Tips for the Complete Project: Get Ready for the User Examine:  
  
Examine the assignments listed in the assignment "Getting Ready for the User Test." Make sure you are familiar with the supplies and equipment required to administer the test.  
Organize testing sessions:  
  
Plan and conduct one or more test sessions (a minimum of one is needed).  
To capture and record your sessions, use software for screen capture and audio recording.  
Make sure the participants meet your requirements (such as frequent travelers who have never used the website).  
Examine the Test Sessions:  
  
Take note of the sessions and note any usability problems.  
Prioritize the seriousness of usability issues and summarize the main conclusions.  
For every task, record the timing, errors, and success rates.  
To evaluate overall usability, compute the System Usability Scale (SUS) scores.  
Highlight important discoveries and offer suggestions for enhancements.

Use the user test report template that has been provided.  
Add sections with information about the methodology, participants, task results, conclusions, and suggestions.  
In the appendices, provide a comprehensive list of usability issues along with an executive summary.  
Review by peers:  
  
Compare your conclusions and suggestions with those of your colleagues.  
Talk about the ways your conclusions differ and are similar, and think about the lessons that can be drawn from various viewpoints.  
Criteria for Evaluation:  
Those in attendance: Was there a minimum of one participant in the test, and did they meet the user criteria well?  
Results: Are the main findings and issue severity ratings evident in the results?  
Techniques: Is there adequate documentation of the testing procedure, including participant criteria and task specifics?  
In general: Is the report well-written, has comprehensive appendices, and is it concise?  
Don't forget to assign