

How To Add Educational Contributions (Programs)

TARGET AUDIENCE: PROGRAM COORDINATORS

Updated April 27, 2023

OVERVIEW

This document outlines how to add Educational Contributions by a program for faculty teaching in the program.

LOGIN

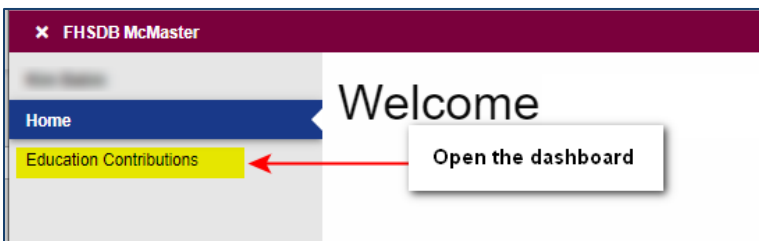
Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

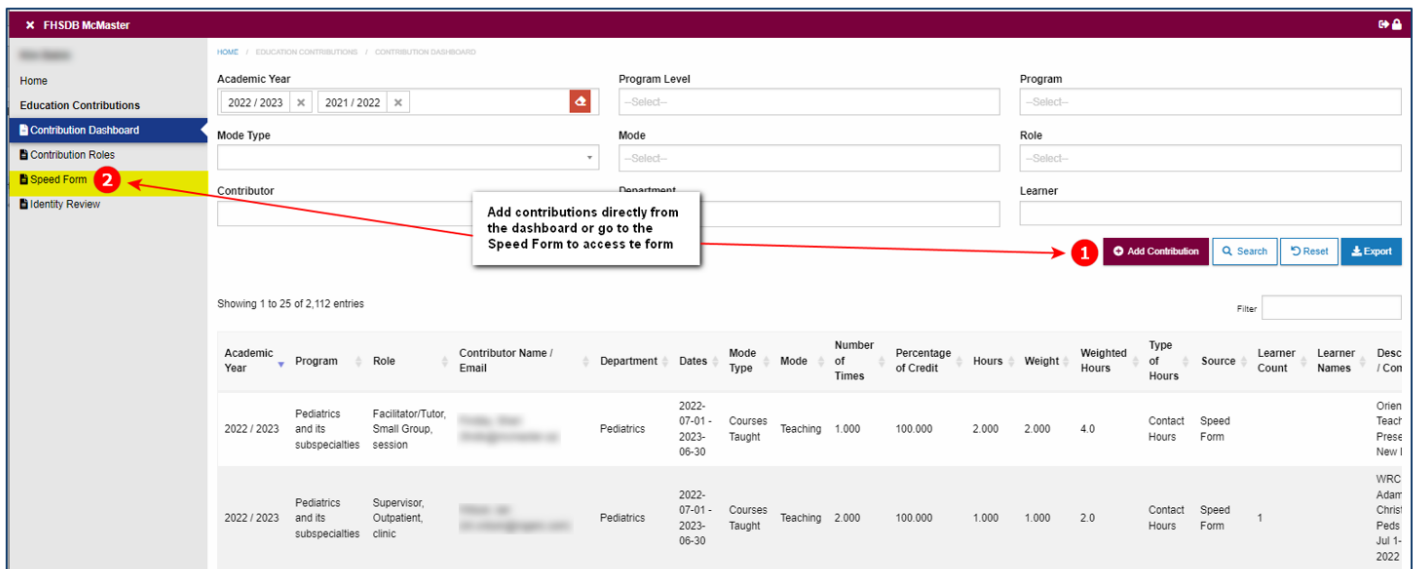
ADD EDUCATIONAL CONTRIBUTIONS

NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

Click on the Educational Contributions menu to open more options related to the Contributions.



New contributions are added either in the Speed Form that can be accessed either from the side menu OR by clicking the **Add Contributions** button on the Contribution Dashboard.



ADD NEW EDUCATIONAL CONTRIBUTION

Educational Contributions can be added using the Speed Form Functionality. Once there, please make sure to enter all mandatory fields.

The Speed Form is a feature that will make adding contributions quicker and more efficient. Some new functionality of the form are outlined below.

