




UPDATE: Elements Reports Relating to Extension
All Extension Faculty
2/17/25

The Elements Faculty Review “Stage 1” PDF document does not work for Extension. If you are a faculty in Extension using the review process in Elements, you will need to run a different report to capture your Extension activities.

Stage 1

<https://www.purdue.edu/academics/faculty-affairs/documents/elements-merit-qrg.pdf>

...on pages 11-12, Downloading the Data Report...

Downloading the Data Report	
<p>Navigate to the menu located on the left-hand side of the screen and scroll to the bottom of the list.</p> <p>Click ‘Download’ and the export window will display.</p>	<div><p>Introduction</p><p>Overview</p><hr/><p>Scholarly & Creative Works, Activities, and Outputs</p><p>Learning & Teaching Activities and Outputs</p><p>Grants, Funding, and Expenditures</p><p>Service & Engagement Activities and Outputs</p><p>Honors, Awards, and Recognitions</p><p>Reflection & Moving Forward</p><p>Extension & Impact</p><p>Nominate Colleague</p><p>Personnel Information</p></div> <div><p>Download Download the exercise report</p></div>
<p>Select ‘PDF’ and click ‘DOWNLOAD’. The system will respond with a ‘rendering’ notification.</p>	<div><p> Full Export A full export of all entered information.</p><p>Please choose a format</p><div><p> PDF</p><p> DOC</p></div><p>1</p><p>2</p><p>DOWNLOAD</p></div>

The “**Extension & Impact**” section of the report is meant to contain all entries that appear on the 2 custom-built Extension screens (Learning Events & Impact Statements). This portion of the report is not working and will show errors.

For pulling your Extension data as needed for your annual reporting...there are options.

1. Run a **“Faculty Activity Review”** report
 - a. This report was created as an effort to capture annual reporting items. The last section is for Extension items only and does work.
 - b. It pulls data from all screens that have the Secondary Scholarship type = Extension
 - c. It also pulls a listing of the Extension learning events and impact statements.
2. Run an **“Extension Summary Report”**
 - a. This is a report that pulls totals and creates lists of titles of Extension Learning Events and Impact Statements.
3. Run an **“Extension Impact Statements”** report
 - a. This pulls all entered Extension Impact Statements

Pick the report(s) that best represent your Extension efforts.

Instructions for [Pulling Extension Reports in Elements](#).

Contact the College Success Managers if you have questions or need assistance: COAelement@purdue.edu