SONA Credits earned count towards the CGS mark of following courses:

Methods and Applications [1st year]
   ps1011 in term 1
   ps1511 in term 2

Methods and Applications [2nd year]
   ps2018 in term 1
   ps2518 in term 2

[Last update : Sept 2017]
Introduction................................................................................................................................. 1

Requesting an account................................................................................................................... 1

Logging in......................................................................................................................................... 3

Retrieving a Lost Password ........................................................................................................... 4

Logging out.................................................................................................................................... 4

Changing password and other information.................................................................................. 4

Changing Courses.......................................................................................................................... 4

Studies............................................................................................................................................ 5

Viewing studies .............................................................................................................................. 5

Two-part studies ............................................................................................................................. 5

Signing up for studies ..................................................................................................................... 6

Cancelling a sign-up.......................................................................................................................... 8

Tracking your progress ................................................................................................................... 9

Prescreening.................................................................................................................................... 10

FAQs............................................................................................................................................... 11

Contacts......................................................................................................................................... 12
This system works best on any popular web browser that is less than 2 years old, such as Internet Explorer, Firefox, Safari, and Chrome. It will also work with other web browsers, and with older versions of web browsers noted above. However the layout may not be as clean. No functionality will be lost when using an older web browser. Additionally, the software will work with a screen reader or other assistive tools for those with disabilities or additional needs.

Introduction

SONA is an Experiment Management System which is used by the School to provide an easy method for participants to sign up for studies within PRPS (Psychology Reasearch Participation Scheme), and tracks their progress throughout the academic year. Everything is done through the software’s web-based interface to allow participants to access the system at any time, from any computer, using a standard web browser.

PRPS forms part of the Schools 1st and 2nd year courses. Participants are required to earn 6 credits per term by participating in various studies. These credits account for 6% of the participant's final CGS mark in each term. It should be noted that 6% is awarded for a minimum of 6 credits earned, and NO award is given if 5 (or fewer) credits are earned. Credit scores are counted for each term and not averaged across the full year e.g. if 12 credits are earned in term 1, this would only count towards 6% of CGS mark for term 1.

Credits are earned at a rate of 0.5 credits per 15 minutes (or part thereof) of participation. ie; participating in a 35 minute study earns 1.5 credits.

Requesting an account

Open the Schools main PRPS page;

http://www.abdn.ac.uk/psychology/research/resources/sona-systems.php

Click on the link Register as a participant to request an account. You will be required to provide some basic information. Soon after you have submitted the form you will receive an email notification with your login information. You will be assigned a default password, which you may change after your first login.

If you do not receive your login information, please check your email program’s junk mail folder before contacting the administrator. One of the most common reasons for not receiving login information is that an email program misclassified the email as junk mail. Be sure to configure your junk mail filters to allow emails from that address.

If you do not receive an email with your login details within 24 hours then please contact the SONA administrator. DO NOT try and register for a second time as this may result in you owning two accounts (this may then result in credits you have earned going missing).
NOTES:

**User ID:** do not add the extension '@aberdeen' to your user ID. This is automatically added by the system and will result in a double-barreled extension ie;

my.name.16@aberdeen.ac.uk will be held as  my.name.16@aberdeen.ac.uk@aberdeen.ac.uk
Logging In
Once you have your login information, go to the front page of the site and enter your user ID and password to log in.

Once you log in for the first time you will be asked to review and acknowledge the Schools human subject and privacy policy for research. You will also be asked to participate in a prescreening. After you complete these tasks, you will see the 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 does happen you can always log in again.

**Retrieving a Lost Password**
If you forget your password, select the **Forgotten Password** button on the SONA login page. Enter your ID on the linked page and you will be emailed a new link and instructions on how to reset your password.

**Logging Out**
Once you are finished using the system, choose Logout from the top toolbar on the right side to log out. You are now logged 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 Password and Other Information**
If you would like to change your password or other information about yourself, choose **My Profile** from the top toolbar.
If you change your password, please be sure to select a password that you do not use on any other systems or websites, following good computing practice.

**Changing Courses**
You 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. 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/Credits at any time to assign unassigned credits to a course. This option is available via **My Profile** in the toolbar.
Studies
With the system, you may view studies, sign up for studies that are interesting to you, and be made aware of any special eligibility restrictions. You may also cancel your sign-up through the system.

You may see that some studies are online studies. You should read the details of these studies closely, but generally you may participate in them online, without having to go to a lab. 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.

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, and the system will ensure you are only able to sign up for timeslots within the appropriate amount of time between the first and second parts.

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.

<table>
<thead>
<tr>
<th>Available?</th>
<th>Study Information</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMESLOTS AVAILABLE</td>
<td>Should clocks tick? (4 Credits) (2-Part Study) Are mechanical clocks more relaxing than digital clocks.</td>
<td>Must be able to read an analogue clock.</td>
</tr>
<tr>
<td>TIMESLOTS AVAILABLE</td>
<td>Attentional Bias mediated by Gaze Direction (EEG) (2.5 Credits)</td>
<td></td>
</tr>
<tr>
<td>TIMESLOTS AVAILABLE</td>
<td>Action recognition from point-light displays in healthy ageing (2.5 Credits)</td>
<td></td>
</tr>
<tr>
<td>TIMESLOTS AVAILABLE</td>
<td>Action and interaction (1.5 Credits)</td>
<td></td>
</tr>
</tbody>
</table>

Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If none of the studies have available timeslots, you may want to log on to the system a few days later to see if new timeslots have been added. 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.
Signing Up For Studies

To sign up to participate in a study find the study you would like to participate in (see Viewing Studies on page 5) 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 researcher 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 have or must not 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.

