

PARTICIPANT (STUDENT) DOCUMENTATION
8/1/2008

The Experiment Management System <http://claremontmckenna.sona-systems.com> 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, so you can access the system at any time, from any computer, with a standard web browser.

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I. Getting Started (How things work)

Your interaction with the online experiment system will be minimal and hopefully as painless as possible. After you log in to the system, you can **view a list of available studies** and any restrictions, **sign up for studies** that interest you, and **track your progress** over the course of the semester. The system will also electronically track when you receive credits for a study so that you can view this information online as well. In the case of system failure, please keep your paper record of your participation that you receive from experimenters.

The system works best if you use any popular web browser that is less than 2 years old, like Internet Explorer, Firefox, and Safari. Other web browsers will work, but the visual layout may not be as clean. No functionality will be lost by using an older web browser. The software will also work if you are using a screen reader or other tools for those hard of hearing or sight. Finally, the “Back” button is not necessary for this interface; you can always use the toolbar on the top of every screen to navigate anywhere on the site.

A. Requesting Your Account

Visit <http://claremontmckenna.sona-systems.com> (www.claremontmckenna.sona-systems.com will not work) and add this site to your bookmarks of favorites for the future. Request an account by clicking the “New Participant? Request an Account” link located in the bottom left hand corner of the website. See [Figure 1](#) below. After providing some very basic information, you will receive an email notification within a few minutes. The email notification will include login instructions for the system. You will be assigned a default password that you should change to something more memorable. In many cases, you may also provide an alternate email address (after your first login) if you prefer to receive future notifications at another email address. The email will be sent from the administrator’s email address (claremontmckenna-admin@sona-systems.net; also listed on the request account page), so be sure to configure your junk mail filters to allow email from that address. If you did not receive your login information, please check your email program’s junkmail folder before contacting the administrator for assistance. The most common reason for not receiving login information is that an email program misclassified the email as junk mail.

1. Configure Junkmail Filters

In order to ensure that you receive your login information and reminders about your appointments, **configure your junk-mail filter to allow email from claremontmckenna-admin@sona-systems.net**. In order to make sure that you receive email correspondence for questions and other information, add researchCMC@gmail.com to your list of allowed emails. If you experience difficulty configuring your CMC gmail account, please ask a friend or contact ITS: <http://www.claremontmckenna.edu/its/HelpDesk/>.

2. Configure Your Courses

You will also select your course(s) from the list before submitting your account information. If your course is not listed, please email researchCMC@gmail.com immediately so that your course can be listed.

Request an Account

Using this form, you may request an account on the system. Your login information will be emailed to you as soon as you request the account, so you may login immediately. To protect your privacy, you will only be identified to researchers with a unique numeric code that the system will assign, not by your name.

You must enter a User ID that maps to your valid @yourschool.edu email address. It is not necessary to type in "@yourschool.edu" when entering your User ID.

Fields marked with a (+) below are optional.

| Account Information | |
|--|--|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| User ID | <input type="text"/> @yourschool.edu |
| User ID (re-enter for verification) | <input type="text"/> @yourschool.edu |
| Student ID Number | <input type="text"/> |
| Phone (+) | <input type="text"/> |
| Course(s) | <input type="text" value="-- Select a Course --"/> <input type="text" value="35102A"/> <input type="text" value="35102B"/> (hold the Ctrl or Apple key and click for multiple courses) |
| <input type="button" value="Request Account"/> | |

Figure 1 - Requesting an Account

B. Logging In

Once you have your login information, go to <http://claremontmckenna.sona-systems.com> and enter your user ID and password to login (Figure 2).

