

Up to Me User's Manual

The **Cyber Identity and Behavior Research** (CIBeR) Lab
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1 Step 1: Getting Started

1.1 What You'll Need

You will need to download the following applications on your mobile device. Click the link that corresponds with the operating system of your device (i.e., iOS (Apple) or Android).

1. Sensor Logger App
 - (a) [iOS Sensor Logger App](#)
 - (b) [Android Sensor Logger App](#)
2. Box
 - (a) [iOS Box App](#)
 - (b) [Android Box App](#)
3. Slack
 - (a) [iOS Slack App](#)
 - (b) [Android Slack App](#)

2 Step 2: Configuring the Sensor Tracking App

For the purpose of this research project, the Sensor Logger app requires a specific configuration. Please set the settings of the Sensor Logging app as detailed below.

1. Open the app and set the following sensors to ON
 - (a) Accelerometer
 - (b) Gravity
 - (c) Gyroscope
 - (d) Orientation
 - (e) Magnetometer
 - (f) Barometer
 - (g) Location
 - (h) Microphone
 - (i) Light (available on Android devices only)

2. Select the settings icon:



Figure 1: Settings icon

3. Set **Confirm Before Ending** to ON
4. Set **Uncalibrated Data** to ON
5. Scroll to the **Adjust Sampling Frequency** section
 - (a) For Accelerometer, Gravity, Gyroscope, Orientation and Magnetometer select **Sample up to 100Hz**
 - (b) For Barometer select **Sample once every 15 minutes**
 - (c) For Location select **Sample once every 15 minutes**
 - (d) For Microphone select **Audio Loudness Only**

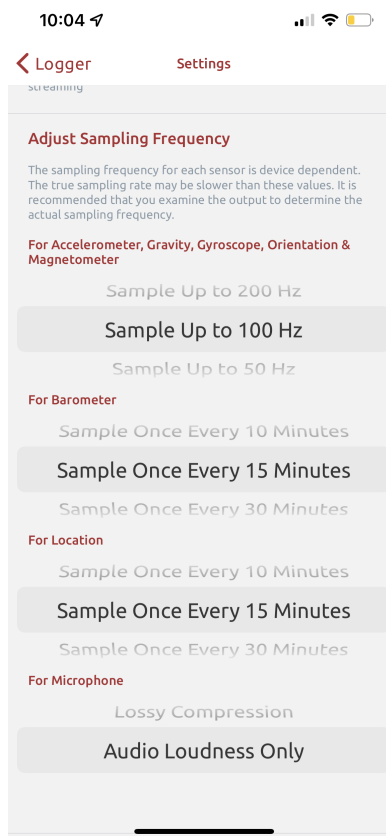
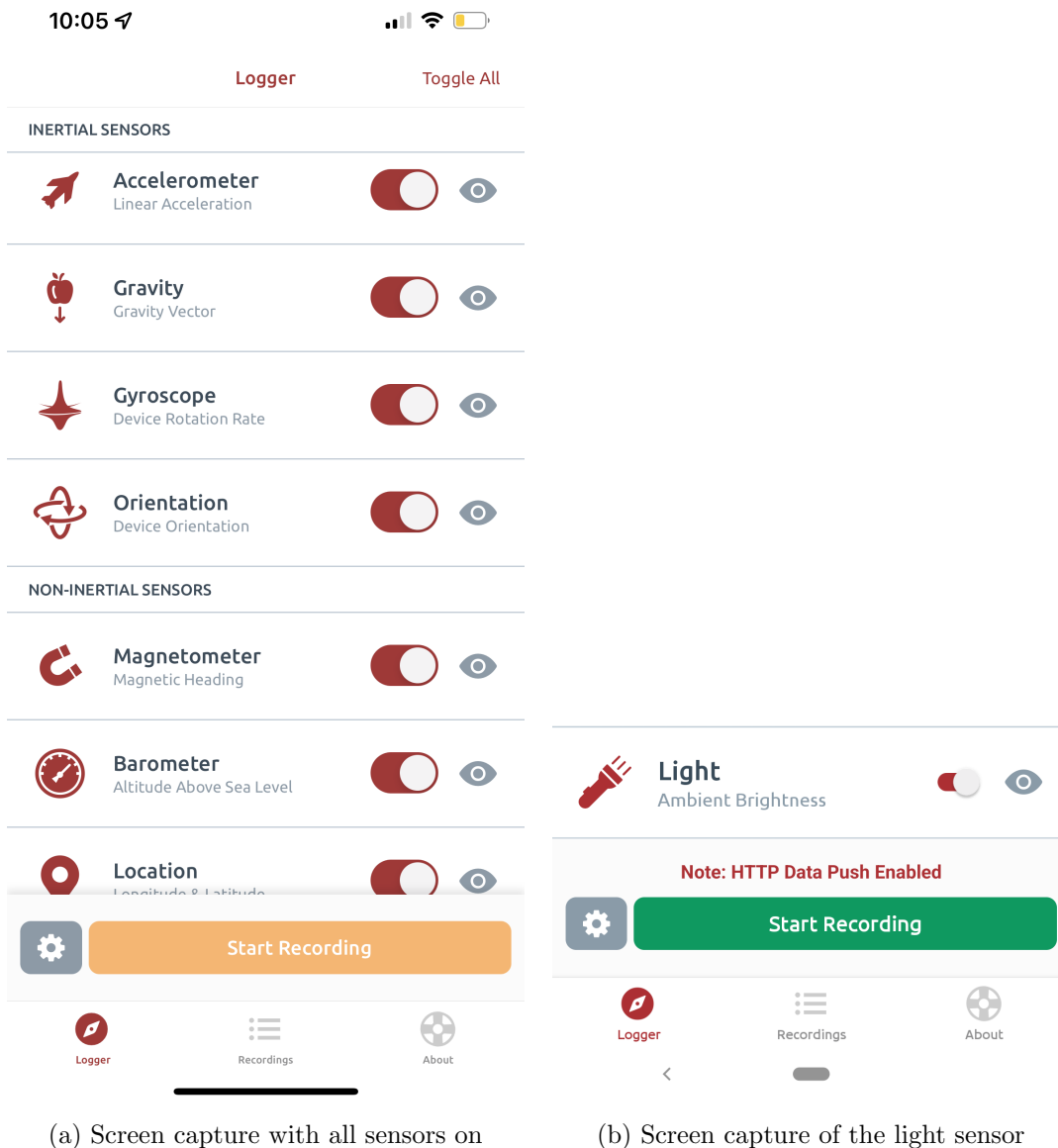


