ReBooth: instructor's manual

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What is ReBooth?

ReBooth is a browser-based platform for conference interpreter training.

The system connects an instructor and a group of students (about 8; the exact number of students depends on the quality of the hardware and the instructor's internet connection). The instructor is the pivot and connects to the students through 1-to-1 connections (radial pattern).

To improve student experience and reduce risks, ReBooth includes the following features.

1) The entire media file is sent to the student's browser before the instructor starts the session or exam. Therefore the student will hear the media file in its original audio quality and will not be affected by connection problems even if student connection drops.
2) Student's audio is recorded using two separate procedures: it records the student's audio stream received on the instructor's computer and it records the student's audio locally on the student's computer, which is automatically sent to the University server where ReBooth is hosted.

Before starting a session

Before the ReBooth session, an instructor needs:

1) The media files of the source speeches students will interpret, in .mp4, .mp3 or .wav format
2) The e-mail addresses of all students participating in the session[1].

How to use ReBooth

1) Open the login page at this address: https://rebooth.ditlab.it
2) When login page opens, enter your university credentials (email and password) tick the Captcha and click **Login**

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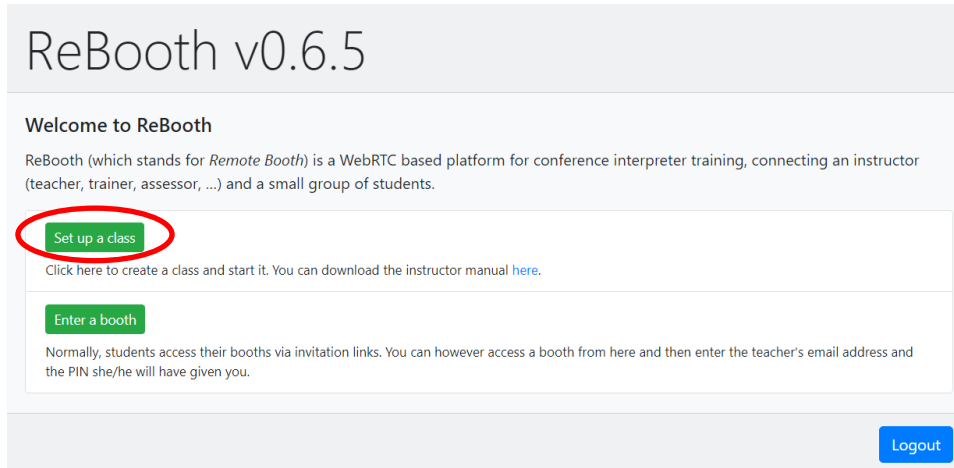
[1] If you need to manage several sessions, you can prepare a text file in advance containing the student email addresses already divided into sessions. Separate the addresses with comma+space or semicolon+space so you can simply copy and paste the list into ReBooth to start a session.
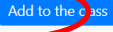
3) Click on "**Set up a class**":

4) Enter the student addresses separating them with a comma, a semicolon or enter one address per line. Click on "**Add to the class**" and then on "**Send invitations and load the class**", which will send the email invitation with a link to the session. The system prevents the students from entering the session until the instructor has started the session.
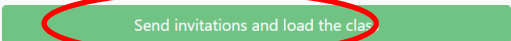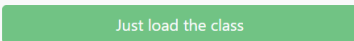
Create a class

Setup invitations

Insert email addresses one per line or separated by commas or spaces. You may leave any names or other text. Anything that is not an email address will be skipped.
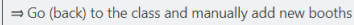
Load class setup from file   Add to the class

Unique code for this class

enter a number

Enter an unique code if you're going to use your email address to create different classes on more PCs or devices (e.g. 1 for the 1st class, 2 for the 2nd, ...). You can leave empty if you're not going to create more than one class.

Class time

Set the class time. Please note that this is just an indication that will be reported in the invitation emails for your convenience. ReBooth won't schedule or enforce this class in any way. Leave empty if not needed.

