Attachment I: Confirmation email for usability test

Subject: Instructions for Your NCSES Feedback Session

Dear NAME,

On behalf of the National Center for Science and Engineering Statistics (NCSES) at the National Science Foundation (NSF), thank you in advance for providing feedback to newly proposed NCSES website designs. Please read this email carefully as it contains important information that you need to know for this project.

The date and time you selected for your session are: <DATE, TIME>

If this is incorrect or if you need to change your slot, please let me know.

Setup

We are going to be chatting via a web conferencing platform on Google Chrome. As such, our session requires that you:

1. Participate from a desktop or laptop computer.

2. Have access to the internet.

3. Have Google's Chrome browser installed.

4. Have a microphone and webcam.

If you don't have the ability to meet these requirements, please let me know.

Five minutes before our session starts, please follow these steps:

1. On your computer, please ensure that the Google Chrome browser is downloaded and installed if you don't already have it.

2. Open this link [Link] in Chrome and follow the setup steps.

3. Once you get to the screen that says, "All set, we're just waiting for the other party to join," please keep this window open while you wait for me to call you. You may do other things on your computer, but please keep this window open in the background.

4. A window on your computer should soon appear saying that I am calling you. Please select "Start" to begin our call.

5. Once the session is over, you can close your browser.

Please let me know if you have any immediate questions. I look forward to speaking with you soon.

Thanks,
[Name]