

Online Transcribing Procedures



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Sage College Online

Transcribing Procedures

Tests

Tests are posted and available on Mondays at 12:01 a.m. They will be available for one week only. Availability will expire on Sunday evenings at midnight.

Tests are to be transcribed immediately after “opening” the link. Students will have a two-hour period from the time the link is opened to the time the test is uploaded to the VCC.

Notes

Notes will be uploaded to the VCC at the same time the test is uploaded.

Audits

Students have two weeks from the date a test is given to turn an audit in for credit and pregrading.

Pregrades

Tests are reposted with controls on the Monday following the expiration of that week’s tests. Tests will be available for pregrading for one week only. Availability will expire on Sunday evenings at midnight.

Procedures (Continued)

- 60/80 to 190 tests will be transcribed within a two-hour period.
- 200 tests will be transcribed within a three-hour period.
- All procedures for transcribing tests can be found in the Student Center under *Online Orientations*.
- All tests must be in the Sage College format.

Step-by-Step Directions for Taking a Test

1. Go to the VCC located in Blackboard.
2. Log in using your username and password.
3. Select the test you are going to take noting the COMPLETE file name. (Write it down, but do not open the file.) Keep the window open. The file name should be as follows:

LastNameFirstInitial-TEST-SpeedQ or L-FileName-PageNumber

SMITHD-TEST-120Q-092608-P23

(The SMITHD is YOUR last name and first letter of your first name.)

4. Open your CAT software. Create a new file with the file name you had written down as suggested above.
5. Return to the open window in Blackboard. You want to make sure you have both the Case CATalyst window AND the test video window open side by side on your computer screen. Click on the test.
6. The video will begin. Your two-hour time limit begins. The instructor will dictate the names and spellings of both attorneys. Write those with your

machine. Be careful. If you misspell an attorney's name, your test will be disqualified.

7. Click in the CAT software active window before writing on your machine.
8. Write the test.
9. When the instructor finishes dictating the test, she will tell you where the test begins. This is the point in the test where you will begin to transcribe.
10. Go to your CAT software. Locate the question where the test begins. There are several ways to "mark" where the test begins. We suggest that you put your cursor on the question that you are to begin with and just hit "Enter" a couple of times separating the text from the "lead-in."
11. The instructor will then give the names and spellings of most of the proper names. Using your machine, write the names and the spellings. These will appear at the end of your transcript. Erase them before submitting your test for grading. You can write them on a separate piece of paper and place next to your computer for easy access during transcription.
12. Place in the upper right-hand corner the "Student Test Information." The student test information is listed below. It can also be found under "Class Handouts" in Blackboard.

Susan Smith
8.06.08 – Test
140 Q&A Page 25
Online – Carrie Ravenscroft

13. Edit your test.
14. When the entire transcript is transcribed, the most efficient way to proofread your test is to print it out. Make the necessary changes with a red pen. After you have completely proofed the hard copy, make the changes on your transcript in Case CATalyst. Make sure that you do the following:
 - Proofread against your steno notes.
 - Proofread for typos and spelling errors.
 - Recheck for any missed Qs and As.

15. In Case Catalyst, Click on “File” in the upper left-hand corner. Click on “Print.” A new dialogue box will appear. At the top you will see the name of your printer. Click on the down arrow and find “Stenograph PDF Printer.” Highlight Stenograph PDF Printer. In the box directly below, highlight the test. It should be a dark blue color. Click on “Print” located at the bottom left-hand corner.

After you click on the “Print” button, a new dialogue box will appear. At the top it will state “Save PDF File.” Under that you will see a box with the words “Look in.” It should default to your user name. If not, click on the down arrow and select your user name. Make sure to check the file name and be sure that it includes your first initial and last name in all caps. Click on “Save.”

Next, you need to upload your notes from the test. You will need to go to Manage Notes. Open the notes with the above file name and then follow the above process.

16. Upload your test and your notes in the Video Control Center. To locate your test and notes, you will click on the “Browse” button and then click on the “Look in” button. Follow this path: Local Disk (C)>CAT 4>USR and then your user name. Your PDF file should be listed there.
17. Make sure the file name is in the correct format. For example the test should read:

LastNameFirstInitial-TEST-SpeedQ or L-FileName-PageNumber

SMITHD-TEST-120Q-101508-P23

And the note file should read as follows:

NOTES-SMITHD-TEST-120Q-101508-P23

18. Pregrade your test the following week by clicking on the “Previous Week’s Test Videos” link in the Video Control Center.
19. After you have pregraded your test, if your errors are within five of the allotted errors, then you will send it to Sage College for official grading.

20. You can check the status of your test through the grading process by clicking on the “View Test Stats” link in the VCC.
21. Once your test has been graded, it will be returned to your instructor. The instructor will complete a final review. The test will be e-mailed to you with the final outcome.
22. Students may check the “View Test Stats” located in the VCC at any time to verify status of all tests uploaded.

Additional Information

- All tests must be double-spaced.
- Font size must be 12 or higher.
- Verifying clauses such as “is that correct?” and “is that right?” should be preceded by a semicolon: i.e., “You were there that night; is that correct?”
- Echo phrases, i.e., “He went to the movies, didn’t he?” should be preceded by a comma.
- All right and Okay are always followed by a period.
- The word “okay” must be spelled out. O.K. is not acceptable.
- “All right” is ALWAYS two words. Any other spelling will automatically disqualify the test.
- Numbers one through ten are spelled out in transcripts. Eleven and above are figures.
- Amounts of money are normally transcribed with figures.
- Phone numbers, ages, social security, or any number that is usually seen in figures is transcribed with figures.

- Time is transcribed in figures; i.e., 10, 7:30. If the word “o’clock” follows a time, it is added as shown here: 10 o’clock.
- Ordinals in dates must be transcribed as follows: June 7th, April 2nd.
- Transcribe a.m. and p.m. as shown here.
- Note the spelling of the following words: yeah, ma’am, uh-huh, huh-uh, thank you (no hyphen).
- “Doctor” should be abbreviated before a surname as in Dr. Jones; otherwise, spell out “doctor.”
- “Number,” as in Plaintiff’s Exhibit Number or Apartment Number, can be written out “Number” or abbreviated “No.”

Reasons a Test May Be Disqualified

- Misspelling an attorney’s name including MS. for MRS. or MR. for MS., et cetera.
- If the attorney’s name is Mc or Mac such as McNeal, it should be transcribed as McNEAL or MC NEAL. If it is transcribed as MCNEAL, it is considered a spelling error and it disqualifies the test.
- Misspelling “all right.” It is ALWAYS two words.
- Having five or more spelling errors. It must be five different words.
- If a student goes over their allowed transcribing time.
- Pen or pencil corrections on transcript.
- If anything except the word list is written in pen or pencil on your notes before notes are turned in to your instructor.
- If the proper information, i.e., your name, date test was transcribed, speed of the test, page of the test, whether it is an audit or a test, and your

instructor's name, is not on your test or is incorrect, your test will be disqualified.

- Incorrect format. All online students should use the Sage College layout only for transcribing tests.

**Sage College
Grading Process**

Type of Error	Example	Number Wrong
Each wrong word	“the” for “this”	1 error
Each omitted word (Grader writes in 3 words or less and indicates number dropped for more than 3.)	drops	1 error
Each added word not dictated		1 error
Each transposition of adjacent words	“is that” for “that is”	1 error
Transposition of groups of words are graded to give students the advantage, but must be graded as drops and added words.	“He did it, you know,” for “You know he did it.”	
Each misspelled word		1 error
Contractions	“can’t” for “cannot” “that’s” for “that are”	1 error 2 errors
Each plural or singular of word when opposite was read	“rock” for “rocks”	1 error
One word / two words	“there after” for “thereafter”	1 error
Misplaced apostrophe	“did’nt” or Mr. Smiths’	1 error

Wrong speaker		5 errors
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Hyphens	“right hand side”	1 error
	a five-year-old	0 error
	a five year old	1 error

*If a hyphenated word is dropped, take off only for words, not hyphens in addition.

Any punctuation omitted or incorrect		1 error
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Punctuation mark used with a dash	--? or --.	1 error
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Mr. Ms. Mrs. must have a period	Mr Ms Mrs	1 error
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Miss = no period	Miss.	1 error
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Punctuation space	yes,sir	1 error
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Omitted colon with Speaker ID	THE COURT THE WITNESS	1 error 1 error
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Sage College Punctuation Guidelines

Periods and question marks

A. Omitted terminal punctuation

How fast was he going	1 error
He was alone at the time	1 error

B. Omitted question mark in an obvious interrogative sentence

How fast was he going?	no error
How fast was he going.	1 error

Question marks with command forms or polite requests will not be counted either way.

