

Teaching Data Summary Report

(updated May 2014)

The **Teaching Data Summary Report** is “a listing of all teaching and assessment activities (organized by teaching level), with number of hours and audience numbers involved”

(p. 21, University of Toronto Faculty of Medicine Manual for Academic Promotion, <http://medicine.utoronto.ca/sites/default/files/Academic%20Promotions%20Manual%202013.pdf>)

The following slides describe:

- How users can generate the Teaching Data Summary Report from their WebCV account
- What data from WebCV is used to populate the Report (with examples)
- Troubleshooting tips

How to generate the Teaching Data Summary Report

Choose “Teaching Data Summary” from the “Reports” menu tab, and click the “Generate Report” button.

The screenshot displays the WebCV Project interface for the University of Toronto Faculty of Medicine. The user is logged in as Bold, Mark, with a last logon of 5/5/2014 9:19:25 AM. The current role is Faculty Member. The interface includes a search bar and a navigation menu on the left. The Reports menu tab is highlighted with a red circle and a green box labeled '1'. The Reports dropdown menu is open, showing a list of report types. The 'Teaching Data Summary' option is highlighted with a blue bar and a red circle, with a green box labeled '2' and an arrow pointing to it. The 'Generate Report' button is also circled in red and labeled with a green box '3'.

UNIVERSITY of TORONTO
Faculty of Medicine

Bold, Mark
Last Logon: 5/5/2014 9:19:25 AM
Current Role
Faculty Member

Search Search

Home Page
Curriculum Vitae (CV) View
All Activities View
Reports
Export Data to Common CV
General
Help
Logout

Reports

Select Report :
Select Date Range :
Select Draft Handling :

Curriculum Vitae (CV)
Curriculum Vitae (CV)
Annual Academic Activity Report (AAR)
Teaching and Education Report (TER)
Creative Professional Activities Report (CPA)
Research Awards Data Summary
Teaching Data Summary
Refereed Publications Data Summary
Research Supervision Data Summary
Bio Sketch (handout, not NIH standard)

Generate Report

Click on the [Click here](#) link, and you will be prompted to either “Open” or “Save” your Report (the Report is generated as a Word rtf document)

The screenshot displays the University of Toronto Faculty of Medicine WebCV Project interface. The user is logged in as **Bold, Mark**, a Faculty Member, with a last login of 5/5/2014 9:19:25 AM. The page is titled **Reports** and features a navigation menu with options like Home Page, Curriculum Vitae (CV) View, All Activities View, Reports (highlighted), Export Data to Common CV, General, Help, and Logout. A 'Select Report' dropdown menu is set to 'Teaching Data Summary'. A modal dialog box is open, titled 'Opening TeachingData_mark.bold_201455105037.rtf', with the following text: 'You have chosen to open: TeachingData_mark.bold_201455105037.rtf which is: Rich Text Format (8.2 KB) from: https://www.torontocv.ca'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with Microsoft Word (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, a link labeled 'Click here' is circled in red, with the text '2014 10:50:37 A.M. Click here to receive it.' visible below it.

Sample Teaching Data Summary Report

UNIVERSITY OF TORONTO

Teaching Data Summary

Professor Mark Bold Jr.

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)	
2013 - 2014	Postgraduate MD		Invited Lectures and Presentations	1.0			
	Continuing Education		Abstracts and Other Papers	1.0			
			Invited Lectures and Presentations	2.0			
2012 - 2013	Multilevel Education		Invited Lectures and Presentations	1.0			
	Graduate Education	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	24.0	30		
	Undergraduate MD	Faculty of Medicine, Dept of Family & Community Medicine	Seminars	24.0	30		
			Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	48.0	60	
			Seminars	24.0	30		
2011 - 2012	Graduate Education	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	24.0	30		

Data used to populate the Teaching Data Summary Report are only taken from two sections in your WebCV account: ***Presentations and CE Activities*** and ***Teaching***

