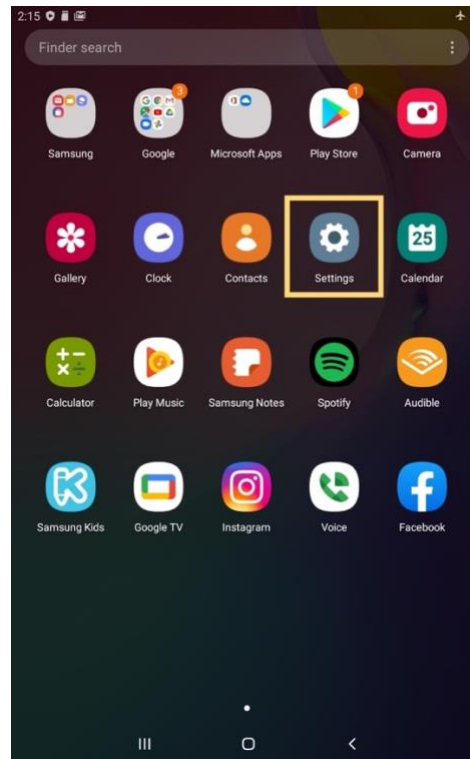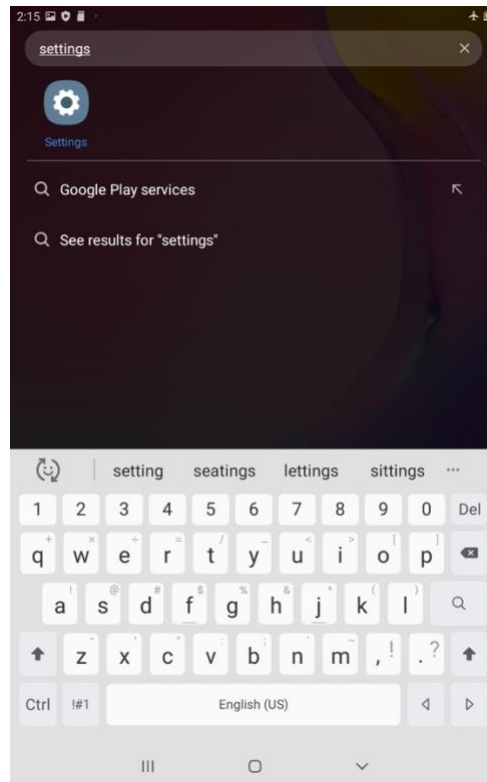## Android – Protocol for sending app usage to Ras

