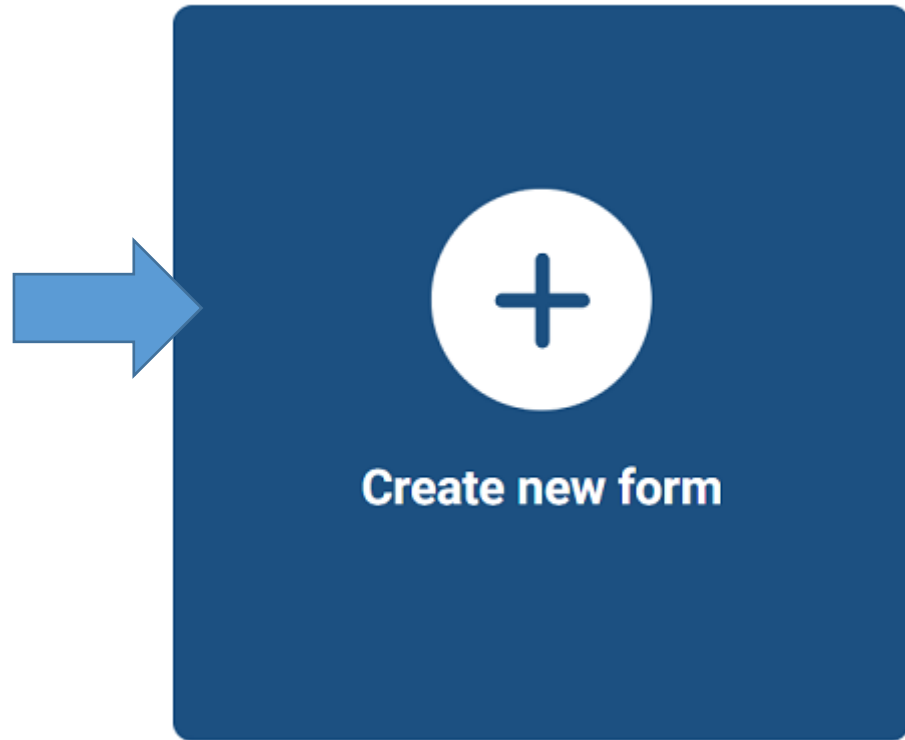
[Forgot your username or password?](#)



Log in

Or choose an external provider:

1. Create a form in nettskjema



Form title *

Test ×

Form type *

- ☐ Questionnaire
- ☐ Questionnaire for sensitive data (TSD)
- ☐ Registration
- ☐ Multiple choice test
- ☒ **Get form from template (Consent form, dictaphone etc.)**
 - ☐ Nettskjema-photoapp for TSD delivery
 - ☐ Nettskjema-dictaphone for TSD delivery
 - ☒ Nettskjema-dictaphone mobile app
 - ☐ Register for Christmas Party

Create a form in nettskiema

Form language *


- ☐ Norwegian Bokmål
- ☐ Norwegian Nynorsk

 ☒ English


 **Next page**

Abort


For what purpose is personal data collected? *

- ☐ Education
- ☐ Employee-related
-  ☒ Research
- ☐ Other

Is sensitive personal data collected? *

- ☐ Yes
-  ☒ No

Is the personal data shared with somebody outside your own institution? *

- ☐ Yes
-  ☒ No

 **Create**

Previous

Abort

[View](#)[Form builder](#)[Codebook](#)[Settings](#)[Permissions](#)[Collect responses](#)[See results](#)

Permissions

Who may answer ?

Everybody – without login

[Edit](#)

Access to edit the form

ingerjf@oslomet.no

[Edit](#)

Give access to your supervisor



Access to copy the form

[Edit](#)

Test

Change title



Open for submissions?

The form is closed

Open



View

Form builder

Codebook

Settings

Permissions

Collect responses

See results

Settings

When is the form available?

Closed [change](#)

Delivery, e-mail and personal data

Storing answers

Storing submissions in Nettskjema [change](#)

Automatic removal of answers

No [change](#)

Change to Yes, and put in the number of days

Get a notification by e-mail when receiving a submission

No [change](#)

1. Create a form on nettskjema

The screenshot shows the nettskjema interface. At the top, there are tabs for 'Home', 'My forms', and 'survey'. Below the tabs, the 'survey' section is active. It includes a 'Change title' button, a status indicator 'Open for submissions?' with the text 'The form is closed' in red, and a 'Last modified' timestamp '22. april 2020 12:42 by Inger Johanne Flatland'. A black arrow points to the 'Open' button. Below this is a horizontal menu with options: 'View', 'Form builder', 'Codebook', 'Settings', 'Permissions', 'Collect responses', and 'See results'. A black arrow points to the 'View' option, and a blue arrow points down to the 'Collect responses' option. The 'Collect responses' section is expanded, showing 'Share the form's web address' with the URL 'https://nettskjema.no/a/147857' and buttons for 'Change URL' and 'Share on e-mail'. A black arrow points to the URL. Below this is 'Add the form to a website' with options 'Within UiO' and 'Outside of UiO'. A red text annotation 'Please note the number' points to the number '147857' in the URL. At the bottom, there is a section 'Cut and paste the following code' with a text area containing the code: `<iframe class="nettskjema-iframe" src="https://nettskjema.no/a/147857?"`

Home My forms **survey**

survey
Change title

Open for submissions?
The form is closed
Open

Last modified
22. april 2020 12:42
by Inger Johanne Flatland

View Form builder Codebook Settings Permissions **Collect responses** See results

Collect responses

Share the form's web address
<https://nettskjema.no/a/147857> Change URL Share on e-mail

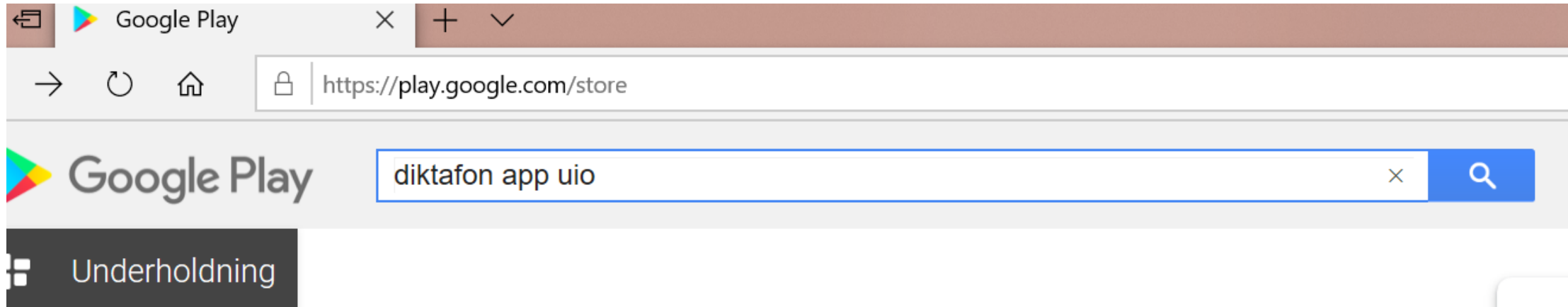
Add the form to a website
Within UiO Outside of UiO

Please note the number

Cut and paste the following code

```
<iframe class="nettskjema-iframe" src="https://nettskjema.no/a/147857?"
```


