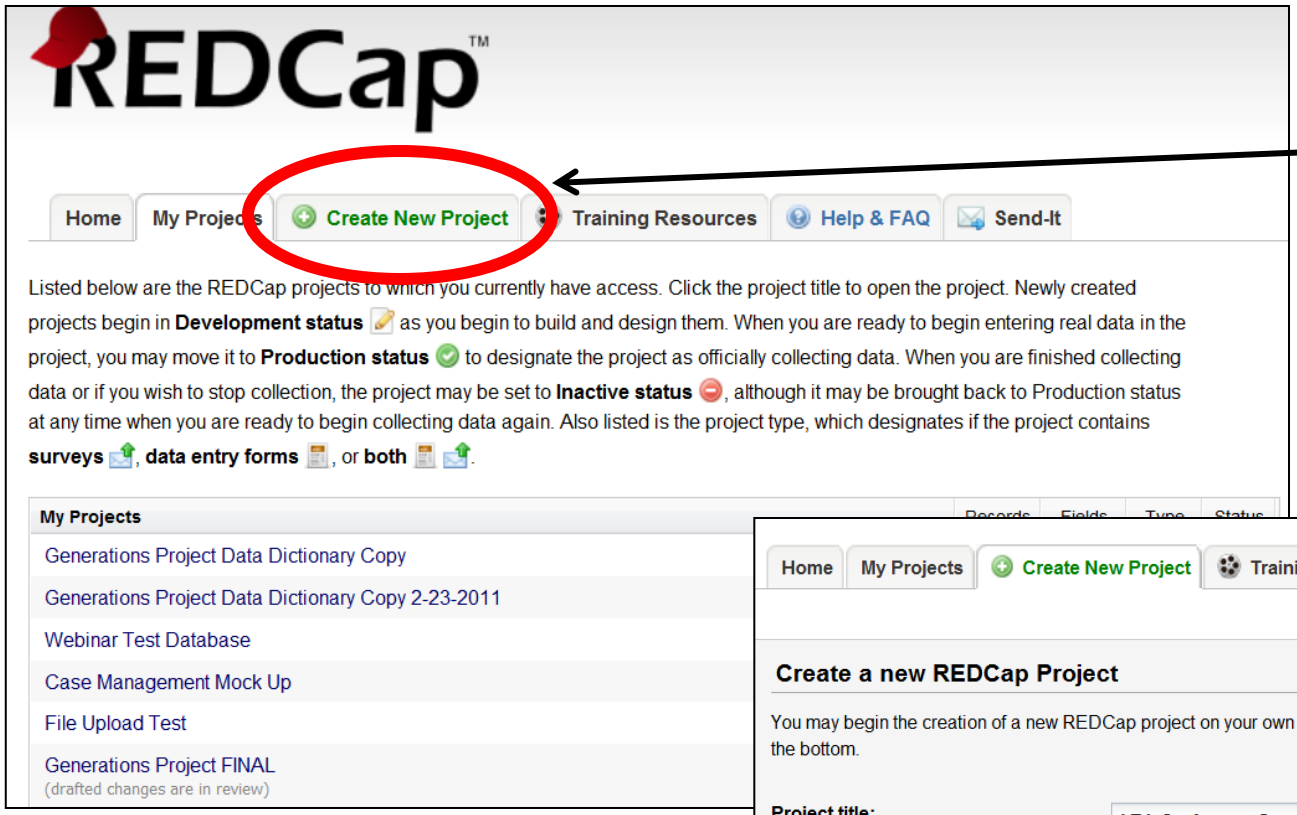
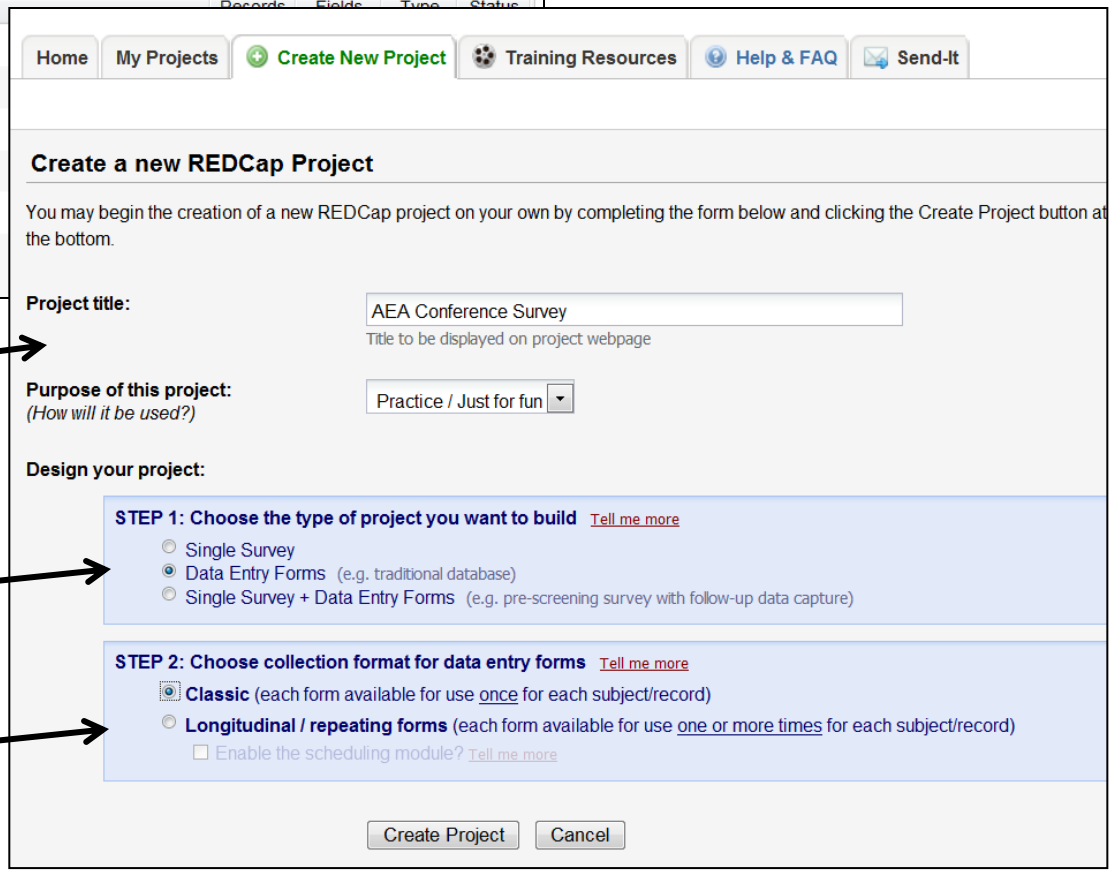
# Creating Surveys Using




