



TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Elements TFoM Teaching Data Summary - A Reporting Guide

Screenshot Instructions - Guidance for Academic Leaders and Staff

Temerty
Medicine





The following slides describe:

1. What data from Elements is used to populate the TFoM Teaching Data Summary Report.
2. How users can generate the report from their Elements account.
3. Troubleshooting tips

1. What data from Elements is used to populate the report?

Data used to populate the TFoM Teaching Data Summary Report is taken from the *Scholarly & creative works* module, under the **Conference, Presentation/Lecture and Poster** activity types; as well as from *Teaching & supervision* module under **Course Developed** and **Course Taught** activity types.

Module	Activity Types	Count
Scholarly & creative works	Books, Chapters	8 books, 5 chapters
Grants & contracts	Sponsored research agreements, Financial conflicts	26 sponsored research agreements, 7 financial conflicts
Professional activities	Activity or event organizing, Activity or event participations, Committee memberships	2 activity or event organizing, 4 activity or event participations, 7 committee memberships
Teaching & supervision	Courses developed, Courses taught, Guest lectures	4 courses developed, 1 course taught, 1 guest lecture

Add a new scholarly & creative work

Select scholarly & creative work type

Artifact	Book Review	Book	Chapter
Commercialization	Community Research Project	Conference	Dataset
Design	Exhibition	Figure	Fileset
Journal article	Media / Composition	Monograph	Other Publication
Performance	Preprint	Presentation / Lecture	Poster
Report / Policy Document	Research Workshop	Scholarly Edition	Software / Code
Team Research Project	Thesis / Dissertation	Working Paper	

Add a new teaching & supervision

Select teaching & supervision type

Course-based Degree Supervision	Course Developed	Course Taught	Guest Lecture
Open Access Teaching Material	Other Teaching Responsibility	Program Developed	Research-based Degree Supervision
Student Mentoring	Teaching Workshop	Thesis Examination	Aggregate Teaching Evaluation (MED)
Clinical Supervision (MED)			

The following fields are used in the TFoM Teaching Data Summary Report:

Scholarly & Creative Works Module

Conference	Presentation/Lecture	Poster	TFoM TDS Report
(Activity Type)	Type	(Activity Type)	Type of Teaching
Conference start - finish date	Presentation - End date	Presented date	Year
Total Hours	Total Hours	Total Hours	Total Hours
Primary Audience	Primary Audience	Primary Audience	Level
Attach to Audience in TER	Attach to Audience in TER	Attach to Audience in TER	

- Records in this section of your Elements account are not automatically included on the Teaching Data Summary Report. They first need to be attached to the Teaching and Education Report (TER) by clicking “Attach to an Audience in TER” checkbox and ensure that an audience level is selected. Said fields can be found under [Contribution section](#).



Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2013 - 2014	Continuing Education		Invited Lectures and Presentations	1.0		

- The “Program” and “Total Number of Students” columns are not applicable to Conference, Presentation/Lecture and Poster, and will always be blank for these records because they do not have a field for this type of data.
- The “**Teaching Evaluation Score**” column will be blank for all records in the Report.
- If the missing information are necessary for the completion of your Teaching Data Summary Report, then they would need to be manually entered in the Report.

The following fields are used in the TFoM Teaching Data Summary Report:

Teaching & Supervision Module

Course Developed	Course Taught	TFoM TDS Report
(Activity Type)	Teaching Activity Type	Type of Teaching
Start - End Date	Start - End Date	Year
Faculty	Faculty	Program
FOM Department	FOM Department	
Division	Division	
Primary Audience	Primary Audience	Level
Number of Students	Number of Students	Total Number of Students
Total Hours	Total Hours	Total Hours

- Unlike Presentations and CE Activities, records in the Teaching section of your Elements account are automatically included on the Teaching Data Summary Report.

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2012 - 2013	Undergraduate MD	Faculty of Medicine, Dept of Medicine, Cardiology	Lectures	24.0	30	

- The “Program” column is populated by the “Faculty”, “University Department” and “Division” fields from Teaching records.
- The “Teaching Evaluation Score column will be blank for all records in the Report. If this information is necessary for the completion of your Teaching Data Summary Report, then it would need to be manually entered in the Report.

2. How to Generate your TFoM Teaching Data Summary Report

- Log in to Elements. The Elements Profile Homepage opens.
- Within the homepage, click **"Edit My Profile"**.

The screenshot shows the SYMPLECTIC Elements profile homepage for Arnold Alfonso-Test. The interface includes a dark blue header with the SYMPLECTIC Elements logo, a user profile picture, and the name 'Arnold Alfonso-Test'. A sidebar on the left contains navigation icons for home, search, and documents. The main content area is titled 'Homepage' and features a 'MY ACTIONS (1 of 2)' section with a prominent 'Add your ORCID iD' card. This card includes an illustration of a laptop and an ORCID ID card, a description of the benefits of adding an ORCID ID, and an 'ADD' button. To the right of the ORCID card is a profile card for Arnold Alfonso-Test, Temerty Faculty of Medicine, with an email address 'arnold.alfonso@utoronto.ca' and an 'EDIT MY PROFILE' button. Below these are four panels: 'Scholarly & creative works' (5 books, 3 chapters, 5 commercializations, 2 conferences, 7 journal articles, 5 other publications, 11 presentations / lectures, and 15 more), 'Grants & contracts' (26 sponsored research agreements, 7 financial conflicts, 8 salary support and other fundings), 'Professional activities' (2 activity or event organizing, 4 activity or event participations, 7 committee memberships, 2 conference reviews / referees, 26 honours / awards / distinctions, 3 grant application assessments, 4 journal review / referee, 2 media relations, and 21 more), and 'Teaching & supervision' (4 courses developed, 1 course taught, 1 guest lecture). Each panel has '+ ADD NEW' and 'VIEW ALL' buttons.

