

## **The Annual Reporting Tool (ART) Quick Guide**

### **New Features in the 2009 release of ART:**

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. Please **DO NOT DELETE PREVIOUS YEARS' DATA** entries, as any modifications are permanent modifications to the database.

Any modifications to 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, Faculty members may elect when **initially** signing into ART, to copy the previous year's entries into the current reporting year and then edit these entries. This "copy forward" is only available at that juncture; it is NOT an option once the reporting input has begun.

There are new features for searching and sorting your annual reporting data within each section of the ART.

### **Sort:**

- a. To assist with keying in from other data sources, you can re-order the column presentation to align it with your keying source. Highlight the column header to be moved and move your cursor over to desired line dividing each column header until a view of two arrows appears. De-click to move the column. Each time you exit the ART, the original column structure will be re-instated and your final report will also reflect the original column structure.
- b. Arrows appearing in the column header allow you to sort the column information in ascending or descending order.

### **Search:**

Each section includes a magnifying glass icon at the bottom of each section.

- a. Click on the magnifying glass icon to select or de-select from the search parameters.
- b. Input at least two characters into the input box next to the magnifying glass for the search. Results corresponding to your search criteria will be presented.

### MedTech Course Instruction Validation :

UG MEdTech Teaching: Undergraduate teaching for each faculty member has been populated from the MEdTech Central database (**course name, number, number of students enrolled and total “event” hours only**). These pre-populated fields cannot be accessed directly by faculty. MedTech Events have been aggregated in ART as follows:

<u>MedTech Event</u>	<u>ART Category</u>	<u>Read Only</u>
Lecture	Lecture	Yes
Lab	Lab	Yes
Small Group	Tutorial	Yes
Symposium	Seminar	Yes
Review/Feedback	Seminar	Yes
Examination	Seminar	Yes
Clerkship Seminar	Seminar	Yes
Patient Contact	PBL	Yes
Directed Indep Learning	PBL	Yes
Other	PBL	Yes

- (1) **Review** the UG courses listed for accuracy and completeness.
- (2) **Submit** any corrections/omissions to the pre-populated MEdTech data fields through the use of the “Report Missing” Link. The link will submit the corrections or omitted contributions to the UG medical education for update through the Undergraduate Medical Office.
- (3) **Select** each course listed to indicate if the teaching contributions were assigned and to make any additional comments.

### Autofill Research Publications using PUBMED ([www.PUBMED.com](http://www.PUBMED.com)) 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 of 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.

### Edit Department & Cross Appointments

Under the Activity Profile Tab, the pre-populated fields relating to the appointments may be edited to reflect any joint appointments or cross-appointments to departments outside the Faculty of Health Sciences.

## **The Annual Reporting Tool (ART) Quick Guide: Getting Started:**

Copy the web site into your web browser:

<https://meds.queensu.ca/facadmin/oar>

The Central Authentication system will request your Queen's NetID and Password.

**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 set up in the system.**

If this is the first time you access the system, you will be asked to "contact the administrator" so that you can be activated in the system. Please note that if a delegate is entering annual report data on your behalf, then the faculty member must contact the administrator of the ART to provide the name and e-mail address of the delegate to provide appropriate level of security access.

**Navigating through the ART:** The structure of the ART is divided into seven sections, which are represented by a tab at the top of the web page. Select the appropriate tab to begin entering data:

1. Education
2. Research
3. Clinical
4. Academic
5. Self-Education
6. Prizes & Awards
7. Activity Profile

**Page Feedback:** Any comments or problems that may arise should be directed through the page feedback tool.

**1. Education Tab:** Section I collects educational activity with sub-sections ranging from A to F.

Course Instruction includes:

- (1) Undergraduate Teaching which is divided into
  - (a) MEdTech Central
  - (b) UG (Other)
- (2) Graduate teaching.

(a) UG MEdTech Teaching: Assigned undergraduate teaching for each faculty member has been populated from the MEdTech Central database (**course name**,

**number, number of students enrolled and total “event “hours only).** These pre-populated fields cannot be accessed directly by faculty.

MedTech Events have been aggregated in ART as follows:

<u>MedTech Event</u>	<u>ART Category</u>	<u>Read Only</u>
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- A. **Review** the UG courses listed to ensure the list is accurate and complete.
- B. **Submit** any corrections/omissions to the pre-populated MEdTech data fields through the use of the “Report Missing” Link. The link will submit the corrections or omitted contributions to the UG medical education for update through the Undergraduate Medical Office.
- C. **Select** each course listed to indicate if the teaching contributions were assigned and to make any additional comments.
- D. The remainder of the education section must be entered by **clicking** on the relevant “Add” button, which is situated on the right side of each subsection.
- E. **Update** the required data fields (Labeled in Red)
- F. **Indicate** the reporting year
- G. **Save** your input
- H. **Select** “Add more Education Data” or **Select** “Return to Education Tab” to continue entering data in the other sub-sections

**2. 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 at the right hand side of the sub-section and proceeding to enter data into all the required fields.

OR:

**AUTOFILL Research Publications using PUBMED ([www.PUBMED.com](http://www.PUBMED.com)) for Section II: Research Sub-Sections B through E:**

The PubMed ID for a faculty member’s publications can be used to complete the bulk of 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
- (ii) their role

**[Tabs 3 through 7. Clinical, Academic, Self-education, Prizes and awards, Activity Profile,](#)**

All follow these steps:

**Adding Data:**

1. **Click** “Add” located at the upper right 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. Click on the icon - red circle enclosing a minus sign at the right of each line of data
2. Click on the “yes” button to confirm the deletion which will permanently delete the data

**Generating your Annual Report:**

**In order to print your Annual Report, the first step is to ensure you have answered the question in your Activity Profile: **Is your report complete?** Selection of either the yes or no answer will allow the annual report generation.**

1. Select the “Reports” tab
2. Select the appropriate reporting year
3. Click on the “Generate” button 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

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

Thank you for using ART.  
Administrator

