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FSAS faculty/staff activity reporting system

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BEGIN TRANSCRIPTION

00:00:02:09 - 00:00:16:18

Unknown

All right. I wanted to thank you all for joining us today. Thank you all for being willing participants in our Digital Measures pilot.

00:00:16:20 - 00:00:25:07

Unknown

I'm going to go and share my screen here.

00:00:25:09 - 00:00:53:14

Unknown

Okay. Can everybody see my, presentation on the screen here? Yes. Yep. Great. Thank you. Okay, so we are here to talk about digital measures, or as it's called at CSU, FSAS, which stands for the Faculty and Staff Activity Reporting System. You'll hear me refer to this product as digital measures probably most of the time. But you'll also hear f SAS come up as well.

00:00:53:15 - 00:00:58:11

Unknown

They're synonymous.

00:00:58:13 - 00:01:22:08

Unknown

So, today we just wanted to do a brief overview, of digital measures. We wanted to look at the product, see how it works. We wanted to talk about, some of the background in terms of how we came to become interested in using digital measures. We'd like to talk about, what is changing and and what's not compared to CPRS.

00:01:22:10 - 00:01:41:13

Unknown

We'd like to talk about some of the reporting basics within digital measures. Cary is going to talk about some of the nuances of reporting for extension. And if there's time left at the end, we would like to look at some reports as well. And feel free to ask questions throughout your mix or live. So you're you're welcome to talk.

00:01:41:13 - 00:01:55:07

Unknown

Or if you want to type into the chat box, that's fine too. I'm going to pull up our participant list here just in case I see Cary pop on. There he is.

00:01:55:09 - 00:02:05:16

Unknown

Me elevate you, Cary, to, panelist. Sorry for being late. That's okay.

00:02:05:18 - 00:02:29:06

Unknown

There you go. All right. Okay, so continuing on, let's, let's talk about, some of the details about digital measures. Some of you have already seen and heard this information. So I'm going to run through these first few slides kind of quickly. But for the benefit of those who have not seen or heard this information before, I wanted to make sure to, to cover it.

00:02:29:06 - 00:03:00:17

Unknown

So I've already mentioned EF. SAS is what CSU calls digital measures. It's the faculty and staff activity reporting system. This system is a highly customizable, web based activity reporting system. I think that's a great way to describe this product. It captures your information once and allows you to use it infinitely, meaning that if you decide that you are at some point going to move on to another university, assuming that that university is using digital measures, you'll be able to take your data with you.

00:03:00:19 - 00:03:28:14

Unknown

This product was designed really for faculty. It was designed to capture their, teaching activities, their research activities, service activities, things of that nature. Also to track things like, progress for review, tenure and promotion. But I've already mentioned that the system is very customizable. It's a robust system, and we have been working very hard to customize this for extensions, use.

00:03:28:16 - 00:03:59:01

Unknown

It's it's also the activity reporting system that is supported and used by Colorado State University. And that means that extension's efforts across the state will be captured in the universities and institutional analytics and data. So we like the fact that we're going to be visible to the university. So how is digital measures useful? It allows you to input and track your your program efforts.

00:03:59:03 - 00:04:29:11

Unknown

So the data that we collect from the system is going to be used in the federal annual reports starting in 2020. And we see this as a replacement for CPRS. The data is is there to help you and also your supervisor during times of performance evaluations. And it allows you to keep track of things like presentations and publications, media research grants,

lectures, both your personal and professional information goals, things like that.

00:04:29:13 - 00:04:51:19

Unknown

It it has a number of different types of customizable reports. The, there are reports that you can create for yourself. There are also reports that I will be creating on the administrative side that are wider spectrum reports that could be used by supervisors. They could be used by county commissioners. They might be used by the state office.

00:04:51:21 - 00:05:14:21

Unknown

Another type of report is a CV. And if, faculty status goes through, you might find this to be a useful tool. I have heard comments from other people in the university who have used digital measures, who have said that they felt like the system was confined and, that they weren't able to get the data out of the system that they needed.

00:05:14:21 - 00:05:43:03

Unknown

And I just really want to stress that if there's data going into the system, we can pull that data out of the system. And if there's a report that you need that you don't see that's not available to you, I need to know what it is that you need so I can make it for you. If, if, if there's something that you need that you feel like the system's not giving you let us know and we will do our best to make it happen for you.

00:05:43:05 - 00:06:09:07

Unknown

It is a very customizable system, and it it's capable of doing a lot. One of the other benefits of digital measures is that it allows you to tag collaborators in the system, assuming that they are also in digital measures, that they have accounts and digital and digital measures. So what's nice is when you tag somebody in the event that you are reporting, that event shows up in their data, they actually will be able to edit it as well.

00:06:09:09 - 00:06:31:11

Unknown

But they don't have to go in and enter all the information. You've already entered it. And that works to your benefit too. If somebody else tags you in an event that they are reporting. So how will digital measures affect you? It's not going to change your job. It just changes the way that you report. We feel like digital measures is more intuitive in a lot of ways than CPRS.

00:06:31:13 - 00:07:00:10

Unknown

And so we're hoping that you find this tool a little bit easier to use. We're going to provide lots of training and support. We want you to succeed. And that we're going to be piloting the system with you folks all starting, here now in November and through December. It's a short pilot period. We want to, roll out the system to all extension

professionals across Colorado, starting January 1st with training efforts to follow.

00:07:00:12 - 00:07:21:19

Unknown

So regarding the pilot, like I said, piloting it in November, December, around mid December, late December, we're going to request, feedback from you through a survey. And based on the feedback that you provide about the product, we will hopefully be able to implement changes before the January 1st rollout.

00:07:21:21 - 00:07:46:24

Unknown

At that time, once we roll it out to all of extension, we're going to be doing lots of training through webinars. We'll have documentation up online, videos, things of that nature. It's possible that we might also be able to offer some training opportunities at some of the regional meetings where you bring your laptop and we have, Q&A session or maybe carry an I walk around and help people, who have questions.

00:07:47:01 - 00:08:15:01

Unknown

And then and then the desire is that by March 1st, everybody is trained and ready to go and ready to start reporting. So a little background on how did we get here. Back in 2017, Ashley Stokes was serving on the research, reporting and analytics task force here at CSU. And she found that extension's activities were not represented anywhere in the institutional data.

00:08:15:03 - 00:08:52:24

Unknown

And she also learned that Digital Measures was the supported activity reporting tool, by CSU. And in a desire to increase extension's visibility to the university. We started exploring digital measures, learning more about what it is. And, we started, contacting other land grant universities and other extension agencies across the country who are using digital measures and finding out about how they're using the product and seeing, how our needs might fit into what other people are doing and learn from from other, other extension agencies.

00:08:53:01 - 00:09:22:21

Unknown

So we did a bunch of research on, on, using digital measures and how it could benefit our organization. And then we began planning efforts. We started with, what we called our level one group, which consisted of, Ashley Stokes, Kerry Weiner, myself, Joy Bauder. We had some input from the fiscal team. Then, we opened up our, our findings to a larger level two group, which consisted of about 25 people across the extension.

00:09:23:02 - 00:09:48:10

Unknown

We handpicked people that that we felt were a good representation of most all the pros across the extension, and we obtained feedback from those folks. We brought our information to PLT. We put it in front of CAD. And

lastly, we have had to take any of our changes that we want to make any of our customizations within digital measures, and we've had to put it in front of CSU's F SAS, IT group.

00:09:48:12 - 00:10:16:14

Unknown

There's an IT group here on campus that is each each college has an IT person that is part of this group. And they basically guide the direction of digital measures for CSU. And so we've had to seek approval on all of our customizations through the FSS group here at CSU, which took a little extra time. So this has been a design very much with intention.

