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
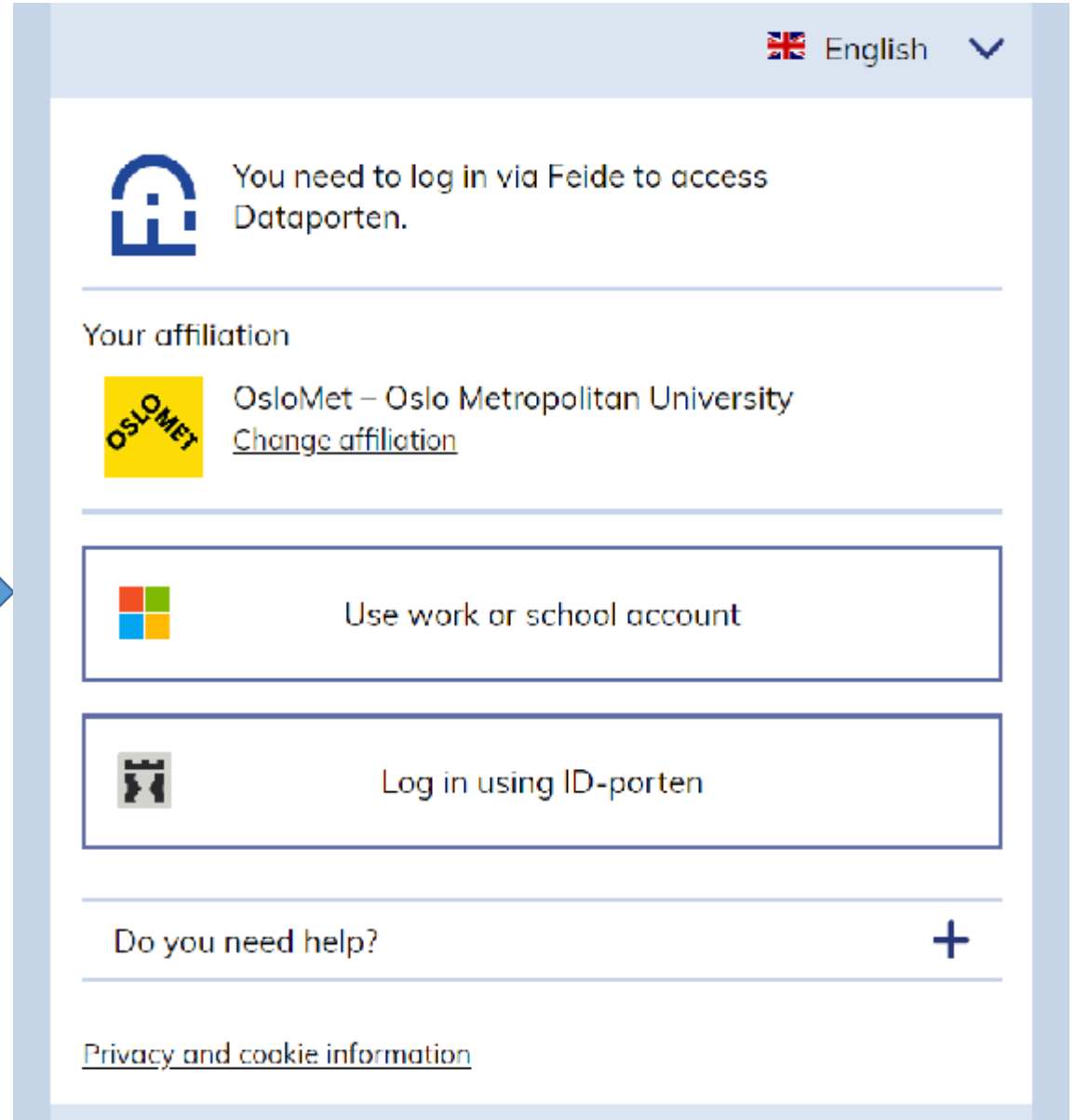
and see the screenshots below

Two steps:

1. Create a form in Nettskjema

2. Download the Nettskjema dictaphone app.

Log in to Nettskjema

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

Log in with FEIDE

🇬🇧 English ⌄

You need to log in via Feide to access Dataporten.

