**Research Electronic Data Capture**

**REDCap**

**Training Outline**

**REDCap Version 5.2.3**

**Location:**

https://rcapdev.ouhsc.edu

**Overview:**

**REDcap Structure:**

REDCap is a browser-based, metadata-driven electronic data capture software. Programming, networking or database experience is not needed to use REDCap. It is designed to use simple interfaces that handle these details automatically. Before starting REDCap, it will be useful to be familiar with the terminology that REDCap uses.

**Project:** REDcap uses the term project to describe a set of data collection instruments that are store together for the same purpose. An analogous term to use would be a database.

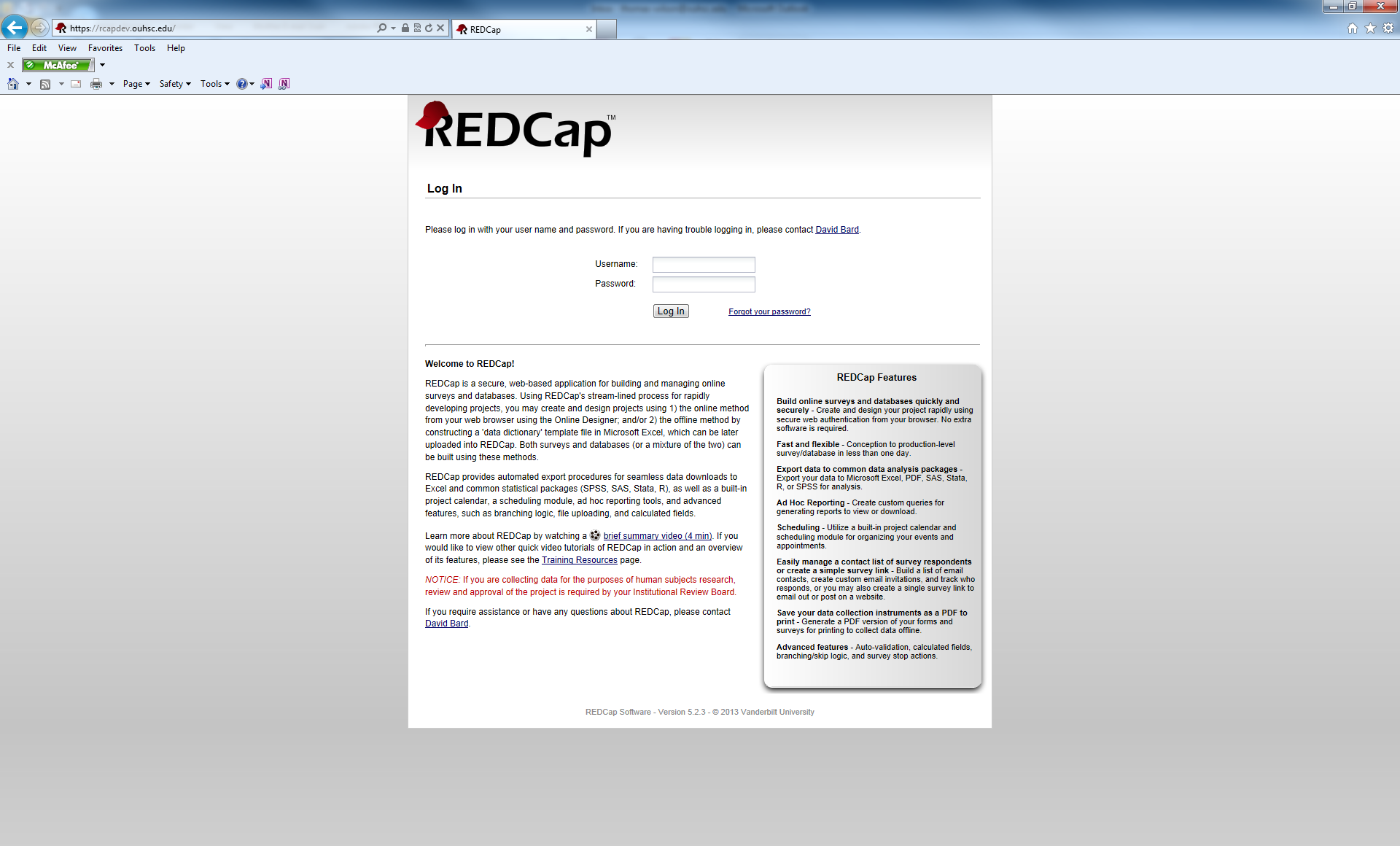
**Survey:** A survey is one of the two types of data collection instruments that REDCap utilizes. You can have multiple surveys within a REDCap project. A REDCap survey can be e-mailed to individual participants where they are given unique “Private Survey URL’s” or a survey can be made public and a “Public Survey URL” can be posted on a website. Private surveys can only be filled out one time whereas, public surveys can be filled out multiple times.

**Form:**  A form is the other type of data collection instrument within REDCap. Its intended use is in a clinical setting where a researcher enters the data into REDCap. Multiple forms can be used in a REDCap project.

Logging in

OUHSC Username:

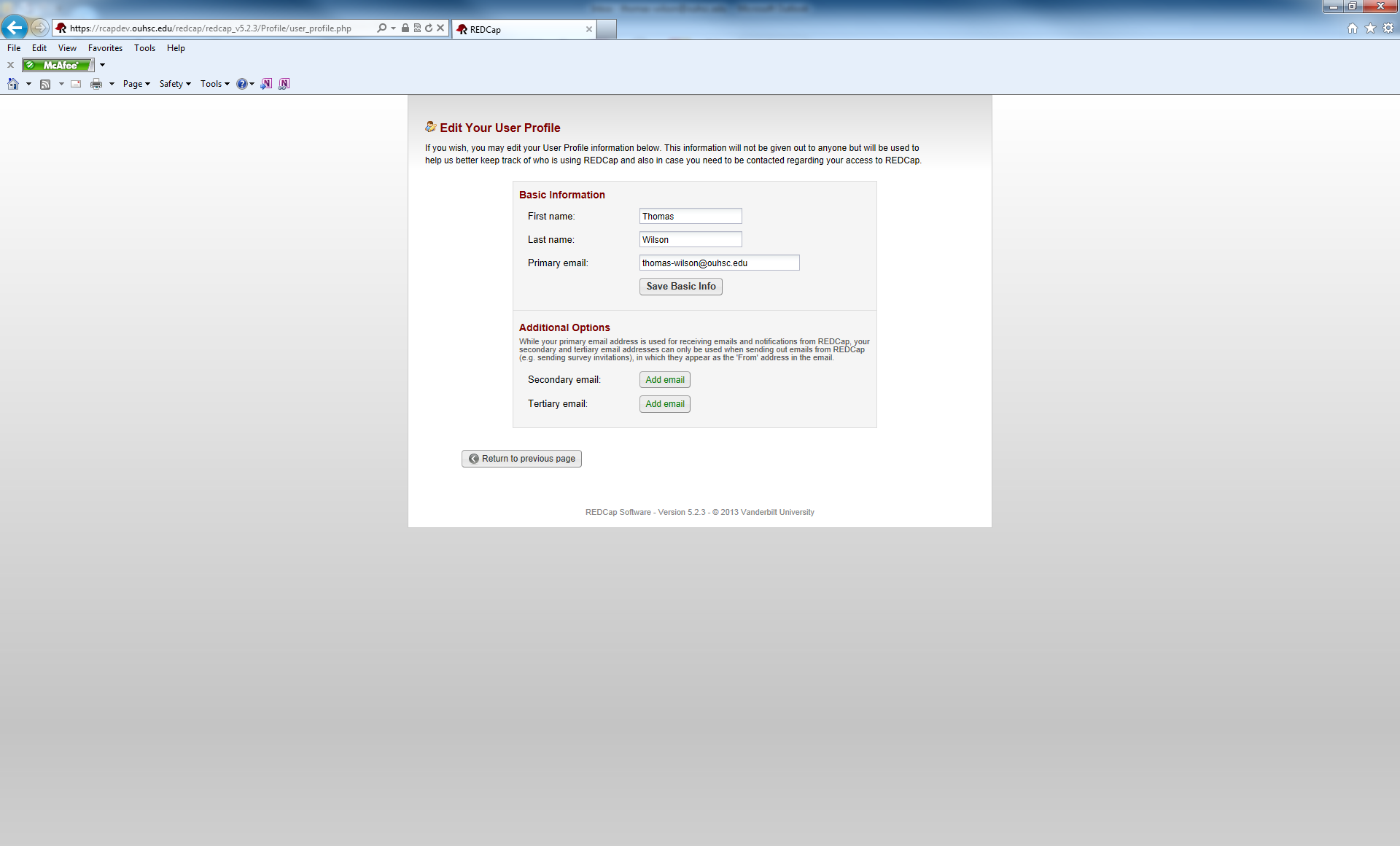
OUHSC Password



Main Menu Page



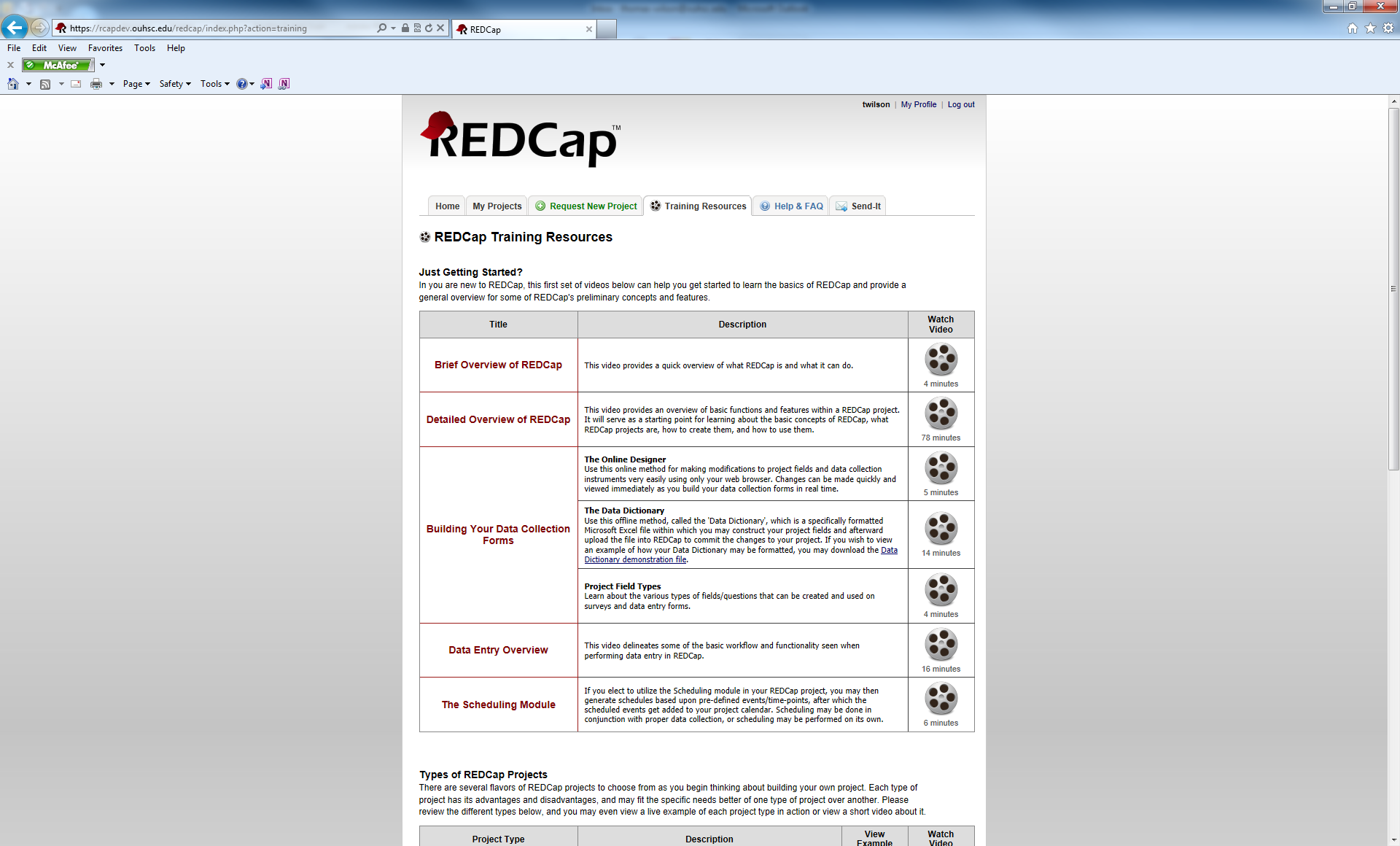
My Profile Hyperlink



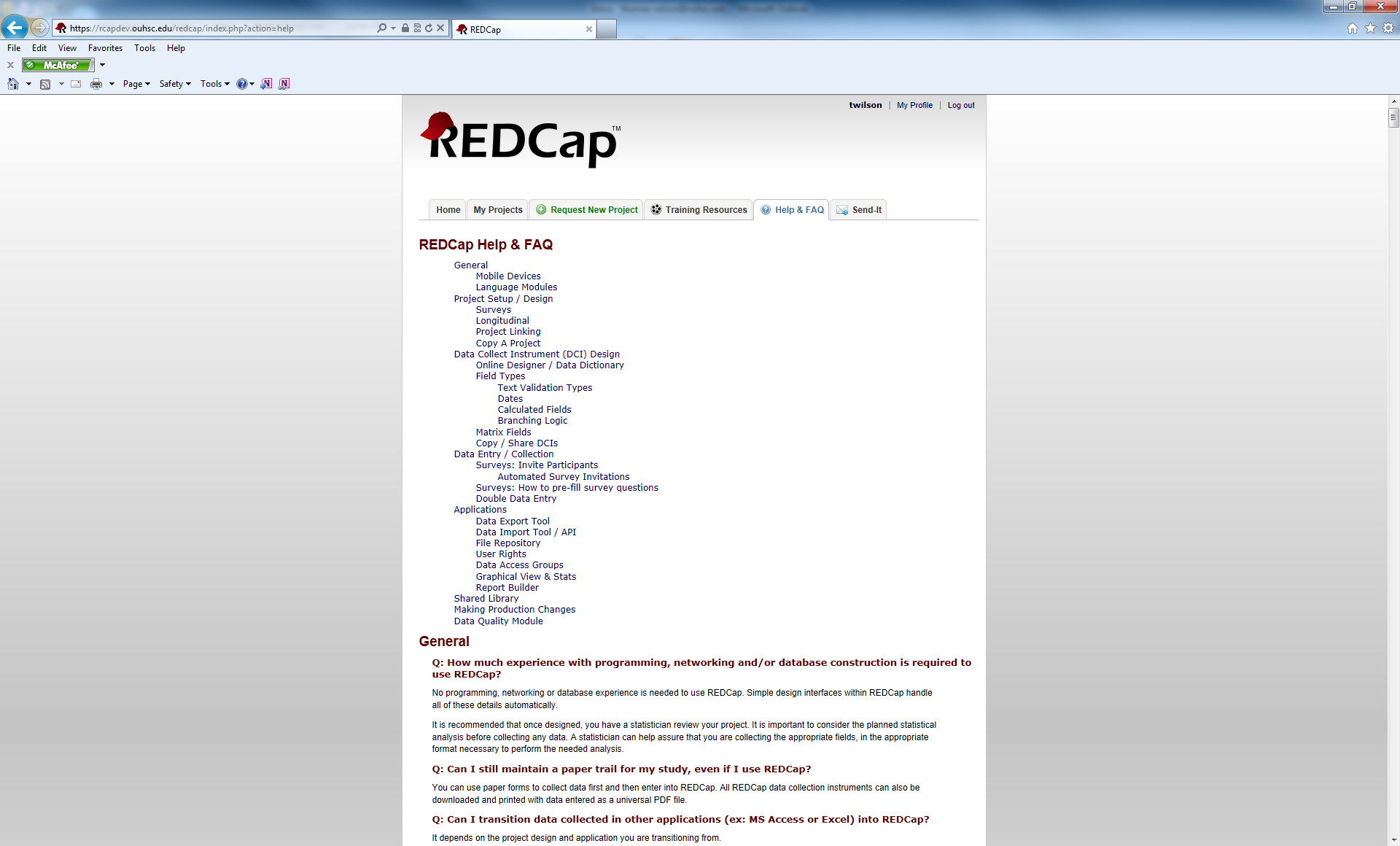
My Projects Tab

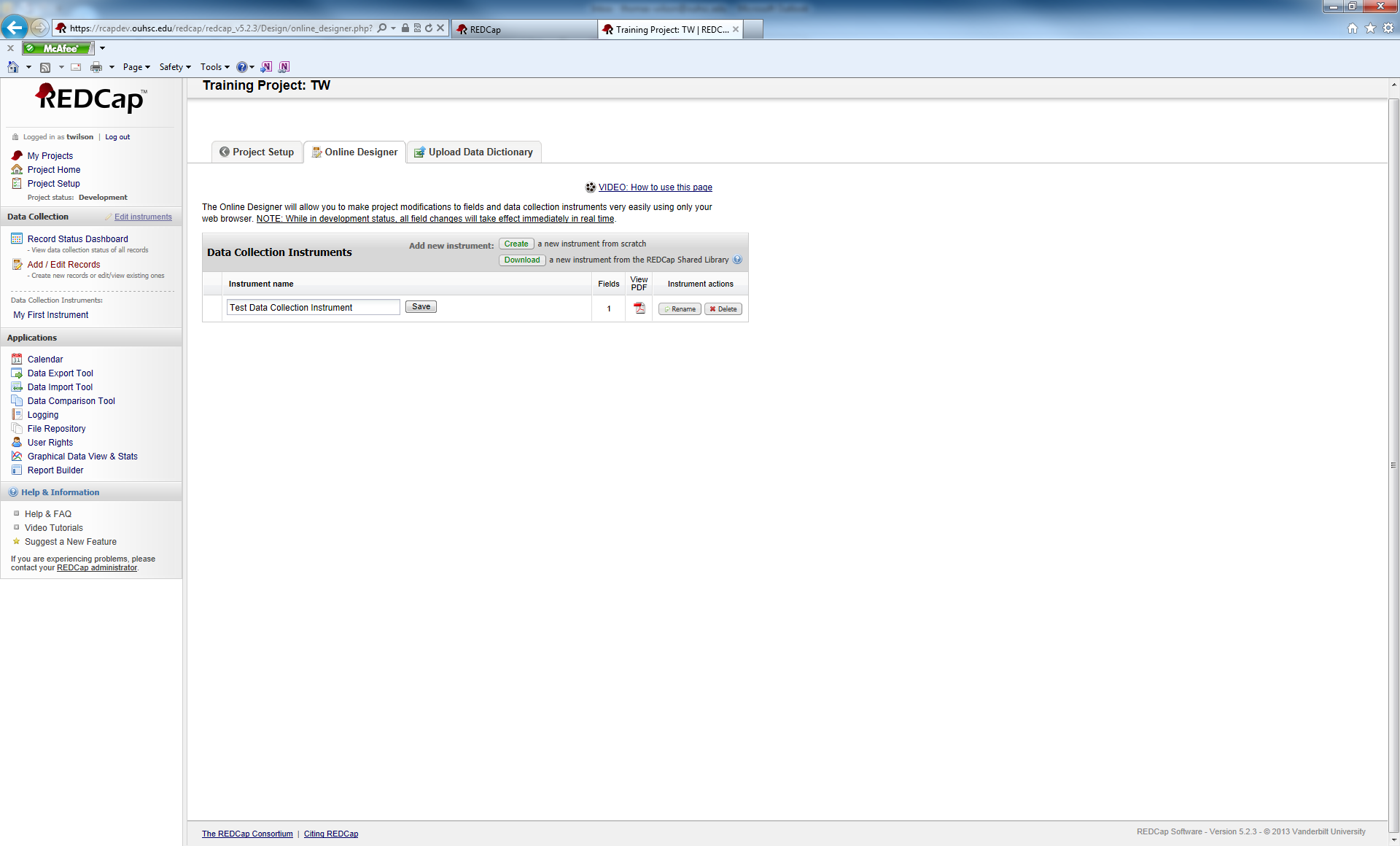


Training Resources Tab



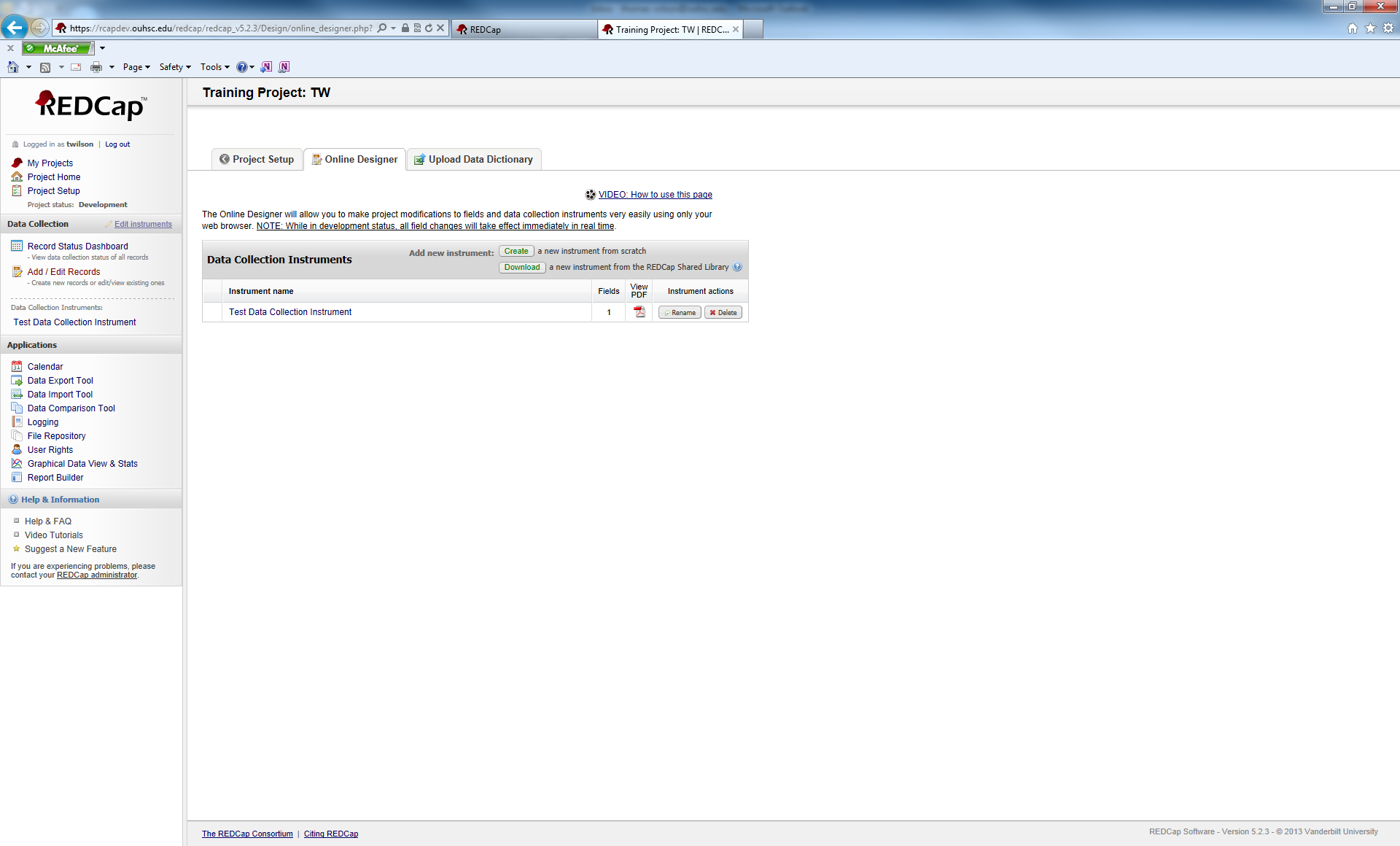
Help and FAQ Tab



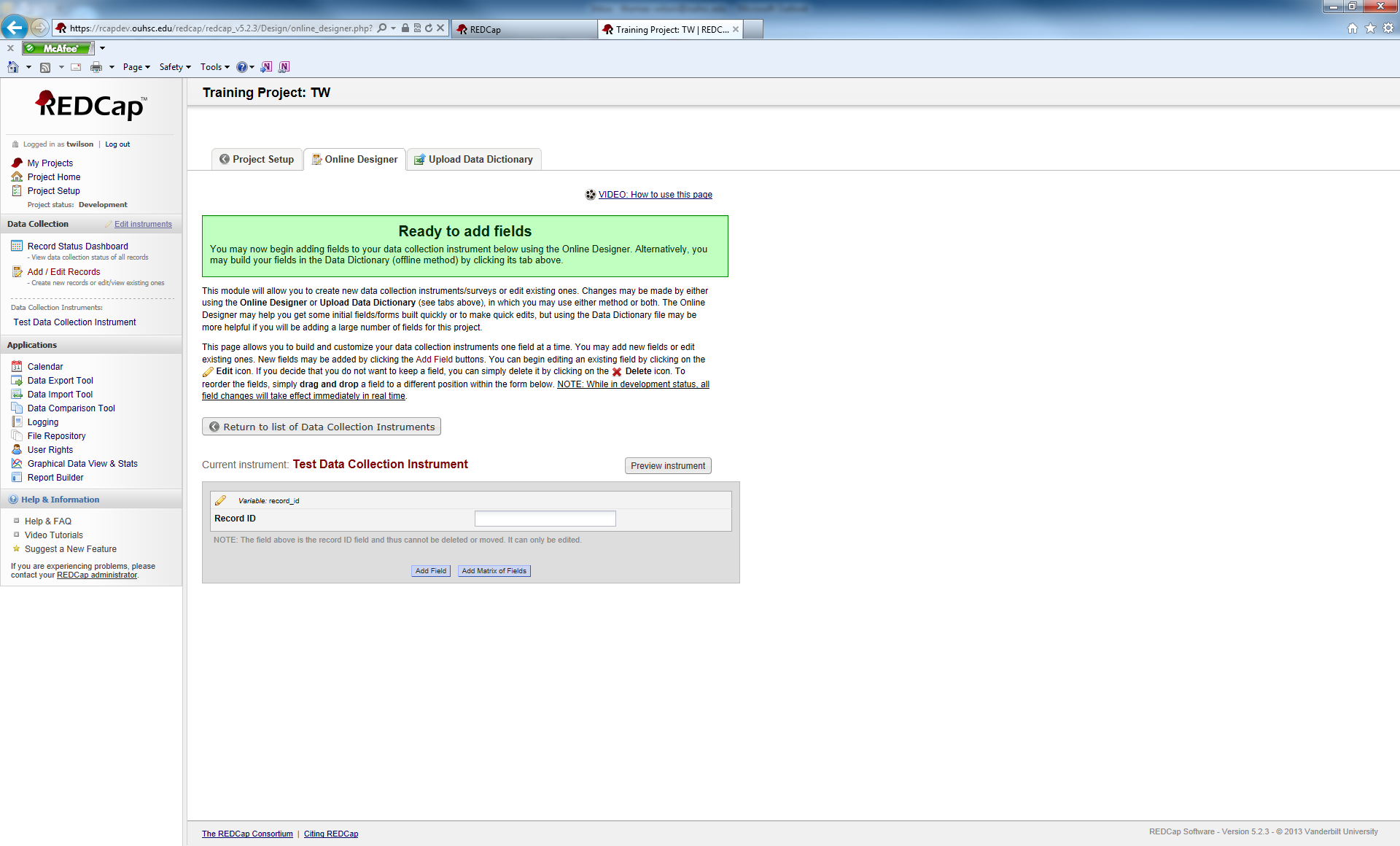


