Flight Tracker Consortium Meeting

February 4, 2026

EDGE FOR SCHOLARS

https://edgeforscholars.vumc.org

https://redcap.link/flight_tracker

Meeting Agenda

FLIGHT TRACKER FOR SCHOLARS

Current Version:
v6.23.2

What's New?
Starting Sprint for **v6.23.3**

Deep Dive: Sending Mass Emails

What's Next?
Major Additions in **v6.24.0**

FLIGHT TRACKER FOR SCHOLARS

What's New?

Starting Work on v6.23.3

FLIGHT TRACKER FOR SCHOLARS

- Include all surveys in Scholar Portal's survey page
- Add Translational Science questions to Flight Tracker surveys
- Four bug fixes, including:
  - ERIC pubs showing in Publication Wrangler
  - Backfill ORCID biography information
- Vanderbilt-specific improvements

Monetization Rumors

- REDCap announced recently that they will soon offer a for-pay premium version with some advanced features.

- To be clear, Flight Tracker will continue "as-is" without monetization. We have not even considered monetizing it.
  - It will be available on both versions of REDCap.
- We are interested in partnering for studies into researchers' career development. That's our main goal going forward.

Deep Dive

Sending Mass Emails

Outline

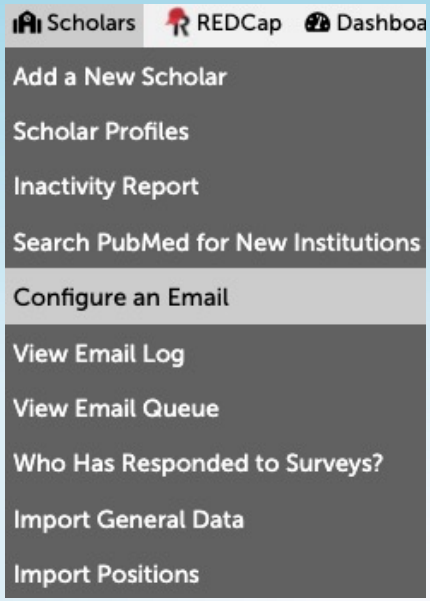
FLIGHT TRACKER FOR SCHOLARS

- How to Send
  - Who
  - When
- What to Send
  - Personalized Notes
  - Survey Links
  - Mentoring Agreement
  - Scholar Portal Link
- Monitoring

