

Clinical Teaching Activities Entry Guide

Education Database

1. Log into Education Database – <https://ed.obgyn.ubc.ca/>
 - Enter your username and password
 - Request assistance if you need login help

Department of Obstetrics and Gynaecology
Education Database

Faculty Sign-In ↓
Use your username and password below.

Education Database
Obgyn Access Manager



Username:

Password:

Login >>

Forgotten login or password? Need your password reset?
Click here for assistance.

CWL Sign-In ↓ Admin Staff Only

Start CWL Sign-In

For first-time CWL linking, start by login with username and password from Obgyn Access Manager above and follow the one-time link step.

2. Click on **Forms** at the top of the screen.

Department of Obstetrics and Gynaecology
Education Database

Home Admin Users ▼ Admin Personnel ▼ **Forms** ▼ Payments ▼ Reports ▼ Tools ▼ Help Log Out

Date: Jul 07, 2026 @ 09:03:37 AM
Welcome **Lauren**.

Last Login Jul 06, 2026 @ 01:03:33 PM. 1 day(s) ago.

3. Then click on **Add New**.

Home Account Settings ▼ Forms ▼ Reports ▼ Tools ▼ Help Log Out

Teaching Activities **Add New**

Start Date: 2025-04-01

End Date: 2026-07-07

Quick Range: Since Last Fiscal Year

Block: All

Program: All

Reviewed: All

Apply Filters

Reset

Display 20 entries per page

Date	Physician	Program	Activity	Block	Rotation or Description	Learner	Duration	Status
2026-07-06	aaPerson, test M.	Residency (RES)	Clinical	Block 2	RES MFM	Avrilynn Ding		Pending Review Edit

Here is a screenshot of the pop up for **Add New**

Add Teaching Activity **Close**

DATE: 2026-06-26

PAYEE: aaPerson, test M.

PROGRAM: Select program

ACTIVITY: Select activity

Cancel **Save Activity**

4. Select the correct **Program** and **Activity**.

Program:

- Residency (teaching a resident – PGY1-5)
- Subspecialty Residency (teaching a Subspecialty Resident – PGY 6-7)
- Clinical Fellowship (teaching a Clinical Fellow)

Activity:

** Note: These options are specific to the program you selected. The process is the same for each, but the available options will vary.*

- Clinical
- Call
- Research

5. Select the Block, Rotation/CF Program, and Learner. Click Save Activity.

The screenshot shows the 'Add Teaching Activity' form with the following fields and values:

- DATE:** 07/06/2026
- PAYEE:** aaPerson, test M.
- PROGRAM:** Residency (RES)
- ACTIVITY:** Clinical
- BLOCK:** Select block
- ROTATION / CF PROGRAM:** Select rotation / cf program
- LEARNER:** Select learner
- COMMENTS (OPTIONAL):** Enter comments (Maximum 255 characters)

Buttons at the bottom: Cancel, Save Activity.

For Elective – Non UBC, select “Other learner (free entry)” and include the learner’s name. Click Save Activity

This screenshot shows the same 'Add Teaching Activity' form, but with the 'LEARNER' dropdown set to 'Other learner (free entry)' and the 'OTHER LEARNER NAME (OPTIONAL)' field visible. Both the dropdown and the new field are circled in red.

The 'OTHER LEARNER NAME (OPTIONAL)' field contains the placeholder text: 'Enter learner name (Last, First)'.

Buttons at the bottom: Cancel, Save Activity.

6. You will be directed back to your main screen where you can see all your Teaching Activities.

[Home](#) [Account Settings](#) [Forms](#) [Reports](#) [Tools](#) [Help](#) [Log Out](#)

Teaching Activities Activity added successfully. [Add New](#)

Start Date
2025-04-01

End Date
2026-07-06

Quick Range
Since Last Fiscal Year

Block
All

Program
All

Reviewed
All

Apply Filters

Reset

Display 20 entries per page

Date	Physician	Program	Activity	Block	Rotation/Committee/CME	Learner	Duration	Status
2026-07-06	aaPerson, test M.	Residency (RES)	Clinical	Block 2	RES MFM	Avrilynn Ding		Pending Review Edit
2026-06-26	aaPerson, test M.	MFM Subspecialty	Clinical	Block 7	Clinical MFM	Mackenzie Campbell		Reviewed
2026-06-24	aaPerson, test M.	Residency (RES)	Committee		RES RPC		1.0	Reviewed
2026-06-12	aaPerson, test M.	Residency (RES)	Committee		RES RPC		1.5	Reviewed
2026-06-10	aaPerson, test M.	Residency (RES)	Clinical	Block 3	RES BCWH	Jaclyn Anderson		Reviewed
2026-06-10	aaPerson, test M.	Clinical Fellowship	Elective - UBC Resident	Block 4	Family Planning	Mackenzie Campbell		Reviewed
2026-06-03	aaPerson, test M.	Administration	Medicine		MCA - BCWH		2.0	Reviewed

Here, you can view the Status of your Teaching Activities.

Pending Review:

- You are still able to edit this activity if you need to correct any data entry errors.

Reviewed:

- This activity is reviewed by the Sr. Program Assistant. Once confirmed, you will no longer be able to make changes.