

## Run a report of education – related activities and outcomes in REAIMS

Access report [here](#)

<https://biprodssr.mayo.edu/Reports/Pages/Report.aspx?ItemPath=%2fRE-AIMS%2fStandardReport%2fEducationRelated&ViewMode=Detail>

1. Indicate **Begin Date** and **End Date**
2. Default is **All Categories** – probably best to leave as is
3. Leave Teaching Related Flag as **True**
4. Provide **Lan ID**
5. Click **View Report**

The screenshot shows a web form for generating a report. It includes fields for 'Begin Date' (7/1/2010), 'End Date' (12/31/2018), 'Category' (Academic Career Development), 'Teaching Related Flag' (True), and 'Lan ID'. A 'View Report' button is on the right. Red arrows and numbers 1 through 5 point to these specific elements: 1 points to the date fields, 2 to the category dropdown, 3 to the teaching flag dropdown, 4 to the Lan ID field, and 5 to the View Report button.

6. The report should look like this (screen shot). Note: If nothing appears in the report, you have not clicked “yes” to any teaching/education related activities and you should refer to the beginning of this document to complete this step before running your report.

Click on the save button (located below the “teaching related flag) and **save as PDF** to your file.

The screenshot shows the generated report titled 'Education Report' with a 'Report Run Date: 4/15/2018'. A 'Save' button is highlighted with a blue box. Below the report title is a table with the following columns: Name, Credential, LanID, Category, Role, Organization, Education Related, Source, Journal, Title, Authors, and Setting/Event. The table contains 18 rows of data, all with 'Education Related' set to 'True'.

Name	Credential	LanID	Category	Role	Organization	Education Related	Source	Journal	Title	Authors	Setting/Event
Phil Bobb S	MD	M028819	Academic Career Development			True			Challenges and Opportunities in Graduate Medical Education		Mayo Clinic
Phil Bobb S	MD	M028819	Academic Career Development			True			Challenges and Opportunities in Graduate Medical Education by Thomas Nasca, MD		Education C
Phil Bobb S	MD	M028819	Academic Career Development			True			Questions and Answers with Dr. Thomas Nasca, CEO of the ACGME		
Phil Bobb S	MD	M028819	Academic Career Development			True			Don't Come Together: The Value of Anonymous Learning & Instructional Design for Solving Emergent Curriculum Needs		2018 Instu Showcase
Phil Bobb S	MD	M028819	Academic Career Development			True			Beyond PowerPoint: Pecha Kucha Your Way to Engagement		2018 Instu Showcase
Phil Bobb S	MD	M028819	Academic Career Development			True			Experience API (xAPI) - What is it?		2018 Instu Showcase
Phil Bobb S	MD	M028819	Academic Career Development			True			Faculty Development in DLMP: Meeting the Needs of our Educators		2018 Instu Showcase
Phil Bobb S	MD	M028819	Academic Career Development			True			Supporting Educators to Build Your Personal Learning Network in Medical Education		2018 Instu Showcase
Phil Bobb S	MD	M028819	Academic Career Development			True			What is the Role of an Instructional Designer		2018 Instu Showcase
Phil Bobb S	MD	M028819	Academic Career Development			True			Annual education conference for the Accreditation Council for Graduate Medical Education (ACGME) Annual Educational Conference		
Phil Bobb S	MD	M028819	Academic Career Development			True			Competency Assessment, Training and Regulatory Requirements		CLMP Educ
Phil Bobb S	MD	M028819	Academic Career Development			True			Supporting Educators in Adaptive Learning		Mayo Clinic
Phil Bobb S	MD	M028819	Academic Career Development			True			Mayo Clinic School of Graduate Medical Education (MGSE) Program Director Tri-Site Biennial Workshop		
Phil Bobb S	MD	M028819	Academic Career Development			True			Developing and Rewarding Faculty's Educators and Scholars: What can the Institution Do?		Mayo Clinic
Phil Bobb S	MD	M028819	Academic Career Development			True			Documents, Case Studies and More		CLMP Educ
Phil Bobb S	MD	M028819	Academic Career Development			True			Habitus and CaptureSpace Lite		CLMP Educ
Phil Bobb S	MD	M028819	Academic Career Development			True			DLMP OME Annual Program Evaluation Summit: Providing Feedback		

7. **Upload** this report and your CV when you submit your Academy Application.