Your affiliation

OsloMet – Oslo Metropolitan University
Change affiliation

Use work or school account

Log in using ID-porten

Do you need help? +

Privacy and cookie information

1. Create a form in nettskjema

Create form

Make a new form
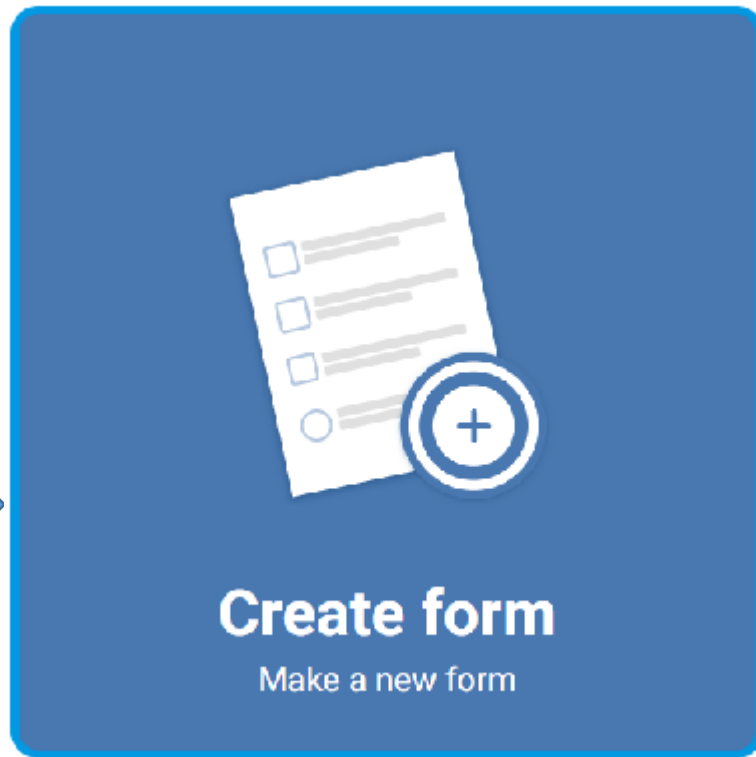
Test ✕

Form type ✱ ⑦

Select which form type that suits your needs

○ Questionnaire

○ TSD or Educloud questionnaire

○ Registration

○ Multiple choice test

◉ **Get form from template (Consent form, dictaphone et**

   ○ Consent form to Medinsight OUS

   ○ Consent form with signature - TSD and Educloud

   ○ Consent form without signature - TSD and Educlou

   ○ Nettskjema-bilde - storage in Nettskjema

   ○ Nettskjema-bilde - storage in TSD and Educloud

   ◉ Nettskjema-diktafon - storage in Nettskjema

Create a form in nettskjema

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

Form language *

- ○ Norwegian Bokmål
- ○ Norwegian Nynorsk
- ◉ English

Next page   Abort

Create   Previous   Abort

nettskjema.no/user/form/383218/settings

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

Settings

Settings

The form

Layout

Response restriction

Permissions

Processing of submissions

Forwarding

Receipt

Notifications

Storage

Deletion

Settings

🗍 **Copy form**
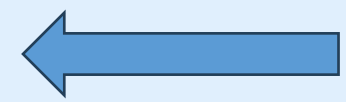
The form

The form's opening time   **Save**   **Cancel**

Enter the date and time for from when the form should be open
to recieve submissions:

Date (DD.MM.YYYY)   **Time (HH:MM)**

27.11.2023 📅   09:00 🕐

☐ Enter closing time

ⓘ   If you do not specify a closing time, the form will close one year
     after the last submission was received.

nettskjema.no/user/form/383218/settings

Settings

The form

Layout

Response restriction

Permissions

Processing of submissions

Forwarding

Receipt

Notifications

Storage

Deletion

Editing permissions   Change

ingerjf@oslomet.no

Give access to
your
supervisor

Copying rights   Change

Not assigned

Processing of submissions

Editing of the form after receiving submissions   Change

Yes

Codebook activated   Change

Yes

Automatic deletion of answers   Save   Cancel

Choose whether submissions should be automatically deleted
after a certain number of days after delivery. This affects both
new and existing submissions:

Yes

Type here to search

Feels colder

10:42
24.11.2023

Undersøkelse

Form-ID: **383025**

Open 🔒 Closed

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

ⓘ The form is not open

Collect responses

Anyone with a link can respond t

Open the form to have the oppo

- Get the link to the form
- Add the form to a website
- Download QR code for the form

Open form

Open the form for submissions

The form will now be able to receive submissions from respondents.

When should the form close?

In order to open the form, you must also choose when it should close.

🔘 Close automatically in one year

⚪ Set custom closing time

Cancel   🔓 Open form

ⓘ Do you miss the old design? **Click here to return**

Note: The old design will be phased out during 2023. Is there anything the new design is missing? Please give us feedback

https://nettskjema.no/user/form/383025/collect-responses

Undersøkelse

Form-ID: **383025**   🔓 Open   Close

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

Collect responses

Anyone with a link can respond to the form.

