

Section I: MTSU Psychology Department Policy Governing Use of the Psychology Research Pool Revised 01/2020

Introduction

In order to use the pool:

- Researchers must obtain approval from the Institutional Review Board.
- Sign-ups are handled by the *MTSU Study Sign-Up System*.
- If the researcher is not currently registered for the MTSU Study Sign-Up System, then the researcher must email the Research Pool Director (Psychology Undergraduate Research Pool; Research.Pool@mtsu.edu) to request login information. The Research Pool Director will set up an account for the researcher in the on-line research pool system. Student researchers must complete a pool policy quiz and submit it following the proper procedure before collecting data.
- All user accounts are deleted from the system after each academic year (except faculty accounts). All studies are deleted each semester. New studies and new accounts cannot be added for a semester until the end-of-semester clean-out is complete.
- The researcher must follow the sign-up procedure and the procedure for assigning credit outlined below.

Researchers should be aware of the following general policies:

- **It is the faculty member's responsibility to see that their students follow these procedures.** Be sure to take the time to fully familiarize yourself and your research assistants with research pool procedures. The Research Pool is a cooperative enterprise between instructors and researchers. The goal of the research paperwork is to minimize opportunities for student fraud and to maximize the chance that students will receive credit when they have earned it. Following all procedures provides redundancy that is important in instances in which there are problems. The committee suggests helping student research assistants to appreciate the importance of each detail in the research paperwork process, and encouraging students to do their best to complete paperwork accurately and on time.
- **The last day to collect data is usually 10 days prior to the last day of classes, and is set on a semester by semester basis.** Check with the director for the exact date. **Please make sure all of your research assistants are aware of this deadline, and that they do not schedule participants past this date.**

Procedure for Obtaining participants

Set up a study using the on-line research pool system.

- Enter a description of the study and other study details.
- The system marks some fields as optional. Regardless of that marking, the following fields are required:
 - Title ○ Brief abstract ○ Detailed description ○ Duration
 - Credits ○ Researcher ○ IRB approval code and date
- Your study may require additional information; be sure to complete all necessary fields.
- Points are assigned as one (1) point per half hour worked (or portion of a half hour). The number of points should reflect an honest and accurate assessment of the time required.
- Set up timeslots for the study.
- Contact the Research Pool Director (Psychology Undergraduate Research Pool; Research.Pool@mtsu.edu) to make the study available to participants. The pool director will assign a study number and activate the study. **NOTE: Until the study is made visible by the pool director, students cannot sign up; this process is not automatic, you must request that the study be made visible.**

Procedure for Assigning Credit

Enter student credits into the on-line research pool system

- Log into the MTSU Study Sign-Up System and click *My Studies* in the task bar.
- Choose the appropriate timeslot.
- Enter credit for each student who participated.
- Credit **must** be entered within seven (7) days of a research session. Failure to enter credits in a timely manner can result in sanctions against the researcher and the research supervisor.
- Record participant no-shows by marking *Unexcused No-Show*.
- **NOTE: ALL** sessions must be run through the sign-up system. Even if you are calling students to make appointments, you **MUST** enter those appointments into the system **BEFORE** the research session. After **ALL** appointments, either credit or no show must be entered. Failure to run studies through the research pool system can result in sanctions against the researcher and research supervisor.

Researcher no-shows

- Researchers should only miss a session in the event of an emergency. Contact the Research Pool Director (Psychology Undergraduate Research Pool;

Research.Pool@mtsu.edu) as soon as possible. The Research Pool Director will issue credit to students who report a researcher no-show; contacting the director will facilitate this process.

- Researchers will not be penalized for missing a session if an emergency forced a cancellation. This should be a RARE event.