1. Log into REDCap and select the "Create New Project" Tab

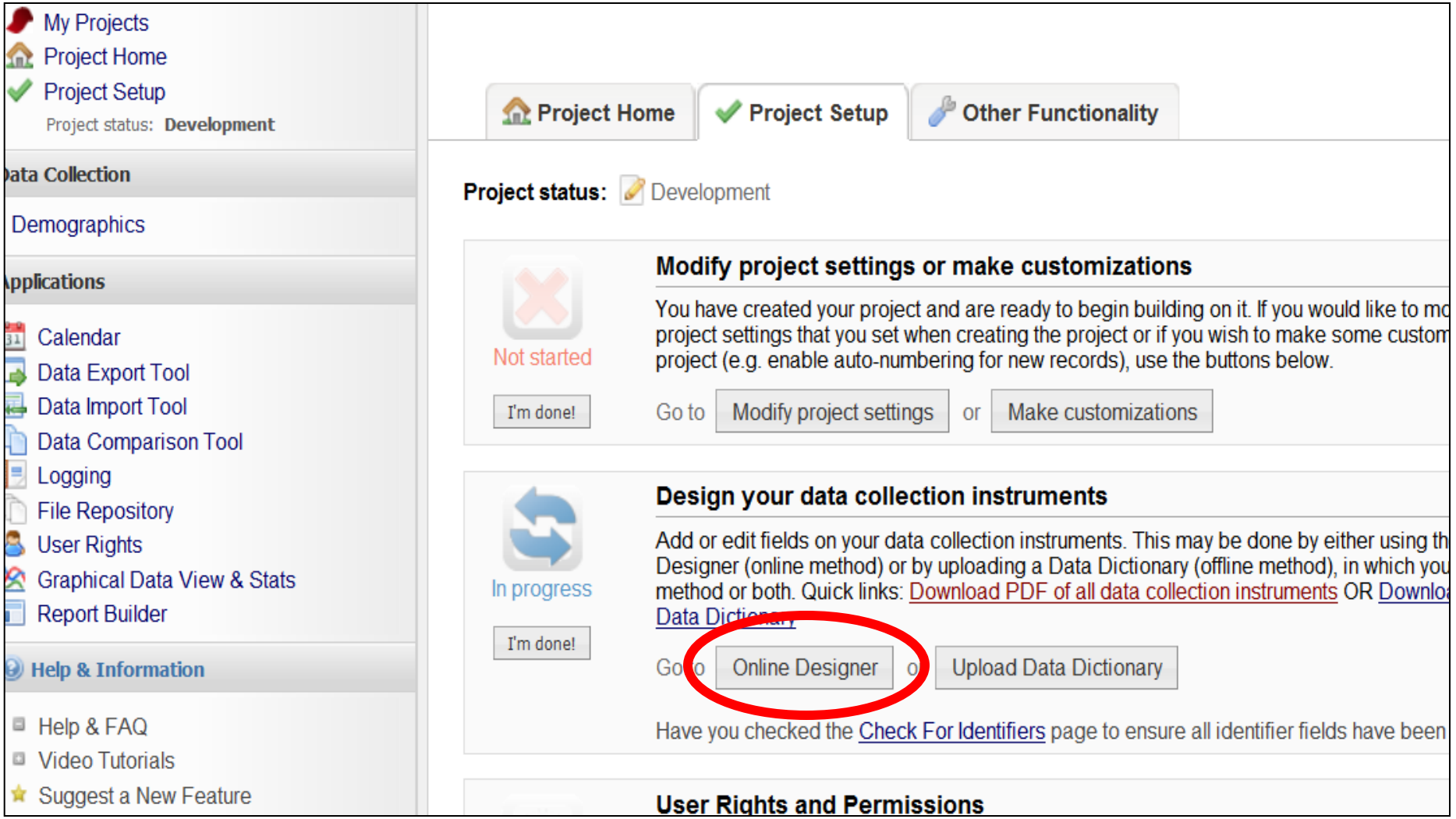



2. Give project a title and define its purpose

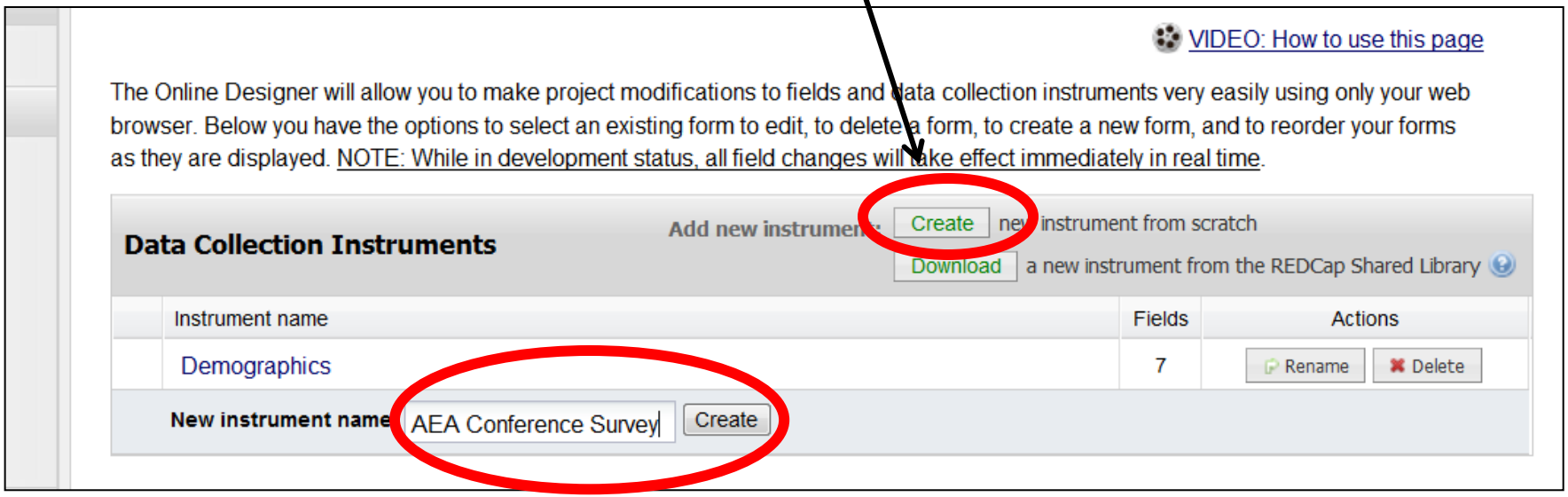
3. Select if you want the to be a survey, data entry, or a combo of both

