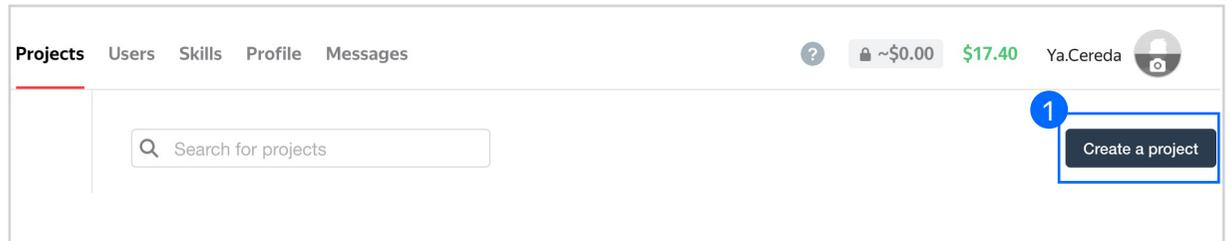




Video collection manual

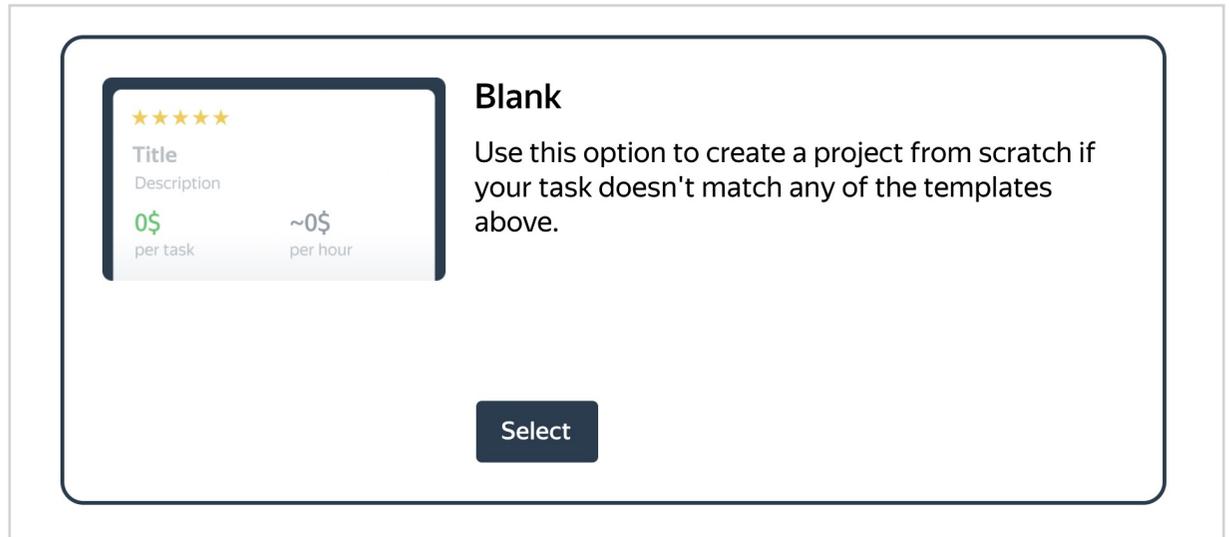
Create a project

1. Click **Create a project**.



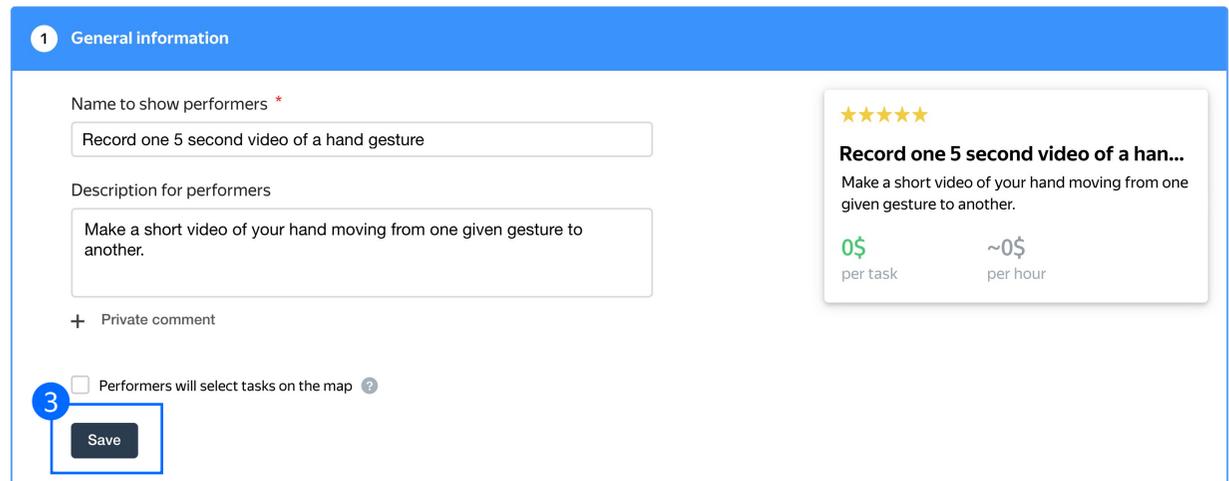
2. Choose the **Blank** template.

Read more about configuring the [task interface](#) in the Requester's Guide.



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

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

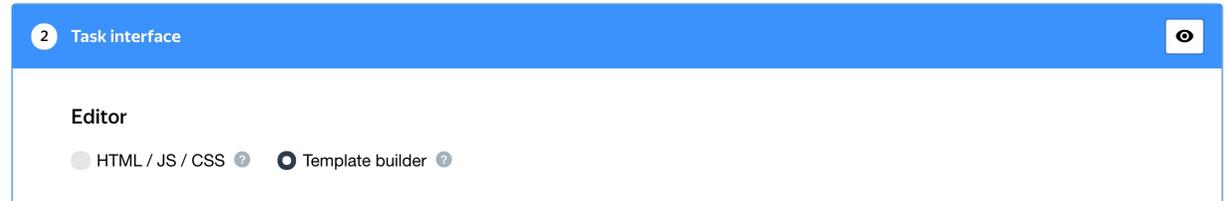


4. Update the task interface in the **Template builder** block.

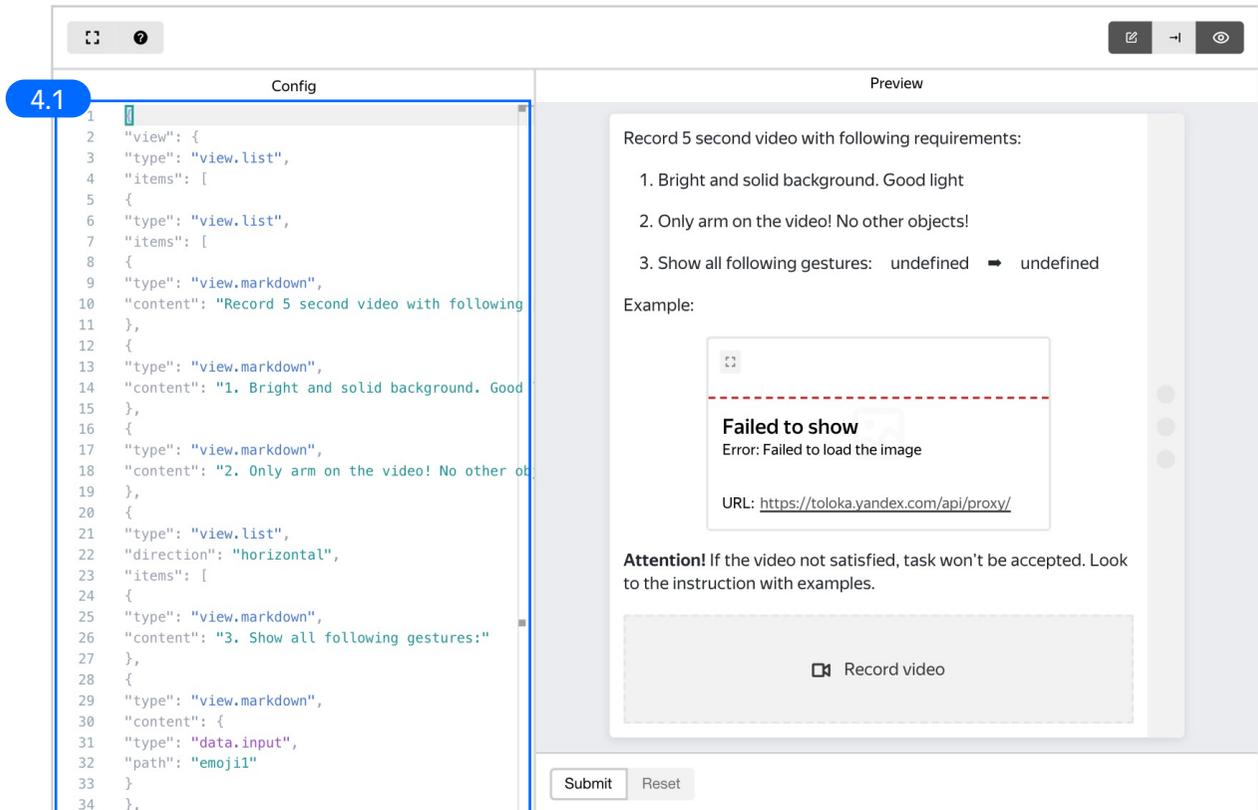
Read more about the [Template builder](#) in the Requester's Guide.

You can also design the task interface in an HTML, JS, or CSS editor.

Learn more about [interface configuration](#) 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).



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

emoji1 (json) ●

emoji2 (json) ●

examplegif (string) ●

Add field

Output data <>

path (file array) ●

Add field

5. Write comprehensive instructions.

Note: With video collection tasks, it's extra important to specify all the necessary requirements (things like light, background, position, and more). Since we'll be reviewing assignments, we need to describe all the requirements as clearly as possible – after all, task acceptance and the performers' earnings depend on how well these instructions are written.

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](#).

Task - make one video where your hand is the actor.
You will get two emojis
Make sure your face is not in the video.

Video recording

1. Show the first emoji with your hand
2. Move or transfer your hand to show the second emoji

Remember, all videos will be checked after uploading. Therefore, each video must satisfy the several criteria.

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

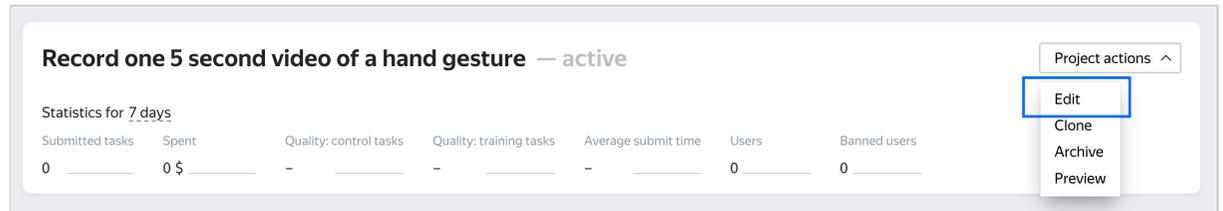
7. Click **Finish** to save the project.

New project

Back to the old interface Cancel **7 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.



Record one 5 second video of a hand gesture — 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

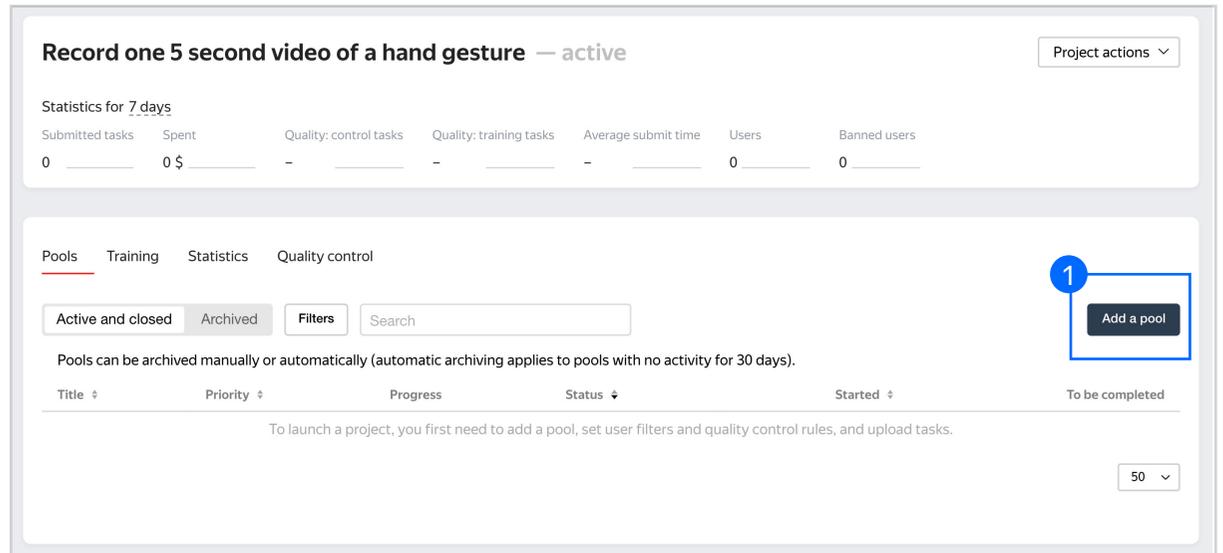
Edit
Clone
Archive
Preview

Create a 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.)



Record one 5 second video of a hand gesture — 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

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 ▾

1 Add a pool

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.

2

POOL NAME (VISIBLE ONLY TO YOU) ? Record one 5 second video of a hand gesture

Use project description

PUBLIC DESCRIPTION ? Make a short video of your hand moving from one given gesture to another.

Add a private description

3. Specify [pool parameters](#):

- 3.1. Select pool type. Choose **Other**
Read more about [pool types](#) in the Requester's Guide.

