

# STAR Presentation Upload Guide

## Preparation Steps:

- 1) Inform yourself about abstract and presentation upload deadlines at the KeyDates page on the STAR website.
- 2) Ensure that your presentation meets the STAR requirements posted on the website (some labs may have special arrangements on sizes or formats which differ from STAR, work with your lab site coordinator).
- 3) If you are at a secure site (JPL, AFRL, PNNL, etc.) your FINAL draft must be approved by the security review process at your site for public release.
- 4) You must receive approval of the FINAL draft of the presentation and abstract from EVERY author mentioned on your presentation. This presentation will be released to the public and every person must be fairly represented. We cannot make changes after the upload is done (it is the equivalent of printing).
- 5) Save poster presentations as a full-size .pdf document on your desktop (problems can occur during large uploads when using some external drives). Make certain that you are not saving a version scaled to a smaller sheet of paper. We will use this file to print full-sized posters.
- 6) Save short-oral presentation slides as a .pdf document on your desktop
- 7) Save your abstract as a plain-text file you can copy and paste
- 8) You will upload your presentation TWICE. Once to STAR so that we may print a high-resolution version in the Research Conference program and second, to the Digital Commons so that you can give consent for its public release, so that it is publicly available forever to other researchers, and you will receive download notifications.

## STAR upload steps:

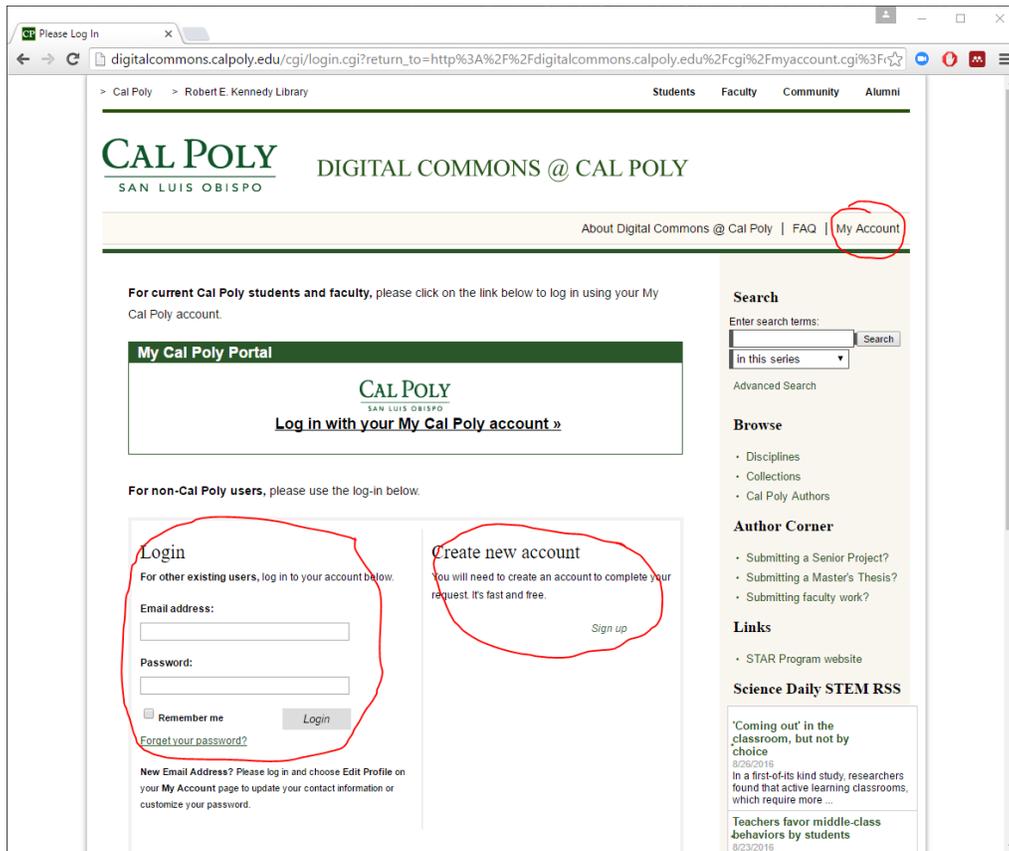
- 1) Point your internet browser to <http://www.StarTeacherResearcher.org/>
- 2) Choose the KeyDates page or the Placed Fellows page
- 3) Click the 'Poster upload link to STAR' which will take you to a SurveyGizmo survey
- 4) Follow the prompts.

