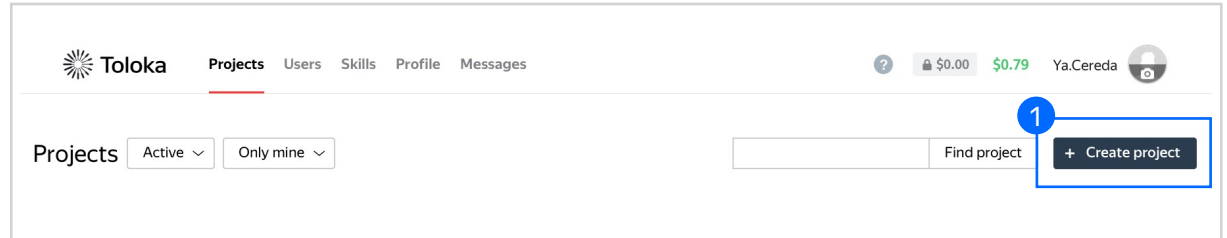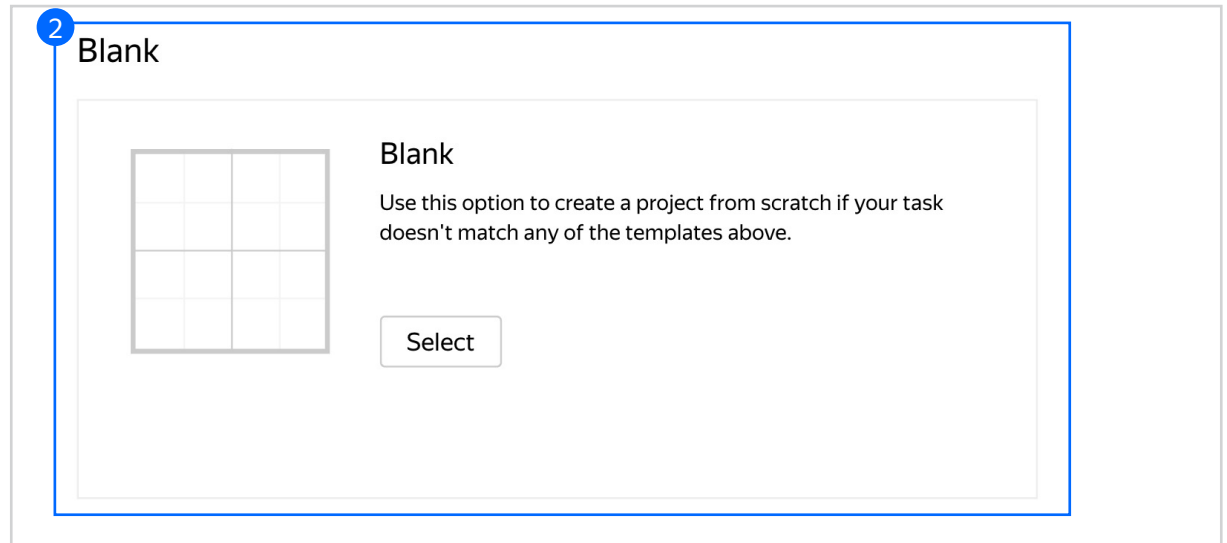Toloka

Audio collection manual

Create a project

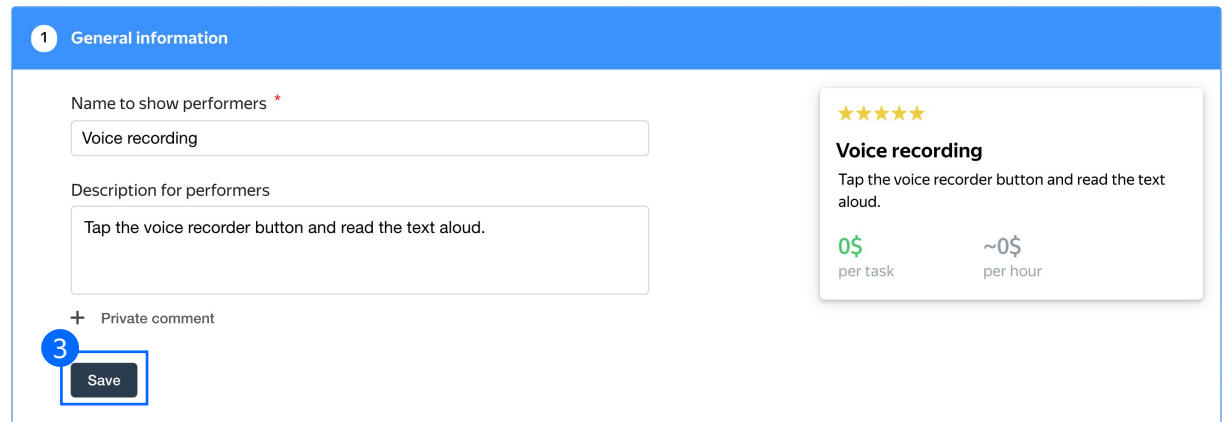1. Click **Create project.**

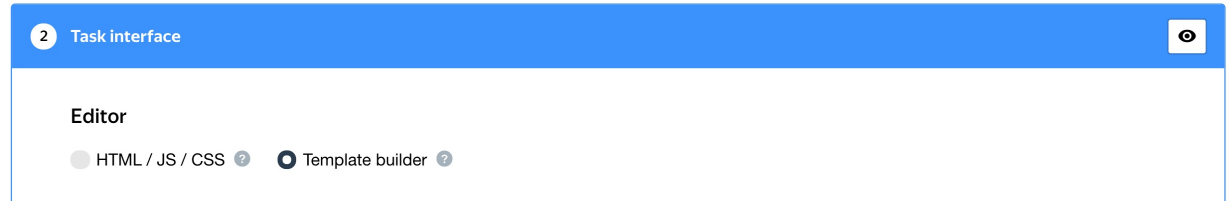2. Choose the **Blank** template.

3. Enter a clear project name and description. Click **Save.**

   Note: The project name and description will be visible to the performers.

4. Update the task interface in the **Template Builder** block.

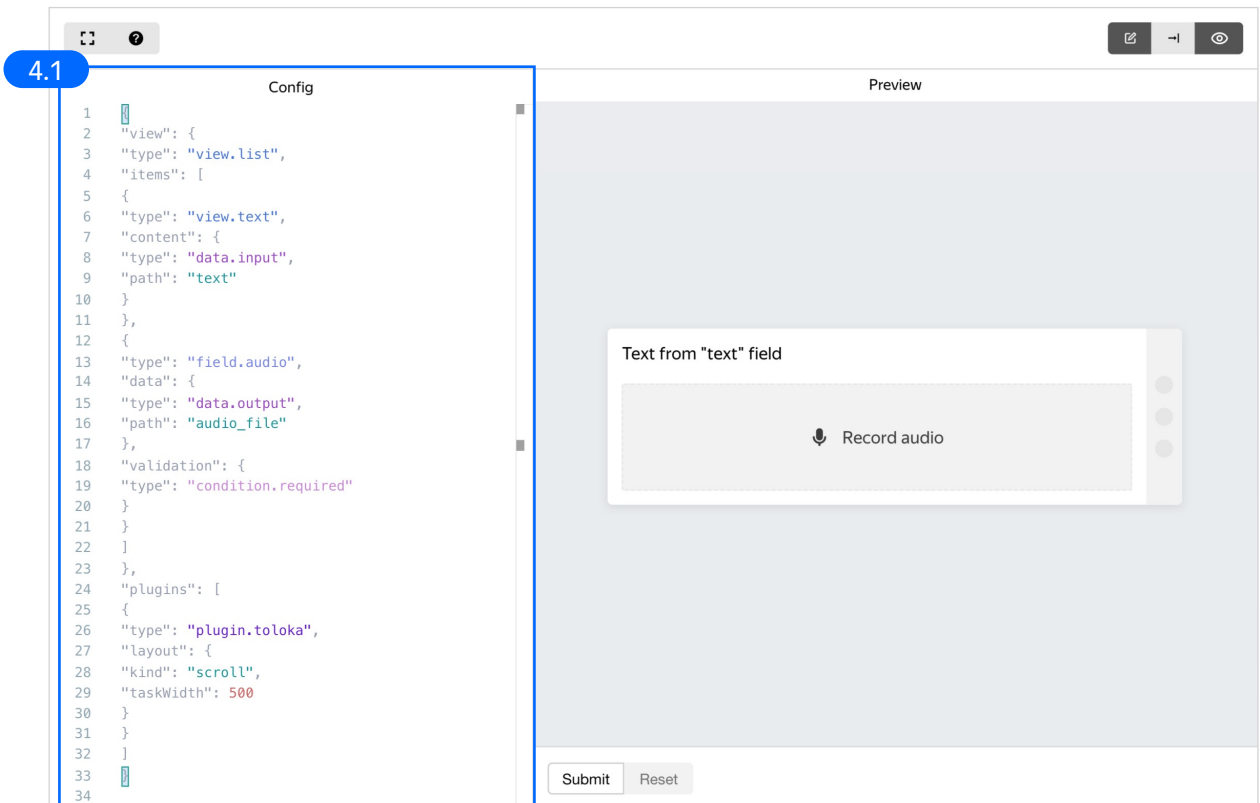   Read more about the [Template Builder](#) in the Requester's Guide.

