

---

## MTurk Instruction - Admin

Jiahao Zhang



Mar. 5, 2022

## Contents

<b>1</b>	<b>Log in MTurk Management</b>	<b>3</b>
<b>2</b>	<b>Load Tasks into a New Batch</b>	<b>4</b>
<b>3</b>	<b>Get Task CSV</b>	<b>5</b>
<b>4</b>	<b>Sign In MTurk Requester Sandbox</b>	<b>6</b>
<b>5</b>	<b>Start a New Project</b>	<b>6</b>
<b>6</b>	<b>Publish Hits (Human Intelligence Tasks)</b>	<b>9</b>
<b>7</b>	<b>Sync With MTurk</b>	<b>11</b>
<b>8</b>	<b>Audit Submissions</b>	<b>13</b>
<b>9</b>	<b>Delete a Batch</b>	<b>16</b>

Issues related to MTurk Management, please create issues [here](#).

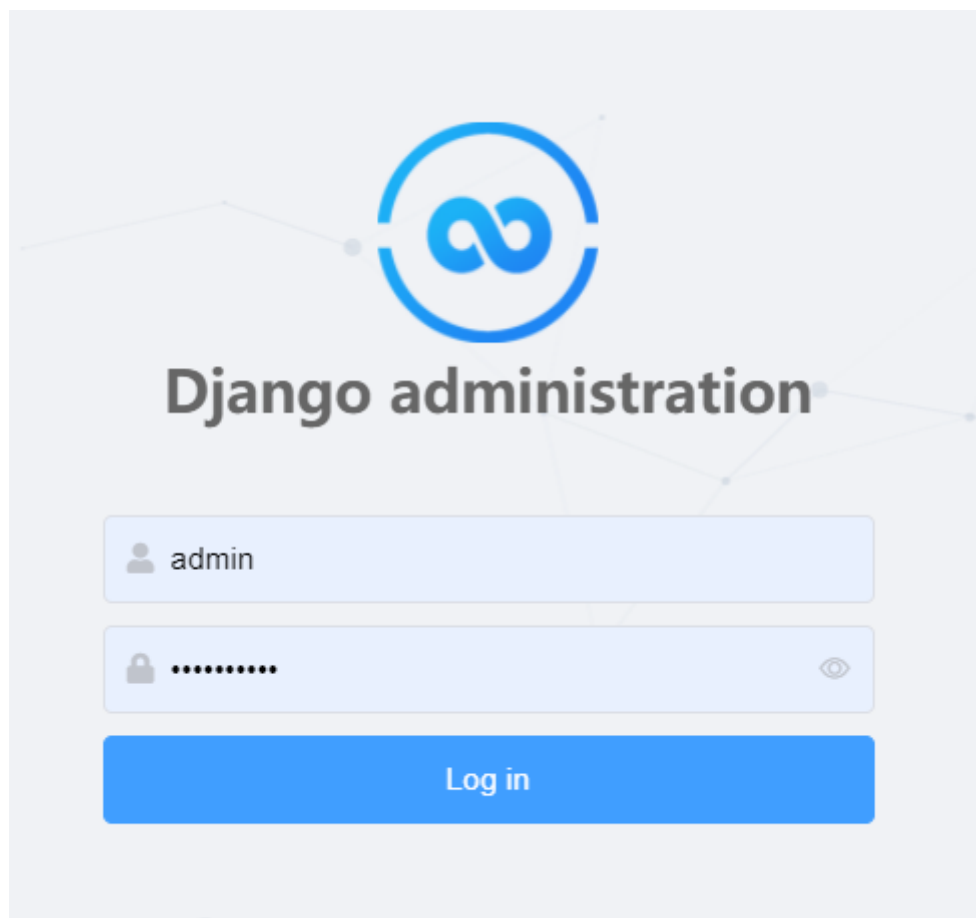
Issues related to Vidat, please create issues [here](#).