The URL of the form

Share this link with respondents so that they may answer the form.

https://nettskjema.no/a/383025

Please note the number

📋 Copy   ⬈ Share on e-mail

Download QR code

The QR code can be scanned with the camera on mobile phones to quickly get to this form.

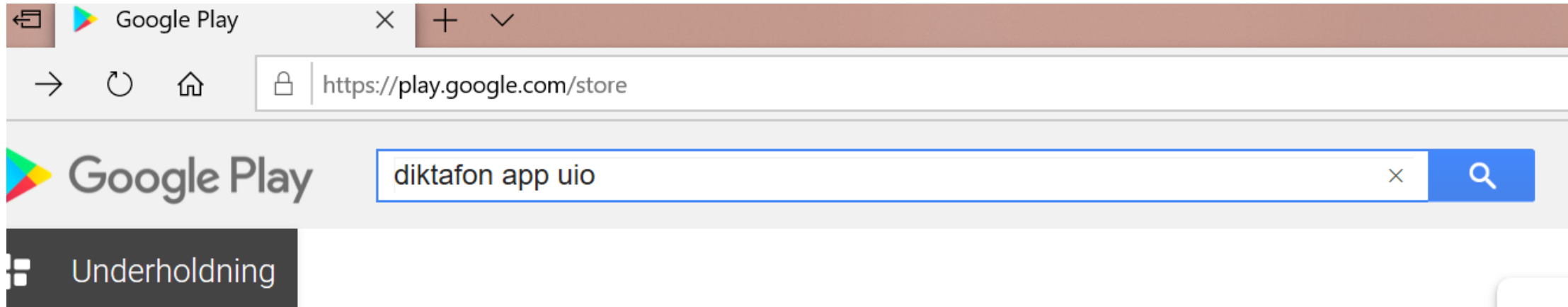⬇ Download QR code

Embed on a website

Read more about embedding on webpages

⌄ Show code snippet for Vortex

⌄ Show code snippet for website

ⓘ Do you miss the old design? **Click here to return**

2. Download the app on your iphone

Google Play ✕ + ⌄

→ ↻ ⌂ 🔒 https://play.google.com/store

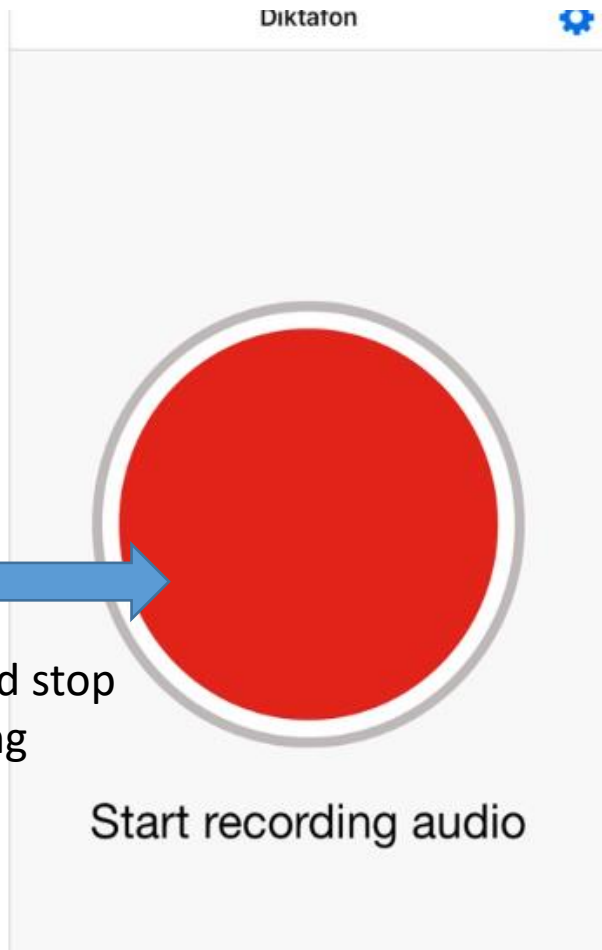Google Play · diktafon app uio · ✕ 🔍

Underholdning
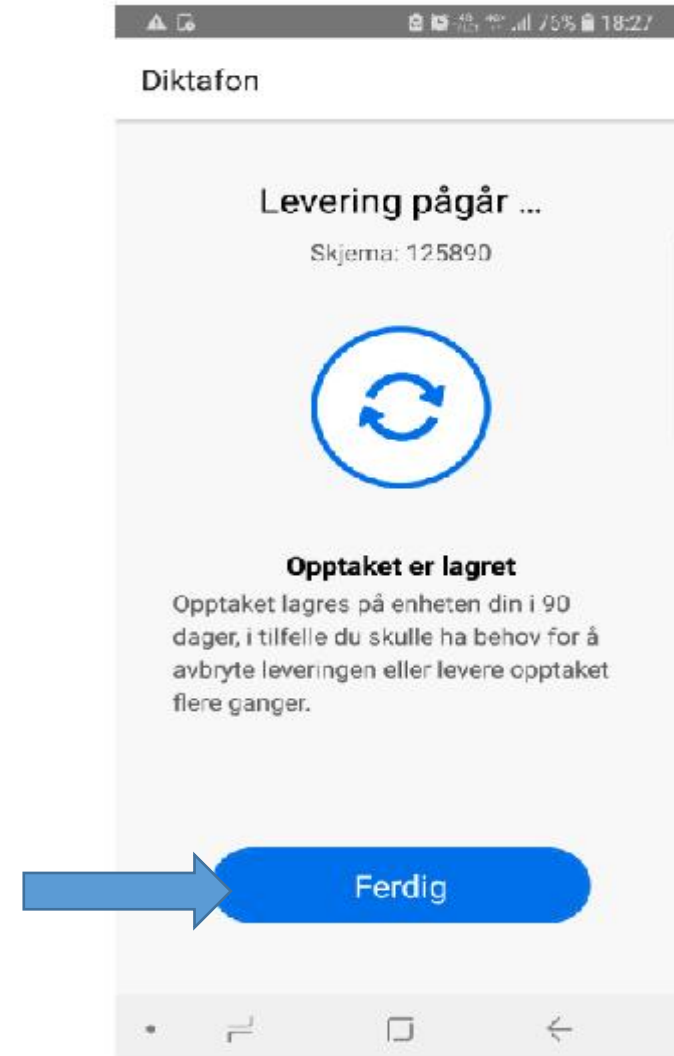
Insert the Nettskjema number

Important information about audio recording

- Before recording put the iphone on flight mode in order to advoide interuptions during the recording

- You can only record for 60 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..

Start and stop recording

Start recording audio

Diktafon

Lengde på opptaket
00:00:04

Merknad (valgfritt):

Test

Lever opptaket

Levering pågår ...

Skjema: 125890

Opptaket er lagret

Opptaket lagres på enheten din i 90 dager, i tilfelle du skulle ha behov for å avbryte leveringen eller levere opptaket flere ganger.

Ferdig

Transcription: Log into Nettskjema on your iphone

Create form
Make a new form

My forms
Overview of your forms

My responses
See forms that you have submitted

Feedback

My forms (4)	Shared with me (5)	Old forms with personal data (5)

My forms

Title	Status	Submissions	Last submission	Owners		
