

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 Digitization component, then you should review all content in **Week 2**.

If you are working on just a FirstVoices 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 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!

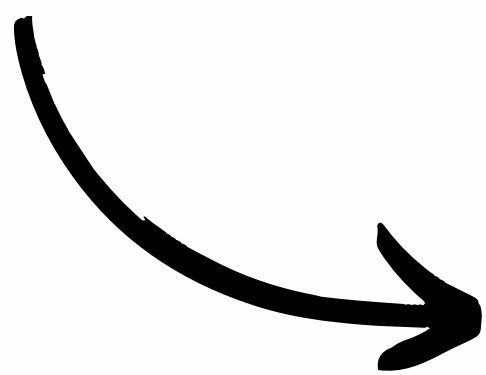


Week 1

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.

If you are beginning to work on a FirstVoices project, start with the **Onboarding checklist for new language teams**

If you are beginning to work on a Digitization project, start with **Roles in Your Digitization Project**



Once you get caught up to speed about roles and your language team, you can move onto other topics ...

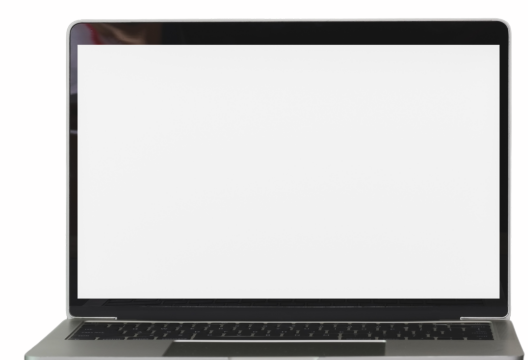
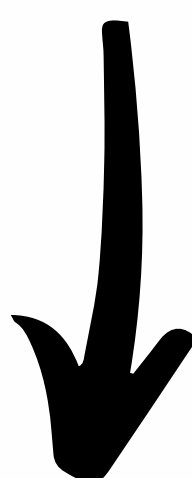
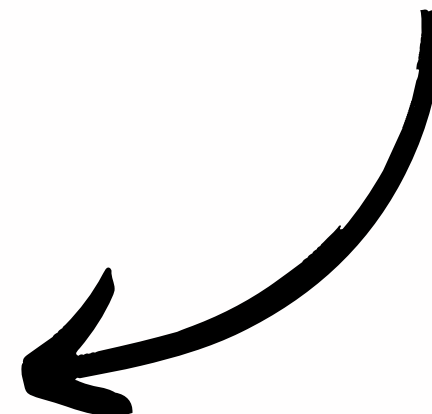
Taking Stock (DiGI-Specific)

Module 1: What is an Inventory?

Module 2: Create a Spreadsheet

Module 3: Completing your Inventory

Go through these modules if you are taking on a Digitization role. Spreadsheets are a staple tool for working in archiving.



Week 1

Manage Your Files

Module 6: What is Metadata?

Metadata is a central concept for FirstVoices and Digitization projects. Metadata is used to trace information, provide acknowledgements, and describe information in greater detail.



Data Management

File Management

Installing Software

Module 5: Installing Audacity and MetaEdit

Data management is an important aspect in how to mobilize metadata and keep track of records.

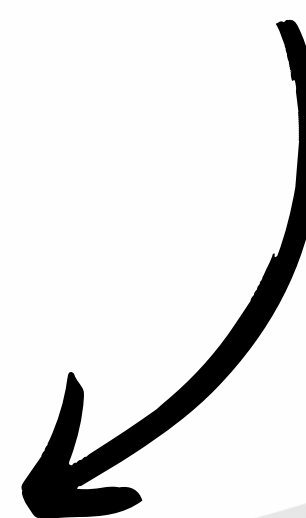
Consult Your Community

Consult your community

Informed Consent

Archival Acquisition

Community consultation is at the heart of any language revitalization project. Learn more about the principles and practices for recording with Elders and archival protocols for storing and acquiring language materials.

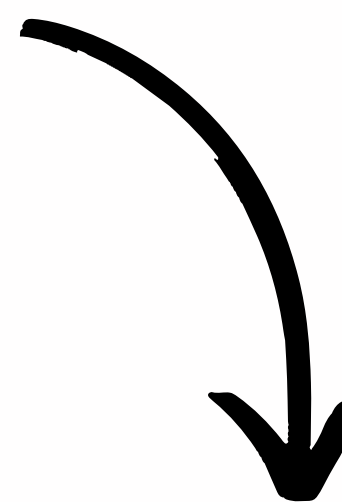


Week 1

Work with Language Speakers

Work With Language Speakers

For more detailed information about working with language speakers, continue with this page.

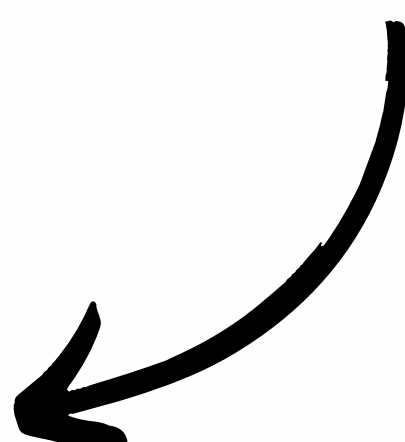


Who Can See Your Language Entries
(FV-specific)



Who Can See Your Language Entries?

Learn more about visibility on FirstVoices and who can see entries when they are ready and edited.



Phew ...



That was a lot, eh?



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 7 if DiGI 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 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.

Before Week 2

Before beginning to review content in Week 2, it is recommended to refresh with **Module 6: What is Metadata?**

This module will provide a detailed overview of how metadata is used in Digitization projects and the types of metadata you will be looking for to record in your logs.

The Digitization Process

Module 4: Meet your Digitization Kit

Module 7: Condition Assessments

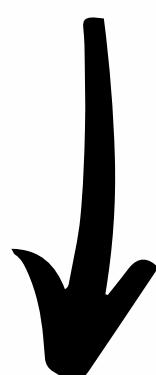
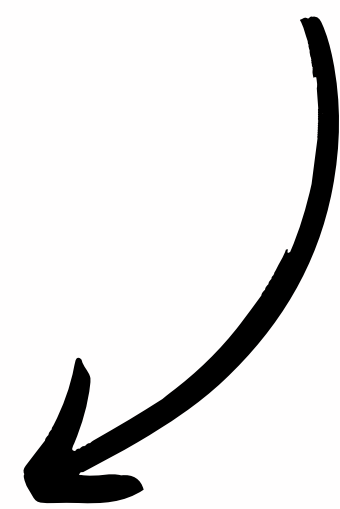
Module 8: Interface and Cassette Deck

Module 9: Playback Assessment

Module 10: Let's Digitize

Extra: **Convert audio recordings to stereo**

These modules and pages will provide templates and instructional videos on how to begin the conversion process for analogue materials, specifically audio-cassette tapes.



Week 2

Software Specifics

Audacity: Standards and Settings

BWF-MetaEdit: Inputting Metadata

These pages contain information about downloading and installing the essential software necessary for audio editing and embedding metadata tags for future storage.



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 3!

If you do not have a FirstVoices component in your project, feel free to skip to Week 4 ...



Week 3

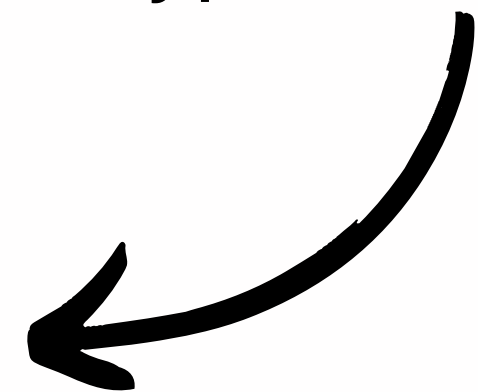
Week 3 of Language Technology Program (LTP) Training focuses on tasks and tools specifically centred for FV grant projects. Topics include managing language sites, assigning roles, adding your alphabet, setting up a recording space, uploading and editing audio, entry states, and viewing reports.

