Literature Community

Instructions for Listeners

Literature Portal: **https://vcpro.learningally.org**

> **Please note** that we recommend using Google Chrome
> for its easy integration with all things Google.

1. Signing In
> ➢ To use the Portal System, you must sign in to your Google account.
> ➢ Click on "Sign In" in the top right corner and follow the prompts.
> ➢ If you have any trouble accessing the PDF or the Google Group tab, try using an incognito window in Chrome (Ctrl-Shift-N or Cmd-Shift-N).

➢ If you're having trouble with login or the Google group, please see this help document.

2. **Finding a Project**

To help narrow your search, you can use the search tools located along the top of the page. You can search according to characteristics that you like, but the primary filter you should use is Need: Listener.
Options include:

Gender	Voice Age	Audience Level	Neutral Voice checkbox	Length	Project Need
Male	Child	Gr. K-2	This filters out projects that need an ethnic or regional accent	Very Short	Narrator
Female	Tween	Gr. 3-5		Short	Listener
	Teenager	Gr. 6-8		Medium	
	Adult	Gr. 9+		Long	
	Mature			Extra Long	

Learning Ally - Literature Community

Catalog   My Projects   VOICEtext Guidelines

Filters: Gender: ▼   Voice Age: ▼   Audience: ▼   Neutral Voice: ☐   Length: ▼   Need: ▼   Search:
Displaying 106 projects sorted by priority...

NC426   **Beverly, Right Here**
Revisiting once again the world of Raymie Nightingale, two-time Newbery Medalist Kate DiCamillo turns her focus to the tough-talking, inescapably tenderhearted Beverly. Beverly put her foot down on the gas. They went faster still. This was what Beverly wanted -- what she always wanted. To get away. To get away as fast as she could. To stay
Pages: 256
Voice: **Female Narrator Capable of Engaging Character Work, Subdued Melancholy Tone**   11% read

KZ653   **Bang!**
Mann is only 13, yet he has already had to deal with more than most go through in a lifetime. His family is still reeling from the tragic shooting death of his little brother, Jason, each person coping with grief in his or her own way. Mann's mother has stopped eating and is obsessed with preserving Jason's memory, while his father is certain that presenting a hard
Pages: 298
Voice: **Adolescent African-American Male**

3. Navigating a Project Card.

NA726	**The Harmonica**		Edit
	When the Nazis invaded Poland, a family is split apart. The parents are sent to one concentration camp, their son to another. Only his father's gift, a harmonica, keeps the boy's hopes alive and, miraculously, ensures his survival. Tony Johnston's powerful story, inspired by the life of a Holocaust survivor, is enhanced by Ron Mazellan's luminous artwork. A testament to the		
Pages: 32	human spirit and the transcendent power of		

Voice: **Sensitive voice that can capture both the horror and the hope of this dark tale.**
Project Estimated Length: **Short**

Example of an advanced project card with an assigned narrator and listener

➢ The Project Card will have vital information such as **story summary, story length, and voice type.** There is also information on whether the project already has an assigned narrator and/or listener.

	Exclamation mark: Advanced project (Narrator records outside EasyBooks so the Listener inserts marks)
	Red microphone: assigned narrator
	Green play button: assigned listener
	Gray microphone: no assigned narrator
	Gray play button: no assigned listener
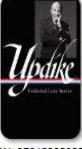
Example of a Project Card that needs a listener

➢ To expand a Project Card, **simply click on it.**

➢ The expanded Project Card will have more information about the project, such as number of pages, voice comments, and helpful links, such as YouTube and Audible. You can sign up as a listener by clicking on the **Volunteer As Listener!** button.

4. **Process of checking/listening**
   ➢ Using the expanded Project Card, download the book PDF to be used as a reference to check for any typos (OCR errors) that may appear in EasyBooks.
   ➢ Open up EasyBooks and locate the project. Select and open the first file which should be just the title of the book. The second file will usually have the author's name, a table of contents and some of the book text. The file status should be Ready for QC.

➢ Note: It SHOULD be one listener assigned to a project. If you discover someone else has been checking your project in error, please contact a staff member.
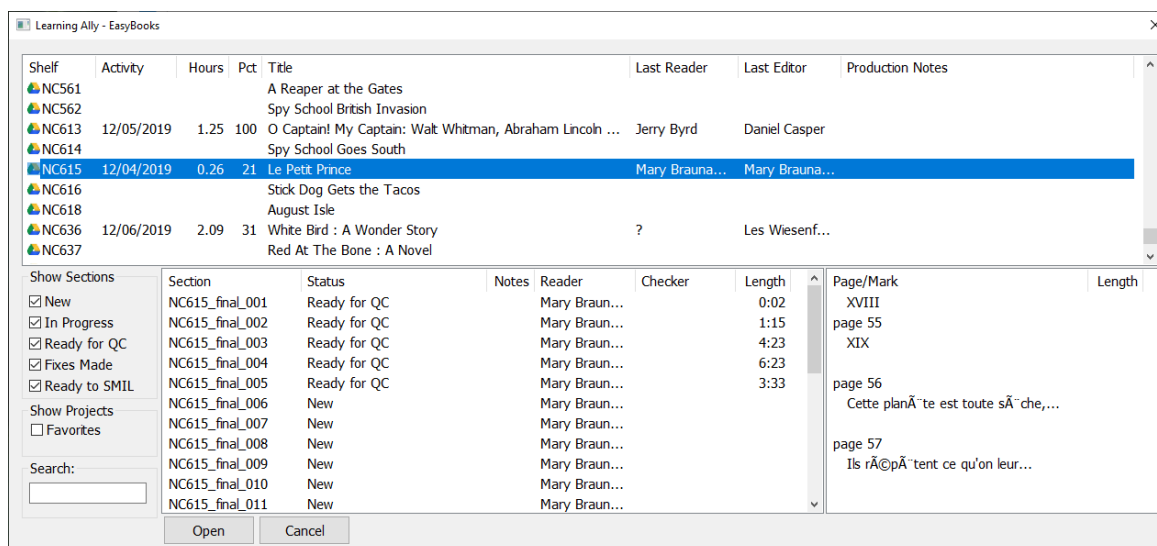
➢ The three most important things to listen for:
- **_ACCURACY_** - narrator is accurate to the text
- **_AUDIO QUALITY_** - audio is within acceptable levels and free of interference, noise, echo, and loud mouse clicks
- **_PERFORMANCE_** - the narration is lively and engaging

5. The QC Process.

➢ Basic Projects (Narrator recording in EasyBooks)
1. Visual Waveform check
2. Mark Sweep
3. Close audio review
4. Check corrections
5. Change status to Ready to SMIL!

➢ Advanced Projects (Narrator recording outside EasyBooks)
1. Visual Waveform check
2. Close audio review
3. Check corrections
4. Insert marks
5. Resolve notes
6. Change status to Ready to SMIL!

6. Visual Waveform check.

➢ Click the Fit in window checkbox below the waveform to evaluate the waveform.

Too Loud (consult staff):
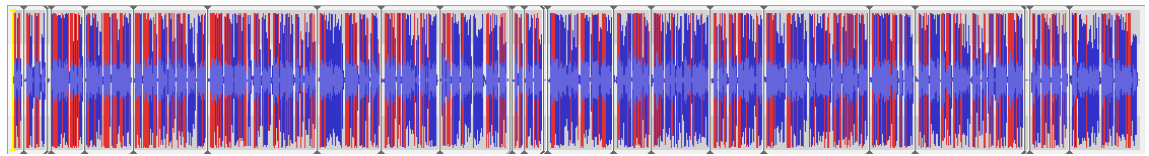
Maybe Okay (consult staff):
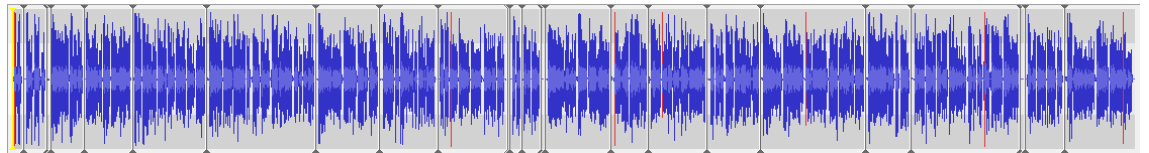
Good:
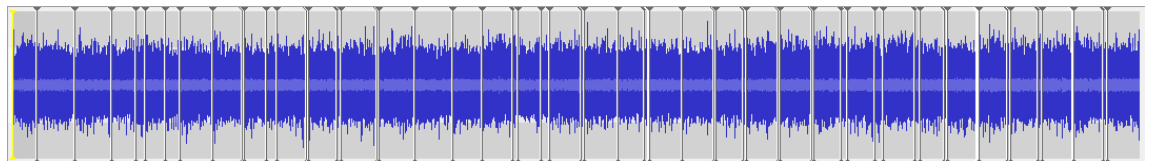
Okay:
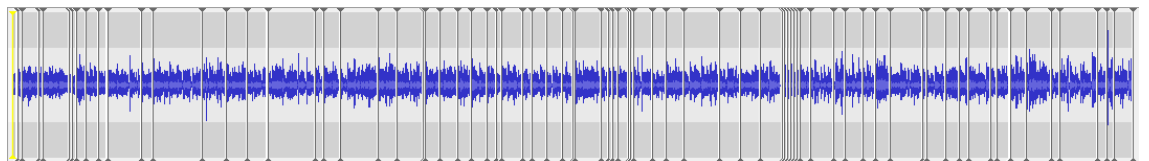
Maybe Okay (consult staff):
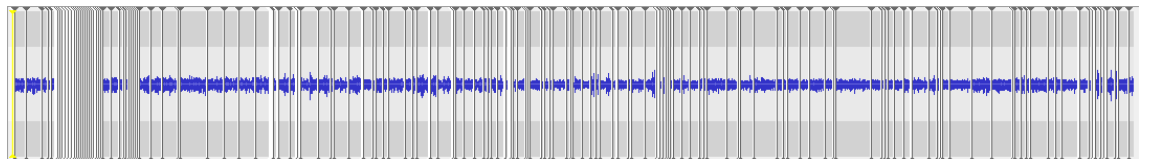
Too low (consult staff):
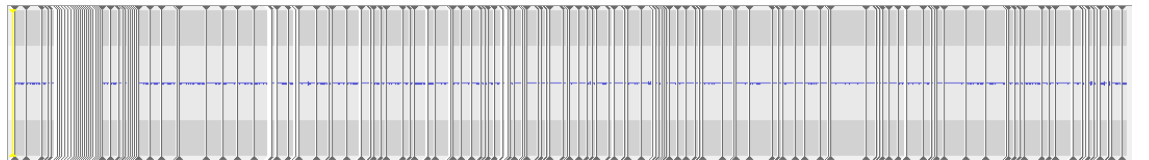
7. Mark Sweep.
➢ A mark sweep is done on basic projects to ensure the marks are in the right place.
➢ At the beginning, click Play, listen a bit, then click the orange Next mark button, and repeat throughout the file:

8. Close Audio Review.
➢ Listen to the ENTIRE FILE word for word. You are listening for accuracy, audio quality, performance and continuity.
➢ Make QC notes where applicable. If you find an error, highlight the sentence where it occurs in the waveform, right click, and select ADD NOTE:
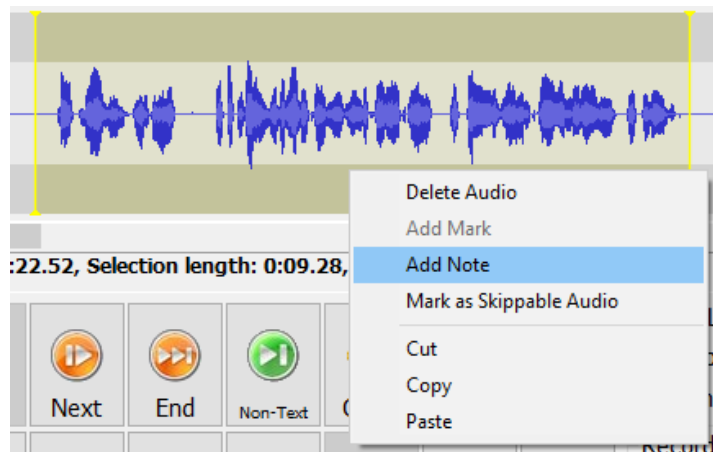
➢ Choose the note category and enter the page number and some text to help others locate the sentence (~5 words from the beginning of the sentence with the error; you can copy and paste from the EasyBooks text window) plus what needs to be fixed. Remember to be polite!

