# REDCap
Research Electronic Data Capture

**Transcript of**: Calendar

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*Audio is in normal text below. Timestamps are in bold to assist in finding specific topics.*

**(0:00)**

The project calendar tracks events in your study and can be used for data entry. The calendar's functionality depends on the project structure.

**(0:15)**

Traditional projects and single survey projects illustrate the most basic usage of the calendar. The calendar tabs narrow the focus, displaying only a certain week or a specific day. These filters make it easier to add and open events.

**(0:34)**

Individual calendar events are added manually. You can enter as much or as little detail as needed. At minimum, each event must have a name or description entered in the notes field. Specific times can be assigned to any event, either by typing them in manually or using the built-in slider. The calendar is a great way to organize a study team's activities and keep track of upcoming milestones. There is no limit to the number of events per day.

**(1:18)**

Calendar events can be viewed, edited or deleted at any time.

**(1:34)**

Upcoming events also appear on the Project Home tab. This is a concise list of events happening in the next few days. Click any event to open it.

Notice that these ad hoc or stand-alone events are not associated with any records. These are called calendar-specific events. They are not linked to data collection.

**(2:01)**

It is possible to link an event to a particular record. A record-specific event is defined by choosing the existing study ID. The study ID is also called the record name or number. This list includes all records that have already been created in the project. This type of calendar event can be used to access data collection instruments.

**(2:27)**

All of the project instruments are listed. Colored buttons indicate the form status, just as they do when entering data. In this way, the calendar can be used to enter or access data. Record-specific events are particularly useful for human subjects research. Study coordinators can easily open the day's patients from the calendar instead of having to scroll through a long list on the Dashboard. The calendar filters and Project Home tab make it even easier to find only the records that are needed on a given day.

**(3:09)**

Longitudinal projects are a bit more complex. Calendar-specific events and record-specific events are created as usual. But notice that record-specific events cannot be used to access data.

Longitudinal projects use an event grid to define the unique timepoints at which data can be collected. Separate videos further illustrate this project type and describe creation of the event grid. In order to connect the event grid to the calendar, the scheduling module must be enabled. If the Scheduling module is not being used in a longitudinal project, then the calendar cannot be used for data entry. The normal methods of data entry are used.

**(4:01)**

Scheduling projects illustrate the most powerful use of the calendar. The scheduling module uses the longitudinal event grid to populate the calendar with record-specific events. Scheduled events can then be used to access data.

**(4:19)**

In the scheduling module, existing records can be scheduled or new records can be created and scheduled at the same time. A separate video explores the scheduling module in more detail. Both options automatically add the pre-defined event grid to the calendar. Each event is linked to the corresponding record.

**(4:48)**

Scheduling projects may or may not collect data. It is possible to use REDCap solely to maintain schedules and not enter actual data about each record. In such projects, no data collection instruments are linked to record-

specific events because no data collection is needed. Notice that both calendar specific and record-specific events can still be added as usual.

**(5:21)**

In the most advanced project type, longitudinal data is collected through scheduling. If you have ever used a longitudinal project, you probably recall that the longitudinal module's event grid defines which instruments are designated for completion at each event. A separate video further explores this component of the event grid.

**(5:54)**

The project structure has just changed significantly. The project has changed from purely scheduling to scheduling plus longitudinal data collection. Still, the scheduling module works just as before. But now, because we are collecting data, the record-specific events are linked to data collection instruments.

**(6:29)**

Each event clearly displays which instruments should be completed. This is based on the event grid that was modified earlier.

**(6:54)**

Remember, it is always possible to add stand alone or ad hoc events to any project calendar. Events can even be record-specific. But to enter data through the calendar, either the longitudinal module must be disabled or the scheduling module must be enabled.

**(7:16)**

As the number of events grows, remember to explore the filtered views. The calendar tabs can be printed, helping your team mark milestones, keep track of meetings, and stay organized throughout your study.