Special Instructions for On-Line Research

General Considerations:

- Put informed consent information on the opening page.
- Make it clear that to get credit, students need to advance to the final screen.
- Allow users to skip items or skip to the end if they want to stop the survey. When traditional paper surveys are used, the IRB requires that participants have the option of skipping any question that they do not wish to answer. This option is also a requirement for surveys conducted over the Internet. When researchers design Internet-based surveys, they should include the option for subjects to skip any question and move on to the next one. Completion of any individual question cannot be forced through the use of Internet technology.
- Put debriefing information on the final page, allow this page to be printed.

For on-line research on external servers

- The burden is on the researcher to ensure that IP addresses and/or other identifying information is not logged. You may need to check with the service provider to ensure that this is the case.
- The survey data should be written to its own file without identifying information.
- The external system must automatically integrate with the Sona system to grant credit upon completion.

For on-line research using the Sona system:

- When you set up your study, scroll down to the parameter labeled “Should survey participants be identified only by a random, unique ID code?” Be sure to choose “yes” for that parameter.
- Credit will be assigned automatically.

Recommendations to Facilitate Use of the Research Pool

- The committee recommends that at least two researchers be present at each testing session, one to conduct the research, and one to complete the paperwork. (Implementation is left to the discretion of the research supervisor. However, research supervisors who rely on undergraduate researchers or who test large numbers of participants at one time are urged to follow this procedure.)
- **Please remain at the study at least 10 minutes** so that late participants can receive credit (or be informed that they are too late to receive credit).

Sanctioning Procedures

- Use of the research pool by researchers should be viewed as a privilege, not a right. Whereas research may be an important part of a person's graduate work or teaching load, and may be required for promotion or tenure, access to the research pool to conduct said research is neither guaranteed nor implied. Use of the research pool can be terminated or suspended at any time following a minimum of due process.
- Any violation of research pool procedures that leads to one or more complaints from students, 1410 instructors, or other researchers can trigger committee action toward a warning, suspension, or termination of access.
- For the actions listed below, the voting members of the committee will include the three researcher representatives and the three 1410 representatives. If one (or more) of the voting members is subject to action, the accused member(s) will be excluded from the voting process.
- **Written warnings** may be issued by the voting members. Such warnings will be kept on file for two years and may be brought to bear (but are not required) in a later decision to terminate or suspend. The process for administration of an official warning will proceed as follows:
 - Violations of procedure that warrant action (in the view of any member of the committee) will be brought to the attention of the committee.
 - The responsible researcher will have an opportunity to present his/her side of the complaint.
 - The committee will vote to decide whether or not to serve a warning to the researcher. A warning will be issued if a simple majority of the committee members so vote.
- The process for **termination** or **suspension** will proceed as follows:
 - Violations of procedure that warrant action (in the view of any member of the committee) will be brought to the attention of the committee.
 - The responsible researcher will have an opportunity to present his/her side of the complaint.
 - The committee will vote to terminate or suspend. If the offending researcher(s) is/are on the committee, unanimous agreement of the remaining committee members is required for termination or suspension. If the offending researcher is not a committee member, agreement of all but one member of the committee is required for termination or suspension.

Section II: Using the Online Sign-Up System Revised 8/2014

Activities

1. Logging in

2. Setting up studies
3. Adding a timeslot
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9. Changing your profile
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Activity 1: Logging in

All researchers must be registered by the research pool director. See the pool information page for information on requesting access (<http://capone.mtsu.edu/wlangsto/ResearchPoolPage.html>). You will need two pieces of information to log in: a user ID and a password. Your User ID will be your MTSU email user name with *-exp* appended. For example, *william.langston-exp*. Your initial password will be generated automatically, but you may change this password after your first login. You will receive your login information via email (to your MTSU email account with the subject line *MTSU Study Sign-Up System Login Information*). To log in, go to

<http://mtsu.sona-systems.com/>

You will see the following screen.

