

SPRING 2022: These instructions are for participating in **Online External Surveys** in Subject Pool (SONA).

Please follow these instructions to sign up to participate in studies conducted by 2nd year Langara Psychology Students. Check the [Psychology Subject Pool](#) and your [Langara Office 365 email](#) regularly for information and updates.

Online Subject Pool Participant Instructions Video:

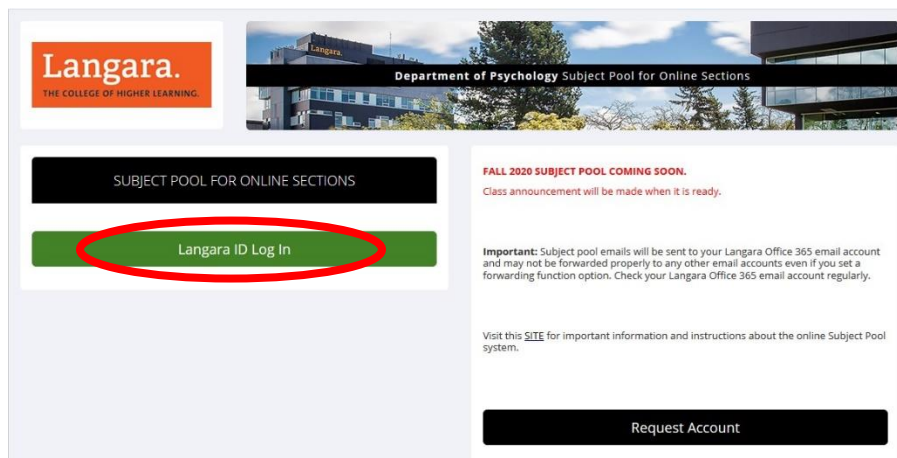
https://stream.langara.ca/media/t/0_arntuzc1

SONA Participant Tutorial Video: <https://youtu.be/1OnT2ZU6QQ>

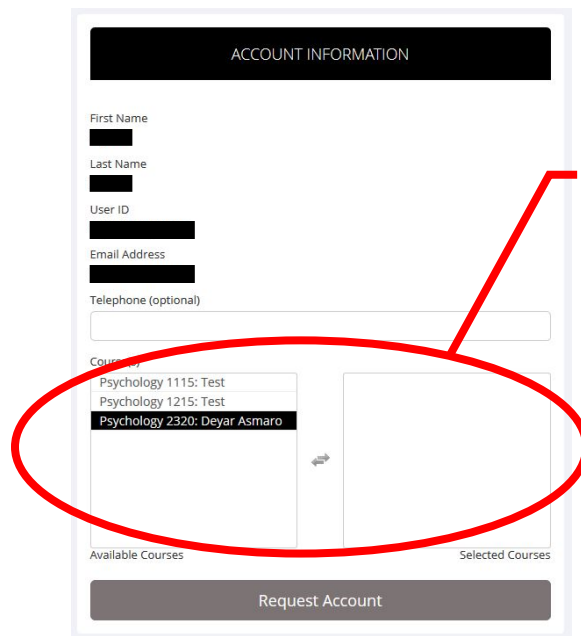
Requesting account using your SSO Login

1. Go to <https://langara-online.sona-systems.com> and select the link “**Langara ID Log In.**” Log in using your SSO (Langara Office 365 email and password). Select your current **Psychology Course(s)** for which you will receive credit for research participation. Click **Request Account**.

NOTE: If you are in PSYC 2320 and would like to receive credit for research participation, please refer to instructional slides provided by Psych lab for this step.



The screenshot shows the website interface for the Department of Psychology Subject Pool for Online Sections. The Langara logo is in the top left. A navigation bar contains the text 'Department of Psychology Subject Pool for Online Sections'. Below this, there is a section titled 'SUBJECT POOL FOR ONLINE SECTIONS' with a prominent green button labeled 'Langara ID Log In' circled in red. To the right, there is a message: 'FALL 2020 SUBJECT POOL COMING SOON. Class announcement will be made when it is ready.' Below that, an important note states: 'Important: Subject pool emails will be sent to your Langara Office 365 email account and may not be forwarded properly to any other email accounts even if you set a forwarding function option. Check your Langara Office 365 email account regularly.' A link is provided for more information. At the bottom right, there is a black button labeled 'Request Account'.

