

An Introduction to REDCap

From the University of Colorado REDCap Administrators



Colorado Clinical and Translational
Sciences Institute (CCTS)

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

What is REDCap?

REDCap is a secure, HIPAA-compliant web app designed to streamline data collection for research studies. REDCap provides:

- An easy-to-use data entry system with data validation
- The ability to import data
- Exports to the most common statistical packages (SPSS, SAS, R, and Stata)
- Audit trails for tracking data changes and user activity
- Branching/skip logic, calculations, and answer piping to increase functionality and personalization of survey design
- Survey distribution tools (manual or automated)

? [What is REDCap? – UCD REDCap Help Center](#)

Accessing REDCap

Who can use REDCap?

REDCap at the University of Colorado is supported by the Colorado Clinical and Translational Sciences Institute (CCTSI). If you are a member of the CCTSI and your study has been approved by IRB (or you have a documented waiver of review from IRB), all REDCap-related costs are covered by the CCTSI.

University of Colorado faculty, students, and CCTSI members are granted free access to REDCap, and may be granted the right to create a REDCap project. External collaborators/users are also welcome to use our instance of REDCap, though they will not be granted the same level of permissions per our licensing agreement with the developers of REDCap, Vanderbilt University.

UCD's instance of REDCap is intended to be used for IRB-reviewed research projects, and projects in support of research. We also allow you to create testing projects, or projects used for education.

- [Become a CCTSI Member](#) - join for free!

? [Who can use REDCap? – UCD REDCap Help Center](#)

Accessing REDCap

How can I get a REDCap account?

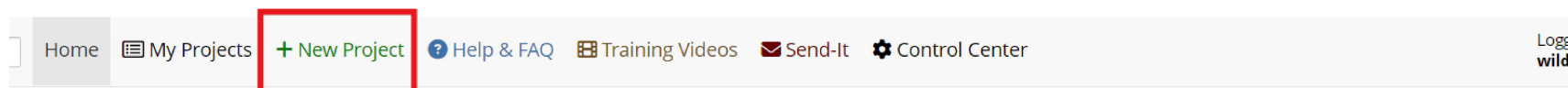
There are two account types. To receive a REDCap account of either type, you must complete the appropriate tutorial.

- Full accounts are required to work on project creation, project design/management, user management, or if you will be using APIs. [Click here to access the Full Account tutorial](#)
 - Users from the following institutions can receive full account permissions. Otherwise, the user may only receive basic account permissions.
 - University of Colorado, Children's Hospital Colorado, Colorado State University (if CCTSI affiliated - [become a CCTSI member](#)), University of Colorado Hospital, UCHHealth, Denver Health, Denver Veterans Affairs Medical Center, National Jewish Health
- Basic accounts are for simpler tasks in REDCap, such as data entry or working with survey participants. [Click here to access the Basic Account tutorial](#)

? [How do I get a UCD REDCap account? – UCD REDCap Help Center](#)

Creating a Project

[Go to REDCap](#)



Only IRB-reviewed protocol data should be stored in REDCap, unless you have received prior approval for an exception. Submit a ticket at the [UCD REDCap Help Center](#) if you have any questions.

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

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.

REDCap Features

Build online surveys and databases quickly and securely in your browser -

Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

Designer

REDCap is extremely flexible. It has features for both simple and complex project designs. We will cover just a few basics in our live demo:

- Where to find Designer
- Creating/editing an instrument
- Creating/editing fields
- Basic branching logic
- Fun shortcuts (quick modify and CTRL+G)

Data Collection

There are various methods of collecting data in your project.

- Data entry (for data collection by internal team)
- Surveys (for data collection by participants)
 - Send via a publicly distributable link/QR code, email, or SMS*
 - Invitations can be sent manually or can be programmed to be sent after meeting designated conditions
 - Advanced feature spotlight:
 - e-Consent Framework
- Imports

*SMS requires a monthly subscription to Mosio

?	Feature	Article Link
	SMS communication*	Getting a Mosio Account – UCD REDCap Help Center
	Programming survey invites	• Automated Survey Invitations – UCD REDCap Help Center • Alerts & Notifications – UCD REDCap Help Center
	Feature spotlight	• e-Consent Framework – UCD REDCap Help Center • PDF Snapshots – UCD REDCap Help Center
	Import tool	Data Import Tool – UCD REDCap Help Center

Data entry vs. survey

Data Entry **requires account & log-in*

Data Access Group: [No Assignment] ?

