

WyoVita (Faculty 180) Tip Sheet



Instructions which apply
to ALL sections in WyoVita (April 2020)

Reporting Timeframe:

Every section will have the SAME reporting timeframe options. This is a piece that seems very cumbersome for Extension because we don't operate by semester. The options for start semester are Fall, J-Term, Spring, and Summer. The options for end semester are the same except for the additional option of "Ongoing".

TIP: For ALL Extension programs, select J-Term as the start semester and then select the year. Select Fall as the end semester and select the year. That will cover the calendar year, January through December. If you have a program that extends beyond one calendar year you could select "ongoing" but for performance reviews and reporting, it will be easier to stay within the calendar year.

A Select Reporting Timeframe

Start Semester*	J Term	2020
End Semester*	Fall	2020

Provide Information Below

- Fall (Sept – Dec)
- J-Term (January)
- Spring (Feb – May)
- Summer (June – Aug)

Adding an Attachment:

Each section will have an attachment field where you can upload files and/or a URL. Use the attachments field to upload documents which reflect your best work. It is not necessary to include everything. Be selective and choose a few outstanding examples that most effectively highlight your work.

TIP: If you are on Extended Term, these documents would be considered Packet II.

B Attachments ?

Attachment Type	Attachment
File	Upload File no file uploaded

Add Another

Once you have uploaded an attachment and saved the entry, the font color changes making it easy for you and your supervisor to see which entries have attachments.

▼ UW Extension - Educational Materials Developed/Popular Press Activities

If you are reporting a newspaper column, radio broadcast, or TV production please use 25 to 30% of the potential audience. Use the actual number for other categories in which you f

Method	Topic	Educator Role	Distribution/Number Reached	Frequency
Social Media	program announcement/promotion	posted announcements of upcoming educational programs	250	weekly
Social Media	program announcement/promotion	posted announcements of upcoming educational programs	250	weekly
Educational Display at Community Event	Heathy Eating: Getting back on track after the holidays	created display, staffed display at health expo	25	once

Add

Options to Save an 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)



How to Edit or Clone an Activity:

Once you have entered and saved information in an activity input form, it will look like the screenshot below. You can see the programming area, the title of the program, start/end dates, location, etc.

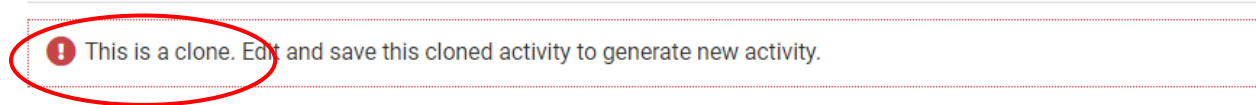
4-H Livestock	Beef Nutrition	2020-03-02	2020-04-10	Carbon	1	2	Taught 4-H members how to calculate rate of gain and feed nutritional values to make weight for fair. Included dry matter and trace mineral requirements.	17 of 20 participants completed the written evaluation following the worksop. 100% of the participants were able to accurately calculate rate of gain.
								<ul style="list-style-type: none"> ▪ 10 of the participants indicated they learned how to determine the feed nutritional value for their livestock ▪ 15 of the participants were able to identify trace minerals in the dry matter

Scroll to the end of the entry and you will see icons to edit, delete or clone. The pencil is the EDIT icon which allows you to do just that, add or change things in an existing entry.



The double square is the CLONE icon. The clone feature is really useful if you teach the same topic in several counties or for programs you repeat every year. Click on the clone icon and update the entry with the new information.

After you click on the clone icon a warning box will appear indicating this is a clone.



In the example below, information for a beef nutrition clinic was entered for Carbon County. Clicking on the clone icon opens the original entry and allows you to change information for another location in which you taught beef nutrition clinics. Change the dates, contact location, and any other information that might be different.

If you are cloning an entry for a program which you conduct each year, it will be necessary to change the timeframe as well as all the other information.

B Educational Program Information

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

Programing Area	Other	4-H Livestock
Title of Program / Activity	Beef Nutrition	
Start Date	2020-03-02	
End Date	2020-04-10	
Contact Location	Carbon	
Number of Programs Taught	1	
Number of Instructional Hours	2	

Remember to save the new entry and the original entry is preserved.

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