The screenshot shows the login interface for the MTSU Experiment Sign-Up System. On the left is the Middle Tennessee State University logo. The main header area contains a photograph of a campus building with the text "Department of Psychology MTSU Experiment Sign-Up System" overlaid. Below this is a login form with a blue header "MTSU EXPERIMENT SIGN-UP SYSTEM". The form includes a "User ID" field with the text "@mtmail.mtsu.edu" and a "Password" field. A green "Log In" button is positioned below the password field. To the right of the form is an "Announcement" box containing text about browser security and cookies, a blue "Request Account" button, and a grey "Forgot Password?" button.

Figure 1: Login screen.

Enter your user ID and password and click *Log In*.

On your first visit you will be asked to agree to the privacy statement. Click the *Yes* button at the bottom of the page. The task bar in Figure 2 will always be at the top of your screen (you may need to scroll up to see it).



Figure 2: Task bar

Use the task bar to choose the activity that you want.

Activity 2: Setting up studies

Click *Add New Study* in the task bar to get to the studies screen (this screen is too large to be reproduced here). You will enter the following information (**NOTE:** The Sona System receives regular upgrades so the list of items may be slightly different on the screen). Most researchers will choose the “Standard Study” option. Online studies can be run from within Sona or on an external server. Setting these up is mostly self-explanatory; check the documentation for details.

Basic Information

- Study name. Enter a descriptive name for the study. For example, *Phonological symbolism and list learning*. The research pool director will assign a study number and add that to the study name.
- Brief abstract. Enter a brief description of the study. This will appear in the list of studies presented to students.
- Detailed description. When students click a study title for more information, the detailed description will be presented. This description should describe details of students’ participation, similar to what would be included on the consent form.
- Eligibility requirements. Enter any eligibility requirements.
- Duration. Enter the number of minutes required for the study (use only half-hour increments; the department’s research pool policy does not allow half-point, fifteen-minute increments).
- Credits/Pay. Enter the number of credits to be earned. Students earn one credit per half hour (or any significant portion of a half hour).
- Preparation. If students should prepare in some way before coming to the study, enter that here.
- Researcher. Choose the researcher. Include the faculty advisor and all researchers on this list.
- IRB approval code. Enter the IRB protocol number and the IRB expiration date.

- Active study. To make a study active (available for sign-ups), click *yes*. If you want to keep a study in the system, but remove it from the list shown to participants, click *no*.

Click *Add This Study* when all of the information has been entered correctly. Your changes are **not** saved until you click *Add This Study*.

NOTE: You must email the research pool director to make the study visible to participants. The pool director will assign a study number and make the study available to students.

Special information for on-line studies (NOTE: This section has not been updated.)

The system includes a rather extensive online survey feature. It allows you to set up an online survey as a study, and participants who sign up for the study will be asked to immediately complete the survey. **Upon their completion of the survey, they will be granted credit automatically by the system.** You may then analyze their survey responses on an individual basis, or download the raw data across all participants who completed the survey, for further analysis. There is a slight chance that you may notice a discrepancy in the number of responses when analyzing a single question compared to downloading the entire set of responses. This can occur if a participant is currently taking the survey, but has not completed it. Their data is included in the single-question analysis (when available) but not in the full download of responses, as there is not a full set of data for an in-progress participant.

To comply with regulations, the participant is given the opportunity to withdraw from the survey at any time. If they withdraw, they are taken to a form where they can submit any comments (this is optional), and their withdrawal is then noted and all their responses are deleted. The researcher receives an email when this occurs, with some other information, including how much time was spent on the survey, and how many questions were answered. You should then grant credit to the participant as appropriate.

There is a space to provide both opening and closing text. The opening text should include **informed consent information** and general instructions. The closing text is displayed to participants after they successfully complete the survey (after they have saved all their responses and cannot go back). **This is where you should include debriefing information.**

The online survey feature is rather complex due to the many features it contains. In addition, your ability to modify the survey after participants have started to take the survey is quite limited. Because of this, you should plan out your survey well in advance, to make sure it is finalized before you make it available to participants. You may find it helpful to plan out the survey on paper, or in an appropriate program (e.g., *Netscape Composer*) before entering it into the system. Instructions and questions that have been formatted on your desktop computer can be cut and pasted between your composing program and the Sona system.

