

## REDCap – How to import documents from the REDCap Shared Library (Adaptive Instruments)

- Click on the Project Setup tab and select ‘Online Designer.’

Project status: Development Completed steps 0 of 7

### Main project settings

Not started

Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Use longitudinal data collection with defined events? [?](#)

### Design your data collection instruments & enable your surveys

Not started

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to Online Designer or Data Dictionary Explore the REDCap Shared Library

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#)

- Select ‘Import’ under ‘Add new instrument.’

Project Setup Online Designer Data Dictionary

[VIDEO: How to use this page](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

### Data Collection Instruments

Survey options:

Add new instrument:

- a new instrument from scratch
- a new instrument from the official [REDCap Shared Library](#)
- Instrument ZIP file from another project/user or [external libraries](#)

- Enter keywords into the search box then click on ‘Search the library.’

[Return to REDCap](#) Logged in as **Meredith Hankins** (Wake Forest School of Medicine)

**Keyword search:**

**Search options:**

Minimum downloads:

Recent additions:

Curated by REDLOC?

**Shared Library**

- Search

**Library Metrics**

- My Activity
- Institution Activity
- Consortium Activity

**REDLOC**

- REDLOC Login

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 >>

- Select the correct form from the list then click on 'Import into my REDCap project.'

Title	Downloads
Neuro-QOL Bank v1.0 - Ability to Part. in SRA ★ [Adaptive instrument]	25
<b>Details:</b>	
<b>Institution:</b> REDLOC <b>Contact:</b> Brenda Minor <b>Contact email:</b> <a href="mailto:brenda.minor@vanderbilt.edu">brenda.minor@vanderbilt.edu</a> <b>Submitted by:</b> Brenda Minor <b>Description:</b> Neuro-QOL Bank v1.0 - Ability to Part. in SRA For information on how to interpret CAT scores, see <a href="#">Scoring Manuals</a> . <b>Acknowledgement:</b> Acknowledgment: David Cella, Assessment Center <sup>SM</sup> , and the PROMIS Health Organization on behalf of the National Institute for Neurological Disorders and Stroke (NINDS) <a href="#">View full acknowledgment</a> <b>Terms of use:</b> TERMS AND CONDITIONS FOR USE OF NEURO-QOL INSTRUMENTS 6/24/2013  Neuro-QoL instruments measuring a variety of domains are available for adult and pediatric self-report in English and Spanish (see <a href="http://www.neuroqol.org">www.neuroqol.org</a> ).  ANY PUBLICATION OR PRESENTATION OF RESULTS OBTAINED FROM STUDIES CONDUCTED USING THESE INSTRUMENTS SHOULD INCLUDE A STATEMENT THAT INDICATES WHICH NEURO <a href="#">...Show more</a> <b>Last updated:</b> May 1, 2015	<a href="#">View as web page</a> <a href="#">View as PDF</a> <input type="button" value="Import into my REDCap project"/>

- Read the Shared Content Agreement then at the bottom, click on the 'I agree with the terms of use' and click 'I Agree.'

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 TERMS AND CONDITIONS FOR USE OF NEURO-QOL INSTRUMENTS  
 6/24/2013

Neuro-QoL instruments measuring a variety of domains are available for adult and pediatric self-report in English and Spanish (see [www.neuroqol.org](http://www.neuroqol.org)).

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- Review the REDCap Notice that no changes can be made to the document. You can adjust the name of the document for your project. Click on 'Add.'

### Importing instrument from the REDCap Shared Library

You have chosen to load a data collection instrument from the REDCap Shared Library. Please provide a name for your instrument and click the *Add* button to complete the import process, after which the instrument will be added to this REDCap project.

**NOTE:** This data collection instrument has been previously downloaded from the REDCap Shared Library. Proceeding with this process will result in a new duplicate copy being downloaded from the library and added as a new instrument in the project.