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

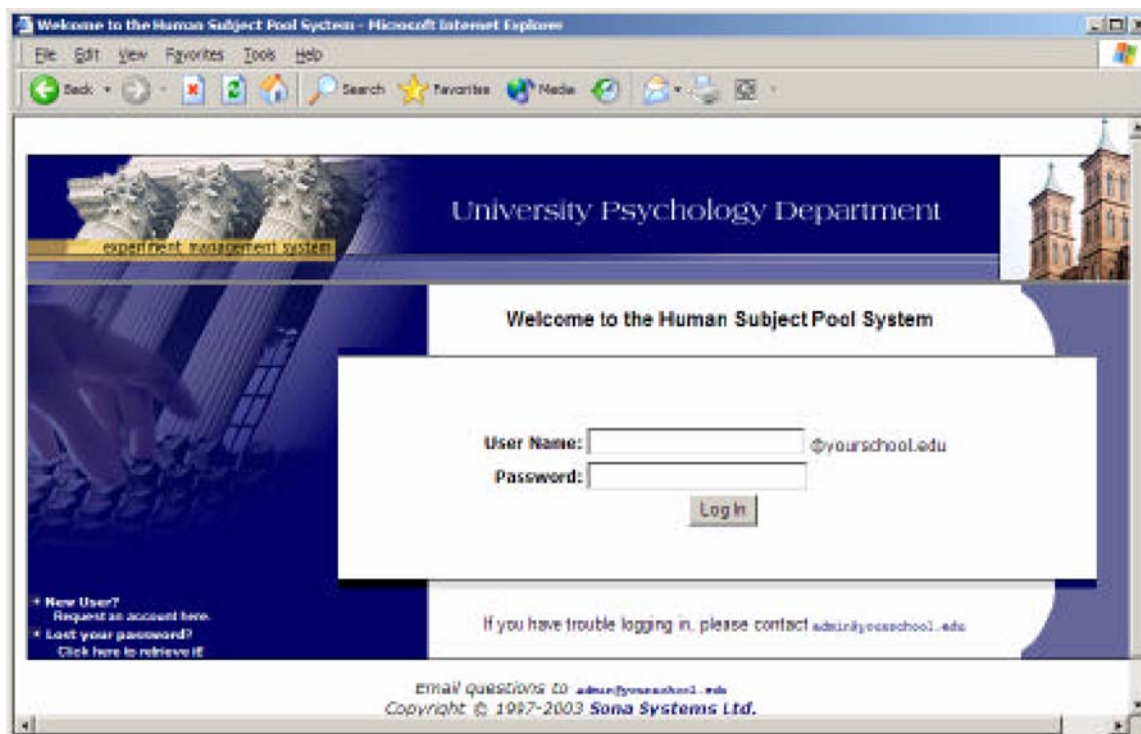


Figure 2 - Login Page

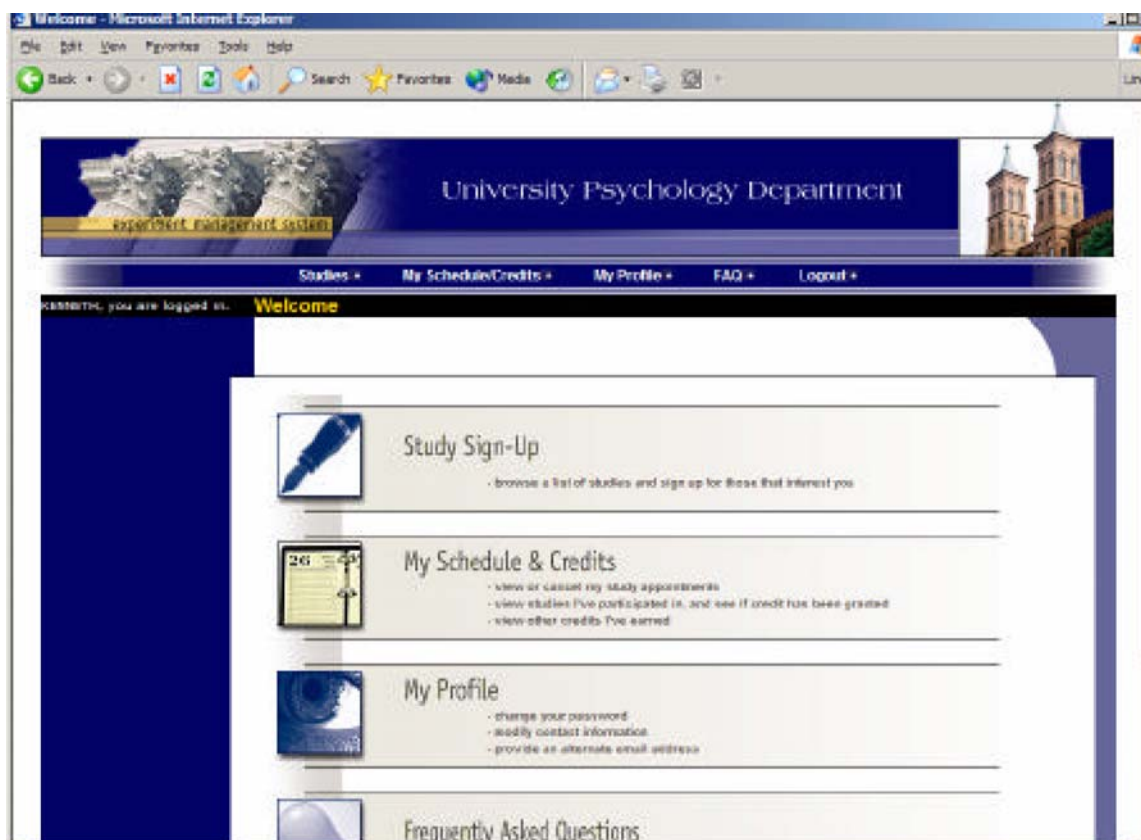


Figure 3 - Main Menu

C. Logging Out

When you are done using the system, choose “**Log Out**” from the toolbar (Figure 3). For security purposes, close all your browser windows as well, especially if you are using a computer that is shared by others. Please note that your login (also known as a session) will expire after about 20 minutes of inactivity. If this happens, you can always log into your account again. When you are done using the system, log out of your account explicitly in order to prevent any problems that may arise if someone uses your computer before your session expires. Logging out is especially important if you are using a public computer lab.

II. Passwords

A. Retrieving Your Lost Password

If you have forgotten or do not have your password then you may choose to have your password emailed to you. Request your password by going to <http://claremontmckenna.sona-systems.com> and clicking on “**Lost Password**” link located in the bottom left hand corner of the website. Enter your email address and your password will be emailed after you submit the form.

B. Changing Your Password and Updating your Profile

If you would like to change your password or other information about yourself, log in and choose “**My Profile**” from the top toolbar (Figure 4). If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty. We advise that you select a password that you do not use on any other systems or websites. This is good computing practice, and especially important as in some cases, your password may be sent over email.

