

# How To View Educational Contributions for Faculty (Departments)

TARGET AUDIENCE: DEPARTMENT ADMINISTRATORS Updated April 27, 2023



#### **OVERVIEW**

This document outlines how to view Educational Contributions for faculty members in a department. These are contributions that are entered by various FHS Programs and are displayed as read-only.

### 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 <u>How to Login to FHS DB</u>

### **VIEW EDUCATIONAL CONTRIBUTIONS**

#### NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

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

| × FHSDB McMaster        |                    |
|-------------------------|--------------------|
| No. Sano                | \//eleeme          |
| Home                    | vveicome           |
| Education Contributions | Open the dashboard |
|                         |                    |
|                         |                    |

You can search by various criteria at the top of the Contribution Dashboard. Always remember to click Search when done with filters at the top as the grid will **<u>NOT</u>** automatically refresh. You can also use the quick filter on the top right below the buttons for immediate results.

| × FHSDB McMaster        | FHSOB McMaster  |                       |   |  |                           |                         |                     |          |       |                         |        |                           |                   |                  |               |       |                  |                           |          |                 |                    |  |
|-------------------------|---|-----------------------|---|--|---------------------------|-------------------------|---------------------|----------|-------|-------------------------|--------|---------------------------|-------------------|------------------|---------------|-------|------------------|---------------------------|----------|-----------------|--------------------|--|
| Francis Result          | HOME / ELILATION CONTINUENTIAL / CONTINUENTIAL DAVISORD |                       |   |  |                           |                         |                     |          |       |                         |        |                           |                   |                  |               |       |                  |                           |          |                 |                    |  |
| Home                    | Academic Year   |                       |   |  |                           | rogram Leve             | el                  |          |       |                         |        |                           |                   | Program          |               |       |                  |                           |          |                 |                    |  |
| Education Contributions | 2022/2023 🛪 🗠 🗠   |                       |   |  |                           | -Select-                |                     |          |       |                         |        |                           |                   | -Select-         |               |       |                  |                           |          |                 |                    |  |
| Contribution Dashboard  | Mode Type   |                       |   |  |                           | Node                    |                     |          |       |                         |        |                           |                   | Role             |               |       |                  |                           |          |                 |                    |  |
| Contribution Roles      | •   |                       |   |  |                           | -Select-                |                     |          |       |                         |        |                           |                   | -Select-         |               |       |                  |                           |          |                 |                    |  |
| Personnel Info          | Contribute  |                       |   |  |                           | enartment               |                     |          |       |                         |        |                           |                   | lamar            |               |       |                  |                           |          |                 |                    |  |
|                         | Contributor   |                       |   |  |                           |                         |                     |          |       |                         |        |                           |                   | Learner          |               |       |                  |                           |          |                 |                    |  |
|                         |   |                       |   |  |                           |                         |                     |          |       |                         |        |                           |                   |                  |               |       |                  | _                         |          |                 |                    |  |
|                         |   |                       |   |  |                           |                         |                     |          |       |                         |        | Q Search D Reset L Export |                   |                  |               |       |                  |                           |          |                 |                    |  |
|                         |   |                       |   |  | Filter the g<br>above and | rid on the<br>click Sea | e informati<br>urch | on       |       |                         |        |                           |                   |                  |               |       |                  |                           |          |                 |                    |  |
|                         | Showing 1 to 2  | 5 of 51 entries       |   |  |                           |                         |                     |          |       |                         |        |                           | Fiter             |                  |               |       |                  |                           |          |                 |                    |  |
|                         |   |                       |   |  |                           |                         | Number              |          |       |                         |        |                           |                   |                  | Turne         |       |                  |                           |          |                 |                    |  |
|                         | Academic<br>Year  | Program 🔅             | Role  | Contributor Name /<br>Email  | Departmer                 | t 🕴 Dates               | Mode<br>Type        | Mode 🔅   | of    | Percentage<br>of Credit | Hours  | Weight 🔅                  | Weighted<br>Hours | of               | Source        | Count | Learner<br>Names | Description /<br>Comment  | Status 🔅 | Date<br>Created | Createc<br>By      |  |
|                         |   |                       |   |  |                           |                         |                     |          | Times |                         |        |                           |                   | Hours            |               |       |                  |                           |          |                 |                    |  |
|                         |   | Undergraduate         | Supervisor, Obstetrics &<br>Gynecology - Community. | income linear  | Obstetrics                | 2022-<br>07-01 -        | Courses             |          |       |                         |        |                           |                   | Contact          | Speed         |       |                  | NRC: A. Kwok<br>(27Jun22. |          | 2022-12-        | Importer           |  |
|                         | 2022 / 2023   | Medical<br>Clerkship  | Community, month (4                                 | companying the same of   | and<br>Gynecolog          | 2023-                   | Taught              | Teaching | 1.000 | 25.000                  | 40.000 | 1.500                     | 15.0              | Hours            | Form          | 1     |                  | 11Jul22,                  |          | 14<br>09:57pm   | MacFAC             |  |
|                         |   |                       | weeks)  |  |                           | 06-30                   |                     |          |       |                         |        |                           |                   |                  |               |       |                  | 16JUI22)                  |          |                 |                    |  |
|                         |   | Post Graduate         | Workshop Attendee (half                             |  | Obstetrics                | 2022-                   |                     |          |       |                         |        |                           |                   |                  |               |       |                  | Attended<br>CaRMS EDI     |          | 2022-12-        |                    |  |
|                         | 2022 / 2023   | Medical               | day), Post Graduate Medical                         | man and an and   | and                       | 2023-                   | Courses<br>Taught   | Other    | 1.000 | 100.000                 | 1.000  | 1.000                     | 1.0               | Hours            | Form          |       |                  | workshop on               |          | 14<br>00:57pm   | MacFAC             |  |
|                         |   | Education             | Education, workshop                                 |  | Gynecolog                 | 06-30                   |                     |          |       |                         |        |                           |                   |                  |               |       |                  | 2022.                     |          | 09.07pm         |                    |  |
|                         |   |                       |   |  |                           |                         |                     |          |       |                         |        |                           |                   |                  |               |       |                  | Female Pelvic             |          |                 |                    |  |
|                         |   | Obstetrics &          |   |  | Obstetrics                | 2022-                   |                     |          |       |                         |        |                           |                   |                  |               |       |                  | and<br>Reproductive       |          | 2022-12-        |                    |  |
|                         | 2022 / 2023   | Gynecology<br>and its | Interviewer, Admissions,<br>candidate               | Sector Se | and                       | 07-01 - 2023-           | Courses<br>Taught   | Other    | 2.000 | 100.000                 | 1.000  | 1.000                     | 2.0               | Contact<br>Hours | Speed<br>Form |       |                  | Medicine                  |          | 14              | Importer<br>MacFAC |  |
|                         |   |                       |   |  | Gynecolog                 | 00.00                   | -                   |          |       |                         |        |                           |                   |                  |               |       |                  | reliowship                |          | 09.58pm         |                    |  |

