Setting up the Galaxy Tablet for the Study
A quick walk through to get started

What's in this guide?

1. Unboxing and updating

2. Installing the Box app

3. Taking Video

4. Uploading Videos

5. Scanning permission forms

Unboxing and updating

Warning! You will likely need multiple updates when you first turn on your tablet

Unboxing

1. Open the box
2. Inspect the tablet to make sure there is no obvious damage to the screen or case
3. Check to make sure have
   - ✓ A Galaxy A7 10.4 Tablet
   - ✓ 1 charger
   - ✓ Terms and Conditions booklet

Note:

If there are any issues (damage, missing charger, etc.) please let us know *asap!*

We will ship a case and stand for you separately

Unboxing & starting the tablet

1. Charge the tablet

2. Turn on the tablet.

3. Accept terms & conditions

4. Connect to a WiFi network

5. Select "Don't Copy" for Copy apps & data. This can take up a lot of space

6. Create a Pin to Protect your Tablet

Note:

Once you click Finish, it will automatically download numerous updates

You can keep or ignore any of the recommended apps.

Feel free to connect any previous accounts you have (google or Samsung). This information will NOT be shared with the research team.

Installing Box

You will need a google account for google play. Any account is fine. The account you link to google play will not be shared with the study.
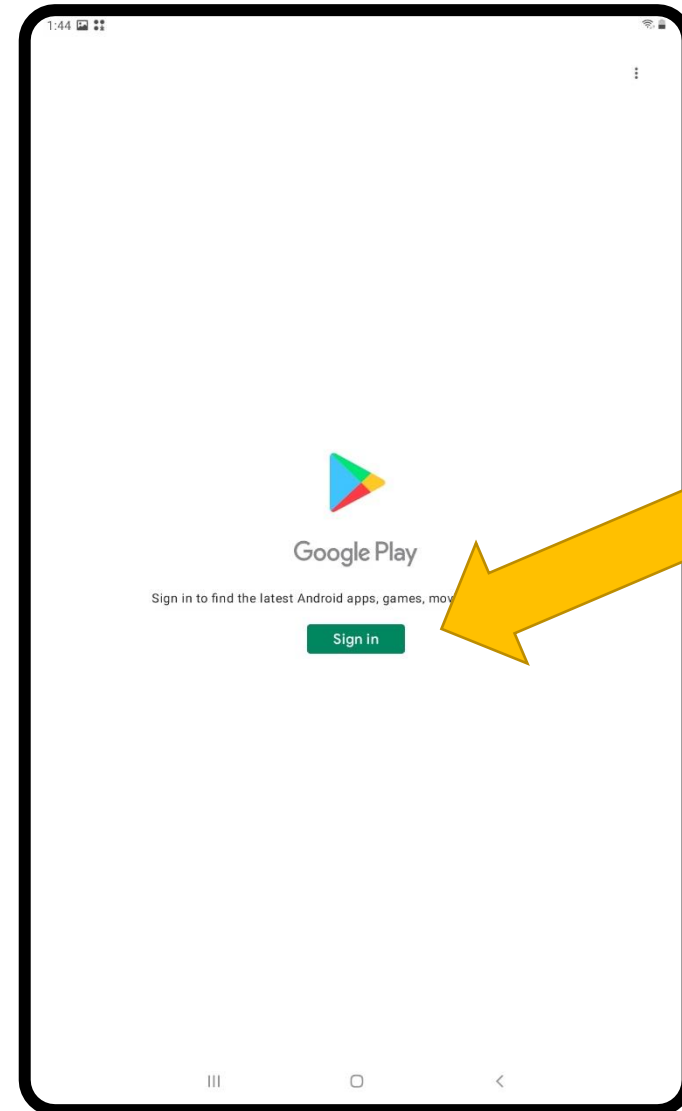
Select Google play
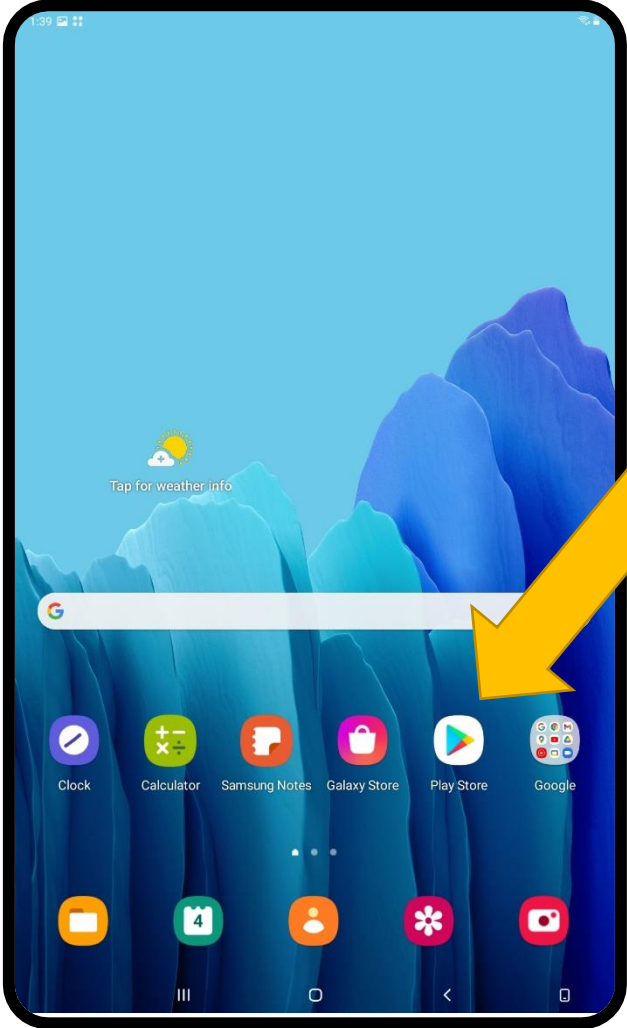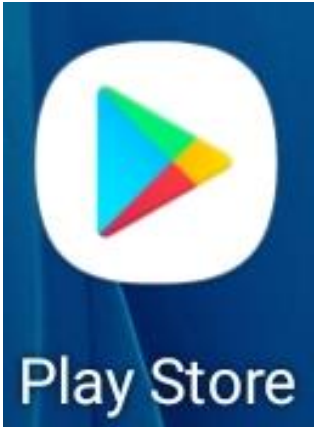
Sign in to Google play

Note:

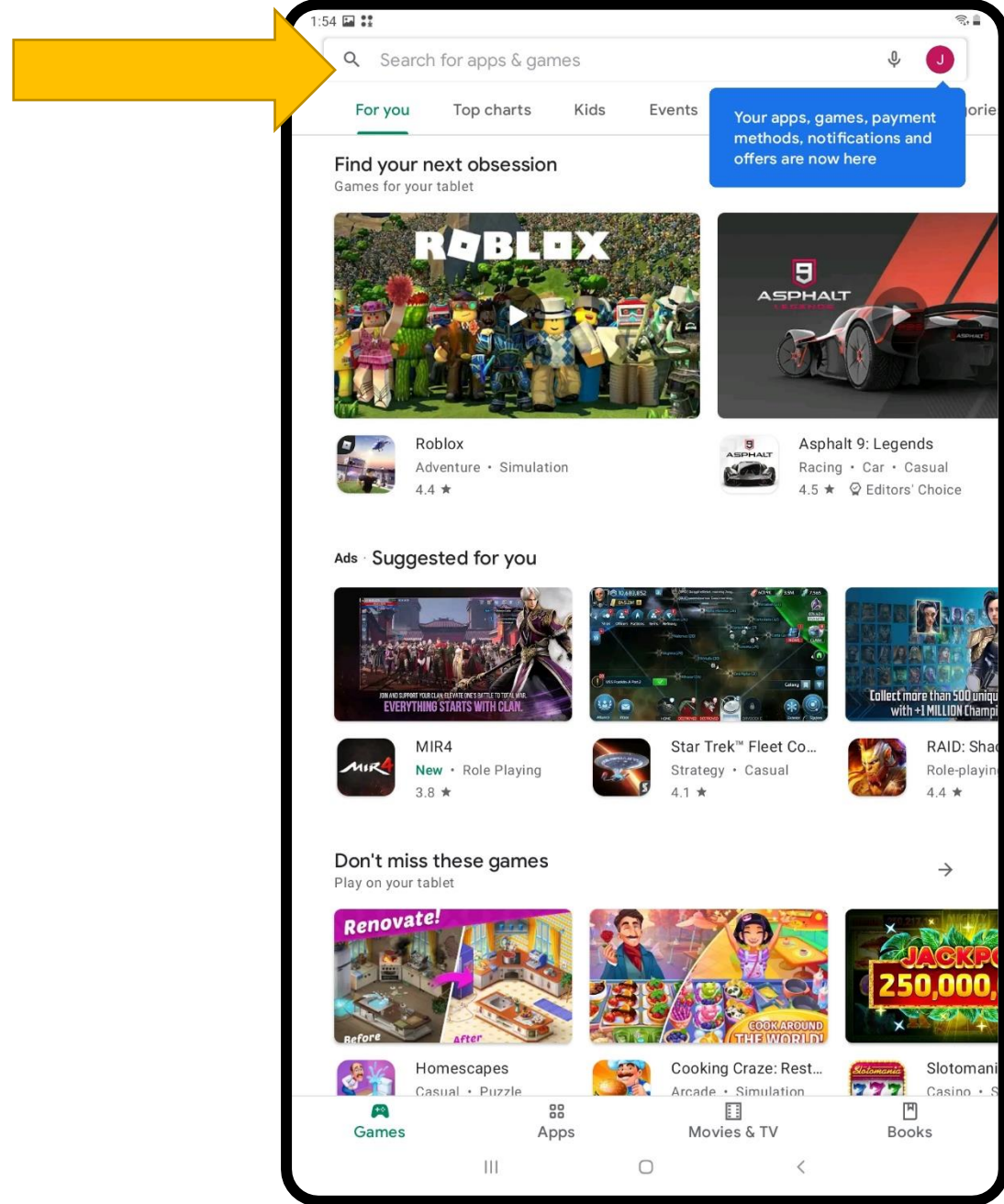You will need a google account (e.g., email) for this.

You can use any email address. It does not have to be an email linked to the study.

