**Notes for Data Collection**

*Lab access*

Data will be collected in room 110 of building 24a. There are five PCs available for testing but I tend to set 4 time slots per session to account for participants who arrive late and/or may carry on into the next session. The room does not have card swipe access. You can either borrow a key from level 3 reception on a short-term (3 day) or long-term (indefinite but requires a deposit) basis. Reception usually asks you to provide evidence of consent/purpose, so it may be worth getting Tim to send over an email before you go.

There is a google calendar set up to schedule/change room bookings. I have already booked out a bunch of session times which you are free to change to fit your schedule. The sessions have my phone number on them (0414665447) and are coloured navy blue.

*SONA system login*

Paid participants - https://uqpsych-p.sona-systems.com

User name: 2180930ra

Password: motivation1

Course credit participants - https://uqpsych.sona-systems.com

User name: 2180930ra

Password: motivation1

Google calendar login details:

Email: [psychology110@gmail.com](mailto:psychology110@gmail.com)

Password: motivation1

*Collecting data in labs*

To set up you just need to enter the Qualtrics link into the web browser (I tend to just set up the study links in the favourites toolbar).

Our aim is to get between 30-40 participants in each study condition. I’ve typically scheduled about 3-4 sessions per day, 4 days per week over the three weeks.

Automated allocation link:

<https://uqpsych.qualtrics.com/jfe/form/SV_6hgcIHt0HfrHQnb>

Manual allocation links:

Brightness study allocation link: <https://uqpsych.qualtrics.com/jfe/form/SV_d5dmbyNsPVh4i3j>

RDM study allocation link:

<https://uqpsych.qualtrics.com/jfe/form/SV_6Ari1shjSqMOpgN>

*\*we will create new links for each recruitment group so you don’t worry about allocation*

*End of sessions*

Paid participants need to sign a participation sheet at the end of the session to show that they have been remunerated. This sheet is available online but I’ve included it in the study resources folder too. It is important that you don’t lose this sheet, as it will need to be handed to the finance department at the end of testing.

I also get course credit participants to write their names and the date on another sheet to keep a hard record, and for credit allocation purposes. I have included the debrief sheet in the study materials folder. Once a participant has finished, re-enter the study link into the browser to prepare for the next session.