

## Checklist for Running Lab Experiments

<b>Prior to running a batch of sessions (you should arrive at least 15 minutes before first session start time):</b>	
	Use the lab key from the key box to open the RA room (PRCE 184) and the reserved running room
	Return the lab key to the key box and scramble the numbers
	Get folder/files and any other materials from RA room
	Make sure you have enough copies of all paper documents (e.g., blank consent forms)
	Record the list of sessions and subjects from Sona onto the tally sheet
	Turn door sign to "do not knock" to indicate that the room is in use
	Log on to each computer using the learning lab username and password
<b>Prior to each session:</b>	
	Start the experiment program on each computer and enter subject information (leave it on the verification screen)
	Double check that the information on the verification screen matches the experiment log then press "start"
	Put out all paper documents (e.g., consent forms) and pens at each computer/booth
	Fill in subject information on any paper experimental materials (e.g., recall sheets), if applicable
	At the session start time, go to the waiting room (PRCE 171) and call subjects' full names (first AND last)
	Have each subject say their full name (first AND last) to you to ensure you are collecting the correct people
	Check off each person's name on the tally sheet as they tell them to you
	If a person is missing, wait at least 1 minute past the start time then check the waiting room again before leaving
<b>During each session:</b>	
	Direct participants to take a seat at one of the computers that is on and has a consent form in front of it
	Close the door behind you (make sure that the door sign is on the "do not enter" side)
	Subject must not have food or drink; if they do, ask them to put it away or get rid of it.
	Instruct subjects to turn off and put away their cell phones
	Have subjects read the consent form (and ask questions if applicable), print their name, sign, and date the form
	Collect the consent forms and pens, verifying the names match those that signed up
	Give clear instructions and check for understanding ("Do you have any questions?")
	After they start, sign and date each consent form and order them to match the order on the tally sheet
	Complete the experiment log by filling in the time and date and adding your initials
	Monitor all subjects while they complete the experiment and note anything issues, mistakes, or unusual behavior
	When all subjects are done, ask experiment-end questions (if applicable)
	Give subjects a debriefing form (unless this is part 1 of a two-part study)
	Let them know that they will receive credit before the end of the day, then thank them, and direct to the exit

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<b>At the end of each session:</b>	
	End the program by pressing z or m
	Move CSV file to desktop folder and double check that the subject number and version match the experiment log
	Wipe down headphones (if applicable)
<b>At the end of a batch of sessions:</b>	
	Assign credits in Sona using the tally sheet
	Sign out of the Learning Lab user on each computer
	Wipe off the computers/keyboards and desktops (and headphones if applicable)
	Push in chairs and tidy the room
	Collect and organize all paperwork and pens and put them away in the RA room
	Email lab manager if any documents (subject/tally sheets and/or consent/debrief forms) are running low
	Turn the room lights off, flip the sign back, close the door, and make sure all doors are locked
	Verify that the key box is scrambled
	Report any issues or mistakes to the lab manager immediately
	Fill out and submit the end of session survey using the QR code below

End of session survey:

