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# SweLL portal. Manual

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## Before you start

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- Open portal: <https://spraakbanken.gu.se/swell/portal/>  
So far (as of August 2021) only SweLL project members have access to the SweLL portal. We are working on a procedure to add new users. At the moment we envisage an application (see draft which needs to be finalized with university lawyers (draft: [https://docs.google.com/forms/d/e/1FAIpQLSeGGt\\_hMRb5yuJ7vYMxqzR67ma3PflzUIdoi\\_BNUIwpe7dYeQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeGGt_hMRb5yuJ7vYMxqzR67ma3PflzUIdoi_BNUIwpe7dYeQ/viewform))).
- Once approved, SweLL-representatives will administer a login
- There are several ways of working with essay upload: importing already collected data or starting up a new collection. In both cases, you need sequentially to go through several steps:
  - Create SOURCE -- *Källa* (i.e. *School*)
  - Create TASK -- *Skrivuppgift* (i.e. *Task*)
  - Create entry for a STUDENT -- *Personlig information* (i.e. *Student*)
  - Upload essays that will belong to a defined *School/Källa*, be written in response to a defined *Task/Skrivuppgift*, by a defined *Student/Personlig information*.
- Upload can be
  - *manual*, essay by essay; with manual registration of metadata information for *Schools*, *Tasks* and *Students* or
  - *automatic*, when the *Student* and *Task* are generated automatically from an xml header, provided the attributes and variables are consistent with the xml-schema

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## ID principles

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- For each *School/Källa* we use an individual letter (A, B, C, etc) , e.g. *A*.  
School IDs are administered by the SweLL-members
- For *Tasks*, we use a combination of a School-ID+*T*+Running number, e.g. *AT1*.
- For *Students*, we use a combination of a School-ID+Running number, e.g. *A1*.
- For *Uppsatser/Essays*, we use a combination of a Student-ID+Task-ID, e.g. *A1AT1*.  
We keep track of students since we expect some students to be returning, i.e. longitudinal.

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## Steps in manual upload

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- Have data at hand.
  - **TODO:** which formats?
    - Plain text format:
    - XML format (need schema)
    - Each essay should be de-identified, and assigned an ID according to the principles above
- **TO-DO:** At the moment everyone can see all data in the portal, but we will need to organize the portal per “user” so that the user sees only his/her data that they are allowed to see.

## Creating a School-ID

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- Check that the school ID is created under *Metadata - Källor*. Contact [swell@svenska.gu.se](mailto:swell@svenska.gu.se) if you need a new ID. E.g., for Tisus-2007 collection, we have reserved letter *T*.

| SweLL-portalen Metadata Uppgifter Administration Importera Exportera Issues Elena Volodina |                                                            |                                                            |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| Källor                                                                                     |                                                            |                                                            |
| ID                                                                                         | Namn                                                       | Beskrivning                                                |
| A                                                                                          | Arbetsmarknadsförvaltningen Vuxenutbildningscentrum        | inplacering sfi-utbildning: A-D                            |
| B                                                                                          | Dragonskolan, Umeå                                         | Gymnasieskola ?                                            |
| C                                                                                          | Viva Komvux/Sfi, Umeå                                      | sfi: A-D                                                   |
| E                                                                                          | Behörighetsgivande (3 terminer), GU, slut vt18             | förberedande och behörighetsgivande: motsvarande gymnasiet |
| F                                                                                          | Behörighetsgivande, Stockholms universitet                 | förberedande och behörighetsgivande: motsvarande gymnasiet |
| G                                                                                          | sfi från olika orter i Sverige, insamlade av sfi-provet SU | sfi: A-D                                                   |
| H                                                                                          | SU, Tisus-prov                                             | tisus: motsvarande gymnasiet                               |
| J                                                                                          | Grundläggande vuxenutbildning, Huddinge                    |                                                            |
| S                                                                                          | Spln - Språkintröktionscentrum                             | nyanlända, CEFR bedömningar; nivåer A1-B2                  |
| T                                                                                          | TISUS-2007                                                 | SU, TISUS exam/writing                                     |