4.1. Delete the existing config and paste the code provided at the end of this manual (in the appendix).

   In the **Preview section** you can see how the template will work. The task will be performed in two steps. First, tap the voice recorder button and read the text aloud. Second, submit the recorded audio by tapping **Submit.**

   There is a validation rule in the template. It checks whether the performer uploaded the task to the template.
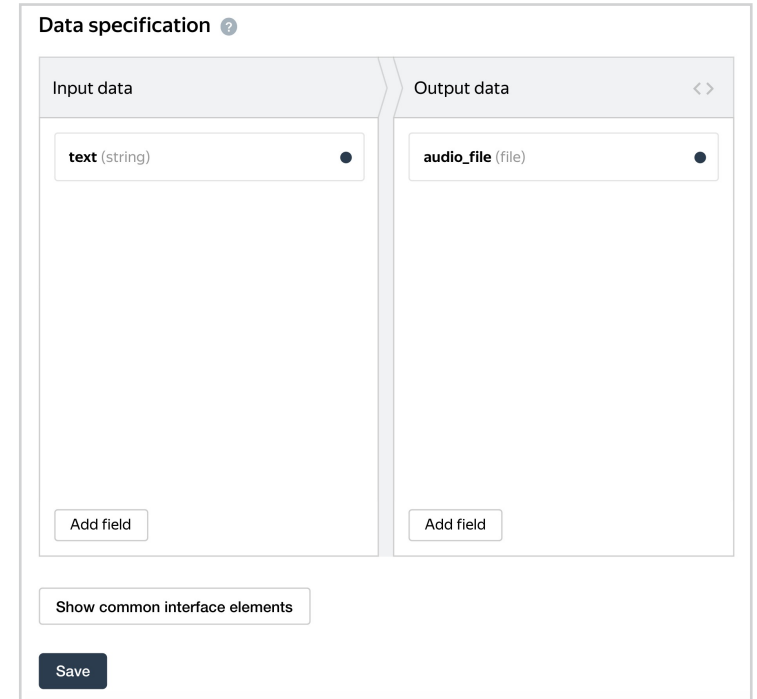
   Check the [Interfaces section](#) of our Knowledge Base for more tips on interface design.


```
Config
1   {
2   "view": {
3   "type": "view.list",
4   "items": [
5   {
6   "type": "view.text",
7   "content": {
8   "type": "data.input",
9   "path": "text"
10  }
11  },
12  {
13  "type": "field.audio",
14  "data": {
15  "type": "data.output",
16  "path": "audio_file"
17  },
18  "validation": {
19  "type": "condition.required"
20  }
21  }
22  ]
23  },
24  "plugins": [
25  {
26  "type": "plugin.toloka",
27  "layout": {
28  "kind": "scroll",
29  "taskWidth": 500
30  }
31  }
32  ]
33  }
34
```

4.2. Make sure the specifications look like this:

Note: Specifications are a description of input data that will be used in a project and the output data that will be collected from the performers.
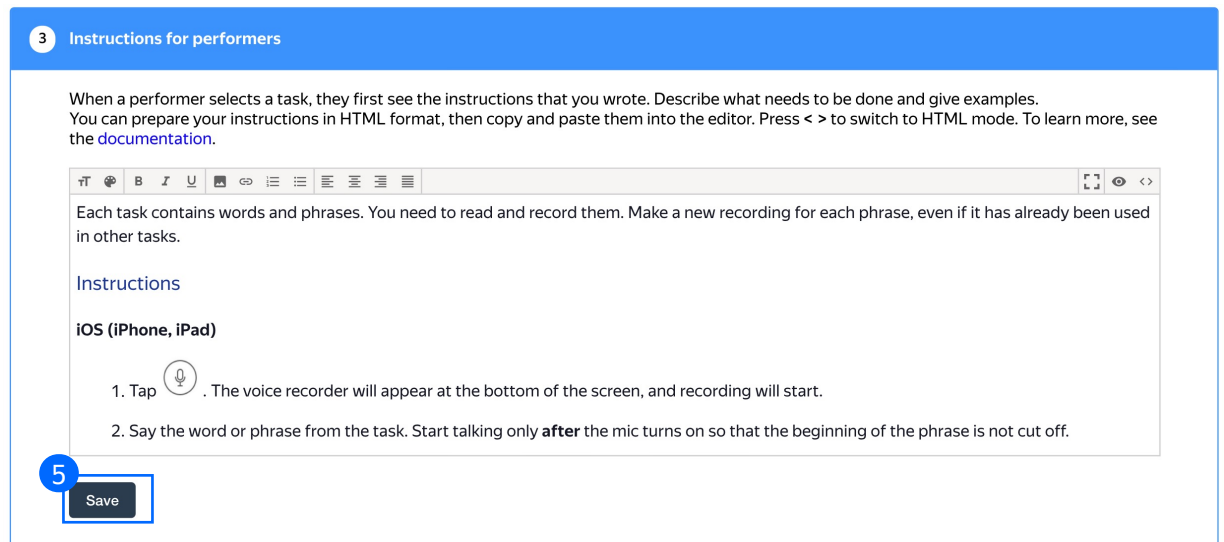
Read more about input and output data specifications in the Requester's Guide.

