

# Concerto Guide - Getting Access

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If you do not already have access to the online tasks please use our [Contact Us](#) page to request access. Please allow at least XXXX days to process your request. Once we have processed your request we will send you a username and password to access the Concerto Platform. These log in details are different from your eldel-mabel.net log in details you received when you first registered on this website. Please keep them safe and do not share them with other users.

Should you forget your password please use the [Contact Us](#) page for assistance.

## Different versions of the tasks

For each task there are two different versions, computer assisted and remote administration.

**Computer Assisted** allows for online testing of a child in the same room as you using one computer. There are also two formats for this version of the task: video, where the child will see a series of pre-recorded videos describing the task, it's instructions and deliver the items. Alternatively there is also the audio only format.

**Remote Administration** is suitable when the child and yourself are in different locations and both have access to a computer and is accompanied by an appropriate adult to assist in task setup. There are also two formats for this version of the task: video, where the child will see a series of pre-recorded videos describing the task, it's instructions and deliver the items. Alternatively there is also the audio only format.

## Logging On

Once you have been granted access to the online tasks you are free to use them. To gain access first please log into the MABEL website : <https://www.eldel-mabel.net/login> and navigate to the test you would like to deliver, for example Phoneme Deletion.

Scroll to the bottom of the task page until you get to the Online Tasks section.

There you will see four buttons:

Computer Assisted – Audio

Computer Assisted – Video

Remote Administration – Audio

Remote Administration – Video

Click the button for the required task. This will direct you to the Concerto Platform:



## Login

Administrator ID

Password

Login

All Rights Reserved

Enter your Concerto Username into the Administrator ID box and your Concerto password into the password box and click log in. You will then be presented a brief introduction to the task:



## Introduction

Welcome to the MABEL Phoneme Blending Test!

On the next page, you will be asked for your Administrator ID and Password in order to generate a new testing session. Please ensure you are in a quiet and comfortable environment before commencing the task. Click Next when you are ready.

Next

All Rights Reserved

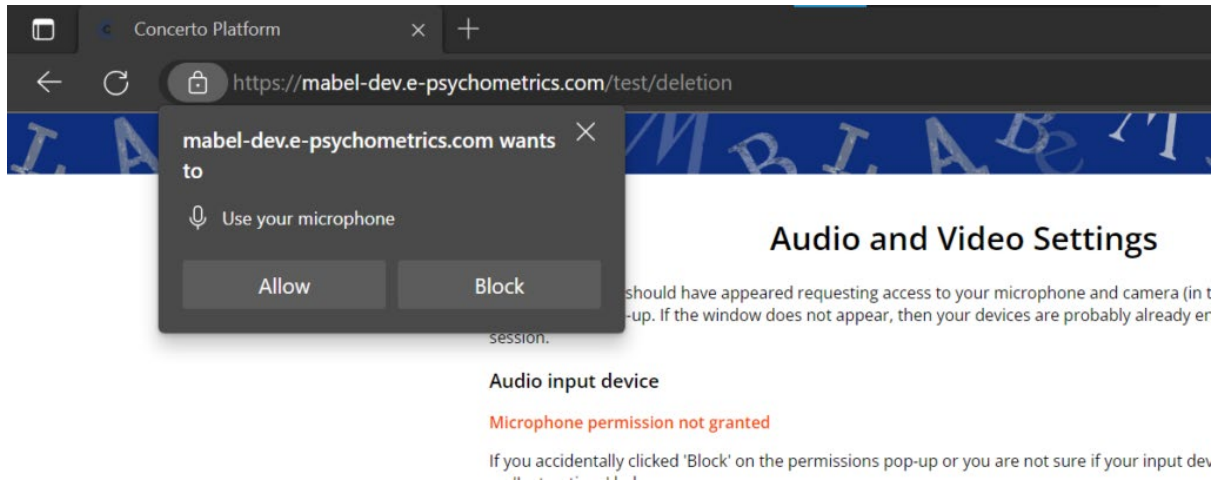
Before clicking next check that the correct test has loaded. Once you are sure you are using the correct test click Next.

## Audio and Visual Settings

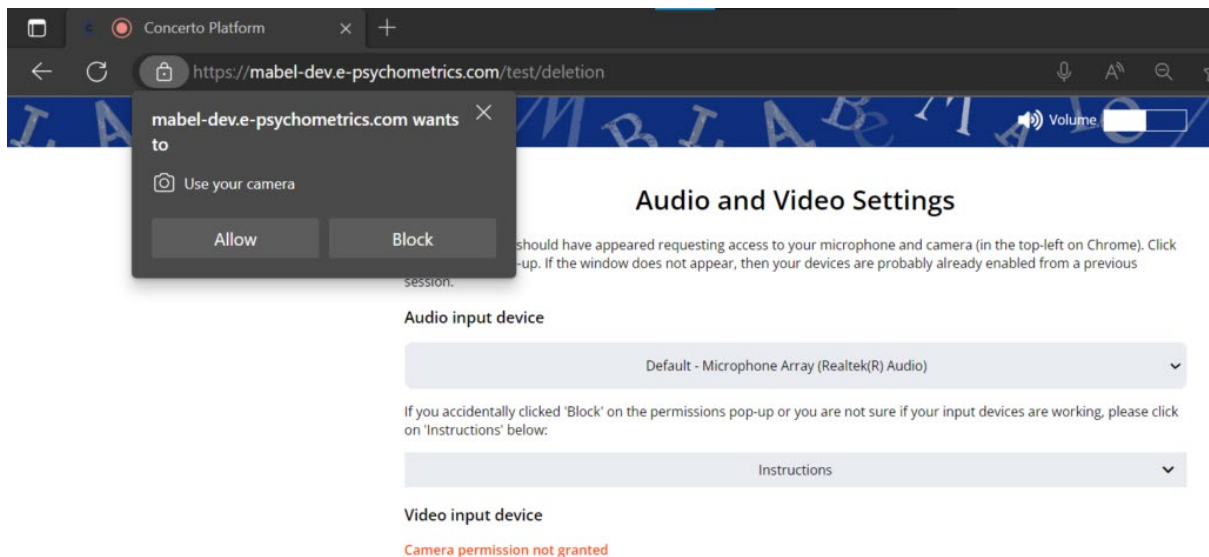
### Administrator

Before task delivery its necessary to setup the audio and visual settings. Depending on the version of the task you are using you may not need video settings but it is recommended that you set it up in case you use the remote versions in the future as most modern browsers remember these settings. Depending on your browser the options may look slightly different.

The first time you load the task the following two popups will appear, the first is granting access to the microphone, this will allow audio recording on your device and if you are working remotely talk with your participant through the chat feature. Please click allow on the pop up that appears - please note different browsers may vary in how this popup appears:



Then the camera pop up will appear - this setting is only used for the remote versions of the tasks, but as previously mentioned your browser will remember the settings you choose the first time. It is advised to allow access to both microphone and camera at the same time so that you can use all versions of the task without needing to change your settings. If you should need to change your settings in the future there are instructions on the Audio and Video settings page.



Once you have granted access to your microphone and camera you will see on the webpage two sentences highlighted in green: This indicates that your microphone and video input is working. If you want to change either of the devices, for example you may have a head set, external webcam or microphone you can do so by using the drop down boxes. Below the video input device settings you will also see an example of your camera output. Please make

sure that you are in a suitable environment that is neither distracting to the participant and appropriate for their viewing. Please consult any local regulations for remote teaching.

#### Audio input device

Default - Microphone Array (Realtek(R) Audio) ▼

#### Microphone works

If you accidentally clicked 'Block' on the permissions pop-up or you are not sure if your input devices are working, please click on 'Instructions' below:

Instructions ▼

#### Video input device

Integrated Webcam (1bcf:28cc) ▼

#### Video works

Next scroll down the page to view the "Playback Settings" and the "Make a test recording":

## Playback settings

Make sure that the correct playback device (e.g. headphones) is connected and enabled in your operating system, and that the volume is set to an appropriate level. You can playback the Demo file below to check the volume.

Demo (click to play)

## Make a test recording

Once you have completed the settings check above, click the button below to record a test file. You should have the recording and playback devices set up in the same manner as they will be during the test administration. If relevant, make sure that the child is close enough to the microphone and that the volume is high enough before proceeding to the next page.

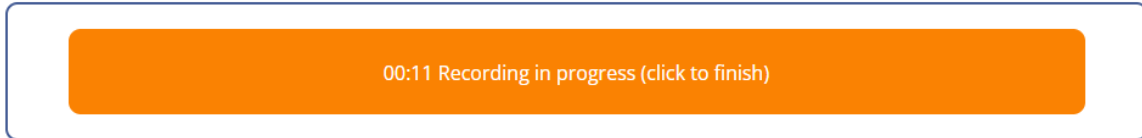
Microphone test (click to start recording)

Next

First click the Playback settings demo. You should hear an audio demo. If you cannot hear the audio please check your audio settings on your device. Check that you are happy with the volume of the audio and then move onto the microphone test. Click the blue microphone test button, it will turn orange:

## Make a test recording

Once you have completed the settings check above, click the button below to record a test file. You should have the recording and playback devices set up in the same manner as they will be during the test administration. If relevant, make sure that the child is close enough to the microphone and that the volume is high enough before proceeding to the next page.



Speak into your microphone for a couple of seconds, then press the orange button. This will turn the button green which will now say "Recording (click to play)". Press this button again and it will play back your recording. If you can hear yourself clearly your microphone is working properly.

When you are happy your task is set up correctly click Next in the bottom right of the page.

## Demographics

A demographics page will now load:

## Demographics

Please enter the participant's demographic information.

Sex\*

Date of Birth\*

School ID

Year Group

Back

Submit

Please enter your participants details. Only their sex and date of birth are required. If you are testing in various schools and year groups this additional information may help keep track of the participants responses. Please note it is recommended to use school ID codes

rather than school names, this will help protect the child's identity in the event of a data leak.

Once you have entered your demographic information click submit.

The task will then produce a randomly generated participant ID:

## The Participant ID for this session is 23c55409

Please make a note of this Participant ID: 23c55409. You will need it to identify this session in future.

Continue

This ID is unique to each instance of the given task. They are not shareable across different tasks. In other words, you cannot use the same Participant ID in the Phoneme Deletion Task or either of the other tasks, for example Phoneme Isolation. It is very important that you keep a separate note of this ID and the participants name so that when you can easily identify the child's data when reviewing/scoring at a later date.

Before continuing it is important to note that from this point in the task, the next steps vary depending on what version of the task you are delivering. If you are using the Computer Assisted version of the task please move onto the next section "Computer Assisted version audio and video". If you are using the Remote Administration version of the task please go to the "Remote Administration version audio and video" section.

## Computer Assisted version audio and video

Once you have made a note of the unique participant ID please click the blue continue button on the bottom right of the screen. Depending on the task you are doing the screens will look slightly different. For that reason this section details the instructions for each task:

### Deletion

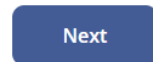
The task will now start. You will now see the first instructions for the participant. Make sure they are sitting comfortably, close to the microphone and can see the screen clearly. Please see the guidance on using headsets if this applies. Click the "Introduction 1 (click to play)", the audio recording will start to play.

# Onsets Instruction

Click on Instruction 1 to playback the Onsets Instruction, or read out the transcript:

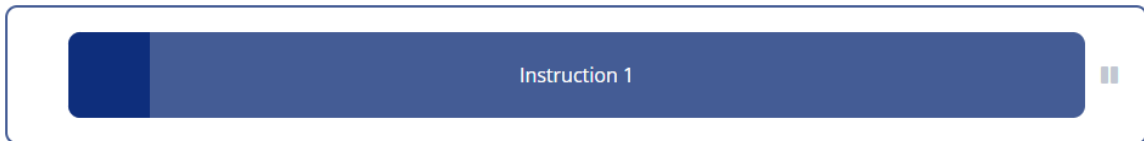
Transcript ▼

Click Next when you have played the file or read out the instruction.

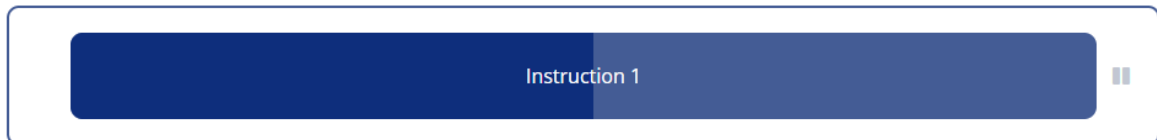


The colour of the button changes as the audio plays, when the bar goes a solid dark blue colour it has completed playing all the audio. For example the images show the recording at various stages from start to finish.

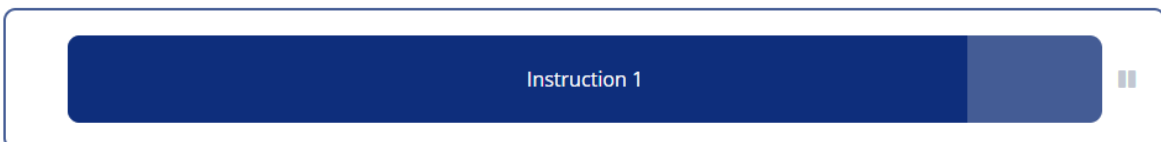
At the start:



Halfway through:




Nearly finished:



If you wish to read out the transcript of the audio please click the transcript drop down box above the "Introduction 1" button:



Click on Instruction 1 to playback the Onsets Instruction, or read out the transcript:


Transcript 

Click Next in the bottom right of the page to continue.

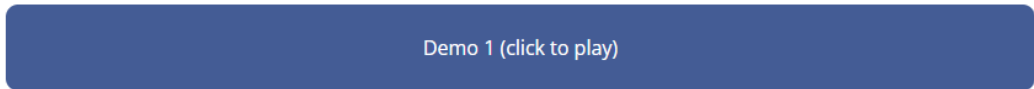
Next you will see a demo page.

## Onset Demo

Click on Demo 1 to playback the Demo item, or read out the transcript:

Transcript 

Click Next when you have played the file or read out the instruction.



Back

Next

Just like the introduction, click the "Demo 1 (click to play)" button and the demo will play.

When you are ready click Next. Should you wish to, you can also click back and this will return you to the previous screen (Introduction 1).

## Onset Practice

Now you will be presented with the Onset practice page:

## Onset Practice

This page has a number of practice items that are to be completed one at a time. If an item is greyed out, it means that it is inactive. You need to click on an item first to activate it and then click on the first audio file to begin playback. The recording will start automatically and continue until you click 'Finish'.

Ensure the child responds correctly to Part 2 before playing Part 3. If they respond correctly to Part 3, then click Correct. If they do not, then click Incorrect and repeat that Practice item from the beginning using the same procedure. You do not need to click 'Finish' until the Practice item has been completed correctly. You should only repeat each practice item ONCE before moving on to the next practice item.

You can pause, resume or restart the playback at any time using the controls on the right of each file. Take as long as you need to ensure the child has understood each practice task. You can restart a practice item entirely once it has been completed but note that this will overwrite the previous recording.

Work through the practice items one by one at a suitable pace. Focus the child's attention on the quicker tempo of the task. Ensure the child learns to repeat the item after you before saying the answer.

Transcript ▼

**Practice 1**

*Part 1 (click to play)*

*Part 2 (locked)*

*Give child corrective feedback verbally before playing Part 3 i.e. tell the child the first sound*

