

Yourspeech Proctor Manual

Introduction

Yourspeech is a platform for speech data collection created by MLDC - Microsoft Language Development Center.

Your role as a proctor is to find and recruit people to donate speech in your native language. This manual will give you detailed instructions on how to use the platform, its requirements as well as typical problems that you might encounter.

Requirements

- Windows 7
- Silverlight 4 runtime – can be obtained at <http://go.microsoft.com/fwlink/?LinkID=149156>
- Internet Explorer 9
- Active Internet connection
- USB Headset
 - Recommended – **Microsoft Lifechat LX-3000 USB**

Setup

In order to use the platform, you will need to use USB headset microphone and setup its recording volume.

Setting up the recording environment

- It's very important that you record your speakers in a silent environment, so please find a quiet room, with no echo and no audible background noise to record the audio.
- Do not record multiple users at the same time in the same room. The speech from one speaker will be audible in the recordings from another speaker.
- **In summary, each speaker must be recorded in a silent environment**

Setting up the headset

- Connect your USB microphone to the computer
- Place the microphone close to the speaker's mouth (approximately 3 to 5 centimeters)
- **Check that the recording volume is ok:**
 - Press the right mouse button at the speaker icon in Windows system's tray, and press "recording devices"

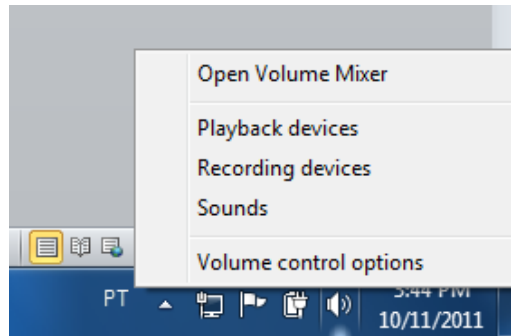


Figure 1 - Setting up the recording devices

- Select your USB headset as the default recording device by pressing on the microphone icon and then press “set default”. You should get a green check mark on only one device as depicted below.



Figure 2 - Setting the headset as the default microphone

- Setup your microphone volume by double clicking the USB headset icon. A new window will popup - Press the “levels” tab and raise the volume to 80 as depicted below:

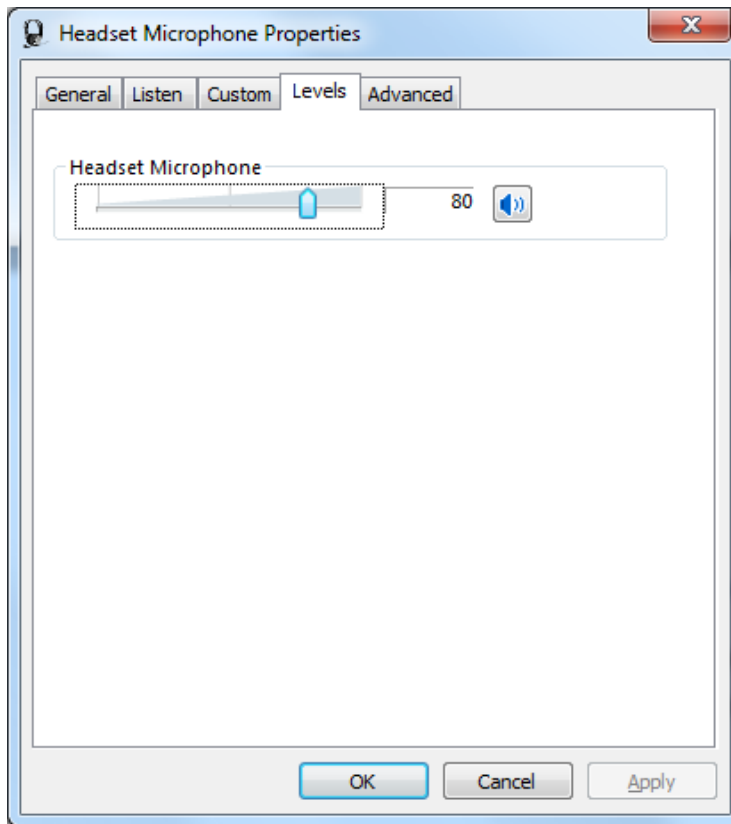


Figure 3 - Setting the microphone recording volume

- If you have a LifeChat LX-3000 headphone, please make sure that you have the "ACG" setting turned on the "custom" tab, as depicted below:

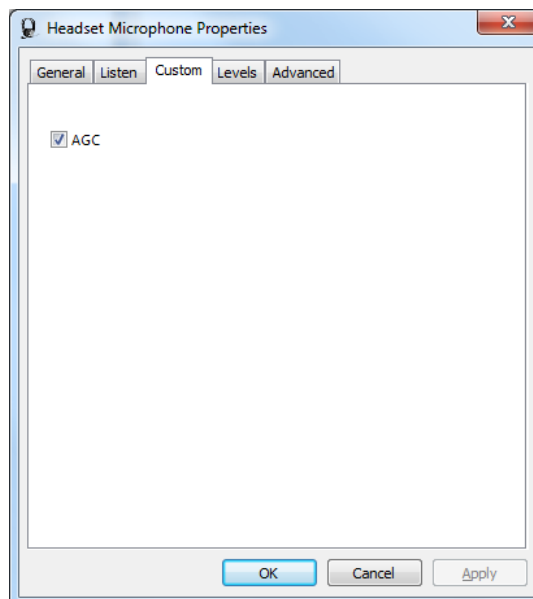


Figure 4 - setting up ACG in a LifeChat LX-3000 headset

- Go back to the “recording devices” window and test your microphone by speaking random words and check if you see the green volume meter going up. Please check the screenshot below:

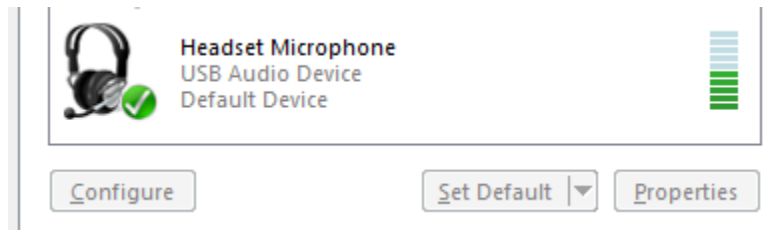


Figure 5 - Testing the mic volume by speaking and checking the volume meter

If you have completed these steps successfully, you’re ready to go. Check the next section on how to use the actual platform.

Usage

Your manager will provide you with the link where the platform can be accessed, as the link varies according to language being collected.

Step 1

- Browse to the website <http://<language>.yourspeech.net> where <language> will be the language code of your language. This will be provided by your manager.

Step 2 - Welcome screen

- After browsing to the above link, you will be shown a welcome page as the one depicted below. Press the “continue” button.

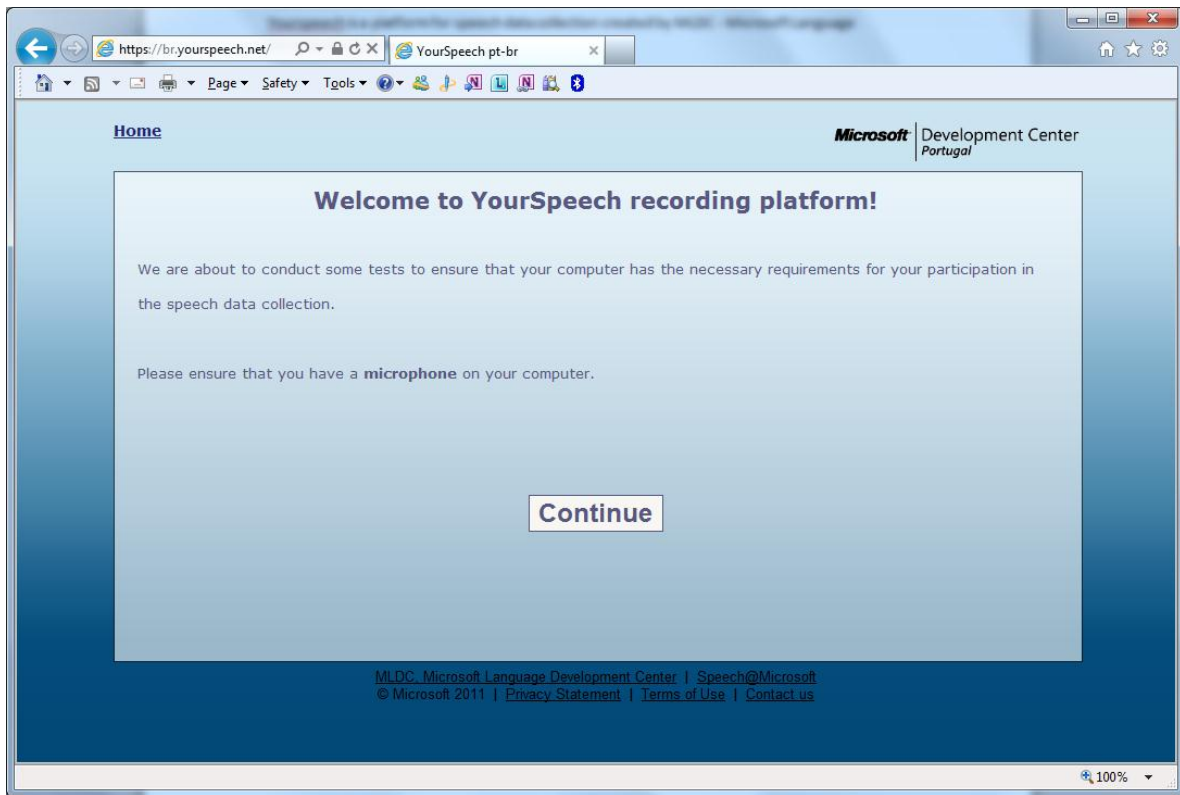


Figure 6 - Yourspeech welcome page

Step 3 – Terms of usage

- You will be shown with a “Terms of usage” page in your native language. These should be accepted by the speaker providing the speech.

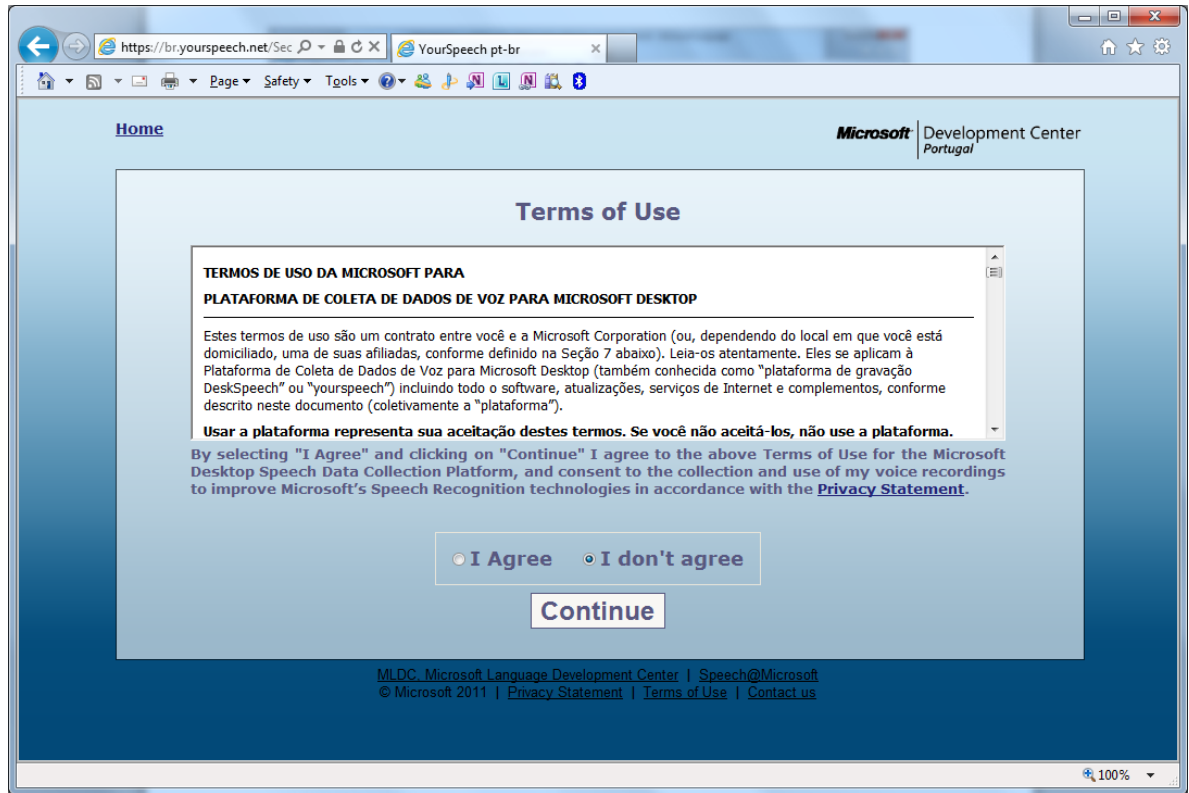


Figure 7 - Terms of use and privacy terms

Step 4 – Speaker registration

- After accepting the terms of use, you will be shown with a speaker registration page as depicted below. In here you will have to fill in the following fields:
 - **Gender:** Fill in the gender of the speaker
 - **Age:** Fill in the age of the speaker
 - **The region where you grew up:** This is the region/state where the speaker passed his/her childhood. This information is required to determine the speaker's accent.
 - **Proctor ID:** Fill your proctor ID that has been provided by your manager.

Note: Note down the speaker ID and give it to the speaker if he/she requests it. This can be used in the future to remove the speaker from the collection in case he/she changes his/her mind.

After filling up this questionnaire, the website will start downloading the speech recording application. This step may take some time during the first visit of this website or when new updates are available.

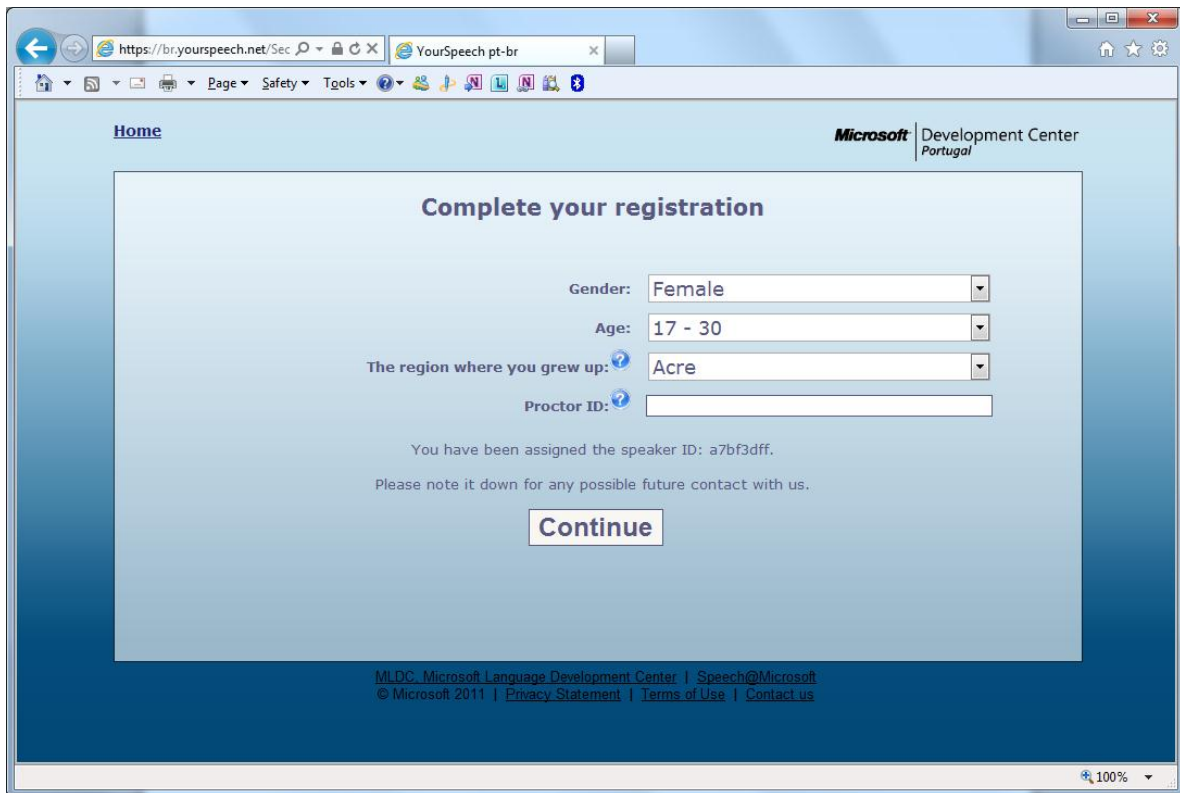


Figure 8 - Speaker registration page

Step 5 – Microphone wizard

- This step is used to check if you have a valid microphone connected to the PC and if the recording volume is ok or not.
- Press the “start recording” button
- A new window will pop-up asking you to provide authorization to use the default microphone. Press “Yes” here.
- Read the sentence listed in red.
- Remain silent after speaking. The system will detect that you have stopped speaking and will analyze your speech.
- If everything ok, press the “Continue” button that will show up.