Data specification ⊙

Input data		Output data	‹›
text (string) ●		**audio_file** (file) ●	

Add field   Add field

Show common interface elements

Save

---

5. Write comprehensive instructions. Be sure to describe your task to performers who record words and phrases via different devices (iOS and Android). Mention how long it will take to check completed tasks (max time).

Click **Save.**

Get more tips on designing instructions in our Knowledge Base.

3 Instructions for performers

When a performer selects a task, they first see the instructions that you wrote. Describe what needs to be done and give examples.
You can prepare your instructions in HTML format, then copy and paste them into the editor. Press < > to switch to HTML mode. To learn more, see the documentation.

Each task contains words and phrases. You need to read and record them. Make a new recording for each phrase, even if it has already been used in other tasks.

Instructions

iOS (iPhone, iPad)

1. Tap 🎤 . The voice recorder will appear at the bottom of the screen, and recording will start.

2. Say the word or phrase from the task. Start talking only **after** the mic turns on so that the beginning of the phrase is not cut off.

5 Save

6. Leave the **Translations block** as default and click **Save.**

4 Translations

> ℹ Performers from different countries will understand the purpose of the task better if it's in their own language. Translate the task name, description, and instructions into each language that you want performers to see. Otherwise, the language is inactive. If you want to translate the task interface, you have to create it using Template Builder.

Source language

| — ▾ |

Translations

Language	Name and description for performers	Instructions for performers	Task interface
✅ Source	✓	✓	✓

| Add translation ▾ |

6 [Save]

7. Click **Finish** to save the project.

7

Edit project

Back to the old interface   Cancel   [Finish]

| ✅ General information |

| ✅ Task interface |

| ✅ Instructions for performers |

| ✅ Translations |

Note: To edit project parameters, click the button in the list of projects or go to **Project actions → Edit** on the project page.

Voice recording — active

Project actions ∧

> Edit
> Clone
> Archive
> Preview

Statistics for 7 days

Submitted tasks	Spent	Quality: control tasks	Quality: training tasks	Average submit time	Users	Banned users
0	0 $	–	–	–	0	0

Create the main pool

1. Click **Add a pool.**

   A pool is a set of paid tasks grouped into task pages. These tasks are sent out for completion at the same time.

   Note: All tasks within a pool have the same settings (price, quality control, etc.)

Voice recording — active

Project actions ∨

Statistics for 7 days

Submitted tasks	Spent	Quality: control tasks	Quality: training tasks	Average submit time	Users	Banned users
0	0 $	–	–	–	0	0

Pools   Training   Statistics   Quality control

Active and closed   Archived   Filters   [Search]

1   Add a pool

Pools can be archived manually or automatically (automatic archiving applies to pools with no activity for 30 days).

Title ⇕	Priority ⇕	Progress	Status ⇕	Started ⇕	To be completed

To launch a project, you first need to add a pool, set user filters and quality control rules, and upload tasks.

50 ∨

Toloka

2. Give the pool any name you find suitable. You are the only one who will see it.

   The description can be either public or private. Choose the option you prefer.

3. Specify pool parameters:

3.1. Select pool type. Choose **Other.**

   Read more about pool types in the Requester's Guide.

3.2. Set the price per task suite (for example, $0.01).

   Audio recording tasks are normally paid as basic tasks (e.g. binary classification) because these tasks do not take much time.

   Read more about pricing principles in our Knowledge Base.

3.3. [Filter](#) performers who can access the task. Choose **"No"** in the **Adult content** block. Click **Add filter** to choose the **Languages** and **Client** options in the list.

Performers

Filter performers who can access the task.
Toloka has users from different countries,
so don't forget to filter by language and region. Learn more

3.3

ADULT CONTENT ❓ | No

| Add filter ⌄ | Create a skill |

3.4. Choose **Languages = English** as your first filter. This way, performers who speak English will be invited to complete this task. Then choose **Client = Toloka for mobile**.

| Add filter ⌄ | Create a skill |

3.4

PERFORMER PROFILE

| Languages ⌄ | = | English ✕ | 🗑 + |

AND

CALCULATED DATA

| Client ⌄ | = | Toloka for mobile ⌄ | 🗑 + |

✳ Toloka

3.5. Create the **"recorded_audio" skill** that will be assigned to users after they complete the pool tasks. You will use this skill later to assign a skill value to performers who complete your task **(see 3.8).**

Click **Create a skill.**

Performers

Filter performers who can access the task.
Toloka has users from different countries,
so don't forget to filter by language and region. Learn more

ADULT CONTENT ❓ | No

3.5

Add filter ⌄   Create a skill

3.6. Enter the skill name and add a description if desired. You are the only one who will see it. Leave the skill private, as it is by default, and click **Add.**

Add skill

TITLE

recorded audio   ✕

DESCRIPTION

Public?   No ❓

3.6

Cancel   Add

✳ Toloka

3.7. Set up Quality control: Select **non-automatic acceptance** with **14 day** review period.

Note: Since there is no one true answer to a voice recording task that can be used as ground truth, post-acceptance is the preferable way to check if the recordings provided are acceptable.

