

OHIO STATE UNIVERSITY EXTENSION

# Welcome to VITA

## Training for Extension employees

Learning to use the new reporting system

December 2017

 THE OHIO STATE UNIVERSITY  
COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

# Helpful Links

Program Development and Evaluation website [pde.osu.edu](http://pde.osu.edu)

VITA [vita.osu.edu](http://vita.osu.edu)

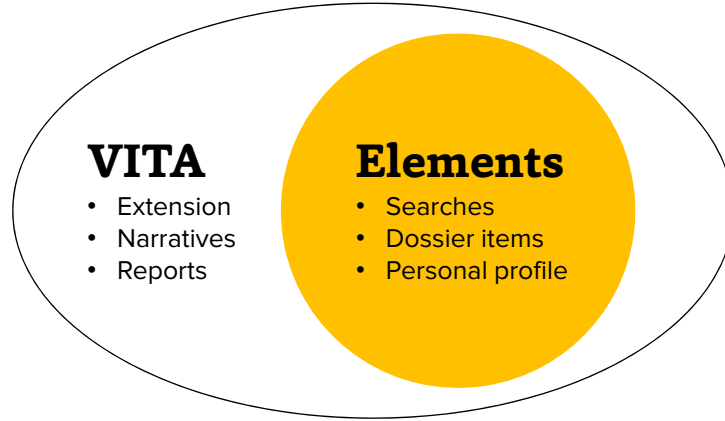
OSU Extension VITA Help [go.osu.edu/OSUEvitaHelp](http://go.osu.edu/OSUEvitaHelp)

Writing Goals [go.osu.edu/OSUEgoals](http://go.osu.edu/OSUEgoals)

Link to AAEEEO participant registration form [go.osu.edu/AAEEEO](http://go.osu.edu/AAEEEO)

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# VITA is an **EGG...**



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**DATA TRANSFER FROM RIV TO VITA**

On Sunday mornings, profiles changed in Research In View are copied to Vita. Once you have begun using Vita, you should no longer be making any changes to your Research In View profile. If you need to make changes to your profile in both programs, please contact us at [vita@osu.edu](mailto:vita@osu.edu); we will exclude your profile from the weekly data transfer.

**VITA**  
Scholarly activity management

THE OHIO STATE UNIVERSITY

SEARCH HELP

**Login Required**

A login is required to access the requested service.

Ohio State Username: lastname.#

Password

Is this a private computer/device?  Yes  No

[Forgot username?](#) [Forgot password?](#)

Login

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**VITA**  
Scholarly activity management

THE OHIO STATE UNIVERSITY

Deborah House 1B | Sign out

ELEMENTS DATA SUPPORTING DATA NARRATIVES DOCUMENTS DEPARTMENT HELP

Track publications, presentations and other accomplishments through Vita.

**OHIO STATE FACULTY AND STAFF**  
Generate an approved promotion and tenure dossier that aligns to the requirements of the Office of Academic Affairs (OAA). Log in to enter new information, create, download and print your dossier, report on professional activity and more.

**ELEMENTS ACCOUNT STATUS**

Your Account in Elements is being requested. It will be processed overnight. Please check back tomorrow after 8 a.m. Please close this window to return to Vita where you can view your dossier, edit narratives and search for collaborators and publications.

**Curate Elements Data**  
View your publications and select your preferred records.

**Add Supporting Data**  
Provide information on your percentage of effort, citations and more.

**Write Narratives**  
Have the option to explain your work in more detail.

**Review Dossier**  
Download and print your dossier.

**No “Department → Extension”?**  
Email: [vita@osu.edu](mailto:vita@osu.edu)  
subject line: “please add to Extension in Vita.”

If you see this message after you click “Curate Elements Data”, check back after 8am. If you can’t access Elements after that, email [vita@osu.edu](mailto:vita@osu.edu)

**Click this tile AFTER you sign in the FIRST time.**

## Profile (in Elements)

### What goes in here?

- Academic appointments ————— Positions
- Non-academic appointment ————— Positions
- Education (degrees and certifications) ————— Degrees
- Languages  ————— N/A
- Addresses (mailing and web) ————— Preferred personal information

### What else can you do here?

- View and link to other items / activities

## Corresponding RiV categories

## Also in Elements...

### Account settings (in Elements)

#### What goes in here?

- Manage delegates (proxy users)