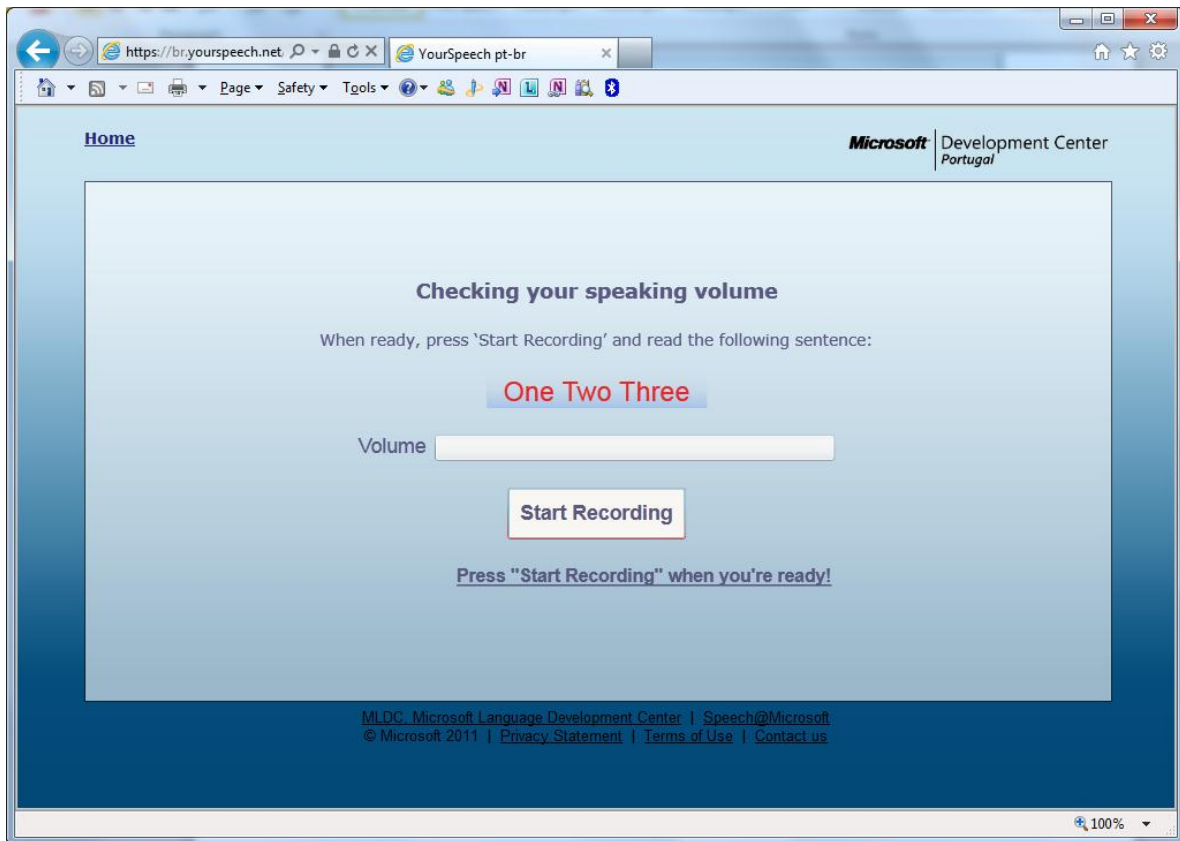


Figure 9 - The microphone setup page

Step 6 – Recording speech

- After setting up the microphone, you will be ready to record speech. A new window like the one below will show up.
- Sentences to be read will be shown in your native language in the central area of the screen
- Check the text to be read, then select the “Record” button and read the text aloud.
- **Press the stop button only after speaking the sentence. Do not press the stop button while still speaking.**
- The “Next Phrase” button will become clickable, as well as “Record Again” button
- If you didn’t make any mistakes while recording, you can press the “Next Phrase” button. If you did make an error while speaking, please record again (check Figure 11 below).
- Repeat the process until the end of the script.