Tell us your date of birth.	no error
Tell us your date of birth?	no error

Would you give me the names.	no error
Would you give me the names?	no error

Run-on (and comma splice) sentences

A. Omitted punctuation between two independent clauses (. or ;)

I did not see him_he was not there.	1 error
She was injured_he tried to help her.	1 error

B. Inserted comma (instead of . or ;) between two independent clauses where there is no conjunction

I have some doubts about him, he always lies.	1 error
He was at work, that is all I know.	1 error

- C. Omitted punctuation in verifying clauses
(with right, true, and correct)

He arrived later_is that correct? 1 error

- D. Omitted period in abbreviations
where there is absolutely no
choice

Mr_ Nelson sent it to me. 1 error

I saw him with Mrs_ Conrad. 1 error

He was referred to Dr_ Henry. 1 error

Apostrophe

- A. If the noun is singular, add
apostrophe S.

Girl the girl's dress

Mr. Greenfield Mr. Greenfield's office

Mr. Hess Mr. Hess's car

- B. If the noun is plural and does not
end in S, add apostrophe S.

Children children's room

BUT – the Joneses, the Joneses' yard

Commas

- A. Omitted commas in a series (3 or more
items) of words of phrases.

The names of the girls who attended
the ball were Lisa, Maria, and Louise. no error

The names of the girls who attended

the ball were Lisa_ Maria, and Louise. 1 error

His duties were to pump the gas, to
check the oil, and to wash the windows. no error

His duties were to pump the gas_ to
check the oil, and to wash the windows. 1 error

Dashes

- A. Omitted dash or dashes in a broken sentence structure (sudden changes in thought or unfinished thought).

Did you see the individual making the --
except for the day of the accident, had you
seen the defendant before? no error

Did you see the individual making the,
except for the day of the accident, had
you seen the defendant before? 1 error

Sage College Capitals

- ◇ Beginning of each sentence must have a capital.
- ◇ Q and A must be transcribed as caps.
- ◇ Attorney's name used to show speaker should be in all caps. (Graders will correct)
- ◇ Names spelled out in transcript can be transcribed with initial cap and then lower-case letters, J-o-n-e-s, or all caps, J-O-N-E-S.
- ◇ Typos like THe at the beginning of a sentence or 1 error
The Man walked by.
- ◇ Word list – all words given on the word list as needing a capital letter must be transcribed as such.
Note: Not all capitalized words will be on the word list.
- ◇ Must use caps as shown in dictionary i.e.,
Laundromat

Sage College Numbers

Say numbers as words and grade accordingly.

Dictated: a hundred dollars

Transcribed: \$100 1 error

19 for 19th

1 error

9 for 19th

1 error

**Exception to using words is addresses. Count each digit separately.

Dictated: 22, 23 minutes

Transcribed: 20 to 23 minutes 1 error

Money

\$ stands for the word “dollars” and is counted off accordingly.

Dates

Use figures for dates.

Can be transcribed with hyphens, periods,
or slashes, i.e.,

12-10-06 or 12/10/06 or
12.10.06

1st or first are both acceptable.

Time

It was at 1. 0 error

It was at 1:00. 0 error

It was at one. 0 error

Dictated with the word “o’clock.”

It was at 1:00 0 error

It was at 1 o’clock 0 error

It was at one o’clock 0 error

Sage College Signs

- ◇ Each wrong speaker, omitted speaker, inserted speaker, omission or insertion of Q or A. 5 errors

- ◇ Misplaced Q or A.
 Five off for misplaced sign; no error for words transcribed correctly. 5 errors

Example:	
Should be:	
Q	When did you go?
A	Before or after we got the call?
Transcribed and graded: A	
-5	Q When did you go ^ before or after?
	A We got the call.

Example:	
Should be:	
BY MR. SMITH:	
Q	What? Please speak up.
THE COURT: Go ahead. I'm sorry.	
Transcribed and graded:	
BY MR. SMITH:	
Q	What?
-5	THE COURT: Please speak up. Go ahead.
-5	THE WITNESS: I'm sorry.

Example:
Should be:
Q What did he do when he went to the store?
Transcribed and graded:
Q What did he do when –
-5 A He went –
-1 Q -- to the store?

If transcript identifies attorney by name because he addresses the Court during Q and A but student continues using Q and A, no errors.

Example:
BY MR. KOSSORIS:
Q Where did you go?
A Home.
Q I would offer this as People’s next. Is this your home?
A Yes.

Q for A or A for Q, when an obvious typo, one error.

Example:
Q How long were you there?
-1 A Q Two hours.
Q Did you stay...

Omit BY before questioning attorney’s name, 0 error

MR. SMITH: Q Did you...

Omit Q after questioning attorney’s name, one error

-1 BY MR. SMITH: Did you...

Addition of Q after attorney's name or THE COURT, or addition of A after THE WITNESS, will be crossed out, 0 error.