

Checklist for the Logger

Before the test:

- Turn on logging computer.
- Check error codes in logging software.
- Enter new test information into logging software.
- Check headphones and microphones for logger and narrator.
- Test logging software.
- Check video feeds.
- Check logger's monitor.
- Change monitor views as necessary.
- Check cable from logging computer to printer.
- Check paper and ink in printer.
- Do a test print from logging software.
- Check paper and toner in copy machine.
- Do a test copy.

After each participant:

- Print report.
- Copy report.
- Distribute copies to evaluation team members.
- Place original in participant's folder.
- Set up logging software for next participant (if any).

At end of day:

- Print final report.
- Make sure all members of team have copies.

- _____ Have logging software ready for next team.
- _____ Turn off computer.
- _____ Refill printer (if necessary).
- _____ Turn off printer.
- _____ Refill copier (if necessary).
- _____ Turn off copy machine.
- _____ Order paper (if necessary).
- _____ Back up logging software data files.