STUDENT INSTRUCTIONS FOR KENT STATE UNIVERSITY'S PSYCHOLOGY RESEARCH WEBSITE

(http://kentstate.sona-systems.com)

Introduction

The Psychology Research website provides an easy method for you to sign up for research studies, and track your progress through the semester. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser. The website address for signing up for research studies is: **http://kentstate.sona-systems.com.**

The system works best if you **use a web browser that is less than 2 years old**.

Getting an Account:

An account will automatically be created for students registered for psychology classes offered through the Kent campus that are offering research credit or extra credit by the Friday before the semester begins. You will receive an email containing your User ID and password for the website from "kentstate-admin@sona-systems.net" with the subject line "EXT: Psychology Research Site Login Information". Your userid will be your netid. The password is autogenerated. If you have not received this email by the Friday of the first week of class check your spam folder. If you still do not see it contact the Subject Pool Manager (subjpool@kent.edu). If you registered or changed classes on or after the Friday before classes begin you will need to email the subject pool manager to set up an account. To set up an account email your class information (e.g., 11762-001 Gen Psyc Joynes TR 11AM) and your netid to subjpool@kent.edu

You may also provide an alternate email address (after your first login) if you prefer to receive future notifications at another email address.

For all students: The initial email you receive from subjpool@kent.edu will include your User ID and password. If you cannot find the email try using the steps below to retrieve your password. If the system indicates that an account does not exist, then email subjpool@kent.edu with your class information (e.g., 11762-001 Gen Psyc Joynes TR 11AM) and your netid to set up an account.

1. Go to the Sona website (http://kentstate.sona-systems.com) and click on "Forgot password?"
2. On the next screen, enter your User ID.
3. You will then receive another email with a temporary password (check your spam folder). Go back to the Sona website and enter this password along with your User ID to access your account.
4. Once you have logged in, you can change your password information (see further instructions below).
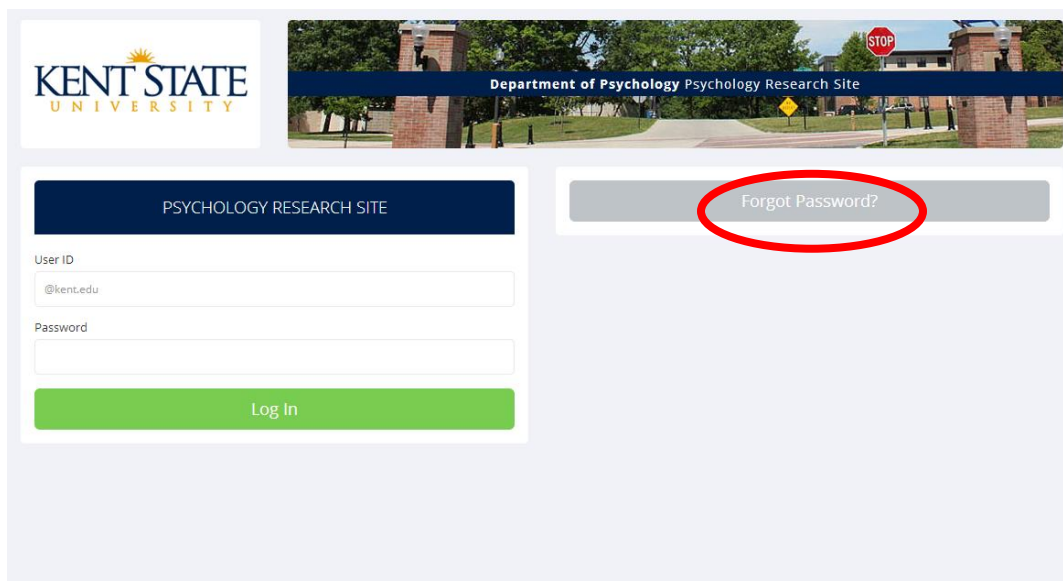

Figure 1 - Login Page

YOUR FLASHLINE LOGIN AND PASSWORD WILL NOT WORK FOR THE WEBSITE. YOU MUST USE THE LOGIN INFORMATION THAT IS E-MAILED TO YOU FROM THE SUBJECT POOL MANAGER. The email will come from the administrator's email address (kentstate-admin@sona-systems.net), so be sure to configure your junk mail filters to allow email from that address.

Once you have your login information, go to the front page of the site and enter your user ID and password to login. **Leave yourself at least 15 minutes when you first login to complete the optional prescreen questionnaire for 0.5 credits.** The prescreen is optional, you can decline to participate.
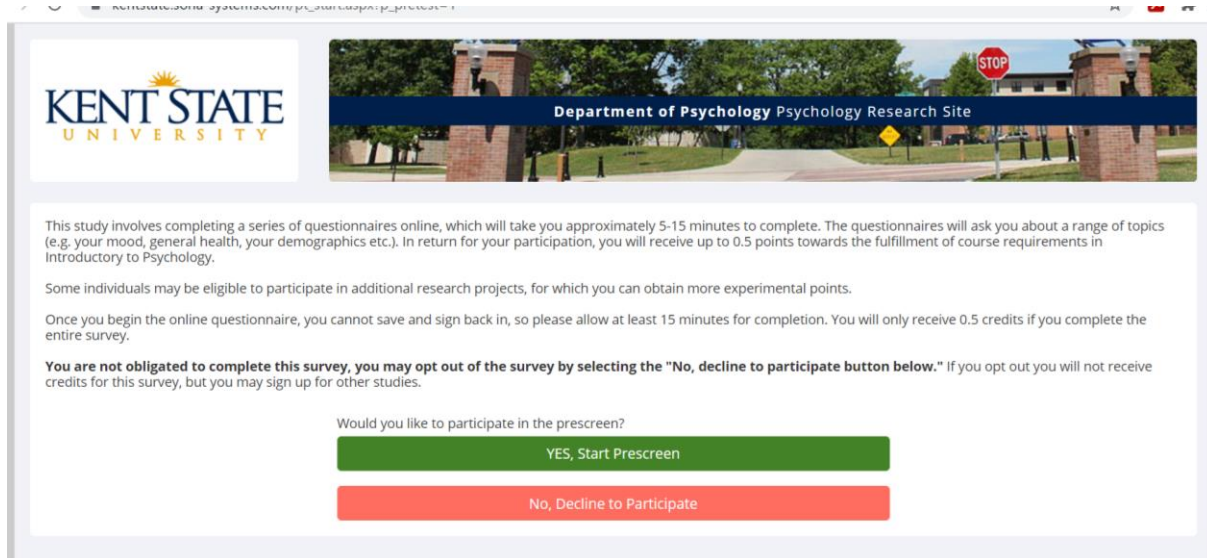After you login you will see this screen:

Figure 2 – Prescreen

To complete the optional prescreen (5-15 minutes) click the green "yes, start prescreen" button. Answer the questions, click "record responses" and then "save responses"

To decline choose "no, decline to participate."

The prescreen questionnaire is short and may open up additional study opportunities for you. If you complete it, you receive 0.5 research credits. YOU WILL ONLY HAVE ONE OPPORTUNITY TO COMPLETE THE PRESCREEN WHEN YOU FIRST LOG INTO SONA.

After completing or declining the prescreen. The next screen you see will be as follows
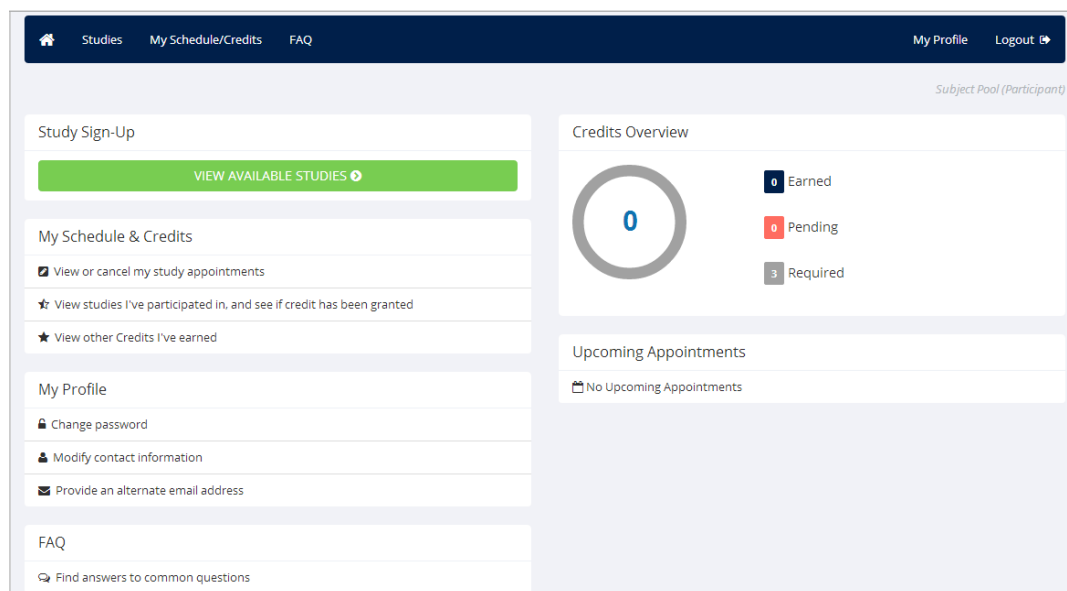

Figure 3 - Main Menu

Your login (also known as a session) will expire after a certain period of inactivity, usually 20-60 minutes. This session expiration is done for security purposes. If your session expires, you can always log in again. When you are done using the system, we recommend that you explicitly log out to prevent any problems that may arise if someone uses your computer before the session expires. Manually logging out is especially important if you are using a computer in a University computer lab.

Retrieving a Lost Password

If you have forgotten or do not have your password, then you may choose to have your password emailed to you. You will see an option on the front login page. Your password will be emailed after you submit the form and should arrive in your email box momentarily. If you provided an alternate email address (see the Email Address Options section of this documentation), it will be sent there. Otherwise, it will be sent to your main email address (@kent.edu), which is derived from your user ID.

Logging Out

When you are done using the system, choose Log Out from the toolbar on the left side to log out. You are now logged out.

Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.

Figure 4 - Updating Your Profile

Email Address Options

There are certain events in the system that will cause an email notification to be sent to you. Most often, these are notifications that you have received credit for a study, or a confirmation that you have signed up for a study. Your email address is also displayed to researchers when they view who has signed up for their studies, in the event they need to contact you.

You have two choices for your email address. When you update your profile, you will see a box where you may provide an alternate email address. If you provide such an address (this could be a Hotmail account, for instance), this is the address where any notifications will be sent.

If you do not supply an alternate email address, the system will use your Kent State University e-mail account (your @kent.edu account).

Viewing Studies

With the system, you may view research studies and sign up for one or more that interest you and where you meet any special requirements. You may cancel your sign-up through the system as well.

You may see some research studies that are online studies. You should read the details of these studies closely, but generally you may participate in them online. It is usually assumed you will participate in the study shortly after you sign up for it, though you have until the Participation Deadline Date to participate.

To view a list of research studies, click on "View Available Studies". You will see a list of studies. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.

Research studies that currently have available participation times (timeslots) will have "TIMESLOTS AVAILABLE" listed next to the name of the study. **If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added**. To view more information about a study, click on the name of the study. New studies are typically added over the course of the semester. You may also select a specific date to view studies with available timeslots on that date.

Figure 5 - Viewing Studies

Two-Part Studies

Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked.

Figure 6 - Study Information

Online Survey Studies

Some studies may be online survey studies. If you sign up for one of these studies, you will be taken immediately to the survey. As soon as you complete the survey, you will receive credit. You may withdraw from the survey at any time, just like any other research study.