Fields marked with a (+) are optional.

My Profile

Name: ALI ATALIK

Identity Code: 28825
(Experimenters will see only this code, and never your name)

User ID: aatalik@sourschool.edu

New Password:
Enter twice, or leave blank if you do not want to change your password.

Student ID #: 99900907

Phone Number (+):

Alternate Email Address (+):
If provided, all emails sent to you from the system will be sent to this address.

Credits Earned: 0

Credits Required: 3

Course(s): • 85102N

Prerequisite Status: Completed

Figure 4 - Updating Your Profile

III. Studies

With this online experiment system, you may **view studies and sign up** for those that interest you and where you meet any special eligibility restrictions (e.g., gender, eyesight, handedness, etc.). You may also **cancel your sign-up** through the system as well.

A. Viewing Available Studies

When you log into your account, you will see the “**Main Menu**” page (Figure 5). Click on “**Study Sign-Up**” or “**Studies**”. A list of studies (Figure 6) will appear and some may include a brief description along with any special requirements that may restrict your eligibility to participate.

Studies that currently have available participation times (timeslots) should have “**TIMESLOTS AVAILABLE**” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a later during the day or a couple days later to see if new timeslots have been added. Some labs in the Psychology Department post new experiments at random times during the week, whereas other labs post times more routinely. For example, one lab posts sessions by Wednesday for experiments occurring in the following week. 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.

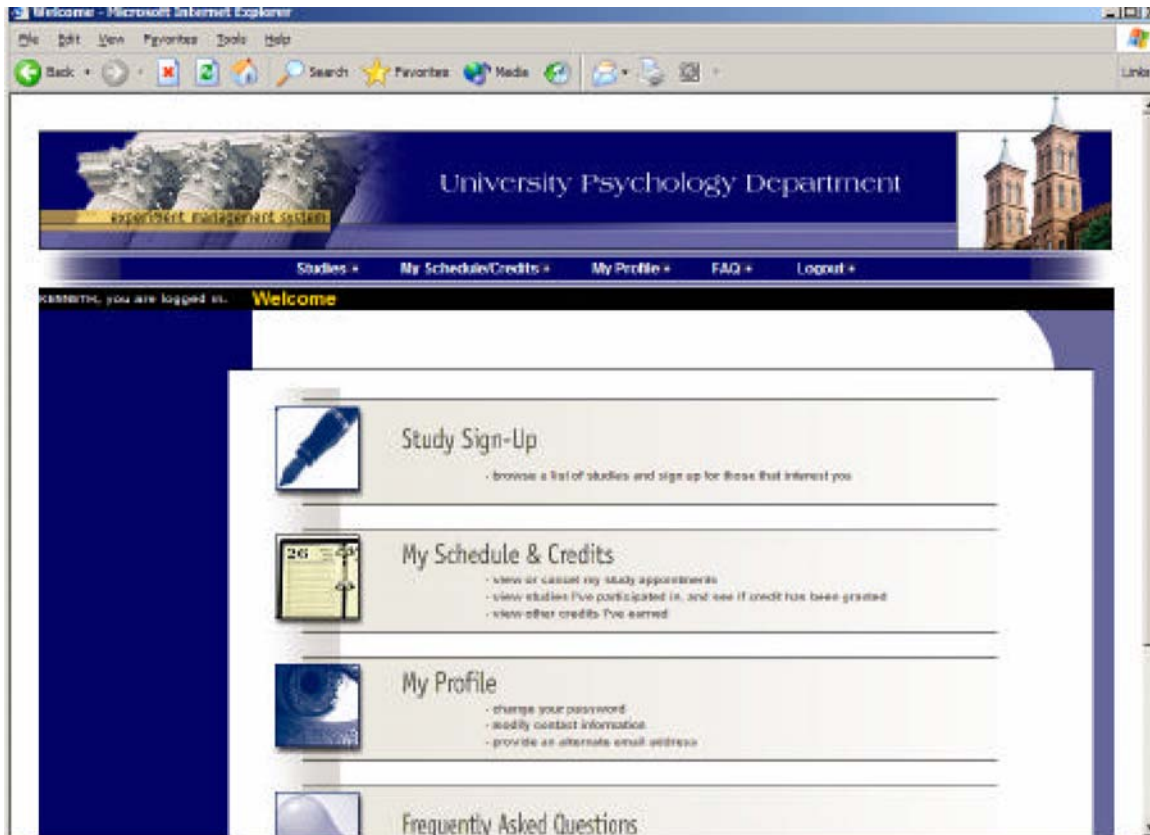


Figure 5 - Main Menu

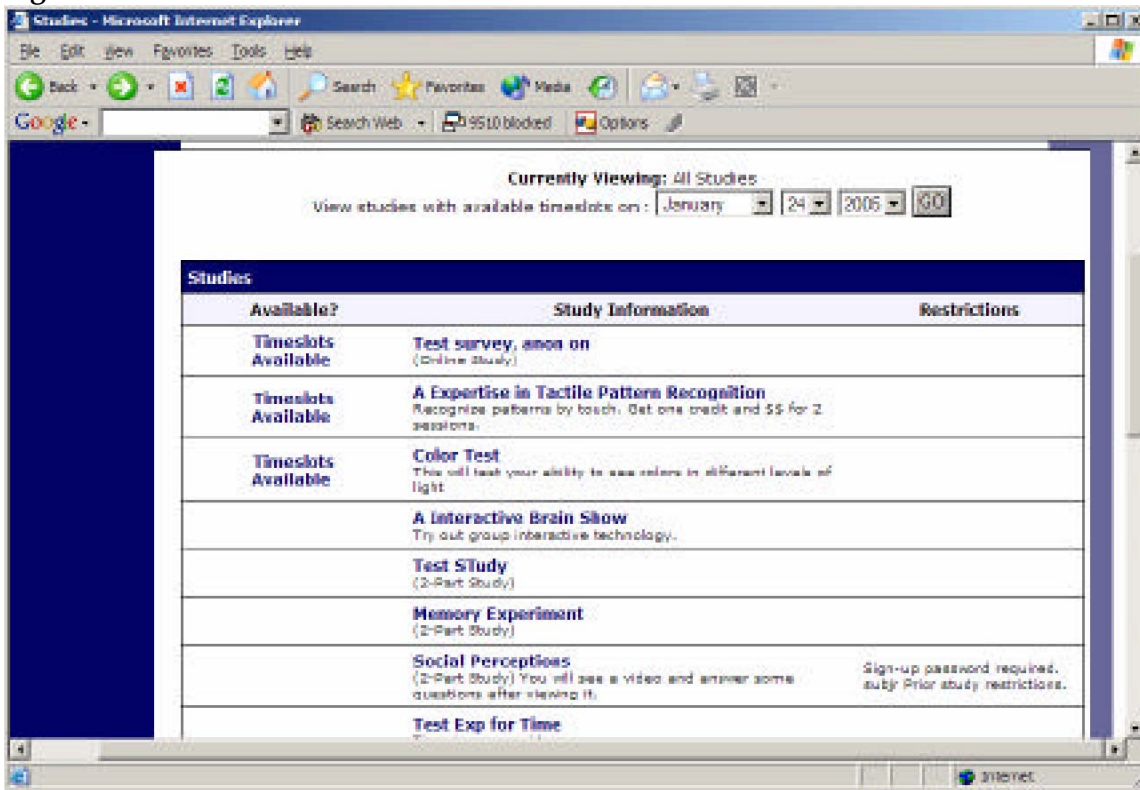


Figure 6 - Study Sign-Up/Studies

B. Two-Part Studies

Some studies are two-part studies. You must sign up for both parts of the study at once and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked. If you have questions about these studies, you might wish to contact the Professor who is conducting that research.

C. Signing Up For Studies

To sign up to participate in a study, find the study you would like to participate in (see “**Viewing Studies**” in this documentation). 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 (Figure 6). Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers (studies you must *not* have participated in to participate in this study), those will 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 other study, since it is a disqualifier for a study you are currently signed up for. Disqualifiers often include experiments that may be similar.

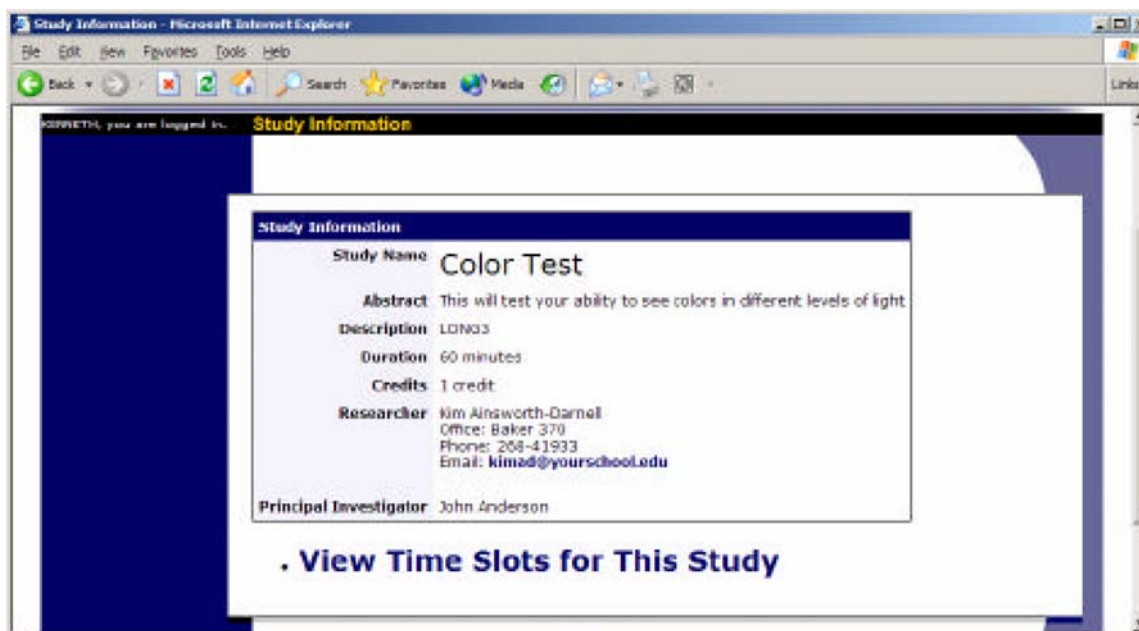


Figure 6 - Study Information

The study may have other restrictions listed as “**Eligibility Requirements**”. An example of an eligibility requirement is “Left-handed people only.” If listed, then the system does *not* enforce this restriction, but 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 course penalty. Please keep in mind that you are held to the academic integrity policy for any course-related assignments, including research participation. If you are uncertain about that policy, please review it at:

<http://www.claremontmckenna.edu/registrar/acpolicy/>

1. Signing Up

Once you have determined you meet all the requirements, click on “**View Timeslots**” so that a list of available timeslots will appear. Next to the correct timeslot, click “**Sign Up**” (Figure 7). You will then see information displayed confirming the time and location of the study. You are now signed up for the study. You should automatically receive a message that your sign up was successful. You will also receive an email indicating that you signed up successfully. The study name, date, time, location, and researcher information will be included in that email. If you do not receive an email, the system might not have signed you up correctly.