## 1 Log in MTurk Management

### MTurk Management

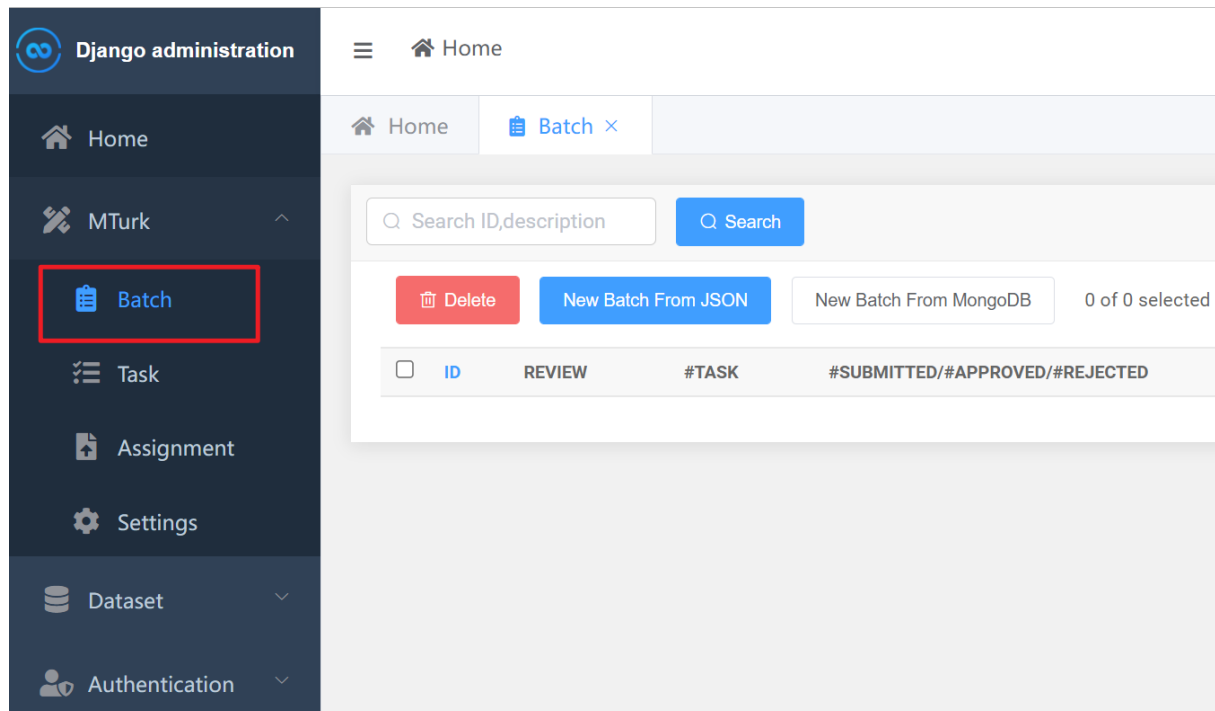
User: admin

Pass: adminadmin

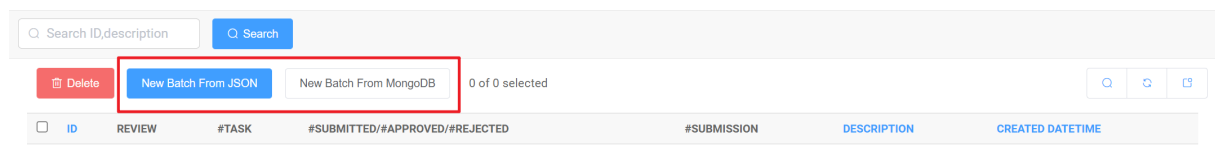


**Figure 1:** Login.

## 2 Load Tasks into a New Batch



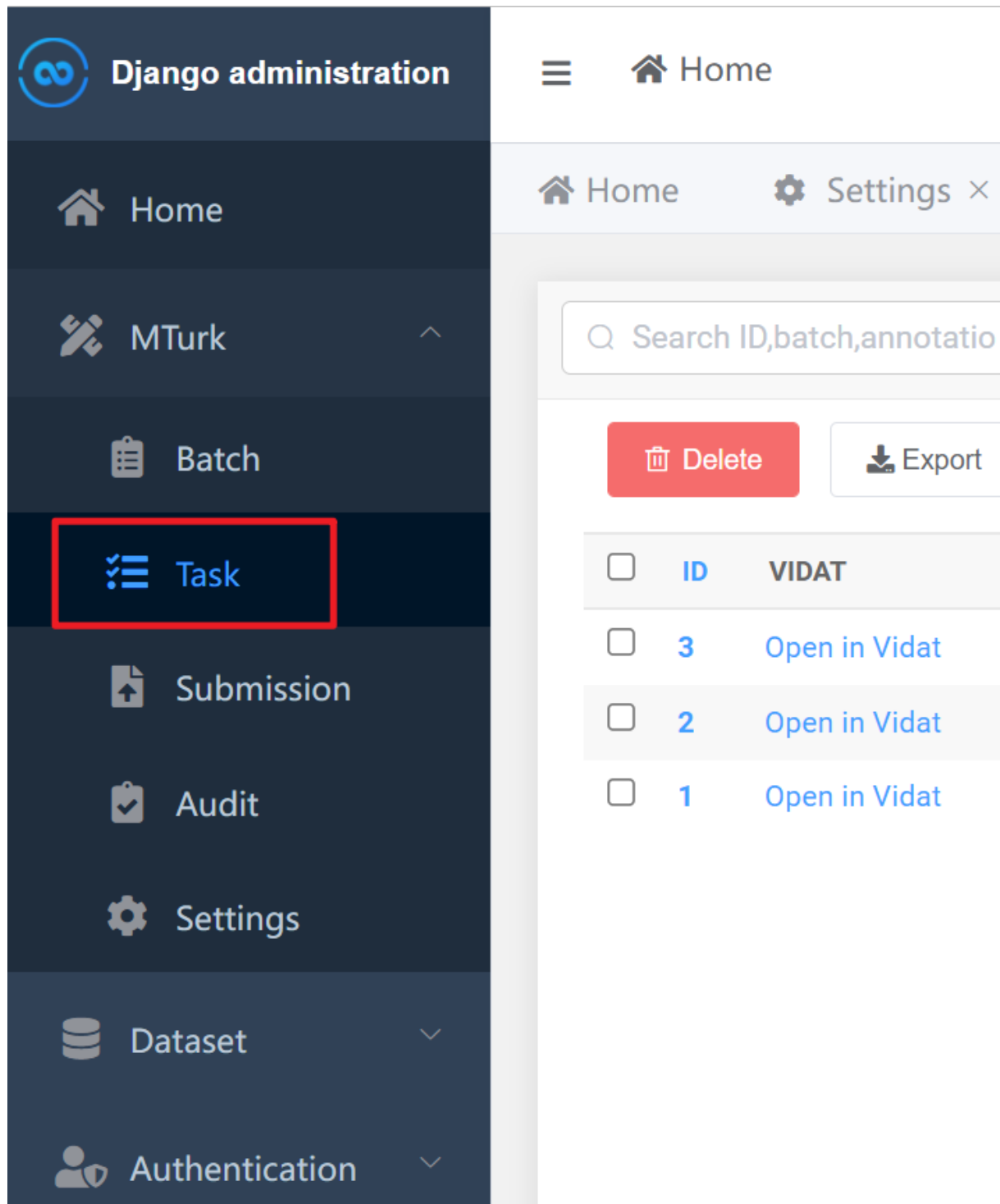
**Figure 2:** Go to the Batch tab.