00:10:16:16 - 00:10:39:09

Unknown

We have really thought long and hard about the design of, what we want to do with digital measures and we really wanted to try to integrate into existing screens as much as possible. The idea being that you have people on campus who are already reporting into digital measures. Some of these people may have a part time extension appointment.

00:10:39:15 - 00:11:06:16

Unknown

Some of them might not, but they occasionally collaborate in some way or another on an extension related project. And we wanted for them to be able to go into a screen that they would already be reporting into and have our fields integrated into that screen, so that they could then go in and add their information instead of having to go to two different locations to report that single event.

00:11:06:18 - 00:11:27:11

Unknown

As I said, if SAS approval has been required for all the changes that we've, that we've been requesting and they will be having us, will be required to seek their approval for any changes that we want to do, here forward as well. But they're a great group of folks to work with. Sometimes it takes just a little bit of extra time.

00:11:27:13 - 00:12:01:04

Unknown

I'm going to ask Cary to jump in here and talk about what isn't changing. Yeah, sure. Let me start my video here. All right. Hi, everyone, and thanks, Daryn. So first we'll cover the similarities between digital measures and CPRS, and then we'll cover the differences. And so, in terms of what is and changing digital measures is still going to be a place to report your program related outputs.

00:12:01:06 - 00:12:37:09

Unknown

And outcome indicators and actually also your narrative information as well. Most of the information we asked for in CPRS, we're still going to want to know for federal reporting and other purposes, your participant numbers, demographics, location, volunteer hours, things of that nature. You'll still be allowed to tag others. As Darrin mentioned. Although

faculty, on campus, including specialists, will have an opportunity to enter information related to extension programs.

00:12:37:11 - 00:13:06:18

Unknown

If you work with them, it's probably still a good idea to report on their behalf and tag them as a collaborator, because extension agents, I think, are a little bit more likely to, to report the details that we want. When compared to, faculty and, then reporting on the 10th of every month so far, that's, that's the plan is to continue that as well.

00:13:06:20 - 00:13:28:21

Unknown

Let's see if I can advance the slide. I could. All right. Key differences. Whoops. I don't know what happened there. Okay.

00:13:28:23 - 00:13:54:15

Unknown

And, guys, feel free to again chime in at any time like Darrin mentioned. Just go ahead and unmute yourself and and ask a question at any time while we're waiting.

00:13:54:17 - 00:13:59:24

Unknown

All right.

00:14:00:01 - 00:14:10:24

Unknown

I'm not sure why it's having issues.

00:14:11:01 - 00:14:16:03

Unknown

I'm just going to go back out to regular slide view. Okay.

00:14:16:05 - 00:14:43:24

Unknown

Is this where you're at? Yep. Mean you just go from here? Sure. Please. Okay. So in terms of key differences, so this is an important one. There is no plan to invest. We are currently, I have a group of individuals that are helping me, figure out a substitute, plan to invest so that we can still have some accountability for programing at the staff level.

00:14:44:01 - 00:15:12:09

Unknown

But because we are not going to be uploading the proof plans of work into digital measures. You know, any sort of substitute plan to invest will not really have the same feel as, as what you're used to in CPRS. You will not be going through any sort of manual or wizard mode, selecting different elements from a plan of work.

00:15:12:11 - 00:15:34:18

Unknown

And as a matter of fact, this group, you know, we don't were relatively new. We hope to have, substitute, for plans to invest in place by early

2020. But, we don't know if that's going to take a form, or live in digital measures or if it's going to live in the performance appraisals or live on its own.

00:15:34:20 - 00:16:01:16

Unknown

So, just know, though, that you will not have to create a plan to invest. Like you like the one that was created in CPRS. What this means is because you don't have to pre-select, your outcome indicators and your outputs based on Pru. You can report against any Pru at any time, which we hope is a nice feature of this for everyone.

00:16:01:18 - 00:16:30:17

Unknown

In addition, you'll have an opportunity to select, your the primary pru that say, workshop was affiliated with as well as any secondary pru's that may have been affiliated with your program. Because we know there are cross-cutting activities. So if you're doing something on pollinator friendly solar, you might select, energy as the primary Pru and environmental hort as a secondary Pru.

00:16:30:17 - 00:17:01:11

Unknown

For example. We also are not going to be requiring you to report your time and effort, so you will not have to estimate the amount of time that you spent doing your activities. So we hope these features that I just described are, our nice, nice new features or our pros of the digital measure system. We will not really have a set of eight common outputs like we did with CPRS.

00:17:01:11 - 00:17:28:16

Unknown

There will be some, screens and some fields within the screens that you will tend to use more than others. And for the federal report, I will be kind of selecting some of our key activities, but it will be different than CPRS in the sense of, you know, digital measures is more robust, there are more options, there are more places to report a wider array of activities.

00:17:28:18 - 00:17:56:11

Unknown

And so, while we're going to provide some help text to define and help you in the reporting system, by defining some of what we're asking for in the fields and screens, there's not going to be a set of eight common outputs like you're used to from CPRS. As I mentioned, this help text will be embedded in the system rather than having a separate output definition website.

00:17:56:11 - 00:18:40:09

Unknown

So if you're stuck, what do they mean by is this sustainability focused? Well, click on the little help text icon within Digital Measures. And you should get, a description of what we're asking for. Some information like, you know, any external grants you received through sponsored

programs will be automatically populated into digital measures. Faculty will have will have an opportunity either to simply check a box that says, extension related or to fill out more detailed extension information that we're more used to, filling out when they go to report.

00:18:40:11 - 00:19:04:06

Unknown

So there are pros and cons to that. You know, they'll have an opportunity to say, yes, this was extension related. So we can have a better understanding of who is doing what at the faculty and specialist level. But again, they may not be as inclined to fill out detailed information about where that program or activity took place, what kinds of demographics were involved.

00:19:04:06 - 00:19:32:08

Unknown

And so again, if you collaborate with faculty or specialists, that's why we would encourage you to take the lead on reporting. And then in terms of narratives, you know, a lot of what we've seen in CPRS is, there's a wide array of narrative information that people have entered. A lot of it is, more along the lines of testimonials and people really saying how much they enjoyed a given program.

00:19:32:10 - 00:20:01:24

Unknown

We've provided, some more guidance in terms of what we're looking for, for narratives that we believe will help both with the federal reporting and just general stakeholder reporting as well. So just to continue the second slide on this, in addition to reporting your program related activities, you can also enter information about your professional activities and accomplishments.

00:20:01:24 - 00:20:29:18

Unknown

So if you received awards, if you're participating on boards and committees, you received grants, etc.. So it's a much more comprehensive reporting system. As Darrin mentioned, it can be used, for your CV. That can be that can feed into a performance appraisal. We're working on that as well. And eventually, perhaps performance appraisals could actually take place within digital measures itself.

00:20:29:20 - 00:21:01:16

Unknown

That's a more long term goal for us. I mentioned, you know, that digital measures might produce information that can feed into a performance appraisal. We're unsure exactly what that's going to look like now, but, we're working on a template to create individual reports so that, say, at the at any point in time, but especially at the end of a calendar year or before a performance appraisal, you can have a PDF of the key activities that you completed in the prior year.

00:21:01:17 - 00:21:39:06

Unknown

For example, Darrin mentioned we'll be making custom reports available. I expect will really start working on, the majority of those reports in early 2020, and they'll take a little bit of time to set up. I will caution that because Digital Measures is a more robust reporting system. I will say that, you know, at first it might appear that there's more initial complexity than what you'd see in CPRS, and, hopefully you knew this already.

