

## Getting Started

To log into UMERS, go to this web address:

<https://www.digitalmeasures.com/login/umd/faculty>

You will use your university id and password when this screen appears:

**Figure 1: UMERS Log-In Screen**

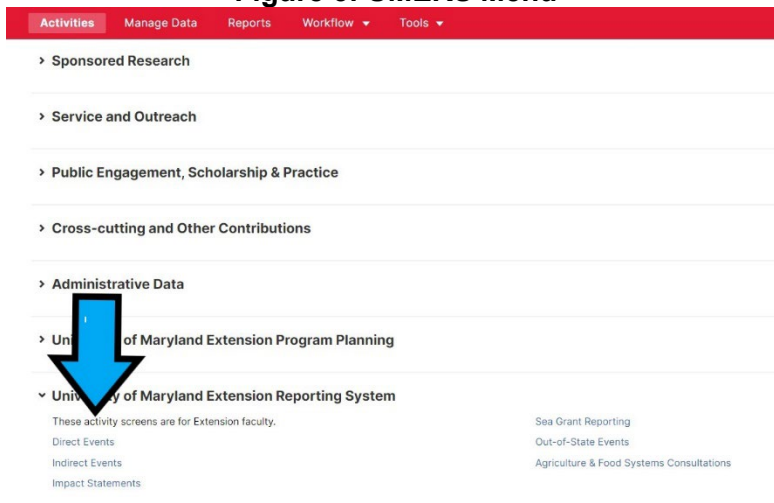
### Central Authentication Service (CAS)

Once you log on, you will see the initial screen in Activity Insight.

**Figure 2: Initial Screen**

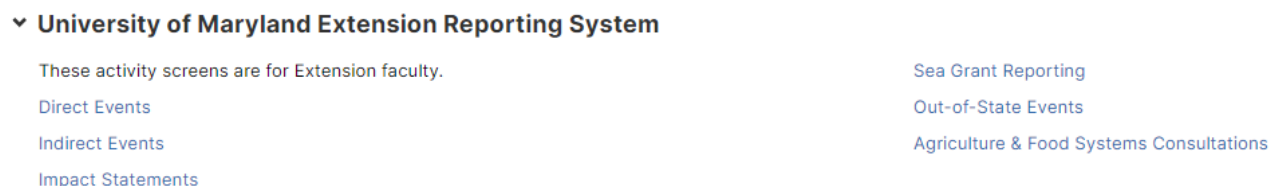
Click Activities tab and continue to scroll down the screen and you will see the University of Maryland Extension Reporting System (UMERS) menu item.

**Figure 3: UMERS Menu**



There are six sub-menus:

**Figure 4: UMERS Menu**

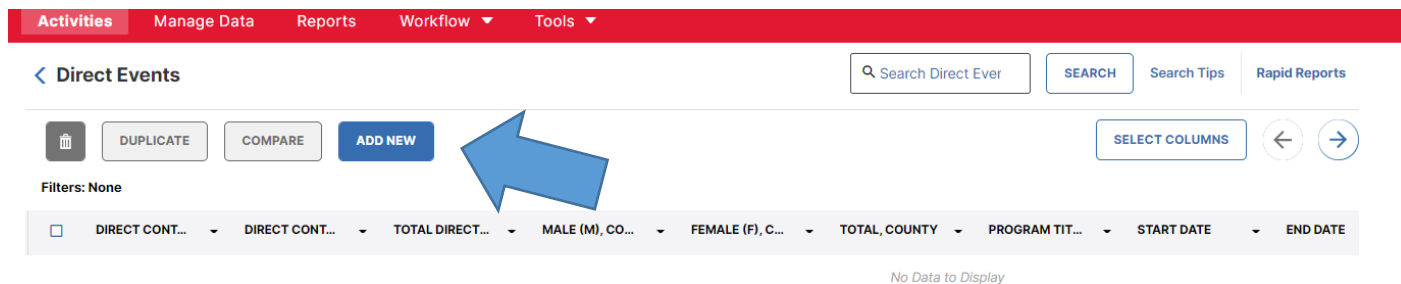


## Entering Data for Direct Events

Direct event data should be entered every month because Program Leaders and other administrators should be generating reports on a monthly basis to review. In addition, the AGNR Office of Human Resources Management must have up-to-date data for internal compliance audit reviews. Finally, this helps you keep track of your activities and progress to date.

At the top of the screen in Direct Events, you will find three options: Duplicate, Compare, or Add New. Choose Add New.

**Figure 5: Top of Screen Options for Direct Events**



**Figure 6: Add New Direct Event**

## Edit Direct Events

CANCEL

SAVE

SAVE + ADD NEW

## Program/Event Audience

University of Maryland Extension (UME) is a direct recipient of federal financial assistance and required to establish a system of collecting and reporting data on participants in Extension programs (to include open houses and field days). The system must have a validity and reliability measure to identify potential and eligible populations and the nondiscriminatory delivery of program benefits to individuals who are considered underserved, underrepresented and socially disadvantaged. The racial, ethnic and gender (sex) data must demonstrate the qualitative and quantifiable extent to which benefits and services are delivered to underrepresented groups in a comparable and equitable manner to determine the sufficiency and integrity of the data systems.



