

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 potential 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 reporting and select the current reporting year. Select Fall as the end semester and select the current reporting year. That will cover the appropriate year for which you are reporting.

Start Semester*	J Term	2021
End Semester*	Fall	2021
Method*	Radio	
Topic*	Safety Tips for Pres	
Educator Role*	recorded 4 radio pr	
Distribution/Number Reached (enter figures only) *	800	
Frequency *	weekly	

Educational Display at Community Event
Educational Brochure/Handout/Factsheet
Newsletter
Video Recording
Web Site
Social Media
Radio
Television
Newspaper
Magazine
Podcast
Direct Marketing (postcards, flyers, email)



Indirect Contacts
25–30% of potential Audience


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 best 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.

B Attachments 

Attached Files

Title	Uploaded	View	Delete
https://uwyoextension.org/uwnutrition/2017/08/10/enjoy-the-bounty-of-summer-now-and-later/	2020-04-03 02:49pm		

Attachment Type	Attachment
File 	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Upload File</div> no file uploaded

Add Another

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

Method	Topic	Educator Role
Radio	Safety Tips for Preserving Your Garden Harvest	recorded 4 radio programs
Social Media	COVID 19 - Freezing Eggs for Later Use	she did something that exceeded what could be seen on the text box field but testing to see if all the text shows up in the entry once it is saved.
Social Media	program announcement/promotion	posted announcements of upcoming educational programs

Save Your Entry:

The system does not 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)

Save

Save and Add Another

Save and Go Back

Cancel

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.