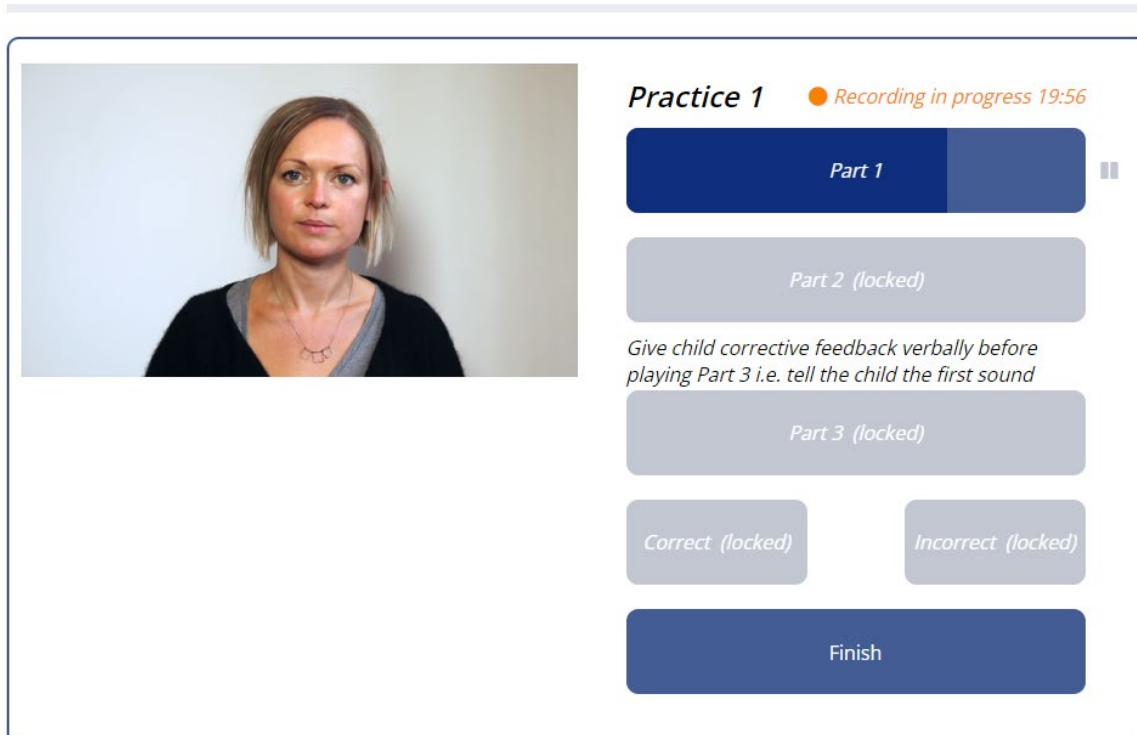
*Part 3 (locked)*

*Part 4 (locked)*

*Part 5 (locked)*

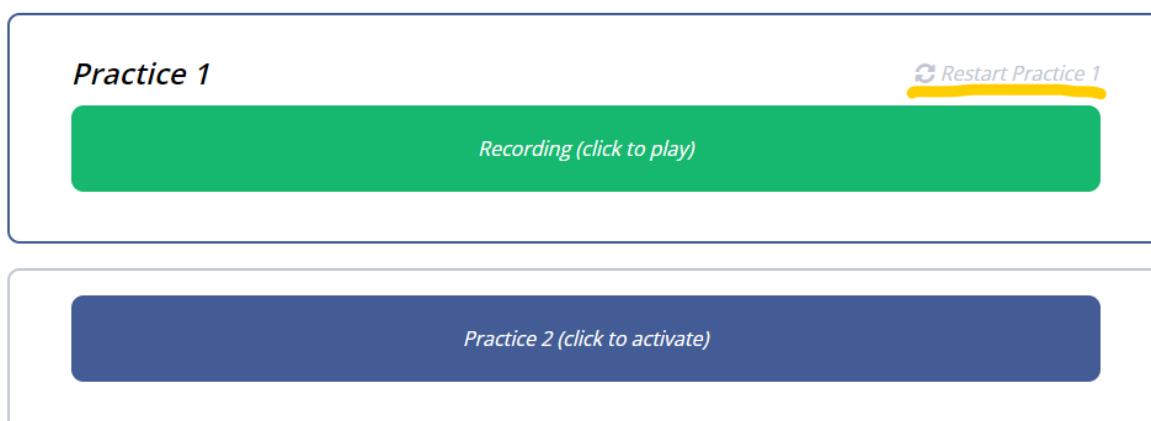
There is a total of four practice items. There are instructions on how to deliver the practice items at the top of the page, it is advised to familiarise yourself with these instructions prior to assessment.

To start the practice please press "Part 1 (*click to play*)". Audio recording will now start. Please note if you are using the Audio format of the task it will look like the above image. If you are using the video format then a video will on the right hand side of the practice box:



In both audio and video formats the process is the same, the only difference is the mode of delivery either by audio only or by video.

After Part 1 has played out, you may need to prompt the participant to respond. Once they have said the practice item, click Part 2. The participant should respond to the instructions and you provide them with corrective feedback if necessary. Then click Part 3. The participant is to complete the instructions and depending on their response click the appropriate button. If they got it right click the Correct button, if they got it incorrect click the incorrect button. Feedback will be provided by the task. When you have completed this click the finish button. This will minimise the Practice 1 box and unlock Practice 2:



Should it be necessary you can restart Practice 1 by clicking the text underlined in yellow in the above image. Complete the remaining practice items, the process is the same for all of them.

## Onset Items

When you are ready to continue click Next in the bottom right of the screen. Now you will be presented with the first block of test items:

### Onset items

When you click to Play First Item, the test will begin and run automatically through all of the items on the page. When an item finishes playing, the recording will start automatically and run until either the timer runs out or the administrator clicks the 'Next item' button to move on to the next item. In cases with special requirements, you can pause, resume and restart each item individually using the controls on the right. You cannot go back once an item has been completed.

