# WEBCV WORKSHOP

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### **OVERVIEW**

- WebCV is only as good as the information you input
- The more information you add, the less revisions required in a word doc
- Consistency
- Avoid creating your own categories use what's there (if you can)
- I am not a content expert! You can always ask your mentors!

### CVVIEWVS.ALL ACTIVITIES VIEW

#### Home Page

#### CV View will show you the sections that will get generated when you generate a generic CV report

 All Activities View will show you EVERY section in WebCV (e.g. Teaching)

Curriculum Vitae (CV) View			
	Home Page		
Last generated: 11/26/2021 8:15:04 AM	Curriculum Vitae (CV) View		
Name And Title Biographical Information	All Activities View		
<ul> <li>Academic Profile</li> <li>Research Funding</li> <li>Publications</li> <li>Intellectual Property</li> <li>Presentations And Special Lectures</li> <li>Teaching And Design</li> </ul>	<ul> <li>Personal Information</li> <li>Education, Awards and Career Experience</li> <li>Research Activities</li> <li>Teaching and Education Activities</li> <li>Administrative Activities</li> <li>Creative Professional Activities</li> </ul>		
<ul> <li>Research Supervision</li> <li>Creative Professional Activities</li> </ul>	Reports		
All Activities View	General		
Reports	Help		
	Logout		

## DESCRIPTIONS

- Avoid waiting until after you've generated your CV to add details in. This will add more confusion as you will typically be regenerating the CV multiple times and may forget what you added in.
- Use "Description" boxes to add in additional details.

### HOW DO I KNOW IF IT SHOWS UP IN MY CV OR TER?

 Highlight field shows you what info shows in what report...

Highlight Related Fields For	Curriculum Vitae (CV)	~
Start - End Dates	2015 🗸 Jul 💙 1 💙 - 2016 🗸 Jun 💙 30 🗸	
Geographical Scope	Select Geographical Scope	
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Other Details (doesn't print)		
<ul> <li>Save As Draft</li> <li>Entry</li> <li>Attach to an</li> </ul>		

### STATEMENTS

- Research (1/2 Page)
- CPA (1/2 Page)
- Teaching

#### Home Page

#### Curriculum Vitae (CV) View

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Name And Title
Biographical Information
Academic Profile

Research Statements
Teaching Philosophy
Creative Professional Activities Stateme

Research Funding
Publications
Intellectual Property
Presentations And Special Lectures
Teaching And Design
Research Supervision
Creative Professional Activities

# GEOGRAPHICAL SCOPE

#### LOCAL, PROVINCIAL, NATIONAL, INTERNATIONAL

- Who was the audience? Where was the conference?
- Provincial typically refers to provincial gov work
- Local typically university/hospital work
- If it a conference in Toronto please be careful. Were you invited because of convenience location ? Was this truly an international conference?
- Local: Your "local" changes based on where you live/have an appt.

Start - End Dates	2015 V Jul V 1 V - 2016 V Jun V 30 V	
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	Select Audience in TER	~
Attach to Research in		
TER		

#### **Peer Review Activities**

### PEER REVIEWED ACTIVITIES

- What Goes Here?
  - Manuscript Reviews
  - Abstract Reviews
  - Conference Presentation Reviews

Don't forget to put total # of reviews!

		Inter ID		Go	Help for this page
Ø Member Name	Harvey, Paula Jean				~
<ul> <li>Highlight Related Fields For</li> </ul>	Select Report				~
<ul> <li>Role</li> <li>Activity Type</li> <li>Journal / Section</li> <li>Other Details (doesn't print)</li> </ul>	Reviewer Select Activity Type Associate or Section Editin Editorial Boards Grant Reviews Manuscript Reviews Presentation Reviews Other - Specify				
<ul> <li>Institution / Organization</li> <li>Start - End Dates</li> <li>Number Of Reviews</li> <li>Save As Draft Entry</li> <li>Attach to an</li> </ul>	2015 V Jul V 1	▶ - 2016	<ul> <li>✓ Jun ✓</li> </ul>	30	
Audience in TER Attach to Research in TER	Select Audience in TER				♥

# ADMINISTRATIVE ACTIVITIES

- When picking the organization/institution be sure to CLICK the institution name when you enter it. If you do ACTUALLY click the name (if it exists in the dropdown) it will generate it as two different organizations. Spell it the SAME way and click it.
- At the very BOTTOM of this field you enter the year + role and contributions
- Match the year on the activity to the year at the top (start end date).

