

## Guide for Instructors for Research Participation System

Website: <https://holyfamily.sona-systems.com/>.

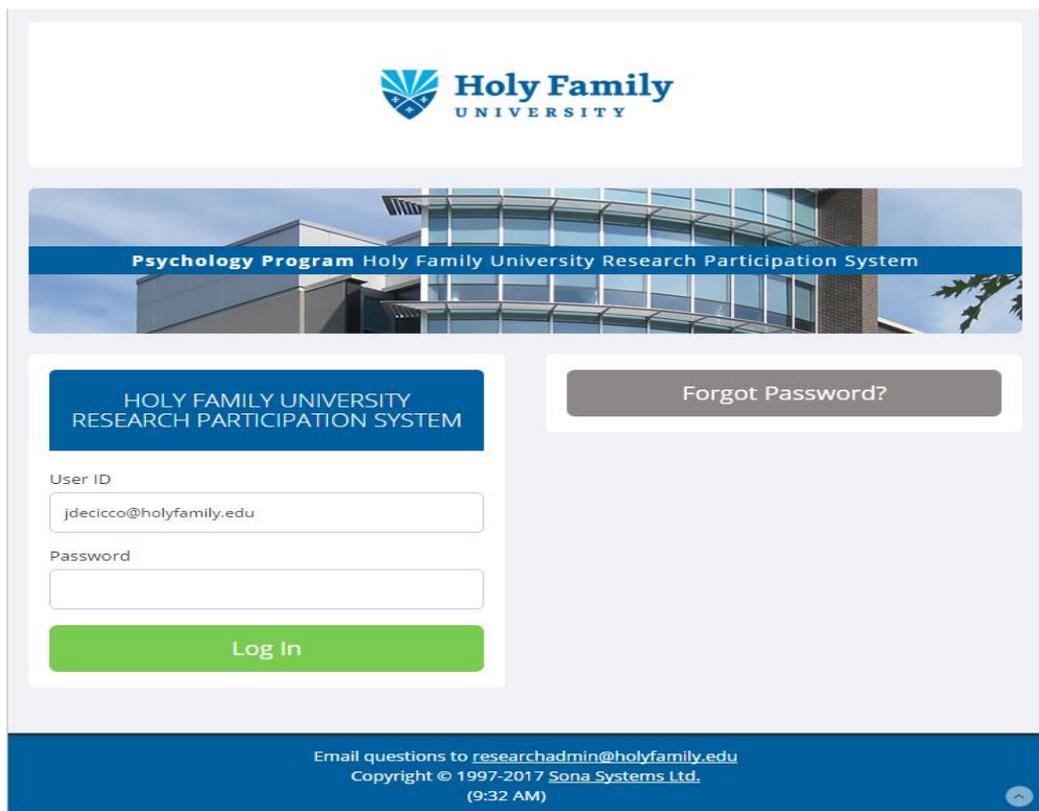
### Your User Account

You will receive an email notification with your login information. The email notification will include login instructions for the system. The email will come from the administrator's email address ([researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)). All correspondence and accessibility to Holy Family University's SONA site will be done using your Holy Family email address.

If you do not receive the e-mail or delete is accidentally, you can go to the website <https://holyfamily.sona-systems.com>, click on "Forgot Password?" (see Figure 1) and type in the first part of your e-mail address (everything before the @holyfamily.edu-DO NOT INCLUDE @holyfamily.edu) in the User ID window. You will receive an e-mail at your Holy Family address with a link to reset your password. Click on that link and a new, randomly-generated password will be sent to your Holy Family email address. Use that password to log-in and you will then be prompted to change your password before entering the main system.

If you are also conducting studies using the SONA system as a researcher, you will have the ability to toggle between your instructor view and researcher view.

If you are not able to log-in using either of these methods, please contact the administrator [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu).



