

A basic guide to run experiments in the LEMA

Who can use LEMA

LEMA is a computer lab devoted to research in the behavioral sciences. Use of the lab must conform to all LEMA criteria; these are

- Lab use is for the purpose of conducting research (classroom use is not permitted).
- Research is conducted by a Smeal faculty or a student working under the supervision of a Smeal faculty. Penn State faculty and students outside of Smeal seeking access to the lab need request special permission from the lab director, Professor Tony Kwasnica (kwasnica@psu.edu).
- The research has been granted a valid Penn State IRB for use of human subjects.
- Subjects are paid monetary incentives based on their earnings (not just a flat fee) for participation.
- There is no deception involved in the experiment.

Setting things up

First you need to have completed the IRB training. This is a requirement of Penn State (<http://www.research.psu.edu/training/irb-basic-training>).

To gain access to the LEMA room and the online recruitment system, send an e-mail to lemara@psu.edu with your PSU ID number (the 9-digit number in the Penn State ID) and your affiliation. The activation of your card, so you can swipe it at the door of the lab to get in, usually takes between 1 and 2 business days. The access to the online recruit system is granted as soon as we read your e-mail.

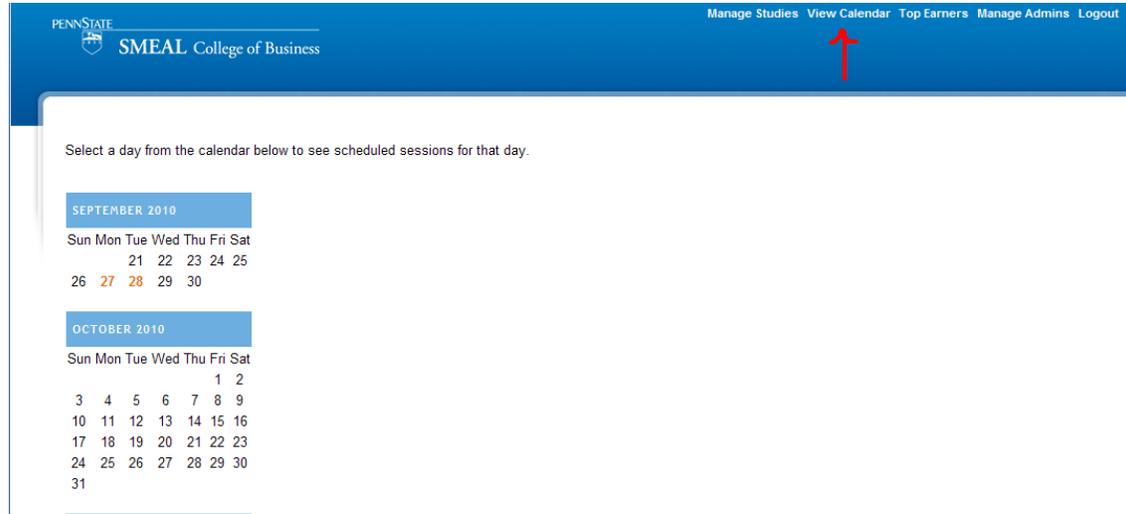
Using the online recruitment system

To create the sessions for your experiments, log in the following link:
<https://lema.smeal.psu.edu/recruit/admin/> .

Please keep in mind that the norm in the experiments we run at LEMA, is to pay students for their participation, therefore, once sessions are available for signing up, subjects in our pool assume they will earn money. Also, they tend to prefer to receive cash to lioncash credit or gift cards. So please be VERY explicit about how you are going to pay them, when you send the invitation to participate in your sessions.



To check the lab availability click the “Calendar” link in the right top of the page (after you log in). If experiments are being run in a particular day, its number will be orange and you can click on it to see the hours and the room at which they are taking place in that particular day (it will say LEMA if they are run in the lab):



Once you are done reviewing the calendar, click “Manage Studies” in the top (to the left of the “View Calendar” link), and then click on the “New Study” link:



Next, you should see a page that asks you the name of your study, a brief description and whether or not the study is password protected. If you type something in the “Study Password” field, subjects will be asked to submit what you typed to be able to sign up for your sessions, so if you want your sessions to be public (meaning anyone with a PSU ID can register for them), leave that field blank. When you are done, click the “Submit” button.



