

COMMUNICATION RESEARCH CENTER

RESOURCE GUIDE

VERSION 3.2



Boston University College of Communication
Communication Research Center

Table of Contents

- I. ABOUT THE CRC.....5**
- II. CRC ADMINISTRATORS6**
- III. RESOURCES7**
 - A. FACILITIES.....7**
 - B01A: Viewing Room7
 - B01B: Multipurpose Research Room.....7
 - B01D: Kitchen8
 - B02 Suite: Lab Managers8
 - B02B: Naturalistic Research Area9
 - B02C: Data Analysis/Coding Lab9
 - B03: Reception10
 - B04D: Graduate Research Hub10
 - B04E: Collaborative Research Area11
 - B04F: Stimulus Collection/Production Lab11
 - B. TECHNOLOGY12**
 - PC Laptops (iMotions Data Collection/Analysis).....12
 - Tobii Remote Eye Tracking Sensors13
 - Tripod for Tobii Remote Eye Tracking Sensor.....13
 - Shimmer Sensors13
 - Empatica E4 Wristbands.....14
 - PC Laptops (iMotions Data Analysis)14
 - PC Laptops (Multipurpose)14
 - MacBooks (Multipurpose)14
 - iPads (Multipurpose)14
 - Dual-Monitor PC Desktops14

TVs/Blu-Ray Players	15
Virtual Reality Workstation	15
PlayStation 4.....	15
PlayStation 4 Virtual Reality System.....	15
Logitech Webcam	15
Video Grabber	15
Blu-Ray Burner.....	16
3D Glasses.....	16
Sony Audio Recorder	16
Headphones.....	16
Cables	16
Adaptors / Dongles.....	16
Single-Monitor PC Desktops	17
iMacs	17
Scanner/Copier	17
C. SOFTWARE.....	18
PC Computer Stations.....	18
iMac Computer Station (<u>NOTE – CURRENTLY UNAVAILABLE</u>).....	18
Virtual Reality Workstation	19
PC Laptops (iMotions Data Collection/Analysis, iMotions Analysis)	19
PC Laptops (Multipurpose).....	20
MacBooks	21
D.SERVICES	23
Snapstream.....	23
SONA.....	23
E. COM MASTER PROTOCOL FOR ANONYMOUS SELF-REPORT SURVEYS.....	24

IV. MAKING ROOM AND TECHNOLOGY RESERVATIONS26

I. ABOUT THE CRC

Research is an integral part of faculty activities in the College of Communication (COM) at Boston University. Researchers at COM use the most advanced theory and methods to examine communication phenomena. Addressing both theoretical and applied problems and their intersection from quantitative and qualitative perspectives, faculty engage in the most cutting-edge developments in communication research that provide an extraordinarily fertile ground for innovation and science.

The Communication Research Center (CRC) was established in 1959 and reorganized in 1994. The CRC pioneered the use of television as a research tool, conducting systematic analyses on the effects of television on children and measuring political opinions and voting intentions. This early beginning led the CRC to develop a specialty in survey research methodology.



Today, the CRC has 33 research fellows who specialize in topics including: media effects, emerging media, political communication, health communication, public relations, film and television studies, media and adolescents, international communication, design and visual analytics, and communication law. Several research faculty also serve as editors of competitive peer-reviewed journals.

In 2009, the CRC established the Communication Research Colloquium Series consisting of monthly research presentations that highlight current and original research of faculty. This forum provides an intellectual exchange of ideas and perspectives, features scholarship in several methodological traditions, and fosters discussions among faculty and students about a variety of research topics in the field of communication.

In 2011, the Dr. Melvin L. DeFleur Distinguished Lecture Series was established. Each year two distinguished scholars from outside of the university are invited to share their outstanding scholarship, expertise, and experience with the BU community. In recognition of the pioneering and inspirational contributions of Dr. Melvin L. DeFleur to the field of mass communication research and his service as a venerable and inexhaustible member of COM's CRC, the faculty members named this series in his honor.

II. CRC ADMINISTRATORS

CO-DIRECTORS

Jim Cummings, Ph.D.
Assistant Professor,
Division of Emerging Media
Studies



o: 704 Comm. Ave. | B04A
e: cummingsj@bu.edu
p: (617) 358-0172

Mina Tsay-Vogel, Ph.D.
Assistant Professor,
Department of Mass
Communication, Advertising
& Public Relations



o: 704 Comm. Ave. | B04A
e: minatv@bu.edu
p: (617) 358-0112

STAFF

Lab Managers

Jackie Rocheleau
M.S. Student,
Science Journalism
o: 704 Comm. Ave. | B02
e: crc-admin-l@bu.edu /
jrochele@bu.edu
w: (617) 358-1300



Bochao Sun
M.A. Student,
Emerging Media Studies
o: 704 Comm. Ave. | B02
e: crc-admin-l@bu.edu /
bocs@bu.edu
w: (617) 358-1300



Event/Publicity Coordinator

Sarah Wells
M.S. Student,
Science Journalism
e: crc-admin-l@bu.edu /
swells21@bu.edu



COM SONA Administrator

Minkuan (Chelsea) Chen
M.S. Student,
Emerging Media Studies
e: comsona@bu.edu /
minkuanc@bu.edu

