Cleveland Metadata/Transcription Documentation

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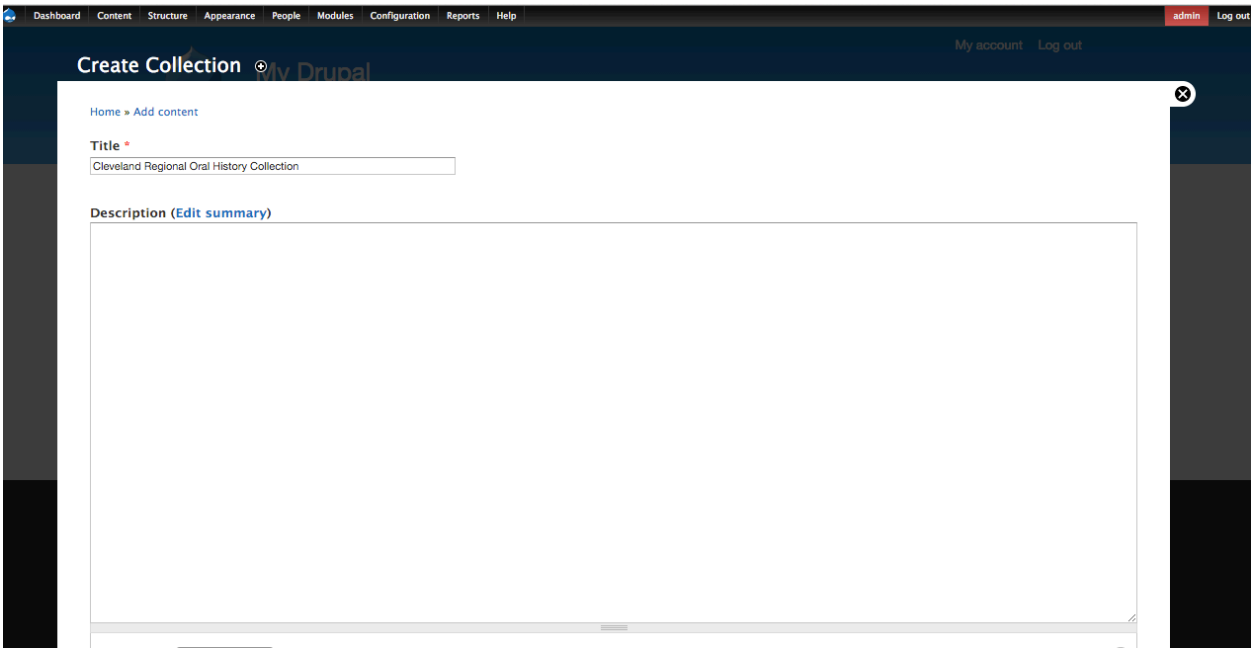
Section 1: Create a Collection