Speed Form

Session: 2022 / 2023

Contributor's Name: [Text Box]

Program Where Teaching Took Place: Anaesthesia and its subspecialties

Education Contribution Role: Advisor/Mentor, year

Start Date: 01-Jul-2022

End Date: 30-Jun-2023

Number of Times: [Text Box]

Percentage of Credit: [Text Box]

Buttons: Reset, Generate

Last 100 entries for contributions

Showing 1 to 25 of 100 entries

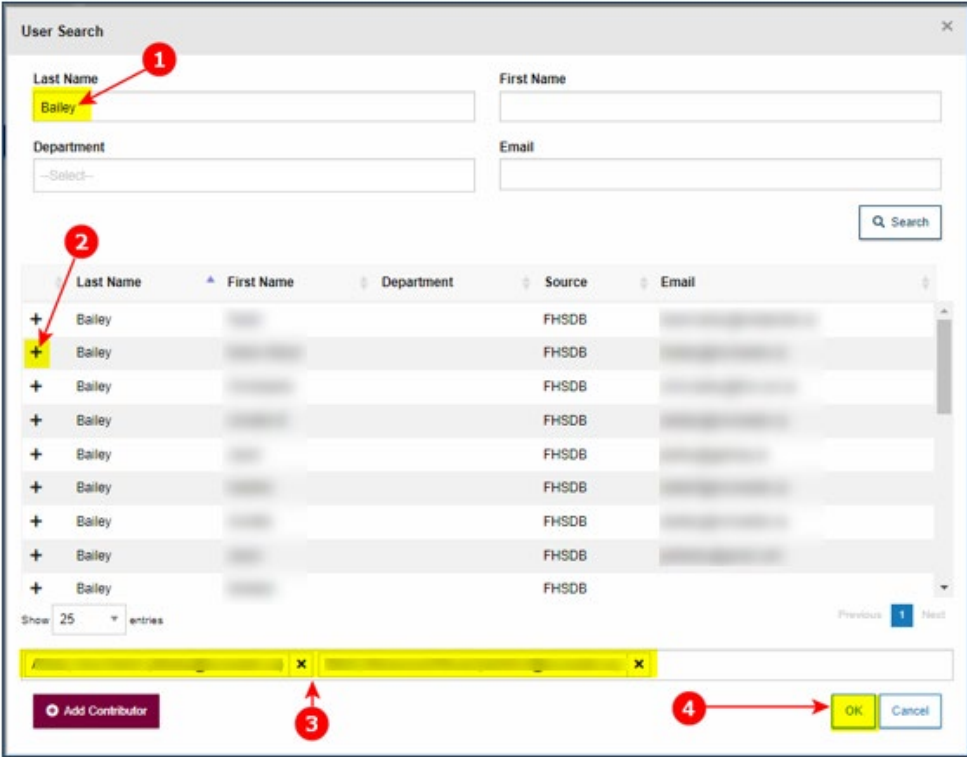
Academic Year	Program	Role	Contributor Name / Email	Department	Dates	Mode Type	Mode	Number of Times	Percentage of Credit	Hours	Weight	Weighted Hours	Type of Hours	Source	Learner Count	Learner Names	Description / Comment
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	Abdul Wahab, Muzafar Gani (abdulwmg@mcmaster.ca)	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form			
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	Abdul Wahab, Muzafar Gani (abdulwmg@mcmaster.ca)	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form			

SESSION

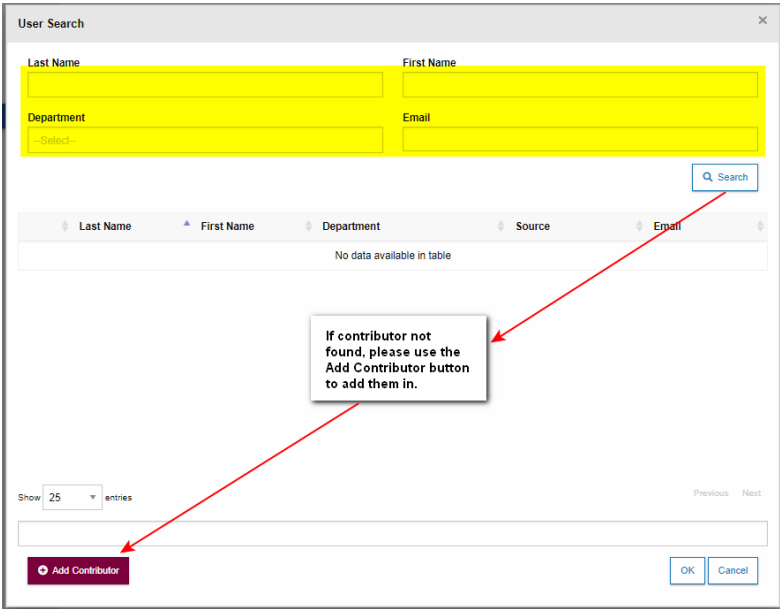
- Add the session for which the contribution is being recorded for. You can still add more specific start and end dates if need to, depending on the role; however, the dates will be defaulted to the session dates (July – Jun).