**Figure 3:** Click button **New Batch from JSON** and enter a description for this batch. Every click loads all tasks from the source into a new batch for convenient bulk delete operation.

- **New Batch from JSON:** Make sure `DATASET_PATH` and `DATASET_JSON_NAME` are defined correctly in the `task/settings`.
- **New Batch from MongoDB:** Deprecated.
- **REVIEW** review the result in MTurk. This is available only after you have uploaded the batch to MTurk and have synced with MTurk in the Task tab. Make sure `MTURK_BATCH_REVIEW` is defined correctly in the `task/settings`.

### 3 Get Task CSV



The screenshot displays the Django administration interface. On the left is a dark blue sidebar with a list of navigation items: Home, MTurk, Batch, Task, Submission, Audit, Settings, Dataset, and Authentication. The 'Task' item is highlighted with a red rectangular box. On the right, a light gray header bar contains a hamburger menu icon and the text 'Home'. Below this, a secondary bar shows 'Home' and 'Settings' with a close icon. A search bar is present with the placeholder text 'Search ID,batch,annotatio'. Below the search bar are two buttons: a red 'Delete' button and a white 'Export' button. The main content area shows a table with three columns: a checkbox, 'ID', and 'VIDAT'. The table contains three rows of data:

<input type="checkbox"/>	ID	VIDAT
<input type="checkbox"/>	3	Open in Vidat
<input type="checkbox"/>	2	Open in Vidat
<input type="checkbox"/>	1	Open in Vidat

Figure 4: Go to Task tab.

Search ID, batch, annotation

batch

Search

Delete Export 0 of 3 selected

ID	VIDAT	AUDIT PASS FAIL UNSET COUNT	STEP LIST COUNT	BATCH	ANNOTATION PATHNAME
3	<a href="#">Open in Vidat</a>	0 / 0 / 1	11	Batch 5	/dataset/Furniture/Chairs/30483049/annotation/task-3-30483049-IB6SibTqou4.json
2	<a href="#">Open in Vidat</a>	0 / 0 / 0	14	Batch 5	/dataset/Furniture/Chairs/80481793/annotation/task-2-80481793-tQ7HgVRKZzw.json
1	<a href="#">Open in Vidat</a>	0 / 0 / 0	2	Batch 5	/dataset/Furniture/Chairs/20240990/annotation/task-1-20240990-X1zrVnnelwk.json

**Figure 5:** Filter by batch and then export tasks. If no task is selected, all tasks are exported by default.

Format: csv

SUBMIT

**Figure 6:** Choose csv (default) and Submit. Save the csv file to your local computer.

## 4 Sign In MTurk Requester Sandbox

[MTurk Requester Sandbox](#)

## 5 Start a New Project

We will use the [Survey Link](#) template. Just follow the instruction.

Select a customizable template to start a new project

Survey

Survey Link

Survey

Vision

Image Classification

Bounding Box

Semantic Segmentation

Instance Segmentation

Polygon

Keypoint

Image Contains

Video Classification

Moderation of an Image

Image Tagging

Image Summarization

Language

Sentiment Analysis

Collect Utterance

Intent Detection

Emotion Detection

Semantic Similarity

Conversation Relevance

Audio Transcription

Document Classification

Translation Quality

Audio Naturalness

Other

Data Collection

Survey Link Instructions (Click to expand)

Survey link:

Provide the survey code here:

You must ACCEPT the HIT before you can submit the results.

Sign in to Create Project

**Figure 7:** Start a new project.

1 Enter Properties 2 Design Layout 3 Preview and Finish

Project Name: Video Segmentation - Demo This name is not displayed to Workers.

**Describe your survey to Workers**

Title:

Describe the survey to Workers. Be as specific as possible, e.g. "answer a survey about movies", instead of "short survey", so Workers know what to expect.

Description:

Give more detail about this survey. This gives Workers a bit more information before they decide to view your survey.

Keywords:

Provide keywords that will help Workers search for your tasks.

**Figure 8:** Fill in the blanks.

**Setting up your survey**

Reward per response: \$  This is how much a Worker will be paid for completing your survey. Consider how long it will take a Worker to complete your survey.

Number of respondents:  How many unique Workers do you want to complete your survey?

Time allotted per Worker:  Days Maximum time a Worker has to complete the survey. Be generous so that Workers are not rushed.

Survey expires in:  Days Maximum time your survey will be available to Workers on Mechanical Turk.

Auto-approve and pay Workers in:  Days This is the amount of time you have to reject a Worker's assignment after they submit the assignment.

**Figure 9:** Fill in the blanks.

**Worker requirements**

**Require that Workers be Masters to do your tasks (Who are Mechanical Turk Masters?)**  
☐ Yes ☒ No

**Specify any additional qualifications Workers must meet to work on your tasks:**  
[\(+\)](#) Add another criterion (up to 5)  
(Premium Qualifications incur additional fees, see [Pricing Details](#) to learn more)

**Project contains adult content (See details)**  
☐ This project may contain potentially explicit or offensive content, for example, nudity.

[Save](#) [Design Layout](#)

**Figure 10:** Fill in the blanks.

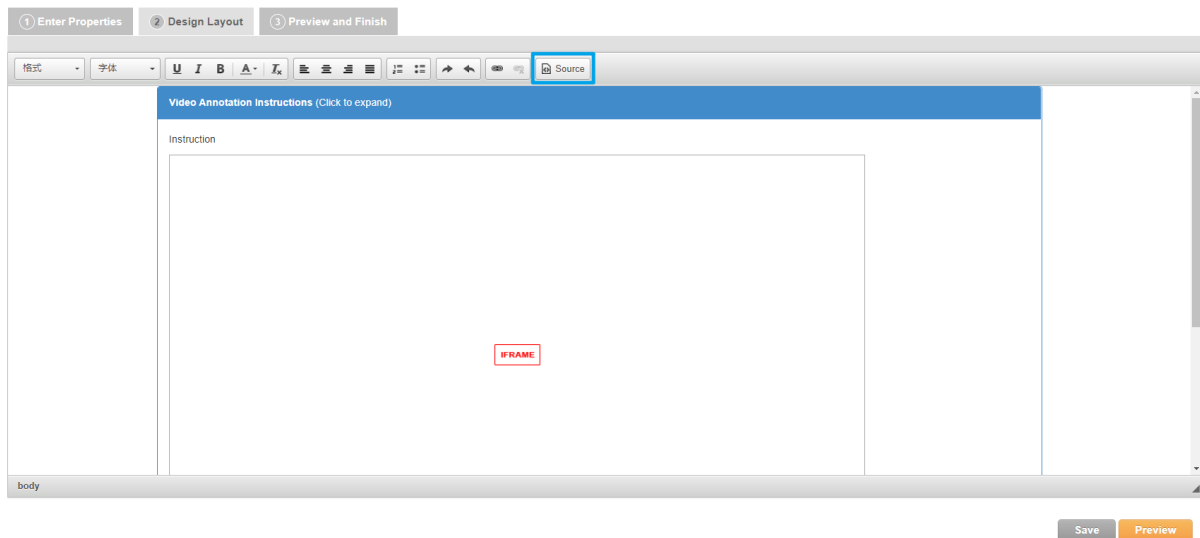


Figure 11: Click the [Source](#) button.

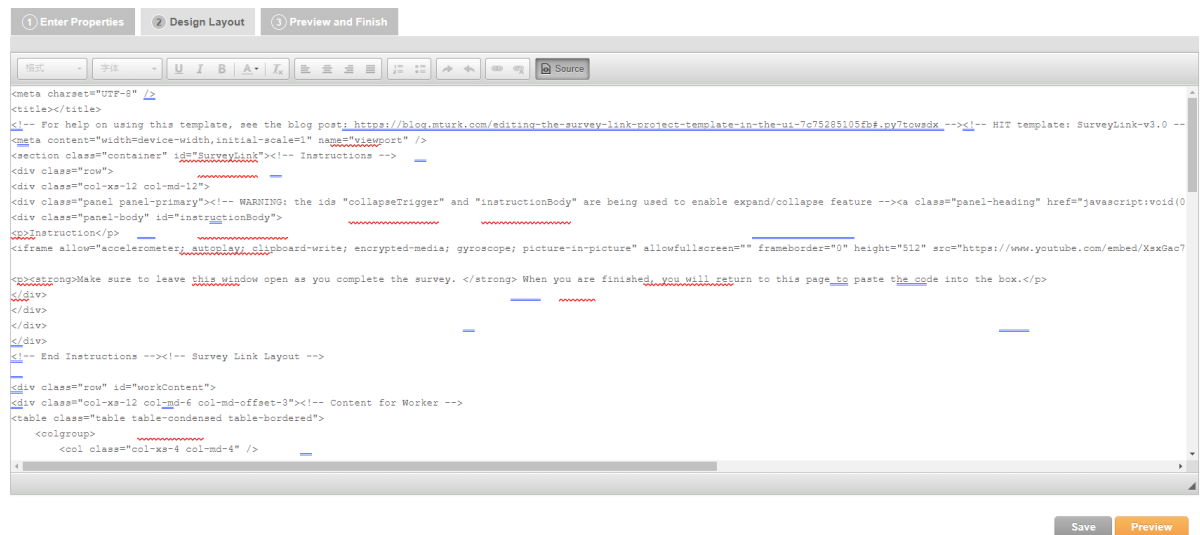


Figure 12: The proposed template is provided on [GitHub](#).



1 Enter Properties 2 Design Layout 3 Preview and Finish

IKEA Assembly Instruction Video Segmentation

Requester: Jiahao Zhang Reward: \$1.00 per task Tasks available: 0 Duration: 1 Days

Qualifications Required: None

Video Annotation Instructions (Click to expand)

Vidat link:

Provide the submission code here:  
e.g. 123e4567-e89b-12d3-a456-426614174000

Submit

Finish

Figure 13: Preview and finish.

## 6 Publish Hits (Human Intelligence Tasks)

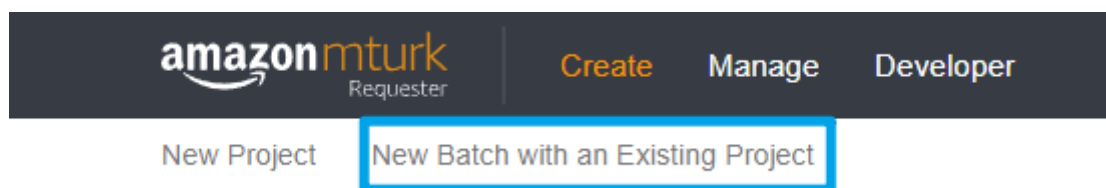


Figure 14: New batch with existing project.

