myVITA Materials   Scholarly Communications

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Using myVITA - Activities

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Using myVITA
Activities

Hello, welcome to our tutorial on "Using myVITA - Activities" In this tutorial we will discuss the Activities form.

This tutorial is part of a series of tutorials produced by Library and Learning Resources to assist Faculty with their scholaly communications needs. Information on how to receive additional help and assistance can be found at the end of this tutorial.

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Click Activities to open the Activities section

Title   Due Date

Assign Activity Classifications for Imported Scholarly Works
Activity Input

Add Activity

Select from the dropdown list to create a record of your professional activities.

Select...   ⌄   Go

Import Records

Import records of your scholarly contributions and creative productions from academic sources.

Import

To open the Activities form click the Activities link found in the Navigation bar.

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- ▶ Courses Taught (Official UM Record - Fall 2007 to Present) — ❓ Help
- ▶ Student Advising (Official UM Record - Fall 2007 to Present) — ❓ Help
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- ▶ Other Teaching Activities — ❓ Help
- ▶ Courses Taught for Academic Credit at Another Institution — ❓ Help
- ▶ Scholarly Contributions and Creative Activities — ❓ Help
- ▶ Journal Editor, Peer Reviewer, Adjudicator — ❓ Help
- ▶ Grants (Includes Official UM Record since Fall 2007 and all FAS grants data) — ❓ Help
- ▶ Community Engagement, Broader Impacts, and Outreach — ❓ Help
- ▶ Service to Your Profession — ❓ Help
- ▶ University Committees — ❓ Help
- ▶ University Service (other than committees) — ❓ Help
- ▶ Faculty Workload Distribution — ❓ Help
- ▶ Volunteer Activities (unrelated to your profession) — ❓ Help
- ▶ Honors, Awards, and Recognitions — ❓ Help
- ▶ Professional Development and Continuing Education (as a participant) — ❓ Help
- ▶ Future Goals and Plans — ❓ Help
- ▶ FAS Historical Data: Student Advising (prior to Fall 2015) — ❓ Help

The Activities form consists of sections that should be updated each semester. It includes information relating to your teaching, research, scholarly contributions and creative activities. Additional information in this section includes service and future goals.

The Activities form consists of the following sections:

Courses Taught (Official UM Record – Fall 2007 – Present) - This is the official record of Courses Taught from the UM Official student record. The information in this section is view-only and can not be changed. If you feel there is an error for the current semester, work with your department head and the Registrar's office to make the necessary change prior to end of term. If you used FAS and want to review your historical data for reference, please see the "FAS Historical Data: Courses Taught" section at the bottom of the Activities Form.

Student Advising (Official UM Record – Fall 2007 to Present) - This is the official record of Advising from the UM Official student record. The information in this section is view-only and can not be

changed. If you feel there is an error for the current semester, work with your department head and the Advising office to make the necessary change prior to end of term. If you used FAS and want to review your historical data for reference, please see the "FAS Historical Data: Student Advising" section at the bottom of the Activities Form.

Mentorships of Students, Interns, Residents, and Fellows – In this section, include supervision of undergraduates, graduate students, post-docs and others for whom you provide supervision, instruction, or mentorship.

Continuing Education (delivered to an external audience) and Extension Teaching – In this section, enter non-credit continuing education teaching activities and extension teaching you delivered to external audiences.

Other Teaching Activities - In this section, report your other teaching activities, such as curriculum development, and mentoring new faculty.

Courses Taught for Academic Credit at Another Institution - In this section, enter information about courses you have taught for academic credit at another institution outside of the UM campuses. Courses entered in this section will not be included in the UM official record of courses taught or instructional workload calculations.

Scholarly Contributions and Creative Activities – In this section, report your scholarly contributions, including articles, books, creative work, presentations, patents, and more.

Journal Editor, Peer Reviewer, Adjudicator - Use this section to list activities where your scholarly expertise is used in the review of others, such as: Journal editor, Editorial board member, Manuscript reviewer, Grant reviewer, External P&T reviewer, or Adjudicator.

Grants (Includes Official UM Record since Fall 2007 and all FAS grants data) – In this section, enter

and update information about internal grants, gifts, and other funding not tracked by the UM Official Grants System. External grants in the UM Official Grants System have been transferred and are displayed as read-only records. Corrections or modifications of external grants are managed by the Office of Sponsored Programs. If you feel there is an error work with your department head and the Office of Sponsored Programs to make the necessary changes.

Community Engagement, Broader Impacts, and Outreach – In this section, List service provided to the community that is related to your professional expertise. General service to the community may be listed under Volunteer Activities.

Service to Your Profession - In this section, list service given to your profession. Service using your professional expertise provided to the community is listed under the "Broader Impacts and Community Engagement" section.

University Committees – Here you will select or add the committees on which you serve and indicate your role on the committee.

University Service (other than committees) - In this section, report service to the university other than committee service.

Faculty Workload Distribution - This section shows your workload distribution of responsibilities within your department. Information is updated yearly via the department chair's reporting during the annual review process and loaded into accounts as view-only.

Volunteer Activities (unrelated to your profession) - In this optional section, you can list volunteer activities that are not related to your profession. Service using your professional expertise should be listed in the "Service to Your Profession" or "Broader Impacts and Community Engagement" sections.
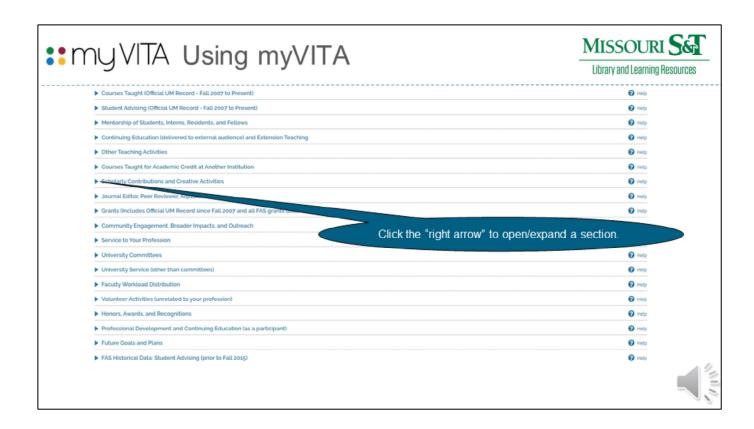
Honors, Awards, and Recognitions – In this section, include honors, awards, and recognitions for

teaching, community development, research, economic development, etc. If you have grants and contracts, you can report that information in the section named "Grants".
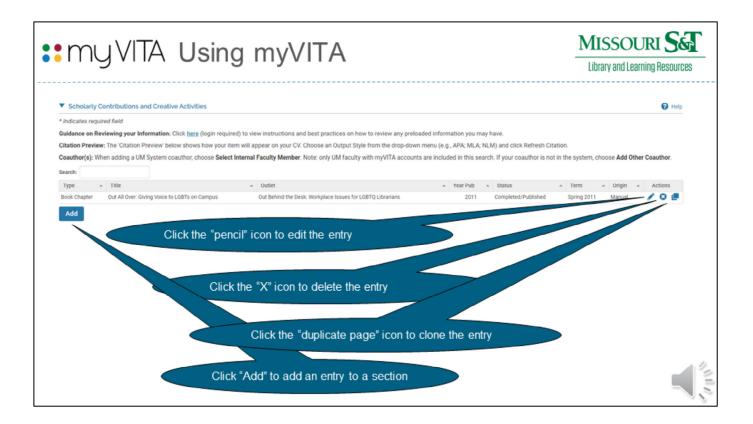
Professional Development and Continuing Education (as a participant) - Report in this section Conferences/symposia you have attended as well as training or other forms of continuing professional education.

Future Goals and Plans – This is an optional section where you can record your future goals and plans.

FAS Historical Data: Student Advising (prior to Fall 2015) - This information was transferred directly from FAS. Refer to the FAS Student Advising section to compare to information in the "Student Advising (UM Official Record - Fall 2007 to present)" section.
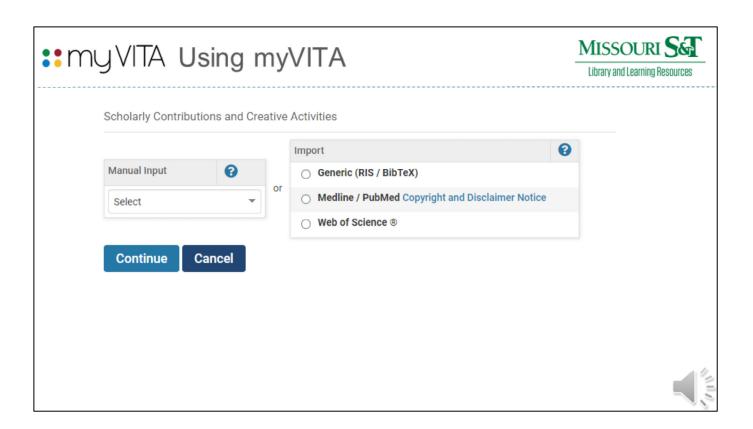
Any section can be opened/expanded by clicking the "right arrow." Once open, the section heading will display with a down arrow. Clicking the down arrow will contract the section.

To demonstrate how to add and edit information in an activity section we will be using the Scholarly Contribution and Creative Activities section.

Here we see the open/expanded activity section for Scholarly Contribution and Creative Activities with an entry. Note the action column contains three icons. The "pencil" icon is used to edit the entry, the "X" icon is used to delete the entry, and the duplicate pages icon is used to clone an entry.

To add a new entry click the "Add" button.

After Clicking Add you will be presented with two options "Manual Input" and "Import." "Manual Input" will allow you to enter one item at a time while "Impo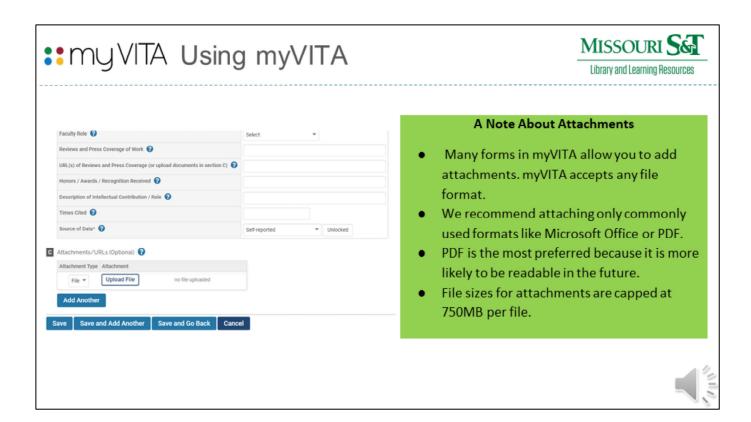rt" will allow you to bulk import citations from multiple sources. For this tutorial we will discuss "Manual Input". "Import" will be discussed in a separate tutorial.

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Scholarly Contributions and Creative Activities : Article

Indicates required field

Guidance on Reviewing your Information: Click here (login required) to view instructions and best practices on how to review any preloaded information you may have.

Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and click Refresh Citation.

Coauthor(s): When adding a UM System coauthor, choose **Select Internal Faculty Member**. Note: only UM faculty with myVITA accounts are included in this search. If your coauthor is not in the system, choose **Add Other Coauthor**.

indicates required field

A Input Form

Status*	Select ▼ for Spring ▼ 2021 ▼
Title*	
Year	Select ▼
Journal	
Volume	
Issue	
Date	
Pages	
DOI	
PMID	
PMCID	

After clicking "Edit" or clicking "Add" and choosing "Manual Input" you will be presented with a form. If you chose edit the form will contain fields with values. If you chose add the form will be blank.

Each section will have its own form containing information specific to that section. Each Form will have an Attachments area where you can attach documents.

Each form will have fields with values if you are editing information or blank fields if you are adding information. Some fields will house text while others will provide predefined choices to select from. Any field description ending with an "*" symbol is a required field. A blue question mark icon indicates that additional information is available.
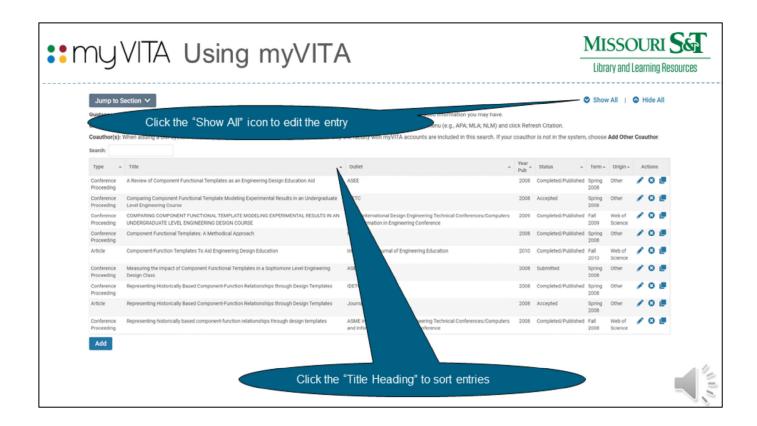
Here we see the end of a blank Scholarly Contributions and Creative Activities form.

Many form sections allow you to add attachments. myVITA accepts any file format. However, we recommend attaching only commonly used formats like Microsoft Office or PDF. PDF is the most preferred format because it is more likely to be readable in the future. File sizes for attachments are capped at 750MB per file.

At the bottom of each section will be various "Save" or "Cancel" options:
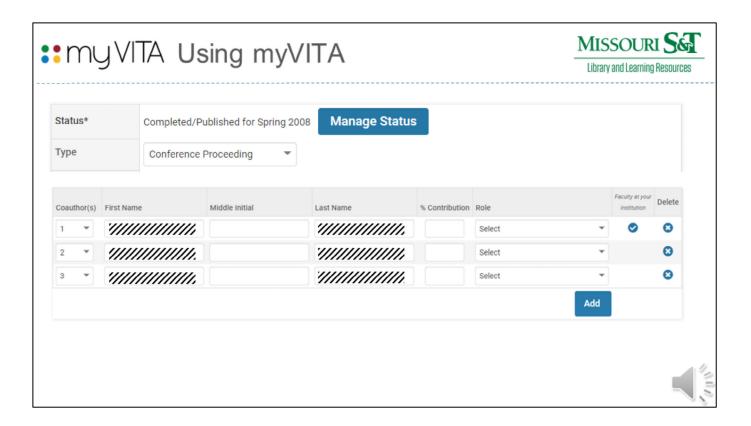
- "Save" will save the form but keep the form open for additional editing.

- "Save and Add Another" will save the current information and provide a black form to add an additional entry.

- "Save and Go Back" will save the current information, close the form, and return to the Activities section list.

- "Cancel" will not save the form, but will close the form, and return to the Activities section list.

The Scholarly Contributions & Creative Activities section has been prepopulated with historical records from the Faculty Accomplishment System (FAS) and other home-grown systems and with a one-time bulk load of Web of Science Core Collection records from 2004 – October 2015. The Source of Data column will let you know if the record came from FAS or the Web of Science load (WOS). As a result you may have duplicate records.

The easiest way to find duplicates is to Show All entries and sort by Title (click on the Title column header). If you have a duplicate, delete the FAS record and retain the WOS record. Why retain the WOS record? You can include current number of times cited information on your CV if the record has come from Web of Science.

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						Faculty at your institution	Delete
Coauthor(s)	**First Name**	**Middle Initial**	**Last Name**	**% Contribution**	**Role**		
1 ▼	////////////		////////////		Select ▼	✓	✖
2 ▼	////////////		////////////		Select ▼		✖
3 ▼	////////////		////////////		Select ▼		✖

Status* Completed/Published for Spring 2008 **Manage Status**

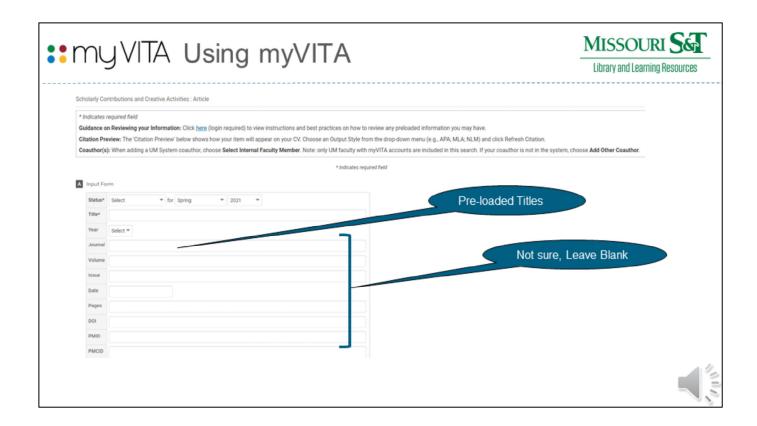**Type** Conference Proceeding ▼

Add

Because the legacy systems were structured very differently from myVITA, you may find that some of your information does not come through as expected. You may also find that your information was not updated or entirely accurate in the legacy system itself. If you feel it is appropriate to delete the FAS record, please do so.

Here are some questions to ask as you review your data:

- Is the Status of your information correct? For example, does a published Book Chapter still have a Status of Submitted? Edit the record and Manage Status.

- Is the Type of your information correct? Do you have anything labeled Unspecified Data: FAS? You can edit the record to change the Type. Remember before changing the Type, first answer the required questions on peer review and funding type, then save the record. Then change the Type and edit other fields as appropriate.

- Are you listed as a Co-author? In FAS, many records did not specifically list the UM System faculty member as a co-author. If you are not listed, add yourself and adjust the

co-author list as needed.

- Does the work belong to you? Since no bulk load is 100% correct, check to make sure that the records are indeed yours, especially if you have a common name. Delete the records that are incorrectly attributed to you.

We've pre-loaded thousands of journal titles. If you are manually entering a journal title, simply start typing your journal title and pick from the list.

You don't need to fill in all the fields. If your item doesn't have a DOI, or you don't know the ISSN, leave the field blank.

Use the "Issue" field for season or month designations (e.g., Summer; October).

The "Date" field is useful for ePub ahead of print articles.

For help with myVITA or to access additional resources please visit our library guide at http://libguides.mst.edu/myVITA or email myvita@mst.edu. Phone assistance is available by calling 573-341-4008.

This tutorial was produced and narrated by: Roger Weaver, the Director of Library Operations and Scholarly Communications.

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We would be interested in your feedback concerning this tutorial. Please visit the libguide referenced here to provide feedback.

Again, thank you for watching.