How to Send

FLIGHT TRACKER FOR SCHOLARS

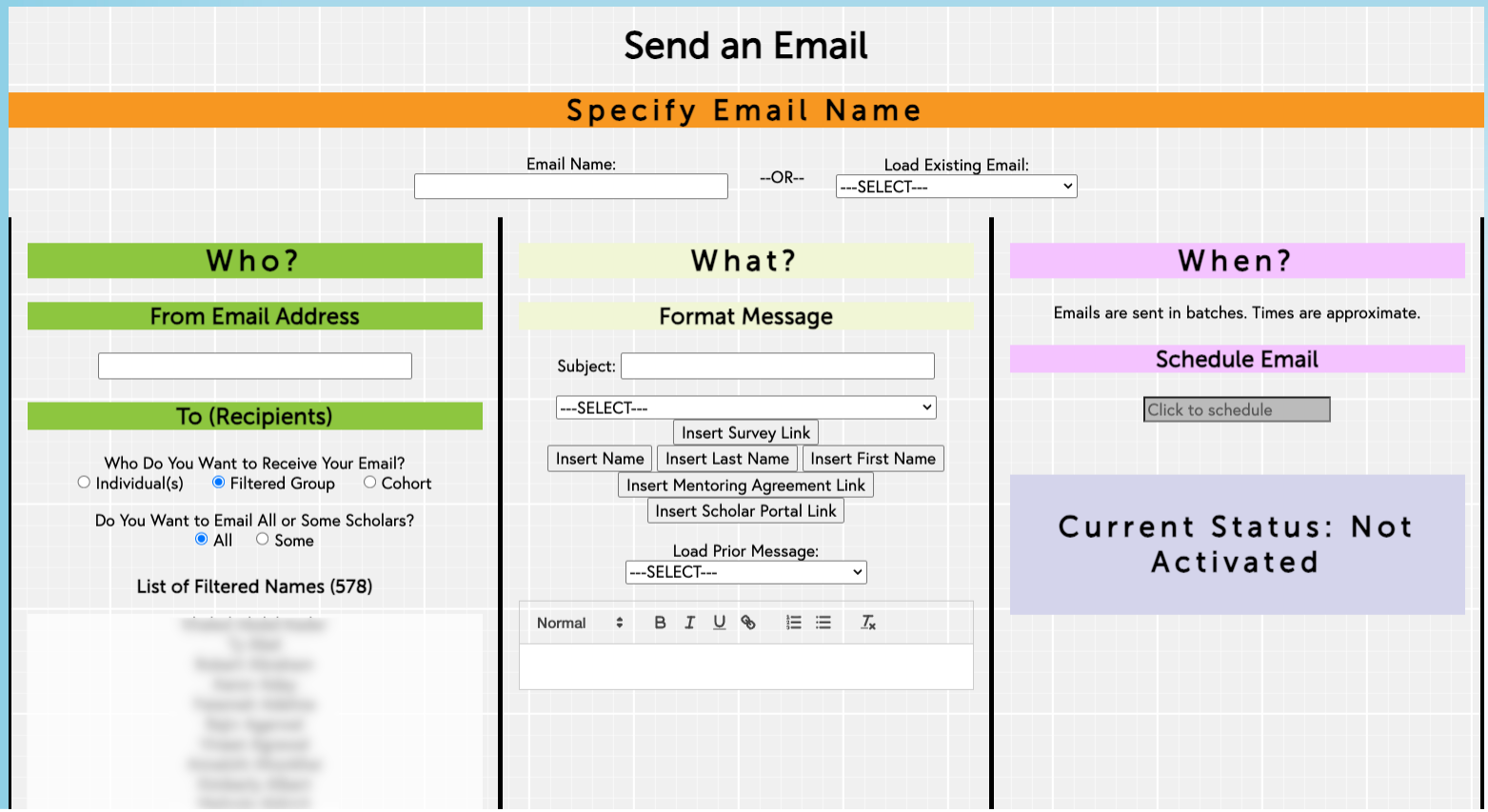
- Scholars menu → Configure an Email



- Alternative: REDCap's Automated Survey Invitations
  - Not covered in this presentation
  - See REDCap's Help for more details