2. Download the app on your iphone



Nettskjema-Diktafon

Universitetet i Oslo Verktøy

3 PEGI 3

Legg til i ønskelisten



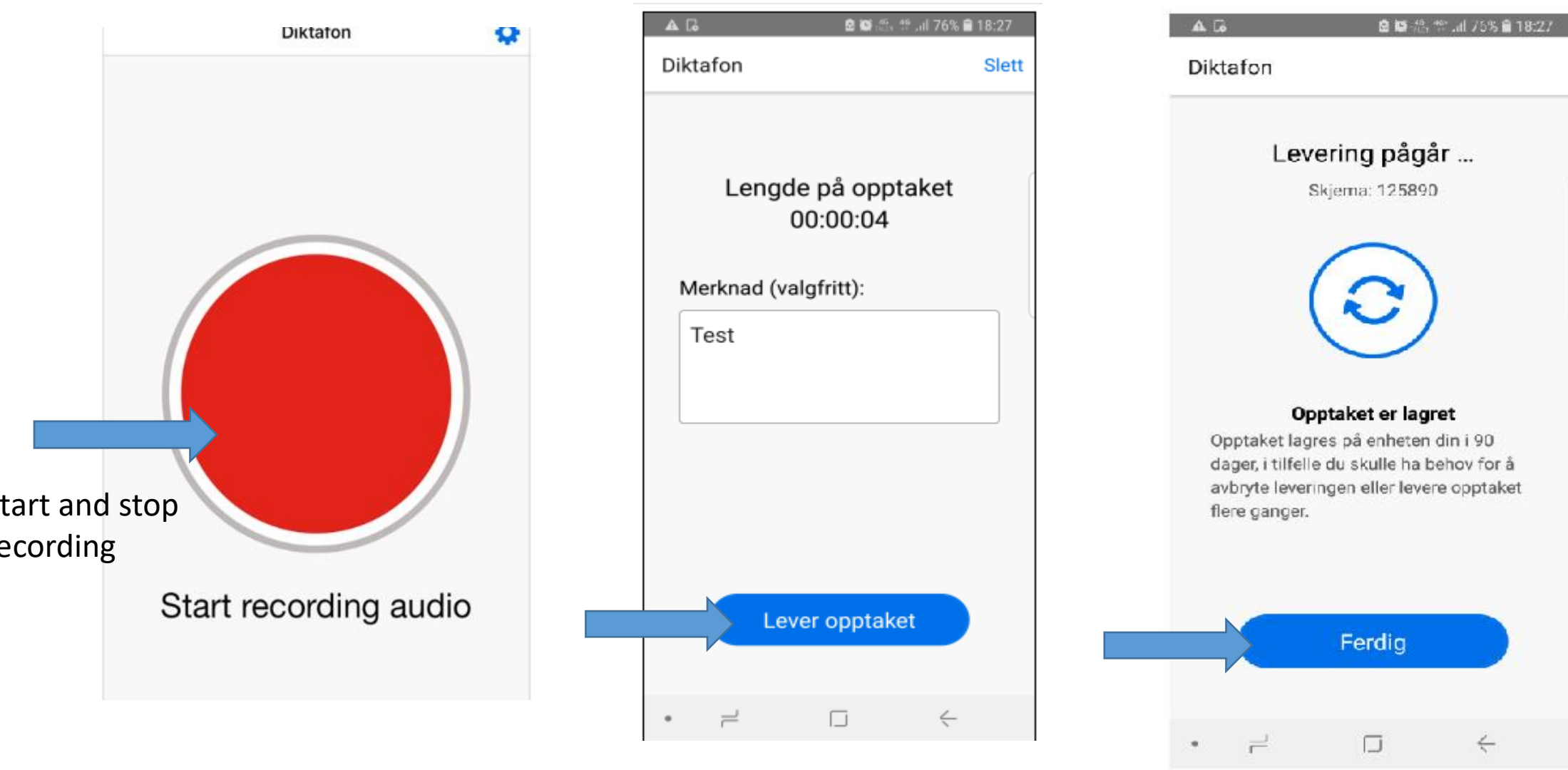
Installer

Insert the Nettskjema number

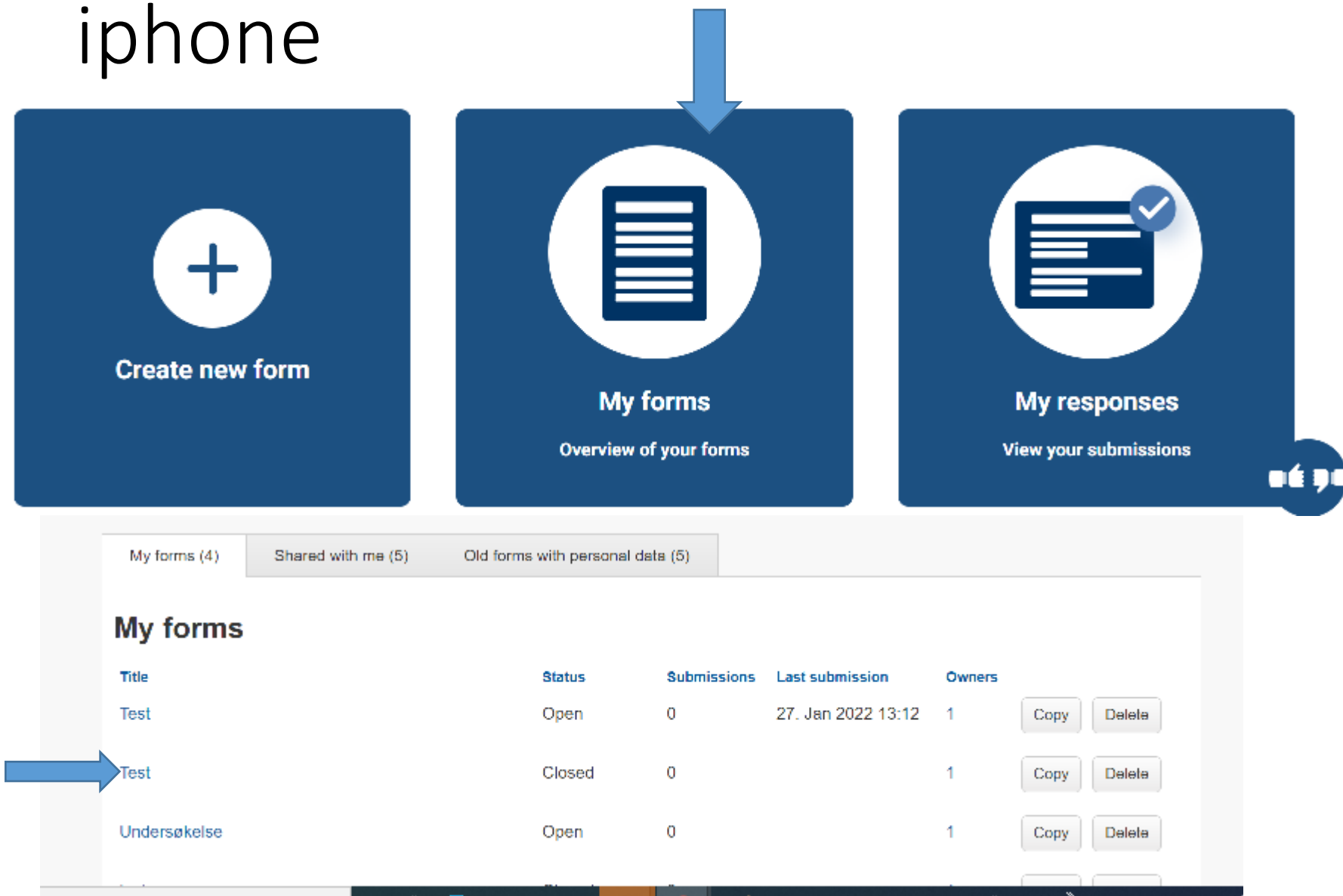
Important information about audio recording

- Before recording put the iphone on flight mode in order to advoide interruptions during the recording
- You can only record for 45 minutes. If you record over the limit, the recording will stop and you will get a notification telling you that the maximum file size has been reached.

Start recording..



Transcription: Log into Nettskjema on your iphone



Transcription:

Log into Nettskjema on your iphone

The screenshot shows the Nettskjema web interface. At the top, there's a header with 'SS' and a 'Change title' button. To the right, it says 'Open for submissions?' with 'The form is open' in green and a 'Close' button. Further right, 'Last modified' is shown with the date '10. October 2019 13:33' and the user 'by Inger Johanne Flatland'. A blue arrow points down to the 'See results' button in the navigation bar.

The navigation bar includes buttons for 'View', 'Form builder', 'Settings', 'Permissions', 'Codebook', 'Collect responses', and 'See results'.