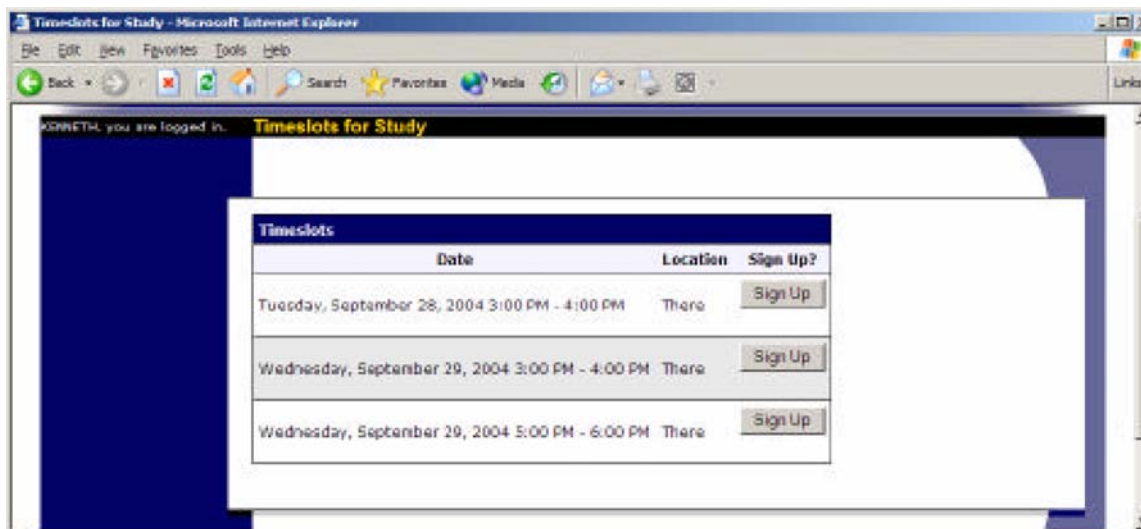


Figure 7 - Study Timeslots

2. Assigning Credit to Your Course(s)

Remember that you selected your course(s) from the list of available courses when you initially set up your account. When you sign up for experiments, you must select the course to which you wish to assign the credit. If you are enrolled in only one course with a research requirement, you might not have to select your course at the time of sign up. Although the credit will be assigned to your selected course, you can always change how your credits are allocated to courses (see section IV.D on reassigning credits).

3. Sign-Up Deadlines

Sign-up deadlines for the study are based on the date of each timeslot. You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur (e.g., 24 hours or 2 hour). The system will not show a “**Sign Up**” button for timeslots where it is too late to sign up. If you sign up for a timeslot and you already have another signup 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).

4. Invitation Codes for Restricted Experiments

Although sign up for most studies is on a first-come, first-served basis, some studies require a special password (known as an **Invitation Code**) for sign up. If a code is required, the study will indicate this. When you sign up for experiments that require a code, please enter the code that the research has given you just before you click the “**Sign Up**” button to sign up for a

timeslot that fits your schedule. Please keep in mind that giving this code to classmates is in violation with the Academic Integrity Policy.

D. Cancelling a Sign-Up

Due to the demand for experiments, most experiments require a 24-hour notice of cancellation. The cancellation deadlines for the study will be listed. If you wish to view your schedule or cancel an experiment, click on “My **Schedule and Credits**” (Figure 8). You will see listed 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 you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.

The screenshot shows a web interface for 'My Schedule and Credits'. At the top, there is a navigation bar with links: Studies, My Schedule/Credits, My Profile, FAQ, and Logout. Below this, the page title 'My Schedule and Credits' is displayed in yellow. The main content area is divided into three sections:

- Credit Information:** A table shows 'Overall Credits Earned' as 0 and 'Overall Credits Requirements' as 3. Below the table, a note states: 'You are required to complete 3 credits if you are enrolled in one lower-level psychology course and 5 total credits if you are enrolled in more than one course.'
- Study Sign-Ups:** A table lists a sign-up for 'Cognitive Abilities (0.5 Credits)' on August 5, 2008, at 9:00 AM in Roberts South 203-A. The credit status is 'Awaiting action from researcher.' and the course is 'Psyc 030 - Sect. 01 - Intro to Psychology'. A 'Cancel?' button is visible next to the entry.
- Credits Earned per Course:** A table shows that for the course 'Psyc 030 - Sect. 01 - Intro to Psychology', 0 credits have been earned.

