TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Elements TFoM Research Supervision 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 Research Supervision 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 Research Supervision Data Summary Report is taken from the *Teaching & supervision module,* under the Research-based Degree Supervision activity type.

The following Research-based Degree Supervision fields are used in the TFoM Research Supervision Data Summary Report : *UofT Supervisory Role, Start-End Dates, Faculty, FOM Department, Division, Primary Audience, Year/Stage, Level of Study.*

The Research-based Degree Supervision record from the previous slide should appear as follows on the TFoM Research Supervision Data Summary Report:

DIVISION OF CARDIOLOGY

DEPARTMENT OF MEDICINE, UNIVERSITY OF TORONTO

Research Supervision Data Summary

Dr. Dionra Osnofla

Reporting Date Range: 2009 January – 2011 December

Year	Post Doctoral Student	Thesis Supervisor		Committee Member		Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	PhD	Masters					
July 10 - June 11			1							
July 09 - June 10			1							
July 08 - June 09			1							
July 07 - June 08				1		2	1			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 Dec, which takes place over three academic years. Therefore, the Graduate (Master) student being supervised, is counted once for each academic year.

The "Thesis Supervisor" and "Committee Member" columns are reserved for records where the *Primary Audience* field is set to "Graduate Education", the *Year/Stage* field is set to one of the standard options in the field's dropdown list (e.g. PhD (Graduate) or Masters (Graduate)) and the Level of Study should be set to either "Masters" or "Doctorate".

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

When a Research-based Degree Supervision record has the Primary Audience set to "Graduate Education", the Role is set to either "Supervisor" or "Co-Supervisor" and the Level of Study is set to either Masters or Doctorate, then the record will be counted in one of the two sub-columns under "Thesis Supervisor".

When a Research-based Degree Supervision record has the Primary Audience set to "Graduate Education", the Role is set to "Committee Member" and the Level of Study is set to either Masters or Doctorate, then the record will be counted in one of the two sub-columns under "Committee Member".

When a Research-based Degree Supervision record has the Primary Audience set to "Graduate Education", the Role is set to "None", and the Level of Study is set to either Masters or Doctorate, then the record will be counted in the "Other" column.

The "**Postgraduate Student**" column is reserved for records where the Primary Audience field of a Research-based Supervision record is set to "Postgraduate MD", and the Level of Study field is set to "None". This scenario is true, no matter what has been entered in the Role field.

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

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.

➢ "Summer Student", then the record will be counted in the "Summer Student" column.

➢ "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	PhD	Masters				
July 10 - June 11			1						
July 09 - June 10			1						
July 08 - June 09			1						

There are a variety of scenarios where a Research-based Supervision record will be counted in the "Other" column. Few of these scenarios are:

➤ If the Primary Audience field is set to "Graduate Education", the Role field is set to "None", 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 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 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).

2. How to Generate your TFoM Research Supervision Data Summary Report

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

How to Generate your TFoM Research Supervision 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 Research Supervision Data Summary Report, then click **"NEXT."**

How to Generate your TFoM Research Supervision 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.

Sample of TFoM Research Supervision Data Summary Report

DIVISION OF [Active-Medicine-Speciality-Desc-1]

DEPARTMENT OF MEDICINE, UNIVERSITY OF TORONTO

Research Supervision Data Summary

Dr. Dlonra Osnofla

Reporting Date Range: 2014 January – 2024 December

Year	Post Doctoral Student	Thesis Supervisor		Committee Member		Postgraduate Student	Project Student	Summer Student	CREMS	Other
		PhD	Masters	PhD	Masters					
July 24 - June 25			1			1		1		6
July 23 - June 24			1			1		1		9
July 22 - June 23			1	1		2		1		7
July 21 - June 22			1	1		2	1			4
July 20 - June 21				1		3	1			1
July 19 - June 20				1		2			1	1
July 18 - June 19				1	1	2	1			4
July 17 - June 18			1	1	1	4				4
July 16 - June 17			1	1	1	2			1	3
July 15 - June 16						2			1	1
July 14 - June 15									1	
July 13 - June 14										1

Note: An empty row indicates that there are no Research Supervision records for the Academic Year.

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3. Troubleshooting Tips

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

Issue	Possible Explanation
A Research Supervision record is not being counted on the Report	Check to make sure the Start-End Dates 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 Research Supervision record is being counted in the wrong column	Check to make sure the Primary Audience, Year/Stage, Role, and Level of Study fields in the applicable record have been entered correctly. Also, review slides 3-4 of this manual to see what record and which fields are being used to generate the report.
A Research Supervision record is being incorrectly counted in multiple rows	Each row on the generated Research Supervision Data Summary Report is related to an academic year (which runs from July to June). For records to be counted accurately on the report, the Start-End Dates field for each record should be entered as accurately/completely as possible (this would include entering both years and months, for both the start and 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 elements does not know which academic year the supervision occurred in.

Questions? Please email elements.med@utoronto.ca.