



Social Learning Lab
Stanford University

Researcher Instruction Guide

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Researcher Instruction Guide

This is our online testing manual for main experimenters.

- Getting ready 1: Hardware (slide 4)
- Getting ready 2: Software (slides 5 - 20)
- To-dos after the testing (slides 21 - 25)
- Testing tips for experimenters (slide 23)

Instruction Guide for Experimenters: Testing Online

The Basics:

What you need to get started...

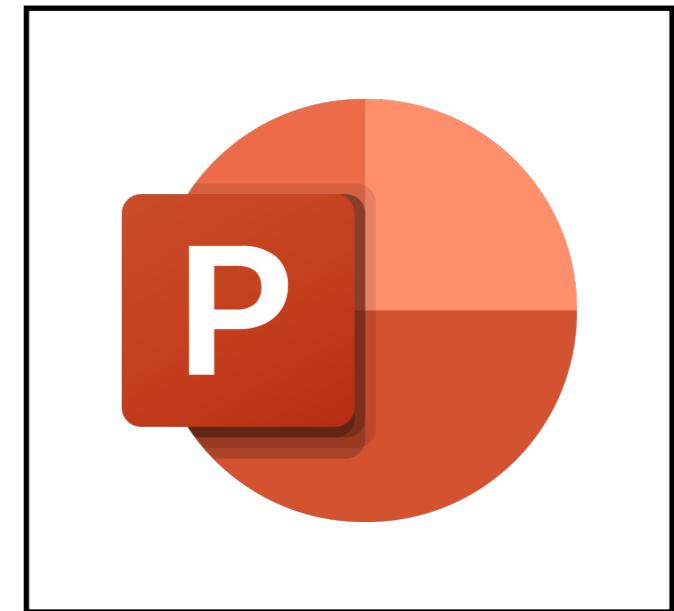


- **Sit in a quiet, comfortable place where you aren't likely to be disturbed**
- **Ensure that your workspace is prepared by having your devices charged, updated, and that you have a stable internet connection**
- **Locate and test your audio and visual systems — that includes appropriate accessories (headsets, microphones, external cameras, etc.)**

The Basics:

What you need to get started...

You will primarily be using these programs to run your studies online.

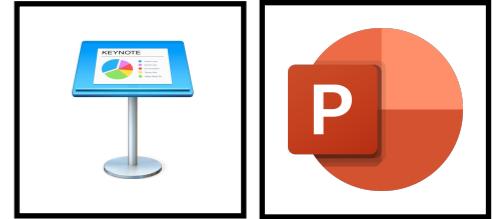


Zoom will be the video interface in which you will be running participants.

The actual stimuli for your studies will be presented through either Keynote/PowerPoint.

It should be noted that as online testing continues and we learn more about what works best, new programs may be used in preference to others.

Getting Prepped: Keynote / PowerPoint



Some things you'll *need* in your presentation are:

- ✓ **Participant Greeting Slides**
 - ✓ Consent Slides
 - ✓ Calibration Slides
- ✓ **Closure Slide with Feedback questions**

MAKE IT INTERESTING!

- ★ **add animations, sound effects, videos, etc to keep your participants engaged!**

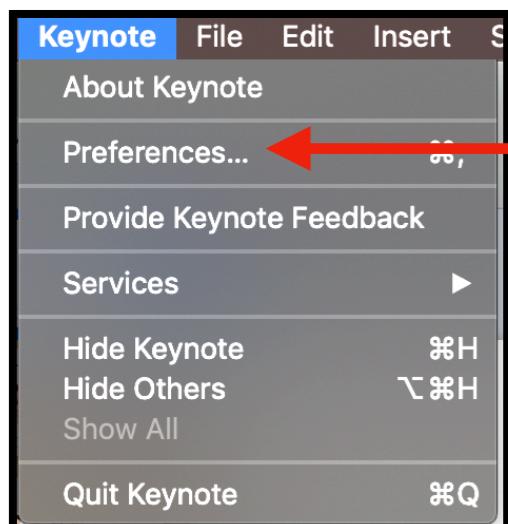
(All resources can be located in SLL_OnlineTesting Google Drive folder)

Getting Prepped: Keynote / PowerPoint

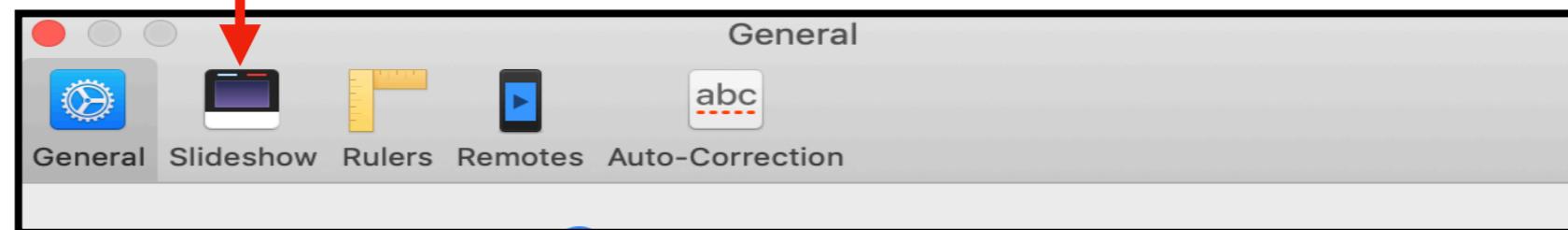
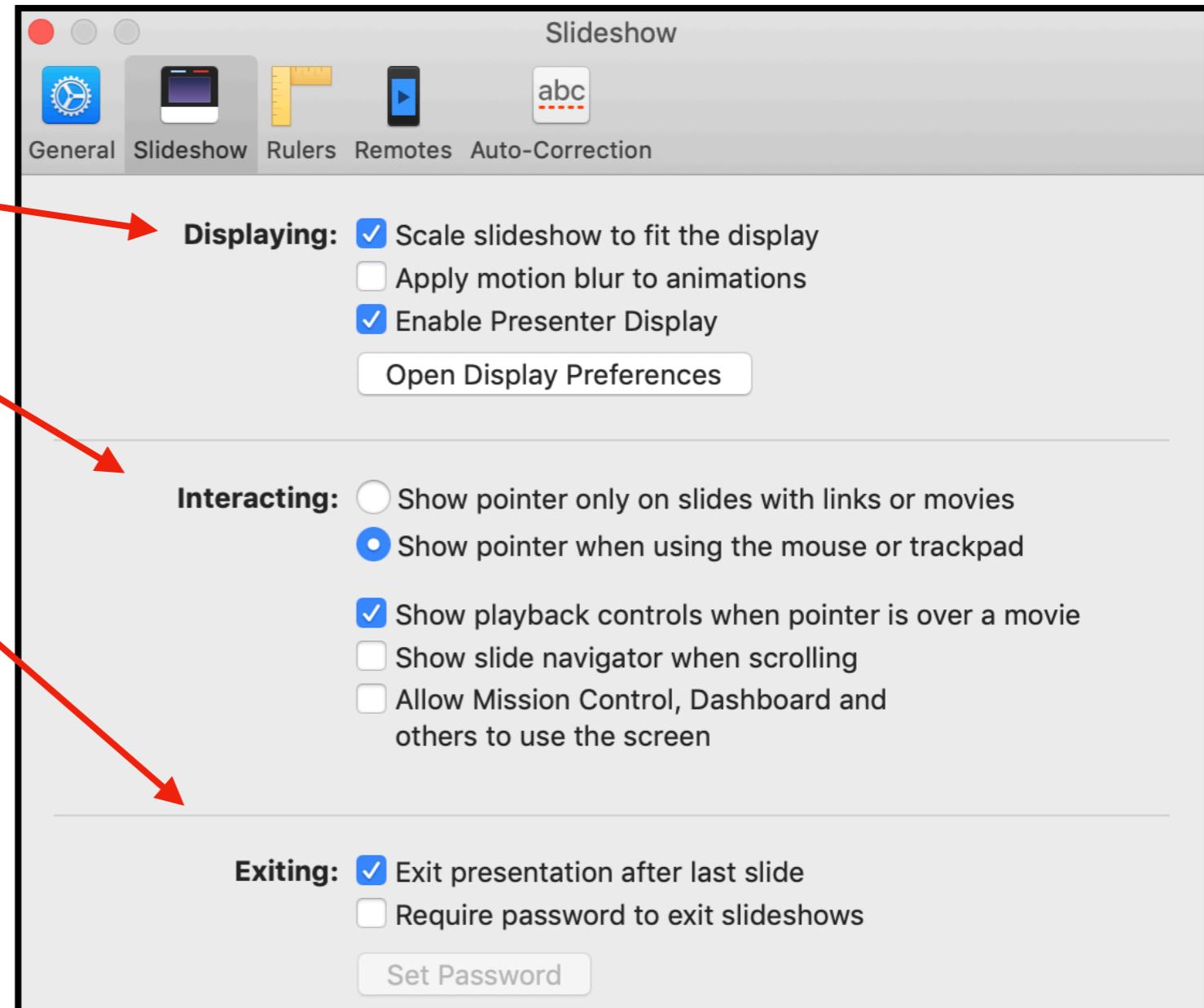


Ensure that your presentation
is ready by:

- ✓ Optimizing screen display
- ✓ Enabling pointer and playback controls
- ✓ Automatic exit of presentation after last slide



To get to these options in Keynote, select “Preferences” from the drop-down menu at the top of your screen. Then, from there, select the “Slideshow” icon.

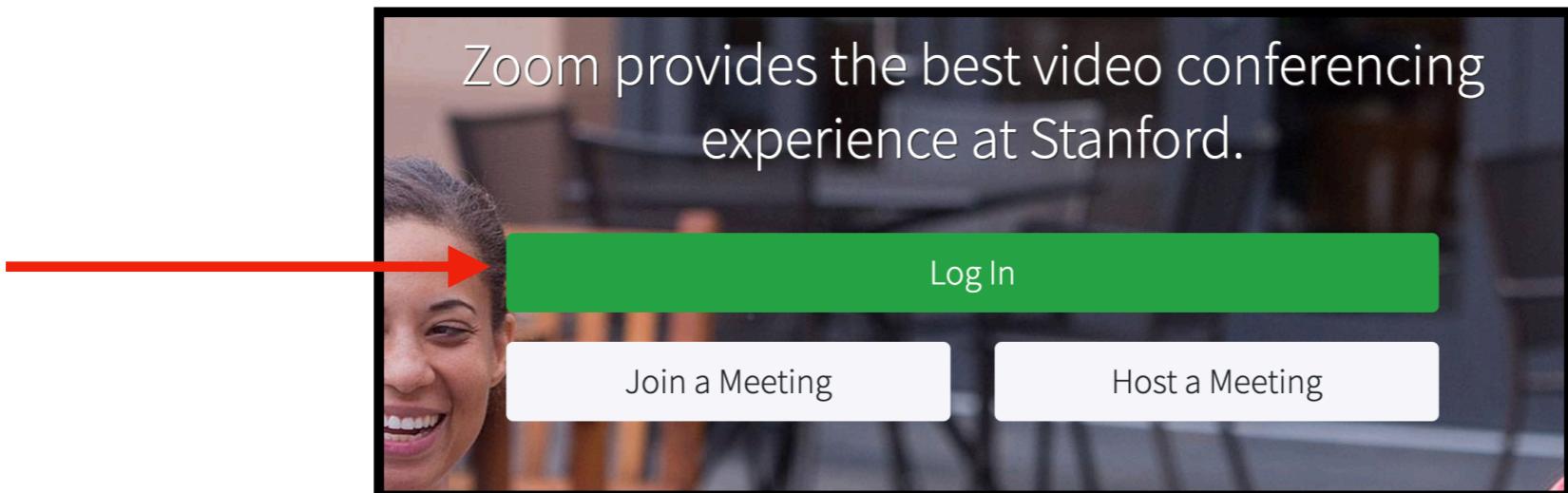


Getting Prepped: Zoom



Those with a SUNet ID:

1. Go to stanford.zoom.us and login with your SUNet ID



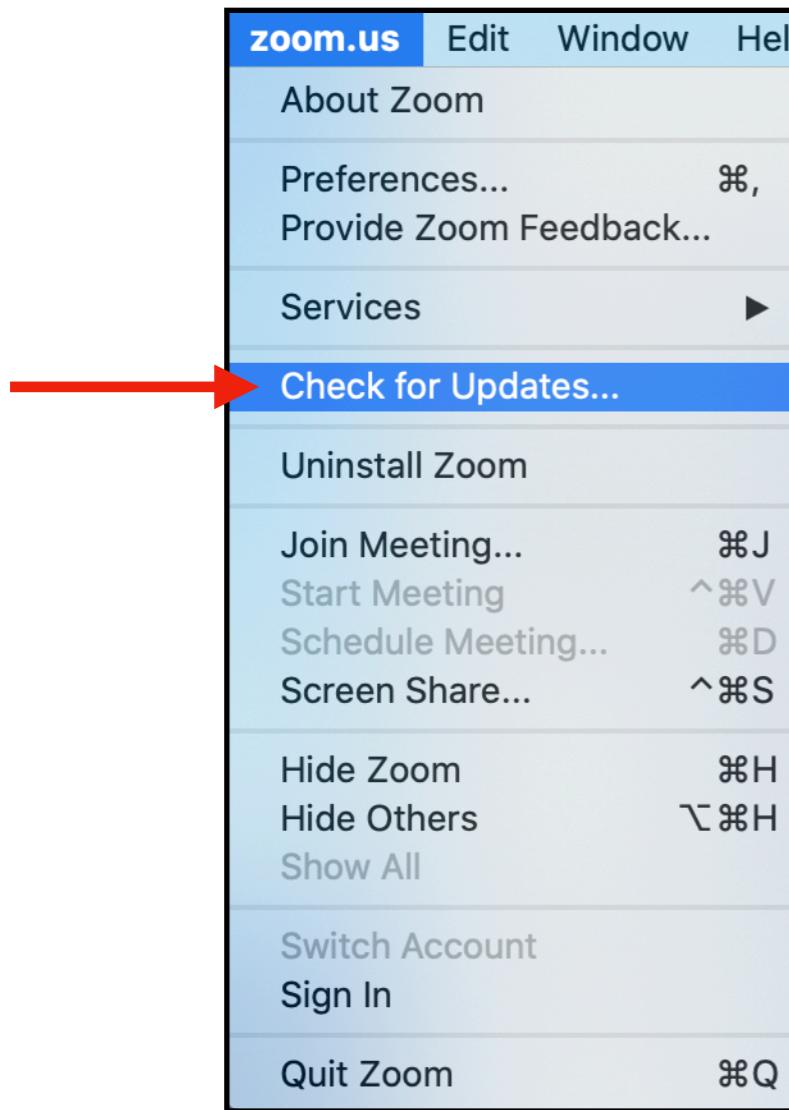
2. Go to your meetings tab to attend meetings or get the ID for your personal meeting room

