THE BMS LAB

UNIVERSITY OF TWENTE.

ScriBe

USER MANUAL

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Introduction

Welcome to the ScriBe tutorial series. This manual is your guide to using ScriBe software for transcribing multimedia files and conducting qualitative data analysis. ScriBe is designed to support researchers by providing tools to manage, analyze, and visualize audio and biometric data.

After completing this guide, you will be able to:

- Understand what ScriBe is and how to use it in research
- Request and set up your own project
- Create codebooks with categories and codes
- Create sessions and invite collaborators
- Upload audio and GSR (Galvanic Skin Response) files
- Create and use analysis tables
- Code your data and export your results

Getting Started with ScriBe

What is ScriBe?

ScriBe is a multimedia playground that allows researchers to:

- Upload and transcribe audio files (.mp3, .mp4)
- Identify speakers using diarisation
- Combine audio with physiological data (e.g., GSR from Empatica or EmbracePlus devices)
- Code and categorize qualitative data
- Visualize and export findings

How to Request a Project

1. Visit the registration link (provided in the video or documentation)
2. Log in with your UT credentials
3. Navigate to User Applications
4. Select BMS Lab Project Registration
5. Fill in the necessary project information
6. Submit and wait for approval

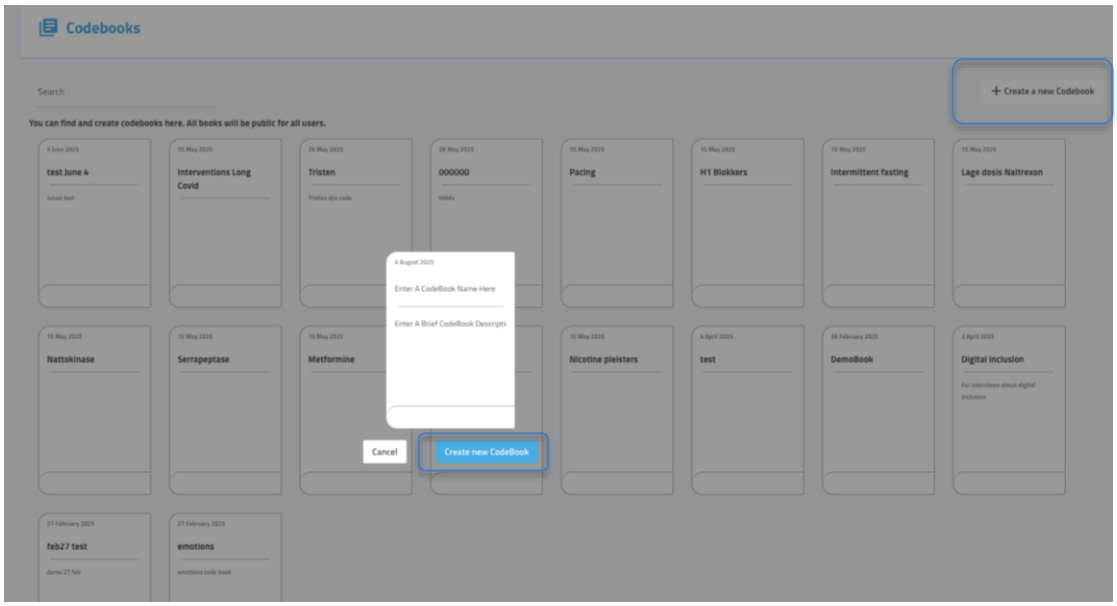
Basic Terminology

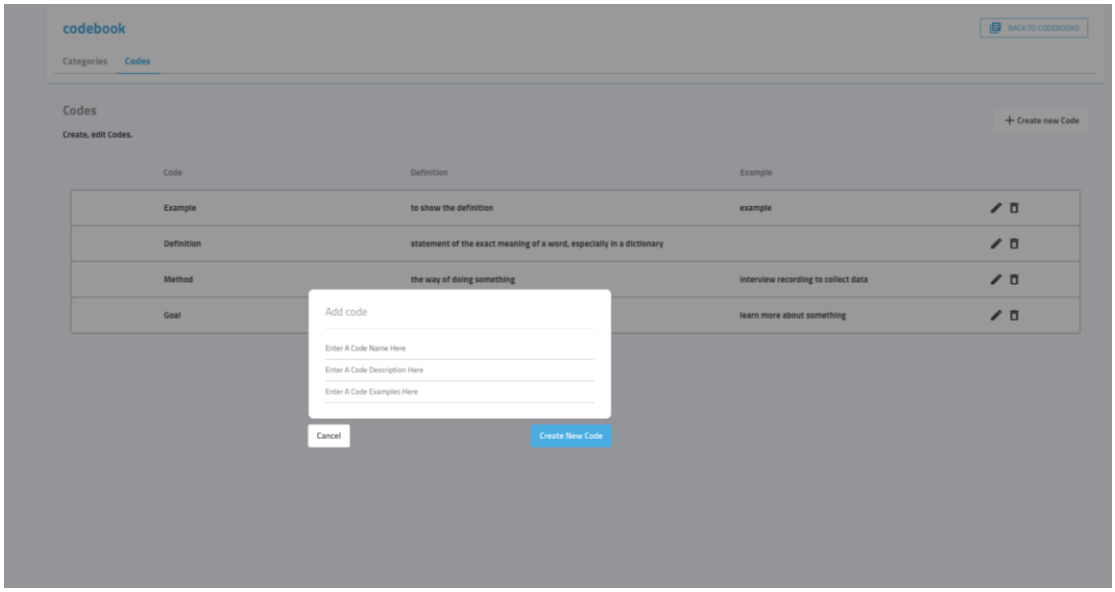
- Session: Your main project workspace containing files, collaborators, and analysis tools.
- Codebook: A structured collection of categories and codes used during data analysis.
- Analysis: The environment where you apply codebooks to data files, invite coders, and interpret your findings.

