

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://mediaspace.langara.ca/media/t/0_t9obo2g6

Requesting account using your SSO Login

1. Go to <https://langara.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.

Langara.
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Department of Psychology Psychology Subject Pool

PSYCHOLOGY SUBJECT POOL

Langara ID Log In

SUMMER 2022 SUBJECT POOL WILL OPEN IN JULY.

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.

Participants please visit this [SITE](#) for important information and instructions about the online Subject Pool system.

Researchers please check your PSYC 2320 Brightspace course for important information and instructions about the online Subject Pool system.

Request Account

ACCOUNT INFORMATION

First Name
[Redacted]

Last Name
[Redacted]

User ID
[Redacted]

Email Address
[Redacted]

Telephone (optional)
[Redacted]

Courses

Available Courses	Selected Courses
Psychology 1115: Test	
Psychology 1215: Test	
Psychology 2320: Deyar Asmaro	

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 5-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.

My Profile

All fields are required unless marked otherwise.

Name

Identity Code: #####
(Researchers will see only this code, and never your name)

Email Address

Email Address (re-enter for verification)

Phone Number (optional)

Update

Points

Points Earned: 0 Points Required: 2

Course(s) Psych Lab - TEST
Change Courses

Note this number as you will be asked to provide it when you participate in online experiments.

Psychology Subject Pool <langara-admin@sona-systems.net>
To: [Redacted]
Psychology Subject Pool

Your login information for Psychology Subject Pool is listed below.

Please go to <https://langara.sona-systems.com> to login to the system.
If you have any questions, please email subjectpool@langara.ca.

NOTE: You are only identified to researchers by your Identity Code: #####. Be sure to use that when corresponding with researchers or participating in studies.

XDBFAD-TDBFAD-SDBFAD-OEQRGGDWBFADEWGWVBAERSRE-PDAFAF-MDBDSQ

Reply Forward

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.

Study Sign-Up

VIEW AVAILABLE STUDIES

My Schedule & Credits

- View or cancel my study appointments
- View studies I've participated in, and see if credit has been granted
- View other Points I've earned

My Profile

- Change password
- Modify contact information
- Change your email address

Points Overview

0 Earned
0 Pending
2 Required

Announcement

To protect your privacy, you will only be identified to researchers with a unique numeric code that the system will assign, not by your name or student number. **To receive credit for participation, you must enter your Identity Code when you participate in any studies.**

Instructions for signing up to participate in a study in the Psychology Subject Pool can be found [here](#).

Currently Viewing: All Studies

View studies with available timeslots on : Saturday, June 18, 2022 **GO**

Available?	Study Information	Eligibility
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.
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.	

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 and select **View Study Website** 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	July 17, 2022 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	Crystal Byun

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

Click this link to complete the survey immediately.

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	July 17, 2022 11:59 PM (Participation Deadline)	View Study Website	Awaiting action from researcher	Psych Lab - TEST		Cancel?

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.

6 / 6 100%

Prev Done

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System Message: Web study credit successfully granted. Study Name: Effects of Colour on Memory

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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.

Participants please visit this [SITE](#) for important information and instructions about the online Subject Pool system.

Researchers please check your PSYC 2320 Brightspace course 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. The top toolbar has 'Study' and 'My Schedule/Credits' (circled in blue). Below the toolbar, the 'Points' section shows 'Overall Points Earned: 0.5', 'Overall Points Pending: 1', and 'Overall Points Requirements: 2' (circled in blue). The 'Study Signups' section has a note: 'NOTE: Researchers only know you by your identity code, which is 10006, so please use that when you contact them.' Below this is a table with two rows of study signups. The first row is 'Effects of Colour on Memory' with a 'Reassign' button. The second row is 'Does your pet make you happier?' with a 'View Study Website' button, 'Awaiting action from researcher', 'Psych Lab - TEST', and a 'Cancel?' button. A blue box with text points to the 'Reassign' button in the second row.

If you are enrolled in multiple Psych courses, you can reassign credits to different courses (see step 8 below).

Study	Time	Location	Action
Effects of Colour on Memory Study Type: Online Study Points: 0.5 Points	July 17, 2022 11:59 PM (Participation Deadline)		Reassign
Does your pet make you happier? Study Type: Online Study Points: 1 Points	July 17, 2022 11:59 PM (Participation Deadline)	View Study Website	Awaiting action from researcher Psych Lab - TEST Cancel?

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