# Medidata Rave™ EDC
# Train the Trainer[1]
# Training Agenda

| Time | Topic |
|---|---|
| **Day 1** | |
| 9am – 9:15am | **Welcome and Introductions** |
| 9:15am – 10:30am | **EDC Module[2]**<br>Getting Started<br>Task Summaries<br>The Subject Homepage<br>Data Entry and Editing:<br>&bull; Standard Forms<br>&bull; Viewing the Audit Trail<br>&bull; Log Forms |
| 10:30am – 10:45am | **Break** |
| 10:45am – 12:30pm | **EDC Module (continued)**<br>Data Entry and Editing:<br>&bull; Displaying Previous Visit Data<br>&bull; Coding Dictionary Data<br>&bull; Translating Data<br>&bull; Lab Forms[3]<br>Working with Markings |
| 12:30pm – 1:30pm | **Lunch** |
| 1:30pm – 3pm | **EDC Module (continued)**<br>Subject Administration and Sharing<br>Template Forms<br>Cleaning Data<br>Grid View<br>Electronic Signatures<br>Accessing Reports in EDC |

---

[1] Maximum number of attendees: 10

[2] The duration of the EDC Module training will vary depending on the number of topics covered and number of attendees.  This agenda assumes that all topics will be covered and 10 attendees.

[3] Lab forms will only be covered for clients using the Medidata Rave Lab Administration Module.

| | |
|---|---|
| | **Query Management Module** |
| 3pm – 3:15pm | **Break** |
| 3:15pm – 4:45pm | **EDC Module and Query Management Workflow Review** |
| 4:45pm - 5pm | **Teach-Back Preparation** <br> Assignment of Teach-back Topics |
| **Day 2[4]** | |
| 9am – 9:15am | **Welcome and Review** |
| 9:15am – 10:00am | **Presentation Skills Overview** <br> Presentation Skills Power Point Presentation |
| 10:00am – 11:00am | **Teach-Back Preparation** <br> Attendee Preparation Period |
| 11:00am – 5pm[56] | **Teach-back/Assessment** <br> Presentation of Assigned Topics <br> Instructor Feedback |

---

[4] Depending on the number of attendees and the number of topics being taught in EDC/Query Management, the duration of the 2nd day may vary.

[5] Duration is dependent on number of attendees.

[6] A 1 hr lunch will be included as needed.