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 year's 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.
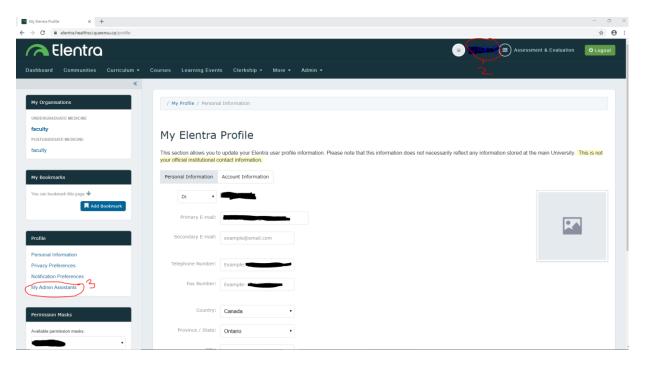
Current faculty and delegates previously approved for access should be able to login without having to contact the administrator as existing faculty and delegates have already been setup in the system.
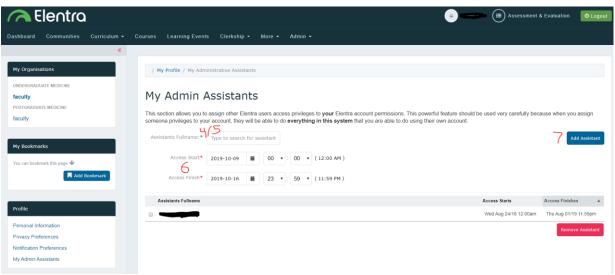
Please note that if a delegate is entering annual report data on behalf of a faculty member and they are not already setup to do so, then the faculty member must grant the delegate permission within Elentra/SONIT/Nursing Central by doing the following:

See next page for step by step images

1. Login
2. Click your name (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
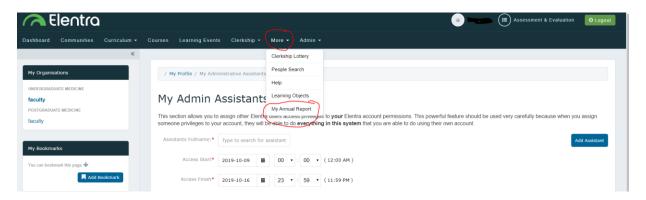7. Click Add Assistant

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 the 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; of you do not see the Annual Report tab, check under the more tab.
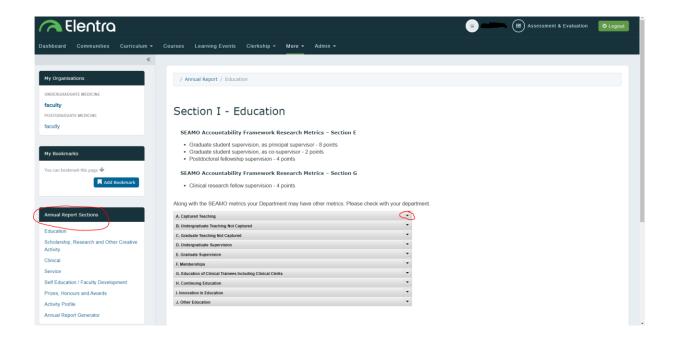

Please ensure that you have the correct report type, i.e., Clinical or QUFA. Your Annual reports sections (located on the left hand side of the screen) should include the following:

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.

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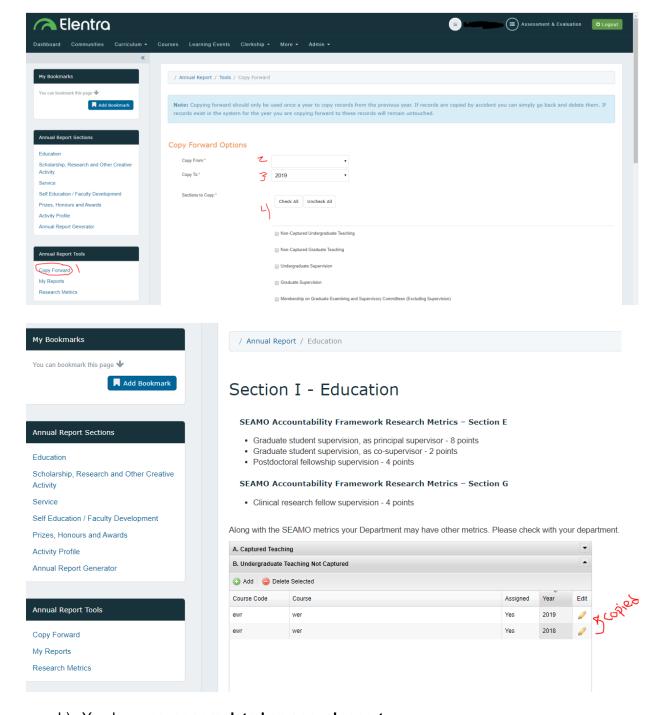
Page Feedback: Any comments or problems that may arise should be directed through the page feedback tool – located on the left side of each page below the Annual Report Sections navigation box.