PENNSSTATE **SMEAL College of Business** Manage Studies View

New Study

[<< Return to Studies Management](#)

Study Name The name of the study, this is the overarching name for which all your sessions will fall under. Capped at 75 characters.

Study Desc. A study description. Could be your name, or something more elaborate. Will not be displayed to users. Capped at 75 characters.

Study Password (Optional) Use this to lock studies down to specific users. You must disseminate this password to your intended characters.

Dear Fellow Researchers,

We hope that the resources provided to you by the Laboratory for Economic Management and Auctions have made a positive contribution to your research. To make it easier services we can make available to you, we would greatly appreciate it if you could acknowledge our lab in any papers that result from work done using our lab's resources. C

Sincerely,

Gary Bolton
Director, LEMA

After that, you should get a green message that says the study has been added, and the study should be on the top of the list:

PENNSSTATE **SMEAL College of Business** Manage Studies View Calendar

Studies

Your study has been successfully added.

[New Study](#) Note: Hold down the shift

ID	NAME	DESCRIPTION	
270	Screenshots for the manual	Screenshots for the manual	
269	Lema Coffee	Lema Coffee	priv
268	BA 427 Session	BA 427 Session	priv
267	Consumer Purchase Study	Consumer Purchase Study	
266	Private Session	Gary Bolton	
265	MapPoint training	Alumni and Development Department	
264	Face	study of facial properties	
263	MapPoint training	study of facial properties	

To add the sessions, click the “View” link, which is located on the column “Actions” (all the way to the right):

PENNSSTATE **SMEAL College of Business** Manage Studies View Calendar Top Earners Manage Admins Logout

Studies

[New Study](#) Note: Hold down the shift key to select multiple columns to sort

ID	NAME	DESCRIPTION	PASSWORD	ACTIONS
269	Lema Coffee	Lema Coffee	private	View Update Delete
268	BA 427 Session	BA 427 Session	private	View Update Delete

and then click on the “New Session” link:



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Manage Studies View Calendar Top Earners Manage Admins Logout

Viewing Study 270 - Screenshots for the manual

<< Return to Studies Management | [New Session](#)

Study Name Screenshots for the manual
 Study Desc. Screenshots for the manual
 Study Password

Please click the "New Session" link above to create a session.

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<https://lema.smeal.psu.edu/recruit/admin/session.php?...>

Next you will need to enter the session information. The explanation of each field is written in the front. The "Showup Fee" is the money a subject gets if he or she shows up for the experiment, independent of participating. If you don't plan to pay people for just showing up, leave that blank. The field "Expected Game Earnings" is commonly used when subjects get a fixed amount, independent of their performance. If what they earn depends on how they perform in the experiment, we usually leave that field blank.

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Manage Studies View Calendar Top Earners Manage Admins Logout

New Session

<< Return to Studies Session List

Study Name Screenshots for the manual
 Study Desc. Screenshots for the manual
 Study Password

Please always leave at least 15 minutes between the end of your session and the beginning of the next session. Researchers need at least 15 minutes to set up their experiments.

OPTION	VALUE	DESCRIPTION
Enable After	<input type="text"/>	The date at which this session will become visible to users.
Session Date	<input type="text"/>	The date of the session.
Session Start	8 AM 00	Indicates the time participants should be arriving for the study.
Session End	8 AM 00	Indicates the time participants should be leaving the study.
Seats	<input type="text"/>	Number of players wanted.
Session Location	116 Business (LEMA Lab)	If 116 Business, the times will be checked to ensure no double bookings.
Expected Game Earnings	\$ <input type="text"/>	If none, leave blank.
Showup Fee	\$ <input type="text"/>	If none, leave blank.
Previous Study	<input type="text"/>	If you'd like students from a specific previous study to only be allowed to participate in this session, select the study.

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The number you enter in “Seats” establishes the number of spots available for people to sign up. We would like to tell you that if you put 20 and 20 people sign up, you’ll have 20 subjects the day of the session, but that is not the case. If you absolutely need 20 subjects, you’ll need to overbook (keep in mind that you’ll have to pay the extras the show up fee). Once you are done entering the data, click “Submit”, afterwards the session should be listed in the “Viewing Study” page:

Viewing Study 269 - Lema Coffee

<< Return to Studies Management | New Session

Study Name: Lema Coffee
 Study Desc.: Lema Coffee
 Study Password: private

If any of the following are not met, you will not be able to send invites for the session. (This is to protect students from being emailed sessions that they cannot sign up for.)

