

How To View Educational Contributions (Programs)

TARGET AUDIENCE: PROGRAM COORDINATORS

Updated April 27, 2023

OVERVIEW

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

LOGIN TO FHS-DB

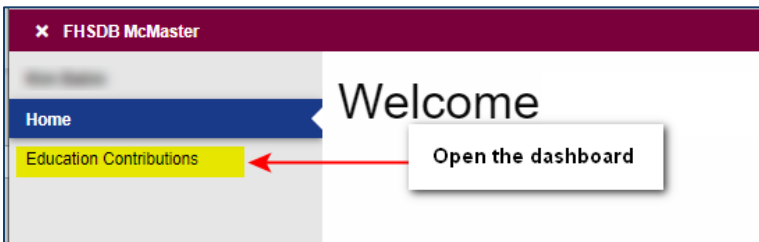
Login to the system using your MacID/password or local login.

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

VIEW EDUCATIONAL CONTRIBUTIONS

NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

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



The screen will automatically be defaulted to the Speed Form window. Click Contribution Dashboard to load the contributions dashboard screen.

Click here to open the Contributions Dashboard

Apply these filters and click Search to narrow the result grid below

| 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 |
|---------------|-----------------------------------|---|--------------------------|------------|-------------------------|----------------|----------|-----------------|----------------------|-------|--------|----------------|---------------|------------|---------------|---------------|---|--------|
| 2022 / 2023 | Pediatrics and its subspecialties | Facilitator/Tutor, Small Group, session | [Redacted] | Pediatrics | 2022-07-01 - 2023-06-30 | Courses Taught | Teaching | 1,000 | 100.000 | 2,000 | 2,000 | 4.0 | Contact Hours | Speed Form | | | Orientation Teaching Presentation- New Learners | |
| 2022 / 2023 | Pediatrics and its subspecialties | Supervisor, Outpatient, clinic | [Redacted] | 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 for Adam Christopher Peds Rotation Jul 1- Aug 1, 2022 | |
| 2022 / 2023 | Pediatrics and its subspecialties | Supervisor, Outpatient, clinic | [Redacted] | 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 for Adam Christopher Peds Rotation Jul 1- Aug 1, 2022 | |

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.

EDIT CONTRIBUTIONS

➤ Edit the contributions by clicking the pencil icon at the right of the grid lines.

The screenshot shows the 'CONTRIBUTION DASHBOARD' with various filters and a table of contributions. A callout box with a red arrow points to a pencil icon in the 'Created By' column of the first row, with the text 'Click here to edit the contribution'.

| 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 Name | Description / Comment | Status | Date Created | Created By |
|-----------------------------------|--------------------------------|--|------------|-------------------------|----------------|----------|-----------------|----------------------|-------|--------|----------------|---------------|------------|---------------|--------------|--|--------|--------------------|--------------------|
| 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 | Importer, MacFACTS |
| 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 Biasi Peds rotation Aug 2-29, 2022 | | 2022-12-14 09:56pm | Importer, MacFACTS |

DELETE CONTRIBUTIONS

To delete individual contributions, please click the trash can icon on the contribution dashboard. We have no option right now to bulk delete contributions.

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' with a callout box pointing to the 'Search' and 'Export' buttons. The text in the callout box reads: 'Filter on the information above, click Search and then Export'.

| 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 | Impor MacFi |
| 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 Biasi Peds rotation Aug 2-29, 2022 | | 2022-12-14 09:56pm | Impor MacFi |

NEED SUPPORT?

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