WyoVita (Faculty 180) Tip Sheet



How to Enter Educational Materials and Popular Press Activities (updated Dec 2021)

TIP: If you are on ET&P, peer reviewed publications should be entered under Scholarly Contributions and Creative Productions, not UW Extension – Educational Materials/Popular Press Activities.

Educational Materials/Popular Press Activities includes the items listed in the gray box below. Once you've selected the "Method" the other information fields are the same. All of the fields in Educational Materials/Popular Press Activities are required.

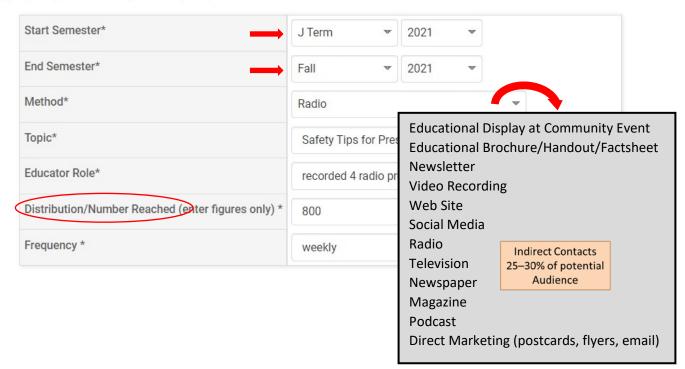
To capture programming in the calendar year, select J Term as the start semester and Fall as the end semester. Select the appropriate year. Even though "ongoing" is an option for end semester, it is critical that you select the year for both start and end semester to reflect the appropriate reporting year.

Indirect contacts are reported in the Distribution/Number Reached field. Please remember, if you are reporting a newspaper column, radio broadcast, or TV production use 25-30% of the <u>potential</u> audience. If you have actual numbers for other categories, please use those. If you DO NOT know the number, enter 0.

Use the Frequency field to share how often the effort occurred. Was it done once? Is it a weekly effort? Quarterly? If you entered 0 in the distribution field, you could also use the frequency field to indicate that contacts were not tracked.

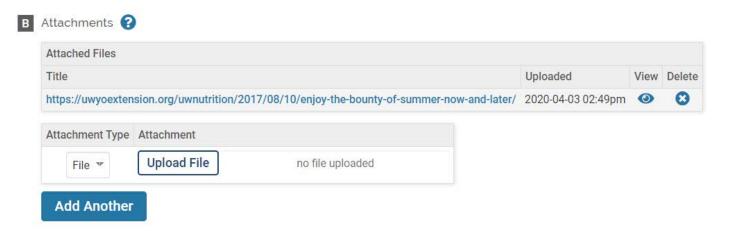
A Input Form

To generate accurate reports for UW Institutional Marketing and NIFA, it's important to enter the calendar year for which you are I semester and select the current reporting year. Select Fall as the end semester and select the current reporting year. That will corappropriate year for which you are reporting.



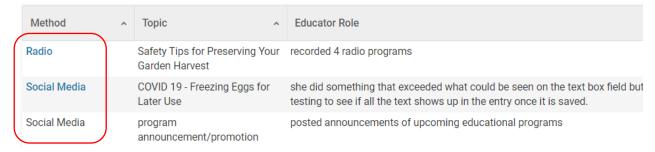
It is not necessary to enter each popular press activity separately. Combine them and report similar educational topics in one entry. Include the number of programs in Educator Role. Notice the example in the screen shot above included 4 radio programs.

Use the attachments field to upload documents which reflect your <u>best</u> work in educational materials and popular press activities. It is not necessary to include everything. Be selective and choose examples you feel best highlight your work. Examples include a URL to an educational video you created, selected newspaper columns, factsheet, etc. Remember to save your entry.



Once you have uploaded an attachment and saved the entry, the font color changes making it easy for you and your supervisor to see which entries have attachments.

If you are reporting a newspaper column, radio broadcast, or TV production please use 25 to 30% of the potential audience. Use the actu



Save Your Entry:

The system <u>does not</u> automatically save your entries. Please save often. There are several options to save your entry:

- Save
- Save and Add Another (returns you to the same section)
- Save and Go Back (returns you to the list of sections)



If you have additional questions about how to enter information in UW Extension – Educational Materials Developed/Popular Press Activities in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.