> TypeWell

TRANSCRIBER WORKSHOP

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
DOWNTOWN CENTRE, 555 SEYMOUR ST., ROOM 472
SATURDAY, SEPTEMBER 6, 2014

AGENDA

9:00 – 9:15 a.m.   **Introductions and Overview**

9:15 – 10:15 a.m.   **7 Reasons to Love V7** – Are you making the most of your transcribing software? Hands-on demonstration and discussion of TypeWell linking, teaming, MultiPAL, and other features.

10:15 – 10:45 a.m.   **Round Table** – Building a positive Transcriber-Instructor-Student-Coordinator alliance.

10:45 – 12:00 noon   **Meaning-for-Meaning Fundamentals** – Are your transcripts *really* clear, concise, and complete? Revisiting the "cardinal rules" for quality communication access.

12:00 – 12:45 p.m.   **Lunch will be served!**

12:45 – 1:15 p.m.   **Math Mode Fundamentals** – Tiered, hands-on practice activities for transcribers of all skill levels.

1:15 – 1:30 p.m.   **Break**

1:30 –2:45 p.m.   **Math Mode Practice and Transcript Analysis** – What *should* you capture, anyway? Lecture practice, group discussion, peer evaluation, and self-analysis tools.

2:45 – 3:00 p.m.   **Evaluations and Final Q&A**

TARGET AUDIENCE

This workshop is open to transcribers who have successfully completed the TypeWell Basic Skills Course or Refresher Course, regardless of skill level or experience. Disability Service Coordinators, IT professionals, and other support staff are also welcome.

LEARNING OBJECTIVES

MEANING-FOR-MEANING FUNDAMENTALS (1.25 HOURS)
Participants will be able to:

- ❖ Recognize common language and grammar errors in written English.
- ❖ Identify the relationship between processing time and common transcribing errors: false starts, sentence fragments, run-on sentences, incomplete or missing information, accuracy errors, ambiguous pronouns, and over-chunking (over-summarization).
- ❖ Assess the clarity and accuracy of their own transcripts by using self-analysis tools, including checklists and screencast recordings.
- ❖ Identify at least two expressive grammar/language skills they wish to improve in the coming school term.

7 REASONS TO LOVE V7 (1 HOUR)
Participants will be able to:

- ❖ Configure and employ different TypeWell linking methods, using their existing version(s) of the Transcriber software program to link to one or more reader devices.
- ❖ Select the most appropriate linking for a particular transcribing situation, based on the device, location, and limitations of the available wireless networks.
- ❖ Troubleshoot and solve the most common linking issues, and identify appropriate back-up linking methods.
- ❖ Recognize potential privacy concerns associated with sharing channels for Web Linking and Internal Linking, and implement a system to prevent breaches of confidentiality at their work sites.
- ❖ Utilize software features designed for team transcribing, using a mock team transcribing activity to produce a combined, edited transcript.
- ❖ Create and import multiple Personal Abbreviation Lists into TypeWell V7, and utilize software features to edit, enable/disable, and configure those lists into "profiles" for different assignments.

Learning Objectives (continued)

Math Mode Fundamentals (0.5 hour)

Participants will be able to:

- ❖ Develop proficiency using Math Mode features to type basic mathematical notation, including: mathematical operators, simple fractions, complex fractions, exponents, subscripts, equality/inequality, Greek letters, and common symbols.
- ❖ Quickly type common mathematical expressions such as complex fractions, summation notation, square roots, and integrals using built-in Math Mode templates.
- ❖ Develop proficiency using keyboard shortcuts for special formatting, on-the-fly editing, and quick error corrections.

Math Mode Practice and Transcript Analysis (1.25 hours)

Participants will be able to:

- ❖ Develop proficiency switching into and out of Math Mode, and recognize when it is appropriate to switch into Math Mode or to use regular abbreviations.
- ❖ Recognize the different types of information that are spoken, written, and implied during math/science lectures, and distinguish which information is most important to capture to provide an accurate, clear, organized transcript.
- ❖ Utilize prep material such as texts, handouts, and online resources to anticipate which math/science notation will be used during an assignment.
- ❖ Acquire skill-appropriate practice materials and online resources to prepare in advance for challenging math/science assignments.
- ❖ Assess their prior math/science content knowledge and their technical transcribing skills to determine whether they are qualified for a particular assignment.
- ❖ Communicate with students, teachers, and supervisors about their personal strengths and weaknesses — as well as any limitations of the technology/software — in order to set reasonable expectations about the use of TypeWell in math/science assignments.

INSTRUCTOR BIOS

KATE ERVIN, TYPEWELL EXECUTIVE DIRECTOR

Kate started her transcribing career in Chicago in 2004 and went on to provide on-site and remote services as a freelance transcriber in New York City. In 2009, she began teaching the Basic Skills Course for new transcribers, under the guidance of TypeWell's founder and then Director of Education, Dr. Judy Colwell.

In 2011, Kate took over the day-to-day operations of TypeWell with the goal of maintaining high quality transcriber education, customer service, and state-of-the-art software. She continues to co-teach the Basic Skills Course and Refresher Course, and is the lead content developer for a new Online Learning Center. Kate regularly coordinates and facilitates transcriber workshops and conferences throughout North America.

JANET FEDORCHUK, TYPEWELL ASSISTANT DIRECTOR OF EDUCATION

A TypeWell transcriber since September 2003, Janet works primarily at post-secondary institutions in Vancouver, BC and in Bellingham, WA. She joined the TypeWell teaching team in 2011 and currently teaches the Basic Skills Course, Refresher Course, and a QuickClass for new transcribers.

In 2014, Janet became the Assistant Director of Education for TypeWell, assuming a greater role in the development of high quality training, mentoring, and continuing education programs.

WORKSHOP SPONSOR/HOST

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