

IVY – INTERPRETING IN VIRTUAL REALITY

Administrator handbook

Panagiotis D. Ritsos
[p.ritsos@bangor.ac.uk]

Robert Gittins
[rgittins@bangor.ac.uk]

Jonathan C. Roberts
[j.c.roberts@bangor.ac.uk]

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Project coordinator: Sabine Braun

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Introduction

This guide is part of the IVY Handbook (Deliverable 4.5). It describes the operation of the IVY administration panel. The main purpose of this panel is to allow interpreting tutors to add digital content, i.e. monologues, dialogues and exercise material, to the IVY environment. Another important purpose is to provide user management functions such as creating user logins and providing basic user tracking and monitoring.

The administration panel has been developed in addition to the IVY environment itself in order to give the environment the character of an authoring tool, i.e. in order to allow for a dynamic extension of the content. Another purpose is the ability of administrators (and tutors) to track/monitor user activity. This was done with the following rationale:

Whilst the focus of the IVY project naturally was on the development of the 3D environment, as a first step towards an integrated educational space for interpreting students and users of interpreting services, it was clear from the outset that a critical mass of digital content would be required if such an environment were to support training in interpreter-mediated communication effectively.

Similarly, the tracking and monitoring functions that the administration panel offers were considered to be useful during the IVY evaluation phase and as a seed corn for researching learning activity and learner behaviour and for developing a more powerful learning analytics tool that operates alongside the IVY environment.

The administration panel is thus an addition that will facilitate taking the IVY environment to the next level of development.

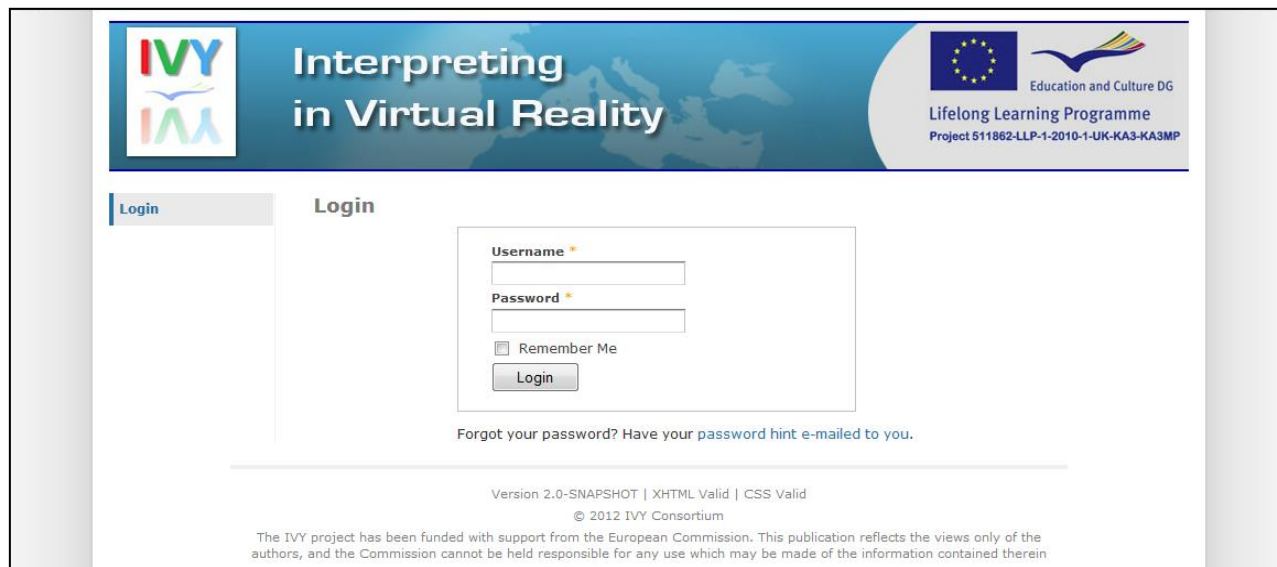
The administration panel can be used by interpreting tutors, trainers and developers to upload content to the database from which the IVY virtual environment draws the training content. During the lifetime of the IVY project, the panel was piloted and used by the IVY consortium members to populate the virtual environment with the content that was adapted and created in the IVY project.