Setting Up Your Analysis

I. Create a Codebook with Codes and Categories

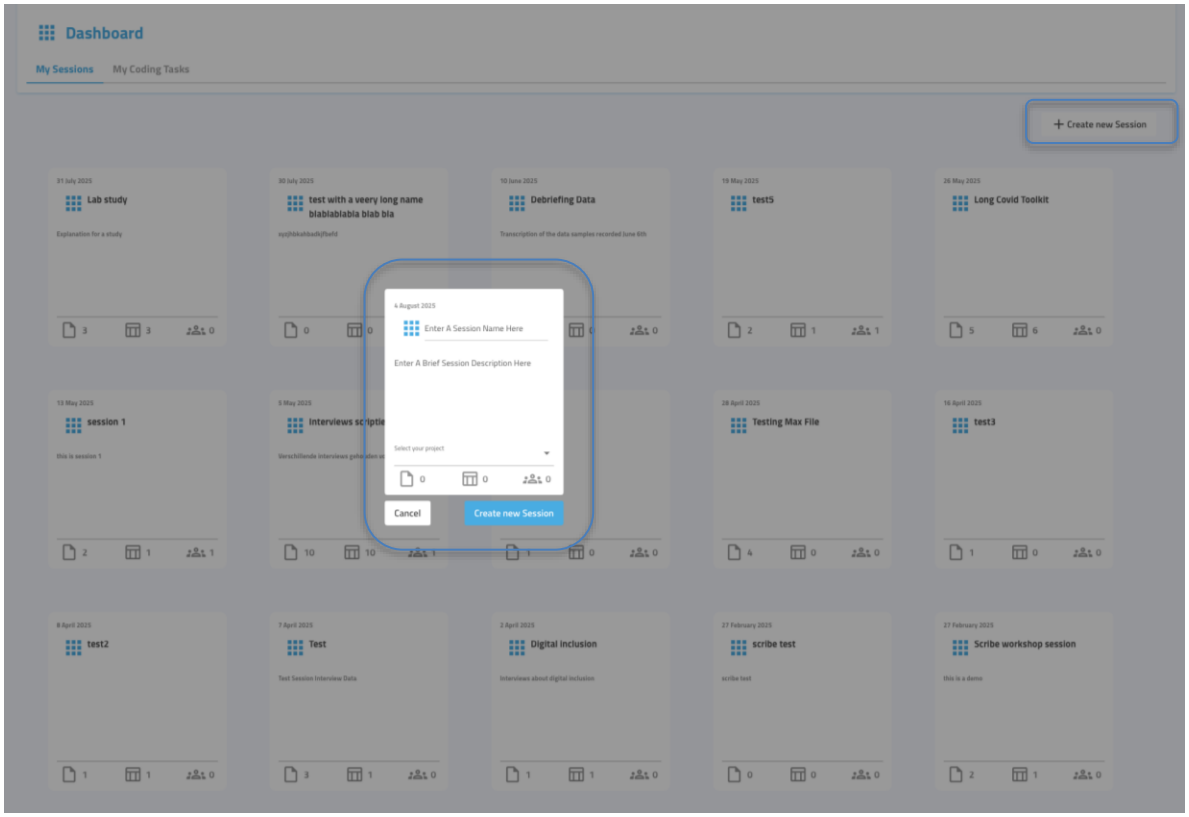
1. From 'My Apps' on the BMS Lab server, open the ScriBe dashboard
2. Click on 'Codebooks' in the left menu and click '+ Create a new codebook'
3. Add a name and description, then click ‘Create New Code’ to save
4. Open your codebook to add categories and codes
5. Create a category and a code, then assign the code to the category





