OVERVIEW

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• Project creation
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Login at redcap.uchicago.edu with BSDAD or UCHAD
Getting Started

Explore the training and help resources.

Welcome to REDCap!

REDCap is a secure, web-based application for building and managing online surveys and databases. Using REDCap’s streamlined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer, and/or 2) the offline method by constructing a ‘data dictionary’ template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a brief summary video (4 min). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the Training Resources page.

Please note that any publication that results from a project utilizing REDCap should cite grant support (1 UL1 RR24975 from NCRR/NIH).

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact REDCap Administrator.

REDCap Features

- Build online surveys and databases quickly and securely - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting - Create custom queries for generating reports to view or download.
- Scheduling - Utilize a built-in project calendar and scheduling module for organizing year events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- Send files to others securely - Using Send-it, upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.
- Save your data collection instruments as a PDF to print - Generate a PDF version of your forms and surveys for printing to collect data offline.
- Advanced features - Auto-validation, calculated fields, file uploading, branching/kip logic, and survey stop actions.
On the ‘Create New Project’ tab, enter the project title and choose a purpose.

Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:

Purpose of this project:
(How will it be used?)

Start project from scratch or begin with a template?

- Create an empty project (blank slate)
- Use a template (choose one below)
Next, choose blank slate or a template, and then click ‘Create Project’.
Within the new project, you’ll see the navigational links, project title, and project setup tab.
Project development begins with designing data collection instruments. Instruments are the webpages used to enter your data into REDCap. There are two methods to design instruments: the Online Designer and the Data Dictionary.
The Online Designer is the fast, easy way to build instruments entirely online. Customize existing instruments, and create new ones.
The Online Designer makes it easy to customize existing fields and add new fields.
Many field types are available, as well as field options.
The Data Dictionary method uses a spreadsheet to build instruments. Edit your project fields in Excel, and then upload the new dictionary.
The dictionary captures the same information as the Online Designer. Each row corresponds to a field.

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Use the Data Collection section to test your instruments by entering test data. Entering test data will often lead to more instrument changes.
Test the Applications as well. The way you need the applications to function can also lead to changes to your instruments.
Use the Setup tab checklist to track your progress.

- Completed steps 2 of 7

**Main project settings**
- Use longitudinal data collection with repeating forms?
- Use surveys in this project?

**Design your data collection instruments**
Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method), in which you may use either method or both. Quick links: Download PDF of all data collection instruments OR Download the current Data Dictionary

**Enable optional modules and customizations**
- Auto-numbering for records
- Scheduling module (longitudinal only)
- Randomization module
- Designate an email field to use for invitations to survey participants

Additional customizations
When you are ready to begin entering real data, use the Setup tab to move the project to production mode.

You can delete all practice data by checking this box.
Production mode works just like development mode. Changes can still be made to the project in “Draft Mode” which has extra precautions to protect saved data.
The Online Designer and Data Dictionary can still be used to modify instruments. Click on the ‘Online Designer’.

Modify your data collection instruments in Draft Mode

Once in production, you may still modify or add fields to the project, if you desire. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method), in which you may use either method or both. Quick links: Download PDF of all data collection instruments OR Download the current Data Dictionary

Go to Online Designer or Upload Data Dictionary

Have you checked the Check For Identifiers page to ensure all identifier fields have been tagged?

Then click on ‘Enter Draft Mode’ to make and submit changes.

NOTE: The project is currently in PRODUCTION status, and thus changes cannot be made in real time to the project as when in Development status. However, changes to the project may be drafted in DRAFT MODE, after which such changes will be reviewed and approved by a REDCap administrator. Once those changes are approved, you will then receive an email confirmation informing you that those changes have taken effect on your production project.

Would you like to enter DRAFT MODE to begin drafting changes to the project?

Enter Draft Mode
FOR FURTHER HELP

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- https://cri.uchicago.edu/redcap

Email:
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