



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 6; 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 audio file is sent to the student's browser before the instructor starts the session or exam. Therefore the student will hear the audio 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.

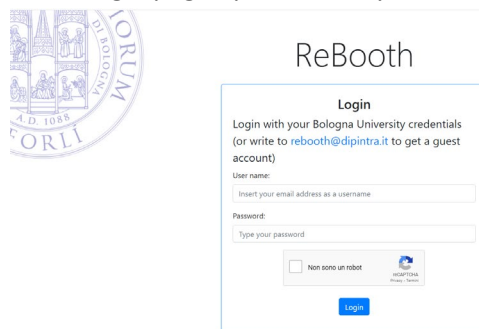
Before starting a session

Before the ReBooth session, an instructor needs:

- 1) The audio files of the source speeches students will interpret, in .mp3 or .wav format
- 2) The e-mail addresses of all students participating in the session¹.

How to use ReBooth

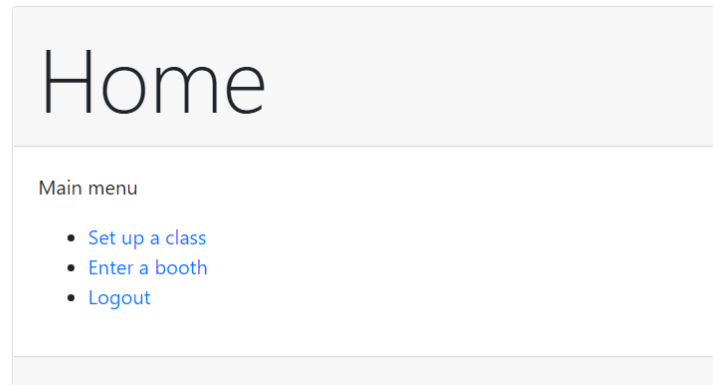
- 1) Open the login page at this address: <https://rebooth.ditlab.it>
- 2) When login page opens, enter your university credentials (email and password) tick the Captcha and click **Login**



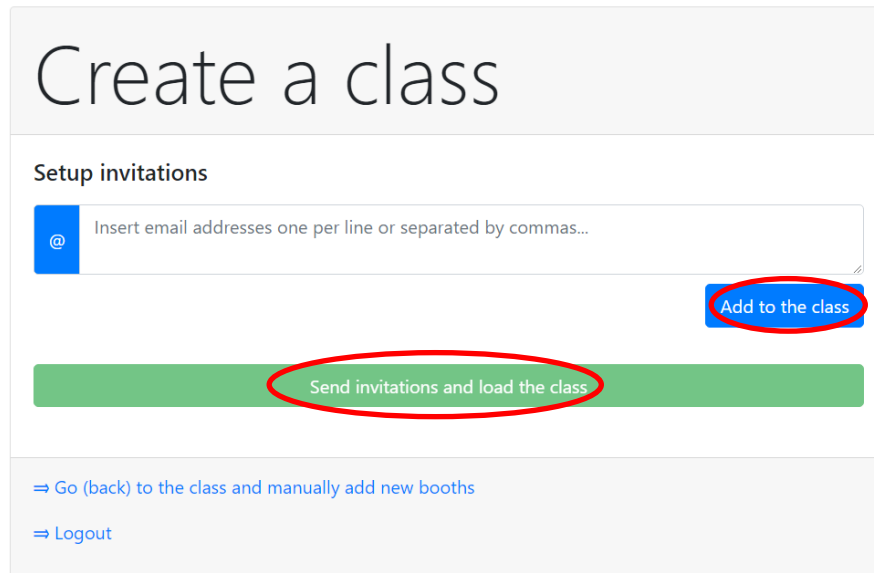
The image shows the ReBooth login page. On the left is the Alma Mater University of Bologna logo. The main content area has the title 'ReBooth' and a 'Login' section. The login section contains the text 'Login with your Bologna University credentials (or write to rebooth@diptintra.it to get a guest account)'. Below this are two input fields: 'User name:' with the placeholder 'Insert your email address as a username' and 'Password:' with the placeholder 'Type your password'. At the bottom of the login section is a checkbox labeled 'Non sono un robot' next to a captcha image, and a blue 'Login' button.

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.

A screenshot of the "Create a class" form. The title "Create a class" is at the top. Below it, the section "Setup invitations" contains a text input field with a blue "@" icon and the placeholder text "Insert email addresses one per line or separated by commas...". To the right of the input field is a blue button labeled "Add to the class". Below the input field is a green button labeled "Send invitations and load the class". At the bottom, there are two links: "⇒ Go (back) to the class and manually add new booths" and "⇒ 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

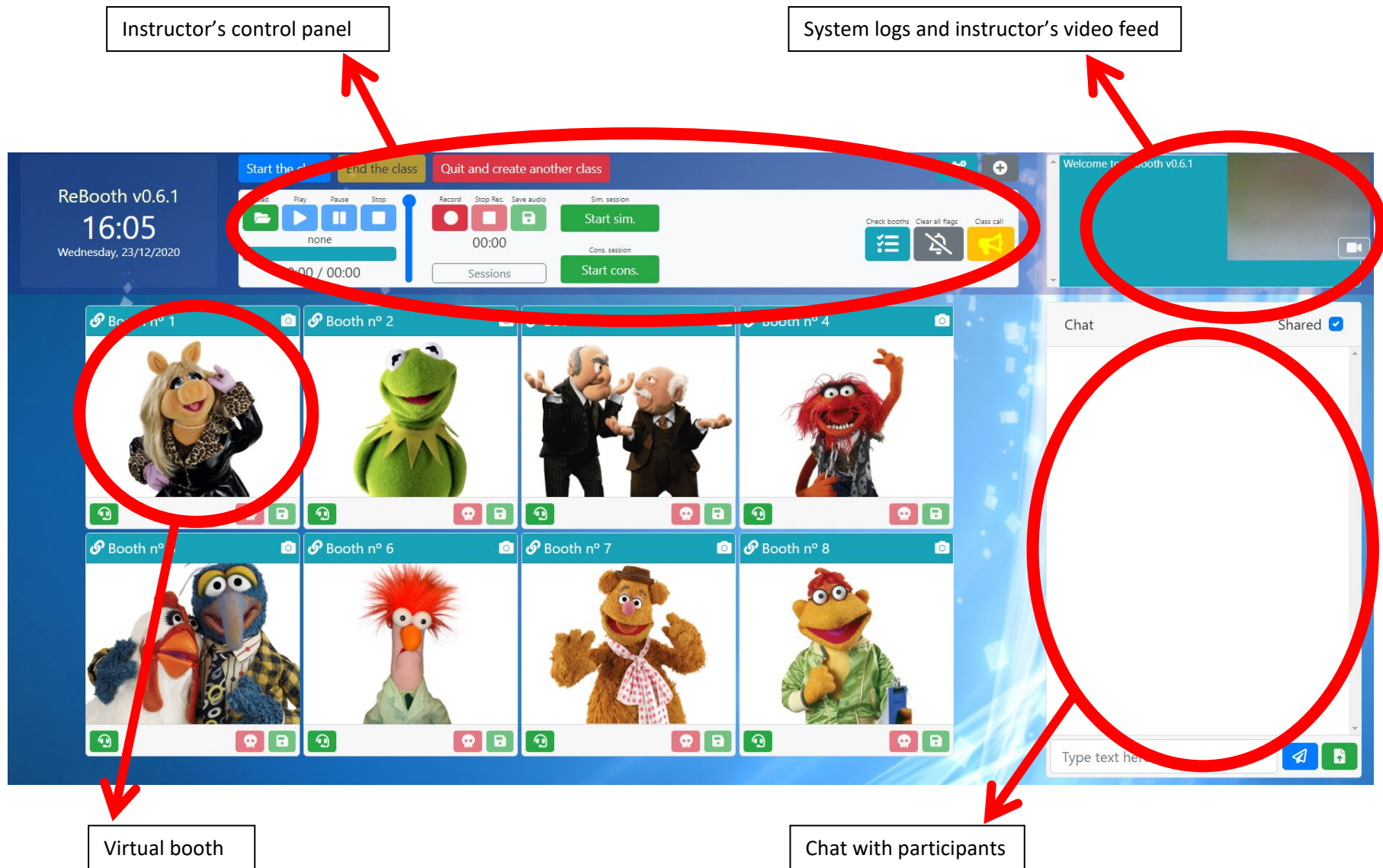
Enter an unique code for each class you're going to create for this session (e.g. 1 for the 1st class, 2 for the 2nd, ...). You can leave empty if you're not going to create more than one class.

Send invitations and load the class

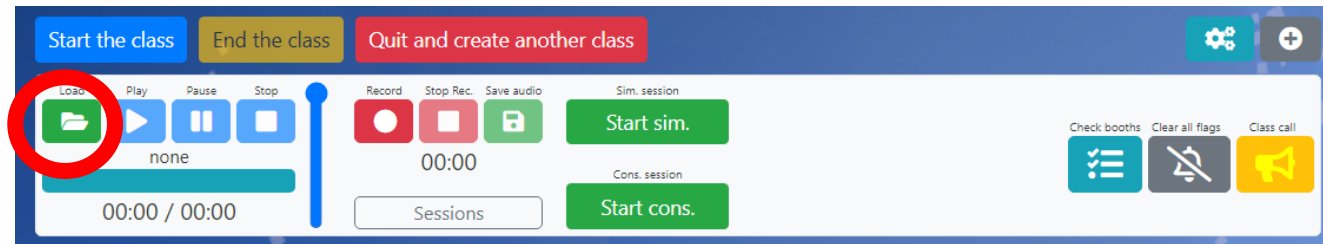
IMPORTANT: Use **page reload with caution**. You can reload, before starting or joining the class, if the interface is not fully loaded (for example, you don't see the button icons, your webcam display is missing, ...) or you do not manage to connect. **However, reloading the page during a session will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