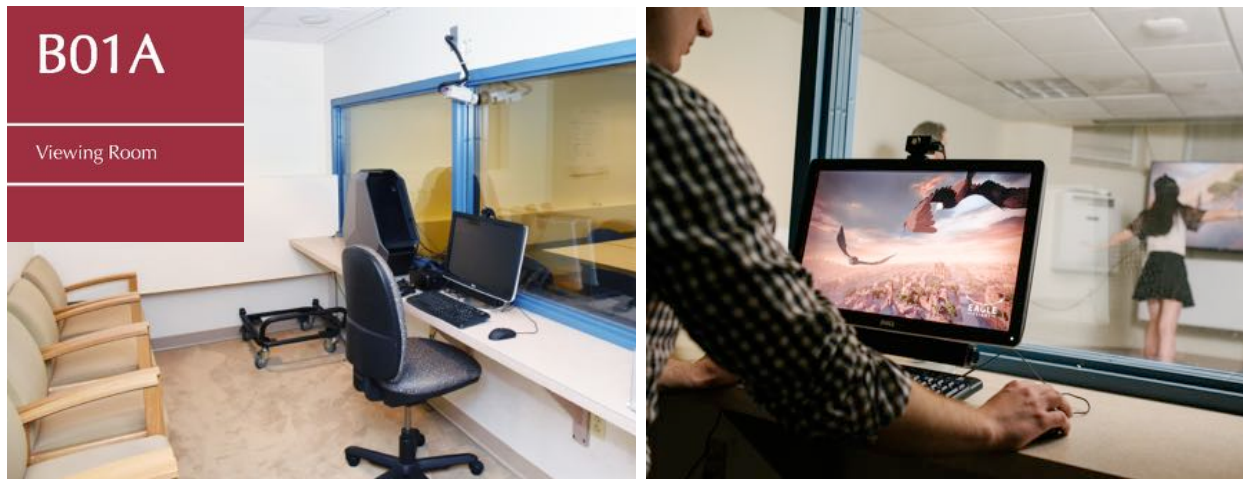


III. RESOURCES

A. FACILITIES

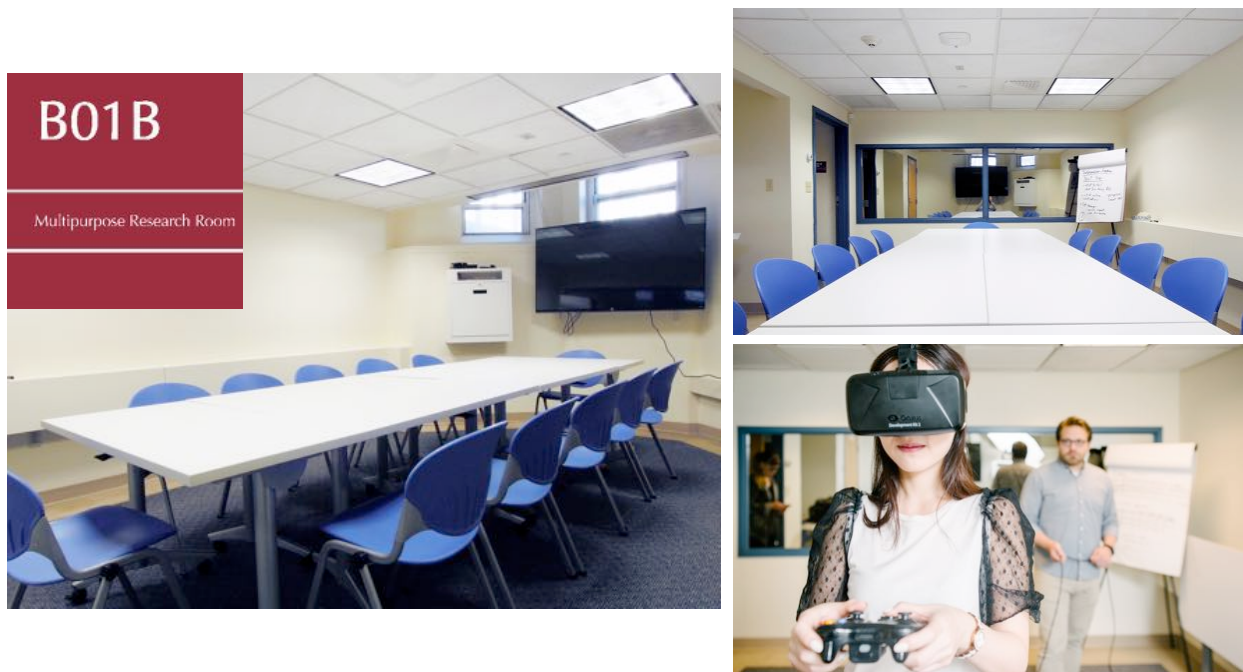
B01A: Viewing Room

This room serves as the observation and recording area for B01B: Multipurpose Research Room. The space is equipped with a 2-way mirror, 6 chairs, and a virtual reality workstation (Alienware Tower PC, Oculus Rift virtual reality headset, and 2 Oculus Touch controllers).



B01B: Multipurpose Research Room

This room can be used for a variety of purposes (e.g., interviews, experiments, focus groups, meetings, and presentations). The space is now equipped with 6 flexible tables, 12 stackable chairs, 65" smart 3D TV, Blu-Ray player, and A/V hookups.



