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

[Kom i gang med lydopptak - Student - minside (oslomet.no)](oslomet.no)
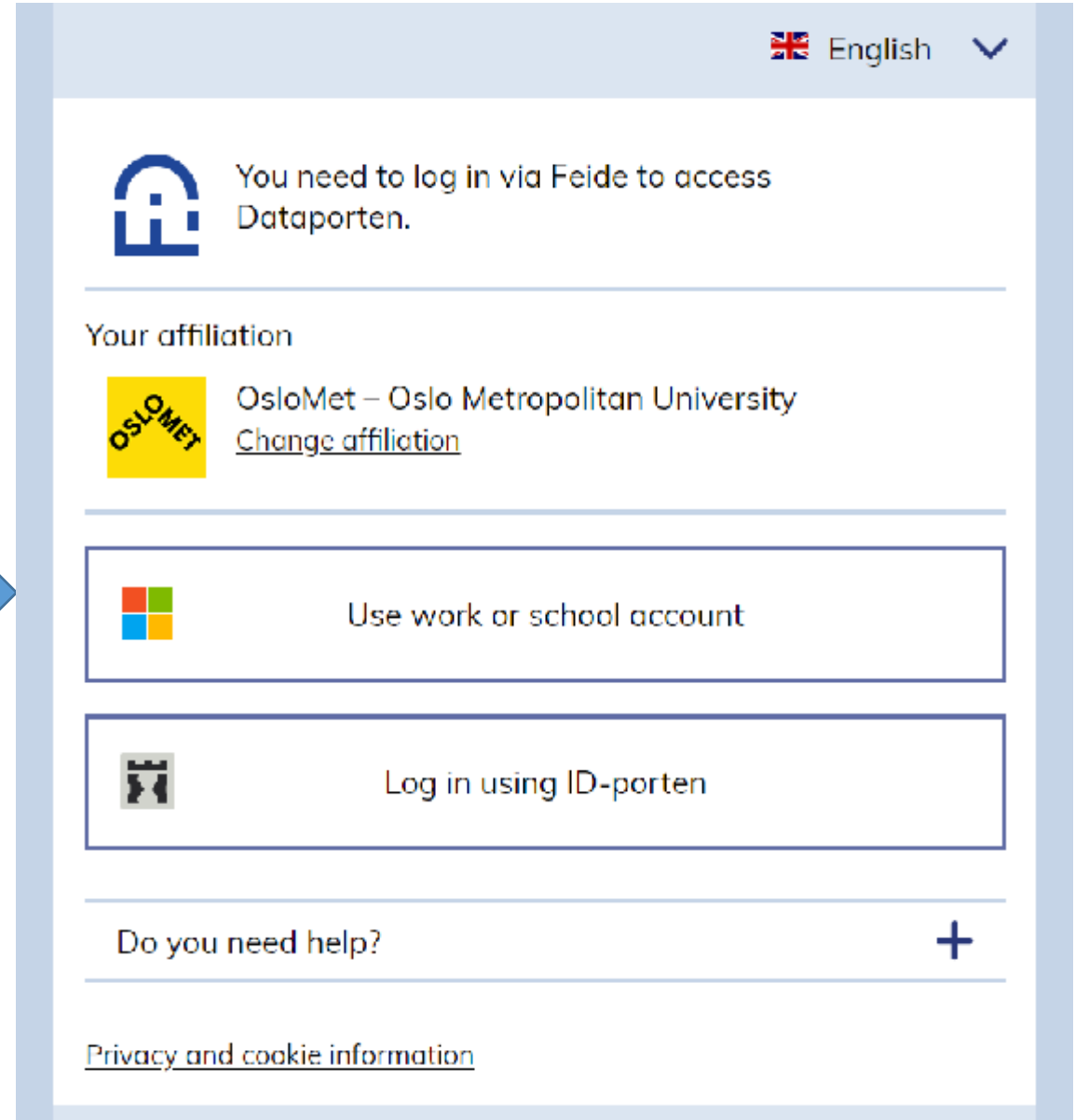
and see the screenshots below