- If you need a new school, create a new one using the button *Lägg till ny*. However, the choice of letters is steered within the project, so check it up with us at [swell@svenska.gu.se](mailto:swell@svenska.gu.se).

| SweLL-portalen Metadata Uppgifter Administration Importera Exportera Issues Elena Volodina |  |  |
|--------------------------------------------------------------------------------------------|--|--|
| Källor                                                                                     |  |  |

## Creating a Task-ID

- Create a Task-ID using *Metadata* → *Skrivuppgifter*. Fill in the fields with the information about the *Task*. that should be available according to a Task metadata form:  
<https://docs.google.com/document/d/1YtQjcMcScJB6D9ysjrUPGne9pOSvfy9Lds8IFhUzdhs/edit>

SweLL-portalen Metadata ▾ Uppgifter ▾ Administration ▾ Importera Exportera Issues Elena Volodina ▾

## Skrivuppgifter

Uppgift

WT1  
WT2  
WT3

Filtrera Läggtill ny

- When it is created, it will appear in a list

| ID  | Titel                   | Datum    | Nivå | Skolform | Genre/texttyp  | Uppgiftstyp | Kurs | Betygsskala  | Metastatus |
|-----|-------------------------|----------|------|----------|----------------|-------------|------|--------------|------------|
| TT1 | Stress i dagenssamhälle | 2006-W20 |      |          | Argumenterande |             |      | CEFR (A1-C2) | Edit       |

## Creating a Student-ID

- To create a *Student*, go to *Metadata-Personlig information* and click on the (green) button on the right *Lägg till ny*.

SweLL-portalen Metadata ▾ Uppgifter ▾ Administration ▾ Importera Exportera Issues Elena Volodina ▾

## Personlig information

Källor  
Personlig information  
Skrivuppgifter  
Uppsatser  
Statistik  
Summary

Filtrera Läggtill ny

| SweLL-ID | Födelsdatum | Modersmål | Bästa skrivspråk | Svenskundervisning | Metastatus |
|----------|-------------|-----------|------------------|--------------------|------------|
| A1       | 1980-1984   | Spanska   | Spanska          | 3 mån              | Edit       |

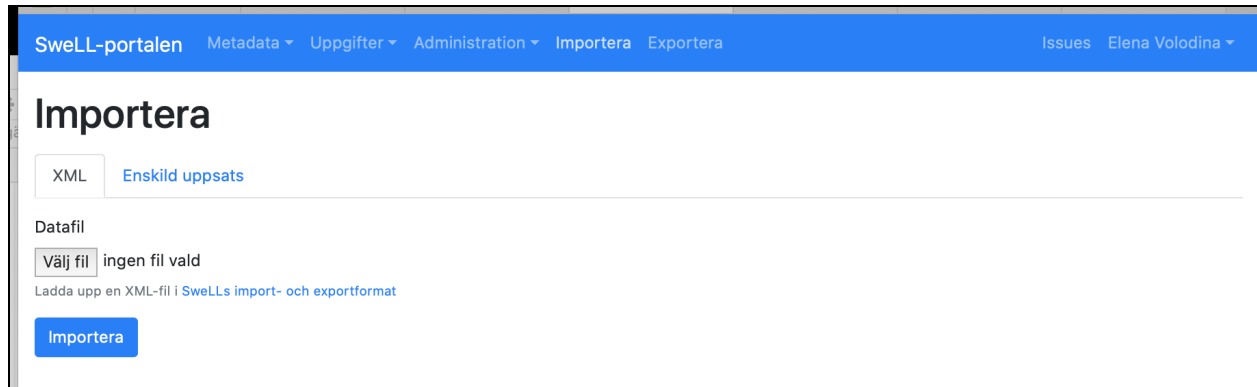
- Fill in the information about the student according to the collected (paper-based) metadata forms:
  - Swedish: [https://docs.google.com/document/d/1-3b6h1dh1RVEz6UJhkkS4S0b6Y-36WT11KJ8\\_QtBFE/edit](https://docs.google.com/document/d/1-3b6h1dh1RVEz6UJhkkS4S0b6Y-36WT11KJ8_QtBFE/edit)
  - English: [https://drive.google.com/file/d/1FbK5OACjHBJo9QNjfSy\\_9dKhCxb0RQlb/view?usp=sharing](https://drive.google.com/file/d/1FbK5OACjHBJo9QNjfSy_9dKhCxb0RQlb/view?usp=sharing)