4. Is it longitudinal or a one time event?

# Select the Online Designer



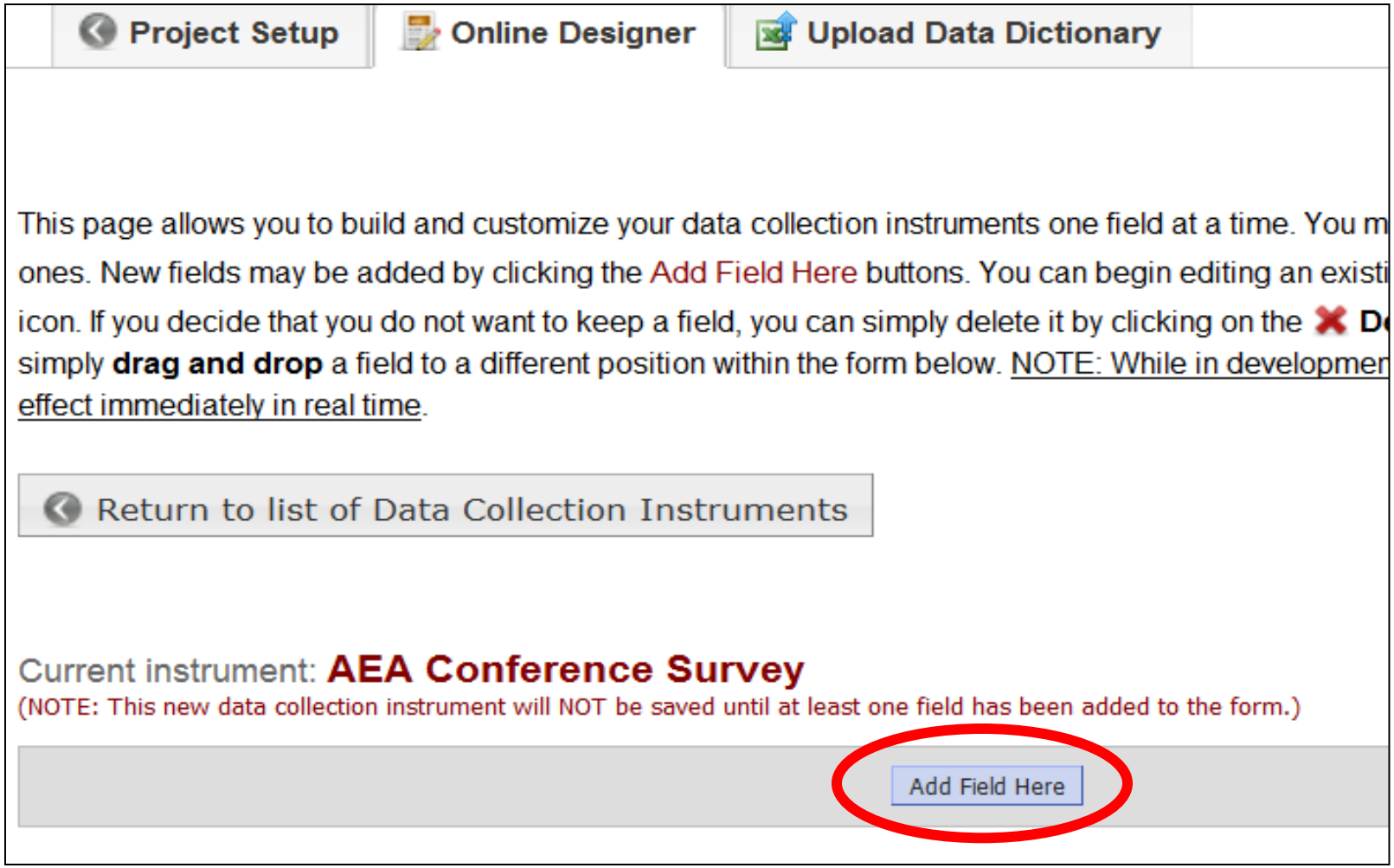
1. Hit “Create a new instrument from scratch”



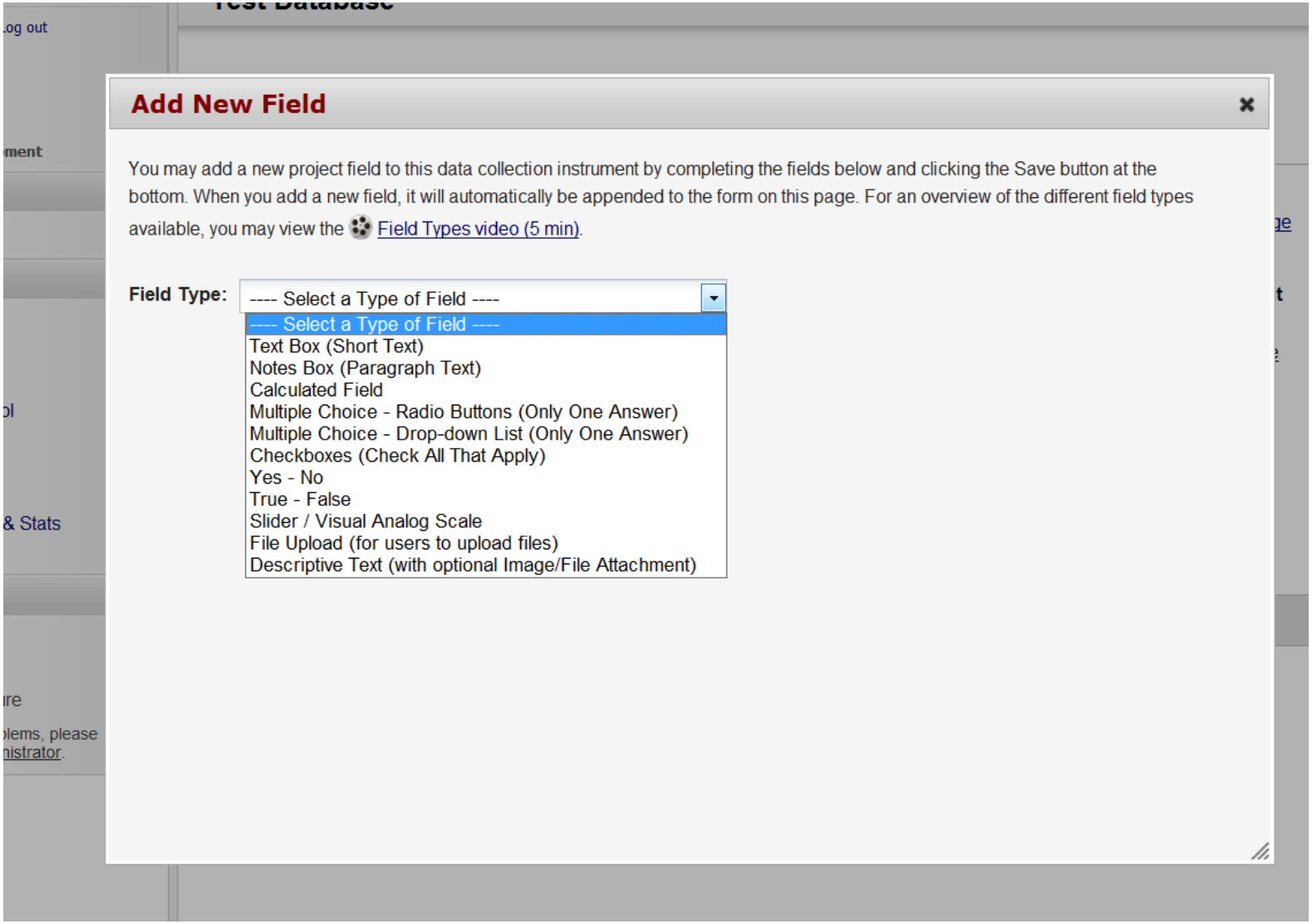

2. Give your instrument at name and hit “Create”

Your instrument has now been created, but there are no questions or items in it. Adding a field is a three-step process. Let's create a new field now.