***You must always choose “Save” or “Save + Add New” or your data will be lost.***

**Table 1: Direct Event Field Descriptions**

\* Denotes required field

| Data Fields                  | Field Description & Instructions  |
|------------------------------|---|
| Program Title/Name           | Enter the formal title of your program. Try to use a consistent naming strategy. For example, if you are conducting a “Grow It, Eat It” workshop, decide if you will name it GIEI or Grow It, Eat It on a consistent basis. This will make running reports and data searches easier and more consistent.  |
| Start/End Date *             | Enter the month, day, and year in which your event occurred. The month is a drop-down menu. The date and year cannot be a drop-down. Accuracy here will insure quality reports. <b>Enter the start and end date even if the event occurs on the same day.</b>   |
| AGNR Strategic Initiatives   | Please check at least one and no more than three AGNR Strategic Initiatives that this activity supports.  |
| Major Program Area           | Please choose the major program area that this program supports. You may choose <b>only one</b> priority area. Dropdown menu.   |
| Delivery Methods             | Check the type of direct delivery method used in your program/event. There is an “other” checkbox if your particular method is not listed. Please explain what the “other” method is in the text box directly below Delivery Methods.   |
| Number of Sessions           | If the event was a multi-session event, enter the number of sessions. For example, if the event is made up of six two-hour sessions, with a session conducted once a week for six weeks, you would enter 6 as the number of sessions.   |
| Accommodations               | Use the drop-down list to check all accommodations that have been made. You can check as many as that apply, including “other.” Please explain what the “other” method is in the text box directly below the delivery methods. For more information, please go to <a href="https://agnr.umd.edu/about/information/faculty-staff/administrative-services/ume-compliance">https://agnr.umd.edu/about/information/faculty-staff/administrative-services/ume-compliance</a> |
| Program-related costs        | If an accommodation had a program-related cost, put the dollar amount in this box. Please explain “other” if necessary.   |
| Notification methods         | Check all that apply. Please use “other” if necessary and use the text box to explain.  |
| Integrated Programs          | If the program is integrated, which involves both Research and Extension, choose whether it is Maryland or multi-state.   |
| Program/Research Initiatives | Please check the initiative areas within the applicable program area that this activity supports.   |
| County *                     | Dropdown menu. Choose one. If the program was delivered in more than one county, choose “Add Row” after all numbers have been entered for this county. Direct Contacts, Sex of Participants, Ethnicity of Participants, Race of Participants.   |
| Direct Contacts *            | This field has changed. You may enter numbers for Adults* OR Youth*. If the event included both Youth and Adult, you must “Add Row” after all numbers have been entered for each category. If participants chose not to identify, you may report these numbers in “Unreported” *.   |
| Sex of Participants *        | Enter numbers for Male*, Female*, Total*, and Unreported*. The total must equal the sum of Male + Female + Unreported.  |
| Ethnicity of Participants *  | Enter numbers for Hispanic or Latino (H) *, Non-Hispanic or Latino (nonHis) *, and Unreported*. The total must equal the sum of H + nonHis + Unreported.  |
| Race of Participants *       | Enter numbers of American Indian or Alaska Native (AI/AN) *, Asian (A) *, Black or African American (B) *, Native Hawaiian or Other Pacific Islander (NH/PI) *, White (W) *, Some Other Race (SR) *, Two or More Races (TM) *, Total*, and Unreported*. Total must equal the sum of AI/AN + A + B, NH/PI + W + SR + TM + Unreported.  |
| ADD ROW                      | If additional information needs to be entered, i.e., another county, youth or adults, choose “ADD ROW” and enter additional information.  |
| Program/Event Location       | This field intends to collect data on where the program was designed to draw an audience. Check all that apply.   |
| Train-the-trainer            | Was this a train-the-trainer event? If this was a train-the-trainer program or event, what is the estimated potential number of contacts these trainers will reach this calendar year?  |

|                                     |   |
|-------------------------------------|---|
| County in which the Event Occurred* | Required field. Dropdown box  |
| Program/Event Facility              | A dropdown list of facility types   |
| Primary Instructor                  | At this time, there are 11,635 instructors in the system. Tip: start typing name or Directory ID to narrow choices. This is where you enter the Title of the Talk and the Number of Participants. You may enter up to 2 primary instructors. Click on +Add Row to add 2 <sup>nd</sup> primary instructor. |
| Co-Instructor                       | You may add an unlimited number of Co-Instructors. <b>When entering data for other educators, please be sure to inform them that you are entering the data on their behalf so that efforts are not duplicated.</b>  |
| Non-University Partners             | This is an open text box. Fill in the information, then choose from the Roles at right. You may enter an unlimited number of partners by choosing Add Row at the bottom.  |
| Assurance Attestation               | Type in your name and note that the information being entered is true to the best of your knowledge and that you may be subject to further action if the information is found to be falsified.  |

