



MODULE

DESIGN 1

DESIGN 2

DATA ENTRY

PROJECT MANAGEMENT

Register at <https://u.osu.edu/redcap/redcap-training-schedule/>

All Sessions Held in 240 Prior Hall and via WebEx

except dates with a black border, which are held at the Research Commons



JANUARY					FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
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JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
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REDCap Design Part 1

Appropriate for individuals who are using REDCap for the first time, or individuals who have very limited prior experience.

This level of training will cover:

- Overview of REDCap project types (Research, Operational, Quality)
- Data classifications (PHI and NonPHI)
- Creating data collection instruments using the Online Designer and REDCap Shared Library
- Field types, Field labels, Matrix fields
- Variable names and Validation
- Setting required fields and identifiers
- Enabling forms as surveys
- Testing forms
- Distributing surveys (Public link, Automated Invitations, Participant List)

REDCap Design Part 2

Appropriate for individuals who have used REDCap and are comfortable with building basic forms.

This level of training will cover:

- Branching logic, Piping, and Calculated fields
- Action tags
- Arms
- Scheduling surveys + survey queue
- Setting up events and assigning forms to events (longitudinal data collection)
- Repeating instruments
- Randomization
- Building a form using Excel
- Data importing
- Production changes

REDCap for Data Entry

Appropriate for individuals who won't have primary responsibility for designing forms, rather their role will be to enter and edit data.

- Navigation (Record Status Dashboard and search function)
- Entering new data on an existing record, Editing data
- Adding a new record
- Field Comment Log and Data History Widget
- Adding a new instance of a repeating form
- Save/Save & Continue/Save & Exit
- Setting form status (Incomplete/Unverified/Complete)
- Running reports (existing reports only, not report design)

REDCap for Project Managers/Coordinators

Appropriate for project coordinators or program managers who will be overseeing data collection.

It covers the administrative aspects of REDCap, with less emphasis on form design or data entry.

- Navigation (Record Status Dashboard and search function)
- User Rights and Data Access Groups
- Scheduling Module/Using the Calendar
- Managing survey responses
- File Repository and Project Bookmarks
- Project Revision History, Field Comment Log, and Data History Widget
- Audit Log/Logging
- Data Quality Module and Setting a required reason for making changes to data
- Record Locking/eSignature
- Generating a codebook
- Building reports and Data export (including de-identifying data)