WebCV: Creating Administrative Activities Records

This guide explains how to create records in the “Administrative Activities” section of WebCV. To fully benefit from this guide, you should already be familiar with adding and editing basic records in WebCV.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

What this guide covers:

1. Creating a new Administrative Activity record, and entering the basic information of such a record, including “Geographical Scope”, “Committee Name”, and “Institution/Organization”.

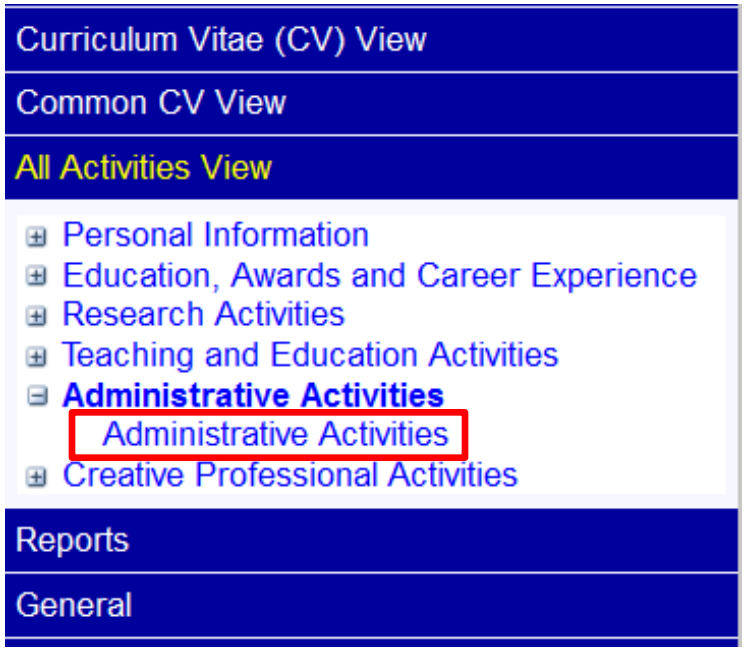
2. Adding multiple roles to the “Activity History” table in the newly created record.

3. Explaining the “Educational Administration” checkbox and its significance.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

1. Create an Administrative Activity record



Find the Administrative Activities page under the All Activities View menu section.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Click **Add New** to create a new Administrative Activity Record

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Administrative Activities

	Enter ID [ ] Go
Highlight Related Fields For	--- Select Report ---
Start - End Dates	--- – ---
Geographical Scope	Local
Educational Administration	☐
Faculty	--- Select Faculty ---
University Department	
Division	
Primary Audience	--- Select Primary Audience ---
Institution / Organization	University of Toronto
Committee Name	Postgraduate Curriculum Committee
Country	--- Select Country ---
Province/State	--- Select Province/State ---
City	
Other Details (doesn't print)	

Enter the relevant "Geographical Scope", "Institution/ Organization" and "Committee Name".

Tips:

-For the **"Geographical Scope"**: think of the audience you are speaking to. In this example, it is a U of T audience (the place of my primary appointment), so it would be "Local".

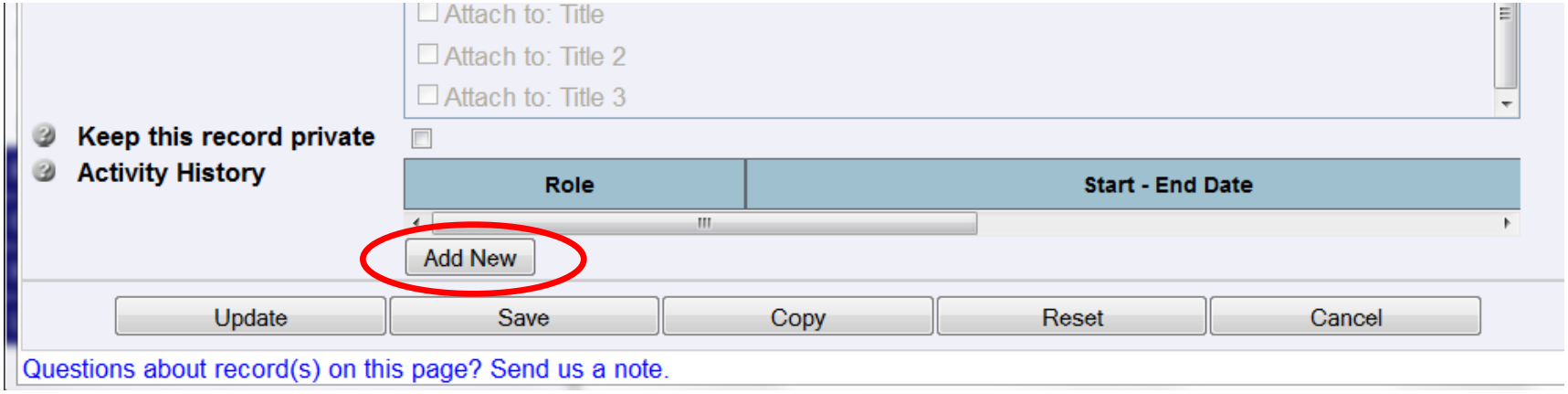
-For **"Institution/Organization"**: This should be the top-level institution only (e.g., "University of Toronto" and not "University of Toronto, Department of Medicine"). Department information (or what have you) can be entered elsewhere (such as in the "Committee Name" field or in the "Description" field). Also remember, whenever possible, to choose the Institution name from the CCV dropdown menu that appears after you start typing in this field. After you start typing the name of the Institution, take your fingers off of the keys, wait a moment, and the CCV dropdown menu will appear for you to make your choice.