This Handbook describes the main functions of the Panel.

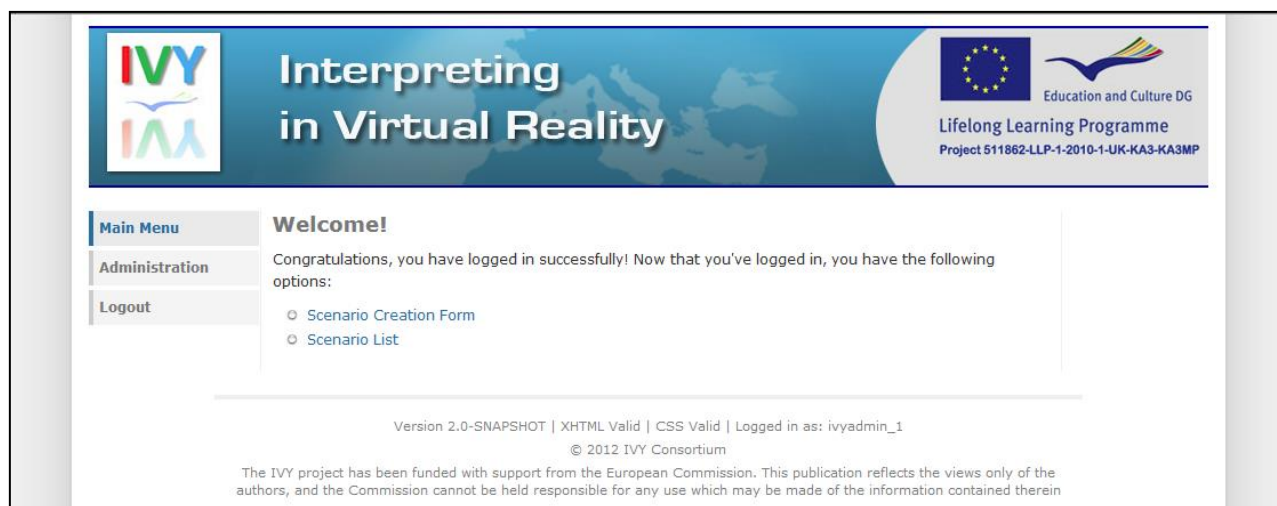
Operation Instructions

1. Log in to the Administration Panel

The administration panel is accessible through a web browser. Contact the Project Coordinator for the current URL. Enter the URL in your browser. The log-in screen shown below will appear.

