

Attaching CV records to the Teaching and Education Report (TER)

(updated June 2014)

The following slides describe:

- How users can attach CV records to their Teaching and Education Report (TER)
- How the attached records will print on the generated TER
- Troubleshooting tips

The TER is primarily made up of records that have been entered in the seven *Teaching and Education Activities* subsections in WebCV's *All Activities View* menu

- Home Page
- Curriculum Vitae (CV) View
- All Activities View
 - Personal Information
 - Education, Awards and Career Experience
 - Research Activities
 - Teaching and Education Activities**
 - Introduction & Teaching Philosophy
 - Teaching
 - Clinical Supervision
 - Research Supervision
 - Mentorship
 - Innovations and Development in Teaching
 - Aggregate Teaching Evaluations
 - Administrative Activities
 - Creative Professional Activities
- Reports
- Export Data to Common CV
- General
- Help
- Logout

Records in other sections, such as *Education, Awards and Career Experience, Research Activities, and Administrative Activities*, are generally not included in your TER unless you manually attach records from these sections to the TER.

Home Page

Curriculum Vitae (CV) View

All Activities View

- ⊕ **Personal Information**
- ⊕ ~~Education, Awards and Career Experience~~
- ⊕ ~~Research Activities~~
- ⊕ Teaching and Education Activities
- ⊕ ~~Administrative Activities~~
- ⊕ Creative Professional Activities

Reports

Export Data to Common CV

General

Help

Logout

A common example of a CV record that one might want to include on the TER is a *Presentations and CE Activities* record.

Presentations and CE Activities

Enter ID Help

Refresh Date Range 2014 --- - pres.

Add New

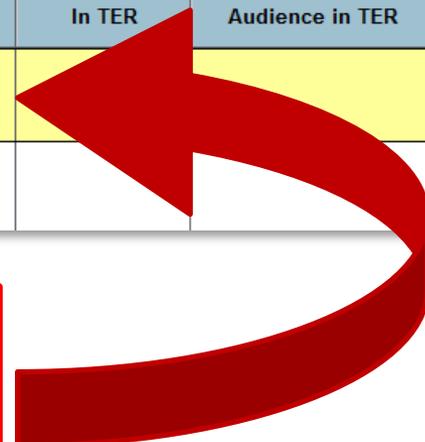
To Excel

Import

Grid Columns

Bulk Edit Options

	i	Type	Geographical Scope ▼	Date ▼	Organizer	Country	Province	City	Presentation	In TER	Audience in TER
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		Invited Lectures and Presentations	Provincial / Regional	2014/05/02	McMaster University Medical Centre	Canada	Ontario	Hamilton	Corneal Grand Rounds		
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		Invited Lectures and Presentations	International	2014/05/02	3rd Congress in Movement Disorders	United States	Colorado	Denver	Parkinson's: Improving Symptoms and Relieving Pain.		



The highlighted record above is an invited Grand Rounds presentation: this record has been entered in the *Presentations* section, meaning that at the moment, it will only print on the CV and AAR. However, it also qualifies as a teaching activity, so it should also be included on the TER.

To attach the record to your TER, press “Edit” to access the record. Once the record opens, scroll down until you find the “Attach to an Audience in TER” checkbox.