-For **"Committee Name"**: This could be the name of the Committee, Task Force, Institute, or whatever piece of information is relevant to the record and does not fit in any other field.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

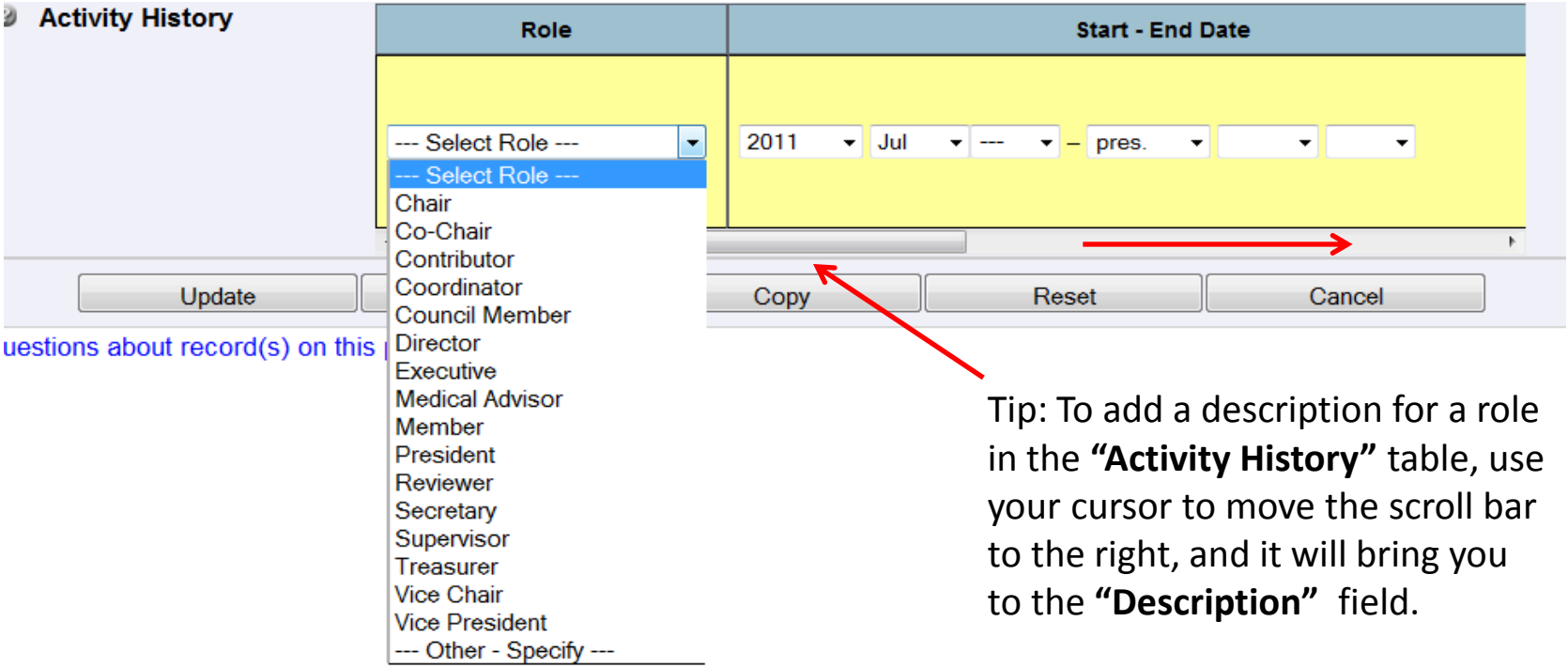
2. Add your role(s)



To add your role(s) for this committee, scroll down to the bottom of the record and you will come to the "Activity History" table. Press **Add New** to add a role.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE



Tip: To add a description for a role in the **"Activity History"** table, use your cursor to move the scroll bar to the right, and it will bring you to the **"Description"** field.