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her Details	Toronto Urban Studies Centre
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	Toronto-Sunnybrook Regional Cancer Centre
	University of Toronto
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Role	Start - End Date	Hours	Descrij
Select Role 🗸			

#### **Presentations and CE Activities**

			Enter ID	Go Help fo	or this page	
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	③ Trainee Presentat	ion	Presented and Published Abstracts	5		
	② Competitive		Other - Specify			
	② Presentation Role	•	Select Presentation Role		~	
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	Province/State		Select Province/State		<b>▼</b>	
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			Competitive			
			Presentation Role	✓ Select Presentation	Role	
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e URL	③ Teaching Evaluati	an	City	Keynote Speaker		
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to your TER if it was			Presenter(s)	Presenter		
,		2	Description/Contribution	Speaker		
			Value	Visiting Professor Other - Specify		
		8	) URL			
		8	Total Hours			
		8	Teaching Evaluation			
			Score			
		6	Teaching Evaluation			
			Detaile			

### PRESENTATIONS

#### Tips:

- Pick from the existing dropdown menus
- Role: Which one do I pick?
  - Invited Speaker VS Invited Lecturer
    - Just pick I and be consistent...
- Add media appearances in this section
- If a talk or interview was posted add the URL
- Add the hours, scores here and attach to your TER if it was educational

#### PRESENTED VS PRESENTED AND PUBLISHED

- Presented = ONLY presented
- Presented & Published = PRESENTED at conference
   + in a conference journal

		Ø Highlight		
		Related Field	ds Select Report	~
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③ URL		Details		
② Total Hours				1
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Score		Publication	Role Select Publication Role	~
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Attach to an Audie	nce in	(2)		
TER				

# PUBLICATION

- To generate  $\rightarrow$  input into PMID and press GO
  - Will be missing details
- Input in "Rest of Citation"
- Format Consistency
  - Author: LAST NAME FIRST INITIAL: HARVEY P, EDER L, .....
- Your name will automatically bold if it's the same as the first/last name on your WebCV account

Publication	Select Publication Type	~
Туре	Select Publication Type	-
Peer Reviewed		
Ø Role	Select Role	~
Publication	Select Publication Status	
Status	Select Publication Status	~
③ Status Date	• • •	
Author(s)		
		11
③ Title		
		1
Journal Name		
Publisher	/	
Publication		
Country	Select Publication Country	~
Publication		
Subdivision	Select Publication Subdivision	~
Publication City		
Rest of Citation		
		/
Article Identifier		
(AID)		
(Use for DOI)		
PubMed ID		
	GO	
Journal Impact Factor		

## PUBLICATIONS...

- Click the box that says "most significant publication"
- Enter the details

Publication	Select Publication Subdivision
Subdivision	
Publication City	
Ø Rest of Citation	
Article Identifier (AID)	
(Use for DOI)	
PubMed ID	GO
Journal Impact Factor	
3 Trainee	
Publication	
③ Trainee Details	
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Most Significant	
Contribution Details (CCV:	
Description /	
Contribution	
Value)	
Other Details (doesn't print)	
Attach to an	
Audience in	

### GRANTS

#### **Grants, Contracts and Clinical Trials**

			② Enter ID	Go	Help for this page
	Ø Member Name	Harvey, Paula Jean			~
	<ul> <li>Highlight Related Fields For</li> </ul>	Select Report			~
	<ul> <li>Funding Type</li> <li>Role</li> <li>Grant Status</li> <li>Peer Reviewed</li> <li>Short Title (Only Used for Common CV)</li> <li>Title</li> </ul>	Select Funding Type         Select Role         Select Grant Status			<ul> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
1	② Description ③ Eupding Source				
	<ul> <li>Funding Source</li> <li>Funding Program Name</li> <li>Grant and/or Account #</li> <li>Total Grant Amount</li> <li>Currency</li> <li>Total Amount Attributed to Faculty Member</li> </ul>				

2016 - 2019 Co-Investigator. Using Knowledge Translation Theory to Inform the Development of Interventions to Improve management of Early Osteoarthritis. Canadian Institutes of Health Research (CIHR). Pl: Mackay, CJ. 156,667 CAD.