The email address you use will NOT be shared with the study and we will not have access to your Google Play account.
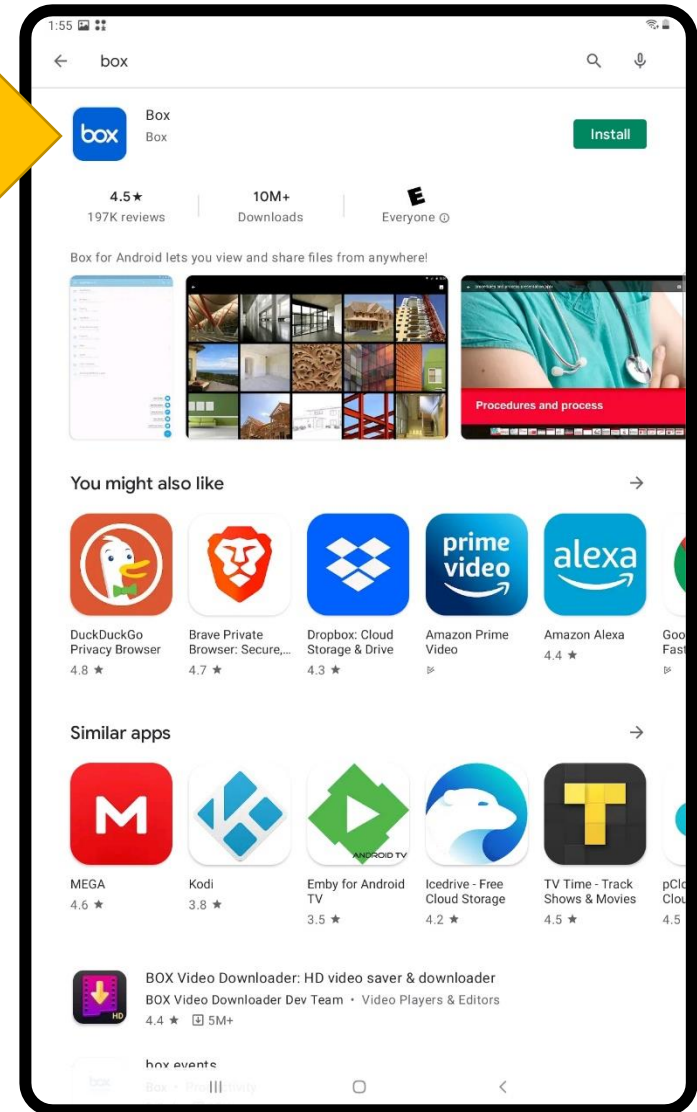
Search for Box

Type "Box" into the search box.

Install box

1. Ensure that you found the "Box" app (not Dropbox)
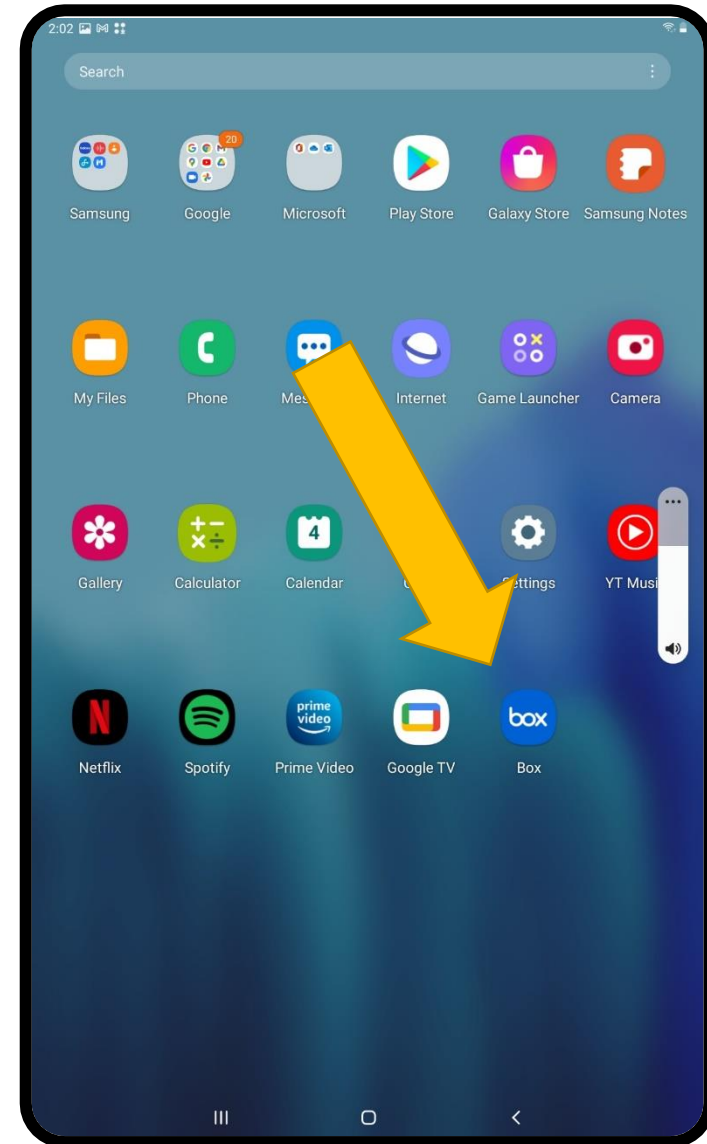
2. Press **Install**

Open Box and sign in

1. Open Box
   1. Press **Open** after Box installs on your tablet
   2. Find it in the apps library by pushing and moving your finger up on the homescreen

Tip:

You can move the Box icon to your homescreen by pressing-and-holding your finger on the icon until a menu appears. Select **Add to Home.**

Sign into Box

1. Press **Log in**

2. Enter your Box account's email address

   • This is the email we use to contact you.

3. Enter your password

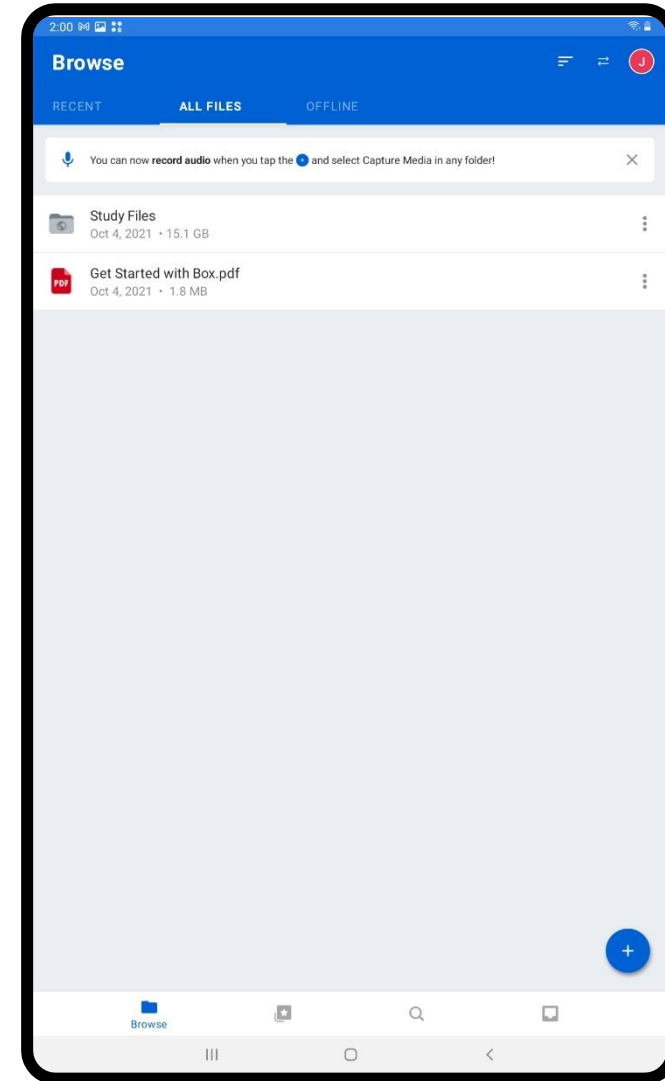   • It may ask you to authenticate through your email
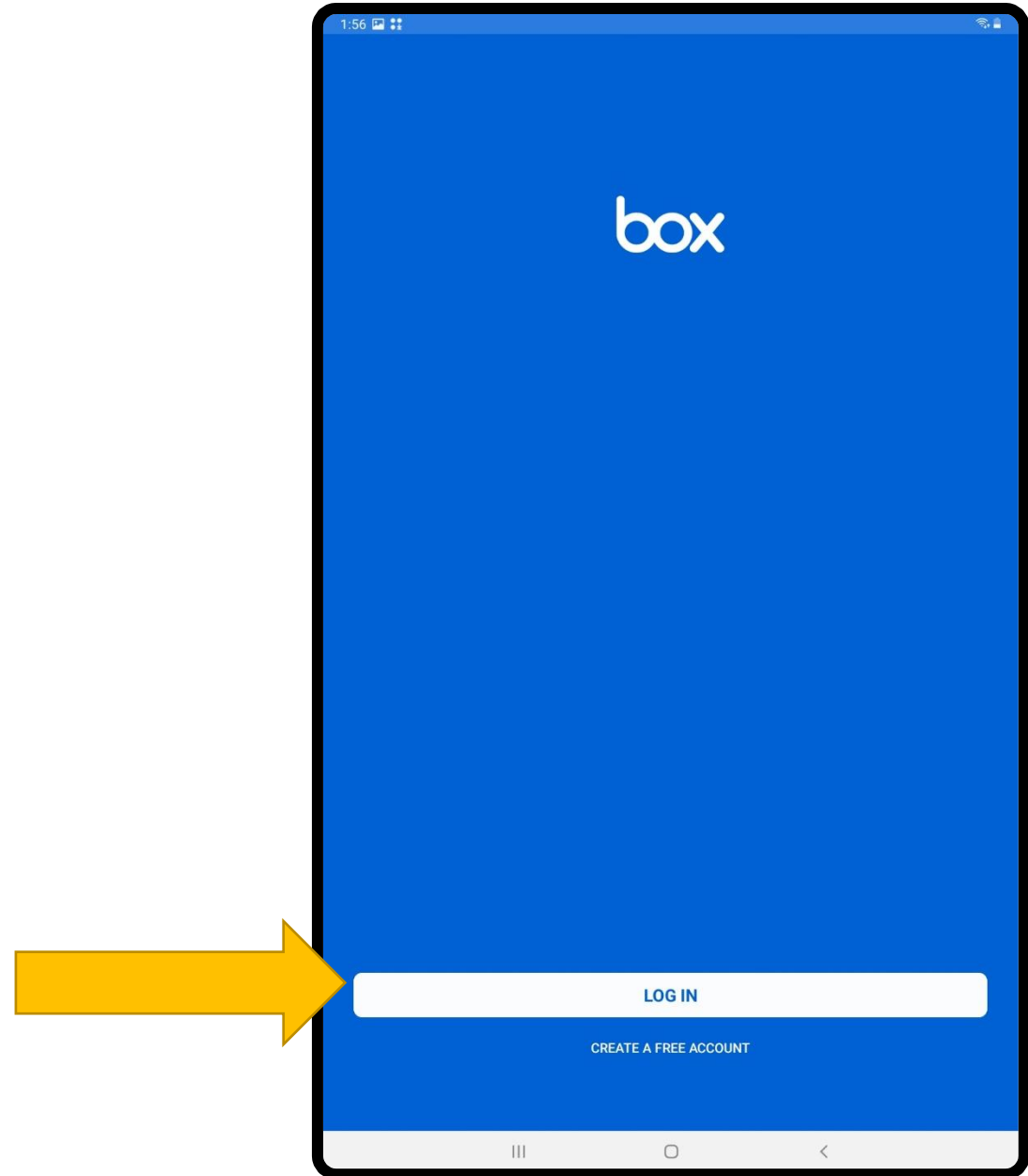
You are good to go!

Note:

Anything on this homepage is not shared with the study.

Anything inside the Study Files folder is shared with the study.

Recording set-up and test

We ask that you give us a short recording so that we can make sure we are getting your videos *before* the first required lesson recoding.
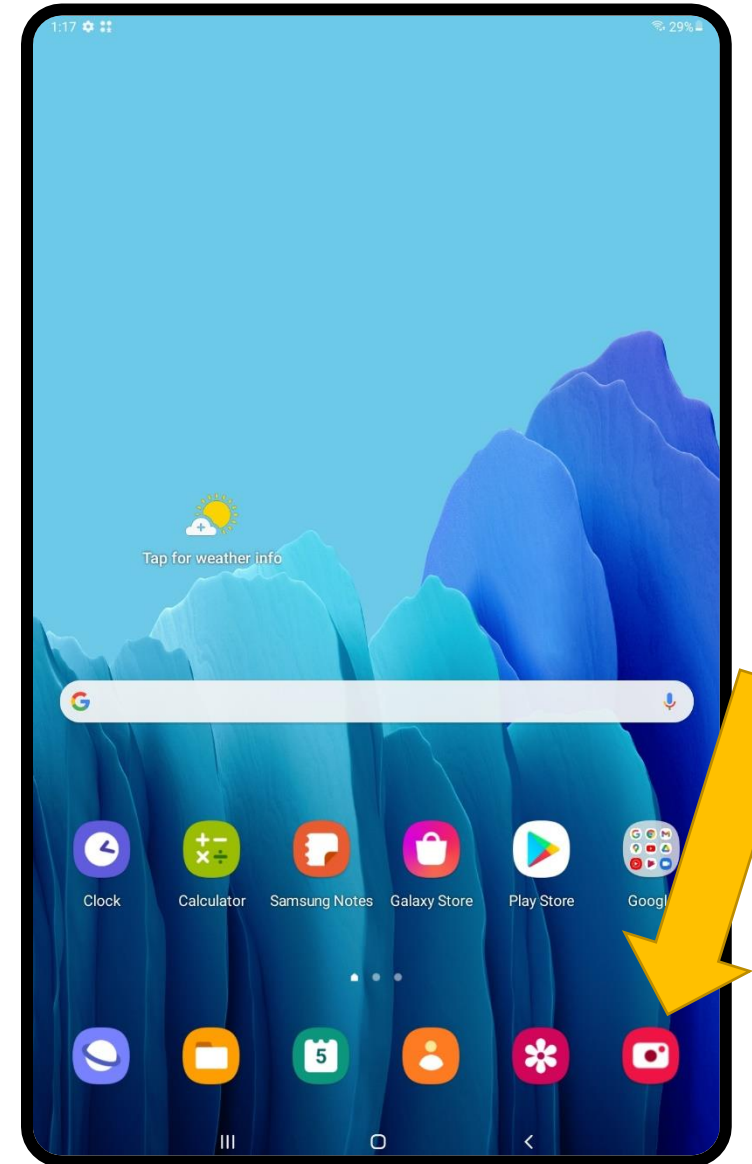
Make sure your screen can "rotate"

1. From the top of the screen (where the clock is), drag your finger down

2. Push **Portrait**. It will turn blue and say **Autorotate**. If you turn the tablet sideways it will rotate like so

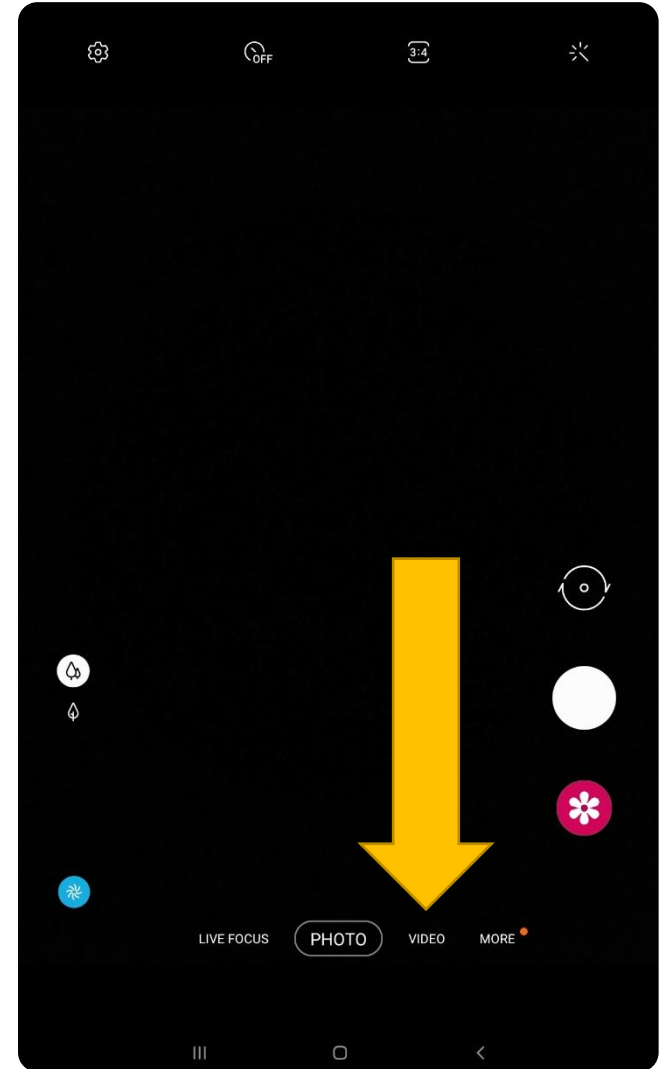

You'll need to make sure **Autorotate** is on before each recording
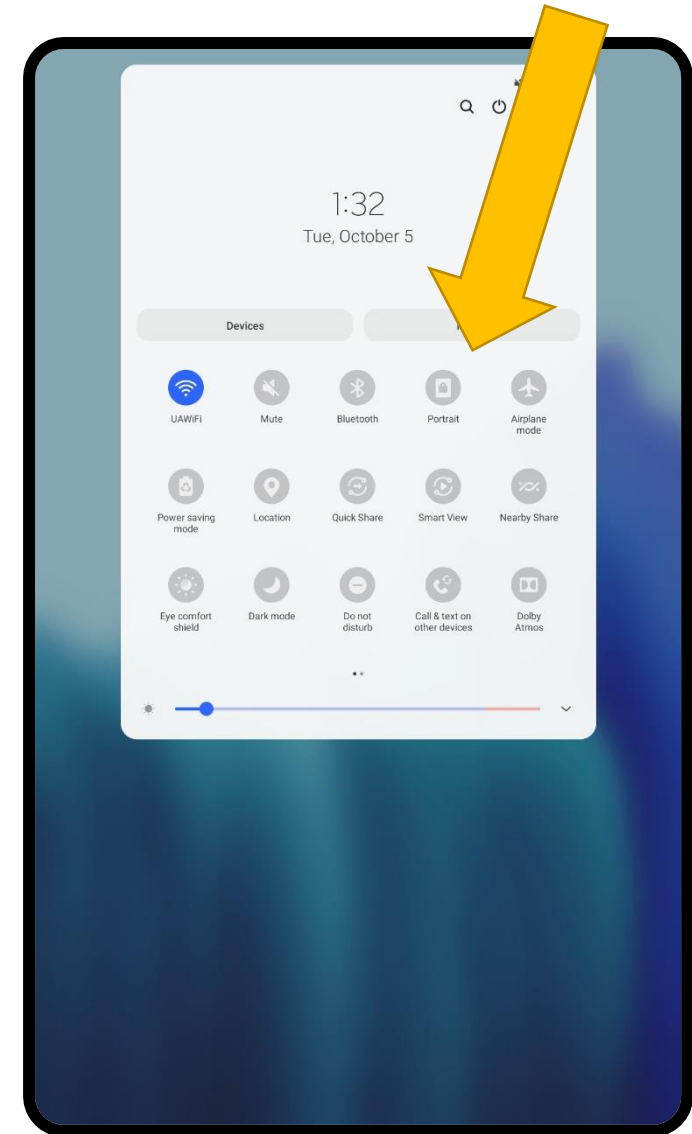
Open the Camera app

Select Video

Note:

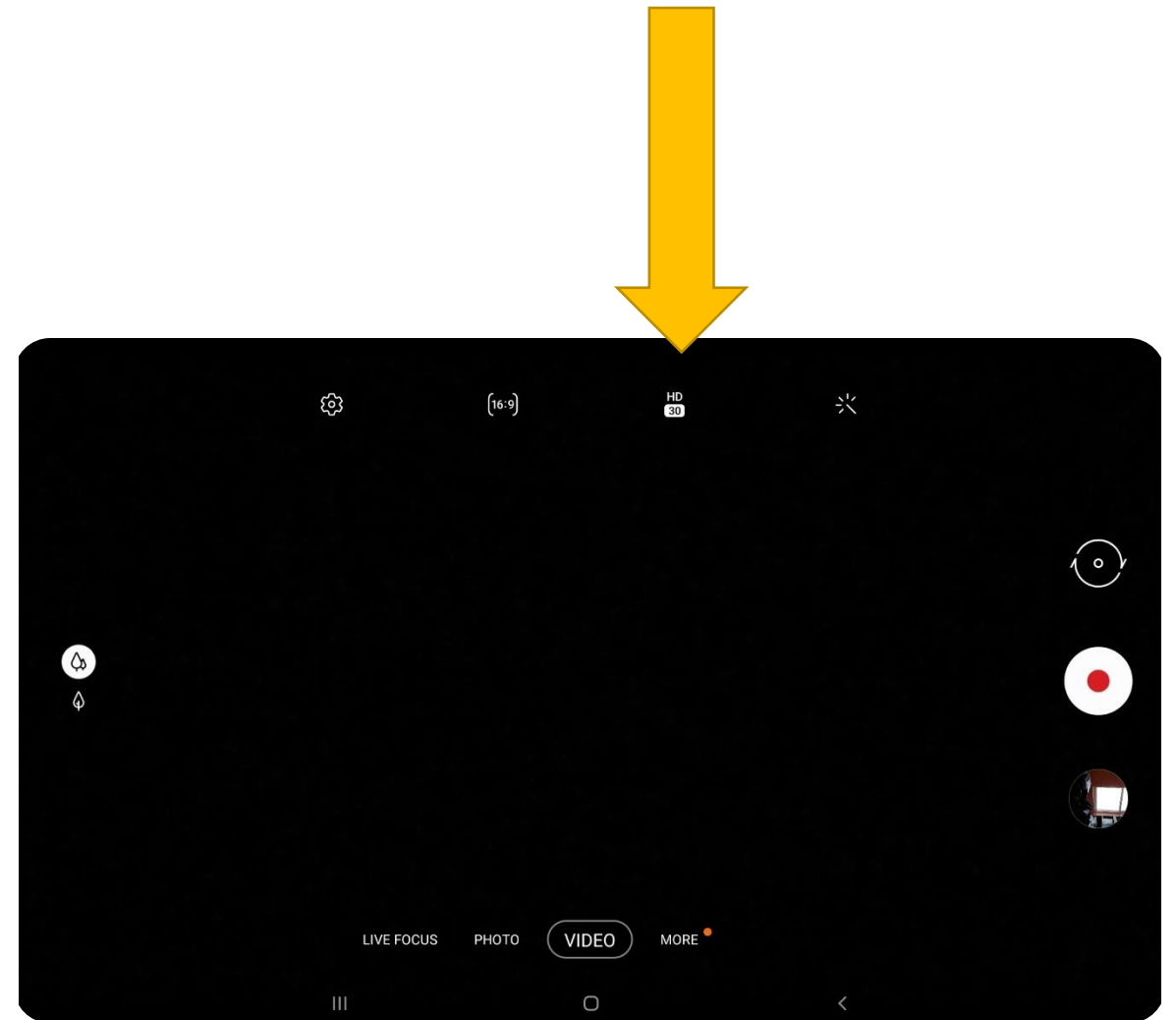When you open the app for the first time, you will need to **Allow** permission.

Change the quality to HD30

IMPORTANT!

Always make sure the red-dot record button is on the short side screen and the words are on the long side. This means the screen has rotated correctly for recording.

Record your lesson!

For a test lesson, we ask that you record any 5 minute segment of your classroom

For the test video you need to:

1. Make sure only students with permission are included

2. The camera is roughly where you plan to have it for your lessons (this way we can offer feedback)

Tips:

- Place the camera facing away from windows if possible

- Try to find a "sweet spot" in your room for your camera.
  - Not too far away from the action
  - Not too close to you or a group of students (can take over the audio)

Uploading recordings

After each recording you will need to upload the video to your Box folder and then delete it from the tablet.
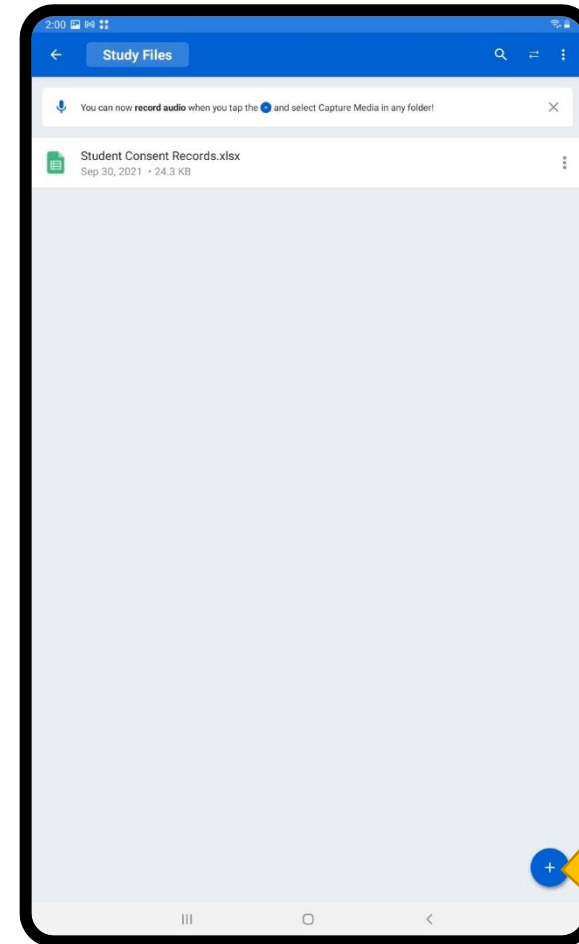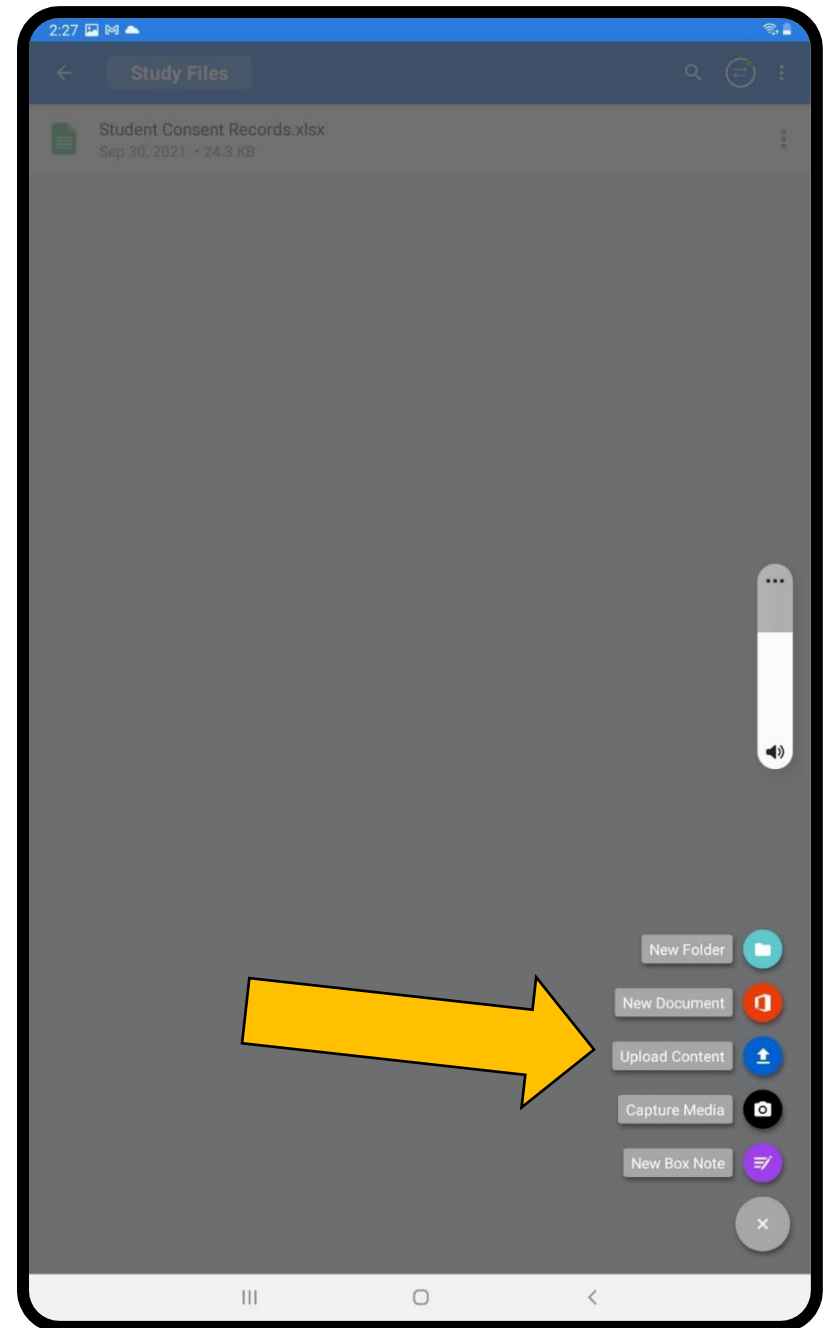
Go to **Box**
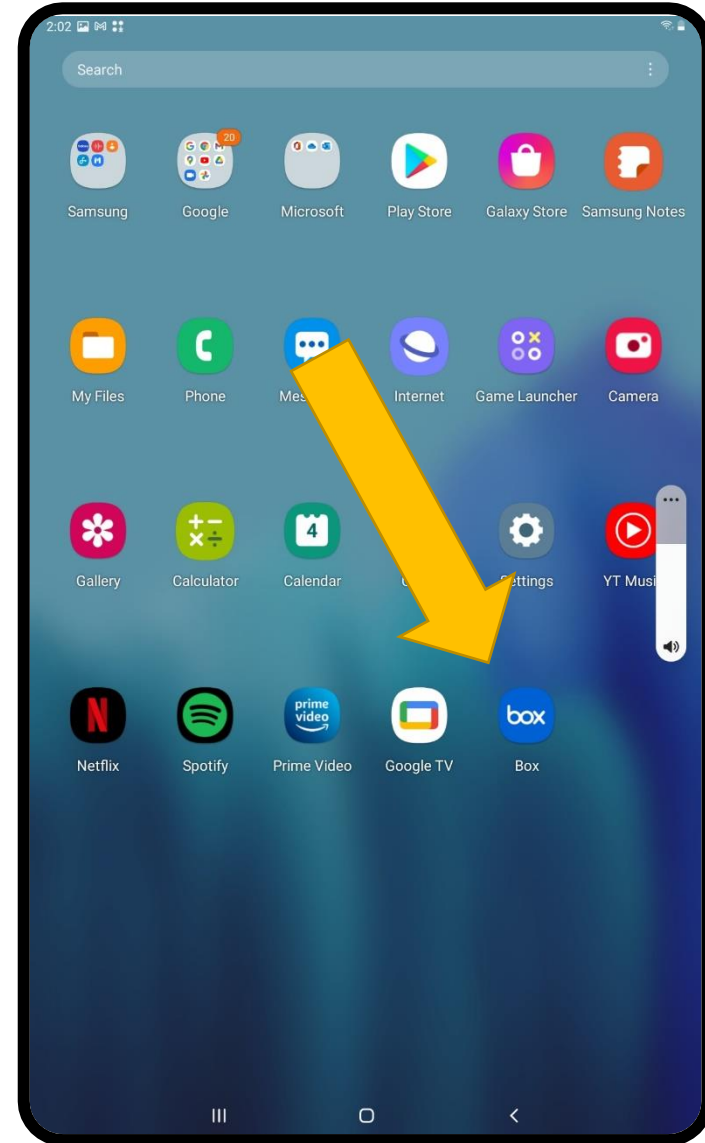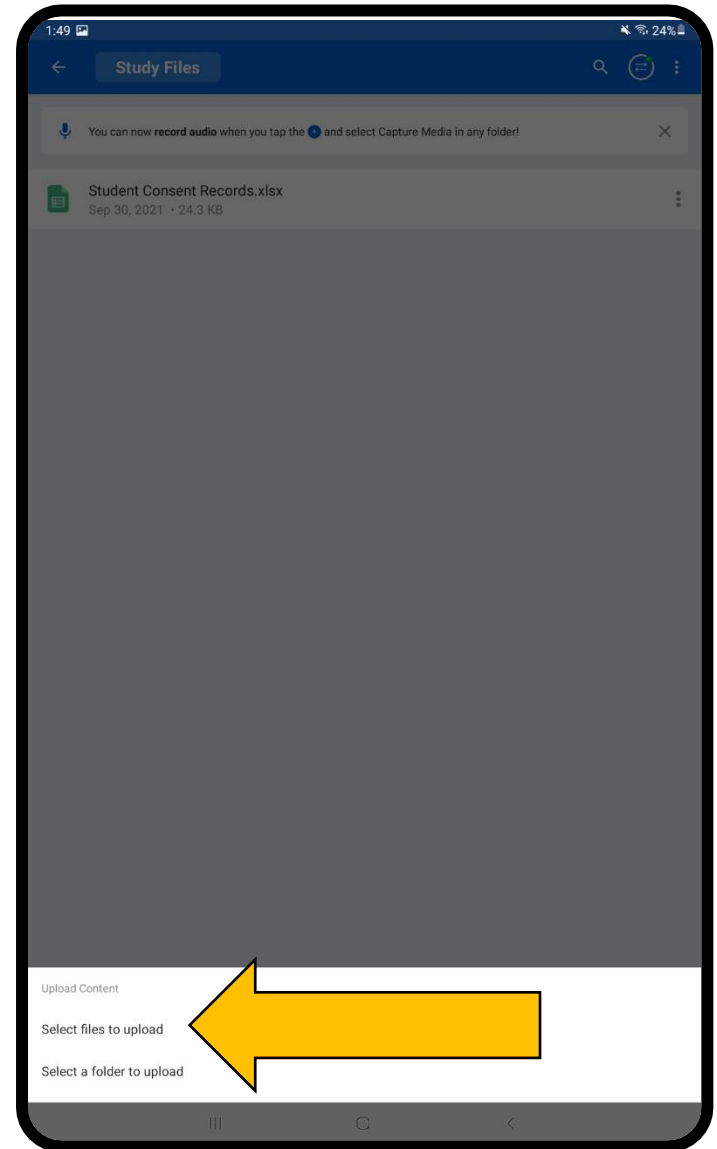
Press on your **Study Files** folder
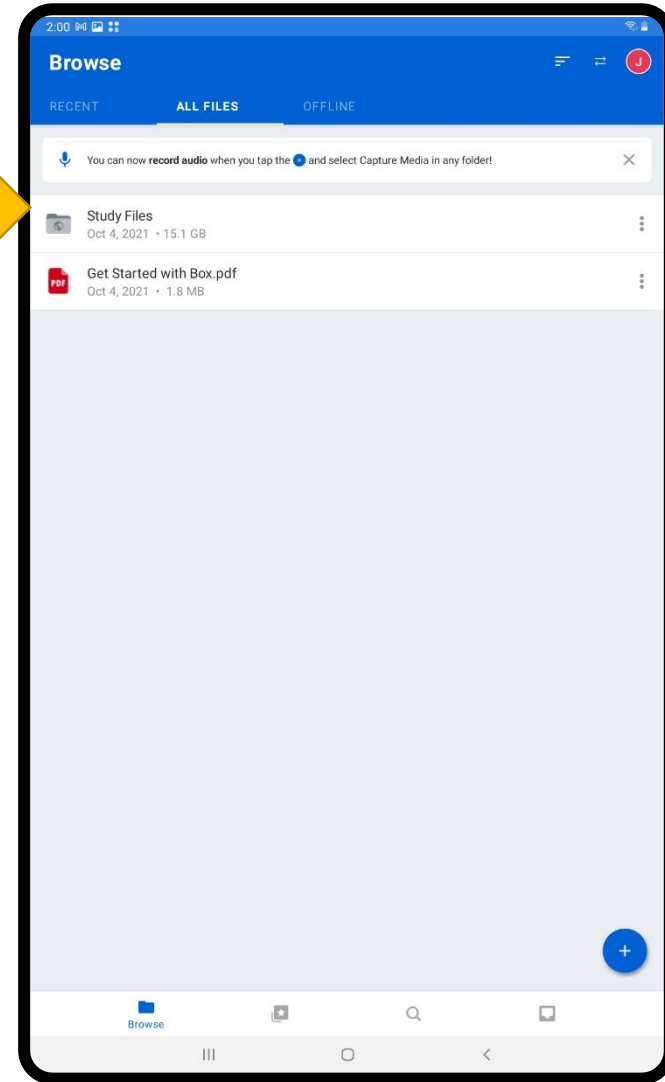
Press the **+** symbol
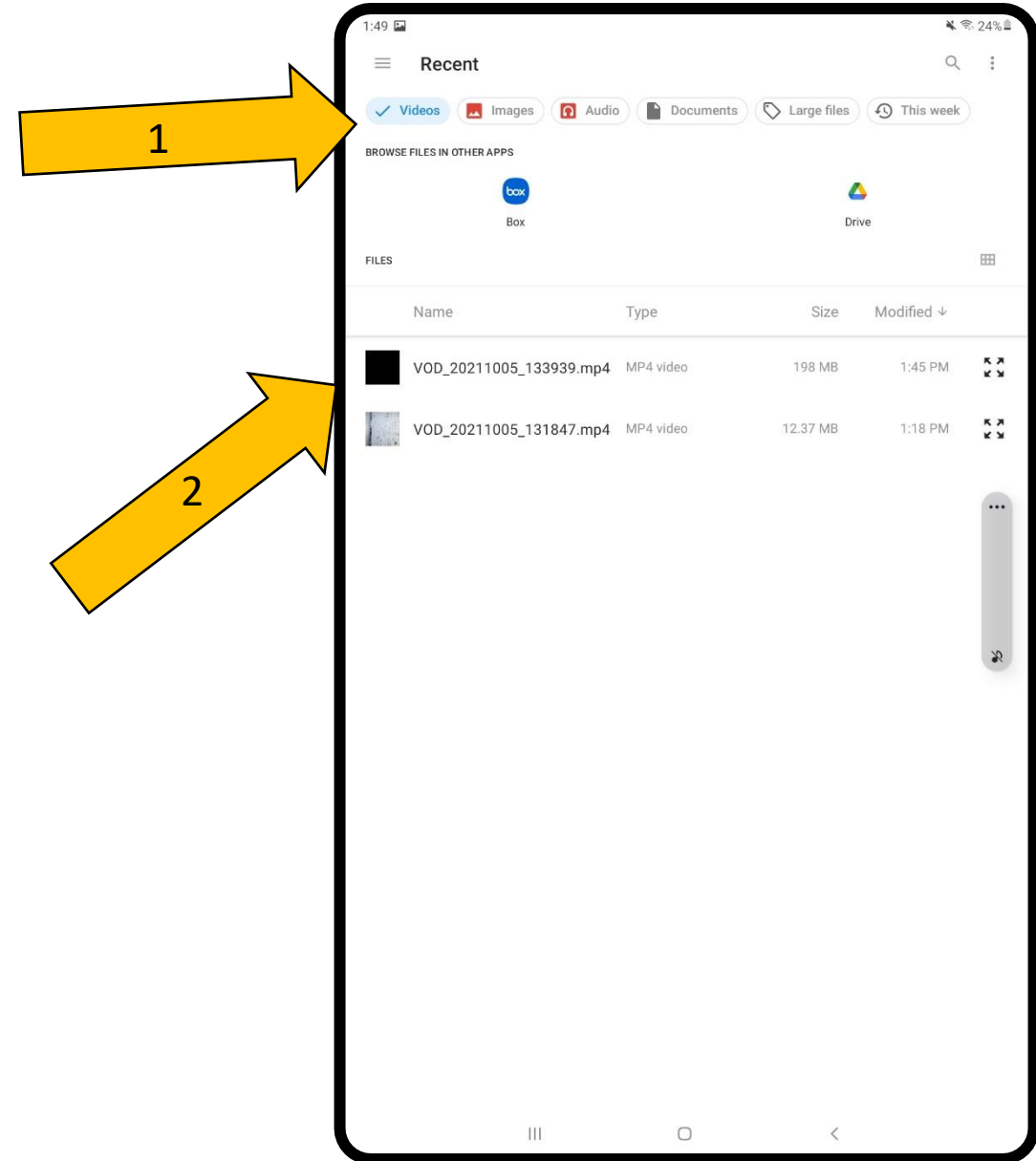
Press **Upload Content**