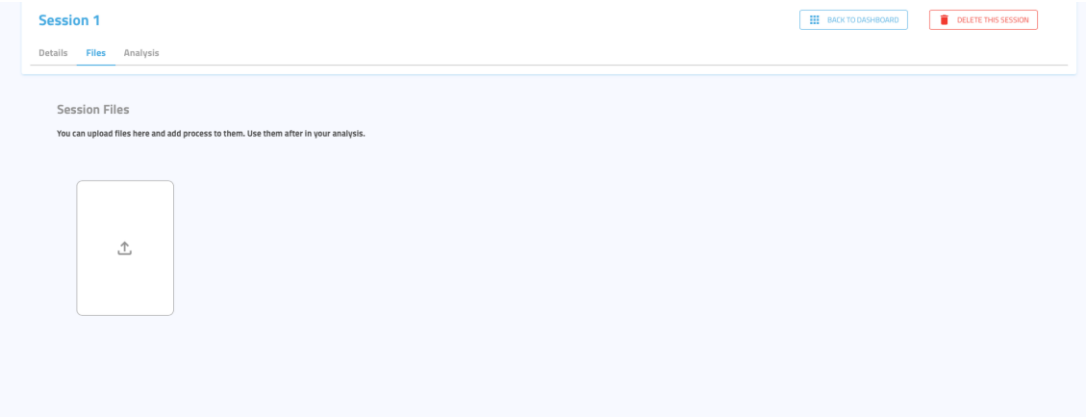
II. Create a Session with Collaborators

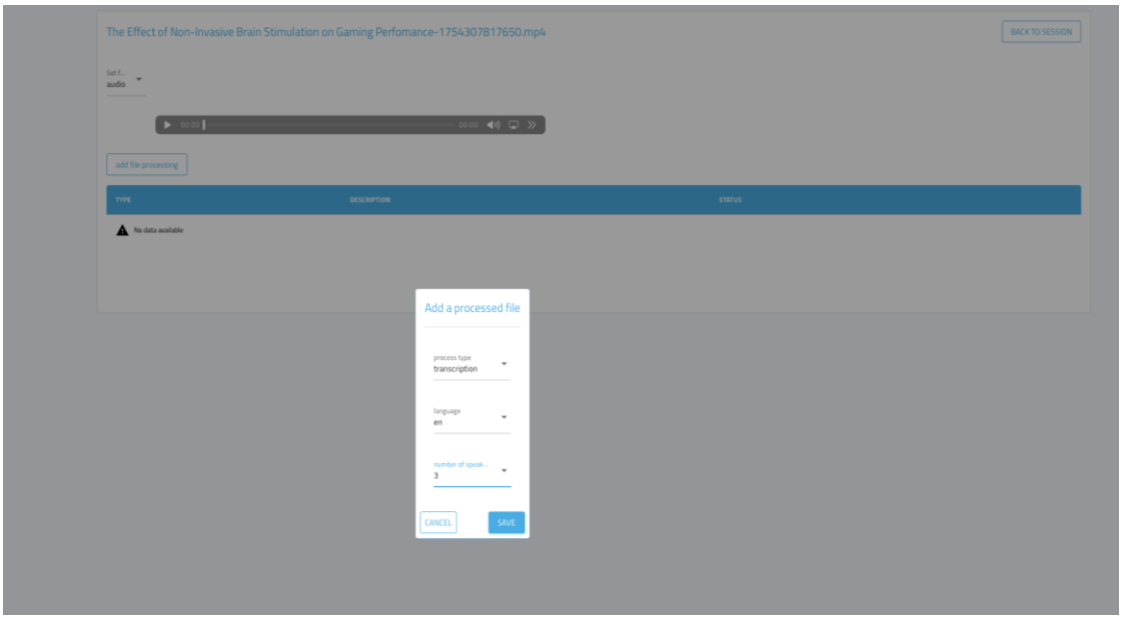
1. From the Dashboard, click '+ Create a new session'
2. Add a name, description, and select your approved project
3. Click Enter to save
4. Select your session to view session details
5. Click 'Add a new collaborator', enter name and email, and click Save



III. Upload Audio and GSR Files

1. Go to your Dashboard and select your session
2. Navigate to the 'Files' tab
3. Click Upload and choose audio (.mp3/.mp4) or GSR file
4. Click the pencil icon on uploaded audio to open processing options
5. Select 'Transcription' and choose the language (English or Dutch)
6. Enable diarisation if needed (max 5 speakers)





Working with the Analysis Table

I. Create an Analysis Table

1. Open your session and go to the 'Analysis' tab
2. Click '+ Create new analysis', name it, and save
3. Click on the analysis card to expand options
4. Add codebooks, files, and coders using the + icons
5. Click 'Go to the analysis table' to start coding

II. Code Your Data in the Analysis Table

1. Click 'Add Column' and choose your data type
2. Add the audio transcription file to view speaker dialogue
3. Add the codebook to display coding columns
4. Assign codes and categories to specific segments
5. Add a notes column if desired for annotations

III. Export the Analysis Table

1. In the analysis table, click the download button in the top-right corner
2. Select CSV as the export format
3. Save the file to your device