Select a role from the dropdown menu (or add your own using the "Other – Specify" option), and then add start and end dates

(NOTE: once you add a start and end date here, you will not have to add them to the main date range at the top of the record. After you save the record, the main date range will be filled in automatically if a Role (with dates) has been entered).

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

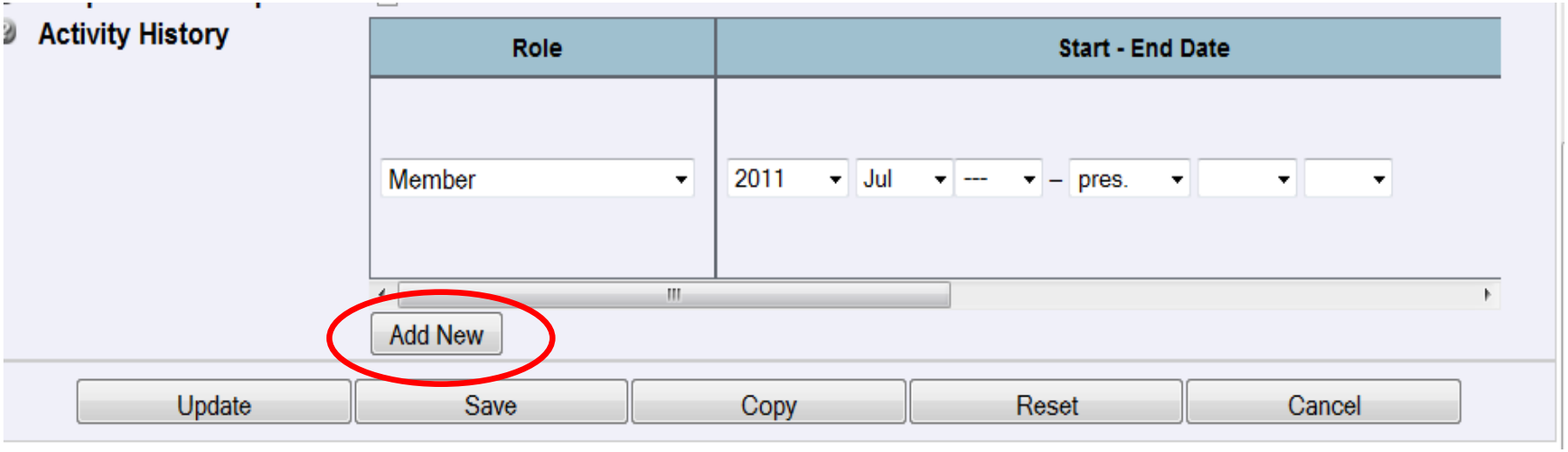
Keep this record private

Activity History

Role	Start - End Date
Member	2011 Jul --- – pres.

Update | Save | Copy | Reset | Cancel

Once you have entered your role, you can press **Save** to save and exit the record. However, if you have had multiple roles for this Administrative Activity, then you would instead press **Update** (this will save the record without exiting it). You will then have the opportunity to add multiple roles.



After pressing **Update**, the **Add New** button will reappear after the screen refreshes itself. You can then go through the process of adding a 2nd role in the same manner that you added the first role.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Activity History

Role	Start - End Date
Member	2011 Jul --- – pres.
Chair	2012 Jan --- – pres.

