
<Classroom 2 AI>

**<Instructional Equity Observing Tool>
User Manual**

Version <1.0>

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User Manual

1. Introduction

1.1 Purpose

The purpose of this user manual is to provide the necessary information to users who choose to participate as an instructor to effectively navigate and successfully use C2AI's resources.

2. System Structure

2.1 Types of Users

There will be two types of users; Instructor and Admin. Instructors will have access to limited functions whereas admin will have access to everything. These features include:

Instructor:

- Login
- Upload video/audio files
- Request analysis of files
- Editing permissions for personal analyses
- Saving options for personal analyses
- Load previously saved analyses

Admin:

- Access to all users' analysis reports

2.2 System Organization

Listed below are the available components and the different features each one possesses.

Login

- Only available to Instructor
- Sign in
- Sign out

File Upload Page

- Available to instructors
- Access to upload audio/video files

Analysis Page

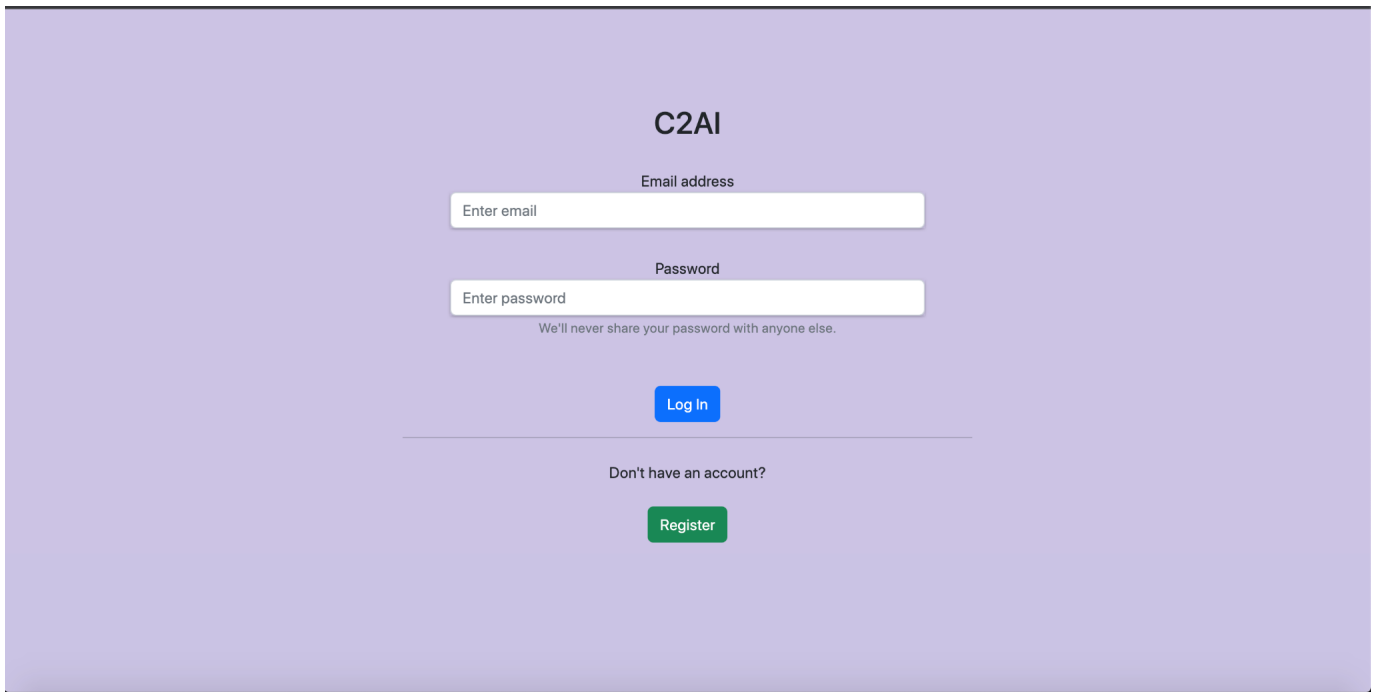
- Available to instructors
- File player
- Editable transcript
- Editable question table
- Dynamic data visualizations
- Report Saving to both user account and local machine

3. Instructions for Instructors

Here you will find all the necessary information on how to access Code Karin as a student.

3.1 Login

When a student wishes to gain access to C2AI they must first login. To do this the user must enter their login information or register for the site.



The image shows a login and registration interface for C2AI. At the top center, the text "C2AI" is displayed. Below it, there are two input fields: "Email address" with a placeholder "Enter email" and "Password" with a placeholder "Enter password". A small note below the password field states "We'll never share your password with anyone else." Below the input fields is a blue "Log in" button. A horizontal line separates the login section from the registration section. Below the line, the text "Don't have an account?" is displayed, followed by a green "Register" button.

After login is successfully completed the user has access to File player, Editable transcript, Editable question table, Dynamic data visualizations, Report Saving to both user account and local machine

. Once successful login has occurred the user will be brought to the file upload page:

Please upload an audio or video recording for transcription

Accepted file types: .mp3, .mp4, .ogg, .mts, etc.

Choose File No file chosen

Submit

3.2 File Upload

Once an authenticated user wishes to partake in file analysis he or she must click the “Choose File” button. Once done the user will be prompted to select a file from their file manager.

Then, the user must click the “Analyze Recording” button to submit their file for analysis. Once they have pressed this, they will be notified that their recording has been submitted and is now being analyzed:

Please upload an audio or video recording for transcription

Accepted AUDIO file types: .mp3, .m4a, .aac, .oga, .ogg, .flac, .wav, .wv, .aiff

Accepted VIDEO file types: .webm, .MTS, .M2TS, .TS, .mov, .mp2, .mp4, .m4v, .mxf

Choose File temp3.cc - Focus Group ...n 5 Demonstration.mp3

Click "Analyze Recording" to begin file analysis

▶ 0:00 / 32:03 — 🔊 ⋮



Analysis in progress...

Please do not refresh or exit this screen during this time

Cancel

After waiting for the analysis, the screen will automatically update to the analysis report page once the analysis is complete:

Full Transcript

Click on a sentence to make adjustments to "Questions" list

00:00:20 **Speaker A:** I know that you're still writing.

00:00:22 **Speaker A:** I know that many of you are.

00:00:26 **Speaker A:** I'm maybe halfway through with this prediction.

00:00:30 **Speaker A:** What I'd like you to do is to share put your pencils down first.

00:00:37 **Speaker A:** You're going to share your prediction only with the kids at your table.

00:00:46 **Speaker A:** I'm going to call on someone else at the table to tell me what your prediction is.

00:00:56 **Speaker A:** For example, michael Sedan.

00:01:00 **Speaker A:** I might ask Adam in just a minute.

From our analysis, **Speaker A** is the Teacher and all other speakers are Students.
If this is not the case, please relabel the speakers in the "Full Transcript" box above to update this information.

3.3 Transcript and Question Table Editing with Dynamic Visualizations

The user will be able to edit their transcript sentence by sentence if they so please. The user must click on a sentence in the transcript, and options will appear:

▶ 0:00 / 32:03 ————— 🔊 ⋮

Full Transcript

Click on a sentence to make adjustments to "Questions" list

00:00:26 **Speaker A:** You. 🖱️

Add as a question

Relabel speaker

Edit sentence

Remove sentence

Insert sentence after

00:00:28 **Speaker A:** Good afternoon.

00:00:30 **Speaker A:** Welcome to our focus group.

00:00:32 **Speaker A:** My name is Dick Kruger and I work here at the University of Minnesota and I'm helping on the study that deals with healthy living and healthy eating habits.

00:00:44 **Speaker A:** With me is Mary Anne Casey and she's going to be taking notes as we go through our conversation.

00:00:50 **Speaker A:** Today day, you've been invited because you have some insights about healthy families and that's going to be our topic today of what does a healthy family do, what are the activities

From our analysis, **Speaker A** is the Teacher and all other speakers are Students.
If this is not the case, please relabel the speakers in the "Full Transcript" box above to update this information.

Once the user has selected their editing option, they can perform their editing, and click off of the sentence to confirm it.

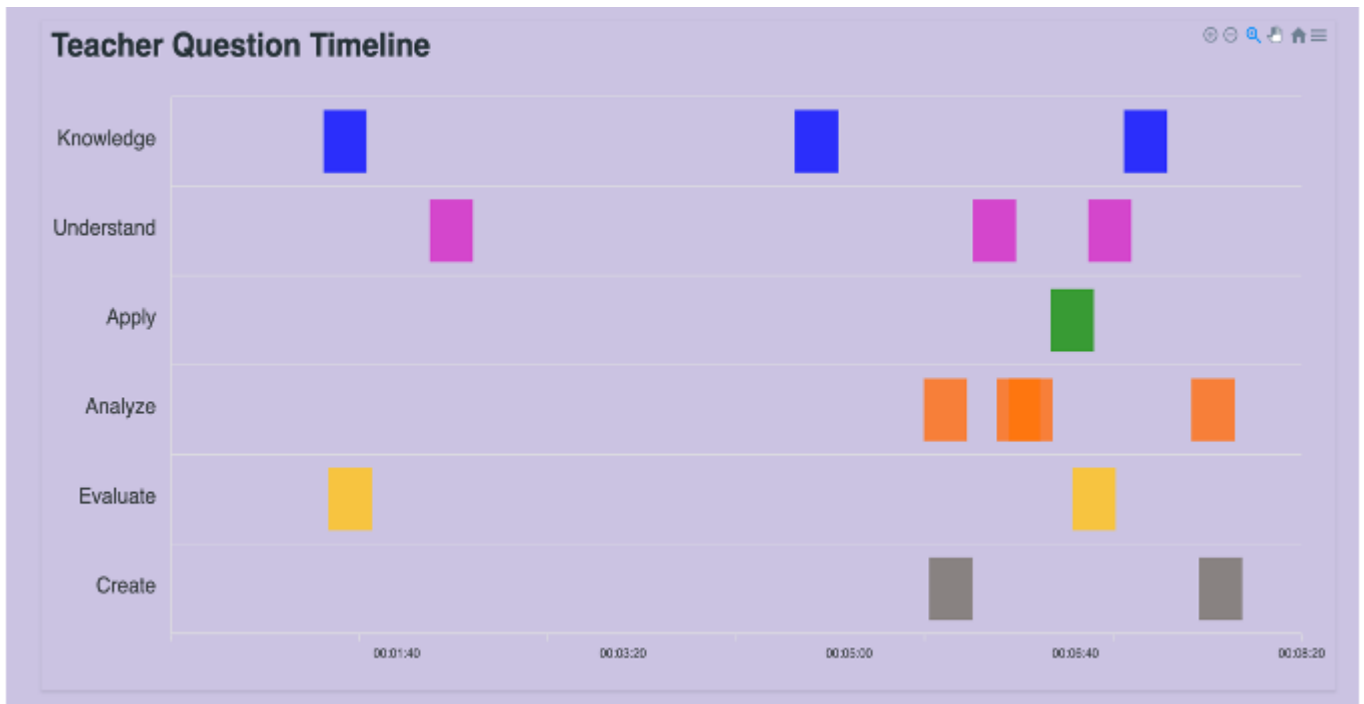
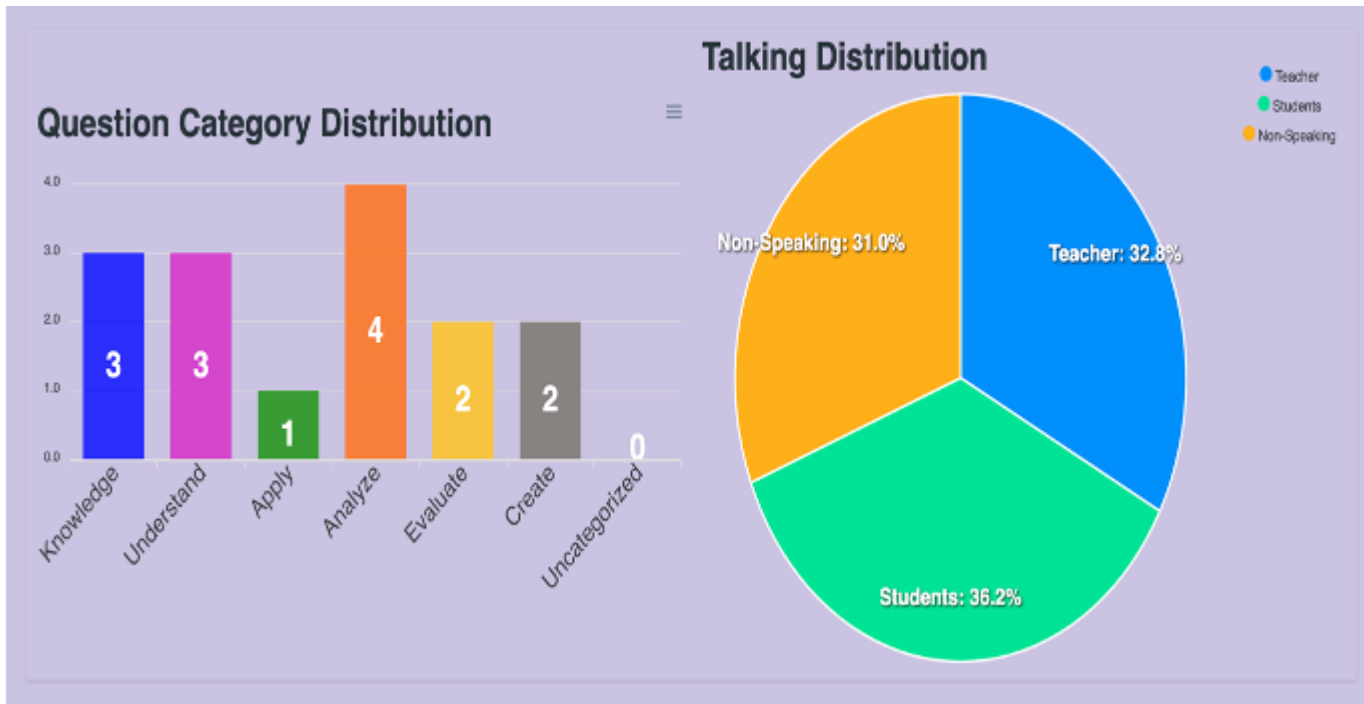
The user will be able to edit the question table by removing questions or selecting question categories to apply to the selected entry in the table.

The screenshot shows a 'Questions' interface with a table of four questions. Each row includes a timestamp, the question text, an answer type (A), a response status, and a category (Uncategorized). A 'Select Type' dropdown menu is open for the first question, showing options: Knowledge, Understand, Apply, Analyze, Evaluate, and Create. A 'Remove' button is visible for each question. Below the table is a 'Talking Distribution' pie chart showing 'Non-Speaking: 7.4%' and a legend for Teacher (blue), Students (green), and Non-Speaking (orange).

Timestamp	Question	Answer Type	Response	Category	Action
00:12:43	"How does that work?"	A	No Response	Uncategorized	Remove
00:12:45	"How do they get people excited about food?"	A	No Response	Uncategorized	Remove
00:12:49	"What do they do to do that?"	A	< 1 second	Uncategorized	Remove
00:13:41	"What's distinctive about them in terms of physical activity, what do they do?"	A	No Response	Uncategorized	Remove

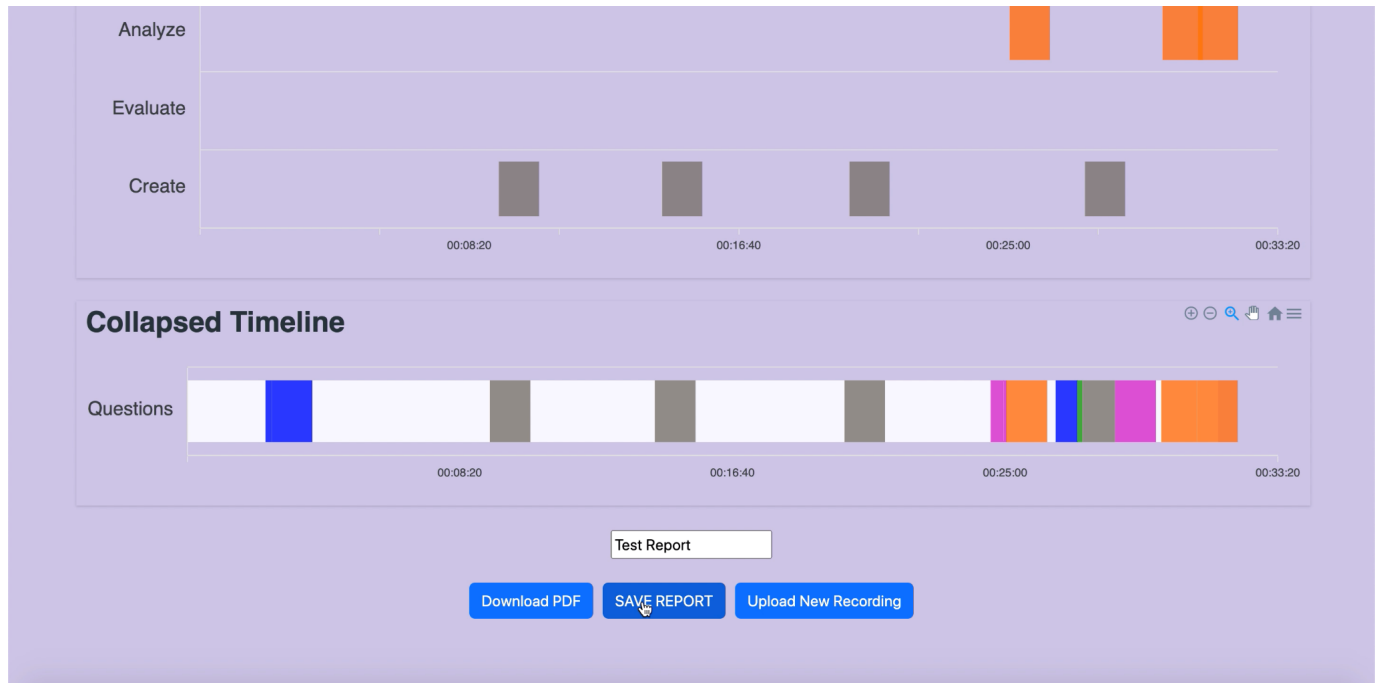
This screenshot is identical to the one above, but with a mouse cursor hovering over the 'Remove' button for the second question in the table. The 'Talking Distribution' pie chart and legend remain the same.

The dynamic graphs and visualizations will be updated along with all of the users edits in both the transcript and the table:



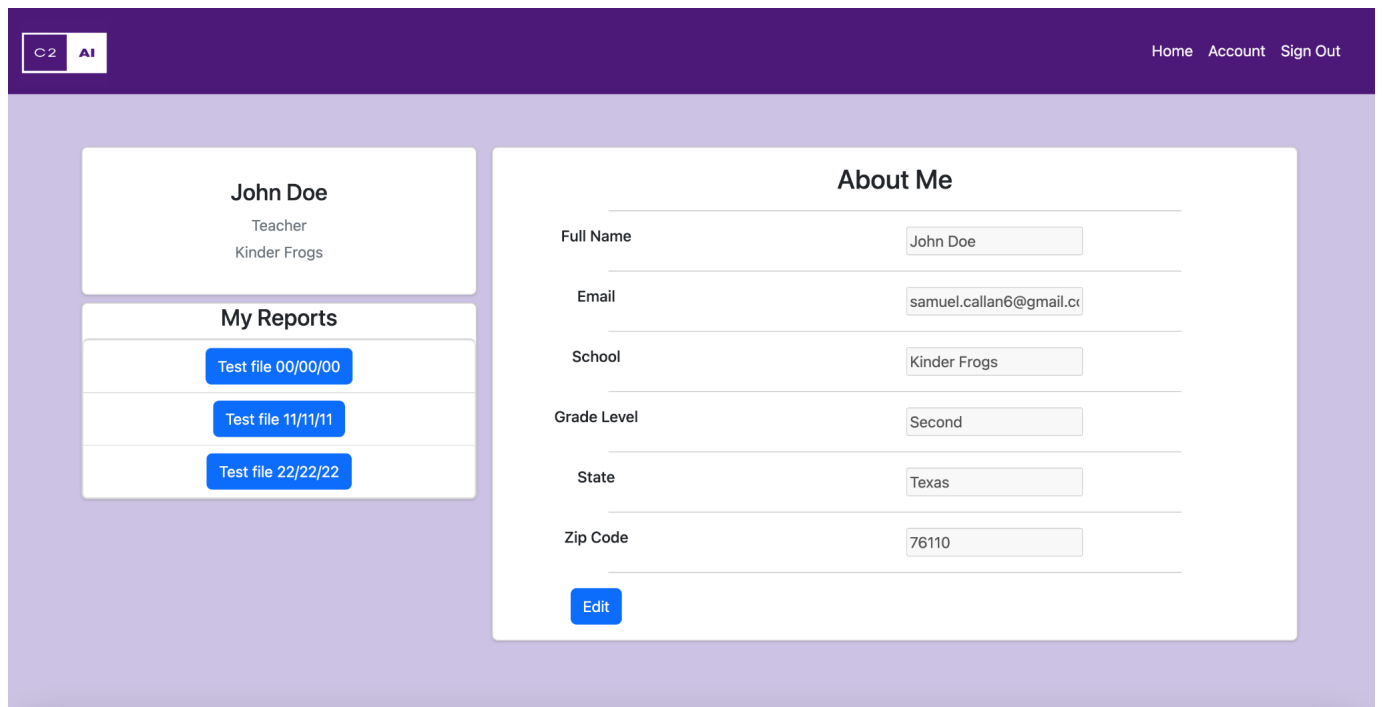
3.4 Report Saving and Account Page

Once finished the user wants to save their analysis report, they can name it and then save it to their account by pressing the “SAVE REPORT” button, or they can save it to their local machine by pressing the “Download Report PDF” button:



If the user is finished and would like to submit a new recording, they can press the “Upload New Recording” button. If the user would like to see their account page to find their saved reports, they must click the “Account” tab in the top right corner of the page.

Once this is clicked, the user will be brought to their account page:



Here the user will be able to load their reports, delete their reports, or edit their personal information. If a user wants to load a report, simply click the desired report in the list, and press the green button. If they wish to delete, then they can click the red button after clicking the desired report:

C2 AI Home Account Sign Out

Rory McCrory
Teacher
TCU Middle School

My Reports

Test Report Delete Report

LOAD REPORT

About Me

Full Name Rory McCrory

Email rory.mccrory@tcu.edu

School TCU Middle School

Grade Level 8

State Texas

Zip Code 76110

Edit

https://ai4c.eurekalabs.net/home

Once this is done, the report will be automatically displayed on the Analysis Report page with no delay. The user can continue to edit this report and save the new changes the same way they would save the report in the first place.

C2 AI Home Account Sign Out

Currently Viewing:
Test Report

Full Transcript

Click on a sentence to make adjustments to "Questions" list

00:00:28 Speaker A: Good afternoon.

00:00:29 Speaker A:

00:00:29 Speaker A: Welcome to our focus group.

00:00:31 Speaker A: My name is Dick Kruger and I work here at the University of Minnesota and I'm helping on the study that deals with healthy living and healthy eating habits.

00:00:44 Speaker A: With me is Mary Anne Casey and she's going to be taking notes as we go through our conversation.

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