

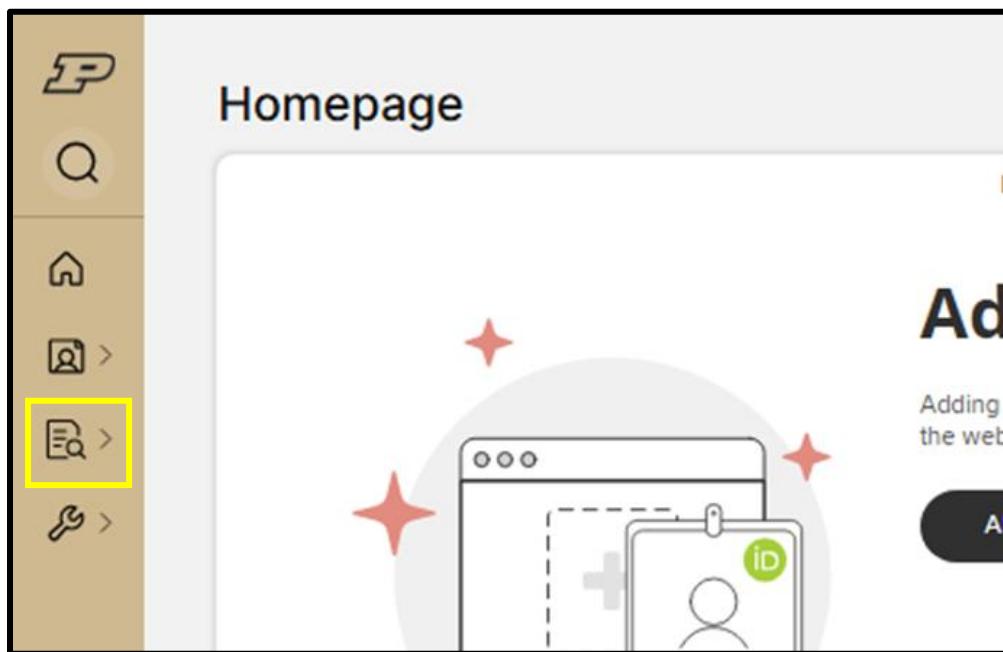
Elements – Running Extension Reports

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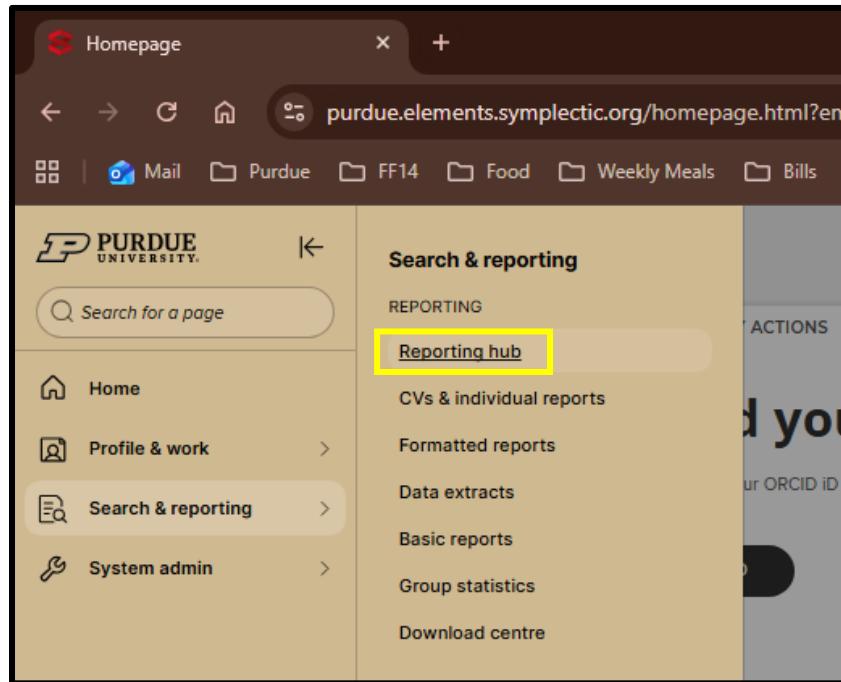
These instructions are identical for 2 reports:

- Extension Impact Statements
- Extension Summary Report

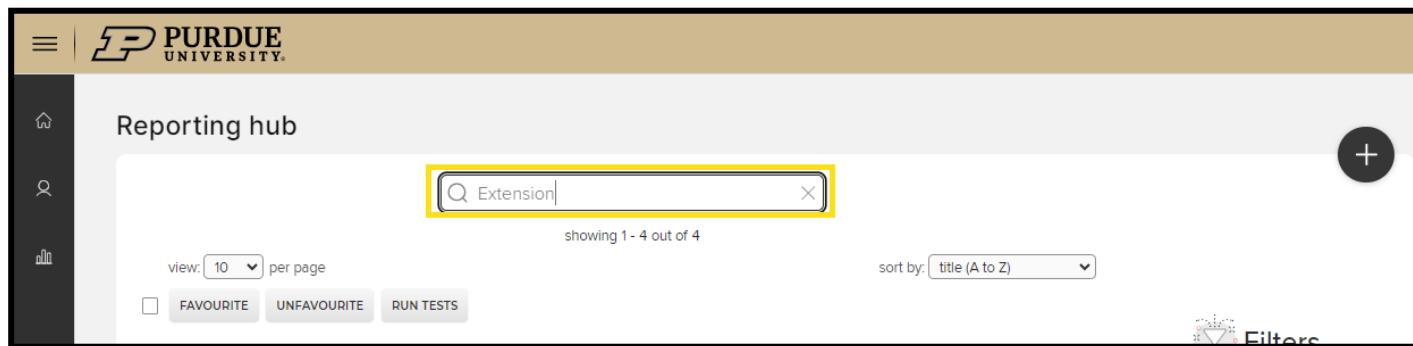
1. Go to the Elements site: <https://purdue.elements.sympatic.org/>
2. Login
3. Locate the vertical menu on the left side of the screen
4. Click the third icon labeled Search & Reporting



5. From the dropdown menu, select Reporting hub



6. Type “Extension” in the search



7. Locate the report, and click Run

Reporting hub

Extension

showing 1 - 2 out of 2

view: 10 per page sort by: title (A to Z)

FAVOURITE UNFAVOURITE RUN TESTS

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

▷ | RUN

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 impact statements, and provides a summary of learner demographics.
 CUSTOM • CREATED: 26 SEP 2024

▷ | RUN

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

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

12. Format: Click PDF or DOC

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

Format

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.