Your DCI has been renamed. Now, we can make modifications.

The nameof the DCI is hyperlinked. Click on the DCI name.

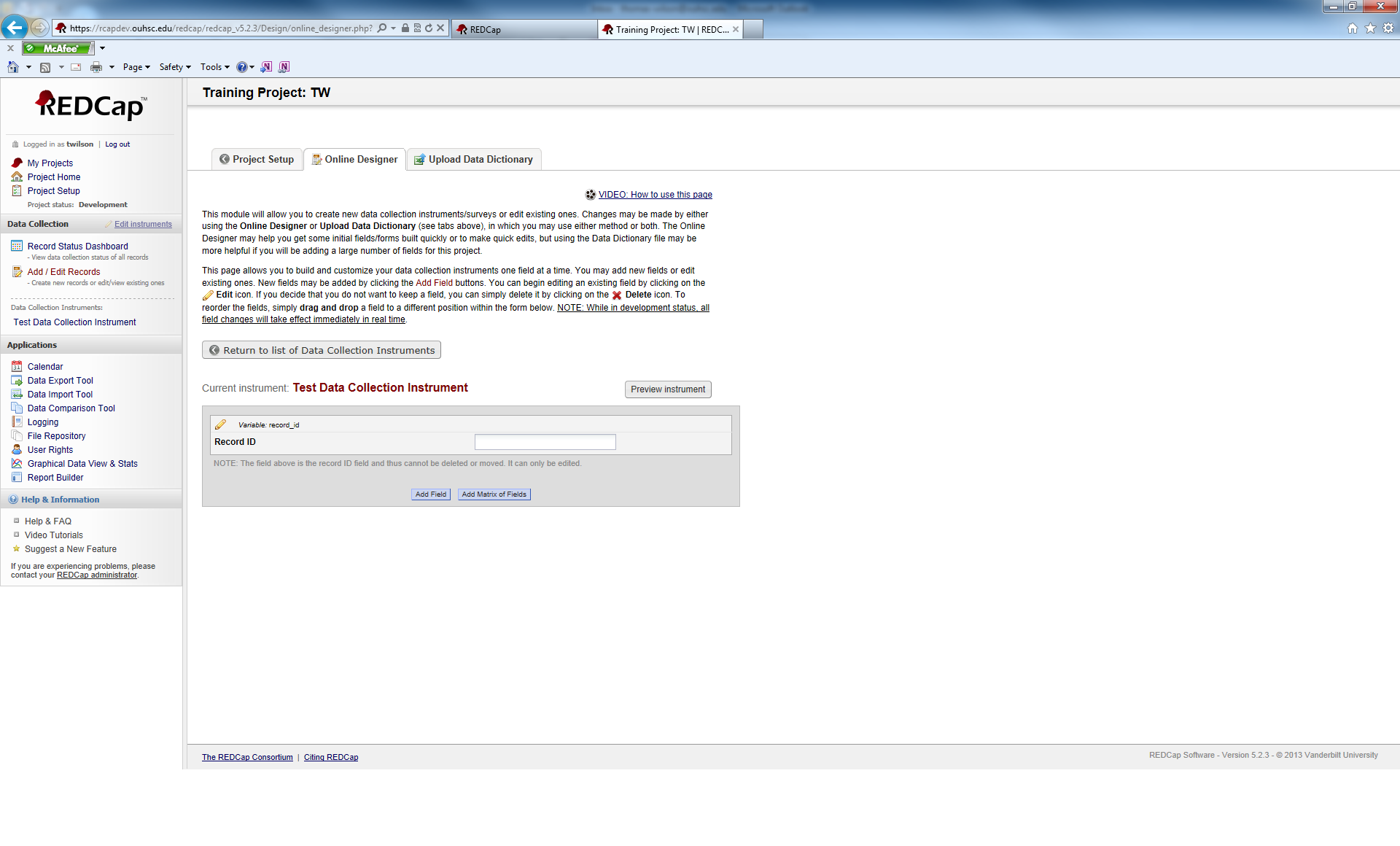


You will see the following screen.