B01D: Kitchen

This is an open kitchen with a sink, cupboards for storage, refrigerator, microwave, toaster oven, and coffee maker. This space is available to faculty and students to use at any time.



B02 Suite: Lab Managers

The CRC Lab Managers hold office hours and assist faculty and students with CRC facility, technology, and service questions in this area. This suite area has a color laser printer (connected to all computer stations in the CRC) and a high capacity scanner/copier.



B02B: Naturalistic Research Area

This area serves as a living room simulator intended to gather natural responses to media. The room is accompanied with a 65" smart 3D TV, Blu-Ray player, PlayStation 4 with 2 wireless controllers, Cable TV, and A/V hookups. The space also has a table with a single-monitor PC computer station allowing for the collection of self-reported data.



B02C: Data Analysis/Coding Lab

This lab includes 3 dual-monitor PC computer stations for coding media content and data analysis.



B03: Reception

This area serves as a waiting and greeting area for individuals participating in research studies. When no research studies are in session, the reception serves as an open meeting area for faculty and students to use at any time.



B04D: Graduate Research Hub

This space is devoted to graduate student research. There are 5 single-monitor PC computer stations for graduate students to use at any time. The space also includes a high capacity black/white printer (connected to all computer stations in the CRC), 2 large white boards, and 5 dedicated work stations each with a single-monitor PC computer for doctoral students.



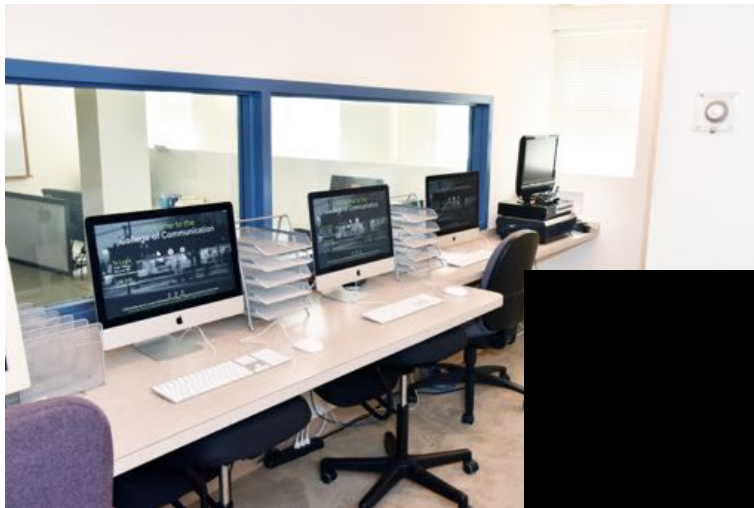
B04E: Collaborative Research Area

This is an open meeting space for research and includes 6 tables, 16 chairs, a white board, and a 55" TV with Cable TV and A/V hookups.



B04F: Stimulus Collection/Production Lab

This space is dedicated to collecting and producing stimulus materials for research studies. There is an iMac computer station for editing content and producing stimulus. FALL 2017: Under Renovation.



B. TECHNOLOGY

The following technology requires reservations:

PC Laptops (iMotions Data Collection/Analysis)

There are 2 Lenovo PC laptops that offer galvanic skin response (GSR) software/sensors, facial expression analysis, and a remote eye tracking system through iMotions. Features include:



Core: Presentation & Data Collection

- Study Execution: Allows you to set up a study, present stimuli, and record data. The stimuli presentation tool allows you to control rotations, randomization, and 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 timeline to export or export the complete individual and/or batch of videos. Also export snapshot images in batch or individual files.

Qualtrics

- Allows you to launch Qualtrics survey platform from within iMotions and link the biometric data and survey data automatically by passing respondent and study information between the two systems.

API - Import/Export

- Input API can be used to connect and stream from 3rd party software/hardware and receive data into iMotions.
- 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.

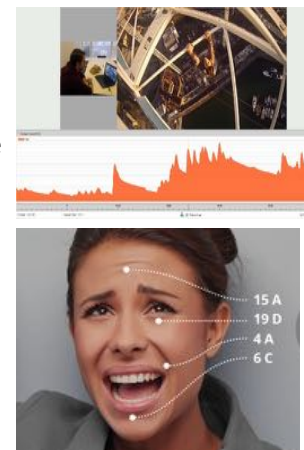
GSR Module

- 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.

Affective Research/Behavioral Modules: Facial Expression Analysis

This module integrates the Affective Afdex SDK 2.0.

- Valence: A measure of the positive (or negative) nature of the recorded person's experience.
- 7 Basic Emotions: Joy, Anger, Surprise, Fear, Sadness, Disgust, and Contempt.
- Engagement: A measure of facial muscle activation that illustrates the subject's



expressiveness.

- 15 Facial Expressions: Attention, Brow Furrow, Brow Raise, Inner Brow Raise, Eye Closure, Nose Wrinkle, Upper Lip Raise, Lip Suck, Lip Pucker, Lip Press, Mouth Open, Lip Corner Depressor, Chin Raise, Smirk, and Smile.
- 33 Facial Landmarks: [Click here](#) to see an explanation of the locations corresponding to each index.
- Interocular Distance: Distance between the two outer eye corners.
- Head Orientation: Estimation of the head position in a 3MD space in Euler angles (pitch, yaw, roll).

