PARTICIPANT (STUDENT) DOCUMENTATION

Click the following link to watch a video tutorial:
https://www.youtube.com/watch?v=_1OnT2ZU6QQ

The Communication Research Participation System provides an easy method for you to sign up for studies and track your progress throughout the term. Everything is done through the software's web-based interface.

Getting Started

Log in the system through the URL https://uga-comm.sona-systems.com. After you log in, you can view a list of available studies, sign up for studies you are interested in, and track your progress throughout the semester. The system will also track when you receive credits for a study, which can be viewed online.

Single Sign-On (SSO)

The system is configured so you can log in through UGA's MyID login process, known as single sign-on (SSO), instead of needing to remember a separate username and password to use this system. When you are on the login page (Figure 1), click **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. You will be required to provide some basic information about yourself and your course information (Figure 2). After submitting the form, you will receive an email notification immediately.

Logging In

Once you have finished **1) MyID log in and 2) Request Account**, you only have to click "**MyID Log In**" on the front page to log in for future circumstances.
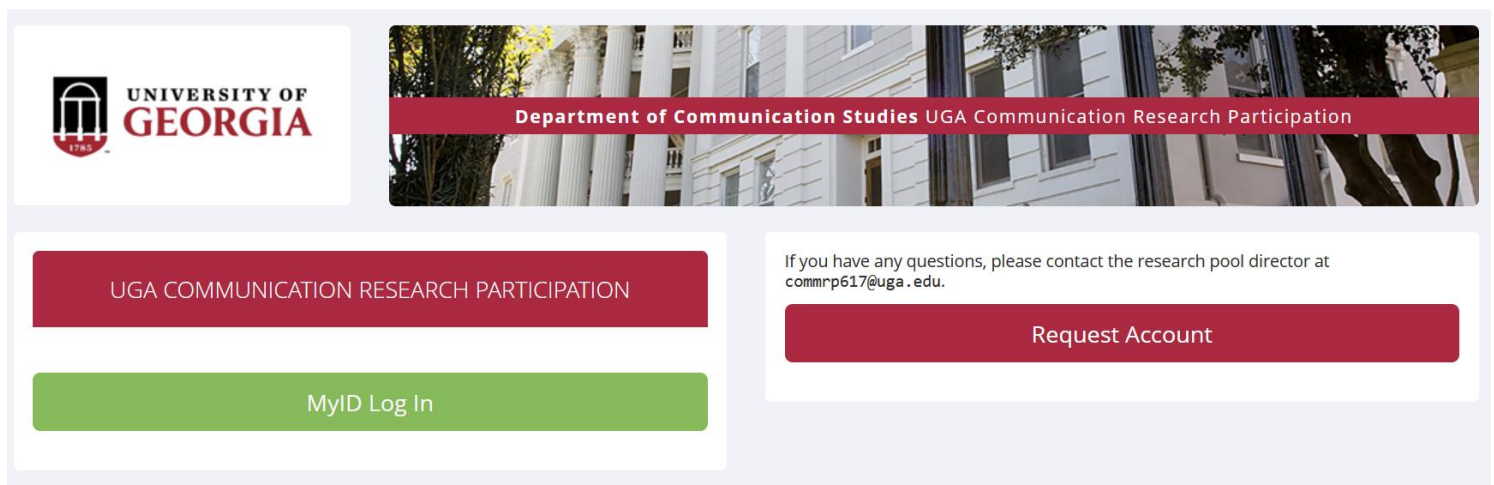

Figure 1 - Login Page

Figure 2 - Requesting an Account

Once you log in, you may be asked to review and acknowledge human subject and privacy policy for research. You will need to acknowledge this only once every 6 months. You may also be asked to participate in a prescreening. After you complete these tasks, you will see the Main Menu (Figure 3).

Figure 3 - Main Menu

Your login (also known as a session) will expire after a certain period of inactivity, which is usually around 20 minutes. The system will warn you a few minutes before the expiration. This is done for security purposes. If this happens, you can always log in again. Once you are done using the system, it is better to fully log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer in a lab or library.

Logging Out

Once you are done using the system, choose Logout from the top toolbar on the right side to log out. It is always a good security measure to close all of your browser windows, especially if you are using a computer that is shared by others.

Changing Your Information

If you would like to change your information (Figure 4), choose **My Profile** from the top toolbar.

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 confirmation that you have signed up for a study. Your email address is also displayed to the researcher when they view who has signed up for their study, 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 is the address where all notifications will be sent, as well as the address that will be displayed to researchers.

If you do not provide an alternate email address, the system will be your UGA MyID email address.

