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Helpful Resources

UT Extension Provides Abundance of SUPER Tools and Instruction

extol.tennessee.edu

System for University Planning, Evaluation, and Reporting (SUPER) instruction is available via Extension Online Learning, called extOL. Visit to see videos, fact sheets, and user guides for every SUPER Module. The two extOL courses are: *SUPER Overview* and *Inside SUPER: A Comprehensive Inservice for Extension Professionals*. It is suggested that new Extension employees complete these two courses within their first six months on the job. The *SUPER Overview* course covers the Delivery and Profile modules, and *Inside SUPER* covers the remaining modules. Staff training credit hours are provided, and completions are automatically shown on the SUPER Profile professional development tab (no need to complete the Request for Additional Training Credit for these courses).

eesd.tennessee.edu

A number of resources are available on the Extension Evaluation and Staff Development website. These include corporate function information, past activity reports, and more! See page 2 for a complete list of these resources.

super.tennessee.edu

The SUPER Unit Operations module includes a *Help* tab. It features Memorandums of Agreement between UT Extension and County Ag Committees and an illustrated fact sheet on creating county budgets.

In the SUPER Appraisal module, appraisals for county personnel include a *Help* tab. This section contains 22 documents including appraisal descriptions and the implementation schedule for planning, evaluation and reporting.

In the SUPER Enrollment module, click the Manage sub-menu to see a *Help* tab with various resources. PEN also includes a *Help* tab featuring the 26-page PEN User Guide (W241).

SUPER Foundations

SUPER Foundations, scheduled every spring and fall, provide face-to-face, hands-on learning opportunities. Many personnel state that the best part of this course is the real-life learning scenarios. An outline is shown on page 2.



Big Idea 1

When employees learn about SUPER, they are learning much more than the software. They are learning how the organization works, accountability, and much more.



Big Idea 2

It is recommended that personnel schedule time for annual SUPER instruction, just as they would schedule time for any other professional development.

Making the Most of SUPER Resources

Take Some Tours

Click through everything mentioned in this document for an overview of the resources.

Schedule Time for Learning

It is recommended that personnel schedule time for SUPER instruction, just as they would schedule time for any other professional development. It's impossible to learn everything at once. I recommend what I call the "Holiday Approach." Schedule time to master one module between Memorial Day and Independence Day; schedule a second module between Independence Day and Labor Day; and so on.

Reference Tip Sheets

Look for appropriate times to call attention to specific tip sheets. Is it National Volunteer Week? Share a copy of the Volunteer Leader Entry tip sheet with personnel.



Review SUPER Workbook

The booklet shared at the SUPER Administrative Workshop (November, 2012) is a wonderful resource for such diverse topics as: accountability issues; coping/pasting from MS Word to SUPER; turning off pop-up blockers and other browser issues related to SUPER; and definitions of SUPER development terms like staging and production update.



Extending Knowledge

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The following resources are available on the *SUPER* tab:

- Activity Reports (2006 – 2012)
- Club Summary Reports for 4-H and FCE (2011 and 2012)
- SUPER Brochure (provided to New Extension Employee Orientation participants)
- SUPER Foundations Outline
- Regional Updates (2009 – 2013)
- SUPER Workshop Booklet (2012)
- Departmental Resources (such as a blank logic model)

The following resources, available on the *Reports and Plans of Work* tab, demonstrate Extension accountability:

- Statewide Economic Assessment
- Productivity Measures
- Video Impact Reports
- US House District Impact Reports
- Federal Accomplishment Report
- Federal Plan of Work

The *Friends of UT and Corporate Function* tab describes these two functions and interactions with IRIS. Links to the IRIS Personal Data Form and the IRIS Corporate Function Form are included.

Big Idea 3

One of the major development projects for 2014 is a new *SUPER Help* tab. This tab will consolidate all of the SUPER learning resources!

Foundations Outline

SUPER Foundations I

- Enrollment
- Training/Registration
- Profile (My Profile, Appraisal, Vita Builder)

SUPER Foundations II

- Delivery (Activity, Impact)

SUPER Foundations III

- Reports
- Plans (SAA, IAP, Needs Assessment)

SUPER Foundations IV (County Directors)

- Profile (Appraisal)
- Unit Operations (Fiscal, Administrative and Physical)
- Plans (Civil Rights Plan) and Reports (Civil Rights Reports)