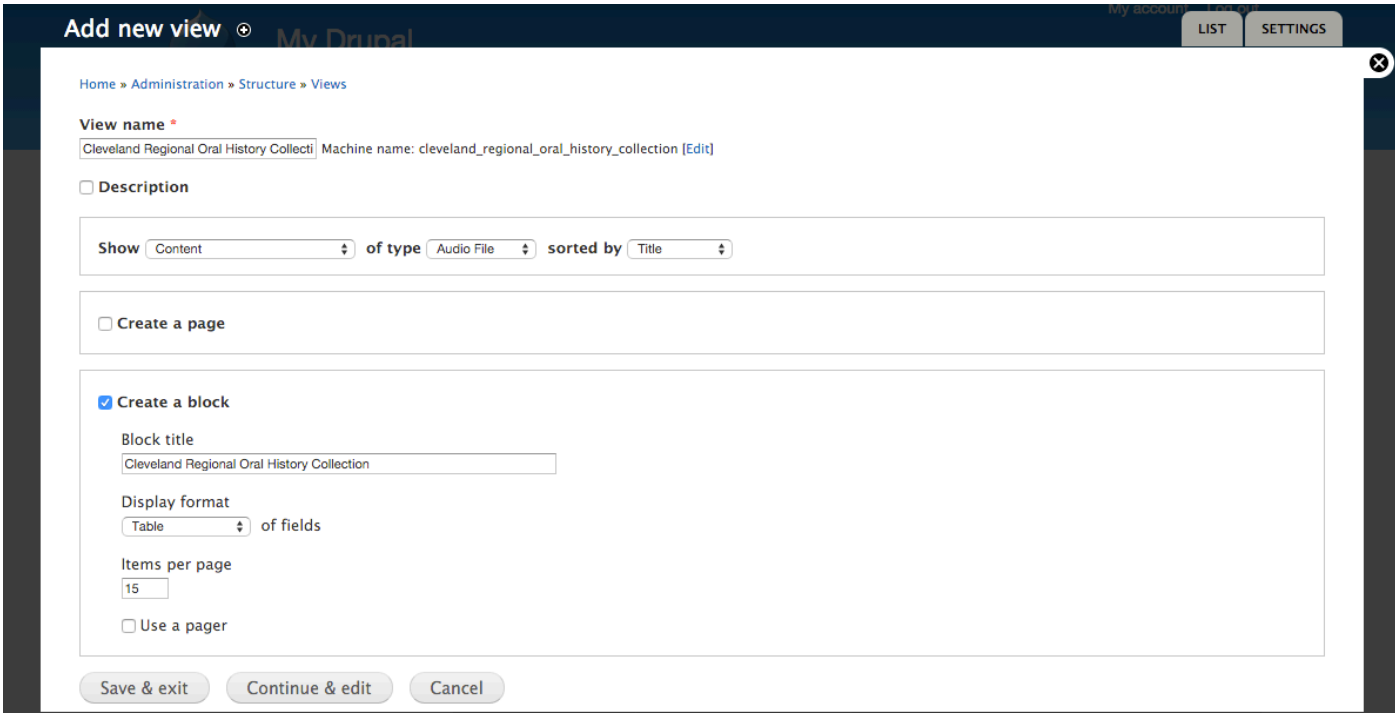
a) Create a Collection

- Under Content>add content>collection

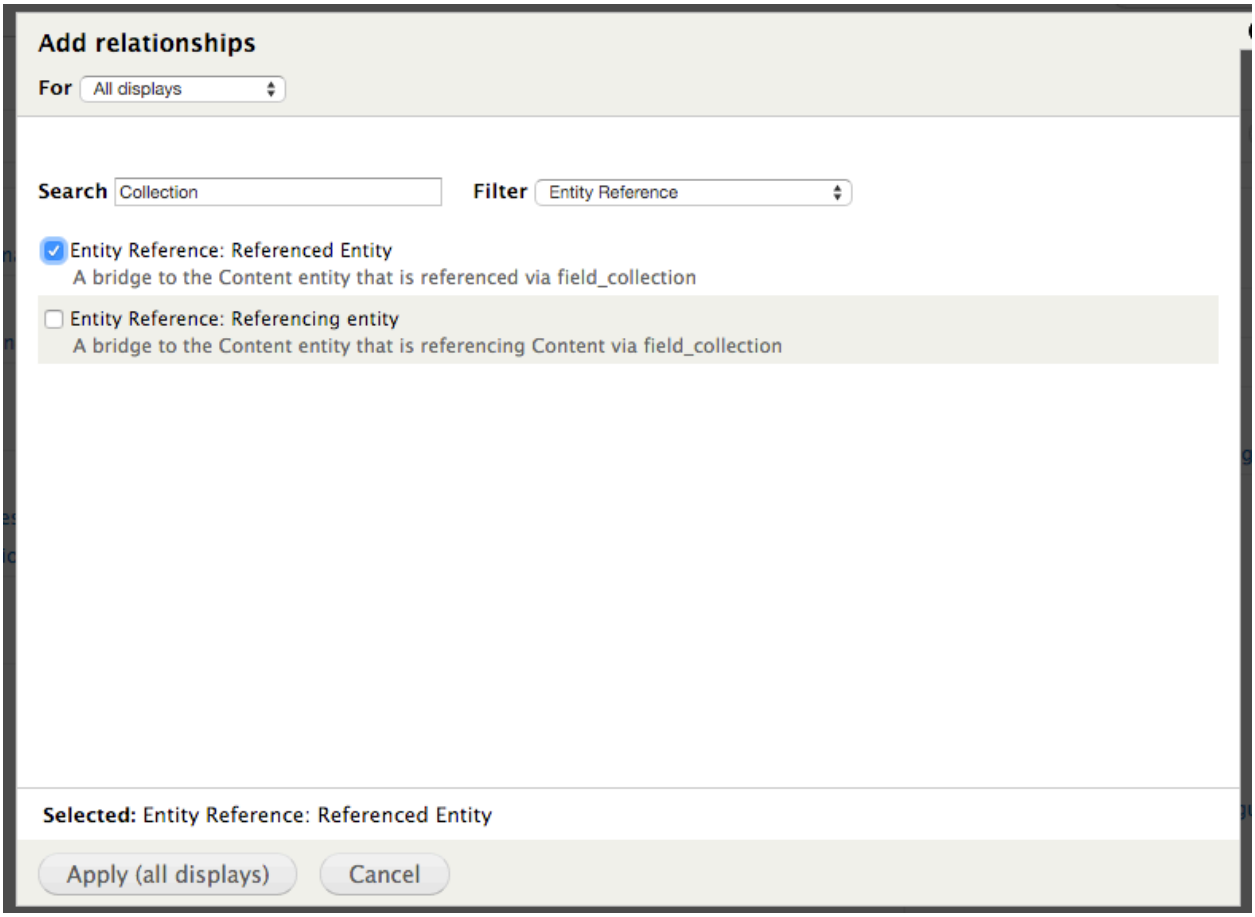


Section 2: View a Collection

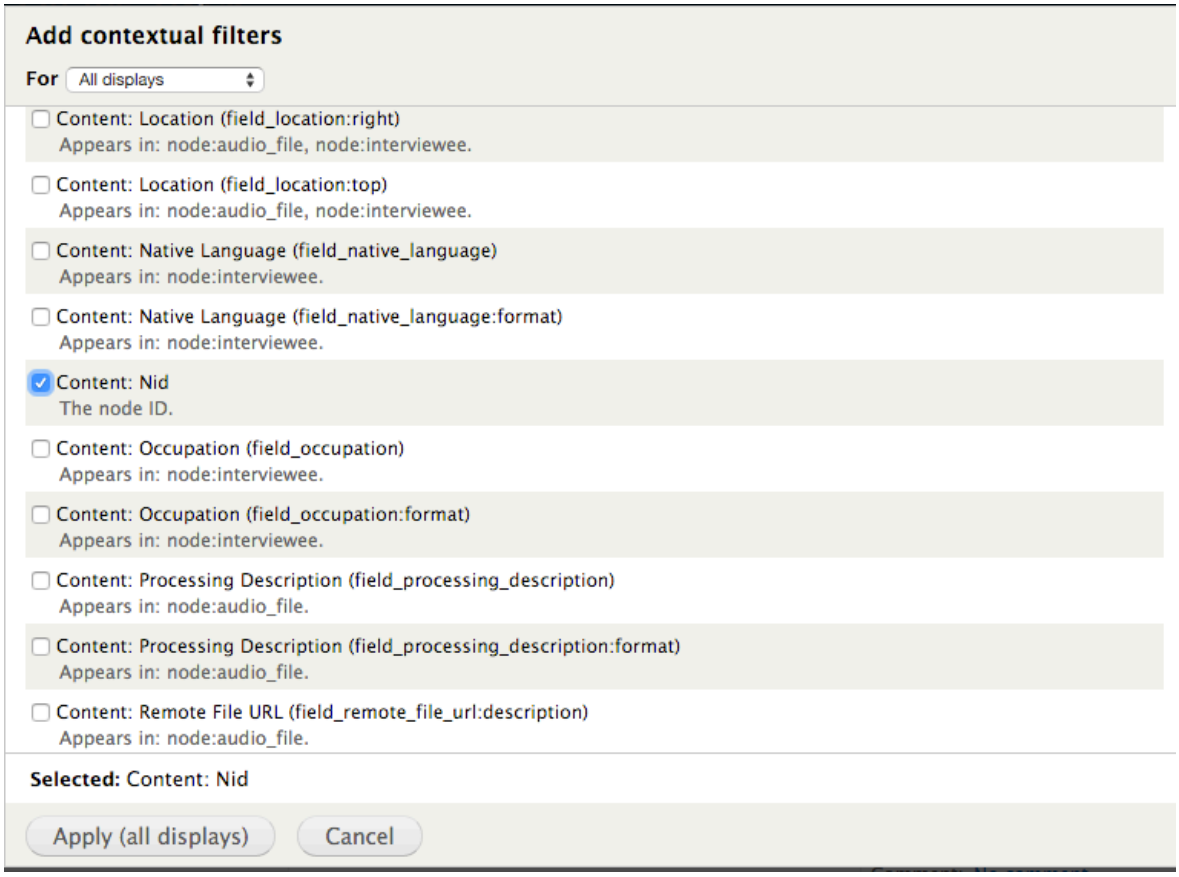
a) Under structure>views>add new view.
b) Give the view a name and show content of type Audio File.
c) Create a block with display format and items per page of choice.
d) Press *Continue & edit* and find under Advanced settings the relationships tab.



