

WyoVita (Faculty 180) Tip Sheet



How to Enter Educational Programs (April 2020)

The majority of your work will be reported in Educational Programs and Contact Reporting. Direct teaching AND educational programs in which you helped organize, coordinate or facilitate will also be entered in this section. Clearly describe the program and your role in the Program Description/Educator Role field.

Following is a list of work reported within Educational Programs and Contact Reporting:

- Direct teaching
- Educational events you helped organize or coordinate
- Programs you facilitated
- Individual Contacts (Refer to WyoVita Tip Sheet – Individual Contacts)
- Research (Refer to WyoVita Tip Sheet – Research)
- UW Community Marketing and Recruitment (Refer to WyoVita Tip Sheet – UW Marketing and Recruitment)
- Program Management (Refer to WyoVita Tip Sheet – Program Management)

This tip sheet focuses on how to enter direct teaching, organized or coordinated events and facilitated programs.

Reporting Timeframe:

The options for Start Semester are Fall, J-Term, Spring and Summer. The basic timeframe for each semester is listed in the gray box. The options for End Semester are the same except for the additional option of “Ongoing”. To capture the calendar year, select J Term for the start semester and Fall for the end semester. Remember to select the appropriate year in which you are reporting.

The screenshot shows a form titled "A Select Reporting Timeframe". It has two rows of dropdown menus. The first row is for "Start Semester*" with "J Term" selected and "2020" in the year dropdown. The second row is for "End Semester*" with "Fall" selected and "2020" in the year dropdown. A red circle highlights the "J Term" dropdown, and a red arrow points from it to a gray box on the right. The gray box lists the following timeframes: "Fall (Sept – Dec)", "J-Term (January)", "Spring (Feb – May)", and "Summer (June – Aug)". Below the dropdowns is a text input field with the placeholder "Provide Information Below".

Educational Program Information:

The dropdown menu for programming areas reflect the 2020-24 NIFA Plan of Work. Because of the potential for interdisciplinary work, the programming areas are grouped by types of educational programs rather than initiative team. These programming areas were identified by the UW Extension Initiative Teams. A document describing each programming area is available on the Extension Employee Resources web site.

Select the educational program area from the dropdown menu that best fits your programming.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program dropdown menu that best fits your programming. If the program does not fit one of the NIFA plan

Programing Area	Health Promotion and Education
Title of Program / Activity	ServSafe (food safety certification program)
Start Date	2020-08-03
End Date	2020-08-04
Contact Location	Niobrara
Number of Programs Taught	1
Number of Instructional Hours	16
Number of Collaborative Partnerships	1

Consumer Horticulture, Crop Diversity, Livestock Health and Infectious Disease, Maintaining Viable and Progressive Ag-operations;

Civic Health, Community Economic Vitality, Individual and Family Resource Management;

Health Promotion and Education, Healthy Environments;

Access to and Demand on Rangelands, Invasive and Noxious Weeds, General Public Range Education;

Volunteer Support and Engagement and Teen Programming and Engagement

If your program doesn't fit one of the NIFA programming areas, select "Other" and enter the general subject in the text box. If you select "Other", you can SKIP E – the identified NIFA Outcomes because it's not applicable. That doesn't mean you should select "Other" for all your programs because that will not be helpful in completing the NIFA annual accomplishment report for UW Extension!

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of educational programs. Select the programming area from the dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select "Other E

Programing Area	Other	4-H Livestock
Title of Program / Activity	Fitting and Showing Clinics	
Start Date	2020-07-01	
End Date	2020-07-31	
Contact Location	Hot Springs	
Number of Programs Taught	3	
Number of Instructional Hours	6	
Number of Collaborative Partnerships		

Also in this field, enter:

- The Title of the program/activity
- The start and end date
- The contact location
- The number of programs taught
- The number of instructional hours
- Number of collaborative partnerships - external partners engaged in helping make the program available

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of programming. If the program does not fit one of the NIFA planned programs, please select "Other"

Programing Area	Health Promotion and Education
Title of Program / Activity	ServSafe (food safety certification program)
Start Date	2020-08-03
End Date	2020-08-04
Contact Location	Niobrara
Number of Programs Taught	1
Number of Instructional Hours	16
Number of Collaborative Partnerships	1

Location options include each county, WRIR, state, regional, national or international

Instructional hours means the number of direct teaching hours with clientele, not prep time

TIP: Sometimes it makes sense to combine programming and enter it one time. Examples include:

- 1) When you taught the same or a similar topic. If you taught three similar programs in the SAME county – report it once. We will know you taught 3 programs because you entered 3 in the Number of Programs Taught.
- 2) When you selected "Other" in the dropdown menu. 4-H has many projects that don't fall under the NIFA programming areas and there is no need to report each workshop separately. Fitting and showing clinics is an example. If you taught separate fitting and showing clinics for beef, sheep and swine, select "Other", enter the general subject in the text box, and the specific topic in the Title of Program/Activity field and complete the rest of the fields as one entry. Describe details in Program Description/Educator Role.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of programming. If the program does not fit one of the NIFA planned programs, please select "Other"

Programing Area	Other	4-H Livestock
Title of Program / Activity	Fitting and Showing Clinics	
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TIP: If you taught the same program in three different counties, use the clone feature. Refer to WyoVita Tip Sheet – Edit or Clone an Activity for instructions.

More information on when and how to combine entries can be found in the WyoVita Tip Sheet – When to Combine Entries.