A screenshot of the Zoom "Meetings" tab. At the top, there are four tabs: "Upcoming Meetings" (highlighted in blue), "Previous Meetings", "Personal Meeting Room", and "Meeting Templates" (with a red arrow pointing to it from the right). Below the tabs are two buttons: "Schedule a New Meeting" and "Join a meeting from an H.323/SIP room system". Further down are filters for "Start Time", "Topic", and "Meeting ID". A message at the bottom states: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.".

Getting Prepped: Zoom

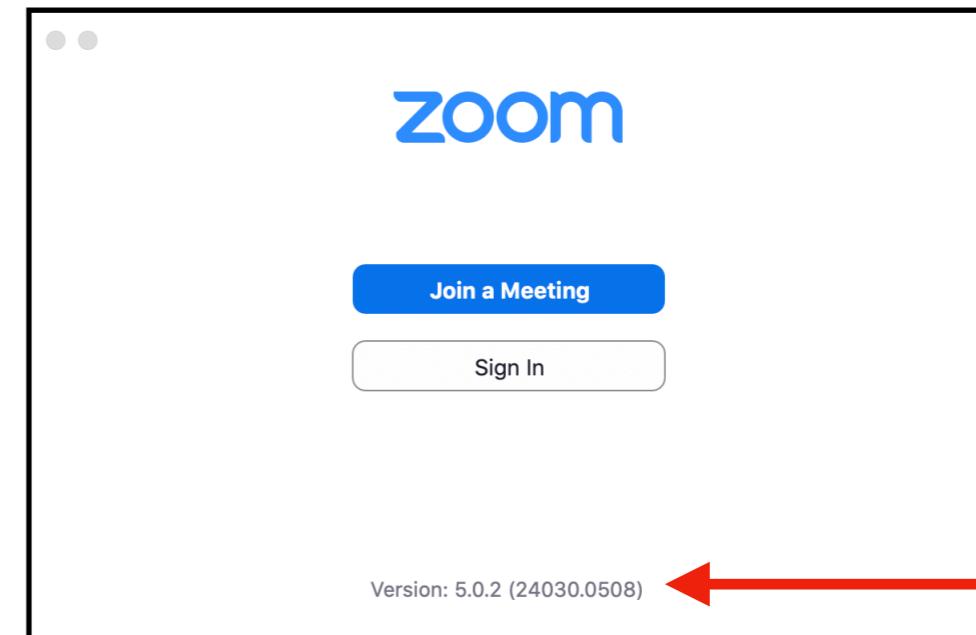


It's best to keep the Zoom software up to date always! You can check if there are any new updates to download by going to "[zoom.us](#)" dropdown menu when in the program.



***Current Zoom Version
the lab is using...***

5.0.2



Getting Prepped: Zoom



There will be dedicated Zoom meeting rooms for testing purposes only. The rooms will be differentiated by age range for participants (meaning one room will be for 3-5 year olds and another will be 6-9 year olds).



The meeting room links will be sent to parents in a reminder email a day prior to their testing appointment. It is your responsibility to know when you are signed up to test, as well as which Zoom meeting room you will be using.

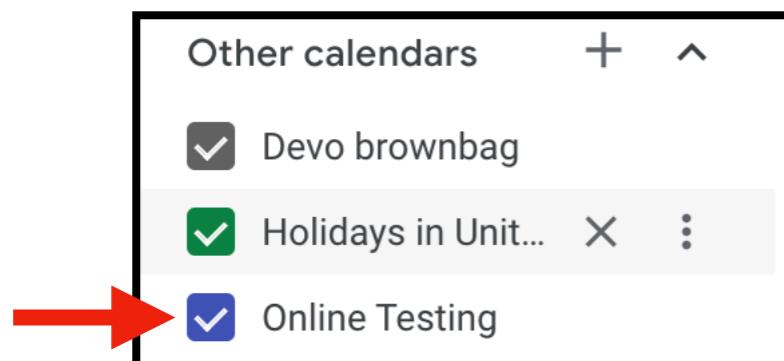
Getting Prepped: Zoom



Within your Google Calendar, you'll be able to see the appointments you are scheduled for. Here you will be able to see:

- ✓ Child name and age
- ✓ Parent name
- ✓ Time of study
- ✓ Zoom room link for study
- ✓ Any other information about the child provided by the parent that may be important to the experimenter

You must be added to the “Online Testing” Calendar to see essential information for testing



A screenshot of a Calendly event card for a Zoom appointment. The card includes the following details:

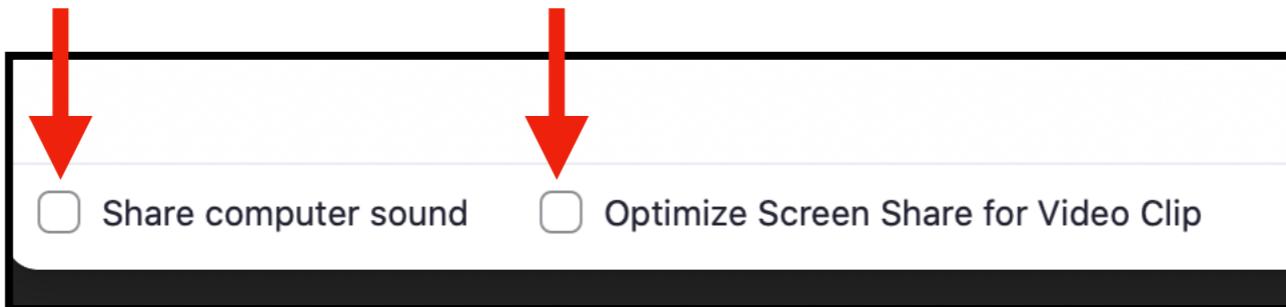
- Location: <https://stanford.zoom.us/j/156854798>
- Child Name: Teddy
- Child Age: 4
- Need to make changes to this event?
- Cancel: <https://calendly.com/cancellations/GCJUURCFNQ5652GU>
- Reschedule: <https://calendly.com/reschedulings/GCJUURCFNQ5652GU>
- Powered by Calendly.com
- 30 minutes before
- stanford.kidsonline@gmail.com
- Going?

Getting Prepped: Zoom

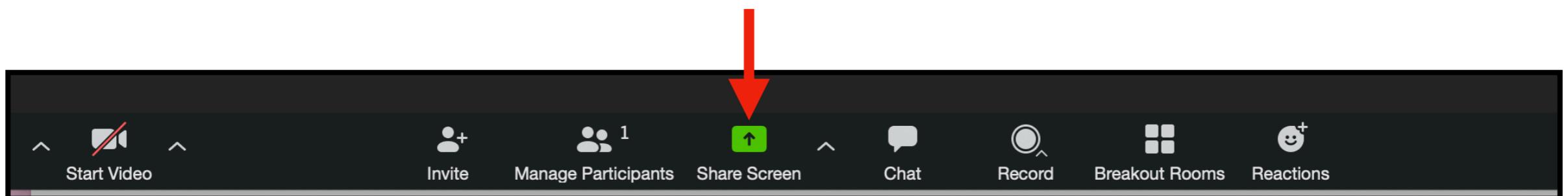


Before sharing your screen, check that you are:

- ✓ **Sharing your computer sound**
- ✓ **Optimizing Screen Share for Video Clip (if applicable)**



Once you have readied the above options, you can share your screen with a participant by clicking the “Share Screen” option in Zoom (*usually highlighted in green*):

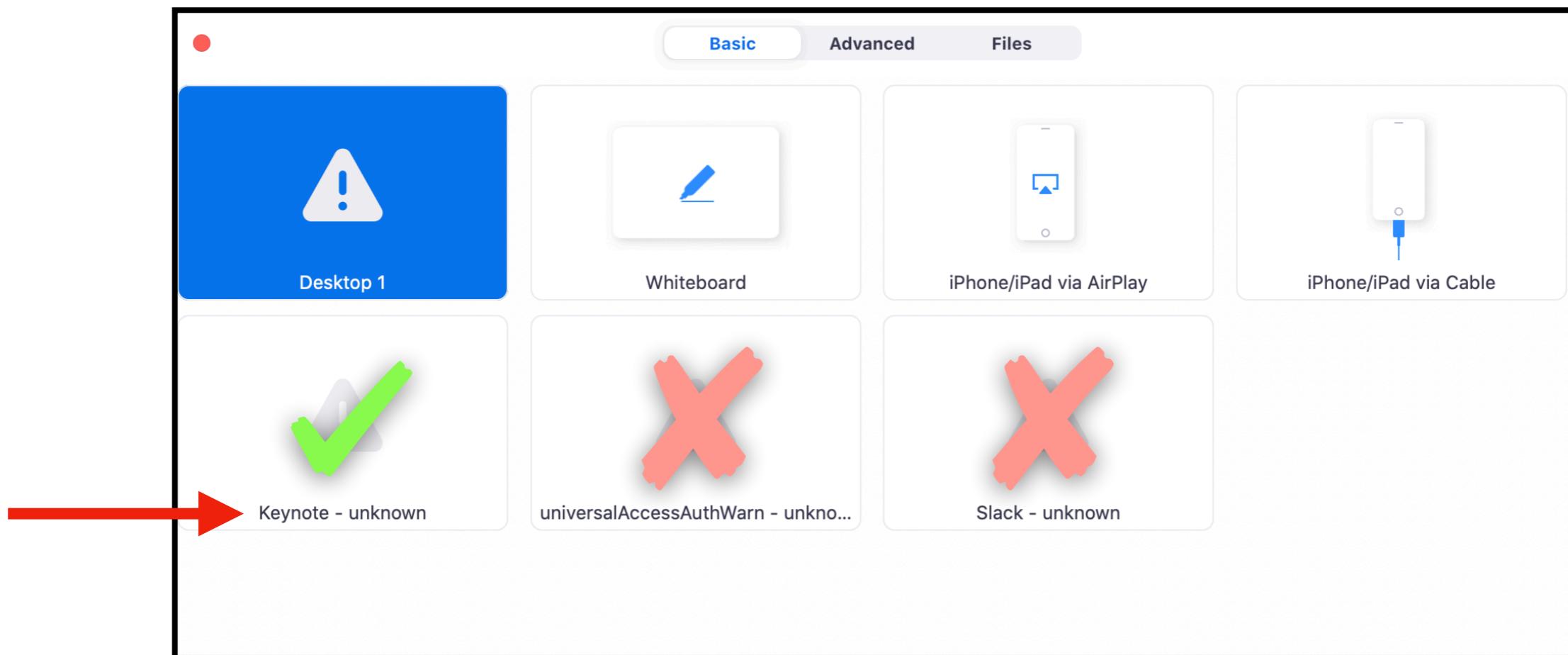


Getting Prepped: Zoom



When you choose to share your screen, Zoom will prompt you to select the specific screen/program you would like to share. Be wary and remember to choose the correct Keynote/PowerPoint slideshow.

To avoid having many shareable options, it would be best to only have the programs you need open during the testing session.



Getting Prepped: Zoom



Record the testing session through Zoom

There are two options when recording.

You can record to the local computer — meaning the recording will be converted and will exist on the computer you used for the testing session.

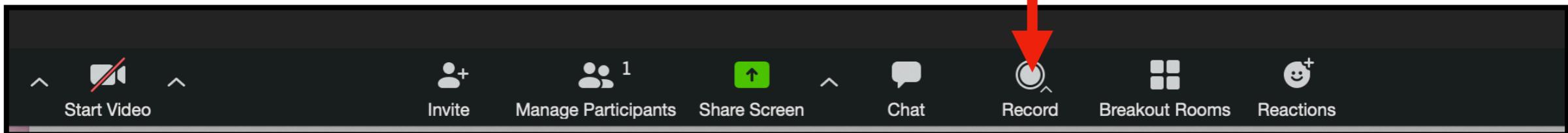
You can also record to the Cloud — where videos will be uploaded on the Zoom account (Stanford) you are using to test.

Currently, our lab uses the local computer option primarily.

