

WyoVita (Faculty 180) Tip Sheet



How to Enter Individual Contacts (April 2020)

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 programming area. Type individual consultations AND 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.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please

Programing Area	Consumer Horticulture
Title of Program / Activity	Individual consultations - lawn calls
Start Date	2020-06-01
End Date	2020-08-14
Contact Location	Johnson
Number of Programs Taught	
Number of Instructional Hours	9
Number of Collaborative Partnerships	

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.

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.

B Educational Program Information

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

Programming Area	Other	Individual Consultations
Title of Program / Activity	4-H Livestock	
Start Date	2020-05-14	
End Date	2020-06-01	
Contact Location	Niobrara	
Number of Programs Taught		
Number of Instructional Hours	4	
Number of Collaborative Partnerships		

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.

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 that you helped plan and coordinate for the public (Farmer's Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Cc identify collaborating partners.

Program Description/Educator Role	+ 11pt	B <i>I</i> <u>U</u>	☰ ☲ ☱ ☴ ☳ ☶ ☵	☰ ☲ ☱ ☴ ☳ ☶ ☵	<i>I</i> <>
	variety of topics for lawn care: mowing, dandelions, re-seeding, patchy brown spots				
	P	12 WORDS			

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 that you helped plan and coordinate for the public (Farmer's Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Cc identify collaborating partners.

Program Description/Educator Role	+ 11pt	B <i>I</i> <u>U</u>	☰ ☲ ☱ ☴ ☳ ☶ ☵	☰ ☲ ☱ ☴ ☳ ☶ ☵	<i>I</i> <>
	worked with individual members during weighing and tagging - tips for getting animals to gain weight to make the minimum weight for fair				
	P	22 WORDS			

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.

D Teaching/Program Results

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

Teaching/Program Results	+ 11pt	B <i>I</i> <u>U</u>	☰ ☲ ☱ ☴ ☳ ☶ ☵	☰ ☲ ☱ ☴ ☳ ☶ ☵	<i>I</i> <>
	73% of the individuals changed their feeding strategies and their animals made weight for the fair				
	P	16 WORDS			

Participant Numbers and Demographics:

Individual consultations are DIRECT contacts. 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 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.

H Activity Classifications

# of Adult Participants* ?	<input type="text"/>
# of Youth Participants* ?	<input type="text"/>
# of Female Attendees ?	<input type="text"/>
# of Male Attendees ?	<input type="text"/>
# of Self Described ?	<input type="text"/>
# of Did not respond (Gender) ?	<input type="text"/>
# of Hispanic ?	<input type="text"/>
# of Non-Hispanic ?	<input type="text"/>
# of Did not respond (Ethnicity) ?	<input type="text"/>
# of American Indian or Alaskan Native ?	<input type="text"/>
# of Asian ?	<input type="text"/>
# of Black or African American ?	<input type="text"/>
# of Native Hawaiian or Other Pacific Islander ?	<input type="text"/>
# of White/Caucasian ?	<input type="text"/>
# of Two or More Races ?	<input type="text"/>
# of Other Race ?	<input type="text"/>
# of Did not respond (Race) ?	<input type="text"/>
# of indirect contacts ?	<input type="text"/>

Annotations: A red circle highlights "# of Adult Participants*" and "# of Youth Participants*". Red arrows point to "# of Did not respond (Gender)", "# of Did not respond (Ethnicity)", and "# of Did not respond (Race)". A red circle with a slash is over "# of indirect contacts".

Save Your Entry:

The system does not 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.