

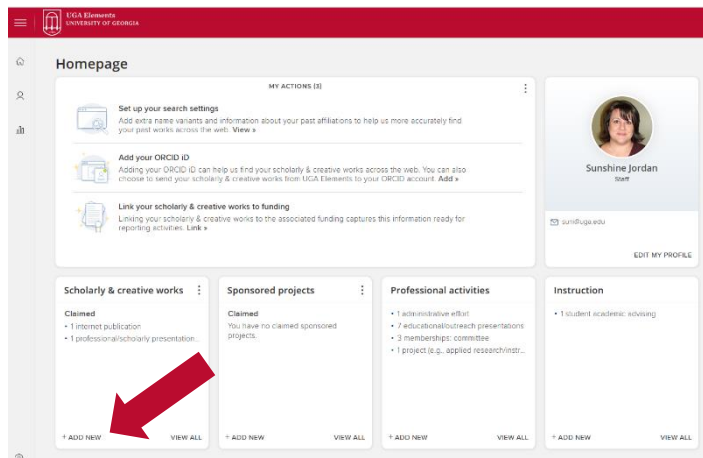
Elements for Extension Specialists

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This is a quick reference guide for Extension Specialists to know how to enter the most common activities into Elements used in accountability reporting. Most help docs are available on the CAES Elements Help Page:

<https://abo.caes.uga.edu/accountability-reporting/elements.html>

On the *Homepage*, you will see boxes for the four Elements categories, click the + ADD NEW button to add an entry in that category.



Common Activities in **Scholarly & creative works**

What you do	Entry Type in Scholarly & creative works	Notes
Popular Press	Popular Press	Sub-types include: Magazine, Newsletter, Newspaper, Regular column in journal or newspaper Trade publication
Abstract	Abstract	Sub-types include: Article, Letter, Review, Corrigendum, Addendum, Rapid Communication, Editorial Comment
Extension Bulletins	Report	Sub-Type: Extension bulletin
Posters	Poster	Scholarly posters you author, edit, or contribute to
Presentation with a scholarly / scientific peers audience	Professional/Scholarly Presentation (unpublished)	Presentations to a scholarly audience or scientific peers, where the proceedings are published.
	Proceedings of Conference (published)	Presentations to a scholarly audience or scientific peers, where the proceedings are published.

Common Activities in **Professional Activities**

What you do	Entry Type in Professional Activities	Notes
Educational presentation with a public audience (producers, home owners, industry personnel)	Educational/Outreach Presentation	Event Types include: 4-H event, Certification, Conference, Convention, Exposition, Extension standard program, Symposium, Trade show, Workshop
Educational presentation with a UGA faculty/staff audience	Educational Event	Event Type: In-service
Technical assistance provided to clientele	Technical Assistance	Can be entered as individual activity or aggregate summary. Enter face-to-face contacts (for site visits, in-office questions, etc), in the Number of Clients field. Expand the Additional Info section to record Phone contacts, Diagnoses, Email contacts, and Number of site visits.

