THE UNIVERSITY OF TENNESSEE CHATTANOOGA
Special Collections

Conduct an Oral History Interview

Web Meeting Capture Instructions

To archive your oral history recorded on Zoom, you will need to accomplish the following:

- Activate your UT Zoom account and set up the Zoom desktop application;
- Contact your interviewee to establish a time and date for the interview;
- Schedule a meeting in Zoom to record your interview;
- Record and submit your interview to Special Collections;
- And obtain and submit a signed and dated Oral History Release to Special Collections.

Activate Account

Visit the Zoom guidelines available from the Walker Center for Teaching and Learning at https://www.utc.edu/academic-affairs/walker-center-for-teaching-and-learning/learning-technologies/zoom and follow the instructions to activate your UT Zoom account. You must activate your account to conduct interviews longer than 40 minutes. If you plan to record your interview on your own machine, follow the instructions to set up the Zoom Desktop Application.

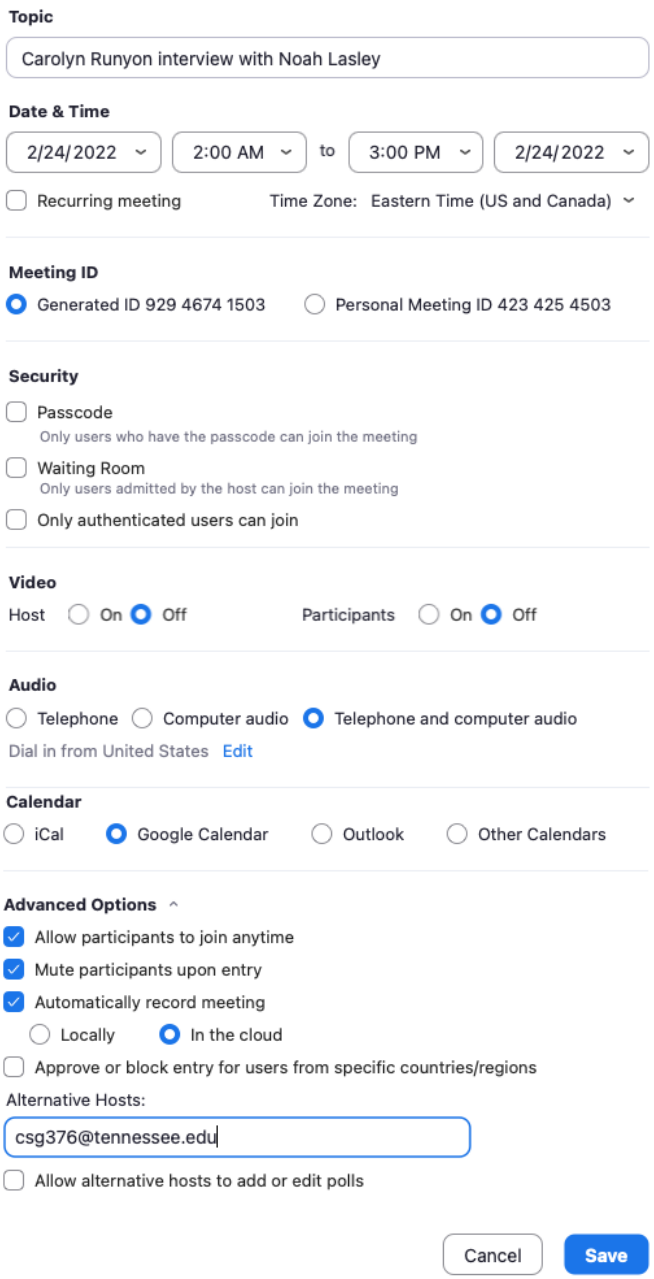
Contact Interviewee

Before contacting the interviewee, review the oral history release at https://www.utc.edu/sites/default/files/2020-09/utc-library-spc-research-conduct-interview-oral-history-interview-release-form.pdf. During the initial phone call or email, you need to explain that interviewees must sign a release form that transfers all legal title, copyright, and literary property rights to the University of Tennessee at Chattanooga. The release form gives the university the ability to permanently preserve the recordings and make them available in our Digital Collections at https://digital-collections.library.utc.edu/.

