

SONA Instructions for Researchers

To Log in To SONA

1. Open web browser, go to <https://oregonstate.sona-systems.com/default.aspx>
2. Enter your login information
 - a. If you do not know your password, click on the “forgot password” button, and your password will be reset—check your email and follow the instructions

Create a New Study

1. On the home screen, there will be a left-flushed section titled “Add New Study.” Click on the link titled, “Create a new study.”
2. Typically, you will choose “**standard study**.” This selection describes studies that are held on campus (NOT online).
 - a. If you are holding a study through Qualtrics or another online system, select “**online external study**.”
3. Now, create your study. From a list, students will be able to see:
 - a. **Study name**
 - b. **Number of credit hours**
 - c. **Brief abstract**

These are the parts to make flashy!

4. Add researchers from the list to have access to your study. These will be identified points of contact to your students who are signing up: your email addresses will be attached to the study.
5. Make sure to select “active study” to add your study to the list visible to students.
6. In advanced settings, you can do several important things:
 - a. Activate settings which require students to:
 - i. Participate in a specific study before they sign up for yours
 - ii. Participate in only *one* study from the active list (*do this by adding all of the other active studies to the “Disqualifiers” section*).
 - b. Set up sign-up and cancellation deadlines for students
 - c. Allow researchers to receive emails when students sign up or cancel
 - d. Allow researchers to be assigned to specific time slots
7. When you are done, click **ADD THIS STUDY!**

To Add Time Slots

1. This is a very important part of creating a study—without it, students *CANNOT* sign up for studies.
2. Under the left-flushed heading “My Studies,” click on “view, add or edit timeslots.”
3. Select a study that you would like to add timeslots to.
4. In the upper right corner of the page, click on the orange button, “Add a timeslot.”
5. Here, you can create a timeslot with the number of participants allowed. These will be the dates and times accessible to students.

Grant Credit

1. When a student has participated in the study, they need *YOU* to grant them credit. This can occur throughout the term, or at the end of the term (week 10).
2. Under the left-flushed heading “My Studies,” click on “View uncredited timeslots.”
3. Here, you can grant students credit for participating in the study.

View Other Studies

1. Under the left-flushed heading “All Studies,” click the “view all studies” link.
2. Here, find a list of studies that are currently active and available to students