

## The Annual Reporting Tool (ART)

Data capture points for the purposes of streamlining review is provided in this section of the guide. Faculty should note that review will be hinged to these **specific** areas.

### Activity

### Reporting Location for Accountability

#### Education: (Clinical Faculty Only)

Supervision MD/Residents	Education of Clinical Trainees & Clerks
Supervision of Clinical Research Fellow	Education of Clinical Trainees & Clerks

#### Service (related to Research):

Research Grant Panel Membership	Other Scholarly Research Activity
Journal Editorial Board Membership	Other Scholarly Research Activity
Team Leader on a multi-institutional Grant	Other Scholarly Research Activity
Site Leader on a Clinical Trial	Other Scholarly Research Activity
Officer of a Learned Society	Other Scholarly Research Activity
Research Ethics Board Membership	Other Scholarly Research Activity
Institutional Research Committee Membership	Other Scholarly Research Activity

## ART QUICK GUIDE:

The Annual Reporting Tool has been incorporated into your Department/School's Online Learning Management System:

- School of Medicine - Elentra
- Department of Biomedical Molecular Science - DBMS
- School of Nursing - SONIT Central
- School of Rehab – Rehab Central

Faculty members have access to all their previous years annual report data. This represents the faculty member's annual reporting database, which will continue to accumulate year over year. You may edit erroneous historical records however deleting historical records is not permitted. If it is absolutely necessary, that a historical record be deleted use the "Page Feedback" links to contact the administrator to have it deleted.

Any modifications to a previous year's data will **NOT** be considered for the current year under review. While any edited data will not be reviewed, maintaining accurate publication data is strongly encouraged.

**Copy Forward:** While not a new feature, it is worth mentioning that Faculty may elect to copy the previous year's entries (differentially by activity section or category) into the current report and then edit these historical entries. The ability to copy forward is now available at any time during the year via the "Annual Report Tools" subsection.

## Getting Started:

Copy your Department/School's URL into your web browser:

School of Medicine - <https://elentra.healthsci.queensu.ca/annualreport>

DBMS - <https://dbms.queensu.ca/central/annualreport>

School of Nursing - <https://nursing.queensu.ca/central/annualreport>

School of Rehab - <https://rehab.queensu.ca/central/annualreport>

Use **EITHER** your Queen's Net ID and password **OR** your Elentra/DBMS/SONIT/Nursing Central ID and password to log in. Contact the administrator if you do not have either a Queen's Net ID or a Elentra/DBMS/SONIT/Nursing Central ID or you cannot login.

**Current faculty and delegates previously approved for access should be able to login without having to contact the administrator as existing faculty and delegates have already been setup in the system.**

Please note that if a delegate is entering annual report data on behalf of a faculty member and they are not already setup to do so, then the faculty member must grant the delegate permission within Elentra/SONIT/Nursing Central by doing the following:

1. Login
2. Click My Profile (located next to your profile picture top right)
3. Click My Admin Assistants (located on the left side of the screen)
4. Begin typing the delegate's last name followed by a comma then their first name
5. Once the delegate's name appears click on it
6. Set the Access Start and Access Finish dates
7. Click Add Assistant

The delegate should now be able to login and mask himself or herself as the faculty member. If the delegate is not in the system, then contact the administrator to have them added.

## Navigating through the ART:

The Annual Reporting Tool can be found alongside other sections of your department/school's learning management system (Elentra, DBMS, SONIT Central or Nursing Central) via the tabbed browsing located along the top of the page; if you do not see the Annual Report tab check under the More tab.

Once you click the Annual Report tab you will be shown the first section of the Annual Report – Education. Within this section, as with all sections, you will be able to expand and collapse subsections (i.e. Undergraduate Education) by clicking on the arrow located in the top right hand corner of the grid (see Figure 1.0: Expanding and Collapsing a Grid).

The other sections can be found on the left hand side of the screen under Annual Report Sections along with some reports and tools that are also available to you (See Figure 2.0: Annual Report Sections).

Page Feedback: Any comments or problems that may arise should be directed through the page feedback tool – located on the left side of each page below the Annual Report Sections navigation box.

### Section I. Education Tab:

Section I collects educational activity with sub-sections ranging from A to H.