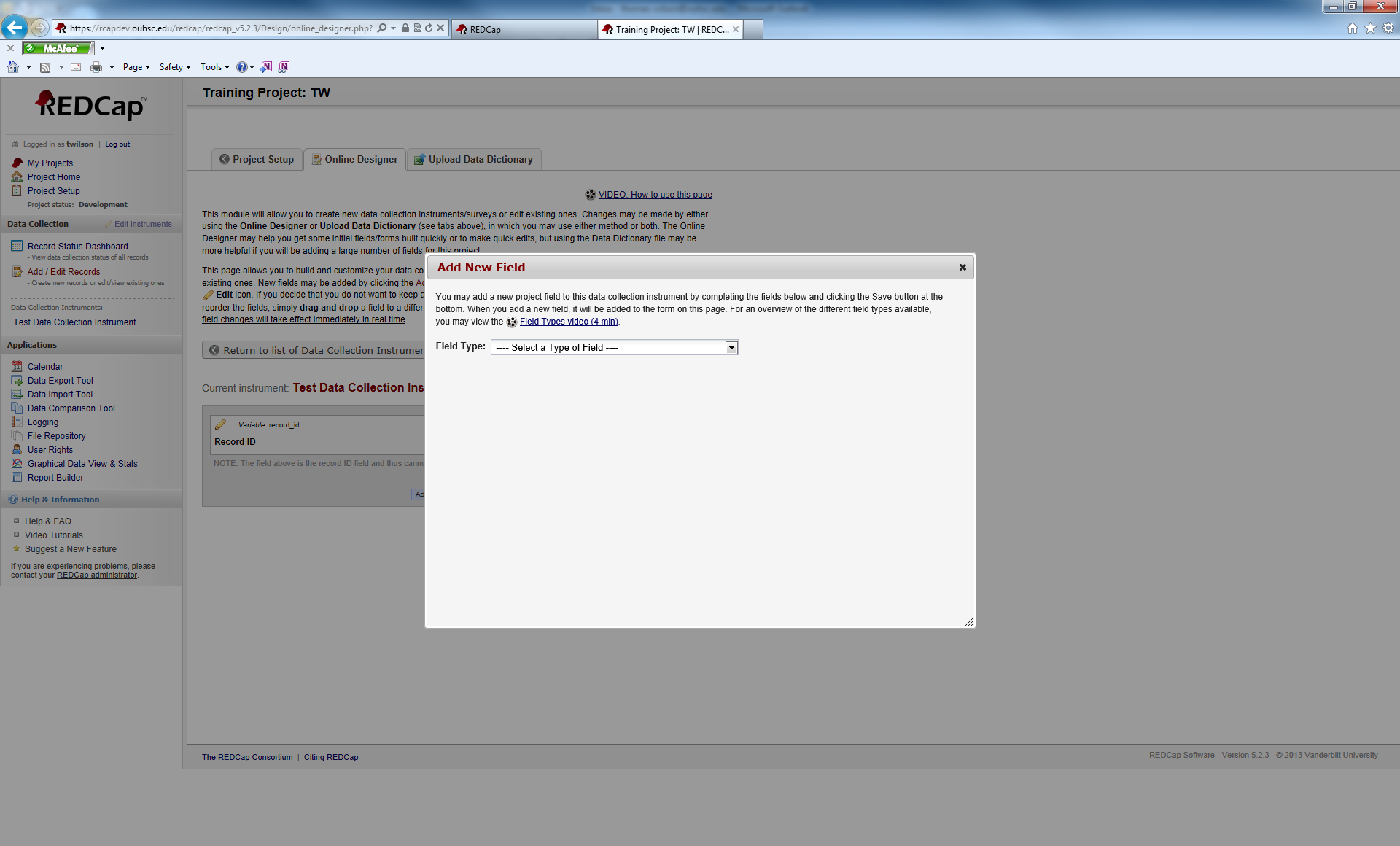


Note, you already have one variable in your DCI. Its field label is Record ID and the actual variable name is record\_id. You cannot delete or move this variable. You can change its name. Common options include, participant\_id, recruit\_id, patient\_id, etc.

We are going to add a field. Click on the Add field button.

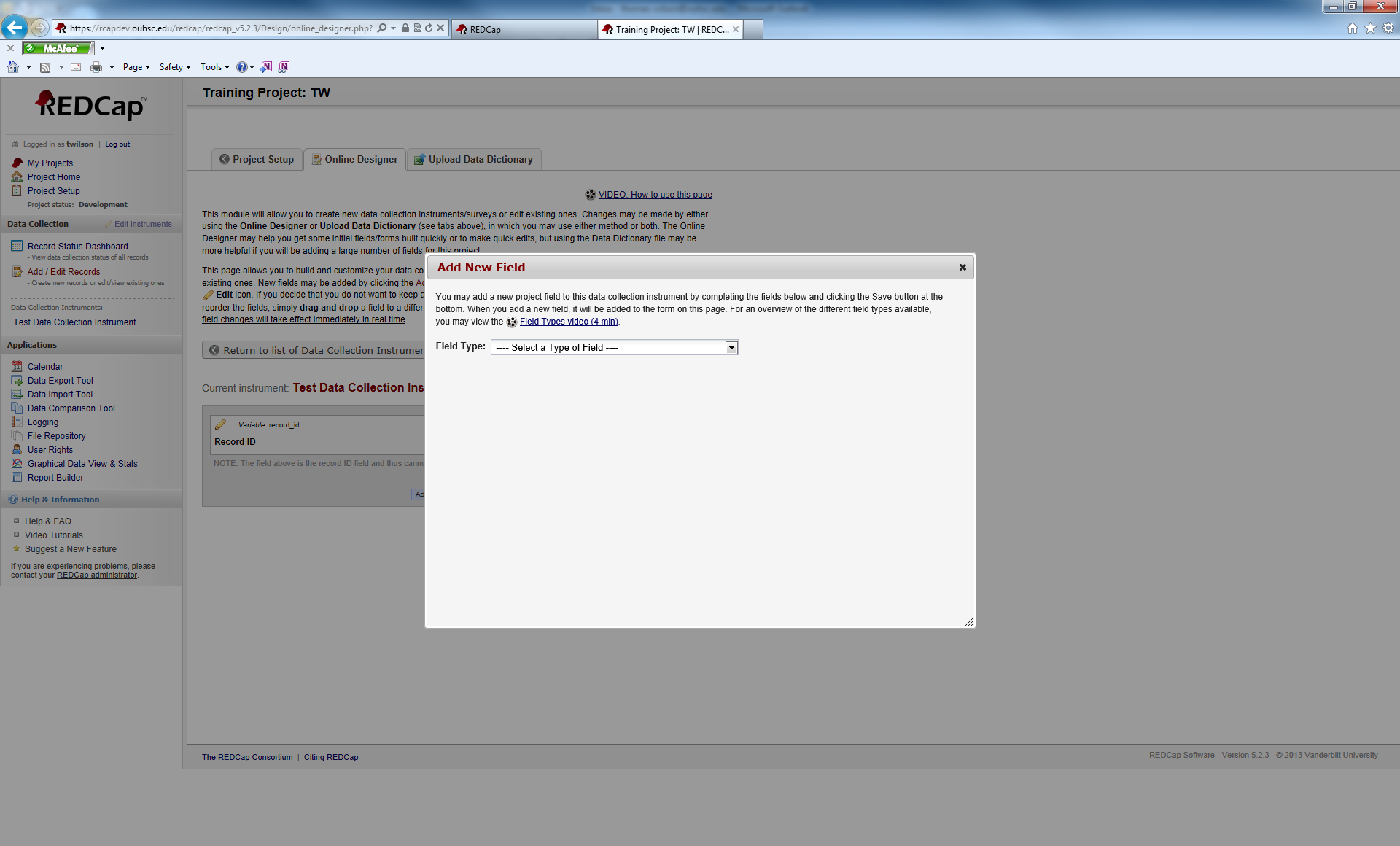


You will see the following pop-up window.