Send invitations and load the class   Just load the class

⇒ Go (back) to the class and manually add new booths   ⇒ Logout

You may create multiple classes in a session, if necessary. Please give each class a numeric code, which you can enter here:

Unique code for this class

enter a number

Enter an unique code if you're going to use your email address to create different classes on more PCs or devices (e.g. 1 for the 1st class, 2 for the 2nd, ...). You can leave empty if you're not going to create more than one class.

Class time

Set the class time. Please note that this is just an indication that will be reported in the invitation emails for your convenience. ReBooth won't schedule or enforce this class in any way. Leave empty if not needed.

IMPORTANT: **Use page reload with caution**. You can reload, before starting or joining the class, if the interface is not fully loaded (for example, you don't see the button icons, your webcam display is missing, ...) or you do not manage to connect. **However, reloading the page during a session will disconnect the booth, reset the loaded media and stop student recordings**.

The instructor panel will open when you click on "**Send invitations and load the class**"; use your mouse to hover over the buttons for more information.

NB: The first time you login, you must allow ReBooth to use your webcam and microphone.
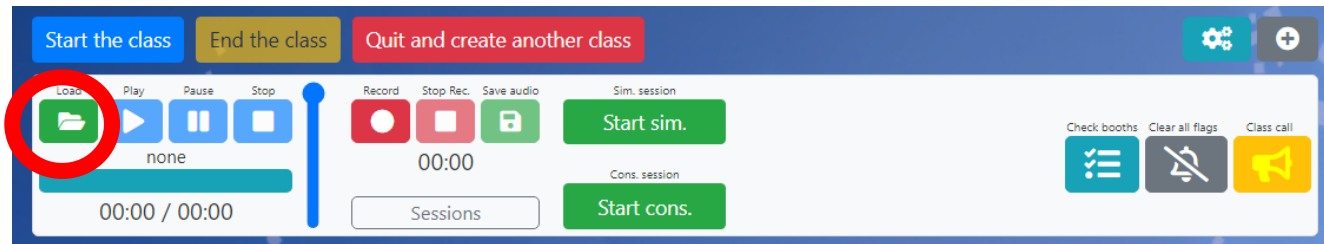
Instructor's control panel

System logs and instructor's video feed

Virtual booth

Chat with participants

To load the files you want to use in the session, click the "**Load**" button on the control panel and open the File Manager

5) To upload the file(s), click "**Browse**", select a file and click "**Upload**". The file should now be visible in the File Manager.
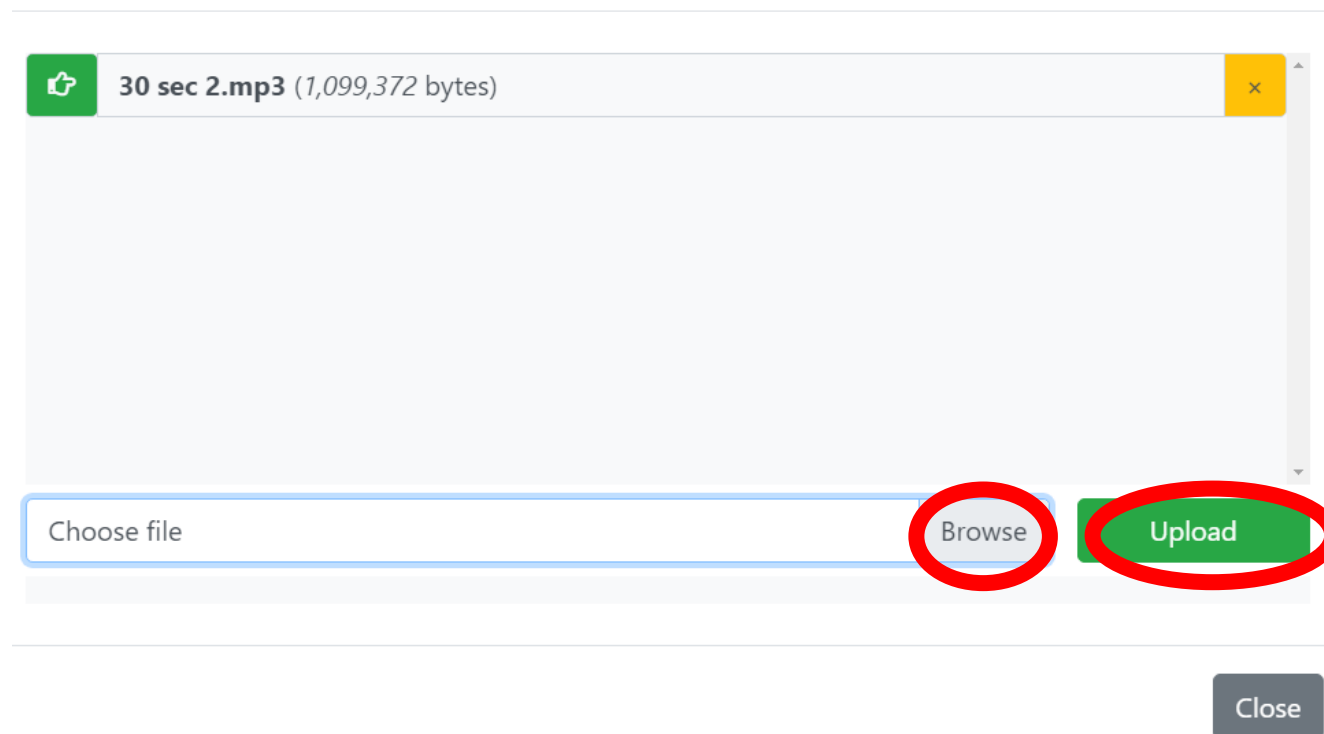
6) Open the session and allow students to connect by clicking "**Start the**

class" on the instructor's control panel.

7) Students can now connect and communicate with the instructor and other students in the chat. Students can use thumbs up, thumbs down, or raise hand to send quick responses to the instructor. The instructor can "**Clear all flags**" to reset and remove all responses.
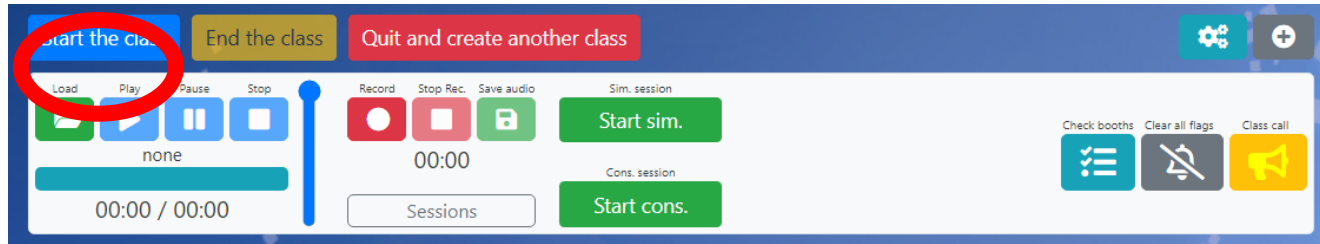

8) There are two ways to check the sound from the booths:
   a. **Discreet listening** (the instructor can hear the student, but not vice versa). To listen please **click on the booth** (on the student's video feed)
   b. **Intercom** (clicking the intercom button opens two-way communication between the instructor and student).
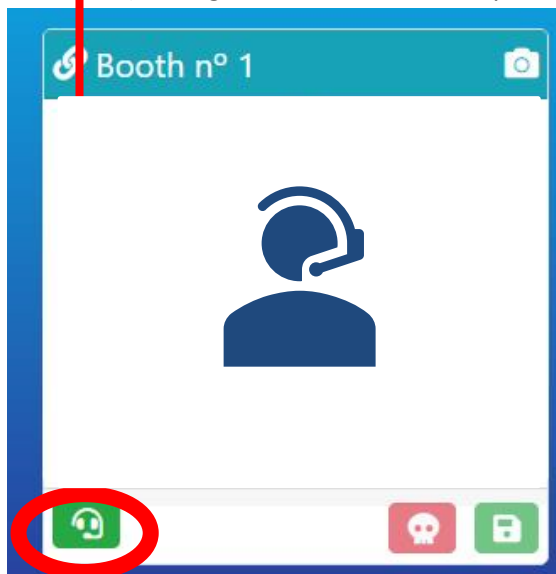
9) To adjust audio and video settings, click on this button on the instructor's panel:

It will enable you to adjust audio and video sources and split audio options:

10) To talk to the whole class, use the yellow "**Class call**" button in the instructor's panel:

Click once to open communication channel, then click again to close. When "Class Call" is active, the megaphone button flashes.

During the class call **you can give the floor to any booth** clicking on its "Talk to the booth" button.

11) You can send a file to all connected students via the chat by clicking the green button:
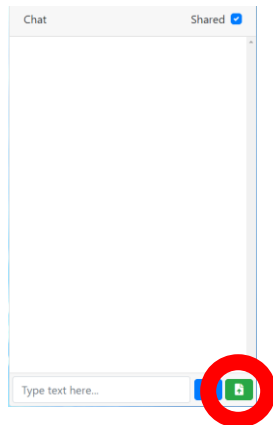
12) When all students are connected, open the green "**Load**" folder to access the file manager. Select the media file to be used for the session by clicking on the little hand:
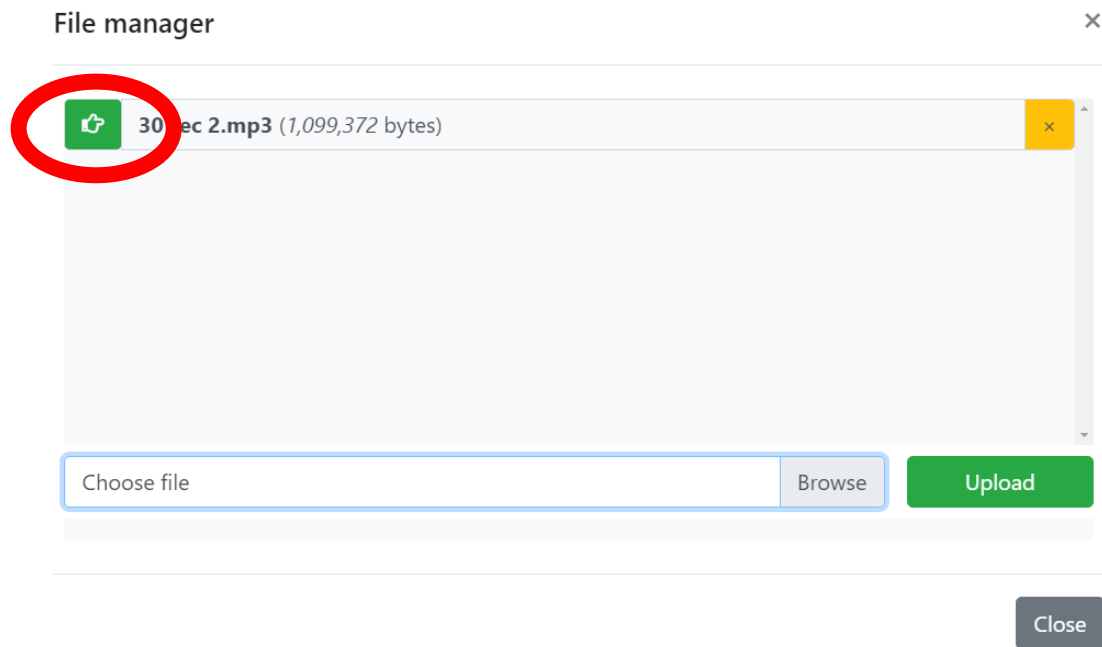
13) Now, the system will send the file to all students. **Please do not start the session until everyone has received the file**.
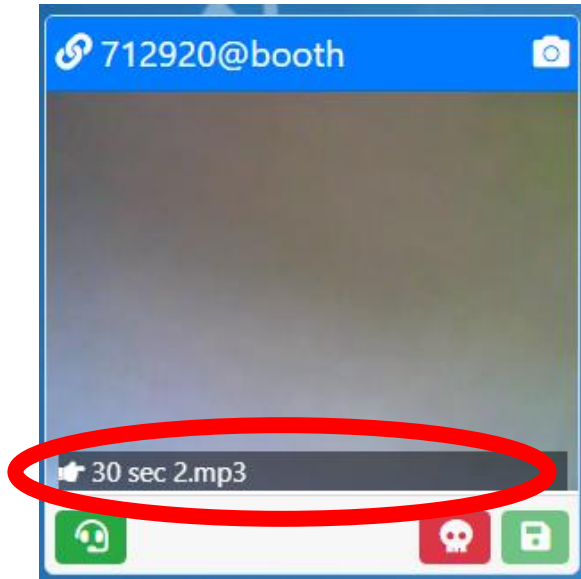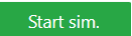When a student has received the file, the name of the file is displayed in his/her booth:
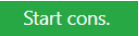
14) When all the students have received the file, you can start the session.

