



Directions for Posting Oral Histories on Voices from the Fisheries Website

Once your students have created their final presentations...

1. Go to <https://www.st.nmfs.noaa.gov/voicesfromthefisheries/index.html>, Select "Add Interview".
2. Log in, username= luttal, password= voicesofthebay.
3. In the top left corner under Search Collections, type in "Voices of the Bay" as the Collection Name.
4. A folder icon titled "Voices of the Bay" should appear below, select the + to show all of the items in the collection.
5. Click on the blue triangle titled "Create Interview".
6. Read and click that you accept the Release Form.
7. Complete all of the fields in red: Interviewee's Name, Interview Date, Abstract (this is a summary of your class and the brief description of the interviewee).
8. When finished, select the "Save Data in This Tab" button.
9. A pop-up window will inform you that the record has been created, select OK
10. Select "Continue to Next Tab" button.
11. Provide the required (in red) demographic information about the interviewee.
12. To fill in the Residence Location you may need to select the "Search Location" button, then from the drop down menu choose the region (Southwest if you are in California), the state, the county, and then in the community field type in the city. Then press the search button. You also can try just typing in the city into the community field. Scroll through the menu options to select the best description of your location. Select the icon on the far left to choose the correct row.
13. Select "Continue to Next Tab" button.
14. From the drop down menu select a topic that best describes the topics covered in the interview. Then select the subtopic that best describes the interview.
15. Use either the "Open Search" button or type into the Scientific or Common Name fields to record which species were discussed in the interview.
16. Select "Continue to Next Tab" button.
17. Make sure the file format of your students final presentations aligns with what the website will take (.pdf, .bmp, .jpg, .jpeg, .mp3, .avi, .mp4, .mpg, .wmv).
18. Select the "Browse" button to find the final presentation on your computer.
19. Select the "Upload" button in the box next to the file to upload it.
20. Make sure you upload a .pdf of the Interview Consent Form for each interviewee.
21. Select "Continue to Next Tab" button.
22. Select "Submit for Approval".
23. Congratulations you are done! Thank you for submitting your final presentations to the Voices from the Fisheries database.