1. Hit the "Add Field Here"



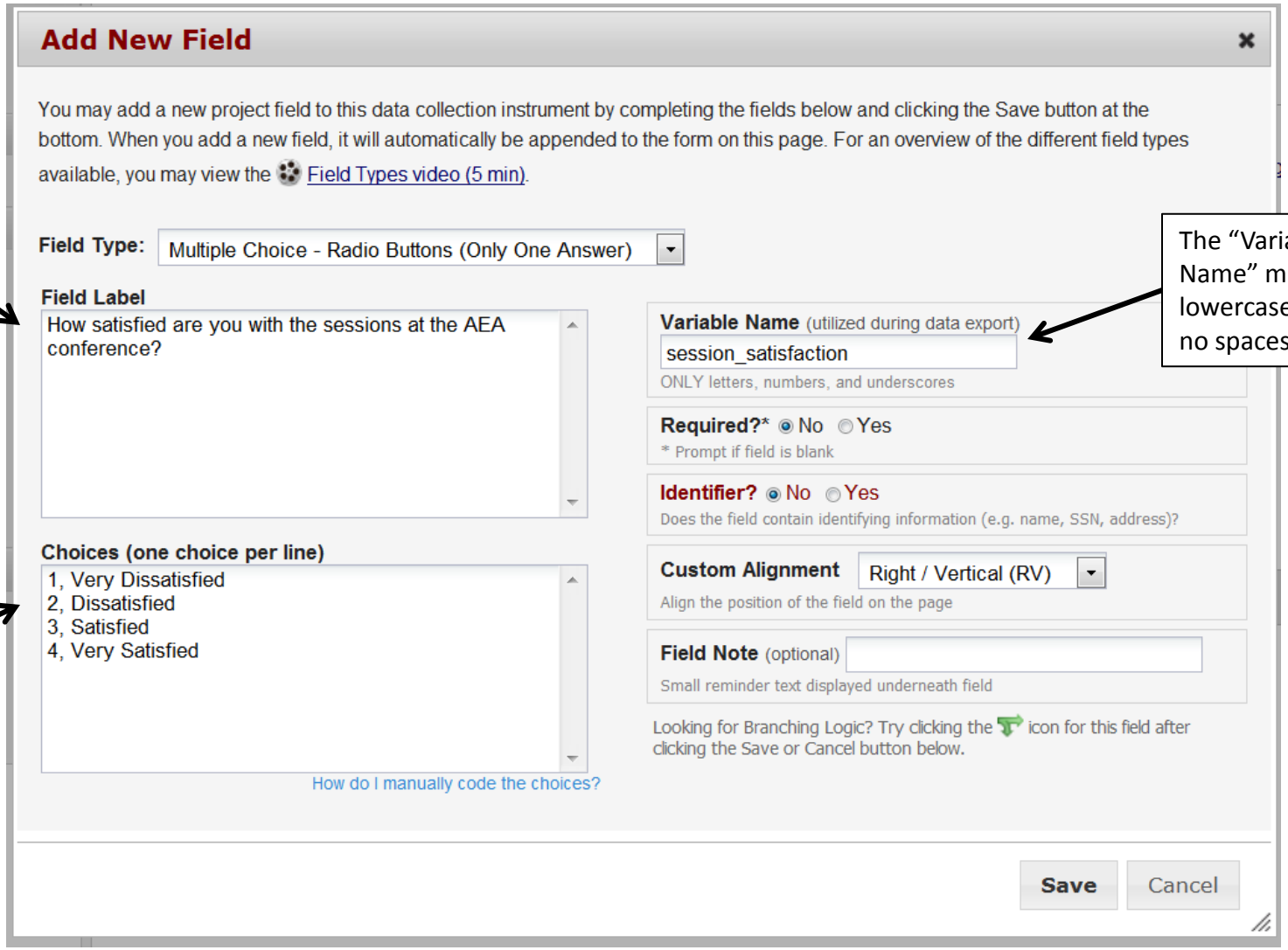
2. Select the type of field you want your item to be. You have a variety of options. Let's start with a simple "Multiple Choice (One Answer Only" field. This type of field is great for items with Likert Scales.



# 3. Populate the field with all need information.

The "Field Lable" is the specific survey question.

The "Choices" Section will populate your Likert Scale. Adding a number will code your data for analysis

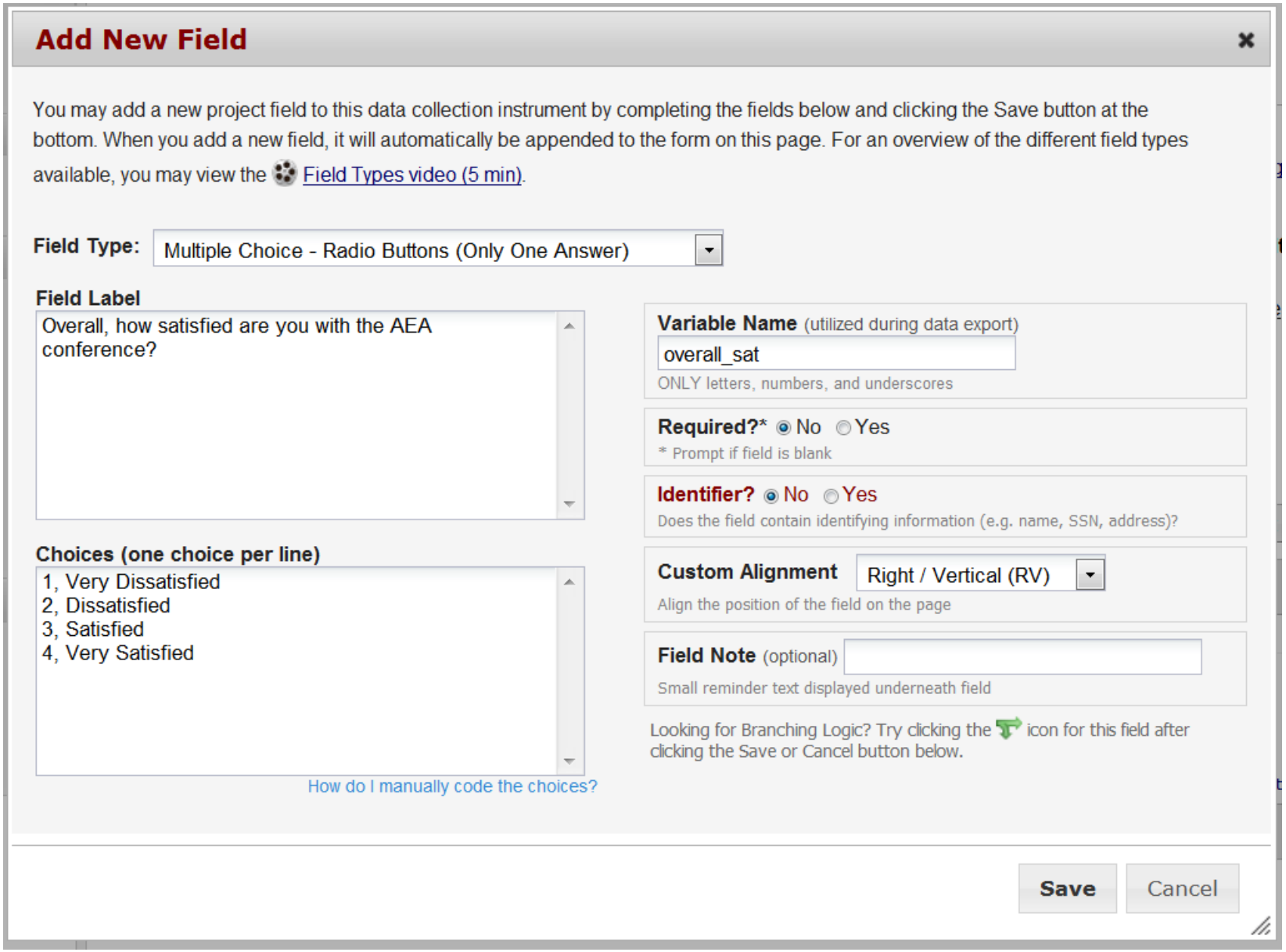



The "Variable Name" must be lowercase with no spaces.

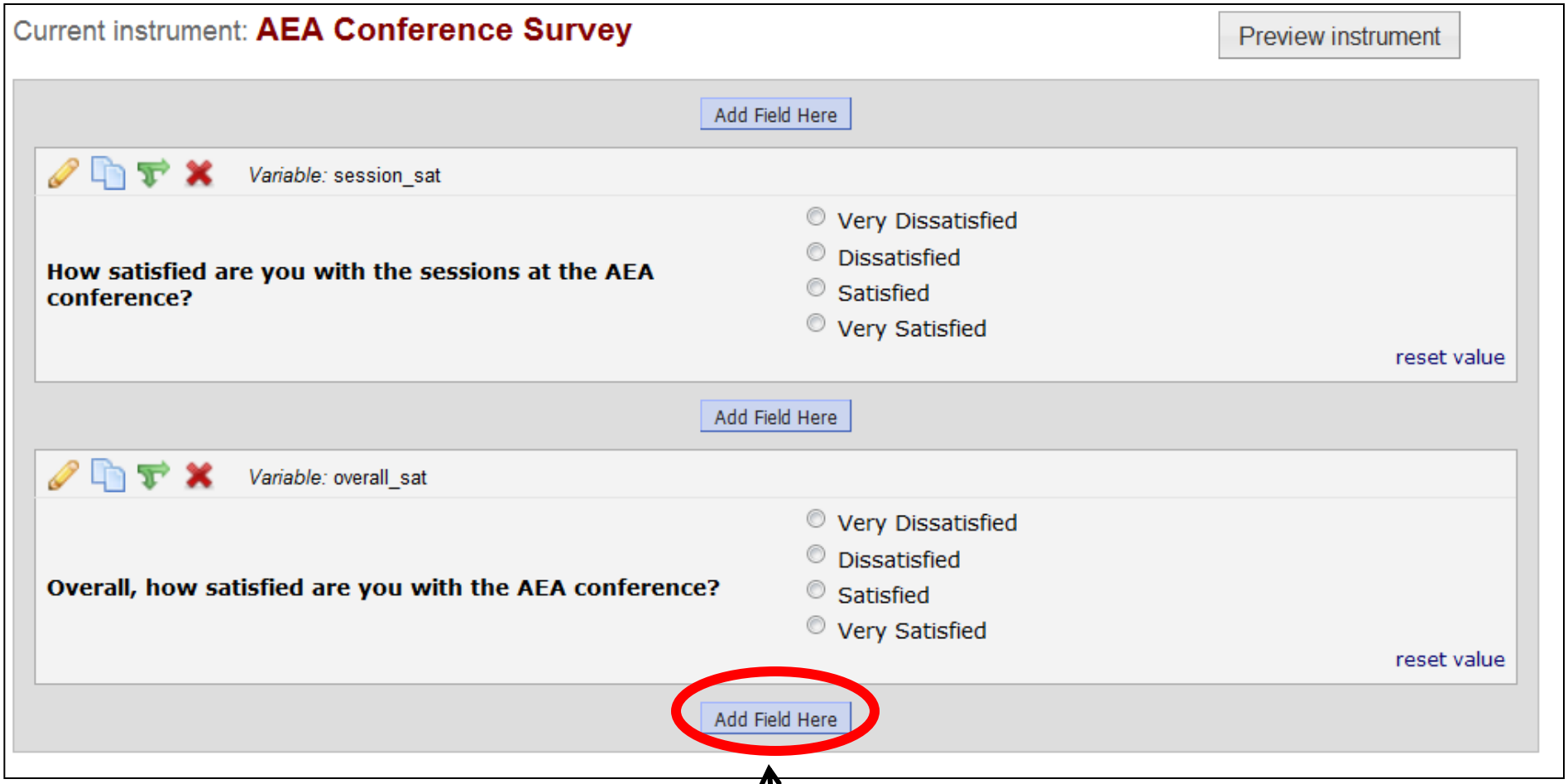
Now you have a start to creating a survey in REDCap. This is what the question looks like now.

Adding more fields is just as easy. Just hit the "Add Field Here" button and start the process again.

