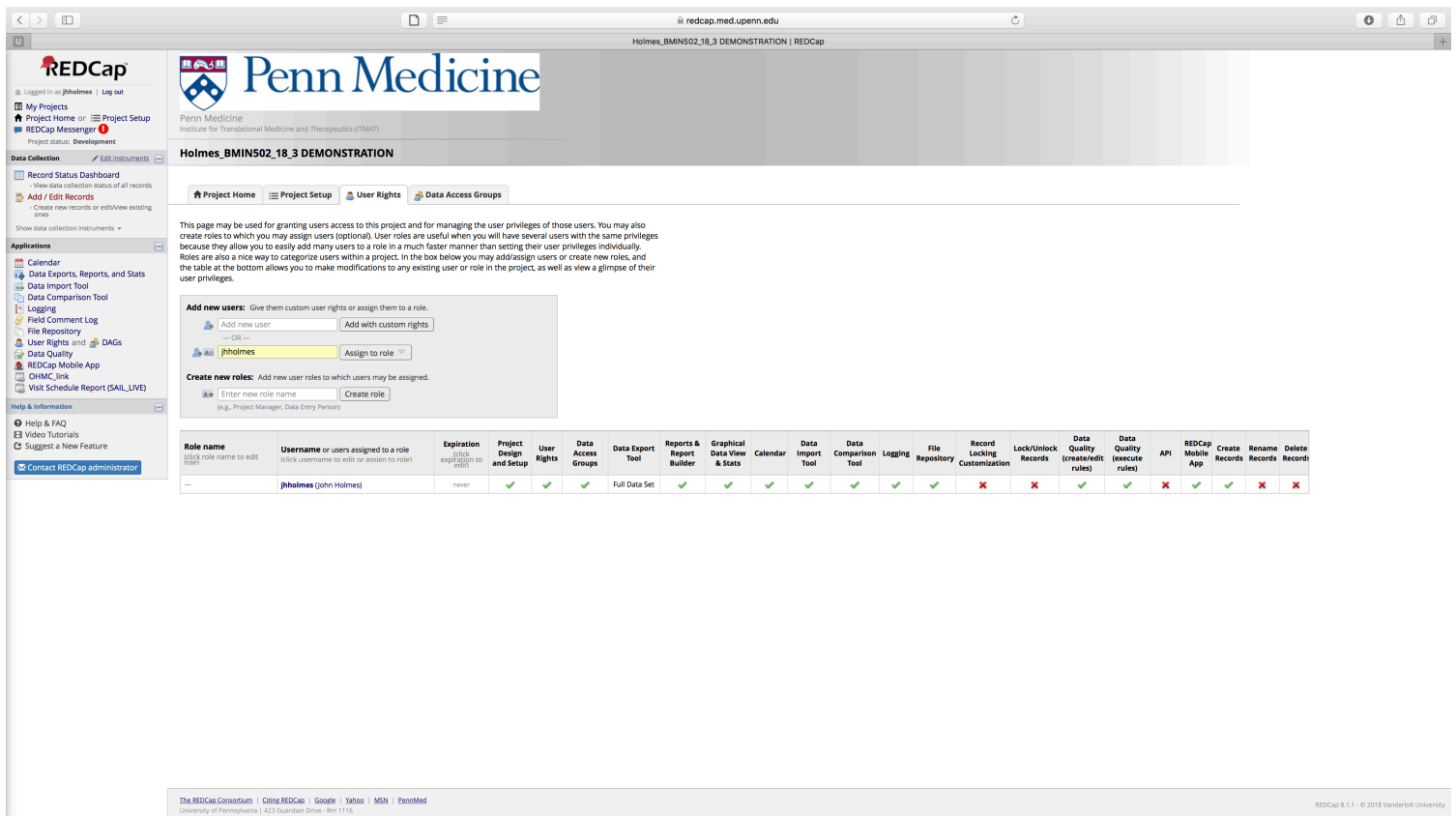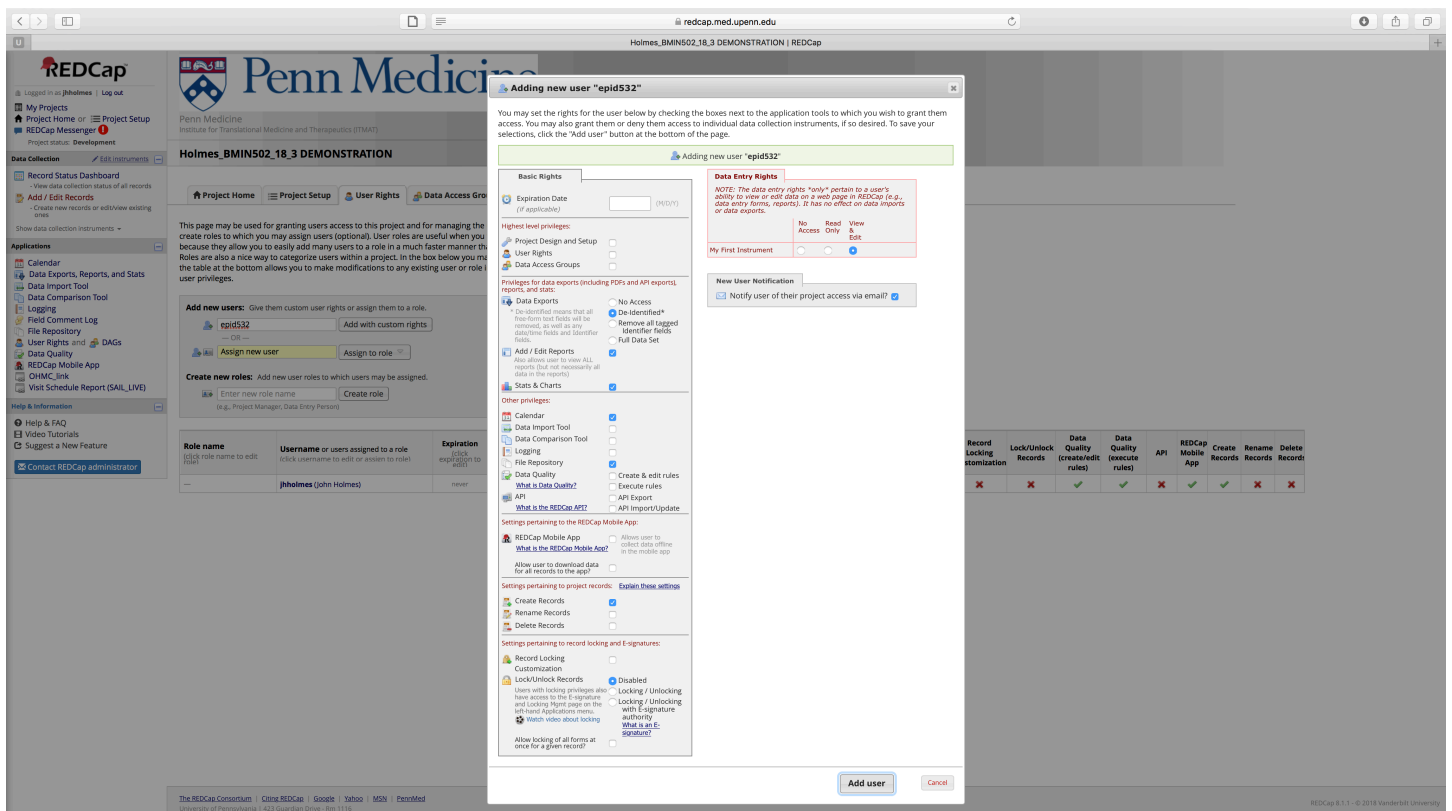**Database Theory and Applications for Biomedical Research and Practice (BMIN 502/EPID 635) Spring 2019**