Start a New Batch with an Existing Project

Project Name	Title	Created ▼	Last Edited	
Video Segmentation - Demo	IKEA Assembly Instruction Video Segmentation	February 14, 2022	March 1, 2022	<div> <div>Publish Batch</div> <div>Edit</div> <div>Copy</div> <div>Delete</div> </div>

Figure 15: Publish batch.

**Publish Batch**

Choose a .csv file with the variables you specified in your project. ([learn more](#))

**Choose File** Task-2022-03-02.csv **Upload**

**File validation completed with warnings**

Your CSV file has the following warnings. Please review these items to ensure they are not errors, and then click Upload to complete the upload.

**Warning**  
Line 1: File has the following extra headers not found in this task: id

Don't have a data file? [Download a sample .csv file.](#)

**Figure 16:** Select the csv file generated by MTurk Management and Upload.

IKEA Assembly Instruction Video Segmentation

Requester: Jiahao Zhang Reward: \$1.00 per task Tasks available: 3 Duration: 1 Days

Qualifications Required: None

**Video Annotation Instructions (Click to expand)**

**Vidat link:** <https://vidat2.davidz.cn?annotation=/dataset/Furniture/Chairs/30483049/annotation/task-30483049-IB6SltTqou4.json&showObjects=false&showRegions=false&showSkeletons=false&showActions=true&showPopup=false&grayscale=false&decoder=auto&muted=false&zoom=false&defaultFPS=10&defaultFpk=50&submitURL=https%3A%2F%2Fmturk.davidz.cn%2Ftask%2Fsubmit%2F3%2F>

**Provide the submission code here:**  
e.g. 123e4567-e89b-12d3-a456-426614174000

**You must ACCEPT the HIT before you can submit the results.**

**Next HIT** **Cancel** **Next**

**Figure 17:** Wait for uploading, preview the task and click Next if there is no issue.

Video Segmentation - Demo

---

**Batch Summary**

Batch Name:  Description:

---

**Batch Properties**

Title: IKEA Assembly Instruction Video Segmentation  
 Description: Video Segmentation  
 Batch expires in: 7 Days  
 Results are auto-approved and Workers are paid after: 3 Days

---

**Tasks**

Number of tasks in this batch:	3
Number of assignments per task:	x 20
Total number of assignments in this batch:	<u>60</u>

---

**Cost Summary**

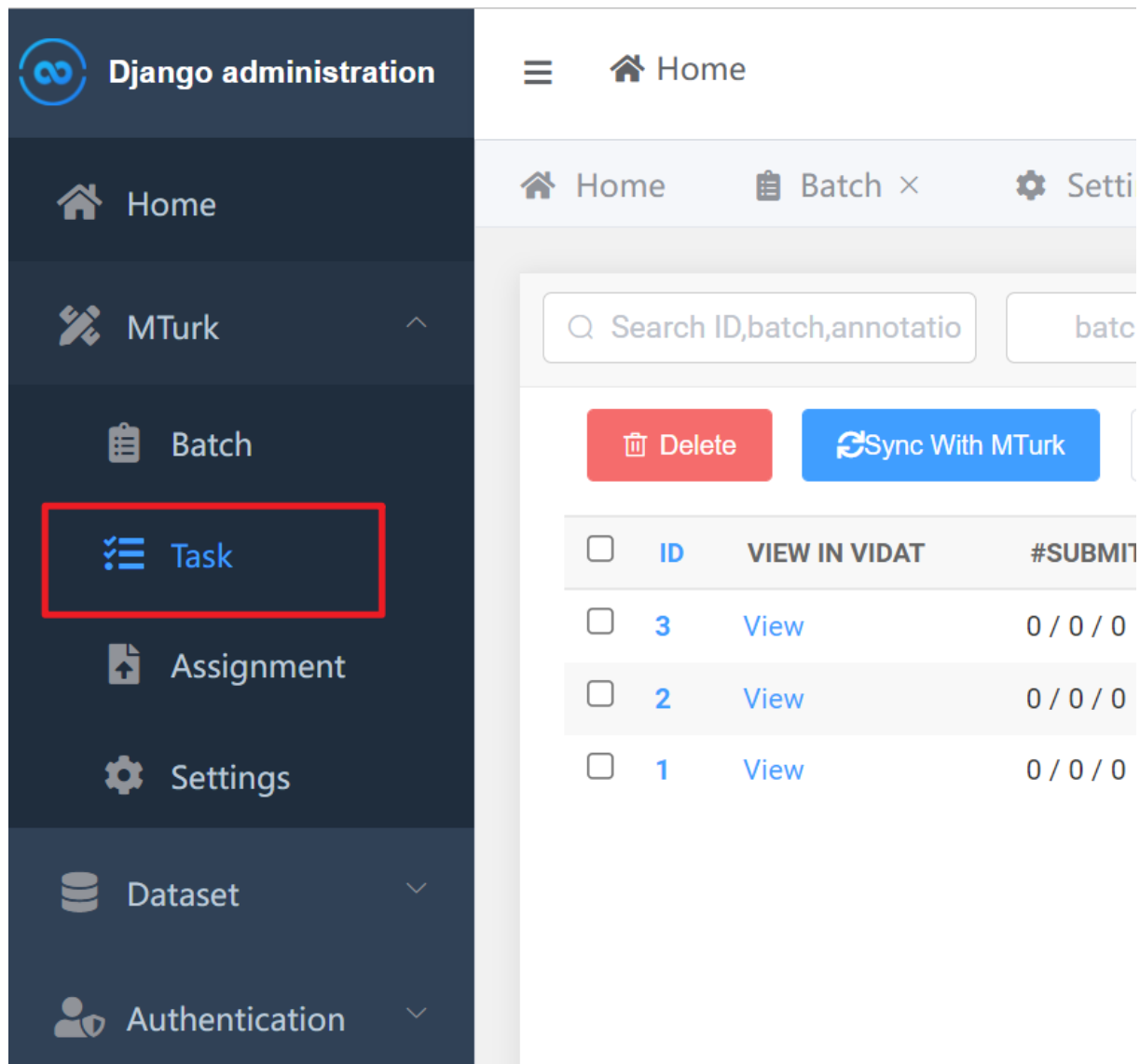
Reward per Assignment:	\$1.00	
	x 60	(total number of assignments in this batch)
Estimated Total Reward:	<u>\$60.00</u>	
Estimated Fees to Mechanical Turk:	+ \$24.00	(fee details)
Estimated Cost:	<u>\$84.00</u>	
Applied Prepaid HITs Balance:	- \$84.00	
Remaining Balance Due:	<u>\$0.00</u>	