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.
- Gain access to raw data of X, Y coordinate of eye position, pupil size, inter pupil distance, and distance to screen.
- Pupil, distance, and eye position on the screen are live streamed.



Scene Camera Module

- Use sensors and facial expressions to measure physiological responses observed during the interaction with the physical stimuli.
- Extend the remote eye tracking license with eye tracking for physical objects.
- Tobii Mobile Device Stand required.
- Use dynamic areas of interest to analyze and aggregate visual attention.

Tobii Remote Eye Tracking Sensors

There are 2 Tobii X2-30 remote eye tracking sensors required for use with iMotions eye tracking module.



Tripod for Tobii Remote Eye Tracking Sensor

There are 2 tripods for the Tobii X2-30 remote eye tracking sensors.



Shimmer Sensors

There are 2 Shimmer sensors for collecting GSR data compatible with iMotions GSR module for export/analysis.



Empatica E4 Wristbands

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



PC Laptops (iMotions Data Analysis)

There are 2 Lenovo PC laptops available for iMotions data analysis. These laptops provide you with all the analysis capabilities of iMotions software but without the possibility of collecting data. Does not include Affectiva Research/Behavioral Modules.



PC Laptops (Multipurpose)

There are 3 Lenovo PC laptops for multipurpose research use.



MacBooks (Multipurpose)

There are 2 MacBook laptops for multipurpose research use.



iPads (Multipurpose)

There are 5 iPads for multipurpose research use.



Dual-Monitor PC Desktops

There are 3 dual-monitor PC computer stations in B02C: Data Analysis/Coding Lab to code and analyze data.



TVs/Blu-Ray Players

There are 3 flat screen HD TVs in the CRC:

- 55" TV with Cable TV in B04E: Collaborative Research Area
- 65" Smart 3D TV with Blu-Ray player in B01B: Multipurpose Research Room
- 65" Smart 3D TV with Blu-Ray player and BU cable in B02B: Naturalistic Research Area

* Reservation requires reserving the above specified rooms.



Virtual Reality Workstation

There is a single workstation consisting of an Alienware Tower PC, an Oculus Rift virtual reality headset, and 2 Oculus Touch controllers.

* Reservation requires reserving B01A: Viewing Room.



PlayStation 4

There is 1 PS4 unit with 2 wireless controllers.

* Reservation requires reserving B02B: Naturalistic Research Area.



PlayStation 4 Virtual Reality System

There is 1 PS4 VR system which includes a headset, cables, a camera, and 2 PlayStation Move wireless controllers.

* Reservation requires reserving B02B: Naturalistic Research Area.



Logitech Webcam

There are 3 Logitech c270 HD Webcams.



Video Grabber

There are 2 VGA / DVI video grabbers for capturing video streams from cable boxes, smartphones, video game consoles, and VR platforms. They require potentially also checking out an appropriate adaptor for the stream output device.



Blu-Ray Burner

There is 1 Blu-Ray burner for burning content and storing data or stimulus materials.



3D Glasses

There are 4 pairs of 3D glasses compatible with the 65" Smart 3D TVs located in B01B: Multipurpose Research Room and B02B: Naturalistic Research Area.

* Reservation requires reserving the above specified rooms.



Sony Audio Recorder

There is 1 Sony audio recorder for data collection (e.g., interviews and focus groups) and the recording of events.



Headphones

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



Cables

The following cables are available for temporary check-out:

- HDMI cables of various sizes
- 3 USB 2.0 extender cables
- 1 15' VGA extender cable
- 1 Network LAN cable
- 1 iOS HDMI cable

Adaptors / Dongles

The following adaptors are available for temporary check-out:

- 4 DVI/HDM converters
- 1 USB 2.0 to DVI converter
- MHL to HDML Adapter Cable

The following technology **does not require** reservations (first come first serve):

Single-Monitor PC Desktops

There are 5 single-monitor PC computer stations in B04D: Graduate Research Hub for graduate students to use at any time.



iMacs

There is 1 iMac computer station for producing editing content and producing stimulus in B04F: Stimulus Collection/Production Lab. (CURRENTLY UNAVAILABLE).



Scanner/Copier

There is a high capacity scanner and copier available for faculty and students to use at any time in the B02 Suite of the CRC.



C. SOFTWARE

PC Computer Stations

All PC computer stations in the CRC (B02C: Data Analysis/Coding Lab and B04D: Graduate Research Hub) have the following software installations:

- SPSS
- Endnote
- QSR NVivo 11
- Analytic Technologies/UCINet
- MS Office 2013 (all apps)
- MS SQL Server 2014
- RRO
- RStudio
- Skype
- VLC Media Player
- Adobe Acrobat Reader
- Apple iTunes
- Tableau Public 9.0

iMac Computer Station (NOTE – CURRENTLY UNAVAILABLE)

The iMac computer station in the CRC (B04F: The Stimulus Collection/Production Lab) have the following software installations:

- SPSS
- Endnote
- QSR NVivo 11
- Audacity (2.0.6) w/LAME
- Adobe CS6 Master Collection
- Soundslides Pro
- Apple Compressor
- Aperture
- Final Cut Pro X
- Microsoft Remote Desktop
- iPhoto
- Keynote
- iMovie
- GarageBand
- Google Web Designer
- MS Office 2011 (all apps)
- Fetch
- Cyberduck
- iLok License Manager
- Quicktime 7
- Skype