# Another Example of Adding a Question to the Survey

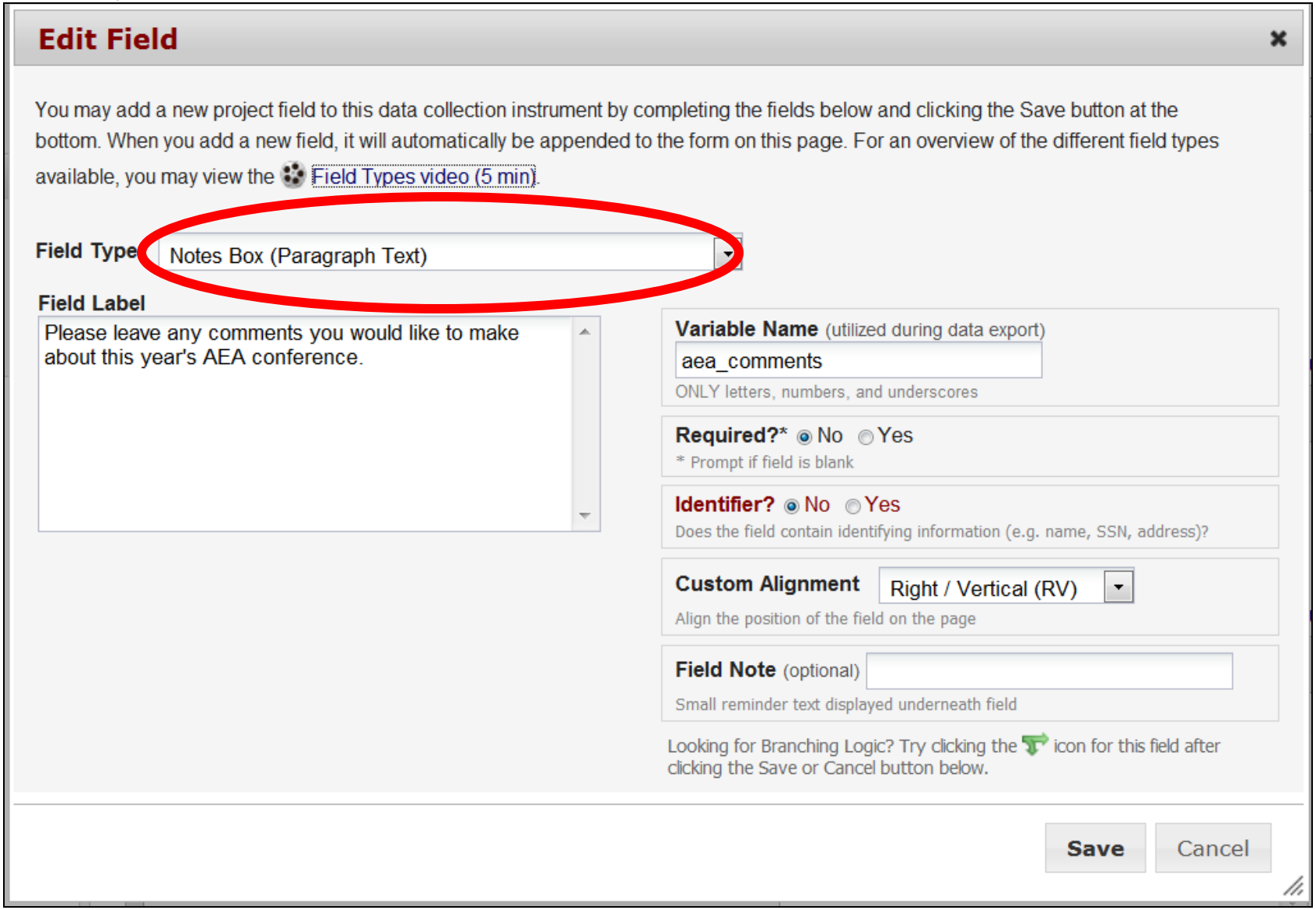


# What the Survey Looks Like Now

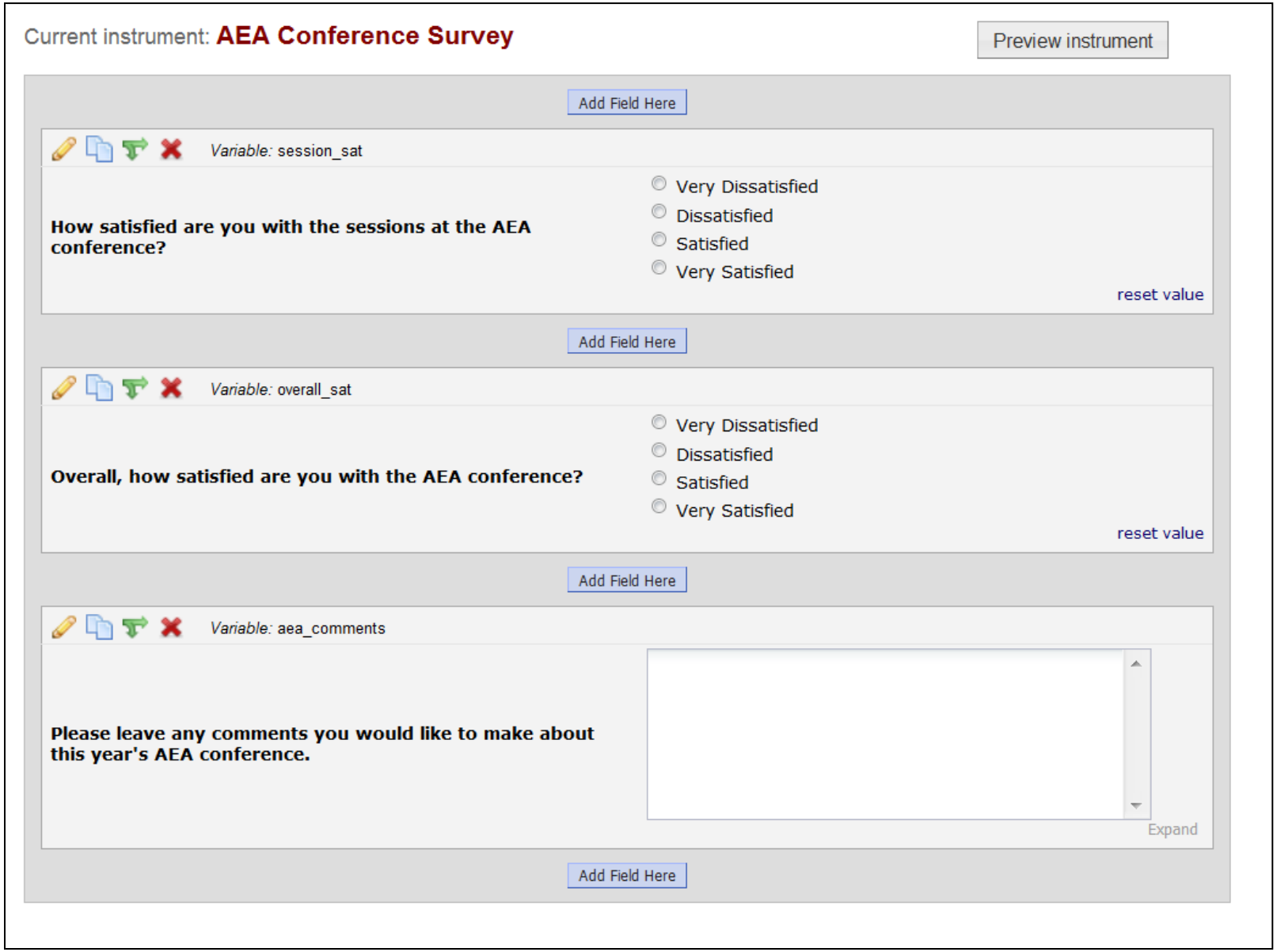



Let's add one more field and choose a new field type.

The New Field is “Notes Box” which will allow for the entry of qualitative data.