1. Go to **Settings** on your Android phone. You can locate this using either the mini-icon in the dropdown settings menu, or go directly into the apps page to search for "Settings."
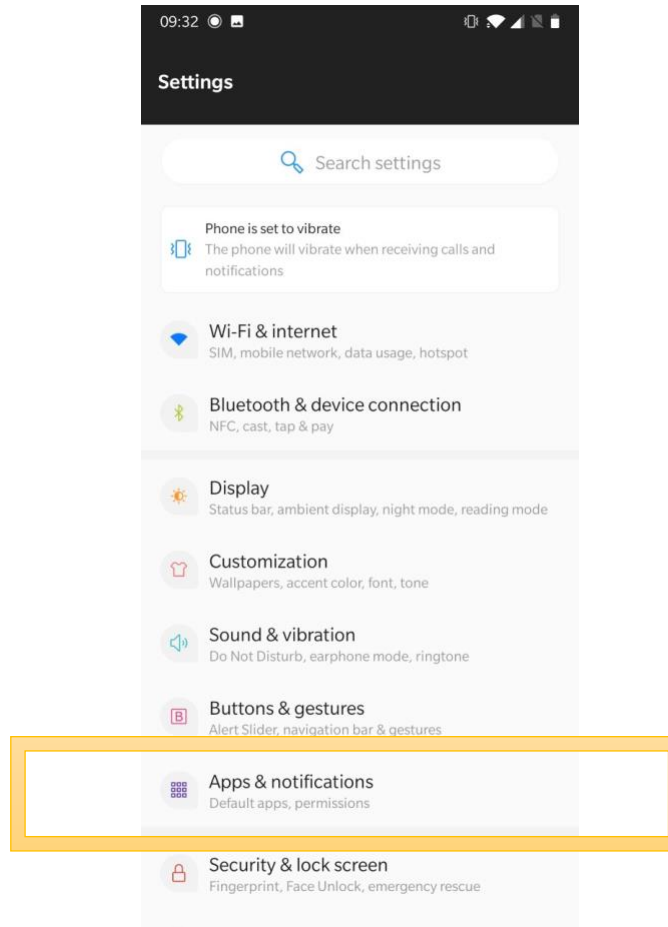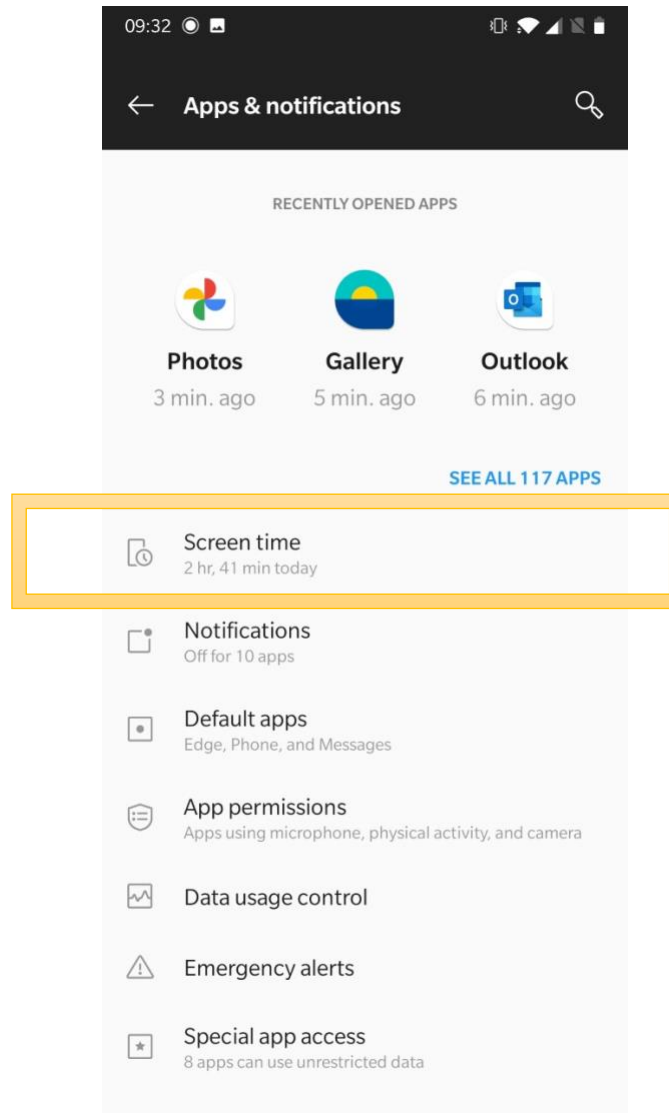
Using dropdown settings menu:

Searching directly for settings:

2. Once in Settings, scroll down and click on "Apps & notifications."

3. To see how much screen time was spent on phone apps, go to "Screen time."

4. Make sure the options are set to view "Screen time" and not the other data that are collected in the background (Notifications, Battery Use). Click on the left/right options to land on the appropriate day that you are collecting data for.
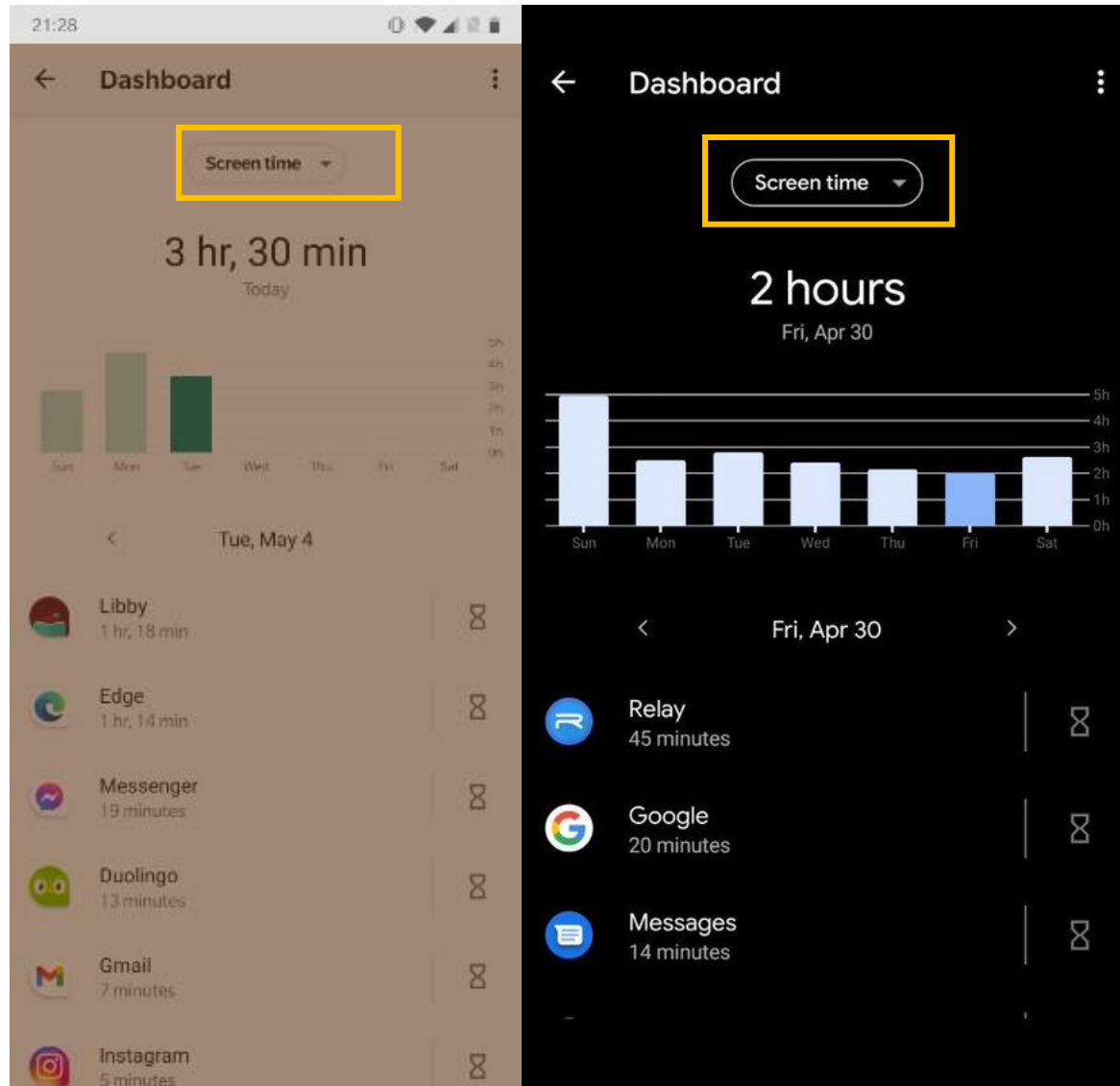
5. Take a screenshot of this screen (Screentime). Please take a screenshot from the very top of the screen and continue to scroll down to take a screenshots of all the apps used.

   Please note: If you are uncomfortable sharing information about certain apps that were used on the device, we encourage you to "black out" the apps. You may do this by selecting to edit a screenshot from within the Photos/Gallery app on your Android device and drawing over the photo.

6. To share the screenshot(s), open your photo library.
   a. Select the photo you want to share. If you want to select multiple photos, press and hold before selecting all the photos you want to share.
   b. Click the "Share" button.

7. Choose a sharing option:
   a. "Messages" (for texts): (617) 299-0837
   b. "Email" to apps.harvard@gmail.com