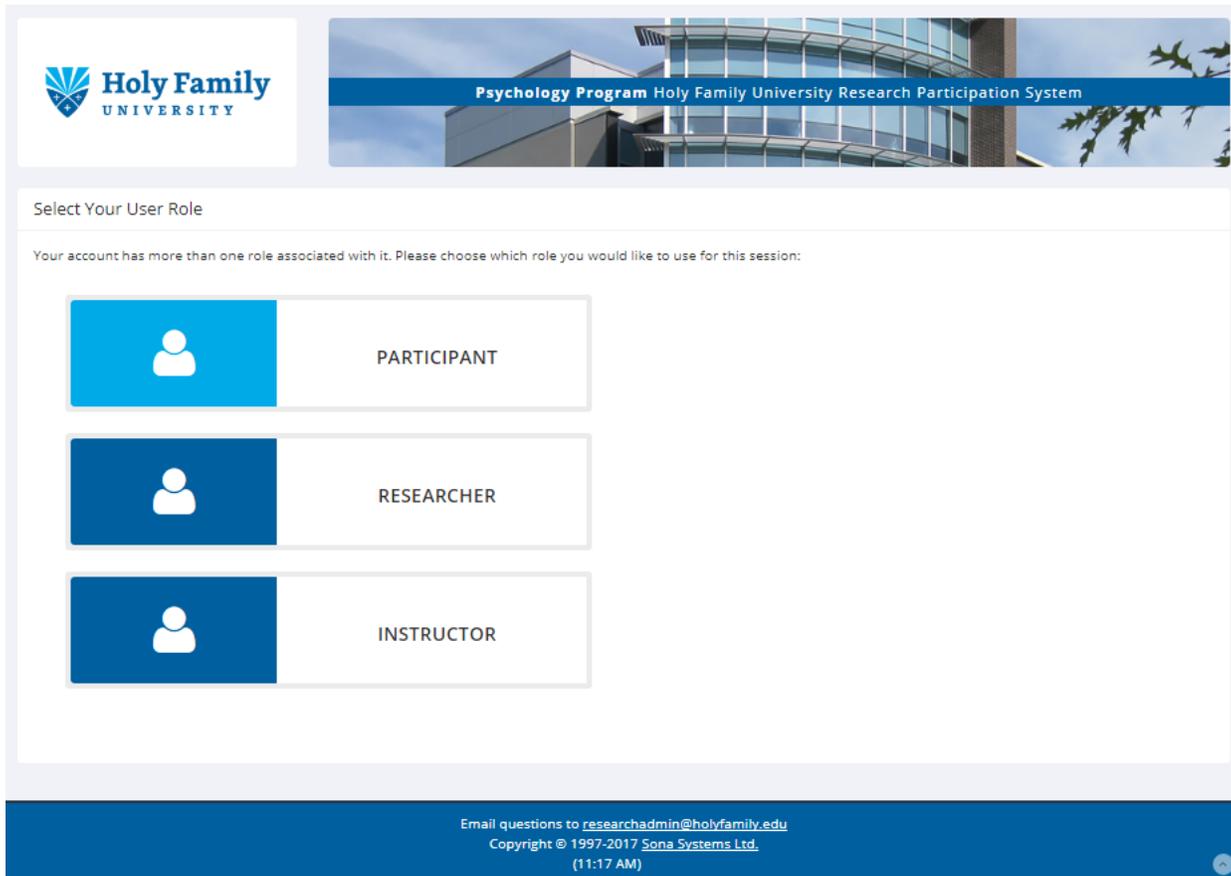
The screenshot shows the login interface for the Holy Family University Research Participation System. At the top, the Holy Family University logo is displayed. Below it, a banner reads "Psychology Program Holy Family University Research Participation System". The main login area contains a blue header with the text "HOLY FAMILY UNIVERSITY RESEARCH PARTICIPATION SYSTEM". To the right of this header is a "Forgot Password?" button. Below the header are two input fields: "User ID" with the text "jdecicco@holyfamily.edu" and "Password". A green "Log In" button is positioned below the password field. At the bottom of the screen, a blue footer contains the text "Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)", "Copyright © 1997-2017 Sona Systems Ltd.", and "(9:32 AM)".

**Figure 1. Login Screen**

After logging in, you will be directed to the Main Menu.

## Selecting your Role

After you login, if you have more than one role (where a role is defined as either a participant, researcher, or instructor), you will be asked to select which role you would like to use. If you are checking to see if students have completed their research requirement, select instructor. If you are setting up a research study as a principle investigator, select researcher. You can always go back to your main menu to switch your role if needed (Figure 2). **\*\*Note\*\* If you have only one role (e.g. you have only been given instructor access) you will automatically be directed to the main menu and will not have to select a role.\*\***



**Holy Family UNIVERSITY**

**Psychology Program Holy Family University Research Participation System**

Select Your User Role

Your account has more than one role associated with it. Please choose which role you would like to use for this session:

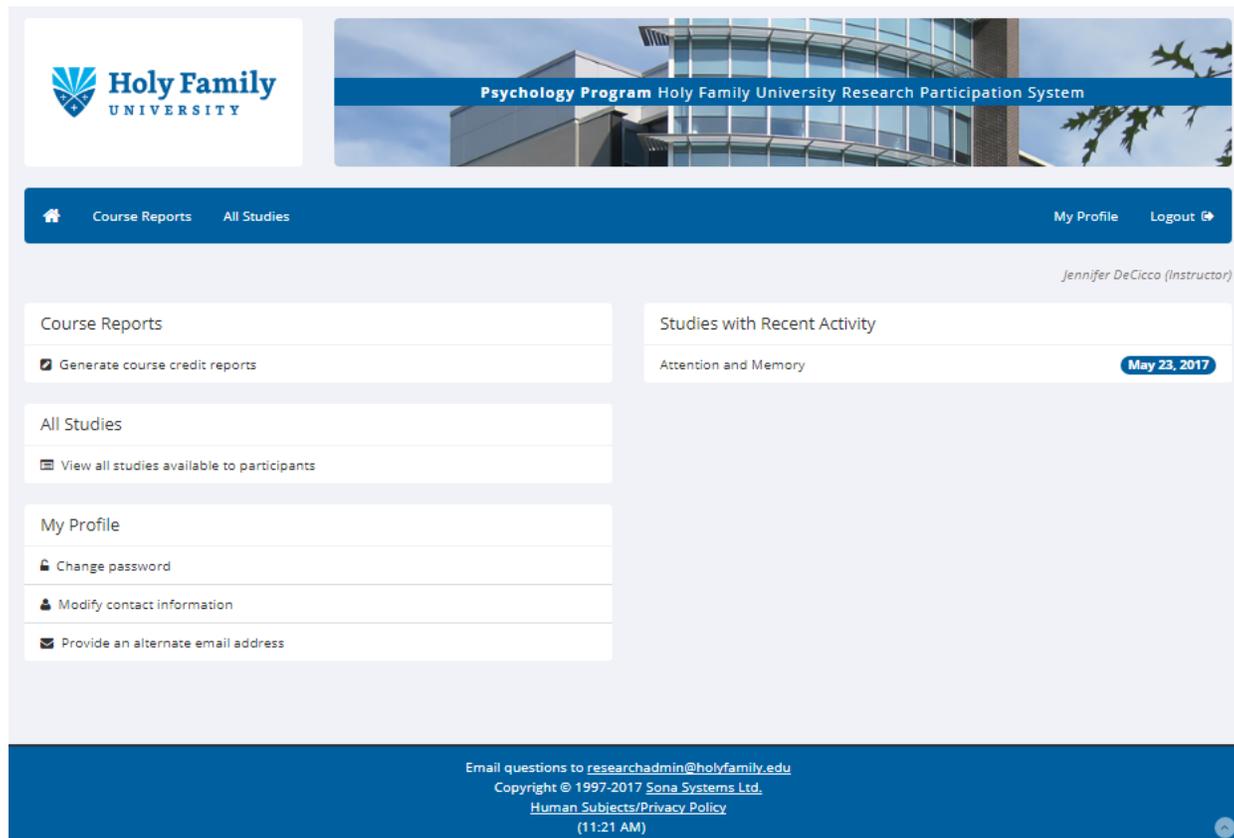
	PARTICIPANT
	RESEARCHER
	INSTRUCTOR

Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)  
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(11:17 AM)

**Figure 2.** Login screen to select your role.

## Main Menu

After selecting your role as an **instructor** you will be directed to the main menu (Figure 3). At the end of the semester you can generate a course report by clicking on Generate Course Credit Reports. This will provide you with a list of students who have completed their course requirement.



The screenshot shows the main menu of the Holy Family University Research Participation System. At the top left is the Holy Family University logo. The header includes "Psychology Program Holy Family University Research Participation System". A navigation bar contains "Course Reports", "All Studies", "My Profile", and "Logout". The user is identified as "Jennifer DeCicco (Instructor)". The main content area is divided into three sections: "Course Reports" with a checked "Generate course credit reports" option; "All Studies" with a "View all studies available to participants" link; and "My Profile" with options to "Change password", "Modify contact information", and "Provide an alternate email address". A "Studies with Recent Activity" section shows "Attention and Memory" with a date of "May 23, 2017". The footer contains contact information for researchadmin@holyfamily.edu, copyright information for Sona Systems Ltd., and a link to the Human Subjects/Privacy Policy. The time is 11:21 AM.