If it is **simultaneous**:

    i.   Click on "start sim.": Start sim.
    ii.   Enter the number of seconds you want the recording to last after the media file has finished playing (default is 15 seconds).
    iii.   Click on "Start session"

If it is **consecutive**:

    i.   Click on "start cons.": Start cons.
    ii.   Recording will begin at the end of playback and will last for the duration of the media plus the number of seconds you enter (default is 5 seconds).

As an alternative for both modes, you can also use the play/rec/stop buttons in the instructor's control panel
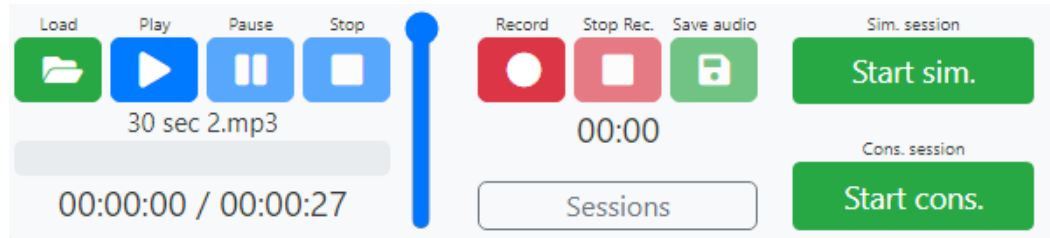
15) Once the session has finished or recording has been stopped, the instructor must click on the green download button in the instructor panel to download a compressed folder 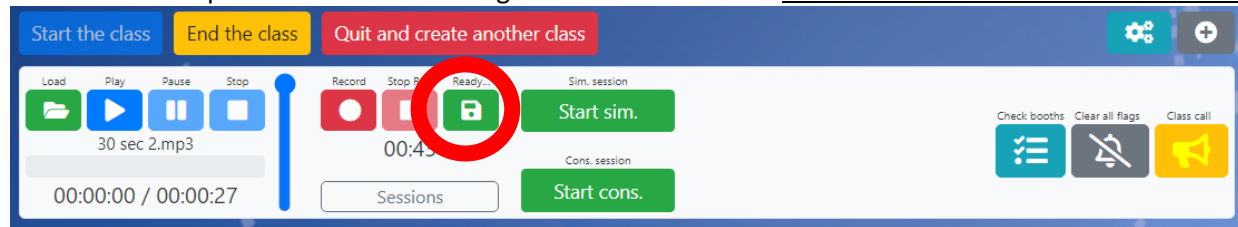containing all the student tracks. <u>Tracks are downloadable when the button says "Ready"</u> (this may take a few seconds).

16) To download individual student backup recordings (as an extra backup or if the instructor's copy is unclear or damaged), the instructor will need to click on the download button for each booth:
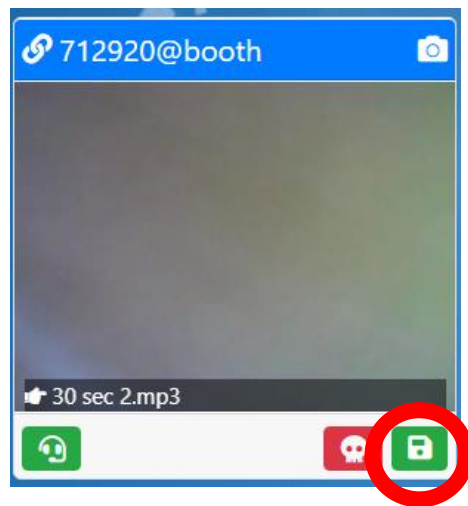
Backup sessions recorded from student PCs can also be accessed using the "Sessions" button under the recording controls. All sessions recorded on student PCs are available on the server and downloadable at any time, as are the media files to be sent to students:
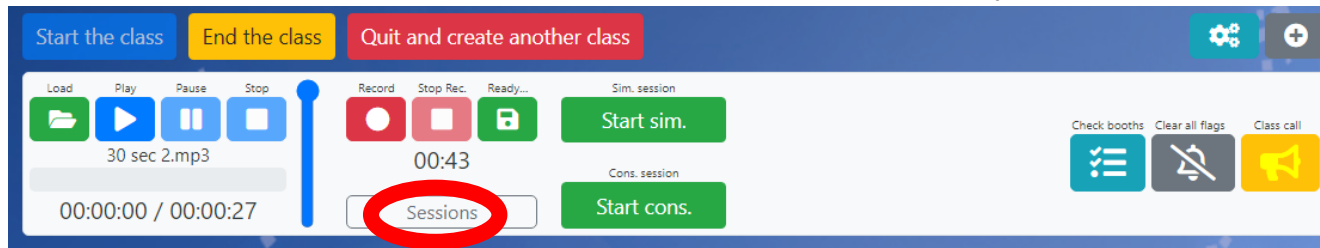
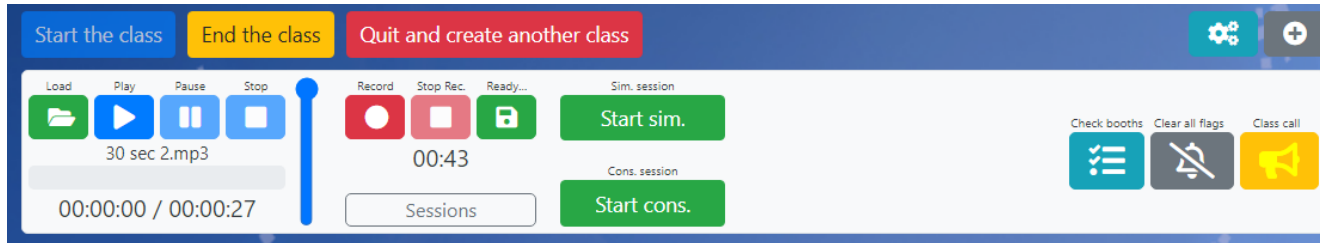17) The instructor can check the status of the session via the "Check booths" button in the instructor panel:

By clicking on the button, the instructor will view session data (connected booths, recording status, etc.):

Booths status   ×

#	Booth	Player status	Recorder status
1	rebooth@grr.lla		
2	student@booth.n2	30 sec 2.mp3 (paused: 00:00:27)	inactive: 00:00:00
3	student@booth.n3		
4	student@booth.n4		
5	student@booth.n5		
6	student@booth.n6		
7	student@booth.n7		
8	student@booth.n8		

Export   Close

Tips and things to remember

- Students cannot enter the booth until the teacher clicks "*start the class*".

- By default, the audio link is not open between teacher and booths:

  - to talk to a specific booth, click on its "*talk to the booth*" button (🎧).