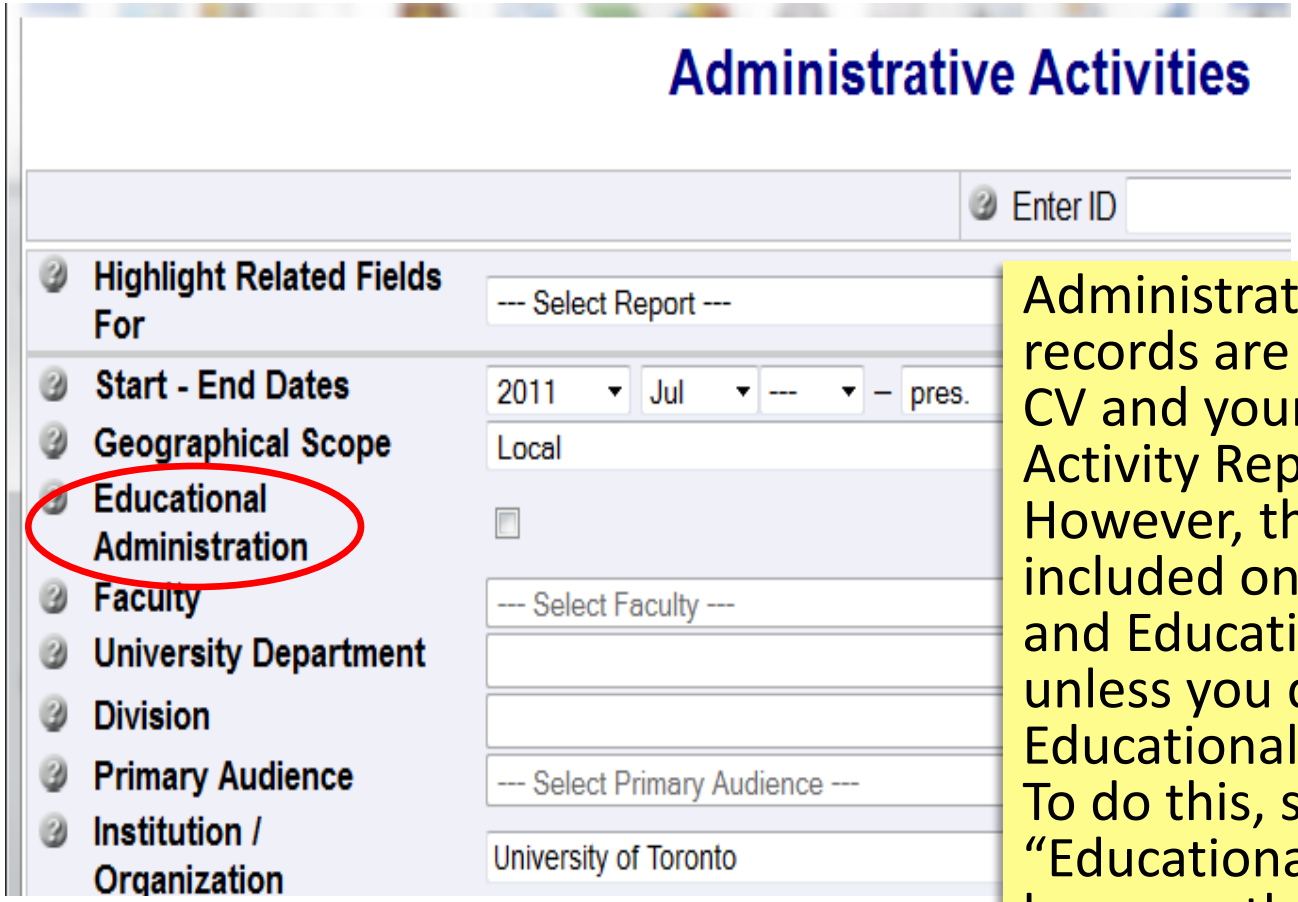
Update | Save | Copy | Reset | Cancel

After you have added your 2nd role, you can press **Update** to add a 3rd role, or press **Save** to save and exit the record and return to the Administrative Activities grid page.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

3. “Educational Administration” checkbox



Administrative Activities records are included on your CV and your Annual Academic Activity Report (AAR). However, they are not included on your Teaching and Education Report (TER) unless you designate them as Educational Administration. To do this, simply check the “Educational Administration” box near the top of the record.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Administrative Activities

Enter ID	
Highlight Related Fields For	--- Select Report ---
Start - End Dates	2011 Jul --- – pres.
Geographical Scope	Local
Educational Administration	☑
Faculty	Faculty of Medicine
University Department	Dept of Medicine
Division	General Internal Medicine
Primary Audience	Postgraduate MD
Institution / Organization	University of Toronto
Committee Name	Postgraduate Curriculum Committee
Country	--- Select Country ---

Once you check the "Educational Administration" box, then the next four fields ("Faculty", "University Department", "Division" and "Primary Audience") will become active. Fill these out as they pertain to this activity.

(NOTE: the "Faculty", "University Department" and "Division" fields are only relevant to U of T related Educational Administrative activities. If an activity you are entering can be designated as "Educational Administration", but is outside the scope of U of T, then leave these three fields blank).

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Administrative Activities

Enter ID

Highlight Related Fields For	--- Select Report ---
Start - End Dates	2011 Jul --- – pres.
Geographical Scope	Local
Educational Administration	☑
Faculty	Faculty of Medicine
University Department	Dept of Medicine
Division	General Internal Medicine
Primary Audience	Postgraduate MD
Institution / Organization	University of Toronto
Committee Name	Postgraduate Curriculum Committee
Country	--- Select Country ---

Once you save this record after checking the "Educational Administration" box and filling out the appropriate fields, then it will appear not only on your CV and AAR, but also on your TER.

WebCV Project

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE