

**Manual for using behavioural cubicles**

Welcome to the Brain and Behaviour Lab, thank you for using this facility. Please follow these steps when you want to start running an experiment.

Preparation of experiment

1. Request an account on the labssrv server for your project (send an e-mail to t.y.koning@student.vu.nl).

*The name of your account should include (a brief version of) the name of your project (e. g.* ***ProjectName****). We work with project accounts instead of personal accounts to enable the sharing of one account between different people working on the same project. When the project is over, the account can be deleted.*

1. Log in to the project’s account and locate the Exp folder on the labssrv server.

*This location can be found by typing* [*\\labssrv\Labs\****ProjectName****\Exp*](file:///%5C%5Clabssrv%5CLabs%5CProjectName%5CExp) *in the file explorer or by double-clicking the LABSSRV-EXP shortcut on the desktop.* ***Do not use the local Exp folder in :C.***

1. Make a new folder in Exp (for example called **MyExperiment**). *Placing folders in the labssrv Exp folder will make sure that their content is opened automatically and sequentially when you select a cubicle to run your experiment in.*
2. Place the file(s) needed to run the experiment in this folder, including possible files for images or sounds.

*If the project includes multiple experiments, repeat step 3 and 4 multiple times. This creates several folders within the Exp folder. The order of the folders determines the order in which the experiments are presented to the participant. If you want a certain order, you can name the folders with 01, 02, 03 etc. in their name, as the order in which they are started is alphabetic.*

1. Make sure you specify in the experiment that the data is stored in C:\Users\**ProjectName**\Data.

*If this is not possible, the data can be stored in the same folder as the experiment. Storing any files (not just data) on other local places on the computer will result in data loss, so we strongly advice against this. Please use your own devices or the server to store files.*

See other side →

Running the experiment

1. You are now ready to run the experiment(s) in a cubicle. Use the host computer on the front desk in the lab. Type in 192.168.10.1/MF-A437/ in the searchbar of Firefox. Credentials for logging in can be requested. Here you can select the cubicle you wish to use, choose the project’s account and enter a participant number.

*The contents of the labssrv Exp folder are first copied to the computer. Then the experiment(s) will start automatically. A unique folder containing the data will be created during each run, to make sure data is never overwritten. The experiment will now run and the live camera footage from the cubicle will appear.*

1. You can run your experiment manually too. Log in with the project account on any lab computer, but add “\_drone” to the username(e.g. **ProjectName\_drone**).

*After doing this, the experiment will run on the computer where you logged in. You can do this for testing whether your experiment runs as planned.*

1. The lab assistant(s) can be a host to your participants if you wish. They can perform step 6 when you are not present in the lab yourself.

*Details such as time-slots, informed consent forms, payment and debriefing can be discussed with the lab assistant.*

Retrieving data

1. Retrieve the data from the project account by navigating to [\\labssrv\Labs\**ProjectName**\Data](file:///%5C%5Clabssrv%5CLabs%5CProjectName%5CData) or to the desktop shortcut LABSSRV-DATA.

*When the participant is finished with the experiment, the computer will shut down automatically. The data is then removed from the computer and will be written to the labssrv server. The data is located in a folder with a name that includes the date and time from the run, participant number and the computer name.* *If you are on a Mac computer, you can access the files by opening a connection to smb://labssrv/Labs/ProjectName/Data. You can also access this location using Webdrive on Windows.*

If anything is unclear or if you need help, feel free to contact the staff of TO3:

Lab assistant: t.y.koning@student.vu.nl (Trisha Koning)

For general questions/technical equipment: cjj.stoof@vu.nl (Cor Stoof)