

# Research Supervision Data Summary Report

(updated May 2014)

The following slides describe:

- How users can generate the **Research Supervision Data Summary Report** from their WebCV account
- What data from WebCV is used to populate the Report (with examples)
- Troubleshooting tips

# How to generate the **Research Supervision Data Summary Report**

Go to the "Reports" menu tab, choose "Research Supervision Data Summary" in the "Select Report" field, and click the "Generate Report" button.

The screenshot displays the WebCV interface for the University of Toronto Faculty of Medicine. On the left, a navigation menu includes 'Home Page', 'Curriculum Vitae (CV) View', 'All Activities View', 'Reports', 'Export Data to Common CV', 'General', 'Help', and 'Logout'. The 'Reports' menu item is circled in red and labeled with a green '1'. The main content area is titled 'Reports' and contains three sections: 'Select Report:', 'Select Date Range:', and 'Select Draft Handling:'. The 'Select Report:' dropdown menu is open, showing a list of report types, with 'Research Supervision Data Summary' selected and highlighted in blue. This dropdown is circled in red and labeled with a green '2'. Below the dropdown, the 'Generate Report' button is circled in red and labeled with a green '3'. The user's name 'Bold, Mark' and last login time '5/9/2014 11:10:30 AM' are visible at the top left of the main content area.

Click on the [Click here](#) link, and you will be prompted to either “Open” or “Save” your Report (the Report is generated as a Word rtf document)

The screenshot shows the 'Reports' section of the University of Toronto Faculty of Medicine WebCV system. The user is logged in as 'Bold, Mark', a Faculty Member, with a last login of 5/13/2014 2:32:22 PM. The 'Reports' page includes a search bar and a navigation menu with options like 'Home Page', 'Curriculum Vitae (CV) View', 'All Activities View', 'Reports', 'Export Data to Common CV', 'General', 'Help', and 'Logout'. The 'Reports' section is active, showing a 'Select Report' dropdown set to 'Research Supervision Data Summary' and a 'Select Date Range' dropdown set to '2013 Jul -- 2014 Jun --'. A file opening dialog box is overlaid on the page, titled 'Opening RschSupervision\_mark.bold\_201451492918.rtf'. The dialog box displays the file name 'RschSupervision\_mark.bold\_201451492918.rtf', which is a Rich Text Format (20.5 KB) file from 'https://www.torontocv.ca'. It asks 'What should Firefox do with this file?' and offers three options: 'Open with' (selected, set to 'Microsoft Word (default)'), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). The 'Click here' link in the background is circled in red.

# Sample Research Supervision Data Summary Report

UNIVERSITY OF TORONTO  
*Research Supervision Data Summary*  
 Professor Mark Bold Jr.

Year	Total Number											
	Post Doctoral Student	Thesis Supervisor			Committee Member			Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	Professional Masters	PhD	Masters	Professional Masters					
July 14 - June 15		1	2	1	1				1	1		3
July 13 - June 14		1	2	1	1					1		
July 12 - June 13		1	2			2						1
July 11 - June 12		2	1			2				1		
July 10 - June 11			3			2				1		
July 09 - June 10		1	3		1				1	1		2
July 08 - June 09		2	1	1	1				1			
July 07 - June 08		2	1	1		2				1		

Data used to populate the **Research Supervision Data Summary Report** are only taken from one section in your WebCV account: **Research Supervision**.

The screenshot shows a navigation menu titled "All Activities View" with a dark blue header. Below the header, a list of activity categories is displayed in blue text, each preceded by a small square icon containing a plus sign. The categories are: Personal Information, Education, Awards and Career Experience, Research Activities, Teaching and Education Activities (which is expanded to show sub-items: Introduction & Teaching Philosophy, Teaching, Clinical Supervision, **Research Supervision** (circled in red), and Mentorship), Innovations and Development in Teaching, and Aggregate Teaching Evaluations. At the bottom of the menu are Administrative Activities and Creative Professional Activities. A dark blue footer bar at the very bottom contains the word "Reports" in white text.

The following fields in a **Research Supervision** record are used in the **Research Supervision Data Summary Report**: *Start-End Dates, Primary Audience, Year/Stage, Role, Level of Study*

→ <b>Start - End Dates</b>	2009 ▾ Jan ▾ – 2011 ▾ Feb ▾
<b>Faculty</b>	Faculty of Medicine
<b>University Department</b>	Dept of Medicine
<b>Division</b>	Cardiology
→ <b>Primary Audience</b>	Graduate Education
→ <b>Year / Stage</b>	MSc
→ <b>Role</b>	Primary Supervisor
<b>Collaborators</b>	
<b>Supervisee Name (firstname lastname)</b>	Jason Smith
<b>Supervisee Position</b>	
<b>Supervisee Institution</b>	
<b>Supervisee's Canadian Residency Status</b>	--- Select Supervisee's Canadian Residency Status ---
<b>Supervisee's Country of Citizenship</b>	--- Select Supervisee's Country of Citizenship ---
→ <b>Level of Study</b>	Masters
<b>Supervisee's Awards Attained</b>	

The **Research Supervision** record from the previous slide would appear as follows on the **Research Supervision Data Summary Report**:

Year	Total Number											
	Post Doctoral Student	Thesis Supervisor			Committee Member			Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	Professional Masters	PhD	Masters	Professional Masters					
July 10 - June 11			1									
July 09 - June 10			1									
July 08 - June 09			1									

Each line in the Report is related to an academic year. The start-end dates for the one record that is being counted above is 2009 Jan – 2011 Nov, which takes place over three academic years. This student, therefore, is counted once on the Report for each academic year that is touched on in the *Start-End Dates* field of the record.

Year	Post Doctoral Student	Total Number						Postgraduate Student	Project Student	Summer Student	CREMS	Other
		Thesis Supervisor			Committee Member							
		PhD	Masters	Professional Masters	PhD	Masters	Professional Masters					

The “Thesis Supervisor” and “Committee Member” columns are reserved for records where the *Primary Audience* field is set to “Graduate Education” (e.g., Masters and Doctoral students), and the *Year/Stage* field is set to one of the standard options in the field’s dropdown list (e.g., MSc, PhD, MHSc, etc.). If the *Year/Stage* field is an Other-Specify (User Defined) value, or is left blank, then the record will be counted in the “Other” column.

Thesis Supervisor		
PhD	Masters	Professional Masters

Committee Member		
PhD	Masters	Professional Masters

Other
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If the *Role* field in a “Graduate Education” **Research Supervision** record is set to either “Primary Supervisor”, “Secondary Supervisor”, or “Co-Supervisor”, then the record will be counted in one of the three sub-columns under “Thesis Supervisor”.

If the *Role* field in a “Graduate Education” **Research Supervision** record is set to either “Thesis Committee Member” or “Thesis Examiner”, then the record will be counted in one of the three sub-columns under “Committee Member”.

If the *Role* field in a “Graduate Education” **Research Supervision** record is set to either an Other-Specify (User Defined) value or left blank, then the record will be counted in the “Other” column.

Year	Total Number											
	Post Doctoral Student	Thesis Supervisor			Committee Member			Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	Professional Masters	PhD	Masters	Professional Masters					

The “Postgraduate Student” column is reserved for records where the *Primary Audience* field of a **Research Supervision** record is set to “Postgraduate MD”, and the *Level of Study* field is populated with an Other-Specify (User Defined) value (or is left blank).\*

\*This scenario is true no matter what has been entered in the *Role* field

Year	Total Number											
	Post Doctoral Student	Thesis Supervisor			Committee Member			Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	Professional Masters	PhD	Masters	Professional Masters					

The “Project Student”, “Summer Student”, and “CREMS” columns are dependent on the *Level of Study* field. If the *Level of Study* field in a **Research Supervision** record...

- ...is set to “Project Student”, then the record will be counted in the “Project Student” column.
- ...is set to “Summer Student”, then the record will be counted in the “Summer Student” column.
- ...is set to “CREMS”, then the record will be counted in the “CREMS” column.\*

\*These scenarios are true no matter what has been entered in the *Primary Audience* and *Role* fields of the record.

Year	Total Number											
	Post Doctoral Student	Thesis Supervisor			Committee Member			Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	Professional Masters	PhD	Masters	Professional Masters					

There are a variety of scenarios where a **Research Supervision** record will be counted in the “Other” column. A few of these scenarios are:

- If the *Primary Audience* field is set to any value other than “Graduate Education” or “Postgraduate MD”, and the *Level of Study* field is set to anything except “Project Student”, “Summer Student”, and “CREMS”.
- If the *Primary Audience* field is set to “Graduate Education”, the *Role* field is an Other-Specify (User Defined) value (or blank), and the *Level of Study* field is set to anything except “Project Student”, “Summer Student”, and “CREMS”.
- If the *Year/Stage* field and the *Level of Study* field are not consistent with one another (e.g., *Year/Stage* = MSc, *Level of Study* = Doctorate. The inconsistency between the two fields will cause an error and the record would be counted in the “Other” column).

# Troubleshooting

Problem	Possible Solution
A <b>Research Supervision</b> record is not being counted on the Report	Check to make sure the <i>Start-End Dates</i> field has been entered in the applicable record. Records without dates will not be counted on the Report. All records with dates will be counted on the Report, regardless of what is entered in the other fields of the record (meaning that a record might be only counted in the “Other” column, but it is nonetheless still being counted).
A <b>Research Supervision</b> record is being counted in the wrong column	Check to make sure the <i>Primary Audience, Year/Stage, Role, and Level of Study</i> fields in the applicable record have been entered correctly. Also, review slides 9-12 of this manual to see how/what kind of records print in which columns.
A <b>Research Supervision</b> record is being incorrectly counted in multiple rows	Each row on the generated <b>Research Supervision Data Summary Report</b> is related to an academic year (which runs from July to June). For records to be counted accurately on the report, the <i>Start-End Dates</i> field for each record should be entered as accurately/completely as possible (this would include entering both years <i>and</i> months, for both the start <i>and</i> end dates). If only the year is entered (for example, if the supervision occurred in 2014), then the record will be counted in two rows of the report (July 13 – June 14, and July 14 – June 15) because WebCV does not know which academic year the supervision occurred in.