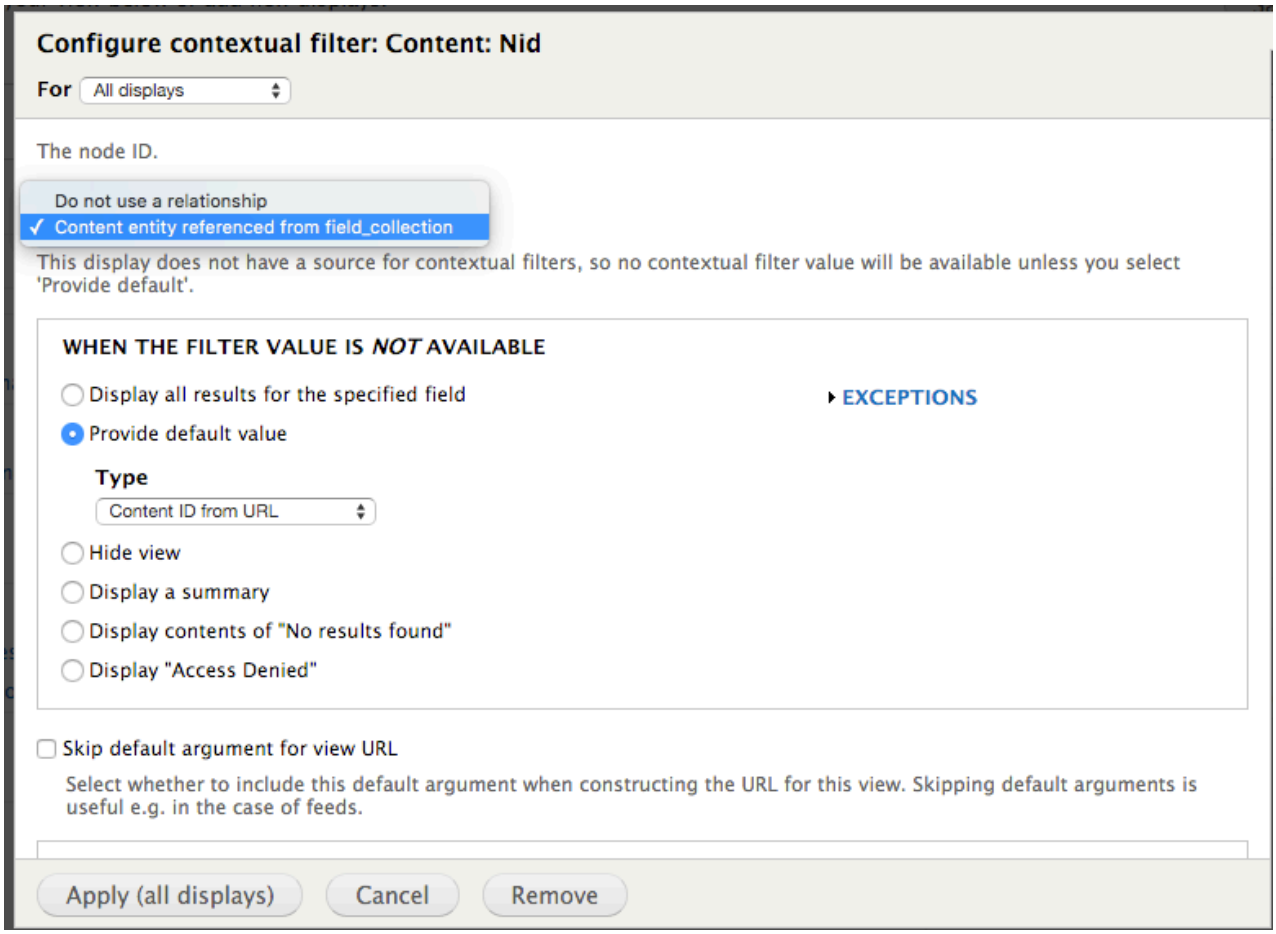
e) Search collection and filter entity reference and select the first box.



f) Select *Add* next to Contextual Filters and scroll down to Content:Nid



g) Select *Content:Nid* under Contextual Filters and under Relationship select the relationship created previously and select provide default value with type Content ID from URL.



Section 3: Import Interviewee

a) Interviewee metadata names should be Firstname Lastname under the column "interviewee-id".

	A	B	C	D	E	F	G	H	I	J	K	
1	interviewee-id	biography	age	age level	sex	gender	ethnicity	cultural mem	education le	socio-econor	occupation	job
2	David Weyrick											
3	Chris Burgdorf											
4	Mark Cheimalecki											
5	Darwin Kelsey											
6	Beth Knorr											
7	Daniel Greenfield											
8	Carol Haramis											
9	Alan Halko											
10	Gerald Polcen											
11	Earl Foote											
12	Helyn Toth											
13	David Darst											
14	Margorie Osborne Morgan											
15	Hazel (Doolittle) Broughton											
16	Robert Grether											
17	Thomas 'Skip' Wilson											
18	Heather Walters											
19	Irene (Szalay) Kusnyer											
20	Pat (McNeil) Morse											
21	Kathleen Varga											
22	Warren Roller											
23	Ernest Ogrinc											
24	Martin Johnston											
25	Dorothy Vani											
26	Henry Fortlage											
27	Laura DeYoung											
28	Daniel Schneider											
29	Philip Urbank											

b) Import using Interviewee Feeds Importer. In this case we will use the Audio Files – File Upload CSV Import.

Section 4: Import Interviewer/Facilitator

a) Interviewer metadata should be Firstname Lastname under the column “interviewer-staff-id.”
   - The Cleveland set has both facilitators and multiple interviewers therefore all names go under interview-staff-id.

	A	B	C	D	E	F	G
1	interview-staff-id	biography	age	age level	sex	gender	ethnicity
2	Judy MacKiegan						
3	Judy MacKiegan						
4	Judy MacKiegan						
5	Meg Sezemsky						
6	Carolyn Conklin						
7	Bill Hatfield						
8	Shiah Fish						
9	Shelly Devers						
10	Sarah Kasper						
11	Clarence Rowe						
12	Jim Lanese						
13	James Looney						
14	Frank O'Grady						
15	Carolyn Conklin						
16	Emily Crompton						
17	Joe Petit						
18	Jason Fritsch						
19	Haakon Bjoersol						
20	Brandon Vallee						
21	Donnie Whitacre						
22	Carolyn Conklin						
23	James Black						
24	Deanna Sachs						
25	Kevin Fasko						
26	Jennifer Cahloux						
27	Terrence Check						
28	Bill Hatfield						

b) Import using Interviewer – File Upload CSV Import

Audio File Metadata XML – URL Link	XML Import – URL Link
Audio Files – File Upload	CSV Import – File Upload
google-drive-XpathParser	Getting the mp3 filenames via google drive link
Interviewee Metadata – File Upload	CSV Import– File Upload
Interviewee Metadata XML – URL Link	XML Import – URL Link
Interviewer Metadata – File Upload	CSV Import– File Upload

Section 5: Import Audio File Metadata

a) Wrangle audio file metadata to match the template used in SocialScribe.
   - Below shows a table mapping the fields:
   - Fields marked “unique’ are fields unique to the Cleveland dataset.
   - Custom fields can be created to important unique fields.

