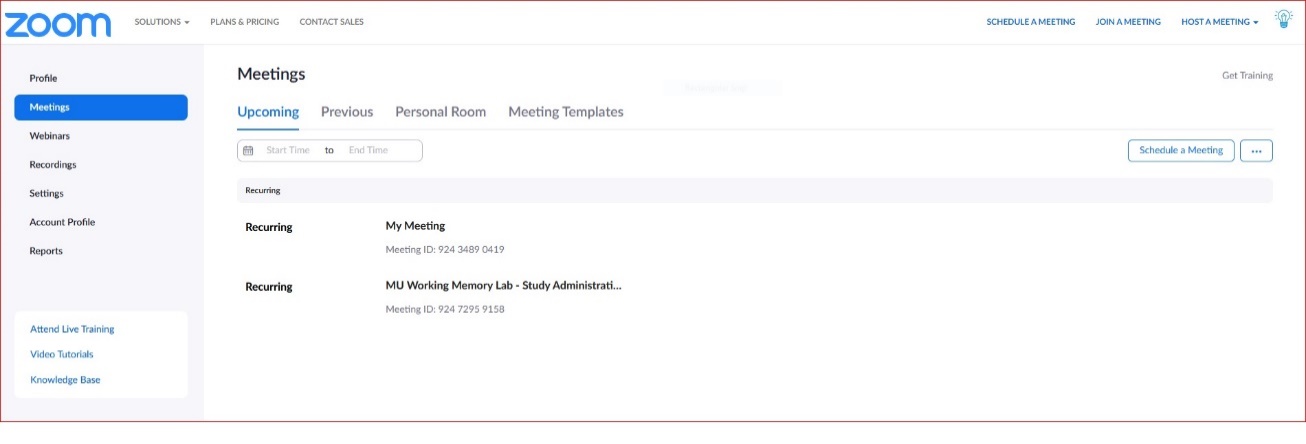
**SONA – CREATING TIME SLOTS**

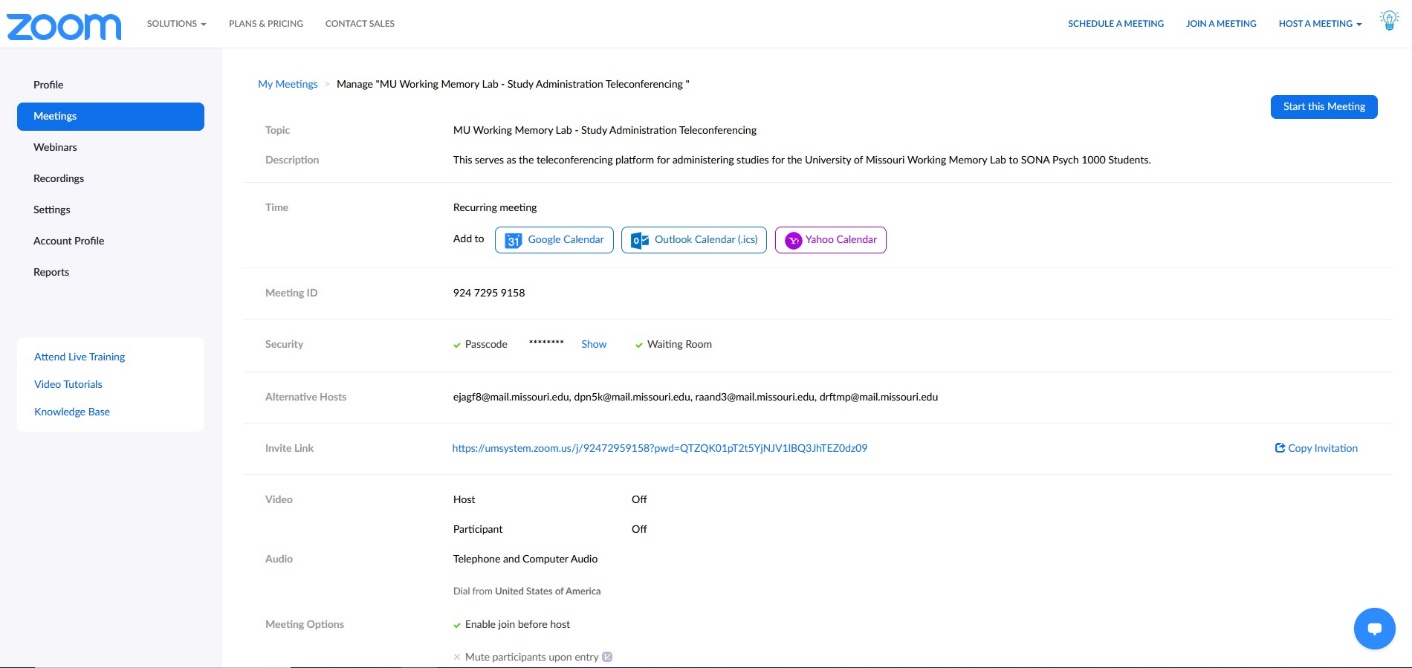
* Sign in to your SONA Researcher Account
* Click on ‘My Studies” in the top tool bar
* Click on Lines and Colors