00:21:39:06 - 00:21:49:20

Unknown

But digital measures, I guarantee you will not solve all of your problems. But we do hope it's a step in the right direction.

00:21:49:22 - 00:22:33:12

Unknown

Okay, great. Thanks, Cary. Yeah. So let's take a look at digital measures. The location for where you access the FSS system or digital measures here at CSU is through your web browser at f SAS dot Carlow state's edu. We are in the process of, I'm working with, certain folks in the, the FCC group to have extension professionals auto populated into the system, and there have been some issues with that.

00:22:33:12 - 00:22:57:21

Unknown

They're having some, some errors on the back end that they're trying to solve. But I hope that they get that fixed today or tomorrow and that we get everybody into the system. Yeah. Yes. While you're talking about this, when you enter into that system, some of us have go through county servers and such and have county, IDs.

00:22:57:21 - 00:23:22:14

Unknown

I'm assuming this will be like the talent management system where we have to use all of our CSU I.D. information to log in and such. Yes. It's all tied in with your I.D.. All electronic services, for the most part at CSU are tied into your CSU ID. Absolutely. All right, so let's go ahead and take a look at the system.

00:23:22:16 - 00:23:46:01

Unknown

When you first go to FSS, start Carlow state. Edu, this is the screen that you will see. And there are some helpful links on the right side. They have some general, help in training that are available through their website here. But we're going to be creating our own help documentation. I'm going to click on this link to log in.

00:23:46:03 - 00:23:51:16

Unknown

There's also a login link up here up high as well.

00:23:51:18 - 00:23:59:04

Unknown

So you type in your name.

00:23:59:06 - 00:24:23:13

Unknown

And your password and you sign in. And this is what the screen looks like when you first come into the system. This guy Tom Rogers is our digital measures rep that we work with. That's why his information is listed here generally. You can bypass all this and just come up here to the activities button, click on that and click on Manage Activities.

00:24:23:15 - 00:24:51:19

Unknown

This is going to take you to the meat and potatoes where you're going to be spending most of your time. So you can see that this this screen is broken down into five major categories. We have general information teaching, advising, librarianship, scholarship, research, creative artistry, service. And we have goals and assessment. And there are quite a few links that exist under each of these headings.

00:24:51:21 - 00:25:25:21

Unknown

And I don't want that to overwhelm you. Most of the reporting that you're going to be doing can really be broken down into just a handful of areas. This is a mock up page that I've made that, has some highlights on it. The yellow highlights represent screens that already exist within digital measures. The green areas are screens that are extension specific screens that we have created, or our screens that we are considering creating for the future.

00:25:25:23 - 00:26:11:00

Unknown

But but really, most of the reporting of your activities and your program efforts are going to be on these existing screens. So we have things like presentations, posters, lectures, demos, etc. publications and media, media appearances. Maybe you're giving a guest lecture. You're we have some different goals, areas down under, the goals and assessment area extension impact is is an area where it's it's an extension specific screen where you will be, selecting the different outcomes that you are reporting against and, and being able to provide some narrative information.

00:26:11:02 - 00:26:45:15

Unknown

We have a consultations area, material distribution for things like kits, guides, things of that nature. Volunteer management is not something that currently exists. But we'll talk about that. We'll talk about volunteer management here in a little bit. So, I just want to give you an overview of, of how to put data into the system. Some of this, some of these links click allow you to access screens where you can enter personal or educational information.

00:26:45:17 - 00:27:16:24

Unknown

Once your account has been created and you've been auto populated into the system, a lot of your personal information will already exist under this personal and contact information. So you won't have to fill all of

that in. Hopefully. But perhaps you wanted to enter your educational information. So I click on the education link and if I had already entered any items, they would appear on the screen here and there would be hyperlinks for each item where I could click on that.

00:27:16:24 - 00:27:44:18

Unknown

If I wanted to go back and view that information, or if I wanted to edit any of that information. For now, I'm going to click on Add New Item up in the upper right region. And that gives me the ability to, add some educational information here. If I had a degree that I was expecting to complete or perhaps I have already completed, I can put the date of completion or expected completion.

00:27:44:20 - 00:28:06:09

Unknown

This is a degree in progress or something that's already completed. What type of degree? So as you can see, this is the type of, information that they would be collecting, for your education. For example, down below they have an area, where you can enter advisor information. And, and what I want to point out about this area is that there's an add button that you can click.

00:28:06:12 - 00:28:25:19

Unknown

So if you had multiple advisors you could add multiple advisors. We're going to see this type of area throughout the system where you can add multiple items. And a lot of times that has to do with adding collaborators in this case for this screen, it has to do with advisors to get back to the activities page.

00:28:25:19 - 00:28:44:18

Unknown

I'm just I can either click on this left arrow to the left of the heading, and it'll take me to the previous page. I could click that again, and it'll take me back to the activities page or from anywhere in the system. I could just click the activities button and click on Manage Activities, and it'll take me back to this home screen.

00:28:44:20 - 00:29:14:22

Unknown

So we've looked at a, sort of personal or professional type, informational screen. Let's look at a screen that is existing, an existing screen where you might be reporting, some of your efforts and activities into. So, for instance, let's say you gave a presentation, I'm going to click on this presentations, posters, lectures, demos, link. And again anything that I had previously reported would be listed on this screen.

00:29:14:22 - 00:29:35:01

Unknown

And I'd be able to click on it and edit it at any point in time or view the information. So I went ahead and got and clicked the the Add New Item

button. And, and as you can see here at the time, at the top we have presentation type. You can select what type of presentation this is.

00:29:35:01 - 00:30:06:13

Unknown

Maybe it's a workshop that you gave. You can give a little description about it, provide a title for for this particular event. Location sponsor. If you had some folks that were collaborating with you on this, you could click on this add button. And it's added a second presenter and you can locate that person. For instance, maybe I worked on this with Tim Aston.

00:30:06:15 - 00:30:33:16

Unknown

I can go ahead and enter. Enter him here. I would think his information would just automatically populate in here. It's possible that might happen when we click on the save button. If you had a, a number of people that you were adding to the system, assuming that all of those people were in digital measures, you would still want to add them one at a time, just like this, by clicking the add button.

00:30:33:18 - 00:30:53:10

Unknown

If you knew that you were going to add a certain number of people, you could specify the number here and click on the add button, and it will create that number of extra items for these people that you're going to tag. Whenever you tag a person in this way, your event is going to show up in their data.

00:30:53:10 - 00:31:13:00

Unknown

It's going to show up on their screen. There is another way that you can add people, but it's not a way that we typically recommend. It's a way that might work well if for some reason the people that you are collaborating with are not. In our digital measures system, you can click on this box or this button for add a list of names, and it brings up a text box.

00:31:13:00 - 00:31:42:03

Unknown

And you can type in whatever you want in here. But this data only appears in your event it doesn't actually tag somebody and show up in their data. When you do it this way. In Darrin. Or is or not everybody. An extension is uploaded to this. Correct. At this time. However, we are trying to get all of our extension professionals, auto populated into the system.

00:31:42:05 - 00:32:03:16

Unknown

Okay, but I'm just checking because I was trying to. I'm following along with you, trying to find somebody that I did a presentation with last week. I mean, their name was that auto populating. So like I said there earlier, there is an issue with the auto population script and it's not working properly for extension. And they're working on fixing that right now.

00:32:03:18 - 00:32:31:24

Unknown

Okay. So for now just manually input. Yes. Or I would suggest you could wait and hopefully by next week they'll be in the system. And it could be to when, when when they auto populate individuals into the system, they come in in a disabled way and, it's my job to go through and enable all of the people who are going to be reporting.