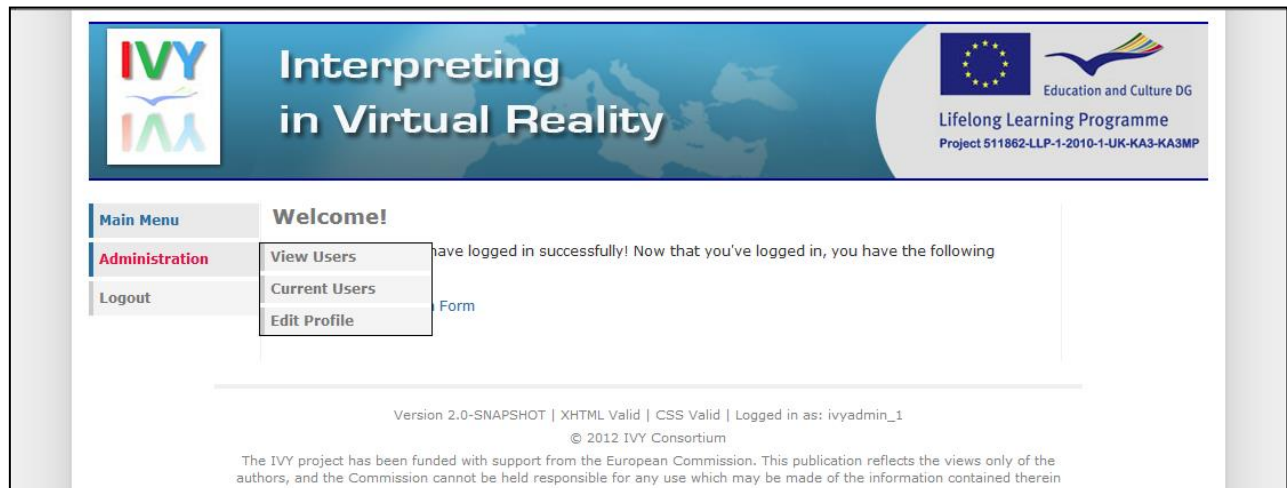


Enter the username and password you have been given. These should NOT be the same as the ones you have for accessing the HUD in the IVY SL environment. Once you have logged in you will see the following view. Notice the navigation menu on the left side and the links to the **Scenario Creation Form** and **Scenario List**.



2. User Management

Select **Administration** from the navigation menu. A new level for the menu will appear with the entries **View Users**, **Current Users** and **Edit Profile**, as shown below. Choose **View Users**.



2.1 Inspecting Registered Users

In this view you can see a list of the users registered with the system. Each page displays 25 users, with their user names, full name, email address and current status (enabled/disabled). You can navigate to other pages of the list using the numbers at the top of the table.