Invitation status: Survey options

Editing existing Record ID 14.

Event: Start

Record ID 14

This is the consent body text.

This is what it is about.

Do you consent to participate? ☐ Yes ☐ No
* must provide value [reset](#)

First name * must provide value

Last name * must provide value

Signature * must provide value [Add signature](#)

Participant DOB * must provide value Today M-D-Y

Form Status

Complete? Incomplete

Lock this instrument? ☐ Lock
If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

[Save & Exit Form](#) [Save & Stay](#) [Cancel](#)

Survey **public*

E-Consent AAA

Please complete the survey below.

Thank you!

This is the consent body text.

This is what it is about.

1) Do you consent to participate? ☐ Yes ☐ No
* must provide value [reset](#)

2) First name * must provide value

3) Last name * must provide value

4) Signature * must provide value [Add signature](#)

5) Participant DOB * must provide value Today M-D-Y

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View Data/Participant Management

In REDCap, how you choose to explore your data will depend on your needs.

- Individual Record Dashboards
 - When you want an overview of a single participant's data and their form statuses. Most helpful for individual participant management or data verification.
- Record Status Dashboards
 - When you want a birds-eye view of all records and all form statuses. Most helpful for participant management.
- Reports
 - When you want a filtered dataset containing specific data points from that record. This is useful for both participant management and simplifying datasets for export.

? [Record Status Dashboards – UCD REDCap Help Center](#)

Exporting data

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Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats**
- Data Import Tool
- Data Comparison Tool
- Logging and Email Logging
- Field Comment Log
- File Repository
- User Rights and DAGs

My Reports & Exports

	Report name	View/Export Options
A	All data (all records and fields)	View Report Export Data Stats & Charts
B	Selected instruments (all records)	Make custom selections

[+ Create New Report](#)

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

Choose export format

- ☒ CSV / Microsoft Excel (raw data)
- ☐ CSV / Microsoft Excel (labels)
- ☐ SPSS Statistical Software
- ☐ SAS Statistical Software
- ☐ R Statistical Software
- ☐ Stata Statistical Software
- ☐ CDISC ODM (XML)

De-identification options (optional)

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

Known Identifiers:

- ☐ Remove All Identifier Fields (tagged in Data Dictionary)
- ☐ Hash the Record ID field (converts record name to an unrecognizable value)

Free-form text:

- ☐ Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- ☐ Remove Notes/Essay box fields

Date and datetime fields:

- ☐ Remove all date and datetime fields
- OR
- ☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record)
[What is date shifting?](#)
- ☐ Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)

[Deselect all options](#)

Additional export options

- ☒ Export survey identifier field and survey timestamp field(s)?

Advanced data formatting options

Export blank values for gray Form Status?

All Form Status fields with a gray status icon can be exported either as a blank value or as "0" (Incomplete). Hint: Blank values are recommended if the data will be imported back into REDCap, in which this preserves the gray status icons for all the imported records.

Export gray Form Status fields with value of "0" ▾

Set CSV delimiter character

Set the delimiter used to separate values in the CSV data file (only valid for CSV Raw Data and CSV Labels export formats):

.(comma) - default ▾

Force all numbers into a specified decimal format?

You may choose to force all data values containing a decimal to have a specified decimal character (comma or period/full stop). This will be applied to all calculations and number-validated text values in the export file.

Use fields' native decimal format (default) ▾

NOTE: Your data formatting selections above will be remembered in the future and will be pre-selected upon your next export.

[Export Data](#) [Cancel](#)

Need help?

Explore articles or contact the team by submitting a ticket



UCD REDCap Help Center (<https://redcapucdenver.zendesk.com/hc/en-us>)

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