- The session "Enable After" date must be equal to today or earlier.
- There must be open seats in the session(s).
- The session(s) must start today or later.

ID	ENABLE	DATE / TIME	SEATS		LOCATION	EARNINGS	FEE	PRE-REQ	ACTIONS
			AVAIL	USED					
177711/30/99		09/28/2010 (02:00 PM - 03:00 PM)	1	0	116 Business (LEMA Lab)				ViewUpdateDeleteCheckoutInvite

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The columns “Avail” and “Used” under “Seats”, tell you how many seats are empty and how many are used (so the sum of the two is the number of seats you made available for the session). The links below the “Actions” column work as follows: “View” shows you the list of people registered, you can add users manually by typing their psu user ids, “Update” shows you the information for the session (which you can edit), “Delete” deletes the session (you’ll be ask twice, so no session is lost by a single click), “Checkout” produces a form for the financial office, that you need to print and subjects have to sign acknowledging the earnings they made in the experiment. It is imperative that every person that gets money from you signs the form (and it has to be the full signature, not the initials). Even the people you pay only the show up fee. “Invite” sends an e-mail to our subject pool advertising your experiments. If you want to use it, we recommend that you create all sessions in a study first, and then send the invitation e-mail just once, listing all the available sessions.

You can use the Invite template or you can write your own, but please make sure the information shown in the template is also in your own invitation e-mail:



Send Invitation Emails for Session 1777

[<< Return to Studies Session List](#)

Study Name Lema Coffee Study Desc. Lema Coffee
 Enable After 11/30-1 Session Date 09/28/2010
 Session Start 02:00 PM Session End 03:00 PM
 Pre-Requisite
 Study Password private

Subject

Message

Hello,
 This is to inform you about a session for the upcoming Economics Study:
 [-STUDY_NAME-]
 In all of our sessions, participants earn cash. You will receive
 [-SESSION_FEE-] for participating, and an opportunity to earn additional
 money.
 We are currently looking for participants for the following session:
 [-SESSION_DATE-] at [-SESSION_START-] to [-SESSION_END-]
 ([-SESSION_DURATION-])
 If you wish to sign up for the above session, and/or wish to receive more
 information please go to: <https://lema.smeal.psu.edu/study/>
 You can also contact the study administrator at [-ADMIN_EMAIL-] if you have
 any questions.
 Remember, you always earn cash in our experiments. Thank you for your help.
 --
 If you would like to stop receiving these messages, please update your
 account contact preferences at: <https://lema.smeal.psu.edu/recruit/user.php?p=update>

Email Subject Line

The following parameters are available for use:
 [-STUDY_NAME-] Study Name (e.g. Lema Coffee)
 [-STUDY_DESC-] Study Description (e.g. Lema Coffee)
 [-SESSION_EARNINGS-] Potential Earnings (e.g. \$500)
 [-SESSION_FEE-] Showup Fee (e.g. \$5)
 [-SESSION_DATE-] Session Date(s) (e.g. 11/19/2008)
 [-SESSION_START-] Session Start Time(s) (e.g. 08:00 AM)
 [-SESSION_END-] Session End Time(s) (e.g. 10:10 AM)
 [-SESSION_DURATION-] Session Duration (e.g. 2 hours and 10 minutes)
 [-ADMIN_EMAIL-] Your Email Address (i.e. nxs287@psu.edu)

On the bottom of the page, you can select the number of people you want to send the e-mail to (we recommend using "All"). You can also specify if you want people that participated in past studies to receive (or not receive) the invitation. The next fields give you the flexibility to narrow the group you want to send the e-mail to:

CC:

Comma delimited only (e.g. joe@psu.edu, mary@psu.edu)

Find or users

who DID NOT DID

Play On Play On

1645 - Monday, April 12th at 1:30 PM
 1644 - Monday, April 12th at 11:00 AM
 1642 - Thursday, April 1st at 11:00 AM
 1613 - Thursday, March 4th at 1:00 PM
 1643 - Wednesday, April 7th at 11:00 AM
BA 427 Session
 1776 - Monday, September 27th at 1:00 PM
BA 572
 1074 - Friday, September 28th at 10:00 AM
BA 572 Class meeting
 1491 - Monday, October 19th at 9:00 AM
BA 597D
 1366 - Wednesday, April 15th at 10:00 AM
 1363 - Wednesday, April 1st at 10:00 AM
 1366 - Wednesday, April 22nd at 10:00 AM
 1367 - Wednesday, April 29th at 10:00 AM
 1364 - Wednesday, April 8th at 10:00 AM
 1356 - Wednesday, February 11th at 10:00 AM
 1357 - Wednesday, February 18th at 10:00 AM
 1358 - Wednesday, February 25th at 10:00 AM
 1355 - Wednesday, February 4th at 10:00 AM
 1360 - Wednesday, March 11th at 10:00 AM
 1361 - Wednesday, March 18th at 10:00 AM
 1362 - Wednesday, March 25th at 10:00 AM
 1359 - Wednesday, March 4th at 10:00 AM

1372 - Monday, February 2nd at 1:00 PM
 1425 - Monday, March 23rd at 1:00 PM
 1373 - Thursday, February 5th at 2:30 PM
 1354 - Thursday, January 29th at 2:30 PM
 1455 - Wednesday, April 29th at 1:30 PM
 1458 - Wednesday, April 29th at 3:00 PM
Buyer-Determined Auctions
 1113 - Friday, October 19th at 3:30 PM
 1101 - Friday, October 5th at 11:00 AM
 1105 - Monday, October 8th at 3:00 PM
 1076 - Monday, September 17th at 2:30 PM
 1075 - Monday, September 17th at 1:00 PM
 1077 - Monday, September 17th at 4:00 PM
 1111 - Thursday, October 11th at 1:00 PM
 1107 - Wednesday, October 10th at 3:00 PM
 1100 - Wednesday, October 3rd at 3:00 PM
Buyer-Determined Auctions G
 1141 - Thursday, February 14th at 2:00 PM
 1144 - Thursday, February 21st at 2:00 PM
Car-Pretest
 1487 - Monday, August 10th at 9:00 AM
 1531 - Monday, October 5th at 9:00 AM
 1533 - Thursday, October 8th at 9:00 AM
 1529 - Thursday, September 24th at 12:00 PM
 1532 - Tuesday, October 6th at 8:00 AM

and would like to receive updates

and who are a

and graduate on or after

with a show-up rate of (show-up rate is calculated nightly)

After you are done editing the e-mail you can click on "Preview" and then on the "Send Emails" button. Once you click, it will take a little while for the message to be sent, so don't close the browser and please wait for it to be done. You should get a



confirmation page and also an e-mail with the list of people that was invited to your sessions.

Once your sessions are online, subjects can sign up here <https://lema.smeal.psu.edu/recruit/> (or <https://lema.smeal.psu.edu/study/>), and they will see something like this (you can go to that link too, to make sure your sessions are visible):

The screenshot shows the 'Economic Study Signups' page. At the top, there is a navigation bar with the Penn State logo, 'SMEAL COLLEGE OF BUSINESS' logo, and the tagline 'Vast Resources. Personal Focus.'. To the right of the navigation bar are links for 'Directory | Departments | Research Centers'. Below the navigation bar is a breadcrumb trail: 'Home > Laboratory for Economics Management and Auctions (LEMA) > Economic Study Signups'. The main content area is titled 'Economic Study Signups' and includes a link to 'Edit Your Profile'. There are two calendar views: 'SEPTEMBER 2010' and 'OCTOBER 2010'. The September calendar shows dates 21 through 30. The October calendar shows dates 1 through 31. To the right of the September calendar, there is a section for 'Lema Coffee' with the text 'The following are studies that are scheduled in the very near future and are available for registration.' Below this, it says 'Sep 28, 2010 - 02:00pm to 03:00pm in 116 Business (LEMA Lab)' and has a 'Schedule' link with a green checkmark. Below the October calendar, there is a note: 'Please plan on staying for the full duration of 1 hour.' and another note: 'You will need a password to register for this private session.' with a lock icon.

