

CCR-2740: DIGITAL REPORTING TECHNOLOGY

Cuyahoga Community College

Viewing: CCR-2740 : Digital Reporting Technology

Board of Trustees:

March 2020

Academic Term:

Fall 2020

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2740

Title:

Digital Reporting Technology

Catalog Description:

Instruction in digital reporting and transcription. Emphasis on digital court reporting software, hardware, digital reporters' professional responsibilities, and transcript production.

Credit Hour(s):

4

Lecture Hour(s):

3

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production, and CCR-1650 Terminology for the Transcriber.

Outcomes

Course Outcome(s):

Set up/connect components, perform equipment pre-checks, and utilize digital reporting hardware/equipment to accurately record any type of court proceeding, deposition, or administrative hearing.

Objective(s):

1. Identify and describe the components of digital reporting hardware and how they function.
2. Describe the setup of digital reporting hardware in a legal environment.
3. Describe equipment testing procedures.
4. Discuss the minimum requirements of digital reporting hardware to ensure adequate quality recording and monitoring.
5. Identify the key locations in various courts at all levels for microphones and equipment.
6. Discuss considerations for microphone placement, pick-up patterns, and channel separation.
7. Evaluate the environment for optimal recording.
8. Demonstrate set up and tear down of equipment in various environments.
9. Demonstrate performance of equipment pre-check procedures.
10. Demonstrate recording of audio.
11. Describe microphone directional properties.
12. Discuss potential equipment malfunctions/failures and possible resolutions/troubleshooting techniques.
13. Discuss the importance of using secondary recording devices as backups.
14. Explain proper maintenance and storage procedures for digital recording equipment.
15. Troubleshoot recording/playback issues.
16. Discuss the importance of recording a test audio.

17. Demonstrate playback of audio recording upon request.
18. Explain the importance of confidence monitoring and how to conduct it.

Course Outcome(s):

Simulate use of digital recording software to capture, retrieve, monitor, play, annotate, distribute, and archive recordings of court proceedings, depositions, or administrative hearings.

Objective(s):

1. Activate basic features of digital recording software programs.
2. Open and save annotations using digital recording software programs.
3. Search for and replay recorded audio in a digital recording software program.
4. Describe software recording options.
5. Set Audio preferences on digital recording software.
6. Troubleshoot recording/playback issues in current version of Windows.
7. Create a new file in Digital Recording Equipment.
8. Setup Log Note File and Function Key markers.
9. Manage computer desktop screen space.
10. Pause and stop audio recording.
11. Troubleshoot low audio level warning.
12. Back up digital recording equipment files.
13. Upload audio files from backup audio devices into temporary directory.
14. Move the Digital recording equipment audio file and Log Notes into the temporary directory.
15. Rename all files according to the file naming convention.
16. Edit and add additional transcriber notes to the Log Notes in a text editor.

Course Outcome(s):

Simulate ability to perform Digital Reporting Responsibilities for court proceedings, depositions, or administrative hearings.

Objective(s):

1. Identify microphone placement for participants in legal proceedings including the judge, attorneys, and witnesses.
2. Identify microphone placement in various legal environments including courtrooms, conference rooms, and depositions.
3. Take log notes of multiple voices.
4. Track of direct, cross, redirect and re-cross examinations.
5. Use Q and A Markers in examinations.
6. Playback audio recording when requested (readbacks).
7. Edit and add additional transcriber notes to the Log Notes in a text editor.
8. Discuss how to address a situation when speakers are difficult to hear.
9. Discuss how to handle/record whispered off the record conversations.
10. Discuss how to record sidebar/blench conferences.
11. Discuss how to record voir dire proceedings.
12. Discuss how to document non-verbal events.
13. Discuss how to work with translators and interpreters.
14. Explain the importance of creating a list of terms and phrases to assist the transcriber, within annotations or separately.
15. Explain the requirement of being a notary public in good standing.

Methods of Evaluation:

1. Homework
2. Projects
3. Tests

Course Content Outline:

1. Microphones
 - a. Types of microphones
 - b. Microphone pickup pattern

- c. Microphone cost
- d. Microphone connectors
- 2. Digital Mixers
 - a. Input type
 - b. Microphone preamps
 - c. Output types
 - d. Phantom power
 - e. Front and rear microphone switches
 - f. Gain pad
 - g. Power indicator
- 3. Video Enhancement
- 4. Computers
 - a. Compatible operating systems
 - b. RAM and processor speed
 - c. Storage
 - d. Network
 - e. Optical drives
 - f. Peripheral ports
 - g. Power
- 5. Setting up for a digital reporting assignment throughout a variety of legal environments including depositions, trials, and hearings.
- 6. Microphone placement
 - a. Judges
 - b. Witnesses
 - c. Attorneys
 - d. Sidebar
 - e. Conference rooms
- 7. Equipment Maintenance
 - a. Microphones
 - b. Cables
 - c. Headphones
 - d. Computer
 - e. Sound Card
 - f. Audio Device
- 8. Getting a Good Record
 - a. When to record
 - b. Monitoring recording
 - c. Identify speakers
 - d. Handling inability to hear speakers
 - e. Whispered off-the-record conversations
 - f. Sidebar/bench conferences
 - g. Voir dire
 - h. Non-verbal events
 - i. Working with Translators and Interpreters
- 9. Digital Reporting Software Terminology
 - a. Capture
 - b. Retrieve
 - c. Monitor
 - d. Play
 - e. Annotate
 - f. Distribute
- 10. Describe Peripherals
- 11. Describe Archiving
- 12. Define Compression

Resources

American Association of Electronic Reporters and Transcribers. (2019) *Best Practices Guide Digital Electronic Reporting and Transcription Article/Selection Title*, Self-published.

Steve Savage. (2011) *The Art of Digital Audio Recording: A Practical Guide for Home and Studio*, Oxford University Press.

David Miles Huber. (2017) *Modern Recording Techniques (Audio Engineering Society Presents)*, Routledge.

Resources Other

Faculty-created materials

Legal transcripts from various court proceedings

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