Cleveland Metadata Fields	SocialScribe Template
Filename	filename
	interview file order
Collection	collection
Date of Interview	interview-date
Speaker, Speaker 2	interviewee-id
Interviewer, Interviewer 2	interviewer-id
Facilitator	facilitator-id
	file-type
Duration	duration
Language	language
Title	source-title
File Link	source-url
Remote File URL	remote-url
Abstract	abstract
Storage Location	unique
Mime Type	unique
Digital Format	unique
Physical Format	unique
Work Type	unique
Sponsored by	unique
CMP Subjects	unique
LC Subjects (Series)	unique
Places	unique
Time Period	unique

b) Below is the wrangled Cleveland Audio File Metadata sheet.

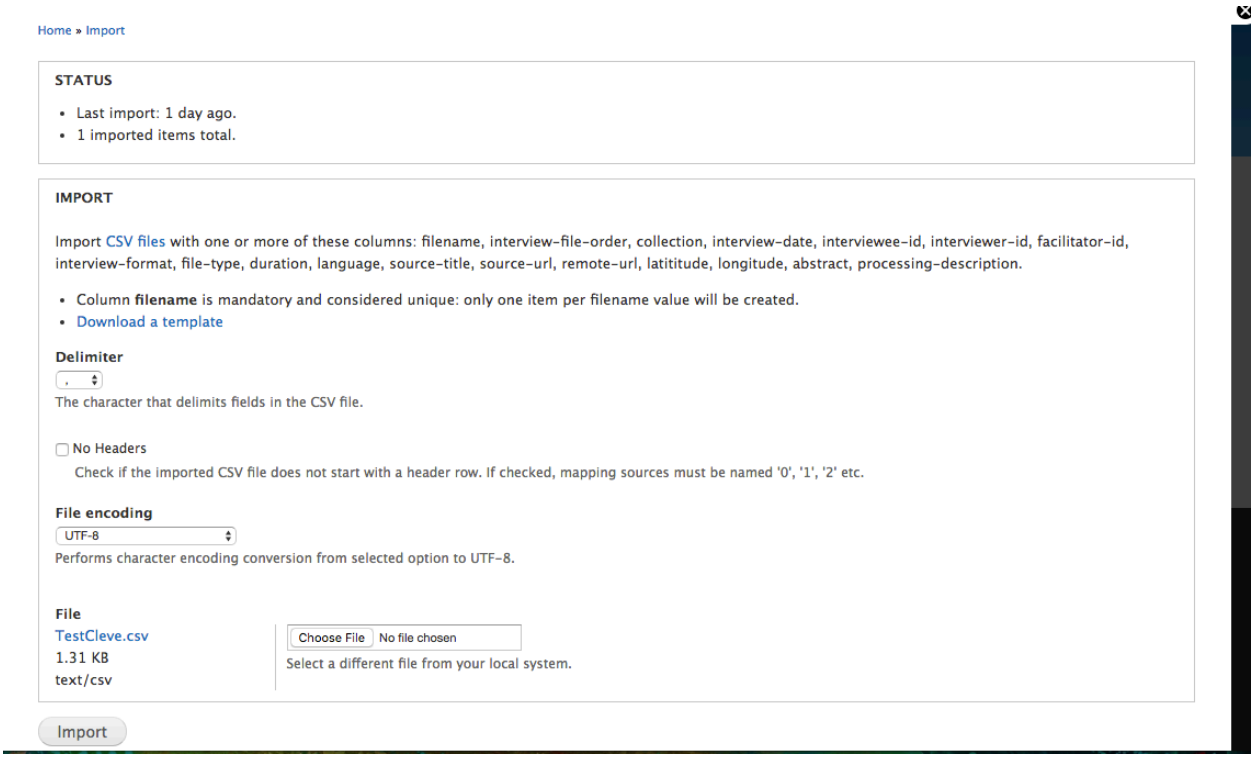
- Remote File URL should be direct links. Links should end in .mp3. Dropbox direct links will not work. Box direct links will work.
- Cleveland has multiple interviewees therefore the two names are separated by a comma in the audio file metadata sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	e	interview-file-order	collection	interview-date	interviewee-id	interviewer-id	facilitator-id	intervi	file-type	duratio	languag	source-title	source-url	remote-url
2	518001	1	Cleveland Regiona	4/2/09	David Weyrick	Judy MacKiegan			.mp3	47	US_en	David Weyrick inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
3	518002	1	Cleveland Regiona	4/2/09	Chris Burgdorf	Judy MacKiegan			.mp3	22	US_en	Chris Burgdorf inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
4	518003	1	Cleveland Regiona	5/1/09	Mark Cheimalecki	Judy MacKiegan			.mp3	29	US_en	Mark Cheimalecki	http://engagedscholarship.csu	https://culturemetrics.box.com/
5	518004	1	Cleveland Regiona	2/21/11	Darwin Kelsey	Meg Sezemsky	Carolyn Conklin		.mp3	70	US_en	Darwin Kelsey inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
6	518005	1	Cleveland Regiona	2/23/11	Beth Knorr	Carolyn Conklin	Meg Sezemsky		.mp3	48	US_en	Beth Knorr Intervie	http://engagedscholarship.csu	https://culturemetrics.box.com/
7	518006	1	Cleveland Regiona	3/2/11	Daniel Greenfield	Bill Hatfield	Carolyn Conklin		.mp3	84	US_en	Daniel Greenfield	http://engagedscholarship.csu	https://culturemetrics.box.com/
8	518007	1	Cleveland Regiona	3/2/11	Carol Haramis	Shiah Fish	Carolyn Conklin		.mp3	46	US_en	Carol Haramis Inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
9	518008	1	Cleveland Regiona	3/7/11	Alan Halko	Shelly Devers	Carolyn Conklin		.mp3	60	US_en	Alan Halko Intervie	http://engagedscholarship.csu	https://culturemetrics.box.com/
10	518009	1	Cleveland Regiona	3/7/11	Gerald Polcen	Sarah Kasper	Carolyn Conklin		.mp3	60	US_en	Gerald Polcen Inte	http://engagedscholarship.csuohio.edu/crohc000/120/	
11	518010	1	Cleveland Regiona	3/7/11	Earl Foote	Clarence Rowe	Carolyn Conklin		.mp3	55	US_en	Earl Foote Intervie	http://engagedscholarship.csu	https://culturemetrics.box.com/
12	518011	1	Cleveland Regiona	3/9/11	Helyn Toth	Jim Lanese	Carolyn Conklin		.mp3	55	US_en	Helyn Toth Intervie	http://engagedscholarship.csu	https://culturemetrics.box.com/
13	518012	1	Cleveland Regiona	3/9/11	David Darst,Lee Darst	James Looney	Carolyn Conklin		.mp3	80	US_en	David and Lee Da	http://engagedscholarship.csu	https://culturemetrics.box.com/
14	518013	1	Cleveland Regiona	3/9/11	Margorie Osborne Morg	Frank O'Grady	Carolyn Conklin		.mp3	50	US_en	Margorie Osborne	http://engagedscholarship.csu	https://culturemetrics.box.com/
15	518014	1	Cleveland Regiona	3/21/11	Hazel (Doolittle) Brought	Carolyn Conklin			.mp3	69	US_en	Hazel (Doolittle) B	http://engagedscholarship.csu	https://culturemetrics.box.com/
16	518015	1	Cleveland Regiona	3/23/11	Robert Grether	Emily Crompton	Carolyn Conklin		.mp3	68	US_en	Robert Grether Int	http://engagedscholarship.csuohio.edu/crohc000/143	