POOL TYPE ? Other

Exam
Training
Retry
3.1 Other

US DOLLARS ? FEE ?

- 3.2. Set the price per task suite (for example, \$0.03).

Note: Video recording tasks may vary in price depending on the required effort. In our case, there are no extra requirements (like outdoor shooting), which means we can set a standard price.

Read more about [pricing principles](#) in our Knowledge Base.

3.3

Price per task suite

Each task suite can have one or multiple tasks on the same page. Enter the total price for all tasks in the suite.

PRICE IN US DOLLARS ? 0.03

FEE ? 0.006

+ Dynamic pricing

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.

3.3

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

Add filter Add skill

[Copy settings from...](#)

3.4. Choose **Languages = English** as your first filter.

Then choose **Client = Toloka for mobile**.

Note: We recommend this filter because it's a lot easier to record a video on a smartphone than upload it from the computer.

Also, give access to both Android and iOS users.

3.4

Add filter Add skill

PERFORMER PROFILE

Languages = English

Performers who passed the language test

AND

CALCULATED DATA

Client = Toloka for mobile

AND

CALCULATED DATA

Operating system = ANDROID

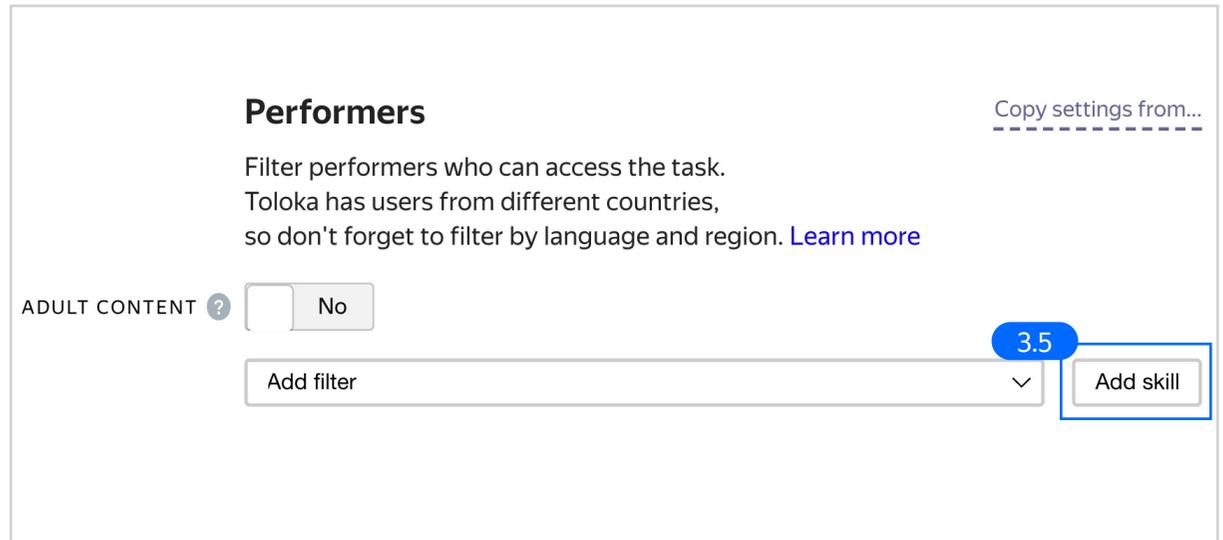
OR = IOS

Calculated data

- Region by phone number
- Region by IP
- Performer rating
- Client
- Device type
- Operating system
- OS versions
- OS major version
- OS minor version

3.5. Create the “Record video of emoji” skill that will be assigned to users after they complete the pool tasks.

Click **Add skill**.



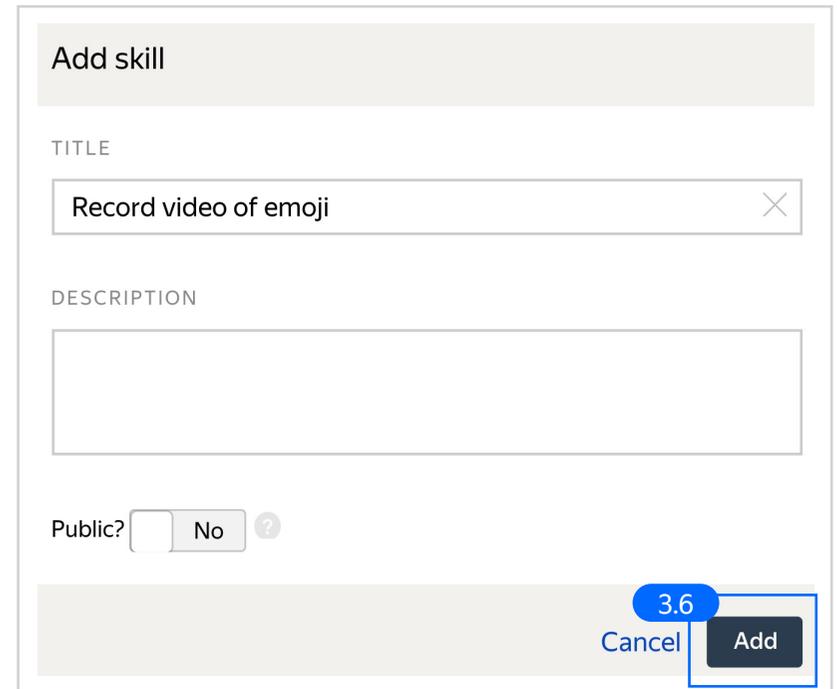
Performers [Copy settings from...](#)

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

Add filter Add skill

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



Add skill

TITLE

Record video of emoji

DESCRIPTION

Public? No

Cancel Add

3.7. Set up [Quality control](#): Select **non-automatic acceptance** with a **14 days** review period.

Note: Since there is no one true answer to a video 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 X

CAPTCHA FREQUENCY ? None v

+ Add Quality Control Rule

3.8. Set up the [Results of assignments review](#) rule. Use this rule to assign a skill value to performers after a specific number of tasks is reviewed.

Note: A skill is a characteristic of the performer described by a number between 0 and 100. In this case, you add the performers' quality based on their task acceptance rate to the skill you created earlier.

Read more about [performer skills](#) in the Requester's Guide.

RESULTS OF ASSIGNMENT REVIEW ?

3.8 Recent tasks to use 10 X

If total reviewed responses v > 2 X +

then assign skill from the field v Record video of X

accepted responses (%) v

3.9. Get back to performer filters and add a rule based on this skill.

Note: This filter means that access to this pool will be granted either to newbies who don't have the quality skill yet, or to those who submit at least 75% of tasks correctly.

3.9

SKILLS

Record video of emoji × = Missing

OR

≥ 75 ×

3.10. Set up the [Fast responses](#) rule.

If a performer gives a response too quickly (for example, it's not possible to record and upload a video in 10 seconds), they will be banned from the pool.

3.10

FAST RESPONSES ?

Recent task suites to use

Minimum time per task suite ×

If ▾ > ×

then ▾ ▾

× ▾

×

3.11. Overlap. This is the number of performers who will complete the same task.

Note. In our case, videos of the same gesture will be different, meaning we can collect several versions of the same gesture.

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.

3.11

OVERLAP ? 3

DYNAMIC OVERLAP ? Off

3.12. Optionally, specify the percentage of top-rated performers in the [Speed / quality ratio](#).

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.

3.12

6620 Speed

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

1324 Quality

20% top-rated performers were selected.
The task is available to **1324** active users.

3.13. Time given to complete a task suite (for example, 900 seconds).

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

3.13

Parameters

TIME PER TASK SUITE IN SECONDS ?	900	POOL CLOSING DATE ?	2022-08-13
KEEP TASK ORDER ?	<input type="checkbox"/> No	WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ?	10
		POOL PRIORITY WITHIN THE PROJECT ?	0

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

Parameters

TIME PER TASK SUITE IN SECONDS ?	900	POOL CLOSING DATE ?	2022-08-13
KEEP TASK ORDER ?	<input type="checkbox"/> No	WAITING TIME FOR THE POOL TO CLOSE IN SECONDS ?	10
		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](#).

License: CC BY 4.0

Note. The file contains not only the emojis, but also a demo video for each gesture.

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

- 2.1. Select **Set manually** in **File upload settings** and specify the number of tasks per page.

To learn more about [grouping tasks](#) into suites, read the Requester's Guide.

Click **Upload** again.

Record one 5 second video of a hand gesture — closed

Statistics Download results Edit

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

2 Upload

0 task pages	0 training tasks
0 tasks	0 control tasks

0% Completed 0

File upload settings ?

Tasks per page

By empty row Set manually Smart mixing

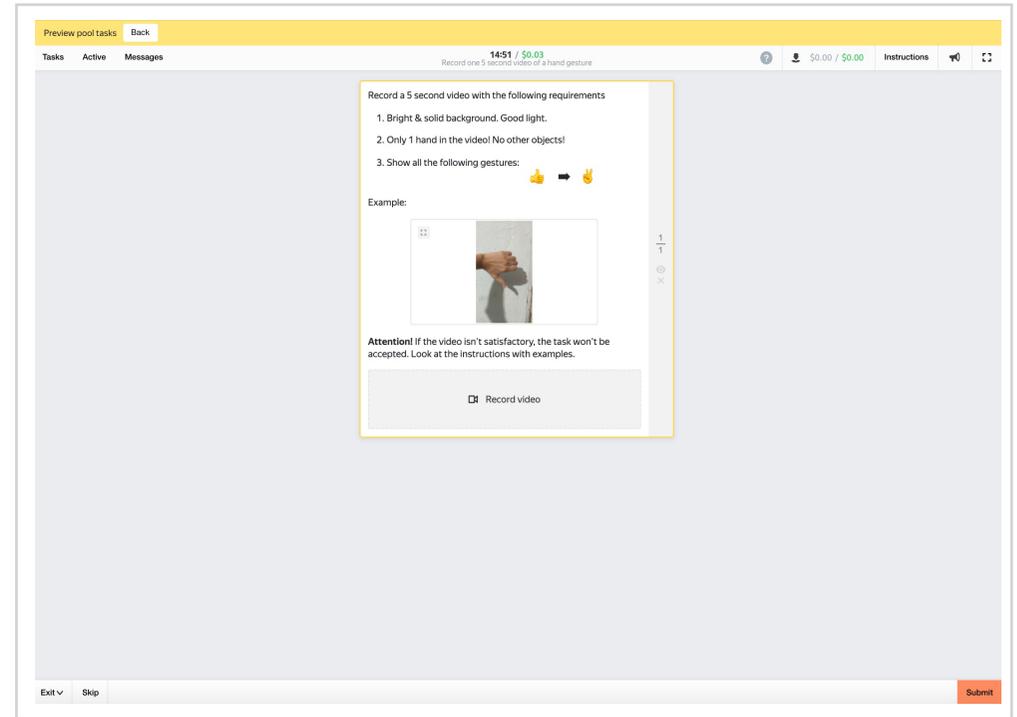
Tasks per page 1

Sample file for uploading tasks Close Upload

2.1

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.

4  Record one 5 second video of a hand gesture — closed

Statistics  Download results  Edit

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 Delete  Preview

4 task pages	0 training tasks
4 tasks	0 control tasks

0 % Completed 0

0 12

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

4 task pages	0 training tasks
4 tasks	0 control tasks

100 %
Completed 12
Review assignments 12

0 12

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

4 task pages	0 training tasks
4 tasks	0 control tasks

100 %
Completed 12
1 Review assignments **12**

0 12

2. Click on any response from the list.

Submitted responses Download results Upload review results

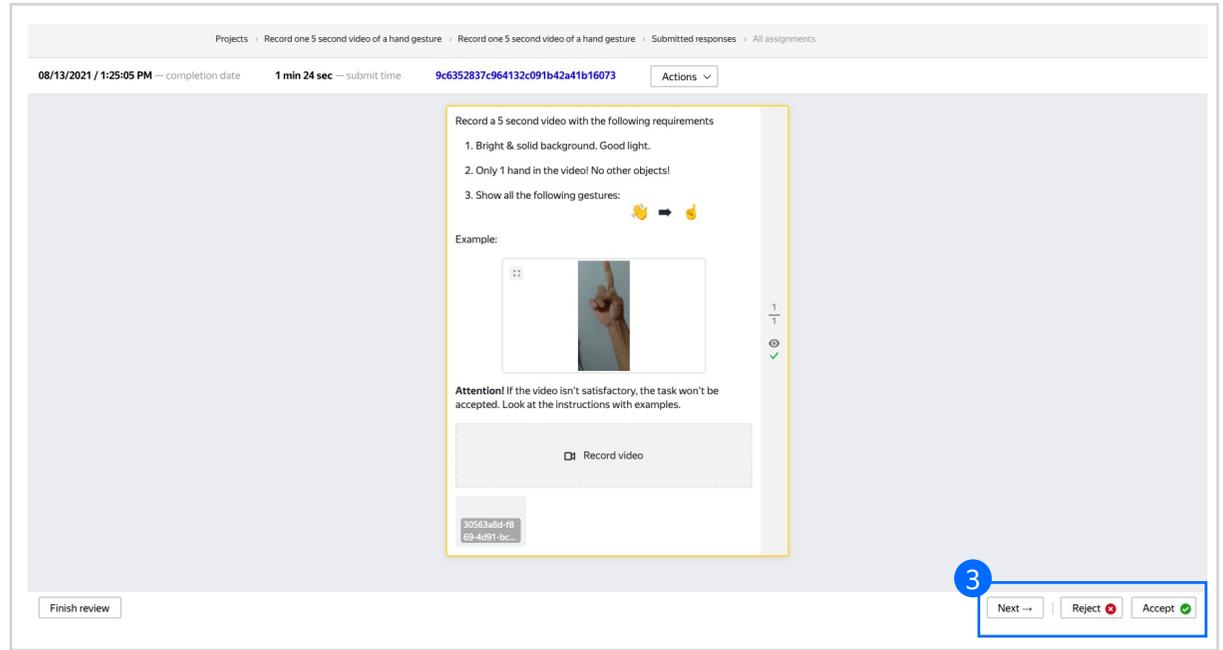
12 Total	11 Submitted	0 Accepted	0 0 Rejected
-------------	-----------------	---------------	-----------------

Accept Reject Actions Submitted Accepted Rejected All assignments

Response	Performer	Completed	Duration	Status
<input type="checkbox"/> 000199c8bb--6116482c0c94dd03dc050aff	9c6352837c964132c091b42a41b16073	08/13/2021 1:25:05 PM	1 min 24 sec	—
<input type="checkbox"/> 000199c8bb--61164853d552d24df7dad69	1f8ebb5275d8a11d904e4c7b1377f6d4	08/13/2021 1:25:49 PM	1 min 27 sec	—
<input type="checkbox"/> 000199c8bb--611648519cc580274dcb7f67	a0dd19c30ccec25efb64eac992f45cdc	08/13/2021 1:25:55 PM	1 min 37 sec	—
<input type="checkbox"/> 000199c8bb--6116484d4a1ec16a0bccdde0e	3c8315b2aeca348491e29678c05007e2	08/13/2021 1:26:05 PM	1 min 51 sec	—

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

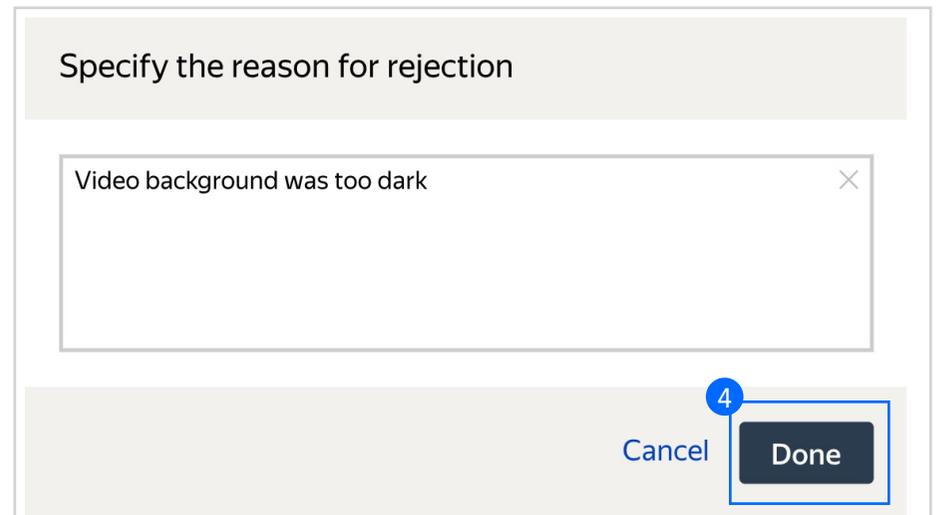
Note: The more requirements you add to the instructions, the more assignments you end up rejecting. Assignment review helps save money by filtering inappropriate recordings and collecting only the ones you need.



4. If you are rejecting a task, write a comment that explains what went wrong. It will be shown to the performer.

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

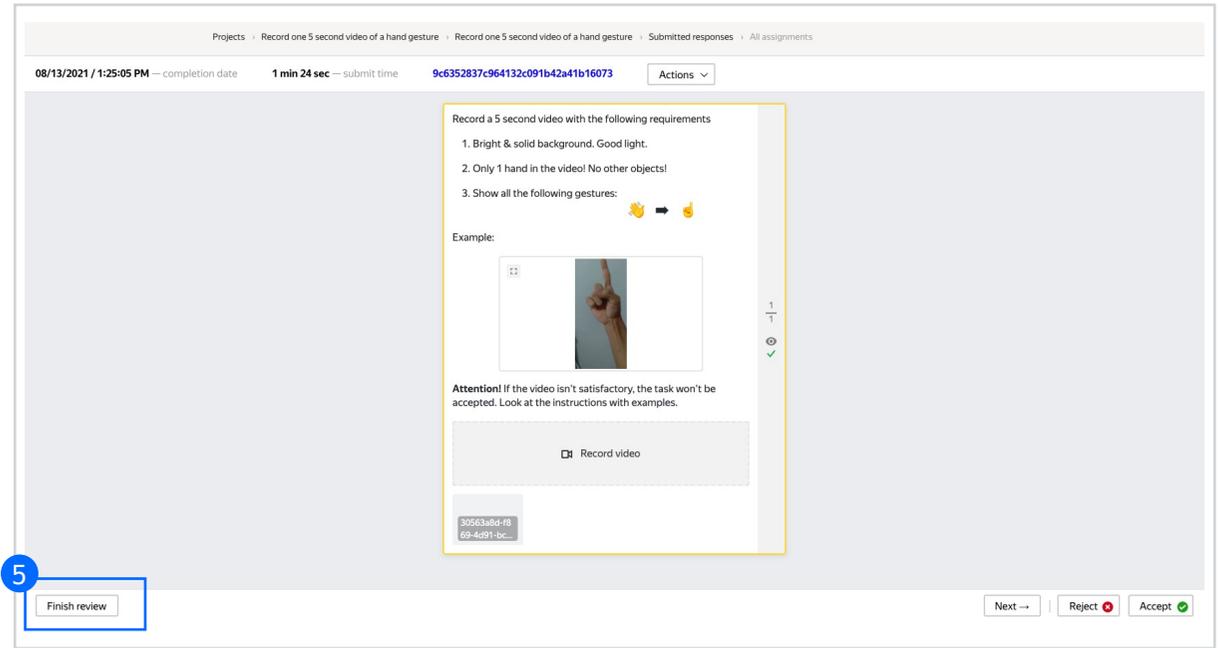
Read more about [processing rejected assignments](#) in our Requester's Guide.