[Back](#)
[Publish](#)

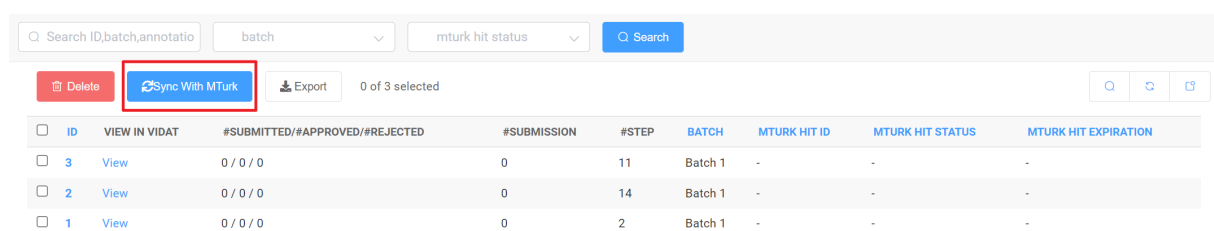
**Figure 18:** Confirm and publish batch.

## 7 Sync With MTurk

This step is needed whenever a new batch is uploaded to MTurk.

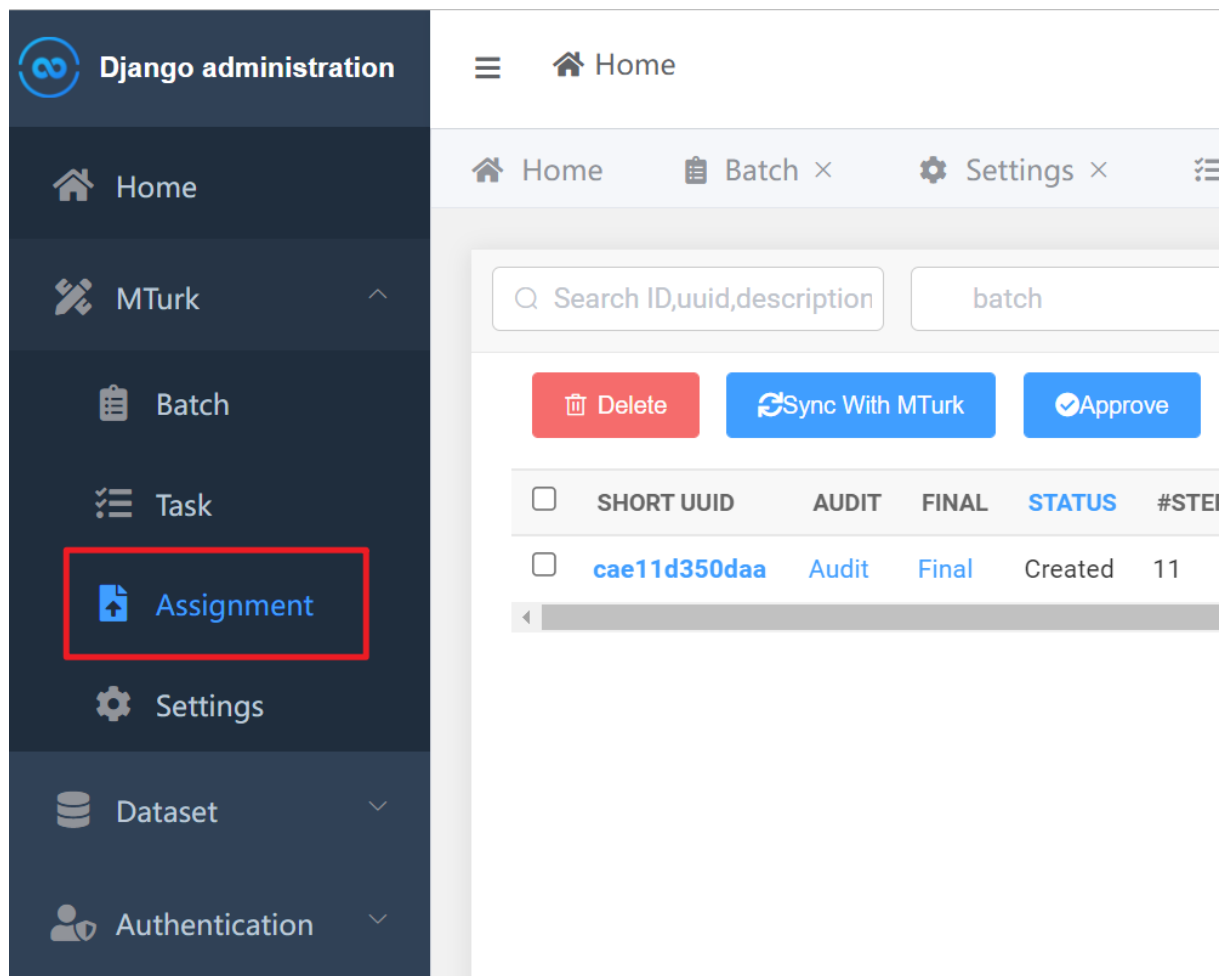


**Figure 19:** Go to Task tab.



**Figure 20:** Click the button `Sync With MTurk`. This will help obtain the corresponding HITIDd, HITStatus, HITExpretion and BatchId.

## 8 Audit Submissions



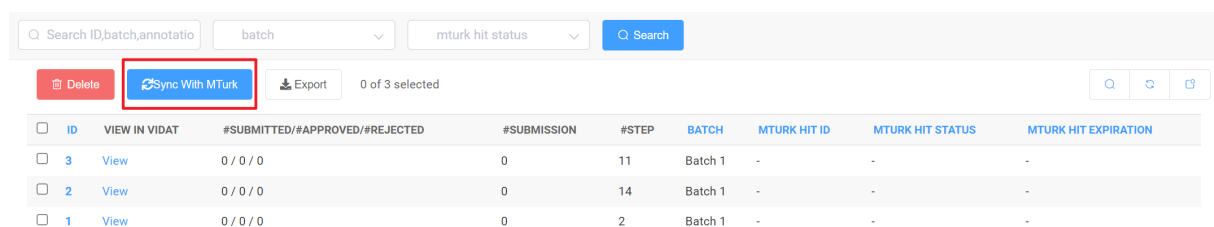
The screenshot shows the Django administration interface. On the left sidebar, the 'Assignment' tab is highlighted with a red rectangle. The main content area shows the 'Batch' view with a search bar, buttons for 'Delete', 'Sync With MTurk', and 'Approve', and a table of audit submissions.

<input type="checkbox"/>	SHORT UUID	AUDIT	FINAL	STATUS	#STEP
<input type="checkbox"/>	cae11d350daa	Audit	Final	Created	11

**Figure 21:** Go to Assignment tab.

STATUS:

- **Created** annotation is submitted via Vidat
- **Submitted** submission code is submitted via MTurk
- **Approved** the assignment is approved
- **Rejected** the assignment is rejected
