

HOW TO PRINT YOUR EDUCATIONAL CONTRIBUTIONS IN FHS DB

TARGET AUDIENCE: FHS DB USER (FACULTY)

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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](#)

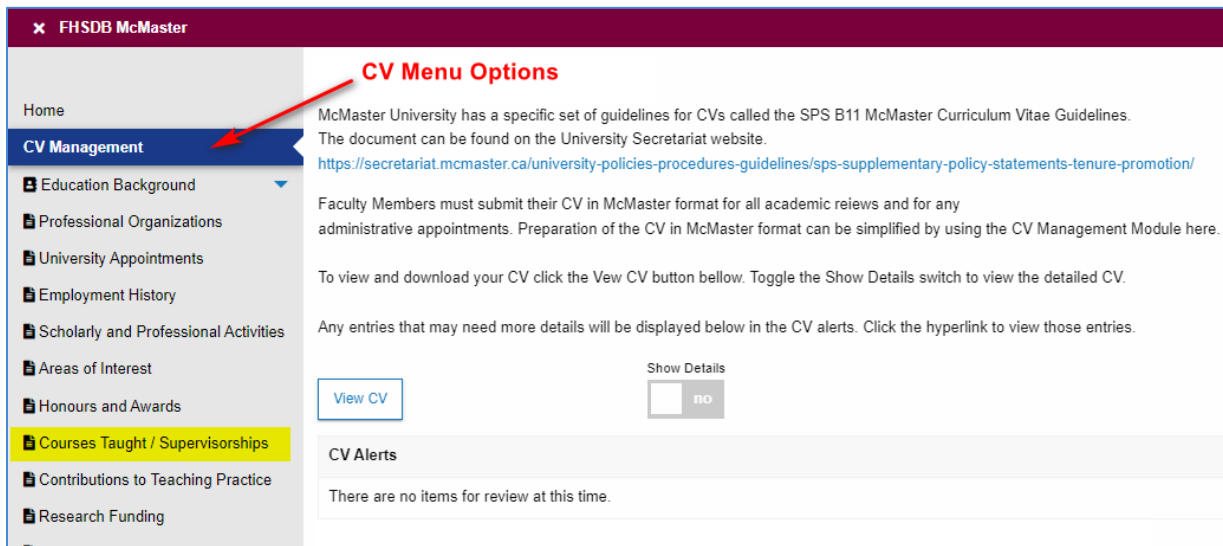
OVERVIEW

This document outlines how to view, filter, and print an excel spreadsheet of your educational contributions.

HOW TO ACCESS COURSES TAUGHT AND SUPERVISORSHIP ENTRIES

All contributions are collected in the CV Management menu **Courses Taught and Supervisorship**.

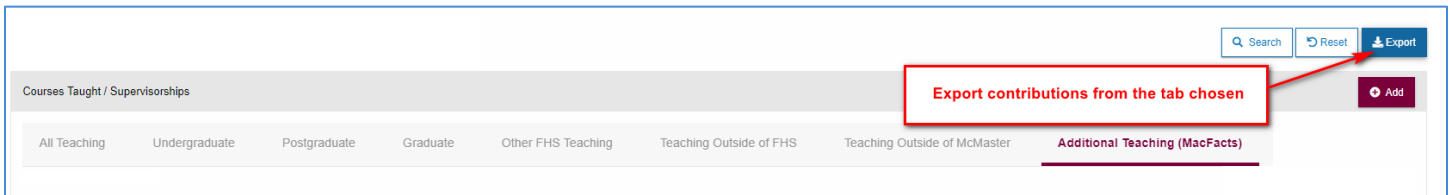
Login to FHS DB and navigate to the CV Management menu on the left. Select Courses Taught and Supervisorships.



COURSES TAUGHT AND SUPERVISORSHIP GRID

Program Level Tabs

All Teaching will show educational contributions in a list whereas levels can be chosen from the different tabs to display only the level of teaching contributions. The MacFACTS data for Additional Teaching can be found on the far right. Users can toggle between all tabs to display the teaching based on level. The Export button will generate a spread sheet.



NEED SUPPORT?

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