

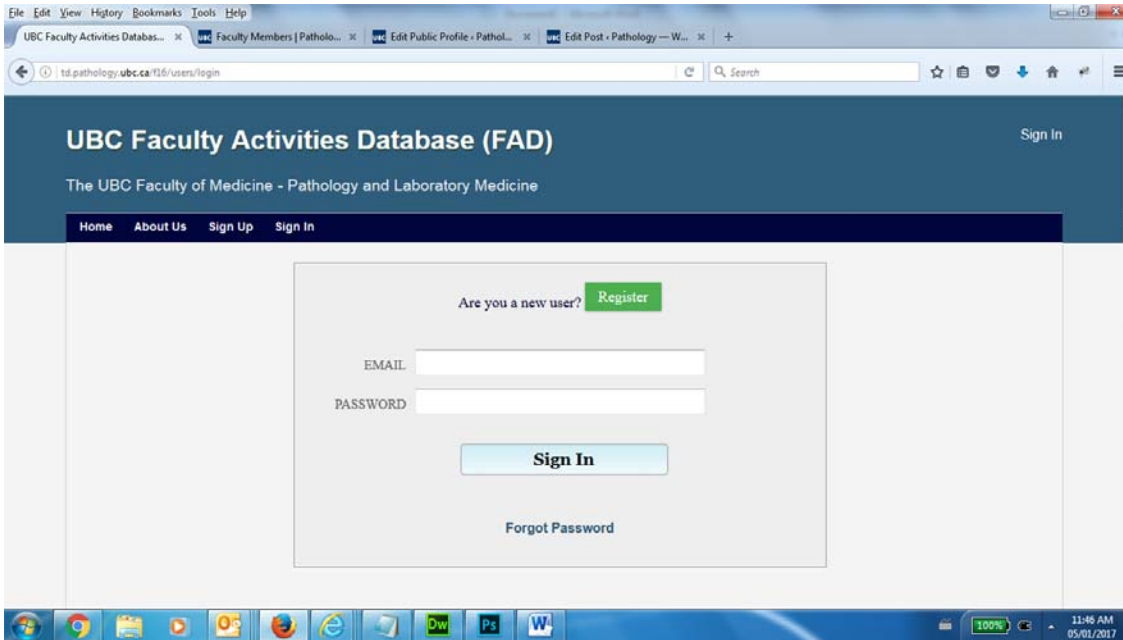
Faculty Activities Database User Guide

An Introduction to the Online Faculty Activities Database

1. Using the Online Faculty Activities Database

Logging in to the system

You can access the online faculty activities database at <http://td.pathology.ubc.ca/>



Simply enter in your business email address and password we sent you. Please contact <mailto:dbertanjoli@pathology.ubc.ca> with any login questions.