- **Unknown** unknown situation



The screenshot shows the Django administration interface with the 'Assignment' tab selected. The 'Sync With MTurk' button is highlighted with a red rectangle. Below the table, there is a list of assignments with columns for ID, View in Vidat, Submissions, Steps, Batch, MTurk Hit ID, MTurk Hit Status, and MTurk Hit Expiration.

<input type="checkbox"/>	ID	VIEW IN VIDAT	#SUBMITTED/#APPROVED/#REJECTED	#SUBMISSION	#STEP	BATCH	MTURK HIT ID	MTURK HIT STATUS	MTURK HIT EXPIRATION
<input type="checkbox"/>	3	<a href="#">View</a>	0 / 0 / 0	0	11	Batch 1	-	-	-
<input type="checkbox"/>	2	<a href="#">View</a>	0 / 0 / 0	0	14	Batch 1	-	-	-
<input type="checkbox"/>	1	<a href="#">View</a>	0 / 0 / 0	0	2	Batch 1	-	-	-

**Figure 22:** Click button **Sync With MTurk** to obtain assignment related data. It could be slow, please wait with patient.

**Sync With MTurk** will iterate over all assignments with given HITIds in the Task tab. If the submission code (assignment id) and the HITId (task id) matches, the assignment will be marked as **Submitted**, or, it will be rejected automatically.

E.g.