17	518016	1	Cleveland Regiona	3/28/11	Thomas 'Skip' Wilson	Joe Petit	Carolyn Conklin		.mp3	64	US_en	Thomas 'Skip' Wils	http://engagedscholarship.csu	https://culturemetrics.box.com/
18	518017	1	Cleveland Regiona	3/23/11	Heather Walters,Eric We	Jason Fritsch	Carolyn Conklin		.mp3	75	US_en	Heather and Eric \	http://engagedscholarship.csuohio.edu/crohc000/141	
19	518018	1	Cleveland Regiona	3/30/11	Irene (Szalay) Kusnyer	Haakon Bjoersol	Carolyn Conklin		.mp3	63	US_en	Irene (Szalay) Kus	http://engagedscholarship.csu	https://culturemetrics.box.com/
20	518019	1	Cleveland Regiona	3/30/11	Pat (McNeil) Morse	Brandon Vallee	Carolyn Conklin		.mp3	68	US_en	Pat (McNeil) Mors	http://engagedscholarship.csu	https://culturemetrics.box.com/
21	518020	1	Cleveland Regiona	3/30/11	Kathleen Varga	Donnie Whitacre	Carolyn Conklin		.mp3	61	US_en	Kathleen Varga In	http://engagedscholarship.csu	https://culturemetrics.box.com/
22	518021	1	Cleveland Regiona	4/4/11	Warren Roller	Carolyn Conklin			.mp3	50	US_en	Warren Roller Inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
23	518022	1	Cleveland Regiona	4/4/11	Ernest Ogrinc	James Black	Carolyn Conklin		.mp3	51	US_en	Ernest Ogrinc Inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
24	518023	1	Cleveland Regiona	4/4/11	Martin Johnston	Deanna Sachs	Carolyn Conklin		.mp3		US_en	Martin Johnston In	http://engagedscholarship.csu	https://culturemetrics.box.com/
25	518024	1	Cleveland Regiona	4/6/11	Dorothy Vani,Myron Mar	Kevin Fasko	Carolyn Conklin		.mp3	61	US_en	Dorothy Vani and	http://engagedscholarship.csu	https://culturemetrics.box.com/
26	518025	1	Cleveland Regiona	4/6/11	Henry Fortlage	Jennifer Cahloux	Carolyn Conklin		.mp3	64	US_en	Henry Fortlage Int	http://engagedscholarship.csu	https://culturemetrics.box.com/
27	518026	1	Cleveland Regiona	4/11/11	Laura DeYoung	Terrence Check	Carolyn Conklin		.mp3	65	US_en	Laura DeYoung In	http://engagedscholarship.csu	https://culturemetrics.box.com/
28	518027	1	Cleveland Regiona	4/13/11	Daniel Schneider	Bill Hatfield	Carolyn Conklin		.mp3		US_en	Daniel Schneider	http://engagedscholarship.csu	https://culturemetrics.box.com/
29	518028	1	Cleveland Regiona	4/13/11	Philip Urbank	Carolyn Conklin			.mp3	59	US_en	Philip Urbank Inte	http://engagedscholarship.csu	https://culturemetrics.box.com/
30	518029	1	Cleveland Regiona	4/13/11	Don Torma	Jim Hronek	Carolyn Conklin		.mp3	31	US_en	Don Torma Intervi	http://engagedscholarship.csu	https://culturemetrics.box.com/
31	518030	1	Cleveland Regiona	4/15/11	Noah Wingenfeld	Emily Loan	James Dubelko		.mp3	21	US_en	Noah Wingenfeld	http://engagedscholarship.csu	https://culturemetrics.box.com/
32	518031	1	Cleveland Regiona	4/20/11	Carl Boodey	Shiah Fish	Carolyn Conklin		.mp3	46	US_en	Carl Boodey Interv	http://engagedscholarship.csu	https://culturemetrics.box.com/
33	518032	1	Cleveland Regiona	4/20/11	Elizabeth Thalman	Jennifer Wagner	Carolyn Conklin		.mp3	49	US_en	Elizabeth Thalmar	http://engagedscholarship.csu	https://culturemetrics.box.com/
34	518033	1	Cleveland Regiona	4/22/11	Dave Wingenfeld	Jim Hronek,Joe Pe	Carolyn Conklin		.mp3	51	US_en	Dave Wingenfeld	http://engagedscholarship.csuohio.edu/crohc000/161/	
35	518034	1	Cleveland Regiona	4/25/11	AJ Neitenbach,Pamela M	Carolyn Conklin			.mp3	51	US_en	AJ and Pamela Ne	http://engagedscholarship.csu	https://culturemetrics.box.com/
36	518035	1	Cleveland Regiona	4/25/11	Josephine Davis	Carolyn Conklin			.mp3	52	US_en	Josephine Davis I	http://engagedscholarship.csu	https://culturemetrics.box.com/
37	518036	1	Cleveland Regiona	4/27/11	Jan Thomas	Brian Ashwood	Carolyn Conklin		.mp3	38	US_en	Jan Thomas Inter	http://engagedscholarship.csu	https://culturemetrics.box.com/