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# Importing

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- Using the top menu, go to *Importera*

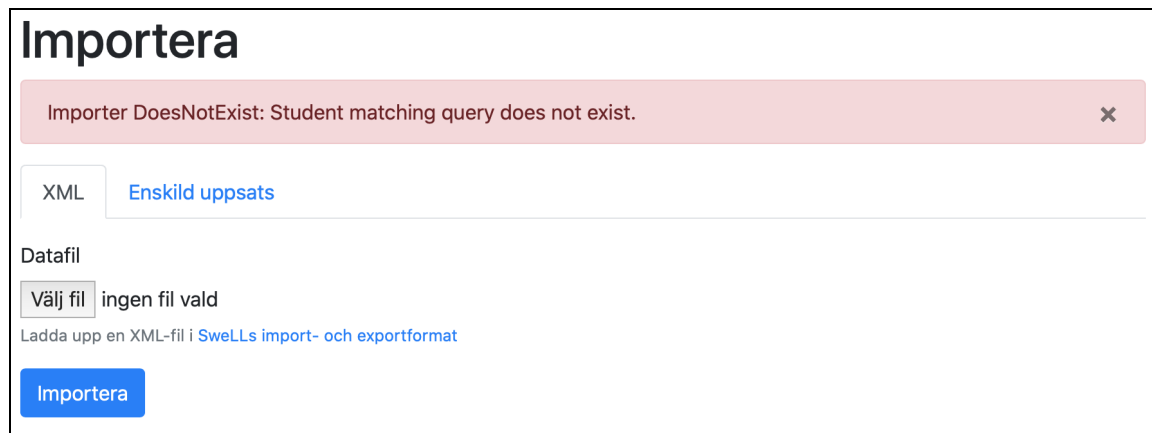


The screenshot shows the 'Importera' page in the 'SweLL-portalen' application. The top navigation bar is blue and contains links for 'Metadata', 'Uppgifter', 'Administration', 'Importera', and 'Exportera'. The 'Importera' tab is selected. Below the navigation bar, the page title 'Importera' is displayed. There are two tabs: 'XML' (selected) and 'Enskild uppsats'. Under the 'XML' tab, there is a section labeled 'Datafil' with a button 'Välj fil' and the text 'ingen fil vald'. Below this, it says 'Ladda upp en XML-fil i SweLLs import- och exportformat'. At the bottom of the section is a blue button labeled 'Importera'.

TO-DO: Steps for XML versus Text

- Import/export using XML schema:  
[https://spraakbanken.github.io/swell-project/SweLL-portal\\_XML\\_schema](https://spraakbanken.github.io/swell-project/SweLL-portal_XML_schema)
- Import/export using Text: ...

## Errors at import



The screenshot shows the 'Importera' page with an error message displayed at the top. The error message is in a red box and reads: 'Importer DoesNotExist: Student matching query does not exist.' Below the error message, the page layout is the same as in the previous screenshot, with the 'XML' tab selected and the 'Importera' button visible.

TO-DO: How to troubleshoot: ...

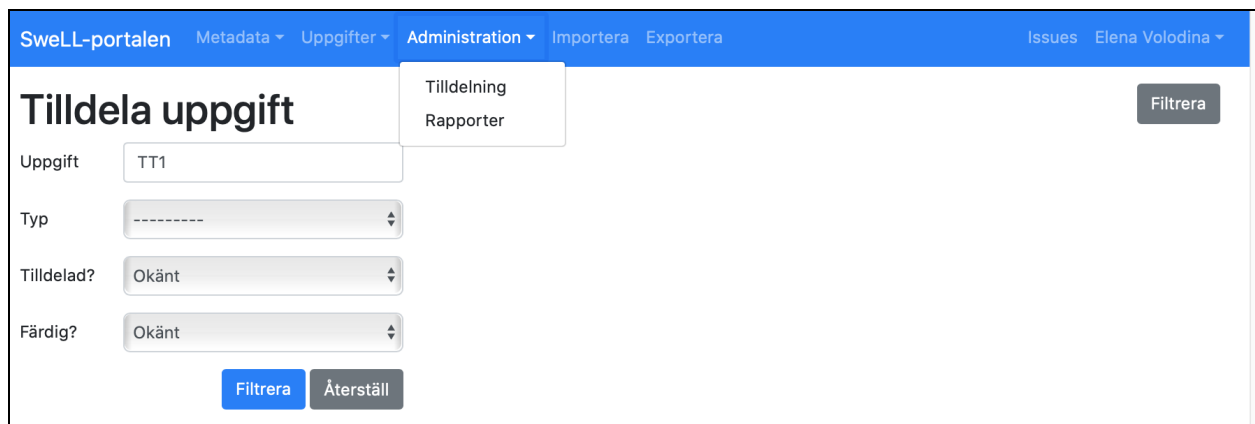
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# Administering

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## Assign a task

- Go to the *Administration* menu. Filter using “Uppgift”-field, e.g. *TT1* which is a task-ID from the TISUS-2007 subcorpus



The screenshot shows the 'SweLL-portalen' interface. The top navigation bar is blue and contains the following items: 'SweLL-portalen', 'Metadata', 'Uppgifter', 'Administration' (which is highlighted), 'Importera', 'Exportera', 'Issues', and 'Elena Volodina'. Below the navigation bar, the main content area is titled 'Tilldela uppgift'. On the left side of this area, there are four input fields: 'Uppgift' (containing 'TT1'), 'Typ' (with a dropdown arrow), 'Tilldelad?' (with a dropdown arrow), and 'Färdig?' (with a dropdown arrow). Below these fields are two buttons: 'Filtrera' (blue) and 'Återställ' (grey). On the right side of the main content area, there is a 'Filtrera' button (grey) and a dropdown menu for 'Tilldelning' and 'Rapporter'.

- You will see a selection of all essays that are linked to this Task-ID. You will see the status of the annotation:
  - which task is under processing (*Typ*)
  - if it is in process (*Tilldelad?*),
  - who is working on that essay (*Tilldelad till*)
  - when the last changes were performed (*Senast ändrad*)
  - whether the task is completed (*Färdig?*)

| Uppgift | Typ           | Tilldelad? | Tilldelad till | Senast ändrad | Färdig? | Färdigställande           |
|---------|---------------|------------|----------------|---------------|---------|---------------------------|
| T1TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T2TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T3TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T4TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T5TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T6TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T7TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |
| T8TT1   | Normalization | Nej        |                |               | Nej     | <button>Tilldela</button> |

- A “super-user” can assign a task to the registered users (green button *Tilldela* in the image above) which will lead to a selection of possible annotators. Choose the one who will be working with the task and click on the blue button *Tilldela* (see image below)

SweLL-portalen
Metadata
Uppgifter
Administration
Importera
Exportera
Issues
Elena Volodina

## Tilldela X13XT1 (Correction Annotation)

Elena Volodina

Tilldela

- Once done, you can go to the *Task* tab (*Uppgifter*) . You will see an option for the tasks assigned to you (*Mina egna*). The other option (*Alla*) may or may not be visible to you, since it is only visible to a super-user.

