

# Communication Research Online Participation System

## ***CROPS: Researcher User Guide***

<http://et.kent.edu/comm/>

### **I. Home**

The "Home" link will take you to <https://cci-apps.kent.edu/crops/>. This is the main page for the public section of CROPS. This home page gives links to all of the other pages on the website, or you can use the "quick links" located on the left side of your screen.

### **II. Current Projects**

The "Current Projects" link displays a list of any upcoming sessions. This includes the date, time, location, title, and details of the project. It also displays the point value for the project and the number of open slots. From this page, you can click the "Sign Up" link to sign up for an open session.

Students must be registered in CROPS in order to sign up for research projects. Be aware that most research projects will only allow students to participate one time, while other projects will allow students to sign up and receive credit multiple times. As a researcher, you can sign up for your own project with your own user ID to check the functionality, etc.

### **III. My Projects**

The "My Projects" page displays the sessions that you have signed up for. From "My Projects," you are able to cancel your enrollment in any session up until one hour before that session's starting time. Students are able to track their research points 24 hours a day by clicking on "My Projects." As soon as researchers enter the attendance from a given research session into CROPS, students can see their points in real time.

Once points have been assigned to students for attending a research session, they will be displayed in the "Pts Earned" column for the students to view. Also, students can view a "Total Points" column so that they are always up to date on their own research participation from the whole term.

### **IV. My Account**

The "My Account" page displays your personal information, including user ID, name, phone number, email address, and call number. As a researcher, if you are prompted to enter a 5-digit call number, enter the number 00000. Please make your password something easy for you to remember. Passwords are not case sensitive. They can be any length and any combination of alphanumeric characters.

When enrolling in CROPS, new users will have to fill out a "Hint Question" to enable the "Password Retrieval" function. A function designed to help users, if the "Hint Question" is answered correctly, the CROPS system will email your password to you through the Flashline email system. If you are a returning user and have not updated this information, please do so at this time. You can update your personal information and fill out your "hint question" by clicking the "*Edit User Info*" link.

## **V. School of Communication Studies Homepage**

The "*Communication Studies*" link takes you to the School of Communication Studies main site at: <http://www.kent.edu/comm/>.

## **VI. Communication Research Center**

The "*Communication Research Center*" link takes you to information about the Communication Research Center (CRC), a service of the School of Communication Studies. This webpage also includes a link to the guide you are currently reading, as well as many other guides and important CRC documents. Please visit <http://www.kent.edu/comm/current-students/resources/index.cfm> to learn more.

## **VII. Administration**

The "*Administration*" link is only visible after you have logged in with researcher access. Users are allowed different privileges within the administration section, depending on their level of access.

### **A. Projects**

The "*Projects*" link takes you to a list of all projects where you are assigned as the researcher. When you click on the project id link, you can see a list of details about that project (e.g., project description, point value, list of sessions, etc.) about that project.

#### **1. Sessions**

The "*Sessions*" link takes you to a list of all existing sessions where you are assigned as the researcher for that project. When you click on the session ID link, you can see the session list of details about all the sessions (e.g., time, location, maximum participants, title, etc.).

Researchers have the ability to "add" or "delete" students from the roster for any session, even after the session is completed. Researchers can also click "email" to write an email message to all or some of the students signed up for any or all of your research sessions. The emails will be immediately sent through Flashline to the student users. This feature is particularly important for researchers using online research tools (e.g., Qualtrics, Survey Monkey, etc.).

If a session has not yet been completed, clicking on the "*List*" link next to the session displays a printable sign in sheet. If the session is over, it displays a list of all students signed up, along with a column to update their attendance. Clicking the Update Attendance button assigns the actual point value of that project if the student attended and assigns 0 points if they were absent.

Students will be sent an email reminder 48 hours in advance of all research sessions they have signed up for. Student concerns about their research attendance will be directed to you, the researcher listed on CROPS. So that other students may have a chance to participate, we prefer that students cancel their session appointments online as soon as possible. Students can cancel their attendance up until one hour before any research session. If you need additional assistance, please contact the Assistant Basic Course Director.

## 2. Debriefing

Many researchers include plans to provide a debriefing statement when they fill out their IRB approval form. Clicking on the "*Debriefing*" link displays a list of all projects where you are assigned as the researcher. You see an "*Add*" link next to a project if it does not have a debriefing. Once a debriefing has been added, you see the options of "*Print*" and "*Edit*."

## B. Reports—Project Reports and Site Usage Reports

### 1. Project Reports

You see two reports by clicking on the "*Reports*" link, including "*Points by project*," and "*Points by session*." Please use the keyword search bar function to help you navigate within reports.

#### Points by project

Clicking on the "*Points by project*" link takes you to a list of all projects where you are assigned as the researcher. Clicking on the "*Report*" link next to a project displays a list of all sessions for that project and the users that signed up for each session.

The list is grouped by sessions, and then sorted by call number. The point value earned by each student for that session is listed next to his or her name.

#### Points by session

Clicking on the "*Points by session*" link takes you to a list of all sessions where you are assigned as the researcher for that project. Clicking on the "*Report*" link next to a session displays a list of all students that signed up for that session.

If a session has not yet been completed, "*Scheduled*" is shown in the Points Earned column. Otherwise, a drop down menu is displayed allowing you to update the attendance status of each student.

### 2. Site Usage Reports

In addition to the "*Project Reports*" (detailed above), you can also view "*Site Usage Reports*." These reports contain specific information about how and when people use CROPS. Choose from four "*Site Usage Reports*" to get information

organized in several different ways: a) Visits by date, b) Visits by time, c) Visits by page, and d) Visits by user.

### **VIII. Log In/Out**

The "*Log In*" or "*Log Out*" link allows you to log in to view your personal information and the Administration link, or it allows you to log out when you are finished using the site.

If you have not logged in before, your user ID must be set up and entered into CROPS by a site administrator. Please contact the Assistant Basic Course Assistant for help with this. Once you have a user ID entered into CROPS, you are ready to complete your own user profile. You can do this by clicking the "*New User?*" link on the main page. The first time you log in, you will be prompted to enter a new password and your personal information. From then on, you can log in using that user ID and password under the link "*Existing User.*"

### **IX. Help and FAQs**

The "*Help and FAQs*" link allows you to view some frequently asked questions about research participation and CROPS. This link also provides you with contact information to get technical assistance if you need help.