College of Education
Sona Systems Research Subject Pool System

System Login: http://okstate-coeosu.sona-systems.com
Policy Documents: http://education.okstate.edu/sona

Information for Course Instructors

The College of Education has implemented an active research participation system (often called a subject pool system). The computerized online system, hereafter called its commercial name of Sona, allows **researchers** to post studies for recruitment, **instructors** to encourage student participation, and **students** to sign up for participation in research studies. This system has elements to *assist the researcher with IRB requirements*, to *assist instructors with keeping track of participation*, and to *assist students* by sending out confidential reminder notices.

Instructors in any College of Education course (undergraduate, graduate, online, face to face) are encouraged to enroll their classes to participate in studies for which their students are eligible. Instructors choose to have students participate in Sona either for required credit or for extra credit. Instructors who have their students participate in Sona must inform the Sona administrator of the participating classes, must inform the students enrolled in the courses about the requirements and options for completing the requirements (either in the syllabus, on a course website, or through a class handout), and must follow procedures for assigning credit to those students who participate. A sample for inclusion in the syllabus is provided in Appendix A.

The steps below outline the responsibilities of **instructors** who wish their course sections to participate as subjects in the pool.

Instructor Responsibilities:
1. Email the COE Sona Administrators (coesona@okstate.edu) by Friday of the <u>first week of classes</u>, with the following details for the class(es) that will be participating as research subjects for the semester:
   - Instructor name
   - Email address:
   - Course title:
   - Course prefix, number, and section number:

2. Log in to the Sona System to change your password if you wish. Instructors will be issued a log-in and password that will allow them to access their students' participation reports after emailing coesona@okstate.edu (1st link above).
   - Contact the COE Sona Administrator when problems and questions arise.
   - This system will automatically generate participation reports that you can access online.

3. Provide the following in writing to the students in your class (on a course website, in a handout, or as part of your syllabus) (See Appendix A for sample):

Students must be informed whether research participation is required or for extra credit, of the number of units of participation, and of the alternatives for participation. An email confirmation will be sent to the student whenever an appointment is established or cancelled. An email reminder will be sent to the student in the early evening prior to each appointment.

4. If research participation is required or if extra credit is given for research participation, alternative ways to fulfill this requirement or earn the extra credit **must** be made available. This is an IRB requirement to avoid the coercion of subjects to participate. Each instructor whose class will participate in the subject pool must agree to publish the rules for research participation and these alternatives either in his/her syllabus or as an addendum available through the course website. See Appendix A for the alternatives and language used in our EPSY syllabi.

5. Data collection will begin the second week of the school semester. After the drop/add date, students will be uploaded to the Sona system and emailed their login information. If students do not receive their log in information by this date they are to create their own accounts using the "REQUEST ACCOUNT" link on the COE Sona home page. Students will then need to complete the prescreen survey on the Sona website to gain access to other research studies. The prescreen survey is a tool used by researchers to select out participants based on demographics.

Below is a timeline of important Sona dates:

Prior to semester starting –
- Course information emailed to Sona administrators. The deadline for this is the Friday of the first week of classes. After this date instructors must follow the steps outlined in the "Frequently Asked Questions" to have courses added.

First week of classes –
- Sona information provided to students via syllabus, handout, or website (See Appendix A for sample).

Second week of classes –
- Students will be emailed their Sona login information and can gain access to the prescreen survey and research studies. If students do not receive their log in information by this date they are to create their own accounts using the "request account" link on the COE Sona home page.

Throughout the semester-
- Instructors can login to course reports on the Sona system to access their students' participation reports.

Pre-finals week – Sona participation closes the Friday of pre-finals week at 9:00 pm.

Frequently Asked Questions

My student(s) say that they can't find my course on the Sona System, what's wrong?

Most of the time the student is attempting to log in to the wrong system. There are at least three separate Sona systems at Oklahoma State University, the Psychology Department, School of Business, and the other is in the College of Education. If you have contacted the COE Sona Administrator and confirmed that your course is listed in the system, more than likely your student(s) is (are) going to the Psychology Sona or School of Business website instead of the COE Sona website. They should confirm that they are using the correct URL: http://okstate-coeosu.sona-systems.com/

If you did not email the Sona Administrators by the first week of the semester deadline to include your course(s) on COE Sona, your course will not be available in our system. Please email us if you have past the deadline to further assist you. If this is the case, your students will also need to create their own Sona participant accounts by clicking on "REQUEST ACCOUNT" instead of having an account automatically created for them.