Read more about quality control principles in our Knowledge Base or check out post-acceptance settings in the Requester's Guide.

Quality control

Add rules to get more accurate responses.
All rules work independently.

3.7

NON-AUTOMATIC ACCEPTANCE ?	Yes

REVIEW PERIOD IN DAYS `14`

CAPTCHA FREQUENCY ? None

(+) Add Quality Control Rule

3.8. Set up the Submitted responses rule. Use this rule to assign a skill value to performers who complete your task.

A skill is a characteristic of the performer. It is described by a number from 0 to 100. In this task, you record the number of submitted task suites in a skill (1 submitted task suite = 100).

Read more about performer skills in the Requester's Guide.

SUBMITTED RESPONSES ?

3.8

If `submitted task suites` ≥ `1`

then `assign skill value` `recorded_audio` `100`

3.9. Overlap. This is the number of users who will complete the same task.

Note: In the case of voice recording tasks, you only need one correct response.

To understand how this rule works, go to the Requester's Guide.

Overlap

Specify how many performers you want to complete each task in the pool.

3.9

OVERLAP ? | 1 ✕

DYNAMIC OVERLAP ? | Off

3.10. Optionally, specify the percentage of top-rated performers in the Speed / quality balance.

Speed/quality balance

Set additional filters to restrict performer access based on their rating in Toloka. This boosts quality but may slow down project completion because there will be fewer performers available to complete tasks. Learn more…

| Top % | Online | Time |

Specify the percentage of top-rated active users who can access tasks in the pool.

8217 🧍
Speed

All   90%   80%   70%   60%   50%   40%   30%   20%   10%

8217 🧍
Quality

All users selected
The task is available to **8217** active users.

3.11. Time given to complete a task suite (for example, 600 seconds).

To understand how much time it should take to complete a task suite, try doing it yourself.

Parameters

3.11

TIME PER TASK SUITE IN SECONDS ?	600 ✕	POOL CLOSING DATE ?	2022-07-28
KEEP TASK ORDER ?	No	WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ?	0
		POOL PRIORITY WITHIN THE PROJECT ?	0

4. Click **Save** to save Pool parameters.

Parameters

TIME PER TASK SUITE IN SECONDS ?	600 ✕	POOL CLOSING DATE ?	2022-07-28
KEEP TASK ORDER ?	No	WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ?	0
		POOL PRIORITY WITHIN THE PROJECT ?	0

Cancel   4   Save

Prepare and upload a file with tasks

1. Prepare a TSV file with tasks as shown in our [example](#).
   [Origin](#)
   License: CC BY 4.0

2. [Upload pool tasks](#) from this file.

2.1. Select [Set manually](#) in **File upload settings** and specify the number of tasks per page.

In the case of audio recording tasks several tasks per page are preferable, so that performers will complete tasks faster.

Click **Upload** again.

Note: If you changed the name of the input field, change it in the file as well.

3. Preview the pool.

Note: Remember that the tasks will be completed by actual Tolokers. Double check that everything is correct with your project configuration before you start the pool.
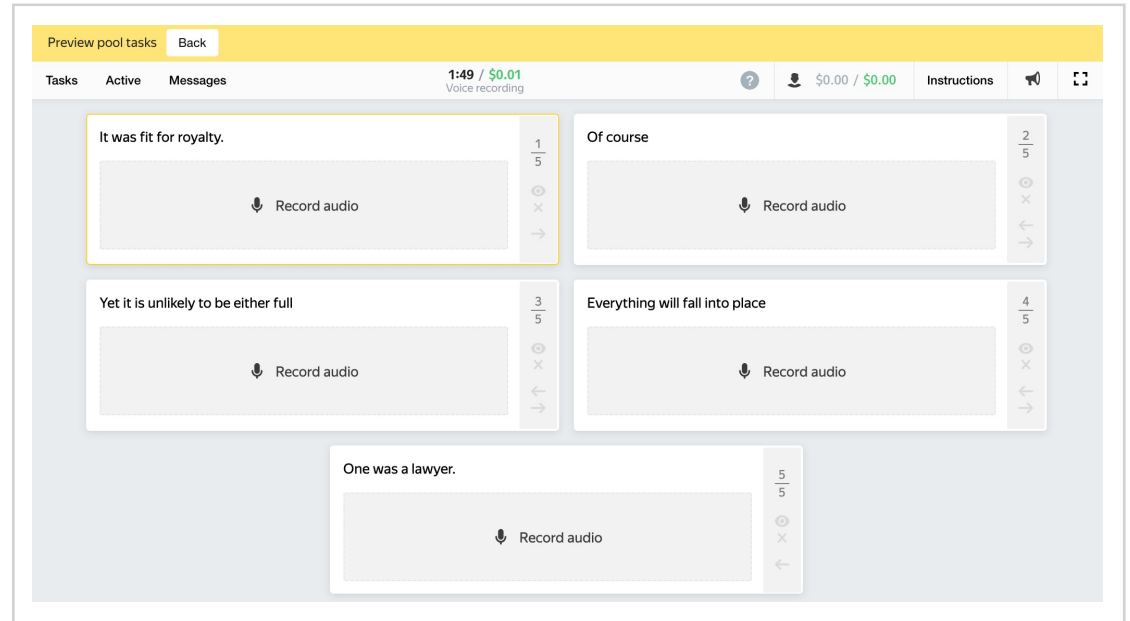
4. Start the pool.

