QUICK REFERENCE GUIDE TO COURSES TAUGHT/SUPERVISORSHIPS DASHBOARD
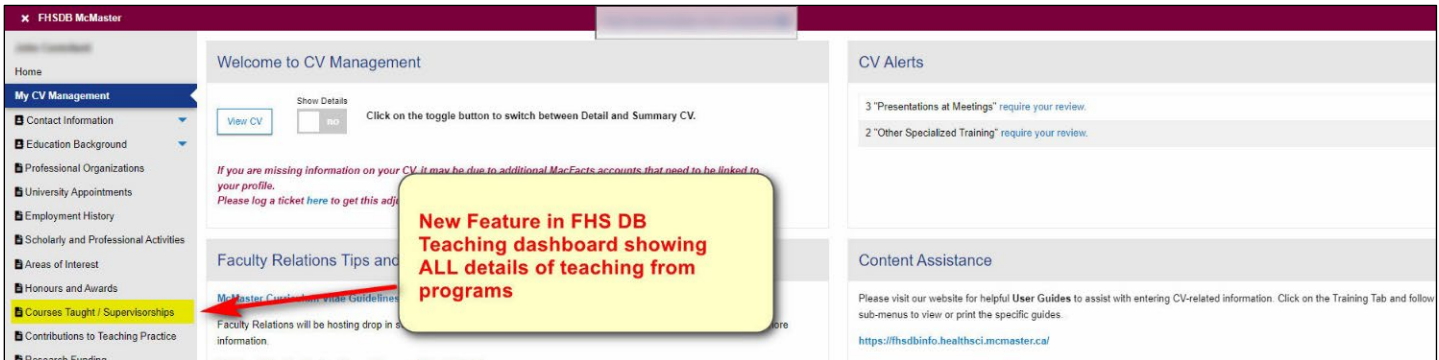
TARGET AUDIENCE: FHS DB USER (FACULTY)
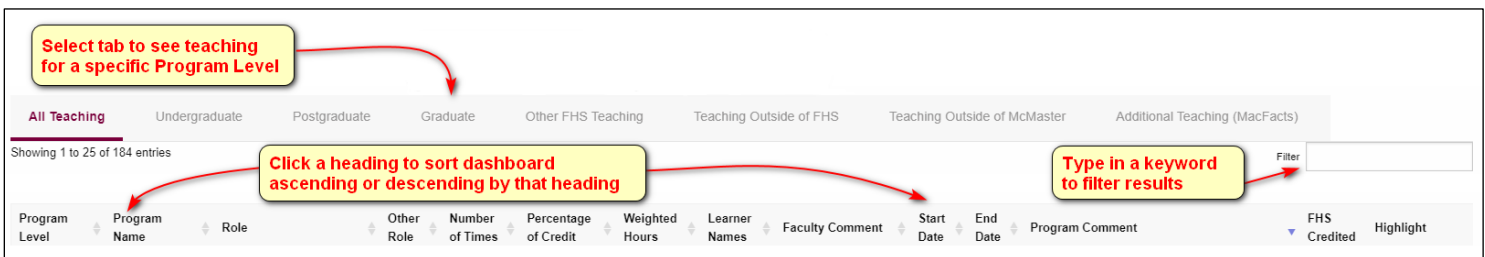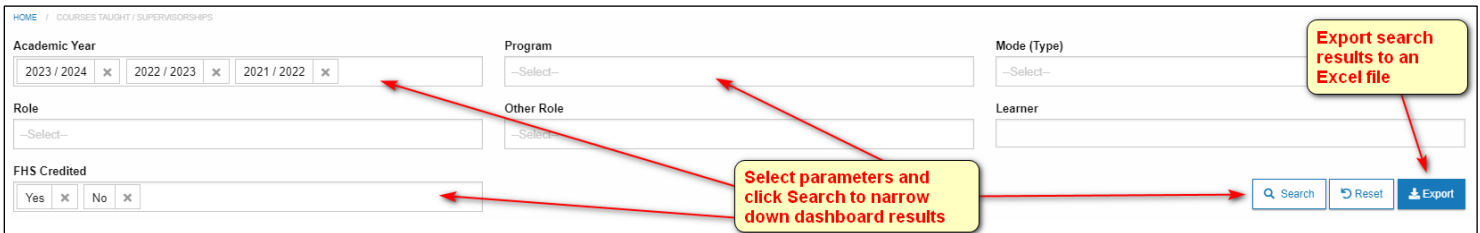
Updated April 24, 2024

OVERVIEW

This document provides a brief overview of the *Courses Taught / Supervisorships Dashboard* within the Faculty CV module of the FHS-DB. **For a training video, click here and select "How to View and Export your Teaching – Video".**

COURSES TAUGHT / SUPERVISORSHIP DASHBOARD

All contributions are collected in the CV Management section, **Courses Taught / Supervisorships**.

Contributions data can be searched, filtered, and sorted by several parameters, and can be exported to an Excel spreadsheet for further review and analysis:

Results of your search appear in the dashboard. All data related to the teaching contributions entered by FHS programs or entered by faculty members as non-credited teaching are visible in the dashboard:

Programs may add comments at time of entry to provide context or additional information, but <u>these comments will not be exported to the CV</u>. Program Comments are for the user to understand what the educational entry is awarding credit for. It can be used to review the information and contact the program if something is incorrect or missing.

For these comments or other details to appear on the CV, you can add a Faculty Comment. In order for Faculty Comments to show on the CV, you must export the <u>Detailed CV</u>.

Please see the next page for instructions for adding Faculty Comments and exporting the Detailed CV.

ENTERING FACULTY COMMENTS / DETAILED CV EXPORT

1. Click the pencil icon to pull up an entry and add a Faculty Comment:

2. Export Detailed CV:

3. CV output – Detailed version:

NEED SUPPORT?

Please see these detailed user guides for more information on how to use this dashboard:

- How to Navigate Courses Taught and Supervisorships
- How to View / Print your Educational Contributions

All FHS DB User Guides, FAQs, and information on live training sessions can be found on the FHS DB website.