



Boston University College of Communication
Communication Research Center

CRC SCHEDULING: ROOMS & TECHNOLOGY

CRC LAB MANAGERS

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SCHEDULING ROOMS AND TECHNOLOGY

The CRC is currently using YARooms, a web based booking software package, to manage scheduling and technology reservations/rentals. Below is a list of instructions on how to utilize the software:

- Go to the URL: bucrc.yarooms.com and sign up for a free account.
- Once your account is created, go to the URL: bucrc.yarooms.com and log in.
- From there, you should see a calendar layout and a selection menu for either CRC rooms or CRC technology. Select the desired option. (Note: if you need both a room AND technology, then you'll need to make two separate reservations.)
- Book a meeting via the "Quick book" pop-up or by defining advanced meeting details.

- In order to book a meeting in YARooms click on the "+" symbol from the bottom-right corner of a cell in the monthly or weekly schedule or directly on a time slot of the daily schedule. Next, there are two paths you can choose:
 - Use the Quick Book pop-up to define the basic information on your meeting and click on the "Book" button to create the meeting in your calendar.

Quick book ✕
 Wednesday, November 19

Meeting ▾

Meeting title

Room 2 ▾

08:00 ▾ 08:05 ▾

Description

[Advanced](#) [+ Book](#)

- Click on the "Advanced" button from the Quick Book pop-up and define additional details about your meeting, including the way the meeting recurs, invitees, or booked resources.

Book meeting Search for meetings

Title Date

Booking type Start/End

Room

Book resources

Invite people

Description

[Save](#) [Cancel](#) [Add recurrence +](#)

- To create a recurrent booking you can click the button in the bottom-right corner of the screen (Add recurrence +). A new set of options will appear, along with a preview of how the meeting will repeat. The options specific to recurrent meetings are the following:

The screenshot shows a 'Book meeting' form with the following fields and values:

- Title: Demo meeting
- Date: Wednesday, November 19 2014
- Booking type: Meeting
- Start/End: 08:00 - 09:00
- Room: Room 2
- Book resources: Laptop, Table, Video Projector
- Invite people: Demo User, test user
- Description: (empty text area)
- Recurrence type: Weekly
- Repeat: 5 times, every 2 weeks

Below the form, a preview table shows the first five occurrences of the meeting:

1. Demo meeting	Wednesday, November 19 2014 @ 08:00 - 09:00
2. Demo meeting	Wednesday, December 03 2014 @ 08:00 - 09:00
3. Demo meeting	Wednesday, December 17 2014 @ 08:00 - 09:00
4. Demo meeting	Wednesday, December 31 2014 @ 08:00 - 09:00
5. Demo meeting	Wednesday, January 14 2015 @ 08:00 - 09:00

At the bottom of the form, there are 'Save' and 'Cancel' buttons, and a 'Delete recurrence' link.

- After the save button is clicked, depending on your level of access, your meeting will either be directly booked into the room or a request will be submitted for approval.

*Note: Additionally, if you don't want to sign up for an account, you may always feel free to email your room booking requests to the lab managers (crc_admin@bu.edu).

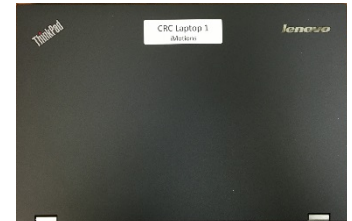
TRAINING

Training will be available for all technology that is offered by the CRC in one of two forms: workshop sessions set up by either Shao or Jacob, or ad-hoc individual training sessions. More information will be sent out via email during the latter portion of February regarding iMotions training in particular. Until then, if you have any requests on our current technology (see pages 4-8) please email the lab managers (crc_admin@bu.edu).

TECHNOLOGY AVAILABLE

CRC Laptop 1 – iMotions (reservation required)

iMotions is a biometric research platform. The CRC offers GSR software/sensors and a remote eye tracking system through iMotions. Below details all the features of the iMotions platform currently available for use in the CRC.



Core Features

- Study Execution: Allows you to set up a study, present stimuli and record data. The stimuli presentation tool allows you to control rotations, randomization, block designs in order to fit even the most complex methodologies.
- Media types supported: still images, videos, website browsing with scroll compensation, screen recording for desktop applications, games, software interfaces, mobile devices and 3D environments.
- Data Collection: Synchronization and live stream visualizations of your chosen sensor modalities. Additionally mouse clicks, mouse position and all user keyboard interactions are recorded and synchronized.
- Camera: Connect to webcam in order to record participants during experiments.
- Markers: Use live or post-processing markers to annotate and segment recordings of all media types. Calculate statistics on the markers such as average time duration.
- Exports: Export complete or partial datasets of raw data and metrics obtained from sensors and user interactions.
- Reporting: Export video and image sequences. Choose a specific segment of the time-line to export or export the complete individual and/or batch of videos. Also export snapshot images in batch or individual files.

