

IDEAL Student Project Upload Process – Archives Alive!

IDEAL works with instructors and students to upload student projects to the University of Iowa's institutional repository, Iowa Research Online.

Step 1: *Submit project release form via Qualtrics*

- Submit release form here: https://uiowa.qualtrics.com/SE/?SID=SV_3kNDLnbgLXfuinr
- *Note: each student in a group must submit an individual release form*

Step 2: *Create an explanatory document to facilitate IDEAL uploading your content to the Web.*

Your document should contain: (see an example of one of these documents below)

1. A title for your project
2. Student names as they will appear on the Web
3. As applicable:
 - a. Date of letter sent
 - b. Sender of letter
 - c. Recipient of letter
 - d. DIY History link to original letter
4. Indication of signed release for all students involved
5. Filename for your audio
6. Filenames for your images
7. Captions for your images

Step 3: *Upload materials to individual SharePoint folder*

Your instructor will share a SharePoint folder for your project specifically. When you complete your project, upload all the content to your individual SharePoint folder.

Content to add to SharePoint folder:

- Video (.mov, .mp4)
 - Save the video file using the following filename format:
[Semester_Section_Instructor_ShortProjectTitle.mov](#)
- Images (.jpg)
 - Save the images using the following filename format:
[Semester_Section_Instructor_ShortProjectTitle_Image1.jpg](#)
- Explanatory document (.docx or .pdf)
 - Save the text using the following filename format:
[Semester_Section_InstructorName_ShortProjectTitle.docx](#)
- Any other documents, including project narrative or abstract

An example of an explanatory document follows:

Title: The Last Letter

Student Names: Elise Kerns

Date of letter: September 1, 1944

Sender of letter: Willametta Turnepseed

Recipient of letter: Burton Jay Smith

DIY History link: <https://diyhistory.lib.uiowa.edu/transcribe/3246/83295>

Filename for video: F14_146_Gilchrist_LastLetter.mov

Filename – Image 1: F14_146_Gilchrist_LastLetter_image1

Caption – Image 1: image of stickers Willametta used in her letter to Burton Jay Smith.

Caption – Image 2: etc.