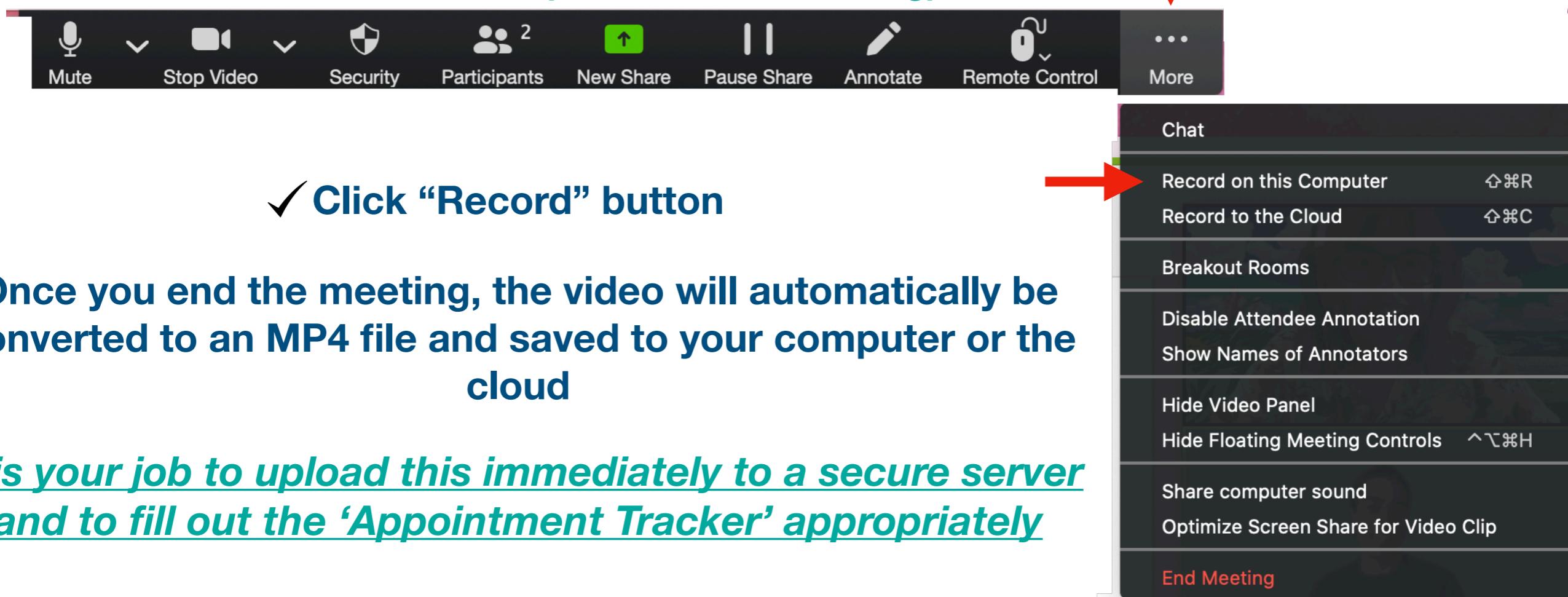
Getting Prepped: Zoom



Record the testing session through Zoom
(before screen sharing)



(After Screensharing)



The Zoom control bar is shown again, but the "More" button in the top right has been clicked, opening a vertical menu. The menu items are:

- Record on this Computer
- Record to the Cloud
- Breakout Rooms
- Disable Attendee Annotation
- Show Names of Annotators
- Hide Video Panel
- Hide Floating Meeting Controls
- Share computer sound
- Optimize Screen Share for Video Clip
- End Meeting

Red arrows point from the text instructions below to the "Record" button on the control bar and to the "Record" option in the expanded menu.

- ✓ Click “Record” button
- ✓ Once you end the meeting, the video will automatically be converted to an MP4 file and saved to your computer or the cloud
- ★ *It is your job to upload this immediately to a secure server and to fill out the ‘Appointment Tracker’ appropriately*

Getting Prepped: Zoom



Record the testing session through Zoom



Recording through Zoom (to local computer)...

- ✓ Click “Record” button and be sure to record to the local computer rather than the Cloud
- ✓ Once you end the meeting, the video will automatically be converted to an MP4 file on your device and saved to your computer
- ✓ Make sure you have your screen view in “**Gallery mode**” before starting the recording (to ensure both experimenter and participant videos will be captured)

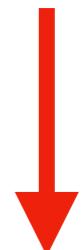
Recording through Zoom (to local computer)...

Example of “Speaker View”

This is what it looks like when you are in “Speaker View” and recording to the local computer.

You will not be able to see your participant in this mode unless the participant is actively speaking.

(If you want to see the participant the entire time, make sure to be in “Gallery View” before recording.)



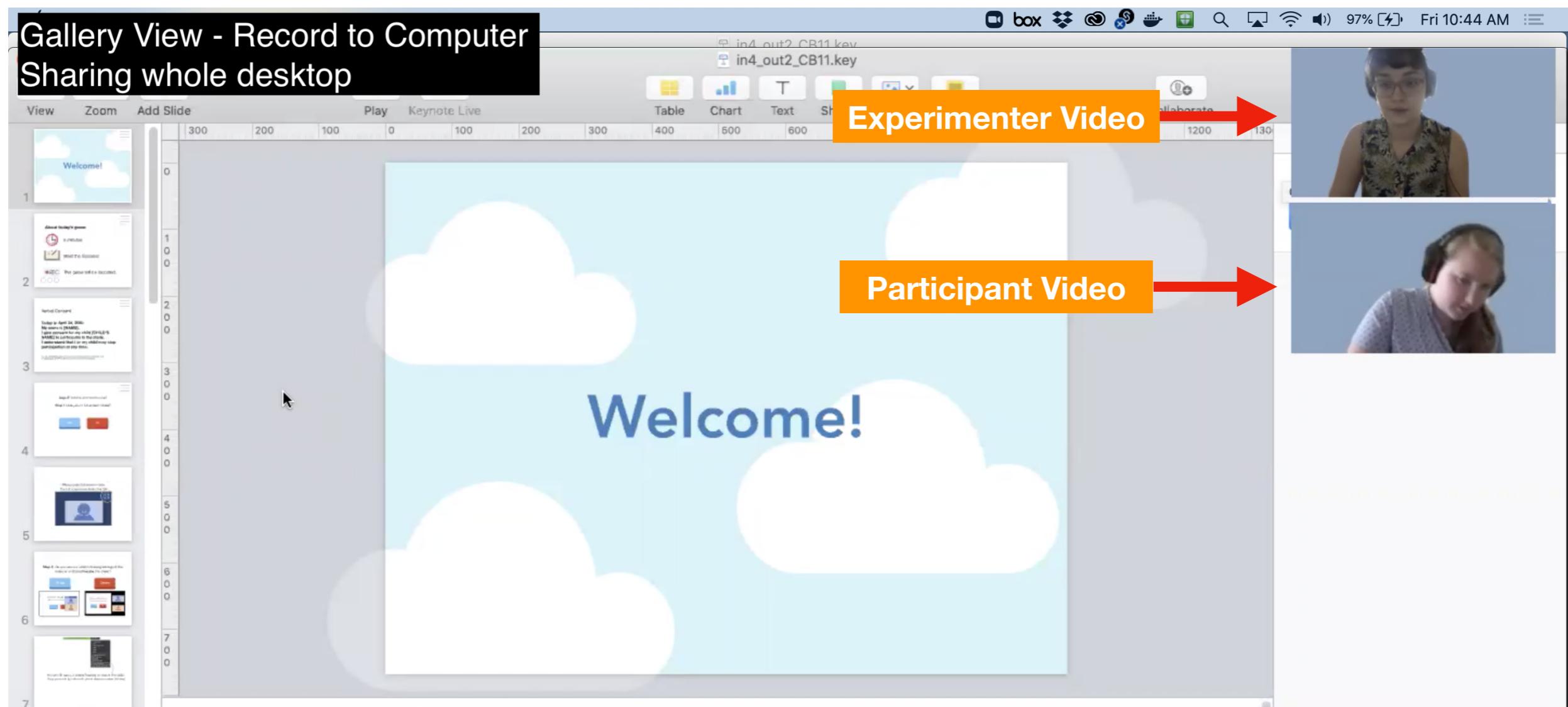
The screenshot shows a Keynote presentation titled "in4_out2_CB11.key". The main slide features a blue background with white clouds and the word "Welcome!" in large blue letters. The left sidebar displays six slides, each showing a different activity or game setup. The top right corner shows a "Sharing window" with a video feed of a participant wearing glasses and a floral top. The status bar at the bottom indicates "Start Transition On Click" and "Delay 0.50 s".

Recording through Zoom (to local computer)...

Example of “Gallery View”

This is what it looks like when you are in “**Gallery View**” and recording to the local computer.

