

STEM Outreach Canada Activity Reporting

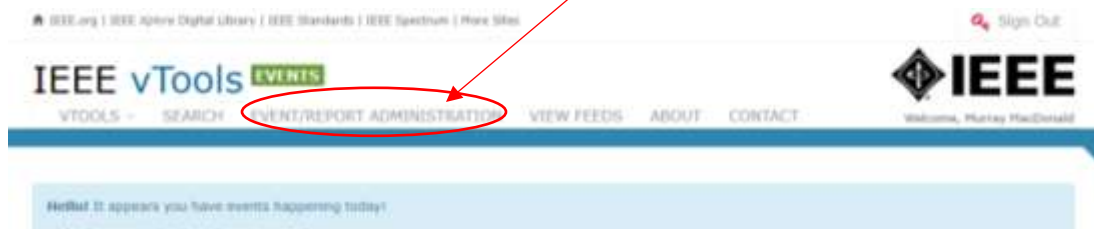
These instructions are intended for reporting IEEE STEM Outreach activities at the region and section level in Region 7 (IEEE Canada).

It is the responsibility of the activity organizer (STEM Outreach volunteer) to create the report in VTools

Step 1 Log in to Vtools Events (<https://events.vtools.ieee.org/>) using your IEEE log in



Step 2 Create an Event for your activity using Event/Report Admin tab



and Schedule a New Event button that will appear in that tab

(or see alternative method using an existing event as template – see further below)



This will bring up a new event which will look like the following example. You will need to fill in certain fields and we have the following requests for content

STEM Outreach Canada Activity Reporting

Step 3 Complete Details Tab as shown below

Step 4 Complete Host information

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Step 5 Complete Location information

HOST

LOCATION

Address Line 1 [?]
Janna Suave FI Elementary, TVDSB

Address Line 2 [?]

City * [?]
London

Country, State/Province * [?]
Canada

Building [?]

Room Number [?]

Map URL [?]

Override Latitude/Longitude [?]

Indicate location (not necessarily the detailed street address)

Indicate city

Indicate country and province

Step 6 Indicate no Registration (unless you wish to use this feature)

DETAILS [?] * Denotes a required field

HOST

LOCATION

REGISTRATION & PAYMENT

Registration [?]

Standard External None

Event Start: 08 Jan 2019 09:30 AM, End: 08 Jan 2019 11:30 AM

Indicate no Registration (unless you wish to use this feature)

Step 7 Input attendance. This can be done later if you are creating this event in advance, possibly for registration

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

IEEE Attended [?]
1

Guests Attended [?]
11

Save as Draft Cancel Edit Cancel Event Cancel Event Save & Publish Next


Input attendance. This can be done later if you are creating this event in advance, possibly for registration

Step 8 Save the Event/Report

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This will take you to a survey that you need to complete, which looks something like:

IEEE vTools **EVENTS**

VTTOOLS - SEARCH MY EVENTS EVENT/REPORT ADMINISTRATION API ABOUT CONTACT  Welcome, Murray MacDonald

Audience and Attendance

Target Audience (check all that apply) *

Students: Ages 5-10 Students: Ages 11-13 Students: Ages 14-18 Educators: Ages 5-10 Educators: Ages 11-13

Educators: Ages 14-18 Parents

How many STUDENTS attended your event? *

How many TEACHERS attended your event? *

How many PARENTS attended your event? *

STUDENT Program

If your program targets students, please complete the STUDENT learning opportunities and STUDENT outcomes questions.

List the STUDENT learning opportunities intended by this program/activity/event. Check all that apply: *

- Participants hear from and engage with practicing engineers
- Participants see engineering role models
- Participants engage in hands-on challenges/activities using an engineering mindset (e.g., plan, create, improve)
- Participants experience real-life examples of engineering success
- Participants understand relationships between engineering and other concepts and skills they are learning
- Participants learn an engineering related skill (e.g. coding or CAD) and how it is related to a career in engineering
- N/A
- Other

Program Expected STUDENT Outcomes. On a scale of 0-4 how much emphasis does your program place on the following outcomes? (0 being no emphasis and 4 being the most emphasis)

Participants know foundational skills for engineering (e.g. coding or CAD) *

0 1 2 3 4

No Emphasis Most Emphasis

Youth understand what it takes to become an engineer *

0 1 2 3 4

No Emphasis Most Emphasis

Participants know how to use engineering in their future career *

0 1 2 3 4

No Emphasis Most Emphasis

Participants understand what engineering is *

0 1 2 3 4

No Emphasis Most Emphasis

Believe that they can be an engineer if they want to *

0 1 2 3 4

No Emphasis Most Emphasis

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You may need to make some corrections (as I often do!)

You should then see your event looking like this

IEEE vTools **EVENTS**

VTOLS - SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT Welcome, Murray MacDonald

Administration Home

PEO Presentation and Robot Arm Activity - Gifted Gr 5-8

Published Reported

Host: R20007 - London Section

Category: Nontechnical > Pre-University Activities

Date and Time: 08 Jan 2019, 09:30 AM to 11:30 AM

Location: Jeanne Suave FI Elementary, TVDSB, London, Ontario, Canada

Contact: Email event contact

Registration & Pricing: Registration is not currently applicable for this event.

Registrants: There are currently no registrants for this event.

Event Media: Upload up to 10 MB of media for this event. There are no media associated with this event yet.

Reporting: A report has been filed for R20007 - London Section by Murray MacDonald at 29 Aug 2019 09:46 AM. IEEE Attended: 1, Guests Attended: 11

Management sidebar: Manage, View, Edit, Registrants, Event, Create from Existing, Create entities from Event

Correct as needed using "Edit" feature

Alternative Method to Create

Create another event using this as a template using "Create from Existing"

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Searching and Reporting

You can then search of your events (or others) using the SEARCH tab

Select the Region (usually R7) and Section that you wish to report

Select "Nontechnical" Category and "Pre-University Activities" Sub-category

Indicate the period you wish to report

Select "Nontechnical" Category and "Pre-University Activities" Sub-category

Indicate the period you wish to report

Then click the "Search" button.

You will get a listing like below:

Displaying 1-24 of 24 Events found, sorted by Event Date. [Download results as CSV](#)

Title	Date	Reg	Section	Location	Virtual?	Reported On	Options
PEO Presentation and Robot Arm Activity - G...	08 Jan 2019...	R7	R70007	London, Ont...	No	29 Aug 2019	View Manage
PEO Presentation and Robot Arm Activity - G...	15 Jan 2019...	R7	R70007	London, Ont...	No	29 Aug 2019	View Manage
TISP Presentation and Ship the Chip Activity ...	15 Jan 2019...	R7	R70007	London, Ont...	No	29 Aug 2019	View Manage
PEO Presentation and Robot Arm Activity - G...	05 Feb 2019...	R7	R70007	St. Thomas...	No	29 Aug 2019	View Manage
PEO Presentation and LED and Circuits Acti...	07 Feb 2019...	R7	R70007	London, Ont...	No	29 Aug 2019	View Manage
PEO Presentation and Ship the Chip Activity ...	13 Feb 2019...	R7	R70007	London, Ont...	No	29 Aug 2019	View Manage

- which you can download as a CSV file, edit in Excel, and save as Excel or PDF file for reporting

If you have questions, I can be contacted at murraymacdonald@ieee.org.