Enable Public Survey URL in REDCap
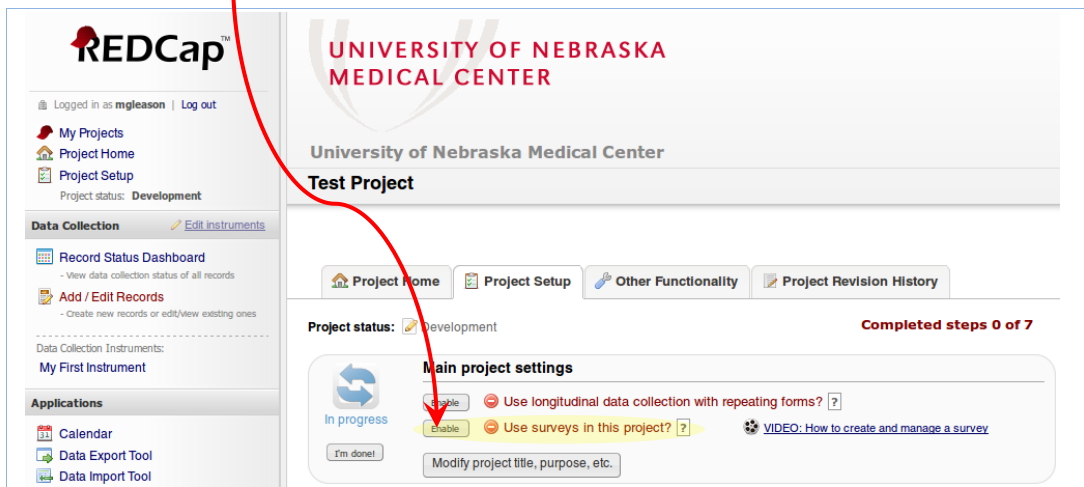
Brief Instructions

1. Project Setup > Use surveys in this project > Enable

    a. A new sidebar item will appear under Data Collection

2. Sidebar Menu > Data Collection > Manage Survey Participants

    a. Dismiss warning message

    b. If not there already, go to Project Setup > Online Designer

3. Choose a data collection instrument (a.k.a, form) that you want to use as a survey

    a. Click "Enable" in the column for "Enabled as survey"

4. New screen will appear asking for survey configuration

    a. Provide pertinent information for your project

    b. Save Changes

5. Sidebar Menu > Data Collection > Manage Survey Participants > Public Survey Link
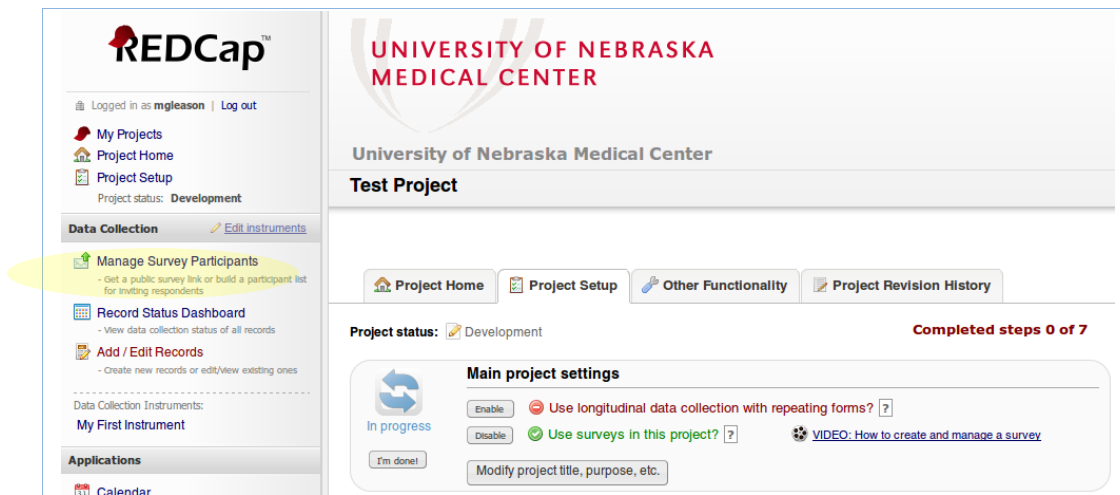
6. Done!

