WyoVita (Faculty 180) Tip Sheet





A lot of teaching in Extension is done with individuals through individual consultations, farm and ranch visits, yard calls, phone calls and walk in's. Instead of a workshop or field day for a group, think about these educational contacts as "audiences of one or two". This tip sheet focuses on how to enter work you do with individuals in WyoVita. Individual contacts are reported under the UW Extension-Educational Programs and Contact Reporting section.

TIP: It is not necessary to enter each individual contact separately, group them as it makes sense based upon the educational topics and use your professional judgement regarding whether or not the contact is substantial enough to report. Not all contacts have to be reported.

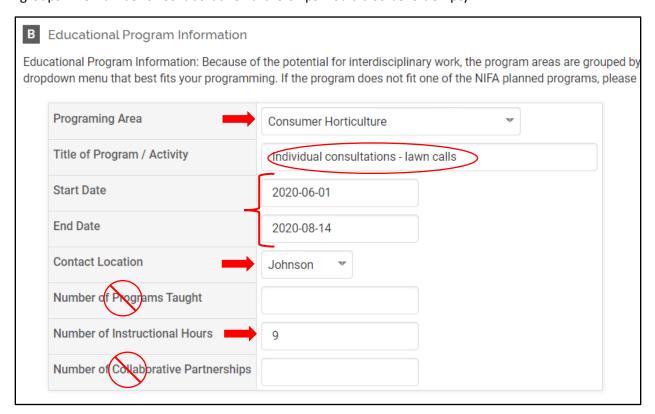
Individual Contacts in a NIFA Program Area:

If you have individual contacts that fit in one of the NIFA program areas please select the appropriate programing area. Type individual consultations <u>AND</u> a general subject in the Title of Program/Activity as shown in the example below. This will allow us to filter the data when the reports are exported.

Complete the start and end dates and use a date range that fits how you report. If you enter individual contacts on a monthly basis use the 1st and the last day of the month. If you enter them quarterly, use that date range. It may make sense to enter them seasonally as in the hort example below which began on June 1st and ended August 14.

Enter the Contact Location and the Number of Instructional Hours. Instructional hours are included because that audience of one or two was involved in a learning experience.

Leave the Number of Programs Taught empty because that is used for educational programs with groups. The Number of Collaborative Partnerships would also be left empty.



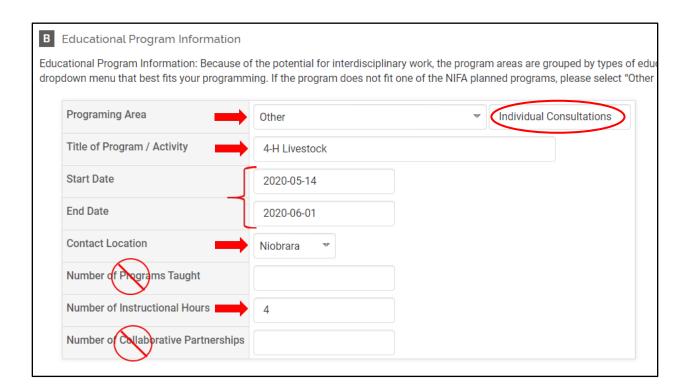
Other Individual Contacts:

If you select "Other" in the Programming Area, enter Individual Consultations in the text box and report the general subject in the Title of the Program/Activity. Typing individual consultations into the text box also allows us to filter and sort the data.

Complete the start and end dates and use a date range that fits how you report. If you enter those individual contacts on a monthly basis use the 1st and the last day of the month. If you enter them quarterly, use that date range. It may make sense to enter it seasonally as in this 4-H Livestock example which began on May 14th and ended June 1st.

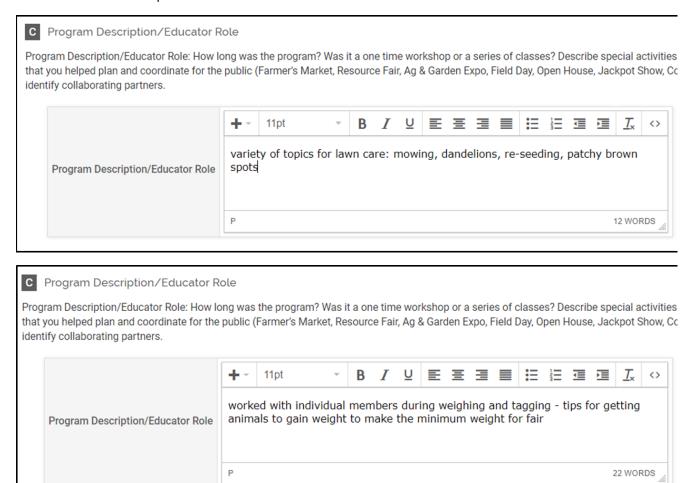
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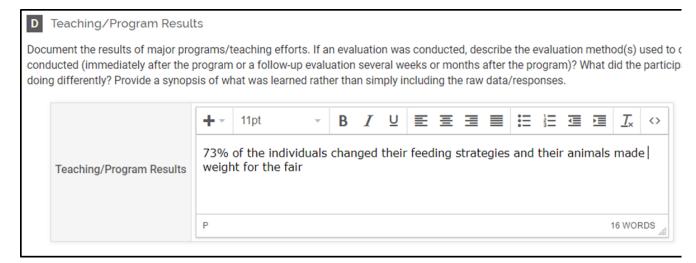
Program Description/Educator Role:

Include a brief description of the topics, and what you did, in the program description. The hort example and 4-H Livestock example are below.



Teaching/Program Results:

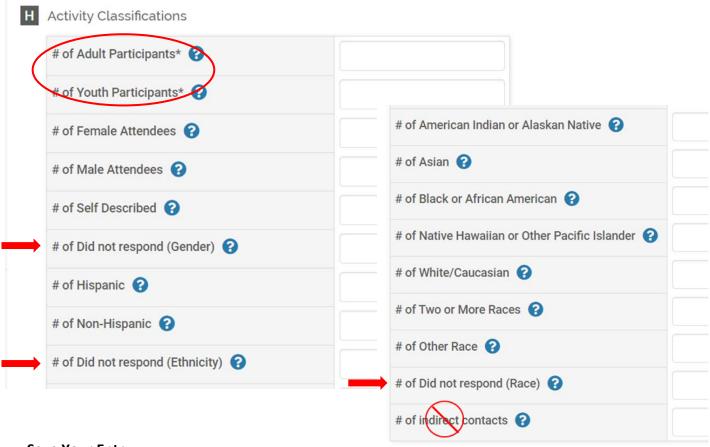
If you gathered results from your work with individuals remember to share those results in the Teaching/Program Results field. Complete the Identified NIFA outcomes as appropriate.



Participant Numbers and Demographics:

Individual consultations are DIRECT contacts. <u>The number of youth and adult participants is required.</u> 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 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.



Save Your Entry:

The system <u>does not</u> 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)



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