# Teaching Data Summary Report

## (updated May 2014)

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

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%2020 13.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.

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)

# 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 | |

**WebCV Project**

**UNIVERSITY OF TORONTO**
**FACULTY OF MEDICINE**

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*

# *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** | ☐ |
| **Competitive** | ☐ |
| **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** | ☐ |
| **Attach to an Audience in TER** | ☑ |
| | Continuing Education |
| **Attach to Research in TER** | ☐ |

# *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.)
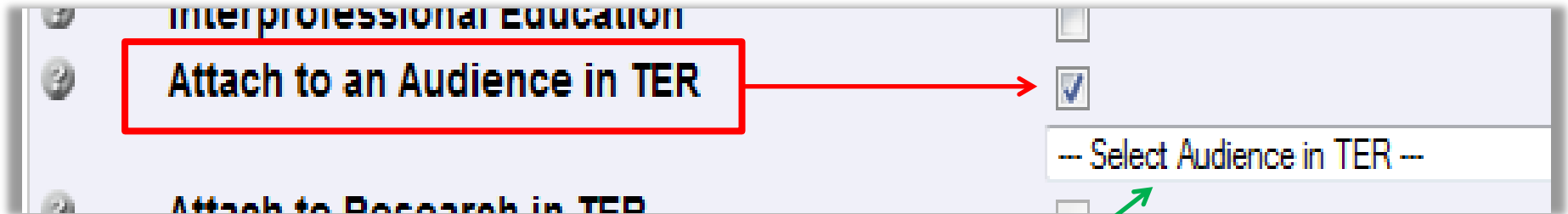


Ensure that you select an audience level as well so that the record is sorted correctly on your TER and Teaching Data Summary Report

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.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

*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.

**1**  **2**  **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 | | |

**WebCV Project**

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

# *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



| Field | Value |
|---|---|
| **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 | |

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

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.

**1**      **2**      **3**      **4**

| 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.
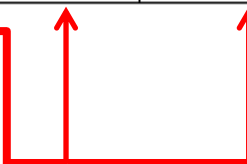
# Troubleshooting

**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.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE