EXPERIMENTER USER GUIDE

(12/28/05)

Logging In:

Use Netscape 3.0+ or Microsoft Internet Explorer 3.0+. 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 Psychology Department Experiment System. Login using your **Andrew ID** and the password* given to you by the Research Requirement Administrator (RRA). Then click on Log In.

**You must attend the Experimenters' Meeting conducted by the Research Requirement Head in order to receive a password to the system. If you have forgotten your password, email the RRA (donahoe@andrew.cmu.edu).*

The **Main Menu** gives you 5 options:

- **My Experiments** allows you to view and modify information about your experiments
- **All Experiments** allows you to view all publicly available experiments
- **Add New Experiment** allows you to add a new experiment
- **Pretest Results** allows you to review the results of the pretest
- **My Profile** allows you to change your password or office number

1. MY EXPERIMENTS:

- To view your experiments, click on My Experiments from the **Main Menu**. The screen presents your experiments and a short description of each.
- To view information about a specific experiment, click on the name of the experiment.
- You can also click on Timeslots to add a timeslot, to view timeslots, and to modify timeslots.
- To change your experimental posting, click on your experiment. You will see four options:
    1. View/Administer Timeslots: You can add timeslots, view timeslots, modify timeslots.
    2. Change Experimenter Information: Click on Change Experiment Information and then click on Save Changes to save your changes.

    ***Note**: If you change the experimenter field to someone else, you will not be able to access the experiment. (If you are a Principal Investigator you should not change that field or you will not be able to view the experiment).*

3. Contact Participants: Click on this to send a message to participants.
4. Delete Experiment: If you are not satisfied with your experiment posting, you may delete it. Once your experiment has been approved by the RRA for viewing by students, please do NOT delete your experiment.

VIEW/ADMINISTER TIMESLOTS

The Experiment Timeslots screen displays a list of all timeslots available and the names and email addresses of the students signed up for each timeslot. This is the place where you add a timeslot, modify a timeslot posting, and give a student credit for participating.

- If this is a new experiment, then there are no timeslots and the only option available is Add A Timeslot.

  Click on Add A Timeslot. Enter the date of the timeslot in MM/DD/YYYY format. (The current date always appears in the date box.) Enter the start time, end time, number of students who may sign up for that timeslot, and the location of the experiment. After completing this information, click on Add This Timeslot. This takes you back to the **Experiment Timeslots** screen, confirming that your timeslot has been added. Continue with this process until all timeslots are created. You can make changes to this information later if needed.

  Note: *Even if your experiment is less than one hour, you must allocate one full hour for the timeslot.*

- To make a change to a timeslot → click on View/Administer Timeslots and then click on Modify. Make any changes you would like to the information IF a student has not already signed up for the experiment. Be sure to click on Update to save the changes.
- To delete a timeslot → click on View/Administer Timeslots and then click on Modify. Click on Delete to delete the timeslot.

  Note*: NEVER delete or modify a timeslot if a student has signed up for it, even if it has already occurred. We need to keep this information for our records.*

- To give students credit → click on View/Administer Timeslots and then click on Modify. At the bottom of this screen are the names of the students who have signed up for this timeslot. After a timeslot has expired, **one of the following four boxes must be addressed within 48 hours**:

  1. Credit Granted: Grant credit by clicking the “Credit Given” box.

  2. Student No-Shows: If a participant does not show up by 10 minutes past the appointed timeslot, the participant is considered a no-show and should be penalized as such. To do this, click on the “no-show” button instead of giving credit. The system will automatically penalize the participant 1 additional experiment.

  3. No Action Taken: If there are special circumstances (e.g., you’ve accepted a participant’s excuse for not showing up; a research participant inadvertently signed up twice), explain the circumstances in the comment box.

4. Comment: Address a timeslot without crediting OR penalizing by writing a comment in the comment field. NEVER click "No-show" if you do not intend to penalize a Research Participant.

Note: You MUST address the timeslot, giving credit, penalty, or writing a comment within 48 hours after the timeslot. If you fail to do this, a warning message will appear until the timeslot is addressed.

- To remind students of an experiment → click on View/Administer Timeslots and then click on Modify. Then click on Emailing Reminder to Students, which sends students an automatic message listing the date, time, location, and name of their upcoming experiment, as well the experimenter's name and email address. The experimenter will receive confirmation that the email has been sent, and a carbon copy will be sent to his/her personal account.

2. ALL ACTIVE EXPERIMENTS

This screen allows you to view the names and a brief description of all of the active experiments.