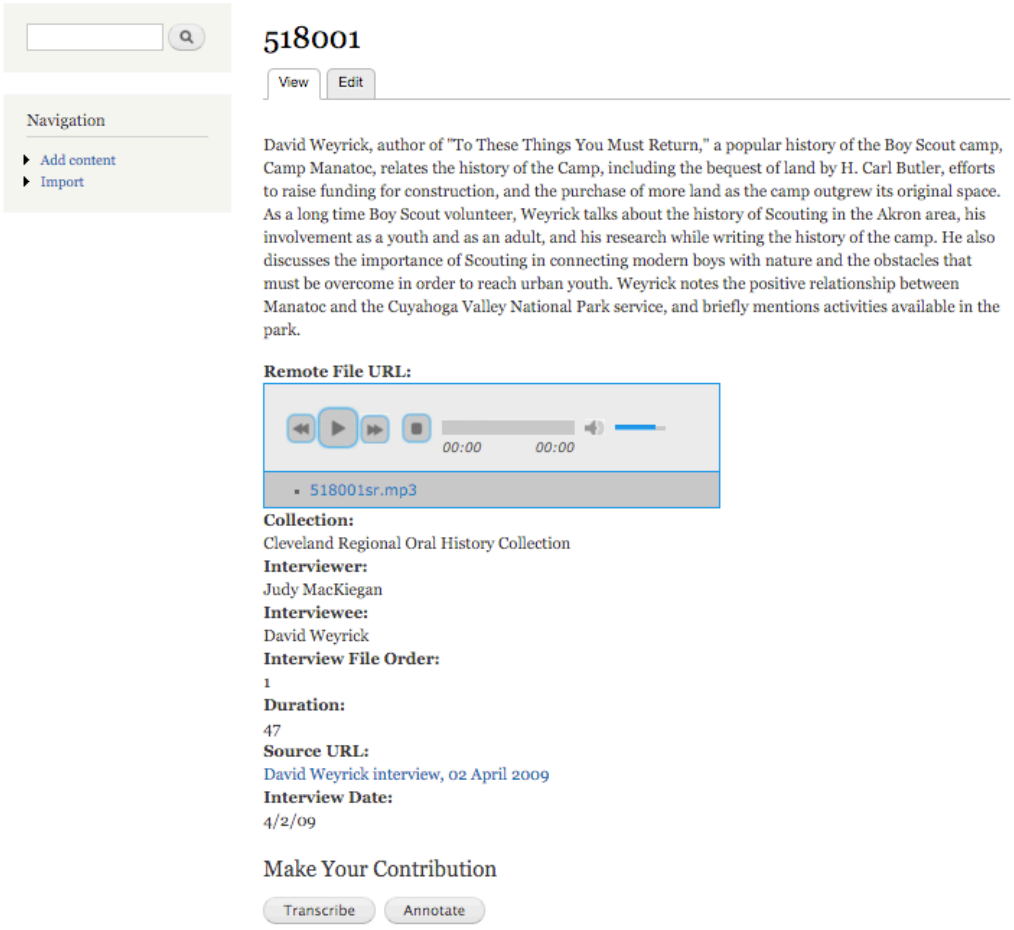
c) Import metadata using Audio Files – File Upload CSV Import

Audio File Metadata XML - URL Link	XML Import - URL Link
Audio Files - File Upload	CSV Import - File Upload
google-drive-XpathParser	Getting the mp3 filenames via google drive link
Interviewee Metadata - File Upload	CSV Import- File Upload
Interviewee Metadata XML - URL Link	XML Import - URL Link
Interviewer Metadata - File Upload	CSV Import- File Upload

d) Press Choose File and upload a csv file and then press Import
   - A template is available on this page.

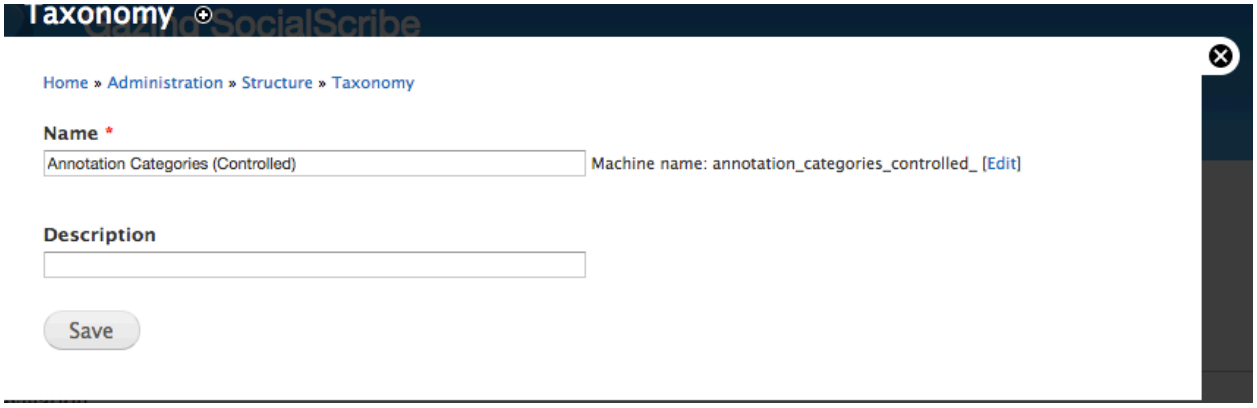


e) Below is an example of the imported metadata for one audio file imported via Audio File CSV upload



