

## **Data Collection Day Guideline 2021**

### **A) To bring (all disinfected/clean):**

- 1) Charged Lena Hub Laptop
- 2) Charged Ubisense Laptop
- 3) USB-Ethernet adapter
- 4) Labeled Vests (for children) and fanny packs (for adults) with functioning Ubi tags (blinking). Always bring extra.
- 5) Charged Labeled Lenas.
- 6) Lena cable (2 or more).
- 7) Metal box or tin can.
- 8) Printed On and Off roster and Activity log.
- 9) Empty consent forms just in case there are new participants.
- 10) Preferably 2 people: one (Person1) for observation and another one (Person2) for technical setup/troubleshooting.
- 11) 2 plastic bags/containers for clean and dirty...

### **B) Synchronizing laptop times:**

- In the Ubisense laptop go to Network Connections there is a Desktop Shortcut) and make sure Wireless Network Connection is enabled (if not, right click and hit "Enable").
- With both laptops side by side and connected to the internet, go to Date and Time settings (you may type at the start search box "Date and Time" and it will pop up).
- Click on "Change Date and Time" (if this option does not show up click on "Additional Date and Time settings - Set Date and Time).
- Add/subtract about 5 minutes to the current time and hit OK.
- Go to the Internet Time tab, hit Change Settings.
- At the same time on both laptops click on the "Update Now" button. If one gives an error, try again on both until both are successful. Make sure to use the same time server (time.windows.com).
- Double click Network Connections shortcut on desktop, right click Wireless Network Connection and hit "disable".

### **C) LENA recorder setup** (Preferably, Person1 will do this part meanwhile Person2 is doing nextstep):

- On the LENA laptop, go to start, type LENA Hub and open the application. Log in.
- Connect each LENA recorder to the laptop and wait for the LENA Hub to read it. If an error pops up in the right part of the LENA Hub window, disconnect and connect again. If problem persists, please make note of it on On/Off roster page and replace LENA (make sure to write down the new LENA ID (on the back of recorder) in the roster form next to the subject.
- Open up time.gov on either the laptop or your phone.
- For each LENA, turn on and say: Time displayed on time.gov up to the seconds, Classroom, Subject ID and Date.
- Say time and clap 2 times and make note in Roster On/Off page.

- Insert each LENA on its corresponding vest/fanny. Insert in fanny thin pocket.

**D) Ubisense Laptop Setup** (Preferably, Person2 will do this part meanwhile Person1 is doing previous step):

- Make sure switch is plugged in and on.
- Connect USB-Ethernet adapter and connect ethernet cable coming from switch. Make sure to use the same adapter (labeled IES DM LAB) and use the most back right USB port.
- Press Ctrl Alt Delete and start Task Manager.
- Press "Show Processes from all Users" button.
- Select any dhcprsv.exe\* Process and press "End process" button.
- Go to Ubisense DHCP Shortcut on Desktop, right click on dhcprsv.exe and press "Run as Administrator". Press "Start".
- Double Click 1.Platform Control shortcut on Desktop.
- Press "Browse" and choose your classroom name.
- Select first Service listed and press "Start"
- Select second Service listed and press "Start"
- Press Apply and make sure both services are running.
- Double Click 2. Location System Config
- Go to Sensor Status tab (left panel) and wait for them to say running.
- Double Click Ubisense Logs Shortcut on desktop, go to your classroom folder and make sure logs are being written for the current date/time (refresh window with "Ctrl R" (Note: There must be at least one ubisense tag/ vest/ fanny in classroom). The needed file is the one named MiamiLocation...log.
- Write time on On/Off Roster page Ubisense Start.

**E) Putting on vests:**

- Try to put adults' fanny packs first!
- Identify subject, take off name tag, put/give/help to put on.
- Write Time + 1 min on On/Off Roster Subject's Vest On column
- Place absent subjects vests/fannys inside tin/metal box in clean bag/container..

**F) If subject leaves early:**

- Make note of time in Vest Off column before taking vest off and then do.
- Take LENA out, say subject id and time.gov time to LENA recorder and press record button to pause.
- Write on LENA off column time.
- Place vest/fanny inside metal or tin box in dirty bag/container.

**G) Wrapping up- Turn Ubisense Off**

- Close all Location System Control windows.
- Go to the Platform Control window - Select first Service listed and press "Stop"
- Select second Service listed and press "Stop"

- Press Apply and make sure both services are stopped..

## **Ubisense TROUBLESHOOTING:**

### **Restart laptop!**

1) Make sure computer is only connected to local network

a) Troubleshooting:

i) ethernet cable is connected to laptop and SWITCH/RECEIVER

ii) SWITCH RECEIVER TO BE ON

iii) If Network not shown, try switching power strip off and on.

iiii) Make sure the IP used is: 192.168.0.1. Go to Network Connections, right click on network connected (ethernet switch), click properties, click on IPV4.

iv) **As of April 2019**

- Go to task manager (ctrl alt del), processes tab, click show all processes button. Click all dhcp processes and click "end process" button.

-Go to Ubisense/Software/DHCP... folder (Desktop), right click on .exe (only application type file) and run as administrator. Start process.

We're setting up static network and gateway

- 192.168.0.239 <- gateway

2) Open Platform Control (DESKTOP) and make sure 2 services are running

3) Open Location System Config

a) Troubleshooting:

i) Go to View Sensor Status and make sure 4 sensors are running

ii) Sensors' lights should be Red, FLASHING GREEN and ORANGE (ALL ON)

iii) C://Ubisense/Logs should be logging/producing files.

MiamiChild.<timestamp>.log: Locations generated from 2 tags (average of the two raw tag locations)  
ChildLocation,<child name>,<timestamp to milliseconds>,<X>,<Y>,<Z>,<Orientation>

MiamiLocation.<timestamp>.log: Raw tag locations  
Location,<child name>,<timestamp to milliseconds>,<X>,<Y>,<Z>

MiamiEntryExit.<timestamp>.log: Containment events  
<Entry|Exit>,<timestamp>,<tag ID 1>,<tag ID 2>

4) CHECKING IF DHCP IS RUNNING

- *Check task manager that process dhcpcsv is running*
- *If not go to ubisense folder software dhcp folder run exe as admin and start or remove and install*

*5) Install pending Windows Updates*

Classroom:

Date:

Name	ID Number	LENA Vest/ Fanny Pack	Lena On	Lena Off	Vest On hh:mm	Vest Off hh:mm	STATUS (PRESENT/ ABSENT/ NOVEST)	Notes
Name1	DS_STARFISH_2021_1	1						
Name2	DS_STARFISH_2021_2	2						
Name3	DS_STARFISH_2021_3	3						
Name4	DS_STARFISH_2021_4	4						
Name5	DS_STARFISH_2021_5	5						
Name6	DS_STARFISH_2021_6	6						
Name7	DS_STARFISH_2021_7	7						
Name8	DS_STARFISH_2021_8	8						
Adult1	DS_STARFISH_2021_T1	T1						
Adult2	DS_STARFISH_2021_T2	T2						
Adult3	DS_STARFISH_2021_T3	T3						
Adult4	DS_STARFISH_2021_L1	L1						

Clap Time:

Ubi Start:

Ubi End:

Observer:

Tech:

Clap Time: