Finding participants

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Finding a participant

1. On an MPI net computer, go to: http://mpi.nl/ppdb
2. Log in with 6 letter username
3. Select ‘Subject selection’
4. Select some participants (not old, no language disorders, perhaps with some knowledge of English)
5. Click on Menu > Export to Excel.
6. Send an email to these email addresses

USE BLIND CARBON COPY (BCC) to keep email addresses anonymous.

Booking a room:

Go to <https://sharepoint.mpg.de/institute/MNPL/Experimentrooms/>

Log in with email address and password

In the left list, click on ‘room 065 (basement)’

Select a date and click ‘add’.

Add the details of the experiment

Title should include your name for contact

Category doesn’t matter.

Before the participants arrive (administrative)

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1. Make a payment form for each participant.
   1. On an MPI net computer, go to: http://mpi.nl/ppdb
   2. Log in with 6 letter username
   3. Select ‘Experiment administration’
   4. Select ‘Durham ILM experiment’ from top window.
   5. Select ‘Add Subjects tab’ in bottom window
   6. Find participant in the left column
   7. Drag and drop them into the right bottom pane
   8. Click on the link in the first column next to their name (‘Id/DeclForm’)
   9. A pdf form will be downloaded. Open it and print it
2. Print a permission form for each participant. (these are identical for all participants)
3. Get the instructions sheet ready. (these are identical for all participants)

Before the participants arrive (room)

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1. Turn on main lights
2. Turn on red ‘engaged’ light (behind curtain to the left of the door as you come in.
3. Turn on the power

There’s a big electricity box in the far corner of the room. Turn the key until the green light appears (a quarter turn). If nothing happens, check the emergency breakers on the walls. Each little red button can be twisted so that it pops ‘out’. When all buttons are ‘out’, the electricity can go on.

1. Turn on the router
2. Turn on the server laptop
3. Turn on the participants’ computers

[When you leave, turn everything off in reverse order]

Before the participants arrive (technical)

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1. Turn on and log into the server laptop (password 1stPwInit)
2. Connect the server laptop to the router with an Ethernet cable.
3. Switch off the laptop’s wifi (there’s a physical wifi button above the keyboard on the right.
4. Turn on the Apache Server

Open "XAMPP Control Panel" (link on the desktop)

In the upper window, if 'Apache' has a green background, then the server is already working.

Otherwise, click on the 'Start' button to the right of 'Apache' under 'Actions'

'Apache' should turn green.

**In each participant’s computer:**

1. Open Firefox web browser
2. Delete any files in the browser's cache. You can do this in Firefox by History > clear recent history > selecting 'cache' and 'offline data' and 'everything' and hitting "Clear Now". There’s no need to do this if there have been no changes to the program.
3. In the browser, navigate to this page (should be the home page):

192.168.0.101/www/LEX/IntroScreen.html

1. Do the steps above for two computers.

Then, in each IntroScreen page:

1. Choose a chain
2. Choose a parent language
3. Choose a player identity (one computer must be player 1, the other player 2).
4. Choose an experiment name
5. Choose a condition
6. Press start
7. You'll see some stuff come up on the screen. In the top left hand corner, there'll be an orange square. For part 1, it'll say "Press to synchronise" and for part 2 it'll say 'waiting for part 1 to synchronise'. Press the button on part 1's screen. After a few seconds, the orange button should dissappear from part 2's screen. The experiments are now synched and you can hand over to the participants.
8. Put the browsers into Full Screen

I wouldn't set things up too early before the participants arrive. If there's a break in the network, or the program is running for a long time before starting (like, an hour), then the screens may become de-synchronised.

Run the experiment

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1. Give the participants the permission form and the MPI payment forms
2. Let the participants sit down, give them the instructions and let them do the experiment.
3. If there’s a problem with sending signals, wait for up to 5 minutes. If nothing happens, abandon the experiment. (they will still be paid).

After the experiment

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1. Give the participants the debrief page.
2. Backup the data

Copy this folder and all its contents: D:/ILMRepair/private/LEX

To this location: D:/ILMLEX\_Backups

(rename the folder appropriately)

Periodically, it would be good to transfer this backup folder to another medium / the web.

1. Keep the permission forms in the locked cabinet in Sean’s office.
2. Give the payment form to Sean to Sign.
3. On the MPI experiment administration page, confirm that each participant has done the experiment.
   1. Go to <http://mpi.nl/ppdb>
   2. Log in with 6 letter username
   3. Select ‘Experiment administration’
   4. Select ‘Durham ILM experiment’ from top window.
   5. Select ‘Add Subjects tab’ in bottom window
   6. Find the participant in the RIGHT window
   7. Make sure ‘approved by experimenter’ is set to ‘Y’