Survey

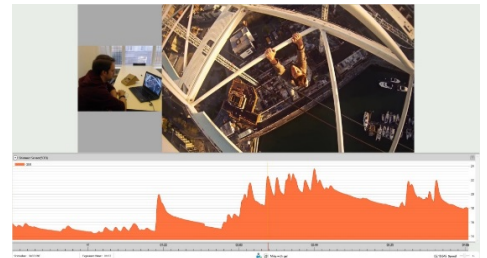
- Use the survey module to collect questionnaire data.
- Participant can input answers as text, slider, multiple choice.
- Easy setup, create template surveys for reuse.
- Visualization of results and export into data files.
- Easy cross segmentation to bio sensor and eye tracking data based on survey answers.

API - Import / Export

- Input API can be used to connect and stream from 3rd party software / hardware and receive data into iMotions software from these.
- Output API can live export events, markers and triggers from iMotions software to 3rd party software.
- Post Import Data: Post import externally recorded data for analysis within iMotions software, e.g. sensor recordings or video obtained by camera.
- Loop System: Create feedback loops into the platform.

GSR Module

- Enables iMotions software to connect with GSR and heart rate instruments from Shimmer and Empatica. Includes storage & visualization of raw GSR & heart rate signal along with accelerometer signals.



Eye Tracking Module

- Enables iMotions software to connect with remote eye trackers and provides a feature rich palette of tools for eye tracking analysis of screen based stimuli (lab based setup).
- Conduct experiments on images, videos, websites, games, software interfaces and 3D environments.
- Visualizations:
 - Individual & aggregate gaze replay
 - Static areas of interest (AOI)
 - Eye tracking metrics such as time to first fixation, time spent, ratio, revisitors, revisits, fixations, mouse clicks
 - Static heatmaps
 - Dynamic heatmaps
- Define areas of Interest to track moving objects in recordings.
- Additionally you gain access to raw data of X, Y coordinate of eye position, pupil size, inter pupil distance & distance to the screen.
- Pupil, distance and eye position on the screen are live streamed.



Remote Eye Tracking Bar (reservation required)

There is 1 Tobii X2-30 remote eye tracking sensor required for use with iMotions eye tracking module.



Shimmer Wristband (reservation required)

There is 1 Shimmer wristband for collecting GSR data compatible with iMotions GSR module for export/analysis.



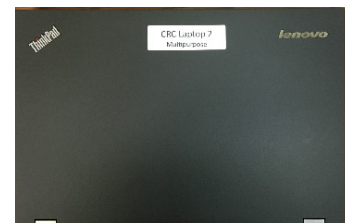
Empatica E4 Wristbands (reservation required)

There are 4 Empatica E4 wristbands for collecting GSR data compatible with iMotions GSR module for export/analysis.



CRC Laptop 2 – Multipurpose (reservation required)

There is 1 Lenovo laptop for multipurpose use (e.g., surveys, experiments, focus groups, interviews).



Dual-Monitor PC Computers (reservation required)

There are 3 dual-monitor PC computer terminals in the Data Analysis and Coding Lab which faculty and students can use to code and analysis data. Microsoft Office and SPSS are available on these computers.



PC Computers (open access)

There are 5 PC computer terminals which graduate students can use at any time located in the Graduate Research Hub. Microsoft Office and SPSS are available on these computers.



TVs/Blu-Ray Players (room reservation required)

There are 3 large screen TVs in the CRC:

- 55" TV with BU cable in the Collaborative Research Area
- 65" Smart 3D TV with blu-ray player in the Multipurpose Research Room
- 65" Smart 3D TV with blu-ray player and BU cable in the Naturalistic Research Area
- Note: All TVs can be connected to laptops using HDMI cables.



Blu-Ray Burner (reservation required)

There is 1 blu-ray burner for burning content and storing data.



3D Glasses (reservation required)

There are 4 3D glasses compatible with the 65" Smart 3D TVs located in the Multipurpose Research Room and the Naturalistic Research Area.



Audio Recorder (reservation required)

There is 1 Sony audio recorder that can be used to collect data (e.g., focus groups and interviews) and record research events.



Headphones (reservation required)

There are 7 noise-canceling headphones for data collection and coding.



SnapStream (open access)

We have access to a TV monitoring system that allows you to search, record, and monitor television programs. After recording the programs of your choice, you can view/download the entire transcript and clip the video segments. As other COM faculty are also recording their programs on it, please do not to delete any of the programs. You can search for programs by using the “Program Guide” and adjust recording settings using “Recording Manager.”

To access SnapStream, go to: <http://snapstream.bu.edu/>

- Username: CRC
- Password: comresearch