Attachment H: Usability testing scheduling email for eligible participants

Participants who complete the screener and meet participation criteria for usability testing will be sent the following email inviting them to schedule their session via Calendly (all reminders and confirmations handled automatically through Calendly).

Subject: Instructions for Scheduling NCSES Usability Test

Hello <NAME>,

Thank you for being willing to participate in a feedback session of newly proposed designs for the National Center for Science and Engineering Statistics (NCSES) website.

We would like to obtain more feedback from you during a remote session that would be held at your convenience. The session will last no longer than 45 minutes and will consist of discussion and review of the prototype designs. No preparation is necessary.

The session does require you to:

1. Use Google's Chrome browser.
2. Have a desktop or laptop with a camera and microphone.
3. Be in a quiet place without background noise during the testing session.

If you meet these criteria, then please follow the link below to find a time that works best for your schedule.

<insert link to Calendly scheduler>

We will meet via Lookback, a web-based feedback platform. This will require you to install a Lookback extension to your Chrome browser, which you can remove after our discussion. You will be asked to share your computer screen during the interview. Once we've got you scheduled, we'll send you further instructions.

If none of the available times work for you, please email me with your availability and we'll do our best to accommodate your schedule.

Thanks again,

[Name]

<Contact information>