

myExtension to My Vita Crosswalk Guide Sheet

Faculty events created in myExtension with session dates occurring between 1/1/2017 and 12/31/2017 will be cross-walked to My Vita in January 2018. This document demonstrates where the information entered in myExtension> MY DATA> My Events> My Event Information – Events and Reporting will be cross-walked to My Vita> Activities> Continuing Education (delivered to external audience) and Extension Teaching, Activities> Community Engagement, Broader Impacts, and Outreach, Activities> Scholarly Contributions and Creative Activities and Activities> Other Teaching Activities.

Every event will be cross-walked to My Vita for each team member of the event who is a faculty member. There will be one entry per semester for each event for the all of the sessions that fall within the semester. Each event for a program in myExtension translates to a section for that same program in My Vita.

Example A: In myExtension Faculty Andy has six Events reported for Focus on Kids for dates 1/1/2017 – 12/31/2017, these events will cross walk to My Vita as six Sections of Focus on Kids.

Example B: In myExtension Faculty Bob has one Event reported for focus on Kids for dates 1/1/2017 – 12/31/2017, this event will cross walk to My Vita as one section for Focus on Kids.

The majority of events from myExtension will be cross-walked to My Vita> Activities> Continuing Education (delivered to external audience) and Extension Teaching. The contact method faculty selected when reporting the event session is what determines where the event session is cross-walked from myExtension to My Vita. Events with multiple sessions with multiple types of contact methods might have an entry in Continuing Education (delivered to external audience) and Extension Teaching, an entry in Community Engagement, Broader Impacts, and Outreach, an entry in Scholarly Contributions and Creative Activities and an entry in Other Teaching Activities.

The ISE data for faculty for ISEs that were held between 1/1/2017 and 12/31/2017 will be cross-walked to My Vita> Activities> Service to Your Profession> Professional Development and Continuing Education (as a participant).

For answers to questions about the myExtension to My Vita crosswalk please contact Paula Hudson at HUDSONP@missouri.edu or 573-882-7260.

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Continuing Education (delivered to external audience) and Extension Teaching

Crosswalk criteria from myExtension> MY DATA> My Events> My Event Information – Events and Reporting to My Vita> Activities> Continuing Education (delivered to external audience) and Extension Teaching, Activities> Community Engagement

Event programs to be cross-walked: All named programs in all program areas.

Event session dates to be cross-walked: 01/01/2017 – 12/31/2017

Event session reporting status: Reported

Event session reported demographic method: All

Event session reported contact methods to crosswalk to My Vita> Activities> Continuing Education (delivered to external audience) and Extension Teaching, Activities> Community Engagement:

- 4-H direct contact
- 4-H indirect contact
- Afterschool program
- County fair – related to a specific program
- Festival – Water festival, Garden tours
- Health fair – where curriculum is taught in classroom or there is direct teaching.
- One on one
- Presentation at seminar/convention
- School enrichment direct contact
- School enrichment indirect contact
- Small group
- Walk in
- Web interactive instruction
- Workshop

Event session reported participants: All participants for reported sessions where the reported contact method meets the criteria for Continuing Education (delivered to external audience) and Extension Teaching, Activities> Community Engagement.

How the information will be cross-walked

Events with multiple contact methods will have multiple entries.

A Course Information

This is an image from My Vita of the data entry screen from My Vita> Activities> Continuing Education (delivered to external audience) and Extension Teaching, Activities> Community Engagement

A Course Information

If a conference presentation was Scholarly in nature, consider adding it to "Scholarly Contributions and Creative Activities" section under "Presentations"

Start Semester*	Spring	2017
End Semester*	Fall	2017
Title of Course*	Home Horticulture and Environment	
Conference/Event Name	2017 Twilight Tours	
Sponsor		
Other faculty co-teachers	Aufdenberg, Donna; Denkler, Sarah; Kammler, Kate;	
Target Audience		
Course description	<p>B / I U [List Icons] [Link Icon] 4 (14pt) [Image Icon] [Table Icon]</p> <p>The 2017 twilight tour will visit seven different gardens and farms. On the first tour, we will visit the beautiful Pinecrest Azalea Gardens of Oakridge Missouri. The second tour, we will learn about the high tunnel farming when we tour the High Tunnel operation in Scott City, Mo. The third tour will be</p> <p>Path: p > span</p>	
Grant Funding: Grant Title (if applicable)		
Grant Funding: Grant Number (if applicable)		

Start Semester: The Start Semester will be determined by the begin date of earliest session reported with a matching contact method of the event.