Make sure that the child repeats the word correctly before providing the answer. There is no discontinue rule for this task.

Transcript ▼

Introduction (click to play)

Item 1 (locked)⌚ 00:30

Item 2 (locked)⌚ 00:30

Item 3 (locked)⌚ 00:30

Item 4 (locked)⌚ 00:30

Item 5 (locked)⌚ 00:30

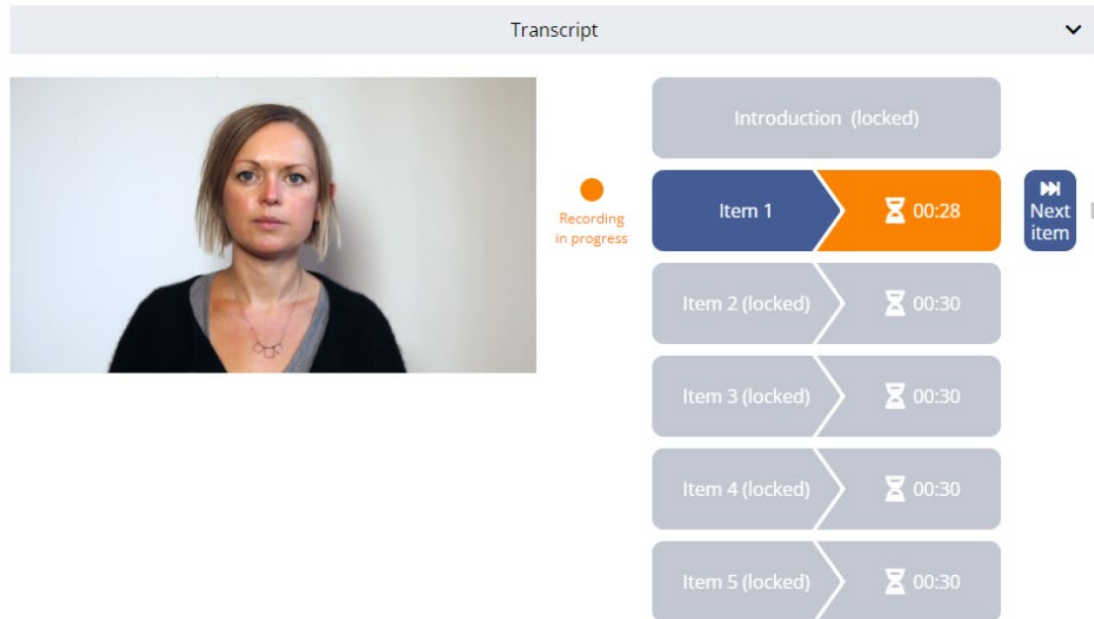
Again it is good practice to familiarise yourself with the task and the instructions found at the top of the page prior to administration. Check that your participant is ready and click "Introduction (click to play)". Please note that in the video format of the task a video will not appear for the for the introduction but will appear for each test item.

Once you have played the introduction the text on the "Item 1 (locked)" button will change to: Click to play first item. The following images use the video format version of the task, however the audio only version is exactly the same without the video playing on the right.

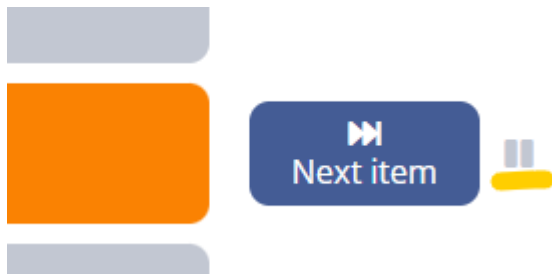
Once you "Click to play first item" the system will start recording audio and present the first item:

'Next item' button to move on to the next item. In cases with special requirements, you can pause, resume and restart each item individually using the controls on the right. You cannot go back once an item has been completed.

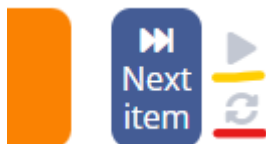
Make sure that the child repeats the word correctly before providing the answer. There is no discontinue rule for this task.



When the child has made their response you click the "Next Item" button and so on for each item until you get to the end of the page. If the participant is struggling with the task or may have misheard the word you can pause the item presentation by clicking the pause button to the right of the "Next Item" button (underlined in yellow):

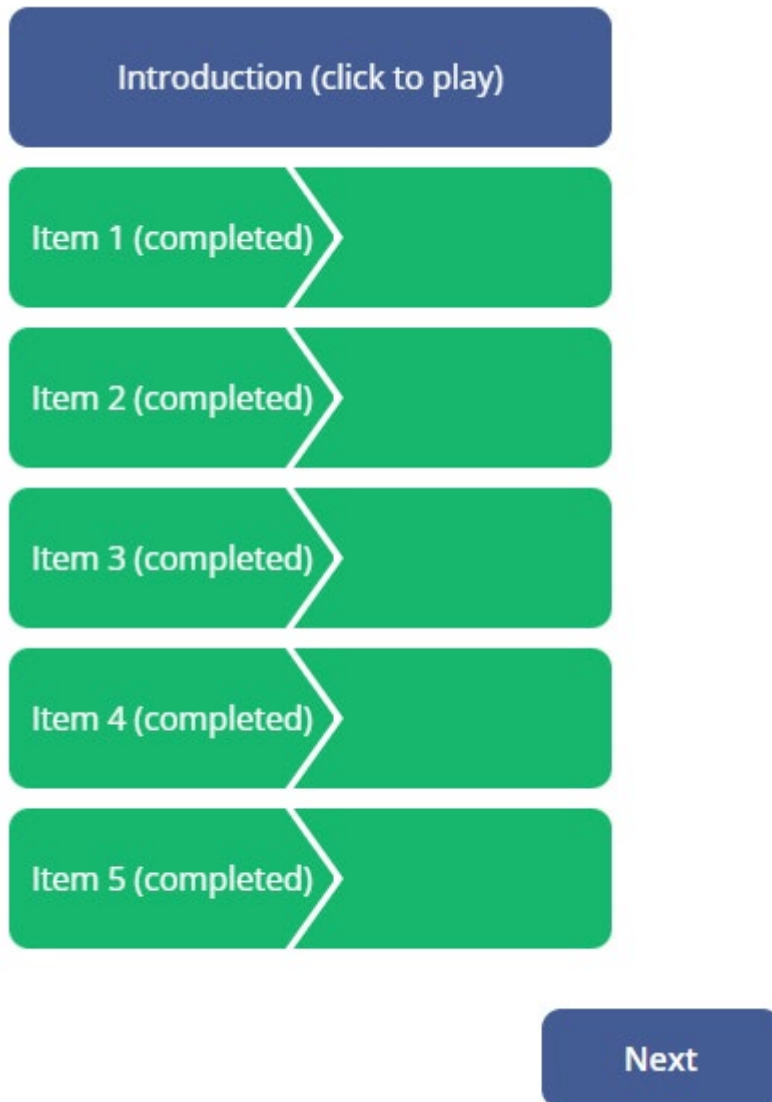


If you click this pause button, it will be replaced by two other options, Resume underlined in yellow, and Restart underlined in red:



Resume will continue playback from the point of pausing, whilst restart will start the stimuli from the start of the item again.

Once you click the "Next Item" button, the following item will play, and the previous item just completed will turn green on the screen. You cannot redo completed items. Once you have done all the items the next button will now become available, click it to continue.



The next screen that loads will offer your participant a short break before you complete the second block of stimuli:

## Well done!

You have completed part 1 of the Onset items and it's time to take a break. When you are ready, click Continue.

Back

Next

Please allow your participant a sufficient break should they need it, then click next to continue. You will now be presented with the second set of onset items to complete. Complete this just as you did the first. Remember you can pause and restart individual items

as you go through the task but you cannot rerecord all items once they have been completed.

When you have completed the second set of onsets you will have finished this portion of the task, next will be the Codas. Click next when you are ready to continue with the Codas.

The Coda portion of the task is presented in the same way as the onsets, with two demo's, four practice items, and then two blocks of test items. After you have completed both the onsets and codas there will be a short processing period whilst your files are prepared for download. You have completed the task when you see the following page:

## Well done!

You have completed the Phoneme Deletion Task with Participant 9958a5d4.

Please ensure you download all of the files from this session using the buttons below and store them securely. You will not be able to return to this page once closing your browser.

Download all files ↓

Download audio files ↓

Download csv score sheet ↓

Download pdf score sheet ↓

Back

For more information on downloading the the results please see the Downloading your files section.

