

If you have any questions, feel free to email me ([mkclairhong@gmail.com](mailto:mkclairhong@gmail.com)) or call/text me at 484-432-0315.

## 1. Running participants

- Getting ready
  - Check the google spreadsheet “Remembering Words Exp6” to see what the subject number should be for the upcoming session

<https://docs.google.com/spreadsheets/d/19qtFgpA40RhAqY7pNuSunrul9YLvBl9gED3vSCgJ5no/edit?usp=sharing>

- Get (1) Consent form (2) Participant info form (3) Receipt (for paid participants) ready
- Make sure that the subject # is written on top of each form
- Have the consent form ready to be signed on the participant’s desk
- Run the experiment code so that the screen displays the welcome prompt
- Starting the experiment
  - When the participant arrives
    - Invite them to the experiment room
    - Ask them to sign the consent form -- “Please read and sign the consent form and let me know if you have any questions.”
  - Once they complete the consent form, collect it.
  - Begin the experiment by saying, “All the instructions you need for this study will be on the screen, but please let me know anytime if you have any questions.”
  - Start the experiment by pressing the spacebar
  - Enter the participant info on the google spreadsheet
  - Make sure to sign and date the consent form
- During the experiment: PRACTICE PHASE
  - During the RETRIEVAL PRACTICE, If they are NOT writing out the entire word (e.g. when prompted **b \_ \_ \_** and they type ‘**oron**’ instead of ‘**boron**’), tell them that they have to type out the entire word.
  - During the FREE RECALL phase, if they type all three words in one blank “lemonade, dave, boron” -- tell them they have to separate it and put one word in each blank by pressing enter.
- During the experiment: REAL SESSIONS

- **During FREE RECALL**, participants sometimes forget that they can type ‘done’ (without any blank spaces at the end) to move on. If they seem to be struggling and just waiting to just move on, remind them.
- At the end of the experiment
  - Thank the participant for the participation
  - Ask them to complete the participant info form
  - For paid subjects, ask them to complete the receipt and pay them \$20.
    - Every time a payment is made, update it on the google spreadsheet “Polyn Lab Participant Payment”  
<https://docs.google.com/spreadsheets/d/1kunVUtJvTvWkl7KON3azE41UdtjJYWZC-7Y-j7kAtfk/edit?usp=sharing>
- After the participant leaves
  - Make sure that the google spreadsheet “Remembering Words Exp6” is updated - add any notes from the session if needed.
  - Enter what’s on the participant info form on Django by following the steps below

#### 1) Add a participant

<https://memory.psy.vanderbilt.edu/subjectdb/admin/subjects/subject/add/>

- Enter their First name, Last name as shown in the participant info sheet.
- Add paradigm (**Select “CueFR\_6”**)
- Subject code is CueFR\_6\_”subject number” - e.g. For participant #1107, it would be “CueFR\_6\_1107” as shown below. You only have to complete #1 (ignore the rest) and click “save”. You can ignore the info about property values and leave them blank.

PARTICIPANT RECORDS

Participant record: CueFR\_6\_1107 in CueFR\_6

Paradigm:

CueFR\_6

Subject code:

CueFR\_6\_1107

A unique identifier for the subject in this paradigm

#### 2) Add a session

<https://memory.psy.vanderbilt.edu/subjectdb/admin/collection/session/add/>

- Choose the paradigm “CueFR\_6”
- The subject code will be “CueFR\_6\_subj#” (e.g. CueFR\_6\_1107) - it will be the participant that you just added during the first part.
- Enter the session info. For the start and end time, use the military time (i.e. 17:00 instead of 5pm) to avoid error messages → don’t use a.m. or p.m.

## 2. Scheduling sessions by adding time slots on SONA

SONA systems:

<https://vanderbilt.sona-systems.com/>

After you log in, click “My Studies” on the top left corner

- Go to “[CREDIT] Test your memory!” → click “study menu” → “view/administer time slots”
- Add times that correspond to your lab hours with 1 participant per slot
- **Location:** Make sure to **edit** the location as “Wilson 412”
- **Researcher:** Choose your name from the drop-down menu
- Repeat the steps above and add the **same time slots** to [PAID] Test your memory!
- Make sure you have time slots created for **at least a week in advance** (e.g. If today is 03/02/20, you should have your time slots scheduled up until 03/09/30 or later).

Add Timeslots : [CREDIT] Test your memory!	Add Timeslots : [PAID] Test your memory!
Use this page to add a single timeslot for your study. You may also add multiple timeslots at once using the Add Multiple Timeslots option.	
Date	Monday, March 2, 2020
Start Time	9:00 AM
End Time	120 minutes after start time
Number of Participants	1
Location	Wilson 412
Researcher	Min Kyung Hong
<button>Add This Timeslot</button>	<button>Add This Timeslot</button>