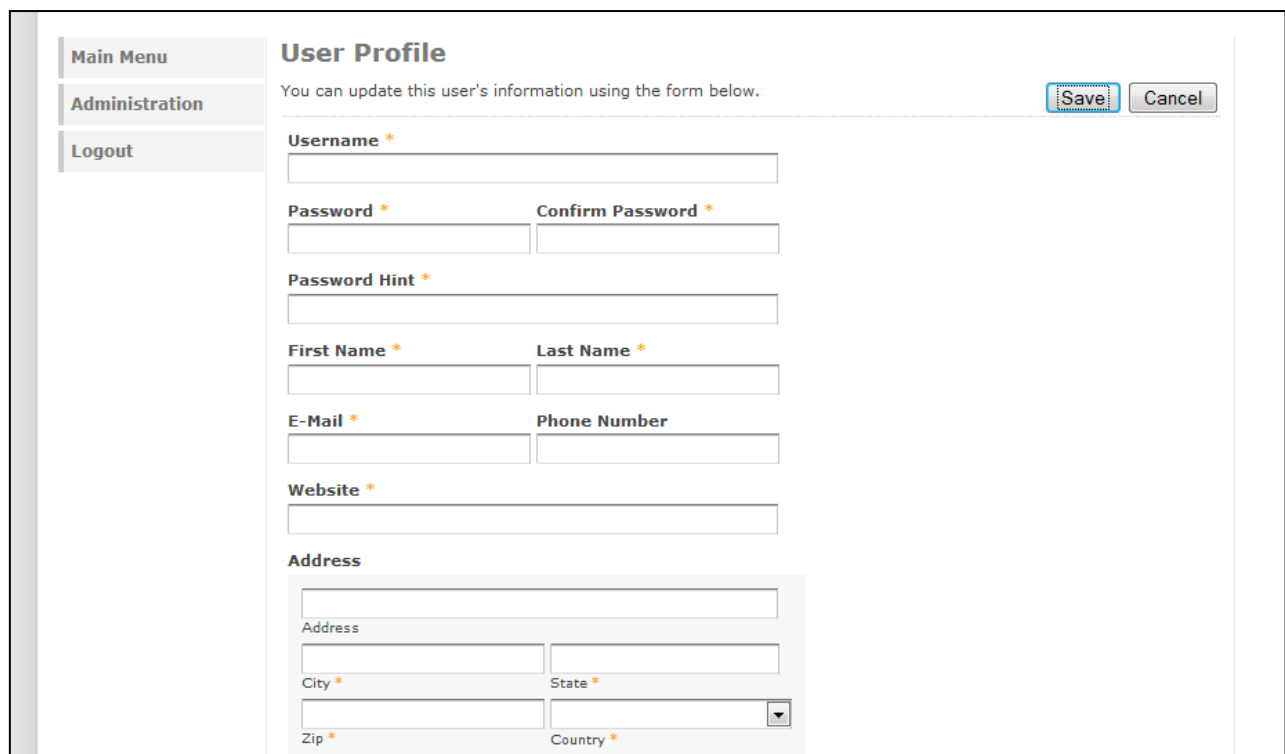


Username	Full Name	E-Mail	Enabled
baradmin_1	Tanya Voinova	tanya.voinov@gmail.com	<input checked="" type="checkbox"/>
ivyadmin_1	Panagiotis Ritsos	p.ritsos@bangor.ac.uk	<input checked="" type="checkbox"/>
stcadmin_1	Petra Hoffstaedter	petra.hoffstaedter@googlemail.com	<input checked="" type="checkbox"/>
surreyadmin_1	Catherine Slater	c.slater@surrey.ac.uk	<input checked="" type="checkbox"/>
surreyadmin_2	Nick Botfield	n.botfield@surrey.ac.uk	<input checked="" type="checkbox"/>
surreyuser	Surrey User	surreyuser@ivy.edu.com	<input checked="" type="checkbox"/>
tubadmin_1	Kurt Kohn	kurt.kohn@uni-tuebingen.de	<input checked="" type="checkbox"/>
uamadmin_1	Maria Tymczyńska	tymczynska@ifa.amu.edu.pl	<input checked="" type="checkbox"/>
uamuser	Uam User	uamuser@ivy.edu.com	<input checked="" type="checkbox"/>

2.2 Adding and editing a user

Press the “Add” button in order to create a new user.

A form titled **User Profile** will appear, as shown below. Fill in the form with the details of the user you want to register with the system. Mandatory fields are denoted with a red asterisk above the field. The field-set **Account Settings** allows you to enable the account or mark it as *Expired*, *Locked* or *Password Expired*. Likewise, the **Assign Roles** field-set allows you to register that user as a normal user or administrator.