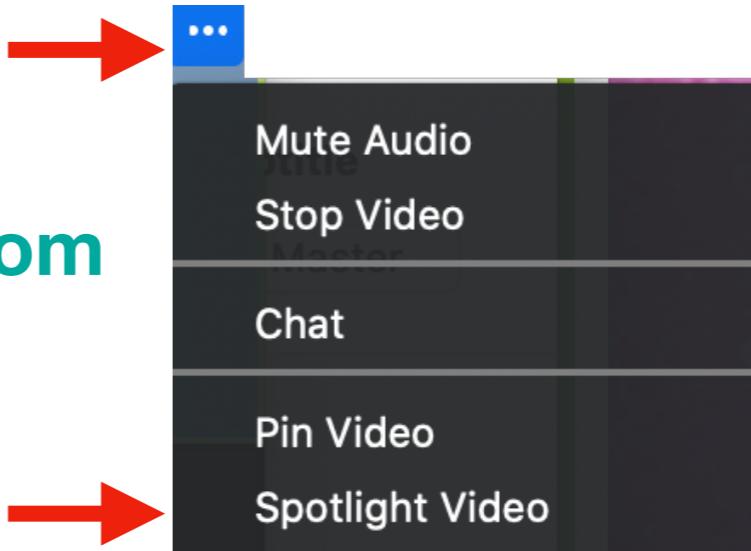
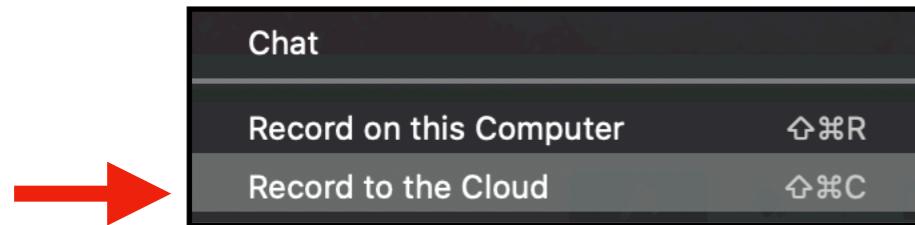
In this mode, you will be able to see your video and the participant’s video through the entire recording.



Getting Prepped: Zoom



Record the testing session through Zoom



Recording through Zoom (to the Cloud)...

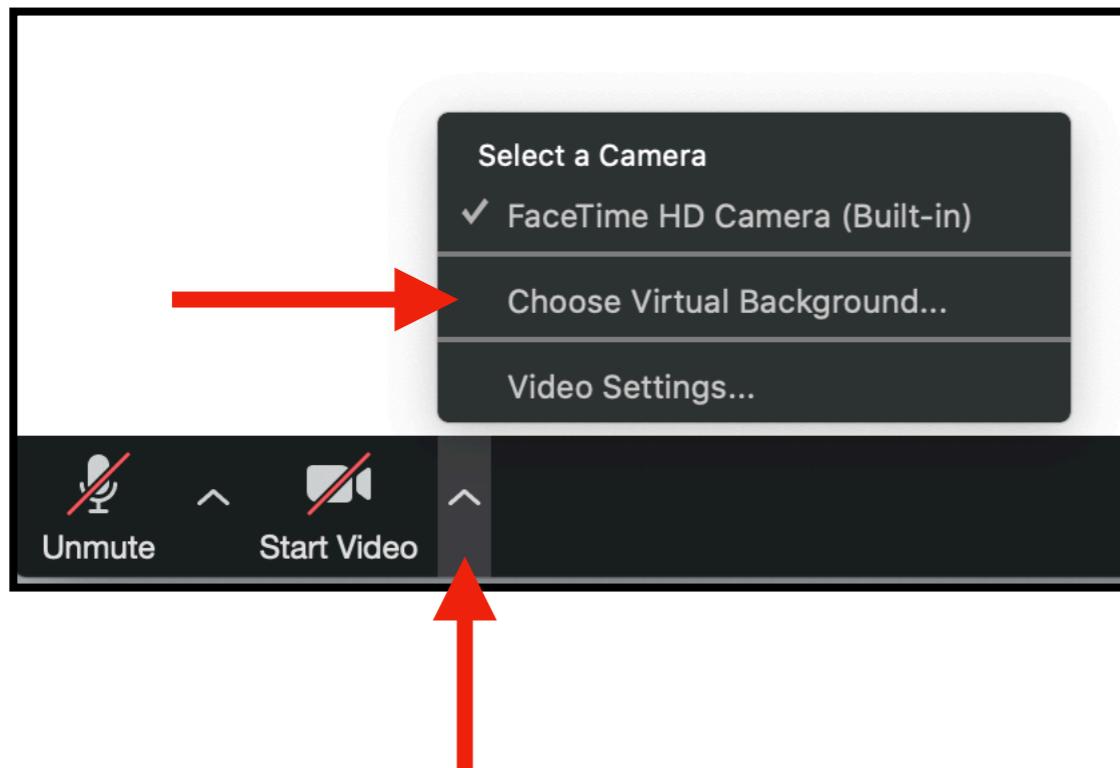
- ✓ Click “Record” button and be sure to record to the Cloud rather than the local computer
- ✓ Once you end the meeting, the video will automatically be converted to an MP4 file — the host of the meeting room will receive an email notification about the file
- ✓ Make sure you have “Spotlighted” the participant’s video before starting the recording (to ensure that the recording will capture the participant’s video instead of the experimenter’s video)
- ★ If you are the host, it is your job to upload this file immediately to a secure server. If you are not the host and do not have access to the recording in the Cloud, follow up with whoever does have access to make sure the recording is labeled and stored appropriately.



