# Study Preparation Checklist

## Documents to Print

* Schedule of participants (1 copy)
* Informed consent (2 copies per participant, 1 for instructor, stapled)
* Background questionnaire (1 per participant)
* Post-task questionnaires (1 per participant)
* Post-session questionnaire (1 per participant)
* Receipt (1 per participant)

## Document Order

* Informed consent (2 copies)
* Background questionnaire
* Post-task questionnaires
* Post-session questionnaire
* Receipt

## Computers

* Preferred participant machines are *burnett-gra7, burnett-gra12*, *burnett-gra13*, *burnett-gra14*, *elfincove*, and *meyerschuck*
* Tutorial machine is *burnett-gra8*
* Backup machine is *banyan*

## Lab Setup (only once)

* Log in to computers as ‘form3s’
* Copy our scoop-[version] directory to *C:\Temp\*

## Lab Setup (each session)

* Put a post-it on computers with the participant ID of the user who’s been assigned to that machine.
	+ Participant IDs can be found in the scheduling spreadsheet
* Set out the informed consent documents and a pen on each participant’s desk.
	+ Fill in participant ID on all paperwork after participants arrive
* Place the “experiment in progress” sign on the door
* Log in to computers as ‘forms3’.
	+ Set resolution to 1024x768. If using a widescreen monitor, turn on nVidia scaling that matches 4:3 aspect ratio.
	+ Open command prompt and cd to *C:\Temp\scoop-[version]*.
	+ Start run.vbs with proper parameters.
	+ Close all open windows.
* Log into *burnett-gra8* as forms3.
	+ Set resolution to 1024x768 with a refresh rate of 60hz.
	+ Open command prompt and cd to *C:\Temp\scoop-[version]*.
	+ Start run.vbs with proper parameters.
	+ Minimize all windows.
* Driver should have a copy of the tutorial.
* Dim lights, pull down screen, and setup projector on *burnett-gra8*. Display should be in Clone mode.

## Lab Cleanup

* On each computer…
	+ Close prototype (if it’s still running)
	+ Copy non-tutorial logs from *C:\Temp\scoop-[version]\logs* to */nfs/spectre/u10/collab/MLdebug/EUD11/Analysis/logs/[particapantID]*
	+ Reboot
* Move projector into cabinet
* Cleanup any left-behind paperwork