User Profile

You can update this user's information using the form below. Save Cancel

Username *

Password * **Confirm Password ***

Password Hint *

First Name * **Last Name ***

E-Mail * **Phone Number**

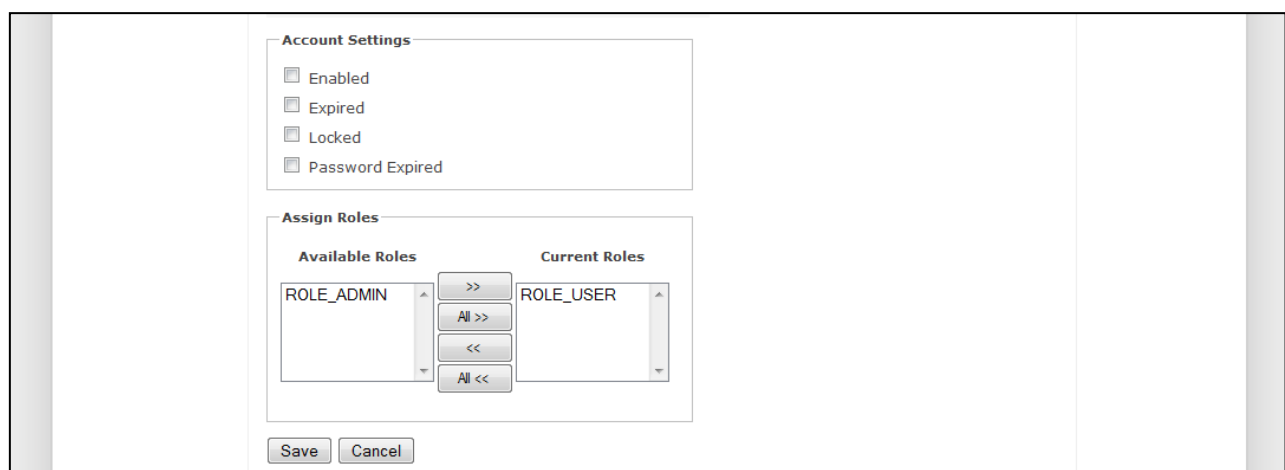
Website *

Address

Address

City * **State ***

Zip * **Country ***



Account Settings

Enabled

Expired

Locked

Password Expired

Assign Roles

Available Roles **Current Roles**

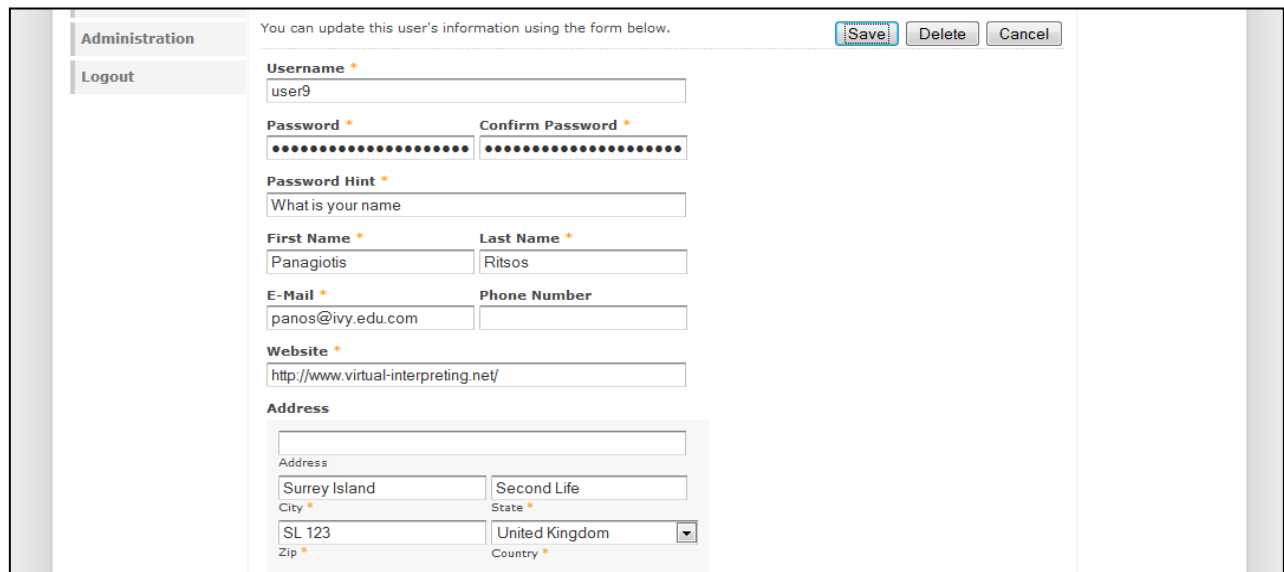
ROLE_ADMIN >> All >> << All << ROLE_USER

Save Cancel

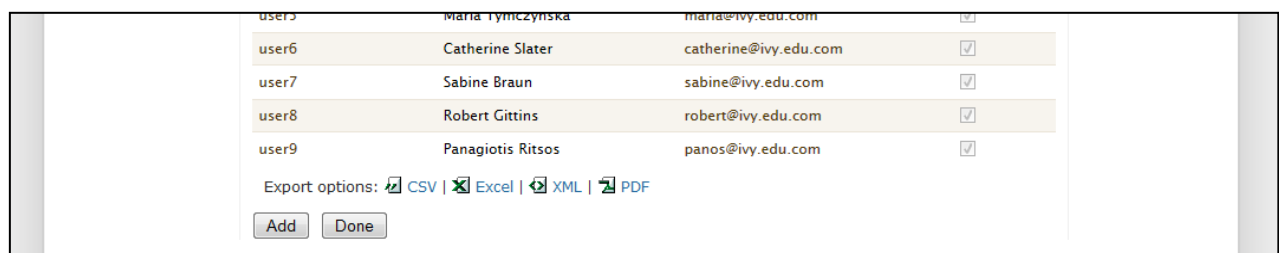
Press “Save” to save the user or “Cancel” to return to the main menu.

Similarly, if you wish to edit a current user, click on the user's entry in the User List table. This should open a page which is similar to the **Add user** form, with each field completed with the information that has already been entered for that user, as shown in

the next screenshot. Edit any information you need to and press “Save”. You can also delete the current user by pressing “Delete”. Press “Cancel” to return to the User List.



In addition, if you wish to **export** current users you can do so from the User List view. At the bottom of the table click on the icons and export the user list in **PDF**, **CSV**, **Excel** or **XML** formats.