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 4.1** in **Pool Creation**).

When the time expires, all unreviewed tasks are accepted automatically, and payment is carried out.



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 a video classification project. You can use the Video Moderation template and address our [Audio Classification](#) manual as a reference.

The screenshot displays a configuration panel on the left and a video preview on the right. The configuration panel shows a JSON-like structure for a video classification task. The video preview shows a video of Earth from space with a playback bar at 0:00 / 0:30. Below the video, there is a question: "Does this video meet all necessary conditions?" and three radio button options: "1 Yes", "2 No", and "3 Failed to load". At the bottom of the preview, there are "Submit" and "Reset" buttons.

```
3 "type": "view.list",
4 "items": [
5   {
6     "type": "view.video",
7     "validation": {
8       "type": "condition.played",
9       "hint": "start the video"
10    },
11    "url": {
12      "type": "data.input",
13      "path": "video"
14    }
15  },
16  {
17    "type": "field.button-radio-group",
18    "label": "Does this video meet all necessary conditions?",
19    "options": [
20      {
21        "label": "Yes",
22        "value": "ok"
23      },
24      {
25        "label": "No",
26        "value": "bad"
27      },
28      {
29        "label": "Failed to load",
30        "value": "error"
31      }
32    ],
33    "validation": {
34      "type": "condition.required",
35      "hint": "select an option"
36    }
37  }
38 ]
```

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.

The screenshot shows the "Submitted responses" section. At the top right, there are two buttons: "Download results" and "Upload review results". Below this, there is a summary table with four columns: Total, Submitted, Accepted, and Rejected. The values are 12, 11, 1, and 0 respectively. Each column has a corresponding icon: a list icon for Total, a circle for Submitted, a checkmark for Accepted, and a close icon for Rejected.

Total	Submitted	Accepted	Rejected
12	11	1	0

Appendix

Interface code Step 4.1.

```
{
  "view": {
    "type": "view.list",
    "items": [
      {
        "type": "view.list",
        "items": [
          {
            "type": "view.markdown",
            "content": "Record 5 second video with following requirements:"
          },
          {
            "type": "view.markdown",
            "content": "1. Bright and solid background. Good light"
          },
          {
            "type": "view.markdown",
            "content": "2. Only arm on the video! No other objects!"
          },
          {
            "type": "view.list",
            "direction": "horizontal",
            "items": [
              {
                "type": "view.markdown",
                "content": "3. Show all following gestures:"
              },
              {
                "type": "view.markdown",
                "content": {
                  "type": "data.input",
                  "path": "emoji1"
                }
              },
              {
                "type": "view.markdown",
                "content": "&#10145;"
              },
              {
                "type": "view.markdown",
                "content": {
                  "type": "data.input",
                  "path": "emoji2"
                }
              }
            ]
          }
        ]
      }
    ]
  },
  "type": "view.markdown",
  "content": "Example:"
},
{
  "type": "view.image",
  "url": {
    "type": "@yandex-toloka/helper.proxy",
    "path": {
      "type": "data.input",
      "path": "exampleif"
    }
  },
  "maxWidth": 300
},
{
  "type": "view.markdown",
  "content": "***Attention!*** If the video not satisfied, task won't be accepted. Look to the instruction with examples."
},
{
  "type": "field.media-file",
  "accept": {
    "video": true
  },
  "multiple": true,
  "data": {
    "type": "data.output",
    "path": "path"
  },
  "validation": {
    "type": "condition.required",
    "hint": "The video must be recorded"
  }
}
],
"plugins": [
  {
    "type": "plugin.toloka",
    "layout": {
      "kind": "scroll",
      "taskWidth": 500
    }
  }
]
}
```