Figure 8 – My Schedule and Credits

Once you click Cancel to cancel your sign-up, you will see a confirmation page (Figure 9). You will also be warned if your cancellation might affect your ability to participate in other

studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling the depending study as well). The system will warn you, but will not block the cancellation.

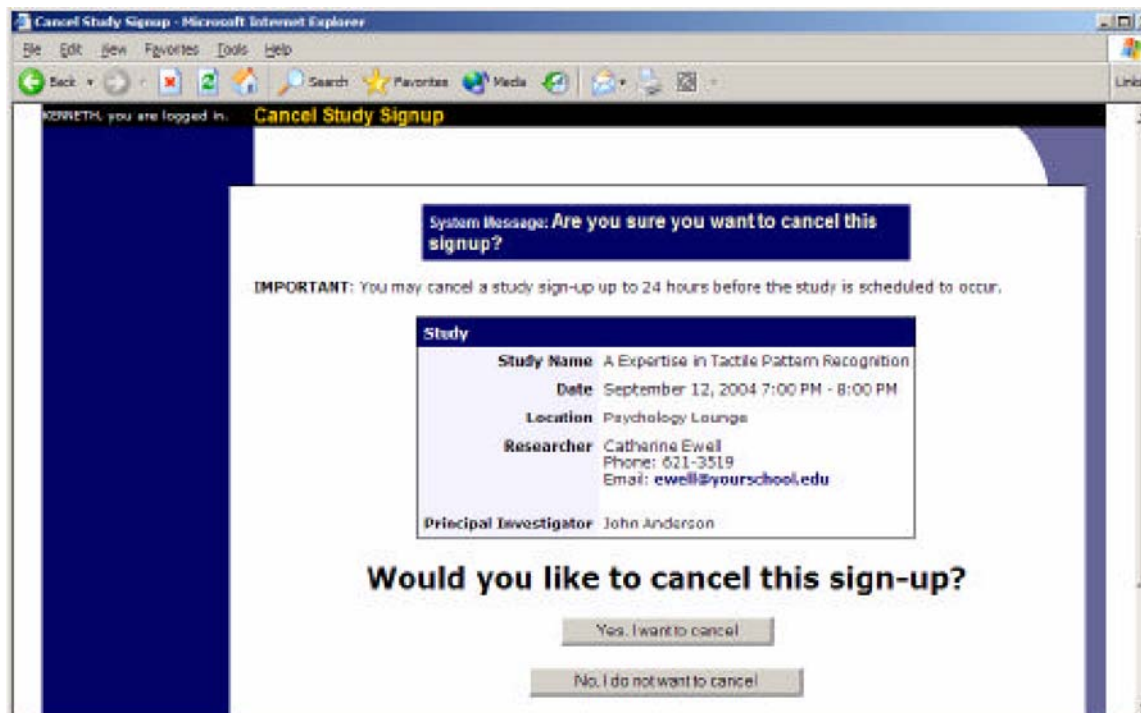


Figure 9 - Sign-Up Cancellation

Click “**Yes**” to cancel your sign-up, and the sign-up will be cancelled immediately. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

A cancellation email should be mailed to your account, but it is good practice to review your “**Schedule and Credits**” in order to verify that the experiment is no longer in your list of appointments. You are responsible for cancellation attempts. Thinking that you cancelled an experiment does not suffice for actual cancellation.

IV. Tracking Your Credits and Progress

A. Credit Information (Earned and Required)

You may track your progress at any time by choosing the “**My Schedule/Credits**” option from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. Studies that you have signed up will be listed as well as detail about your credit status will be displayed on this page (Figure 10).

Studies • My Schedule/Credits • My Profile • FAQ • Logout •

My Schedule and Credits

Credit Information

| Credits | |
|------------------------------|---|
| Overall Credits Earned | 0 |
| Overall Credits Requirements | 3 |

You are required to complete **3 credits** if you are enrolled in one lower-level psychology course and **5 total credits** if you are enrolled in more than one course.

Study Sign-Ups

| Sign-Ups | | | | | | |
|---|--|------------------------|-------------------------------------|---|----------|---------------------------------------|
| Study | Time | Location | Credit Status | Course | Comments | Cancel? |
| Cognitive Abilities (0.5 Credits) | August 5, 2008 9:00 AM - 9:30 AM | Roberts South 203-A | Awaiting action from researcher. | Psyc 030 - Sect. 01 - Intro to Psychology | | <input type="button" value="Cancel"/> |

You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. Any penalties accrued are deducted from your Credits earnings.