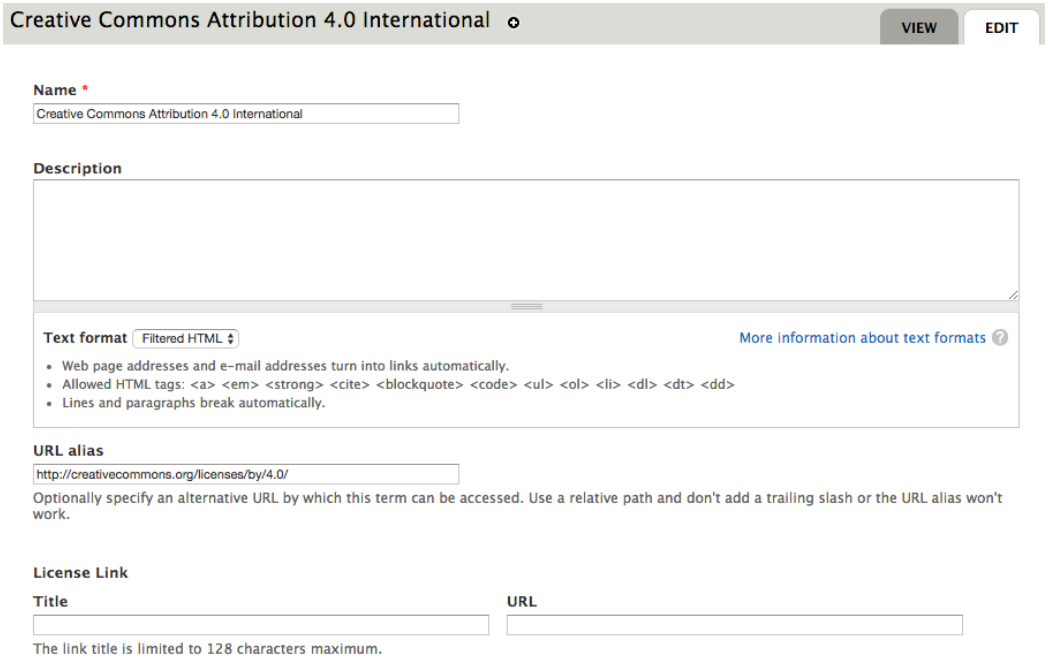
Section 6: Create Taxonomy

a) Select Structure>Taxonomy>Add Vocabulary



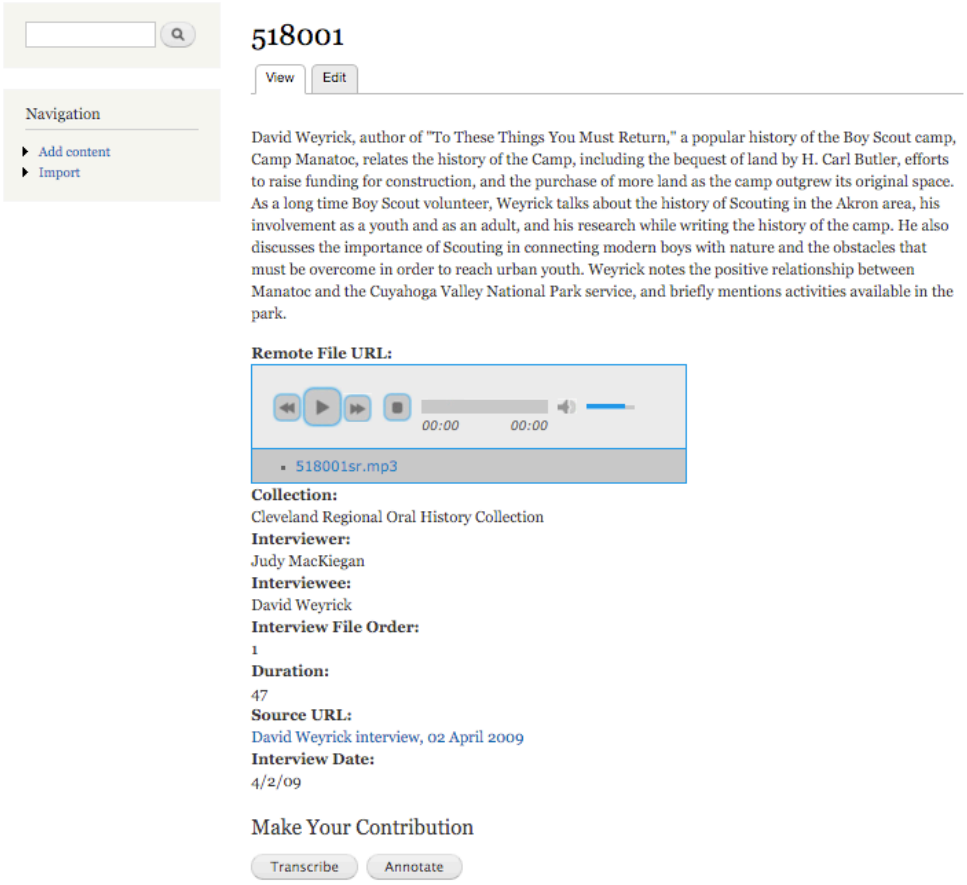
- Select list terms to see all terms in that vocabulary.
- Select add terms to add terms to that vocabulary.
- Lists can be grouped under parent terms as well.

b) Under Taxonomy is where License can be added
- Select License>Add Term
- Fill in the Name a description (optional)
- Fill in a URL where license can be accessed

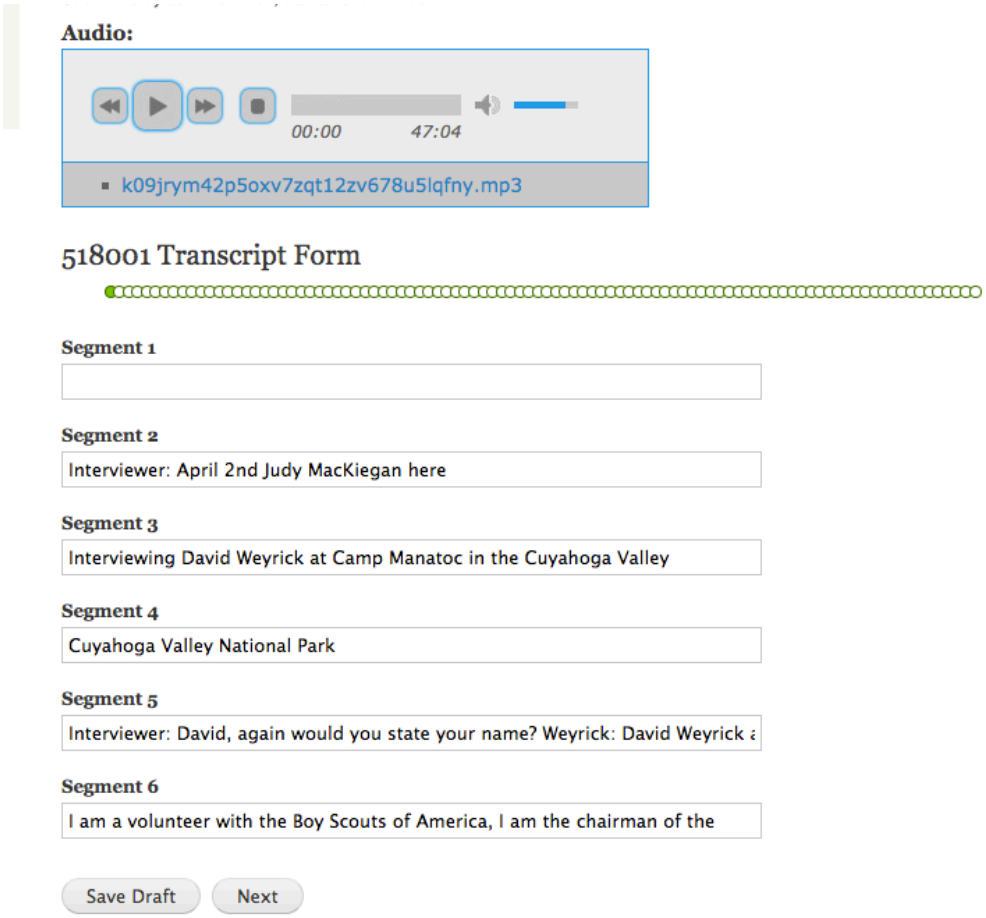


Section 7: Using the Transcriber

a) Select the Transcribe button on the bottom of the audio file's page.



b) You will be directed to a page with and audio player and empty segments to begin transcription.