Configure an Email Page

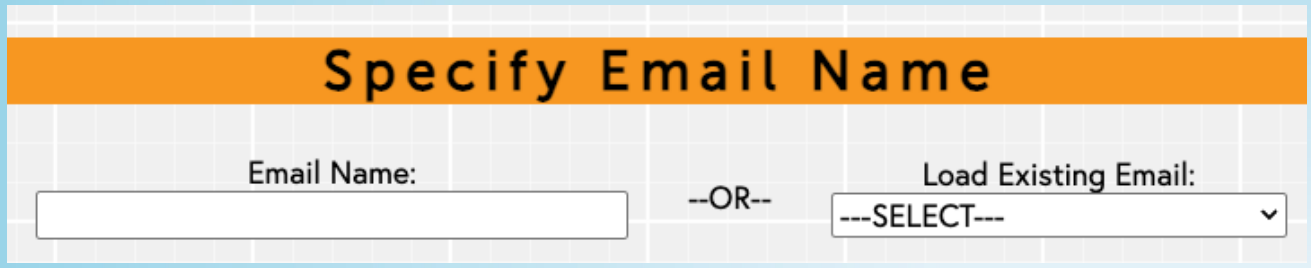
FLIGHT TRACKER FOR SCHOLARS



Naming Your Email

FLIGHT TRACKER FOR SCHOLARS

- First, name your email or load a prior email



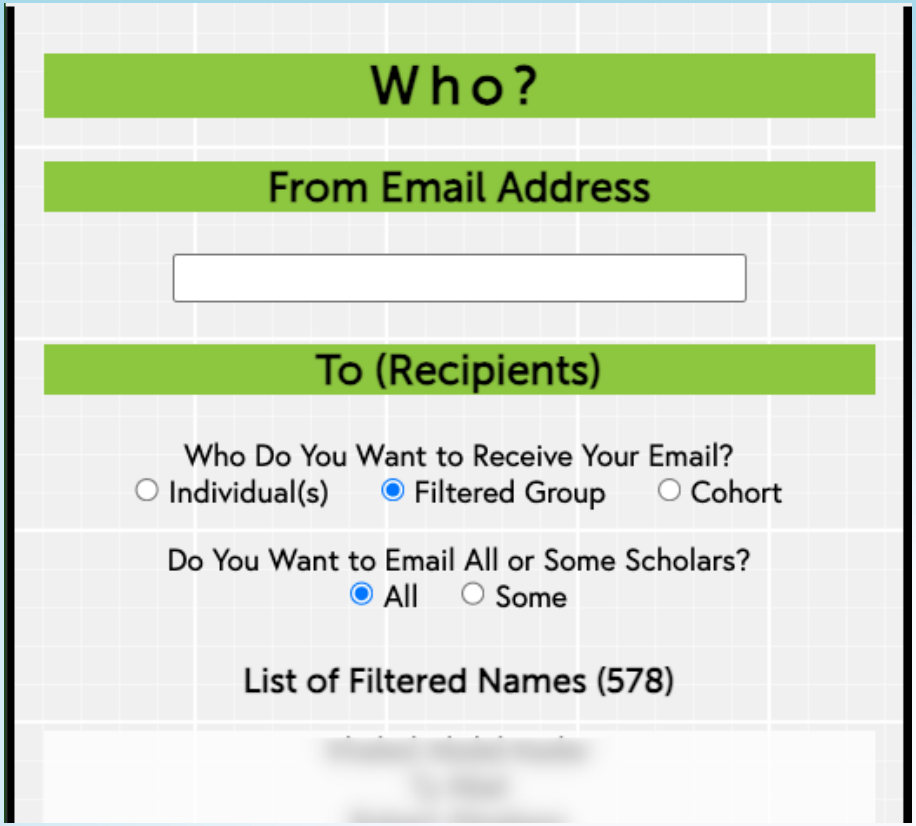
Who?

FLIGHT TRACKER FOR SCHOLARS

- From Email Address

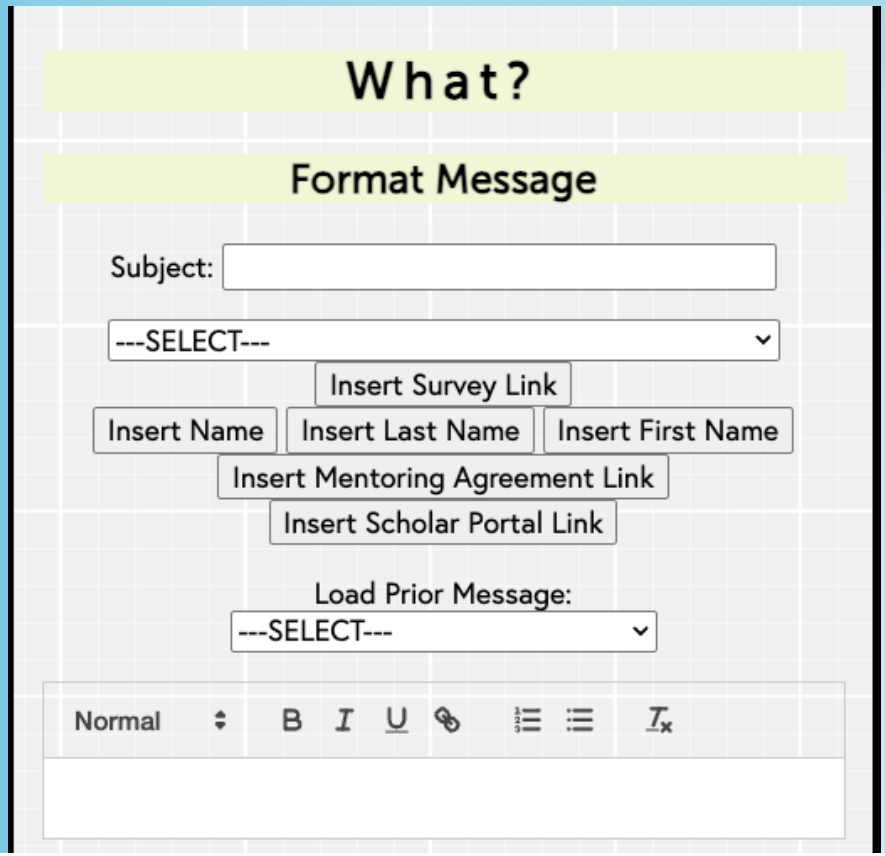
To:

- Individual: check off names
- Filtered Group: answer questions
  - All – everyone
  - Or a subgroup based on who has filled out what surveys
- Cohort: select cohort



What?

FLIGHT TRACKER FOR SCHOLARS

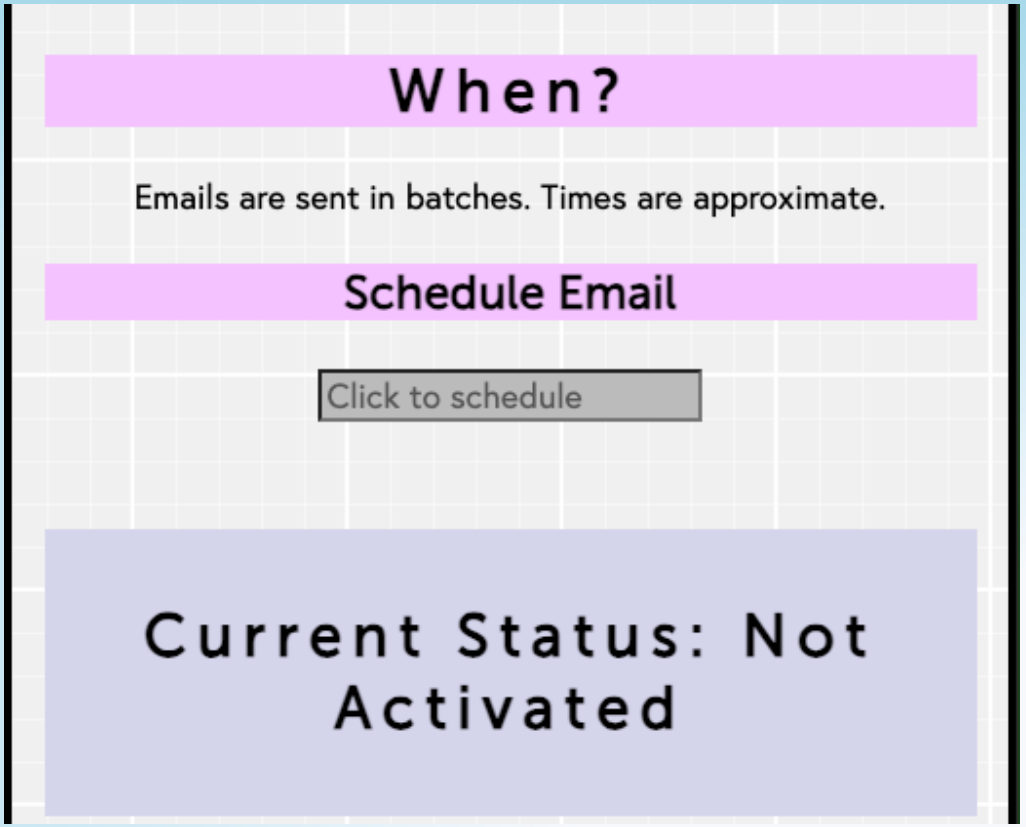


More to come…

When?

FLIGHT TRACKER FOR SCHOLARS

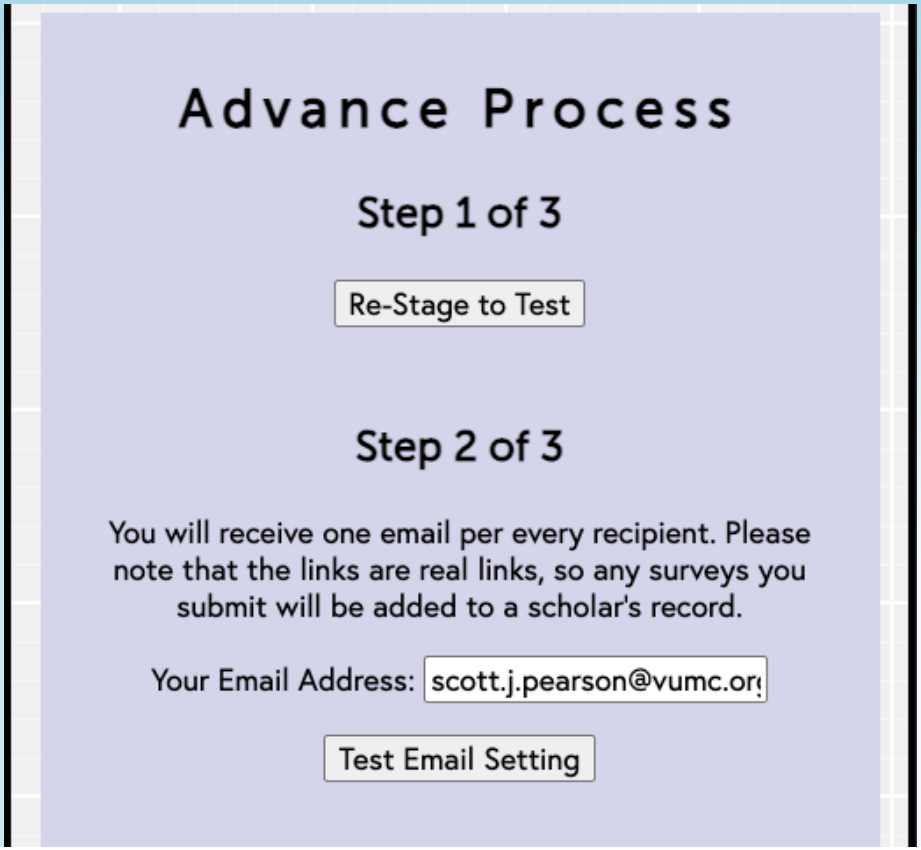
- Schedule Email
- Three Steps:
  1. Stage email to test
  2. Send test emails to self
  3. Activate email to send at scheduled time



