

Translation Services for REDCap Projects

When preparing to use REDCap's Multi-Language Management (MLM) feature, you will first need to obtain translations of your English-language instruments & instructions. Most teams will use CHOP's Language Services department to obtain these translations. CHOP's REDCap team and Language Services have worked together to streamline the translation process.

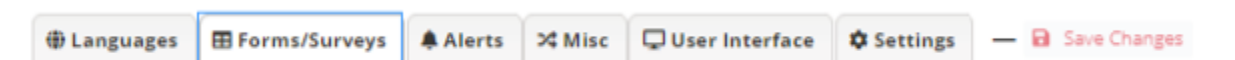
For each REDCap instrument you wish to have translated, you'll provide Language Services with **two documents**:

1. A .csv or .xls file of variable labels/multiple choice options (downloaded and slightly manipulated from the Multi-Language Management feature)
2. A REDCap PDF of the instrument

[Link to example package of documents](#)

For Document 1 (.csv or .xls file)

In the Multi-Language Management Module, select Forms/Surveys:



Within your default language (English), select "Export" next to the first instrument you plan to have translated:

Click a button below to select a language to translate:

English

This is the default language. Thus, items cannot be edited here, but they can be modified in the Online Designer (or via Data Dictionary upload) and the Survey Settings page. However, fields and individual survey settings can be set to be excluded from translation here. If you wish to begin/continue translating the default language text, click a language button above.

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and A2I emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Demographics	☐	☐	☐ Exclude	☐ Exclude	—	E
Demographics PHI	☐	☐	☐ Exclude	☐ Exclude	—	E
Vital Signs	☐	☐	☐ Exclude	—	—	E
Consent Meeting Affirmation	☐	☐	☐ Exclude	—	—	E

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Choose the following options for your export:

Export Language — [en: English]

Please choose what to include in the export file, and set export options.

Include the following:

- ☒ Translations of field items
- ☒ Translations of survey settings
- ☐ Translations of automated survey invitations

Export Options:

- ☐ Include translation prompts
- ☒ Include default values
- ☐ JSON
- ☒ CSV — ☒ Comma (,) ☐ Semicolon (;) ☐ Tab

NOTE: The export will reflect the currently **SAVED** state only. Thus, any unsaved changes will **NOT** be contained in the export file.

[Cancel](#) [Download Language](#)

The “default” rows show you your English text. Sort or filter by default to get all your English text:

	A	B	C	D	E	F	G	H	I
1	section	type	name	index	kind	text			
2	fieldTrans label		subject id		default	Subject ID			
3	fieldTrans label		sex		default	Sex			
4	fieldTrans enum		sex		1 default	Female			
5	fieldTrans enum		sex		2 default	Male			
6	fieldTrans enum		sex		99 default	Unknown or Unspecified			
7	fieldTrans label		ethnicity		default	Ethnicity			
8	fieldTrans note		ethnicity		default	"X" ONLY one with which the subject MOST C			
9	fieldTrans enum		ethnicity		1 default	Hispanic or Latino			
10	fieldTrans enum		ethnicity		2 default	Not Hispanic or Latino			
11	fieldTrans enum		ethnicity		99 default	Unknown or Not Reported			
12	fieldTrans label		race		default	Race			
13	fieldTrans note		race		default	"X" those with which the subject identifies			
14	fieldTrans enum		race		1 default	American Indian or Alaska Native			
15	fieldTrans enum		race		2 default	Asian			
16	fieldTrans enum		race		3 default	Black or African-American			
17	fieldTrans enum		race		4 default	Native Hawaiian or Other Pacific Islander			

You can delete unneeded columns and rows following the example file.

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For Document 2 (PDF of instrument)

Download a blank PDF of the individual instrument from the Online Designer:

