Language Technology Program Training Walkthrough

Training Guide for New Team Members

For mid-cycle onboarding and new team members who missed training, we recommend you have these folks follow this roadmap through the FirstVoices and Digitization Knowledge Bases to be caught up to speed on content and topics typical to projects.

If you have questions, please reach out to the Program Coordinator, Kyra Borland at **kyra@fpcc.ca** or the Program Assistant, Ben Chung at **ben@fpcc.ca**.

Organizational Assistance

Through this guide, you will start with **Week 1** and end with **Week 4**. Each week is dedicated to a different topic or component.

Weeks 1 and 4 have information relating to metadata, storage, and engagement. You should take the time to read through both weeks.

If you are working on just a FirstVoices component, then you should review all content in **Week 2**.

If you are working on just a Digitization component, then you should review all content in **Week 3**.

If you are working on both types of projects, review content for both Weeks 2 and 3.

There are also tasks and knowledge checks to complete, which help move projects and teams forward through a workplan. If you are joining after the training cycle, it is likely that these tasks are already completed.

Check back on each weekly page see what the end of the week tasks are.

Online training also consists of weekly webinars. Check them out also to round out each week!

Let's begin!

Pre-Training Preparation

Before diving into the Week 1, we recommend preparing beforehand and getting familiar with some useful facts and technologies.

These steps will make the training series run smoothly with having the right software, settings, and mind frame around some of the site features of FirstVoices and the Digitization process.
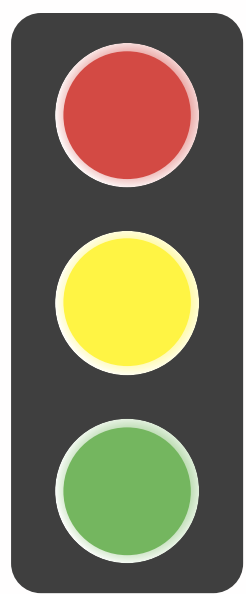
Ready

Set

Go!

If you have any questions or trouble setting up or accessing this software/information, please reach out!
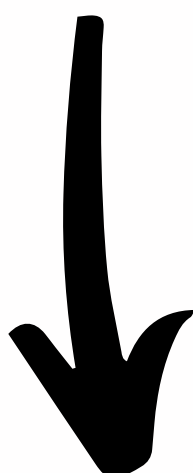
Getting Ready

How does information get on FirstVoices

Device requirements

How do I register as a new user?

Module 5: Installing Audacity and MetaEdit

Alright, let's continue ...

Week 1

Week 1 of Language Technology Program (LTP) Training focuses on the administration and management of files, installation of necessary software, and general suggestions about how to begin and successfully run a language project with a technological component adhering to protocols and ethics.

For folks working **only on FirstVoices projects**, pay close attention to the steps on making your site functional and providing your team members with the correct permission!

If you are working **only on a Digitization project**, there is a specific unit just for you!

Tip: Week 1 is full of useful, foundational information.
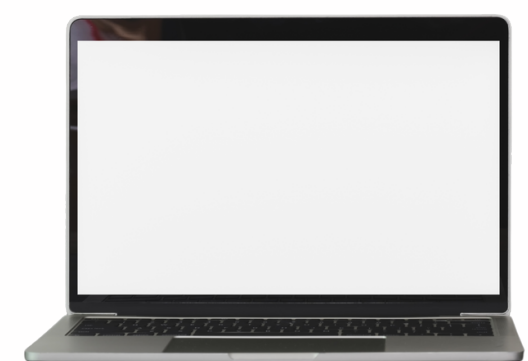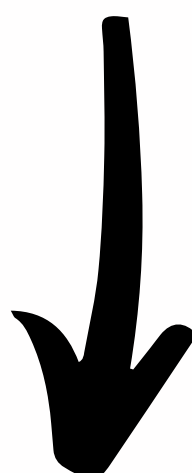
So, take it slow and steady!

Set Up Your Language Site

(New)Onboarding checklist for new language teams

(New) Preparing your language site for the new FirstVoices platform

FirstVoices Knowledge Check: What preparation are you going to do first for your language site?