End Semester: The End Semester will be determined by the end date of the latest session reported with a matching contact method that occurs on or before 12/31/2017. If there are, any sessions that occur after 12/31/2017 those sessions will be cross-walked in the next MY Vita crosswalk.

Title of Course: The program name of the events linked program from myExtension will be uploaded to Title of Course.

Conference/Event Name: The Event Name from Event Details will be uploaded to Conference/Event Name.

Sponsor: The event partners from Event Details will be uploaded to Sponsor.

Other faculty co-teachers: The event team members who are faculty will be uploaded to Other faculty co-teachers.

Target audience: At this time, we will not be uploading any data to this field.

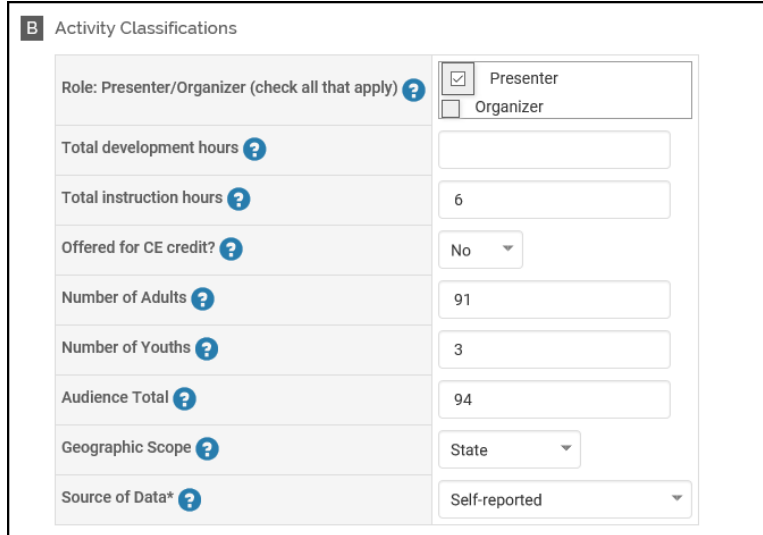
Course description: The event description from Event Details will be uploaded to Course description. If event description is blank then the events linked program, program short description will be uploaded. If the linked program, program short description is blank then the events linked program, program description will be upload. In addition to the event description, the number of sessions, session dates, and distinct event county(s) will be uploaded to Course description.

Grant Funding: Grant Title (if applicable): At this time, we will not be uploading any data to this field.

Grant Funding: Grant Number (if applicable): At this time, we will not be uploading any data to this field.

B Activity Classifications

This is an image from My Vita of the data entry screen from My Vita> Activities> Continuing Education (delivered to external audience) and Extension Teaching, Activities> Community Engagement



B Activity Classifications	
Role: Presenter/Organizer (check all that apply) ?	<input checked="" type="checkbox"/> Presenter <input type="checkbox"/> Organizer
Total development hours ?	
Total instruction hours ?	6
Offered for CE credit? ?	No ▾
Number of Adults ?	91
Number of Youths ?	3
Audience Total ?	94
Geographic Scope ?	State ▾
Source of Data* ?	Self-reported ▾

Role Presenter/Operator (check all that apply): Presenter will be selected for all events.

Total development hours: At this time, we will not be uploading any data to this field.

Total instruction hours: The session begin time and end time for each of the sessions will be totaled together to calculate the Total instruction hours. If the event sessions do not have a session begin time and end time entered then the event linked program contact hours will be uploaded to Total instruction hours.

Offered for CE credit: At this time, this field will be set to no. If you are currently reporting events in myExtension that CE units are being offered please contact Paula Hudson.

Number of Adults: The combined total of reported adults for all of the event sessions being cross-walked will be uploaded to Number of Adults.

Number of Youths: The combined total of reported youth for all of the event sessions being cross-walked will be uploaded to Number of Youths.

Audience Total: The combined total of reported adults and youth for all of the event sessions being cross-walked will be uploaded to Audience Total.

Geographic Scope: The Geographic Scope will be determined by the participant location. If the participants for all of the sessions were from one county or area then the Geographic Scope will be set to local. If the participants for all of the sessions were from more than one county or area then the Geographic Scope will be set to State. If there are participants reported in any of the sessions from a neighboring state the Geographic Scope will be set to Region.

Source of Data: The Source of Data will be myExtension or something similar.

Community Engagement, Broader Impacts, and Outreach

Crosswalk criteria from myExtension> MY DATA> My Events> My Event Information – Events and Reporting to My Vita> Activities> Community Engagement, Broader Impacts, and Outreach

Event programs to be cross-walked: All named programs in all program areas.

