

How to Use the Create Individual Records Functionality (Speed Form)

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 TO FHS-DB

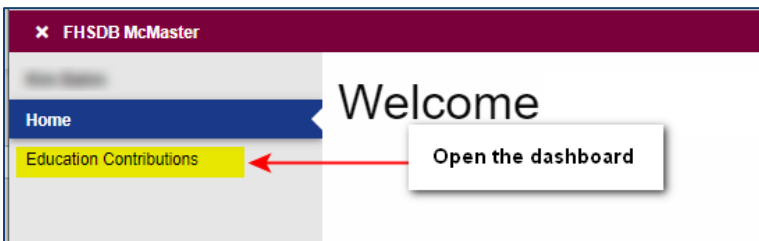
Login to the system using your MacID/password or local login.

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

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.

Showing 1 to 25 of 2,112 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	Desc / Con
2022 / 2023	Pediatrics and its subspecialties	Facilitator/Tutor, Small Group, session	Findlay, Sheri (findis@mcmaster.ca)	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1.000	100.000	2.000	2.000	4.0	Contact Hours	Speed Form			Orien Teach Prase New I
2022 / 2023	Pediatrics and its subspecialties	Supervisor, Outpatient, clinic	Wilson, Ian (m.wilson@rogers.com)	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	2.000	100.000	1.000	1.000	2.0	Contact Hours	Speed Form	1		WRC Adarr Christ Peds Jul 1- 2022

CREATE INDIVIDUAL RECORDS

This functionality is used when entering records for more than one faculty for the same role, that requires individual adjustments. Instead of entering the contributions one at a time, you can select multiple contributors and set the number of times. Make sure that you are checking off the **Create Individual Records**.

Ex 1: One contributor presented 4 times – the result needs to be 4 entries (one for each presentation). Instead of creating 4 records individually, you can create it once, select Number of Times as 4 and click **Create Individual Records**. Once you click **Generate**, the system will split them all individually so you can add your details (dates, comments etc.)

Speed Form

Session: 2022 / 2023

Contributor's Name: Abbas, Sheriff (Kris) (abbas41@mcmaster.ca)

Program Where Teaching Took Place: Anaesthesia and its subspecialties

Education Contribution Role: Presenter, Clinical Rounds, presentation

Number of Times: 4

Percentage of Credit: 100

Start Date: 01-Jul-2022

End Date: 30-Jun-2023

Buttons: Reset, **Generate**

Speed Form

Contributor Name	Role	# Times	% Credit	Start	End	Description / Comment
Abbas, Sheriff (Kris)	Presenter, Clinical Rounds, presentation	1,000	100.000	01-Jul-2022	30-Jun-2023	Presented bone and marrow
Abbas, Sheriff (Kris)	Presenter, Clinical Rounds, presentation	1,000	100.000	01-Jul-2022	30-Jun-2023	Presented head and neck
Abbas, Sheriff (Kris)	Presenter, Clinical Rounds, presentation	1,000	100.000	01-Jul-2022	30-Jun-2023	Presented elbow
Abbas, Sheriff (Kris)	Presenter, Clinical Rounds, presentation	1,000	100.000	01-Jul-2022	30-Jun-2023	Presented knees

Buttons: Save All, Cancel

Ex 2: Multiple supervisors in the same role participated in multiple occasions - this will create all rows for each supervisor so you can adjust any details needed. If adding for 2 supervisors, and entering for 3 different times, the system will generate 6 entries that can be then customized.

Speed Form

Session: 2022 / 2023

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

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:

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

Buttons: [Reset] [Generate]

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...

Buttons: [Click Save All] [Save All] [Cancel]

Ex 3: Summary record that does not need details recorded - 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 | Al-Quara, Fir

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

Buttons: [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

HOME / EDUCATION CONTRIBUTIONS / SPEED FORM

Speed Form

Session: [dropdown] Number of Times: [input] Create Individual Records:

Contributor's Name: [input] Percentage of Credit: [input]

Program Where Teaching Took Place: [dropdown] Start Date: [dd-mm-yyyy] End Date: [dd-mm-yyyy]

Education Contribution Role: [dropdown]

Reset Generate

Last 100 entries for contributions

Showing 1 to 25 of 100 entries

Most recent records are added to the top of the Last 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	Status	Date Created	Created By
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	[redacted]	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form					2023-03-13 02:44pm	[redacted]
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	[redacted]	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form					2023-03-13 02:44pm	[redacted]
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	[redacted]	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form					2023-03-13 02:44pm	[redacted]
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	[redacted]	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form					2023-03-13 02:44pm	[redacted]
2022 / 2023	Pediatrics and its subspecialties	Advisor/Mentor, year	[redacted]	Pediatrics	2022-07-01 - 2023-06-30	Courses Taught	Teaching	1,000	100.000	15,000	1,000	15.0	Contact Hours	Speed Form					2023-03-13 02:44pm	[redacted]

ADDING STUDENTS TO CONTRIBUTIONS

For some roles you can enable the functionality to add individual students to the contribution. This will unlock an additional field for Number of Students and Names of Students.

To allow number of students to be unlock, please follow the instruction in the [How to Enable Number of Students in a Contribution Entry](#) user guide.

Once your roles are adjusted and you are entering contributions, please be aware of some adjustments. The new Speed Form allows users to enter multiple contributions all at once using the Create Individual Records feature. If you are adding contributions for roles that are based on number of students (i.e Advisor, Coach, Supervisor etc.) you need to ensure that you adjust the Number of Times as well as Number of Students in order to get the correct Weighted Hours.

HOME / EDUCATION CONTRIBUTIONS / SPEED FORM

Speed Form

This will only give 1 credit for both students. In order to give one credit for each student, make the Number of Times = 2

Session: 2022 / 2023

Contributor's Name: Abrams, Mitchell (abramsm@mcmaster.ca)

Program Where Teaching Took Place: Oncology and its subspecialties

Education Contribution Role: Academic Coach, Competency Based Medical Education (CBME), year

Number of Times: 1

Percentage of Credit: 100

Start Date: 01-Jul-2022

End Date: 30-Jun-2023

Number of Learners: 2

Create Individual Records

Reset Generate

Number of Learners will allow you to add individual learner to each entry

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
2022 / 2023	Oncology and its subspecialties	Academic Coach, Competency Based Medical Education (CBME), year		Radiology	2022-07-01 - 2023-06-30	Courses Taught	Other	1.000	100.000	40.000	1.000	40.0	Total Hours	Speed Form	2		Testing		2023-03-20 09:03am

This entry gave the supervisors hours for only 1 learner and should be adjusted to Number of Times = 2

NEED SUPPORT?

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