**Training Protocol**

Firstly copy folders *train[1-9]* from *Server:/training/images-to-annotate/* to *C:/training/images-to-annotate/*. Also copy file from *server:/training/file\_paths.json* to *C:/image-browser/file-paths.json*

For each participant:

1. Make sure image-browser is closed
2. Move previous participant folder from *to C:/training/images-to-annotate/ to C:/training/images/*
3. Move new participant folder from *C:/training/images/ to C:/training/images-to-annotate/*
4. Double-click on image-browser from desktop
5. Click participants
   1. *Select next participant*
6. Click annotation schema
   1. *Select list with your name*
7. Begin annotating participant images (following annotation protocol)
8. When finished:
   1. Check top bar to ensure annotation is 100% complete
   2. Close image-browser
   3. Backup the annotation file at *C:/training/annotations/<participant-folder>/<csv-file>* to *server:/ training/annotations/*
9. Ask Aiden to generate feedback document to review annotation performance on this participant

**Researcher Name:**……………………………………………………………………

**Ethics declaration complete:** ……(yes / no) …………………………..

| **Participant** | **Start**  **date + time** | **Estimated duration** | **Score** |
| --- | --- | --- | --- |
| train1 |  |  |  |
| train2 |  |  |  |
| train3 |  |  |  |
| train4 |  |  |  |
| train5 |  |  |  |
| train6 |  |  |  |
| train7 |  |  |  |
| train8 |  |  |  |
| train9 |  |  |  |

**Consecutive scores above 80% achieved:** ……(yes / no) …………………………..

Name of researcher ……………… Signature…………………… Date……………..

Principal investigator……………… Signature…………………… Date………………...

**Annotation protocol: Oxford CAPTURE-24 study**

After training is complete, copy first 3 folders listed in table below (P001, P002, P003) from *server:/study/images/* to *C:/study/images-to-annotate/.* Also copy file from *server:/study/file\_paths.json* to *C:/image-browser/file-paths.json.*

For each participant, follow the same procedures as in training to annotate their images. When finished, make sure that annotation is 100% complete and backup the annotation file at *C:/study/annotations/<participant-folder>/<csv-file>* (*e.g. p001-Aiden-activities.csv*) to *server:/study/annotations/*

In the background, in 4x batches of 10 participants, copy all remaining participant data *P[067-110]* from *server:/study/images/* to *C:/study/images/ (note:* ***NOT*** *images-to-annotate folder).*

Then for each participant:

* Close image-browser
* Move previous participant folder from *to C:/study/images-to-annotate/ to C:/ study/images/*
* Move new participant folder from *C:/study/images/ to C:/study/images-to-annotate/*
* Open image-browser, and proceed with annotation task

When finished annotating all participants:

1. Make sure all annotations are backed up to *server:/study/annotations/*
2. Delete all files + folders in *C:/study/images/*
3. Delete all files + folders in *C:/ study/images-to-annotate/*

**List of study participants**

| **Participant** | **Name** | **Start**  **date + time** | **Estimated duration** |
| --- | --- | --- | --- |
| P064 |  |  |  |
| P065 |  |  |  |
| P066 |  |  |  |
| P067 |  |  |  |
| P068 |  |  |  |
| P069 |  |  |  |
| P070 |  |  |  |
| P073 |  |  |  |
| P074 |  |  |  |
| … |  |  |  |