

Guide for students submitting work to the Online Research Commons for the Annual ATU Research Day Symposium

To qualify for awards, presentations must be uploaded to the Online Research Commons. If you experience problems uploading that are not covered by this guide, email Charity Park at cpark@atu.edu.

This guide was created for all student participants in the symposium. If you are presenting as a group, only upload one presentation for the group.

If you are participating in the Symposium **virtually**, you must create a video or screencast that is ten minutes or less in length. It should be saved as a .mp4 file. Any software can be used, but Kaltura is supported by ATU. See the *Creating and Downloading a Video Presentation with Kaltura* guide at <https://www.atu.edu/gradcollege/symposium.php>. For more assistance with Kaltura, contact the ATU Office of Information Systems.

1. Go to this webpage: <https://orc.library.atu.edu/>
2. Click on “My Account” in the top menu.



The screenshot shows the homepage of the Online Research Commons. At the top, there is a dark green header with the ATU logo on the left, the text "Ross Pendergraft Library & Technology Center" in the middle, and "Online Research Commons" on the right. Below the header is a navigation menu with links for "Home", "About", "FAQ", and "My Account". A blue arrow points to the "My Account" link. The main content area is divided into several sections: "Browse" with links for "Collections", "Disciplines", and "Authors"; "Links" with the text "Ross Pendergraft Library & Technology Center"; "Search" with a search box, a "Search" button, a dropdown menu for "in this repository", and links for "Advanced Search" and "Notify me via email or RSS"; "Author Corner"; and "Explore" with a "Follow" button and four categories: "Faculty Scholarship", "Faculty Books", "Student Scholarship", and "Theses and Dissertations". A featured banner for "THE DR. TIM SMITH PIANO SOUND RECORDINGS" is also visible, featuring a portrait of Dr. Tim Smith.

3. Create an account by clicking the “Sign up” button.

The screenshot shows the top navigation bar of the Online Research Commons website. The header includes the ATU Arkansas Tech University logo and the Ross Pendergraft Library & Technology Center name. The main title is "Online Research Commons". Below the header is a navigation menu with links for Home, About, FAQ, and My Account.

The main content area is divided into several sections:

- Browse:** Collections, Disciplines, Authors
- Links:** Ross Pendergraft Library & Technology Center
- Search:** Enter search terms: [input field] [Search] in this repository [dropdown menu] Advanced Search Notify me via email or RSS
- Author Corner:** Author FAQ, Submit Research

The central focus is the login and sign-up area:

- LOGIN:** Email address: [input field], Password: [input field], I'm not a robot (reCAPTCHA), Remember me, [Login button]
- CREATE NEW ACCOUNT:** You will need to create an account to complete your request. It's fast and free. [Sign up button]

A blue arrow points from the "Sign up" button to a black arrow pointing right, indicating the next step in the process.

- a. Use your ATU email.
 - b. Create a unique password (Not your ATU account password).
4. You will receive a verification link through your email.
 - a. Check your ATU Email.
 - b. Click on that link and then log in to your account.
 5. Go to this webpage: https://orc.library.atu.edu/atu_rs/2025/

- Click on the “Submit Research” button on the left side menu (under “Author Corner”).

Home > Student Research > ATU_RS > 2025

ATU ARKANSAS TECH UNIVERSITY

3RD ANNUAL ATU RESEARCH SYMPOSIUM

The third annual ATU research symposium provides students with the opportunity to practice presentation skills on research topics or information salient to their chosen fields. This year's symposium will consist of a mixture of in-person and online presentations and will take place on April 29th, 2025.

ATU Research Symposium Information

- A Submission Agreement will pop up on your screen. Read the entire agreement, check the box below to acknowledge that you understand and agree to the terms, and click on the “Continue” button.
- Enter the title of your submission. Please use Headline Capitalization, meaning you capitalize the first letter of most words, except for (if, and, to, for, a, the) if they are not the first word of the title. It must be the same title listed on your poster or presentation.

REQUIRED Submission Title

Enter Title of Submission

- Under Presenter Information, enter the information for each presenter in the order listed on the poster or presentation. For each presenter, enter their ATU email address,

first and last name, and “Arkansas Tech University” as the institution. Middle names or initials are optional.

REQUIRED Presenter Information

- a. Faculty should not be listed as an author. There is a separate “Faculty Advisor” field for them.
- b. If you have co-authors or presenters, click the green “+” button to add their information.
- c. If you need to change the order of the authors, change the number in

10. Enter your T Number.

T Number _____

Please enter your T number here:

11. Enter the type of project you are submitting from the dropdown menu. Your choices are Graduate, Honors, or Undergraduate.

Program Type _____

None ▼

12. Enter the name of your Faculty Advisor. Use their full name and title (i.e., Dr., Mr., Ms.).

Faculty Advisor

13. Enter the Document Type from the dropdown menu.

Document Type

Poster ▼

14. Choose either Online or Face-to-Face for your event location.

REQUIRED Location

Event Location

- Online
 Face-to-face

15. Choose which Discipline(s) your presentation falls under by expanding the options by clicking on the “+” button next to your field. Double-click on your chosen discipline to select it. It will appear in the “Selected” field. If you do not see a sub-discipline that fits, select your general discipline.

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

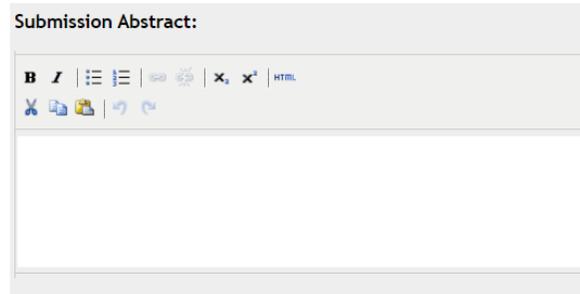
Available:		Selected:
<ul style="list-style-type: none">+ Architecture+ Arts and Humanities+ Business+ Education+ Engineering+ Law+ Life Sciences+ Medicine and Health Sciences+ Physical Sciences and Mathematics+ Social and Behavioral Sciences	<p>Select »</p> <p>« Remove</p>	

16. Under Abstract, copy and paste your presentation abstract into the form.

Abstract

Learn how the abstract can [improve the discovery of your document](#) in Google and Google Scholar.

Submission Abstract:



17. Leave the Comments fields blank.

18. Under Full Text of Presentation, Check “Upload file from your computer.”

REQUIRED Full Text of Presentation

Select a method to upload the primary submission file:

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

- a. Rename your presentation file with the following naming convention:
 - i. LastName_Presentation Title (first few words)_Date
 - ii. Example: Smith_Environmental Factors Affecting_04182024
- b. Presentations and posters must be uploaded as either .mp4 or .pdf files.
- c. If you have an online presentation, upload the .mp4 file. If you have an additional poster .pdf file, add it under additional files.

19. Check the box if you have an additional file to add. You will be prompted to upload the files after you submit the form.

Additional Files

Please check this if you'd like to add additional files

- a. Make sure you check the box under “Show” for each file.
20. Click the “Submit” button.
- a. It may take a few minutes to submit, so only click the button once

SUCCESS!