

Add a Survey Cover Page

CCTS Biostatistics Core

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Scenario

You plan to distribute a survey via a public survey link. The survey should have a cover page that includes background about your project and instructions for respondents.

Design the Survey

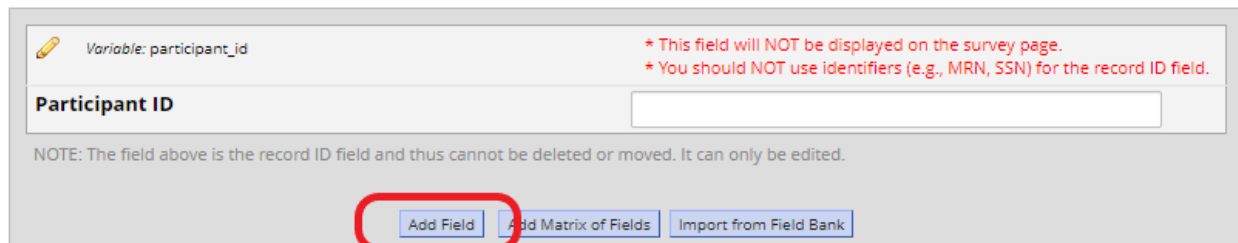
Cover Page Text

On the Online Designer page, create your survey instrument. Since it will be shared via a public link (e.g., a URL that can be posted on a flyer or a public website), it must be the first instrument in your project.

Add a Descriptive Text field to the beginning of your survey. It should be located after the record ID field but before any other fields.

Current instrument: **Public Survey**

[Preview instrument](#)



Variable: participant_id

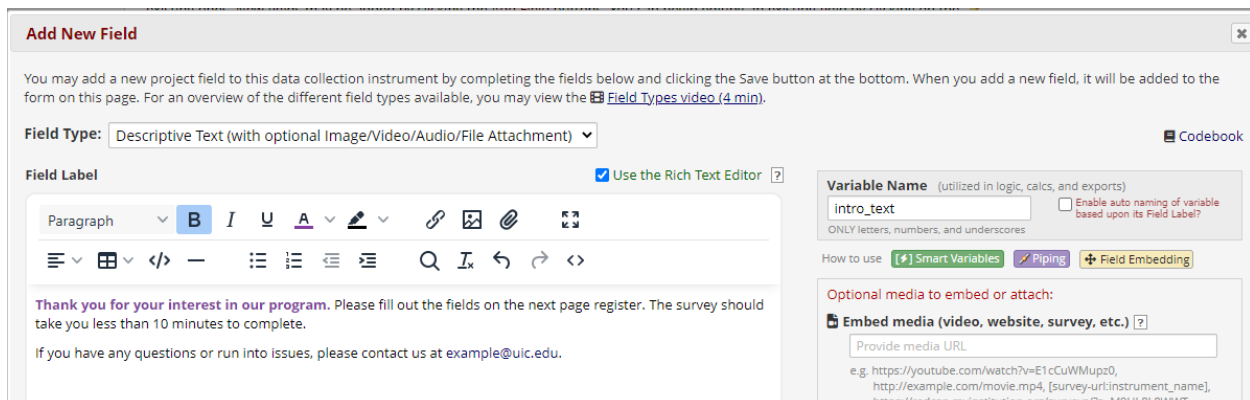
* This field will NOT be displayed on the survey page.
* You should NOT use identifiers (e.g., MRN, SSN) for the record ID field.

Participant ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

[Add Field](#) [Add Matrix of Fields](#) [Import from Field Bank](#)

Add your introductory or explanatory language to this field. You can use HTML or the Rich Text Editor to format the text and insert images and links.



Add New Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Descriptive Text (with optional Image/Video/Audio/File Attachment) [Codebook](#)

Field Label: Use the Rich Text Editor

Variable Name (utilized in logic, calcs, and exports): Enable auto naming of variable based upon its Field Label?
ONLY letters, numbers, and underscores

How to use: [Smart Variables](#) [Piping](#) [Field Embedding](#)

Optional media to embed or attach:

[Embed media \(video, website, survey, etc.\)](#)

Provide media URL

e.g. <https://youtube.com/watch?v=E1cCuWMupz0>,
<http://example.com/movie.mp4>, [survey-url:instrument_name],
<https://redcap.myinstitution.org/surveys/?s=M9HL8L8WWT>

Other Fields

After the introduction, add more fields to collect respondent data.

Current instrument: **Public Survey**

[Preview instrument](#)

The screenshot shows a survey instrument editor interface. At the top, it says "Current instrument: **Public Survey**" and "Preview instrument". Below this, there are five field configurations, each with a variable name, a label, a text input field, and three buttons: "Add Field", "Add Matrix of Fields", and "Import from Field Bank".

- Participant ID**: Variable: participant_id. A red warning message states: "* This field will NOT be displayed on the survey page." and "* You should NOT use identifiers (e.g., MRN, SSN) for the record ID field." Below the field is a note: "NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited."
- Intro Text**: Variable: intro_text. The text reads: "Thank you for your interest in our program. Please fill out the fields on the next page register. The survey should take you less than 10 minutes to complete. If you have any questions or run into issues, please contact us at example@uic.edu."
- First Name**: Variable: first_name.
- Last Name**: Variable: last_name.
- Email Address**: Variable: email. Includes an "Include Area Code" checkbox.

Section Break

Finally, add a field immediately after the introduction, before the first data collection field. Choose "Begin New Section (with optional text)" as the field type. You may leave the field label blank or add text.

The screenshot shows the "Add New Field" dialog box. It has a title bar with "Add New Field" and a close button. The main content area contains the following elements:

- A paragraph of instructions: "You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#)." A "Codebook" icon is visible on the right.
- A "Field Type" dropdown menu set to "Begin New Section (with optional text)".
- A "Field Label" text input field with a "Use the Rich Text Editor" checkbox and a help icon.
- A large empty text area for entering the field label.

Edit Survey Settings

Be sure surveys are enabled for your project and for the instrument you just created.

Open the instrument's Survey Settings. Under "Survey Customizations," change the Pagination setting from "Single page" to "Multiple pages (display one section per page)". Save.

Survey Customizations:

Question Numbering Auto numbered

For custom numbering, each question's number will be blank by default until manually added via the Online Designer or Data Dictionary.

Pagination Single page

One page or multiple pages? Section headers, which begin new sections on the instrument, will serve as the page break in a multi-page survey, in which each page will begin with a section header.

Hide the "Previous Page" button (i.e., Back button) on the survey page (prevents respondents from going back to previous pages)

Preview

Open your survey via the public survey URL (available on the Survey Distribution Tools page).

Public Survey

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Thank you for your interest in our program. Please fill out the fields on the next page register. The survey should take you less than 10 minutes to complete.

If you have any questions or run into issues, please contact us at example@uic.edu.

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