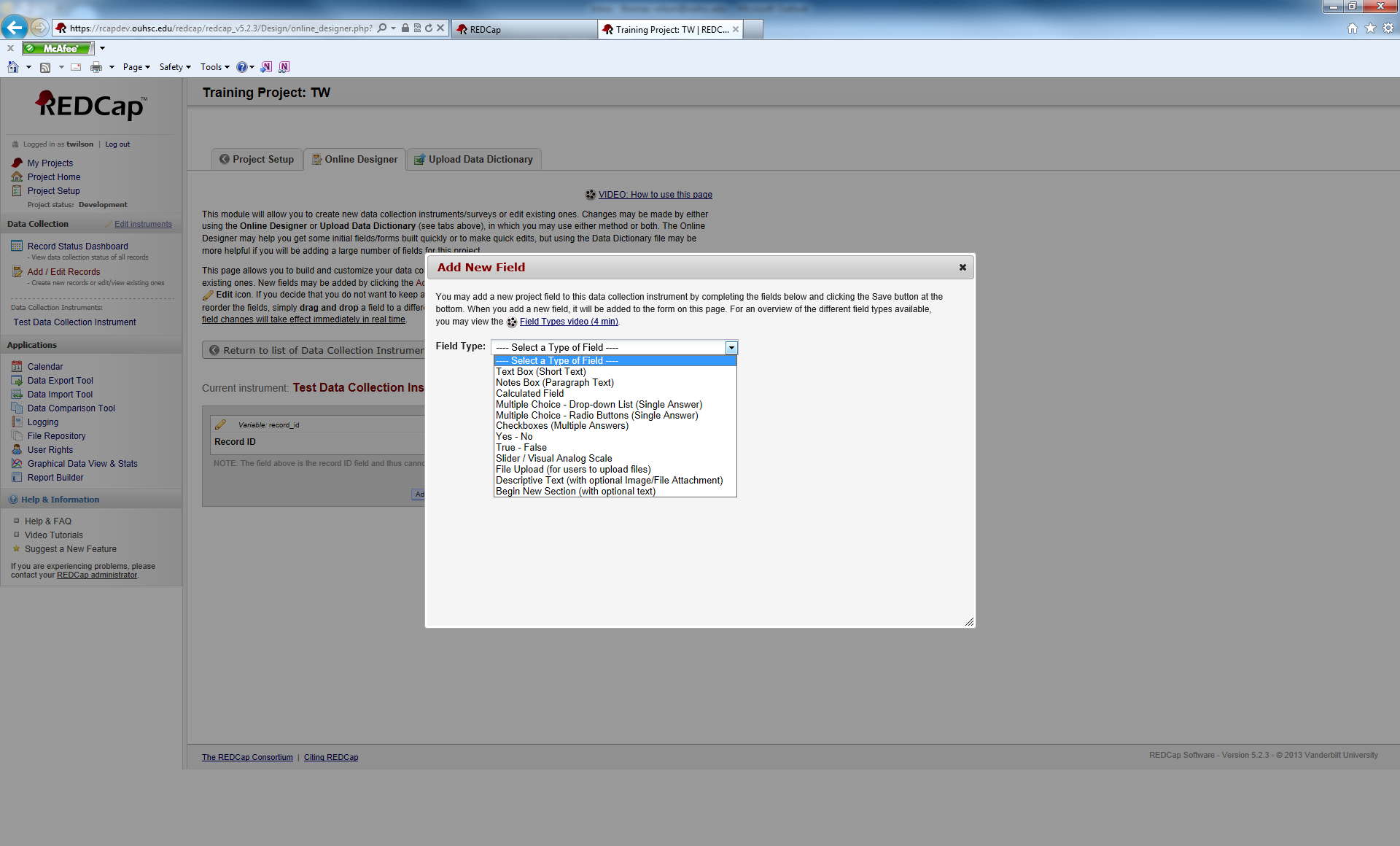


We need to select a Field Type:

Click the arrow for the drop-down menu.



Doing this will reveal all Field Type options.



Available Field Types are:

Text Box (Short Text): Use this variable for free response items that have shorter response. Common uses of this variable include: name, address, phone, number, etc.

Notes Box (Paragraph Text): This variable is used for free response items that have a longer response. Response length is virtually unlimited even though the viewing window has a limited size. Common uses of this variable include: Please describe, in detail, any medical problems you are experiencing; Researcher Notes; etc.

Calculated Field: This variable is used to perform calculations on variables. It is limited to calculations on numeric variables only. You can use logical operators. For more information about calculated fields, look at the REDCap FAQ in the main menu screen.

Multiple Choice – Drop-down list (Single Answer): This is for multiple choice items. It creates a drop-down list of available response options. Only one answer can be chosen.

Multiple Choice – Radio Buttons (Single Answer): Similar response type as the drop-down list, except it uses circular buttons that an individual clicks on to select the answer. Again, only one answer can be chosen.

Checkboxes (Multiple Answers): Gives a list of response options. Users are shown square boxes to click in and any number of the response options can be selected. Used in a “Select all that apply” situation.

Yes-No: A multiple choice radio button answer that automically gives you the Yes and No options.