([UNKNOWN] Credits) TEST YOUR MEMORY FOR COLORS AND ANGLES

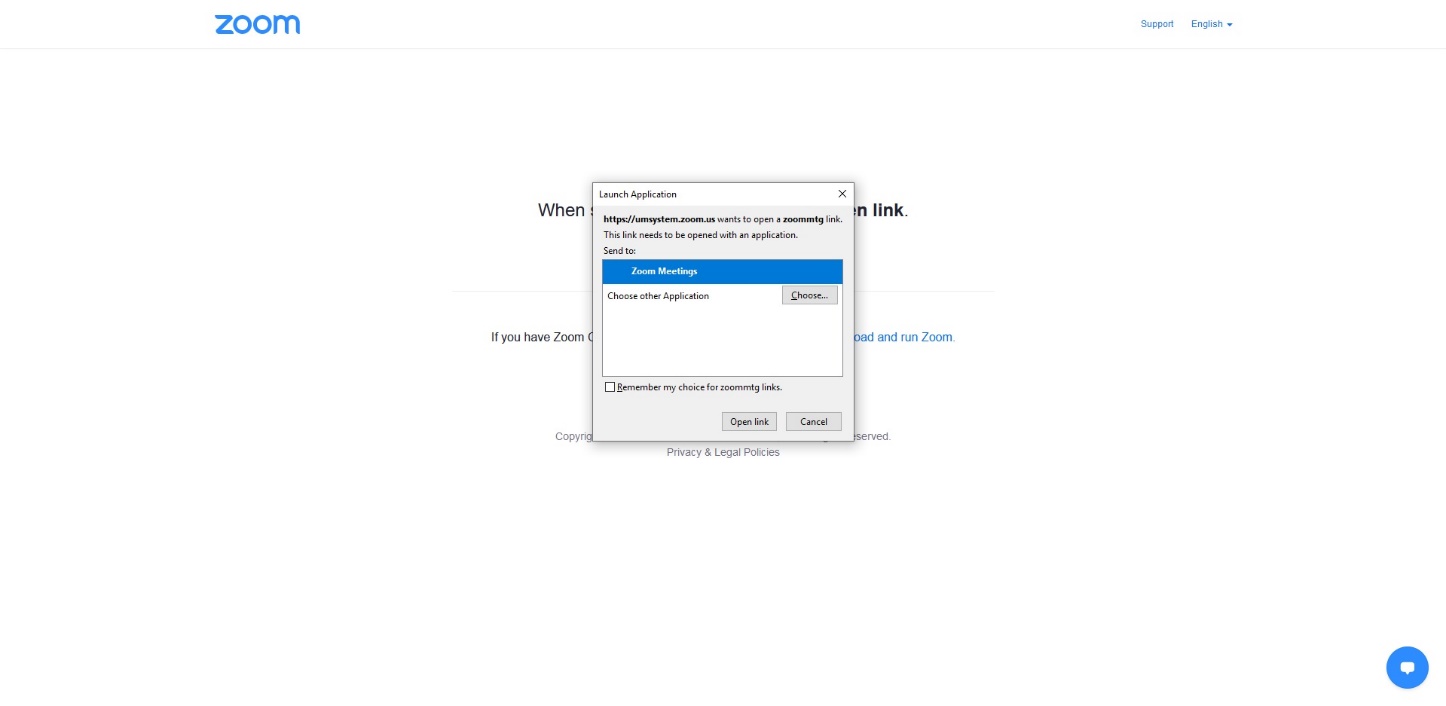
* Go to Study Menu drop down menu and Select ‘View/Administer Time Slots’
* Click on ‘Add A Timeslot’ to add a single timeslot or ‘Add Multiple Timeslots’ to add multiple timeslots or back to back timeslots on the same day
* Ensure the date and time are what you intend
* The ‘View Website’ is this Zoom link which opens automatically when participants click it: [[NEW](https://umsystem.zoom.us/j/92472959158?pwd=QTZQK01pT2t5YjNJV1lBQ3JhTEZ0dz09) LINK NEEDED]
* When you sign in to your SONA Researcher Account on a day you know you have scheduled participants, you can click on ‘My Studies’; then ‘View Printer-Friendly List of Signups’ to see the names and times of all scheduled participants and the assigned Research Assistant.

