

1. How to get the SignON ML App

- To ensure the security and quality of SignON MT training, the SignON ML App can only be used by **Users authorised by SignON**
- If you are not already a SignON Authorised User, please contact John@mac.ie to become one.
- Once you are a SignON Authorised User, you can install the "SignON ML" App:
 - Android phone - click <https://play.google.com/apps/testing/io.mac.signonml>
 - Apple phone - "TestFlight" no_reply@email.apple.com emails you.



2. How to use the SignON ML App

To make SignON recordings to train its Machine Translation (MT)

a. SignON ML App opening page

- Briefly describes app, its purpose and use, and advises you to read the **SignON information Tab**, which is the only active tab until You click "Accept"
- To use the App & meet GDPR/Ethical requirements you must
 - choose the App **language used** - <Dutch, English, Irish, Spanish> (default is English)
 - For the **person being recorded**
 - agree** for their Session of Sign Language (SL) or Spoken Language (SpL) Messages & metadata to be stored by SignON as in the [Consent Form](#).¹
 - Enter **their phone number** (to generate their unique code to enable them to later delete their record if they so choose).
- Then click the **"Accept"** button, to run the SignON ML App by activating its Tabs.



b. SignON ML App Screen Tabs

The SignON ML App screen is organised with 3 tabs at the bottom of the screen for App navigation, as follows:

1) Information Tab

- How to use the SignON ML App to record & tag SL or SpL Messages**
 - This User Guide text.
- Use of your session of SL or SpL Messages**
 - Consent Form, GDPR & Ethics requirements, with links to more extensive information.
 - To delete your data & Messages at any time, email your User Token (encoded/anonymised phone number) to signon-rec@adaptcentre.ie
- Information on **SignON**
 - Link to [SignON Project - Sign Language Translation Mobile Application \(signon-project.eu\)](http://SignON Project - Sign Language Translation Mobile Application (signon-project.eu))



2) Your Settings Tab

To set up your settings for a Session of SL or SpL Messages to be recorded & uploaded to the SignON server

- Sign or Spoken Messages to be recorded** - <SL, SpL>
 - If SL: **SL** - <British, Dutch, Flemish, Irish, Spanish>
 - If SpL: **SpL** - < Dutch (NL), Dutch (BE), English (IE), Irish, Spanish>
- Gender** - <Female, Male, Other, Prefer Not to answer>
- Age** - <18-30, 31-45, 46-60, 60+, Prefer Not to answer>
- I am** - <Deaf, Hard of Hearing, Hearing, Prefer Not to answer>

3) Home or Main Screen Tab

- Record and review your SL or SpL Message
- Provide its Text translation
- Upload the Message to the SignON server, and Move on to your next SL or SpL message

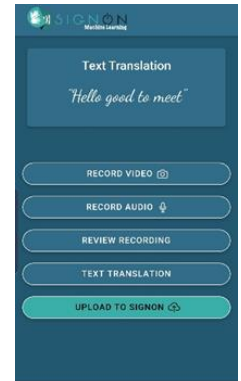
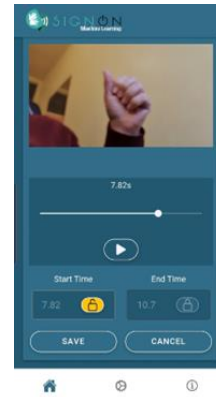


¹ The phone number is requested to re-identify the person's data on the SignOn server, in case they request to delete files uploaded to the SignOn system. The phone number will not leave your mobile phone and will not be known to us..

3. How to use the SignON ML App to make a SignON recording for MT training

1) Record and Review a SL or SpL Message

- a) Record a Task Message (SL or SpL) from the SignON defined storyline tasks at [Hospitality-storylines-English - Google Docs](#)
- b) Review the Recording of your SL or SpL Message contribution.
- c) If you are not happy with the Recording,
 - i) Press “Cancel” to delete the Recording
 - ii) Go back to step a) & record your Message again.
- d) If you wish to take out non-relevant parts of your Recording before & after your Message,
 - i) Press “Start Time” & move the slider to position. Press again to lock the start ,
 - ii) Press “End Time” and do the same .
- e) Review your trimmed Message & if OK, save it by selecting “Save”



2) Add Text of SL or SpL Message

- a) Tag your recorded SL or SpL Message with its Task identifier, i.e. H1 for the first task in the Hotel storyline, etc.
- b) You may also add a text transcription to your recording. You are free to do so or not
 - i) Click “Enter Text Translation” & type or speak (microphone icon) your input



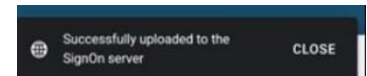
3) Upload the SL or SpL Message

Use the “Upload” button to then upload your SL or SpL Message, its Text translation/ identification & your Session settings metadata, as a **Message Data Package** to the SignON Server.

4) Next Message or End the Session

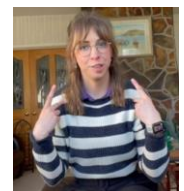
When you get an Acknowledgement from the SignON Server, you can then proceed to

- i. Record your next SL or SpL Message by going back to step 3.1, or
- ii. End your Session by exiting the App.



4. How to ensure the Quality of each SignON recording

- Make the recordings on the basis of the SignON [Hospitality-storylines-English - Google Docs](#)
- Always use a quiet and well lit location with a plain/smooth background.
- When making an SL recording hold the phone steady, or place it on a solid base, especially if it is a two-handed recording.
- Hold the phone at a comfortable distance if you make a SpL recording.
- Keep each SL and SpL message short - no more than a minute.
- Always review the SL or SpL message to ensure that it is clear and correct.
- The SL or SpL message should be immediately tagged with the task identifier by the user. Adding a transcription is optional.
- Check and edit the tagged text before uploading the Message Data Package to the SignON server.
- You can go through the three storylines in one go or take breaks in between. Just continue where you left.



5. Post Hoc Quality Checking & Processing

Each SignON Message Data Package will be stored in a standard database that will be accessed for **Post Hoc Quality Checking & Processing** (editing, transcription, deleting, tagging, etc) only by SignON researchers without revealing any of your personal information.