Changing Courses

You will see a "**Change Courses**" option just below the list of courses you are in. You will have the option to remove yourself from existing courses and add yourself to new courses. If you remove yourself from a course, and had credits assigned to that course, the credits will **_not_** be reassigned to another course automatically. You will receive a warning about this and be taken to a page where you can reassign those credits. You can go to **My Schedule/Credit**s at any time to assign unassigned credits to a course.

Studies

With the system, you can view studies, sign up for studies that are interesting to you, and will be made aware of any special eligibility restrictions. You can also cancel your sign-up through the system. If you sign up for an online study, it is presumed that you will participate in the study shortly after you sign up for it, though you have until the Participation Deadline Date to participate.

Viewing Studies

To view a list of studies, click on Studies from the top toolbar. 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.

Currently Viewing: **All Studies**

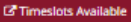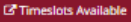View studies with available timeslots on : Thursday, November 6, 2014 [GO]

Available?	Study Information	Eligibility
	External Survey Monkey (4 Credits) (Online Study)	
	Managing Costs When Abroad (1 Credits)	Invitation code required.
	Memorable Events in Life (1 Credits) This study focuses on events that have affected your life since.	
	Mobile vs Landline Study (1 Credits)	Invitation code required. Must be 18 or older. Prior study restrictions
Timeslots Available	**Pronunciation of Words** (1 Credits) Study of word pronunciation	Invitation code required.
	Climate effects on happiness (1 Credits) brief description of the study	eligible if you like As Prior study restrictions
	Math Problems (0.5 Credits) (Online Study)	
	External Study Limesurvey (1 Credits) (Online Study)	
	Historical Events (1 Credits) (Online Study)	Invitation code required.
Timeslots Available	**Banana Split Study** (1 Credits)	

Figure 5 - Viewing Studies

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Studies that currently have available participation times (timeslots) will have "**TIMESLOTS AVAILABLE**" listed next to the name of the study. <u>If none of the studies have available timeslots, you may want to log in back to the system a few days later to see if new timeslots have been added</u>. You may also select a specific date to view studies with available timeslots on that date. To view more information about a study, click on the name of the study.

Multi-Part Studies

Some studies have more than one part. <u>You must sign up for all parts of the study at once, and each part may need to be scheduled to take place a certain number of days apart from the previous part</u>. These studies will be clearly marked, and the system will ensure you are only able to sign up for timeslots within the appropriate amount of time between each part.

Online Survey Studies (Administered in Sona System)

Some studies may be **online survey studies** that are administered in the Sona system. If you sign-up for one of these studies, you will be taken immediately to the survey in the Sona system. As soon as you complete the survey, you will receive credit. If the study is an **external online study** (that is administered through external survey platforms, e.g., Qualtrics), you will need to wait for the researcher to manually grant credits to you.

You may withdraw from the survey at any time by clicking the **Withdraw** button on the top right corner of the screen. When you withdraw you have an option to withdraw without the chance to receive credit, or with the chance to receive credit. If you withdraw *without* the chance to receive credit, then your sign-up will be completely deleted from the system. This is useful if you have changed your mind about participating in the survey, but might like to participate in it again at a later time. If you choose to withdraw with the option to receive credit, then your sign-up will be logged and the researcher will be notified of the withdrawal. However, you will not be granted credit immediately. The researcher may then choose to grant credit to you for your participation in the study. If this is done, you will not have the opportunity to participate in this study again (because you may not participate or receive credit for the same online survey study more than once). With this withdrawal option, you are not required to provide any explanation of why you are choosing to withdraw, but you may provide an explanation if you like. This information will be sent to the researcher when they are notified of your withdrawal. With the withdrawal option, all the survey responses you provided are permanently deleted at the time you withdraw.

Signing Up for Studies

To sign up to participate in a study find the study you would like to participate in and 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 the study has a principal investigator listed, you can click their name to view full contact information. In most cases, it is preferred that you contact the individual listed as the <u>researcher</u> if you have specific questions. Some restrictions are automatically enforced by the system. If the study has certain pre-requisites or disqualifiers (studies you must <u>*not*</u> have participated in to participate in this study), those may be listed, as well as a note about whether you meet those eligibility requirements. If you have signed up for a study with another study listed as a disqualifier study, then you will be prevented from signing up for the disqualifier study.

Study Information

Study Name	Banana Split Study
Study Type	Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	1 Credits
Duration	30 minutes
Description	Studying the ice creams.
Preparation	Get ready.
Website	☑ View Study Website
Researcher	Hugo Finkelstein
Principal Investigator	Billy Falcon
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment
	☑ View Time Slots for This Study

Figure 6 - Study Information

The study may have other restrictions listed as **Eligibility Requirements**. An example of an eligibility requirement is "Left-handed people only." If listed, the system does _not_ enforce this restriction. However, 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.

