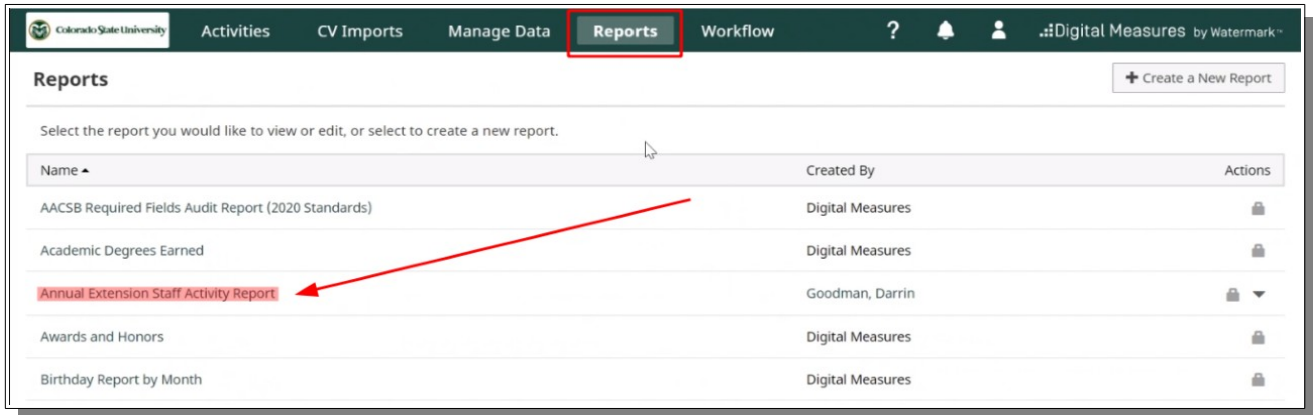
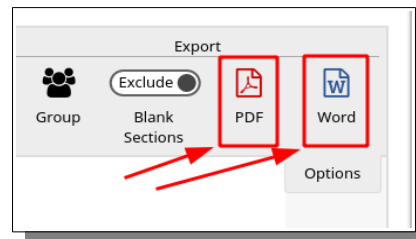
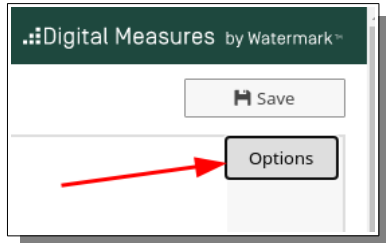


Annual Extension Staff Activity Report

To run a report that can be used in conjunction with your performance evaluation, [log into Digital Measures](#) and click on the Reports button in the upper green bar in Digital Measures. Then click the link for the report titled "**Annual Extension Staff Activity Report**".

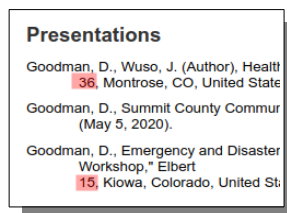


The report is already set up to pull data of the 2020 reporting year so you shouldn't need to modify the dates. Click on the Options button and select PDF to export and save a PDF version of the report to your hard drive. If you wish to have an editable version, feel free to download the Word Doc version.



Contact Numbers:

Within the report, contact numbers for Presentations and Extension Consultations are embedded within line item content, as seen below.



Presentations: the number indicates the Total Number of Contacts.

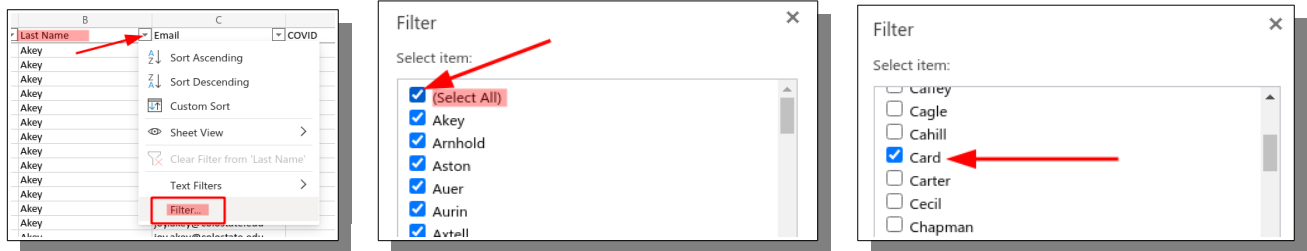
Extension Consultations

Goodman, D., "February Site Visits", Community Development, Individual, Family and Community Well-Being, 2, 11, 6, 8. (February 15, 2021).

Goodman, D., "January Site Visits", Community Development, Community Development, Grow & Give, 10, 14, 8, 16. (January 15, 2021).

Extension Consultations: Number of Youth, Adults, Males, Females, Other.

Contact numbers can also be pulled from the [end-of-year spreadsheet reports](#) that have been posted on the Extension website (all reports can be downloaded as [one zipped file](#) if you like). For instance, if you wish to look at your contact numbers associated with Presentations that you have delivered, open the "[PRESENTATIONS YearEnd 2020](#)" spreadsheet file and select the workbook tab located at the bottom of the file called "Presentations-Raw Data". To isolate yourself from the rest of the staff list, locate the Last Name column, click the down-arrow and select Filter. Next un-check the Select All box and select the box for your last name.



Look for the column called "LOCATION_1_NUM_CONTACT" - these will be your contact numbers for the various presentations you delivered. If you reported more than one location for a specific activity (for instance you delivered the same presentation in multiple locations), look at LOCATION_2_NUM_CONTACT, and LOCATION_3_NUM_CONTACT, and so forth.

DZ	EA	EB	EC	ED	LOCATION
LOCATION_1_COUNTRY_AREA	LOCATION_1_NUM_COMPLETED	LOCATION_1_NUM_CONTACT	LOCATION_2_COUNTRY_AREA	LOCATION_2_NUM_COM	LOCATION
Statewide	3	32			
Statewide	6	86			
Statewide	1	29			
Statewide	1	57			
Statewide	1	57			
Statewide	1	73			
Statewide					
Statewide					
Statewide					
Statewide	1	18			
Statewide	1	89			

If you have any troubles running the report in Digital Measures, or have difficulties with the spreadsheets, please contact [Darrin Goodman](#).