Test	Open	0	27. Jan 2022 13:12	1	Copy	Delete
Test	Closed	0		1	Copy	Delete
Undersøkelse	Open	0		1	Copy	Delete

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

See results

Delivered submissions: 1   **Last submission:** 24.11.23 09:50

Report

The report consists of a summary of submissions based on counts and percentages. It may be shown with or without free text answers.

See report

Overview over submissions

Get an overview of submissions. You may browse submissions, delete submissions, or download the submissions list as a PDF.

→ **View all submissions on one page**

→ View table of submissions

→ See dictaphone recordings with transcription

Download submissions

Download submissions in xlsx or txt format for manual processing of data.

⬇ **Download Excel file (.xlsx)**

⬇ **Download tab-separated file (.txt)**

Undersøkelse

All submissions on one page:

Delivered submissions: 1   **Last submission:** 24.11.23 09:50

⤢ **Expand all**   ⬇ **Download as PDF**

Submission ID: 29613624   **Delivered: 24.11.23 09:50**   ⌄

ⓘ **Do you miss the old design? Click here to return**

Note: The old design will be phased out during 2023. Is there anything the new design is missing? **Please give us feedback**

https://nettskjema.no/user/form/383025/submission/all

‹ Back to see results

All submissions on one page:

Delivered submissions: 1   **Last submission:** 24.11.23 09:50

↗ **Expand all**   ⬇ Download as PDF

Submission ID: 29613624   **Delivered: 24.11.23 09:50** ⌃

Ikke legg til spørsmål eller gjør endringer i dette skjemaet. Det må være uendret for at lydfilen skal lagres riktig.