MY  
ACCOUNT

### Publications > Search settings

#### What goes in here?

- Manage author name variance and more

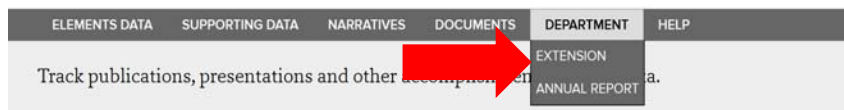
Preferred  
personal  
information

## Corresponding RiV categories

## Extension **STUFF**

### Where are they??

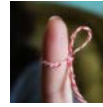
- They live in VITA (not Elements)



## Corresponding RiV menu

NON-DOSSIER ITEMS (54)
Extension (54)
Programs (30)
Events (9)
Specializations (1)
Performance Goals & Progress (8)
Professional Development Goals & Progress (5)
Extension Curriculum Development (1)

## Extension programs



**REMEMBER:** “programs” are QUALITATIVE; they describe a year-long teaching effort / curriculum

### What goes in here?

- \*\*\*Title (of program)
- \*\*\*Year
- \*\*\*Plan of action
- \*\*\*Program area
- \*\*\*Impact area
- Statewide team
- Days planned / days spent
- County highlight item?
- Keywords
- Situation description
- Target audience
- Program objectives
- Activities / products
- Participation
- Short term outcome (change in awareness)
- Medium term outcome (change in behavior)
- Long term outcome (change in condition)
- Short term outcome (evaluation)
- Medium term outcome (evaluation)
- Long term outcome (evaluation)
- Partnerships
- Collaboration description
- Grants
- Team members

## Extension events

### What goes in here?

- \*\*\*Title (of event)
- \*\*\*Did you teach?
- \*\*\*Program
- \*\*\*Date
- \*\*\*State
- \*\*\*County
- Delivery method
- Scope of audience
- Formal student evaluation (and description)
- Role
- Contact Hours
- Number of volunteers
- Volunteer hours
- Number of phone contacts
- Number of mail or email contacts
- Number of media appearances
- Number of materials distributed
- External partnerships
- Direct contacts [TABLE ... new fields!]
- Indicators



**REMEMBER:** “events” are QUANTITATIVE; they describe a single instance of teaching a program (on a specific day)

## Extension goals

### There are two types:

- Performance goals
- Professional development goals

### What goes in here?

- Choose your goal type
- Year
- Goal number
- Goal description
- Progress on goal

Tips for Writing Goals [go.osu.edu/OSUEgoals](http://go.osu.edu/OSUEgoals)

### Creating New Goal

**\*Goal Type**

Performance  Professional Development

**\*Year**

2017

**\*Goal Number**

**\*Goal**

File Edit View Format Table Tools

Formats B /

p

**Progress**

File Edit View Format Table Tools

Formats B /

p

**\*Privacy**

Public  Private

## Extension curriculum narrative

### What goes in here?

- Year
- Your narrative



# Documents

## Where are they??

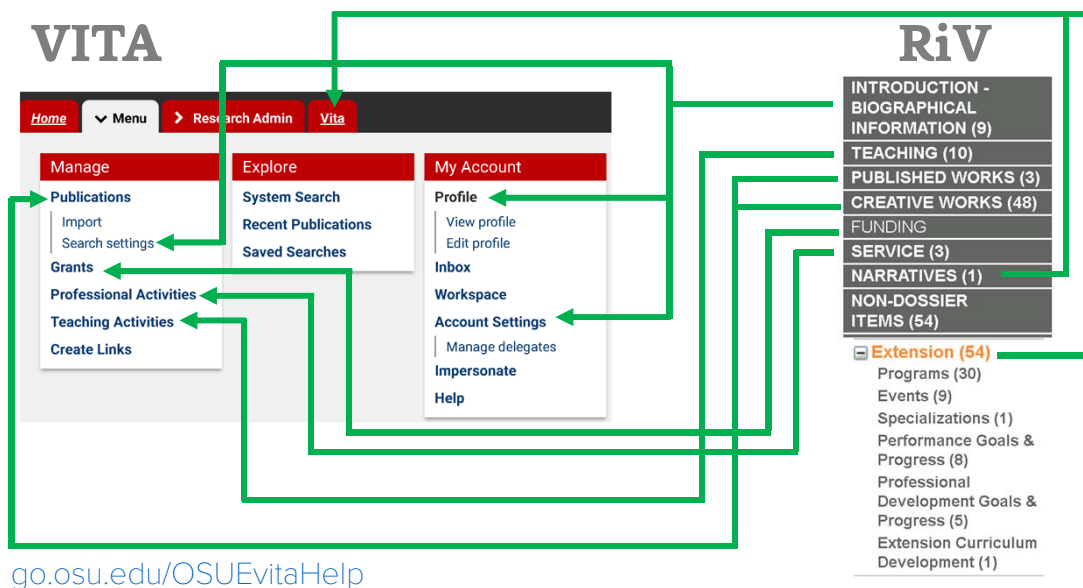
- They live in VITA (not Elements)
- Dossier is under “DOCUMENTS”
- Extension Annual Report is under “DEPARTMENT”



