

## ***"Program in a Box/Bag" or "Camp on the Go" - Reporting in Digital Measures***

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In 2020, due to the Covid-19 pandemic, Educators were creating new ways to provide programs of instruction to people in the county. These were often called "Program in a Box/Bag" or "Camp on the Go".

We have created a way to enter these programs of instruction as LEARNING EVENTS in Digital Measures.

### **GUIDANCE ON ENTERING DATA IN DM FOR THESE PROGRAMS**

#### ***Eligible Programs***

There are some qualifiers for documenting these programs in DM. The "Program in a Box/Bag" or "Camp on the Go" includes:

1. A complete program of instruction, curricular materials and program evaluation.
2. A timeframe of a start date and end date that the program is available.
3. Participants "pickup" program materials as appropriate from Extension Educators.
4. Extension Educators document number of participants for "indirect contacts".
5. Participants complete program at home and on own schedule (self-directed).

#### ***Reporting in Digital Measures - Learning Events***

Here are the directions for filling out key items on the Learning Events screen to capture the "Programs in a Box/Bag" or "Camp on the Go":

1. TITLE -- include the words "Program in a Box/Bag" or "Camp on the Go" as appropriate
2. METHOD OF DELIVERY -- select "via technology -- recorded/posted"
3. TECHNOLOGY -- select "other delivery system"
4. EXPLANATION OF "OTHER" -- type "self-directed"
5. KEY WORDS -- include "self-directed" along with the content descriptive words
6. LEARNER SESSIONS -- Assuming this has all material as one "package," report 1 session for the program this month. If there is a series of modules delivered/picked up individually, count each as a session and total that number for the month.
7. LEARNER MINUTES -- Estimate total number of minutes of curricular/program instruction
8. INDIRECT CONTACTS -- record total number of people who were intended to participate in program

If you have any questions, please email [DMhelp@lists.purdue.edu](mailto:DMhelp@lists.purdue.edu).

There are two more help sessions available this month, if you need assistance:

ZOOM = <https://us02web.zoom.us/j/5182077644?pwd=M051V1RBZmpRMGRmeU4vUGtSa1Y4QT09>

(All times are ET)

Aug 31, 10-noon

Aug 31, 1:30-3:30

Instructions are on the Hub: <https://extension.purdue.edu/hub/extension-metrics/>