When?

FLIGHT TRACKER FOR SCHOLARS

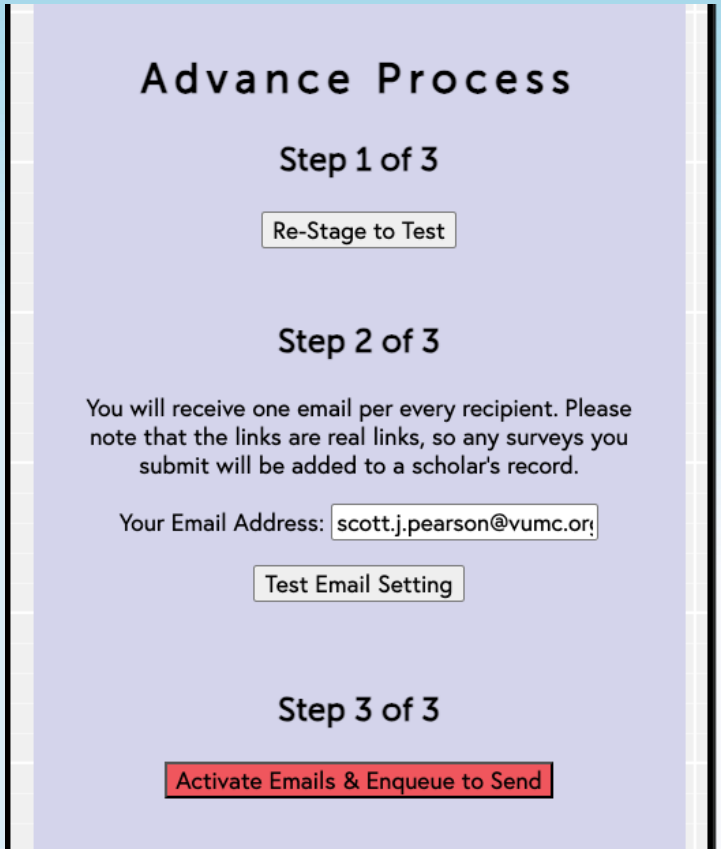
- Clicking “Test Email Setting” will send you one email for each person
- You can test survey links & email messages
- Make sure you don’t get “egg on your face!”



When?