Note: *Students also will also be able to see which experiments have timeslots available.*

3. ADD A NEW EXPERIMENT:

Complete ALL of the fields, as described below:

- **Experiment Name**: must begin with the experiment number (e.g. VH01 Hand Eye Coordination)
- **Brief Abstract**: information students see when they access the experiment
- **Detailed Description**: information students see when they choose to view more specific details
- **Eligibility Requirements:** indicate if there are eligibility requirements to this experiment (i.e., must be female, must have 20/20 vision, first language must be English)
- **Duration**: Indicate how long your experiment takes. You must indicate that your experiment takes a minimum of 60 minutes, even if it is less than 60 minutes
- **Credits/Pay**: default to 1 credit unless approved by Psychology Department
- **Preparation:** how students should prepare for this experiment (e.g., avoid caffeine for 2 hrs)?
- **Experimenter**: This is the single person who is designated the "Web Experimenter."
- **Principal Investigator**: This person must be on the faculty in the Psychology Department.
- **Visible to Students?**: When you are ready to make your experiment visible to students, click on contact the administrator. The RRA will review your experiment and, if everything is in order, make it visible to students.

- **Active Experiment?**: If you are finished running participants for the semester or you are taking a 1-2 week break, please make your experiment "inactive" so that students do not view the experiment.
- When you are finished, click on <u>Add this Experiment</u>.

<u>Advanced Settings</u>

- **Pre-requisites:** This option allows you to select whether students need to have participated in an earlier experiment.
- **Dis-qualifiers:** This option allows you to select whether students are not allowed to participate in your experiment if they participated in some other experiment.
- **Sign-up password:** Leave blank.
- **Is this a web-based experiment?:** Leave as the default 'no'.
- **Should the Experimenter receive an email notification when a student signs up or cancels?:** Select whether you would like to be notified.

<u>Two-Part Experiment Settings</u>

- This feature of the system allows you to specify that your experiment has two components. You can indicate what the compensation is for the second component and how the second part of the experiment is to be scheduled.

Notes on "Multiple Experimenters": *If there is more than one experimenter for a single experiment, it is up to you as a group to decide how you wish to handle the responsibilities of the web postings. You have two choices:*

1. *One experimenter volunteers to have his/her name attached to the experiment. This person will be held accountable for all questions and problems regarding the experiment, though he/she may not be personally responsible.*
2. *You may choose to post your experiment twice (or however many times), using the exact same experiment title but different identification numbers.* ***These numbers will be provided by the RRA (Erin Donahoe)****. This allows multiple experimenters to run timeslots independently of one another.*

4. PRETEST RESULTS: (This is a new feature of the system. We have not examined it to provide you with any instructions at this time.)

- If you need to access pretest data, make sure students know to bring their Identity Code to the experiment. You should state this under the Detailed Description of the experiment.

5. MY PROFILE: This screen allows you to change your password, office location, phone number, or CMU ID number. To do this, simply type in your changes. Remember to click on Update or your changes will not be saved.

6. LOG OUT

Click on Log Out from any screen and you will be automatically logged out. Make sure you exit Netscape or Explorer.

Changing Your Experiment to Offer 2 credits (from 1 credit)

- If you have obtained permission from the Research Requirement Chair (Vicki Helgeson) to change your experiment to offer 2 credits, you must do the following:
  - ⇒ Make your 1-credit experiment Inactive
  - ⇒ Create a posting for your 2-credit experiment. You may use the same information used for your 1-credit experiment, except that you MUST give it a new number. The RRA will provide the new experiment number and you can post it.

  Note: The above steps are extremely important for keeping Experiment System records in order. If you were to simply change the number of "credits offered," the system would automatically change the number of credits given to "2" for every person who ever participated in your experiment, regardless of the date of their timeslot.

Experimenter No-Shows

- You must show up for your experiment within 10 minutes of the appointed timeslot.
- If you miss an experiment you will receive an email from the RRA, copied to your PI, asking you to promptly explain your absence to the Research Requirement Head AND to apologize via email to the research participant.
- **3 STRIKES AND YOU'RE OUT POLICY:**
  1. **First offense**: If you miss an experiment, you will be reprimanded and your name will be recorded in our files. There will be no penalty for the first offense.
  2. **Second offense**: You are now required to attend the next experimenter meeting before being allowed access to the participant pool.
  3. **Third offense**: Your experimenter privileges will be revoked for the semester.

Notes of Interest

- Move at any time to the Main Menu screens listed at the top of your present screen by simply clicking on the desired menu.
- Return to the previous screen by clicking on the Back box at top left.
- Students may not sign up for an experiment or cancel an experiment after 6 p.m. the day prior to the experiment.