

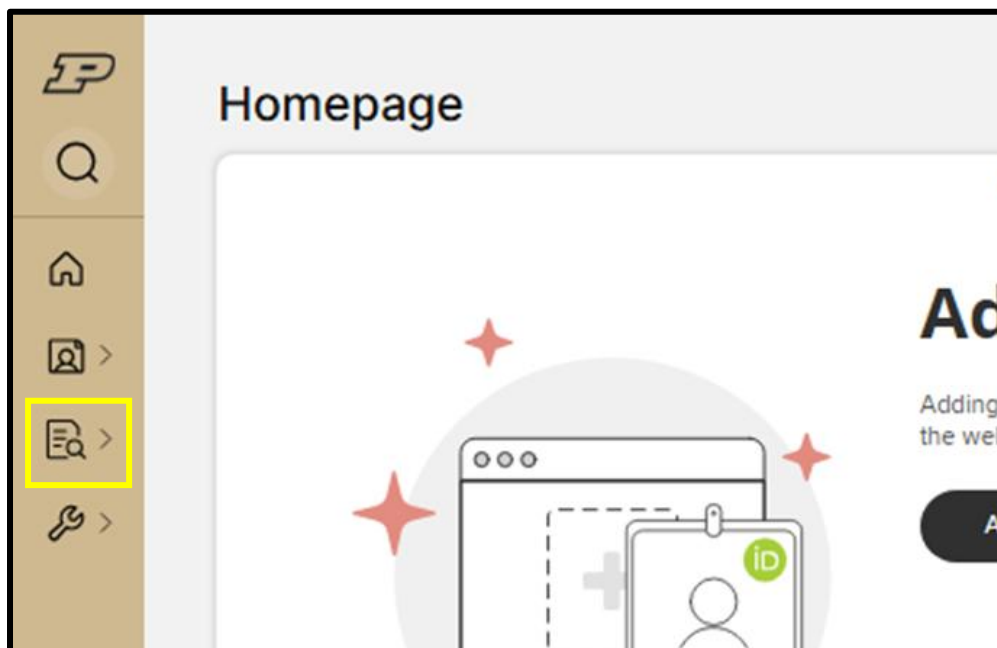
# Elements – Running Extension Reports

CSMs: Brad Joyce and Cheyenne Kleist

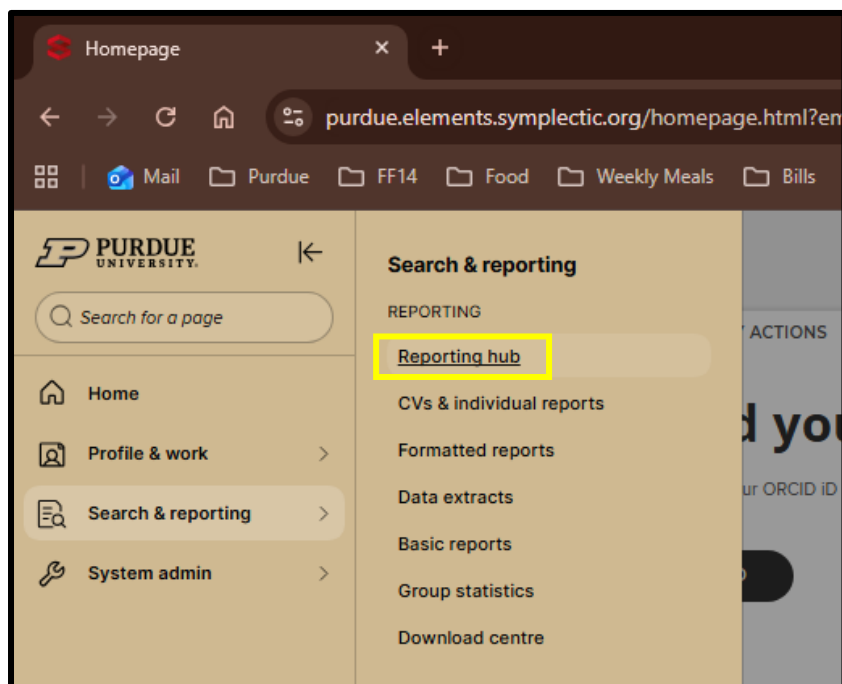
These instructions are identical for 2 reports:

- Extension Impact Statements
- Extension Summary Report

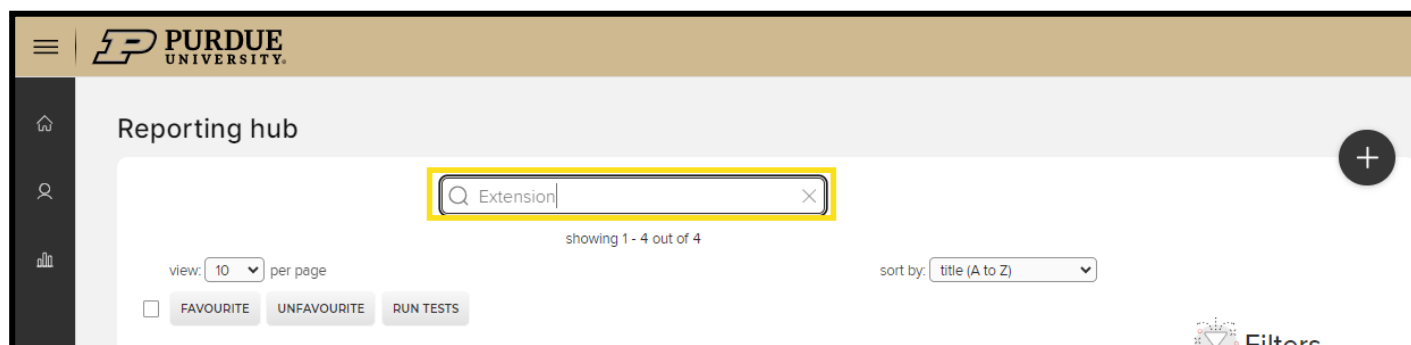
1. Go to the Elements site: <https://purdue.elements.symplectic.org/>
2. Login
3. Locate the vertical menu on the left side of the screen
4. Click the third icon labeled Search & Reporting



5. From the dropdown menu, select Reporting hub



6. Type "Extension" in the search



7. Locate the report, and click Run

### Reporting hub

showing 1 - 2 out of 2

view: 10 per page

sort by: title (A to Z)

☐ FAVOURITE
 ☐ UNFAVOURITE

☐ **Extension Impact Statements**

**FORMATTED GROUPS/USERS REPORT**  
This report is for Extension personnel. It pulls impact statements for a specified date range.  
CUSTOM • CREATED: 02 AUG 2024

☐ **Extension Summary Report**

**FORMATTED USER REPORT**  
This report is a compilation of data entered for Learning Events and Impact Statements for a selected date range. It shows totals for entries (e.g., learner sessions, method of delivery, learner minutes, contacts and demographics), lists learning events and impac...  
CUSTOM • CREATED: 26 SEP 2024

Setting up the report logic to run report

8. Select user: Name already listed

### Run report

## Extension Summary Report

Select user

Educator Name
College of Agriculture
×

9. Inactive users: IGNORE this

Inactive users

Include inactive users ☐

10. Non-academic users: Click the toggle button to “include”

Non-academic users

Include non-academic users ☒

11. Dates: Set date range

Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date                      End date

01 Sept 2023 ☒       31 Aug 2024 ☒ 

12. Format: Click PDF or DOC

- PDF: to your supervisor or others
- DOC: for own records

Format

 PDF       DOC

13. Click Run

Run report

Extension Summary Report

Select user

 Educator Name  
College of Agriculture

×

Inactive users

Include inactive users ☐

Non-academic users

Include non-academic users ☒

Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date

End date

01 Sept 2023  

31 Aug 2024  

Format

  
PDF

  
DOC

CANCEL

RUN

14. Report will download

For help with Elements, please email [COAelements@purdue.edu](mailto:COAelements@purdue.edu).

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