**REDCap Training**

All research team members who will be using REDCap must attend one of the REDCap training sessions and pass the accompanying REDCap test.

**REDCap 101 (Monthly: 2 hours)**

REDCap 101 is an introductory course covering the basic features of REDCap. All REDCap users must attend this class. This course will include the REDCap knowledge base necessary for data entry personnel to operate in different types of REDCap projects. Research team personnel who will be designing and building REDCap projects will need this course as a prerequisite for REDCap 201. The course content will include:

* REDCap Overview
* Gaining Access to REDCap
* Logging into REDCap
* Navigating the REDCap menu
* Navigating the Project menu (Data Entry)
* REDCap’s Data Collection Instruments
* Data Entry
* Using REDCap’s Calendar Feature
* Record Status Dashboard
* Report Builder

**REDCap 201 (Monthly: 2 hours)**

REDCap 201 is the follow-up course for the 101 class. This class is intended for research team personnel who will be designing and building REDCap projects. The course content will include:

* REDCap terminology
* Creating a REDCap Project
* Navigating the Project menu (Project Owner)
* Project Types
* Longitudinal Projects
* Data Collection Instruments
* Field Types
* Calculated Fields
* Branching Logic
* User Rights
* Data Access Groups
* File Repository
* Data Export

**REDCap 301 (As needed: 2 hours)**

The 301 course is the capstone course for a REDCap user. The audience for this class is for advanced users who have experience in bioinformatics and programming. The course content will include:

* Data Import
* Project Customization using HTML
* Use of the API
* Discussion on REDCap Plugins
* Asynchronous Data Capture Using REDCap

**REDCap Help Session** **(Weekly: 2 hours)**

The REDCap Help Session is an open format environment where REDCap users can ask questions regarding any aspect of REDCap, as well as, specific project-related questions. Attendees must have attended at least one of the REDCap classes prior to coming to the help session.

**REDCap Training Manuals**

The REDCap 101, 201, and 301 courses will have training manuals posted on the REDCap homepage. These manuals will include the content for their respective courses.