

**THE
UNIVERSITY OF
ILLINOIS
AT
CHICAGO
CENTER FOR
CLINICAL
AND
TRANSLATIONAL
SCIENCE**

CCTS REDCap

Practice Workshop:

Basic Features

REDCap Practice: Basics

Please follow the below steps to create a practice project. Each step of creating this project will teach you the basic elements in using REDCap. This practice will require full access rights to create a project. If you do not have full access rights, please submit a request through the [CCTS Service system](https://webapps.cts.uic.edu/CCTS_Service_Requests/login.aspx) (https://webapps.cts.uic.edu/CCTS_Service_Requests/login.aspx).

1. Log into [REDCap](https://ccts-redcap.ihrp.uic.edu/) (<https://ccts-redcap.ihrp.uic.edu/>).
2. **Create a new project**
3. Name the project as follows: “your name__ Test date”.
4. Select “practice/just for fun” as the purpose of the project and select “create an empty project (blank slate)” then click “Create Project”.
5. Select “Project Setup” from the main menu tabs and then click “Online Designer” to start customizing your project.
6. **Create new Instruments in project:** Add two data entry forms/instruments as shown on the last two pages of this document.
7. **Add test data:** Click on the “Add/Edit Records” and enter a new record to test all your fields. You will receive an error message, if any of the branching logics or calculated fields were not set up correctly.
8. **User Right Tool:** You will add another user to your project and edit the user’s rights with no access to Data Export. On your left hand side under applications, you will click on “User Rights”.
9. **Longitudinal Tool:** In the project set up tab, enable the longitudinal data collection with defined events. Then create 3 events (baseline, 3 month, 6 month). Then you will link these three events to your project forms using the “Designate Instruments for My Events” as follows: first instrument form “Eligibility Questionnaire” will be linked to baseline event only and the second instrument form will be linked to all three events. By doing this the first form will be collected once at the baseline and the following form will be the repeated measures to see the change over time.
10. Click on “Add/Edit Records”, notice that the instrument structure is different enabling the project to longitudinal than when you completed step 7.
11. **Exporting Data:** You will click on the “Data Exports, Reports, and Stats” link on the left screen under applications. Click on the export data and then choose the CSV/Microsoft Excel (raw data) to export your data.
12. **Set up Survey:** In Project Setup, click on “Use survey in this project?” to enable the survey. In the Online Designer, click on the second form and enable the survey. You will be brought to a survey setting, enable only the “save and return later” option and save changes to complete set up.



13. **View Live Survey:** Click on “Add/Edit Records”, select an already created test data. Click on the second form and click on “Open Survey”.
14. Click on “Survey Distribution Tools”, enable the first survey from the “Public Survey Link”. Click on “participant list”, after enabling the first survey and add a participant to send the survey to your personal email other than the REDCap email. Once you receive the email for the survey, complete and submit.
15. **View Data:** Access the “Add/Edit Records” on the left side of screen under Data collection section to view your submitted data records. You can also view the survey status of each participant. Click on “Survey Distribution Tools” and in the “Participant List”, you will view all the emails that have participated in the survey.
16. **Move project to Development Mode:** After project is complete, we will go to project setting and click on the “Move project to production”. If you have data in the project, you will receive a message to delete all this data or keep the data. Click on “keep ALL data saved so far” and move to production. Once your projects move to production, you will need to wait until the REDCap admin approves the request up to 1 business day.
17. **Making changes to project in Production Mode:** Go to “Online Designer”, click on “Enter draft mode” and add an additional field to one of the forms and submit changes. Then delete a field from one of the forms but before submitting changes, click on the “view detailed summary of all drafted changes”. Notice the critical issues that will occur if this deleted field requested is submitted. Do not submit the changes.
18. **Copy Projects:** You will click on the “Other Functionality” tab and click on the “copy project” link. Review this copied project, as well as if the project copied exactly the same and the status of the copied project (production or development mode).
19. **Delete Projects:** In “Other Functionality”, click on the delete the project.

This practice sheet was created to help new REDCap users learn all basic features of creating a project. If you still have any questions or concerns, please contact the CCTS REDCap Support team via email at REDCAPIHRP@LISTSERV.UIC.EDU.



Example of Form 1

Eligibility Questionnaire

1. ID: _____ (Set number as validation using the text box field type)
2. Child's First Name: _____
3. Child's Last Name: _____
4. Parent's Email: _____ (Select 'email' as the validation option)
5. Screening Date: _____ (set format as MM/DD/YY)
6. Child's Date of Birth: _____ (Set format as MM/DD/YY)
7. Child's Age: _____ (Select 'calculated field' as the field type. Write the equation using the screening date and child's date of birth to get the calculated age)
8. English Fluency (Understand/Spoken)? Yes ☐ No ☐ (Select the Yes-No field type)
9. Ethnicity: 1) Hispanic 3) Non-Hispanic 4) Others (Select the Multiple choice-radio buttons as the field type)
10. Specify Ethnicity: _____ (use branching logic to make this field available when Ethnicity (#9))
11. Child's Height (unit in cm): _____ (Select number in the validation option)
12. Child's Weight (unit in kg): _____ (Select integer in the validation option)
13. BMI: _____ (Use Calculated field to get BMI using height (#11) and weight (#12) variables.)
14. Are you the parent or legal guardian of [child's name]? Yes ☐ No ☐ (ineligible)
15. Treated for asthma exacerbation? Yes ☐ No ☐ (ineligible)
16. Sorry you're not eligible. (Use branching logic to show this descriptive text when ineligible answers were selected for #14-15)
17. Thanks. You're eligible to participate in our research study. (Show this text when eligible answers were selected for #14-15. Also, use HTML to make text larger and in the color red (e.g. , test!))



Example of Form 2

Pediatric Asthma Caregiver's Quality of Life Questionnaire

1. During the past week, how often did you feel helpless or frightened when your child experienced cough, wheeze, or breathlessness? Would you say: [CHECK ONLY ONE RESPONSE] (Use radio button as the field type)
 7. All of the time
 6. Most of the time
 5. Quite often
 4. Some of the time
 3. Once in a while
 2. Hardly any of the time
 1. None of the time

2. Please check all that happened to your child during last week: [CHECK ALL THAT APPLIES]
(Use the checkbox as the field type)
 1. Cough
 2. Wheeze
 3. Breathlessness
 4. Skin Rash