CONTRIBUTORS

- To add 1 or more contributors, click the Contributor text box and follow the instructions below.
 1. Search for your contributor either by last name, first name, department, or email
 2. If found, add them by clicking the (+) beside their name. If you need to add more, go to step 1 and search for more and add again.
 3. When done, verify your selection in the text box on the bottom.
 4. Click OK



- If the contributor is not listed in the results window, click the **Add Contributor** button to add a new person that already doesn't exist in FHS DB as a contributor.



- Enter their Last Name, First Name, and valid email address. If known, please enter the CPSO as well (for Medical Doctors only). The email address could be used to send notifications and alerts to the contributor so please make sure that it is correct.

The image shows two overlapping windows. The top window is titled 'User Search' and contains fields for Last Name, First Name, Department, and Email. The bottom window is titled 'Add New Contributor' and contains fields for Last Name*, First Name*, Email*, and CPSO. The Last Name, First Name, and Email fields in the 'Add New Contributor' window are highlighted in yellow.

PROGRAM WHERE TEACHING TOOK PLACE

- Based on your security, you will have 1 or more programs in the dropdown. Select the program that the teaching took place in.

EDUCATION CONTRIBUTION ROLE

- Select the role for the contributor(s)

There might be a tooltip to help you decide between roles -if tooltip needed and not there, please visit this document on [How to View and Enhance Your Program Contribution Roles \(Programs\)](#)

The image shows a 'Speed Form' with several fields: Session, Contributor's Name, Program Where Teaching Took Place (set to 'Pediatrics and its subspecialties'), and Education Contribution Role. The 'Education Contribution Role' dropdown menu is open, showing several options. The option 'Academic Coach, Competency Based Medical Education (CBME), year' is highlighted in blue. A red circle is drawn around this option, and a yellow tooltip box points to it with the text 'Use this to capture Academic Coaches and list the trainees'. Another red tooltip box points to the dropdown arrow with the text 'Tooltip to help with role decisions'.

NUMBER OF TIMES

- Enter the number of times for this role.
 - **Ex 1:** Advisor/Mentor, **year** → 1 time
 - **Ex 2:** Presenter/Academic Half Date, **presentation** → number per presentation
 - **Ex 3:** Chair, Academic Review Board, **hearing** → number of hearings

PERCENTAGE OF CREDIT

- If the entire credit goes to just that contributor, put 100 there.
- If there is a split, put the % split for each of the contributors for the role.

CREATE INDIVIDUAL RECORDS

- If you are creating **individual role contribution records** by adding multiple instances of the same role for 1 or more contributors and need to record them all as individual entries instead of a summary, you would select this option.
 - **Ex 1: One contributor presented 10 times** – instead of creating 10 records individually, you can create once, select Number of Times as 10 and click Create Individual Records. Then you can add comments per presentation and use specific dates for each.
 - **Ex 2: Multiple supervisors in the same role on multiple occasions** - this will create all rows for each supervisor so you can adjust any details needed.
 - **Ex 3: Adding Supervisor role** – you can select all the supervisors, add the role and create individual records, then on one screen adjust the details for all.

Speed Form

Session: 2022 / 2023

Number of Times: 3

Contributor's Name: Adly, Marie | Al-Quara, Fir

Program Where Teaching Took Place: Pediatrics and its subspecialties

Education Contribution Role: Supervisor Block Elective, week

Percentage of Credit: 100

Start Date: 01-Jul-2022

End Date: 30-Jun-2023

Create Individual Records

If the Create Individual Records is selected, this option will create 6 records, 3 for each contributor

Res

Number of times x Number of Contributors = 6 rows of entries

HOME / EDUCATION CONTRIBUTIONS / SPEED FORM

Speed Form

Contributor Name	Role	# Times	% Credit	Start	End	Description / Comment
Adly, Marie	Supervisor Block Elective, week	1.000	100.000	01-Jul-2022	30-Jun-2023	notes to be displayed for faculty
Adly, Marie	Supervisor Block Elective, week	1.000	100.000	01-Jul-2022	30-Jun-2023	notes to be displayed for faculty
Adly, Marie	Supervisor Block Elective, week	1.000	100.000	01-Jul-2022	30-Jun-2023	notes to be displayed for faculty
Al-Quara, Fir	Supervisor Block Elective, week	1.000	100.000	01-Jul-2022	30-Jun-2023	notes to be displayed for faculty
Al-Quara, Fir	Supervisor Block Elective, week	1.000	100.000	01-Jul-2022	30-Jun-2023	notes to be displayed for faculty
Al-Quara, Fir	Supervisor Block Elective, week	1.000	100.000	01-Jul-2022	30-Jun-2023	notes to be displayed for faculty

Modify %, dates, comments...

