

Instructor Documentation

Introduction

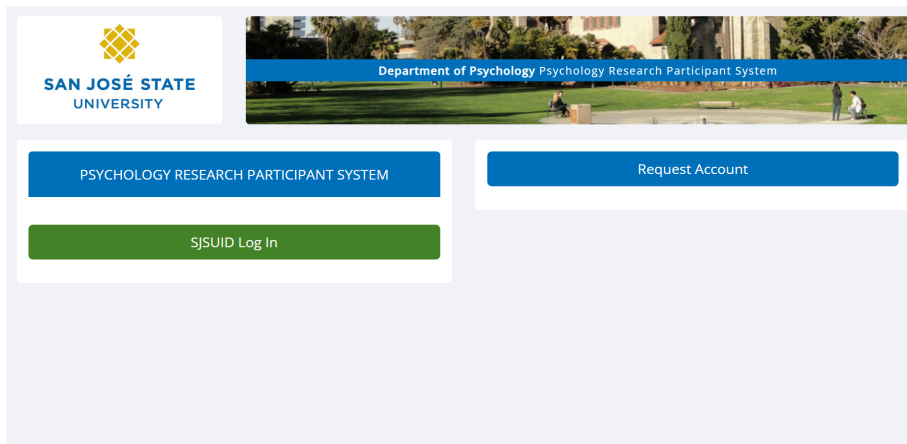
The Experiment Management System is used for the scheduling and management of a research participant pool. As an instructor, your interaction with the system will be minimal, and hopefully painless. Your primary use of the system will be to check on the credit status of students (participants) in your courses. In some cases, you also have the ability to grant credits to your students and view which studies are available to students.

To access the SONA system, go to:

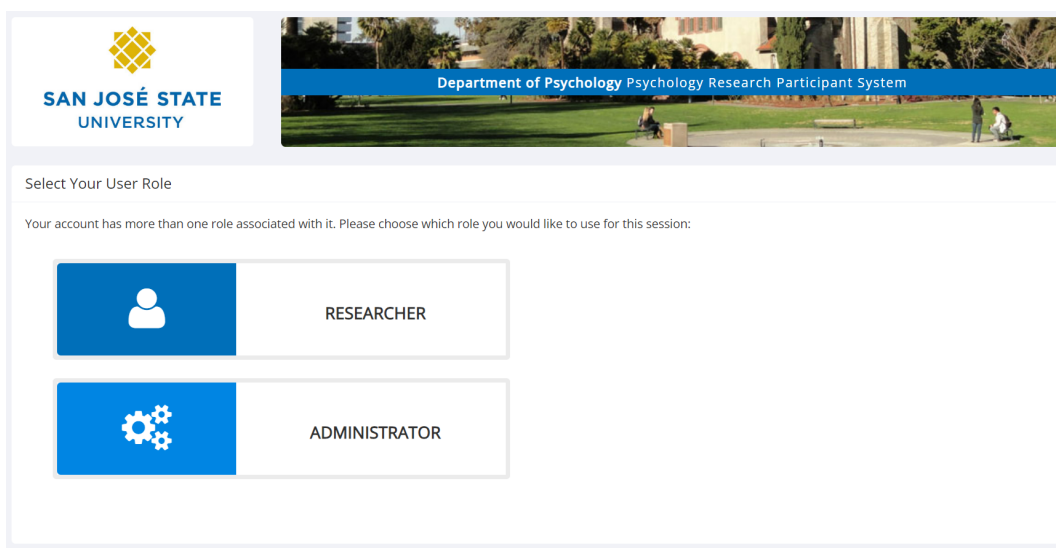
<https://sjsu.sona-systems.com>

Logging In

Starting this semester, all the logins will be completed through your SJSU ID. If you previously had multiple roles registered with different email addresses. They should be already integrated into one account. You won't need your previous usernames and passwords to log in. Instead, it will go through Duo security like any other SJSU website and application.



After you log in with your SJSU ID, you will be able to choose the role you wish to use. If you don't see the instructor role listed on this page, please connect with the SONA coordinator.



SAN JOSÉ STATE UNIVERSITY

Department of Psychology Psychology Research Participant System

Select Your User Role

Your account has more than one role associated with it. Please choose which role you would like to use for this session:

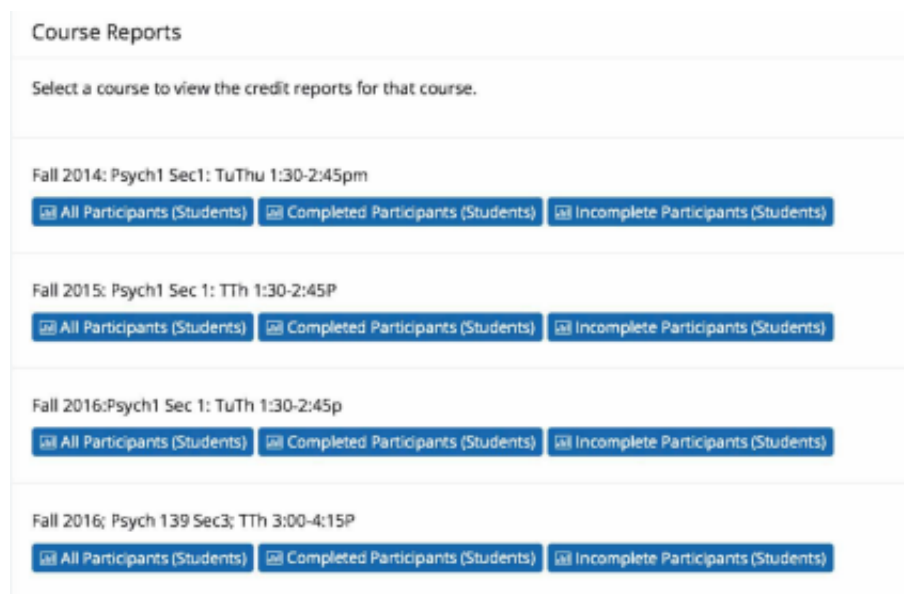
RESEARCHER

ADMINISTRATOR

Once you log in, you will be presented with a Main Menu with a few options.

Course Reports

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



Course Reports

Select a course to view the credit reports for that course.

Fall 2014: Psych1 Sec1: TuThu 1:30-2:45pm

[All Participants \(Students\)](#) [Completed Participants \(Students\)](#) [Incomplete Participants \(Students\)](#)

Fall 2015: Psych1 Sec 1: TTh 1:30-2:45P

[All Participants \(Students\)](#) [Completed Participants \(Students\)](#) [Incomplete Participants \(Students\)](#)

Fall 2016: Psych1 Sec 1: TuTh 1:30-2:45p

[All Participants \(Students\)](#) [Completed Participants \(Students\)](#) [Incomplete Participants \(Students\)](#)

Fall 2016: Psych 139 Sec3: TTh 3:00-4:15P

[All Participants \(Students\)](#) [Completed Participants \(Students\)](#) [Incomplete Participants \(Students\)](#)

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. For privacy and ethics reasons, you will never 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, the administrator can produce such a report for you using the Course Credit History report available to them.

You will also see a credit status for the participant overall, as well as for the listed course. If this is the case, you should look at a participant's credit for the *course* to determine if they have completed their requirements. If you do not see such a column ("Credits Earned for Course"), then you only need to be concerned with the overall credit completion status for the participant. If the report is too wide to be printed easily, you can use the Printer-Friendly format. A link to that will appear at the bottom of the report.

For any questions

Contact the Research Pool Coordinator Max Barela at sjsuspc@gmail.com