Event session dates to be cross-walked: 01/01/2017 – 12/31/2017

Event session reporting status: Reported

Event session reported demographic method: All

Event session reported contact methods for Community Engagement, Broader Impacts, and Outreach:

- Committee/board meeting direct contact
- Committee/board meeting indirect contact
- Council meeting
- County fair
- CPD office operations
- CPD resource and program management
- Displays
- Festival
- Health fair
- Impact data follow-up entry
- Specialist formed committee
- State fair
- Town hall/community meeting

Event session reported participants: All participants for reported sessions where the reported contact method meets the criteria for Community Engagement, Broader Impacts, and Outreach.

How the information will be cross-walked

Events with multiple contact methods will have multiple entries.

A General Information

This is an image from My Vita of the data entry screen from My Vita> General Information> Community Engagement, Broader Impacts, and Outreach

Start Semester*	Fall	2017
End Semester*	Fall	2017
Title of Event or Project*	Livingston County Council Meeting	
Date	2017-09-05	
Location/Venue	437 Locust Street Chillicothe, MO	
Organization		
Community Contact(s) for Activity	Jessica Trussell	
Hours per Month	1.5	
Number of Months	1	
Role	Team Leader	
Description	<p>B I U Font Size </p> <p>Event Description: Monthly meeting of the Livingston County Extension Council to conduct business and plan programming efforts in the county. Meetings are open to the public.</p> <p>Path: p</p>	
Number of Participants	12	
Grant Funding: Grant Title (if applicable)		
Grant Funding: Grant Number (if applicable)		

Start Semester: The Start Semester will be determined by the begin date of earliest session reported during the evaluation period with a matching contact method of the event.

End Semester: The End Semester will be determined by the end date of the latest session reported with a matching contact method that occurs on or before 12/31/2017. If there are, any sessions that occur after 12/31/2017 those sessions will be cross-walked in the next MY Vita crosswalk.

Title of Event or Project*: The Event Name from Event Details will be uploaded to Title of Event or Project*.

Date: The date of the earliest reported session during the evaluation period from Event Sessions will be uploaded to date.

Location/Venue: The distinct Event Counties from Event Sessions for all of the reported event sessions will be uploaded to Location/Venue.

Organization: The event partners from Event Details will be uploaded to Organization.

Community Contact(s) for Activity: The event team members who are faculty from Event Team will be uploaded to Community Contact(s) for Activity.

Hours per Month: The reported sessions from Event sessions will be grouped by month by session begin date and end date, then the session begin time and end time for each of the months will be totaled together, then we will average the number of hours per month for the reported event sessions. The average hours per month will be uploaded to Hours per Month.

If the event sessions do not have a session begin time and end time entered then the event linked program contact hours will be divided by the number of calculated months, the calculated average hours will be uploaded to Hours per Month.

Number of Months: The number of months will be calculated from Event Sessions.

Role: The distinct role(s) from Event Team for the uploaded faculty will be uploaded to Role. Roles uploaded will be Team Leader and Team Member.

Description: The event description from Event Details will be uploaded to Description. If event description is blank then the events linked program, program short description will be uploaded. If the linked program, program short description is blank then the events linked program, program description will be upload. When the event has multiple sessions in addition to the event description, the number of sessions, and session dates, will be uploaded to Description.

Number of Participants: The combined total of reported adults and youth from Reporting for all of the event sessions will be uploaded to Number of Participants.

Grant Funding: Grant Title (if applicable): At this time, we will not be uploading any data to this field.

Grant Funding: Grant Number (if applicable): At this time, we will not be uploading any data to this field.

B Activity Classifications

This is an image from My Vita of the data entry screen from My Vita > Activities > Community Engagement, Broader Impacts, and Outreach

The screenshot shows a data entry form titled "Activity Classifications". It contains several sections with dropdown menus and checkboxes:

- Activity Type: Higher Education Outreach:** Not applicable
- Activity Type: K-12 Outreach:** Not applicable
- Activity Type: Public Outreach:** Other
- Activity Type: Underrepresented Groups:** Not applicable, Outreach targeting underrepresented groups, Partner with community leaders from ethnic and cultural minorities, Partner with minority serving institutions, Partner with national organizations serving underrepresented groups, Partner with on-campus activities that target underrepresented groups, Recruiting students from underrepresented groups, Other
- Subject Covered:** Not applicable, Health, History, Language Arts, Math, Physics, Science, Social Studies, Technology, Other
- Geographic Scope:** Select
- Status of Participants:** Pre-K, Elementary School, Middle School, Jr. High, High School, Undergraduate, Graduate, Postdoc, Teachers, General Public, Other
- Estimated number of participants from underrepresented groups:** 2
- Describe Impact of Activity:** Full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering and mathematics (STEM), Improved STEM education and educator development at any level, Increased public scientific literacy and public engagement with science and technology, Improved well-being of individuals in society, Development of a diverse, globally competitive STEM workforce, Increased partnership between academia, industry, and others, Improved national security, Increased economic competitiveness of the United States, Enhanced infrastructure for research and education
- NSF-funded Projects: Broader Impact Category:** (Empty field)
- Evaluation and Testimonials (Upload documents in Attachments section below):** (Empty field)
- Source of Data:** Self reported

Activity Type: Higher Education Outreach: Higher Education Outreach will be set to Not applicable.

Activity Type: K-12 Outreach: K-12 Outreach will be set to Not applicable.

Activity Type: Public Outreach: Public Outreach will be set to Other.

Activity Type: Underrepresented Groups: Underrepresented Groups set to Not applicable.

Subject Covered: Subject Covered will be set to Other.

Geographic Scope: The Geographic Scope will be determined by the participant location. If the participants for all of the sessions were from one county or area then the Geographic Scope will be set to local. If the participants for all of the sessions were from more than one county or area then the Geographic Scope will be set to State. If there are participants reported in any of the sessions from a neighboring state the Geographic Scope will be set to Region.

Status of Participants: The status of participants will be set to General Public.

Estimated number of participants from underrepresented groups: The combined total of reported adults and youth for all of the event sessions from underrepresented groups will be uploaded.

Describe Impact of Activity: The Short Term Learning from Event Summary for the reported event will be uploaded.

Evaluation and Testimonials (Upload documents in Attachments section below): At this time we will not be entering data in this field.

Source of Data: The Source of Data will be myExtension or something similar.

Scholarly Contributions and Creative Activities - Input Method Creative Work and Production

Crosswalk criteria from myExtension> MY DATA> My Events> My Event Information – Events and Reporting to My Vita> Activities> Scholarly Contributions and Creative Activities – Creative Work and Production.

Event programs to be cross-walked: All named programs in all program areas.

Event session dates to be cross-walked: 01/01/2017 – 12/31/2017

Event session reporting status: Reported

Event session reported demographic method: All

Event session reported contact methods for Scholarly Contributions and Creative Activities – Creative Work and Production:

- Radio ad
- Radio interview or talk show
- TV ad
- TV interview or TV program

Event session reported participants: All participants for reported sessions where the reported contact method meets the criteria for Scholarly Contributions and Creative Activities – Creative Work and Production.

How the information will be cross-walked

Events with multiple contact methods will have multiple entries.

Input method: The input method will be defined Creative Work and Production.

A Input Form – Creative Work and Production

This is an image from My Vita of the data entry screen from My Vita> Activities> Scholarly Contributions and Creative Activities.

Co-Creator	First Name	Middle Initial	Last Name	% Contribution	Faculty at your institution	Delete
1	Kathy	Schmidtke	Felts		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Sarah	Marie	Traub		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Status: Will be set to Completed / Published

For: For is the semester. The semester be will be determined by the end date of the latest session reported in the evaluation period with a matching contact method for the event.

Title: The Event Name from Event Details will be uploaded to Title.

Date: The begin date of the earliest reported session from Event Sessions will be uploaded to Date.

Start Date: The Start Date will be determined by the begin date of the earliest session reported in the evaluation period with a matching contact method for the event. The session begin date will be uploaded to Start Date.

End Date: The End Date will be determined by the end date of the latest session reported with a matching contact method that occurs on or before 12/31/2017. The session end date will be uploaded to End date. If there are, any sessions that occur after 12/31/2017 those sessions will be cross-walked in the next MY Vita crosswalk.

Outlet/Venue: The reported media outlets used for all of the reported event sessions will be uploaded to Outlet/Venue.

Location: The distinct Event Counties from Event Sessions for all of the reported event sessions will be uploaded to Location.

Sponsoring Organization: The event partners from Event Details will be uploaded to Sponsoring Organization.

Publisher/Label: At this time, we will not be uploading any data to this field.

Co-creator: The event team members who are faculty from Event Team will be uploaded to Co-creator.

URL, Description, Citation – Creative Work and Production

This is an image from My Vita of the data entry screen from My Vita> Activities> Scholarly Contributions and Creative Activities.