Week 1

Language Site Roles

Team roles on FirstVoices
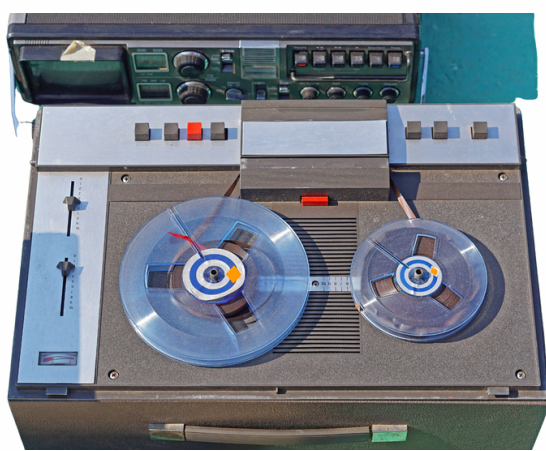
Add Team Members to Your Language Site

Who Can See Your Language Entries?

Roles in Your Digitization Project (DiGI-Specific)

LTP Knowledge Check: What are the roles in your LTP project? And, do you have overlap between responsibilities?

Set Up Your Alphabet

(New) Set up, manage and change your alphabet

Next is a DiGI-specific unit!

Taking Stock (DiGI-Specific)

Module 1: What is an Inventory?

Module 2: Create a Spreadsheet

Module 3: Completing your Inventory

Archival Organization

Phew, if you have been powering through, take a short break before moving on ...

Week 1

Consult Your Community & Working with Speakers

Consult your community

Informed Consent

Work With Language Speakers

Community consultation is at the heart of any language revitalization project.

We will learn more about typical principles and practices for recording with Elders and archival protocols for storing and acquiring language materials in other weeks.
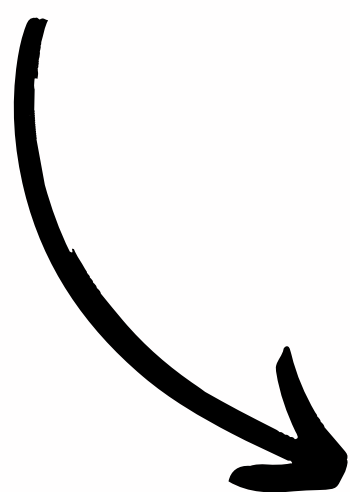
Another important topic is ... data management!

This piece is how to mobilize metadata and keep track of records.

Manage Your Files

Module 6: What is Metadata?

File management best practices

Phew ... That was a lot, eh?

Week 1

Week 1 is filled with foundational information that will be revisited throughout training and your project, which is why it is so jam-packed with details.

Before moving onto Week 2 (or Week 3 on Page ? if FV content is not relevant to you), take a breather and screen-break!

Week 2

Week 2 of Language Technology Program (LTP) Training focuses on tasks and tools specifically centred for FV grant projects.

Topics include managing language sites, assigning roles, adding your alphabet, setting up a recording space, uploading and editing audio, entry states, and viewing reports.

Language Gathering

Elicitation guide for collecting language information

Set up a recording space and audio equipment

Learn about audio recording equipment

Let's keep on going!

Week 2

Recording & Editing Audio

Record audio using Zoom H4n, Zoom H6, or Audacity

Zoom H4n & H6: How to import files to Mac/PC

Convert audio recordings to stereo

Edit audio quality in Audacity

Separate audio recordings into individual files in Audacity

These pages will guide you along the way to set up, edit, and then export your audio files once you have recorded with your language speaker!

Once you have some spliced audio, you can shift to preparing to upload your content to your site!
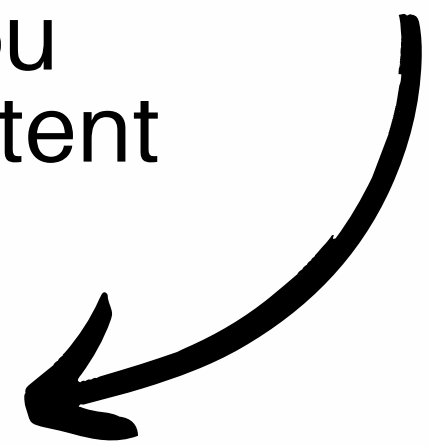
Upload to FirstVoices