➢ Please note: most audio quality issues can and will be resolved by staff with noise reduction software, but they should still be noted.
➢ If you are comfortable with audio editing, you can correct some issues like deleting too much silence, double-takes, copy/cut/paste audio, etc. and resolve the note yourself by checking the box next to the note after clicking the Edit Notes button.
➢ Repeat the process for all files in the project that have the status Ready for QC.
➢ Be sure to communicate the project status in the project's Google Group.
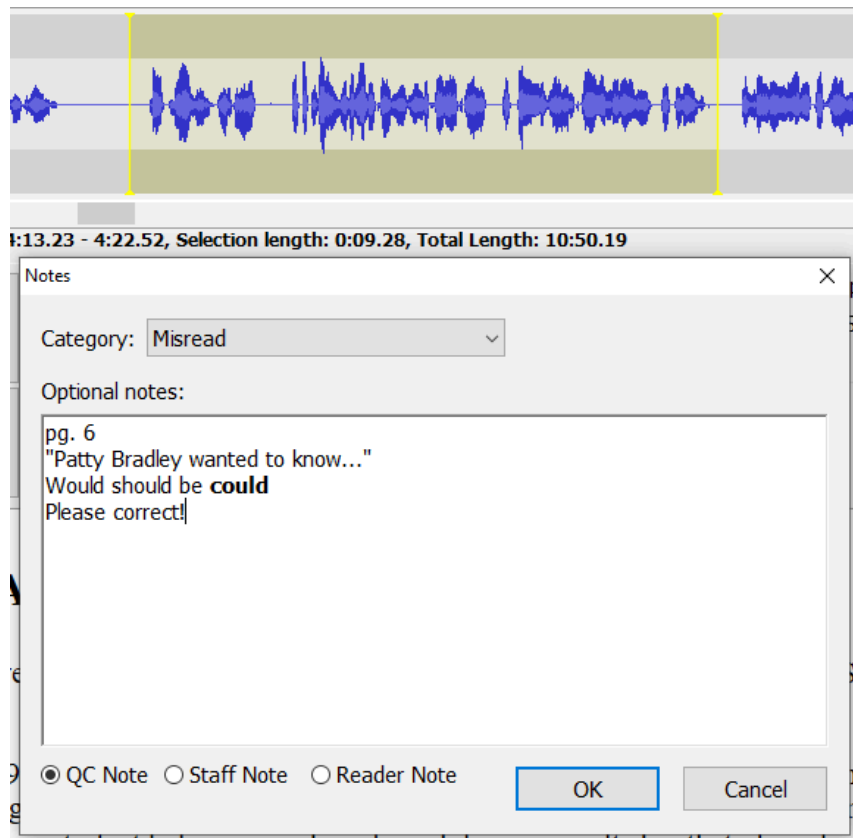
9. **Check Corrections.**

   When the file status says "Fixes Made", review the corrections by clicking the Edit Notes button and clicking on each note and listening to ensure they are now correct and the transitions before and after are smooth.

## 10.	Change File Status.

When the file is completely checked, fixed and ready for post-production, right-click on the file in the project list and select Mark as Ready to SMIL!
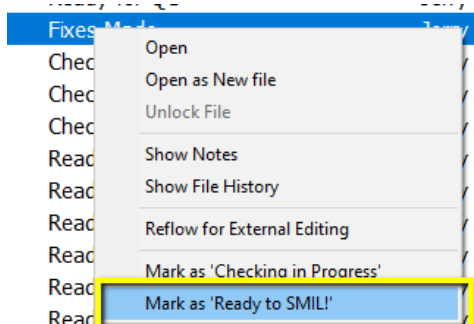
## 11.	Advanced Projects.
The primary difference for these projects where the narrator works outside EasyBooks is that you will need to insert the synchronization marks but do NOT insert marks in the file until **after corrections have been made.**

➢ After corrections have been made and checked, it's time to insert the sync marks. Start at the beginning and click Play, and click the Mark button (or M key) to place marks as needed to sync the text to the audio.
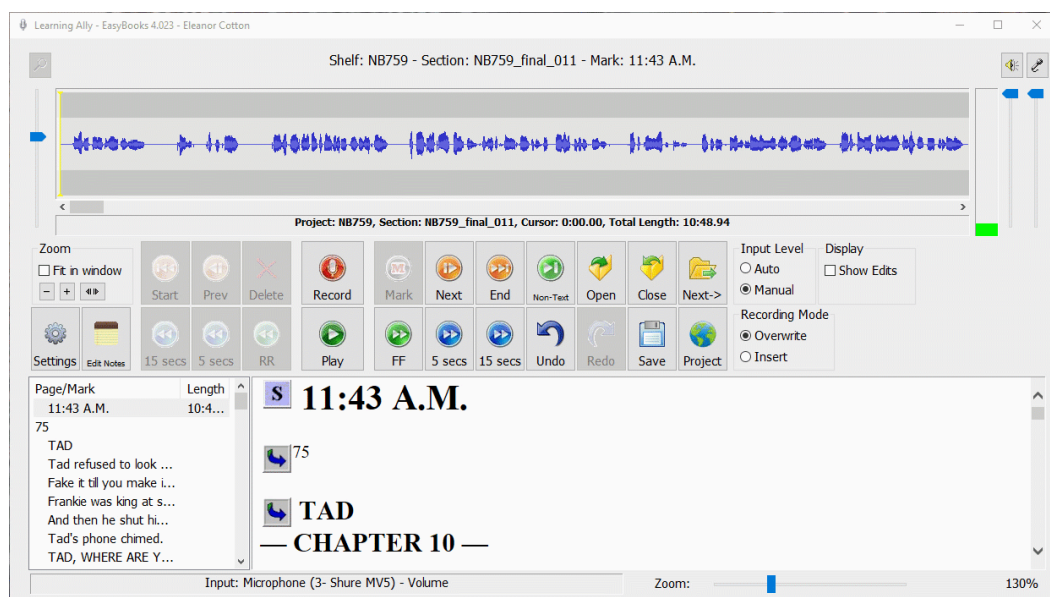
➢ Remember that marks should be placed right BEFORE the text or page number they refer to.
➢ You can move marks with a click and drag, or delete them with right-click/delete.

➢ If the narrator needs to make a correction after marks have been inserted and marks have been shifted because of the new audio, you can SHIFT+CLICK on the mark (usually where the edit began) and drag either to the right or left. This will shift ALL marks after that point.
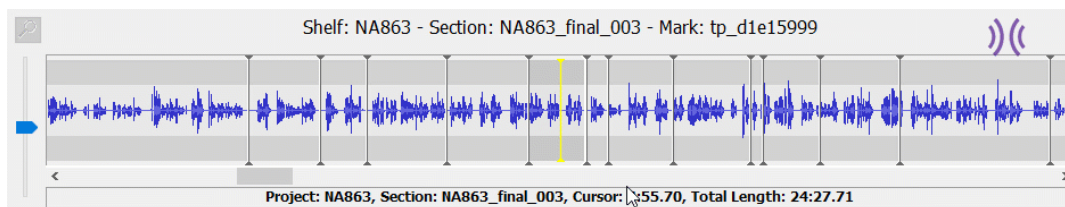
12. Using the Google Group in the Portal

Google Group is the primary form of communication between staff, narrators and listeners. It is important for all to communicate over the course of the recording. Narrators are encouraged to post whenever a file is uploaded as listeners are encouraged to post when they have checked a file, if any edits are needed, or any questions in regards to the project.

➢ Click on the MY PROJECTS link at the top left corner of the portal:
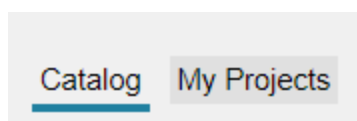
➢ You will then see either one or a listing of smaller Project Cards along the left margin of the screen. These are the projects you have signed up to work on.
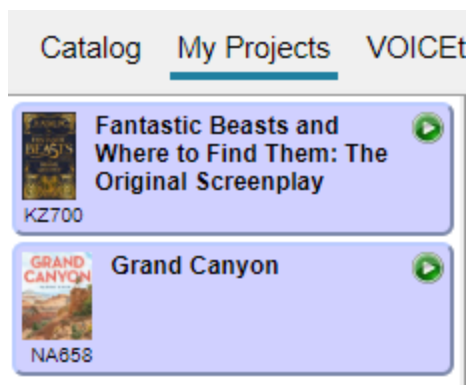
➢ Click on the desired project.
The **GOOGLE GROUP** link on the right will take you to the project Google Group thread.
NOTE: If you as the listener notice a serious issue or are unsure of something in the recording (poor sound, poor performance, etc) please contact staff.

➢ You can post a message by clicking the Reply button here:

And if you want to receive email notices of any other posts, you can do that here:

Here's a typical Listener post:

> jeclark3a   May 28
>
> ☆   All files are checked.   Two files (002 and 003) have one open note each.   Otherwise all files are Ready to SMIL.
>
>   Joe Clark

13.   Other Tabs in My Projects (FYI)

➢ **UPLOAD FILES -** projects that we record are divided up into files (usually by chapter, character, etc.). Here you can find a list that shows file status, notes, and more information.

NA983 - Aru Shah and the End of Time (Pandava Series ; Book 1)
Project Summary   Assignments   Upload Files   OCR Errors   Listener Notes   Google Group   Log Hours

Please use the text cues below to determine the start and end of each file.

File		Starting Page		Ending Page	Status	Notes	Length	Action
NA983_final_001	Title	Aru Shah and the End of Time: A Pandava Novel Book One			Needs Checked		5:36	Reset
NA983_final_002	Author	Roshani Chokshi - To my...	Page 1	...Rick Riordan	Needs Checked		8:19	Reset
NA983_final_003	Page 1	ONE In Which Aru Regrets...	Page 9	...she said. I can prove it.	Needs Checked		15:06	Reset
NA983_final_004	Page 9	TWO Oops - It was four p.m....	Page 17	...â⬜¦ what have you done?	Needs Checked		14:36	Reset
NA983_final_005	Page 17	THREE Wake Up - Aru woke up...	Page 22	...as well let the world end.	Needs Checked		7:43	Reset
NA983_final_006	Page 22	FOUR In-ep-tee-tood - Aru had...	Page 29	...on the elephant's trunk.	Needs Checked		14:09	Reset
NA983_final_007	Page 29	FIVE The Other Sister -...	Page 36	...muffled sobs of whyGodwhyme .	Needs Checked		12:41	Reset
NA983_final_008	Page 36	SIX Look, but Not Really -...	Page 45	...to point outâ⬜⬜hungrily.	Needs Checked		17:21	Reset
NA983_final_009	Page 45	SEVEN The Council of Guardians...	Page 59	...heading straight for them.	Needs Checked		30:58	Reset

Example of an UPLOAD FILES tab

The first column has the *file name*, followed by columns for the *page where the file begins*, *first few words*, *page number where the file ends*, *file status, Notes*, *Length* and available *Action*.

➢ **OCR ERRORS** - this link is used to track Optical Character Recognition errors in the project text. Listeners should note these here as they are encountered in EasyBooks.

DM001 - El Chupacabras
Project Summary   Assignments   Upload Files   OCR Errors   Listener Notes   Google Group   Log Hours

	A	B	C	D	E
1	Please note all text errors, typos, or strange characters in this OCR Error sheet. Please read it with the correct word(s) but note the error here. Consult the PDF or staff if you're not absolutely sure what the word(s) should be.				
2	SHELF NO:				
3	File #	Page #	Text on screen:	How You Read It:	Resolved by:
4	2	32	ouen	oven	
5	4	67	bng	long	
6					
7					
8					

Example of an OCR Error tab

➢ **GOOGLE GROUP**
See previous section.

➢ **LISTENER NOTES -** This section contains a list of any errors/edits that are created by the listener. These are automatically populated from the notes you create in EasyBooks.

NB937 - Fugitive Six (Lorien Legacy Reborn Series ; Book 2)

Project Summary Assignments Upload Files OCR Errors Listener Notes Google Group Log Hours Edit Book

File	Page	Listener	Date	Type	Location	Note
NB937_final_009	87	Kay Alston	11/18/2019	Misread	07:41 - 07:44	87, last paragraph. first sentence Text = Shit, my PARENTALS haven't even sent me a holiday card Audio = Shit, my PARENTS haven't even sent me a holiday card
NB937_final_009	92	Kay Alston	11/18/2019	Misread	14:51 - 14:53	92, 1st paragraph, 5th sentence, extra word = AND Text = had always relied on each other Audio = AND had always relied on each other
NB937_final_009	93	Kay Alston	11/18/2019	Misread	16:49 - 16:52	93, 5th paragraph, missing word Text = You think just because NOW you're the Academy's resident bad girl Audio = You think just because you're the Academy's resident bad girl

Example of the Listener Notes tab

➢ **LOG HOURS -** it is REQUIRED that everyone submit their time spent on the project. Please use this link each time you do any work.

Don't forget to have fun! 😊
Please contact us at anytime if you have any questions.
We greatly appreciate you for all that you do for our students!
THANK YOU!!

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