Getting Prepped: Zoom

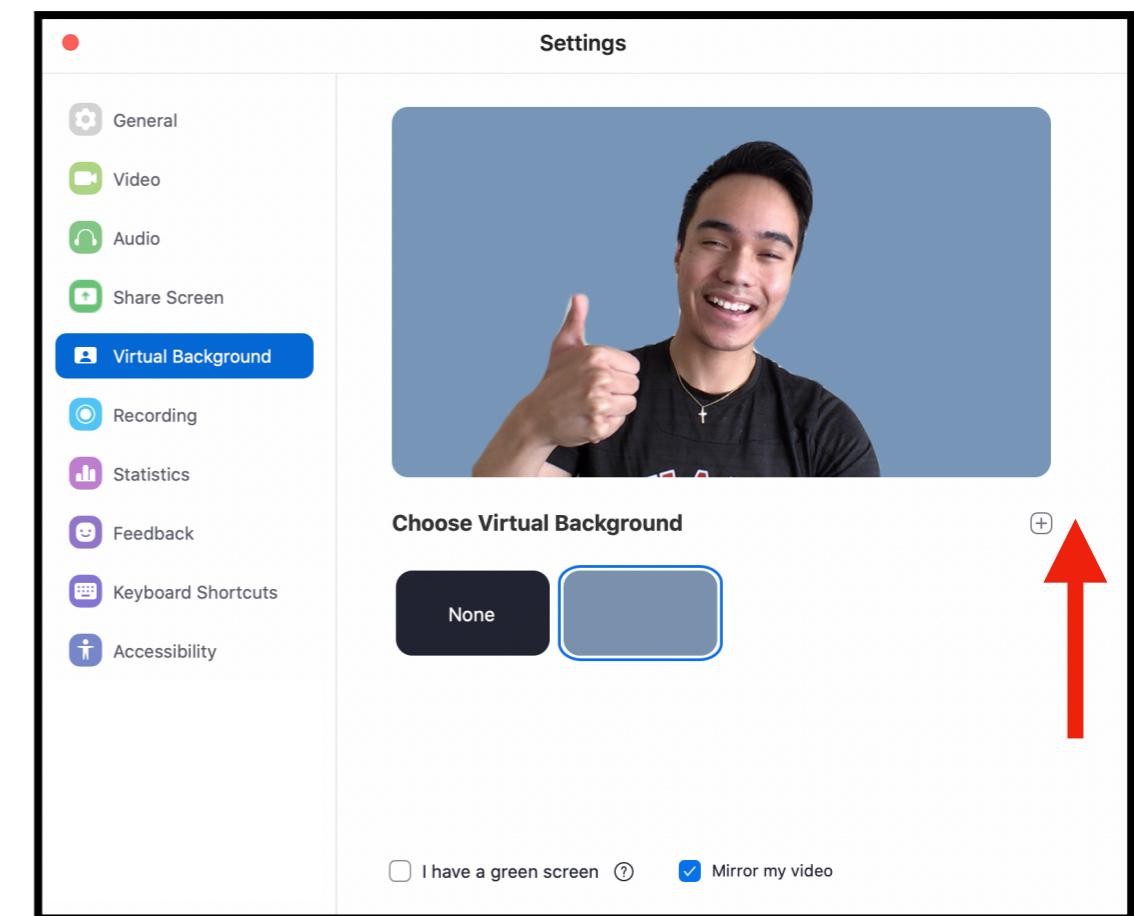
Prior to testing, it may be best to change your video background to a virtual one, as to avoid any potential distractions.

To do this, go to the arrow next to the “Start Video” button and select “Choose Virtual Background”.



Once here you should be able to upload various background images through the small “+” button in the corner. Images should be a neutral, solid color such as gray or navy.

The Social Learning Lab uses the blue color you see below, located in SLL_OnlineTesting Google Drive folder



Some computers may have issues running a virtual background that could be more distracting than without it, in those cases you should move to where there is a neutral colored wall behind you with close to nothing else visible in the frame.

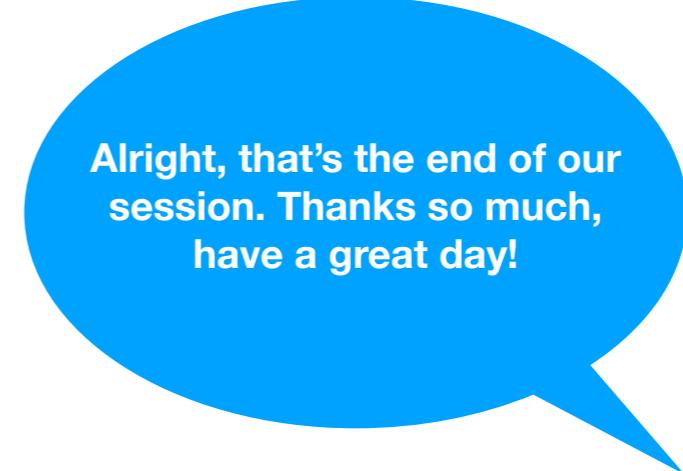
Afterward: Closing and Storing

**After your experiment is through,
ensure you do the following:**

- ✓ Stop your recording
- ✓ Thank your participants
- ✓ Allow participants to leave the Zoom room before debriefing with other experimenters
- ✓ If there is a game after yours, introduce the next experimenter to allow rapporting
- ✓ Turn off microphone and video to allow the next testing session to begin



Okay, the next experimenter is ready for you!



Alright, that's the end of our session. Thanks so much, have a great day!

Afterward: Closing and Storing

Calendly will send an automated follow-up email ONE (1) hour after the testing appointment.



As a token of our appreciation, a personalized certificate will be made for each child!**

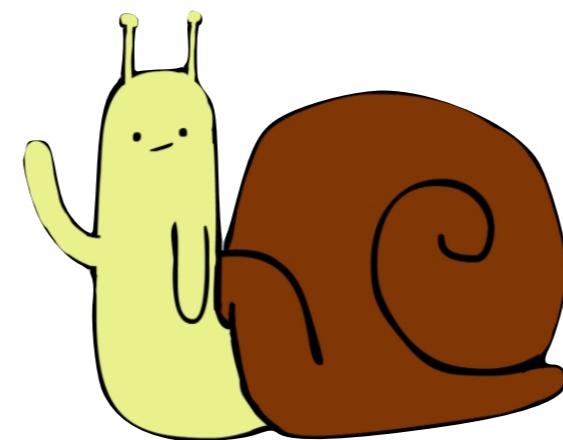
***We are continuously looking at the scalability of this process as our online testing efforts continues to grow and more participants are run!*

Testing: Experimenter Tips

Some helpful notes about testing etiquette when it comes to being online...



Being extra engaging and outgoing when it comes to keeping the participant's attention.



Go slow but keep a good pace when going through the slides of your study.

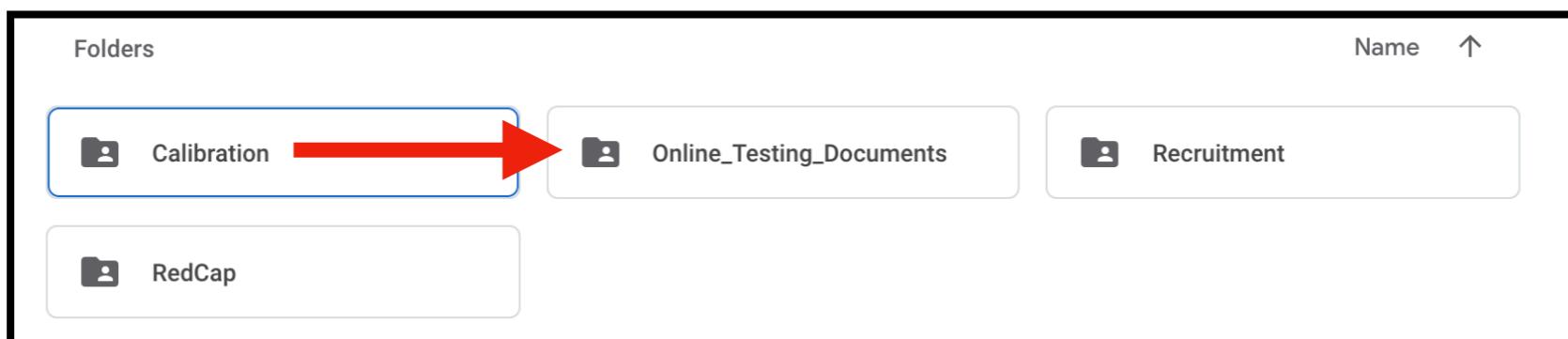


Be patient and kind when walking through these new online processes.