A survey may have an unlimited number of sections and an unlimited number of questions per section. Questions may be free-entry (requiring the participant to type in an answer) or multiple-choice (pick only one or pick many from the list of choices). You may also specify that the system computes a participant's results for an entire section, as either a section sum or average score. This computed sum or average can be computed only for numeric, multiple-choice (pick only one) questions in the section. Such a computation is often useful when a participant's aggregate score is more important, such as with a depression battery.

Sections can be displayed in a specified order or random order, or a combination of both. Every section may contain introductory text introducing the section, and the survey itself may also have introductory text introducing the survey, as well as closing text that is displayed upon completion of the survey. You may specify that questions within a section are displayed in random order. Multiple choice questions can have their choices displayed in the entered order or random order (this is specified on a per-question basis). Multiple choice question choices can be displayed horizontally (across the page) or vertically (down the page).

Creating or Modifying a Survey

To create a survey, choose the "Add a New Study" from the menu on the top of the Sona screen. Click the "Online Survey Study" option.

Under "Study Information" put in a name and abstract and other information as you would for non-online studies. **Scroll down to the parameter labeled "Should survey participants be identified only by a random, unique ID code?" Be sure to choose "yes" for that parameter.**

After you have created the study, you will see the option **Update Online Survey** when you view the study information. Use this option to enter sections and questions.

It is important to note that while you are making changes to a survey, it is deactivated so participants may not participate in it. When you go to the Finalize Survey option after you have finished your work with the survey, you will have the opportunity to save your changes and make the survey active (available to participants) or inactive (not available to participants). You should always choose the Finalize Survey option when you finish your work with the survey, as the system saves all changes and computes some other important data when you finalize the survey. If you would like to continue work on the survey at a later date, you should still choose the Finalize Survey option to ensure your changes during the current session are properly saved (most likely you would choose to keep the survey inactive in this situation).

General Survey Information

Choose the General Information option (if creating a new survey, this is the first page you will see) to provide some basic information about the survey. The fields are explained below:

Field	Description
Introductory Text (Put consent information here!)	Provide a set of text that will be displayed when a participant starts the survey. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes).
Closing Text (Put debriefing information here!)	Provide a set of text that will be displayed after a participant completes the survey and saves their responses. This is an ideal place for debriefing information. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes).
Display sections in random order?	You may specify a specific ordering for sections, have the system randomize the order for all sections, or specify the order of some sections, and a random order for other sections. If you specify the order for only some sections, you may also specify, for each section, whether it should be displayed before or after the random ordered sections.

Section List

Depending on if you are adding or editing the survey, you will be taken to the list of sections for the survey. Here, you can change the order that sections will be displayed (if you have not enabled full random section ordering for the survey), and see a quick review of each question. From here, you can add a question to any section and edit any question. To add a new section, choose the Add a New Section choice at the bottom of the page.

If you have enabled partial random section ordering, then you can specify a section order for the sections you would like to be displayed in a specified order. For the sections you

would like to be displayed in random order, leave the Section Order area blank. When you specify a section order, use each number once, and use the numbers 1-98 if you would like the section to be displayed *before* the random-ordered sections, and the numbers 100-199 if you would like the section to be displayed *after* the random-ordered sections. Be sure to use each number only once, or leave the number blank to make the section part of the random-ordered section. Sometimes it is useful to use partial random ordering if you want to ask basic (e.g. demographic) information in the first few sections, while asking more analytical questions in the random-ordered sections. Likewise, you may want to ask about the previous random-ordered sections after they are completed.

There is also a Preview Section option so you may preview the survey as participants will see it.

Adding or Modifying a Section

To add a new section, choose the Add New Section link at the bottom of the Section List page. To modify an existing section, choose the Edit Section Information link next to the section you would like to modify, from the Section List page.

