1. Set-up (30 minutes): Arrive 30 minutes before the participant arrives
   1. Pull out the chair + the stand for the fiber-optic cables, and drape the fiber optic cables over the beam onto the stand
   2. Pull out and attach the participant keyboard from the top drawer of the file cabinet
   3. Set out the caps, measuring tape and crochet hooks
   4. Put the block on the window
   5. Log into the eprime computer and pull up the ePrime software and the training video:
      1. Training Video: Desktop/Box/"Spatial Study fNIRS Data"/TrainingVideo
      2. ePrime Software: c:/Weimer Spatial Study/fNIRS\_v4.eprime3
   6. Make a new participant specific folder
      1. Update the google drive fNIRS participant file with a mapping between the next participant number and the participant ID: <https://docs.google.com/spreadsheets/d/16ohgzaEqhMBOcGPZbnZGOH42OSHq2zTg1sEMa-fRXUQ/edit?usp=sharing>
      2. In box, make a new folder in "Spatial Study fNIRS Data" named the number of the participant
   7. Setup and log into the fNIRS computer (white switch first, then green switch, and finally computer power)
   8. Make sure you have a printed (or iPad if not consent form) copy of:
      1. The participant consent form: <https://docs.google.com/document/d/1i6qu7miV7gq7NbfR5OisQGwN6kwwFlj1k8a-6vrmcZY/edit?usp=sharing>
      2. The fNIRS LogBook: FIXME
   9. Make sure you have Water and Granola Bars
   10. Go to the lobby and meet your participant! **MAKE SURE YOU DO NOT LOCK THE KEYS IN THE DOOR!**
2. Consent Process (10 minutes):
   1. Give the participant a printed copy of the consent form - this should be the second time they have seen the consent form, as it will have been attached to the appointment scheduling email (consent document can be found in IRB sub-folder). You can be seated at the desk while doing this.
   2. Briefly describe:
      1. The length of the fNIRS portion (60 minutes)
      2. How fNIRS works (BOLD signal)
      3. The process for getting connected to the machine
      4. The payment ($20 for the scan, $10 if unable to complete scan)
      5. How their data will be protected (stored on encrypted hard drive, stored only with an anonymous participant ID, not with directly identifying information)
   3. Make sure to emphasize that they can request to stop the experiment **at any time** and will still receive partial compensation
   4. Show the participants the two locations to sign. The first is an opt-in for using their anonymized data for future studies and the second is for consent for today's scan
   5. Give the participants as much time as they need to read and sign the consent document
3. Situate Participant (10 minutes):
   1. Ask if the participant needs to use the restroom, or would like some water
   2. Have the participant sit in the chair. Make sure they are directly aligned with the monitor
   3. Do the skull measurements for the fNIRS cap - record in logbook
   4. Put the cap on the participant's head - mark a dot on the forehead (1/10 of way from nose to nape) and align with center front X / dot on cap.
   5. Make sure ears are through holes on side of cap
   6. Start the training video
4. fNIRS setup (30 minutes):
   1. While the participant is watching the training video, hook them up to the machine (crochet hook)
   2. Double check that all wires are in the right cap spots
   3. Click the cw6 app on the fNIRS computer
   4. Make sure you check the four Auxiliaries on the left, and the Delta FIXME button
   5. Turn on the lasers (bottom left) then press start:
      1. If lots of things are changing color rapidly, press stop, turn off the lasers, and restart the cw6 app
      2. If you see lots of purple other than (connections 1, 2), press set gain at most two times until most connections are grey (best) or yellow (noisy). Connections X and Y and Z to P will always be purple!
      3. Click on node FIXME to start a signam
5. fNIRS Run (45-60 minutes):
   1. Turn off the light
   2. For each block, press start on the fNIRS, and then start the ePrime
   3. All questions will be 30 seconds long
   4. Watch the fNIRS data log - it will go dark every 550 sec, so shake the mouse
   5. During breaks, stop the fNIRS, but keep ePrime running. Offer water to participants
   6. Should the participant ask to stop at any time, skip to the Post Debrief
   7. Stop the fNIRS at the end
6. Machine Takedown (5 minutes):
   1. Disconnect the participant from the machine - be careful with the cables
7. Post Debrief (5 minutes):
   1. Offer granola bar / water
   2. Give the participant a post survey which asks for any open-ended comments about the experiment process
   3. Pay the students using cash and have them sign the HSIP form ($20 if completed the experiment, $10 if pulled out early or was unable to complete)
8. Cleanup (15 minutes):
   1. Save the experiment data:
      1. All data should go in the Box folder that you made
      2. ePrime data:
      3. fNIRS: First connect the fNIRS machine to the eprime machine (click wheel script on ePrime machine, Press enter twice to see login info). Then move all of the fNIRS data (wherever it saved) to the fNIRS data folder, Weimer-Lab-Data folder
      4. Then copy all files in there to Box
      5. **Make sure to note the names of the files which correspond to each block and which e-prime version you were using!**
   2. Shut-down computers:
      1. fNIRS: computer, then green switch, than white switch
      2. ePrime, normal shutdown
   3. Put away the fNIRS Cables:
      1. Loop over ceiling bar
      2. Wipe off using alcohol wipe
      3. Wrap black cloth around ends
   4. Clean up cap with clorox wipe and put everything in box
   5. Make sure room looks like you found it, turn off the lights, and head on out
      1. When you get the chance, upload a scan of the logbox and consent form to the Box