Welcome to Vita
Training for Extension employees

Learning to use the Vita reporting system

December 2019/January 2020
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 AAEEO participant REG data form go.osu.edu/AAEEO
Vita is an **EGG**...
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.

A login is required to access the requested service.

Ohio State Username
Password
Is this a private computer/device?

Forgot username? Forgot password?

Login
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.

No “Department → Extension”? Email: vita@osu.edu
subject line: “please add to Extension in Vita.”

Click this tile AFTER you sign in the FIRST time.
Profile (in Elements)

What goes in here?
- Academic appointments
- Non-academic appointment
- Education (degrees and certifications)
- Languages
- Addresses (mailing and web)

What else can you do here?
- View and link to other items / activities

Positions
- Positions
- Degrees
- N/A
- Preferred personal information
Also in Elements...

**Account settings (in Elements)**

**What goes in here?**
- Manage delegates (proxy users)

**Publications >Search settings**

**What goes in here?**
- Manage author name variance and more

You will also add delegates in Vita

Preferred personal information
Extension **STUFF**

**Where are they??**

- They live in Vita (not Elements)
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
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?**

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
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 [STOP] [DO NOT ENTER]
- Journal article [PW]
- Media [CW]
- Multimedia / database / website [CW]
- Other creative work [CW]
- Potential publication under review [PW]
- Presentation [PW]

REMINDER: Fill out “Supporting Data” in Vita for each “publication” added to Elements.
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)
- 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.
Extension Annual Report

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