**Add**

the imported instrument with the name

Neuro-QOL Bank v1.0 - Ability to Part. in SRA

**NOTICE:** The instrument you are downloading from the Shared Library is a **computer adaptive test (CAT)**, which means that its questions are generated dynamically using previous answers. Adaptive instruments behave a little differently in REDCap than traditional instruments. For instance, once the instrument has been downloaded, you will not be able to modify any fields on the instrument at any time. The instrument will also be automatically enabled as a survey in this project, and if surveys have not yet been enabled for use in this project, then that too will be enabled. This adaptive instrument can only be taken in survey form. If the data entry form is viewed for this instrument, all fields will be displayed as read-only.

If you do NOT wish to import the instrument, you may return back to the [REDCap Shared Library](#).

Cancel

- You should receive an import successful notice. Click on 'Return to Previous Page' to return to the Online Designer.

### Importing instrument from the REDCap Shared Library

✓ **The instrument was successfully imported from the REDCap Shared Library.**

Click the link below to refresh your instrument list on the left.

← RETURN TO PREVIOUS PAGE

- Once you have returned to the Online Designer, you should see the imported instrument in the list.

Data Collection Instruments		Survey options:		Add new instrument:			
		<a href="#">Survey Queue</a>	<a href="#">Survey Login</a>	<a href="#">Create</a>	a new instrument from scratch		
		<a href="#">Survey Notifications</a>		<a href="#">Import</a>	a new instrument from the official <a href="#">REDCap Shared Library</a>		
				<a href="#">Upload</a>	instrument ZIP file from another project/user or <a href="#">external libraries</a>		
Instrument name	Fields	View PDF	Enabled as survey	Instrument actions		Survey-related options	
<b>Test</b>	134			Choose action ▾		<a href="#">Survey settings</a> <a href="#">+ Automated Invitations</a>	
Grip Strength	4		<a href="#">Enable</a>	Choose action ▾			
Reaction Time	8		<a href="#">Enable</a>	Choose action ▾			
Scores	9		<a href="#">Enable</a>	Choose action ▾			
If Then	6			Choose action ▾		<a href="#">Survey settings</a> <a href="#">+ Automated Invitations</a>	
Neuro-QOL Bank v1.0 - Ability to Part. in SRA (Adaptive)	182			Choose action ▾		<a href="#">Survey settings</a> <a href="#">+ Automated Invitations</a>	

- The Adaptive Scoring instruments are imported as surveys and cannot be edited. To open this document for data entry, locate the patient and click on their form. In the right corner, click on Survey Options then click on Open Survey.

The screenshot shows the REDCap interface for a specific record. On the left, a sidebar lists 'Data Collection' tools like 'Manage Survey Participants' and 'Record Status Dashboard'. Below this, 'Data Collection Instruments' are listed, with 'Neuro-QOL Bank v1.0 - Ability to Part. in SRA' highlighted in a red box. The main content area shows the instrument details for Record ID 2, which is 'Incomplete'. A 'Survey options' dropdown menu is open in the top right, with 'Open survey' selected and highlighted in a red box. Other options include 'Compose survey invitation', 'Survey Access Code and QR Code', and 'Cancel'.

- The Open Survey will open the form in the Survey Format where the data entry may begin.

The screenshot shows the survey form in a web browser. The title is 'Neuro-QOL Bank v1.0 - Ability to Part. in SRA'. The instruction says 'Please complete the survey below.' and 'Thank you!'. The question is 'In the past 7 days I am able to do all of the activities with friends that people expect me to do'. The response options are radio buttons for 'Never', 'Rarely', 'Sometimes', 'Often', and 'Always'. A 'reset' link is visible at the bottom right of the question area. A 'Next Page >>' button is at the bottom center. At the bottom of the page, there is an acknowledgment: 'Acknowledgment: David Cella, Assessment Center™, and the PROMIS Health Organization on behalf of the National Institute for Neurological Disorders and Stroke (NINDS) View full acknowledgment' and 'Powered by VANDERBILT'.