Receiving responses

1. Wait until the pool is completed. Refresh the pool page to check progress.

Download the sample file, add your task data, and upload the file to the pool.
The sample file uses TSV format, which is the same as CSV but using tab as the separator.
Make sure you choose UTF-8 encoding when saving the file. Learn more in the guide.

📄 Template for general tasks.tsv
📄 Template for control tasks.tsv
📄 Template for training tasks.tsv

⬆ Upload 📄 Files		👁 Preview
20 task pages	**0** training tasks	
100 tasks	**0** control tasks	

100 %

Completed 20

Review assignments 20

0   20

Since the main quality control method for this kind of task is post-acceptance, you will need to review the tasks after the pool is completed.

You can check the quality of responses and reject and reevaluate incorrect assignments. Performers will get paid only after their assignment is accepted.

There are two ways to review assignments:

– manually

– in a separate Toloka project

Manual review

1. On the pool page, click **Review Assignments.**

Download the sample file, add your task data, and upload the file to the pool.
The sample file uses TSV format, which is the same as CSV but using tab as the separator.
Make sure you choose UTF-8 encoding when saving the file. Learn more in the guide.

📄 Template for general tasks.tsv
📄 Template for control tasks.tsv
📄 Template for training tasks.tsv

⬆ Upload	📄 Files		👁 Preview

20 task pages	**0** training tasks
100 tasks	**0** control tasks

100 %
Completed 20

Review assignments 20

0   20

2. Click on any response from the list.

Submitted responses

⬇ Download results ⌄   ⬆ Upload review results

20 Total	**20** Submitted	**0** Accepted	**0** Rejected

| Accept ✓ | Reject ✗ | Actions ⌄ | | Submitted | Accepted | Rejected | All assignments |

☐ Response ▼	Performer ▼	Completed ▲	Duration		Status
☐ 0001886d99--60e83e44e5caf16a45b232f5	2fcc1cc12a14d879eb3149b586267060	07/09/2021 3:18:14 PM	1 min 6 sec	—	●
☐ 0001886d99--60e83e3606b0980df6c9cdb0	9019fc98f4f394b01d6bfb0281a05c3d	07/09/2021 3:18:20 PM	1 min 25 sec	—	●
☐ 0001886d99--60e83e36a2b2ec11230b7a43	bc0b0bda27abcc257ef7a734ad661cce	07/09/2021 3:18:36 PM	1 min 42 sec	—	●
☐ 0001886d99--60e83e399c28bb2629b3ac96	332e8795cb0eb6f3b2bbfad05a5a826b	07/09/2021 3:18:53 PM	1 min 56 sec	—	●
☐ 0001886d99--60e83e6b9c28bb2629b3affe	faa7c41e62b4443a33651f3b989e83de	07/09/2021 3:19:08 PM	1 min 20 sec	—	●
☐ 0001886d99--60e83e69a7109b10d3d5c0b9	cbca514ecccc7d65b286eb852101d8d5	07/09/2021 3:19:35 PM	1 min 49 sec	—	●
☐ 0001886d99--60e83ea7d1998d35bad4364e	bc0b0bda27abcc257ef7a734ad661cce	07/09/2021 3:20:10 PM	1 min 23 sec	—	●

