

Previsit - Start 30 mins prior to appointment - Eyetracking Edition

- ☐ Set up clipboards
 - ☐ Parent Clipboard
 - ☐ Audio/Video Release
 - ☐ Word exposure scale
 - ☐ Payment form
 - ☐ Cash (use zip code to check whether \$10 or \$15)
 - ☐ Pen
 - ☐ Experimenter Clipboard
 - ☐ Parking pass (check # on calendar, but probably #42)
 - ☐ Covid screening questions
 - ☐ Bergelson Lab pass for dashboard
 - ☐ PBS word exposure questionnaire (check to make sure it's the right one!)
 - ☐ Pen
- ☐ Set up eye-tracking room
 - ☐ Both computers on
 - ☐ Check participant # (in calendar)
 - ☐ Check experiment and trial order (in calendar)
 - ☐ Write participant #, experiment, trial order, and date on whiteboard
 - ☐ Looxcie connected to tablet via bluetooth
 - ☐ Record whiteboard with looxcie
 - ☐ Start experiment (PBS) and enter participant number (minus 'TD_')
 - ☐ Set up screen so participant can see themselves when they sit down
 - ☐ Place "quiet" signs in hall
- ☐ Waiting room
 - ☐ Turn on lights
 - ☐ Make sure room is tidy
- ☐ Grab umbrella if raining
- ☐ Check parents' names, child name, and car model if available
- ☐ Wait by speed limit sign

During Visit

- ☐ Get family from parking lot
 - ☐ Scan into lot with instructions to “park on the first parking spot on the right” (if 42)
 - ☐ Ask parent covid screening questions
 - ☐ Hand parking passes for dashboard
 - ☐ Offer to help carry stuff up
- ☐ Waiting room
 - ☐ Explain paperwork:
 - ☐ Consent form (remember to ask for questions at the end!)
 - ☐ AV release
 - ☐ Word exposure
 - ☐ Explain procedure again on the way to eyetracking room
- ☐ Eyetracking
 - ☐ Sticker on forehead (anywhere that won't be blocked by hair)
 - ☐ Start looxcie recording
 - ☐ Calibration (**C**)
 - ☐ Validation (**V**)
 - ☐ 4 practice trials (**O** then **P**)
 - ☐ Remind parent that we try to avoid talking during experiment
 - ☐ Start experiment (**O**) – 32 trials
 - ☐ Show parent a few trials if interested
- ☐ Waiting room
 - ☐ Payment form (don't need SSN)
 - ☐ Child picks a toy
 - ☐ Make sure all forms have necessary signatures from parent
- ☐ Walk family back to parking lot
 - ☐ Ask for parking passes from dashboard
 - ☐ Scan out on other end

Post-Visit

- ☐ Sign all forms and file in main office
- ☐ Sanitize all toys and surfaces family used in waiting room
- ☐ Straighten up waiting room
- ☐ Fill out [Participant Tracking Sheet](#)
- ☐ Sanitize armrests and keyboards in eyetracking room
- ☐ Tidy eyetracking table
- ☐ Move signs back to hallway