

## Instructional Information for the Teaching Activity Spreadsheet

An electronic version of the Teaching Activity spreadsheet is available on the College of Medicine Medical Faculty website at: <http://medicine.usask.ca/faculty/medical-faculty.php>

Please download this spreadsheet from the website each time you have teaching activity to submit. This will ensure you have the most current version of the spreadsheet including the most up-to-date list of our medical faculty members.

When you open the document you will see two tabs: the **Schedule Header** and the **Schedule Form**. Both tabs must be completed.

The **Schedule Header** is a record of the departmental information: the name of the individual completing the form (coordinator name), the date you are completing the teaching spreadsheet and the relevant department's name, phone and fax numbers. A list of the activity codes and location codes is also provided in the Schedule Header which forms the basis of the drop down menus in the Schedule Form.

In the **Schedule Form**, data only needs to be entered in the non-highlighted fields.

### 1. Name

A drop-down list identifying all medical faculty members holding a current appointment is provided alphabetically in the order "last name, first name". This eliminates any errors which may occur using manual entry and ensures the correct faculty is credited for their teaching. If the individual's name is not on the list, it means a current appointment does not exist. If this is the case, please contact your departmental office and ask them to arrange for an appointment.

After the first time a name is selected from the drop down list, the Excel form will autocomplete any subsequent entries for that individual. For example, if you select "Smith, James" in the first instance, you only have to type "sm" in the second instance and it will automatically enter "Smith, James". Also, the copy and paste option in Excel is available for any of the data entry fields on this form which also helps with speedy data entry.

### 2. Date

This is the date the teaching took place. Provided that you enter a valid date, the date format will automatically be reflected as 'DD-MMM-YY'.

A separate entry is required for each day/teaching event. The schedule will no longer accept date ranges. An accurate record of every teaching event will allow us to ensure credit for each teaching event is properly reflected. Although this may seem onerous, this process will expedite the frequency of payments and ensure that faculty are properly paid for their teaching hours.

### 3. Activity Code

The activity codes are available as a drop down list. [Descriptions for each Activity Code](#) are available on the Medical Faculty website; codes are also listed on the Schedule Header for reference. When you select the Activity Code from the drop-down list or enter the activity code number, the description will automatically generate.

### 4. Start Time and End Time

This is the time the teaching took place and must be entered using the 24-hour clock. For example, if the teaching took place from 1pm to 5pm, the start time would be 13:00 and the end time would be 17:00.

Please note that colons and minutes are required for all time entries.

The 'Claimed Hours' column will automatically be calculated based on the hours entered into the spreadsheet. The 'Total Hours' column, however, will reflect the total number of hours allowed for that activity.

### 5. Location code

A description for the location codes is listed in the Schedule Header for reference. A drop down menu is available to select our various teaching locations.

### 6. Comments/Students

Please enter the name(s) of the student(s) or resident(s) being instructed as well as any other information you may think is relevant. Also, if you were teaching an undergrad elective student from McGill, this is where you would enter 'LastName, McGill'.

Once complete, the form must be submitted in **Excel format**. Please email your forms to:

[medicine.teaching@usask.ca](mailto:medicine.teaching@usask.ca)

One of the significant causes for delay in the payment process in the past has been multiple submissions of the same information. As a result of these duplicate submissions, a significant amount of time is spent reviewing the teaching data to ensure that duplicate entries are removed. In order to eliminate this problem, we suggest you submit one month's teaching data at a time which will easily allow you to track the time you have already submitted.

During the process of developing this spreadsheet we learned that some departments use the information recorded on the Schedule Form for purposes other than submitting teaching time. If this is the case in your department, please remember that any information stored in your submission form can be copied into another worksheet and formatted to suit your needs.

If you need assistance with using this form, please contact our office at 306-966- 6896 and we will be happy to assist you.