Add a new word, phrase, song or story

Add multiple entries in batches

Prepare a batch upload

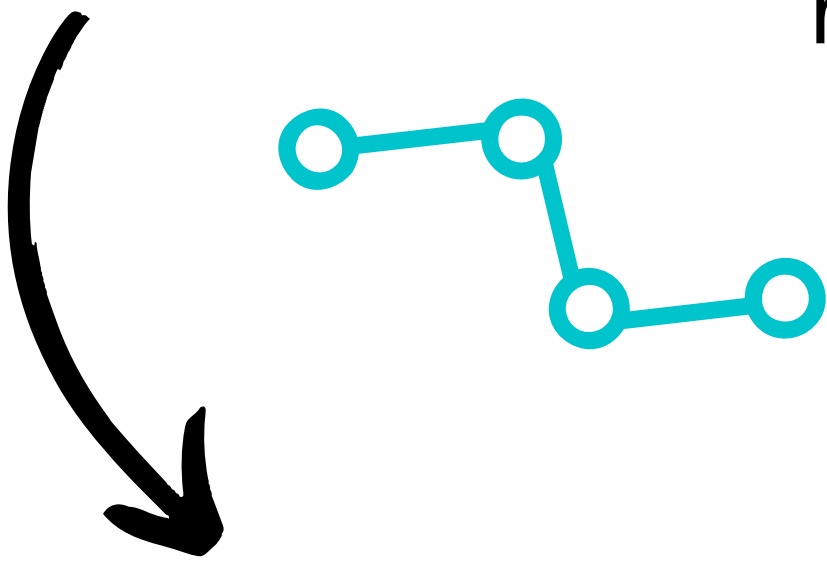**Save spreadsheets in UTF-8 CSV format**

Batch upload FAQs

Week 2

After uploading, there may be editing you want and need to do!

These following pages will lead you through the steps to both edit entries like words, phrases, songs, and stories as well as your home page!

Editing on FirstVoices.com

Edit or delete an existing word or phrase entry

Edit an existing song or story entry
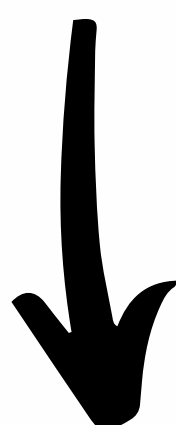
Suggest and approve draft changes

Metadata is important in all language technology project but especially in a Digitization project.

In preparation for next week's content, please budget some time to review this module:

Module 6: What is Metadata?

After a break, let's continue to **Week 3**!

FirstVoices

Week 3

Week 2 of Language Technology Program (LTP) Training focuses on tasks and tools specifically centred on DiGI grant projects.

Themes include the mechanics of the DiGI kit, using BWF-MetaEdit, condition assessments, a typical workflow in digitizing audio-cassettes, and cataloguing basics.

Digitization Knowledge Check: Where do you want to see your archival resources in the future?

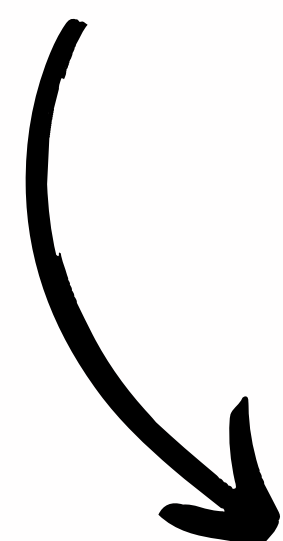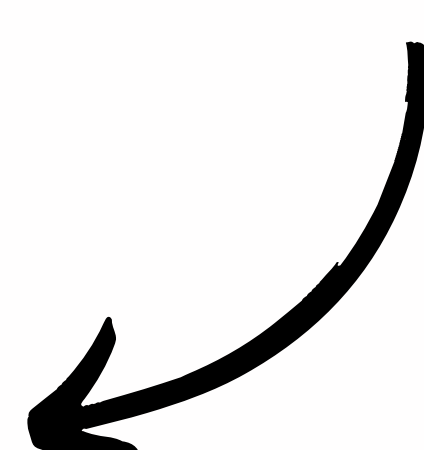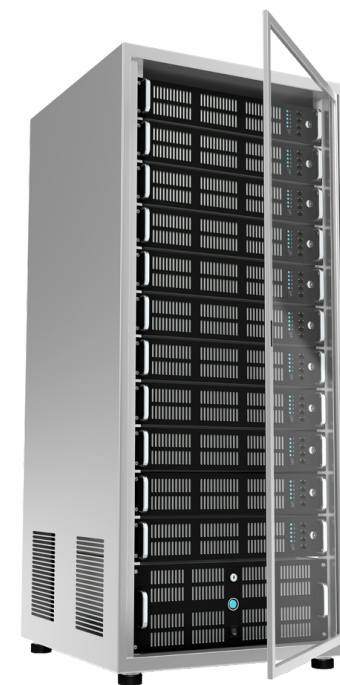The Digitization Process