The study may have other restrictions listed as Eligibility Requirements. An example of an eligibility requirement is “Must have a twin sibling” 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 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.
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. You may receive an email confirmation as well, depending on how your system is configured. You are now signed up for the study. To cancel your sign-up, see Cancelling a Sign-Up in this documentation.

If you attempt to sign-up for a timeslot and you 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).
Cancelling 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 usually a 24 hour time limit before the study is scheduled to occur, where it will be 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.

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. If the cancellation affects your ability to participate in another study you are signed up for, it is your responsibility to deal with this issue (usually by cancelling the dependent study as well). The system will warn you, but will not block the 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.
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 the number of credits you are expected to earn in addition to how many you have already earned thus far. You may also have an option to view how many credits you have earned for each course. 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.

<table>
<thead>
<tr>
<th>Study</th>
<th>Time</th>
<th>Location</th>
<th>Credit Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO study- DO NOT SIGN UP -</td>
<td>3 October 2013 13:10</td>
<td>University swimming pool</td>
<td>Failure to appear - excused (no penalty).</td>
<td>0 Credits archived record</td>
</tr>
<tr>
<td>Part 1</td>
<td>13:20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits: 0.5 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMO study- DO NOT SIGN UP -</td>
<td>16 October 2013 9:00</td>
<td>Foresterhill A</td>
<td>Failure to appear - excused (no penalty).</td>
<td>0 Credits archived record</td>
</tr>
<tr>
<td>Part 2</td>
<td>9:25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits: 1 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMO study- DO NOT SIGN UP -</td>
<td>15 September 2014 10:00</td>
<td>Foresterhill A</td>
<td>Failure to appear - unexcused (2 Credits penalty).</td>
<td>0 Credits archived record</td>
</tr>
<tr>
<td>Part 2</td>
<td>10:50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits: 1 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blah - Part 1</td>
<td>15 June 2014 9:00 -</td>
<td>F91 - 1st Floor - William Guild</td>
<td>1 Credits granted on 15 June 2014.</td>
<td></td>
</tr>
<tr>
<td>Credits: 1 Credits</td>
<td>9:25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should clocks tick? - Part 1</td>
<td>17 September 2014 10:00</td>
<td>S16 - Second Floor - William Guild</td>
<td>Awaiting action from researcher</td>
<td></td>
</tr>
<tr>
<td>Credits: 2 Credits</td>
<td>10:50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should clocks tick? - Part 2</td>
<td>24 September 2014 2:40</td>
<td>S17 - Second Floor - William Guild</td>
<td>Awaiting action from researcher</td>
<td></td>
</tr>
<tr>
<td>Credits: 2 Credits</td>
<td>3:30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you failed to appear for a study, it is possible you were penalised 2 credits which will be displayed in the Credit Status column. This penalty will increase the number of credits you must earn. 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 term 2 records of your participation in term 1 will still be shown. These will be marked as "archived" in the Comments column and are only there for your records.
Prescreening

You will be asked to take an online prescreen before you use the system.

You may opt out of individual questions (questions 5 and 7) though you should realise that this may affect your eligibility for some studies. Note that there will still be many other studies that you will be eligible for.

All prescreen questions are either multiple-choice or fill-in (free-entry) answer. At the end of the prescreen, you will 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 administrator has allowed this or deleted your existing responses), so answer all questions carefully.

The current prescreen questions are;

1. What is your age?
2. What hand do you write with?
3. Do you wear glasses or contact lenses?
4. Are you Colour Deficient (Colour Blindness)?
5. Are you a native English speaker?
6. If you entered 'No' to question 5, please state your first language here. Otherwise enter 'n/a'
7. Please select which of the following options you currently identify as.
8. If you selected 'Other' to question 7, please specify. Otherwise enter 'n/a'
Frequently Asked Questions

What if I find the study distressing?...

At the outset of the study, once given information of what you are expected to do, you then have the right to withdraw.

In such a case, no credits will be awarded and no penalty will be given.

...but...

Once you have started a study you may choose to stop...at any time!
Credits will still be awarded at the rate of half credit per 15 minutes.

I have earned my required 6 credits. Can I participate in extra studies?...

Yes, many students find the studies fascinating and helpful!
But... extra credits do not carry over to the next term...
...and remember about the no-show penalty!

It’s fun, can my friends participate?
Any student can sign up as a Guest (no credits earned).

I participated in a study this morning, where are my credits?...
A researcher has 48 hours to manually grant you your credits/penalties.
If they do not have the time to do this manually, SONA will award you the credits automatically after 48 hours. Please be patient.

It’s the last week of term, I need to earn 6 credits... Where have all the studies gone?!...
If you leave signing up until the last week of term there is a very good chance that there won’t be enough studies still running for you to earn your credits!

REMEMBER: Researchers can cancel with only 24 hours notice!

Knock- Knock : Hello, I’m signed up for a study, can you tell me which room I should be in ?!...

PLEASE keep a note of where you should be and at what time...don’t interrupt staff in their offices!!
Contacts:

System Administrator;
Mr James Urquhart
School of Psychology, Room F.03, William Guild Building
E-mail: j.urquhart@abdn.ac.uk

Academic participation coordinator;
Dr. Mirjam Brady-Van Den Bos
School of Psychology, Room S.08, William Guild Building, Telephone: 01224 273645
E-mail: mirjam.brady@abdn.ac.uk