

REDCAP INSTRUCTIONS

The following instructions include a brief overview of the following key tasks:

1. Accessing the Best Practices project
2. Adding additional users to REDCap
3. Exporting Data from RedCap

Please see the websites below if you require additional resources on how to manage projects.

- <https://www.wchri.org/redcap>
- <https://projectredcap.org/resources/videos/>


You may also contact redcap@ualberta.ca with any REDCap related questions you may have.

Regular face-to-face REDCap training sessions are available free of charge. You may view the sessions and register at <https://www.wchri.org/redcap-sessions>

ACCESSING THE BEST PRACTICES PROJECT





Logging into REDCap

1. Go to <https://redcap.ualberta.ca>
2. Enter your username and password.
3. Choose a verification method. Then follow the instructions provided on the screen.

 **Two-step verification for REDCap login** ✕

Select an option below to complete the second half of REDCap's two-step verification login process. You will not be able to access REDCap until you have completed this verification step.

Don't prompt me with two-step login on this computer for 3 days

<input type="radio"/>		Google Authenticator: Open the Google Authenticator app on your mobile device to get the verification code associated with your REDCap user account.
<input type="radio"/>		Email: Send an email containing your verification code to your email account. Send to mkd@ualberta.ca
<input type="radio"/>		SMS Message: Send an SMS text message containing your verification code to the phone number below (standard message and data rates apply). Not available: This option cannot be used because you do not have a phone number associated with your REDCap account. A phone number can be added to your account on your My Profile page in REDCap *after* you log in using one of the other methods on this page.
<input type="radio"/>		Phone Call: Make a call to the phone number below. Not available: This option cannot be used because you do not have a phone number associated with your REDCap account. A phone number can be added to your account on your My Profile page in REDCap *after* you log in using one of the other methods on this page.

REDCAP INSTRUCTIONS

ACCESSING THE BEST PRACTICES PROJECT CONTINUED

4. You will see the FASD Best Practices Phase 3 project.

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

ATTENTION REQUESTED: You have not accessed the User Access Dashboard yet. It is recommended that you access the User Access Dashboard at least once each calendar month to review which users still have access to your projects.

Go to [User Access Dashboard](#)

Project Title	Records	Fields	Instrument	Type	Status
FASD Best Practices Phase 3	75	465	8 surveys		

5. Clicking on the FASD Best Practices Phase 3 link will take you to the Project Home page.

The screenshot shows the REDCap Project Home page for the 'FASD Best Practices Phase 3' project. The page is divided into several sections:

- Navigation:** A sidebar on the left contains 'My Projects', 'Project Home', 'Project Setup', 'REDCap Messenger', 'Data Collection', 'Applications', and 'Reports'.
- Header:** The top of the page features the REDCap logo, the University of Alberta logo, and the project title 'FASD Best Practices Phase 3'.
- Quick Tasks:** A central section titled 'Quick Tasks' lists several actions: 'Codebook', 'Manage Survey Participants', 'Export data', 'Create a report', 'Check data quality', 'User Rights', 'Online Designer and Data Dictionary Upload', and 'Data Access Groups'. Each task includes a brief description of its function.
- Project Dashboard:** A section titled 'Project Dashboard' provides general information, including a table of 'Current Users (7)' and 'Project Statistics'.

User	Expires
alau (Amanda Lau)	never
elhassar (Btissam El Hassar)	never
jpel (Jacqueline Pel)	never
mkd (Melissa Tremblay)	never

Records in project	75
Most recent activity	03-04-2018 09:33
Space usage for docs	5.04 MB

Time	Date	Description
		No upcoming events

REDCAP INSTRUCTIONS

ADDING ADDITIONAL USERS TO REDCAP

Adding new users requires two steps. First, you need to request that a REDCap account be created for the person you would like to add to the project. Second, you need to add the new user to your project.

1. Adding new users who do not already have a REDCap account:
 - Email redcap@ualberta.ca. Provide them with the name and the email address of the person you wish to add.
 - They will send you a confirmation email saying they have added the person as a REDCap user, and that you can go ahead and add them to your project.
 - The new user will receive a separate email with details on setting up their password.
2. Adding new users who already have a REDCap account to your project:
 - Under Project Home, click User Rights.
 - You will see the following screen. In the box next to “Assign to role,” type the name of the person you wish to add. Then choose the appropriate role: CSS (i.e., read only), Data Entry, Principal Investigator, Project Administrator).