Figure 2: Application configuration

Be sure to accept the necessary permissions to allow microphone/sound and location tracking.

6. See Section 4 to begin recording
7. Once finished, see Section 5 for how to upload your data

The setting configurations are illustrated below.



(a) Screen capture with all sensors on

(b) Screen capture of the light sensor

Figure 3: Sensors set to ON

If you wish to end your recording prematurely, you can do so at any time by manually closing the app as you would any other app.

3 Step 3: Enroll for Text Messaging Reminders

We will send you text message reminders to submit reports in the morning, evening, and throughout the day. To subscribe to these text messages, text “enroll” to (866) 984-3128. Be sure to save this number, you’ll receive all reminder text messages from this number so feel free to save it in your contacts as Up To Me Reminders. Please be mindful that standard text messaging rates as priced by your mobile carrier apply to all messages received from us.

3.1 Start-of-Day Message

You will receive the start of day message at 8:00 AM EST. This message will prompt you to complete a survey that asks you about your plans for the day and the restfulness of your sleep. We encourage you to complete this survey at the natural start of your day, even if this comes after 8:00AM.

3.2 End-of-Day Message

You will receive the end of day message at 8:00PM EST. This message will prompt you to complete a survey that asks about how your day went. We encourage you to complete this survey at the natural end of your day, perhaps while winding down, even if this comes after 8:00PM.

3.3 Periodic Messages

You will also receive messages at several time points throughout the day (i.e., 2-hr increments from 12AM to 10PM). These messages will prompt you to complete a survey that asks you about how you've spent most of your time since the last survey time point. This data will be used to supplement the data collected with the Sensor Logger app. The messages will also prompt you to upload your data to our secure cloud storage using a link provided in the text.

3.4 How to Withdraw Message Consent

You are free to unsubscribe from these messages at any point in time. Simply send "stop" to (866) 984-3128 and you will automatically be removed from our sending list.