There are three pieces of information you may provide for each section. First, you may specify some introductory text to be displayed at the beginning of the section. When participants take the survey, they view one section at a time, and all the questions in that section. The introductory text may be helpful in explaining the purpose or topic of the questions in that section. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes).

You may choose if the questions for that section are displayed in random order or the order in which they are entered. You may also choose to have the system compute a section sum or average (for each participant) for the section. These scores are computed only for all the multiple-choice, numeric questions in a section. Think carefully about setting this value, because you are very limited in your ability to change it after participants have started to take the survey.

Computed section sums or means are often useful when all the questions are using a unidimensional scale (1-5, for example), but a participant’s average score response to the section is more useful to account for their outlier responses.

Depending on if you are editing or adding a section, after you save your changes, you will be taken to a page to add a new question or to the section list.

Adding or Editing a Question

To add or edit a question, choose the appropriate choice from the Section List, next to the desired section. Depending on the state of the section and if participants have taken the

pretest, some options will be automatically set for you, and not changeable. All fields must be filled out.

Field	Description
Question Text	The text for the question. This will be displayed above each question's choices. (You may include HTML in this area.)
Abbreviated Question Name	An 8-character label for the question. This is not displayed to participants and is used to name the columns that appear when the data is exported in CSV format. Many statistical analysis programs limit column names to 8 characters.
Question Type	Multiple Choice (select one), Multiple Choice (select many) or Free Entry. If the section has a computed average or sum, you may be limited in your ability to add Multiple Choice (select one) non-numeric questions. Free entry choices may contain a response up to 255 characters in length.
Display choices in random order?	If set to Yes, the choices for this question will be displayed to participants in a random order. This option only applies to multiple choice questions.
How should the choices be displayed?	Horizontal (across the page) or vertical (down the page) are the two options for
	how the choices for a multiple-choice question should be displayed. Often, the horizontal display is effective when the question involves a scale. This setting applies only to multiple-choice questions.
Can participants decline to provide an answer for this question? (YOU MUST SET THIS TO <u>YES!</u>)	If set to Yes, participants will see a choice below this question that allows them to opt out of answering the question. If set to No, they must answer the question.

Are all choices numeric?	If set to Yes, all choices must be numeric whole numbers (e.g. 1, -2, 10). This only applies to multiple choice questions. Sections with a computed section sum or average may not contain non-numeric multiple choice (select many) questions.
Display numeric value?	If set to No, the numeric value of the choice is not displayed to participants. This only applies to numeric, multiple-choice questions where each choice includes both a numeric value and associated text (e.g. “5 Strongly Agree”). This is useful when running a reverse scale.

If the question is a multiple choice question, you must also fill out the choices section that is part of the same form. A minimum of 1 choice must be provided for the question. Each choice may be up to 255 characters in length. If the question is specified as numeric, you must provide a numeric choice, and that choice must be a whole number (e.g. -5, 1, 0, 349). If you would like to provide descriptive text to accompany each numeric choice, you may do so by typing in the numeric choice and leaving one blank space after it, then typing in the descriptive text, for example: “5 Strongly Agree”. If you provide descriptive text along with the numeric choice, then you have the option of hiding the numeric value from participants, by choosing No to the “Display numeric value?” setting for the question. This is useful in reverse scale or other situations where the numeric value for the choices is not important.

Copying a Section

You may copy a section from any of your own surveys into your current survey, by choosing Copy From an Existing Section in the Section List. You will see a list of eligible surveys to copy from. After you choose which survey to copy from, you will see a list of eligible sections in that survey. Once you choose a section, it will be copied into the survey you are currently editing.

The administrator also has the ability to copy to or from the pretest, so ask the administrator to do this for you, if you need it done.