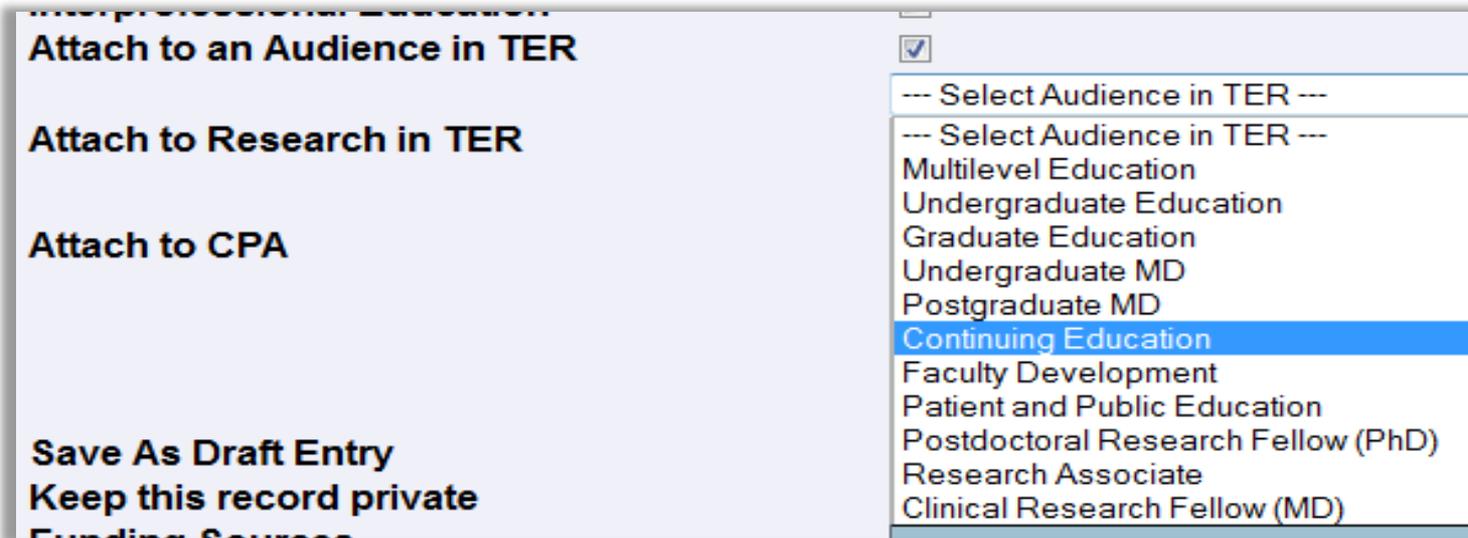
Interprofessional Education

Attach to an Audience in TER

Attach to Research in TER

-- Select Audience in TER --

Once you click on the checkbox, then the Audience menu below will activate and you can attach the record to the specific audience that the presentation was intended for (in this case, “Continuing Education”).



Interprofessional Education

Attach to an Audience in TER

Attach to Research in TER

Attach to CPA

Save As Draft Entry

Keep this record private

Funding Sources

-- Select Audience in TER --

-- Select Audience in TER --

Multilevel Education

Undergraduate Education

Graduate Education

Undergraduate MD

Postgraduate MD

Continuing Education

Faculty Development

Patient and Public Education

Postdoctoral Research Fellow (PhD)

Research Associate

Clinical Research Fellow (MD)

Additionally, you could add information to the “Teaching Evaluation Score” and “Teaching Evaluation Details” fields in a *Presentations and CE Activities* record. These fields do not print on the CV, but they will print on the TER if a *Presentations* record is attached to the TER.

Type	Invited Lectures and Presentations
Geographical Scope	Provincial / Regional
Date	2014 May 2
Trainee Presentation	<input type="checkbox"/>
Competitive Presentation	<input type="checkbox"/>
Presentation Role	Invited Speaker
Title	Corneal Grand Rounds
Organizer	McMaster University Medical Centre
Country	Canada
Province/State	Ontario
City	Hamilton
Presenter(s)	
Description	
URL	
Total Hours	1
Teaching Evaluation Score	4.0
Teaching Evaluation Details	Received a letter of thanks from the coordinator of the audience members gave positive evaluative comment "presentation!" and "Excellent research and presentation!"
Linked Publication ID	N/A
Other Details (doesn't print)	
Interprofessional Education	<input type="checkbox"/>
Attach to an Audience in TER	<input checked="" type="checkbox"/>
Attach to Research	Continuing Education

The TER is organized both by Primary Audience and academic year. The presentation record that was attached to the TER now prints under the headings for the Primary Audience it was attached to (Continuing Education) and the academic year that the presentation date falls under (July 2013 – June 2014).

 VI. Continuing Education

1)  Academic Year July 2013 - June 2014

a) *Presentations*

Provincial / Regional

2014 May 2

Invited Speaker. Invited Lectures and Presentations. Corneal Grand Rounds, McMaster University Medical Centre. Hamilton, Ontario, Canada. (Continuing Education)

Teaching Evaluation Score: 4.0

Evaluation Details: Received a letter of thanks from the coordinator of the Grand Rounds presentations. The 12 audience members gave positive evaluative comments, including "Wonderfully dynamic presentation!" and "Excellent research and presented".

Exceptions: Teaching Awards and Educational Administration

Honours and Career Awards records that have been designated as a “Teaching and Education Award” will automatically be included on the TER. Similarly, *Administrative Activities* records that have been designated as “Educational Administration” will also automatically print on the TER.

Home Page

Curriculum Vitae (CV) View

All Activities View

⊕ Personal Information

⊖ Education, Awards and Career Experience

Education

Postgraduate, Research and Specialty T

Qualifications, Certifications and License

Professional Associations

Positions Held and Leadership Experien



Honours and Career Awards

Other Noteworthy Activities

⊕ Research Activities

⊕ Teaching and Education Activities

⊖ Administrative Activities



Administrative Activities

⊕ Creative Professional Activities

Reports

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Teaching and Education Awards on the TER

Honours and Career Awards

Enter ID Go

Highlight Related Fields For

1	Start - End Dates	2013	Jan	–	2013	Jan
	Geographical Scope	Local				
	Award Type	Teaching and Education Award				
	Faculty	Faculty of Medicine ← 2				
	University Department	Dept of Medicine ←				
	Division	--- Select Division --- ←				
	Primary Audience	Undergraduate MD ←				
	Year / Stage	Year 1 ←				
	Award Status	Received				
	Institution / Organization	University of Toronto				
	Award Name	2nd Place, Gertie Marx Award				
	Description of Award					

In an *Honours and Career Awards* record, once you select “Teaching and Education Award” from the “Award Type” field, then the next five fields (“Faculty”, “University Department”, “Division”, “Primary Audience”, and “Year/Stage”) become active, and you can fill in the applicable information.

Teaching and Education Awards on the TER

➔ IV. Undergraduate MD

1) ➔ Academic Year July 2012 - June 2013

a) ➔ *Teaching and Education Awards*

Received

2013/01 2nd Place, Gertie Marx Award, Faculty of Medicine, Dept of Medicine, University of Toronto.
(Year1)

“Teaching and Education Awards” records will then print on the TER under the headings of the Primary Audience level and academic years that they are related to, and then additionally under the subheading of *Teaching and Education Awards*. They will also print near the top of the TER in the *Teaching Landmarks* section.

➔ Teaching Landmarks *July 1999 - June 2014*

➔ *Teaching and Education Awards*

2013/01 2nd Place, Gertie Marx Award, University of Toronto (Received)

Research in Teaching and Education

Educational Administration on the TER

Administrative Activities

Enter ID

Highlight Related Fields For --- Select Report ---

1

Start - End Dates 2012 Jul --- 2013 Jan ---

Geographical Scope Local

2

Educational Administration

Faculty Faculty of Medicine ←

University Department Dept of Medicine ←

Division Critical Care Medicine ←

Primary Audience Undergraduate MD ←

Institution / Organization University of Toronto

Committee Name Undergraduate Medical Education committee

Country Canada

Province/State Ontario

City Toronto

Other Details (doesn't print)

In an *Administrative Activities* record, once you check the “Educational Administration” checkbox, then the next four fields (“Faculty”, “University Department”, “Division”, and “Primary Audience”) become active, and you can fill in the applicable information.

Educational Administration on the TER

➡ IV. Undergraduate MD

1) ➡ Academic Year July 2012 - June 2013

a) ➡ *Administrative Service in Education*

University of Toronto

2012/07 - 2013/01 Chair, Undergraduate Medical Education committee, Undergraduate MD, Faculty of Medicine, Dept of Medicine, Critical Care Medicine. Toronto, Ontario, Canada.

Administrative Activities records that are designated as “Educational Administration” activities will then print on the TER under the headings of the Primary Audience level and academic years that they are related to, and then additionally under the subheading of *Administrative Service in Education*. They will also print near the top of the TER in the *Teaching Landmarks* section.

➡ Teaching Landmarks July 1999 - June 2014

Teaching and Education Awards

2013/01 2nd Place, Gertie Marx Award, University of Toronto (Received)

➡ *Administrative Service in Education*

Total Hours

University of Toronto

2012/07 - 2013/01 Chair, Undergraduate Medical Education committee, Undergraduate MD, Faculty of Medicine, Dept of Medicine, Critical Care Medicine. Toronto, Ontario, Canada.

Troubleshooting

Problem	Possible Explanation
You've attached a CV record (e.g., from the <i>Presentations and CE Activities</i> section) to your TER, but it's printing in multiple academic years on your Report	This is probably related to the date that you've entered in the applicable <i>Presentations</i> record. The TER is organized by both Primary Audience <i>and</i> academic year. If you've only entered the year of the presentation, and not both the year <i>and</i> the month, then WebCV does not know which specific academic year the activity occurred in. It will then compensate for this by including it on the TER in all the academic years that it <i>could</i> be related to. So if you've only entered "2014" in the attached <i>Presentations</i> record, then it will print for both the July 2013 – June 2014 and July 2014 – June 2015 academic years. To rectify this, add a month to your <i>Presentations</i> record, and it will print only in the one academic year it applies to.
You've attached a CV record to your TER, but it's printing near the end of the Report and not under any of the <i>Primary Audience</i> headings	Remember that when you attach a CV record to the TER, you should also choose a <i>Primary Audience</i> that the activity is related to. If you do not choose the <i>Primary Audience</i> , then the attached record will still print on the TER, but only near the end of the Report in the more general <i>Other Teaching and Education Activities</i> section. So be sure to choose an audience level for all records you attach to the TER so that records are organized correctly.
You would like to attach a <i>Research Statements</i> or <i>CPA</i> record to your TER	There is a slightly different process when attaching these kinds of records to your TER. To see how these actions can be performed, please visit the WebCV help website and look under Support > User Guides for 2 other guides: "Attaching Research Activities to Teaching and Education Report (TER)" and "Attaching CPA to Teaching and Education Report (TER)".