**Figure 3.** Main menu after selecting role.

### Other Options in the Main Menu

In the main menu window, you can also change your password and provide an additional email address if needed. Under All Studies you have the opportunity, as an instructor, to view the studies that are available to students in your course to participate in.

### Course Reports

Select “generate course credit reports” and you will see a list of courses for which you are listed as an Instructor and in which students can earn credit through research participation (Figure 4). Select the course you would like to view. Below each course you will see that you can view all students, only those that have completed participation, or only those who have yet to complete their participation.

The screenshot displays the Holy Family University Research Participation System interface. At the top left is the Holy Family University logo. The header banner features a building image and the text "Psychology Program Holy Family University Research Participation System". A navigation bar includes "Course Reports" and "All Studies" on the left, and "My Profile" and "Logout" on the right. The user is identified as "Jennifer DeCicco (Instructor)". The main content area is titled "Course Reports" and contains the instruction "Select a course to view the credit reports for that course." Below this, the course "PSYC 101: General Psychology" is listed with three filter buttons: "All Participants (Students)", "Completed Participants (Students)", and "Incomplete Participants (Students)". The footer contains contact information for researchadmin@holyfamily.edu, copyright information for Sona Systems Ltd., a link to the Human Subjects/Privacy Policy, and the time 11:40 AM.

**Figure 4.** Menu options after selecting generate course report. Select the course that you would like to view.

### **View or Download Course Report**

After you have selected the type of course report you would like to view (all participations, only those who have completed, or those who have not completed to date), you have the option to just view this information on the SONA screen or to download the information as a .csv file (Figure 5). This file can then be opened in Microsoft excel (this is the same format that you would receive if you download your gradebook from Canvas). It is recommended that you download a copy of this to keep for your records with your final gradebook at the end of the semester. At the end of each semester the SONA system will be reset and the information will not be available.

**Holy Family UNIVERSITY**

**Psychology Program Holy Family University Research Participation System**

Course Reports All Studies My Profile Logout

Jennifer DeCicco (Instructor)

1 Students Listed

100% (1/1) Percentage of Overall Credits Earned

100% (1/1) Percentage of Overall Credits earned for this course

PSYC 101: General Psychology: Credit Completion Report

Name	Overall Credits Earned	Overall Credits Required	Overall Unexcused No-Shows	Credits Earned for Course
DeCicco, Jennifer jdecicco@holyfamily.edu	1	1	0	1

Print or Save Report

The Credits Earned for Course column lists the Credits a participant (student) earned which they specifically assigned to this course, while the Overall Credits Earned columns lists the total Credits they have earned across all courses.

Display this Report in a Printer-Friendly Layout Download this Report in CSV Format

You may choose to download this report in CSV (comma-separated) format. Depending on how your browser is configured, listed below are the 3 scenarios that might happen when you perform the download, and information on how to handle the data. When saving the file, it is good to use a filename that ends in `.CSV`. The `.CSV` file extension may not appear on the save option in your browser, in which case you should just type it in. If you are having problems loading the file in Excel, please try another computer if possible, as some versions of Excel contain a bug that causes problems when importing CSV-format files.

- Data loads in MS Excel. To save the data, choose File | Save As., and save it as CSV or an Excel worksheet (your choice). If the file loads and the data does not line up into columns properly, save it (instead of opening with Excel), then open the file with Excel.
- Your browser asks if you would like to save the file. Save the file with a `.CSV` extension.
- The browser loads the file on your screen. Save the file with a `.CSV` extension, using the File | Save or File | Save As.. feature. Be sure to save it as `text`; not HTML format.

Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)  
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[Human Subjects/Privacy Policy](#)  
 (11:41 AM)

**Figure 5.** Course report screen. Click on one of the options in the blue tabs to select the type of file you would like to download or view.

### Notifying Students About Participation

It may be helpful for students if you create a column in your gradebook that does not count towards their overall average that allows them to know you have a record that they completed their research participation.