Added AFTER exporting WebCV

**BUT WAIT....** You can enter this info in the **DESCRIPTION** box!

### TEACHING AND EDUCATION REPORT

### LINKING TO TER

- Activities in your CV can be linked to your TER
- Scores only show in your TER report NOT your CV
- E.g. Medical Grand Rounds... Entry in your PRESENTATION section...LINK TO CME for the score to show in your TER
- Undergraduate Education = BACHELORS DEGREE
- Undergraduate MD = Med School

Ø Start - End Dates	2015 V Jul V 1 V - 2016 V Jun V 30 V	
Geographical Scope	Select Geographical Scope	~
Educational Administration		
③ Faculty	Select Faculty	~
University Department		
② Division		
Primary Audience	Select Primary Audience	~
Institution / Organization		
② Committee Name		
② Country	Select Country	~
Province/State	Select Province/State	~
② City	✓ Select Audience in TER	
Ø Other Details (doesn't print)	Multilevel Education Undergraduate Education Graduate Education Undergraduate MD Postgraduate MD Continuing Education	
3 Save As Draft	Faculty Development	
Entry	Patient and Public Education	
Attach to an	Postdoctoral Research Fellow (PhD)	
Audience in TER	Research Associate Clinical Research Fellow (MD)	
	Select Audience in TER	~
Attach to		

### TEACHING PHILOSOPHY

Reminders:

- Enter into "Teaching Philosophy" field
- Check "YES" to Print in Teaching and Education Report

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## TEACHING EVALUATIONS

- You can enter teaching evaluation scores and comments directly into the entry.
- Power/Medsis do not need to be inputted into WebCV they are submitted as separate documents

③ Start - End Dates	2015 🗸 Jul 🗸 1 🗸 – 2016 🖌 Jur	n 🗸 30 🖌
③ Faculty	Faculty of Medicine	
University Department	Dept of Medicine	<b>▼</b>
<ul><li>Division</li></ul>	Select Division	<b>~</b>
Primary Audience	Select Primary Audience	~
③ Year / Stage		
② Activity Type		
Activity Title		
Ø Activity Description		
<ul> <li>Location of Teaching</li> <li>Number of Students</li> <li>Total Hours</li> </ul>		
② Teaching Evaluation Score		
Teaching Evaluation Details		
Student Names (optional and	Student Name (firstname lastname)	Primary
does not print)		Select Education Level

#### TEACHING DATA SUMMARY TABLE

 Although you enter the scores and comments into the "evaluation details" they will NOT be generated when you generate the TEACHING DATA SUMMARY TABLE. You will need to add these details in after you generate the table.

**Teaching Evaluation Total Number** Score of Students (if applicable)

### MENTORSHIP

 You can enter mentorship (will only show up in your TER report ) under TEACHING AND EDUCATION ACTIVITIES - MENTORSHIP

Mentorship					
	Enter ID Go Help for thi	s page			
Ø Member Name	Harvey, Paula Jean	~			
<ul> <li>Highlight Related Fields For</li> </ul>	Select Report	~			
<ul> <li>Ø Start - End</li> <li>Dates</li> <li>Ø Faculty</li> </ul>	2015 V Jul V 1 V - 2016 V Jun V 30 V Faculty of Medicine	~			
<ul> <li>University</li> <li>Department</li> <li>Division</li> </ul>	Dept of Medicine	<ul><li>✓</li><li>✓</li></ul>			
<ul> <li>Primary</li> <li>Audience</li> </ul>	Select Division Select Primary Audience	•			
<ul> <li>Year / Stage</li> <li>Mentor Purpose</li> </ul>					
Responsibilities					
Type of Mentee / Preceptorship	Select Type of Mentee / Preceptorship	~			
<ul> <li>Mentee Name</li> <li>Mentee Title / Position</li> </ul>					
Institution of Mentee					
Investigation Strain					
<ul> <li>Formal</li> <li>Total Hours</li> </ul>					

### CREATIVE PROFESSIONAL ACTIVITY

	Introduction to CPA							
Withering, William Last Logon: Mar 22, 2013 9:44 AM Current Role Faculty Member	Enter ID Go Help for this page      Refresh @ Date Range 2000 V - V - 2013 V - V							
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<ul> <li>Types of CPA</li> <li>Professional Innovation and Creative Excellence</li> <li>Contributions to the Development of</li> <li>Exemplary Professional Practice</li> </ul>	<ul> <li>Impact</li> <li>Supplementary Documentation (Outside of WebCV)</li> <li>Print Order</li> </ul>	
	<ul> <li>Other Details (doesn't print)</li> <li>Attach to CPA in TER</li> <li>Save As Draft Entry</li> <li>Keep this record private</li> </ul>	

	Creative Professional Activities							
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Logout			detail your r	ed descrip	tion highlighting recognition and			

#### Each relevant publication/presentation must be checked off



UNIVERSITY of TORONTO Faculty of Medicine Lapinsky, Stephen E. Last Logon: Mar 22, 2013 9:44 AM Conserved Data Withering, William	Stephen E. Lapinsky, Welcome to WebCV The WebCV Project is an initiative by the University of Toronto Faculty of Medicine to revolutionize how faculty members organize and manage their academic a II provide:  Valuable reports to faculty members at the click of a button Reduced time and effort required to collect and manage this information More accurate and complete activity data for all levels of the Faculty and its healthcare partners on a more timely basis The WebCV team provides many resources to support you. You can view all of our support resources at webcv.utoronto.ca, or you can contact our support team at medicine.webcv@utoronto.ca or 416.946.3289.
Home Page Curriculum Vitae (CV) View	
Common CV View All Activities View Personal Information Education, Awards and Career Experience Research Activities	Exporting your records to Common CV? Read this note about which sections are currently exporting Having problems with your browser? Read this note about which browsers are compatible with WebCV
<ul> <li>Research Activities</li> <li>Teaching and Education Activities</li> <li>Administrative Activities</li> <li>Creative Professional Activities</li> <li>Introduction to CPA Creative Professional Activities</li> <li>Reports</li> <li>General</li> <li>Help</li> <li>Logout</li> </ul>	<ul> <li>WebCV Group Training</li> <li>Apr 19 - Teaching and Education Report (TER) Session (Prerequisite: Attendee has already attended CV review session/WebCV Training)</li> <li>Apr 26 - Exporting Common Elements - WebCV to Common CV (Attendee must know the User Name and Password of the account to use during the session)</li> <li>May 10 - General WebCV Group Session (Attendee must know the User Name and Password of the account to use during the session)</li> <li>May 17 - Creative Professional Activities (CPA) Report Session (Prerequisite: Attendee has already attended CV review session/WebCV Training)</li> <li>Monthly WebCV group training sessions are held at the Medical Science Bldg. (MSB), Room 3173 from 8:30am - 10:30am. To reserve space in any of the sessions, please email: webcy:review@utoronto.ca.</li> </ul>

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#### UNIVERSITY OF TORONTO Creative Professional Activity Report

#### Dr. William Withering MB. BCh

#### 1: Introduction

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#### 2: Professional Innovation and Creative Excellence

#### 1. DISCOVERY OF DIGITALIS

(1781/07/01 – 1784/06/30)

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#### Documentation:

a) Honours and Career Awards

Received

b) Publications

f dropsy Journal Articles

c) Presentations

International

Narrative pulled up here

Remember, this is a Word document – allows for easy final edits

WebCV pulls each Award, Publication, presentation into the "Documentation" section of the CPA report

Attach to CPA
Attach to: CPA
Attach to: Discovery of digitalis
Attach to: Treatment of dropsy



# QUESTIONS?