FLIGHT TRACKER FOR SCHOLARS

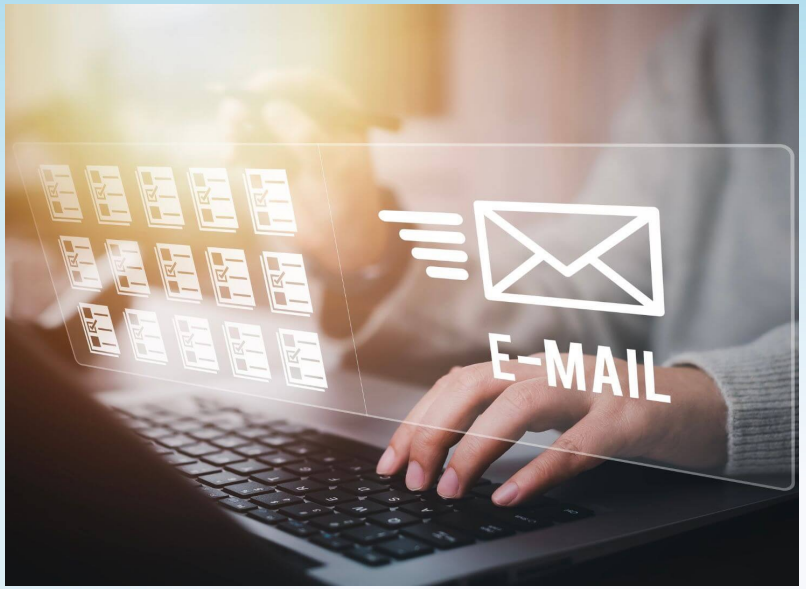
- The email is enqueued to send only when you click the red button: "Activate Emails & Enqueue to Send"
- The Current Status will change to Activated
- Then the email will be triggered around the time that it's scheduled for
- You will receive a warning email 15 minutes in advance…



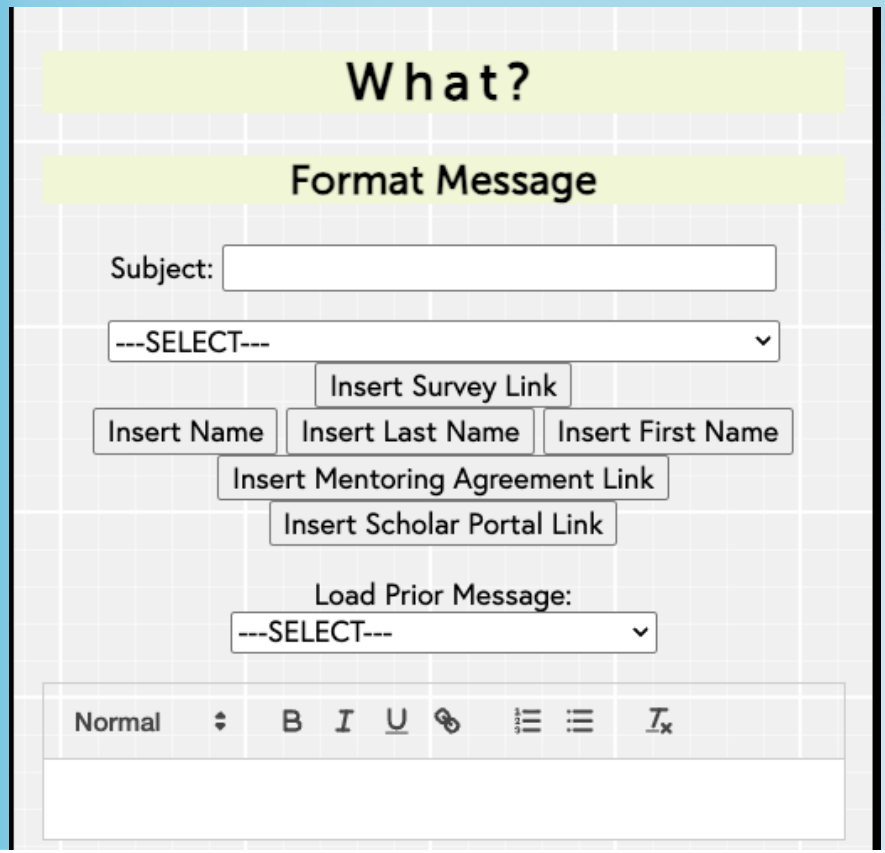
What?

FLIGHT TRACKER FOR SCHOLARS

- Three main functions from my experience:
  - Personalized notes
  - Links to surveys
  - Link to Mentee-Mentor Agreement
  - Link to Scholar Portal