Signing Up For Studies

To sign up to participate in a study, find the study that interests you (see Viewing Studies in this documentation). Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study. If you have any questions, you should not hesitate to call or e-mail the contact person.

Some restrictions are automatically enforced by the system. If the study has certain pre-requisites or disqualifiers (studies you must *not* have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements.

The study may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction is "Left-handed people only." If listed, then the system does *not* enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.

Some studies require a special password to sign up. If this is the case, it will be noted. The researcher should have given you this special password. It is *not* the same as the password you use to login to the system. You will need to enter the special sign-up password just before you click the Sign Up button to sign up for a timeslot.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots after it is too late to sign up.

Timeslots for Study		
Date	**Location**	**Sign Up?**
Friday, August 8, 2014 11:00 AM - 11:30 AM	350 Kent Hall	Too Late to Sign Up
Friday, August 8, 2014 1:30 PM - 2:00 PM	350 Kent Hall	Too Late to Sign Up
Tuesday, August 12, 2014 11:00 AM - 11:30 AM	350 Kent Hall	Sign Up
Tuesday, August 12, 2014 11:30 AM - 12:00 PM	350 Kent Hall	Sign Up
Tuesday, August 12, 2014 12:00 PM - 12:30 PM	350 Kent Hall	Sign Up
Tuesday, August 12, 2014 12:30 PM - 1:00 PM	350 Kent Hall	Sign Up
Tuesday, August 12, 2014 1:00 PM - 1:30 PM	350 Kent Hall	Sign Up
Tuesday, August 12, 2014 1:30 PM - 2:00 PM	350 Kent Hall	Sign Up
Wednesday, August 13, 2014 11:00 AM - 11:30 AM	350 Kent Hall	Sign Up
Wednesday, August 13, 2014 11:30 AM - 12:00 PM	350 Kent Hall	Sign Up
Wednesday, August 13, 2014 12:00 PM - 12:30 PM	350 Kent Hall	Sign Up
Wednesday, August 13, 2014 12:30 PM - 1:00 PM	350 Kent Hall	

Figure 7- Study Timeslots

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation as well. To cancel your sign-up, see Canceling a Sign-Up in this documentation.

Canceling a Sign-Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from the top toolbar.

You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them**. There is a time limit before the study is to occur (less than 24 hours), when it is <u>too late to cancel</u>. Thus, if you need to cancel be sure to do it more than 24 hours before the start of the study**. This restriction is listed at the bottom of the page.

Figure 8 - Sign-Up Cancellation

Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling the other related study as well). The system will warn you, but will not block the cancellation.

Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.

If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

Tracking Your Progress

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

Non-study credit is also listed, when applicable. Non-study credit is usually granted for writing a paper to fulfill the study participation requirement, or at the end of the semester if you earn bonus points for showing up to all your studies.

A note about earning bonus points for showing up to all studies you sign up for: For every 6 consecutive research points you earn without having a "no show" or an unexcused cancellation, you will earn a bonus research participation point. **Please be aware, that these bonus points will be added to your Sona-Systems account <u>at the end of the semester</u>**.

For students enrolled in more than one class offering credit for research experience: You will need to indicate which course you want to assign each of your earned credits. To do so, go to your study sign-up list, click on the "Reassign" link next to the earned credit, and then select the course to assign (see Figure 9). IMPORTANT: YOU CAN ONLY ASSIGN EARNED CREDITS TO ONE COURSE—THE SAME CREDITS CANNOT BE ASSIGNED TO MORE THAN ONE COURSE. For example, if you were enrolled in one course offering points for 4 research credits and a second course offering points for 5 research credits, you would need to earn a total of 9 research credits to satisfy the assignment in both courses.

For all students: Even if you are only enrolled in one course offering credit for research experience, all non-study credits (from writing papers and/or from bonus points) must be assigned to your course. Follow the instructions above for assigning credits.
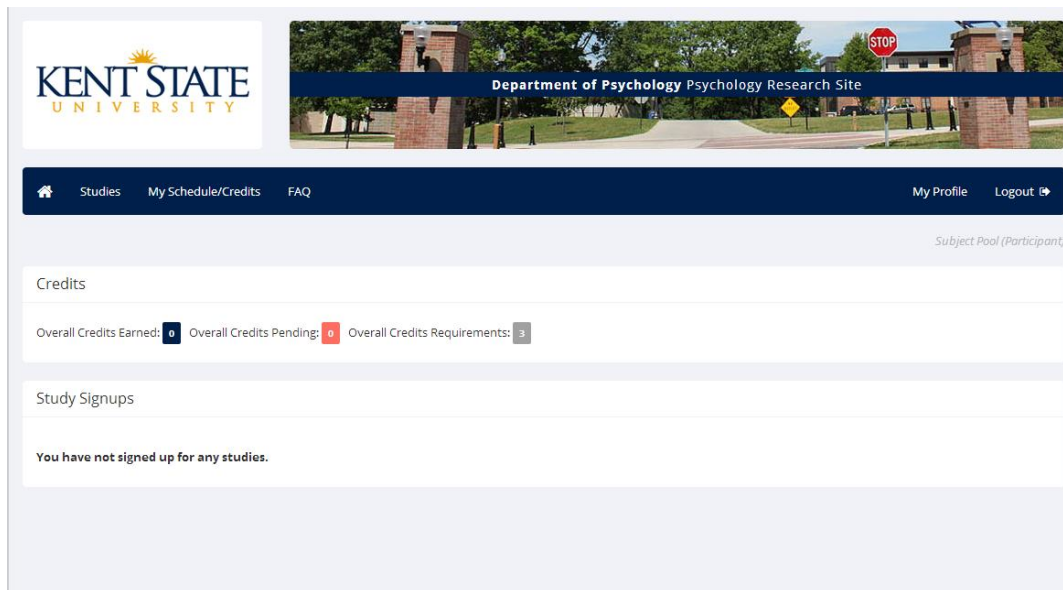

Figure 9 - Viewing Your Progress

I participated in a study, but I have yet to receive credit. How do I receive credit?
The researcher must grant you credit. The awarding of points is usually done shortly after your participation. If more than one week has passed since your participation please email the researcher and study principal investigator listed on the study information page on the sona system website. If there are multiple researchers, contact the researcher you met with for your appointment. Disputes about points from individual studies are handled at the lab level; the subject pool manager cannot assign you points for participation in a research study.

Who can see the information about my sign-ups? I don't want everyone to know the studies I signed up for.
Only the researcher and principal investigator of the study can see that you have signed up for it, along with the subject pool manager. No other users, including other researchers, may see this information.

How do I change the email address where email notifications from the system are sent?
Provide an Alternate Email address and notifications will be sent there. See the Email Address Options section of this documentation for more information.

I wrote a paper instead of participating in studies. How do I know I have completed my requirements?
View the My Schedule and Credits page and any non-study credit will also be listed there. See the Tracking Your Progress section of this documentation for more information.

I noticed that with some studies, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?
Researchers can choose if their studies allow you to participate more than once. Not all studies allow you to participate more than once.

I attempted to sign up for a study, and I was prevented from doing so because the study I was trying to sign up for is a disqualifier for another study I am scheduled to participate in. Why is this?
If you have signed up for a study that has disqualifiers (studies you must *not* have participated in to participate in that study), you may not then sign up for the studies that are listed as the disqualifier studies. You *are* allowed to sign up for the disqualifier studies if the disqualifier study will take place after the study with disqualifiers, or if you have already participated in (and received credit for) the study with disqualifiers. The easiest way to sign up for both studies is to schedule the disqualifier study at a time later than the study with disqualifiers.

I earned more than 6 research participation points, and did not have any no shows to appointments, but my account doesn't show that I got a bonus point. When will I receive my bonus points? Bonus points will be added to your Sona-Systems account <u>after the deadline for participation for the semester</u>. Bonus points are usually posted by the first day of Final Exam week, and you will receive an email to let you know when bonus points have been posted.