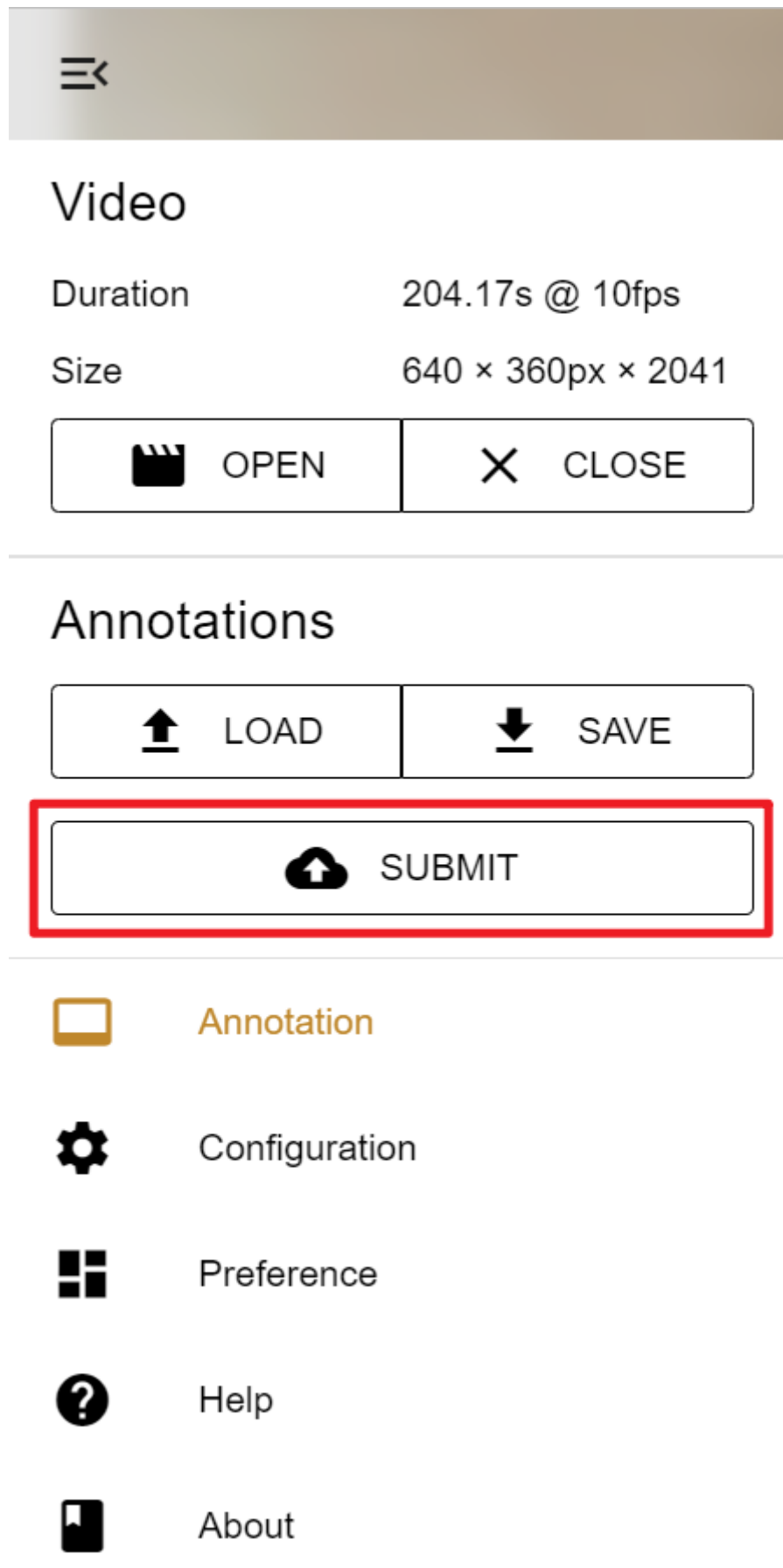
- submission code is not in UUID format: rejected automatically
- submission code is not for this task: rejected automatically
- submission code could not be found: rejected automatically

SHORT UUID	AUDIT	FINAL	STATUS	#STEP	#ANNOTATED STEP	WORK TIME	DESCRIPTION	CREATED DATETIME	LAST MODIFIED DATETIME	MTURK ASSIGNMENT STATUS	MTURK V
cae11d350daa	Audit	Final	Submitted	11	11	0:24:26	-	March 8, 2022, 1:38 p.m.	March 8, 2022, 1:49 p.m.	Submitted	-

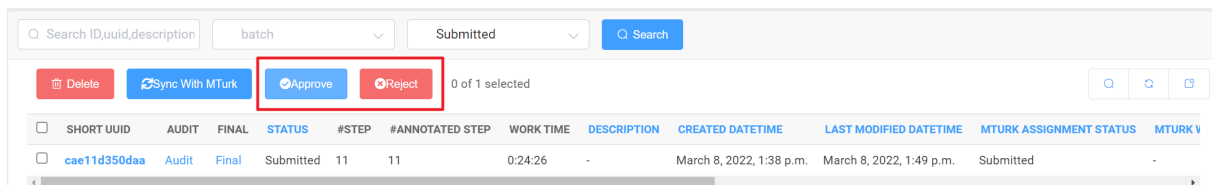
**Figure 23:** Audit Assignments with **Submitted** status. A status filter can be helpful.

Some attributes could be helpful for audit

- **#STEP** number of steps in this task, **#ANNOTATED STEP** number of annotated steps in this assignment, if **#ANNOTATED STEP** is significant less than **#STEP**, there could be some issues.
- **Work Time** the time it takes the worker from accepting the HIT to submitting the HIT. If it is too short, then the quality of the annotation could be low.
- **MTURK WORKER FEEDBACK** feedback from the worker.

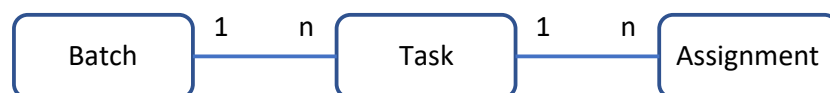


**Figure 24:** Submit back to MTurk Management if there need to be some modifications, if not just close Vidat.



**Figure 25:** Approve or reject the assignment as you like. Please note that you approve, and reject is irreversible action and approve would lead to actual payment. There is a feedback needed when rejecting the assignment and it can be seen by the worker. This could be slow, please wait will patient.

## 9 Delete a Batch



**Figure 26:** The ER model

All the foreignkeys are set to **CASCADE** on delete, therefore, whenever you delete a batch, all the related tasks are also removed, so is the assignment.

Are you sure you want to delete the selected batch? All of the following objects and their related items will be deleted:

### Summary

- Batches: 1
- Tasks: 3
- Assignments: 1

### Objects

- Batch: [Batch 1](#)
  - Task: [Task 3](#)
    - Assignment: [Assignment bd5a79df-c8e3-4eaf-b134-cae11d350daa](#)
  - Task: [Task 2](#)
  - Task: [Task 1](#)

Yes, I'm sure

No, take me back

**Figure 27:** When deleting a batch, all related objects will show up on the warning page



Thanks for your cooperation, cheers!