Create a new report for the reporting year:

There are two ways to generate a new report for the reporting year.

a) If you have **already completed a report for a previous year** you can "Copy Forward" the information to the next year. To do this, click "Copy Forward" located under the "Annual Report Tools" on the left hand side.
   a. Click the year you want to copy the information from (i.e., 2018) and the year you want to copy it to (i.e., 2019). Select all of the sections you want to carry forward. Then scroll to the bottom of the page and click "Copy Forward". See first image below.
   b. All of the previous year(s) information will now appear in your Annual report with the current year. See second image below.
   c. Add in any additional information or remove information that was copied but is not applicable for this year's report.
   d. For more information on the different sections of the Annual Report please see the "Overview of the Annual Report Sections" below.

b) You have **never completed an annual report**.

    a. When you click on the different Annual Report Sections you will have to enter in all relevant information.

    b. For more information on the different sections of the Annual Report please see the "Overview of the Annual Report Sections" below.

For **everyone** after you have to edit the "Activity Profile" for the year. This is located under the "Annual Report Sections" on the left hand side. See the first image below, look for the "*" in red.

    1) If you **copied forward**, a new report for the year will have been automatically

generated. Click the 'pencil' under "Edit" to open the current year. See the first image below, look for "1" in red.

    a.   Ensure all of the copied forwarded information is correct. Once your annual report is completed please ensure that you have selected "yes" for the last section on the page and click the SAVE button. See the second image below.

2) If this is **your first report** you will have to add a new activity profile. To do this click the "Add" button. See first image below, look for "2" in red.

    a.   Add in all of the information. Once your annual report is completed please ensure that you have selected "yes" for the last section on the page and click the SAVE button. See the second image below.

Overview of the Annual Report Sections

Section I. Education Tab:

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

- Captured teaching includes: (1) Teaching which is divided into (a) Elentra / SONIT / Helix / Rehab Central and (b) UG (Other) and (2) Graduate teaching.

  - Captured Teaching: Assigned teaching for each faculty member has been populated from the Elentra / SONIT / Helix / Rehab Central databases.

  - **Review** the captured teaching to ensure the list is accurate and complete.

  - Any corrections/omissions to teaching captured in Elentra or Helix Central should be reported via "Report Missing" link in the upper left hand side of the section. 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.

- 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.

  - **Update** the required data fields (indicated by a red *)

  - **Indicate** the reporting year

  - **Save** your input

  - **Select** "Add more Education Data" or **Select** "Return to Education List" to continue entering data in the other sub-sections

For Clinical Faculty ONLY:

- Section G "Education of Clinical Trainees Including Clinical Clerks" is for the Supervision of **CLINICAL** undergraduate Medical Students, Residents, and Clinical Research Fellows.

- Sub-section D "Undergraduate Supervision" and E "Graduate Supervision" are **ONLY** to be used for the supervision of **Basic Sciences students**.

Section II.   Scholarship, Research and Other Creative Activity:

- 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) Clicking on the "Add" button and then AUTOFILL Research Publications using PUBMED for Section II: Research Subsections 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.
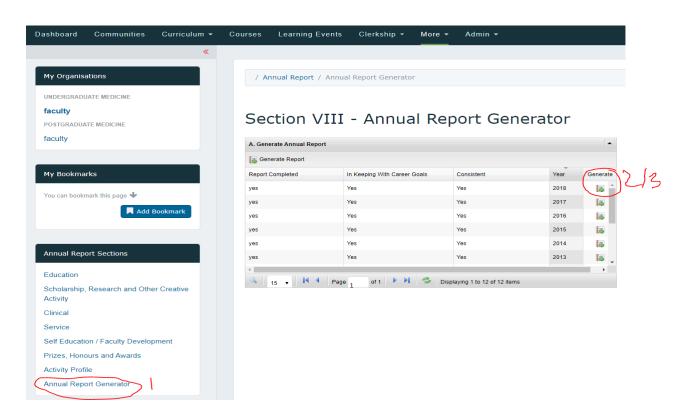
IMPORTANT STEP: Activity Profile Section

Make sure you have followed the steps above and add an Activity Profile for 2019. Complete the required information and be sure you click yes and the SAVE button 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

Cancel   Save

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) "Report completed for the current activity profile year?" before generating the report.

| Dashboard | Communities | Curriculum ▾ | Courses | Learning Events | Clerkship ▾ | More ▾ | Admin ▾ |

My Organisations

UNDERGRADUATE MEDICINE
faculty
POSTGRADUATE MEDICINE
faculty

My Bookmarks

You can bookmark this page ⬇
🔖 Add Bookmark

Annual Report Sections

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

/ Annual Report / Annual Report Generator

Section VIII - Annual Report Generator

A. Generate Annual Report

📄 Generate Report

Report Completed	In Keeping With Career Goals	Consistent	Year	Generate
yes	Yes	Yes	2018	📄
yes	Yes	Yes	2017	📄
yes	Yes	Yes	2016	📄
yes	Yes	Yes	2015	📄
yes	Yes	Yes	2014	📄
yes	Yes	Yes	2013	📄

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

Thank you for using ART.