00:32:32:01 - 00:32:48:14

Unknown

And at first, I'm going to be targeting the folks that are in our in our pilot group. But I'll be going through and enabling everybody. I there's there's no reason why anybody shouldn't be able to get into the system and start playing with it. And, and, you know, by going around and trying to figure out what's, what's what.

00:32:48:16 - 00:33:08:13

Unknown

Thank you. You're welcome. So you see some information about, for instance, was this, was this, presentation peer reviewed or referee? This is information I know that Cary needs for the federal report. So I'm glad to see that it is, marked as an item that's required anywhere in the system where you see one of these red asterisks.

00:33:08:15 - 00:33:37:10

Unknown

It means that the item is required. So we have some location information here. Anywhere you see that something doesn't apply to you, so long as it's not a required item. If it's not something you know the answer to, or if it doesn't really pertain to your event, just skip it. So, down here we have, a section where you see is, is this diversity related?

00:33:37:10 - 00:34:13:18

Unknown

Is this engagement related extension related interdisciplinary presentation? We wanted to allow people who, are specialists here on campus who, might be reporting something that's extension related, but they really don't have all of the necessary details, that they could come in and just click a checkbox. This is extension related. And, and that would help us to know just that this, this event was related to extension, but we have added and incorporated our extension related fields into here.

00:34:13:20 - 00:34:40:24

Unknown

And one of the things I have a whole series of items that I'm asking for fixes on or changes to, and one of the things that I'm asking to have changed is they haven't provided very much separation between the previously existing content and our extension specific fields. So I want to see more space here in between extension and the rest of the stuff above it.

00:34:41:01 - 00:34:58:12

Unknown

I'm going to ask them to make the extension heading a little larger and to put it in a, you know, like a gray box that's got a border around it and really make it stand out that, hey, this is for extension, extension professionals and faculty and staff who are doing extension related work.

00:34:58:14 - 00:35:24:18

Unknown

So, at the top of the extension section, this this particular screen for presentations is is a great example of, of the kind of things that we might be asking, that's extension specific. So it starts out asking what are you or your reporting against? And so we have a primary and secondary piece through that you're able to select so you can select your primary Pru.

00:35:24:20 - 00:35:46:22

Unknown

And then right now this is set up in the the secondary Pru is set up in the same way as the primary. But one of the changes that I'm going to be requesting is we want people to be able to have the ability to select multiple secondary proofs. So it would look more like this county area, region, area where there's a box that's you can scroll up and down inside of.

00:35:47:01 - 00:36:11:10

Unknown

And it would list all the proofs and you could check multiple proofs as your secondary Pru. So that's one of the changes that that we're going to be making. Number of contacts. Notice that real quick Darrin. Are they adding for each under that or is that under a different peer. You. Know for it should be listed here.

00:36:11:12 - 00:36:25:08

Unknown

It's not in there. I just was typing that too Thanks for catching that. I'll add that to the list.

00:36:25:10 - 00:36:58:18

Unknown

Interesting. So, let's see, as I was saying, notice that some of these items have a question mark next to them. If you click on the question mark, it provides some help text. So some of the items we felt like might need some, some sort of clarification. And if you click on the the question mark it will it'll give you a little additional information about what that item is, what it's for, number of contacts, number of youth, number of adults.

00:36:58:20 - 00:37:25:00

Unknown

One of the things that we are going to be changing is for some reason, they have, put checkboxes here for male, female and then for the other self-identified gender. And really we just need to have the text boxes. We want to know the number of males, number of females, and number of the

other self-identified. So I'll be asking them to remove these these three checkboxes.

00:37:25:02 - 00:37:51:20

Unknown

Race, ethnicity. Here's another place where we're going to be asking for changes. We want to know numbers that are associated with with each of these. So if if I mean, you'll have the ability to select multiples, but we want we want you to also have the ability to specify the number. Historically underrepresented individuals targeted historically underrepresented individuals significantly served language other than English.

00:37:51:20 - 00:38:29:06

Unknown

Was this event associated to our experiment station? Was this integrated research? Here's another place where there's, a change that we're going to be requesting. This is supposed to say use of extension. So I'll be asking for that X to be capitalized. Sustainability focus was this volunteer led. And then we have volunteer contribution below that. So this is a good example of the type of things that we might be asking for information wise in a screen that's already existing or was previously existing, or we've integrated into it.

00:38:29:08 - 00:38:44:09

Unknown

The other type of screen that we have, in here is as an extension specific screen where we're asking for extension specific information, like extension impact.

00:38:44:11 - 00:39:04:15

Unknown

And I think, Cary, Cary, you were going to talk. I think you were going to talk more about, some of the extension specific screens. So I won't go too much into this, but I just wanted to let you know that we do have some screens that are extension specific, that the rest of the university is, is not necessarily going to be using to report into.

00:39:04:17 - 00:39:27:19

Unknown

Yep. I'm happy to. Great. Thank you. I think. I think that brings us to nuances. Cary, did I miss anything in there? Not that I'm aware of. Darrin.

00:39:27:21 - 00:39:55:09

Unknown

Let's see if this will come back up. There we go. I'm going to turn it over to you. Cary. Okay. Yeah. So my apologies. Here, I did. Let's see. I'm not able to grab.

00:39:55:11 - 00:40:26:16

Unknown

Sorry. Major background noise. On my part here. I'll. Hopefully that won't happen again. I am just going to find, Yeah, yeah. So what I like

to find is, this document here, I want to use pasteboard and show you that. Okay. Do you want to share your screen here? Yeah, yeah, I'll go ahead and do that.

00:40:26:16 - 00:40:36:10

Unknown

Let's let's do that.

00:40:36:12 - 00:41:18:12

Unknown

All right, so here I am. I'll go ahead and log in to Digital measures. And actually when I log in, I get, I don't get the, the gentleman picture. I just go right to the activities, screen, which is kind of cool. Let's see some things that I wanted to point out. You know, as Darrin mentioned, there are some key screens that will be, you know, using, more for our activities, to report against, extension consultations is certainly one of those.

00:41:18:14 - 00:41:50:14

Unknown

And I'll explain that in a little bit. Extension material distribution is another. And then as Darrin showed you the presentation, the screen publications and media, those are probably going to be the most common screens that we use for reporting outputs, as we've known in the extension impact screen is where we would go to report our outcome indicators and enter our narratives.

00:41:50:16 - 00:42:16:15

Unknown

And then, service might be, more of a key screen to use for reporting things like, you know, advisory boards and things of that nature or task forces or committees of which some of us serve on, on quite a few. I will point out that under goals and assessment, the only screen that we're really going to use for now is extension impact.

00:42:16:17 - 00:42:55:15

Unknown

Some of these other screens, may sound relevant, like performance evaluation. But where these are not intended for us as extension affiliates in digital measures. So extension impact is really the key screen under goals and assessment. So yeah, let me take some time and go into sample key screen that is extension specific. So that's oh and I will point out here's a nuance already there is a screen called consulting and a screen called extension consultations.

00:42:55:17 - 00:43:20:18

Unknown

The consulting screen is more for faculty that do consulting either as part of their job or kind of on this side. And you can really tell that when you go in here and you start poking around a little bit, this doesn't really seem compensated or pro bono, like something that we would use to report our program activity.

00:43:20:20 - 00:43:46:05

Unknown

So, this would be if you are doing any sort of consulting on the side, this is where you would use, that's the screen that you would use. But for us, for the consultations that we do, please use this extension consultation. The screen, Darrin mentioned we did make a number of requests to digital measures and they got most of them right.

