WyoVita (Faculty 180) Tip Sheet

Export Entries to Generate a Contacts Report (November 2021)

Permissions have been set for educators and/or specialists to run a report to review their contacts. While it is not simple in WyoVita, it is possible. The instructions below outline the steps to create an excel spreadsheet. It will be necessary to delete many columns in the spreadsheet to make it manageable.

In Forms & Reports, click "My Activities" Reporting.

Change "Begin" and "End" to the semesters you wish to run. In this example I've selected J Term 2021 and Fall 2021 to cover calendar year 2021. Click Build Report.

The default for show entries is 20. If you select All, you can scroll down to the UW Extension – Educational Programs and Contact Reporting.

Activity [1]	J Term 2021	Spring 2021	Summer 2021	Fall 2021	Total
Teaching	0	0	0	0	0
Non-Credit Instruction / Statewide Outreach Activities	0	0	0	0	0
Advising Load	0	0	0	0	0
Student Mentoring	0	0	0	0	0
Job Description	1	1	1	1	4

Click on the number in the Total column for UW Extension – Educational programs and Contact Reporting.

Projects	0	0	0	0	0
Other Project	0	0	0	0	0
UW Extension - Resource Development	0	0	0	0	0
UW Extension - Educational Materials Developed/Popular Press Activities	0	0	0	0	0
UW Extension - Educational Programs and Contact Reporting	4	4	4	4	16
Administrative Responsibilities	0	0	0	0	0
Teaching - Outside of UW	0	0	0	0	0

Click on View in Additional Columns to open up the list of participant numbers and demographics.

Forms & Reports

Activity Input Listing Report

General	
Unit	Cooperative Extension Service Department [Change]
Form	Activity Input ▾
Columns	UW Extension - Educational Programs and Contact Reporting ▾
Hide Duplicates	☐
Table Format	Combined ▾
Additional Columns	[View]
Begin	J Term ▾ 2021 ▾
End	Fall ▾ 2021 ▾
List Faculty Without Data	No ▾

[Refresh Report]

Details

Activity Classifications

Select ▾

IS ▾ ▾

[Apply]

Demographics include number of adult and youth participants, gender, ethnicity, and race. Check the box for the participant numbers and demographics you would like to include. In the example below, I've selected only the number of adult participants and the number of youth participants. Click Update. Click Refresh Report.

Additional Columns

| Activity Classifications	
a. # of Adult Participants	✓
b. # of Youth Participants	✓
c. # of Female Attendees	☐
d. # of Male Attendees	☐
e. # of Self Described	☐
f. # of Did not respond (Gender)	☐
g. # of Hispanic	☐
h. # of Non-Hispanic	☐
i. # of Did not respond (Ethnicity)	☐
j # of American Indian or Alaskan Native	☐
k. # of Asian	☐
l. # of Black or African American	☐
m. # of Native Hawaiian or Other Pacific Islander	☐
n. # of White/Caucasian	☐
o. # of Two or More Races	☐
p. # of Other Race	☐
q. # of Did not respond (Race)	☐
r. # of indirect contacts	☐

Update   **Cancel**

Your report will now look like the screen shot below. It will be necessary to scroll all the way to the right to see the participant numbers and demographic information.

#	Faculty		Programing Area	Title of Program / Activity	Start Date	End Date	Contact Location	Number of Programs Taught (Group Setting)	Number of Instructional Hours (Individual Consultation and Group Settings)	Number of Collaborative Partnerships	Is this activity directly related COVID-19?	Is this program one you would like to feature in your Impact Statement?
1	Reaman, Kimberly K	Provide Information Below	Program Management	test - volunteer recruitment	2021-01-04	2021-11-30	Albany					

There are two buttons on the top, right side of the page. Under Actions, select export to Excel.
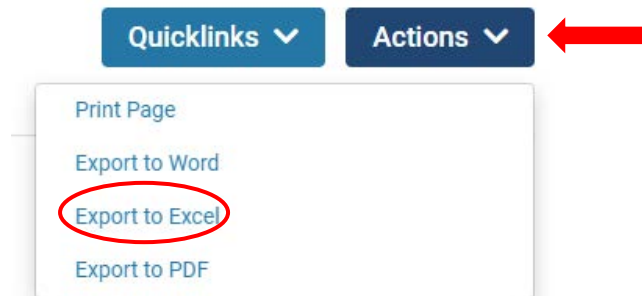
The data exports as a comma-delimited format (.csv). Save the spreadsheet as an Excel Workbook (.xlsx). The spreadsheet will be very large. I suggest saving the spreadsheet with the raw data so that you can always come back to it. Working in the spreadsheet, delete any columns which you do not need for the report you are generating and save it as a separate spreadsheet. This will make it easier to manage.
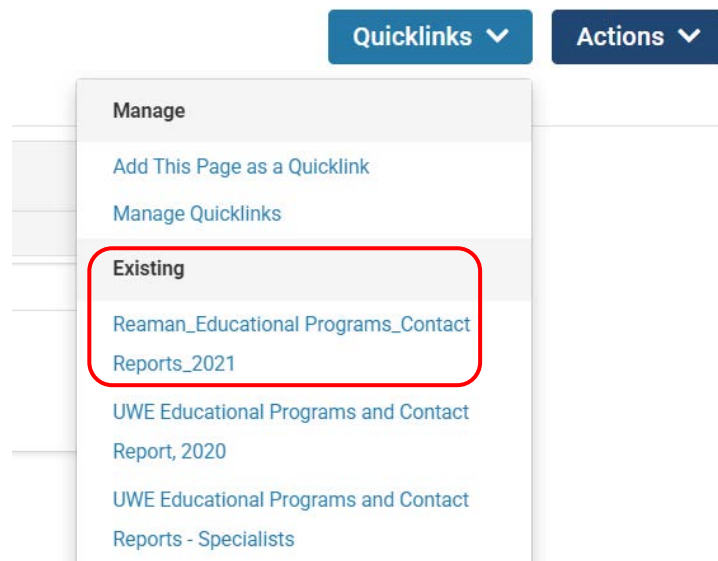

TIP: A quicklink can be created so that you do not have to go through these steps each time. Click on the Quicklinks button and select Add This Page as a Quicklink. An example of how to name the report is in the screen shot below. Click Save.

The report you created will now show up under Existing in Quicklinks. For future reports, select the quicklink you want to run.

If you have additional questions about how to run specific reports in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.