REDCap Pointers

1. The main REDCap website at Vanderbilt is http://project-redcap.org/ Go there for access to information about REDCap and for the most up to date instructional videos.

2. The Penn REDCap website is: https://redcap.med.upenn.edu/ Go there to log in to your account to use REDCap (i.e., set up databases, run reports, etc.).\.

3. If you forget your username email redcap@mail.med.upenn.edu. If you forget your password, click on the link on the REDCap opening page and follow the instructions. Be sure to protect your password (e.g., no post-its on your computers, please!). Unauthorized access to your database could result in a HIPAA violation, and you *really* don't want that!

4. Do *not* enter any research project-related subject or patient data in any REDCap database until you have received IRB approval for the project! You can set up the database and populate it with test data, but no real data can be entered without IRB approval. Even then, be sure to note in REDCap the fields that are identifiers so that there is no chance you will inadvertently export them to a file for analysis.

5. For *each* REDCap lab assignment:
   a. You will be creating a new project in REDCap.
   b. Each project must be named as:
      yourlastname_BMIN502_19_X
      where "X" is the number of the assignment noted in the syllabus.
      For example, your first REDCap assignment will be labeled yourlastname_BMIN502_3.
   c. **Please make sure that <u>jhholmes</u> has been added as a user for each project with *full* access rights.** This means that you should give View and Edit data entry rights, and all basic user rights. You should also allow the creation, rename, and delete records. You should disable record locking. <u>And, please set the expiration date to May 15, 2019</u>. A screen shot of what the user rights should look like is on the back of this page. Without those rights, I can't look at or run your database. And that means that I can't grade your assignment!
   d. Do NOT put any database assignment into Production Mode. This raises all sorts of difficulties for you and especially the REDCap administrators if you need to make changes to your database.
   e. You can resubmit each assignment twice. If you resubmit, change the name of the database to **yourlastname_BMIN502_19_X_redo_Y** (where "X" is the number of the assignment noted in the syllabus and *Y i*s the number of the redo, either 1 or 2) and send me an email alerting me to the redo. I will grade the redo and assign you the highest of the grades for that assignment.

Screen shot of the User Rights and Permissions page under the Project Setup tab in REDCap.
Click on "Add with custom rights" to add new users to your project.

Screen shot of the editing or adding user rights. Make sure the checkboxes and radio buttons are checked!