## **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.

| X FHSDB McMaster        |                               |                            |   |  |                 |                   |              |                 |        |                         |        | 6+ 🔒   |                   |                  |         |       |                  |                           |          |                 |               |  |
|-------------------------|-------------------------------|----------------------------|---|--|-----------------|-------------------|--------------|-----------------|--------|-------------------------|--------|--------|-------------------|------------------|---------|-------|------------------|---------------------------|----------|-----------------|---------------|--|
| Francis Republic        | HOME / EDUCAT                 | ION CONTRIBUTIONS /        | CONTRIBUTION DASHBOARD                              |  |                 |                   |              |                 |        |                         |        |        |                   |                  |         |       |                  |                           |          |                 |               |  |
| Home                    | Academic Year                 |                            |   |  |                 | Program Lev       | rel          |                 |        |                         |        |        |                   | Program          |         |       |                  |                           |          |                 |               |  |
| Education Contributions | 2022/2023 ×                   |                            |   |  |                 | Select            |              |                 |        |                         |        |        |                   |                  | Select  |       |                  |                           |          |                 |               |  |
| Contribution Dashboard  | Mode Type                     |                            |   |  |                 | Mode              |              |                 |        |                         |        |        |                   |                  | Role    |       |                  |                           |          |                 |               |  |
| Contribution Roles      | •                             |                            |   |  |                 | -Select-          |              |                 |        |                         |        |        |                   | -Select-         |         |       |                  |                           |          |                 |               |  |
| Personnel Info          | Contributor                   |                            |   |  |                 | Denartment        |              |                 |        |                         |        |        |                   |                  | learner |       |                  |                           |          |                 |               |  |
|                         | Contributor                   |                            |   |  |                 | -Select-          |              |                 |        |                         |        |        |                   |                  |         |       |                  |                           |          |                 |               |  |
|                         |                               |                            |   |  |                 |                   |              |                 |        |                         |        |        |                   |                  |         |       |                  |                           |          |                 |               |  |
|                         |                               |                            |   |  |                 |                   | Filter on th | e informat      | ion    |                         |        |        |                   | Q Search D Reset |         |       |                  |                           |          |                 |               |  |
|                         |                               |                            |   |  |                 |                   | hen Expo     | к Search a<br>t | ina    |                         |        |        |                   |                  |         |       |                  |                           |          |                 |               |  |
|                         | Showing 1 to 25 of 51 entries |                            |   |  |                 | _                 |              |                 |        | ,                       |        |        |                   | Filter           |         |       |                  |                           |          |                 |               |  |
|                         |                               |                            |   |  |                 |                   |              |                 | Number |                         |        |        |                   | Type             |         |       |                  |                           |          |                 |               |  |
|                         | Academic<br>Year              | Program 0                  | Role 0  | Contributor Name /<br>Email  | Departm         | ent 🕴 Dates       | Mode<br>Type | Mode 🕴          | of     | Percentage<br>of Credit | Hours  | Weight | Weighted<br>Hours | of               | Source  | Count | Learner<br>Names | Description /<br>Comment  | Status ( | Date<br>Created | Createc<br>By |  |
|                         |                               |                            |   |  |                 |                   |              |                 | Timea  |                         |        |        |                   | noura            |         |       |                  |                           |          |                 |               |  |
|                         | 2022/2022                     | Undergraduate<br>Modical   | Supervisor, Obstetrics &<br>Gynecology - Community, | Investor Device  | Obstetrics      | 2022-             | Course       | Teaching        | 1.000  | 25.000                  | 40.000 | 1.600  | 15.0              | Contact          | Speed   | 1     |                  | NRC: A. Kwok<br>(27Jun22, |          | 2022-12-        | Importei      |  |
|                         | 202212025                     | Clerkship                  | Community, month (4<br>weeks)                       | and the second s | Gynecolo        | gy 06-30          | Taught       | reacting        | 1.000  | 23.000                  | 40.000 | 1.500  | 13.0              | Hours            | Form    |       |                  | 11Jul22,<br>16Jul22)      |          | 09:57pm         | MacFAC        |  |
|                         |                               |                            |   |  |                 |                   |              |                 |        |                         |        |        |                   |                  |         |       |                  | Attended                  |          |                 |               |  |
|                         |                               | Post Graduate              | Workshop Attendee (half                             |  | Obstetrics      | 2022-             | - Course     |                 |        |                         |        |        |                   | Total            | Speed   |       |                  | CaRMS EDI                 |          | 2022-12-        | Importer      |  |
|                         | 2022/2023                     | Education                  | day), Post Graduate Medical<br>Education, workshop  | reasoning to come of   | and<br>Gynecolo | 2023-<br>gy 06.20 | Taught       | Other           | 1.000  | 100.000                 | 1.000  | 1.000  | 1.0               | Hours            | Form    |       |                  | January 10,               |          | 14<br>09:57pm   | MacFAC        |  |
|                         |                               |                            |   |  |                 | 00-30             |              |                 |        |                         |        |        |                   |                  |         |       |                  | 2022.                     |          |                 |               |  |
|                         |                               |                            |   |  |                 |                   |              |                 |        |                         |        |        |                   |                  |         |       |                  | Female Pelvic             |          |                 |               |  |
|                         |                               | Obstetrics &<br>Gynecology | Interviewer, Admissions,                            | Name (Same)  | Obstetrics      | 2022-             | - Course     |                 |        |                         |        |        |                   | Contact          | Speed   |       |                  | Reproductive              |          | 2022-12-        | Importer      |  |
|                         | 2022 / 2023                   | and its                    | candidate   | and ground at  | and<br>Gynecolo | gy 2023-          | Taught       | Other           | 2.000  | 100.000                 | 1.000  | 1.000  | 2.0               | Hours            | Form    |       |                  | Medicine<br>Fellowship    |          | 14<br>09:58pm   | MacFAC        |  |
|                         |                               | subspecialities            |   |  |                 | 06-30             |              |                 |        |                         |        |        |                   |                  |         |       |                  | interviews July           |          |                 |               |  |
|                         |                               |                            |   |  |                 |                   |              |                 |        |                         |        |        |                   |                  |         |       |                  | TIC Class of              |          |                 |               |  |
|                         |                               | Undergraduate              | Presenter, Teaching                                 |  | Obstetrics      | 2022-             | - Course     |                 |        |                         |        |        |                   | Contact          | Speed   |       |                  | 2024 December             |          | 2022-12-        | Importer      |  |
|                         | 2022 / 2023                   | Medical                    | Session, occasion                                   | rear george at   | and<br>Gvnecolo | 2023-<br>gy       | Taught       | Teaching        | 4.000  | 100.000                 | 1.000  | 4.000  | 16.0              | Hours            | Form    |       |                  | 1-2, 2022<br>Women in     |          | 14<br>09:58pm   | MacFAC        |  |
|                         |                               |                            |   |  |                 | 06-30             |              |                 |        |                         |        |        |                   |                  |         |       |                  | Health Session            |          |                 |               |  |

# **NEED SUPPORT?**

All FHS DB User Guides can be found on the FHS DB website