Detailed Instructions

To enable interested individuals from the public to take your survey via the Internet, you'll need to configure your data collection instrument to act as a survey from within REDCap and then manage the survey's participants. The following steps and accompanying screen shots should help you do this.
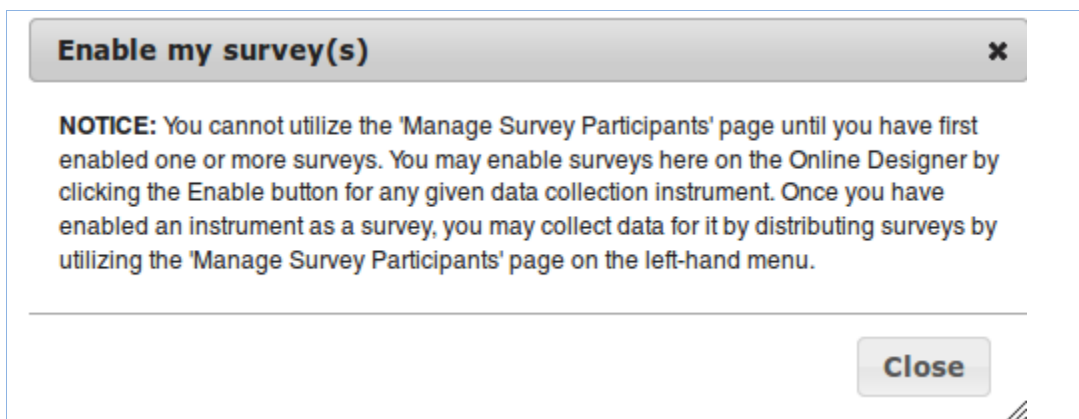
The first step in this process is to visit the Project Setup page and click the "**Enable**" button next to "**Use surveys in this project**" underneath the "Main project settings" section.
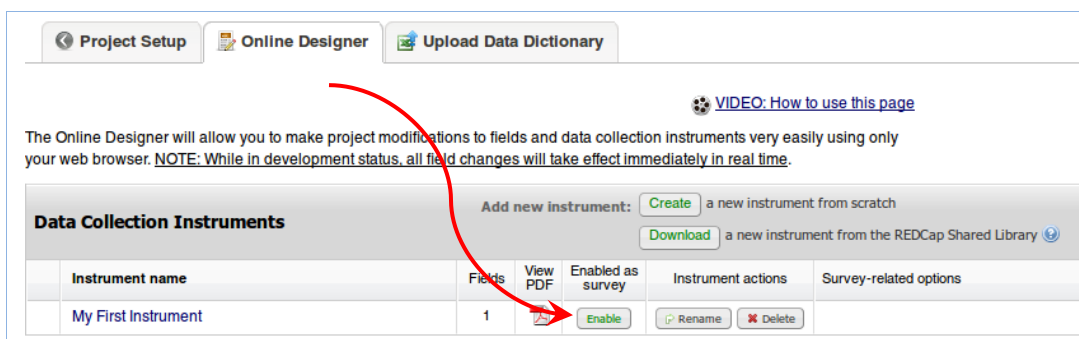

Notice that after you enabled the survey functionality you now have a new menu item in the sidebar under "Data Collection:"
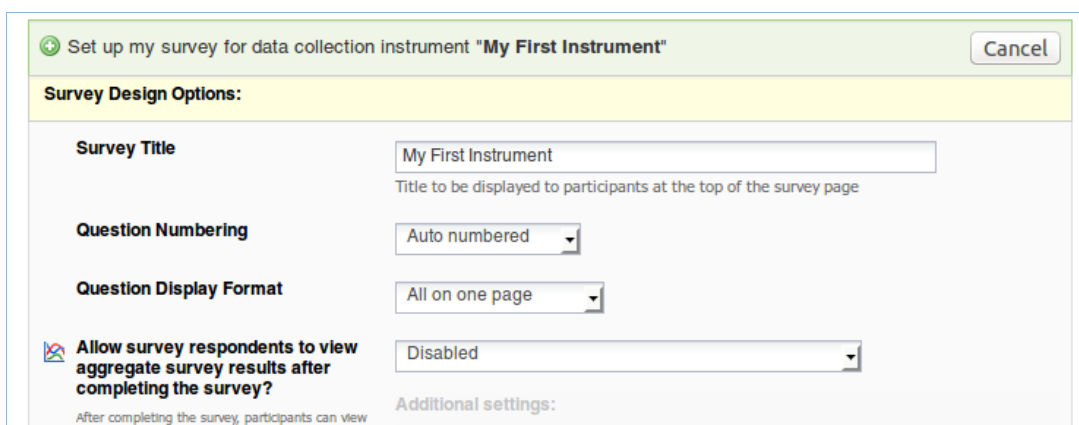
Click "**Manage Survey Participants**." You may see the following message; if not, proceed to the Online Designer with your list of data collection instruments.

On the Online Designer page with the list of your data collection instruments, choose which instrument(s) you wish to use as a survey and click the "**Enable**" button under the "**Enabled as survey**" column.

After you have enabled an instrument as a survey, a new screen will appear asking you to configure the options for the survey. The first few options are shown below. After completing the section, click the "**Save Changes**" button at the bottom.

Once you have configured the survey, you can return to "Manage Survey Participants" (from the sidebar menu). On the "Public Survey Link" tab, you can now get the URL to give to interested participants. You can test the public's view of your survey by visiting that URL or clicking the "Open public survey"

button.