

STUDENT USER GUIDE

1. Logging In

- Enter the URL <https://cmupsych.sona-systems.com/> in the box titled Location: at the top of the screen. Then hit return. This brings you to the main page of the Experimenter Sign-Up System.
- Login by typing your Andrew ID and your Password. Then click on Log In. This brings you to the Main Menu.

Note: Your password has already been emailed to you. If you do not know your password, click on "Lost your password?" and it will be emailed to you shortly.

2. Pretest

- The first window will ask "Would you like to participate in the pretest?". Please read this page carefully and click on the button, "Start Pretest".
- If you click "Start Pretest", you will begin taking the pretest. It will take about 20 minutes to complete.
- After answering each section you need to click on "Save Changes" in order to continue to the next section.
- If you have an error in your response while taking the Pretest (i.e., missed an item), a **System Message** will indicate this at the top of the page. The question that showed an error will be highlighted in **Red**. Scroll down until you find the item, correct the error, and click on "Save Changes." You will not be allowed to move on to the next section until you correct the error.
- You must complete the entire pretest in a single session. You cannot complete part of it and then go back to finish it. If you leave the computer, you will lose all of the information that you have entered and will have to start from the beginning. **You have 60 minutes to complete the pretest.** It should take about 20 minutes to complete.

- After you finish the Pretest, you will be given the option to go back and change any of the answers you selected. This section is called the **Final Review**. This is your last chance to change any answers.
- If there is an answer you would like to change, click on that answer. This will take you back to that particular section so you can change your answer.
- When you are satisfied with your responses, click on "Save Pretest."
- This will take you back to the **Main menu**. The system message will display "**Information Saved.**"

You must complete the Pretest in order to sign up for Experiments.

3. Main Menu

- The Main Menu has four options: Experiment Sign-Up, My Schedule and Credits, and My Profile. The main menu bar stays active throughout your session at the top of your screen.

4. My Profile (View your Personal Information)

- This screen displays your name, Identity Code (*see information below*), User ID, Alternate Email Address, Student ID#, phone number, how many credits you have earned, how many credits are required, and Courses. It also displays if you have completed the Pretest Questionnaire (Pretest Status).
- In this screen, you can change your current password. To change it, type the new password in the first space provided, hit tab, type it a second time and hit Update. Be sure to click Update.
- Enter your phone number in the space provided. Click Update.
- A confirmation message (System Message) will appear (Information Updated) to let you know that your information has been updated.

Your Identity Code is a unique identifying number that has been randomly assigned to you by the system. The only person who has access to this code, aside from yourself, is the Research Requirement Administrator. Your pretest information is linked to the Identity Code rather than your name or your Student ID. Some experimenters will ask you for this code so that they can link up your experimental data to the pretest information.

5. My Schedule and Credits

- Click My Schedule and Credits from the Main Menu. This screen shows the number of credits you must earn during the semester, the number of credits that you have earned, and the experiments for which you have signed up. If you have been penalized for failing to show up to an experiment, you will notice that the "number of credits required" is greater than 3.

6. Experiments

- Click on Experiments from the Main Menu to view a list of experiments. Choose from experiments that have available time slots, indicated by the label "Time Slots Available." Click on an experiment that interests you to view more information about it.
- To sign up for an experiment, click on View Time Slots for this experiment, located at the bottom of the page.
 - ⇒ If an experiment has timeslots available, you will see a Sign Up button. Click on the button "Sign Up" to be automatically signed up for a particular time slot.
 - ⇒ Next, a confirmation screen appears, giving information about the date, time, and location of your experiment.
 - ⇒ Print out the time slot information for your records:
 - Click on File at the top left of the screen.
 - Click on Print, and then click on All in the Print Range box.
 - Click on OK. (If you are on an NT machine you should get a dialogue box telling you where the document is actually being printed.)
 - To cancel, go back to the Main Menu and choose Your Progress.

7. Canceling an Experiment:

- Click on My Schedule and Credits on the Main Menu.
- Locate the experiment you wish to cancel and choose Cancel. (Note: **this button appears on the far right — you may need to scroll over.**)
- A screen will appear, questioning your decision. (Note: You have the option of not canceling at this time. Click on "No, I do not want to cancel.") Choose "Yes, I want to cancel" at the bottom of the screen.
- If you cancel the system message will display "Cancellation Successful".

Note: *You have until 6 p.m. the night before the experiment to cancel your sign-up. Canceling after 6 p.m. is considered the same as failing to show up.*

8. Logging Out

You can log out at any time from any screen by clicking on Log Out. A screen will appear, confirming that you have logged out. Please quit your web browser after logging out.

Important Additional Notes:

- You can move to any screen/menu by clicking on the choices on the top of the active screen.
- You can go back a page by clicking on the "Back" button at the top left of the screen.
- If you have any questions, especially if you notice that you have not been given credit for an experiment, contact the Research Requirement Administrator (donahoe@andrew.cmu.edu).

YOUR RIGHTS AND RESPONSIBILITIES

1. **Pay strict attention to the restrictions listed for your experiment, as they will be enforced.** (For example, some experiments may ask for only females/only males, only those with 20/20 vision, only those taking certain courses, etc.)
2. There is a four-digit code (e.g. VH01) preceding the title of each experiment. You may participate in an experiment with that code only once during the semester.
3. You will be given credit by the experimenter within 48 hours of participating in the experiment.
4. **You must sign up for an experiment by 6 p.m. the day prior to the experiment.** Please note that experimenters have the option to change this default feature in the system. You may be able to sign up for some experiments on the day of the experiment. Please check the system carefully.
5. **You may cancel an experiment up to 6 p.m. of the day prior to the experiment without penalty.**
6. **If you arrive more than 10 minutes late, or do not show up at all for an experiment session, you will be required to complete one additional hour of experimentation as a penalty.**
7. If you arrive on time for an experiment and the experimenter cannot be located within **10 minutes**, then you **MUST** email the Research Requirement Administrator or call 412-268-6026 within 24 hours with the experiment name, the date, and the timeslot. You will receive credit for the experiment and an apology from the experimenter.
8. You may refuse to continue your participation in an experiment at any time during an experiment without penalty. You will still receive credit for participation.
9. **All experiments must be completed by the last day of classes (Friday, December 7, 2007).**
10. **If you fail to satisfy your experimental participation requirement by Friday, December 7, 2007 (the last day of classes), you will receive an Incomplete in the course.** You will have one semester to make up this Incomplete. If you fail to complete the requirement within one semester after receiving the Incomplete, you will be docked one letter grade.