

Purdue Fast Start Program

April 1, 2020

Extension Educators,

A new custom screen has been built in DM to track engagements for the Purdue Fast Start Program.

Counties may determine how to best document and post in DM. Individual Educators may report engagements. Some Counties may coordinate and have one or two people enter data. Some Counties may have multiple people reporting. Just be certain each County is reporting engagement activities.

Thanks to ELT and our DM Liaisons for their work in testing the new screen.

The Purdue Fast Start Program screen is unique and has a different approach to data entry compared to our other DM screens. Most importantly, we are “counting” IMMEDIATE CONTACTS (not the Direct and Indirect contacts we report on our other Extension screens). Please, read carefully before entering data.

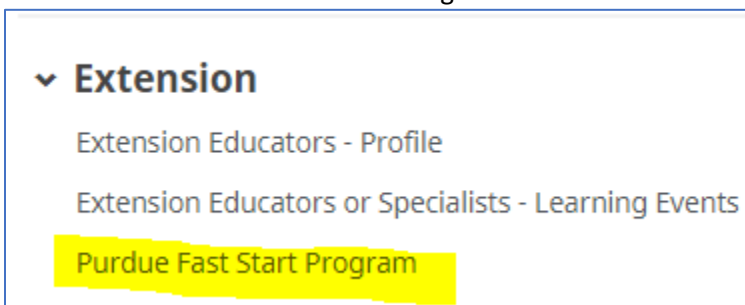
Instructions are listed below and posted online. If you have questions or need help with the Purdue Fast Start Program screen in DM, please email DMhelp@lists.purdue.edu.

Thank you for your work,

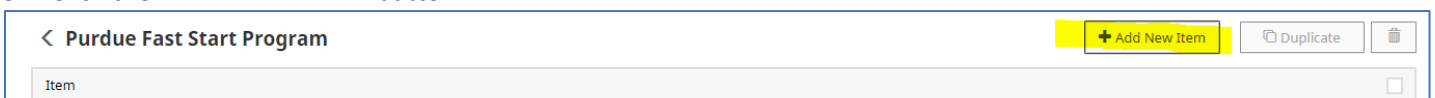
Julie Huetteman, Strategic Initiatives Coordinator


INSTRUCTIONS

1. Log in to Digital Measures using BoilerKey - <https://ag.purdue.edu/arge/digitalmeasures/>
 - REMINDER: DM no longer supports Internet Explorer. The preferred browsers for DM are Chrome, Edge, Firefox, or Safari. You will experience issues if you use Internet Explorer.
2. Select the “Purdue Fast Start Program” screen located in the Extension section.



3. Click the “ADD NEW ITEM” button.



4. Read the instructions and help tips  carefully as the data entry is different from other DM screens.

Edit Purdue Fast Start Program

Documentation of engagement activities by Purdue Extension.
INSTRUCTIONS: Enter ONE engagement activity on this screen, then click SAVE.


Date of Activity

Month* Day* Year*


▼

Organization Type*

▼

Organization Name* 


Organization Contact Person*

Organization Level* 

▼

Method of Delivery*

▼

Number of Immediate Contacts* 

Click the SAVE button at the top to complete.

5. Enter the date the engagement activity occurred.

Month* Day* Year*

▼

6. Select the Organization Type from the drop-down list. If not listed, select "Other".

Organization Type *

4-H

Chamber of Commerce

County Council Members/Commissioners

Local Community Foundation

Newspaper, magazine, social media

Public Service Organizations (Rotary, Kiwanis, etc.)

School Corporations - HS, FFA, etc.

School - Homeschool

Youth Support Organizations (YMCA, Boys & Girls Clubs, etc.)

Other

6.a. If you select "Other," an "Explanation of Other" box will open for you to enter the organization type.

Explanation of "Other"

7. Enter the name of the Organization.

Organization Name * ?



Help Tip

Examples of organization names may be Lafayette Chamber of Commerce, Lafayette YMCA, Tippecanoe County Boys and Girls Club, Lafayette Journal and Courier, Twitter, Tippecanoe Homeschool Association, Lafayette School Corporation, Harrison High School FFA, West Lafayette Rotary, etc.

8. Enter the name of the contact for the Organization.

Organization Contact Person *

9. Select the level of the Organization from the drop-down list.

Organization Level * ?

| ▼

Local

Regional

Statewide

? Help Tip

Local would be for an organization for your community and county.
Regional would be for an organization for more than one county.
Statewide would be for an organization for most counties in Indiana.

10. Select the Method of Delivery from the drop-down list.

Method of Delivery *

| ▼

Email

In Person

Mail

News Release

Social Media

Telephone

Virtual meeting/Videoconference/Webinar

Other

10.a. If you select "Other," an "Explanation of Other" box will open for you to enter the Method of Delivery.

Explanation of "Other"

|

11. Enter the number of IMMEDIATE CONTACTS.

Number of Immediate Contacts * ?

? Help Tip

Do NOT estimate how many people MIGHT be included or reached. JUST COUNT THE IMMEDIATE CONTACT PERSON(S).

- **Email** = # email addresses sent (1 email address = 1 person)
- **In person** = # of people you were talking to
- **Mail** = person addressed in the letter (probably 1)
- **News Release** = count the person(s) you contacted to submit the news release (probably 1)
- **Social Media** = Count the POST in social media as 1 contact. Do NOT estimate or track likes, hits, etc.
- **Telephone** = # of people you were talking to on the phone (probably 1)
- **Virtual meeting/Videoconferencing/Webinar** = number of people who joined the virtual meeting

12. Click the "Save" button at the top to complete the engagement activity.

Click the SAVE button at the top to complete.

Cancel Save Save + Add Another

13. Now you will see this engagement activity added to your list of Items.

< **Purdue Fast Start Program**

Item

2020, Youth Support Organizations (YMCA, Boys & Girls Clubs, etc.), Lafayette YMCA, Local

Other Helpful Information

EDIT or CORRECT or UPDATE – If you need to change an item on the list, simply click on the item to open it. Then edit the appropriate information. Click **SAVE** to save this updated item.

< Purdue Fast Start Program		+ Add New Item	Duplicate	
Item			<input type="checkbox"/>	
2020, Youth Support Organizations (YMCA, Boys & Girls Clubs, etc.), Lafayette YMCA, Local			<input type="checkbox"/>	
2020, Chamber of Commerce, Lafayette Chamber of Commerce, Local			<input type="checkbox"/>	

DUPLICATE or DELETE -- If you need to duplicate or delete an entry from your Purdue Fast Start Program Item listing, select the box on the far right. This will activate the DUPLICATE button and the TRASH button.

- Click the DUPLICATE button to open a copy of the item, edit it as appropriate, then click **SAVE**.
- Click the TRASH button to delete the item.

< Purdue Fast Start Program		+ Add New Item	Duplicate	
Item			<input type="checkbox"/>	
2020, Youth Support Organizations (YMCA, Boys & Girls Clubs, etc.), Lafayette YMCA, Local			<input type="checkbox"/>	
2020, Chamber of Commerce, Lafayette Chamber of Commerce, Local			<input checked="" type="checkbox"/>	

Need help? Email DMhelp@lists.purdue.edu