  - to give directions to all booths, use the *class call* mode (yellow loudspeaker 📢)

  - to give the floor to a booth, enable the *class call* mode (📢) and click on the booth's "*talk to the booth*" button (🎧).

- Files are managed by clicking on the green button with the open folder (📂) in the player:

  - to save a media file to the server, select it with "*Browse*" and upload it with "*Upload*";

  - to send a media file to the booths, click to its left on the button with the pointing hand (👉);

  - it will take some time before the media file is uploaded to all the booths; you can see the upload status on each booth's panel.

- To add a booth on the fly, click on the "➕" next to the settings gear (⚙).

- You can copy the invitation link by clicking on the icon with two chain rings (🔗) in the upper left corner of the booth.

Troubleshooting

How do I make sure that the audio of the source text is working for the students before starting the test?

If the text is an authentic speech that has been recorded or downloaded, it is a good idea to upload a sample media clip to the File Manager for students to hear so they can adjust their volume before beginning.

If, on the other hand, the text is a speech that we have recorded ourselves, the best thing to do is to start the recording with an audio sample (e.g. counting to 30) so that students have time to adjust their volume before starting.

What do I do if a student has connection issues?

If the student's connection drops after they have already connected, the best thing to do is to 'kill' the connection, i.e. close it completely using the red button with the skull, and then ask the student to try to connect again using the invitation link sent by the instructor.
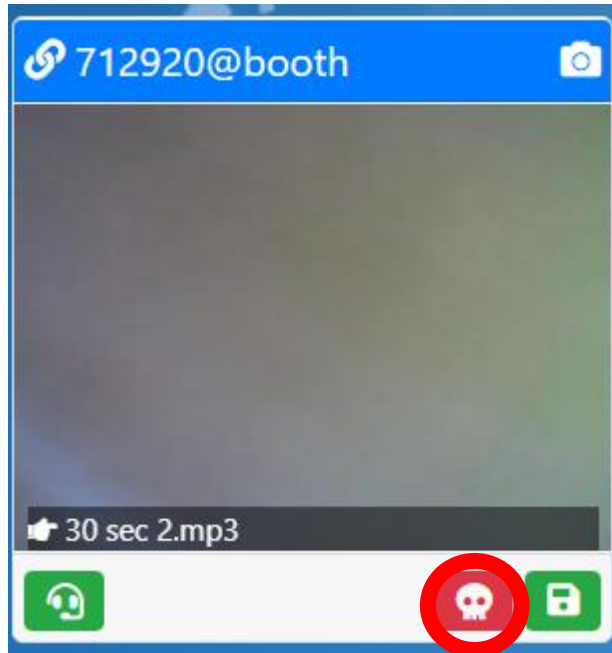
If they cannot connect, make sure that:

- They are using Chrome or Edge (best choices) or Firefox

- They have authorised ReBooth to access their webcam and microphone

- They have clicked on "Join the class" after clicking the invitation link they received by email.

What do I do if a student has not received my invitation?

First, ask the student to check their Spam folder.

You can send the invitation link again while the session is open by copying the link of a specific booth. The instructor can hover their mouse over the link icon to check which booth is assigned to that student and then click on the link icon to copy the invitation link and send it to the student:
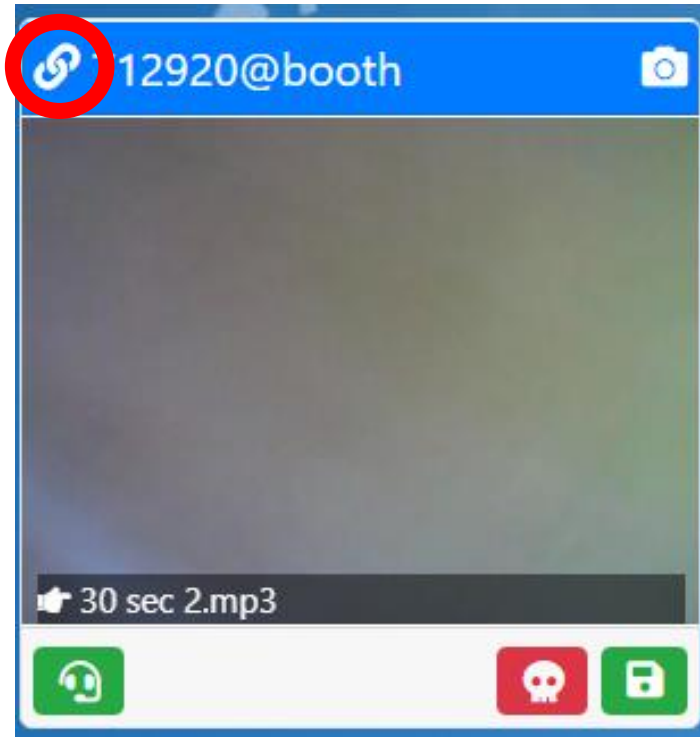
What do I do if I have forgotten to enter a student's address but have already loaded the classroom?

A booth can be added "on the fly" by clicking on the grey button with the + sign. Using this option will not send an invitation e-mail to the student because you will not enter an e-mail for this new booth. It will only be marked with a numerical code.

The instructor must copy the invitation link (see invitation instructions above) and send it to the student by e-mail.
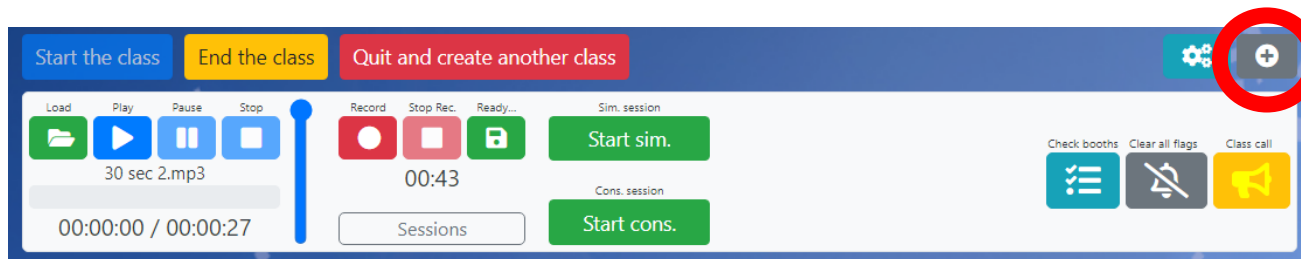
Reporting technical issues

ReBooth is new, so technical problems are likely to occur. For better diagnosis and troubleshooting during any issues, please send the session's system information to **rebooth@dipintra.it**.

1. Click once on the box showing this information to copy.

2. Paste the information into a text document or directly into a new e-mail:
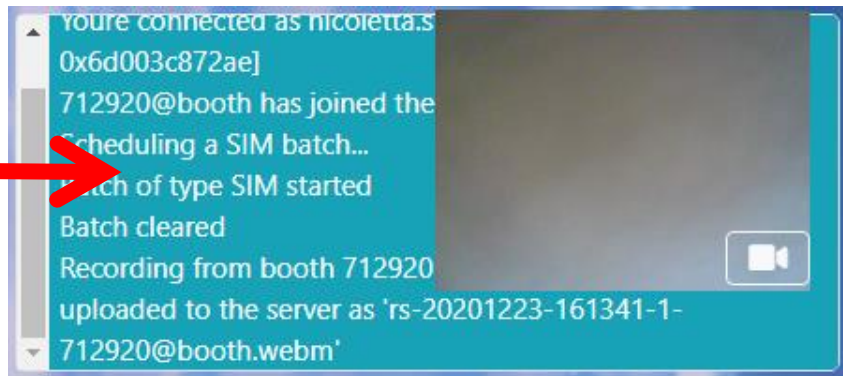
If the problem occurs on the student's side, please ask them to do the same.