How to Generate your TFoM Teaching Data Summary Report in Elements

c. In the top-right corner, click **“CV and Report”** (A dialog box will open, which will prompt you to select a report type)

d. Choose TFoM Teaching Data Summary Report, then click **“NEXT.”**

The screenshot shows the SYMPLECTIC Elements user interface. At the top, the SYMPLECTIC Elements logo is on the left, and the user's name 'Arnold Alfonso-Test' is on the right. Below the logo, the user's profile is displayed in 'Edit mode'. The profile includes a photo, name, primary group (Temerty Faculty of Medicine), and institutional email (arnold.alfonso@utoronto.ca). A 'CV AND REPORTS' button is highlighted in the top right corner of the profile page. A dialog box titled 'CV and Reports' is open, showing a 'Select report' menu. The 'TFoM Teaching Data Summary Report' option is selected and highlighted. The 'NEXT' button at the bottom of the dialog is also highlighted.

CV and Reports

Select report

- NIH biographical sketch (2015)
Required for due dates on or after May 25 2015 and encouraged for applications due on or after January 25 2015, using data available on your profile.
- NIH biographical sketch (pre-2015)
Required for due dates before January 25 2015, using data available on your profile.
- TFoM Teaching Data Summary Report**
Custom Teaching Data Summary Report for TFoM Members
- TFoM Creative Professional Activity (CPA) Report
Custom CPA Report for Temerty Faculty of Medicine Members
- TFoM CV
Custom CV for Temerty Faculty of Medicine Members
- TFoM Teaching & Education Report (TER)
Custom TER for Temerty Faculty of Medicine Members

CLOSE NEXT

How to Generate your TFoM Teaching Data Summary Report in Elements

e. If you want to **export data from a specific time (Optional)**, enter the **Start Date** and **End Date** under the Dates section. **If you leave all data fields blank, the system will include all records up to the present in the report.**

f. Choose the output format under the Format Section **(We recommend selecting PDF for best results.)**

g. Click **"RUN"** to proceed. The report will be downloaded in your computer.

The screenshot shows a web interface titled "Run report" for the "TFoM Teaching Data Summary Report". The user is identified as Arnold Alfonso-Test from the Temerty Faculty of Medicine. The "Dates" section includes fields for "Start date" and "End date", both with a default value of "28 Sept 2023" and a note that the export will only contain data relevant to the specified date range. The "Format" section offers two options: "PDF" (selected with a blue border) and "DOCX". At the bottom, there are "CANCEL" and "RUN" buttons, with the "RUN" button also highlighted with a blue border.

Sample of TFoM Teaching Data Summary Report

**DIVISION OF GENERAL INTERNAL MEDICINE
DEPARTMENT OF MEDICINE, UNIVERSITY OF TORONTO**

Teaching Data Summary

Dr. Dlonra Osnofla

Reporting Date Range: 2010 July – 2025 June

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Evaluation Score (if applicable)
2024 - 2025	Multilevel Education	Faculty of Medicine, Dept of Medicine, General Internal Medicine	Informal Teaching Rounds (Scheduled by Teacher)	7.0	17	
2024 - 2025	Graduate Education	Dalla Lana School of Public Health, Institute of Health Policy, Management and Evaluation	Course tutor	3	8	
2024 - 2025	Graduate Education	Faculty of Medicine, Dept of Medicine	Lectures	1.0	5	
2022 - 2023	Postgraduate MD	Faculty of Medicine, Dept of Medicine	Formal Teaching Rounds (Scheduled Centrally)	2.0	24	
2022 - 2023	Postgraduate MD	Faculty of Medicine, Dept of Medicine, General Internal Medicine	Simulations	1.0	4	
2020 - 2021	Multilevel Education	Faculty of Medicine, Dept of Medicine, General Internal Medicine	Informal Teaching Rounds (Scheduled by Teacher)	45.0	68	
2020-2021	Graduate Education	Dalla Lana School of Public Health, Institute of Health Policy, Management and Evaluation	Course tutor	30.0	6	
2020 -2021	Undergraduate MD	Faculty of Medicine, Dept of Medicine	Simulations	5.0	10	

3. Troubleshooting Tips

If a record is mistakenly excluded from the counts on your report, then check the following:

Issue	Possible Explanation
You believe a record from your Presentation/Lecture is not appearing on your Report	Go to the applicable record in your Elements account, and make sure the “Attach to Audience in TER” is checked and the “Continuing Education” is chosen for Primary Audience, under the Contribution section .
A record appears on your Report, but a cell in the Date and/or Level and/or Program and/or Hours and/or Num of Students column is blank	If a cell in a column in your Report is empty, it would mean that the applicable field for that record has not been filled in. Make sure that the Start-End Dates field has been entered in the. Also make sure that the Level, Program, Type of Teaching, Hours and # of Students columns are filled-in.
A record appears on your Report with no value or “Other” in the “Type of Teaching” Column	This means that “Other” has been chosen from the dropdown list or it has been left blank. Edit the record and select one of the standard options in the dropdown menu.