Curriculum vitae (CV) view

All Activities View

- ⊕ **Personal Information**
- ⊕ Education, Awards and Career Experiences
- ⊖ Research Activities
 - Research Statements
 - Patents and Copyrights
 - Grants, Contracts and Clinical Trials
 - Salary Support and Other Funding
 - Publications
 - Presentations and CE Activities**
 - Peer Review Activities
 - Other Research and Professional Activities
 - Financial Conflicts
- ⊖ Teaching and Education Activities
 - Introduction & Teaching Philosophy
 - Teaching**
 - Clinical Supervision
 - Research Supervision
 - Mentorship
 - Innovations and Development in Teaching
 - Aggregate Teaching Evaluations
- ⊕ Administrative Activities
- ⊕ Creative Professional Activities

Reports

Presentations and CE Activities

The following fields in a *Presentations and CE Activities* record are used in the Teaching Data Summary Report: Type, Date, Total Hours, Attach to an Audience in TER

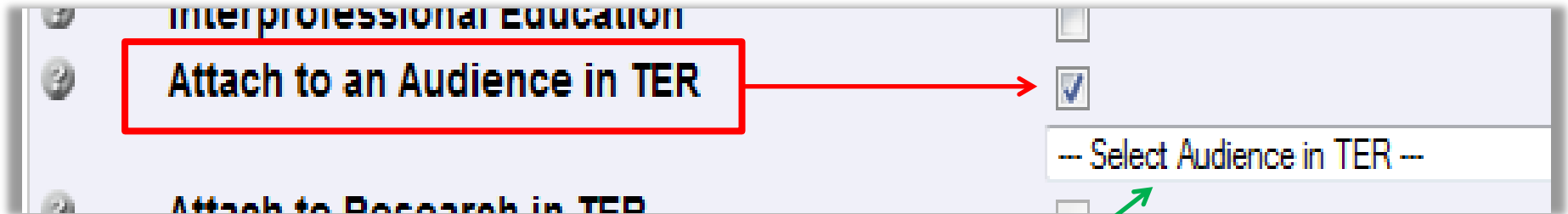
Type	Invited Lectures and Presentations
Geographical Scope	Provincial / Regional
Date	2014 May 2
Trainee Presentation	<input type="checkbox"/>
Competitive	<input type="checkbox"/>
Presentation Role	Invited Speaker
Title	Corneal Grand Rounds
Organizer	McMaster University Medical Centre
Country	Canada
Province/State	Ontario
City	Hamilton
Presenter(s)	
Description	
URL	
Total Hours	1
Teaching Evaluation Score	
Teaching Evaluation Details	
Linked Publication ID	N/A
Other Details (doesn't print)	
Interprofessional Education	<input type="checkbox"/>
Attach to an Audience in TER	<input checked="" type="checkbox"/>
Attach to Research in TER	<input type="checkbox"/>

Presentations and CE Activities

Records in this section of your WebCV account **are not** automatically included on the Teaching Data Summary Report. They first need to be attached to the Teaching and Education Report (TER).

To attach a record from ***Presentations and CE Activities*** to the TER, click on the “Attach to an Audience in TER” checkbox in the applicable record. The data from this record will then be included on your TER and the Teaching Data Summary Report.

(*****NOTE:** you can also attach multiple records to the TER using WebCV’s Bulk Edit Options.)



Ensure that you select an audience level as well so that the record is sorted correctly on your TER and Teaching Data Summary Report

The ***Presentations and CE Activities*** record (from Slide 7) would appear as follows on the Teaching Data Summary Report:

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2013 - 2014	Continuing Education		Invited Lectures and Presentations	1.0		

- The “Program” column is not applicable to ***Presentations and CE Activities*** records, and will always be blank for these records.
- The “Total Number of Students” column will be blank for ***Presentations and CE Activities*** records because these records do not have a field for this type of data. If this information is necessary for the completion of your Teaching Data Summary Report, then it would need to be manually entered in the Report.
- The “Teaching Evaluation Score (if applicable)” column will be blank for ***all records*** in the Report. If this information is necessary for the completion of your Teaching Data Summary Report, then it would need to be manually entered in the Report.

Presentations and CE Activities records on the Teaching Data Summary Report are grouped first by year, then by audience level, and then by type of teaching.

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3

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2013 - 2014	Continuing Education		Invited Lectures and Presentations	1.0		

Records with the same year, level, and type of teaching will be counted on the same line. Records that differ in any of these fields will appear in a new line.