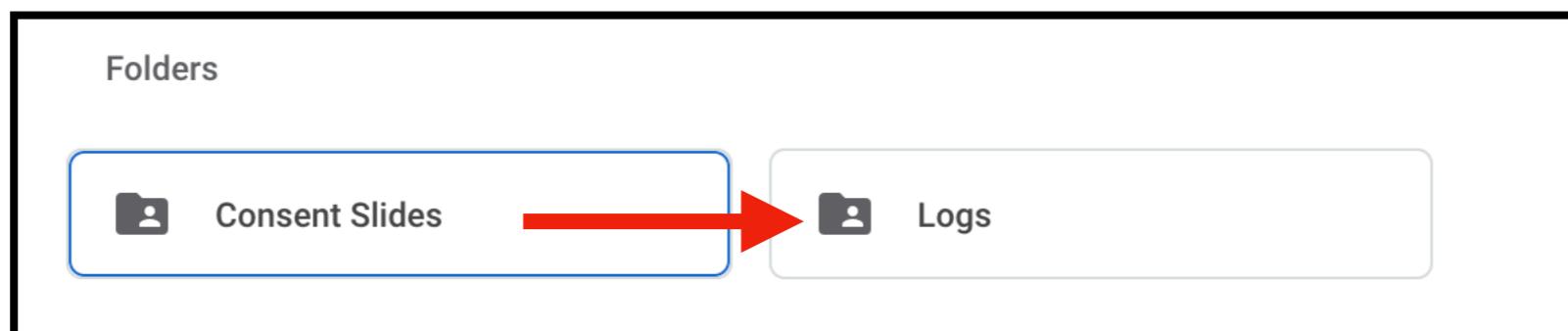
Afterward: Closing and Storing

As mentioned before, once you have wrapped up your testing session and properly stored the recorded video, you should then fill out the appropriate logs to document the session.

To find the logs, go to the shared Google Drive folder titled “SLL_OnlineTesting” and find the folder titled “Online Testing Documents”

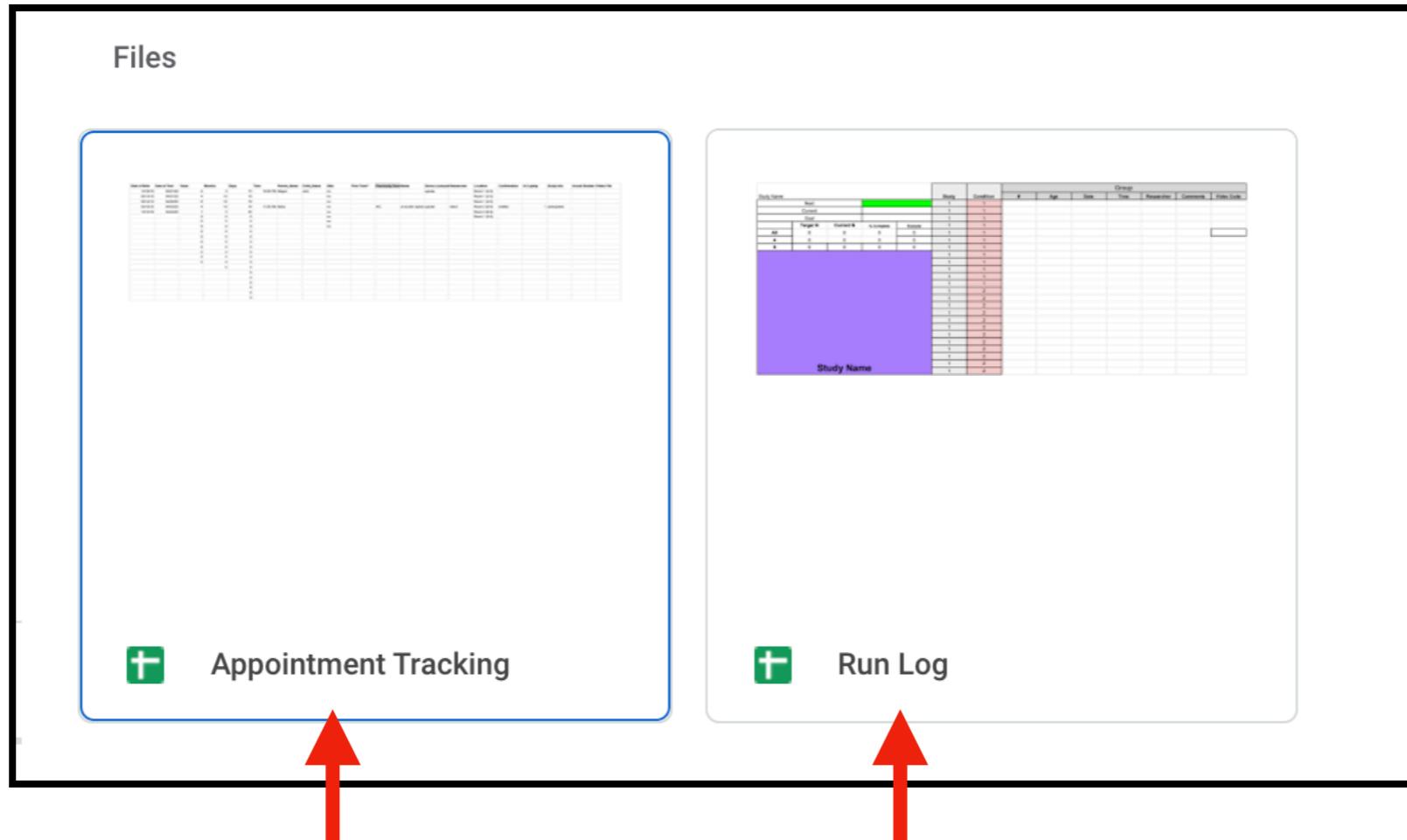


After, there should be a folder titled “Logs” which houses the different Google sheets that you should fill out promptly after completing your session.



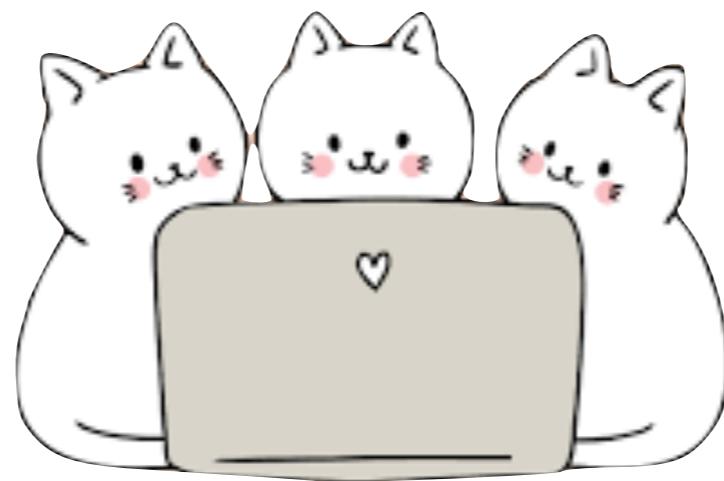
Afterward: Closing and Storing

There are **TWO** logs in the folder...



One is titled “**Appointment Tracking**” — this is a larger, departmental log that will be used to catch demographic information across labs.

The other is titled “**Run Log**” — this is meant to serve as more study-specific log used to document sessions per particular research game.



Good Luck Experimenters!