-
- Call Recorder for Skype
 - Sublime Text
 - svBuilder
 - VLC
 - MPEG Streamclip
 - DeployStudio
 - Adobe AIR
 - EU Control
 - Adobe Lightroom 5 (Lightroom 4 no longer installed)
 - BlackMagic Desktop Video

Virtual Reality Workstation

The VR workstation in B01A: Viewing Room has the following software installations:

- WorldViz Vizard Virtual Reality Software

PC Laptops (iMotions Data Collection/Analysis, iMotions Analysis)

The two iMotions Data Collection/Analysis PC laptops and two iMotions Analysis PC laptops have the following software in addition to the iMotions platform:

- Adobe Acrobat Reader
- Adobe Flash Player
- Apple Application Support
- Apple Mobile Device Support
- Bonjour
- Cisco AmyConnect
- Consensus
- Dolby Audio X2 Windows API SDK
- Dolby Audio X2 Windows APP
- Epiphan Frame Grabber Software
- Google Chrome
- IBM SPSS Statistics 24
- iTunes
- Integrated Camera
- Microsoft Office Professional Plus 2016
 - Access 2016
 - Excel 2016
 - OneNote 2016
 - Outlook 2016
 - PowerPoint 2016
 - Publisher 2016
 - Word 2016
- Microsoft Office 2016 Tools

- Database Compare 2016
- Office 2016 Language Preferences
- Office 2016 Upload Center
- Skype for Business Recording
- Spreadsheet Compare 2016
- Telemetry Dashboard for Office
- Telemetry Log for Office 2016
- Mozilla Firefox
- NCapture for IE
- NetDraw
- NodeXL Excel Template
- QSR NCapture for Chrome
- QSR NVivo 11
- Realtek HD Audio Driver
- RStudio
- TeamViewer 12
- VideoLAN – VLC media player
- Windows Accessories (IE, NotePad, Paint, WordPad, etc.)
- Windows DVD Maker
- Windows Media Maker
- 7-Zip

PC Laptops (Multipurpose)

The three Multipurpose PC laptops have the following software:

- Dolby Audio X2 Windows API SDK
- Dolby Audio X2 Windows APP
- Google Chrome
- Groove Music
- IBM SPSS Statistics 24
- Intel Management Engine Components
- Intel PROSet/Wireless Software
- Microsoft Office Professional Plus 2016
 - Access 2016
 - Excel 2016
 - OneNote 2016
 - Outlook 2016
 - PowerPoint 2016
 - Publisher 2016
 - Word 2016
- Microsoft Office 2016 Tools
 - Database Compare 2016
 - Office 2016 Language Preferences
 - Office 2016 Upload Center

- Skype for Business Recording
- Spreadsheet Compare 2016
- Telemetry Dashboard for Office
- Telemetry Log for Office 2016
- Microsoft Solitaire Collection
- Microsoft Edge
- Microsoft OneDrive
- Microsoft Visual C++ 2015
- Minecraft: Windows 10 Edition
- Mozilla Firefox
- NodeXL Excel Template
- NVIDIA 3D Vision Driver
- NVIDIA Graphics Driver
- NVIDIA PhysX System Software
- Royal Revolt 2
- Skype
- Skype for Business 2016
- Windows Accessories (IE, NotePad, Paint, WordPad, etc.)
- OneDrive for Business

MacBooks


The two MacBook laptops have the following software:

- App Store
- FaceTime
- CIMP
- Google Chrome
- iAd Producer
- iBooks
- Image Capture
- iTunes
- Mail
- Maps
- Messages
- Microsoft Office 2016
 - Excel
 - OneNote
 - Outlook
 - PowerPoint
 - Word
- Notes
- Photo Booth
- Photos

-
- Postman
 - Preview
 - QuickTime Player
 - Safari
 - Stickers
 - TextEdit
 - VLC Media Player

D. SERVICES

Snapstream

 **SnapStream** is a television 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 and students are also recording their programs on it for research purposes, please do not to delete any of the programs.


To access SnapStream2, visit <http://snapstream2.bu.edu>

Username: crc

Password: TV@CRC

While the recordings should stay on the server for at least several weeks, please download videos which are important to a separate fileshare for safe keeping. In order to view the recordings you'll need to use VLC, which is free and available for Mac and PCs. If it is not already installed on your computer, please contact comhelp@bu.edu.

SONA

 **SONA SYSTEMS** is a cloud-based research management system, to facilitate the sign-up and crediting of participants for research (e.g., surveys, focus groups, experiments, interviews, etc.) in the College of Communication. To post a research study using COM's SONA system, please contact the SONA administrator (COMSona@bu.edu) to set up an account. The COM SONA website (<https://bucom.sona-systems.com>) contains information about the times and dates of specific studies and the number of credits that will be awarded to students for participating in each study. This website will also allow researchers to manage their studies and recruit participants based on prescreened criteria. For more information about research participation and management policies through COM's SONA system, visit: <http://sites.bu.edu/crc/research-resources/SONA/>. Any questions related to the SONA system at COM can be sent to: COMSona@bu.edu.