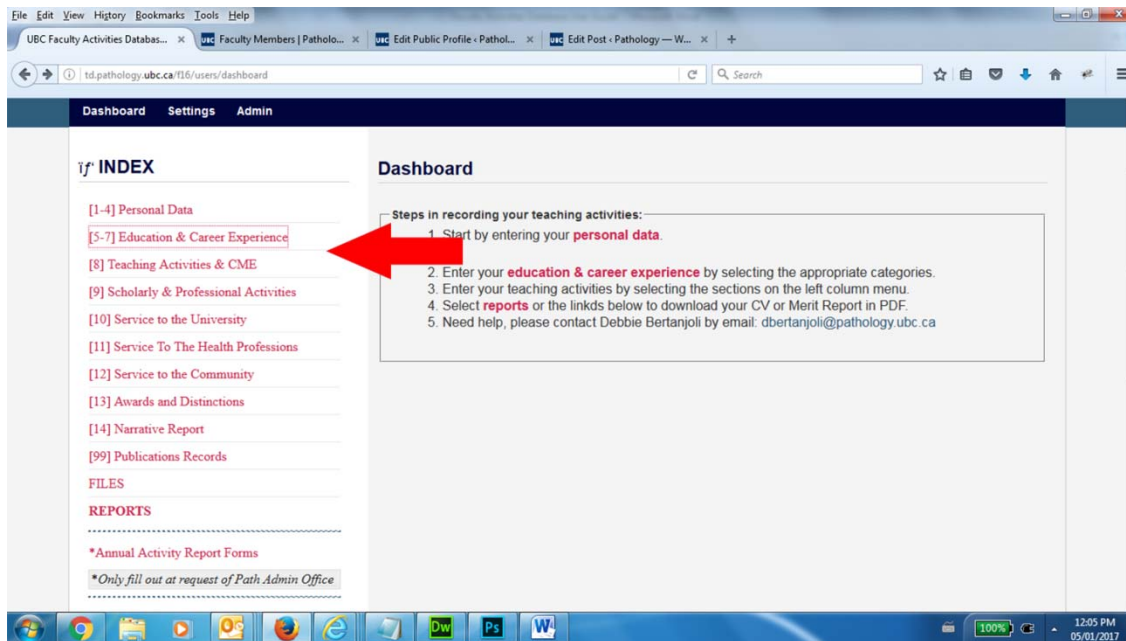
Manage Your Activities

Once you've logged in, you will be automatically directed to the **Dashboard** page. FAD allows users to enter activity information once and use it for multiple purposes. For example, a user would enter a conference presentation only once and that information will be included in different types of reports such as a CV, TD or annual activity report.

TO START first click the **Reports** link on the left-hand navigation menu and choose the report you would like to review or update. This section is going to give you information regarding the data that has already been entered to prevent duplicate records.

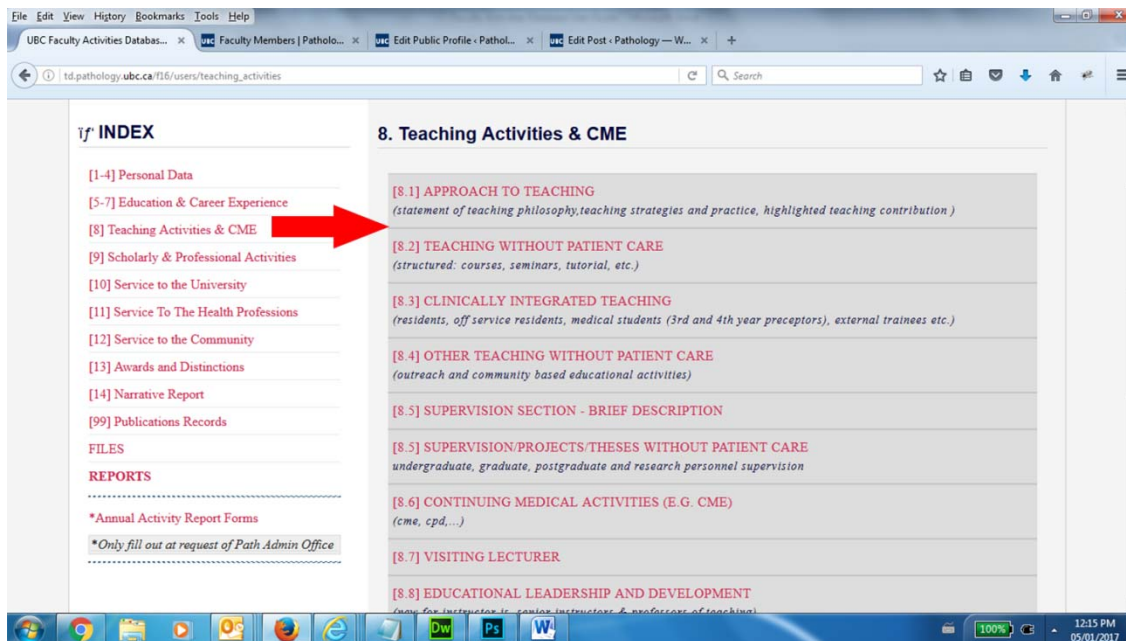
Entering Your Activities:

To begin entering your activities, click on the desired screen on the left.



The screenshot shows a web browser window with the URL `td.pathology.ubc.ca/f16/users/dashboard`. The page has a dark blue header with navigation links: **Dashboard**, **Settings**, and **Admin**. On the left side, there is an **INDEX** menu with the following items: [1-4] Personal Data, [5-7] Education & Career Experience (highlighted with a red box and a red arrow pointing to the right), [8] Teaching Activities & CME, [9] Scholarly & Professional Activities, [10] Service to the University, [11] Service To The Health Professions, [12] Service to the Community, [13] Awards and Distinctions, [14] Narrative Report, [99] Publications Records, FILES, and REPORTS. Below the menu, there are links for ***Annual Activity Report Forms** and a note: ***Only fill out at request of Path Admin Office**. The main content area is titled **Dashboard** and contains a box with the heading **Steps in recording your teaching activities:** followed by a numbered list: 1. Start by entering your **personal data**. 2. Enter your **education & career experience** by selecting the appropriate categories. 3. Enter your teaching activities by selecting the sections on the left column menu. 4. Select **reports** or the links below to download your CV or Merit Report in PDF. 5. Need help, please contact Debbie Bertanjoli by email: `dbertanjoli@pathology.ubc.ca`. The Windows taskbar at the bottom shows various application icons and the system clock displaying 12:05 PM on 05/01/2017.

