

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.

A screenshot of the WyoVita "Forms & Reports" page. The page has a header "University of Wyoming > Forms & Reports". Under the "Forms" section, there are two items: "Custom Input Forms - None Available" and "Printable Classification Forms - None Available". Under the "Initiated Activity Input Forms" section, there is one item: "Initiated process" with a sub-item "None". Under the "Reports" section, there are two items: "Prior Activity Input Forms" and "My Activities" Reporting. A red arrow points to the "My Activities" Reporting item.

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.

Forms & Reports

A screenshot of the WyoVita "Build Report" form. The form is divided into two main sections: "General" and "Details". The "General" section has fields for "Measure of Teaching" (Enrollment), "Status" (Completed/Published, Accepted), "Grant Status" (Completed, Funded - In Progress), "Begin" (J Term, 2021), "End" (Fall, 2021), and "Display Mode" (Count Only). The "Details" section has a field for "Activity Classifications" (Select). A red circle highlights the "Begin" and "End" fields. A red arrow points to the "Build Report" button at the bottom left.

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

[Refresh Report](#)

Search:

Show **All** entries

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

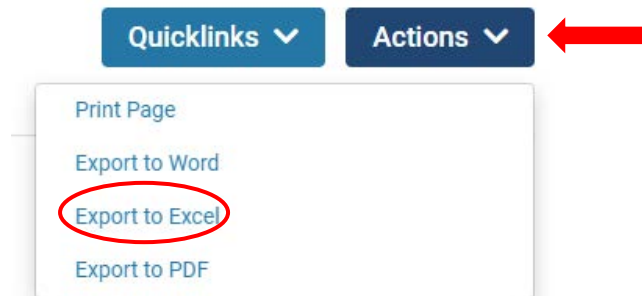
Update

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.

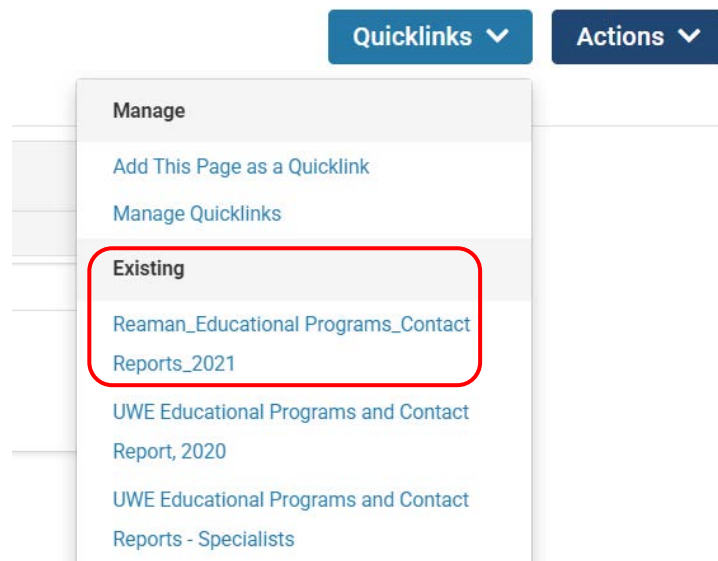
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|---|-----------|------------|--------------------------|------------|----------|------------|-----------|-----------|-----------|--------------|--------------|--------------|---------------|--------------|---|
| 1 | Activity Input Listing Report | | | | | | | | | | | | | | | |
| 2 | UW Extension - Educational Programs and Contact Reporting | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | J Term 2021 - Fall 2021 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |
| 6 | # | Name | Program | Title of Pr | Start Date | End Date | Contact Lc | Number of | Number of | Number of | Is this acti | Is this prog | If yes, desc | Program D | Teaching/t | C |
| 7 | 1 | Reaman, K | Provide In | Program IV test - volu | 1/4/2021 | ##### | Albany | | | | | | | Seven (7) c | Five new adu | |
| 8 | 2 | Reaman, K | Provide In | Civil Health test - Boar | 1/4/2021 | 3/1/2021 | Hot Spring | 8 | 16 | 3 | | | | ibyuguybu; go | gyu8goi | |
| 9 | 3 | Reaman, K | Provide In | Volunteer test - volu | ##### | ##### | Natrona | 1 | 2 | | | | | hiubnini ui | Â igbi b iug | Â |
| 10 | 4 | Reaman, K | Provide In | Crop Diver test - hem | ##### | ##### | State | 3 | 12 | | | Yes | diversity o | gihlnoni | hpiubniubniu | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |

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 image shows a dialog box titled 'Add Quicklink' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'Name' containing the text 'Reaman_Educational Programs_Contact Reports_2021'. Below the input field are two buttons: 'Save' and 'Cancel'.

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.