E. COM MASTER PROTOCOL FOR ANONYMOUS SELF-REPORT SURVEYS

Dr. Michael Elasmr is the head of the COM Research Review Board, a committee set up to speed up the review of self-report anonymous surveys conducted by COM faculty and students. The application was approved by BU's Institutional Review Board (IRB), creating a first-of-its-kind college-level research review board at BU. It shrunk the review time of anonymous survey projects from upwards of 6 months to approximately 1 week.

If a faculty or student is interested in having their research reviewed under the Master Protocol for Anonymous Self-Report Surveys at COM, submit to Dr. Elasmr (elasmr@bu.edu):

- 1) Cover letter stating details of your research study (e.g., purpose, investigators, procedure, etc.) and that your survey conforms to the stipulations made in the master protocol (see below for stipulations);
- 2) Copy of your survey;
- 3) Evidence of completing the human subject training through CITI:
(<http://www.bu.edu/orc/training/human-subjects/citi-program/>).

The stipulations of the master protocol are as follows:

- Self-report surveys covered by this master protocol include surveys administered through the following modes: paper and pencil, web-based, telephone, “man on the street”, in person, Internet, computer, and traditional mail.
- All surveys will be conducted among humans who are 18 years of age and older.
- The surveys will be totally anonymous. No identifiers will be either stored along with or linked to a respondent's answers. There will be no master code that will link responses to individuals. There will also be no deductive disclosure.
- The surveys will use the BU consent language for study subjects as described on the Charles River IRB website. Specifically, The following information will be added to either the opening paragraph of the questionnaire as part of the cover letter, or in the invitation e-mail/online posting or as part of the online version questionnaire:
 - The purpose of the research study and how the results will be used;
 - A statement that participation is completely voluntary, and that they can stop the survey at any time;
 - Approximately how much time will be needed to complete the survey;
 - A statement that all responses are anonymous and confidential;
 - Who they can contact if they have any questions and how this person can be contacted;
 - The following statement: “You may obtain further information about your rights as a research subject by calling the BU CRC IRB Office at 617-358-6115.”
- Extremely sensitive questions will be reviewed by the COM committee to determine the appropriateness of the survey mode for these types of questions.
- In the case that a survey initiated at COM under this master protocol exclusively targets students from another college at BU, then the Dean of that College would be asked for his/her permission to access the students of his/her College prior to conducting such a survey.

-
- When a COM professor or graduate student intends to conduct a survey under this master protocol and asks the COM research committee appointed by the COM Associate Dean for permission for doing so, permission will not be granted unless the COM professor provides evidence that he/she has completed the type of human subjects research training specified on the website of the Charles River Campus IRB.

IV. MAKING ROOM AND TECHNOLOGY RESERVATIONS

Technology and room reservations in the CRC are handled via QReserve. To make a reservation, please create an account at [QReserve.com](https://www.qreserve.com)



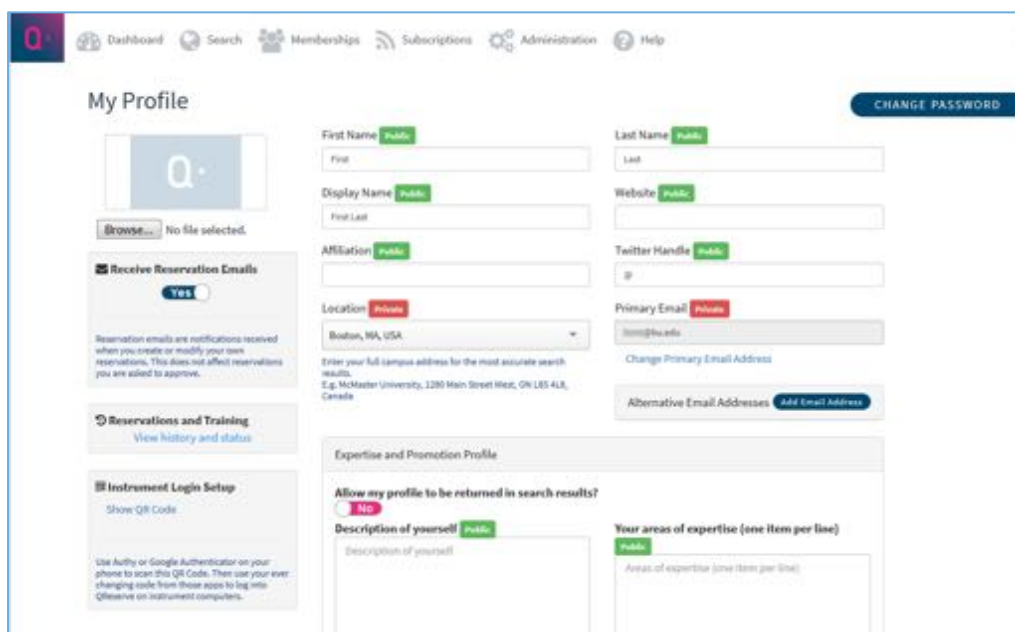
1) Sign up at [QReserve.com](https://www.qreserve.com).

- Select “I want to join a lab” in Step 1. Then, in Step 2, use your BU email address to create an account. Check your BU email for verification.