True-False: Same as above, except true/false

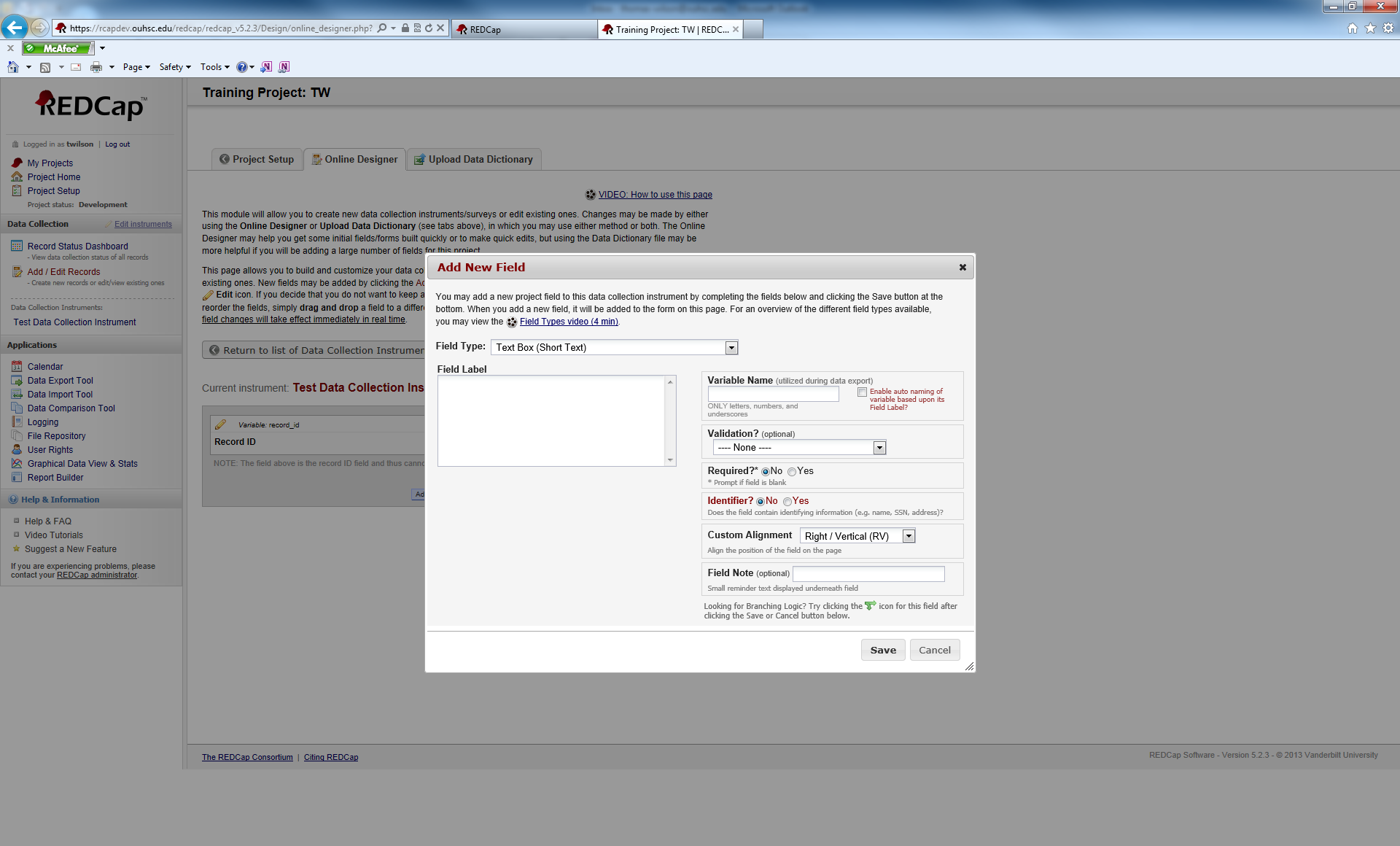
Slider/Visual Analog Scale: Creates a clickable sliding scale for users to rate an item from 0 to 100.

File Upload (for users to upload files): Users can upload pertinant documents/files as a response. It can be used to upload documentation (consent forms), scans of x-rays, etc.

Descriptive Text (with optional image/file attachment): This variable does not record any data. It is used as an informative text field to give users warnings, message, or instructions.

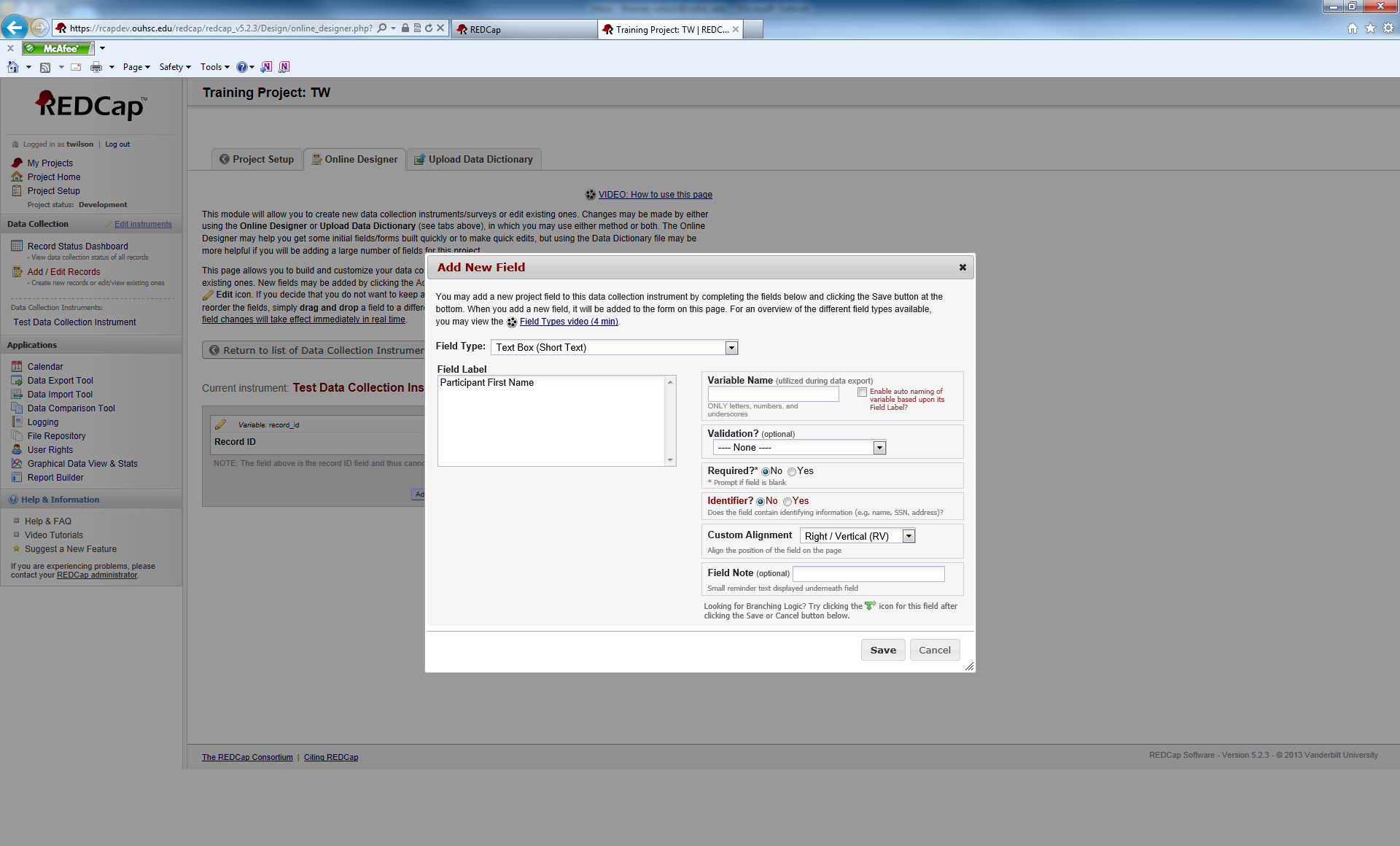
Begin New Section (with optional text): Again, this variable does not record any data. It creates a break in between sections in a form. It shows up in a different color.

In our Test Data Collection Instrument, we are going to create one of each type of variable. First we are going to select the Text Box (Short Text) option.



