Extension module in VITA: Beta version

PLEASE READ ALL INFORMATION BELOW FIRST...

This Monday, May 15, the Office of Distance Education and eLearning (ODEE) will be releasing the BETA version of the Extension module in VITA (the replacement for Research in View (RiV)). The majority of the VITA product is already live – including all the “dossier” sections (e.g., publications, funding, creative works, etc). PLEASE NOTE: Any information you may have entered into the production version of VITA released on April 3, will NOT be present in the VITA-beta environment. The Extension-specific section – where you report Extension programs and events, performance and professional development goals, specializations and Extension curriculum development – is nearing the final stages of development; it is the Extension section that will be released in beta on Monday, May 15.

What does “Beta” mean??

The beta version is the software, in a stable state, which has been tested by a very small group of people. The beta version will contain your RiV data through October 2016 (data that was entered by October 2016). The purpose of the beta version is to make the product available for testing to a larger audience. PLEASE NOTE: Never fear!...Data you have entered into RiV since October 2016 will be transferred to the production site before we go live (expected June 1); we just needed to get some test data in the system so you’d have something to look at and “play” with. Any information that you enter into the BETA version will be saved in BETA, but will NOT exist when the final product is released; so ... do NOT enter “real” information with the expectation that you’re getting work done, and it will be permanently part of your VITA record. The beta is solely for testing functionality of the product.

Okay ... so if I can’t use this “for real” yet ... why would I want to spend time using it? We would like you to explore the Beta version to make sure it’s working correctly (so when you do use it “for real”, it’s going to work the way it’s supposed to!) Here are some things to keep in mind when exploring the beta version:

• Is the data appearing in your Extension profile complete and accurate? (You might try having two internet windows open side by side, one with your RiV profile, one with VITA-beta. Are all your Extension programs and events appearing? Try looking at the data INSIDE a program or event (click to “edit” an event ... are all the ‘details’ there?) ... does the information in VITA-beta match what you had entered in RiV?)

• How is the user experience? Do you like the “look and feel” of the product?
  o Please note that in beta 2, there will be some additional “look and feel” features released:
    ▪ When you copy a related event, the event copies will appear nested under the “original instance” of an event. This way, you can quickly identify the “parent” event.
    ▪ If you have copied events nested under a parent event, you should be able to expand / contract the list of copied events in the profile view.
    ▪ When you indicate that you taught at an event (which means that item should display on your dossier), that event will have an icon in front of it in the profile view (an apple / stack of books with an apple on top) that will help you quickly / visually identify all the events that should be appearing on a dossier document.

• Test out the system: try to add a program and associate at least one event with it. Try copying programs and events. Does the system work as expected? Do you notice any bugs / problems / issues?

In order to explore the Beta version of VITA, we will need you to install several pieces of software and set up a BuckeyePass account – all free and university-approved ☺ This process may seem like a lot of work ... but please note it is just to access the beta version. Once the Extension product goes live, you will not need to use
VPN and BuckeyePass to access VITA. You SHOULD continue to use Google Chrome as your internet browser, though ... because Internet Explorer has serious security issues; AND IE has been retired by Microsoft and won’t be supported anymore. So SERIOUSLY (no joking now) ... STOP. USING. INTERNET. EXPLORER. NOW!

1. You should use Google Chrome as your internet browser program. If you do not already have Google Chrome installed on your computer, we will provide information below.

2. Due to the nature of the Beta version, you will need to use a VPN (virtual private network) to access the software if you are NOT on Columbus campus, using their secured WiFi network, “osuwireless”, (which will apply to the vast majority of you). The VPN software the university uses is Cisco AnyConnect VPN; we will provide information below for you to download, install, and login to a VPN.

3. You will also need to have set up a BuckeyePass account through Ohio State. The VPN software works in tandem with BuckeyePass – it is a two-part verification process that grants the user access to secure university sites when the user is not on the secured network (i.e., “osuwireless”). You will initiate login through the VPN and then have to verify through BuckeyePass that “yes, it is me” trying to login to the VPN. BuckeyePass can either be used through your smartphone app (Android, iPhone, BlackBerry, Windows), texting, or a phone call. More on getting the app and using BuckeyePass below.

What’s the timeline of the release of the Extension module in VITA?

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Beta release</td>
<td>Monday, May 15 – Friday, May 19</td>
<td>THIS VERSION IS FOR VIEWING / TESTING ONLY. ANYTHING YOU ADD / ENTER WILL NOT BE PERMANENTLY SAVED WHEN THE PRODUCTION VERSION IS LAUNCHED!!!! If you notice any problems / issues with the beta, please fill out an issue webform via <a href="https://go.osu.edu/CFAESvita-beta">https://go.osu.edu/CFAESvita-beta</a></td>
</tr>
<tr>
<td>ODEE response to beta release</td>
<td>Friday May 19 – Sunday, May 21</td>
<td>ODEE will review and address any issues that are sent to them during the beta release</td>
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<tr>
<td>Beta 2 release</td>
<td>Monday, May 22 – Monday, May 29</td>
<td>Please continue to review and test the Extension module in beta. ESPECIALLY if you experienced issues / had missing data, please check again, now that ODEE has had time to address issues. If your issues are still present, please fill out another issue webform via <a href="https://go.osu.edu/CFAESvita-beta">https://go.osu.edu/CFAESvita-beta</a></td>
</tr>
<tr>
<td>ODEE response to beta 2 release</td>
<td>Monday, May 29 – Wednesday, May 31</td>
<td>ODEE will review and address any issues that are sent to them during the beta 2 release</td>
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Ok ... you’re still reading ... so we’re assuming we haven’t scared you off yet / you’re still willing to test the beta ... SO ... get started with Google Chrome! (If Chrome is already installed on your computer, skip this step.)
https://www.google.com/chrome/browser/desktop/index.html
Follow directions as prompted by your computer.

Is the Cisco AnyConnect VPN software already installed on my computer?

Maybe, maybe not? Here’s how to check. As a PC user, press the “windows” button on your keyboard or click it at the bottom of your screen and type “Cisco” in the search field. As a Mac user, click the Applications Icon (Rocket Ship) and type “Cisco” in the search field. If Cisco AnyConnect VPN software is already on your computer, refer to this article: http://ocio.osu.edu/KB05047 to get logged into Cisco for the first time and skip the “download Cisco section”

Where do I download the Cisco AnyConnect VPN software?

You’ll need to visit http://ocio.osu.edu/KB02702 and OCIO’s self-service page to get the VPN party started. The link above will explain the installation of Cisco AnyConnect, and will provide you with a link to OCIO’s self-service page (http://ocio.osu.edu/selfservice), where you will initiate acquiring a download of the VPN software:

- On the self-service page, login (link in red bar, upper right).
- Once logged in, click the orange “Order Services” button (with a shopping cart on it).
• Click the “Software Services” button

• Click the link for “Site Licensed Software Request”
• Enter your user information (if it’s not already pre-filled). Click NEXT
• Choose “Cisco AnyConnect” button. Click NEXT

• Choose your operating system (Windows, Macintosh, Linux). Click NEXT
• Choose your license type (“Staff Employee - $0”). Quantity should be 1. Click NEXT
• Select whether you are installing the software on a personal or university-owned machine, then click NEXT
• You will need to check the box to agree with the software license agreement, then click NEXT.
• You do not need to enter “Deliver to” information or special instructions. Click “Submit Request.”
• Shortly after submitting your request, you will get an email from OCIO which will provide you with a link to begin the software download (sample image of email below). You can also refer back to the help article (http://ocio.osu.edu/KB02702) to finish the installation process.
How do I set up a BuckeyePass account? **NOTE:** If you have successfully used [eprofile.osu.edu](http://eprofile.osu.edu), you probably already have a BuckeyePass account.

Visit [http://ocio.osu.edu/KB05024](http://ocio.osu.edu/KB05024) and follow the directions.

**Where do I get the BuckeyePass (Duo Mobile) app for my smartphone?**

For Android, iPhone, BlackBerry, or Windows smartphones, search for “Duo Mobile” in your phone’s app store. For more information (with example images) of the installation process on your smartphone, visit: [http://ocio.osu.edu/KB05026](http://ocio.osu.edu/KB05026)

**OK … I installed ALL that software, I have a BuckeyePass account … NOW CAN I FINALLY LOGIN TO VITA-BETA??**

Yes, yes. All in good time. Don’t forget, to login to VITA-beta, you have to get on the VPN (which means using both Cisco AND DuoMobile / BuckeyePass).

Refer to this article: [http://ocio.osu.edu/KB05047](http://ocio.osu.edu/KB05047) to get logged into Cisco for the first time.

In case you need help finding the Cisco program on your machine, here’s the icon ————>

When you get to the “Group” step, you will want to choose “OSUnet-SECURE”.

Once Cisco tells you you’re connected to the VPN, you may (FINALLY, FINALLY, FINALLY!!!) proceed to the login page for VITA-beta.

**What is the login for the beta of VITA?**

[http://go.osu.edu/vita-beta](http://go.osu.edu/vita-beta) (NOTE: this will redirect you to the actual login page / the URL will change – this is normal / expected). Please read the message at the top of the landing page!

**Once you login**, you’ll want to hover over the “My Department” link in the gray menu bar, and click on “Extension”. This will take you to the Extension module, which is what we want you to test! 😊

Please note that right now, the Extension profile may take a few seconds (up to 30) to load. This is “normal” for the beta. This lag time should not be an issue in the production version. If you see the black dots wheel spinning, please give it time to process / work (don’t keep clicking things) … just be patient! (In case you haven’t noticed, this whole process is an exercise in patience! 😊)

**Something is wrong (missing data, system not working as expected)!! What do I do?**

As you are interacting with the beta environment, please pay attention to the accuracy of your data (does it match what’s in RiV?), and also try interacting with the environment. Will it allow you to copy events or programs? Can you create new Extension events and Extension programs? Is the program behaving “logically”?

If something is missing or acting “weird”, please fill out the feedback webform at [https://go.osu.edu/CFAESvita-beta](https://go.osu.edu/CFAESvita-beta). In your feedback, please be as EXPLICIT as possible. Follow the questions / prompts in the webform. One bug / issue per webform.