Then, choose the data entry form from the right hand side:



The screenshot shows the same web browser window, but the URL is `td.pathology.ubc.ca/f16/users/teaching_activities`. The **INDEX** menu on the left is identical to the previous screenshot, but the **[8] Teaching Activities & CME** item is now highlighted with a red box and a red arrow pointing to the right. The main content area is titled **8. Teaching Activities & CME** and contains a list of sub-sections: [8.1] APPROACH TO TEACHING (statement of teaching philosophy, teaching strategies and practice, highlighted teaching contribution), [8.2] TEACHING WITHOUT PATIENT CARE (structured: courses, seminars, tutorial, etc.), [8.3] CLINICALLY INTEGRATED TEACHING (residents, off service residents, medical students (3rd and 4th year preceptors), external trainees etc.), [8.4] OTHER TEACHING WITHOUT PATIENT CARE (outreach and community based educational activities), [8.5] SUPERVISION SECTION - BRIEF DESCRIPTION, [8.5] SUPERVISION/PROJECTS/THESES WITHOUT PATIENT CARE (undergraduate, graduate, postgraduate and research personnel supervision), [8.6] CONTINUING MEDICAL ACTIVITIES (E.G. CME) (cme, cpd, ...), [8.7] VISITING LECTURER, and [8.8] EDUCATIONAL LEADERSHIP AND DEVELOPMENT (only for instructors, senior instructors & professors of teaching). The Windows taskbar at the bottom shows the system clock displaying 12:15 PM on 05/01/2017.

If any record has already been entered into this section of your account, you will see a list of the previously-entered activities. In this example below, you'll notice that one record have been added under the teaching activities section. Go to 'Add a New Record' to begin adding an activity.

Actions	Category	Year / Term	Course Number	Sched. Hours	Class Size	Contact Hours	Hours Taught			
							Lectures	Tutorial	Labs	Others
Edit Delete	Graduate Students	1999 Present				0				

Enter the information about your activity into the fields provided, making use of dropdown menus. You may also wish to consult the [UBC CV Guidelines](#) section of this document. **IMPORTANT: ALWAYS ENTER START AND END DATE.** The system is designed to filter and sort the records by start and end date.

***Please note that not all fields may be applicable to a given activity. Leave fields that do not apply to a given activity blank.**

Click the **Save and Add Another** button (below) to save and begin entering information about another activity that belongs in the same section. The **Save** button saves the current activity and returns you to the list of your previously-entered activities (above).

To delete or edit an activity from your account, click on the delete/edit-from the table that lists all the entered records.

Generating Reports

To generate a report, first click the **Run Reports** link on the left-hand navigation menu. Choose the report you would like to run. If you select 'annual activity report' choose the year you would like to use for the report.

Annual Activity Report

If you have been tracking your accomplishments and professional activities throughout the year review your 'annual activity report' from the 'REPORTS' section selecting 2016 year. If some of your activities are not showing go back to these records and make sure you entered the start and end date as data is filtered and sorted by those two fields. Otherwise, enter information about your professional activities into the system, and review your report (please see instructions above). You will also need to update 'annual activity report form' (see below) - indicating whether you

wish to be considered for merit and/or PSA in the reporting year and also provide a short paragraph detailing your significant achievements. All you need to do is enter and save your information within the system. Currently, you, your department head and database administrator have access to your data.

The screenshot shows a web browser window with the URL `td.pathology.ubc.ca/116/merits/edit/25`. The page title is "Edit Annual Activity Report". On the left, there is an "INDEX" menu with the following items: [1-4] Personal Data, [5-7] Education & Career Experience, [8] Teaching Activities & CME, [9] Scholarly & Professional Activities, [10] Service to the University, [11] Service To The Health Professions, [12] Service to the Community, [13] Awards and Distinctions, [14] Narrative Report, [99] Publications Records, FILES, and REPORTS. Under REPORTS, there is a link for "*Annual Activity Report Forms" and a note: "*Only fill out at request of Path Admin Office".

The main content area is titled "Edit Annual Activity Report" and contains the following fields:

- A "REPORTING YEAR" dropdown menu with a red arrow pointing to it.
- A text box with the instruction: "Please indicate whether you wish to be considered for merit and/or PSA in the reporting year and also provide a short paragraph detailing your significant achievements".
- A dropdown menu with the selected option: "I do not wish to be considered for Merit/Performance Salary Adjustment(PSA) in the reporting year".
- A section titled "Annual Activity Report Short Paragraph" with a large empty text area below it.

The Windows taskbar at the bottom shows the time as 12:52 PM on 05/01/2017.