REDCap University of Alberta
Women & Childrens Health Research Institute

Logged in as mkd | Log out

My Projects
Project Home or Project Setup
Project status: Production

Data Collection
Manage Survey Participants
Record Status Dashboard
Add / Edit Records

Applications
Calendar
Data Exports, Reports, and Stats
Data Comparison Tool
Logging
Field Comment Log
File Repository
User Rights and DAGs
E-signature and Locking Mgmt
Data Quality
External Modules
Request a New Project
REDCap Training Registration
Support Materials
Data Privacy Policy

Reports
Emails do not match

Help & Information
Help & FAQ
Video Tutorials

FASD Best Practices Phase 3

Project Home | Project Setup | **User Rights** | Data Access Groups

This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

Add new users: Give them custom user rights or assign them to a role.

Add new user Add with custom rights

OR

Assign to role

Create new roles: Add new user roles to which users may be assigned.

Enter new role name Create role
(e.g., Project Manager, Data Entry Person)

Role name <small>(click role name to edit role)</small>	Username or users assigned to a role <small>(click username to edit or assign to role)</small>	Expiration <small>(click expiration to edit)</small>	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool	Reports & Report Builder	Graphical Data View & Stats	Manage Survey Participants	Calendar	Data Import Tool	Data Comparison Tool	Logging
--	---	---	--------------------------	-------------	--------------------	------------------	--------------------------	-----------------------------	----------------------------	----------	------------------	----------------------	---------

REDCAP INSTRUCTIONS

EXPORTING DATA FROM REDCAP

1. On the left hand side under Applications, click Data Exports, Reports, and Stats.
2. You may choose to export All data or Selected instruments and/or events.
3. Click Export Data

The screenshot shows the REDCap interface for the 'FASD Best Practices Phase 3' project. The left sidebar is expanded to 'Applications', where 'Data Exports, Reports, and Stats' is selected. The main content area shows the 'Data Exports, Reports, and Stats' module. It includes a 'VIDEO: How to use Data Exports, Reports, and Stats' link and three buttons: 'Create New Report', 'My Reports & Exports', and 'Other Export Options'. Below this is a descriptive paragraph about the module's capabilities. The 'My Reports & Exports' table is visible, showing two reports: 'A All data (all records and fields)' and 'B Selected instruments and/or events (all records)'. The 'All data' report has buttons for 'View Report', 'Export Data', and 'Stats & Charts'. The 'Selected instruments and/or events' report has a 'Make custom selections' button. Below the table is a '+ Create New Report' button.

4. A new window will appear. Choose your preferred export format - CSV/Microsoft Excel (raw data), CSV/Microsoft Excel (labels), or SPSS Statistical Software. Remove all identifying information by checking off Remove all tagged identifier fields.

The screenshot shows the 'Exporting "All data (all records and fields)"' dialog box. It prompts the user to '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.' The 'Choose export format' section has radio buttons for: 'CSV / Microsoft Excel (raw data)', 'CSV / Microsoft Excel (labels)', 'SPSS Statistical Software', 'SAS Statistical Software', 'R Statistical Software', 'Stata Statistical Software', and 'CDISC ODM (XML)'. The 'De-identification options (optional)' section is expanded, showing checkboxes for: 'Remove all tagged 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', 'Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) What is date shifting?', and 'Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)'. The 'Additional export options' section has a checked checkbox for 'Export survey identifier field and survey timestamp field(s)?'. The 'Export Data' button is highlighted.

REDCAP INSTRUCTIONS



EXPORTING DATA FROM REDCAP CONTINUED

5. A new window will appear. Under click icon(s) to download, select SPSS or Data CSV.



The data export was successful, and your data is now ready to be downloaded. Click the download icon(s) below on the right to download your data file. If exporting to a specific statistical analysis package, you will additionally need to download the syntax file that is provided for that stats package. For more details, follow the instructions in the box below.

Citation Notice
Please **cite the REDCap project when publishing manuscripts** (citation information and template methods language are [available here](#)).

	CSV / Microsoft Excel (raw data) You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (i.e. raw data). <i>NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.</i>	Click icon(s) to download:  <input type="checkbox"/> Send file?
---	--	---

Close

6. Double click on the FASDBestPractices csv (Excel) or SPSS file to open and save it.

