



Elements Reporting Tips

Sessions and Contacts

1

Sessions

Total # of sessions that educators delivered



Sessions Minutes

Total # of Minutes of instruction for all sessions delivered

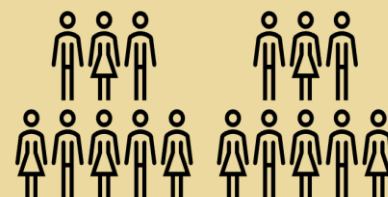


2

3

Contacts(Direct)

Count youth and adults **EACH TIME** across all sessions



Unique Learners

Count youth and adults **ONLY ONCE** across all sessions



4

Method of Delivery and Contacts

- If «in person» or «via technology – live», your contacts will only be DIRECT.
- If «take-home kit/program», via technology – online course/brightspace», or «via technology – recorded/posted», your contacts will only be INDIRECT
- If combined(e.g. «in person» and «via technology – recorded/posted»), your contacts will be BOTH DIRECT and INDIRECT

- In person
- Via technology - live

Direct Contacts Reported



- Take-home kit/program
- Via technology – online course/brightspace
- Via technology – recorded/posted

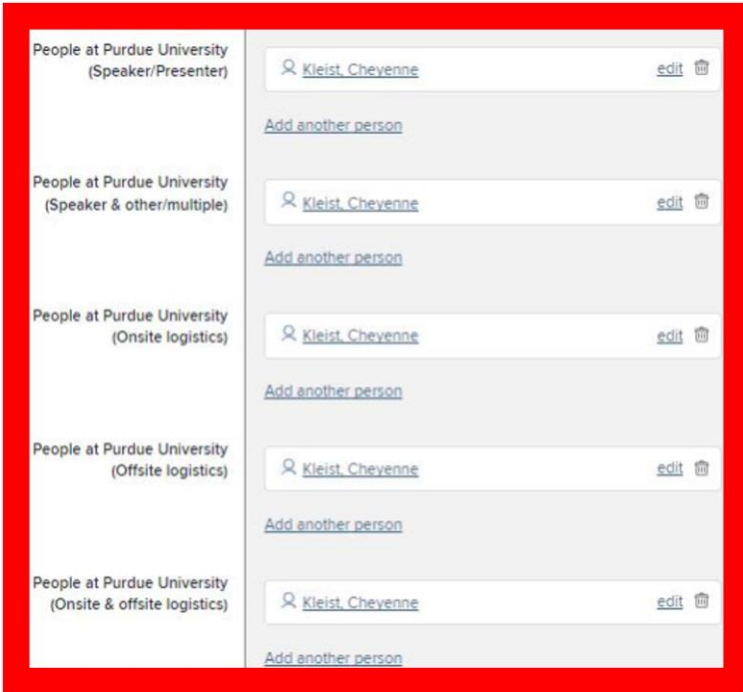
Indirect Contacts Reported



Indirect Contacts AND
Direct reported

Team Members (People at Purdue)

When entering data, notice that your name appears in each of the role categories. Click the trash icon to delete the ones that do not apply. Individuals names appear just **ONCE** in the list of roles.



People at Purdue University (Speaker/Presenter) Kleist, Chevenne edit trash

Add another person

People at Purdue University (Speaker & other/multiple) Kleist, Chevenne edit trash

Add another person

People at Purdue University (Onsite logistics) Kleist, Chevenne edit trash

Add another person

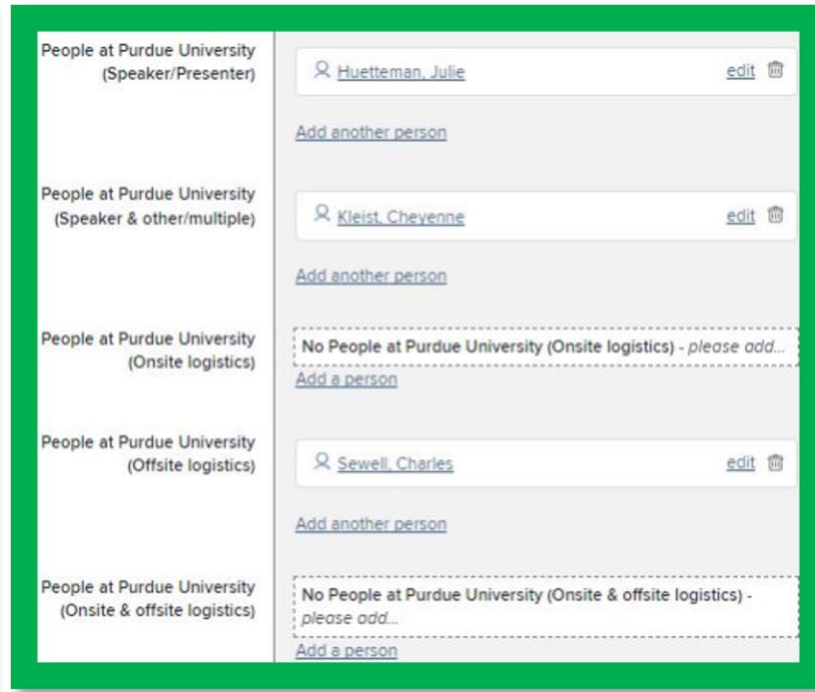
People at Purdue University (Offsite logistics) Kleist, Chevenne edit trash

Add another person

People at Purdue University (Onsite & offsite logistics) Kleist, Chevenne edit trash

Add another person

Incorrect team format



People at Purdue University (Speaker/Presenter) Huetteman, Julie edit trash

Add another person

People at Purdue University (Speaker & other/multiple) Kleist, Chevenne edit trash

Add another person

People at Purdue University (Onsite logistics) No People at Purdue University (Onsite logistics) - please add... Add a person

People at Purdue University (Offsite logistics) Sewell, Charles edit trash

Add another person

People at Purdue University (Onsite & offsite logistics) No People at Purdue University (Onsite & offsite logistics) - please add... Add a person

Correct team format

New to Elements

- Tables/Booths event or scheduled consulting report as a learning events
- Common outcome metrics across all program areas
 - Extension and Workforce Outcomes
 - Keywords are used to identify the topics taught



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Visit the COA Elements website for helpful resources