# How to Conduct and Record an Oral History Using a Video Communications Application



## **ORAL HISTORY HOW-TO GUIDES**

#### WHY IS THIS IMPORTANT?

Using a video communications application makes it possible to conduct oral histories when the oral historian cannot be in the same location with the narrator.

### WHAT TO KNOW.

The following are needed to conduct and record an oral history using a video communications application:

- Access to a device capable of recording either audio or audio and video
- Ability to install and use a video communications application capable of recording lengthy video conference meetings. Common applications include **Zoom** and **Microsoft Teams**.

#### **START**



Become familiar with the application. Schedule a practice call with a friend or family member to practice navigating the software and completing a recording. **ENSURE** the narrator knows how to use the application. If needed, conduct a pre-oral history meeting using the application to ensure everyone is prepared.

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**CONDUCT** a sound test before the oral history to ensure good sound quality is being achieved.



Interview Agreement to the narrator. Ask them to complete the form prior to the oral history.



**FOCUS.** Before beginning, ask the narrator to minimize all distractions for the duration of the oral history. Let them know the oral history can be paused if necessary.

resume the oral history if internet connection issues surface. Inform the narrator of the plan before beginning. If you experience issues recording, a TASCAM device can be used to record the audio of the oral history.



The oral history is recorded using the online application. All information has been entered into WebCat, and the completed oral history and accompanying video files are sent to the Church History Department.

**TRANSFER.** At the conclusion of the oral history, locate the audio or video file(s) and transfer them to the proper storage location.



HAVE QUESTIONS OR NEED HELP? Refer to page 7 of the Oral Histories guide. See also: How to record a meeting in: Zoom | Teams

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