Click Save All → Save All Cancel

- If you are recording a **summary of a role contribution** and how many times it was executed, do not click the Create Individual Records

Speed Form

Session: 2022 / 2023

Contributor's Name: Adly, Marie x Al-Quara, Fir x

Program Where Teaching Took Place: Pediatrics and its subspecialties

Education Contribution Role: Supervisor Block Elective, week

Number of Times: 3

Percentage of Credit: 100

Start Date: 01-Jul-2022

End Date: 30-Jun-2023

Create Individual Records

This will create 2 records, one for each faculty - summarizing their contributions of 3 instances of Block Elective

Reset Generate

HOME / EDUCATION CONTRIBUTIONS / SPEED FORM

Speed Form

Contributor Name	Role	# Times	% Credit	Start	End	Description / Comment
Adly, Marie	Supervisor Block Elective, week	3.000	100.000	01-Jul-2022	30-Jun-2023	
Al-Quara, Fir	Supervisor Block Elective, week	3.000	100.000	01-Jul-2022	30-Jun-2023	

Since no individual records had been selected, the system will create a summary record for all 3 times

Save All Cancel

START AND END DATES

- If you need to have more specific dates (presentations, dates of a rotation etc.), you can overwrite the session dates that were defaulted here

GENERATE CONTRIBUTIONS

By generating the contributions, new rows will be created in the contribution’s dashboard. You can also view the last 100 entries just below the speed form for quick confirmation.

EXPORT CONTRIBUTIONS

The Contributions Dashboard content can be exported into excel.

1. Select any search criteria by applying the filters at the top of the screen.
2. Click Search
3. Click Export to export all data in the dashboard into excel

The screenshot shows the Contribution Dashboard interface. At the top, there are several filter fields: Academic Year (2022 / 2023), Program Level, Program, Mode Type, Mode, Role, Contributor, Department, and Learner. Below these filters are buttons for 'Add Contribution', 'Search', 'Reset', and 'Export'. A red box highlights the 'Export' button with the text: "Filter on the information above, click Search and then Export". Below the filters, it says "Showing 1 to 25 of 136 entries". A table displays the contribution data with columns: Academic Year, Program, Role, Contributor Name / Email, Department, Dates, Mode Type, Mode, Number of Times, Percentage of Credit, Hours, Weight, Weighted Hours, Type of Hours, Source, Learner Count, Learner Names, Description / Comment, Status, Date Created, and Created By. Two rows of data are visible in the table.

Academic Year	Program	Role	Contributor Name / Email	Department	Dates	Mode Type	Mode	Number of Times	Percentage of Credit	Hours	Weight	Weighted Hours	Type of Hours	Source	Learner Count	Learner Names	Description / Comment	Status	Date Created	Created By
2022 / 2023	Pediatrics and its subspecialties	Supervisor, Inpatient, day	Purser, Matthew	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	4,000	100.000	2,000	1,000	8.0	Contact Hours	Speed Form	1		WRC for Kristin Vesely Peds Rotation Aug 16- Sept 12, 2022		2022-12-14 09:58pm	Import MacF
2022 / 2023	Pediatrics and its subspecialties	Supervisor, Outpatient, clinic	Purcell, Laura (lpurcell1015@rogers.com)	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	4,000	100.000	1,000	1,000	4.0	Contact Hours	Speed Form	1		WRC for Isabella De Blasi Peds rotation Aug 2-29, 2022		2022-12-14 09:58pm	Import MacF

DELETING ENTRIES

If you need to delete an entry, you can access the edit/delete icons from the Contribution Dashboard

Home
 Education Contributions
Contribution Dashboard
 Contribution Roles
 Speed Form
 Personnel Info
 Preceptor Payments

Academic Year: 2022 / 2023 x 2021 / 2022 x

Program Level: --Select--

Program: --Select--

Mode Type: --Select--

Mode: --Select--

Role: --Select--

Contributor: [Contributor Name] x

Department: --Select--

Learner: --Select--

[Add Contribution] [Search] [Reset] [Export]

Showing 1 to 7 of 7 entries

Role	Contributor Name / Email	Department	Dates	Mode Type	Mode	Number of Times	Percentage of Credit	Hours	Weight	Weighted Hours	Type of Hours	Source	Learner Count	Learner Names	Description / Comment	Status	Date Created	Created By
Supervisor and Block Elective, Titles week	[Contributor Name]	Family Medicine	2022-07-04 - 2022-07-17	Courses Taught	Teaching	2.000	100.000	10.000	1.000	20.0	Contact Hours	Speed Form					2023-03-21 01:22pm	[Edit]
Supervisor and Block Elective, Titles week	[Contributor Name]	Family Medicine	2022-09-12 - 2022-09-25	Courses Taught	Teaching	4.000	100.000	10.000	1.000	40.0	Contact Hours	Speed Form					2023-03-09 09:45am	[Edit]

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)