

ACTIGRAPH MANAGEMENT

Actigraph Initialization and Preparation:

- Charge actigraph the same day or day before baseline/mailling
 - CANNOT be charged overnight!
 - Empty → Full Charge ≥ 3 hours
- Plug actigraph into laptop (with Actilife Software)
- open "Actilife" App
 - Click "initialize" → "regular initialization"
 - Enter initialization parameters:
 - 60 Hz
 - Do not enable IMU/Heart Rate/Etc.
 - Set "start time" to:
 - M1** → the time baseline is scheduled to finish
 - Wear period = 8 days, 7 nights
 - Ex: 3/6 at 5:00pm to 3/14 at 5:00pm
 - M2** → friday at 9pm, so that the actigraph wear period records during the week of interventions: 18, 19, and 20
 - Wear period = 8 days, 7 nights
 - Ex: 3/6 at 9:00pm to morning of 3/14
 - M3** → friday at 9pm, so that the actigraph wear period records for the last week of interventions: 34, 35, and 36
 - Wear period = 8 days, 7 nights
 - Ex: 3/6 at 9:00pm to morning of 3/14
 - Enter participant info (reference participant's prescreening on RedCap):
 - Name = "techsXX"
 - Gender
 - DOB
 - Weight
 - Height
 - Race
 - Limb = "wrist"
 - Side = "select participants NON-dominant hand"
 - Dominance = "non-dominant"
 - Click "initialize this device"
 - MAKE SURE IT INITIALIZED → Unplug actigraph from computer, plug it back in, see if initialized data shows up on the main-page
 - DONE with initialization!

Materials:

- Actigraph Sensor
- Actigraph Wristband
- Altigraph Cables
- TBI Lab Laptop (Dell)



WIFI:

- Network: eduroam
- Password: *login with NEU credentials (but with full email as your NEU username)

- Attach actigraph to regular sized actigraph wristband
- Fill out sleep log:

DAILY ACTIVITY STUDY OF HEALTH
Sleep and Device Wear Log

Start on Friday m18 @ 9pm! wear until 9am/morning of Sat m19!

(FOR STAFF USE ONLY)
Subject ID: TBPhsXX
Date: 03/11/2021
Staff: WJ
Time Point: m18
BASE: (*) Week 8th Week

Date	Device off	Reason	Did you nap today? If so, what time did you nap?	Time in bed to sleep	Approximately how long did it take you to fall asleep?	Time woke up in morning?	Comments (include any circumstances that might affect sleep pattern such as number of nighttime awakenings, if difficulty falling back to sleep after nighttime awakening, illness, travel across time zones, novel sleeping environment)
Example	9:17-9:53am	Show er	2:30 - 3:30pm	10:24p m	30min	7:00am	9:17- 9:53am Woke up around 4am; took 20 minutes to fall back asleep
DAY 1							
DAY 2							
DAY 3							
DAY 4							
DAY 5							
DAY 6							
DAY 7							

You are done! Great work, and thank you!
 Please RETURN the actigraph and sleep log via mail using the provided manilla envelop OR, if m3: at your in-person endpoint session

- Prepare envelope(s) to send actigraph + sleep log
 - Find mailing info in "techs-master-doc.xlsx" on OneDrive
 - Password: morris2022
 - **M1** → give participant small, padded manilla envelope



- **M2** → send participant a LARGE manilla envelope + a small manilla envelope inside



- To protect the actigraph, put the actigraph inside the SMALL, padded envelope!!

- **M3** → send actigraph in small, padded manilla envelope

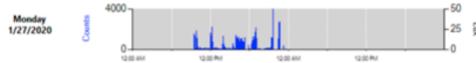
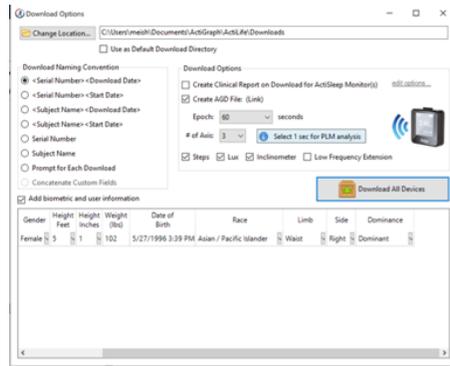


- Take prepared package to columbus street Northeastern Mail Services
 - 716 Columbus Ave (basement of the NUPD building)
 - Hand the desk attendant the stamped package. That's it!
- **DOCUMENT YOUR WORK IN:**
 - Basecamp
 - "Scheduling _ Info.docx" on OneDrive => record the date actigraph was programmed to **START RECORDING/BE WORN**
 - RedCap => record the date actigraph was **MAILED/GIVEN** to participant
 - Add a reminder an intervention event 1 week from day you sent out actigraph to ensure staff reminds participants to wear

