INSTRUCTOR DOCUMENTATION

The Sona system is used for the scheduling and management of our department's research participant pool. As an instructor, your primary use of the system will be to check on the credit status of students (participants) in your courses.

Logging In

Log in the system through the URL https://uga-comm.sona-systems.com. There are two ways to request an account:

1. E-mail your research pool director at commrp617@uga.edu to provide the following information: 1) your first and last name; 2) your UGA MyID (*note*: should be in the form of "jd12345@uga.edu", not "john.doe@uga.edu"); and 3) your role(s) in the system. You can have multiple roles in the system, including researcher, principle investigator, and instructor. Once the research pool director creates an account for you, you will receive an e-mail notification.

2. When you are on the login page (Figure 1), click on **MyID Log In** to authenticate your UGA MyID. If this is the first time you use the Sona system, you will be able to request an account on the next page. Please note that although the requesting account function is mainly designed for student participants to request an account, as an instructor, you can also click this link, and create an account as a "participant" first. The research pool director can later change your role to instructor. You will be asked to provide some basic information and select "***For Instructor/Researcher***" from the course(s) selection window. An automatic e-mail will be sent to you. This indicates that you have already created an account in the system. You will then contact your research pool director at commrp617@uga.edu to ask for reassignment of your role(s). Please indicate which roles you would like to have. As mentioned above, you can request multiple roles in the system.
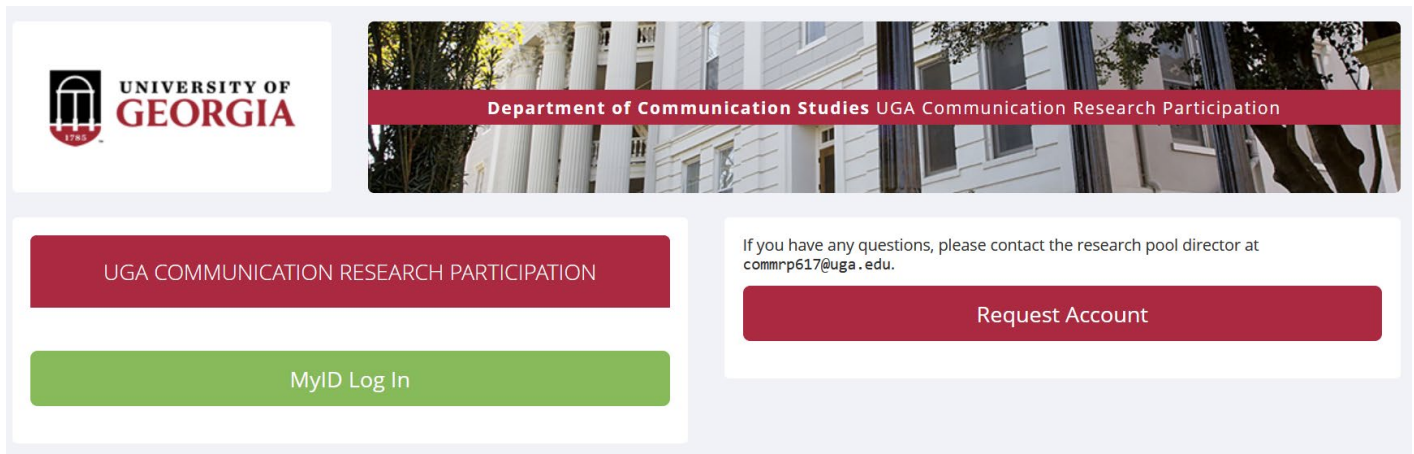

Figure 1 - Login Page

Once you log in, you will come to the **Main Menu** page (Figure 2). If you would like to change your password or other information about yourself, choose **My Profile** from the top toolbar.
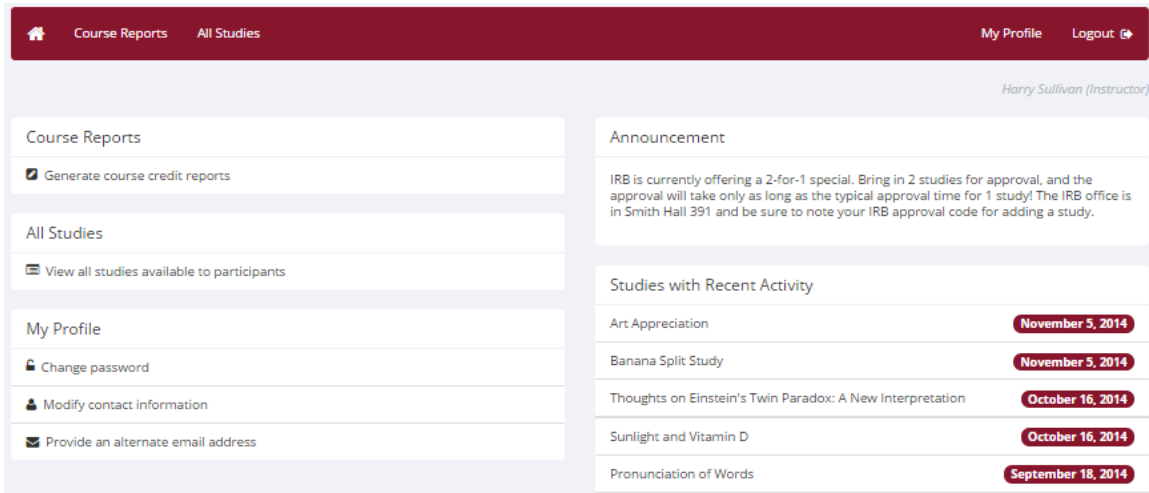
Figure 2 - Main Menu

Course Reports

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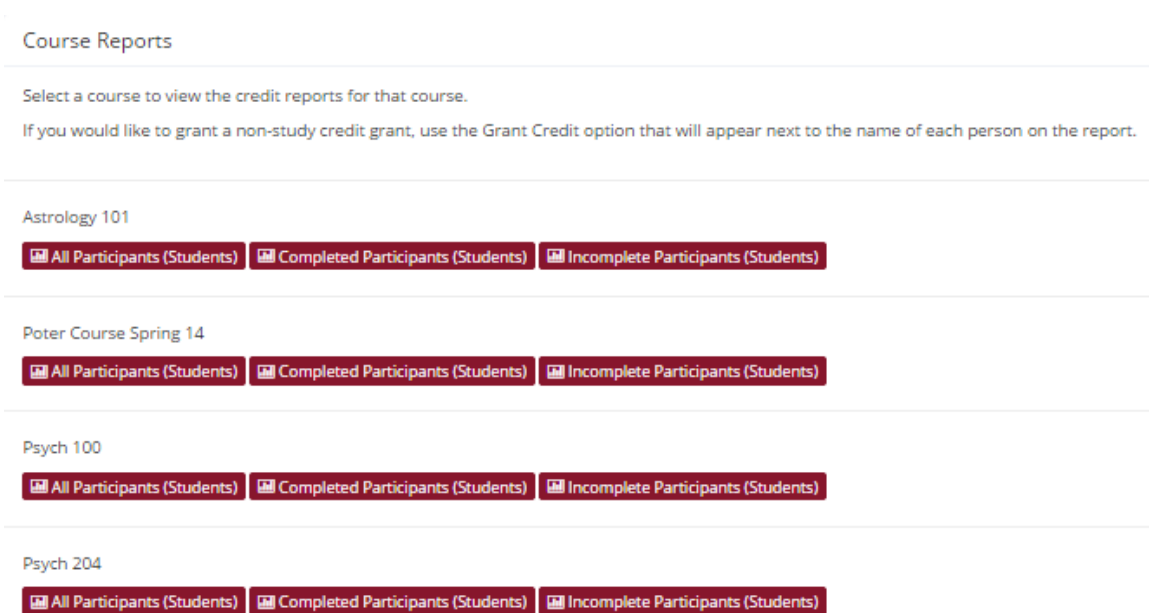

Figure 2 - Course Listing

You have three choices for the type of report you would like to generate. **All Participants** will list all the participants that are in the course. **Completed Participants** will list only the participants who have met or exceeded their credit requirements. **Incomplete Participants** will list only the participants who have *not* met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by participants' last name. Participants that have not completed their requirements will be highlighted in bold. You will be able to see the overall credit status for a participant, as well as for each course ("**Credits Earned for Course**"). For privacy reasons, you will not see exactly which

studies the students participated in. You will only see a summary of their credit earnings. If for some reason this information is needed, you can request the research pool director to produce such a report for you.

The report also includes a column indicating the **Overall Unexcused No-Shows** a participant has accrued. If you have a class 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 credit 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.

Granting Credits

You will 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 student. This is useful when you hope to grant a student credit for participation in a research alternative (e.g., writing a paper), in lieu of actual research participation. Simply enter the credit value and a comment about the credit grant (Figure 3), and the credit will be granted. If you grant a credit by mistake and would like to delete it, please contact the research pool director.

Please note that the Sona system is **NOT** connected to either eLC or Athena, so you will need to manually update students' research participation on eLC if that is one of the gradebook components. Sona also does not have an attachment function. This means that you will still request the students to directly submit their papers to you or through eLC. Entering non-study credit here can help you form an overall list of research opportunity fulfillment status of your students, and also help the system to track how many participants are still available for other research opportunities.

Figure 3 - Non-Study Credit Grant

Viewing Studies

You will also have the ability to view what studies are available in the system to participants. This is useful if you want to inform students of the available research opportunities in class. You will see an All Studies link after you login. If you click on 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.