- A. Captured teaching includes: (1) Teaching which is divided into (a) Elentra / SONIT / Helix / Rehab Central and (b) UG (Other) and (2) Graduate teaching.
  - (1) Captured Teaching: Assigned teaching for each faculty member has been populated from the MElentra / SONIT / Helix / Rehab Central databases.
  - (2) **Review** the captured teaching to ensure the list is accurate and complete.
  - (3) Any corrections/omissions to teaching captured in Elentra or Helix Central should be reported via “Report Missing” link. The link will submit the corrections or omitted contributions to the appropriate person for correction. Any corrections/omissions to teaching captured in SONIT Central or Rehab Central can be corrected via the Learning Events tab.
- B. The remainder of the education section must be entered by **clicking** on the relevant “Add” button, which is situated on the upper left hand corner of each subsection.
- C. **Update** the required data fields (Labeled in Red)
- D. **Indicate** the reporting year
- E. **Save** your input
- F. **Select** “Add more Education Data” or **Select** “Return to Education List” to continue entering data in the other sub-sections

### **For Clinical Faculty ONLY:**

- G. **Supervision of CLINICAL Undergraduate Medical Students, Residents and Clinical Research Fellows must be entered under sub-section G.** Education of Clinical Trainees including Clinical Clerks. Sub-section D and E Undergraduate and Graduate Supervision respectively are ONLY to be used for supervision of Basic Sciences students.

## Section II. Research Tab:

Section II collects research activity with sub-sections ranging from A to H. Research subsections A through H are updated by:

- a. Clicking on the “Add” button located in the upper left hand corner of the sub-section and proceeding to enter data into all the required fields.

OR:

- b. AUTOFILL Research Publications using PUBMED for Section II: Research Sub-Sections B through E:

The Pub Med ID for a faculty member’s publications can be used to complete the bulk data entry required for publications and presentations. Once the auto-filling function is complete, the faculty member must still enter (i) the type of publication and (ii) their role

## Sections III - VII. Clinical, Service, Self-Education, Prizes and Awards, and Activity Profile:

All of these sections follow the directions below:

### **Adding Data:**

1. **Click** “Add” located in the upper left hand corner of the sub-section
2. **Enter** data as indicated
3. **Update** the reporting year
4. **Save** the details
5. **Select** the button to add new details within the sub-section or return to the main section

### **Editing Data:**

1. **Click** on the “pencil icon” at the right of the line to be edited
2. **Enter** changes
3. **Save** the edited data
4. **Select** the button to add new details with the sub-section or return to the main section.

### **Deleting Data:**

1. Select the record(s) you wish to delete and click “Delete Selected” located beside the “Add” button.
2. Confirm the deletion by clicking “Delete all items” when prompted.

## IMPORTANT STEP: Activity Profile Section

Make sure you have followed the steps above and add an Activity Profile for 2018. Complete the required information and be sure you click yes at the end of page – see diagram below.

Cross Department(s)

**Note:** The department field has been populated for you, you can edit it if you so desire. This is what will appear on the cover of your annual report.

Report Completed For Current Activity Profile Year\*  Yes (you can still add information later if you say yes)  No

### Generating your Annual Report:

1. Click on the “Annual Report Generator” link in the Annual Report Sections
2. Select the appropriate reporting year
3. Click on the “Generate” button/icon at the right
4. Click on the “Download Annual Report” button at the top left hand corner
5. Save the PDF report on your computer
6. Remember to update the question (under the Activity Profile) is your report complete?

If you have any problems with the ART, please contact the administrator via the page feedback link.

Thank you for using ART.

Administrator

# Figures

Dashboard Communities Courses Learning Events Clerkship Curriculum Search People Search More Admin Logout

Annual Report Sections

- Education
- Scholarship, Research and Other Creative Activity
- Service
- Self Education / Faculty Development
- Prizes, Honours and Awards
- Activity Profile
- Annual Report Generator

Annual Report Tools

- Copy Forward
- My Reports

Page Feedback

Giving feedback is a very important part of application development. Please click here to send us any feedback you may have about [this page](#).

Annual Report > Education

## Section I - Education

Click to Expand / Collapse

**A. Undergrad Teaching - MEDTech Central**

Report Missing

Course Code	Course	Phase	Year	Edit

15 Page 1 of 1 Displaying 1 to 2 of 2 items

- B. Undergraduate Teaching - Other
- C. Graduate Teaching
- D. Undergraduate Supervision
- E. Graduate Supervision
- F. Memberships
- H. Continuing Education Under The Aegis of Queen's
- I. Innovation in Education
- J. Other Education

Figure 1.0: Expanding and Collapsing a Grid

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- Scholarship, Research and Other Creative Activity
- Service
- Self Education / Faculty Development
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**Annual Report Tools**

- Copy Forward
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▶ Annual Report ▶ Education

Use this section to navigate throughout the Annual Reporting module.

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Report Missing

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**Figure 1.0: Annual Report Sections**