

Archives Alive! Digital Project Uploading Instructions

Step 1: *Submit project release form via Qualtrics*

(https://uiowa.qualtrics.com/SE/?SID=SV_3kNDLnbgLXfuinr). Form is also linked to the IDEAL website on the [Archives Alive! project page](#)

Step 2: *Submit your video to Dropbox.com*

- Your instructor will email you an invitation to join a Dropbox folder so you can share your project in class. Open your invitation and drag and drop your project into the folder
- Once your project release has been confirmed, IDEAL will publish your project to a private YouTube account. IDEAL will confirm with you that your project has successfully been published and will send your project's YouTube URL.

Step 3: *Publish your YouTube project to the IDEAL website following the instructions below.*

- **Log into the IDEAL website:**
 - Go to <http://ideal.uiowa.edu/user>
 - Sign in using your HawkID
 - Select "Add Content" at the top left corner. If given an option, select "Student Work."
- **Under "Administration Information" tab:**
 - Enter your project title in the "title" spot
 - Under the "Assignment" drop-down menu, select the Archives Alive option that corresponds to your class section
 - Upload an image in the "thumbnail" section that corresponds to your topic (this image will appear next to your project title)
- **Under "Releases" tab:**
 - Enter your name and, if applicable, the names of other student group members in the space provided. To add another name, click "add another group member." Make sure to list all group members
 - If applicable, enter the names of people whom you interviewed or community members with whom you collaborated in the space provided. Make sure to include anyone who appears in or helped with the final project, whether it be with an image, video, or audio.
- **Under "Audio" tab:**
 - Don't add anything under this tab

- **Under “Documents” tab:**
 - Don’t add anything under this tab

- **Under “Images” tab:**
 - Upload each image that you would like to include in your work
 - Type the title or caption for each image under “alternate text” and “title”

- **Under “Text” tab:**
 - Type the text from your project. This should be the final draft of your written analysis. Including images alongside your text is possible, but you **cannot** copy and paste your images into the text box. You must use the “insert media” tool in the toolbar above the text box

- **Under “Video” tab:**
 - Enter the URL (web address) for your video tour of the document. This should be the YouTube address that links to your video on the Rhetoric YouTube account which the IDEAL staff emailed to you.

- **Under “Map” tab:**
 - Don’t add anything under this tab

- **Under “Tags” tab:**
 - Don’t add anything under this tab.

- **Under “Revision Information”:**
 - This section is found at the bottom left hand corner of the screen
 - Select “needs review” under moderation
 - Save your work at the bottom left hand corner