If the study is not an online study, then the sign-up and cancellation deadlines for the study will be listed. Those deadlines are based on the date of each timeslot.

If you are viewing a study that you have signed up for in the past and have already participated in, then you will not see the list of timeslots for the study.

You may sign up for a timeslot only up until a certain time before that timeslot is scheduled to occur. The system will not show a **Sign Up** button for timeslots that are too late to sign up for. If you sign up for a timeslot and already have another sign-up in the system that conflicts with that appointment time, the system will warn you of the scheduling conflict (though it will not prevent the sign-up).

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, and you can then choose to complete your sign-up. You may receive an email confirmation as well, depending on how the researcher configures the sign-up setting. You are now signed up for the study. 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 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 that you have signed up for and that you are allowed to cancel will have a **Cancel** button next to them. There is a time limit before the study is scheduled to occur, where it will be too late to cancel. This restriction is listed at the bottom of the page, or can be found by viewing the study details.

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 that you have signed up for, due to pre-requisites and restrictions. Click **Yes** to cancel your sign-up, and the sign-up will be cancelled immediately.

If you cancel a part of a multi-part study, the subsequent parts (but _not_ preceding parts) will also be cancelled. You will need to ask the researcher to sign you up for the other parts 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, at the top, you will see at the list of the number of credits you are expected to earn in addition to how many you have already earned thus far, and the number of unexcused no-shows you have earned if you have them. You may also have an option to view how many credits you have earned for each course, and you may also see the credit requirements for each course next to that. Below that, if you have signed up for any studies, those will be listed as well. In the list of studies, you will also see information about your credit status.

Figure 1 - Viewing Your Progress

If you failed to appear for a study, it is possible you were assessed a penalty. That will be displayed in your progress. The penalty (if assessed) will either increase the number of credits you must earn, or be deducted from your current credit earnings depending on how the system is configured. It is possible you might end up with a negative value for the number of credits you have earned. Next to each sign-up, you can also see any comments the researcher has left regarding the study and your credit for it. In cases where the study was set up for monetary compensation and not credits, your participation will be noted as "participated." This is done to ensure your eligibility for any studies where the study you just completed is a pre-requisite study.

Non-study credit is also listed, when applicable. Non-study credit is usually granted for writing a paper.

It is possible that older records of your participation are in the system, but not displayed. If that is the case, you'll see an option to view your older sign-ups.

Reassigning Credits

If you belong to multiple courses, you can reassign a credit from one course to another. To do this, simply use the **Reassign** link that appears when you view your progress. The link appears under the course entry for each item in your progress listing. You may not split a credit between two courses. For example, assigning 1 credit of a 2-credit study to one course, and 1 credit from that study to a different course.

Online Prescreening

You may be asked to take an online prescreen before you use the system. You may have the option to opt out of the entire prescreen and/or individual questions. You should realize that declining to participate in the prescreen or certain questions may affect your eligibility for some studies, so participation is encouraged.

The prescreen may consist of multiple sections. All questions are either multiple-choice or fill-in (free-entry) answer. At the end of the prescreen, you may have a chance to review and change any of your responses.

After you save all of your responses, you may not participate in the prescreen again (unless the research pool director has allowed this or deleted your existing responses), so answer all questions carefully.

Figure 10 - Prescreen Questions

Frequently Asked Questions

Immediately after I login and click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, try to use a different web browser (for example, switch to Firefox if you are currently using Internet Explorer), or try to use a different computer. Detailed instructions can be found if you go to the site and enter the URL "cookie_help.aspx" in place of "default.aspx" in the address bar of the browser, when you are on the front page of the site.

You can also try to use another computer. Usually the computers in university computer labs are configured correctly.

I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done shortly after your participation in the study. If it has been some time and you have still not received credit, contact the researcher.

Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.

Only the researcher and principal investigator of the study may see that you have signed up for a study, along with the site research pool director. No other users, including other researchers or your instructor can 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. In some cases, this option may not be available.

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. It is also possible that your instructor does not prefer to list your non-study credit in the system. In this situation, contact your instructor directly.

I noticed that with some studies, I could 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 *A* that has a disqualifier study *B* (in other words, you must *not* have participated in *B*, to be able to participate in *A*), you may not sign up for the study *B* . You *are* allowed to sign up for the disqualifier study *B* if study *B* will take place after study *A*. You are also allowed to sign up if you have already participated in (and received credit for) study *A*. The easiest way to sign up for both studies is to schedule the disqualifier study *B* at a time later than study *A*.