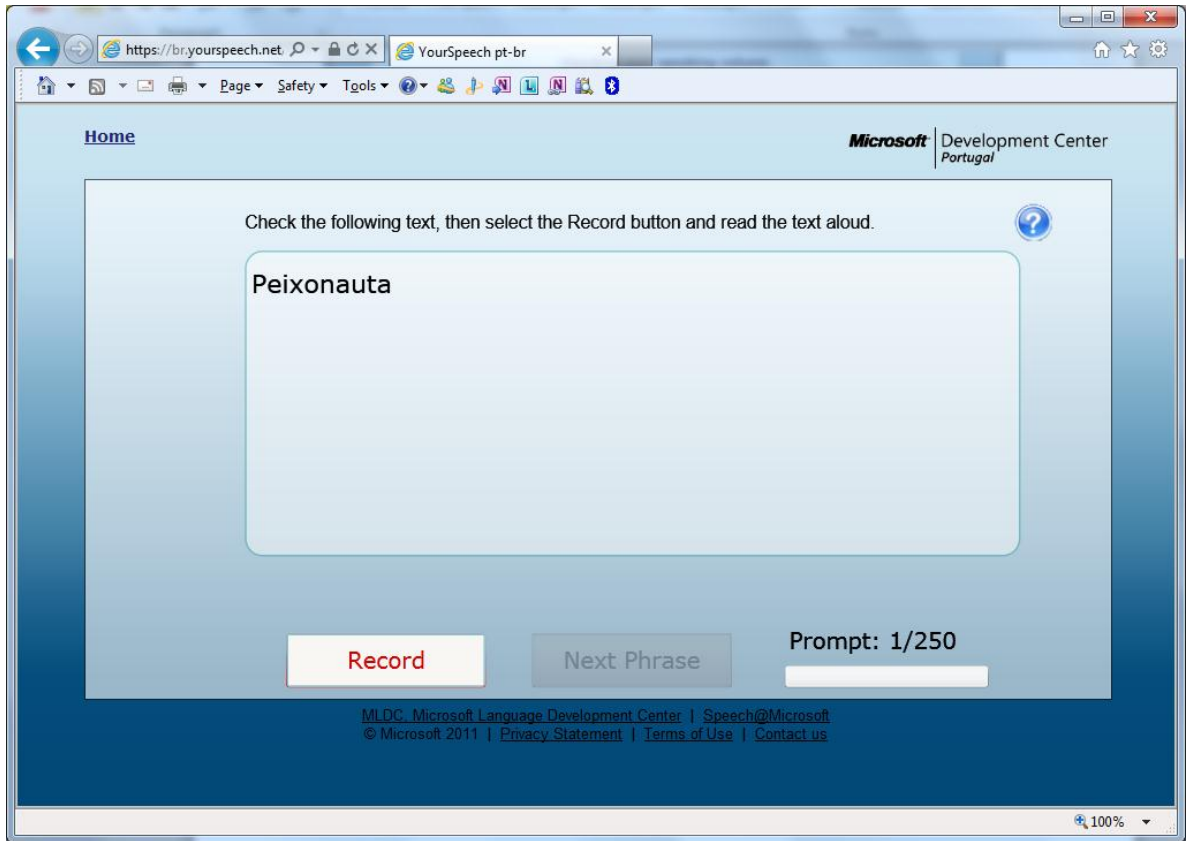


Figure 10 - Speech recording page

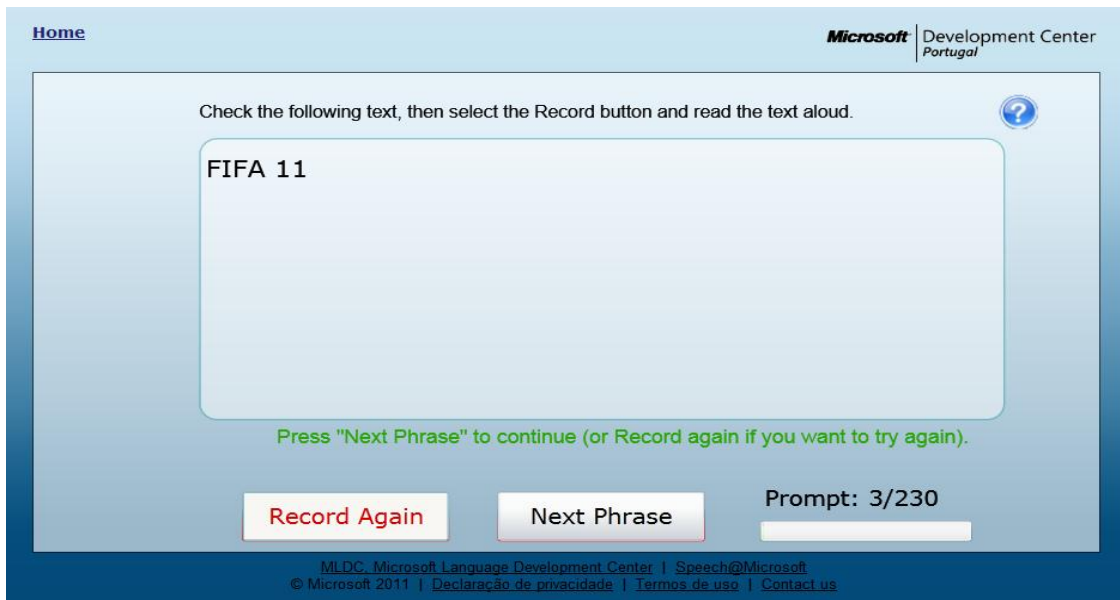


Figure 11 - "Record again" and "Next phrase" buttons

Troubleshooting

The following problems might occur when you use the platform:

Blank screen after speaker registration page

- When the Silverlight runtime is not installed in your machine, a blank screen will show up after the speaker registration page. See the requirements section of this document on how to install Silverlight.

Microphone wizard issues

- If you get a red error after speaking the sentence on the microphone wizard, then most probably your microphone volume isn't correctly set or the headset microphone isn't the default microphone.
 - Please refer to the setup section of this document and follow the instruction on the microphone setup, restart your browser and start again.

Microphone wizard doesn't stop recording after the speaker stops speaking

- The microphone is catching up background noise and as such doesn't stop recording.
 - Make sure that you are in a silent room and that you don't have any background noise.

The system stops recording while the speaker is still speaking

- The microphone volume is too low or the headset is not selected as the default microphone
 - Refer to microphone setup section on this document on how to fix this.
 - Don't quit the recording session - Re-record the same sentence again.

"The recorded audio is clipped" error shows up

- When this error shows up, it means that the speaker is speaking too close to the microphone or the volume is too high, causing the audio to be distorted.
 - Ask the user to speak farther away from the microphone and record again the same sentence.
 - If still getting the same error after several retries, please check the microphone setup page in this document.

"Connection to the server was lost" error

- If you get this error then this means that you have lost your internet connection.
 - Please check your internet connection and try again.
 - If this error still continues after you're sure that you have an active internet connection, please contact your manager and report the day and time of the error.

Any other error not listed here

- Contact your manager mentioning:
 - Description of the error
 - A description of the steps that you performed in order to reach that error.