The screenshot shows a data entry form with three main sections:

- URL:** A checkbox labeled "Include URL in output citation (display dependent on citation format)" is unchecked. Below it is a text input field containing the URL "http://www.example.com/2018/01/felts/".
- Description:** A checkbox labeled "Include description in output citation." is checked. Below it is a text area containing two lines of text: "Event description: Johnson County bi-weekly radio interview spot on KOKO today on the Focus on Kids program." and "Media contact notes: I talked about the Focus on Kids program that we offer through the Johnson County MU Extension Office and gave some tips/pointers for those in separated families."
- Citation Preview:** A section with a dropdown menu currently showing "Select" and a blue button labeled "Refresh Citation". Below the dropdown is an empty text input field.

URL: At this time, we will not be uploading data to this field.

Include description in output citation: This field will be set to true.

Description: Description: The event description from Event Details will be uploaded to Description. If event description is blank then the events linked program, program short description will be uploaded. If the linked program, program short description is blank then the events linked program, program description will be upload. Following the event description, the media contact notes from Reporting will be uploaded.

Citation Preview: At this time, we will not be uploading data to this section.

B Activity Classification – Creative Work and Production

This is an image from My Vita of the data entry screen from My Vita> Activities> Scholarly Contributions and Creative Activities.

Activity Classifications	
Peer Reviewed / Juried?*	No
Peer Review Type	Select
Funding Type	Select
Funding Agency and Grant Number (if applicable)	
Creative Work and Production Type	Movie / Film / Documentary / TV / Radio
Faculty Role	Writer
URL(s) of Reviews and Press Coverage (upload documents in section C)	
Honors / Awards / Recognition Received	
Reviews and Press Coverage of Work	KOKO Radio Station - Media outlets used
Description of Intellectual Contribution / Role	
Times Cited	1
Source of Data*	Self-reported

Peer Reviewed / Juried: The Peer Reviewed/Juried field will be set to no.

Peer Review Type: At this time, we will not be uploading data to this field.

Funding Type: At this time, we will not be uploading data to this field.

Funding Agency and Grant Number (If Applicable): At this time, we will not be uploading data to this field.

Creative Work and Production Type: The Creative Work and Production Type will be set to Movie/Film/Documentary/TV/Radio.

Faculty Role: Faculty role will be set to Writer.

URL(s) of Reviews and Press Coverage (or upload documents in section C): At this time, we will not be uploading data to this field.

Honors / Awards / Recognition Received: At this time, we will not be uploading data to this field.

Reviews and Press Coverage of Work: The reported Media Outlets Used, from Reporting will be uploaded.

Honors / Awards / Recognition Received: At this time, we will not be uploading data to this field.

Times Cited: The total number of sessions uploaded to this entry will be recorded as the Times Cited.

Source of Data: The Source of Data will be myExtension or something similar.

Scholarly Contributions and Creative Activities – Input Method Article

Crosswalk criteria from myExtension> MY DATA> My Events> My Event Information – Events and Reporting to My Vita> Activities> Scholarly Contributions and Creative Activities - Article.

Event programs to be cross-walked: All named programs in all program areas.

Event session dates to be cross-walked: 01/01/2017 – 12/31/2017

Event session reporting status: Reported

Event session reported demographic method: All

Event session reported contact methods – input method for Scholarly Contributions and Creative Activities - Article:

- Mailings
- Marketing via multiple media outlets
- Newsletters
- Newspaper ad
- Newspaper article
- Public service announcement
- Web article or newsletter
- Web FAQ

Event session reported participants: All participants for reported sessions where the reported contact method meets the criteria for Scholarly Contributions and Creative Activities – Article.

How the information will be cross-walked

Events with multiple contact methods will have multiple entries.

Input method: The input method will be defined as Article

A Input Form - Article

This is an image from My Vita of the data entry screen from My Vita > Activities > Scholarly Contributions and Creative Activities.

* Indicates required field

A Input Form

Status*	Completed/Published	for	Fall	2017
Title*	2017 The Garden Path newsletter - July through December			
Year	2017			
Journal				
Volume				
Issue				
Date	2017-07-01			
Pages				
DOI				
PMID				
PMCID				
ISSN				

Coauthor(s)	First Name	Middle Initial	Last Name	% Contribution	Faculty at your Institution	Delete
1	Kathy	Schmidtke	Felts	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Debra	Ann	Kelly	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add

Status: Will be set to Completed / Published.

For: For is the semester. The semester be will be determined by the end date of the latest session reported in the evaluation period with a matching contact method for the event.

Title: The Event Name from Event Details will be uploaded to Title.

Year: The year will be determined by the year of the end date of the latest session reported with a matching contact method for the event.