+ Planning

+ Preparing for the use of Nettskjema dictaphone

+ Settings in Nettskjema dictaphone

+ Sign agreement for use

+ Recording and submitting

+ Processing and listening to the audio files

Log in to Nettskjema

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

1. Create a form in nettskjema

Create form
Make a new form
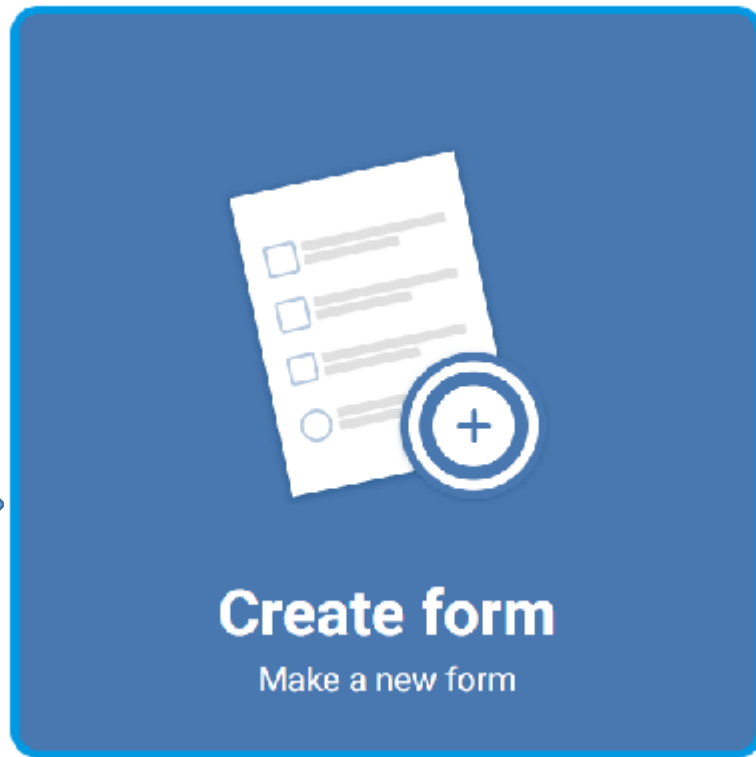
Test ✕

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
- [x] ← Research
- [ ] Other

Form language *

- ○ Norwegian Bokmål
- ○ Norwegian Nynorsk
- ● ← English

Is sensitive personal data collected? *

- ○ Yes
- ● ← No

Next page   Abort

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

- ○ Yes
- ● ← No   → **Create**   Previous   Abort

test ✎

Form-ID: **506772** ⧉

Open 🔒 Closed

Connect to Nettskjema-Diktafon Settings Recordings

ⓘ The form is not open

Connect to Nettskjema-Diktafon

Before you can connect the form with the Nettskjema-Diktafon app, you must open this form.

Open form

NETTSKJEMA

Home page > My forms > test

test ✎

Form-ID: **506772**

Open 🔒 Closed

Connect to Nettskjema-Diktafon   Settings   Recordings

ⓘ The form is not open

Connect to Nettskjem

Before you can connect the form with th

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

NETTSKJEMA

Feedback form

test ✎

Form-ID: **506772** ⧉ 🔒 Open Close

Connect to Nettskjema-Diktafon Settings Recordings

Connect to Nettskjema-Diktafon

To ensure safe and efficient storage of your recordings, you can use this QR code to connect the Nettskjema-Diktafon app to this form.

When you open the app, you can connect it to the form by selecting 'Connect to form' and then scan this code with the camera on your phone. If you have an old version of the app, you must update it or use the form ID to connect.

If the camera on your phone doesn't work, you can enter the connection code instead:

Show connection code

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Download the app on your iphone

Google Play × + ∨

→ ↻ ⌂ 🔒 https://play.google.com/store

Google Play | diktafon app uio × 🔍

Underholdning

Scann the QR code

https://nettskjema.no/user/form/506772/diktafon/settings

Open from 13 Mar 2025 13:28 to 13 Mar 2026 13:28   Change

Responsible for the form   Change

ingerjf@oslomet.no

Collection of personal data   Change

Yes
- Purpose: Research
- Sensitive data: No
- Shared with somebody outside your own institution: No
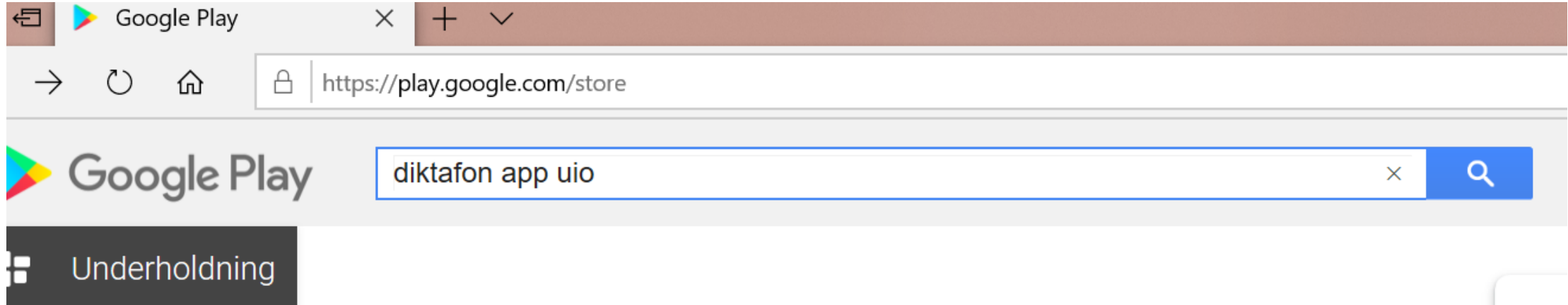
Settings

The form

Layout

Response restriction

Permissions

Processing of submissions

Notifications

Storage

Deletion

Layout

Form type   Change

Nettskjema-Diktafon - Storage in Nettskjema

Response restriction

Maximum total number of submissions   Change

Not assigned

Choose settings in
Nettskjema. Give your
supervisor access to
Nettskjmea

Permissions

Editing permissions   Save   Cancel

Choose who should have edit to this form:

☑ Users

Username

[   ] Add user

For Feide users you have to add <username>@<institution>.no
(user1, user2, …)

Has access:

- ingerjf@oslomet.no   ✕ Delete

🗐 Copy usernames
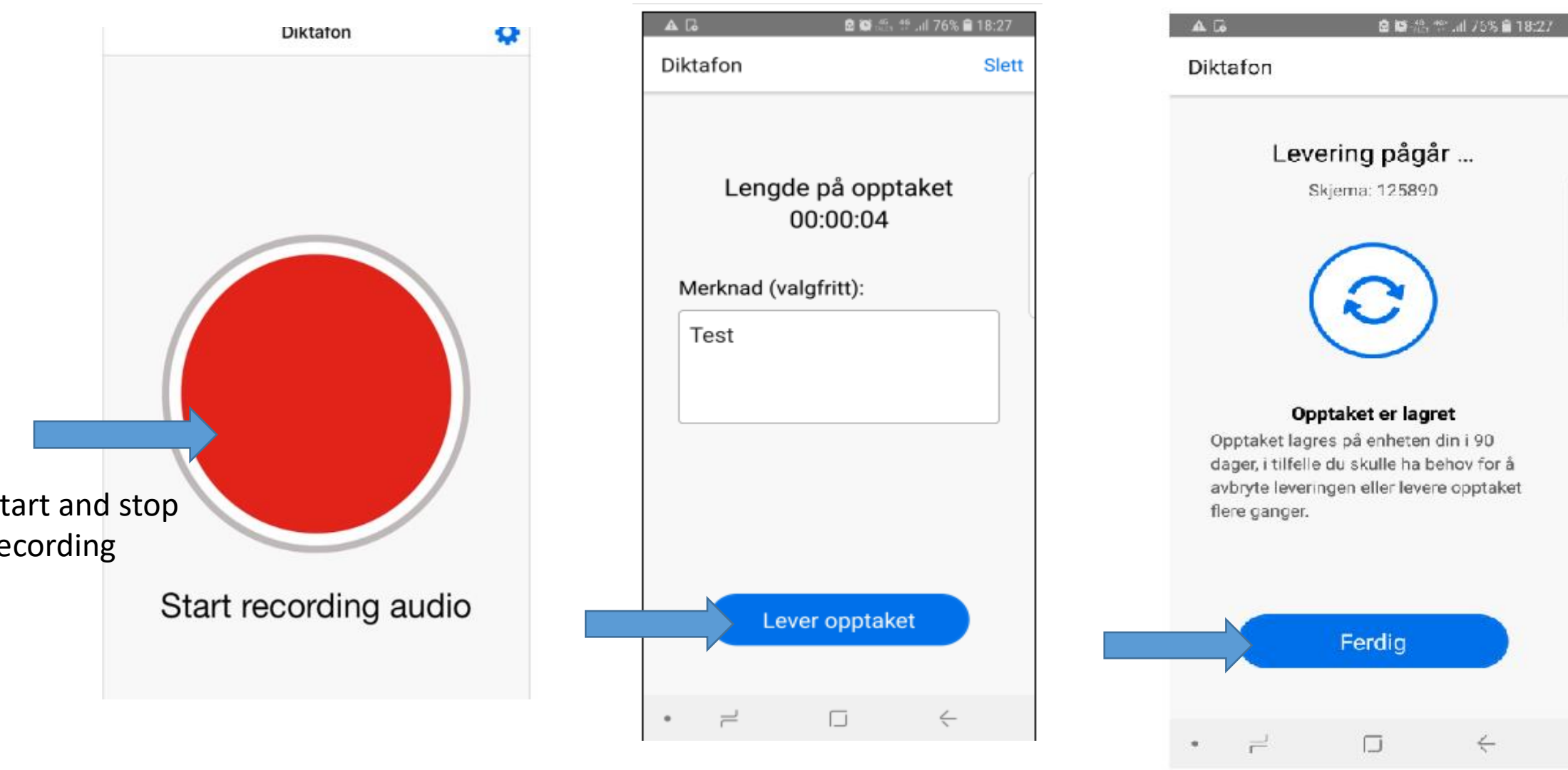
Important information about audio recording

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

- You can only record for 90 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

https://nettskjema.no/user/form/486051/diktafon/results

NETTSKJEMA

ingerjf@oslomet.no Log out   Help   Language

Home page > My forms > test

test ✎

Form-ID: **486051**   🔓 Open Close

Connect to Nettskjema-Diktafon   Settings   **Recordings**

Recordings

Delivered recordings: 4   **Last submission:** 13.02.25 15:58

🗑 Delete all recordings

Comment	Delivered recording ▼	
-	13.02.25 15:58	Open ⌄
-	13.02.25 15:57	Open ⌄ ⋮
-	22.01.25 08:40	Open ⌄ ⋮
-	22.01.25 08:37	Open ⌄ ⋮

Showing 4/4

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Home page > My forms > test

test ✎

Form-ID: **486051** ⧉   🔒 Open   Close

Connect to Nettskjema-Diktafon   Settings   **Recordings**

Recordings

Delivered recordings: 4   **Last submission:** 13.02.25 15:58

🗑 Delete all recordings

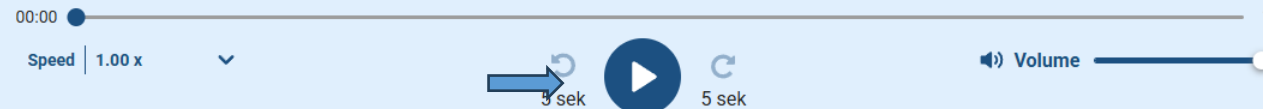| Comment	Delivered recording ▼	↓≡
-	13.02.25 15:58	Close ∧ ⋮

00:01   [Automatic captions by Autotekst using OpenAI Whisper V3. May contain recognition errors.] la la la la la

Download   .vtt ∨

00:00 ●——————————————————————————————— ?

Speed | 1.00 x ∨   ↺ ▶ ↻   🔊 Volume ————————●
                             3 sek 5 sek

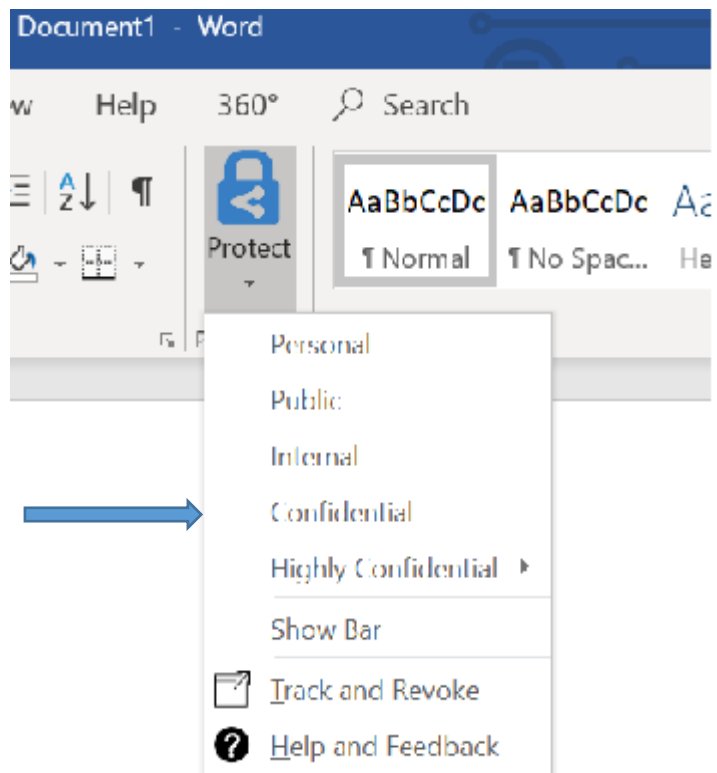| - | 13.02.25 15:57 | Open ∨   ⋮ |
| - | 22.01.25 08:40 | Open ∨   ⋮ |
| - | 22.01.25 08:37 | Open ∨   ⋮ |

Showing 4/4

Listen to the audio recording and check the auto transcribed file. The audio file must not be downloaded to your computer.

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 audio files and anonymise the interview at the end of the project

Anonymise the interview:
Personally identifiable information will be removed, re-written or categorised