Module 4: Meet your Digitization Kit

Choose a Scanner: Texts & Documents

Module 7: Condition Assessments

Module 8: Interface and Cassette Deck

Module 9: Playback Assessment

Module 10: Let's Digitize

Software Specifics

Audacity: Standards and Settings

BWF MetaEdit: Inputting Metadata

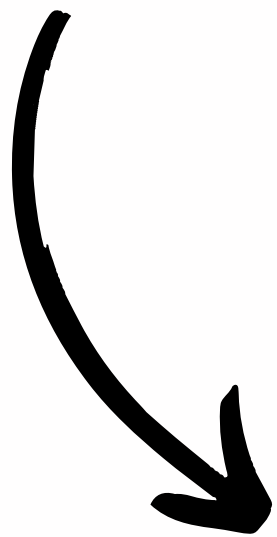**Convert audio recordings to stereo**

Week 3

Depending on your materials, not all the resources above will be relevant.

Archiving & Cataloguing

Module 11: Storage

Archival Acquisition: Adding to Collections

Create Finding Aids

Digitization Knowledge Check: Discuss with your team about who and at what point you will embed checksums on your files!

Well done!

If you still have questions about Digitization topics and your project, please consult with your project coordinator or manager.

You can also reach out to the Program Coordinator, Kyra Borland at **kyra@fpcc.ca** or the Program Assistant, Ben Chung at **ben@fpcc.ca** for other inquiries ...

Let's move on to Week 4!

(This is the last week of training!)

Week 4

Week 4 of LTP Training focuses on concepts and long-term maintenance of language projects.

Discussions touch on data maintenance, inheritance, sovereignty, community engagement strategies, and backups.

Succession Planning & Inheritance

Data Inheritance

Preparing Backups & Preventing Bit Rot

Feedback from teams in the last program cycle indicated that they all felt that having a strong data inheritance plan positions teams for success!

You can use it to onboard new employees faster, track information and knowledge transfer more thoroughly, and feel at greater ease about the future of your project for years to come.

Copyright & Access Protocols

Who owns the language recordings?

Add an image from an external source

What is data sovereignty?
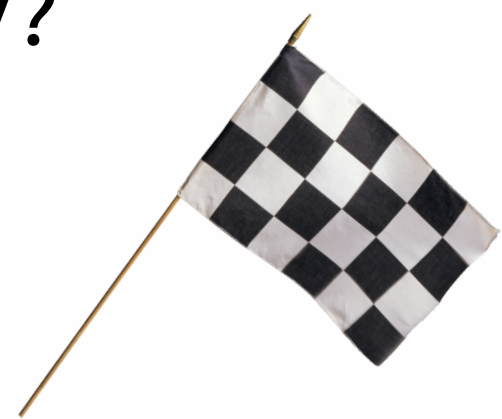
Making Access Protocols

Week 4

Engagement & Additional Resources

Updates to permissions, workspaces and public views

Module 12: Summary and Additional Resources

LTP Knowledge Check: What are two ways you can think of sharing your language work with your community?

Drum roll, please ... We're finished!

Take a breather!

Grab some tea or coffee!

It's reflection time!

Final Knowledge Checks: What are 3 skills you've practiced or learned about during this self-guided training?

Final Knowledge Checks: What else are you curious about learning in relation to Language Technology?

If you want to see new content or topics in FirstVoices or Digitization training, please reach out to the Program Coordinator, Kyra Borland at **kyra@fpcc.ca** or the Program Assistant, Ben Chung at **ben@fpcc.ca**!

We want to hear your feedback and improve together!

The End ✔

You have now successfully gone through the general onboarding and training materials for the Language Technology Program grant stream 2022-2023 ...

Congratulations!

Throughout the program cycle, we also hold monthly webinars that touch on related topics or offer refreshers on the materials listed above.

You can find the links to view these sessions on the FirstVoices and Digitization Knowledge Bases below:

FirstVoices Knowledge Base

Digitization Knowledge Base

These webinars are also usually recorded!

If you still have questions about FirstVoices or Digitization, you can also reach out to the Program Coordinator, Kyra Borland at **kyra@fpcc.ca** or the Program Assistant, Ben Chung at **ben@fpcc.ca** for other inquiries ...

We thank you for taking the time to review these important steps!

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