3. Check whether the task has been completed correctly. Click **Reject** or **Accept.**

   Note: You can calculate the number of accepted and rejected assignments per user and turn it into a quality control rule. Those who perform poorly can be banned from your project
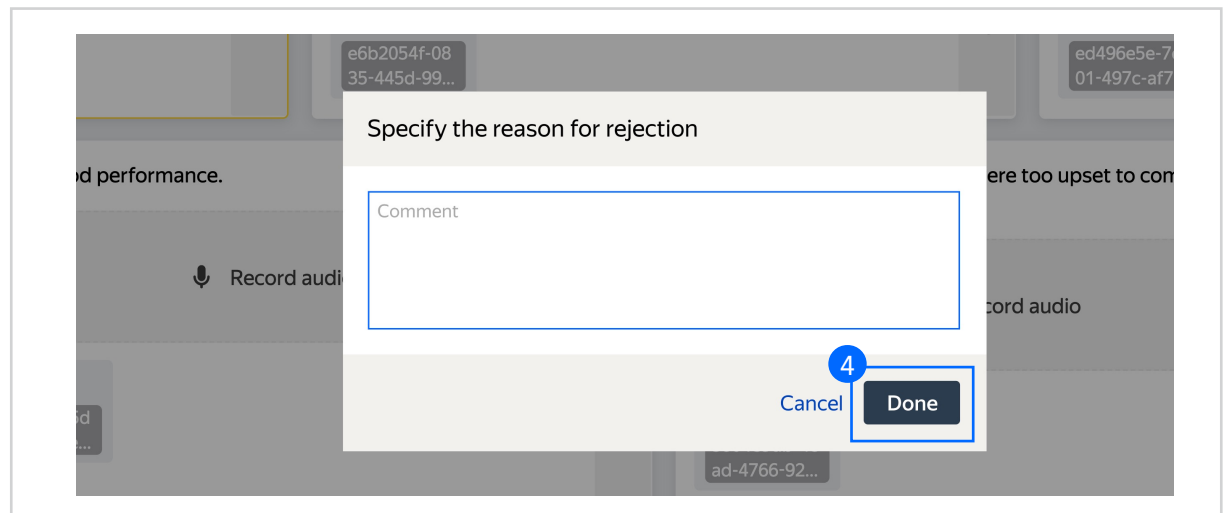
   Read [more](#) about this in our Requester's Guide.
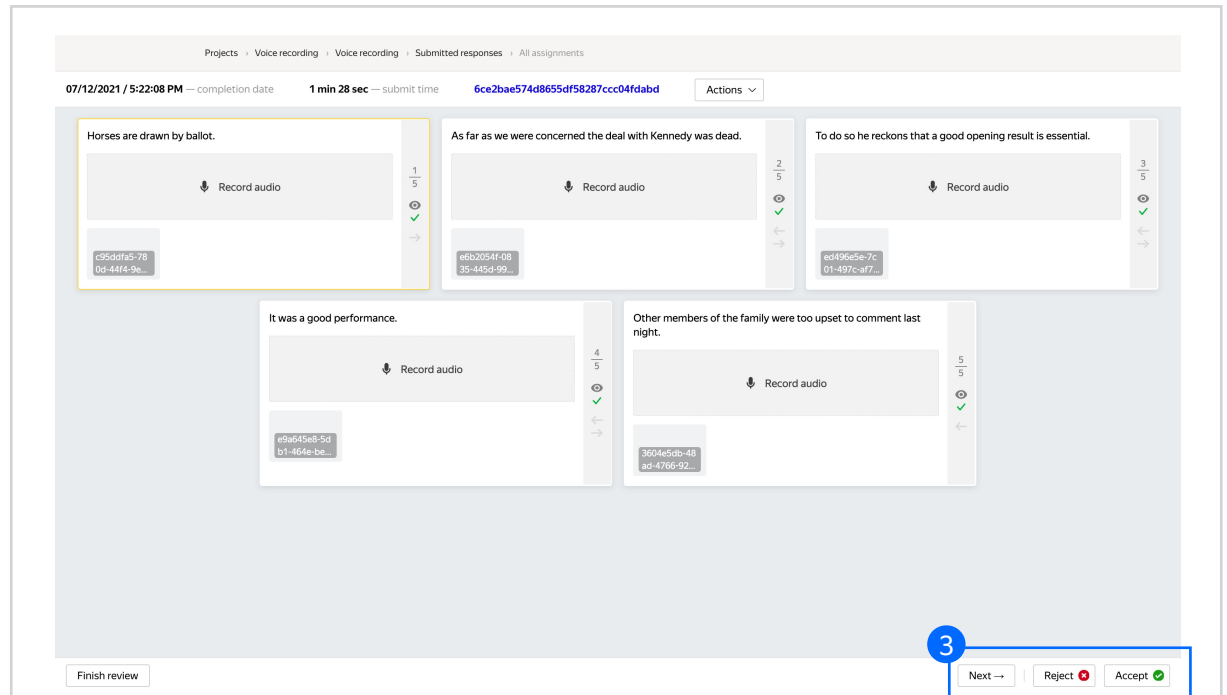
4. If you are rejecting the task, write a comment that explains what was wrong. The performer will see this comment.

   If a task was rejected, you can send it to other performers.

   Read more about [processing rejected assignments](#) in our Requester's Guide.

5. You can pause the review any time by clicking **"Finish review".**

   Make sure to complete the review within the timeframe specified in the pool (see Step 3.7 in Pool Creation).