Program Description/Educator Role:

Provide enough description so that the reader knows how the program was conducted. How long was the program? Was it a one time workshop or a series of classes? Who was the target audience? Describe special activities or teaching strategies that supported the learning objectives. Was it a community event that you helped plan and coordinate for the public (Farmer’s Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Community or Demonstration Garden, etc.)? Also, highlight your role and, if applicable, identify collaborating partners.

C Program Description/Educator Role

Program Description/Educator Role: How long was the program? Was it a one time workshop or a series of classes? Describe special activities or that you helped plan and coordinate for the public (Farmer’s Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Com identify collaborating partners.

Program Description/Educator Role	+ 11pt B I U [List Icons] Ix <>
	Collobarated with health inspectors from the State of WY Department of Ag to deliver the class for food service managers and employees. I taught chapters 3 and 7.
	Logistical responsibilities: reserved meeting room; planned teaching agends; prepared curriculum notebook; purchased snacks for breaks; photocopied handouts; submitted budget invoice.
	P 48 WORDS

Teaching/Program Results:

Document the results of MAJOR programs/teaching efforts – this is a place to share your success in Extension programs. It’s the most helpful to communicate the VALUE of our Extension Programs. Summarize the evaluations so that it’s easy for the reader to understand quickly. Supervisors, ET&P committee members don’t have time to sort through raw data. The compiled evaluation could be uploaded as an attachment.

D Teaching/Program Results

Document the results of major programs/teaching efforts. If an evaluation was conducted, describe the evaluation method(s) used to docu conducted (immediately after the program or a follow-up evaluation several weeks or months after the program)? What did the participants doing differently? Provide a synopsis of what was learned rather than simply including the raw data/responses.

Teaching/Program Results	+ 11pt B I U [List Icons] Ix <>
	14 Managers and/or food service employees learned to implement essential food safety practices and create a culturre of food safety.
	<ul style="list-style-type: none">• 100% of the participants gained awarenes and ncrease their knowledge.• 71% (n=10) passed exam. The average passing score was 86.5%
	41 WORDS

Identified NIFA Outcomes:

Each of the NIFA programming areas has specific outcomes associated with it. IF you selected one of the NIFA programming areas in the Educational Program Information please review the outcomes and determine if you are able to report against any of them.

TIP: Each outcome has the title of the respective programming area in front of it. In the example below you will see the first four begin with Health Promotion and Education, the next three are Healthy Environments, etc. PLEASE NOTE: one Viable and Progressive Ag-operations outcome is separated from the rest and is at the bottom of the list.

Some of the outcomes ask for things you won't know right away and may need additional follow up several months after the program ends. Refer to WyoVita Tip Sheet – Edit or Clone an Activity for instructions on how to edit an entry.

E Identified NIFA Outcomes (2020-2024)

The following outcomes are associated with the NIFA Planned Programs for Wyoming. Enter the requested numbers as appropriate for your programming efforts.

Health Promotion and Education: # of participants reporting an increase in physical activity and strength training	<input type="text"/>
Health Promotion and Education: # of participants who report an increase in their intake of fruits, vegetables and whole grains	<input type="text"/>
Health Promotion and Education: # of participants who report a decrease in foods to limit such as added salt, sugar, and fat	<input type="text"/>
Health Promotion and Education: # of participants who report following USDA/FDA food safety recommendations	14
Healthy Environments: # of participants exposed to environmental changes	<input type="text"/>
Healthy Environments: # of community partners adopting recommended physical activity and nutrition practices/guidelines	<input type="text"/>
Healthy Environments: # of community partners making environmental changes (e.g. walking path, stairway posters)	<input type="text"/>

Participant Numbers and Demographics:

The number of youth and adult participants is required. Since it's not part of the civil rights demographics, make your best guess. Because it is required you do need to enter a number. For example, if you do not have any adult or any youth participants you will need to enter 0.

The number for gender, ethnicity and race must equal the total number of participants. If participants have not self-disclosed their demographic information, you would enter the number of participants in the "Did Not Respond" line. Refer to WyoVita Tip Sheet – Participant Numbers and Demographics for more information.

The screenshot shows the 'Activity Classifications' section of a form. It contains two columns of input fields. The first column includes: '# of Adult Participants*' (circled in red), '# of Youth Participants*', '# of Female Attendees', '# of Male Attendees', '# of Self Described', '# of Did not respond (Gender)', '# of Hispanic', '# of Non-Hispanic', and '# of Did not respond (Ethnicity)'. The second column includes: '# of American Indian or Alaskan Native', '# of Asian', '# of Black or African American', '# of Native Hawaiian or Other Pacific Islander', '# of White/Caucasian', '# of Two or More Races', '# of Other Race', '# of Did not respond (Race)', and '# of indirect contacts' (crossed out with a red circle). Red arrows point to the 'Did not respond' fields in both columns.

Use the attachments field to upload documents which reflect your best work. It is not necessary to include everything. Be selective and choose a few outstanding examples you feel best highlight your work. Examples include teaching outlines, evaluations, URL to a recorded workshop, etc.

The screenshot shows the 'Attachments' field with a table header: 'Attachment Type' and 'Attachment'. Below the header, there is a 'File' dropdown menu, an 'Upload File' button, and a text box containing 'ServSafe_Aggregated Evaluation.docx'. Below the table is an 'Add Another' button.

Save Your Entry: The system does not automatically save your entries. Please save often. There are several options to save your entries:

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

The screenshot shows four buttons: 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'.

If you have additional questions about how report educational programs and contacts in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.