

# Entering Teaching Activities into WebCV

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# About this Presentation

This presentation provides a step by step guide for entering teaching activities into WebCV.

You will learn:

1. The different types of activities in WebCV
2. How to identify the appropriate audience
3. Guidelines for creating teaching activity records

**Step 1:**  
Determine  
the type of  
Teaching  
Activity

- A. Give Seminar/Lecture for a formal course?
- B. Small group or Problem Based Learning (PBL) teaching?
- C. Teach in rounds at hospital scheduled by the department/division?
- D. Supervise Practicum?
- E. Carry out Workshops, Simulations, and/or Labs?
- F. Conduct Examination, Individual consultations, Peer coaching, and/or Remediation?
- G. Additional teaching scheduled by the teacher?
- H. Supervise residents/fellows/undergraduate MD students at clinics?
- I. Supervise in conducting research?
- J. Mentor faculty/students?
- K. Students/fellows/international graduates coming for observing or preceptorship?

Enter these on the  
**Teaching**  
page

Enter these on the  
**Clinical  
Supervision**  
page

Enter these on the  
**Research  
Supervision**  
page

Enter these on the  
**Mentorship**  
page

**Step 2:**  
Determine  
Primary  
Audience

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Determine  
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Audience

**A. Multilevel Education**

*Primary audience is from multiple and different levels of education.*

**B. Undergraduate Education**

*Primary audience is undergraduate non-medical students (Non-MD).*

**C. Graduate Education**

*Primary audience is masters level &/or PhD students.*

**D. Undergraduate MD**

*Primary audience is undergraduate medical students (MD Years 1, 2, 3 & 4).*

**E. Postgraduate MD**

*Primary audience is residents &/or fellows (Core Program, Subspecialty, Fellow).*

**F. Continuing Education**

*Primary audience is professionals (e.g. nurses and pharmacists).*

**G. Faculty Development**

*Primary audience is faculty members.*

**H. Patient and Public Education**

*Primary audience is lay public.*

**I. Postdoctoral Research Fellow (PhD)**

*Primary Audience is Trainees that have already attained their PhD and are continuing to work on research.*

**J. Research Associate**

*Primary audience is appointed staff working in University Department labs.*

**K. Clinical Research Fellow (MD)**

*Primary audience is trainees that have attained an MD, and are involved in clinical research.*

**Step 3:**

Enter the  
Activity  
Details

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Details

1. For Start – End Dates, select the academic year (from July to June) for which you are entering the activity. If the activity was a one-time activity, enter the specific date.
2. Select Faculty, University Department & Division *on behalf* of which the activity is done. For example, if the Dept. of Surgery requests a doctor from the Dept. of Medicine to run a series of presentations on a particular topic, the sessions for the doctor would be entered as Faculty of Medicine, Dept. of Surgery. If the activity is not associated with the University then the Faculty and Department values are left blank.
2. Select the Educational Level that was decided in Step 2.
3. Select Appropriate Year/stage (if applicable).
4. Fill in the other fields

Note:

1. You have to enter a separate record in the system for each different type of Activity. If you are conducting the same activity at different times of same Academic Year, you can enter it as a single record and enter the details in the Description field.
2. “Total Hours” represents just the approximated number of contact hours. This EXCLUDES preparation time.
3. “Number of Students” for a record represents approximate number of unique students for the activity.

Examples:

1. A doctor gives one half-hour lecture per month for the “Weekly Formal Resident Rounds” held every week in his department. Each of these sessions has approximately 6 residents who are assigned to the department. The department gets 6 residents who rotate after every 6 months. Therefore, for an academic year, there will be 12 unique residents. Titles of the lectures the doctor gives for the rounds are entered in the Activity Description of the record created for “Weekly Formal Resident Rounds”. For this record, you will
  - select the Academic Year as the time period for the activity,
  - enter Number of Students as 12 (which are the unique 12 residents for the entire academic year),
  - and enter Total Hours as 6 (which is number of lectures in the academic year TIMES length of each lecture).
2. If you are presenting multiple times for the formal Noon Rounds held every Friday in a hospital, you can enter these presentations as a single record for the entire academic year and mention the different topics you presented in the Activity Description field on the Teaching page.
2. If you are supervising different or same residents in multiple in-patient clinics throughout the academic year, you can enter these in-patient clinic supervisions as a single record for the entire academic year and mention the details in the Activity Description field on the Clinical Supervision page.