## Digital Commons Upload steps:

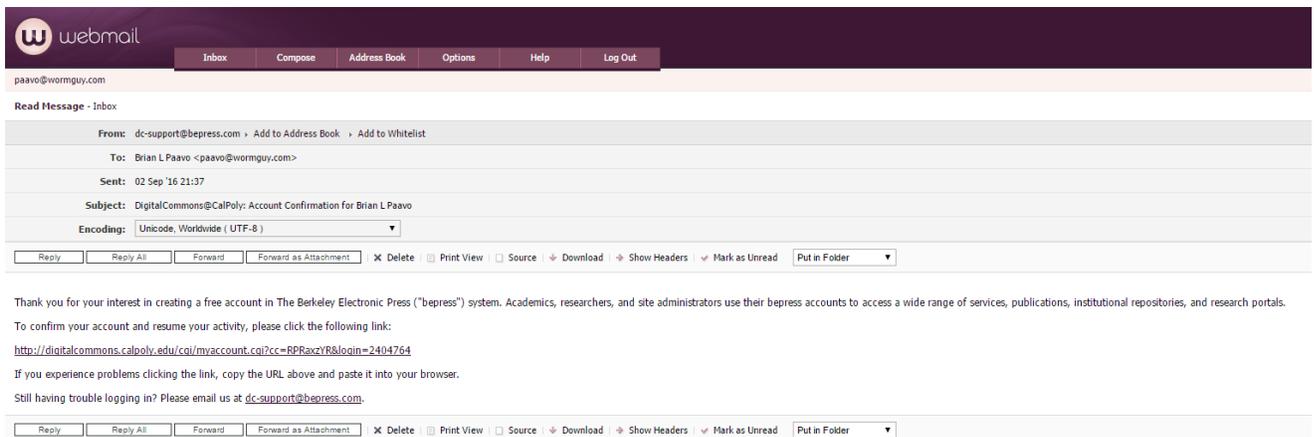
- 1) Point your internet browser to <http://digitalcommons.calpoly.edu/star>



- 2) Click on the 'My Account' link. Alumni will already have an account from last year so can use their email and password or the 'Forget your password?' link. New STARS will have to 'Create a new account'



- 3) For new users, complete the email, name, and password fields. For institutional affiliation you may use your university, your school, STAR Program, or none. It is not usually good practice to use your summer lab site as your institutional affiliation.
- 4) You will receive a confirmation message in your email inbox (be sure to check spam folders if you don't see it within about 20 minutes. It will likely come from [DigitalCommons@calpoly.edu](mailto:DigitalCommons@calpoly.edu) and refer to the Berkeley Electronic Press (bepress) system. You must click the including link to complete account creation.



- 5) You will then be directed back to the login page. Ignore this page. Point your browser to: [http://digitalcommons.calpoly.edu/cgi/ir\\_submit.cgi?context=star](http://digitalcommons.calpoly.edu/cgi/ir_submit.cgi?context=star) so that you will be identified as a STAR Fellow.

- 6) Now you can enter your email address and password.
- 7) You will first be given some submission instructions and be asked to agree to the terms of publication. It is not too long, skipping reading agreements and contracts is bound to lower your quality of life.



- 8) You will then have a page of required information:



**STAR (STEM Teacher and Researcher)  
Program Posters**

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**Title**

Please use Headline Style Capitalization e.g., The Scholarly Communication Crisis

Enter title:

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**Author Info**

Search For An Author Using: Last Name, First Name, or Institution

1 (paavo@wormguy.com) Brian L Paavo, Cal Poly San Luis Obispo + -

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**Publication Date**

If you choose to enter a date, the year is required but all other fields are optional.

Month:  Year:

**Title:** Be sure to use the proper format

**Author Last Name, First Name, or Institution:** add as many as required, you should be first author and have already been filled in

**Publication Date:** Enter the latest date you received final approval from your site and ALL authors

**Keywords:** add as you wish, separate with commas

**Abstract:** paste the copy of the approved abstract, must be less than 250 words.

**Disciplines:** add as many as appropriate to your work

**Mentor:** enter your primary research mentor's name (omit the Dr.)

**Lab site:** select as appropriate

**Access:** Choose 'Open Access,' a 1 year embargo is only in particular circumstances and must be arranged with STAR and lab site

**Funding Acknowledgement:** Copy and paste the acknowledgements from your presentation. It must including the funding statements provided by STAR. It CAN include other acknowledgements added by your research group. Some samples have been provided so that you can copy and paste them IF appropriate.

**Upload File:** upload the full-size .pdf file from your computer using the Choose File button.

**Additional Files:** check this and upload ONLY if you and your mentor wish to include raw data files with your presentation

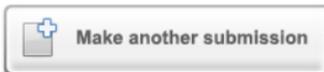
**Comments:** Only add if absolutely necessary.

9) Press the submit button. It may take a while (depending upon file size) before you see the following:



STAR (STEM Teacher and Researcher)  
Program Posters

You have successfully uploaded:  
Testing Submission



- 10) If you now go to 'My Account' you will see that your Submission is 'under review.' You will receive an email confirming your submission. **If you do not receive the email it has not been** submitted. KEEP this email with your STAR stuff as it has important information for troubleshooting.
- 11) STAR also receives an email invitation to review the file. Your presentation won't be publicly visible until approved. You will receive another email from the system when your presentation has been approved or rejected.
- 12) You can now logout using the button.

Thank you for uploading your presentation to the world using the Cal Poly Digital Commons! You will, by default, receive monthly email notices about how many people have completely downloaded your work. The system goes to great effort to weed out bots and crawlers so that this number is most likely real humans. Your presentation has a specific, stable link at [digitalcommons.calpoly.edu/star](https://digitalcommons.calpoly.edu/star) which you are encouraged to include in your resume and/or online career profile.