## Manage tasks

SweLL-portalen
Metadata
Uppgifter
Administration
Importera
Exportera
Issues
Elena Volodina

## Tilldela uppgifter

Mina egna
Alla

Filtrera

- By choosing *Uppgifter - Mina egna* you will see a list of your assignments and their status. Following possibilities are available:
  - Påbörja = Start (opens a task in the SVALA annotation tool)
  - Radera = Delete

- Fortsätt = Continue (proceeds from where you left. All changes are saved to the database automatically, and there is no need to finish each task on the same day)
- Återställ = Revert (Undo-function, loses all you annotation on that type of task)
- Visa = Show (opens an essay in the SVALA annotation tool)
- Återta = Re-open (you can re-open a finished task if you need to introduce some changes)

| SweLL-portalen Metadata ▾ Uppgifter ▾ Administration ▾ Importera Exportera Issues Elena Volodina ▾ |                       |                           |           |         |                    |
|----------------------------------------------------------------------------------------------------|-----------------------|---------------------------|-----------|---------|--------------------|
| Uppgifter                                                                                          |                       |                           |           |         | Filtrera           |
| Uppgift                                                                                            | Typ                   | Senast ändrad ▾           | Påbörjad? | Färdig? |                    |
| X13XT1                                                                                             | Correction Annotation | 25 October 2020 14:12:12  | Nej       | Nej     | Påbörja Radera     |
| J2JT1                                                                                              | Correction Annotation | 25 August 2020 12:30:48   | Ja        | Nej     | Fortsätt Återställ |
| X-14XT1                                                                                            | Normalization         | 25 August 2020 08:25:20   | Ja        | Nej     | Fortsätt Återställ |
| X-14XT4                                                                                            | Normalization         | 24 August 2020 12:18:15   | Nej       | Nej     | Påbörja Radera     |
| F10FT2                                                                                             | Correction Annotation | 21 August 2020 08:30:52   | Nej       | Ja      | Visa Återta        |
| G6GT1                                                                                              | Correction Annotation | 21 August 2020 08:27:43   | Nej       | Ja      | Visa Återta        |
| S45ST2                                                                                             | Normalization         | 26 February 2020 08:37:36 | Ja        | Nej     | Fortsätt Återställ |

- Once you click on a task that you plan to work with, you will get a screen with SVALA annotation tool and the text you are supposed to work with.
- More on how to work in SVALA, see [here](#)

## Inter-Annotator Agreement

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Please, add pics and descriptions - something short!

## Statistics, summary and overview of the progress

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# Exporting

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You can export per school-ID, and in three formats: Text, Json, XML

The screenshot shows the 'Exportera texter' (Export essays) interface in the SweLL-portalen system. The interface has a blue header bar with navigation links: 'SweLL-portalen', 'Metadata', 'Uppgifter', 'Administration', 'Importera', and 'Exportera'. On the right side of the header, there are links for 'Issues' and 'Elena Volodina'. The main content area is titled 'Exportera texter'. It contains several form fields: 'Typ' (set to 'Normalization'), 'Status', 'Data Type', and 'School'. The 'School' field is a list of checkboxes labeled A through T, with 'S' selected. Below these fields is a 'File Type' dropdown menu, which is currently open, showing three options: 'TEXT' (selected with a checkmark), 'XML', and 'JSON'. A blue 'Exportera' button is located at the bottom left of the form area.

For the first release of SweLL infrastructure, approved users will get a possibility to download a folder with the essays in several formats from NextCloud ftp.

More to consider in the future (internal notes):

[https://docs.google.com/document/d/1eO64VL9GnGvWxLXgnFaWyEt9VCr4XjrD9I\\_cUw7f8yQ/edit#heading=h.ytzuretxkjj7](https://docs.google.com/document/d/1eO64VL9GnGvWxLXgnFaWyEt9VCr4XjrD9I_cUw7f8yQ/edit#heading=h.ytzuretxkjj7)