RA Training Step 3: Run a Participant

Background:

* For this portion of your training, you will run a participant on the experiment that you created.
* Carefully read the steps below, then, without looking at this document, begin the session.
* Your supervisor will be in the room with you to ensure you follow all the steps properly.

Pre-Session:

1. Make sure that their information and session time is in the participant log for this study in the google drive.
2. Prepare all documents that they have to sign or fill out.
3. Turn on the eye-tracking computer.
4. Turn on the display computer.
5. Close the blinds (they should be closed anyways).
6. Turn the lights down to the level marked on the light switch.
7. Open the door to the lab.

During Session:

1. Bring the participant in and have them sit in the eye-tracking chair.
2. Have them read and fill out the consent form.
3. Start the experiment.
4. Calibrate their eyes.
5. After they read the instructions, go over them with the participant again to ensure that they understand what they are to do. If needed, feel free to draw diagrams on the whiteboard.
6. Have them complete the experiment.
7. If they have questions about the experiment during it, answer them as best as you can without revealing anything that would jeopardize the quality of the data.
8. If they try to talk to you or seem distracted, please remind them to try to complete the task as best as they can.
9. Once they are done, explain to them why we are interested in doing this experiment, give them their compensation (use whatever you like) and thank them for their participation.

Post-Session:

1. In your participant log, mark that they completed the session and received their compensation.
2. Output their eye-tracking data and save it onto a flash drive.
3. Turn off the display computer first (make sure you do it by clicking the “Power Off” button on the computer, do NOT press the off button on the physical computer), then do the same for the eye-tracking computer.
4. Shut the lights off.
5. Close the door to the lab.