Copying a Question

For multiple-choice questions, it is often the case that many questions have the same measures (choices). To make entry of similar questions easier, you may use the Copy Question feature to copy a question. Such an option is only available for multiple choice questions. To copy a question, select the question you would like to copy (when viewing the Section List). You will then be taken to a list of sections where you may copy this question to. After you decide which section you would like to copy the question to, you

will be taken to a page where you can make any final changes to the copy of the question before saving it.

Saving Your Changes

When you are done, you should go to the Final Review and save your changes. Even if you plan to do further editing of the survey later, it is **imperative** that you go to the Final Review step, as the system needs to save certain special changes and make some computations. If you do not want participants to participate in the survey yet, you can save changes but keep the survey inactive. When you save your changes, it may take a moment to save all the changes, as the system is performing a number of computations on the survey. Please be patient, as these computations are done to make performance for participants as fast as possible.

Posting your Survey

Once your survey is completed and active, you must post time slots so that participants can sign up for your study. **Set up timeslots that have a duration of seven days or less.**

Deleting a Participant's Survey Responses

On rare occasions, you may want to delete a participant's survey responses, usually so they can participate again. To do this, cancel their sign-up and that will delete their responses. **NOTE:** This will also remove any credit they earned. See Manual Cancellation for more information.

Analyzing Survey Responses

You may analyze a specific survey question on-screen by selecting the survey and choosing the Analyze Survey Responses option. From there, you may choose a specific question and view or download the response data.

More likely, you will want to analyze the survey data across all questions. In this case, you should choose the Download Survey Responses option.

To successfully analyze the data, you will need to download 2 sets of data. The first is the question key, which lists a unique numeric identifier for each question, along with the question text and abbreviated question name. It also includes the section number each question was in. Note that the section number listed is merely a unique identifier for each section, and has no correspondence to the order in which sections were presented. Also note that section mean and sum values, if calculated, will normally be at the end of the list of questions. This data is in CSV format, and is available by clicking the Download Question Key link on the Download Survey Responses Page.

After you download the question key, you can download the survey data. The system may require that you download the data in sections if there is too much data to be downloaded as one file.

The data is in CSV format, and is presented as one row per respondent, with each of their responses in a different column. The first row includes the column headings, and the column heading map to the abbreviated question name. Since there is no facility to specify an abbreviated question name for the computed section sum/mean item, the system automatically assigns a unique name to those columns. You can use the question key to determine which question maps to which column.

There will be an option to include only the numeric response portion of questions that are multiple-choice with numeric choices. This is useful if the numeric question was set up with associated text, but that text should not be included in the analysis file. One example would be where the response selected was “5 Strongly Agree” but only the number 5 (and not the associated text) is useful during analysis.

If your survey has a lot of questions (and thus columns in the output file), you may have trouble loading the data with some spreadsheet programs, which are not equipped to handle such large datasets. Your best option is to use a full-feature statistical analysis packages, like SPSS or SAS. Those packages handle large CSV-format data imports with ease.

Activity 3: Adding a timeslot

Click *My Studies* in the task bar to add a timeslot. A sample studies page is reproduced in Figure 3. (Be sure to click the *All* tab to see all of your studies.)

Study Information	Approved	View
2001 Awareness of Memory and Brain Function (2 Credits) We are investigating the ability of normal healthy individuals to estimate their own memory performance as it relates to the functioning of different anatomic regions of the human brain.	<input checked="" type="checkbox"/>	Study Info Timeslots
2014 Inner Habits of Significant Others (2 Credits) Participants in this study MUST bring a significant other with them to the study session (e.g., a friend, roommate, or romantic partner). At the session, each person will rate their friend/partner on a variety of personality measures.	<input checked="" type="checkbox"/>	Study Info Timeslots
999 Test Study (1 Credits) This is a test study used to demonstrate the system. Do not sign up.	<input checked="" type="checkbox"/>	Study Info Timeslots

Figure 3: Sample studies page

(NOTE: This list will be different depending on what studies you have in the system.) Click *Timeslots* for the study you want to edit. You will get a list of current timeslots for the study. Choose *Add A Timeslot* from the top of the page to add a new timeslot. You will get the screen in Figure 4.

