

Sona Systems Instructor Documentation

Introduction

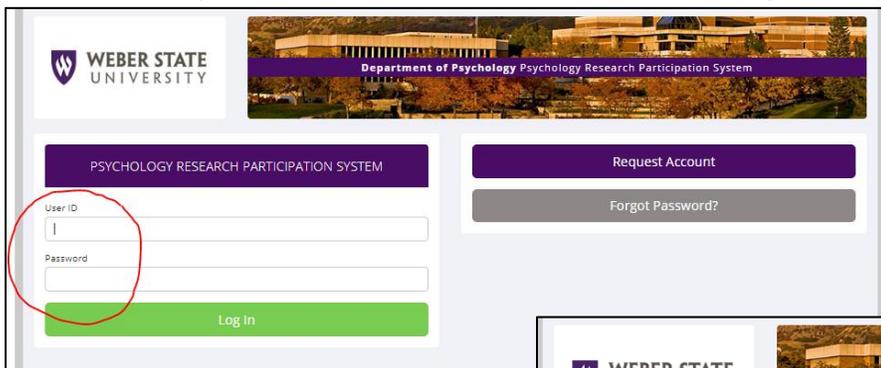
The Experiment Management System is used for the scheduling and management of the Weber State Psychology Department 1010 student subject pool. "Instructor" accounts are for faculty members who will need to track participation credits – those teaching 1010 classes or those who may offer extra credit for student participation. As an instructor, your interaction with the system will be minimal, but painless. Your primary use of the system will be to help students (participants) request accounts, check on the credit status of students in your courses, though in some cases you may also assign credits to your students, and view which studies are available for your students.

Getting Started

The system works best if you use a web browser that is less than 2 years old. It works well with all current versions of Internet Explorer, Firefox, Chrome, and Safari. It will work with other web browsers, and with older versions of the browsers noted above, however the layout may not be as clean. Using an older web browser will lose no functionality. Ask your IT department if you need help with installing or using a web browser. This documentation presumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate anywhere on the site.

Logging In

Each instructor has had an account created for them and should have received an automated email containing login information. If you did not receive an email, select the following link, <https://weberstate.sona-systems.com>, and use the



PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM

Request Account

Forgot Password?

User ID

Password

Log In

Forgot Password tool. Your User ID will be the initial letter of your first name and your full last name (all lower caps), e.g. Waldo Wildcat = wwildcat. If you still experience issues logging in, please contact the student lab manager, Jessica Morgan, via text/call 8019206433 or email psychologydept@weber.edu.

Once you login, you will be presented with a Main Menu with a few options.

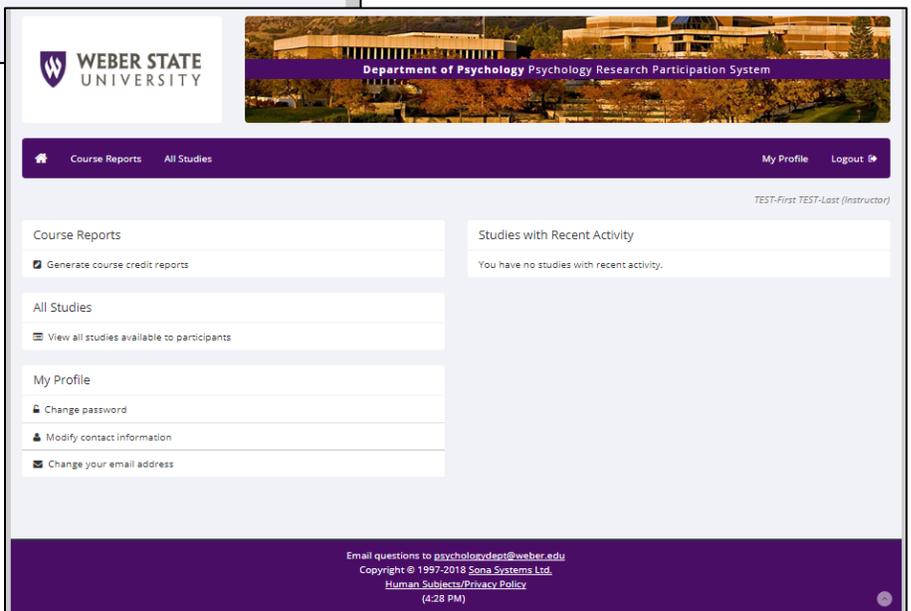
Course Reports

On the Main Menu, you will see an option to generate course reports. Once you click the link, you will see a list of all the courses for which you are listed as an instructor. You have the option to generate reports for each of those courses.

Course Reports

You have 3 choices for the type of report you would like to generate. *All*

Participants will list all participants in the course. *Completed Participants* will list only participants who have met or exceeded their credit requirements. *Incomplete Participants* will list only participants who have not met their credit requirements. Click the link for the desired report.



WEBER STATE UNIVERSITY

Department of Psychology Psychology Research Participation System

Course Reports All Studies My Profile Logout

TEST-First TEST-Last (Instructor)

Course Reports

Generate course credit reports

All Studies

View all studies available to participants

My Profile

Change password

Modify contact information

Change your email address

Studies with Recent Activity

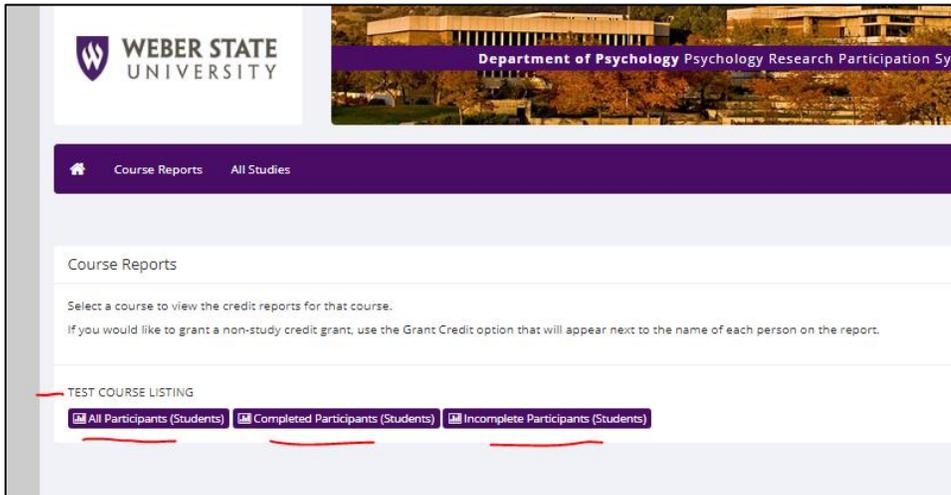
You have no studies with recent activity.

Email questions to psychologydept@weber.edu
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[Human Subjects/Privacy Policy](#)
(4:28 PM)

The report will be listed in alphabetical order by a participant's last name, and participants that have not completed their requirements will be highlighted in bold. For privacy and research ethics reasons, you will never see exactly which

studies the students participated in – only a summary of their credit earnings. If for some reason this information is needed, the administrator can produce such a report for you using the Course Credit History report available to them.

You will see a credit status for the participant overall, as well as for the listed course. **Please look at a participant’s “Credits Earned for Course” to determine if they have completed their requirements.** If the report is too wide to be printed easily, you can use the Printer-Friendly format. A link to that will appear at the bottom of the report.



The report is too wide to be printed easily, you can use the Printer-Friendly format. A link to that will appear at the bottom of the report.

The report also includes a column indicating the Overall Unexcused No-Shows a participant has accrued. If you have a policy whereby you give some type of bonus for participants who do not accrue any unexcused no-shows, then use this column to determine which participants fit into that

category (look for values of 0).

If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link at the bottom of the report to generate such a data file.

To generate a new report, choose the Main Menu link from the left toolbar and proceed. Viewing Studies You have the ability to view what studies are available in the system (to students). This is useful if you want to discuss information or concepts from those studies in class, as a part of the educational experience. You will see an All Studies link after you login. If you click this, you will see a list of studies, and you may then click on any study to view more about it. For privacy reasons, you may not see who has signed up for any of the studies.

Granting Credits

In some cases, you might see a Grant Credit choice next to each name when you generate a course report. If you click on this link, you can grant a non-study credit grant to that

TEST COURSE LISTING: Credit Completion Report

Name	Student ID #	Overall Credits Earned	Overall Credits Required	Overall Unexcused No-Shows	Credits Earned for Course
TEST-StudentLast, TEST-Student lcaliguri91@gmail.com	W01234567	0	0	0	0

student. This is useful if you are in charge of granting a student credit for participation in a research alternative (e.g.,

Non-Study Credit Grant

You may grant a non-study credit to this participant (TEST-Student TEST-StudentLast) by filling out the information below. Such a credit grant is often useful if the participant participated in a research alternative. To deduct credit, enter a negative value (e.g. "-1") for the number of Credits. You may enter partial values also (e.g. 0.25, 0.5, 1.5). You must enter a comment about the credit grant.

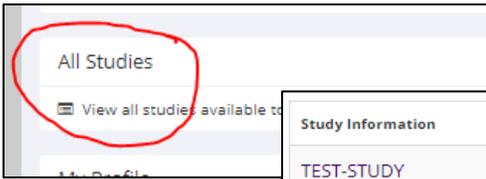
Number of Credits to Grant:

Comments:

writing a paper), in lieu of actual research participation. To grant the credit, simply enter the credit value and a comment about the credit grant, and the credit will be granted immediately. If you grant a credit by mistake and would like to delete it, please contact the administrator and they can do this for you.

View Studies

In some cases, you may have the ability to view what studies are available in the system to participants. This is useful if you want to discuss information or concepts from those studies in class, as a part of the educational experience. If such an option is available, you will see an All Studies link after you login. If you click this, you will see a list of studies. You



may then click on any study to view more about it. For privacy reasons, you may not see who has signed up for any of the studies.

Study Information	Approved?	View
TEST-STUDY (2 Credits) test	Approved	• Study Info

Change Password

To change your password or other information, choose the My Profile choice from the top toolbar. If you change your password, please be sure to select a password you do not use on any other systems or websites, which is a good computing practice. Depending on how your system is configured, you may enter an email address on this page. You will be asked to enter it twice when changing the address, to ensure it is typed correctly.

My Profile

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

Name: TEST-First TEST-Last

User ID: flast

Email Address:

(please enter twice for verification purposes)

Change Password

Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.

Current Password

New Password

New Password (confirm)

University ID Number (optional):

Phone Number (optional):

Office (optional):

Update

Logging Out

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

Instructing Students on Account Requests

Please instruct your students on how to request an account and how to facilitate the system in order to participate in research. To request an account, students will need to select the *Request Account* tool found on the home page. They will then need to provide some basic information. Please make sure students adhere to the following guidelines:

First and Last Name: Full name as appears on their eWeber Portal

User ID: username of their eWeber email. (username@domain) e.g. - Email: **waldowildcat1@mail.weber.edu**, User ID: **waldowildcat1**

Email Address: Student issued Weber email address. e.g. – **waldowildcat1@mail.weber.edu**

Student ID Number: Student W number (**Include the W**, e.g. – **W01234567**)

Courses: Select the current 1010 course.

To become more familiar with student participant accounts and how students sign up for studies, please refer to the Detailed Student Participant Directions and the student participant tutorial https://youtu.be/_1OnT2ZU6QQ.

If you have additional questions please contact your administrator/ the lab manager.