Schedule Interview

After you have activated your account and established a time and date to conduct your interview, follow the steps below to schedule your interview in Zoom:

1. Open the Zoom application.
2. If prompted, select *Sign In*.
    a. Select *Sign in with SSO*.
    b. Complete the SSO Sign In information by entering the word ***tennessee*** in the text field.
    c. Select *Continue*.
    d. Log in with your NetID (e.g. abc123) and password.
    e. If prompted, complete the authentication process, and your Zoom account application will open.
3. Navigate to the *Home* screen and select *Schedule*.
4. Enter the following details for your interview:
    a. Topic: Enter your first and last name followed by "interview with" and the interviewee's first and last name, e.g. Carolyn Runyon interview with Noah Lasley.
    b. Date & Time: Enter the date and time of your interview. Make the duration of the interview at least one hour.
    c. Meeting ID: Select *Generate Automatically*.
    d. Video: Select *On* for both Host and Participants.
    e. Audio: Select *Telephone and computer audio*.
    f. Calendar: Select *Google Calendar*.
    g. Advanced Options:
        i. Check *Allow participants to join anytime*.



ii. Uncheck *Mute participants upon entry*.
iii. Select *Automatically record meeting* and *In the cloud*.
iv. Enter csg376@tennessee.edu in *Alternative Hosts*.

5. Select *Save*.
6. Navigate to the *Meetings* screen, select your interview meeting, and select *Copy Invitation*.
7. Paste the copied invitation into an email to send to your interviewee using the following template:

> Subject: **[Project Name]** Oral History Interview, **[Month and Date of Interview]**, **[Time of Interview]**
>
> Dear **[Name of Interviewee]**,
>
> Thank you for agreeing to participate in an interview for the **[Project Name]** via Zoom. I have scheduled our interview for [**Day of Week, Month, and Date of Interview]** at **[Time of Interview]**. Full details are available below.
>
> If you are new to Zoom, information about joining a Zoom video call is available from https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-video-call. In particular, you will need to download Zoom for your device.
>
> Again, thank you for participating in this project.I look forward to speaking with you soon!
>
> All the best,
> **[Your Name]**
>
> **[Insert interview meeting invitation copied from Zoom]**

Record and Submit Interview

Follow the steps below to record your interview in Zoom:

1. Open the Zoom application.
2. If prompted, select *Sign In*.
    a. Select *Sign in with SSO*.
    b. Complete the SSO Sign In information by entering the word ***tennessee*** in the text field.
    c. Select *Continue*.
    d. Log in with your NetID (e.g. abc123) and password.
    e. If prompted, complete the authentication process, and your Zoom account application will open.
3. Navigate to the *Meetings* screen, select your interview meeting, and select *Start*.
4. Select *Join with Computer Audio*.
5. Select *Got It* to acknowledge that the meeting is being recorded.
6. *Pin the video* of the interviewee. This ensures that only the interviewee's face is visible in the recording, in keeping with best practices for conducting video oral histories.
7. Once you are ready to formally begin the interview, introduce yourself and ask the interviewee to state and spell their name using the following template:

    > This is **[Your First Name and Last Name]** conducting an oral history interview with **[Interviewee First Name and Last Name]** on **[Month Day, Year]** for the University of Tennessee at Chattanooga. **[Interviewee First Name and Last Name]**, please state and spell your name for the record.

8. Once you have completed your interview, select *End* to exit Zoom.
9. When your interview is available for review and download in Zoom, you will receive an email notifying you that the cloud recording of your interview is available.
10. Locate the email from no-reply@zoom.us notifying you that your cloud recording of the interview you conducted is available and forward to archives@utc.edu.

Obtain and Submit Release

Once you have conducted your interview, follow the steps below to follow up with your interviewee to obtain a signed release from your interviewee and submit it to Special Collections:

1. Download the oral history release from https://www.utc.edu/sites/default/files/2020-09/utc-library-spc-research-conduct-interview-oral-history-interview-release-form.pdf.
2. Use the following template to obtain a signed release from your interviewee:

    Subject: **[Project Name]** Oral History Interview Release

    Dear **[Name of Interviewee]**,

    Thank you for recording an interview with me. If you agree to release your interview for publication in the University of Tennessee at Chattanooga's Digital Collections, please sign and return to me the attached oral history release form.

    To sign the form you may upload the PDF and sign it at https://www.adobe.com/acrobat/online/sign-pdf.html.

    Again, thank you for participating in this project. I look forward to hearing from you soon.

    All the best,
    [Your Name]

3. Submit the signed release to Special Collections by emailing the release as an attachment to archives@utc.edu using the following template:

    Subject: **[Project Name]** Oral Histories: **[Your Name]** Interview with **[Name of Interviewee]** Release

    Dear Special Collections,

    Please find the oral history release for an interview with **[Name of Interviewee]** conduct on **[Date of Interview]** attached.

    All the best,
    [Your Name]