4 Step 4: Recording with the Sensor Tracking App

To record a sample,

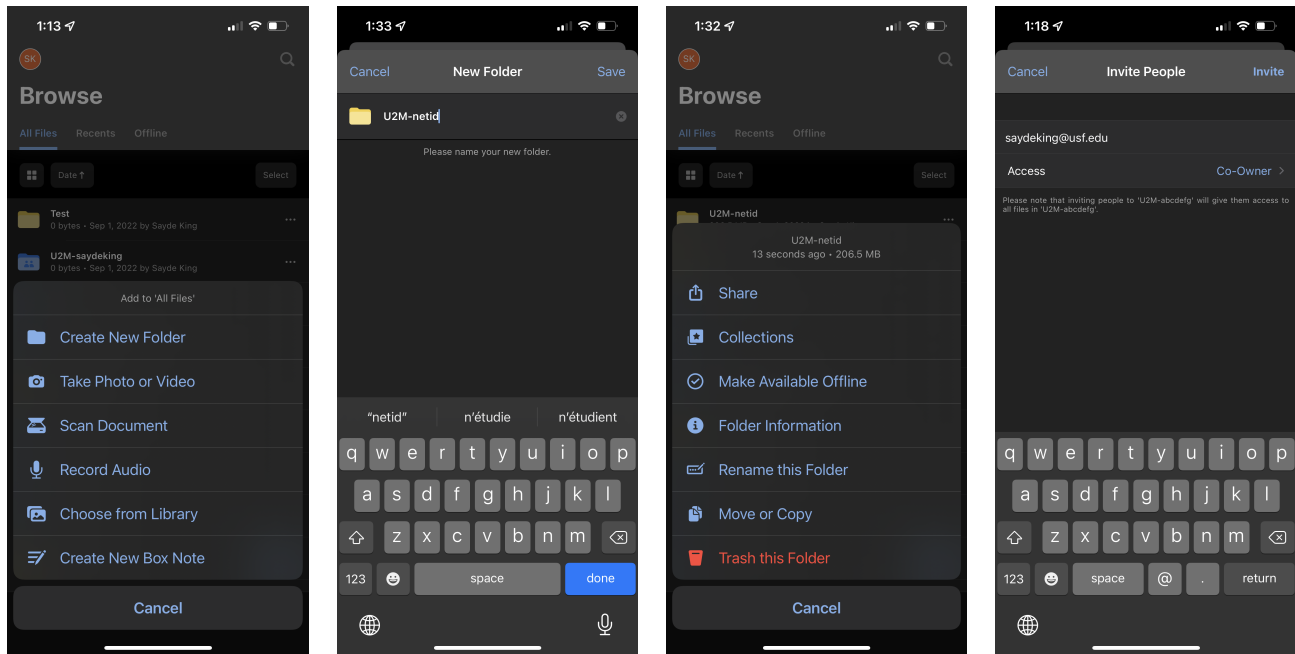
1. Open the Sensor Logger app, press **Start Recording**
2. Feel free to navigate to other apps, the Sensor Logger app will collect in the background
3. Upon receiving your reminder text to complete the annotation survey and data upload, return to the Sensor Logger app and press **Stop Recording**

If you wish to end your recording prematurely, you can do so at any time by manually closing the app as you would any other app.

4. See Section 5 for uploading your new recording.

5 Step 5: Uploading Your Data

Please upload your data in 2 hour increments as prompted by our reminder text messages described in Section 3. We will store all participant data using Box, a secure cloud storage service. Each participant will create their own Box folder where their own recordings will be stored. Each participant will share their folder with the Up To Me team. No one outside of the Up To Me team will have access to your secure Box folder. **We strongly suggest uploading data over a secure WiFi connection to minimize use of cellular data and for faster upload times.**



(a) Create New Folder

(b) Name the new folder

(c) Share the new folder

(d) Add Sayde King as Co-Owner

Figure 4: Steps to create new folder in Box

To create your Box folder,

1. Open your Box app and sign in using your USF credentials
2. Press “+” and select “Create New Folder”
3. Name your folder using the following convention: **U2M-netid**, e.g., if your USF e-mail address is **abcdefg@usf.edu**, then you should name your folder **U2M-abcdefg** and press “Save”
4. Then in the “All Files” section, press the three dots on the right-hand-side of your folder and select “Share”
5. Press “+” in the top right hand corner and add the email **saydeking@usf.edu**
6. Press “Access” and select “Co-Owner” then select “Continue”
7. Press invite in the top right hand corner, you should see yourself as the owner and Sayde King as a Co-Owner

To upload a recording,

1. Navigate to “Recordings” using the options at the bottom of the screen
2. Click on your latest recording
3. Press “Export” and select Zipped CSV. This may take 1-2 minutes.
4. Once the file is compressed, your phone’s share options will appear on the screen.

5. Select the Box app and press “All Files”
6. Then select your **U2M-netid** folder and press “Choose this Folder” and lastly, press “Upload”. (This may take up to a minute).
7. After uploading, return to the Sensor Logger app, navigate to recordings, select the recording that you uploaded, and press “Delete”.

DO NOT PERFORM THIS STEP UNTIL THE DATA HAS BEEN UPLOADED TO THE BOX LINK.

8. Congratulations! You have successfully uploaded your data! Thank you!

6 Troubleshooting

We will use the Slack App for all troubleshooting purposes. We have created a workspace that you will join so that you can have access to discuss issues that arise with the CIBeR Up To Me team in real-time.

To access the workspace, follow this link [Up To Me Slack Workspace https://join.slack.com/t/uptomeciber/shared_invite/zt-1ew04lszb-k_PKGzmDq76TBPkicyNLmQ](https://join.slack.com/t/uptomeciber/shared_invite/zt-1ew04lszb-k_PKGzmDq76TBPkicyNLmQ)

You will be asked to select an email account that will be used as your Slack login information. Please follow the prompts to complete sign up.

The Workspace has two channels **general-comments** and *troubleshooting*. Please leave comments, reactions, and suggestions in the **general-comments** channel. If you are experiencing any problems or facing difficulty with the Sensor Logger app, please visit the **troubleshooting** channel and an Up To Me study team member will assist you ASAP.

7 Privacy

Please visit [Sensor Logger App Privacy Policy, https://www.tszheichoi.com/sensor-logger-privacy-policy](https://www.tszheichoi.com/sensor-logger-privacy-policy) for the privacy information concerning the Sensor Logger application.