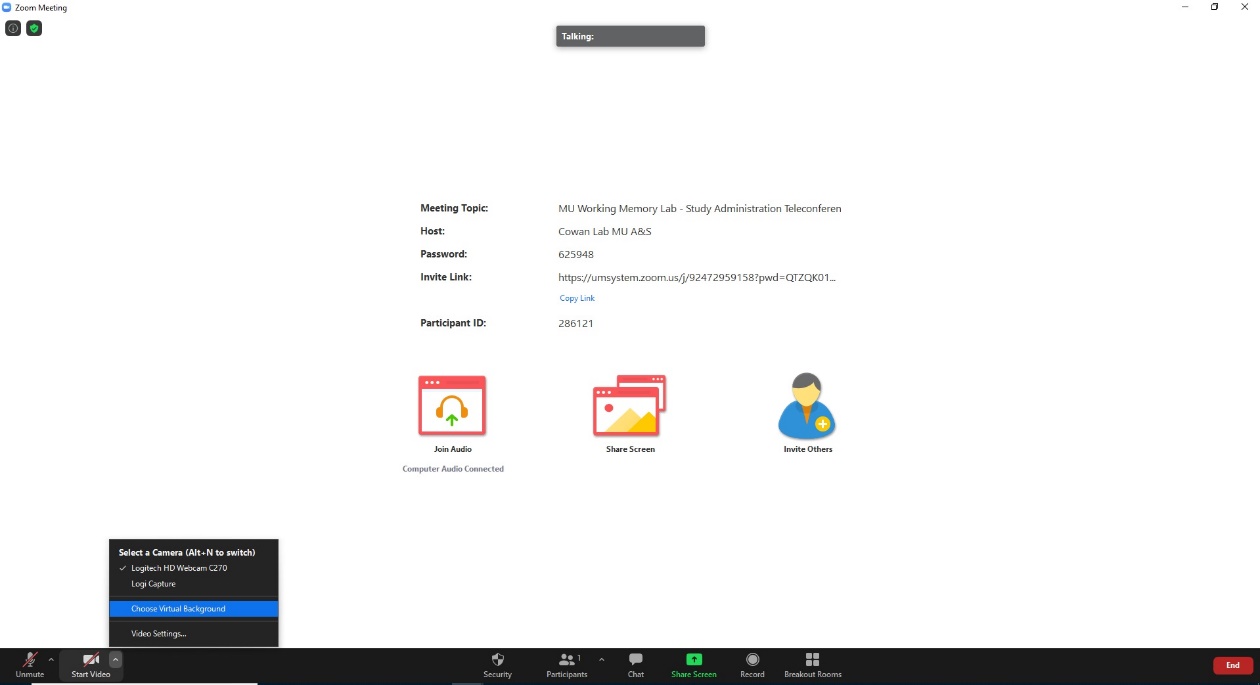
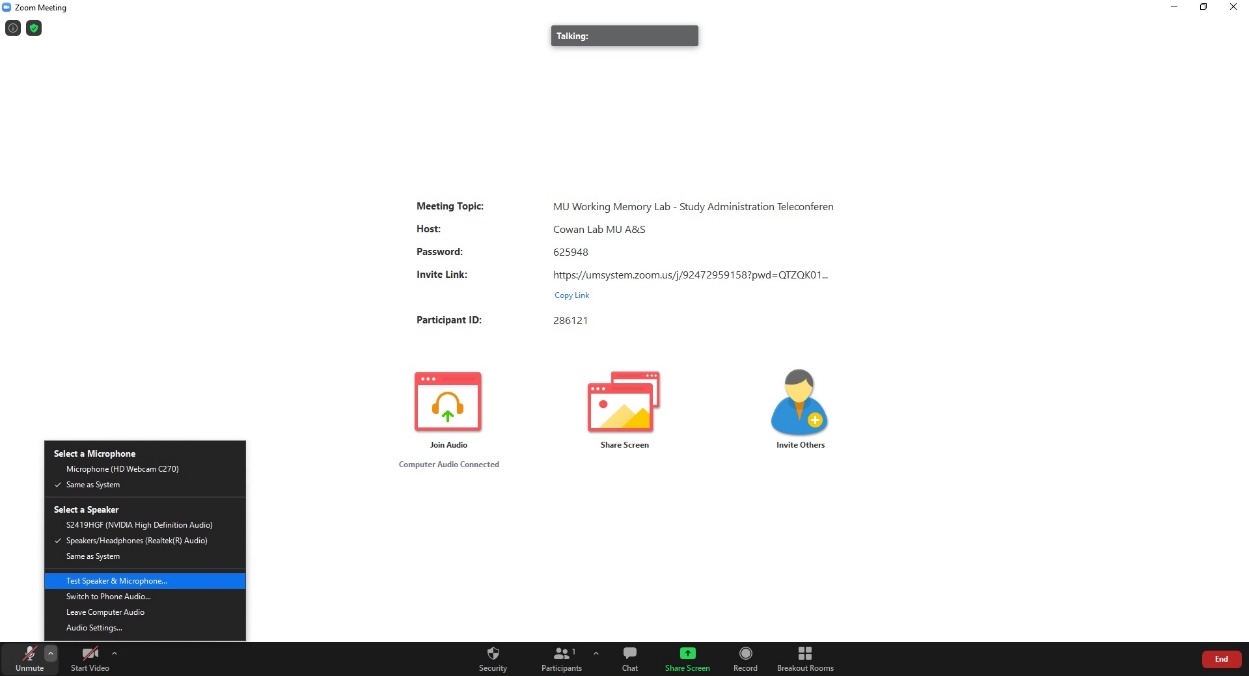
**BEFORE CONNECTING WITH THE PARTICIPANT VIA ZOOM:**