   When the time expires, all unreviewed tasks will be accepted automatically.
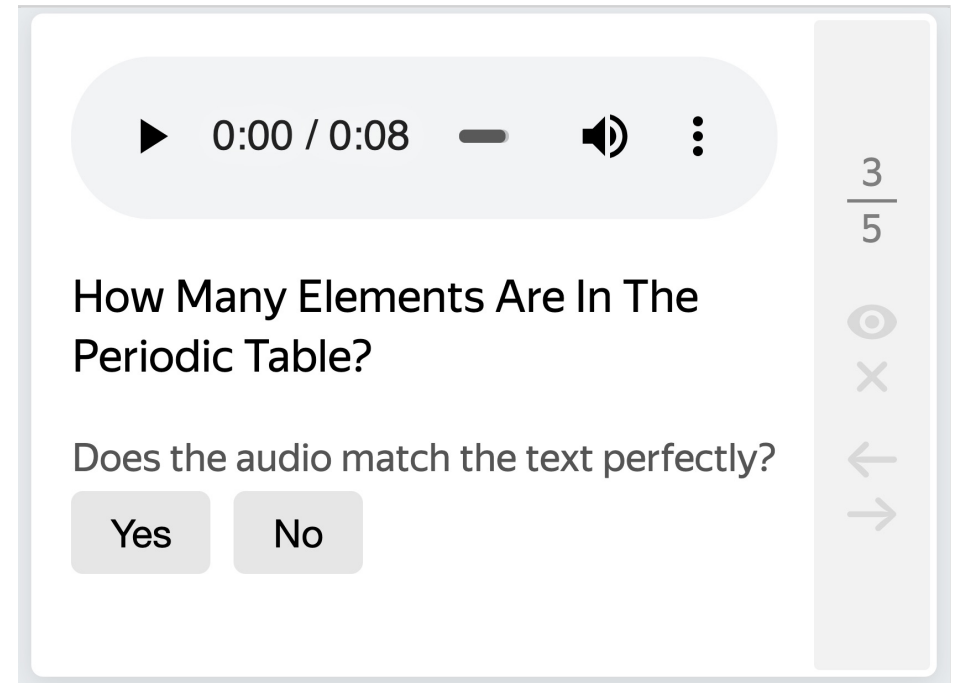
Automated review

Another way to review tasks is to ask other performers to do that. We recommend this option when you have limited resources for checking tasks yourself.

1. Create an audio classification project based on our [Audio Classification demo](). Ask the performers whether the recorded texts are correct.
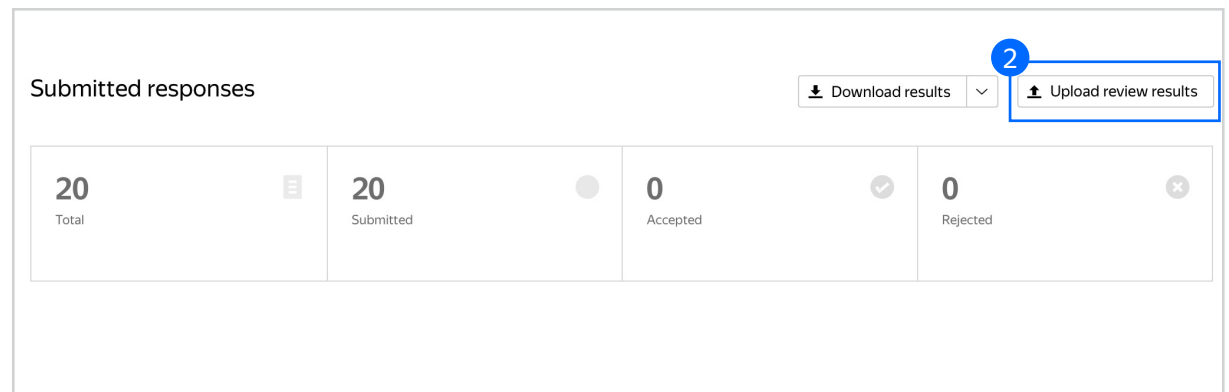
▶ 0:00 / 0:08 ━ 🔊 ⋮

3
⎯
5

How Many Elements Are In The Periodic Table?

Does the audio match the text perfectly?

Yes   No

2. After the answers are collected, go back to the initial pool and upload review results on the **Review assignments** page. The file should contain the acceptance verdict and a comment. A template can be found in the Download results section.

Submitted responses   ⬇ Download results ⌄   ⬆ Upload review results

20	20	0	0
Total	Submitted	Accepted	Rejected

Appendix

Interface code
Step 4.1.

```json
{
"view": {
"type": "view.list",
"items": [
{
"type": "view.text",
"content": {
"type": "data.input",
"path": "text"
}
},
{
"type": "field.audio",
"data": {
"type": "data.output",
"path": "audio_file"
},
"validation": {
"type": "condition.required"
}
}
]
},
"plugins": [
{
"type": "plugin.toloka",
"layout": {
"kind": "scroll",
"taskWidth": 500
}
}
]
}
```