Username	Name	Email	Actions
user5	Maria Tymczynska	maria@ivy.edu.com	<input type="checkbox"/>
user6	Catherine Slater	catherine@ivy.edu.com	<input checked="" type="checkbox"/>
user7	Sabine Braun	sabine@ivy.edu.com	<input checked="" type="checkbox"/>
user8	Robert Gittins	robert@ivy.edu.com	<input checked="" type="checkbox"/>
user9	Panagiotis Ritsos	panos@ivy.edu.com	<input checked="" type="checkbox"/>

Export options: CSV | Excel | XML | PDF

3. Scenario Management

3.1 Scenario List

A ‘scenario’ is defined here as content (e.g. a monologue/dialogue) that has been linked to a location in the IVY SL environment and has supplementary information (brief, keywords, etc.) and learning activities linked to it.

Scenarios can be created in a similar fashion as users are created with the user management feature presented in the previous section. Administrators can create, delete, edit and update scenarios. Click on the **Scenario List** link from the welcome page. Assuming there are scenarios currently stored in the system you should see a view like the one shown in the next screenshot. Otherwise, Section 3.3 describes how to create scenarios.

Main Menu		Scenarios								Administration			
Administration		Add Done		340 Scenarios found, displaying 1 to 25. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]								View Users Current Users Edit Profile	
Logout													
ID	Form	Title	Scene	Domain	Language A	Language B	Owner	Scene	Inspect				
4	Dialogue	Das deutsche Schulsystem	Classroom	Arts, Education, Travel	Polish	German	FREE	TELEPORT NOW					
5	Dialogue	Grundschule	Classroom	Arts, Education, Travel	Polish	German	FREE	TELEPORT NOW					
6	Dialogue	Kindertagesstätte	Classroom	Arts, Education, Travel	Polish	German	FREE	TELEPORT NOW					
7	Dialogue	Einblick in eine Arztpraxis	Medical Setting	Community and Healthcare	Polish	German	FREE	TELEPORT NOW					
8	Dialogue	Weltnaturerbe Wattenmeer	Outdoor	Arts, Education,	Polish	German	FREE	TELEPORT NOW					

It is recommended that you take some time to familiarise yourself with this view. Each scenario currently stored in the database is presented in a separate row. There are columns for the scenario's **ID** (in the database), form (either dialogue or monologue), **title**, scene (where the interaction takes place), **domain** and **language(s)**. Some of the columns, with hyperlink behaviour, can be sorted. Notice that, much like in the User List, clicking on the numbers or "First/Prev" or "Next/Last" labels at the top allows you to navigate through the pages of the list (each page displays 25 scenarios).

Scenario Details

This is the detailed information about the scenario:

ID: 4
Title: Das deutsche Schulsystem
Code: DPL_020030
Language A: Polish
Language B: German
Name A: Vertreterin des Bildungsministeriums
Name B: Lehrerin
Gender A: Female
Gender B: Female
Domain: Arts, Education, Travel
Owner: FREE
Brief: Eine Vertreterin des Bildungsministeriums aus Ihrem Land oder dem Land, in dem Ihre andere Arbeitssprache gesprochen wird, besucht deutsche Schulen, um sich einen Einblick in das deutsche Schulsystem zu verschaffen. Sie interessiert sich insbesondere für Schulen mit einer berufsorientierten Ausrichtung und spricht mit einer Lehrerin eines beruflichen Gymnasiums über die verschiedenen Bildungsoptionen des deutschen Schulsystems sowie über sprachliche Probleme von Schülern mit einem Migrationshintergrund.

No MP3 specified

Note: You can edit scenarios once you free them up!

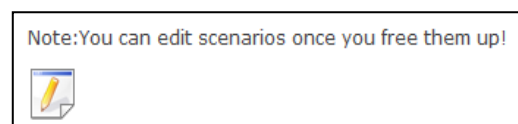
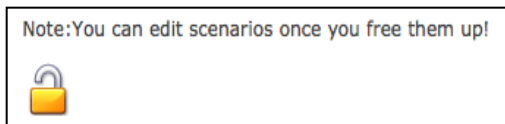
[Back to Scenario List](#)

The column labelled 'Owner' displays the **username** of anyone currently using the scenario. If that scenario takes place in a scene shared with other scenarios, the latter will be displayed as 'CLOSED'. Any scenario available to users is marked as 'FREE'. The scene column is effectively a SLURL link to the scenario's location. Clicking on the "Teleport Now" button will start your SL client and teleport you to that scene.

