Creating a "Sign-up Sheet" in the SONA LOC-Research Sign-Up System
(for <mark>ONLINE</mark> Studies)

NOTE: YOU MUST CREATE YOUR STUDY IN QUALTRICS OR SURVEYMONKEY UNLESS OTHERWISE INSTRUCTED BY YOUR RESEARCH SUPERVISOR.

A. GET A RESEARCHER ACCOUNT

1. Email the current Sona faculty administrator to get a Researcher account (email address is listed at the bottom of the Muhlenberg Sona home page - you may also ask your professor about this information). You cannot use your Participant account. (For Advanced Lab: One account per research group please. Pick a contact person.)

2. You will receive an email (at the address used to make your request). The email will contain your Researcher UserID, a password, and the URL for the system.

3. You can change your password or contact email in "My Profile."

B. ADD YOUR STUDY TO THE SYSTEM & SETUP AUTOMATIC LOC CREDITING

1. Click "Add New Study"

2. Select study type: Online External Study

3. Study Name
    ● Use the same title as the one on your Informed Consent Statement, as per the Ethics application section "Participant Recruitment"

4. Brief Abstract
    ● Leave blank.

5. Detailed Description
    ● **Required**. This is a *brief* description of the general types of tasks participants will be doing. Please copy the language used in the "Participant Recruitment" section of your Ethics Application.

6. Eligibility Requirements
    ● Enter restrictions on who can participate in your study, as specified on your Ethics Proposal.
    ● Examples: "Men Only" "Students with seizure disorders should not participate." "Must have normal or corrected-to-normal vision."
    ● If you wish to restrict your study to participants who are/are not *currently* enrolled in a particular class, there is an option for that under Advanced Settings.

7. Duration
    ● Estimate how long your study will take. If in doubt, estimate more rather than less time.
    ● **You must enter at least 20 minutes**.
        ● Entering less time may attract participants to your study, but will unfairly handicap other studies.
8. Credits
    ● Unless given explicit permission, leave the credit value at 1.

9. Preparation
   - Enter anything you want participants to do or not do before they start your study. Example: "Find a quiet space where you will not be interrupted."
   - This is typically left blank.

10. Researcher
    - Your Researcher account should already be selected. If there are additional researchers (who happen to have accounts), you can move them over. Typically, a sign-up will list one researcher who acts as the Contact Person.

11. IRB Approval Code
    - Please enter the approval code from the bottom of the approved ethics document.

12. Approved
    - Click "Yes."

13. Active Study
    - Click 'yes' if you are ready for subjects to sign up.
    - Click 'no' if you are not ready, or wish to suspend sign-ups.

Wait 🛑 – Do not click "ADD THIS STUDY" until you have also reviewed the Advanced Settings.

14. Advanced Settings

    - **Study URL - IF YOU ARE USING QUALTRICS:**
        - Cut & paste your Qualtrics URL here.
        - At the end of the URL, type exactly the following text: ?id=%SURVEY_CODE%
        - For example, if your Qualtrics URL is https://muhlenberg.qualtrics.com/SE/?SID=SV_b9ZD41hMZaqE you should add the text above so the **Study URL** reads: https://muhlenberg.qualtrics.com/SE/?SID=SV_b9ZD41hMZaqE?id=%SURVEY_CODE%

    - **Study URL - IF YOU ARE USING SURVEYMONKEY:**
        - Cut & paste your surveymonkey URL here.
        - At the end of the URL, type exactly the following text: ?c=%SURVEY_CODE%
        - For example, if your surveymonkey URL is https://www.surveymonkey.com/s/MM2MJQ5 you should add the text above so the **Study URL** reads: https://www.surveymonkey.com/s/MM2MJQ5?c=%SURVEY_CODE%

    - **Study URL *Display*:**
        - Change to "No"
        - (unless there is a specific reason you want participants who have already completed your study to be able to revisit the study webpage).

    - **Participant Sign-Up and Cancellation Deadlines**
        - Change both to 0 hours.

    - Change other settings if you are certain you understand what you are doing. (Most settings are self-explanatory.)

15. Click "Add This Study."

16. In the Study Information table, look for the red "View Study Website" button.
    - Below that button, look for the "SurveyMonkey Completion URL" or "Qualtrics Completion URL"
    - Click in the gray box with the URL to select it.
    - Copy the link, save it somewhere you can find it again after switching over to Qualtrics or SurveyMonkey.
    - An example of what the URL looks like: https://muhlenberg.sona-systems.com/webstudy_credit.aspx?experiment_id=7&credit_token=65633ceb37304d8281e6bc532eccde42