If you want to see the status of your sessions, log in and then click “View” in the corresponding study. You’ll get the list of the sessions with the corresponding used and empty seats.

Before running a session, make sure you have the items in the following check list:

- ✓ Check-out form for the financial office (remember to print it from the online recruitment system).
- ✓ Copies of the consent form for subjects.
- ✓ Copies of the individual check-out forms.
- ✓ Copies of the instructions.
- ✓ Payment for the subjects (they tend to prefer cash).

We provide the pens. You can find them in the cubicle behind the podium.

After running a session, please go to its “View” link, and enter the attendance and participation information for each subject (with the corresponding earnings). If a subject participated in the experiment please check both columns (“Attendance” and “Participated”), if a subject showed up, but didn’t participate please check the “Attendance” link only. It is **crucial** that you do this as soon as you



are done running the session, to prevent subjects for signing in other sessions of the same study. Also, the system updates the show up rates nightly, and it bans people with 3 non-shows, so please make sure you enter the information as soon as possible.

Using the lab to run experiments

The lab has 30 computers that are connected to the Internet (the default browser is Internet Explorer), so you can use it to run web-based experiments. If you need to install additional software, please let us know (nsantam@psu.edu) so we can accommodate your request. In the next section we give you the basics of running experiments using z-Tree (<http://www.iew.uzh.ch/ztree/index.php>).

Using the lab to run experiments with z-Tree

The lab has 30 computers that can run ztree files using up to 4 channels. You can log in the podium computer with your user ID.

Once you are logged in, open your ztree files using the channel shortcuts from the desktop (“startztree3_ch1_podium.bat” for channel 1, “startztree3_ch2_podium.bat” for channel 2, “startztree3_ch3_podium.bat” for channel 3, and “startztree3_ch4_podium.bat” for channel 4):



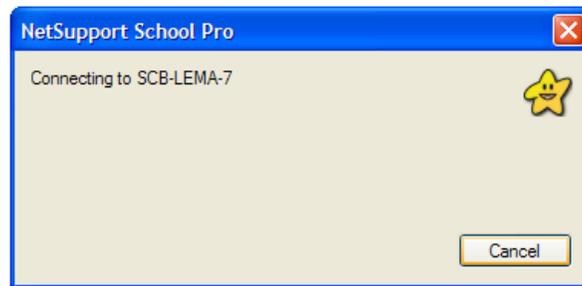
Note that you may only require 1 channel to run small sessions, for bigger groups, we recommend you use more channels (2-4) and split the bigger group into subgroups for each channel. Next, open the NetSupport Tutor. There is a shortcut in the desktop that looks like this:



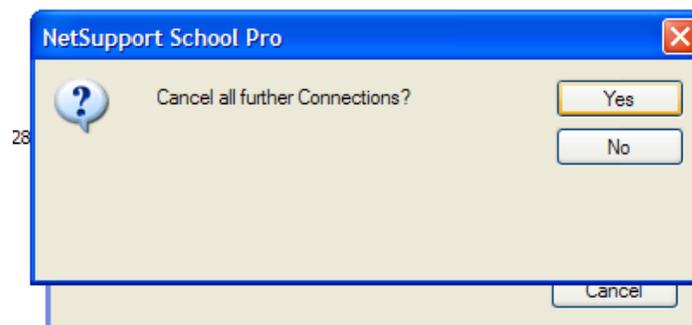
Click “Go” in the following window:



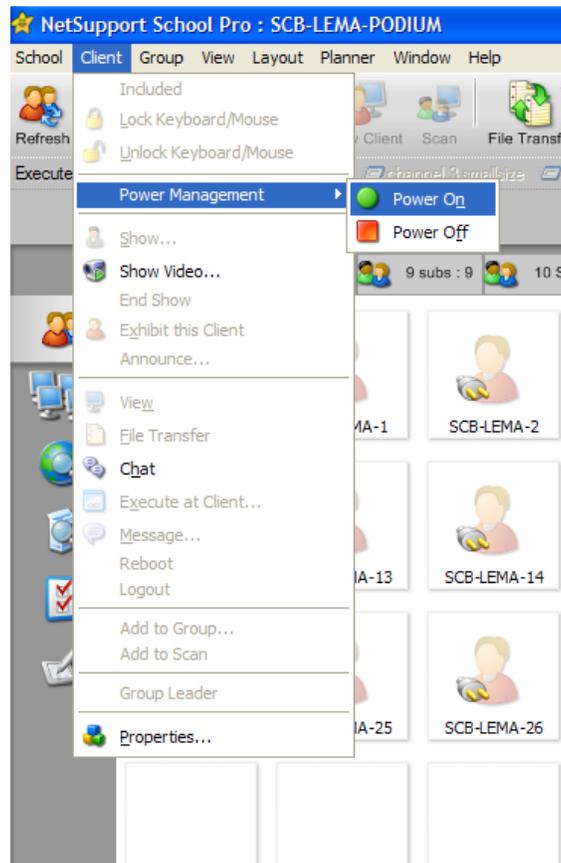
Since the computers are turned off, the podium won't be able to connect with them. So click “Cancel” in this window:



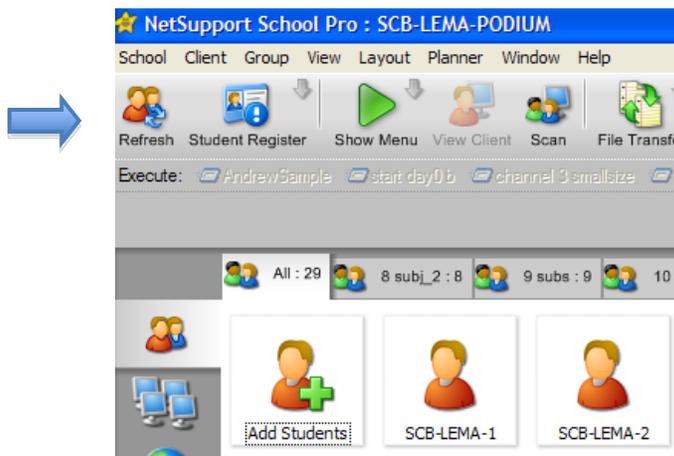
and “Yes” in this one:



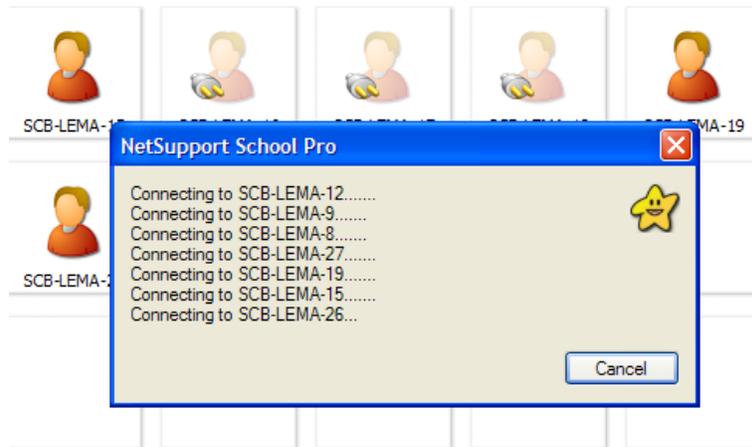
To turn the computers on, select “Client” from the menu, then “Power Management”, and finally “Power On”:



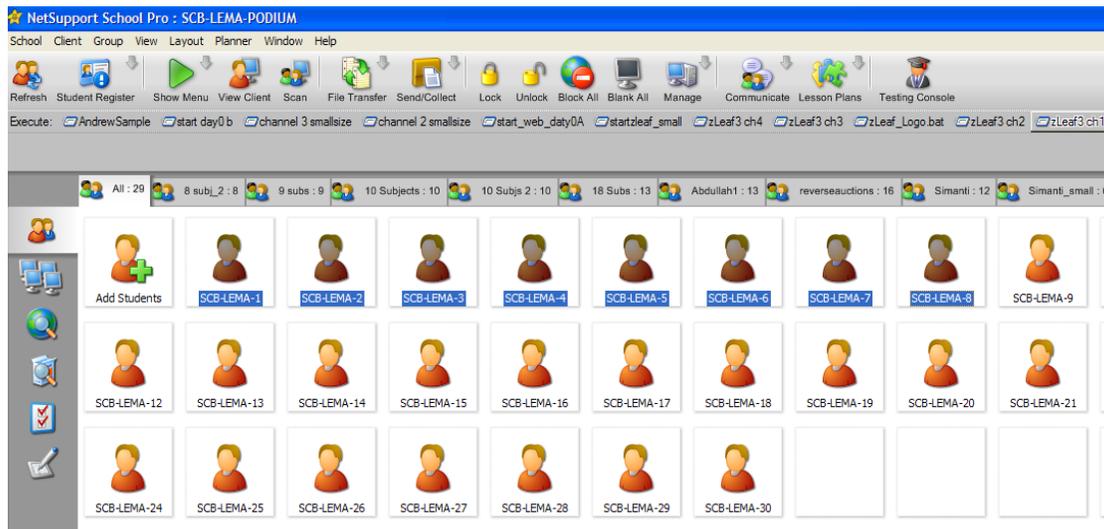
After you click “Power On” the computers should start turning on. Once all of them are on, you can connect them to the podium by clicking the “Refresh” button below the menu:



After you click on “Refresh”, you should see a window that tells you the computers are being connected:



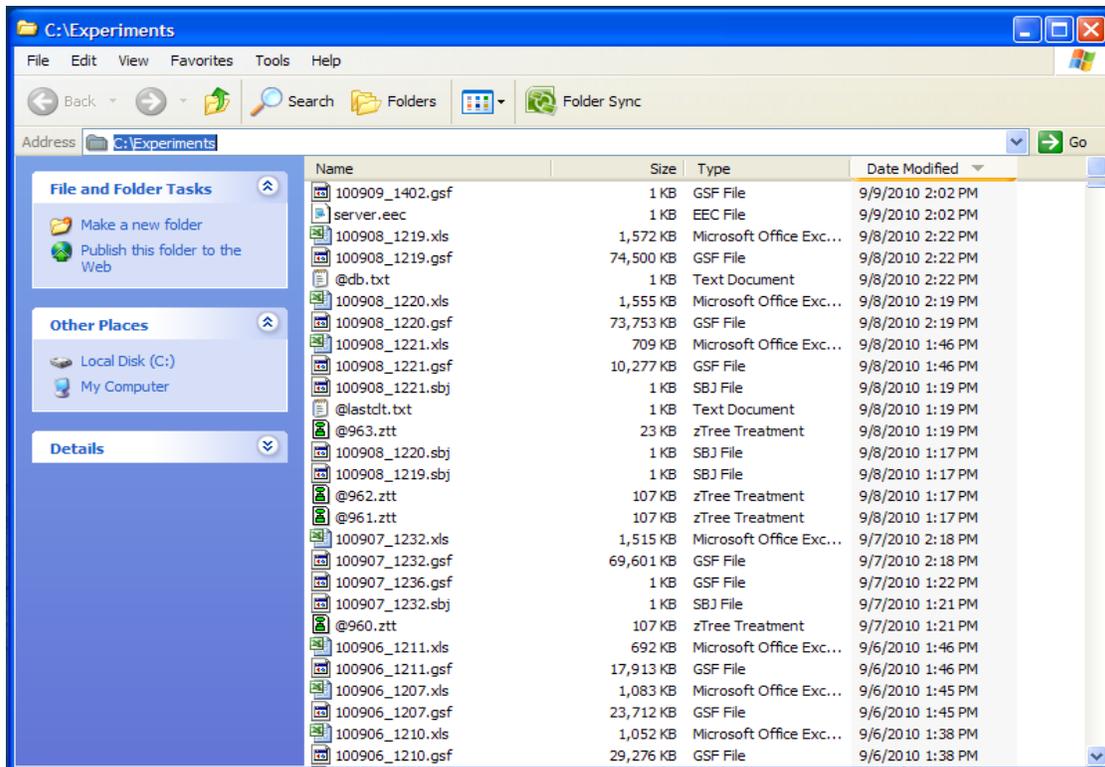
Once the subjects log in the computers, you can connect them to your ztree channels. To connect computers to each of the channels, select the computers and then click on the corresponding button: “zLeaf3ch1” for channel 1, “zLeaf3ch2” for channel 2, “zLeaf3ch3” for channel 3 and “zLeaf3ch4” for channel 4. The buttons are located in the “Execute” bar below the “Refresh” icon:



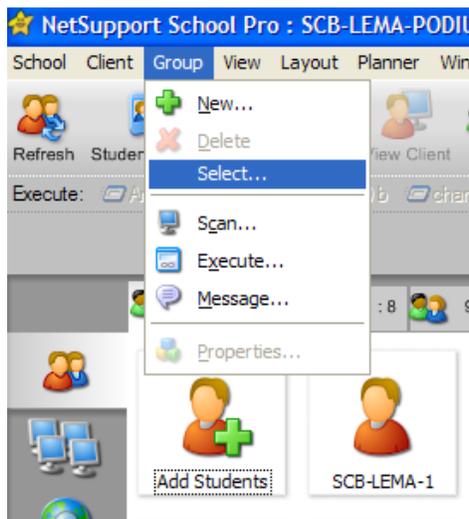
Once you have the computers connected to the desired channels, you can go back to the ztree files you opened at the beginning and start running the experiment.

When you are done, the file(s) with your data can be found in “C:\Experiments”. Sort the files by “Date Modified” (from newer to older), and yours should be on top:



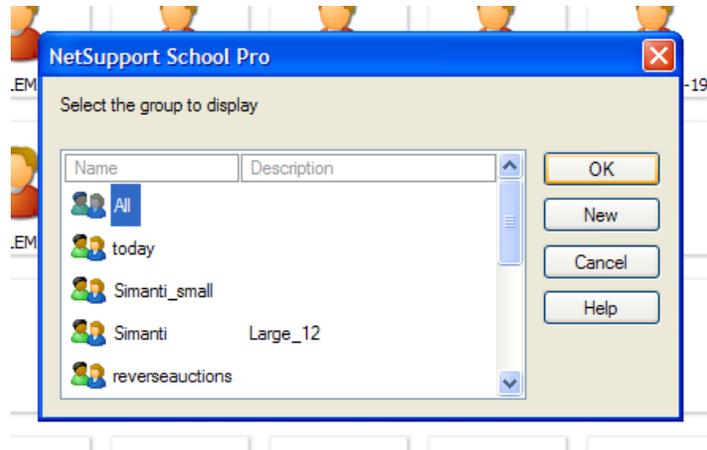


Before you leave, please close the z-Tree leaves in the computers (you need to hit Alt+F4 in each of them), and then turn them off from the podium: go to “Group” in the menu and click on “Select”:

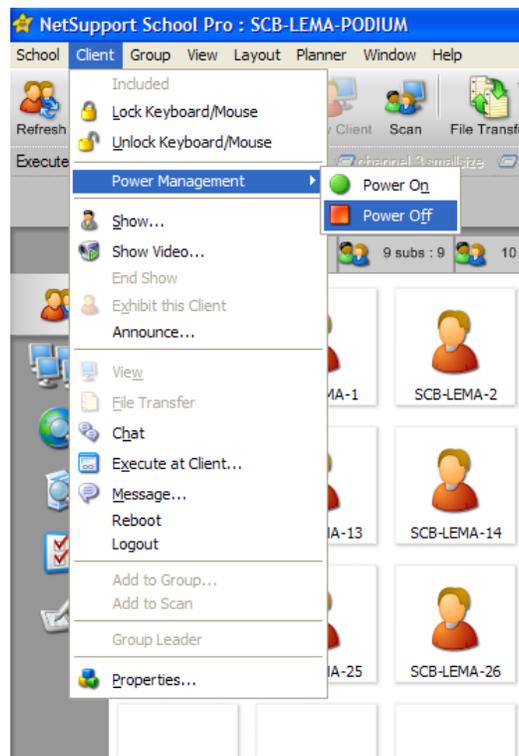


then select “All” and click “OK”:





After you do that, go to “Client”, “Power Management” and click on “Power Off”:



Message windows displaying disconnection status of each computer should start popping out, click “OK” (or hit “Enter”) in all of them. After that, you can close NetSupport.

Remember to log off the podium, and please make sure lights and computers are off when you leave (you don’t need to turn the podium computer off).