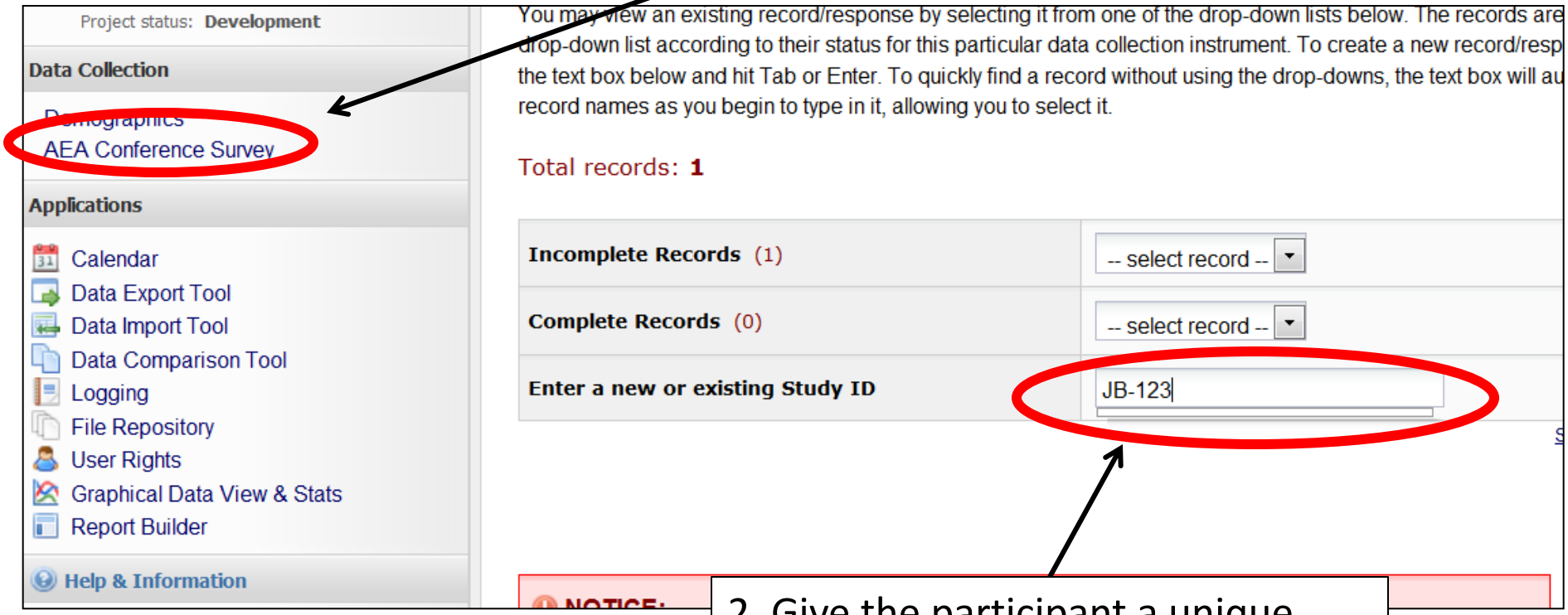


# What the Survey Looks Like Now



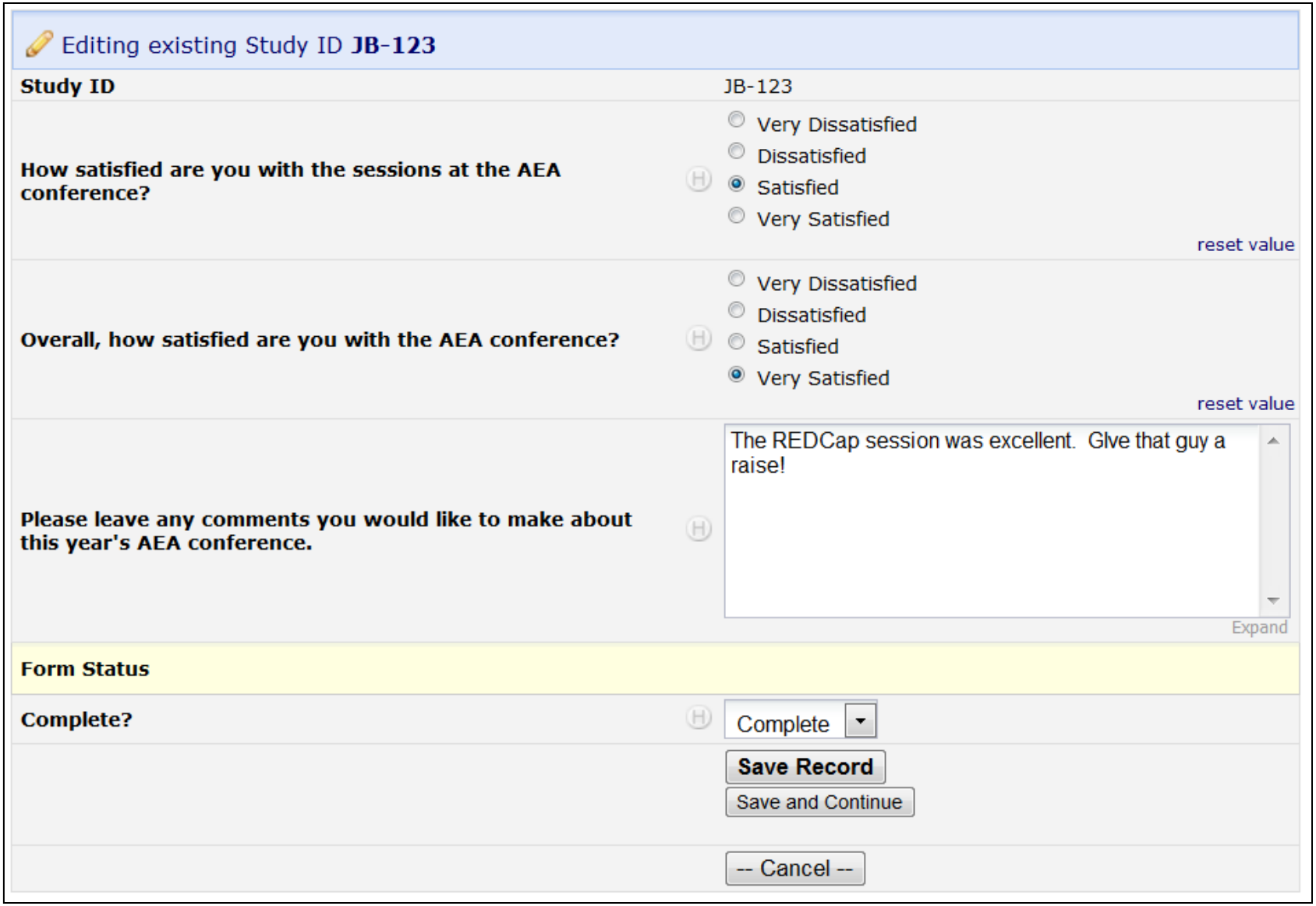
# Data entry is simple in REDCap. Three-step process.

