**Same day pilot:**

**Before Publication:**

1. Create a M-Turk experiment with the Pavlovia link
2. Qualifications:  
   - completed memory rep: has not been granted
3. Clear the Pavlovia shelf
4. Update credits
5. Do **not** save incomplete results
6. Publish on M-Turk

**After Finished batch:**

1. Download results from Pavlovia and place ‘data’ folder in directory
2. Erase all previous result (by date modified)
3. Download batch results and save in parent directory of ‘data’ folder
4. Download worder CSV from M-Turk and save in same directory
5. Save shelf in text file
6. Update the worker qualifications – if the uploading of the worker CSV file doesn’t update – open and save in again

**Different day pilot:**

**Before Publication:**

1. Create a M-Turk experiment with the Pavlovia link for the encoding and test
2. Encoding Qualifications:  
   - completed memory rep: has not been granted   
   - eligible for memory test / completed encoding successfully: has not been granted
3. Test qualifications:   
   - completed memory rep: has not been granted   
   - eligible for memory test / completed encoding successfully: 1
4. Clear the Pavlovia shelf
5. Update credits
6. Do **not** save incomplete results
7. Publish on M-Turk

**After Encoding:**

1. Download results from Pavlovia and save in ‘data’ file in the batch x folder , save only recent data by “date modified”
2. Download M-Turk workers CSV “Batch\_workers”
3. Download results “Batch\_encoding\_batch\_results”
4. Save self “shelf after encoding session closed” as txt
5. Run the sparse results code, this will create a new shelf in txt file, workers upload to update qualifications and results upload for approving/rejecting workers.
6. Upload workers CSV (open and close file before)
7. Upload results to batch
8. Paste new shelf
9. Open new batch for testing in amazon, open as many as the qualified workers + 5

**After Test:**

1. Download results from Pavlovia and save in ‘data’ file in the batch x folder , save only TEST results by date
2. Download M-Turk workers CSV “Batch\_workers\_after\_test”
3. Download results “Batch\_test\_batch\_results”
4. Save self “shelf after test session closed” as txt
5. Run the sparse results code, this will create a new shelf in txt file, workers upload to update qualifications and results upload for approving/rejecting workers.
6. Upload workers CSV (open and close file before)
7. Upload results to batch
8. Paste new shelf

└── Visual-memory-task/

└── data/

└── pilot\_24\_hours/

└── batch 2/

├── data/

│ ├── ENCODING\_XXX.csv

│ ├── TESTING\_XXXXXX.csv

│ └── ....

├── Batch\_workers.csv

├── Batch\_workers\_after\_test.csv

├── Batch\_encoding\_batch\_results.csv

├── Batch\_test\_batch\_results.csv

├── shelf after encoding session closed.txt

├── shelf after test session closed.txt

├── shelf final state.txt

└── shelf state for opening test session.txt