

POLICIES AND PROCEDURES: Usability Testing Lab

- ❖ DO NOT remove any technologies from the lab without expressed permission
- ❖ DO NOT leave lab unattended at any time

Upon Arrival

- ✓ Make sure that Dr. Garrison, the lab assistant, or someone from the English Department office opens the door for you
- ✓ Turn on lights
- ✓ Turn on computer and log in using your Rampart username/password
- ✓ If using cameras and web-cams, make sure they are set up correctly and running
- ✓ When using the video cameras, make sure the SD card is empty and not full of other video
- ✓ Make sure all supplies needed are in the lab

While Testing

- ✓ While test is in process, make sure that the lab door is closed to insure minimal interruptions
- ✓ Lab door will lock behind you if you leave for any reason
- ✓ While test is in process, make sure all cell phones are off, including the user's phone
- ✓ Use caution while operating the video cameras not to cause harm to them

Upon Departure

- ✓ Take all SD cards from camera and download so cards will be ready for next group and no data is lost
- ✓ Save data to your P: Drive as a backup
- ✓ Make sure all cameras are put back in the filing cabinet in the proper drawer
- ✓ Make certain that all programs on the computer are shut down correctly
- ✓ Properly shut down all computers
- ✓ Make sure lab is clean and tidy - i.e. empty trash cans, recycling bin, and replace paper in printer
- ✓ Turn off the light
- ✓ Close door and make sure it is locked - if not locked find Dr. Garrison, lab assistant, or someone from the English Department office

Contact Information

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