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

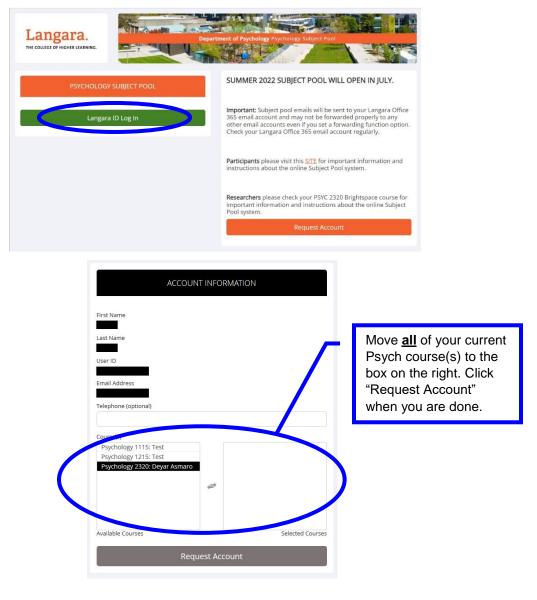
Please follow these instructions to sign up to participate in studies conducted by 2nd year Langara Psychology Students. Check the <u>Psychology Subject Pool</u> and your <u>Langara Office 365 email</u> regularly for information and updates.

Online Subject Pool Participant Instructions Video: https://mediaspace.langara.ca/media/t/0_t9obo2g6

Requesting account using your SSO Login

1. <u>Go to https://langara.sona-systems.com/</u> 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.



2. <u>Your unique Participant Identity Code</u>. 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 <u>Langara Office 365 email</u> (this email notification may take up to 30 minutes to arrive). <u>To receive credit for</u> participation, you must enter your Identity Code when you participate in any online <u>studies</u>.

NOTE: Subject Pool (SONA) emails will be sent to your <u>Langara Office 365 email</u> 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.

		Points	
	All fields are required unless marked otherwise.	Points Earned: 0	Points Required: 2
Name	######	Course(s)	Psych Lab - TEST
Identity Code	(Researchers will see only this code, and never your name)		
Email Address			Note this number as you
Email Address (re-enter for verification)	r		will be asked to provide it when you participate in
Phone Number (optional)			online experiments.
	Update		
	ool <langara-admin@sona-systems.net></langara-admin@sona-systems.net>		کن ← ≪ → Œ Fri 6/17/2022
sychology Subject F p:			
	loi		
sychology Subject Po	ol I for Psychology Subject Pool is listed below.		
sychology Subject Po bur login information lease go to <u>https://la</u>			

Study Sign-Up

3. <u>To view a list of studies</u>, 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.

삼 Studies I	My Schedule/Credits	My Profile Logout
Study Sign-Up		Points Overview
	VIEW AVAILABLE STUDIES O	Earned Pending
My Schedule & C	Credits	•
View or cancel my	y study appointments	2 Required
🖈 View studies I've p	participated in, and see if credit has been granted	
★ View other Points	s l've earned	Announcement
My Profile		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.
Change password		To receive credit for participation, you must enter your Identity Code when you participate in any studies.
Modify contact inf	formation	Instructions for signing up to participate in a study in the Psychology Subject Pool car
Change your ema	ail address	be found here.
	View studies with availab	Saturday, June 18, 2022
ailable?	Study Information	Eligibility
Timeslots Available	Does your pet make you happier? (1 Points) (Online Study) We are interested in how pets influ	Only sign up for this study if you have a pence people's level of happiness.
Timeslots Available	Effects of Colour on Memory (0.5 Points) (0 nline Study) This study aims to examine the effects of the study	fects of colour on one's memory.
		or less = 0.5 point o 50min. = 1 point

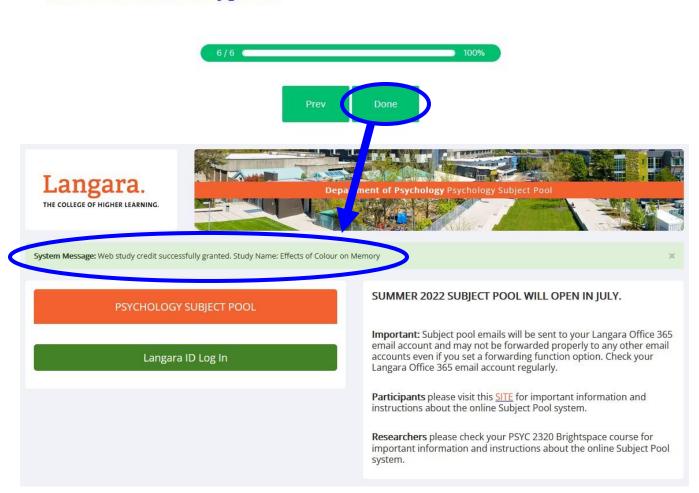
4. <u>To sign up to participate in a study</u>, click on the title of the study to view information about the study, any eligibility requirements, the duration of the study, and sign-up deadlines. Click the **View Timeslots for This Study** to view participation deadlines. Click the green '**Sign Up**>' 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. <u>To participate in a study</u>. 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.

Confirm Sign-Up			You must cor	ndiete the	;
			survey before		
Study Name	Effects of Colour on Memory		participation		e in
Participation Deadline	July 17, 2022 11:59 PM		order to recei		
Website	C Complete Survey Now				
Brief Description	This study aims to examine the effects of colour	r on one's memory.			
Detailed Description	Participants will be asked to memorize a list of v and demographic survey.	words for 2min and complete	a free-recall test after. Participants	will also be asked to fill	l out questionnaires
Researcher	Crystal Byun Email: cbyun@langara.ca	Click	this list to compl		
Principal Investigator	Crystal Byun		this link to complediately.	ete the surv	/ey
Studie: My Schee	duie/Credits				My Profile
ly Signups					

Study Type: Online Study Points: 0.5 Points **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. <u>Withdraw from a study</u>. 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. <u>To track your progress</u>, 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.

Points				C Points Earned	by Course 🛛 📥 Dow
Overall Points Farned	Overall Points Pending: 1 Overall Points	Poquiromonto:			
Overan i onits carried.	Overall Folits	Negurements. 2			
Ctudy Cignung					
Study Signups					
	you by your identity code, which is 10006 ,	so please use tha	t vil		
NOTE: Researchers only know		1		l in multiple Psyc	ch courses
	you by your identity code, which is 10006 ,	so please use tha	If you are enrolled		
NOTE: Researchers only know Study Effects of Colour on	Time July 17, 2022 11:59 PM (Participation	1	If you are enrolled you can reassign	credits to differe	
NOTE: Researchers only know	Time	1	If you are enrolled	credits to differe	
NOTE: Researchers only know Study Effects of Colour on Memory Study Type: Online Study	Time July 17, 2022 11:59 PM (Participation	1	If you are enrolled you can reassign	credits to differe).	
NOTE: Researchers only know Study Effects of Colour on Memory	Time July 17, 2022 11:59 PM (Participation	1	If you are enrolled you can reassign	credits to differe	
NOTE: Researchers only know Study Effects of Colour on Memory Study Type: Online Study	Time July 17, 2022 11:59 PM (Participation	1	If you are enrolled you can reassign (see step 8 below	credits to differe).	

8. <u>To reassign credits</u> 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.

<u>NOTE:</u> 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