Intervention Testing Checklist

Let's get testing!

We highly recommend testing your CIAS interventions regularly throughout your building process..

Why test your intervention?

Continuous testing within CIAS will provide you with a greater understanding of the system & enable you to guide & support participants throughout your intervention.

Benefits of testing:
- Identify any technical issues that may negatively affect usability or effectiveness of the intervention
- Understanding of participant experience
- Enhanced technical expertise within CIAS

Testing checklist

Use this checklist as a guide for testing sessions & completed interventions:

- ❏ Preview each session component including
  - ❏ Branching
  - ❏ SMS
  - ❏ Reports
  - ❏ Reflections
  - ❏ Narrator (position, animations, voice)
- ❏ If translating intervention: check translation accuracy with native speaker
- ❏ Preview entire session
  - ❏ Both desktop & mobile versions
- ❏ Preview entire intervention flow
- ❏ Test published intervention as a participant
  - ❏ Test participant access settings by inviting yourself as a participant
  - ❏ Familiarize yourself with anticipated participant actions (CIAS invitation emails, registration process, dashboard view, participant reports)
  - ❏ Test session scheduling (do subsequent session invitations arrive as intended?)
  - ❏ If using Live Chat: test feature components (calling navigator, accessing resources, sending messages, generate transcripts & CSV)
- ❏ Generate & download CSV file to check variables & layout
- ❏ It is critical that your participants are provided information on who to contact in the case of a technical glitch, user error and/or bugs. This point of contact should be a member of your research team in order to maintain your participant's confidentiality.

Tips & tricks for testing

- Testing as a registered participant requires the creation and use of a participant account. In order to replicate the experience new participants will have when they receive their intervention invite, we suggest the below email trick that lets you append one email address to appear as a 'new participant', instead of having to create many participant accounts with different email addresses.
    - Append a plus ("+") sign and any combination of words or numbers after your email address. For example, if your email was cias@msu.edu, you could send mail to cias+test@msu.edu. This trick works with most email software, including Gmail and Outlook.
- Right click on the "Go to Intervention" button located in the invitation invite email, and copy the link. Paste the link into an incognito browser. This is beneficial if you're logged into CIAS as a researcher and is the best way to replicate the experience of your participants.

Help & resources

If additional help is needed after testing your intervention, we offer assistance in multiple ways:

- Help documentation materials on topics including session scheduling and participant access. Additional help materials can be found on our website: https://www.cias.app/resources
- Drop-in office hours held every Monday and Wednesday. Sign ups are available on our website: https://www.cias.app/resources
- Email us with specific CIAS questions: cias@msu.edu