Actigraph Data Download and Cluster Upload:

Actigraph Download:

- Plug actigraph into computer
- open "Actilife" App
- Click "Download"
 - "make note of the location/path files are being saved to"
 - Select the naming convention: "<subject name><start date>"
 - Click "download all devices"
- CLOSE ACTILIFE APP
- Open "files" from bottom computer dock
 - Select "downloads" → it has a FOLDER ICON, not an arrow icon designation
 - Find the .GT3X and .AGD files you downloaded
 - Rename the files:
 - "techsXX_yyyy_mm_dd.gt3x"
 - "techsXX_yyyy_mm_dd-60sec.agd"
- To be thorough, make sure there is data on the files
 - Open the .AGD file, look for:



Cluster Upload:

Actilife files:

- Log onto the cluster and go to the participant's folder with the path: work/cnelab/TECHS/data/techs_XX/actigraph/
- Click "Upload"
- Drag files (with proper naming convention) from downloads into the cluster upload window
- Click "Upload"
- Done with Actilife Actigraph Upload!

Sleep-log:

- Take a picture of Sleep Log (ex: using your phone) → email picture to yourself → open photo on a computer → log onto cluster → drag file to upload
- Name the file: "techsXX_actigraph_m#_sleep.pdf or .jpg"
- Follow above procedure to upload to the cluster with the proper naming convention
- Done!

DOCUMENT YOUR WORK/ACTIGRAPH RETURN IN:

- **Basecamp**
- "Scheduling _ Info.docx" on OneDrive

Given:

- No cell-fill for columns dedicated to GIVING the actigraph

Received:

Green cell fill to signify: RECEIVED AND UPLOADED

- Yellow cell-fill to signify: **PARTIALLY RECEIVED AND UPLOADED** – include note of what is missing (i.e. sleep log or altigraph)

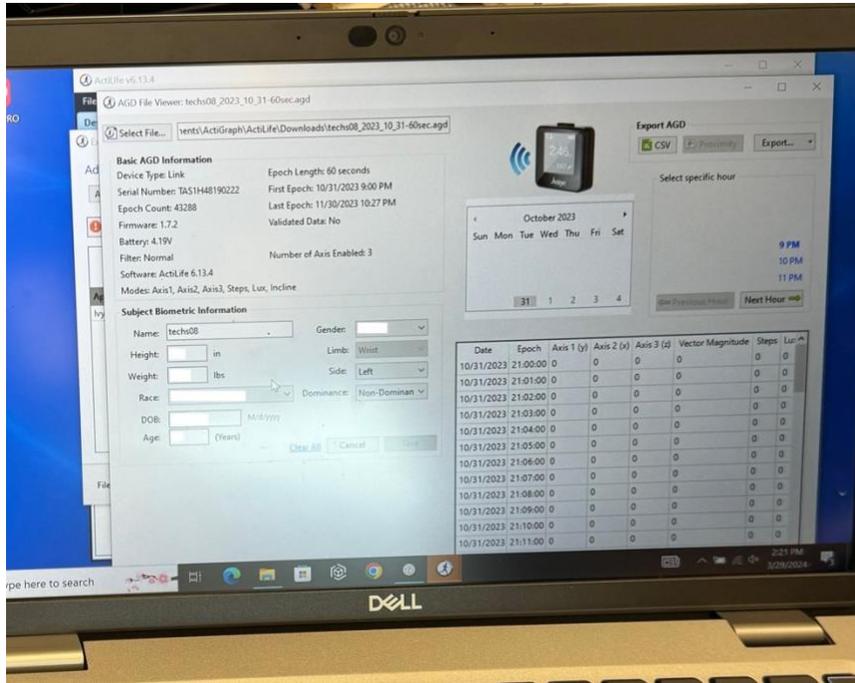
- No cell-fill to signify: NOT RECEIVED AND NOT UPLOADED

- **RedCap**

- o Put sleep-log in the small manilla envelop with other sleep logs from past participants → ordered by techs# + m#
located in the stretch & tone closet

Post-Hoc Actigraph Biometric Info Changes:

- Open .AGD file (on a computer with Actilife Software)
- Under “Subject Biometric Information”, change participant information



Dell Computer Account Creation:

1. Connect to the NEU WIFI via an account that has already been created
2. Sign out of the account while connected to WIFI and click “Other User”
3. Sign in with your NEU email and password
4. Follow the instructions to create a pin/login
5. If prompted, download “Microsoft Authenticator” on your phone to verify your identity
6. Complete the following instructions
7. verify account creation by signing into your account!