Journal: At this time, data will not be uploaded to this field.

Volume: At this time, data will not be uploaded to this field.

Issue: At this time, data will not be uploaded to this field.

Date: The begin date of the earliest reported session from Event Sessions will be uploaded to Date.

Pages: At this time, data will not be uploaded to this field.

DOI: At this time, data will not be uploaded to this field.

PMID: At this time, data will not be uploaded to this field.

PMCID: At this time, data will not be uploaded to this field.

ISSN: At this time, data will not be uploaded to this field.

Coauthors: The event team members who are faculty from Event Team will be uploaded to Coauthors.

URL, Description, Citation – Article

This is an image from My Vita of the data entry screen from My Vita> Activities> Scholarly Contributions and Creative Activities.

The screenshot shows a data entry form with three main sections:

- URL:** A checkbox labeled "Include URL in output citation (display dependent on citation format)" is unchecked. Below it is a text input field containing the URL "http://www.example.com/2018/01/felts/".
- Description:** A checkbox labeled "Include description in output citation." is unchecked. Below it is a text area containing the following text:
Event description: This is the monthly newsletter for the Jefferson County Master Gardener Chapter from July 2017 through December 2017.
Session event County(s): Jefferson County, Session Dates: 7/1/2017 - 12/31/2017.
Reported data: Demographic method- Total participants, Contact method - News letters;
Participant data:

County	Adults	Youths
Franklin	7	0
Jefferson	160	0
St. Francois	2	0
St. Louis Co.	8	0
- Citation Preview:** A dropdown menu with "Select" and a "Refresh Citation" button. Below the dropdown is a red-bordered text input field.

URL: At this time, we will not be uploading data to this field.

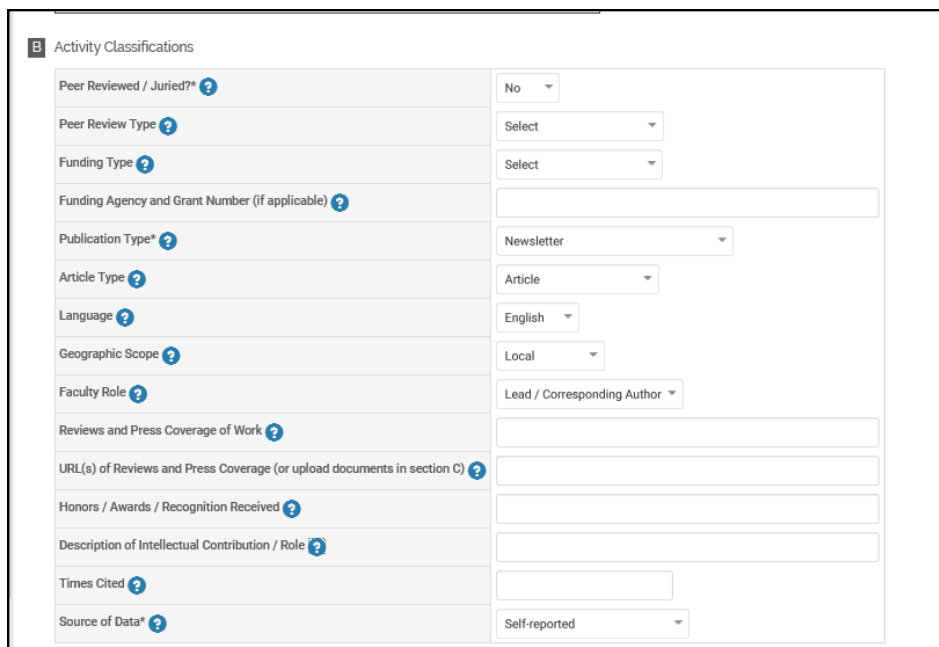
Include description in output citation: This field will be set to true

Description: Description: The event description from Event Details will be uploaded to Description. If event description is blank then the events linked program, program short description will be uploaded. If the linked program, program short description is blank then the events linked program, program description will be upload. Following Description, the event session dates and session event county(s) from Event Sessions will be uploaded. Following the event session data the counties reached and total participants reached from Reporting will be uploaded to the description field.

Citation Preview: At this time, we will not be uploading data to this section.

B Activity Classifications – Article

This is an image from My Vita of the data entry screen from My Vita> Activities> Scholarly Contributions and Creative Activities.



Peer Reviewed / Juried?*	No
Peer Review Type	Select
Funding Type	Select
Funding Agency and Grant Number (if applicable)	
Publication Type*	Newsletter
Article Type	Article
Language	English
Geographic Scope	Local
Faculty Role	Lead / Corresponding Author
Reviews and Press Coverage of Work	
URL(s) of Reviews and Press Coverage (or upload documents in section C)	
Honors / Awards / Recognition Received	
Description of Intellectual Contribution / Role	
Times Cited	
Source of Data*	Self-reported

Peer Reviewed / Juried: The Peer Reviewed/Juried field will be set to no.

Peer Review Type: At this time, we will not be uploading data to this field.

Funding Type: At this time, we will not be uploading data to this field.

Funding Agency and Grant Number (If Applicable): At this time, we will not be uploading data to this field.

Publication Type: Publication Type will be determined by the reported session contact method. If an event has multiple contact methods, the event will have multiple entries.

- Mailings - Other
- Marketing via multiple media outlets - Other
- Newsletters - Newsletter
- Newspaper ad – Newspaper / News
- Newspaper article – Newspaper / News
- Public service announcement Other
- Web article or newsletter – Journal – Web / Blog
- Web FAQ – Journal – Web / Blog

Article Type: Article Type will be set to Article.

Language: Language will be set to English.

Geographic Scope: The Geographic Scope will be determined by the participant location. If the participants for all of the sessions were from one county or area then the Geographic Scope will be set to local. If the participants for all of the sessions were from more than one county or area then the Geographic Scope will be set to State. If there are participants reported in any of the sessions from a neighboring state the Geographic Scope will be set to Region.

Faculty Role: Faculty role will be set to Lead / Corresponding Author.

Reviews and Press Coverage of Work: The reported Media Outlets Used, for all of the reported sessions with a matching contact type from Reporting will be uploaded.

Honors / Awards / Recognition Received: At this time, we will not be uploading data to this field.

Description of Intellectual Contribution / Role: At this time, we will not be uploading data to this field.

Times Cited: The total number of sessions reported will be uploaded as the number of Times Cited.

Source of Data: The Source of Data will be myExtension or something similar.

Other Teaching Activities

Crosswalk criteria from myExtension> MY DATA> My Events> My Event Information – Events and Reporting to My Vita> Activities> Other Teaching Activities.

Event programs to be cross-walked: All named programs in all program areas.

Event session dates to be cross-walked: 01/01/2017 – 12/31/2017

Event session reporting status: Reported

Event session reported demographic method: All

Event session reported contact methods for Other Teaching Activities:

- Email
- Coordinator, supervisor duties, or staff training
- Phone calls
- Program communications
- Program observation
- Program or curriculum development, grant writing, research

Event session reported participants: All participants for reported sessions where the reported contact method meets the criteria for Other Teaching Activities.

How the information will be cross-walked

Events with multiple contact methods will have multiple entries.

Teaching Activity Type: The teaching activity type will be determined by the contact method.

- Email – Other
- Coordinator, supervisor duties, or staff training – Mentoring of Faculty Teaching
- Phone calls – Other
- Program communications - Other
- Program observation – Mentoring of Faculty Teaching
- Program or curriculum development, grant writing, research – Curriculum Development or Other

A Input Form

This is an image from My Vita of the data entry screen from My Vita> Activities> Other Teaching Activities.

Input Form

Examples include curriculum development, mentoring and assisting new faculty in developing expertise in the classroom, et

Start Semester*	Fall	2017
End Semester*	Fall	2017
Teaching Activity Type*	Mentoring of Faculty Teaching	
Activity Title*	Independence Elementary After School Observation	
Description of Activity and Potential Significance	<p>B I U Font Size </p> <p>Event Description: Observe the Independence Elementary After School program. Provide feedback on where the teachers can make changes and better interact with students.</p> <p>Session Dates: 10/25/2017</p> <p>Short Term Learning Outcomes: Observed 7 teachers working with 28 students. Provided feedback to teachers on how they could better interact with the students. When the teachers interact with the students the students will be more engaged.</p> <p>Path: p</p>	
Location	Jackson county	
Number of Participants	0	
Total Hours to Date	3	

Start Semester: The Start Semester will be determined by the earliest session begin date reported with a matching contact method of the event.

End Semester: The End Semester will be determined by the latest session end date reported with a matching contact method that occurs on or before 12/31/2017. If there are, any sessions that occur after 12/31/2017 those sessions will be cross-walked in the next MY Vita crosswalk.

Teaching Activity Type*: The reported contact method will determine the Teaching Activity Type* uploaded.