The image shows the 'Create Account' page on the QReserve website. The page has a header with the QReserve logo and navigation links. The main heading is 'Create Account' with the subtext 'Create your account to join an existing facility or to setup one of your own!'. The page is divided into two steps. Step 1 has two buttons: 'I want to join a lab' (highlighted in pink) and 'I want to setup a lab'. Step 2 contains three input fields: 'Your Email Address', 'Create a Password', and 'Verify your Password'. Below these fields, there is a link to 'Please review our Privacy Policy and Terms of Use', a red error message 'Valid email address is required.', and a pink 'CREATE MY ACCOUNT' button. At the bottom left, there is a link 'Already a user? login here'. On the right side of the page, there is a large image of a hand in a white lab coat sleeve holding a test tube with blue liquid. At the very bottom, there is a small disclaimer: 'The QReserve Platform will occasionally use email as a means to notify you of important events related to your equipment reservations, users of equipment within your laboratory, or important information about your account and the QReserve network. By creating your account you consent to receiving these emails with the option to unsubscribe at any time.'

2) Joining the “Communication Research Center” on QReserve

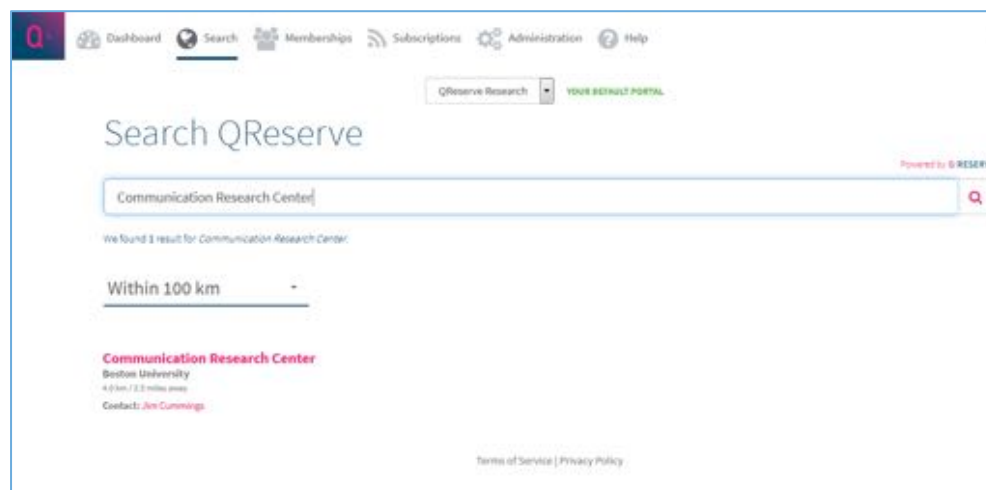
- After signing up and verification, log in to QReserve. Fill out your profile with First Name, Last Name, Display Name and Location (suggested: “Boston, MA, USA”).



The screenshot shows the 'My Profile' page in QReserve. The navigation bar at the top includes Dashboard, Search, Memberships, Subscriptions, Administration, and Help. The profile page is divided into several sections:

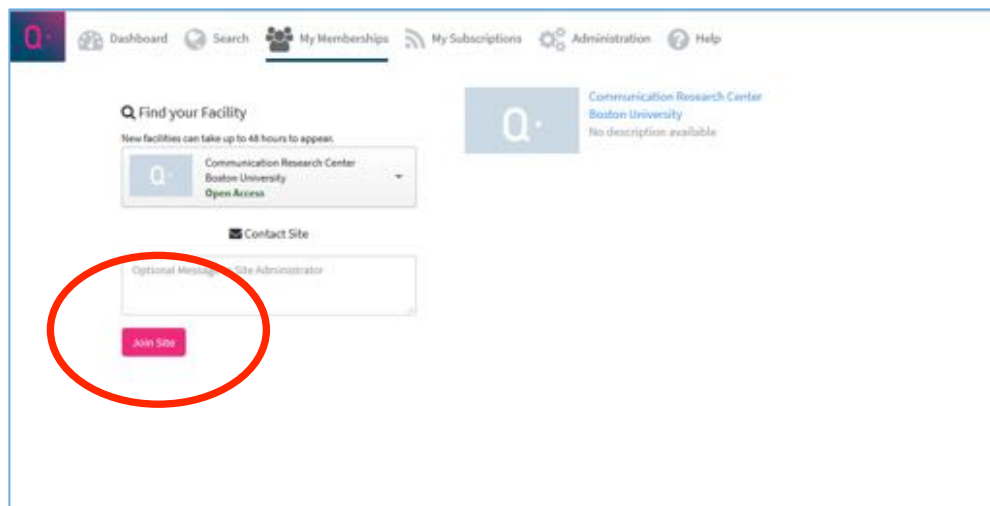
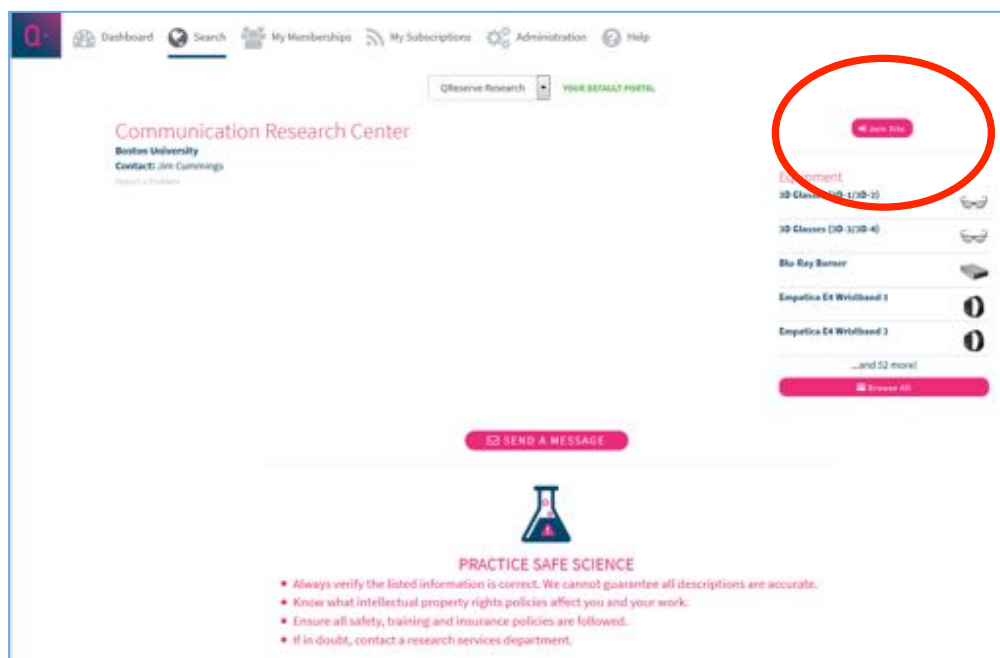
- Profile Information:** Fields for First Name, Last Name, Display Name, Website, and Twitter Handle, each with a 'Public' privacy indicator.
- Location:** A dropdown menu set to 'Boston, MA, USA' with a 'Private' privacy indicator. Below it, a note says 'Enter your full campus address for the most accurate search results. E.g. McMaster University, 1280 Main Street West, ON L8S 4L8, Canada'.
- Emails:** A 'Primary Email' field set to 'jim@bu.edu' with a 'Private' indicator, and an 'Alternative Email Addresses' section with an 'Add Email Address' button.
- Expertise and Promotion Profile:** A section with a radio button for 'Allow my profile to be returned in search results?' set to 'No', and a 'Description of yourself' field.
- Other Sections:** 'Receive Reservation Emails' (set to 'Yes'), 'Reservations and Training' (with a 'View history and status' link), and 'Instrument Login Setup' (with a 'Show QR Code' link).

- Go to the Search section on the top of the page. Type keywords “Communication Research Center” and click on the Communication Research Center at Boston University.



The screenshot shows the QReserve Search page. The navigation bar at the top includes Dashboard, Search, Memberships, Subscriptions, Administration, and Help. The search bar at the top contains the text 'Communication Research Center'. Below the search bar, it shows 'We found 1 result for Communication Research Center:' and a list of results for 'Communication Research Center' at Boston University, 4.9 km / 3.0 miles away, with contact information for Jim Cummings. The page also includes a 'Terms of Service | Privacy Policy' link at the bottom.

- Click on the “Join site” button on two successive pages to join CRC. Leave a message if you need to contact the CRC.



3) To make a reservation on QReserve, follow these steps:

Via the CRC Website

- Visit the CRC Reservations page located at: <http://sites.bu.edu/crc/research-resources/reservations/>
- Search for the desired equipment or space. You can filter resources by equipment or location, or, alternatively, scroll through the list to select the equipment or location you wish to reserve. (Note that some devices are not loanable and can only be used at the CRC.)
- When you've found the resource you would like to reserve, click "Check Out in QReserve". You will then be redirected to the QReserve site.
- To log into QReserve, enter your BU email address and the password associated with your QReserve account.
- Click the "View Calendar" button to view available times for reserving the desired equipment or room.
- Within the calendar, click on the desired date of reservation and fill out the reservation form with the Purpose, notes (if needed), and your name. Select time and duration for the reservation.
 - Pay attention to specific requirements and descriptions of some items. Contact a Lab Manager (crc-admin-l@bu.edu) if you have any questions about specific requirements.
- Click "Reserve"; a request will then be submitted to the CRC Lab Managers for approval.
- Once the Lab Manager has approved your reservation, you will be able to use your item/room for the allotted time slot. You should receive a confirmation email verifying your reservation or loan.

Via the QReserve Website

- Visit the QReserve Beta website at <https://beta.qreserve.com>
- To log into QReserve, enter your BU email address and the password associated with your QReserve account.
- From your dashboard, select the "Memberships" tab on the left hand side and select "Communications Research Center".
- This will bring you to the resource list. From here, you can search for a resource, filter the list by equipment or location, or scroll through the list to select the equipment or location you wish to reserve. Note that some devices are not loanable and can only be used at the CRC.
- Click the "View Calendar" button to view available times for reserving the desired equipment or room.

-
- Within the calendar, click on the desired date of reservation and fill out the reservation form with the Purpose, notes (if needed), and your name. Select time and duration for the reservation.
 - Pay attention to specific requirements and descriptions of some items. Contact a Lab Manager (crc-admin-l@bu.edu) if you have any questions about specific requirements.
 - Click “Reserve”; a request will then be submitted to the CRC Lab Managers for approval.
 - Once the Lab Manager has approved your reservation, you will be able to use your item/room for the allotted time slot. You should receive a confirmation email verifying your reservation or loan.