Press **Select files to upload**

Select the Video File

1. Select **Video** first. This will pull up only the video files from your tablet

2. Select the video(s) you want to upload

Tip:

If you want to upload more than 1 video, press and hold the first video until a blue check mark appears. Press the files you want to upload then press **Select** on the top right.
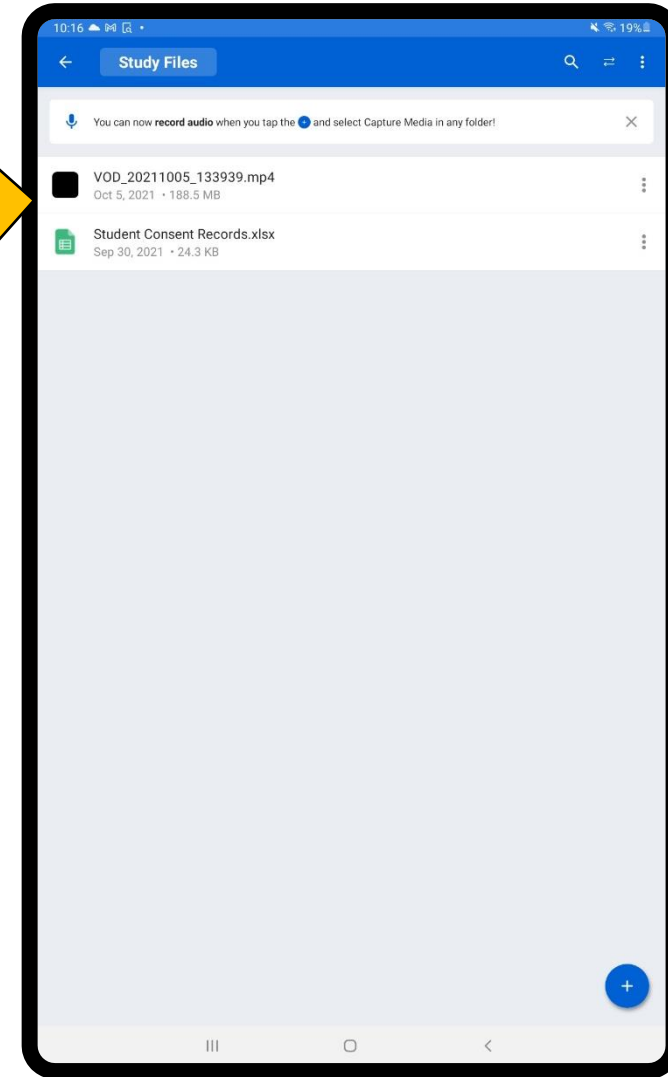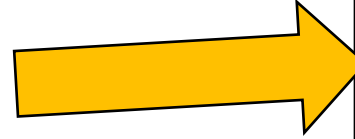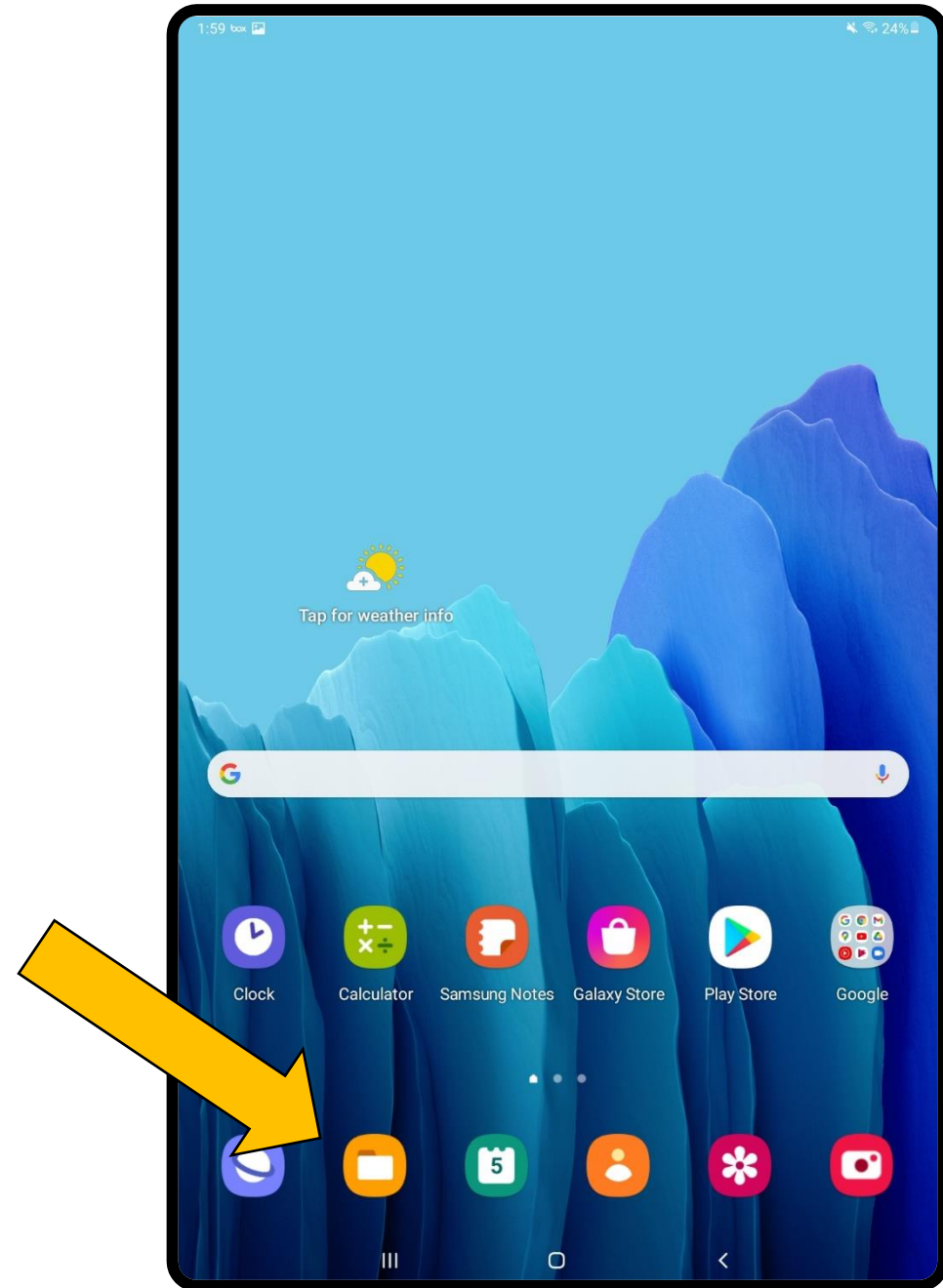
File uploaded!

Once the file is uploaded you will see it in your box folder.

Now we can move on to deleting the file from the tablet.

DO NOT DELETE THE FILE
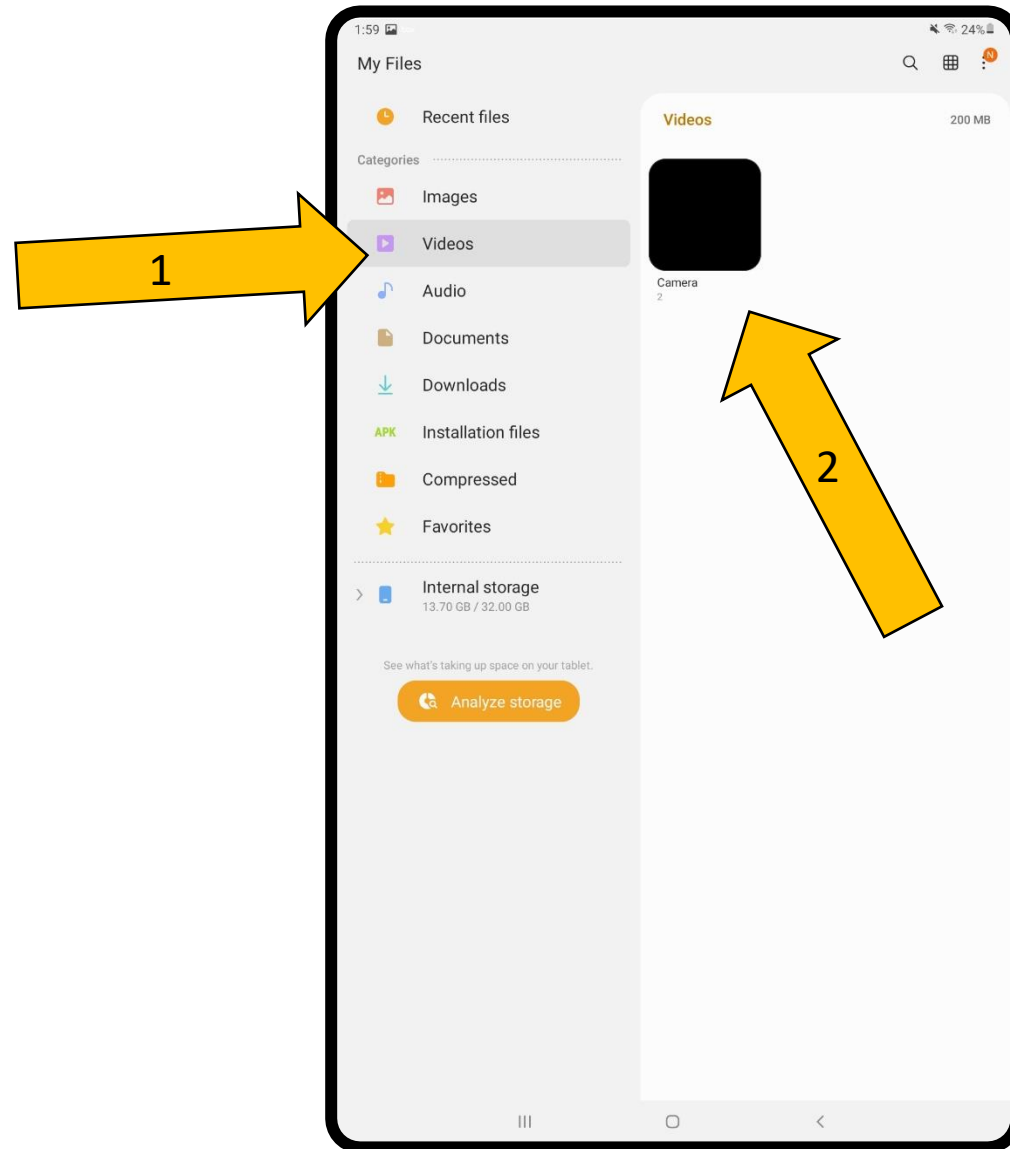until it is in your box folder