00:43:46:07 - 00:44:06:06

Unknown

But we do have some cleaning up to do. We felt it was important to open the system now in November so you guys can start getting your hands dirty. In this system, for at least November and December as opposed to waiting until it's perfect. So please excuse some of the, clean ups that that need to take place.

00:44:06:08 - 00:44:33:09

Unknown

One of the things that's missing is when you go into extension consultations, you will, see a definition. Sorry. If you guys can hear, the background conversation. Of course. I think it just started five minutes ago. I had been quiet all day, but it's how it goes sometimes. But, there will be a definition for extension consultations.

00:44:33:11 - 00:45:13:16

Unknown

Explaining that this is an actually fairly comprehensive, category for reporting. So things like your one on one consultations, if you're consulting for an organization or with an organization, if you're doing a site assessment, phone calls, emails that are educational and substantive in nature, they would all go here, under extension consultations. So to show you an example of this as an extension specific screen, these are the same types of fields that you'll see on all of these extension specific screens.

00:45:13:18 - 00:45:53:05

Unknown

And in the extensions section of screens that we share with faculty. So as Darrin pointed out, title your primary and secondary provides your location number completed. And you can report these things one at a time if that's how you like to, to do it. Or you can report consultations as a group. Ten different email consultations, for example, something that I've something that I failed to to say, Cary, is the I failed to mention the save and the save add another button.

00:45:53:07 - 00:46:16:00

Unknown

Once you've entered all your data and you're done, you click the save button and it actually saves. If you have another event that you want to report of the same type, you can click save and add another. Great. Thank you. Darrin. Sorry to interrupt. Yeah. And then Darrin actually went through all of this other information. That, that you see here.

00:46:16:00 - 00:46:45:24

Unknown

And so there are some new things that we haven't asked for in CPRS in the past. We are trying to collect more information about our diversity efforts. And that's where you see historically underrepresented questions. With some help text there as to whether your program targeted historically underrepresented individuals and or significantly serve them. So, you know, please be aware that there are some new features here.

00:46:46:01 - 00:47:18:11

Unknown

So that's a typical extension specific screen. And I'm going to go back and point out, some other nuances here. And I'm also going to kill two birds with one stone. I'm going to show you this pasteboard feature. So if you click on pasteboard oh this actually came up from yesterday. That's interesting. Usually when you first do it, it'll be a blank, pasteboard like this.

00:47:18:11 - 00:47:50:15

Unknown

And you can actually copy information, which I did from, a word document in here to the pasteboard. And if you have bullets, you have to do a little bit of formatting. Just so you know, be aware of that. So I'm going to go through this list here of nuances and at the same time just show you this could be a helpful feature, especially if you are just working from a single screen and maybe don't have two screens that you're going back and forth from.

00:47:50:17 - 00:48:25:21

Unknown

To use this pasteboard feature. And so, one thing I'd like to point out is there is, a media appearances screen, which is different than publications and media. So hopefully it's fairly intuitive. If you made an appearance, a TV appearance, or did a radio show, that's where you would go and you would go under media appearances and report that whereas this publications and media, screen, it's not specific to extension.

00:48:25:21 - 00:48:55:02

Unknown

So it's one that we share and it's very broad in nature. So let me go in and show you this one. You can't. And you'll notice that the pasteboard just keeps going with you. So it's a really handy tool. It just is there as you need it and you can move it around, and then you can take information from there and copy it, you know, wherever you need to.

00:48:55:04 - 00:49:38:02

Unknown

So publications and media is going to be a real, catch all for us in many respects. Contribution types include things like the fact sheets, lesson plans, newsletters. Technical reports, videos, websites, social media. So, you know, I anticipate that folks will use this one a lot. And, my suggestion here is to use it to report, oh, and there's another one here which can be a little bit tricky.

00:49:38:04 - 00:50:12:01

Unknown

Let's see if I can find it. Materials regarding new courses, curricula and kits. So if you were to create a kit, if you were to be the author of a newsletter, if you were to be the author of a fact sheet, if you were to create a video, that's where you would go to report this. So I want to contrast that, and you can see all the information that it asks for.

00:50:12:03 - 00:50:45:04

Unknown

It's it's a lot of information. A lot of it is more useful for faculty, when they're reporting like a peer reviewed journal article, for example. So feel free to skip what's not useful for you, and go right to the extension section where, you know, our information, ideally is all filled out. But I do want to contrast this, activity with.

00:50:45:06 - 00:51:27:01

Unknown

The extension material distribution. Activity. And so this would be and again, you'll have a definition here that explains what we mean by extension material distribution. Once the digital measures folks get that ready for us. But this would be for if, say, someone else created a kit or a guide or a publication and you, as an extension agent, are simply distributing that physical material, that's where you would actually go to report the physical distribution of, educational materials.

00:51:27:03 - 00:51:57:22

Unknown

So that's a nuance that, I'm curious to see how well it works for you all as a pilot group. And I'll, I'm going to plan to ask for specific feedback around this because it's a little bit different than how we were doing things in CP, so you would report the actual physical distribution of material here versus the creation of that kit or publication in the publications and media screen.

00:51:57:24 - 00:52:38:03

Unknown

So. You know, you would also, you know, and then another nuance would be like. If you're reporting your, web hits, you would do that under Publications and Media. You would choose, website and you would say you're reporting on, a single website, and there were 50,000 viewers. So that's how you would handle that. You would report that under publications in media.

00:52:38:03 - 00:53:07:14

Unknown

So hopefully that's, that's straightforward enough. But again, definitely want your feedback on on that. Kerri, can you also address, when you're when you have a moment, volunteer hours in terms of reporting volunteer hours as opposed to, volunteer management? Also Sherry. Sherry Kathy had a question about she says in CPRS, we didn't enter volunteer hours for Master Gardener volunteers.

00:53:07:14 - 00:53:37:15

Unknown

Is that still the same? Yeah. My understanding is that, And correct me if I'm wrong, Sherry, that, someone would go ahead and enter that on behalf of all Master Gardeners once per year. Is that how you would do it in CPRS? That's what, Oh. Who retired? But, now that I can see her face upstairs.

00:53:37:17 - 00:54:04:02

Unknown

Very small, very small. Thank you. But she did that. But who replaced the Jane Doe group? Because that's what, they did was they reported it aggregate Lee because they were in the volunteer system for the master Gardeners, is that correct? Yeah. The volunteers report their own hours in a separate system. Yeah, because they do it, on that other system as a master gardener themself.

00:54:04:02 - 00:54:34:17

Unknown

And then the and then Katie goes in and takes those numbers and puts it in one time. Okay. I think Allison's on the call to correct me if I'm the. Also, I, Giselle and Libby. I haven't activated your microphones yet, but I wanted to let you know I'm activating your microphones. But that's a really good question. Sherry, you know, and I, I would say it's probably one to work out with Katie.

00:54:34:19 - 00:55:08:24

Unknown

You know, so, Cary. Yes. If you think about this digital measures as being our reporting system and what is going to build us up if we get faculty status and we go through that promotion process, I would think that somebody like Sherry would want to be able to report their volunteer hour or so on it, so that when they pull this all together for a faculty promotion, it shows up there.

00:55:09:01 - 00:55:36:16

Unknown

So that's a really good point. And I, I'm going to make, a point in relation to that. So first I would agree my, my inclination would be you're in the system and hopefully you all you guys can see the bottom of my screen here where I'm showing volunteer contribution total hours. Can everyone see that. So I know earlier I couldn't see the bottom of Darrin's screen.