How do I know if my students have participated?

You can log into your course report at any time to check how much any student has participated.

1. Go to: http://okstate-coeosu.sona-systems.com
2. Log in using your COE Sona credentials
3. Choose Course Reports
4. Choose which course you wish to view

What if students participate in alternative assignments or do something in my class which I wish to grant credit for, can I add this to their Sona account?

Yes! If you wish to grant your students non-study credit, log into your instructor Sona account, and go to your course. Click on the student you wish to give credit. Next to their email account is a link which says "Grant Credit". Add the credits (1 hour of participation or the equivalent equals 1 Sona credit). Add comments such as "Attended Research Seminar".

Can I see what studies are available on the COE Sona system?

Yes. If you log into your COE Sona instructor account, you will be able to choose the "All Studies" tab to see what studies are available to your students. You will not however be able to view which studies your students have participated in. This is in accordance with the confidentiality provision in the IRB approval.

What if I miss the deadline to put my course on the COE Sona System?

Course information (as outlined in Step 1 under the "Instructor Responsibilities" section) should be emailed to the Sona administrators at coesona@okstate.edu by Friday of the first week of classes. If you miss this deadline please contact the Sona administrators to further assist you in adding your course late to the Sona system, however you will need to inform your students that they will need to create their own account by clicking on the "REQUEST ACCOUNT" link on the COE Sona home page.

Appendix A
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Suggested Insert for Syllabus
Outlining Research Participation Requirement/Extra Credit Opportunity

RESEARCH EXPERIENCE
http://okstate-coeosu.sona-systems.com
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Students can earn up to **(put the amount of extra credit or required credit)** in the course through participating in research on the College of Education Sona System.

You may sign up to participate in *research studies* through the OSU College of Education SONA system and earn 1 SONA Credit per hour (approximate) of time required. The SONA system can be accessed at http://okstate-coeosu.sona-systems.com/. The research projects have been reviewed by an independent ethics committee (the University Institutional Review Board), whose members are drawn from across the entire academic community.

Sign up for studies (some are on-line surveys and some face-to-face) you are interested in, and please be sure to seriously consider your answers to survey questions. These studies are the work of OSU Faculty and your fellow students, and accurate results require that Participants treat the study seriously. Remember, each study is worth from 0.5 to 2 credits, with 1 credit requiring approximately 1 hour of your time. All Sona research studies close at 9:00 pm on Friday of pre-finals week so make sure you have completed all of the studies you sign up for by then. No credit can be awarded after that time. However, students will have access to their Sona account until Thursday of Finals week to be able to view their earned credits.

PLEASE NOTE: As a student in this course, an account within the SONA system will be created for you automatically. If you do not receive your log in information by this date please create your own account using the "REQUEST ACCOUNT" link on the COE Sona home page. For any questions please contact the SONA Administrator at coesona@okstate.edu. Also, please note that there are SONA systems housed in the Psychology Department and the School of Business as well. Make sure you access the College of Education system at the address below:

- Go to http://okstate-coeosu.sona-systems.com/
- Log in using the username and password sent to you during the 2nd class week, or using the account information you created.
- Complete a pre-screening questionnaire *before* signing up for experiments. (This should take less than 5 minutes and does not count towards your research credits.)
- A brief description of each experiment, as well as how many research credits are available and expected time commitment, will appear in the SONA system – sign up for those that you want to participate in.
  - o **Note**: If you are unable to make your appointment to participate in a face-to-face study, it is *your* responsibility to return to this site and cancel your appointment.
- An email confirmation will be sent to you whenever an appointment is established or cancelled.
- An email reminder will also be sent to you in the early evening prior to each appointment.
  - o **Note:** Appointments for online studies are dated at the end of the semester, so you will not receive any reminders to participate until then. However, you do not need to wait to receive this reminder – you may complete such studies at your earliest convenience.
- In face-to-face studies, students who show up at their scheduled time and place will receive credit; students who fail to keep their appointment will not earn any credit.