

Transcript of: Single Survey Project

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Audio is in normal text below. Timestamps are in bold to assist in finding specific topics.

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A REDCap survey is a data collection instrument created in REDCap and then made publically available. It is built using the same methods as traditional REDCap data entry forms. But in the survey project type, a public instrument link is then distributed to other people, allowing them to submit data directly to your project. REDCap can assist you in sending out the survey link and tracking responses. Respondents go to the secure webpage and submit their data to you from anywhere at any time. There is no login required, so all that a respondent needs is a device having internet access. Project users can then login to REDCap to access their respondents' data.

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Survey settings define the basics. This includes the survey title, formatting, instructions, and other features and functionality that are specific to the survey project type. The basic structure of a survey should be created first. Then, the data collection instrument or survey itself can be built.

The survey is constructed and customized through the usual methods – the Online Designer and Data Dictionary. But some field types have special additional functionality in a survey project. For example, section headers are typically used to enhance the visual appearance of an instrument. In a survey project, section headers define page breaks, or separate screens for the survey respondent to page through.

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When designing a survey, it can be previewed at any time to see exactly what the respondents will see. Refining the survey instrument is a key step in development mode. Your desired respondent experience can greatly affect the structure of the project itself. Take time to test the survey and enter some practice data.

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As a project administrator, practice data can be entered in several ways. The easiest way is to open the survey in a new tab or window and submit data just as the respondents will. Another way is to add new records. This is different than adding a new survey response. Adding a new record is done within REDCap instead of opening a new tab or window. Data is entered as a survey administrator, not as a respondent, so it's easier to directly change the saved values. There's also no date/timestamp for records. It's important to fully explore the differences between adding new survey responses and adding new records.

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In addition to entering practice data through these methods, the Invite Participants page can also be used. This page is used to send the survey link to respondents. In the first distribution method, a link is distributed outside of REDCap. This is most commonly done via email or by posting the link on a webpage. Both the full and short versions go to the same webpage. This method is the simplest and fastest way to gather responses, and it allows your participants to complete your survey multiple times. But it does not allow REDCap to track who has responded. If it will be important to identify your respondents, your survey questions themselves should include an identifying field, such as for a name or study ID number. Alternatively, REDCap can track respondents if you choose the second distribution method, the Participant List.

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The Participant List method uses a list of email addresses to send and track survey invitations through REDCap. Optional participant "Identifiers" create a link between the response and the email address. If you want to know which responses came from which email addresses, you must include an Identifier.

After building a contact list, REDCap can email selected respondents with a customized message and survey link. The Participant List method is the only way to limit the number of times a participant completes the survey. It's also the only method by which redcap can record when you first email each address and when each address responds to your survey.

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Both distribution methods can be used to practice data entry. It's also important to note that the survey link and the Participant List of email addresses will not change when the project is moved from development to production mode. While in development mode, it's important to explore the distribution methods here because they can greatly affect how you want your survey customized.

One last unique feature of surveys is the ability to receive an email each time a new response is received. REDCap can send this notification email to any user of a survey project. A great way to test a survey project is

to enable this feature and then have your project team enter data through the many differing methods. This will mimic real data collection and assist in exploring all the functionality available in surveys.