00:55:36:16 - 00:56:08:01

Unknown

Yeah. Yeah. So I can see that okay okay. So you can you can enter information here as to whether an activity was volunteer led. And maybe they contributed ten hours to that. And you had two volunteers. It's my inclination that I would just feel like it's the simplest for me to just go ahead and do that rather than, not doing it, maybe doing it in a separate system and then hoping that someone else, you know, does it on behalf of everyone.

00:56:08:01 - 00:56:37:07

Unknown

But that said, that's really a little bit outside of my purview, and that's why I say, double checking with Katie might make sense, and I'm going to make myself a note. I will send Katie an email and copy you, Sherry on that and see if we can get a response, so that we can have that clarified before we start reporting kind of in mass now in relation to MJ's, point here.

00:56:37:09 - 00:57:10:00

Unknown

The other way to report, activities related to volunteers is to report the amount of time that you spend managing volunteers, which is something that's just altogether kind of different. So, that would be reported here under service. And we've, we're we're eagerly awaiting digital measures to, upload something for us. So let me get into this and provide a little context.

00:57:10:02 - 00:57:40:09

Unknown

So, because we're sharing these the names of these screens with faculty, these are preexisting screens. We have to create extension equivalents for what is meant by department and college. So if you're conducting some sort of service on behalf of your county extension office, that would be your department. If you're performing some sort of service on behalf of the extension as a whole, statewide, that's the equivalent of college.

00:57:40:11 - 00:58:09:21

Unknown

If you're performing service for CSU, that's the university. If, for example, you're serving on an advisory board related to your job, if you're a master gardener and you're serving on some sort of local, you know, gardening related board, for example, you would enter that under professional and then public is more for if you want to report, service outside of your job.

00:58:09:23 - 00:58:44:14

Unknown

And I'm and I'm getting to MJ's point. So let's say that you are managing volunteers on behalf of your county extension office. You would go into department select Add New Item. And what Digital Measures is going to be doing for us shortly is adding a position role of volunteer manager. So you would select that. Currently I'll just select other and then you'd say, I spent approximately 200 hours per year, managing volunteers.

00:58:44:16 - 00:59:17:14

Unknown

And you could enter as much or as little other information as you would like. And that's the kind of thing that I think you would want, to enter, especially as it relates to faculty status and your and your CV. So that was kind of a very long, but hopefully, at least comprehensive way of addressing like where you would go to report volunteer activities and your own, activities, managing those volunteers.

00:59:17:16 - 00:59:51:06

Unknown

And I will send Katie an email, to try to get some clarification for Master Gardeners. And Kerry, this is Joy. I just want to let you know that Jean is probably out of that conversation as well, because within forage, we don't we encourage them not to put the volunteer information in there. And CPRS, because we use our S2 37 for our federal report that we give to national Forage, that we utilize that Jan and I used to work together on getting those volunteer hours and such.

00:59:51:08 - 01:00:14:11

Unknown

So so Joy is that are you saying that should be, a question for Jean as well? Yeah. Because that we basically that's what we're where we report, have our agents report their data is in the S2 37 for the volunteer information. Got it. I will also center an email and try to get to the bottom of that.

01:00:14:13 - 01:00:43:23

Unknown

And maybe what we can do is, you know, Darrin will be sending out and it is, just email the pilot group with, with whatever clarifications we get from Katie and from Jean, the rest. So thanks for bringing that up. Yeah. Any other questions before I keep going? Since they are you. Let's see. I pointed out this nuance.

01:00:44:00 - 01:01:13:18

Unknown

Service is another place, where you would go to, you know, if you're serving on a, on an advisory board, you would go and, and or a committee or something. You could go and report that, here. And if it's for your county extension office, for example, you'd reported under department and you'd say, well, I'm, I'm a member of a committee if you are,

01:01:13:20 - 01:01:47:03

Unknown

You know, if you're serving on, you know, the annual forum committee, you would report that under the college level of service because it's extension at a statewide level, if you're serving on an outside advisory committee, again, that would be part of your professional service. And then it's also, you know, if you're doing any sort of meeting facilitation for other organizations that would also be considered service, and these would be places to report that kind of service as well.

01:01:47:05 - 01:02:28:24

Unknown

Yeah, yeah. Let's see that, that, is the end of what I hope to cover under nuances. But I will point out, this screen here, engagement extension connections and partnerships for some people. You know, it's important to, report, partnerships that you have with other organizations in the course of your work. So we we're going to ask digital measures to add to this list, of type, I think it's called partner slash collaborator or something of that nature.

01:02:29:01 - 01:02:56:04

Unknown

And you can you'll be able to choose that type and say, yes, I'm working with, Northern Water and, you know, on this project or such and such. So this would be a place to enter that kind of information about partnerships. Let's see. Oh, and then I want to show you the extension impact screen. So this is an important one.

01:02:56:04 - 01:03:31:23

Unknown

This is where you would go to report your outcome indicators and or narratives. And you could do this. You know I think any time you have information about your outcome indicators or any time you have a narrative you want to share, oftentimes that will be, not just after doing like a single one hour class, but maybe a series of classes or a longer, class or a longer consultation with an individual over the course of months.

01:03:31:23 - 01:03:58:24

Unknown

And you have some really juicy narrative or outcome indicator information that you want to report. So think about the scope of the activities that you've, put together to achieve this impact and title this appropriately. This is, a poor example that we've asked to get changed. But but title this appropriate to the scope of the activities that you'll be reporting impact for.

01:03:59:01 - 01:04:30:04

Unknown

Go ahead and select your crews and your location and your collaborators. And then this series of checkboxes here is actually going to be deleted in favor of strictly using this dropdown. So you'll find your outcome indicator, that you want to report against here on this dropdown. And then you'll report this will actually say number changed. You'll say 15 people changed out of the 16 that we surveyed.

01:04:30:06 - 01:04:54:12

Unknown

And then you can go ahead and add another row for another outcome indicator. If you want to report multiple. And then I mentioned earlier that we're giving a little bit more guidance, in digital measures as far as narratives when compared to CPRS. This is what I mean by that. You know, we're looking for specific information and this goes right into the federal report.

01:04:54:12 - 01:05:21:00

Unknown

Or it'll be my responsibility to take, a variety of, of responses and make it work for the federal report. What is the issue that you addressed when you're reporting this impact? What was done to address the situation? So there was a drought. We put on a series of drought workshops for ranchers. What were the results? Ranchers reported, you know, changes of practice.

01:05:21:00 - 01:05:50:10

Unknown

And you can go into the details on that. And the participant feedback is more maybe what you're familiar with in terms of the testimonial component of a narrative. Like people loved it, they couldn't get enough. That's where this would go. So hopefully, you know, this, these these questions lead you to more effective narrative statements that would be useful both for performance appraisals as well as, again, for, federal and stakeholder reporting.

01:05:50:12 - 01:06:03:06

Unknown

And we provide, some help, information to help you through this as well.

01:06:03:08 - 01:06:30:13

Unknown

Questions on the impact screen or otherwise. So indicators, the narratives are always going to better than you can choose to just report an outcome indicator or just report a narrative or you can report them together. So it's, it's an end or a situation.

01:06:30:15 - 01:06:56:08

Unknown

Other questions for Cary. And let me just take one one last look here, Cary, I guess one question about the outcomes indicators in the in the title of that screen. Does it link back to other like your program or do you just have to make sure you type in the title exactly as you did your other programing? Or how does that work?

01:06:56:10 - 01:07:24:13

Unknown

Yeah, there's no real link. That's why I said, you know, I'd really encourage you to just think about the full scope. If it was a series of Master Gardener classes over two months, you could report, you know, Denver County Master Gardeners from 2019 cohort versus you may choose to report each one of those classes individually. As as an output under presentations.

