

# QUICK REFERENCE GUIDE TO COURSES TAUGHT/SUPERVISORSHIPS DASHBOARD

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TARGET AUDIENCE: FHS DB USER (FACULTY)

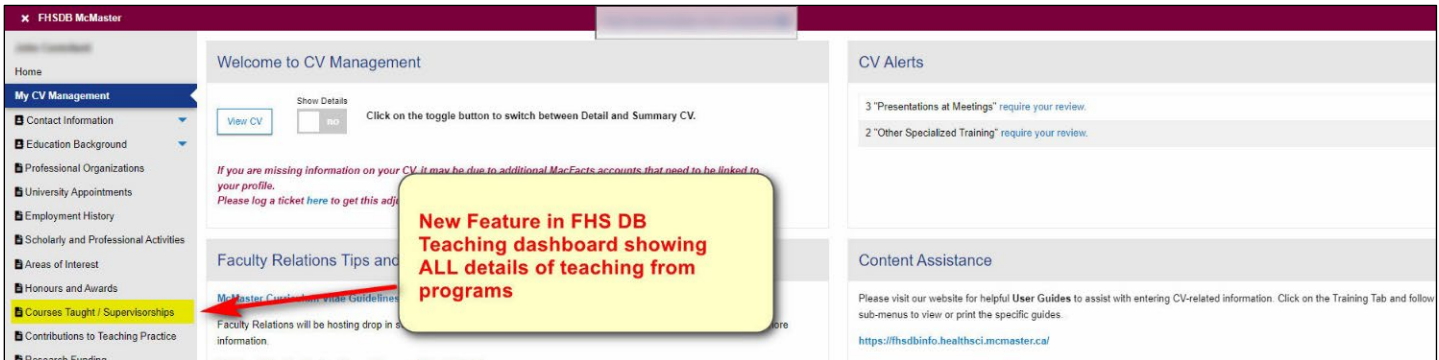
Updated April 24, 2024

## OVERVIEW

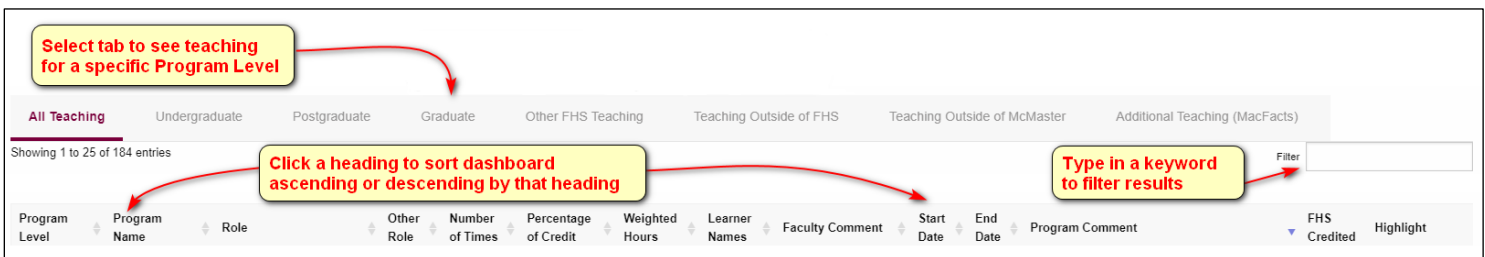
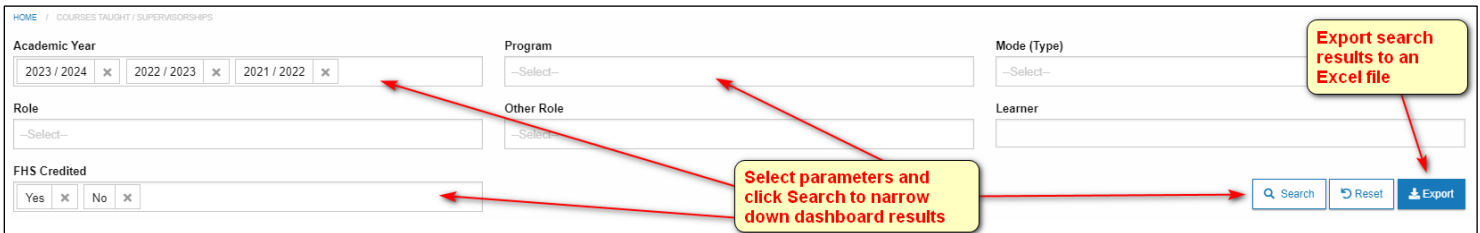
This document provides a brief overview of the *Courses Taught / Supervisorships Dashboard* within the Faculty CV module of the FHS-DB. For a training video, click [here](#) and select “How to View and Export your Teaching – Video”.

## 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:

Courses Taught / Supervisorships Enter non-credited teaching [Add](#)

**All Teaching** Undergraduate Postgraduate Graduate Other FHS Teaching Teaching Outside of FHS Teaching Outside of McMaster Additional Teaching (MacFacts)

Showing 1 to 25 of 205 entries Filter

Program Level	Program Name	Role	Other Role	Number of Times	Percentage of Credit	Weighted Hours	Learner Names	Faculty Comment	Start Date	End Date	Program Comment	FHS Credited	Highlight
Undergraduate	Undergraduate Medical	Student Advisor, student per year		2.000	100.000	30.0			2012 Jul 01	2013 Jun 30		Yes	
Undergraduate	Undergraduate Medical	Student Advisor, student per year		5.000	100.000	75.0			2014 Jul 01	2015 Jun 30		Yes	
Undergraduate	Undergraduate Medical	Student Advisor, student per year		3.000	100.000	45.0			2013 Jul 01	2014 Jun 30			
Undergraduate	Undergraduate Medical	Student Advisor, student per year		2.000	100.000	30.0			2022 Jul 01	2023 Jun 30	WRC: J...		
Undergraduate	Undergraduate Medical	Student Advisor, student per year		3.000	100.000	45.0			2021 Jul 01	2022 Jun 30	WRC Student Advisor 2021 - 2022 -	Yes	
Undergraduate	Undergraduate Medical	Student Advisor, student per year		3.000	100.000	45.0			2020 Jul 01	2021 Jun 30	WRC Student Advisor 2020 - 2021 -	Yes	
Undergraduate	Undergraduate Medical	Student Advisor, student per year		1.000	100.000	15.0			2019 Jul 01	2020 Jun 30	WRC Student Advisor 2019 - 2020	Yes	
Other FHS Teaching	Faculty Development	Workshop Participant, Waterloo Regional Campus, occasion		3.000	50.000	1.5			2019 Jul 01	2020 Jun 30	WRC Structured Feedback Through SIM - May 20, 2020 (1.5 hrs)	Yes	
Other FHS Teaching	Faculty Development	Workshop Participant, Waterloo Regional Campus, occasion		9.000	50.000	4.5			2018 Jul 01	2019 Jun 30	WRC Faculty Retreat - Sept 15, 2018 (4.5 hrs)	Yes	
Other FHS Teaching	Faculty Development	Workshop Participant, Waterloo Regional Campus, occasion		7.000	50.000	3.5			2021 Jul 01	2022 Jun 30	WRC Faculty Retreat - October 23, 2021 (3.5 hrs)	Yes	

Role Details

For Program Comments or other details to appear on CV: Add as a Faculty Comment and export the Detailed CV

Program Comments: -added at time of entry for context -visible on dashboard -do not export to CV

Click pencil to add Faculty Comment

Programs may add comments at time of entry to provide context or additional information, but these comments will not be exported to the CV. 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 Detailed CV.

**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](#).