For å koble dette skjemaet til diktafon-appen må du legge inn skjema-id: de seks siste sifrene i skjemaets nettadresse (URL).

Recording

▶ 00:00/? 🔊 ⋮

audio-recording-2023-11-24-095030.m4a
(2 KB)

Play the audio file in Nettskjema. Please do not download the file
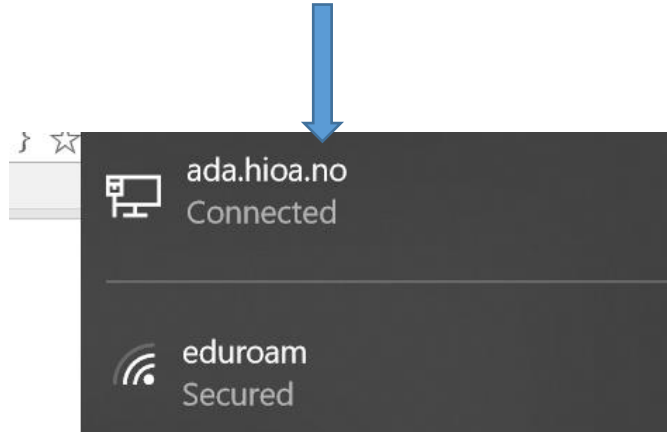
APP-ID

5a4ed619-b6ac-4bc2-b7cc-8f19293a8fcc

Transcribe the interview on your computer

Turn off the wireless internet connection

Pull out the internet cable
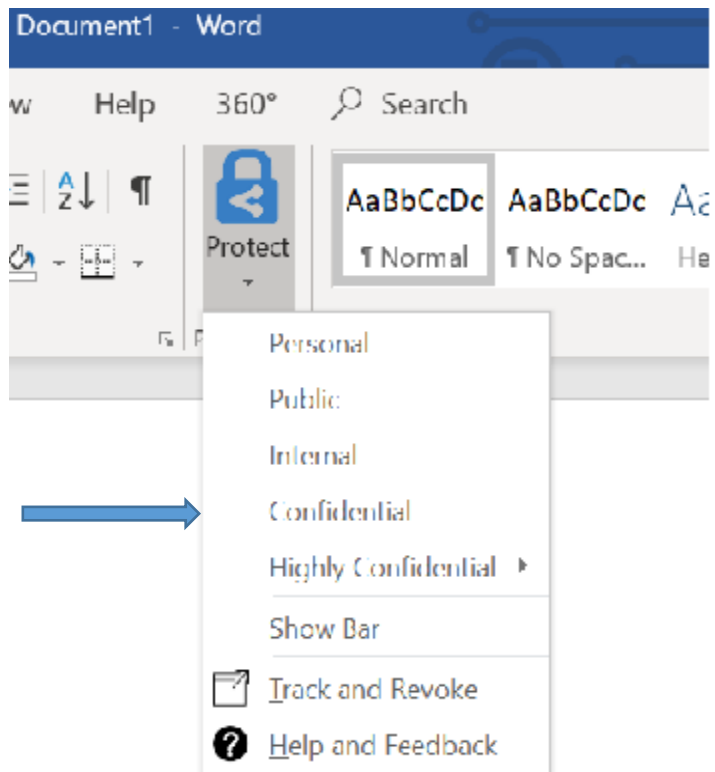
Disconnect

ada.hioa.no
Connected

eduroam
Secured

How to save the transcribed interview?

- When collecting <u>non-sensitive personal data:</u>
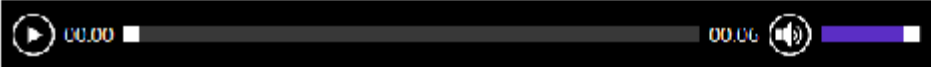Save the transcribed interviw
on OneDrive with the code confidential

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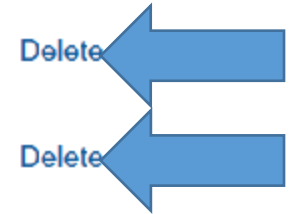on an encrypted USB stick. For information about encryption
see: https://ansatt.oslomet.no/en/kryptering

Or use the password function on the USB stick

Delete the sound recording and anonymise the interview

Submissions

Submission	Attachment	Delivered	Answer time	
5409876	▶ 00.00 ▬▬▬▬▬▬▬▬▬ 00.15 🔊 ▬▬	1. October 2019 10:31		Delete
5409877	▶ 00.00 ▬▬▬▬▬▬▬▬▬ 00.00 🔊 ▬▬	1. October 2019 10:31		Delete

Anonymise the interview:

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