01:07:24:15 - 01:07:44:00

Unknown

So the title of your extension impact does not need to match or be linked to the, the, activities or outputs that you're really describing. Does that make sense? Yeah, totally. Great.

01:07:44:02 - 01:08:13:08

Unknown

Cary. Earlier when you were talking about volunteers, volunteer management and needing to contact Jean, Libby Christiansen also suggested that you touch base with, with Marisa, but because of the volunteer, our management of master food safety advisors, she also asks where would advising with regards to interns in AmeriCorps go? Great question. Interns and AmeriCorps.

01:08:13:08 - 01:08:54:01

Unknown

So we have, directed student learning and you would go there and add a new item involvement type internship advisor, and you could enter as much or as little information as you would like. There. And, Yeah. Libby, can I ask you, have you as mass is the master food safety advisors program also typically been a situation where it's been Marissa, reporting on behalf of everyone once a year.

01:08:54:03 - 01:09:13:10

Unknown

Yeah. So historically, it was EDI and Larimer County. Yeah. And there's been some question about how that's going to change with EDI retiring. But yeah, we report all of our hours to her, and then she just gives an aggregate number for the entire program. Okay, great. Yeah. So you know what? I'll probably just send an email to Katie, Jean and Marissa.

01:09:13:14 - 01:09:35:20

Unknown

Hopefully everyone can get on the same page. I don't know if that will happen, but I, thanks for the tip. Well, one thing about the. For each thing, the year 237 is required for us to. So they it may be I don't know it could be different for for it because we have a national coordinator that we have to file that report with as well.

01:09:35:22 - 01:10:06:11

Unknown

So yeah. Yep. It it may not we may not be able to get on the same page. But but and that brought up the other question that you sent to me with, yesterday about. Merging into for each online week. And I think you were talking about either merging into digital majors that, we still have to report all their outreach, those types of things that they do for for each, it has to be reported in both systems because we send it to different entities.

01:10:06:11 - 01:10:29:19

Unknown

It's apples and oranges in those situations. So Melissa, did you hear that response? Melissa was the one who asked that question. Yes, yes. And on our meeting yesterday. So I think. Melissa, you know, let me know if you if you got that. Got it. Yeah. Okay. All right. Thanks.

01:10:29:21 - 01:10:58:14

Unknown

Yeah. Trying to see if there are any other real, real key screens for folks that may be, Well, we're looking, you know, if you if you're someone who does guest lectures, you know, you can use that screen there. A lot of the research, from sponsored programs would automatically populate. But if you're not going through sponsored programs,

01:10:58:16 - 01:11:10:11

Unknown

So I think that would be this screen here. And you could enter information about your, your grants.

01:11:10:13 - 01:11:43:07

Unknown

Sorry to interrupt again, but with regards to AmeriCorps, I was thinking what Libby said is Melinda does also have the labs set up post and pre and post surveys through a different entity that we use throughout Qualtrics. And so I don't know how she aggregates and reports and the CPRS. I'm not sure how that's all been done from Melinda's level, but they also have to report those numbers into for each online as well, which that's why we set up the Qualtrics.

01:11:43:07 - 01:12:03:05

Unknown

So I could just help her do it as an aggregate. Yeah. If you want to report, you know, on aggregate, and either do a narrative or report against, outcome indicators if it's one person doing that on behalf of everyone, they can go ahead and just report it here in the impact screen and then tag different collaborators.

01:12:03:06 - 01:12:37:22

Unknown

Yeah, I get that. Yeah. I just say I'm not sure what Melinda does with the AmeriCorps piece coming. It's kind of in relation to the master food safety, that type of thing. And so you may want to tag Melinda and email. Yeah. And and you know, I guess what I'd say on that is like, you know, practices where, you know, folks where one person's been reporting outcome indicators at the end of the year on behalf of everyone, they don't necessarily need to change because we're we're going to digital measures.

01:12:37:24 - 01:13:03:05

Unknown

So, you know, I feel okay about that. But, I do think it's worth at least revisiting this. This volunteer hours question, because I've always wondered myself, you know, why things need to get reported in multiple places. And I understand for each has its own requirements, but I don't I it's it's good for me to probably check in with Katie and Marissa.

01:13:03:11 - 01:13:14:11

Unknown

Especially on those programs, because digital measures, at least in May, present an opportunity to do things all in one system.

01:13:14:13 - 01:13:44:14

Unknown

Karen, this is just how, so the most important thing we would need to be sure if there's any edits to outcome indicators, we need to get those to you again, like find and the December. Yeah, yeah. If you guys are making any changes to your outcome indicators, I think Darrin, would you say the December would be good because we're going to be requesting some changes in January.

01:13:44:16 - 01:13:57:02

Unknown

I as soon as possible would be wonderful. But I would say end of December or like mid-December at the very latest would be best. Please.

01:13:57:04 - 01:14:13:12

Unknown

Okay. I think we just have one more thing for you called that's early December, so I'll jump on it and see if we have any edits to make. Thank you. Giselle.

01:14:13:14 - 01:14:50:14

Unknown

Something that I don't know that we've mentioned in this session. Cary mentioned yesterday in yesterday's session, we as a as a pilot group member, we would be asking you to report in both CPRS and in digital measures, through the rest of, of this calendar year and the information that you're putting into digital measures over the course of the next month is not as crucial as what you put into CPRS, because Cary is going to be pulling, the federal reporting data from CPRS for 2019.

01:14:50:16 - 01:15:25:21

Unknown

And, you won't be looking at digital measures until 2020 or the data that's been reported in 2020 for next year's federal report data. But we do want you to get in the system and use it. And see what's working, what's not working, what's missing if you're confused about something or, we just need to figure out what what's broken and what needs to be fixed, or what we could do better in terms of training or, you know, in any regard to, to this.

01:15:25:23 - 01:15:47:02

Unknown

So, but but we do need you to, to be reporting into CPRS through the end of the year, please. So that very great point. Thank you Darrin. And and I think I think Darrin mentioned, you know, we'll be sending you all a survey in mid-December to get your feedback on digital measures and any suggestions you have to to make it even better.

01:15:47:04 - 01:16:15:07

Unknown

But yeah exactly. So consider this, you know, November and December, reporting into digital measures is just an opportunity to report as much as as you like, so that we can really test out the system and stretch it and see how well it works for you. But it is kind of practice material that's not going to be reported to stakeholders or USDA.

01:16:15:09 - 01:16:24:12

Unknown

Great. Thank you. We just have a short time left. Do do we want to go ahead and look at reports?

01:16:24:14 - 01:16:39:17

Unknown

May as well. Cary, if you don't mind dropping your screen share please.

01:16:39:19 - 01:16:48:09

Unknown

Okay. Let's see.

01:16:48:11 - 01:17:16:02

Unknown

All right. So we have some different types of reports that are available and digital measures and we have a reports button that's up at the top of the screen. And then there's also this Rapid Reports button that's over here on the right. Rapid reports are a series of reports that were created on the administrator side that have been saved in the system that you can run, things that might be helpful to you.

01:17:16:04 - 01:17:39:19

Unknown

And you can specify a date range for when you're looking for the data to, have been reported. You start date and an end date. You can also declare whether you want a PDF file or a word doc or a web page for the output. I'm going to go into this reports area by clicking on the reports button at the top of the screen.