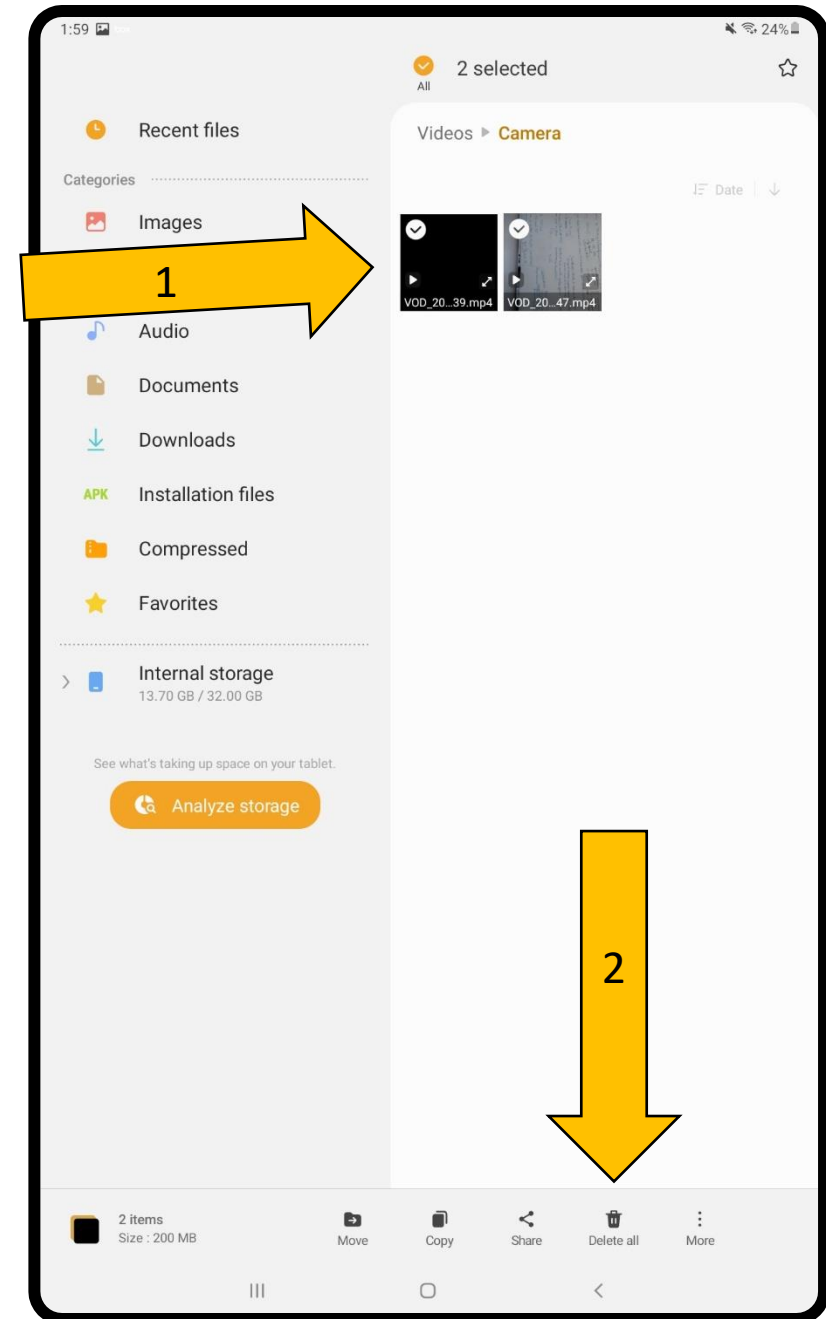Go back to the homescreen and select the **File** folder

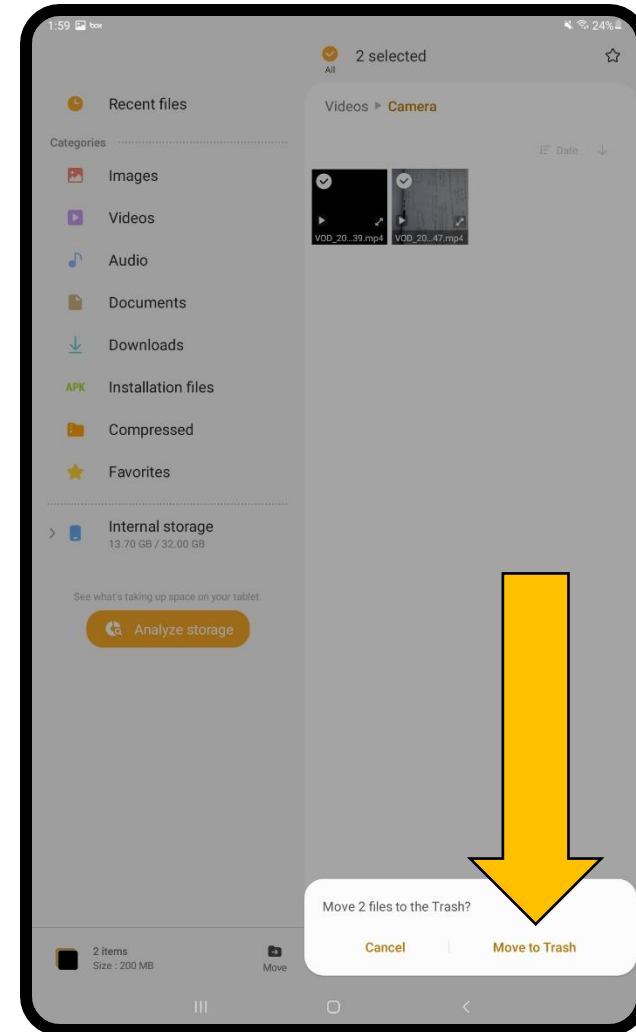# Find the video

1. Press **Video**
2. Press **Camera**

Select the Videos

1. Press and hold on the video until a check mark appears
   - Select all videos
2. Press **Delete all** by pressing the trash can icon
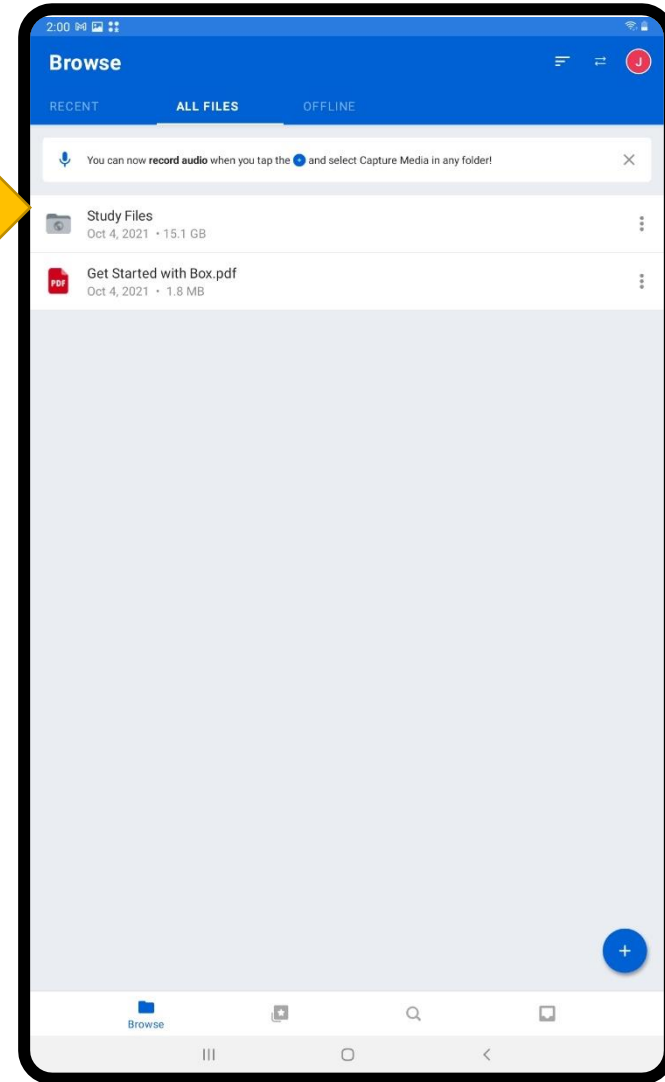
Press **Move to Trash**

All done!

