

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

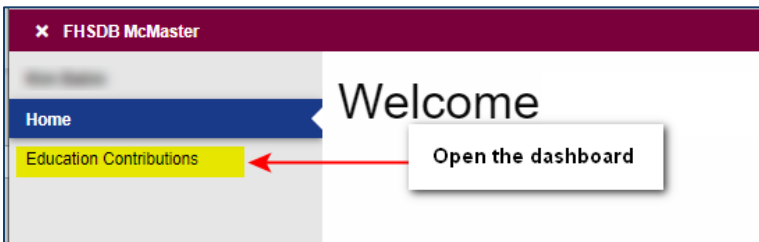
Login to the system using your MacID/password or local login.

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

VIEW EDUCATIONAL CONTRIBUTIONS

NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

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



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 **NOT** automatically refresh. You can also use the quick filter on the top right below the buttons for immediate results.

| 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 | Undergraduate Medical Clerkship | Supervisor, Obstetrics & Gynecology - Community, Community, month (4 weeks) | [Redacted] | Obstetrics and Gynecology | 2022-07-01 - 2023-06-30 | Courses Taught | Teaching | 1,000 | 25.000 | 40,000 | 1.500 | 15.0 | Contact Hours | Speed Form | 1 | | NRC: A. Kivok (27Jun22, 11Jul22, 16Jul22) | | 2022-12-14 09:57pm | Importer MacFAC |
| 2022 / 2023 | Post Graduate Medical Education | Workshop Attendee (half day), Post Graduate Medical Education, workshop | [Redacted] | Obstetrics and Gynecology | 2022-07-01 - 2023-06-30 | Courses Taught | Other | 1,000 | 100.000 | 1,000 | 1,000 | 1.0 | Total Hours | Speed Form | | | Attendee CapRMS EDI workshop on January 10, 2022. | | 2022-12-14 09:57pm | Importer MacFAC |
| 2022 / 2023 | Obstetrics & Gynecology and its | Interviewer, Admissions, candidate | [Redacted] | Obstetrics and Gynecology | 2022-07-01 - 2023-06-30 | Courses Taught | Other | 2,000 | 100.000 | 1,000 | 1,000 | 2.0 | Contact Hours | Speed Form | | | Female Pelvic and Reproductive Medicine Fellowship | | 2022-12-14 09:58pm | Importer MacFAC |

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 FHSDB McMaster Contribution Dashboard. At the top, there are filter sections for Academic Year (2022 / 2023), Program Level, Program, Mode Type, Mode, Role, Contributor, Department, and Learner. A red box highlights the Search, Reset, and Export buttons. A tooltip above the Export button reads: "Filter on the information above, click Search and then Export". Below the filters, a table displays 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.

| 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 |
|---------------|--|---|--------------------------|---------------------------|-------------------------|----------------|----------|-----------------|----------------------|--------|--------|----------------|---------------|------------|---------------|---------------|--|--------|--------------------|-----------------|
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| 2022 / 2023 | Post Graduate Medical Education | Workshop Attendee (half day), Post Graduate Medical Education, workshop | [Redacted] | Obstetrics and Gynecology | 2022-07-01 - 2023-06-30 | Courses Taught | Other | 1,000 | 100.000 | 1,000 | 1.000 | 1.0 | Total Hours | Speed Form | | | Attended CaRMS EDI workshop on January 10, 2022. | | 2022-12-14 09:57pm | Imported MacFAC |
| 2022 / 2023 | Obstetrics & Gynecology and its subspecialties | Interviewer, Admissions, candidate | [Redacted] | Obstetrics and Gynecology | 2022-07-01 - 2023-06-30 | Courses Taught | Other | 2,000 | 100.000 | 1,000 | 1.000 | 2.0 | Contact Hours | Speed Form | | | Female Pelvic and Reproductive Medicine Fellowship interviews July 26 2022 | | 2022-12-14 09:58pm | Imported MacFAC |
| 2022 / 2023 | Undergraduate Medical | Presenter, Teaching Session, occasion | [Redacted] | Obstetrics and Gynecology | 2022-07-01 - 2023-06-30 | Courses Taught | Teaching | 4,000 | 100.000 | 1,000 | 4.000 | 16.0 | Contact Hours | Speed Form | | | TIC Class of 2024 December 1-2, 2022 Women in Health Session | | 2022-12-14 09:58pm | Imported MacFAC |

NEED SUPPORT?

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