1. Select the survey form you want to work with along the left pane.

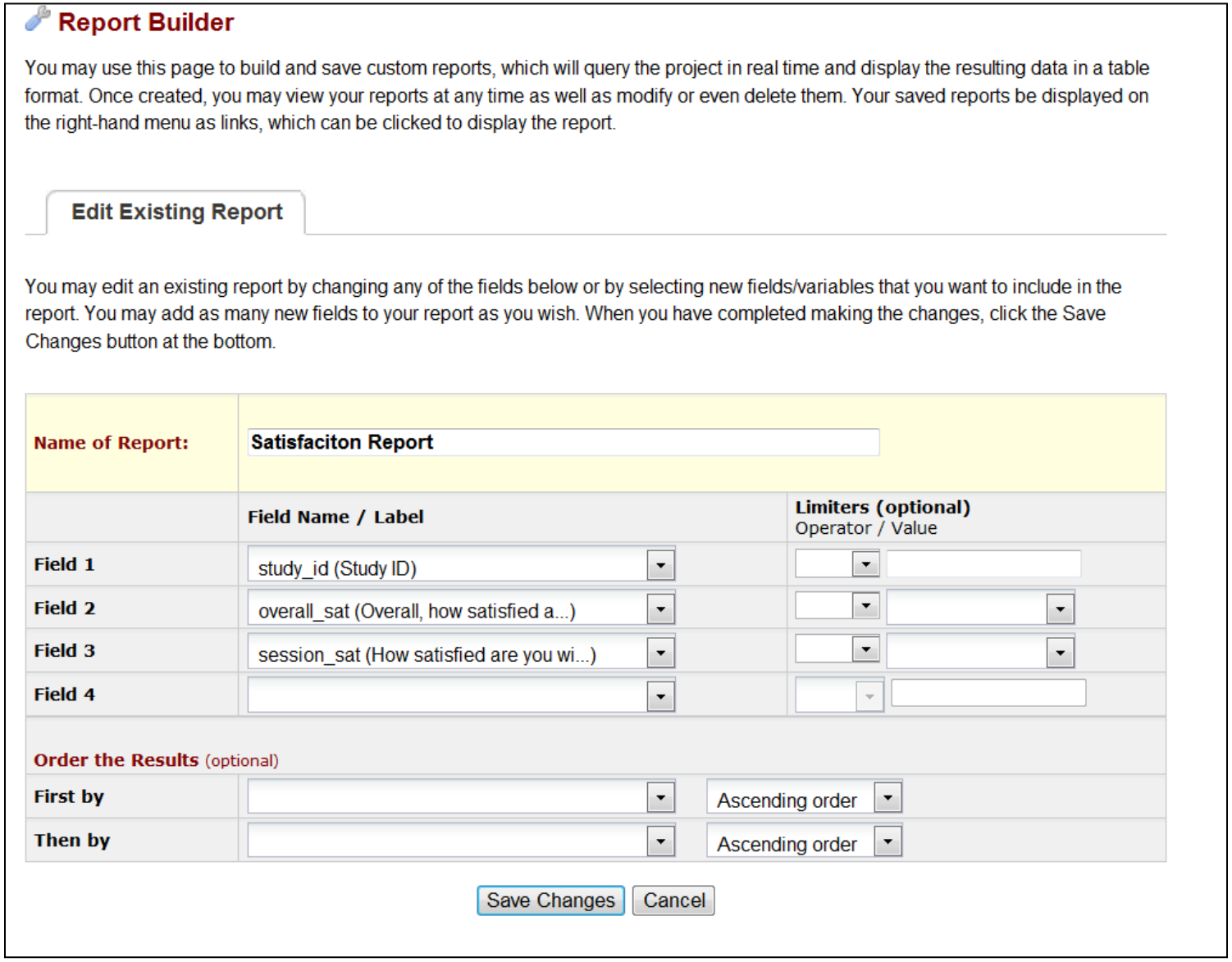



2. Give the participant a unique identifier. This is step is required as it serves as the basis for all data for specific individuals at the individual-level.

# 3. Complete the survey.



# Report Building Tool



Print page  Edit this report

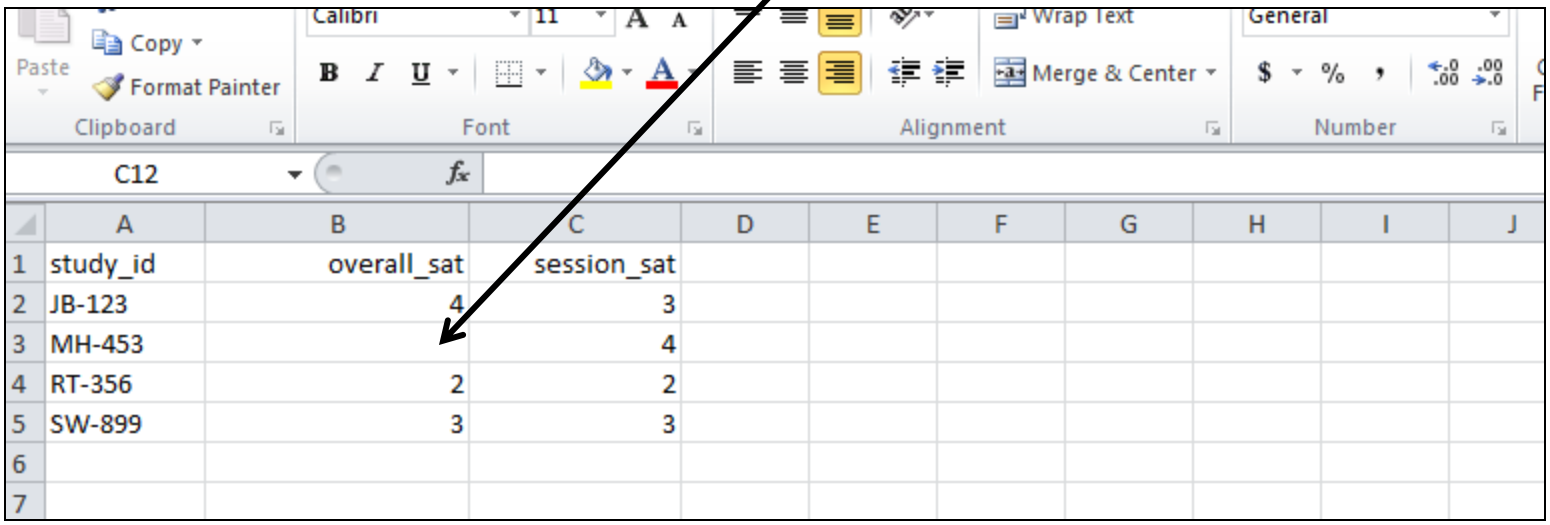
**Number of results returned: 4**

Total number of records queried: 4

**Satisfaciton Report**

| **Study ID** (study_id) | **Overall, how satisfied are you with the AEA conference?** (overall_sat) | **How satisfied are you with the sessions at the AEA conference?** (session_sat) |
|---|---|---|
| JB-123 | Very Satisfied (4) | Satisfied (3) |
| RT-356 | Dissatisfied (2) | Dissatisfied (2) |
| MH-453 | | Very Satisfied (4) |
| SW-899 | Satisfied (3) | Satisfied (3) |

The report tool gives you instant information about what's in your database. It's easy to spot missing data and is exportable to Excel, SPSS, SAS, etc.




| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | study_id | overall_sat | session_sat | | | | | | | |
| 2 | JB-123 | 4 | 3 | | | | | | | |
| 3 | MH-453 | | 4 | | | | | | | |
| 4 | RT-356 | 2 | 2 | | | | | | | |
| 5 | SW-899 | 3 | 3 | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |

# For More Information on REDCap

Research Electronic Data Capture

Please visit http://www.project-redcap.org/

- System requirements
- Video tutorials
- List of current consortium partners
- Information on becoming a consortium partner