Email – Other

Coordinator, supervisor duties, or staff training – Mentoring of Faculty Teaching

Phone calls – Other

Program communications - Other

Program observation – Mentoring of Faculty Teaching

Program or curriculum development, grant writing, research – Curriculum Development or Other

Description of Activity and Potential Significance: The Event description from Event Details will be uploaded to Description of Activity and Potential Significance. If event description is blank then the events linked program, program short description will be uploaded. If the linked program, program short description is blank then the events linked program, program description will be upload. From Event Sessions the Session Dates will be uploaded when the event has multiple sessions being uploaded. Following the Event Description and Session Dates the Media Contact Notes and or Short Term Learning Outcomes from Reporting will be uploaded.

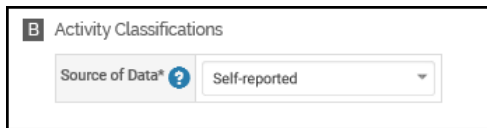
Location: The distinct Event Counties from Event Sessions for all of the reported event sessions will be uploaded.

Number of Participants: The combined total of reported adults and youth for all reported event sessions will be uploaded.

Total Hours to Date: The reported sessions from Event Sessions, Session begin time and end time will be totaled together to calculate the Total Hours to Date. If the event sessions do not have a session begin time and end time entered then the event linked program contact hours will be uploaded to Total instruction hours.

B Activity Classifications

This is an image from My Vita of the data entry screen from My Vita> Activities> Other Teaching Activities.



The image shows a screenshot of a web form titled "Activity Classifications". Below the title is a dropdown menu labeled "Source of Data*" with a question mark icon. The dropdown is currently set to "Self-reported".

Source of Data: Source of Data: The Source of Data will be myExtension or something similar.

Professional Development and Continuing Education (as a participant)

Crosswalk criteria from myExtension> ADMIN> ISEs> to My Vita> Activities> Service to Your Profession> Professional Development and Continuing Education (as a participant)

ISEs: All ISEs in all ISE program areas.

ISE class dates to be cross-walked: 01/01/2017 – 12/31/2017

ISE attendance status: Attended

How the information will be cross-walked

ISEs with multiple sections will have multiple entries if faculty attended multiple sections.

A General Information

This is an image from My Vita of the data entry screen from My Vita> Activities> Service to Your Profession> Professional Development and Continuing Education (as a participant)

A General Information

If you attended several lectures or courses at a single event, consider using the "clone" feature to duplicate entries the first record, click "Save and Go Back" at the bottom of this screen. From the summary view, choose the "Clone" icon

Start Semester*	Spring	2017
End Semester*	Spring	2017
Title of Course*	Legislative Day 2017 - The Times They are a Changin	
Description	<p>Vice Chancellor of Extension and Engagement Marshall Stewart will be speaking on how to advance an organizations interest in the political climate today.</p> <p>Path: p</p>	
Conference or Event Name	Extension ISE	
Location	Cole	
Contact Hours	1.50	
CE Hours or Credits Earned		
Certificate Granted	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Start Semester: The Start Semester will be determined by the begin date of earliest date of the classes in the section being uploaded.

End Semester: The End Semester will be determined by the end date of the latest class of the section being uploaded. If there are, any sections that occur after 12/31/2017 those sections will be cross-walked in the next MY Vita crosswalk.

Title of Course*: Course title from ISE Details will be uploaded to Title of Course*.

Description: ISE Course description from ISE Details will be uploaded to Description.

Conference or Event Name: The Conference or Event Name will always be set to Extension ISE.

Location: The distinct Event Counties for the ISE Classes from ISE Classes will be uploaded to Location.

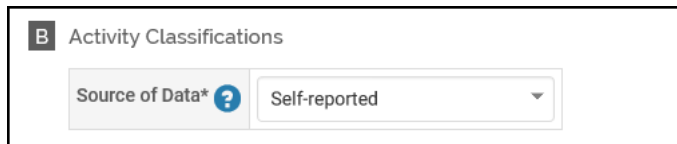
Contact Hours: The total combined participant hours for the ISE Classes for the uploaded section from ISE Classes will be uploaded to Contact Hours.

CE Hours or Credits Earned: at this time, we will not be uploading any data to this field.

Certificate Granted: At this time, this field will be set to no.

B Activity Classifications

This is an image from My Vita of the data entry screen from My Vita> Activities> Service to Your Profession> Professional Development and Continuing Education (as a participant)



The image shows a screenshot of a web form titled "B Activity Classifications". Below the title is a field labeled "Source of Data*" with a blue question mark icon. A dropdown menu is open for this field, showing the text "Self-reported" and a downward-pointing arrow.

Source of Data: Source of Data: The Source of Data will be myExtension or something similar.