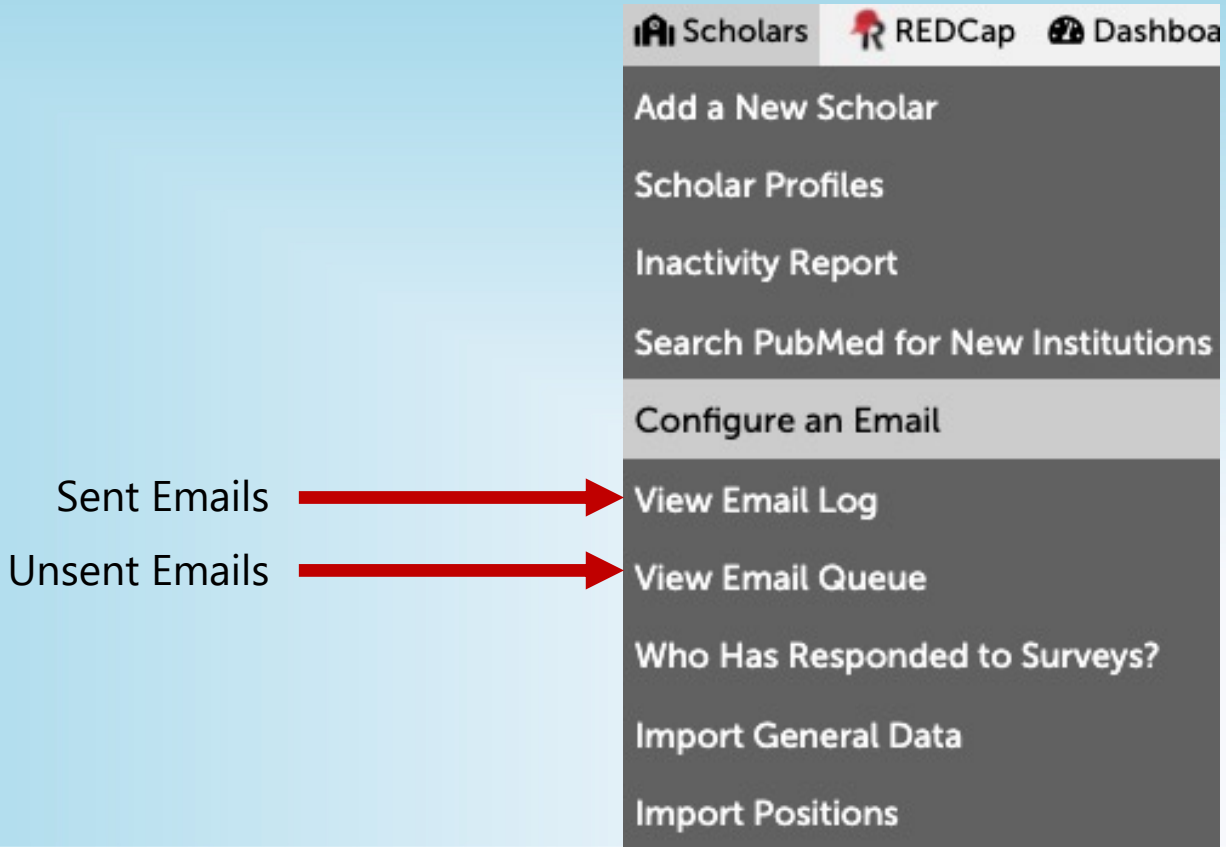


What?



- Insert names to customize
- Insert links to any Flight Tracker survey, including your custom ones
- Insert a link to Flight Tracker's mentoring agreement
- Insert a link to the Scholar Portal
- Load a prior message as a first draft

Monitoring


FLIGHT TRACKER FOR SCHOLARS
Scholars
REDCap
Dashboa
Add a New Scholar
Scholar Profiles
Inactivity Report
Search PubMed for New Institutions
Configure an Email
View Email Log
View Email Queue
Who Has Responded to Surveys?
Import General Data
Import Positions
Sent Emails
Unsent Emails

Putting It All Together

FLIGHT TRACKER FOR SCHOLARS

[Live Demo]

Recap

FLIGHT TRACKER FOR SCHOLARS

- How to Send
  - Who
  - When
- What to Send
  - Personalized Notes
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  - Mentoring Agreement
  - Scholar Portal Link
- Monitoring

FLIGHT TRACKER FOR SCHOLARS

What's Next?

Flight Tracker v6.24.0

- Find a Collaborator – a way of searching across all Flight Trackers on a server for who publishes on a given topic
  - Advanced search
  - Search interface for admins, not just Scholar Portal
- Rebrand with new logo & colors
- Smaller improvements

Support Resources

FLIGHT TRACKER FOR SCHOLARS

Forum: Flight Tracker Community
Free accounts available

Monthly Troubleshooting Call
Thursday, February 19, 1pm CT

Monthly "Newbie" Call
Wednesday, February 11, 1pm CT

Monthly Getting Started Workshop
Friday, February 13, noon CT

Type your email in the chat for more info

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