

# How to Print Your Educational Contributions in FHS DB

TARGET AUDIENCE: FHS DB USER (FACULTY) Updated April 27, 2023



# 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>

### **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.

× FHSDB McMaster							
	CV Menu Options						
Home CV Management	McMaster University has a specific set of guidelines for CVs called the SPS B11 McMaster Curriculum Vitae Guidelines. The document can be found on the University Secretariat website.						
E Education Background  Professional Organizations	Faculty Members must submit their CV in McMaster format for all academic reiews and for any administrative appointments. Dropperties of the CV in McMaster format for all academic reiews and for any						
University Appointments	To view and download your CV click the Vew CV button bellow. Toggle the Show Details switch to view the detailed CV.						
Scholarly and Professional Activities	Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.						
Areas of Interest	View CV no						
Courses Taught / Supervisorships	CV Alerts						
Contributions to Teaching Practice	There are no items for review at this time.						
Research Funding							

# 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.

Courses Taught / Supervisorships					Export contributions from t			butions from the tab chosen	• Add
All Teaching	Undergraduate	Postgraduate	Graduate	Other FHS Teaching	Teaching Outside of FHS	Teaching Out	side of McMaster	Additional Teaching (MacFacts)	

# **NEED SUPPORT?**

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