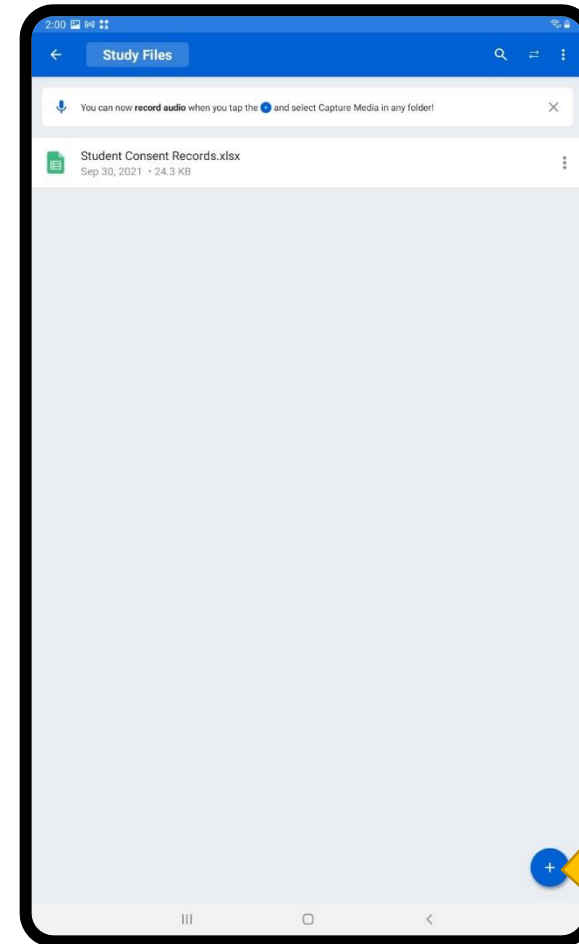# Uploading paper consents

We ask that you scan your paper permission for your records.
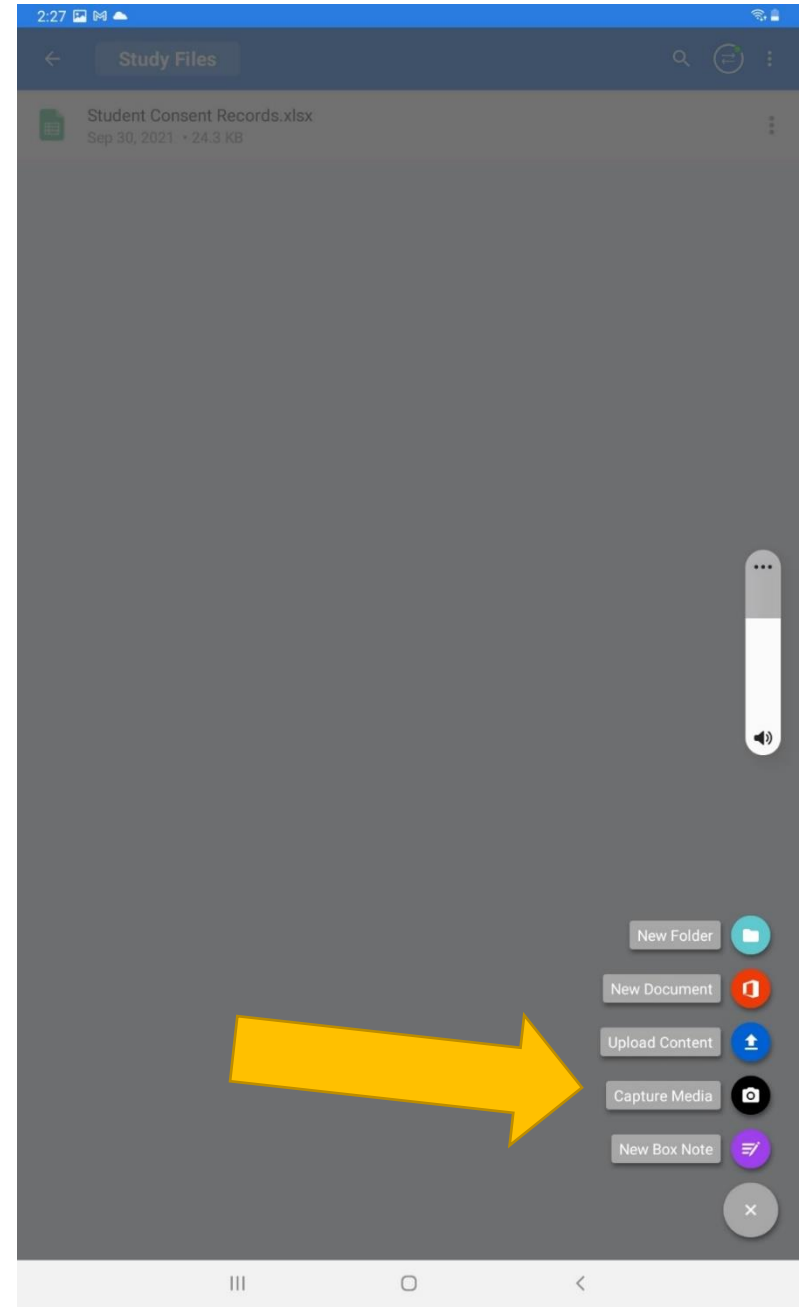
Open your Study
Folder in the Box app

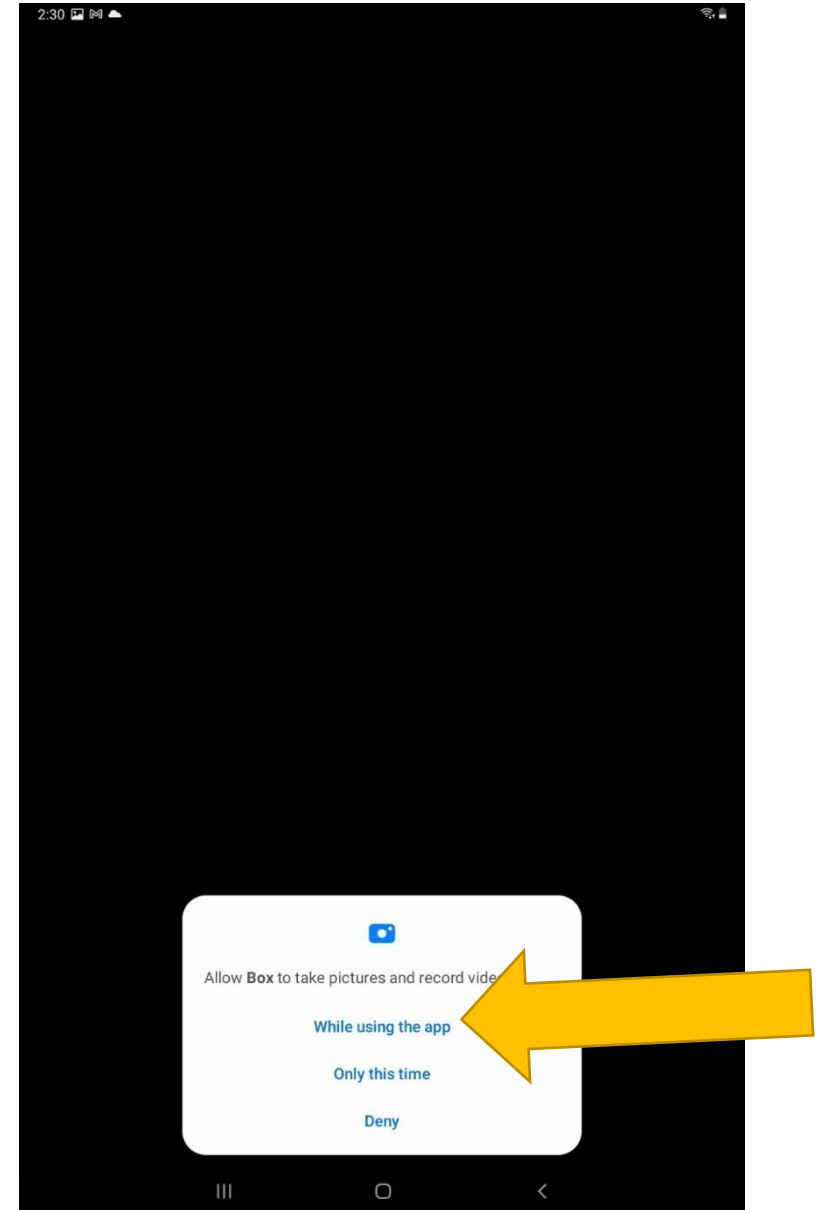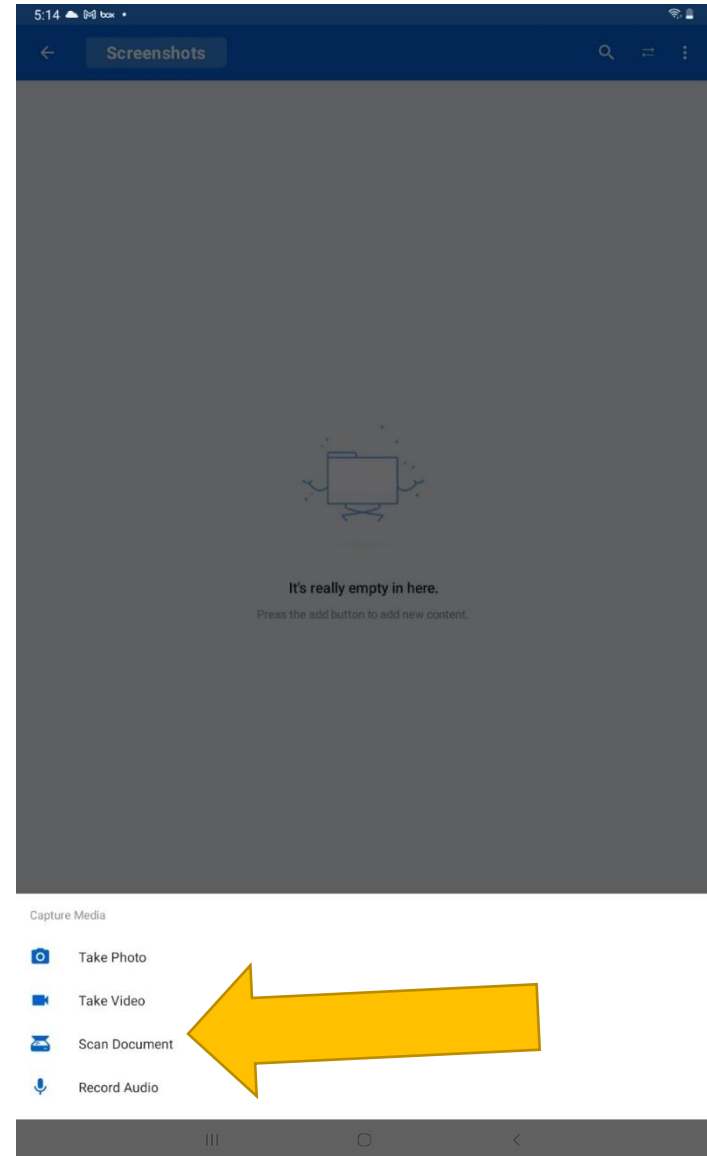# Click the **+** at the bottom

Press **Capture Media**

Allow Box to access pictures and video

Press **Scan Document**

Scan the forms and save

1. Take a picture of the form.

2. Accept or retake after each picture

3. Once you are finished, press **Save**

A pdf will show up in your folder. Please rename it to "Student Consents".