Participant Identification Code Instructions Script

Pass out a sheet to each student.

Explain that this will be a way for the students to create their participant identification code.

Begin the presentation. There is audio on each slide, so make sure the volume is on. Click on each step at the top of the presentation when ready to move on.

This is a tutorial that will walk you through the participant identification code instructions in order to keep your survey information confidential. These step-by-step instructions will allow you to easily make your own identification code. If you have any questions throughout the process, please ask. While going through this tutorial, please refer to the worksheet in front of you to write down your own code.

Step 1:

First, spell out your first and last name by placing one letter on each blank. Let’s look at an example. For Daniel Smith, place one letter on each of the blanks, so it ends up spelling DANIELSMIT. Make sure to use all capital letters and do not use spaces. Now, you do the same with your first and last name until the blanks are full on your worksheet.

Step 2:

Walk around and offer assistance when necessary, as this is the most confusing step.

The touch pad below is used to create a number code by replacing the letters of your name with corresponding numbers. First, let’s look at the example of Daniel Smith. The first letter is D. For this, we find D on the touch pad. It corresponds to the number 3, so 3 is written in the first blank. A is next, and 2 is the corresponding number for the next blank. N is equal to 6. I is equal to 4. E is equal to 3. L is equal to 5. S is equal to 7. M is equal to 6. I is equal to 4. T is equal to 8.

Now, fill in the blanks on your worksheet with the corresponding numbers from your name.

Step 3:
Place your identification number on the worksheet. To do this, you must copy the identification number from the blanks into the box. Using the example of Daniel Smith, we would put the numbers 3264357648 into the box. Now, put your participant identification number from Step 2 into the box on your worksheet.

Reminder:

No one, other than yourself, will know your identification number. This will keep your responses anonymous.

You have now successfully created your identification number.

Keep this worksheet in a safe place, so you can use your identification number for the post-test.

If you do lose this worksheet, you will be provided with another one at the post-test.