

WyoVita (Faculty 180) Tip Sheet

How to Edit or Clone an Activity (April 2020)



Once you have entered and saved information in an activity input form, it will look like the screenshot below. This is an example in UW Extension – Educational Programs and Contact Reporting. You can see the programming area, the title of the program, start/end dates, location, etc.

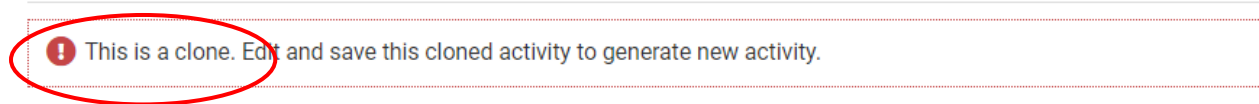
4-H Livestock	Beef Nutrition	2020-03-02	2020-04-10	Carbon	1	2	Taught 4-H members how to calculate rate of gain and feed nutritional values to make weight for fair. Included dry matter and trace mineral requirements.	17 of 20 participants completed the written evaluation following the workshop. 100% of the participants were able to accurately calculate rate of gain. <ul style="list-style-type: none">10 of the participants indicated they learned how to determine the feed nutritional value for their livestock15 of the participants were able to identify trace minerals in the dry matter
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Scroll to the end of the entry and you will see icons to edit, delete or clone. The pencil is the EDIT icon which allows you to do just that, add or change things in an existing entry.



The double square is the CLONE icon. The clone feature is really useful if you teach the same topic in several counties or for programs you repeat every year. Click on the clone icon and the only thing you have to do is update the entry with the new information.

After you click on the clone icon a warning box will appear indicating this is a clone.



In the example below, information for a beef nutrition clinic was entered for Carbon County. Clicking on the clone icon opens the original entry and allows you to change information for another location in which you taught beef nutrition clinics. Change the dates, contact location, and any other information that might be different.

If you are cloning an entry for a program which you conduct each year, it will be necessary to change the reporting timeframe as well as all the other information.

A Select Reporting Timeframe

Start Semester*	J Term	2020
End Semester*	Fall	2020
Provide Information Below		

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by type dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select

Programing Area	Other	4-H Livestock
Title of Program / Activity	Beef Nutrition	
Start Date	2020-03-02	
End Date	2020-04-10	
Contact Location	Carbon	
Number of Programs Taught	1	
Number of Instructional Hours	2	

When you save the new entry the original entry will be preserved.

If you have additional questions about how to edit or clone an activity in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.