

Welcome to Vita

Training for Extension employees

Learning to use the Vita reporting system

December 2019/January 2020



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Helpful Links

Learning and Organizational Development website extension.osu.edu/LOD

Vita vita.osu.edu

OSU Extension Vita Help go.osu.edu/OSUEvitaHelp

Writing Goals go.osu.edu/OSUEgoals

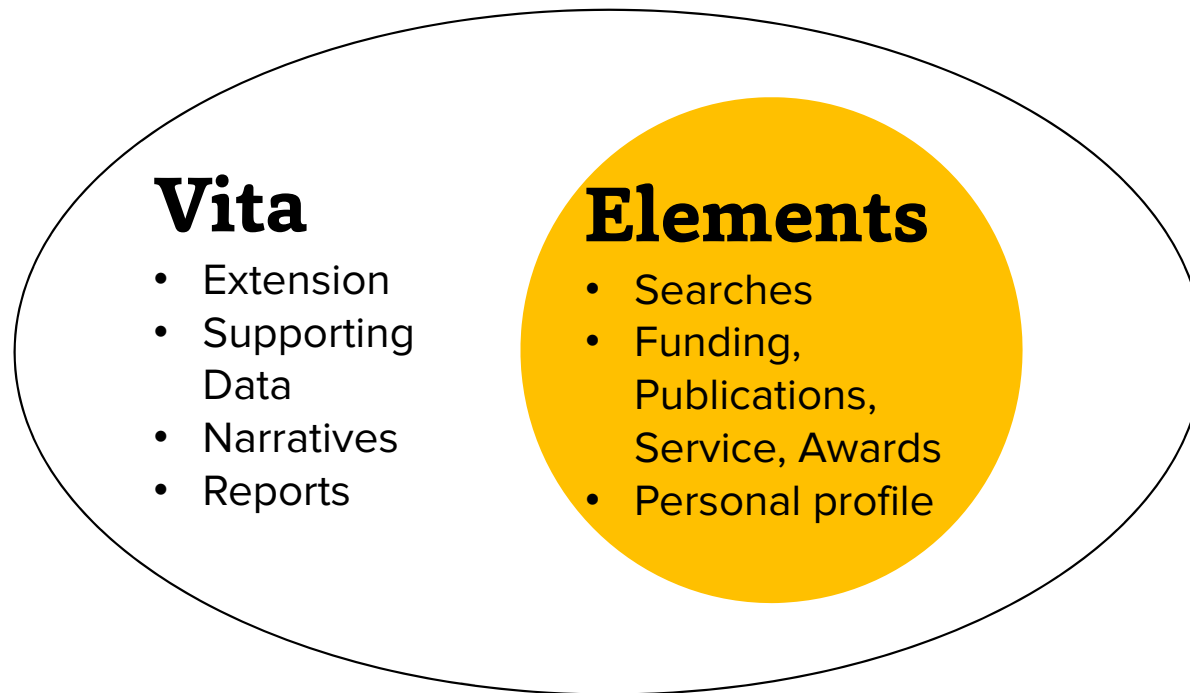
Link to AAEEEO participant REG data form go.osu.edu/AAEEEO



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Vita is an **EGG...**



OSU.EDU

[Help](#) [BuckeyeLink](#) [Map](#) [Find People](#) [Webmail](#) [Search Ohio State](#)

[Sign In](#)

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; we will exclude your profile from the weekly data transfer.

VITA

Scholarly activity management



[SEARCH](#)

[HELP](#)



Login Required

A login is required to access the requested service.

Ohio State Username

Password

Is this a [private](#) computer/device?

☒ Yes ☐ No

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

[Login](#)

VITA

Scholarly activity management



Deborah House.18 | 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.



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.

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


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.

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

Also in Elements...

Account settings (in Elements)

What goes in here?

- Manage delegates (proxy users) — You will also add delegates in Vita

Publications > Search settings

What goes in here?

- Manage author name variance and more — Preferred personal information

Extension **STUFF**

Where are they??

- They live in Vita (not Elements)

ELEMENTS DATA	SUPPORTING DATA	NARRATIVES	DOCUMENTS	DEPARTMENT	HELP
Track publications, presentations and other accomplishments				EXTENSION ANNUAL REPORT	

Previous reporting systems

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

What goes in here?

- ***Title (of program)
- ***Year
- ***Plan of action
- ***Program area
- ***Impact/Priority 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



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

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 **[REG data table]**
go.osu.edu/AAEEO
- Indicators



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

Reach *versus* Reality

REG data (your reach) can be compared to your community demographics (your reality) to help you reach audiences that reflect the demographic composition of your community.

To learn more, visit go.osu.edu/LODdata

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

Creating New Goal

*Goal Type

☐ Performance ☐ Professional Development

*Year

2017

*Goal Number

*Goal

File Edit View Format Table Tools

Formats B I

p

Progress

File Edit View Format Table Tools

Formats B I

p

*Privacy

☒ Public ☐ Private

Extension curriculum narrative

What goes in here?

- Year
- Your narrative



Documents

Where are they??

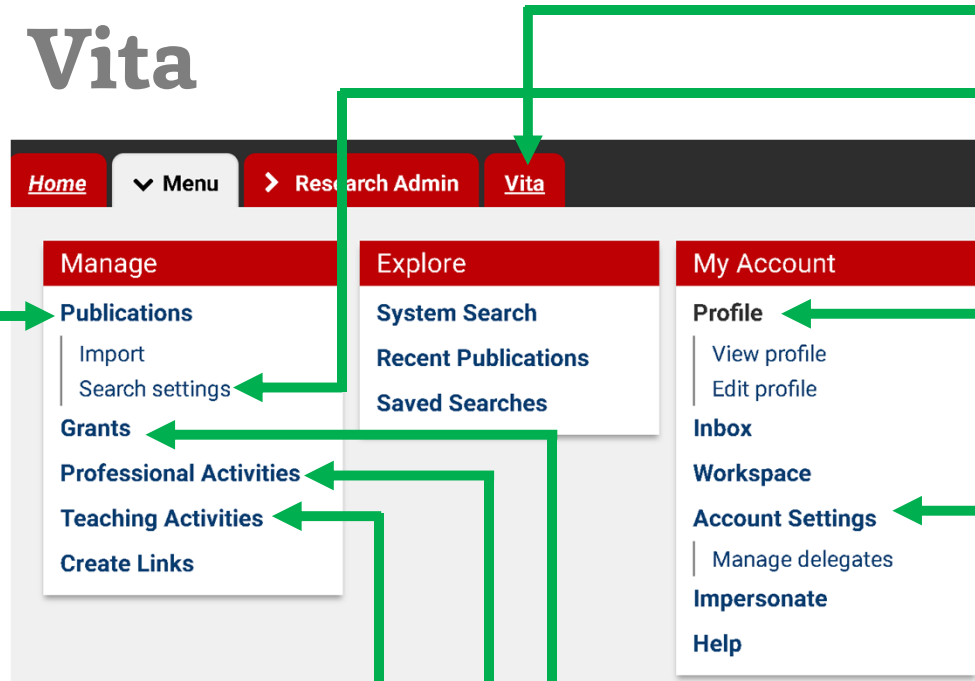
- They live in Vita (not Elements)
- Dossier is under “DOCUMENTS”
- Extension Annual Report is under “DEPARTMENT”



The system: a demo
<https://vita.osu.edu>

Where does it all **LIVE**?

Vita



RiV


INTRODUCTION - BIOGRAPHICAL INFORMATION (9)
TEACHING (10)
PUBLISHED WORKS (3)
CREATIVE WORKS (48)
FUNDING
SERVICE (3)
NARRATIVES (1)
NON-DOSSIER ITEMS (54)
<input type="checkbox"/> Extension (54)
Programs (30)
Events (9)
Specializations (1)
Performance Goals & Progress (8)
Professional Development Goals & Progress (5)
Extension Curriculum Development (1)

go.osu.edu/OSUEvitaHelp

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)



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



The diagram consists of three grey lines originating from the list of teaching activities on the left and pointing to a black box on the right. The first line connects 'Course-based degree, academic or professional supervision' to the top of the box. The second line connects 'Course taught' to the middle of the box. The third line connects 'Extension & continuing education instruction' to the bottom of the box.

Publications



REMEMBER: Fill out “Supporting Data” in Vita for each “publication” added to Elements.

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]**

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

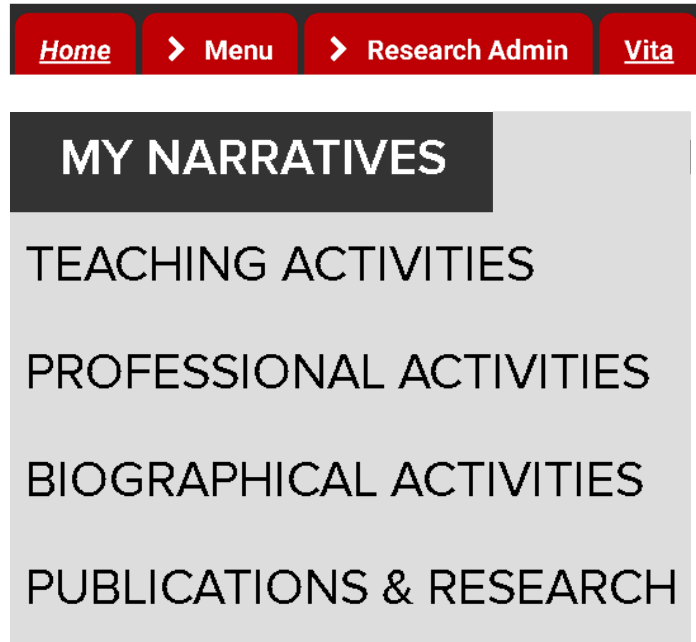
What goes in here?

- Advising student group
 - Clinical service
 - Committee membership
 - Distinction
 - Editorial
 - License
 - Membership
 - Other professional / public service
 - Strategic initiatives (Diversity Statement)
-
- The diagram consists of a list of professional activities on the left and a list of categories on the right. Lines connect specific activities to their corresponding categories. Most lines are gray, but three are red: one from 'Distinction' to 'Awards', one from 'Editorial' to 'Editorships and reviews', and one from 'Strategic initiatives (Diversity Statement)' to 'SERVICE > Strategic Initiatives'.
- Unit / college / university committees
 - Awards
 - Editorships and reviews
 - Professional societies
 - SERVICE > Strategic Initiatives

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

Extension Annual Report

- Vita data entered and Extension Annual Report generated BY JANUARY 15





Talk to us ...

Debby Lewis

Learning and Organizational Development
lewis.205@osu.edu

Report TECHNICAL issues in Vita

vita@osu.edu

No “Department → Extension”?

vita@osu.edu

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

REMAINING VITA OFFICE HOURS FOR 2020

Thursday, January 9, 9-10am

Friday, January 10, 8:30-9:30am

Monday, January 13, 2-3pm

Tuesday, January 14, 9-10am

Join a “Vita Office Hours” Zoom Meeting

<https://osu.zoom.us/j/622635567>