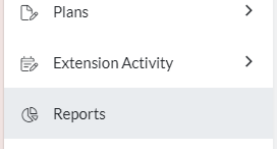
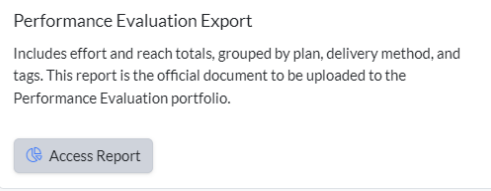
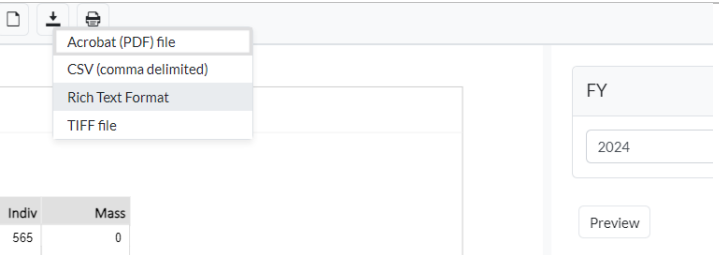
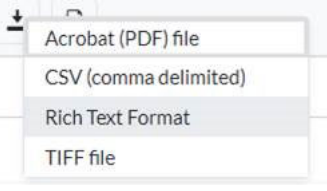
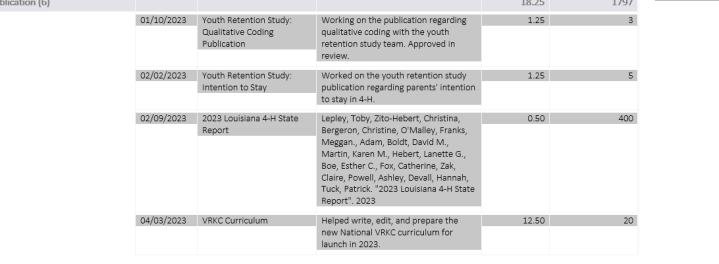

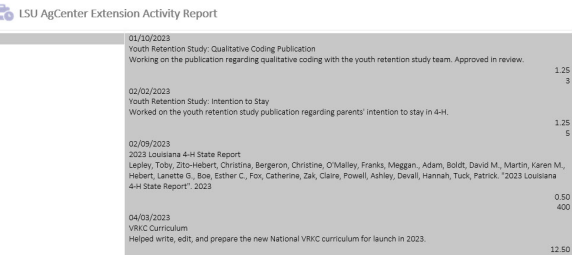


## Exporting LERS Data to Copy into Your Portfolio

Extension faculty can export data from LERS and drop them into where they belong in portfolio in a couple of quick steps. After organizing your LERS activities (delivery methods & tags):

<p><b>1. Click Reports.</b></p>																										
<p><b>2. Click “Access Report” under Performance Evaluation Export.</b></p>																										
<p><b>3. Enter the appropriate FY (2023 or 2024) and select Preview. Next, click the export button (down arrow and line).</b></p>																										
<p><b>4. Export as Rich Text Format and <u>save it.</u></b></p>																										
<p><b>5. Open the file and find the section you want to merge (for example, presentations and digital media, marketing). Highlight the table of the section you want to merge.</b></p>	 <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Publication (s)</th> <th></th> <th></th> <th>18-25</th> <th>17-19</th> </tr> </thead> <tbody> <tr> <td>01/10/2023</td> <td>Youth Retention Study: Qualitative Coding Publication</td> <td>Working on the publication regarding qualitative coding with the youth retention study team. Approved in review.</td> <td>1.25</td> <td>3</td> </tr> <tr> <td>02/02/2023</td> <td>Youth Retention Study: Intention to Stay</td> <td>Worked on the youth retention study publication regarding parents' intention to stay in 4-H.</td> <td>1.25</td> <td>5</td> </tr> <tr> <td>02/09/2023</td> <td>2023 Louisiana 4-H State Report</td> <td>Lepley, Toby, Zito-Hebert, Christina, Bergeron, Christine, O'Malley, Franks, Meggan, Adam, Boldt, David M., Martin, Karen M., Hebert, Lanette G., Bos, Esther C., Fox, Catherine, Zak, Claire, Powell, Ashley, Davall, Hannah, Tuck, Patrick. "2023 Louisiana 4-H State Report". 2023</td> <td>0.50</td> <td>400</td> </tr> <tr> <td>04/03/2023</td> <td>VRKC Curriculum</td> <td>Helped write, edit, and prepare the new National VRKC curriculum for launch in 2023.</td> <td>12.50</td> <td>20</td> </tr> </tbody> </table>	Publication (s)			18-25	17-19	01/10/2023	Youth Retention Study: Qualitative Coding Publication	Working on the publication regarding qualitative coding with the youth retention study team. Approved in review.	1.25	3	02/02/2023	Youth Retention Study: Intention to Stay	Worked on the youth retention study publication regarding parents' intention to stay in 4-H.	1.25	5	02/09/2023	2023 Louisiana 4-H State Report	Lepley, Toby, Zito-Hebert, Christina, Bergeron, Christine, O'Malley, Franks, Meggan, Adam, Boldt, David M., Martin, Karen M., Hebert, Lanette G., Bos, Esther C., Fox, Catherine, Zak, Claire, Powell, Ashley, Davall, Hannah, Tuck, Patrick. "2023 Louisiana 4-H State Report". 2023	0.50	400	04/03/2023	VRKC Curriculum	Helped write, edit, and prepare the new National VRKC curriculum for launch in 2023.	12.50	20
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<p><b>6. Right click and select “merge cells.”</b></p>																										
<p><b>7. Your section table will become one merged text entry. You can highlight the text, right click to copy, and then past into that section of your portfolio.</b></p>																										

For more information [view this training](#). At 1:27:59 into the training we discuss exporting and editing LERS reports and sections into portfolio, as well as changing FY from 2024 to 2023. View all [annual review resources](#).