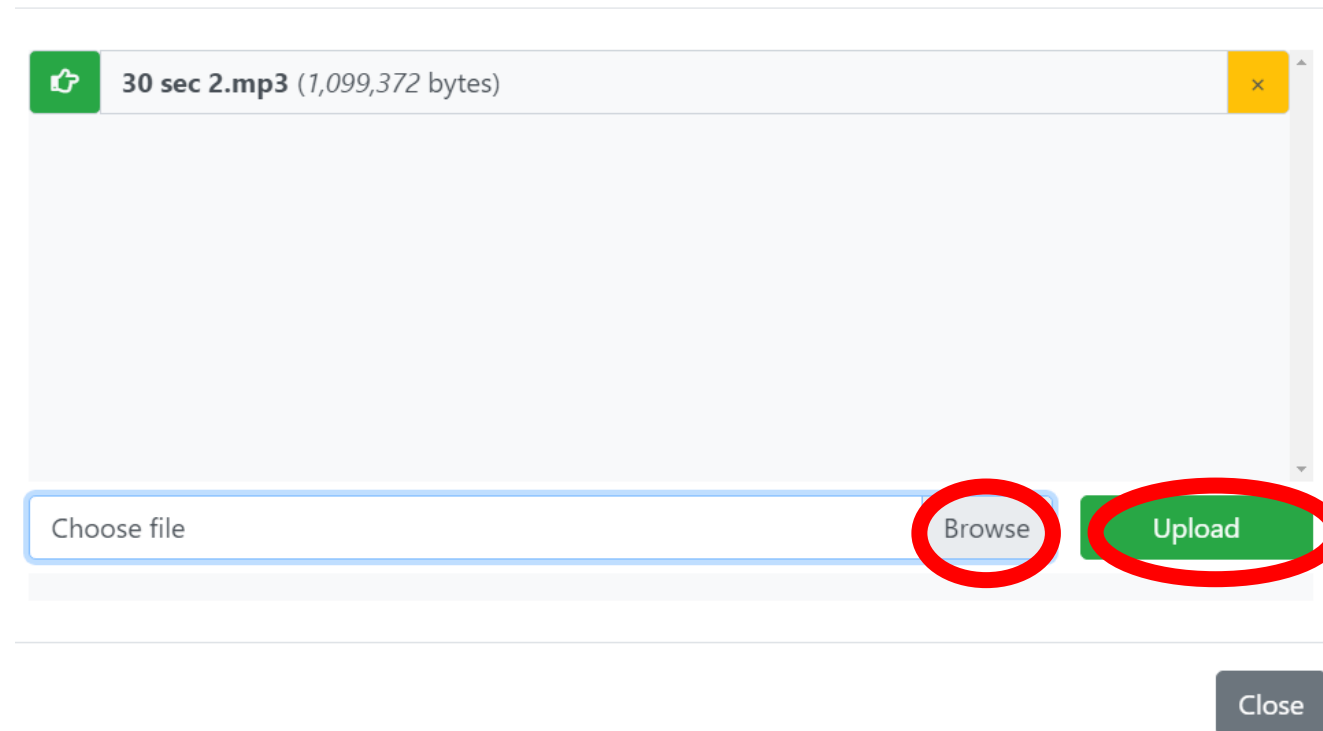


To load the files you want to use in the session, click the "**Load**" button on the control panel and open the File Manager

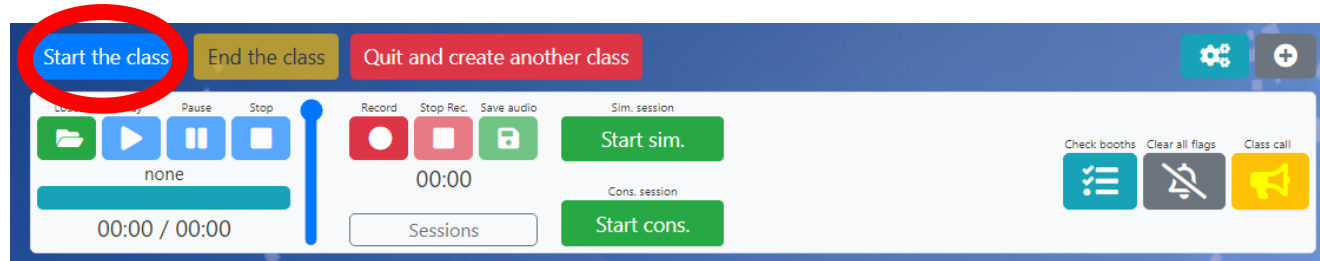


- 5) To upload the file(s), click "**Browse**", select a file and click "**Upload**". The file should now be visible in the File Manager.

File manager



- 6) Open the session and allow students to connect by clicking "**Start the class**" on the instructor's control panel.

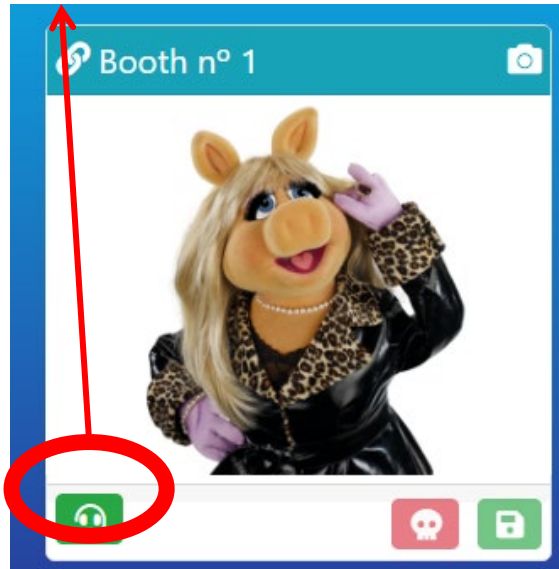


- 7) Students can now connect and communicate with the instructor and other students in the chat. Students can use thumbs up, thumbs down, or raise hand to send quick responses to the instructor. The instructor can "**Clear all flags**" to reset and remove all responses.



- 8) There are two ways to check the sound from the booths:

- 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)
- 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:

Configuration
×

Select camera:

Webcam C170 (046d:082b)
▼

Select microphone:

Predefinito - Microfono (2- Webcam C170) (046d:082b)
▼

Select audio output:

Comunicazioni - Altoparlanti (High Definition Audio C
▼

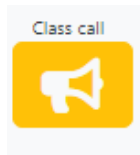
Audio mode:

⌵
Normal mixed stereo audio (no split audio)
▼

Normal mixed stereo audio (no split audio)
Booth on Left channel, source on right channel
Source on Left channel, booth on right channel

Close

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

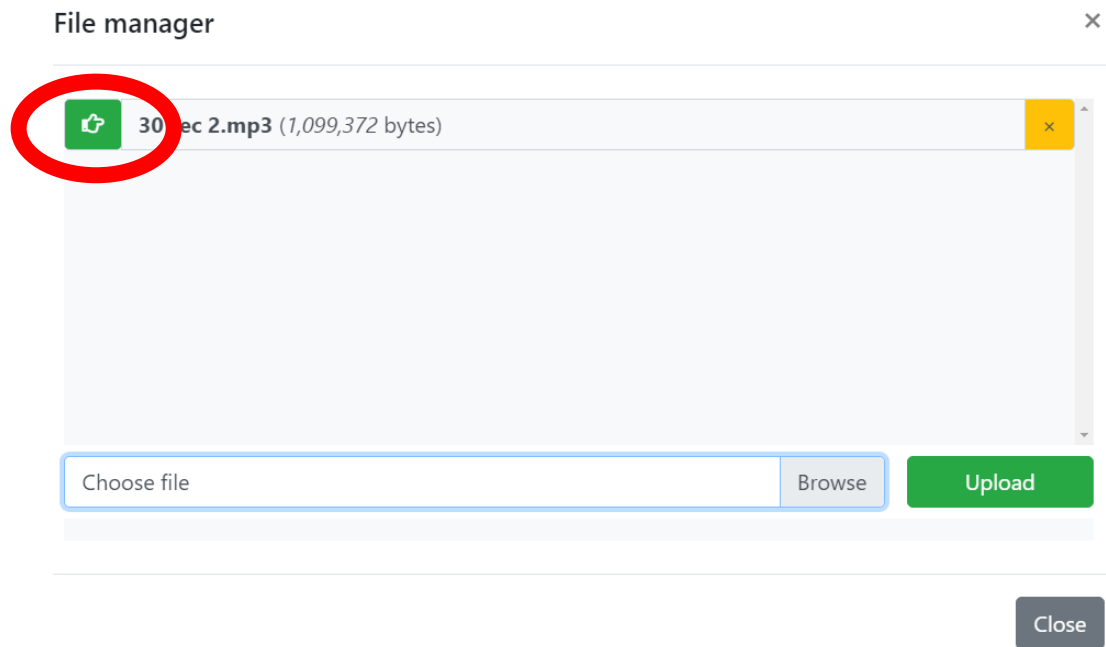


Click once to open communication channel, then click again to close. When "Class Call" is active, the megaphone button flashes.

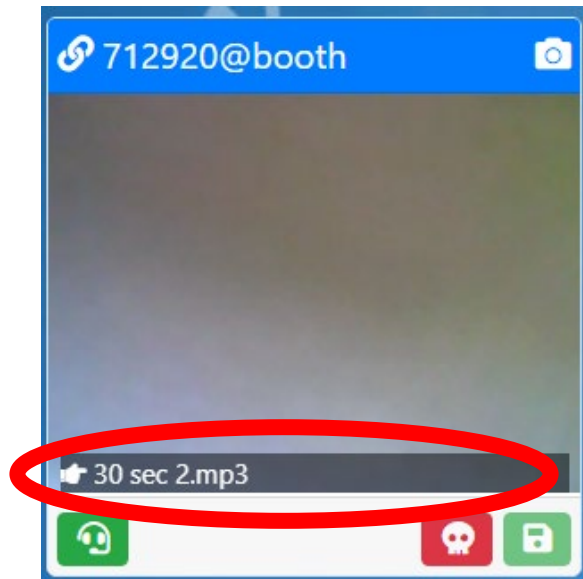
11) You can send a file to all connected students via the chat by clicking the green button:



12) When all students are connected, open the green "Load" folder to access the file manager. Select the audio file to be used for the session by clicking on the little hand:

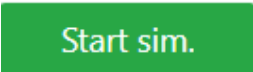


- 13) Now, the system will send the file to all students. **Please do not start the session until everyone has received the file.**
When a student has received the file, the name of the file is displayed in his/her booth:




- 14) When all the students have received the file, you can start the session.

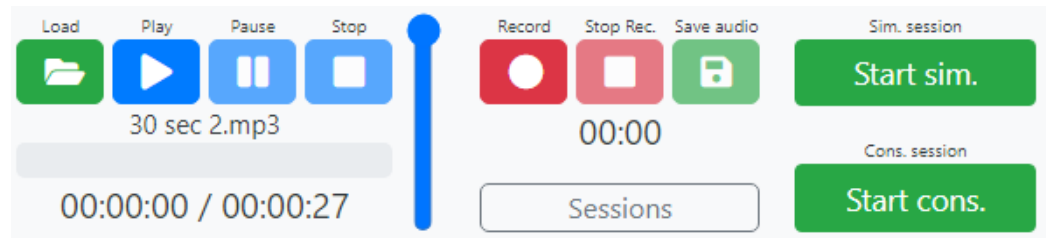
If it is **simultaneous**:

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

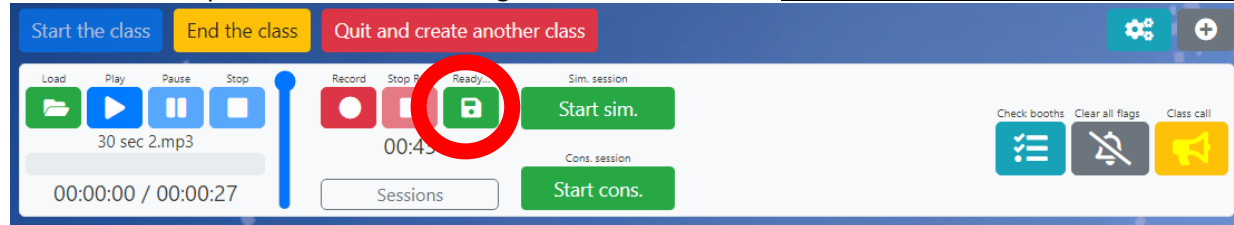
If it is **consecutive**:

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

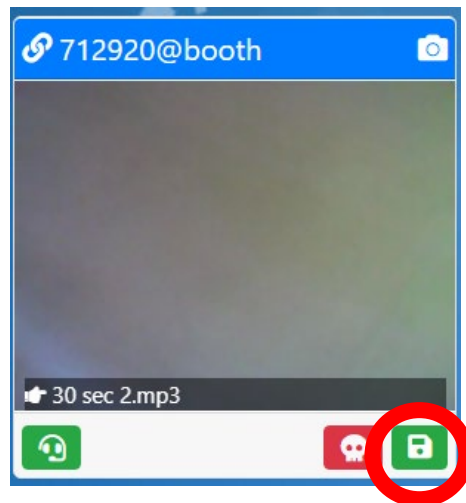
As an alternative for both modes, you can also use the play/rec/stop buttons in the instructor's control panel



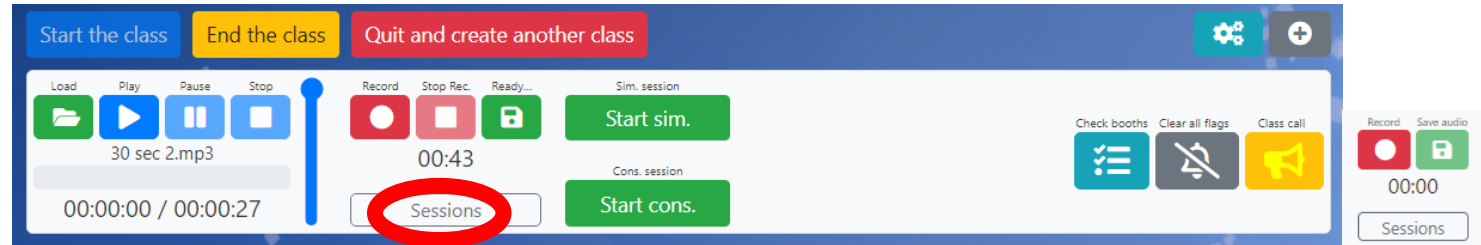
- 15) Once the session has finished or recording has been stopped, the instructor must click on the green download button in the instructor panel to download a compressed folder containing all the student tracks. Tracks are downloadable when the button says "Ready" (this may take a few seconds).



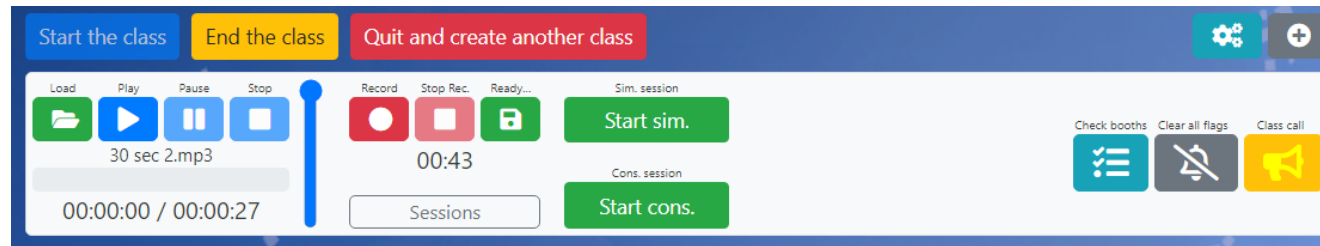
- 16) To download individual student backup recordings (as an extra backup or if the instructor's copy is unclear or damaged), the instructor will need to click on the download button for each booth:



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 audio 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.lia		
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

Troubleshooting

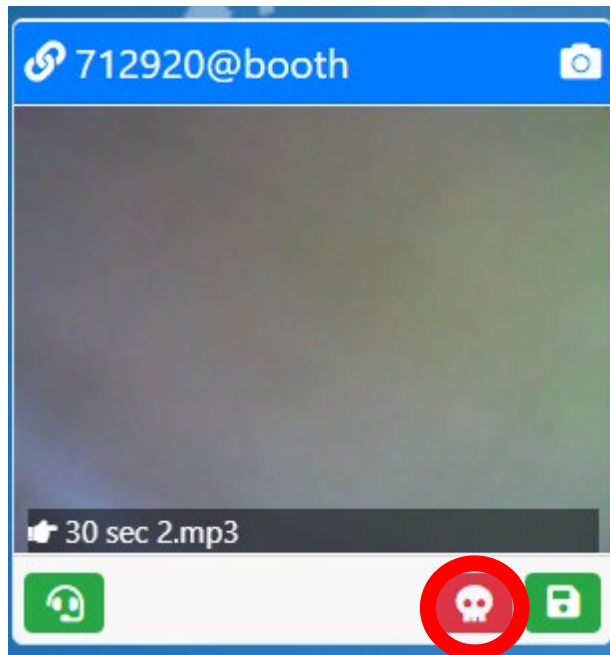
How do I make sure that the audio of the source text is working for the students before starting the test?

If the text is an authentic speech that has been recorded or downloaded, it is a good idea to upload a sample audio 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.



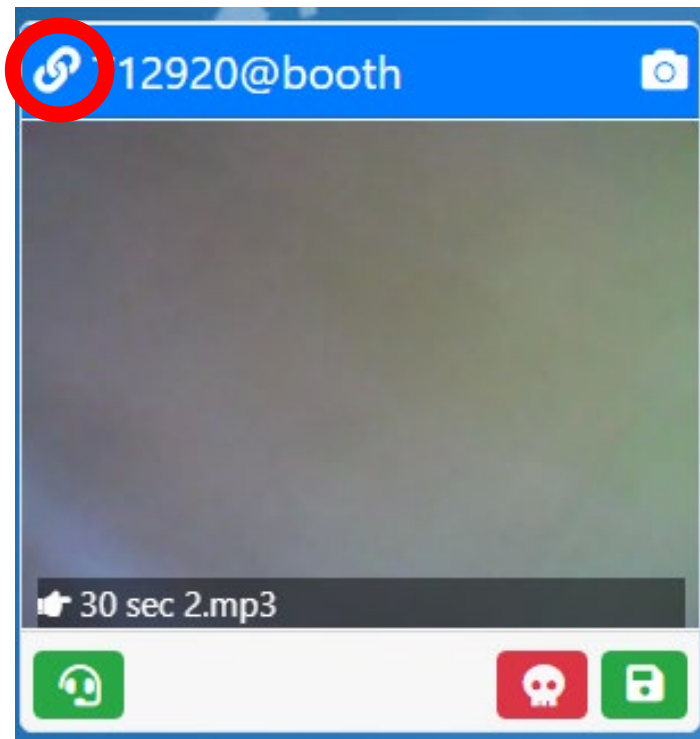
If they cannot connect, make sure that:

- 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.

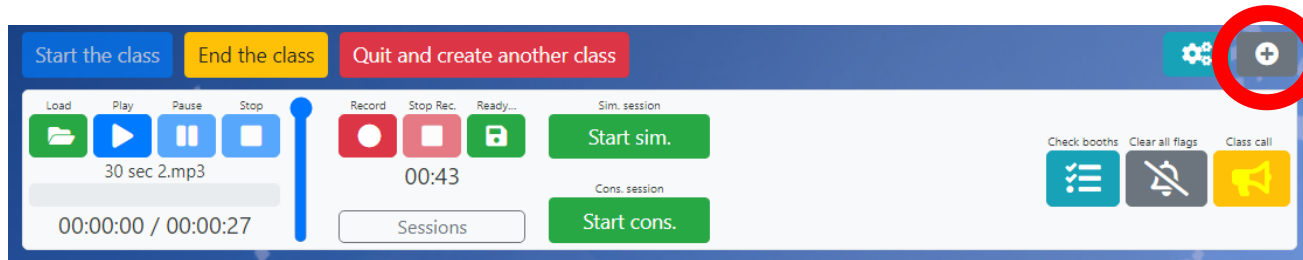
You can send the invitation link again while the session is open by copying the link of a specific booth. The instructor can hover their mouse over the link icon to check which booth is assigned to that student and then click on the link icon to copy the invitation link and send it to the student:



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.

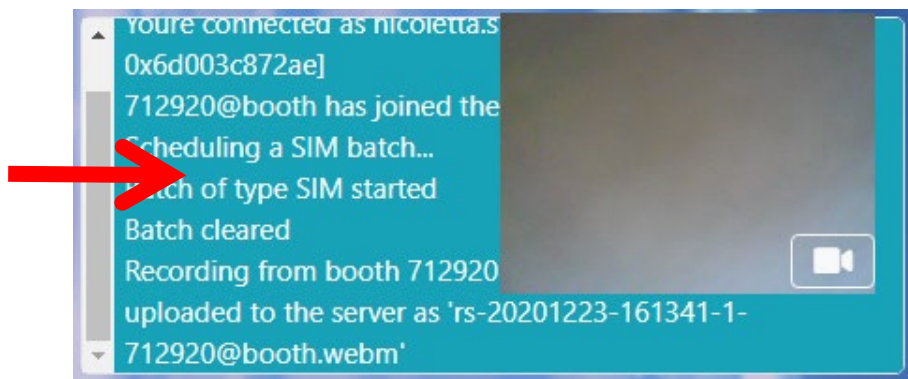
The instructor must copy the invitation link (see invitation instructions above) and send it to the student by e-mail.



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.