2nd Quarter Reporting Request

Dear County and Campus colleagues:

Thank you! We really appreciate the Outcome Statements that many of you have already entered into Recording Results. This year we asked for Abstract Sentences to go with your Outcome Statements. They will be used to communicate our work to local and federal stakeholders and to better understand program priorities. We have read every Outcome Statement from quarter 1, and we've seen some great work. Take a look for yourself! You can browse and learn about your colleagues' good work here in Recording Results. While you're there, check out your own Outcome Statements and Abstract Sentences here. You can also make modifications there. The new database holds all data from 2018. To access, browse and review 2014-2017 data, access the old recording results system here , using your regular @ces.uwex.edu account and password.

Please remember that the next deadline for Recording Results is coming up this month.
As was communicated in the past 12 months, we are establishing a quarterly reporting format. This change is, in part, a reflection of needs identified during our 2017 Civil Rights review. Collecting data in shorter intervals has other advantages for us as well. For example, we can be more responsive in adjusting data collection to new needs and/or circumstances, we can analyze data in a continuous manner, and we can better report our results based on the many different types of "years" we work with (e.g., fiscal, calendar, academic).
For the quarterly reporting period ending June 30, the minimum requirement for those involved in educational programming is that you submit your quarterly participation records, as well as your Access Records, at least one Outcome Statement per 6-month period (Jan-June), and any Organizations/Partnerships and Scholarly products that you haven't entered in Quarter 1. Remember that if you missed a quarterly reporting deadline you can add reports at any time.   Extensive help materials and more details on policy are available on the Recording Results website (https://wices.knack.com/recording).

Again, these are minimal requirements and, for example, you can submit additional outcome statements. All colleagues not directly involved in educational programming are strongly encouraged to record outcome statements related to their work, as well as their scholarly products and partnering organizations.

General Tips for Abstract Sentences

Remember that your Abstract Sentence will be public down the road. Could your Abstract Sentence stand alone as a newspaper headline? Is it ready for primetime if you run into your county board member at the gas station? Many Abstract Sentences followed the template for format and content (access guide here), but many were also missing important parts that are essential to making Abstract Sentences valuable for communicating and planning.

- Please follow the template form for Abstract Sentences – this way you can be sure that all necessary elements are in your Abstract Sentence.
- Have someone else read your sentence to get their feedback. Someone else should be able to read this and be able to identify the "what" and "why" of your program.
- Avoid using the name of a branded program or event in your Abstract Sentence (e.g. Strong Women; Dealing with Farmers in Distress). Use general terms like "workshop," "strategic planning session," or "conference."
- County names, school names, and location names should be omitted in the Abstract Sentences; those details are for your Outcome Statement.
- More tips, examples, and information can be found here.

New Google Website and Password

Since 2018, Recording Results is on this website: https://wices.knack.com/recording#home/. You will need your Extension Google login ("Google MCN credentials") to use the new Recording Results. Even though they look identical, your CES email and your CES Google account are not one and the same. If you have never been issued Google MCN credentials, you may request them here. For assistance, contact the Cooperative Extension Help Desk 800-760-7610 or 265-3895.

Support

- Please consult the help sections in recording results for more information: https://wices.knack.com/recording#home/
- For technical assistance concerning Recording Results, please contact: helpdesk@ces.uwex.edu
- For questions and input (not technical/password assistance) about Recording Results, please contact:recordingresults@ces.uwex.edu. Please visit the Recording Results help sites first; they contain answers to the most common questions.

Thank you for all of your efforts to share information about your impactful work!

JulieAnn and Patrick