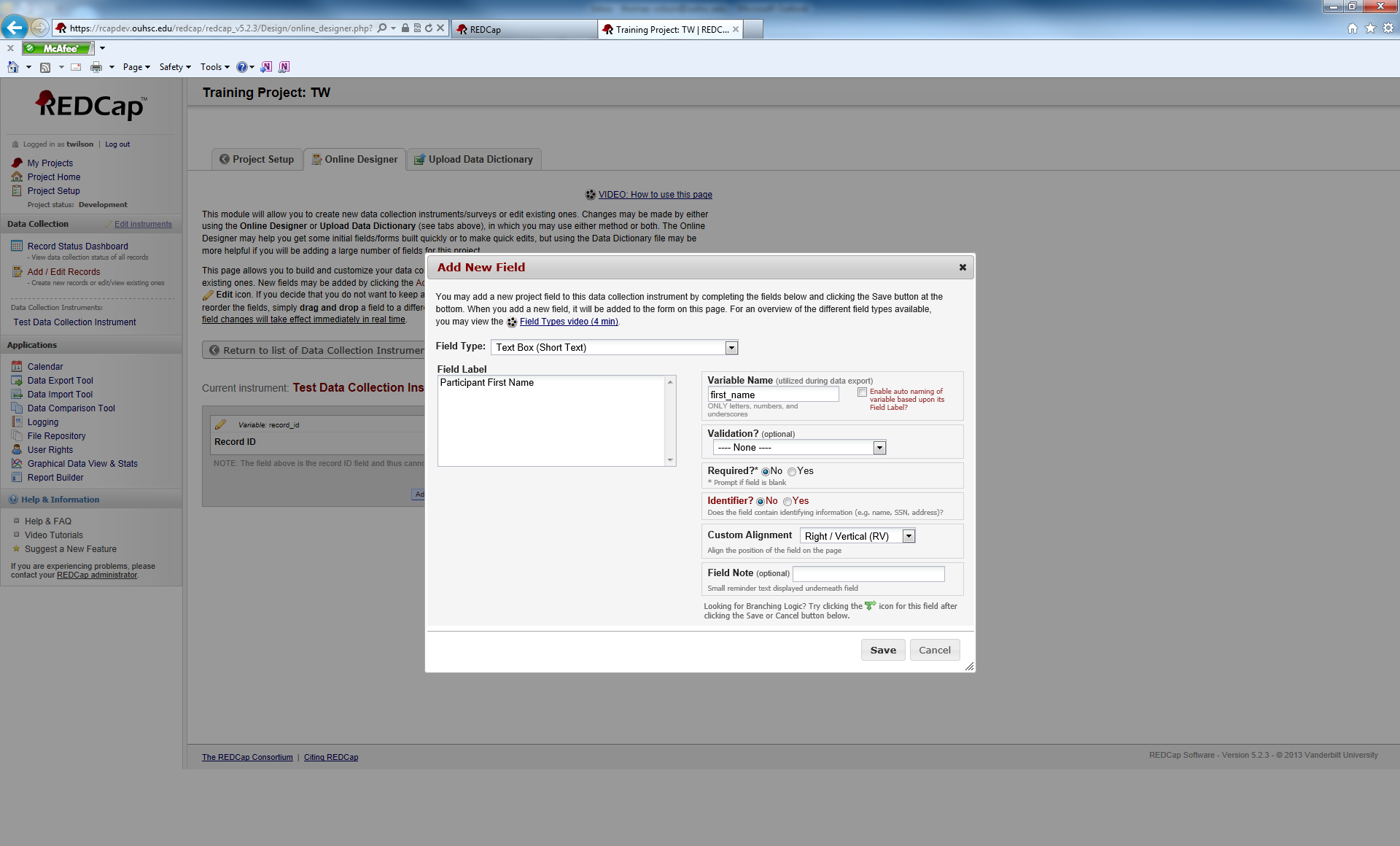
The first box to fill out is the Field Label. The field label is the text that the participant/user will see when working in REDCap.

Enter “Participant First Name” as the field label.



Next, we want to fill in the Variable Name. Underneat the text box for variable name, you will see a warning that says “ONLY letters, numbers, and underscores”. Those are the only characters you can use to name a variable. You may also see a checkbox to the right that says, “Enable auto naming of variable based upon its Field Label?”. If you choose this option, REDCap will automatically name your variables for you. It is convenient, but you have no control over the name. For now, we will leave that option unchecked and name the variables manually.

For the variable name enter, “first\_name”.



Underneath the variable name, you have an option called Validation?. Validation gives you the following choice:

Date (M-D-Y)

Date (Y-M-D)

Datetime (M-D-Y H:M)

Datetime (Y-M-D H:M)

Datetime w/ seconds (M-D-Y H:M:S)

Datetime w/seconds (Y-M-D H:M:S)

Email

Integer

Number

Phone U.S.

Time (HH:MM)

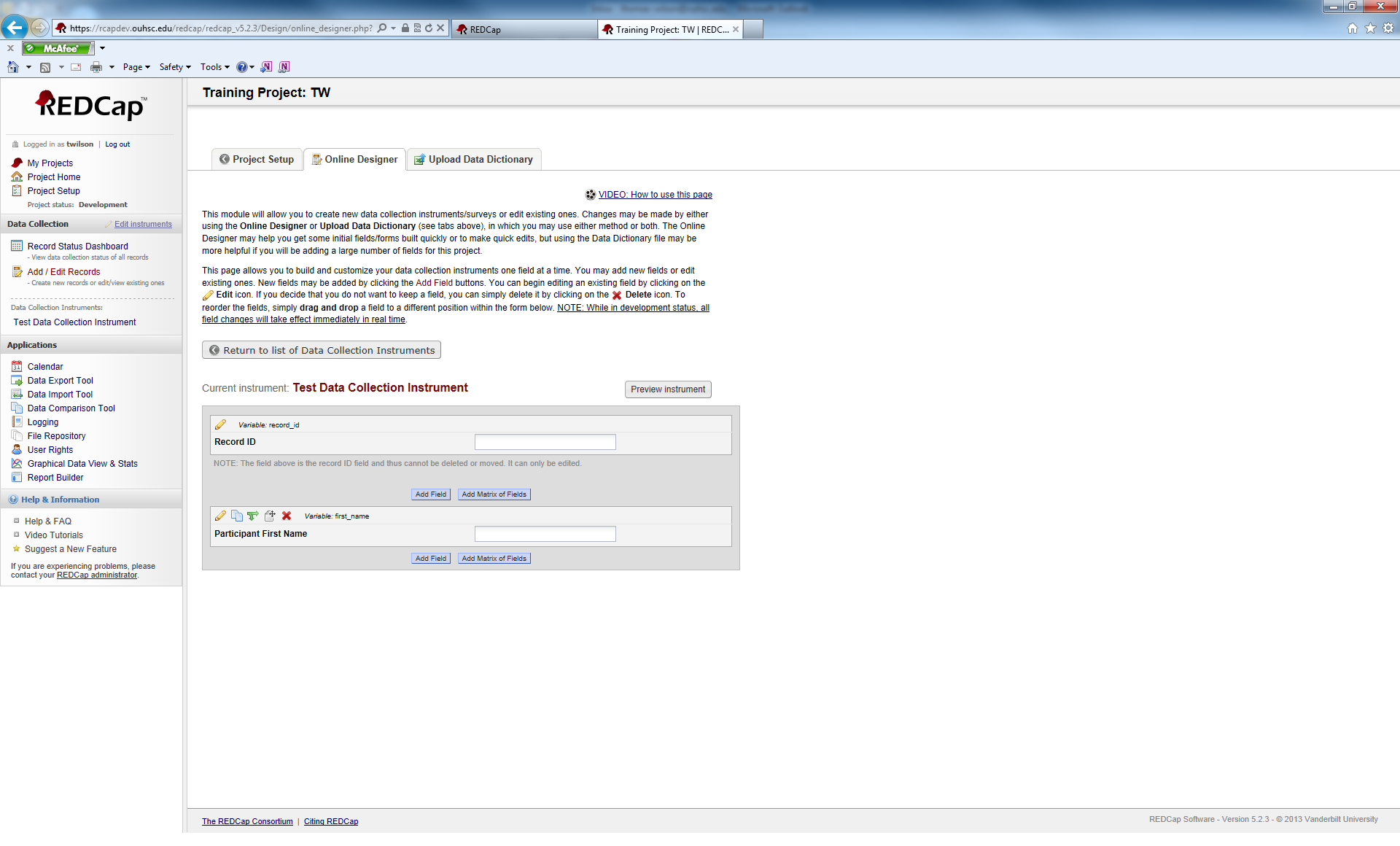
Zip Code

If you chose any of these options for a variable, the respondent/user will have to enter a value that matches the validation type.

You also have an option to make this a Required response and to mark whether or not the variable is an Identifier.

You have the option for Custom Alignment and adding a field note.

For training purposes, we will not select any of these options. Click save to create our new variable.



Your new variable will appear directly underneath the previous variable.