## Corresponding RiV menu



## Where does it all LIVE?



## Teaching Activities

### What goes in here?



- Course-based degree, academic or professional supervision
- Course taught
- Extension & continuing education instruction (including guest lecture and individual instruction)

### Corresponding RiV categories

Undergraduate / Graduate / Professional Courses taught  
Extension & Continuing Education Instruction

## Publications

### What goes in here?

- Abstract and short entry **[PW]**
- Book **[PW]**
- Bulletin / tech report / fact sheet **[PW]**
- Chapter in edited book **[PW]**
- Conference **[PW]**
-  General press article 
- Journal article **[PW]**
- Media **[CW]**
- Multimedia / database / website **[CW]**
- Other creative work **[CW]**
- Potential publication under review **[PW]**
- Presentation **[PW]**

### Corresponding RiV categories

PW = published works  
CW = creative works

Conference papers and proceedings AND posters

Audiovisual Works

Scholarly presentations



## Grants

### What goes in here?

- Research grant
- Research contract
- Training grant
- Training contract
- Subcontract
- Clinical trial
- Gift
- Scholarly award (e.g., JCEP scholarship)
- Professional development
- Other (e.g., a fee collected for a workshop)



## Professional Activities

### What goes in here?

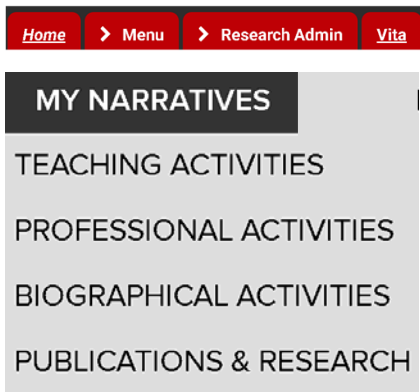
- |   |  |
|---|--|
| • Advising student group                      | • Unit / college / university committees |
| • Clinical service                            | • INTRO/BIO INFO > Awards                |
| • Committee membership                        | • Editorships and reviews                |
| • Distinction                                 | • INTRO/BIO INFO > License               |
| • Editorial                                   | • Professional societies                 |
| • License                                     |  |
| • Membership                                  |  |
| • Other professional / public service         |  |
| • Strategic initiatives (Diversity Statement) | • SERVICE > Strategic Initiatives        |

### Corresponding RiV categories

# Narratives★

## Where are they?

- They live in VITA (not Elements)



★Currently, only **faculty** in the P/T process need to use this part of VITA.

### TEACHING ACTIVITIES

- \*\*\*Approach and goals to teaching
- \*\*\*Curriculum development
- \*\*\*Evaluation of teaching
- \*\*\*Extension courses taught
- Graduate advising narrative
- Noteworthy accomplishments – graduate students
- Noteworthy accomplishments – undergraduate students
- Graduate courses taught

### PROFESSIONAL ACTIVITIES

- \*\*\*Service activities
- Student life activities
- Academic advising
- Professional interests
- Partnerships and collaborations

**List of all  
narrative fields**

### BIOGRAPHICAL ACTIVITIES

- \*\*\*Biography

### PUBLICATIONS & RESEARCH

- \*\*\*Focus of research
- Creative works
- Post-doctoral and researcher
- Published works
- Quality indicators
- Research funding
- Research interests
- Partnerships and collaborations

## Talk to us ...

### Debby Lewis

Leader, Program Development & Evaluation  
lewis.205@osu.edu

### Kim Showalter

Program Accountability Specialist, PDE  
showalter.56@osu.edu

### Report **TECHNICAL** issues in **VITA**

[vita@osu.edu](mailto:vita@osu.edu)

### No “Department → Extension”?

[vita@osu.edu](mailto:vita@osu.edu)

subject line: “please add to Extension in Vita.”