Below the navigation bar, the 'See results' section is displayed. It shows '0 Delivered replies'. Below this, there's a 'Web report' section with a list of options: 'Summary of responses' and 'Number and frequency distribution'. To the right of the 'Web report' section, there's a 'Submissions' section with a blue arrow pointing to it. The 'Submissions' section includes 'Overview of the submissions' and 'All submissions on one page'. To the right of the 'Submissions' section, there's a 'Publish answers' section with the option 'Choose the quest publish on a web'.

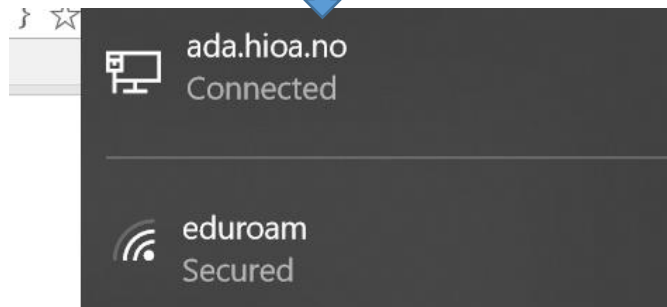
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um	3	60.0 %

Webseksjonen – USIT

Transcribe the interview on your computer

Turn off the wireless internet connection

Disconnect

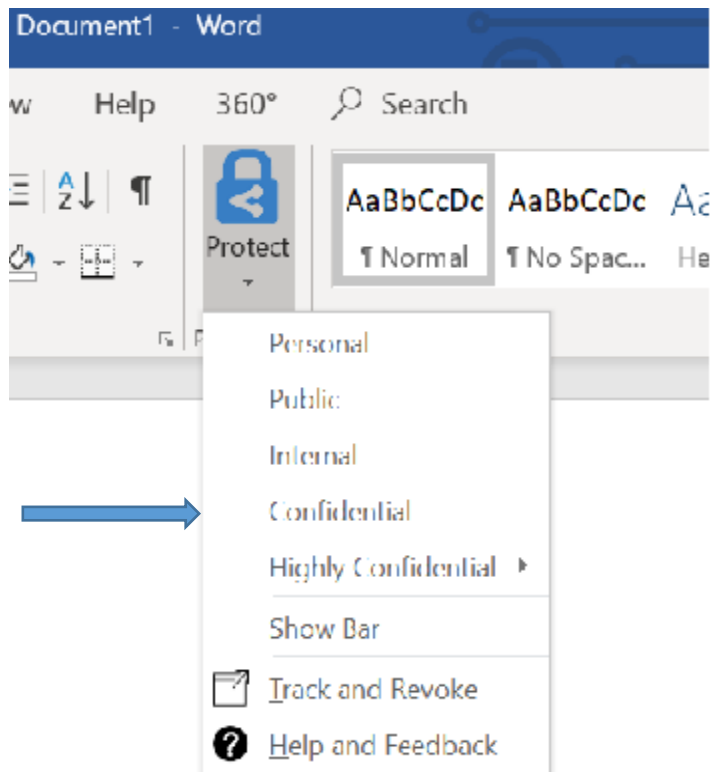


Pull out the internet cable



How to save the transcribed interview?

- When collecting non-sensitive personal data:
Save the transcribed interview
on OneDrive with the code confidential




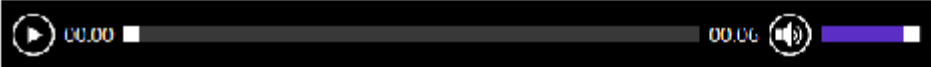
When collecting sensitive personal data:
Save the transcribed interview
on an encrypted USB stick. For information about encryption
see: <https://ansatt.oslomet.no/en/kryptering>

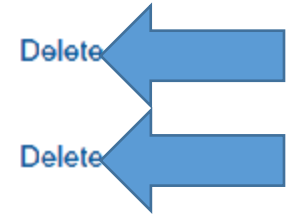
Or use the password function on the USB stick



Delete the sound recording and anonymise the interview

Submissions

Submission	Attachment	Delivered	Answer time
5409876		1. October 2019 10:31	
5409877		1. October 2019 10:31	



Anonymise the interview:

Personally identifiable information will be removed, re-written or categorised