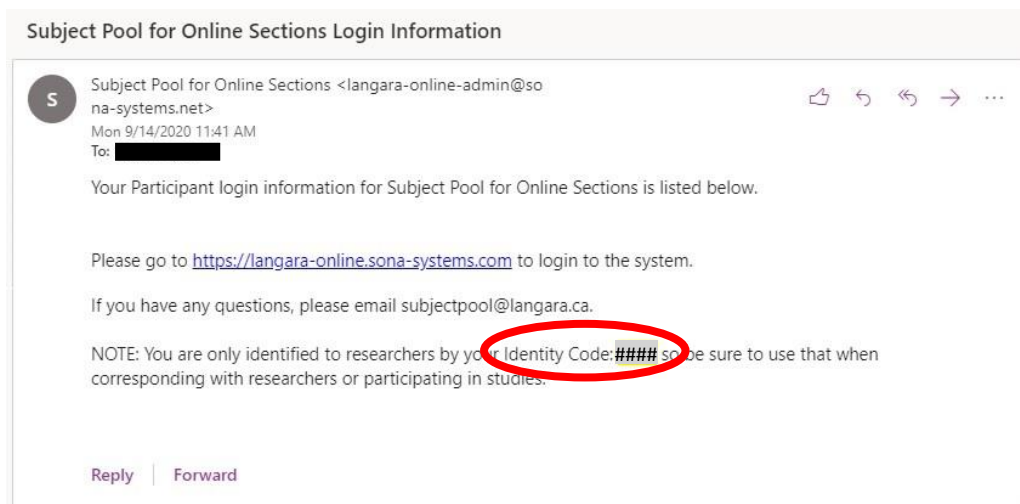


The screenshot shows the 'ACCOUNT INFORMATION' form. It includes fields for First Name, Last Name, User ID, Email Address, and Telephone (optional). Below these is a section for 'Courses' with two columns: 'Available Courses' and 'Selected Courses'. The 'Available Courses' column contains three items: 'Psychology 1115: Test', 'Psychology 1215: Test', and 'Psychology 2320: Deyar Asmaro'. The 'Selected Courses' column is currently empty. A red oval highlights the 'Available Courses' list. At the bottom of the form is a grey button labeled 'Request Account'.

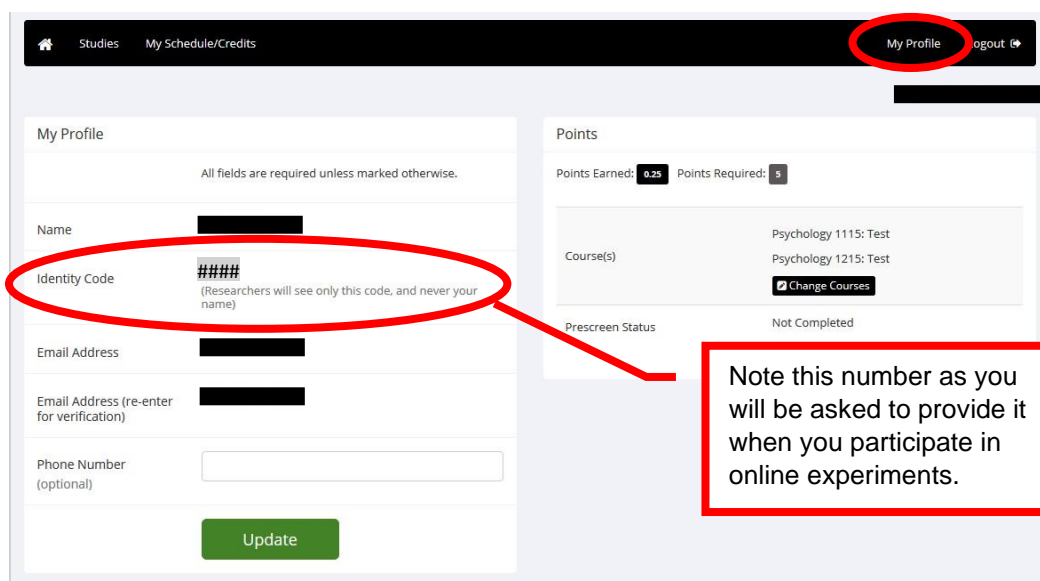
Move **all** of your current Psych course(s) to the box on the right. Click “Request Account” when you are done.

2. Your unique Participant Identity Code. You will only be identified to Researchers as your unique identity code that is randomly assigned to you by the Subject Pool system. When you create an account using your SSO, an email notification that includes your unique **Identity Code** (a 4-digit number) will be sent to your [Langara Office 365 email](#) (this email notification may take up to 30 minutes to arrive). To receive credit for participation, you must enter your Identity Code when you participate in any online studies.