Study Information

| Study Name	Fake Study no. 2
Study Type	**Web Study** This is an online study. Participants are not given the study URL until after they sign up.
Study Status	**Visible to participants:** Approved **Active study:** Appears on list of available studies **Online (web) study:** Administered outside the system
Duration	20 minutes
Credits	1 Credits
Website	☐ View Study Website ⊞ Sample Link with Embedded ID Code **SurveyMonkey Completion URL** https://muhlenberg.sona-systems.com/webstudy_credit.aspx **Completion URL:** https://muhlenberg.sona-systems.com/webstudy_credit.aspx (client-side) ❶ Instructions

17. Now, set your survey to accept the "Survey Code" from Sona:

- For **QUALTRICS** studies: Login to Qualtrics
    - In your Qualtrics study, click on "Survey Flow"
    - First, "Add a New Element", and then choose "Embedded Data."
    - Type in "id" in lower-case letters and save your changes.
    - Next, configure "Survey Options," "Survey Termination,"& choose "Redirect to a Full URL"
    - Paste the link you copied from Sona in the previous step - the Qualtrics Redirect to a URL
    - ****Note:** If you have an End of Survey element set up in Survey Flow, you will need to add the URL there also. Go to Survey Flow | End of Survey | Customize and enter the Qualtrics Redirect URL value from the system into the Redirect to a URL field in Qualtrics.
    - ****While the Qualtrics Redirect to a URL provided by the system should be sufficient to paste directly into Qualtrics, you may prefer to derive the URL from the Client-Side Completion URL. In this case, you simply need to change the &c=XXXX at the end of Client-Side Completion URL to ${e://Field/id}. You can find additional information on using Query strings with Qualtrics here: https://www.qualtrics.com/support/integrations/api-integration/passing-information-through-query-strings/

- For **SURVEYMONKEY** studies: Login to SurveyMonkey.com
    - Find your web study and click on the link.
    - Go to the tab labeled "Collect Responses"
    - Click on the nickname for your web collector to edit it.
    - Important: Make sure "Response per Computer" is set to "Multiple." If you do not do this, participants will not have access to your study (but they will get LOC credit).
    - Click on "Show advanced options."
    - Scroll to Survey Completion.
    - Select "Redirect respondents to your own webpage."
    - Paste in the link you copied in the previous step.
    - Wait a moment to be sure SurveyMonkey confirms it has saved your changes (and/or select the "Summary" tab and then go back to the "Collector" tab to see if the change was saved.

C. ADD TIMESLOT (Participants cannot sign-up for your study if you do not complete this step.)

1. Go to "Study Menu" and select "View/Administer Timeslots."

2. On the menu bar click "Add a timeslot."
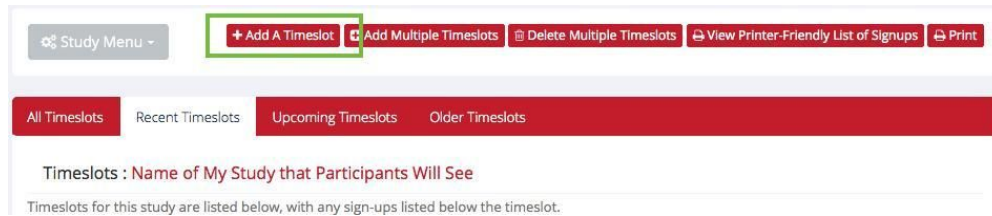
   a. **Final Participation Date/Time**: enter the date you want to stop collecting data.
   b. **Max. Number of Participants**: follow this guide –

PSY 490 Advanced Research	80
Senior Thesis/Student-driven PSY 970	100
Faculty Research	120

3. The system will automatically send Participants a receipt when they sign up. If you wish to contact your Participants for any other reason, choose "Contact Participants" from the gray "Study Menu."

   Give the system a few minutes to update before expecting to see your new study listed.

D. TO EDIT…

1. **Study Information**
   ● Click on the study (if not already selected) and then click on the gray "Study Menu" button.
   ● Choose "Change Study Information."

2. **Timeslots**

   ● To change the closing date of your study or the max. number of participants, click on the "Modify" button.
   ● You may **not** close your survey *early* if there are still participants signed-up for it. The system may logistically let you do so, but Departmental policy (based on ethical principles) is that participants will have until your originally promised closing date to get LOC credit for participating in your study. (You can download and analyze your data file at any time. All signed-up participants must have until the deadline to receive LOC credit, but they don't have to be in your data set.)

E. TO VIEW…

1. **Participants who have signed up**
   - Click on study title to get to the gray Study Menu.
   - Select "View/Administer Timeslots."
   - If anyone has signed up, the "Participants" column will have names in it.
   - "Status: awaiting action" means they have not yet completed your study OR it means that you have not set up the automatic credit token correctly. If all participants say pending, this is more likely to be the case. Check and be sure that you have followed all the above instructions properly and fix any errors. You will also have to manually assign credit to each of the participants who are pending credit without knowing who has and hasn't completed to study (contact Sona administrator for assistance or questions)

2. **What the Participant will see about your study**
   - Select "Participant Study View" from the gray drop-down Study Menu.