* Sign in to the University affiliated Lab Zoom Account: <https://umsystem.zoom.us/>   
  Username: muascowanlab  
  Password: Ascrt=50   
  Click on the Recurring Meeting titled, “MU Working Memory Lab - Study Administration Teleconferencing”  
  

Click on the blue button in the upper right hand corner ‘Start this Meeting’  


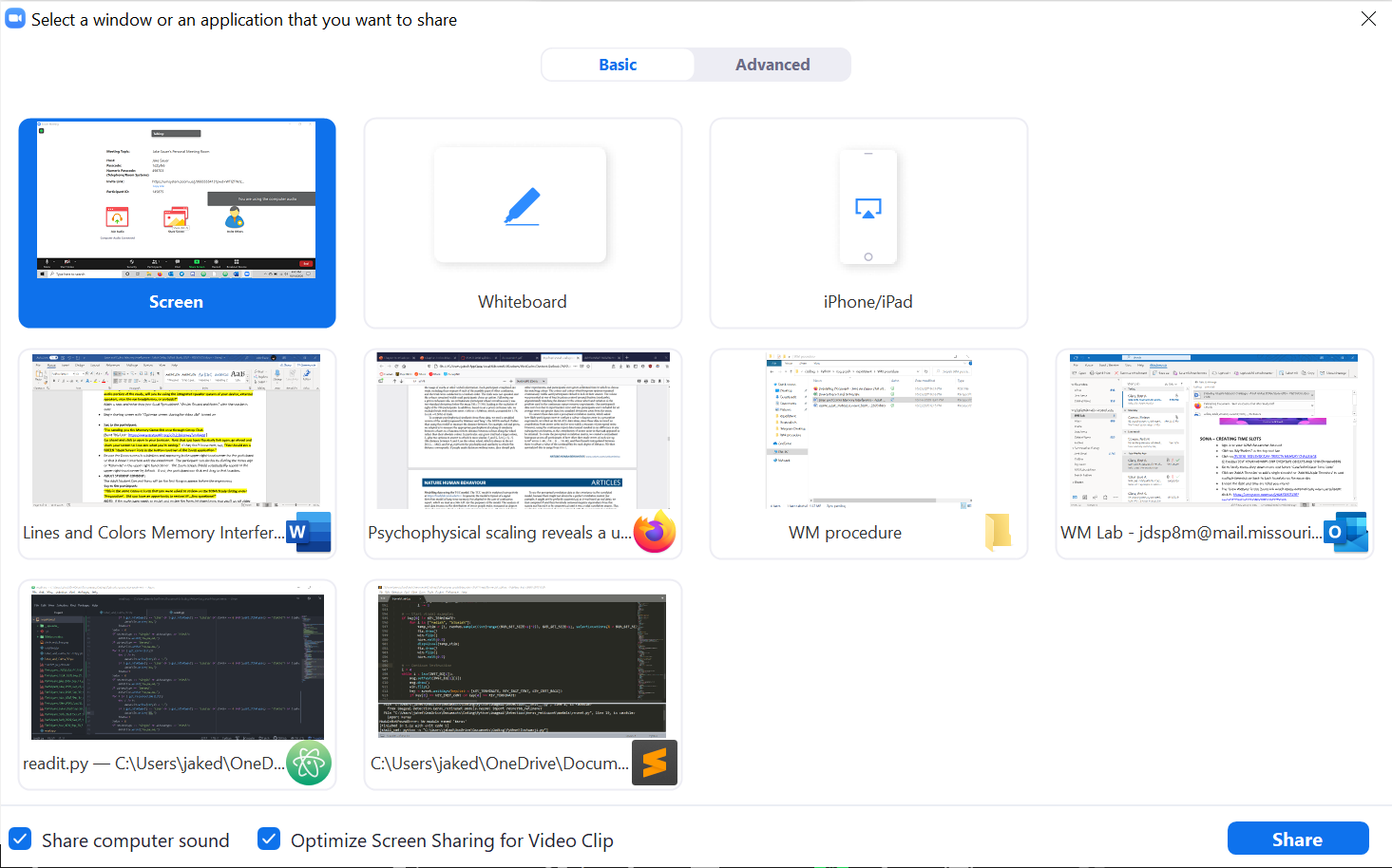
Then, click on ‘Open Link’



* Make full screen (Maximize) by clicking on the square in the upper right hand corner of the screen; Click on ‘Participants’ in the Zoom toolbar at the bottom of the screen (A window will open on the right side of the screen so that you can easily see when the participant arrives); Click on the ^ next to ‘Start Video’ in the Zoom toolbar; Ensure your background is as neutral as possible.  
  
* Ensure your headphones OR built-in speaker system and mic are working correctly by clicking on the ^ next to ‘Mute/Unmute’ in the Zoom toolbar; Select ‘Test Speaker & Microphone’; Please keep your volume setting consistent across participants.  
  
* Ensure the study program is open or easily accessible.

Lines and Colors PsychoPy

**PRE-EXPERIMENT STEPS**

* Ensure you’re on mic and video. Greet the participant and introduce yourself, **“Welcome to the Working Memory Lab. I’m \_\_\_\_\_\_\_\_\_ and I’ll be helping you with the study today.”**
* **Ask the participant the following:  
  “First things first, will you be using a desktop computer or laptop?”**Make a note and enter into your Excel Spreadsheet “Device Record and Notes” after the session is over.­
* Begin sharing screen that you will run with with “Optimize screen sharing for video clip” turned on  
  
* **Say to the participant:**  
  **“I’m sharing my screen to you now. You’ll be using this screen to participate in the study.   
  Let me know when you see my screen.”**
* Ensure the Zoom screen is minimized and appearing in the upper right-hand corner for the participant so that it doesn’t interfere with the experiment. The participant can do this by clicking the minus sign or ‘Minimize’ in the upper right-hand corner. The Zoom screen s­hould automatically appear in the upper right-hand corner by default. If not, the participant can click and drag to that location.
* **ADULT STUDENT CONSENT:** R
  + **Run the program**
  + **Say to the participant:  
    “This is confirming you read the consent form that you were asked to review on the SONA Study Listing under ‘Preparation’ and you are ok with participating in the study. Did you have an opportunity to review it?...Any questions?”**  
    **NOTE**: If the participant needs to revisit and review the form, let them know that you’ll go off video and be available if they have any questions. You can also keep an eye on the screen so you know when to proceed with additional instructions. ­­­You can send them the link to the consent form via Zoom: https://drive.google.com/file/d/1\_CZ\_I8ukMXG2VWO62FvdEP9i9hhLi5Gp/view?usp=sharing
* **If the participant has no questions, then say, “If you’re okay with participating, click the drop down menu and change the response to ACCEPT and then click the button below. Just a reminder…** **you can save a copy of the consent for your records by revisiting the SONA listing.”**
* **DEMOGRAPHIC QUESTIONS:**  
  Say to the Participant, **“Now we’re going to ask you some questions about yourself. These are all voluntary so if you’re uncomfortable answering any question you can choose to skip it or select the option “prefer not to say.”**
* After the participant is done filling out the form **“Look back over the demographics sheet here and make sure that all the information is correct since you won’t be able to change it later.”**

When they are finished proceed to the next screen and enter their participant number. **[Go on mic and video]**

**EXPERIMENT ADMINISTRATION:   
After the last trial,** you’ll see a screen that reads ‘You’re all done! Press the ENTER key to exit.’ **Press ENTER and Stop Share** to discontinue sharing your screen. **[Go on mic and video]**

* **“You’re finished. Thank you for participating in our research! The purpose of this study was to see how many items held in short-term memory (in the first part of the memory game) were remembered in the last part of the game. We’re doing this study with children and adults, like yourself, to see if this conversion from short term memory to long term memory changes with age and development.**
* **Send this link via Chat:** [**https://drive.google.com/file/d/1Bneww5aVwn7aSUcx7WW4iAUq6lQFo7xI/view?usp=sharing**](https://drive.google.com/file/d/1Bneww5aVwn7aSUcx7WW4iAUq6lQFo7xI/view?usp=sharing)
* **“Go ahead and click on that link that I sent you via Group Chat. Thanks again for participating! I’ll award those credits now. Have a great day!”**
* **Press “Alt-Q” and choose the RED button ‘End Meeting for All’ to end the session.**
* Return to the survey screen that reads ‘Thank you for participating! You are now done with this survey. Now click here to leave this website’ and click on the link. This will take you to the SONA page where you can log in and award credits to the participant.

**AFTER ZOOM SESSION IS COMPLETED OR PARTICIPANT IS A NO SHOW:**

* **Sign out of Zoom**
* **If you haven’t already, sign in to your SONA Researcher Account,** [**https://missouri.sona-systems.com/default.aspx?logout=Y**](https://missouri.sona-systems.com/default.aspx?logout=Y)
* Click on ‘**My Studies**” in the top tool bar
* Click on **MEMORY FOR LINES AND COLORS**
* Go to Study Menu drop down menu and Select ‘**View/Administer Time Slots**’
* Click on ‘**Modify**’ next to the participant’s name; Select 2 Credits; Return to Signups
* Ensure that credits were applied to the correct participant
* **If Participant does not show for their scheduled appointment:**
  + If you have not heard from them via email, text, phone or another Research Assistant listed on the SONA listing who they may have contacted, mark their absence as ‘Unexcused’ and indicate the reason in the ‘Notes’ section
  + If the participant contacts you in advance of their appointment or soon after their missed appointment, mark their absence as ‘Excused’ and indicate when you received their message in the ‘Notes’ section
  + If the participant is a No Show, you can choose to send them an email and provide them with the option of responding or rescheduling/signing up for another time slot – If you receive no response, mark absence as ‘Unexcused’; If you receive a response, you can choose to Excuse and reschedule OR leave the absence as Unexcused if reasons are not adequate. Always attempt to give participants/students the benefit of the doubt.
  + If you’re not sure what to do, just reach out via text, phone, or email
* **Send the SAVED copy of your Excel Spreadsheet “Device Record and Notes” and the RUNNING SPAN data file to me at** [**glassb@missouri.edu**](mailto:glassb@missouri.edu) **after each participant. I’ll ensure this is transferred to the CowanLab server for safe keeping.**

**NOTE: If you need assistance at any time, please reach out to me via text or phone at 573-999-9709 or via email (if not urgent) at** [**glassb@missouri.edu**](mailto:glassb@missouri.edu)