NOTE: Subject Pool (SONA) emails will be sent to your [Langara Office 365 email](#) account and may not be forwarded to other email accounts even if you set up your Langara email forwarding function.



You can find your **Identity Code** in “My Profile” in the subject pool system as well as in email confirmations and reminders about your study signups.



Study Sign-Up

3. To view a list of studies, click “**View Available Studies**” from the homepage (or “**Studies**” from the top toolbar). You will find a list of studies with brief descriptions and a point value. Studies that currently have available participation times (timeslots) will have the link **Timeslots Available** listed to the left of the study information. If no studies have available timeslots, log in to the system later to see if new studies and/or timeslots have been added. Please note whether there are any **Eligibility Requirements** (e.g. “male or female participants only”) listed to the right of the study.

The screenshot shows the user interface for the Study Sign-Up page. At the top, there are navigation links for 'Studies' and 'My Schedule/Credits', and user options for 'My Profile' and 'Logout'. The main content area is divided into several sections. The 'Study Sign-Up' section features a prominent green button labeled 'VIEW AVAILABLE STUDIES' which is circled in red. Below this, there are sections for 'My Schedule & Credits' with options to view appointments, participation history, and earned points. The 'My Profile' section includes options to change password, contact information, and email address. On the right side, there is a 'Points Overview' section with a circular gauge showing '0.25' points, and a breakdown of 'Earned' (0.25), 'Pending' (0), and 'Required' (5) points. Below that, the 'Upcoming Appointments' section shows 'No Upcoming Appointments'.

This screenshot displays the 'All Studies' page. At the top, it shows 'Currently Viewing: All Studies' and a filter for 'View studies with available timeslots on:'. Below this is a table of studies. The first study is 'Effects of Colour on Memory' (0.5 Points) with a 'Timeslots Available' button circled in red. The second study is 'Does your pet make you happier?' (1 Points) with a 'Timeslots Available' button circled in red. To the right of the table is an 'Eligibility' column. For the second study, the eligibility requirement 'Only sign up for this study if you have a pet.' is circled in red. A red callout box points to this requirement with the text: 'You must meet any eligibility requirements listed here in order to participate in the study.'

Available?	Study Information	Eligibility
<input checked="" type="checkbox"/> Timeslots Available	Effects of Colour on Memory (0.5 Points) (Online Study) This study aims to examine the effects of colour on one's memory.	
<input checked="" type="checkbox"/> Timeslots Available	Does your pet make you happier? (1 Points) (Online Study) We are interested in how pets influence people's level of happiness.	Only sign up for this study if you have a pet.

The number of points earned for participation in a study is posted under the title of the study and is determined by the length of time required for participation according to the following guide.

- If the research takes 25min. or less = 0.5 point**
- If the research takes 26min. to 50min. = 1 point**
- If the research takes 51min. to 75min. = 1.5 points**

4. To sign up to participate in a study, click on the title of the study to view information about the study, any eligibility requirements, the duration of the study, and sign-up deadlines. Click the **View Timeslots for This Study** to view participation deadlines. Click the green '**Sign Up>**' link to the right of the participation deadline and then complete your sign up by selecting **Sign Up** on the next page.

NOTE: You do **NOT** need to contact the researcher to sign up for a study. Please note whether there are any **Eligibility Requirements** (see step 3 above for an example). If you sign up for the study and you do not meet the Eligibility Requirements, you will not receive credit for the study.

5. To participate in a study. Once you sign up for a study, you will be provided with a link to **Complete Survey Now** that will direct you to the survey which will include a consent form. If you do not wish to complete the survey immediately, you can visit **My Schedule/Credits** option from top toolbar to complete the survey at a later time. If you start the survey and can't complete it due to a technical error or time constraints, you can close the survey by closing the browser window and return to it through the **My Schedule/Credits** option from top toolbar.

System Message: Sign-up Successful

Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up.

Confirm Sign-Up

Study Name	Effects of Colour on Memory
Participation Deadline	November 17, 2020 11:59 PM
Website	Complete Survey Now
Brief Description	This study aims to examine the effects of colour on one's memory.
Detailed Description	Participants will be asked to memorize a list of words for 2min and complete a free-recall test after. Participants will also be asked to fill out questionnaires and demographic survey.
Researcher	Crystal Byun Email: cbyun@langara.ca
Principal Investigator	System Administrator

You must complete the survey **before the participation deadline** in order to receive credit.

Click this link to complete the survey immediately.

Studies **My Schedule/Credits** My Profile Logout

Points [Points Earned by Course](#)

Overall Points Earned: 0.25 Overall Points Pending: 0.5 Overall Points Requirements: 5

Study Signups

NOTE: Researchers only know you by your identity code, which is ##### so please use that when corresponding with them.

Study	Time	Location	Status	Course	Comments	Cancel?
Effects of Colour on Memory Study Type: Online Study Points: 0.5 Points	November 17, 2020 11:59 PM	View Study Website	Awaiting action from researcher	Psychology 1115: Test		Cancel?

[Reassign](#)

IMPORTANT NOTE: In order to receive credit, make sure to click on the "**Done**" button at the end of the survey and wait to be re-directed to the Subject Pool login page. Do not select the 'WITHDRAW' button on the survey unless you intend to withdraw from the study and not complete the survey in the future (see instructions about withdrawing from a survey below).

Please click on "Done" button below. You will then be re-directed to Sona login page and your credit will be automatically granted.

The screenshot shows a survey completion interface. At the top, a green progress bar indicates '6 / 6' and '100%'. Below the progress bar are two green buttons: 'Prev' and 'Done'. A red circle highlights the 'Done' button, and a red arrow points from it to a system message box. The system message box, also circled in red, contains the text: 'System Message: Web study credit successfully granted. Study Name: Effects of Colour on Memory'. Below the message box, there is a black button labeled 'SUBJECT POOL FOR ONLINE SECTIONS' and a green button labeled 'Langara ID Log In'. To the right of these buttons, there is a white box with red text: 'FALL 2020 SUBJECT POOL COMING SOON. Class announcement will be made when it is ready.' Below this, there is an 'Important' notice: 'Subject pool emails will be sent to your Langara Office 365 email account and may not be forwarded properly to any other email accounts even if you set a forwarding function option. Check your Langara Office 365 email account regularly.' At the bottom of this white box, there is a link: 'Visit this [SITE](#) for important information and instructions about the online Subject Pool system.'

6. Withdraw from a study. You may withdraw from participating in a study at any time by clicking the '**WITHDRAW**' button on the top right of the survey.

You may choose to withdraw if you have changed your mind about participating in the study. If this is done, you will be granted credit but you will not have the opportunity to participate in the study again. You may not participate or receive credit for the same online survey study more than once.

My Schedule/Credits

7. To track your progress, choose the **My Schedule/Credits** option from top toolbar. It may take a few days for your credit(s) to appear in the system.

NOTE: At the top of the **My Schedule/Credits** page, you will find your overall points information including overall points earned and overall points requirements. Below you will find a list of your **Study Signups** including studies for which you have earned credit, studies that you have signed up for but have not completed. If you do not receive credit after your participation, please contact the site administrator at subjectpool@langara.ca. You will receive an email notification when credit has been granted for your participation.

The screenshot shows the 'My Schedule/Credits' page. At the top, the 'My Schedule/Credits' link in the navigation bar is circled in red. Below the navigation bar, the 'Points' section is circled in red, showing 'Overall Points Earned: 0.25', 'Overall Points Pending: 0.5', and 'Overall Points Requirements: 5'. A green button 'Points Earned by Course' is visible. Below this is the 'Study Signups' section. A note states: 'NOTE: Researchers only know you by your identity code, which is ####, so please use that when corresponding with them.' A table lists two studies:

Study	Time	Location			
Affirmations and Cognitive Performance Study Type: Online Study Points: 0.25 Points	September 19, 2020 12:29 AM				
Effects of Colour on Memory Study Type: Online Study Points: 0.5 Points	November 17, 2020 11:59 PM	View Study Website	Awaiting action from researcher	Psychology 1115: Test	Cancel?

A red box highlights the text: 'If you are enrolled in multiple Psych courses, you can reassign credits to different courses (see step 8 below)'. A red arrow points from this box to a 'Reassign' button in the 'Effects of Colour on Memory' study row, which is also circled in red.

8. To reassign credits you've earned for participation to different course(s), choose **My Schedule/Credits** from the top toolbar. If you are in multiple courses, you can reassign credit from one course to another by selecting the [**Reassign**] link that appears under the course entry for each study in your **Study Signups** listing.

NOTE: If you remove yourself from a course, and you had credits assigned to that course, the credits will *not* be automatically reassigned to another course.

If you have any questions, please contact the site administrator at subjectpool@langara.ca