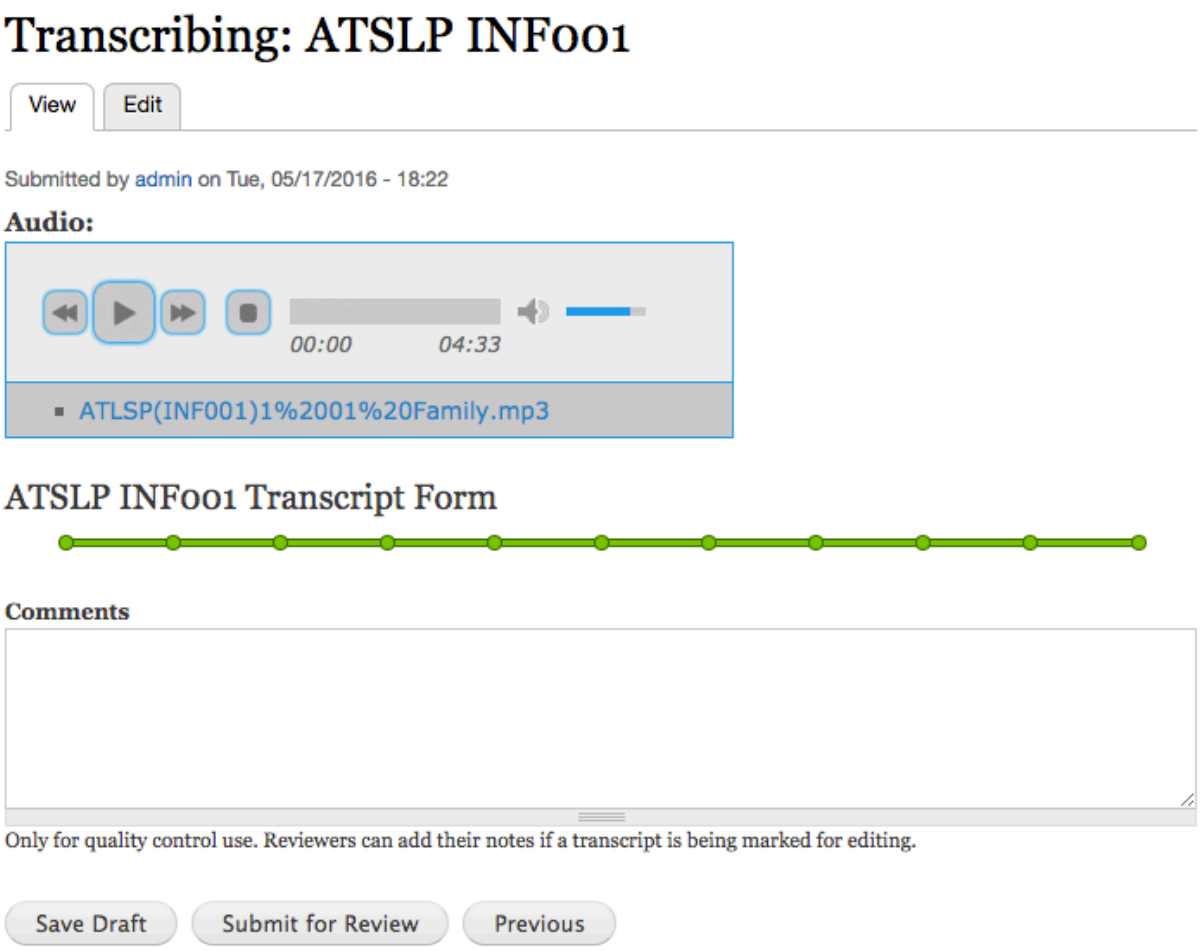
c) Select play, next, previous, stop on the player or use the keyboard shortcuts to move between segments:
   - Replay segment:]
   - Go back one segment: [
   - Next segment: \
   - Pause: =

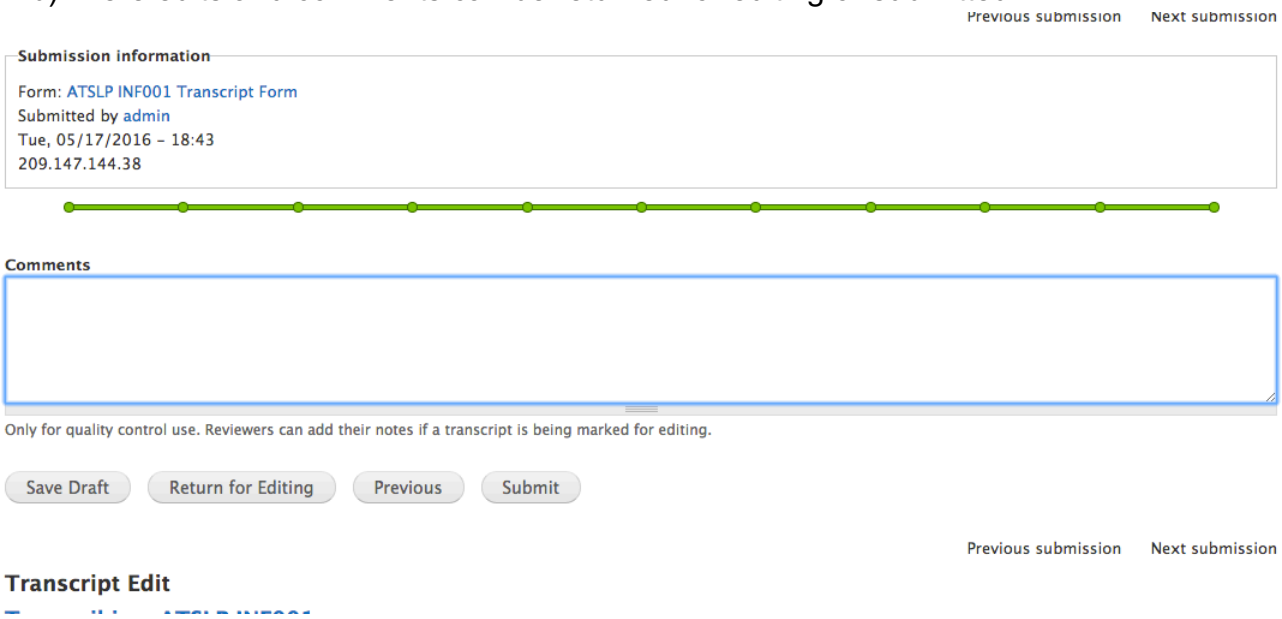
d) These segments can be customized, see custom jplayer documentation.

e) Make sure to press Save Draft periodically to save progress.

f) Submitting the Transcript:

- When complete select Next, then Submit for Review shown below.



Section 8: Reviewing Transcript

a) Select Content>Webform and select appropriate transcript.
    1. Select Results Tab
    2. Select Edit
b) Here edits and comments can be returned for editing or submitted.