What to bring:

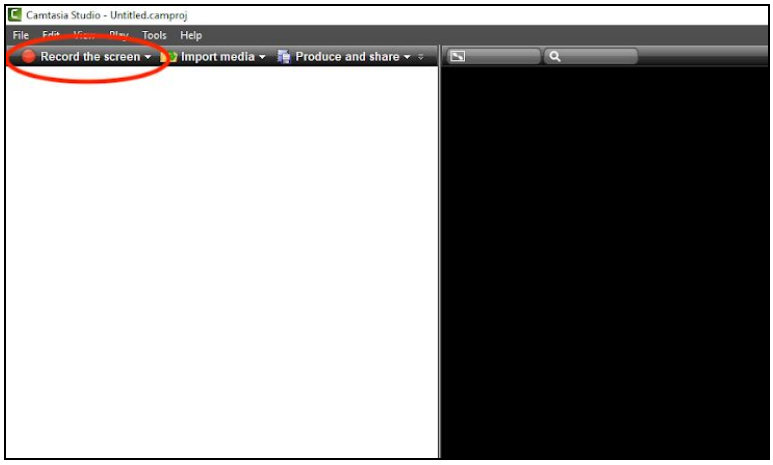
- Your cell phone (with power in it) → if not, bring a charger
- A clipboard
    - This checklist
    - Tutorializer Script
    - DP cards
    - Explanation sheets for each DP
    - Cheat Sheet (printed in color)
    - Post Task Questionnaire (with their participant number and date filled in already)
    - Scratch paper for notes on participant
- Water
- Pens (x2)
- Receipt
- Money
- Blank sheets (x2)

Before coming into lab, print and prepare:

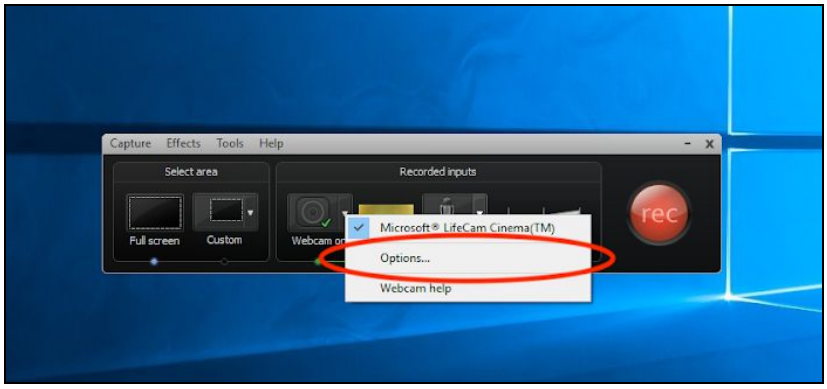
- This checklist (stapled)
- Tutorializer script (stapled)
- DP cards
- Explanation sheets (in **color**)
- Cheat sheet (in **color**)
- Post task questionnaire (stapled)
- Participant info paper
- Receipt (cut into smaller sheets) (x2)

Set up:

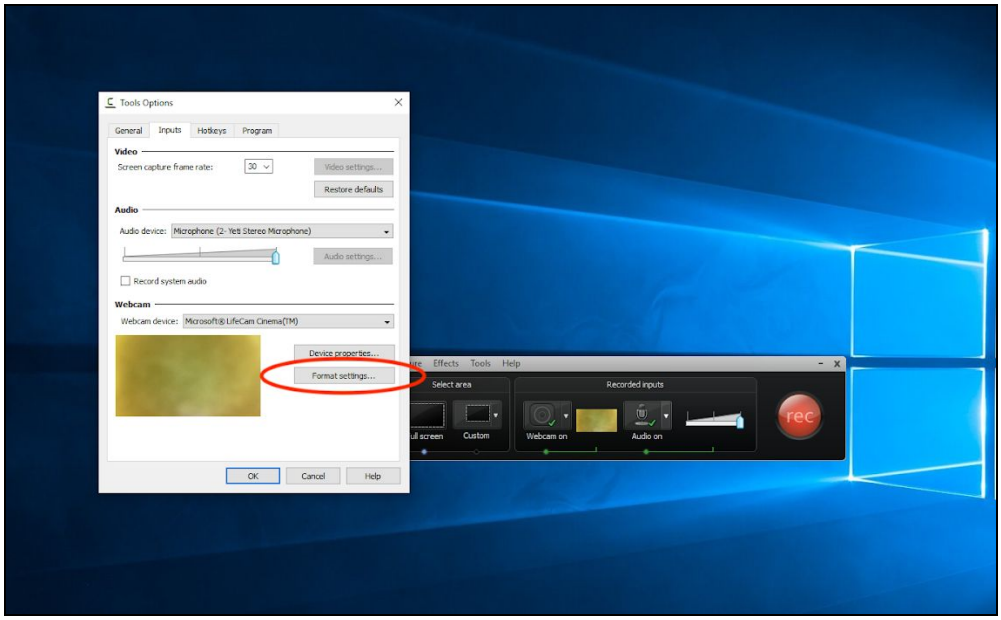
- Arrive 30 minutes before study time.
- Make sure area surrounding desk is neat and not cluttered.
- Put pens, cheat sheet, DP cards, explanation sheets, and post-task questionnaire on the tutorializer's desk.
- Get Microsoft webcam hooked up to the computer.
- Get Yeti microphone hooked up to the computer.
    - If microphone's mute button light is blinking red, it's muted.
    - If microphone's mute button light is solid red, the mic is on.
    - If not any of the above, it is off.
    - ISSUE: If the mic is not turning on and is staying "muted" according to Camtasia, unplug the microphone from the computer, and plug it back in.
- Click the windows key and type: Camtasia. Then open Camtasia Studio 8.
- Click "record screen" in the top-left. It should bring up a small widget.



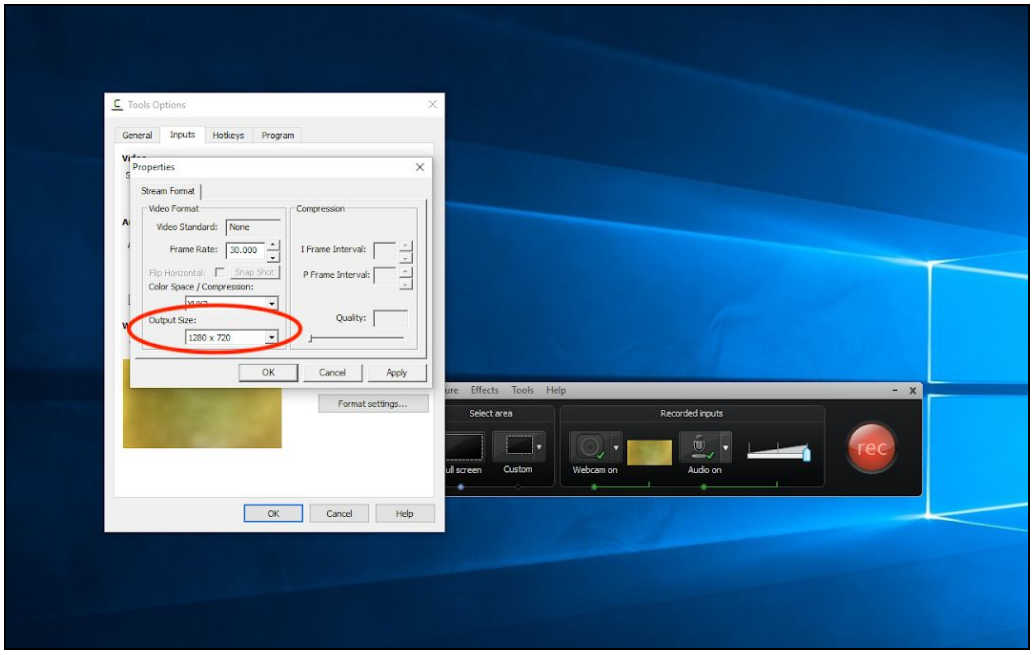
- Turn audio on for Camtasia by clicking on the microphone in the widget.
- Click on the arrow next to the microphone, and make sure Yeti Stereo Microphone is selected.
- Turn webcam on for Camtasia by clicking on the webcam in the widget.
- Click on the arrow next to the webcam, and make sure LifeCam Cinema is selected.
- Click on Tools
- Click on Options…



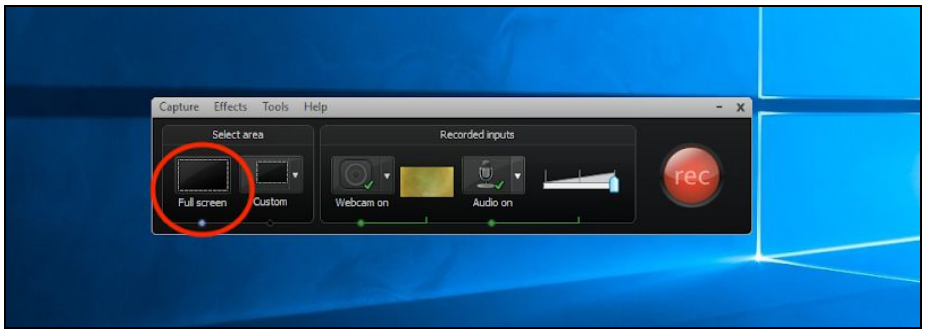
- Click on Input -> Format settings



- Change **Output Size** to 1280 x 720.



- Click okay.
- Click okay again.
- Click on Full screen. A blue dot will appear below it.



- Open RunReplays-Copy-Paste.txt and follow directions.
- Launch Chrome
- Go to url localhost:8000
- Right click on the taskbar and go to taskbar settings
- Turn on “automatically hide taskbar in desktop mode”
  Close settings and return to chrome (localhost:8000)
- Press F11
- Press Ctrl and R at the same time to refresh the window to fit.
- Make sure demo replay is on the screen.
- Turn unit boxes on.

Participant check-in:

- ~30 minutes before study start, if participant did not confirm that they are coming, call them.
- ~15 minutes before study start, come out to the hall and wait for participant.
- What to say:
  - Welcome participant.

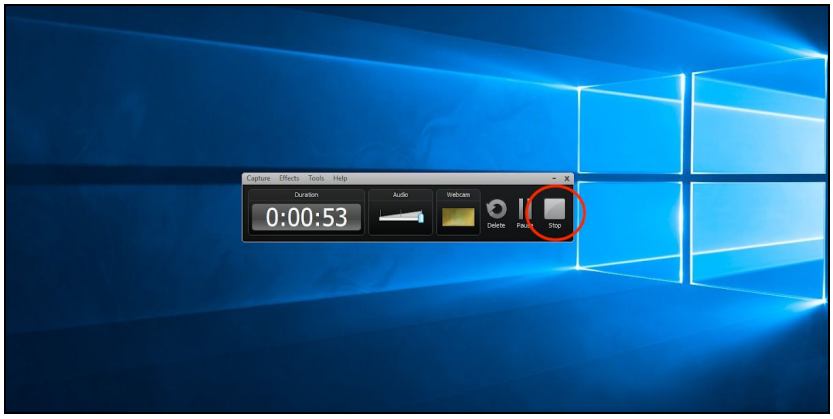
    - Participant cannot have food and drink in the lab.
    - Participant should go to the bathroom before the study starts because it's two hours long.
    - Participant cannot use the computer until tutorializer tell them to do so.
- If participant is late to the point that the next participant's session would be pushed back, reschedule the participant for another session.
- Put up "Study In Progress" sign on the door.
- Sit on the left side of participant.

During study:

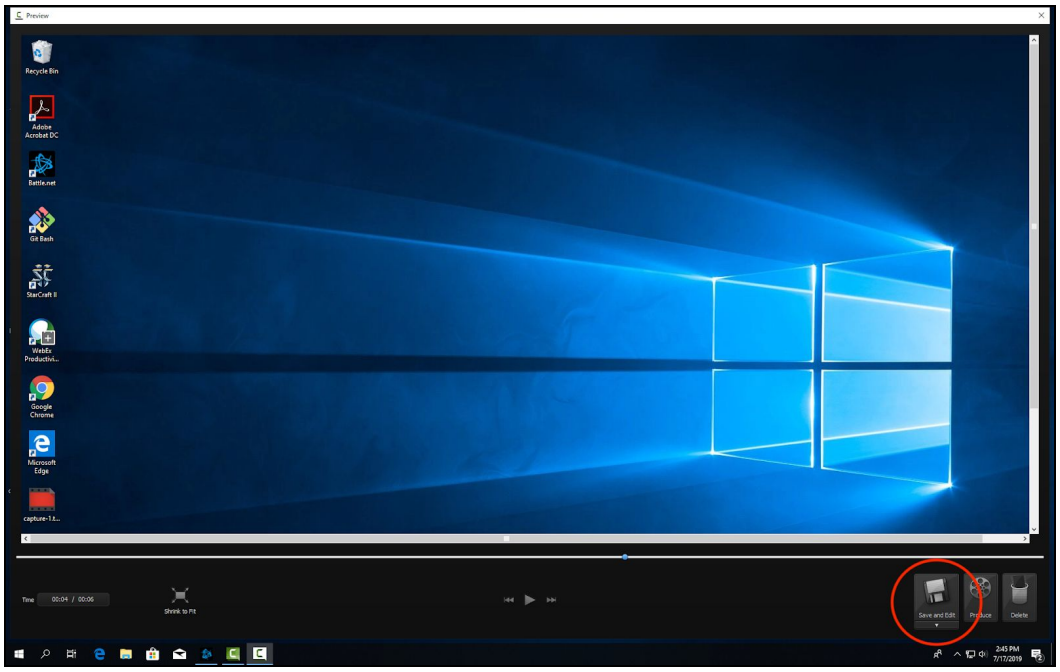
- Follow **Tutorializer Script.**
- Prefill the date on the receipts for the participant.
- Participant needs to fill out two receipts: one for themselves and one for us.
- Give receipt and money to the participant when they're **completely** done with the study.

Teardown:

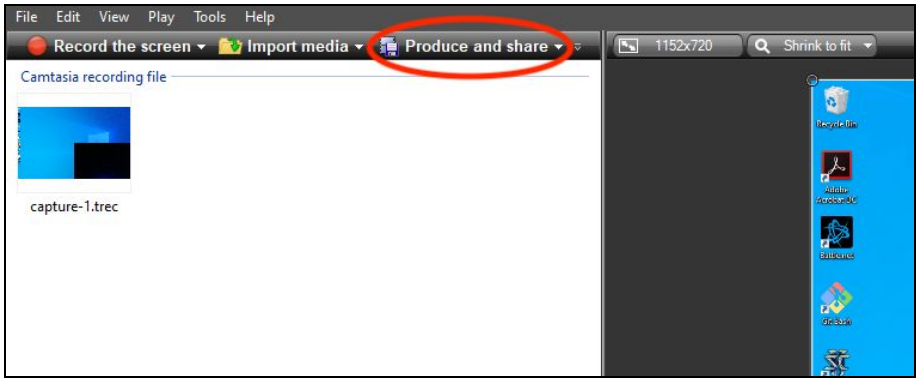
- Close **actual replay**.



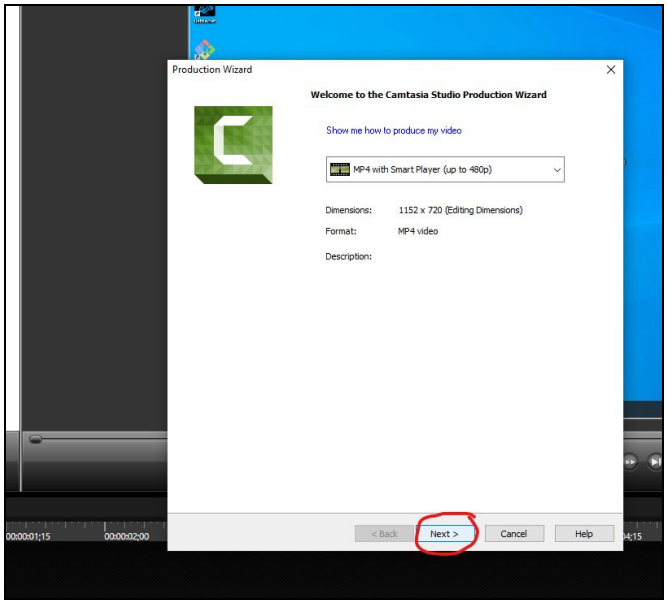
- Click on “stop recording” button in the widget.
- Click on save and edit button.



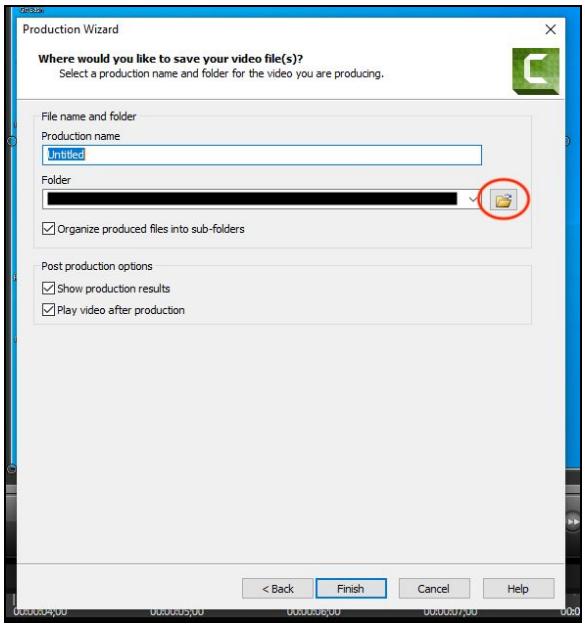
- Click on **Produce and share**.



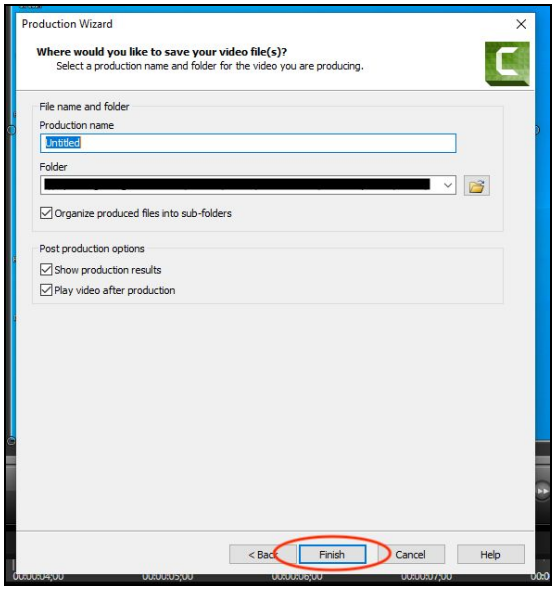
- Click “Next”



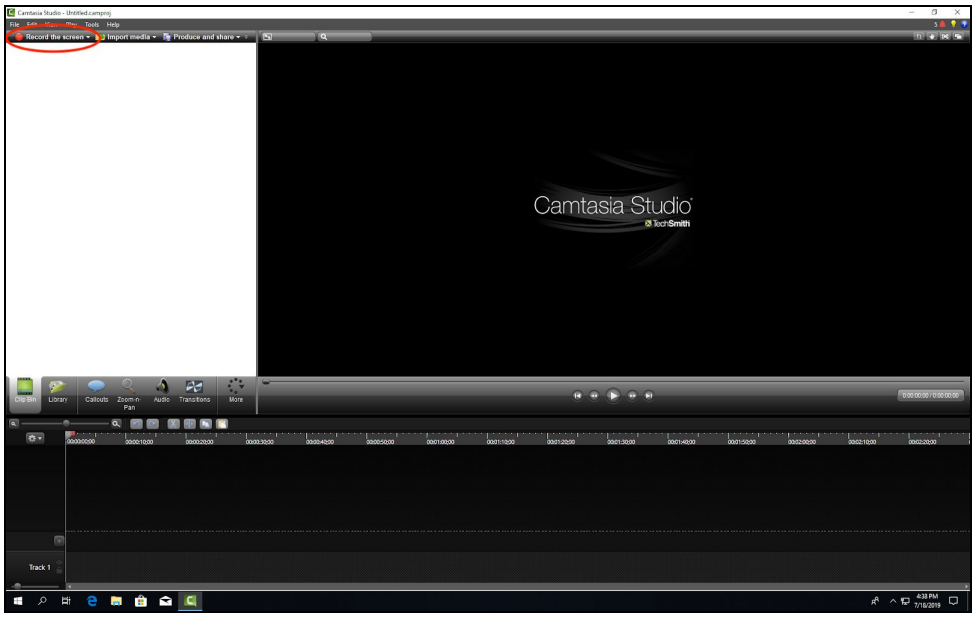
- Click on the folder symbol



- Select the folder to upload the files in.
- Change filename to “AAIAR-P<<insert ID number>>”

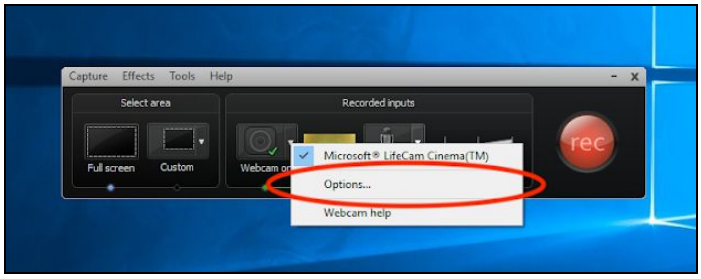


- Click on Finish, and file will be on the Network drive as a mp4 file.
- Click the windows key and type: Camtasia. Then open Camtasia Studio 8.
- Click “record screen” in the top-left. It should bring up a small widget.

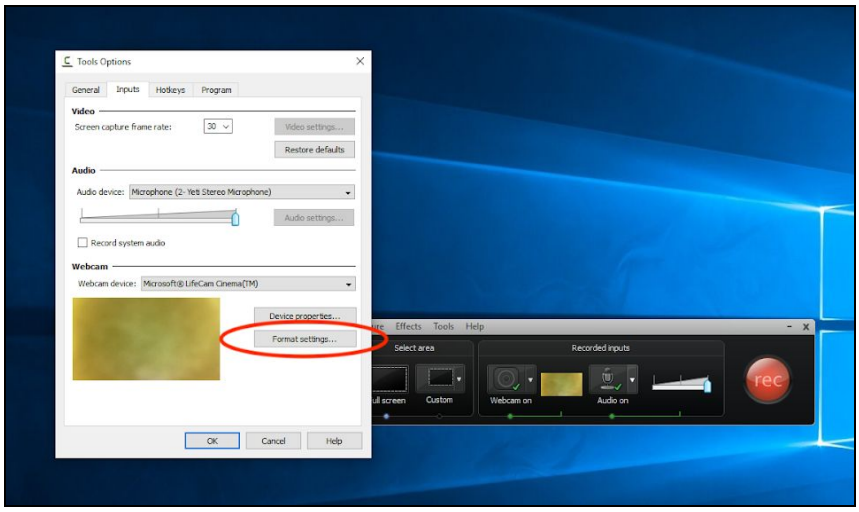


- Click on the arrow next to the webcam, and make sure LifeCam Cinema is selected.

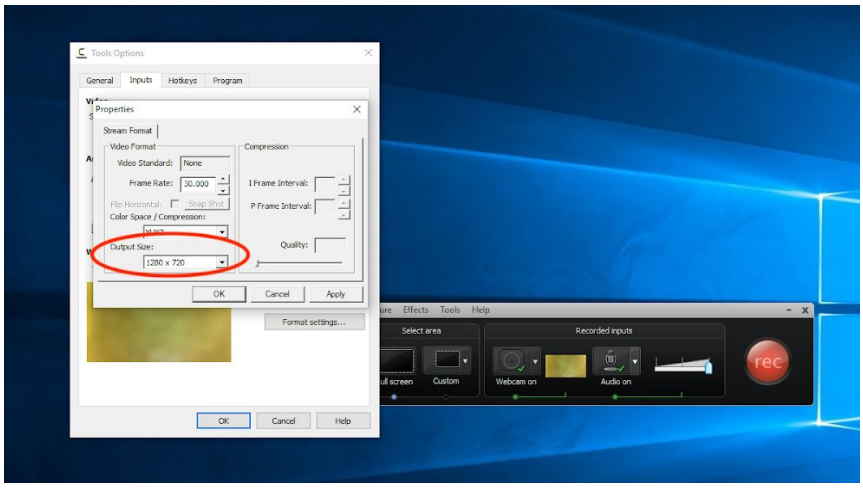
- Click on Options…



- Click on format settings.



- Change **Output Size** back from 1280 x 720 to 640 x 360.



- Click okay.
- Click okay again.
- Close the Camtasia application.
- Sign out of the computer.
- Put away all data recording devices (webcam and microphone).
- Gather all study material together (everything brought in from “what to bring” section above).
- Take down “Study In Progress” sign at the door.
- Go to the printer room and scan the explanations (if written on), DP cards, and the post task questionnaire.
- Email the scans to <<insert person>>.

- Upload the scans to Participant Data folder.