Credits Earned per Course

| Credits | |
|---|----------------|
| Course | Credits Earned |
| Psyc 030 - Sect. 01 - Intro to Psychology | 0 |

Figure 10 - Viewing Your Progress

B. Penalty Information (Earned and Required)

Due to the demand on experiment signups, failing to appear for a study will earn you a penalty. If you cannot make an appointment, please cancel within 24 hours.

The value of the penalty is equivalent to the value of the experimental credit for that experiment (e.g., .5, 1, 1.5, or 2 credits). A penalty will be deducted from your current credit earnings (e.g., reduce your earned credits from 1 down to .5 credits if you missed an experiment valued at 1/2 a credit). Please note that you can earn a negative credit value if credits are deducted. Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your penalty for missing your appointment. 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.

C. Non-Study Credit (Research Summary Alternative to Participation)

Non-study credit is usually granted for writing a paper alternative if you choose not to participate in experiments. Non-study credits will also be listed in your credit information.

D. Reassigning Credits to a Different Course

Even though you pre-selected a course for assigning credit when you signed up for an experiment, you can always change your credit allocation any time during the semester. This option is useful if you drop a course or if you need to distribute your credits for semester checkpoints so that your professors know that you are on schedule.

If you belong to multiple courses you may reassign a credit from one course to another. To do this, simply use the “**Reassign**” link that appears when you view your schedule and credits. The link appears under the course entry for each item in your progress listing.

Please note that you may not split a credit between two courses, for example by assigning ½ credit of a 1-credit study to one course, and ½ credit from that study to another course. However, there should be enough experiments available with different credit values so that you can acquire the exact number of credits needed for your course(s). To ensure this, start signing up for experiments early in the semester and get them out of the way as soon as you can.

V. Online Prescreening

You may be asked to take an online prescreen before you use the system that tests your knowledge of the rules and regulations for research participation (Figure 11). You are expected to read and understand, and be bound by those rules, even if there is not a prescreen test required. You should realize that declining to participate in the prescreen or certain questions may affect your eligibility for some studies, so participation is strongly encouraged. Your score will not be graded, however. At the end of the prescreen, you will have a chance to review and change any of your responses. After you save all your responses, you may not participate in the prescreen again (unless the administrator has deleted the prescreen and created a new one, which is very rare), so answer the prescreen carefully.

The screenshot shows a web browser window titled "Section Questions - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a form titled "Section Questions". The form text reads: "We would like to ask some basic information about you. Listed below are questions for this section of the test. You must answer all questions." The first question is "1. How many times a week do you visit the library?" with radio button options for 1, 2, and 3, and a checkbox labeled "Check this box if you do not want to provide an answer for this question". The second question is "2. Do you know anyone with a history of alcoholism in their family?" with a radio button option for 10. A "Save Changes" button is located at the bottom of the form.

Figure 11 - Prescreen Questions

VI. Frequently Asked Questions

[“Immediately after I login, as soon as I 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, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url “[cookie_help.asp](#)” in place of “[default.asp](#)” in the address bar of the browser, when you are on the front page of the site.

Another easy thing to try is simply 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. You may wish to ask the researcher when your credit will be assigned, but this is usually done shortly after your participation (e.g., at the end of the day or week). If you have still not received credit after about a week of participation, please email the researcher responsible for that experiment by including the experiment, your name, and the date and time of your participation so that he or she can help you better. Please note that the researcher changes from experiment to experiment. Contact researchCMC@gmail.com if you experience difficulty reaching 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 and the subject pool administrator may see that you have signed up for an experiment. No other users, including researchers or instructors, may obtain 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. See the Tracking Your Progress section of this documentation for more information.

“I noticed that with some studies, I can sign up for them again even if I participated before, while others don’t allow for this. Why is this?”

Researchers may allow you to participate more than once, but this is not common practice.

“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?”

The easiest way to sign up for both studies is to schedule the disqualifier study after you have completed the study with disqualifiers.

If you have signed up for a study that has disqualifiers (pre-requisite studies, studies you must not have participated in to participate in that study, etc.), you may not then sign up for the studies that are listed as the disqualifier studies. You are allowed to sign up for the disqualifier studies only if the disqualifier study will take place after the study with disqualifiers, or if you have already participated in (and received credit for) the study with disqualifiers.