

WyoVita (Faculty 180) Tip Sheet



How to Generate Reports (December 2023)

Two reports will be generated from information Extension educators enter into WyoVita:

- College of Agriculture and Natural Resources CV (Resume)
- UW Extension Report – College of Agriculture and Natural Resources only

These reports are located under Vitas & Biosketches and Legacy Vitas as described below. Click on View to open the report.

College of Agriculture and Natural Resources CV

The CV pulls information from Profile and from some sections in Activities. Extension Educators CAN enter information in ANY of the sections. The more information you enter, the more complete your CV (resume) will be, which can be beneficial.

Profile Instructions:

- A few of the sections in Profile will be auto populated from HR:
 - University Department and College
 - Current Position
- At a minimum, update the following sections so they are current:
 - Contact Information
 - Prior Employment
 - Degrees
 - Professional Licensures & Certifications
- Complete other sections as appropriate

Activities Instructions:

- Because WyoVita is designed for all faculty in the college, several of the sections will not be applicable to you. For example, Teaching is for college courses; Non-Credit Instruction/Statewide Outreach Activities is for campus based faculty who conduct an educational program in a community; Advising Load; Student Mentoring, etc.

- If you are on **Extended Term or Fixed Term Rolling Contract (FTRC)** it will be important to enter information into the following Activity sections:
 - Scholarly Contributions and Creative Productions – peer reviewed articles, book chapters, patents, presentations at professional meetings and conferences, etc.
 - Grants – Grants with a Green Sheet are entered here. If you have a grant that doesn't have a Green Sheet, enter it in the UW Extension – Resource Development section.
 - Institutional Committees – Faculty Senate, Extension Working Group, Search Committee, etc.
 - Professional Development – Professional Conferences, In-depth Training, etc.
 - Honors – Professional or community honors, awards, scholarships, etc.
 - Membership – Professional or community/civic organizations
 - Administrative Responsibilities – County Coordinator, Area Extension Team Leadership Roles, Initiative Team Leadership Roles or other administrative roles.

The College of Agriculture and Natural Resources CV will be AUTOMATICALLY pulled over into your case in WyoFolio.

UW Extension Report – College of Agriculture and Natural Resources only

The UW Extension Report – College of Ag and Natural Resources pulls information from the three sections under Activities which are specific to Extension. Area educators and 4-H Youth Development educators will complete all three sections. Extension specialists are asked to complete the Educational Programs and Contact Reporting section and may enter information into Resource Development and Educational Materials Developed/Popular Press Activities if they choose to do so.

- UW Extension – Resource Development
- UW Extension – Educational Materials Developed/Popular Press Activities
- UW Extension – Education Programs and Contact Reporting

This report is also found under Vitas and Biosketches, Legacy Vitas.

The screenshot shows the 'Vitas & Biosketches' interface. The left sidebar has 'Legacy Vitas' circled in red. The main table lists several Vitas entries. The entry 'UW Extension Report- College of Agriculture and Natural Resources only' is highlighted with a red arrow pointing to it from the left and another red arrow pointing to its 'View' icon on the right.

Name	Description	Unit	View
College of Agriculture, Life Sciences, and Natural Resources ANNUAL UPDATE		College of Agriculture, Life Sciences, and Natural Resources Subdivision	
College of Agriculture, Life Sciences, and Natural Resources CV		College of Agriculture, Life Sciences, and Natural Resources Subdivision	
Job Description ONLY		University of Wyoming	
University of Wyoming Vita		University of Wyoming	
UW Extension Report- College of Agriculture and Natural Resources only		College of Agriculture, Life Sciences, and Natural Resources Subdivision	

When you are ready to generate the UW Extension Report, select the appropriate date range for the report you wish to generate and click the Refresh Vita button.

Vitas & Biosketches

View Vita

Vita Options

Type* Institutional Personal

UW Extension Report- College of Agriculture and Natural Resources only (Univer ▼

Date range* All Custom

Begin* J Term ▼ 2020 ▼ End* Fall ▼ 2020 ▼

Hide date range in vita output
Note: date range only applies to items from activity input

Refresh Vita **Export/Share** ▼ **Print**

To generate a UW Extension Report for the calendar year, select J Term in the Begin field and Fall in the End field.

Once you have clicked the Refresh Vita button, information you entered into the three UW Extension sections in Activities will be displayed for you to review. An example is below.

Refresh Vita **Export/Share** ▼ **Print**

Kimberly K Reaman
J Term 2020 - Fall 2020
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[UW Extension - Educational Programs and Contact Reporting](#)

Additional Activities

J Term 2020 - Fall 2020

Consumer Horticulture, Garden Preparation 2020-05-09, End Date: 2020-05-09, Contact Location: Sheridan, Number of Programs Taught: 1, Numt Program Description/Educator Role:

Collaborated with Master Gardeners and local nursery employees to conduct a one-day Garden Expo. Three hands on workshops were conduc

Consumer Horticulture: Amount of money saved : \$ [a. # of Adult Participants: 30] [b. # of Youth Participants: 5] [f. # of Did not respond (Gender)

Consumer Horticulture, Garden Preparation 2020-05-09, End Date: 2020-05-09, Contact Location: Campbell, Number of Programs Taught: 3, Num Program Description/Educator Role:

Collaborated with Master Gardeners and local nursery employees to conduct a one-day Garden Expo. Three hands on workshops were conduc

Consumer Horticulture: # of retail employees trained: 2, Consumer Horticulture: Amount of money saved : \$3500 [a. # of Adult Participants: 30] [f not respond (Race): 35]

Health Promotion and Education, ServSafe (food safety certification program) 2020-08-03, End Date: 2020-08-04, Contact Location: Niobrara, Nui Program Description/Educator Role:

Collaborated with health inspectors from the State of WY Department of Ag to deliver the class for food service managers and employees. I ta Logistical responsibilities: reserved meeting room; planned teaching agends; prepared curriculum notebook; purchased snacks for breaks; pho

Entries in blue font indicate that an attachment is included in the entry.

Export the report and save it as a PDF file.

Vitas & Biosketches

View Vita

Vita Options

Type* Institutional Personal

UW Extension Report- College of Agriculture and Natural Resources only (Univer ▼)

Date range* All Custom

Begin* J Term ▼ 2020 ▼ End* Fall ▼ 2020 ▼

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita Export/Share ▼ Print

Export/Share ▼ Print

Export To

- Word Document
- PDF**
- My Interfolio Dossier

Share

Web Link

IMPORTANT – Every exported report is downloaded with the SAME name. **Rename YOUR UW Extension Report** using the following format:

Last Name First Initial_UWE Report_year
(Reaman K_UWE Report_2020)

You can add information to WyoVita and refresh your report at any time. When you are finished upload your UW Extension Report in WyoFolio after your case is created in WyoFolio.

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