Example: Presentation records for two invited lectures given in the same year to the same audience have been attached to the TER, each an hour long. On the Teaching Data Summary Report, they will be counted on the same line with the total hours column showing the combined hours of the two lectures. A record for an abstract presentation given in the same year for the same audience level was also attached. Since the type is different, it will appear in a new line.

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2013 - 2014	Continuing Education		Abstracts and Other Papers	1.0		
			Invited Lectures and Presentations	2.0		

Teaching

Unlike ***Presentations and CE Activities***, records in the ***Teaching*** section of your WebCV account ***are*** automatically included on the Teaching Data Summary Report (i.e., no additional action is required to attach these records to the Report).

The following fields in a **Teaching** record are used in the Teaching Data Summary Report:

Start-End Dates, Faculty, University Department, Division, Primary Audience, Activity Type, Number of Students, and Total Hours

→ Start - End Dates	2012	Jul	--	2013	Jun	--
→ Faculty	Faculty of Medicine					
→ University Department	Dept of Medicine					
→ Division	Cardiology					
→ Primary Audience	Undergraduate MD					
→ Year / Stage	Year 2					
→ Activity Type	Lectures					
→ Activity Title	ASCM II					
→ Activity Description						
→ Location of Teaching	University of Toronto					
→ Number of Students	30					
→ Total Hours	24					
→ Teaching Evaluation Score						

The **Teaching** record (from previous slide) would appear as follows on the Teaching Data Summary Report:

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2012 - 2013	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	24.0	30	

- The “Program” column is populated by the “Faculty”, “University Department” and “Division” fields from **Teaching** records.
- The “Teaching Evaluation Score (if applicable)” column will be blank for **all records** in the Report (including **Teaching** records). If this information is necessary for the completion of your Teaching Data Summary Report, then it would need to be manually entered in the Report.

Teaching records on the Teaching Data Summary Report are grouped first by year, then by audience level, then by program name, and then by the type of teaching.

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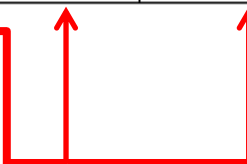
Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2012 - 2013	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	24.0	30	

Like in the examples given for Presentations and CE Activities, **Teaching** records with like data will be included on the same line in the Report. Records with **unlike** data (e.g., different type of teaching, program, level, or year) will create a new line.

Example: If a second record in the **Teaching** section is included in the Report, and it falls within the same academic year as the above record, with the same audience level, program, and type of teaching, then it will be counted on the same line:

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2012 - 2013	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	48.0	60	

Both activities had the same number of hours and students, and the additional record is reflected in the “Total Hours” and “Total Number of Students” columns.



Troubleshooting

FAQ: One record (from either ***Presentations and CE Activities*** or ***Teaching***) appears to be counted more than once on my Teaching Data Summary Report. Why is the data from one record appearing multiple times?

- If one record is being counted multiple times on your Report, it likely has to do with the way the date has been entered in the record. The Teaching Data Summary Report is organized by academic year. Therefore, to print correctly on the Teaching Data Summary Report:
 - ***Presentations and CE Activities*** records must have at least a **year and month** entered.
 - ***Teaching*** records must be entered on a **per academic year** basis. The **start and end dates** of a ***Teaching*** record, therefore, must begin and end within one academic year, and must have **year(s) and month(s)** entered.

Example: a record is entered in the *Teaching* section with a Start-End date of “2013-2014,” but with no months

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2014 - 2015	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	6.0	30	
2013 - 2014	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	12.0	30	
2012 - 2013	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	6.0	30	

Because no months were entered for the record, WebCV does not know which academic year this activity took place in. Therefore, the record will appear in the 2012-13, 2013-14, and 2014-15 academic years on the Report. Additionally, the “Total Hours” for this record (entered as “24”) have been prorated between the three academic years. **To rectify this, add both the year(s) and the month(s) to the applicable record, and it will then only print once on the Teaching Data Summary Report.**

*****NOTE:** Keep in mind that for the *Teaching* section, records should be entered on a per academic year basis. So the above record should be entered with a Start-End date of 2013 July – 2014 June. If you do this same activity in multiple years, then a new record should be created for each applicable academic year.