Add Timeslots : 2001 Awareness of Memory and Brain Function

Use this page to add a single timeslot for your study. You may not add a timeslot that takes place after the April 21, 2014 study schedule deadline. You may also add multiple timeslots at once.

Date:

Start Time:

End Time: 45 minutes after start time

Number of Participants:

Location:

Researcher:

Figure 4: Sample add a timeslot screen

Enter the date, start time, number of participants, and location for your session. Then, click *Add This Timeslot*. You will be returned to the list of all timeslots for the study. (You can also modify which researcher is responsible for the timeslot if that feature is turned on for the study.)

Activity 4: Adding multiple timeslots

If you will have more than one session on the same day, or you want to copy the timeslots from one week to another, you can have the system automatically set up a series of timeslots. Choose *Add Multiple Timeslots* from the timeslot screen and follow the instructions.

Activity 5: Deleting/Updating a timeslot

To delete or update a timeslot, go to the list of timeslots for the study and click *Modify* by the timeslot you want to delete or update. A sample update screen is presented in Figure 5.

Timeslot Information : 2001 Awareness of Memory and Brain Function Other Timeslots for this Study Timeslot Modification Log

Date	Wednesday, August 20, 2014	Number of Participants	1
Start Time	3:30 PM	Location	AMG 217
End Time	45 minutes after start time	Researcher	William Langston

All Sign-Ups Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 4 Credits. The standard value in Credits for this study is 2 Credits

No participants have signed up for this timeslot

Figure 5: Sample timeslot update page

To delete the timeslot, click *Delete* in the *Timeslot Information* box. You will be asked to confirm before the timeslot will be deleted. You may not delete timeslots for which participants have signed up.

To update, make the necessary changes and click *Update*. **NOTE:** Students who have already signed up may not be able to make it to a new time, so **do not** change the date and/or time for a study if students are signed up (a list of students signed up for a study appears below the timeslot information).

Activity 6: Manual Sign-up

To put a student into a particular timeslot (e.g., if you contact students by telephone to participate in a particular study), go to the timeslot information screen in Figure 5 and enter the student's user ID into the User ID box. Then, click *Sign Up*. **All** students participating in research **must** be entered into the system to receive credit. Any students contacted for studies via any method other than signing up from within the system **must** be manually entered into the system.

Activity 7: Changing study information

To change the information for a study, choose *My Studies* from the task bar. Click on the name of the study in the list of studies. The current information will be displayed. Click *Change Study Information* in the *Study Menu*. All changes will require a new approval from the research pool director.

Activity 8: Assigning credit

(**NOTE:** These instructions are to find a particular timeslot. There are other paths to assign credit that lead to slightly different screens. All allow the same functionality.) To assign credit for a study, choose *My Studies* from the task bar. Click *Timeslots* by the

study you want. Click *Modify* for the timeslot you need to credit. You will see a screen like the one in Figure 6.

Figure 6: Sample credit entry screen

(NOTE: The image in Figure 6 is cut out of a larger screen containing information about the timeslot. Scroll down to view this section of the screen.) Choose either *Credit Granted* and change the credit box to the correct credit (it will default to the standard amount of credit, but a particular participant may go over), or choose the kind of *NoShow*. Once you have entered data for all participants, click *Update Sign-Ups* to save your changes.

Note that the system allows half-credits, but the department’s research pool policy does not allow part-credit. **Enter whole numbers of credits only.**

Activity 9: Changing your profile

You may want to update your profile (to change your password or default email). Click *My Profile* in the task bar to make these changes.

Activity 10: Retrieving a lost password

If you lose your password, go to the login screen in Figure 1. On the **right** side of the screen click *Forgot Password?* You will be asked to enter your user ID and your password will be emailed to you.

Activity 11: Logging out

When you finish using the system, be sure to choose *Logout* from the task bar.