The last column, labelled 'Inspect', allows you to inspect the scenario details. Press the icon of one of those scenarios. You should see a view with a form like the one shown to the left.

3.2 Editing Scenarios

In this view you can inspect the textual information saved for this scenario, as well as listen to the audio via a web-player similar to the one found in the HUD (see Deliverable 4.5 Part I). The audio player will reproduce the same playlist as the HUD; it is advisable to listen to the entire playlist to ensure that none of the audio files are missing or in the wrong order. As has already been mentioned, scenarios can be either free or locked. **Scenarios can only be edited when they are unlocked.** A locked scenario will have the padlock icon displayed below, on the left, in the last field-set. In order to unlock that scenario, press on the icon. It should change to the notepad **edit** icon on the right.



Click on that icon to access the scenario Edit page. You should see a form-based view, as shown in the screenshot below.

Edit page - you can update a scenarios textual information as well as delete it.

Form

Dialogue

Title

Das deutsche Schulsystem

Code [!]

DPL_020030

Domain

Arts, Education, Travel

Scene

secondlife://University of Surrey/192/213/751

Scene

Classroom

Owner

FREE

Brief

Eine Vertreterin des Bildungsministeriums aus Ihrem Land oder dem Land, in dem Ihre andere Arbeitssprache gesprochen wird, besucht deutsche Schulen, um sich einen Einblick in das deutsche Schulsystem zu verschaffen. Sie interessiert sich insbesondere für Schulen mit einer berufsorientierten Ausrichtung und spricht mit einer Lehrerin eines beruflichen Gymnasiums über die verschiedenen Bildungsoptionen des

Gender A

Female

Language A

Polish

Name A

Vertreterin des Bildungsministeriums

Gender B

Female

Language B

German

Name B

You will see that most fields are complete. If you need to edit any scenario information, make sure you maintain any naming conventions. In some fields, additional information is displayed as pop-up tooltips, when you hover over the bubble icons marked with an '!'.
Towards the bottom of the form you will also find a button for submitting the edited form, a link to return to the scenario list and an icon-button for deleting the scenario, as shown below.

Submit

[Back to Scenario List](#)

Delete Scenario

Be certain you want to delete this scenario - it can not be undone!

Version 2.0-SNAPSHOT | XHTML Valid | CSS Valid | Logged in as: ivyadmin_1

It is important to note that, in the current version of the Administration Panel (Version 2.0), the XSPF playlist cannot be edited via the panel. Any changes that you wish to make in a playlist will require either the intervention of one of the developers¹ or the deletion and recreation of a scenario with the correct playlist.

3.3 Creating a new scenario

New scenarios can be created using a form-based view as well. Click on the **Scenario Creation Form** link from the Main Menu view. You will see the form shown below.



Scenario Registration Page

Using this form you can create scenarios for the IVY Second Life player. Fill in the form with all the appropriate information associated with each scenario (e.g. Title, Brief, Scene etc), taking care to provide accurate input. You can modify playlists if you make a mistake through the Edit Playlist interface (TBI).

Form

Dialogue Monologue

Title
Some Test Title

Code 
DEN_99999

Domain
Keywords

Scene
Community Centre 3 [FM] ▼

Brief
This is a brief describing this scenario

Participant A

Gender
 Male Female

Language
English ▼

Name A
Panos

Administration

[View Users](#)
[Current Users](#)
[Edit Profile](#)

With this form you can:

- Choose the scenario **form** (Dialogue/Monologue)
- Enter textual information such as the **title**, **domain** (keywords) and a scenario **brief**
- Choose the scenario scene from a **series of pre-fabricated locations in Second Life**. Due to the static nature of actors in those scenes **it is important to choose the room with the gender combination that suits your scenario**. For that purpose rooms are labelled [FF], [MM] and [FM] for an all-female, all-male and female-male combinations respectively. Monologues can be created with any combination that suits you. You should therefore select a gender (combination) that suits the gender(s) of the speaker(s) in the dialogue/monologue. For example, a dialogue between a male speaker and a female speaker should be situated in a [FM] location. This will ensure that the location will appear with a male robot and a female robot when that dialogue is selected by the user.