Before Week 3

Before beginning to review content in Week 3, it is recommended to refresh with **File Management Practices**.

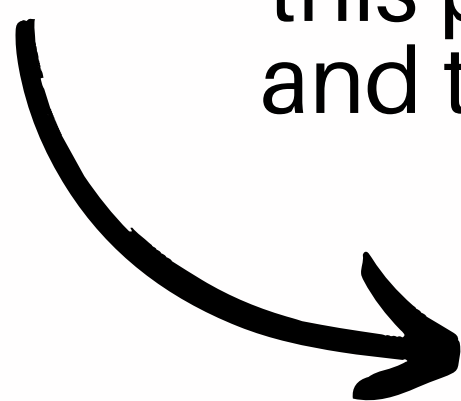
Go through some helpful suggestions on how to manage files. You will be working with audio, image, and video files working on a typical FirstVoices project.

Language Gathering



Language Gathering/Elicitation Guide

What types of language information and recordings are you going to gather? Visit this page to learn more about methods and techniques to make the most out of recording sessions.



Recording Space & Equipment

Set up a recording space and audio equipment

Learn about audio recording equipment

Setting up a recording space can be a fun exercise and a necessary step to make sure that you are getting the highest quality recordings with your Elder or speaker without background noise.



Week 3

Recording & Editing Audio

Record audio using Zoom H4n, Zoom H6, or Audacity

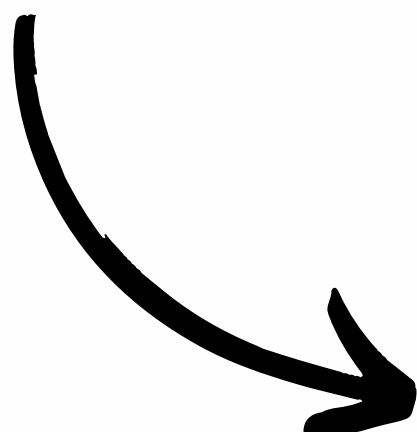
Zoom H4n & H6: How to import files to Mac/PC

Convert audio recordings to stereo

Edit audio quality in Audacity

Separate audio recordings into individual files in Audacity

If you are new to recording with microphones and a computer, then it is recommended to review all of these pages to learn more about the equipment, software, and editing processes that goes into making a raw recording ready for a site.



Upload to FirstVoices

Add a new word, phrase, song or story

Prepare a batch upload

Adding entries onto your FirstVoices site will enrich the experience for learners. There are different ways to upload words and phrases compared to songs and stories, which must be created individually.

Learn more about adding content and batch uploads through these links.



Week 3

Editing on FirstVoices.com

Edit or delete an existing word or phrase entry

Edit an existing song or story entry

Add and edit custom categories

Once you have entries online, you may need to add or modify information. You can also organize information in ways that best suit Indigenous ways of knowing or guide learners to content through categories.

Take a look through these pages to learn more.

We're almost finished!



Well done!



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

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Onward to Week 4!



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.

Storage



Module 11: Storage

Preparing Backups & Preventing Bit Rot

Module 12: Summary and Additional Resources

Storage is important to make sure that content is safeguarded and also accessible when needed. Learn more about metadata tags and other strategies to keep information stored for a long time to come.



Data

Who owns the language recordings?

Add an image from an external source

There are many important questions to be answered about data, especially around ownership and permissions to share. Take a look at these pages to see learn about community control and how image copyrights works on FirstVoices.

Data Sovereignty

Data Inheritance

Engagement with Technology

About FirstVoices: Web User Tutorial

Engaging with technology is how you share your work and build an online community of learners with tools. This link is shareable for folks who are new to using FirstVoices.

The End ✓

You have now successfully gone through the general onboarding and training materials for the Language Technology Program grant stream 2020-2021 ...

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!