01:17:39:21 - 01:18:07:15

Unknown

And those those reports that we saw in the Rapid Reports area are listed here. Also on this screen in the upper right corner, there's a create a new report button. If I click on that, it allows me to select, some different types of reports. You guys won't see this export data button that's on the right. That's that's a button that they give to campus administrators.

01:18:07:17 - 01:18:38:12

Unknown

But what you will see is this blank document and the vitae and the vitae is, is basically a, document type of report that is auto generated for you. And because I haven't reported anything into the system, it's not actually going to create a useful report for me. I probably shouldn't have clicked on that button, but, let's see what kind of output it produces.

01:18:38:14 - 01:19:07:02

Unknown

Basically, it's going to be a document that will that will list each of the different types of events that you have, input into the system, whether they be presentations, and then it'll list all of your presentations, it'll list all of your publications, things of that nature and the, the custom report to the blank document button is very similar to how the CV will output.

01:19:07:02 - 01:19:29:05

Unknown

But you get to declare what options are going to be reported. Let's see if it'll let me get back to that. There we go. So create a new report I'm going to click on Blank document.

01:19:29:07 - 01:19:47:18

Unknown

So let's say for instance I wanted to list my presentations. I can click on Add activities. I can select from the activity list.

01:19:47:20 - 01:19:56:10

Unknown

There's publications and media. Let's see I was looking for presentations.

01:19:56:12 - 01:20:11:11

Unknown

It's in here but I'm not seeing. And I'm just going to click on publications and media. We can select a different type of I believe this is APA style output.

01:20:11:13 - 01:20:19:15

Unknown

And this isn't presentations. This is actually publications.

01:20:19:17 - 01:20:42:19

Unknown

And you can see no items exist for publications and media. It didn't find anything that I had reported. But if it did find, any of the events that I had reported, it would list them here. Then I could go ahead and click add section and add the next section. Consultations.

01:20:42:21 - 01:21:01:12

Unknown

And then I could add the extension consultations section from here. So you can customize the type of report that you want. I am also able to create reports for you that might be, more specific.

01:21:01:14 - 01:21:32:00

Unknown

And all you need to do is ask, and I'll do my best to get a report for you that that fits with what you're with, what you're looking for. Let's go in and and look at one of these. For instance, let's look at presentations by faculty and just see what it kicks out. Let's let's look at January 1st of 2008 2018 through December 31st of.

01:21:32:02 - 01:21:36:05

Unknown

2018.

01:21:36:07 - 01:22:03:06

Unknown

We can. We can break this down and choose a a specific college. In our case, we'd be looking at, you know, just the extension unit. There's nothing in the extension unit right now. So let's peek at ag Sciences. Oops.

01:22:03:08 - 01:22:20:10

Unknown

I lost my date range.

01:22:20:12 - 01:22:35:00

Unknown

It's going to be a big report. But.

01:22:35:02 - 01:23:00:11

Unknown

Okay so here's presentations. We've got. About or at the top of the list. But we see his we see his presentations listed. We see various people and all of their presentations. So this is just an example of one type of report that could be created by an admin, by an administrator to display, data that's in the system.

01:23:00:11 - 01:23:43:02

Unknown

So it doesn't have to be presentations. It could be, you know, any of the other screens that are, in the system. So if creating your own personalized report isn't, isn't quite what you want, let me know and I will do my best to create something for you. As I understand it, supervisors will be able to run reports on the individuals who they supervise, and it's the type of thing where we create a a pool or a bucket and assign, specific individuals into a pool and then designate a supervisor to be overseeing that particular pool of individuals.

01:23:43:02 - 01:24:08:17

Unknown

And, and that'll allow the supervisor to run reports on those individuals. I haven't seen that actually in place yet, but as I understand it, that's how it works. So that's just a brief overview of reports. I just want you to mainly know that you can create some of your own reports, but there is flexibility and we can we can generally create reports that are fairly custom.

01:24:08:19 - 01:24:31:03

Unknown

Does anybody have any questions? I have one more question. So if we do like the same exact presentation or facilitate the same exact meeting multiple times, do we just need to enter at once and there's like a number completed? Yeah. I believe Cary addressed that earlier. So if you do, you want to go out and speak to that?

01:24:31:05 - 01:24:53:11

Unknown

Yeah, it's it's actually up to you if you want to enter each class separately and information about that class separately, you're welcome to or you can, just give it a single title and say that you completed five of those classes. So whatever's easier for you. Okay. And same with meetings. We can do those the same way. Yeah, exactly.

01:24:53:11 - 01:25:22:20

Unknown

And I think some of it might just come down to like how specific you want your own records to be. If you're going to be using them for, you know, giving them to your supervisor at some point. And versus kind of the ease of reporting. So, you know, those are some of the factors to consider

when deciding whether to, to group things together or to, you know, enter information, for each event separately.

01:25:22:22 - 01:25:46:16

Unknown

So on that, Cary, can you edit that as you go? So for example, on mana advisory that meets monthly the way it is today, I report it as in that advisory for January, that advisory for March. I don't make it to those meetings monthly. So I just add it when I do make it. So I see have it as a group deal.

01:25:46:18 - 01:26:10:13

Unknown

Can you go in and change that number each time you go, so you don't have to redo the whole thing or that is a good question. For good questions. Actually, this was your only one today. Oh, no no, no, I'm joking. But, I'm not necessarily full of good answers because I have not actually saved an entry myself yet.

01:26:10:15 - 01:26:35:01

Unknown

And, you know, Darrin mentioned when you have, an entry and you click on to a given screen, you'll see those previous entries. I should have probably taken the time to do that before this webinar, but I didn't. So I don't know. And I don't know if Darrin, you know, if once you enter something you can just simply click on that again and just say change the number completed.

01:26:35:03 - 01:27:02:16

Unknown

That's it. That's my understanding. Yes. Great. That's my understanding as well. Okay. But obviously, that's my understanding is a little bit different than like yes, I've done that a million times. So I think Troy, I've looked in Troy stuff and I've seen that you can do stuff like that. So feeling pretty confident. Okay. Yeah okay. Yeah. So hopefully that's, that's the case MJ well what we're piloting together here.

01:27:02:18 - 01:27:15:10

Unknown

Thank you. Yeah. Are there any other questions.

01:27:15:12 - 01:27:21:10

Unknown

Please. No complaints to to Darrin.

01:27:21:12 - 01:27:43:17

Unknown

Copy me. No, I'm just kidding. But, thank you guys so much. We really appreciate you all agreeing to participate in the pilot. I just want to say thank you again very much. Your input is valuable. We, we are really looking forward to having you test the system and see what you think. And if things are working.

01:27:43:19 - 01:27:59:18

Unknown

We'll find out what's not working. Help us to fix it and make it. Make it right. I mean, this system is very customizable. We should be able to make it work for our needs as extension professionals. And, if you have any questions along the way, let us know. We're going to be putting it together, training materials.

01:27:59:18 - 01:28:18:06

Unknown

And we're going to be having more webinars and and training opportunities in the weeks and months to come. And in the meantime, please feel free to contact either one of us and ask questions. Curious more the go to guy for the how to of reporting. I'm more of the technology related, individual, but let us know.

01:28:18:06 - 01:28:35:08

Unknown

We'll be happy to help you in any way that we can. And Darrin will send out an email letting you know when you can access the system. So you will get some more information from us. And I will, be sure to email the group if, if I can get some more information about the volunteer hours. Thanks for this.

01:28:35:10 - 01:28:50:16

Unknown

Alright, okay. I just tested it and I can change things to great numbers thanks to I appreciate it. Thanks, gentlemen. All right. Take care. Thank you very much. Thank. Thank you. Enjoy the rest of your week. Thank you.

END TRANSCRIPTION