- Languages are selected from a drop-down menu. Choose separately the language for each interlocutor. If the language you want to add is not available in the list please contact the developers with a change request¹. **It is important that the A and B language notations match your audio files' naming conventions** described in section 3.3.1.
- Particular attention should be given to the last field in the form, **File List**. The content administrator should enter in that field **an ordered list of the file names of the mp3 audio files that will comprise the scenario playlist**. Each mp3 file name should be entered on a separate line, in the order in which they are to be played. An example is shown in the screenshot below:



Once all the necessary information has been entered, press **Submit** to save the scenario.

3.3.1 Audio file naming conventions

The IVY-VE uses audio extracts (segments), in MPEG-2 Audio Layer III format, from the LLP project BACKBONE, wrapped in XSPF¹, (*XML Shareable Playlist Format*) playlists (scripts). The playlist is created according to the file list provided.

Dialogues are made up of 'A' turns and 'B' turns, whereas monologues have only 'A'. The dialogue turns do not necessarily need to follow an ABAB pattern (i.e. questions and answers in alternating order, but can have an arbitrary order to allow for greater periods, where a speaker talks, to be broken in segments, thus allowing an interpreter to focus on shorter segments. There are no technical requirements relating to who starts or ends the dialogue either. However, it is assumed that only one actor talks per audio segment and there is no overlap between actors' speech.

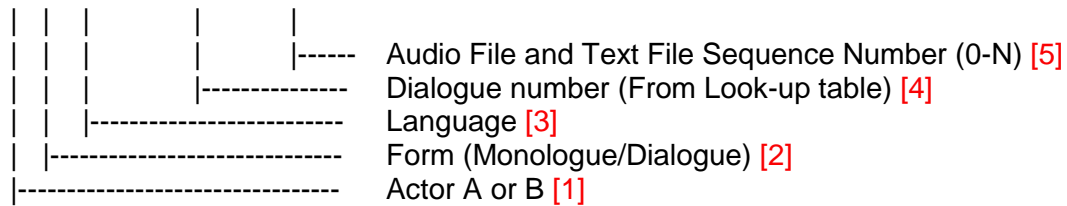
Some acceptable speaker order sequences for dialogues are:

ABABAB	(strict alternating order)
ABBAABAABA	(random order)

¹ <http://www.xspf.org/>

Audio segments are uniquely named and can be interchanged — within each script — to derive further language combinations of that scenario. Dialogue and Monologue files follow the naming pattern shown below:

B_DEN_000010_0000



[1] Actor: Notation for the VE participant. “A” is used for the person asking the questions; “B” is used for the person responding to the questions.

[2] Form: Dialogue or Monologue (D for Dialogue, M for Monologue)

[3] Language: (maintain 2-letter designation).

[4] Dialogues and monologues are uniquely numbered per form AND per language. The last digit of the sequence number is always 0 (i.e. the above example designates dialogue 1 not 10). This allows a 'filler' digit in case other dialogues are added in the future within some additional classification or category.

[5] The files corresponding to the turns of each actor within each dialogue are numbered consecutively.

Separate number sequences are therefore created for the A and B turns. There is a separate numbering sequence for each language. These are start as follows:

English:	000010_0000
French:	010010_0000
German:	020010_0000
Polish:	030010_0000
Greek:	040010_0000
Hebrew:	050010_0000
Russian:	060010_0000

The file naming conventions for monologues is the same as those for the dialogues, except that they always begin with ‘A_M’ (as there are only A turns in monologues).

Each script has textual information associated with it, such as a title, domain keywords, the location where the dialogue or monologue takes places and a brief describing the interpreting assignment.

ⁱ Please contact the IVY Consortium via <http://www.virtual-interpreting.net/>