## Remote Administration version audio and video

Once you have made a note of the unique participant ID please click the blue continue button on the bottom right of the screen.

## Downloading your files

When you have completed a task you will be presented with a page similar to this:

## Well done!

You have completed the Phoneme Deletion Task with Participant 9958a5d4.

Please ensure you download all of the files from this session using the buttons below and store them securely. You will not be able to return to this page once closing your browser.

Download all files ↓

Download audio files ↓

Download csv score sheet ↓

Download pdf score sheet ↓

Back

Please note the task and participant ID will be different to your screen but you should see the following 4 options:

**Download all files:** this allows you to download both the audio files recorded, the .CSV (comma separated values file format) scoresheet and the score sheet PDF. This is the recommended download. This download file name will be all.zip.

Alternatively you can record the **audio files only** - which will contain the recorded audio files only. This might be useful if you already have a scoresheet prepared prior to testing. Audio files are saved as .MP3s. This download filename will be audio.zip.

You can also download the CSV score sheet only, please note you will not get the audio recordings with this option. This file name will be score.csv.




Please note if you are testing several participants throughout a session, then you will be downloading one file/folder per participant, to prevent the overwriting of data it is recommended you relabel the folders with the participants ID before starting the next participant.

The Download all files option and the Audio only options are provided in a Zip folder, a third party zip reader may be required but most computers have this built in.

### Inside the download folder

**Download All Files:** Inside the download folder you will see something similar to the following:



Name	Type	Compressed size	Password pr...
 9958a5d4	Compressed (zipped) Folder	1,204 KB	No
 9958a5d4_score	Microsoft Excel Comma Separ...	1 KB	No
 PHONEME DELETION Score Sheet_English	Microsoft Edge PDF Document	430 KB	No

The top folder called **9958a5d4** is a compressed zip folder that contains the audio responses. The alphanumeric string 9958a5d4 is the random participant ID generated by the task when you started the task. Inside this folder are individual files for each test item, labelled with the participant ID and the item number, and each practice item. These files can be played with most available audio players. Here is an example of some of the items:

```
9958a5d4_item_1-opt
9958a5d4_item_2-opt
9958a5d4_item_3-opt
9958a5d4_item_4-opt
```

The second file in the download is called **9958a5d4\_score.csv**. This is a digitised score sheet which you can open with most spreadsheet software programs such as Microsoft Excel or Google Sheets. Below is an example score sheet opened in MS Excel:

participantid	sex	age	yearGroup	schoolName	itemid	fileName	stimulusDuration	testWord	expect	type	transcribeResponse	correct	responseAudioFileDuration	blockDuration	overallTestDuration
9958a5d4	Male	6 year(s), 3 month(s)			1	9958a5d4_item_1-opt.mp3	1.11	roth	oth	Onset CVC			1.028	22	3104.331053
9958a5d4	Male	6 year(s), 3 month(s)			2	9958a5d4_item_2-opt.mp3	0.78	bal	al	Onset CVC			0.546	22	3104.331053
9958a5d4	Male	6 year(s), 3 month(s)			3	9958a5d4_item_3-opt.mp3	0.86	dool	ool	Onset CVC			0.551	22	3104.331053
9958a5d4	Male	6 year(s), 3 month(s)			4	9958a5d4_item_4-opt.mp3	0.77	tek	ek	Onset CVC			0.573	22	3104.331053
9958a5d4	Male	6 year(s), 3 month(s)			5	9958a5d4_item_5-opt.mp3	1.09	voon	oon	Onset CVC			0.775	22	3104.331053
9958a5d4	Male	6 year(s), 3 month(s)			6	9958a5d4_item_6-opt.mp3	1.15	steck	teck	Onset CVC			0.88	6	3104.331053

The score sheet is arranged in long format. Each item is represented by a row, and contains from left to right:

- the randomly generated participant ID,
- the sex of the participant,
- their age in years and months,
- their year group (if entered),
- school ID (if entered),
- item ID number,
- audio filename,
- the length of the stimulus recording - e.g. how long it took for the stimuli to play,
- the test word e.g. prior to deletion, blending or isolation.
- the expected response
- the type of item, e.g. onset cvc or ccvc
- an empty cell for you to transcribe the participants response
- an empty cell to you to enter the score for the response
- how long the audio file is, e.g. how quickly it took them to respond to the item
- and the overall time it took to complete the task