

SONA-SYSTEMS INFORMATION

For Instructors

Sona-Systems Account:

All psychology instructors (any instructor teaching a psychology course at Daemen) will be given an account on the sona-systems website: <https://daemenpsychology.sona-systems.com>. You will only need to use this account to log any research alternative assignments that students may complete throughout the semester.

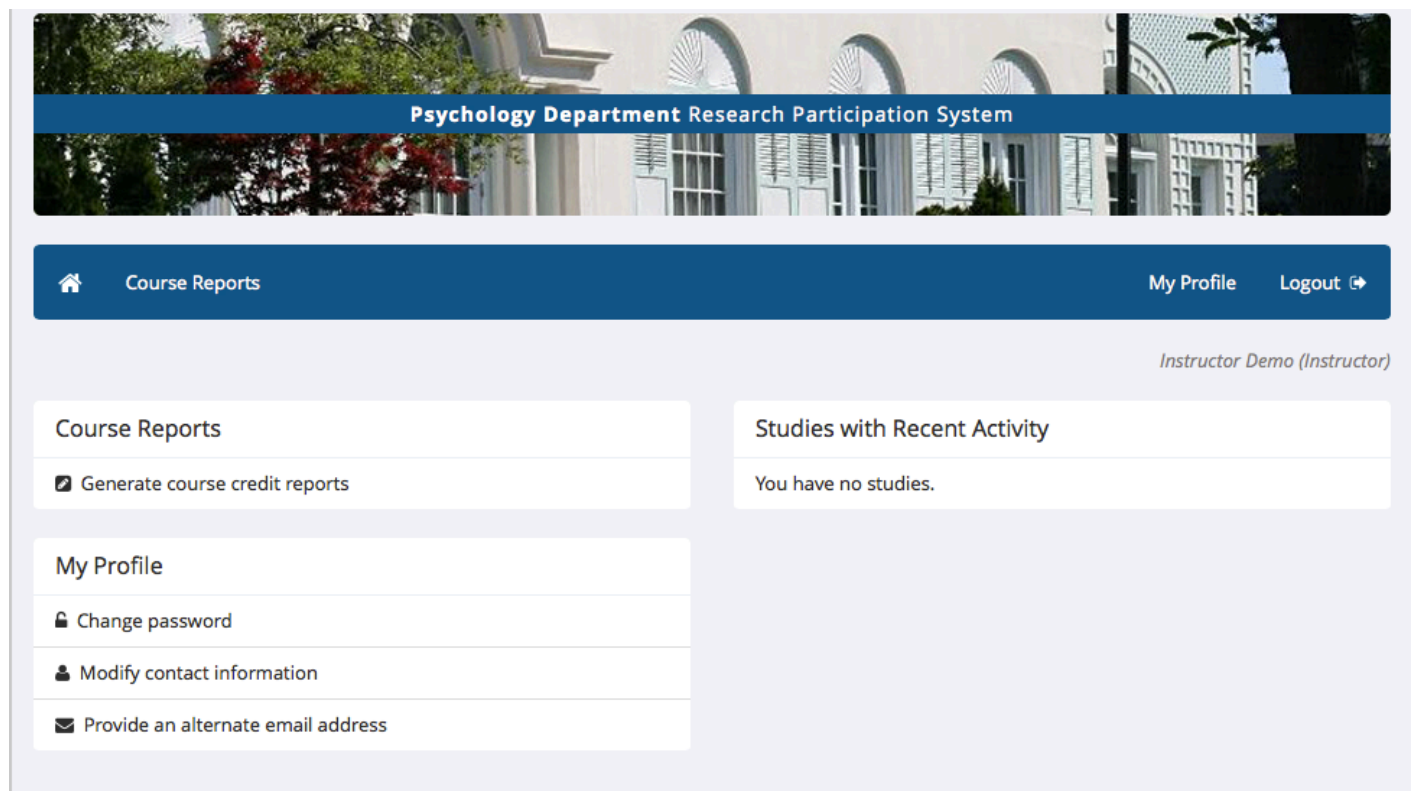
Logging In:

The login page can be found at <https://daemenpsychology.sona-systems.com>.

Username: Your instructor account username is the first part of your Daemen email address (which usually consists of your first and last name, or your first initial and last name) followed by “_Instructor”. For example, if a person’s email address is `firstname.lastname@daemen.edu`, the username would be `firstname.lastname_Instructor`.

Password: You will be given a temporary password that will be emailed to you once your account has been created. Once you login to the system for the first time, you should change your password to something you can easily remember. You can change your password by clicking on the “My Profile” link on the menu bar at the top of the main menu screen. This link will also allow you to change your email if you wish.

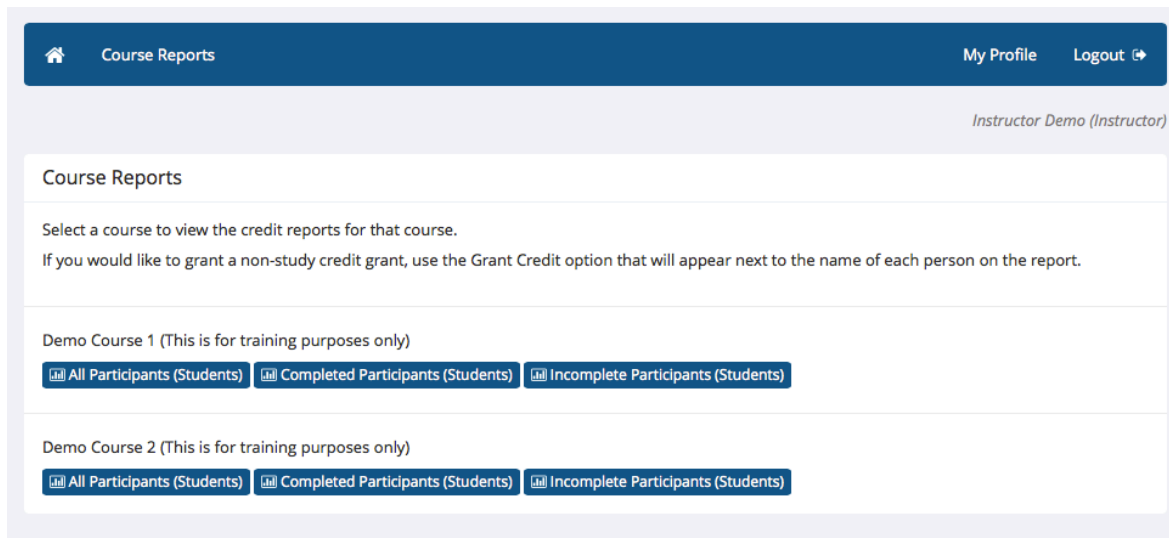
After logging in, you will see the main menu pictured below:



The screenshot shows the main menu of the Sona-Systems interface. At the top, there is a banner image of a building with a blue overlay containing the text "Psychology Department Research Participation System". Below the banner is a dark blue navigation bar with a home icon and "Course Reports" on the left, and "My Profile" and "Logout" with an external link icon on the right. The user's role is displayed as "Instructor Demo (Instructor)". The main content area is divided into two columns. The left column has a "Course Reports" section with a checked checkbox for "Generate course credit reports" and a "My Profile" section with three options: "Change password", "Modify contact information", and "Provide an alternate email address". The right column has a "Studies with Recent Activity" section with the message "You have no studies."

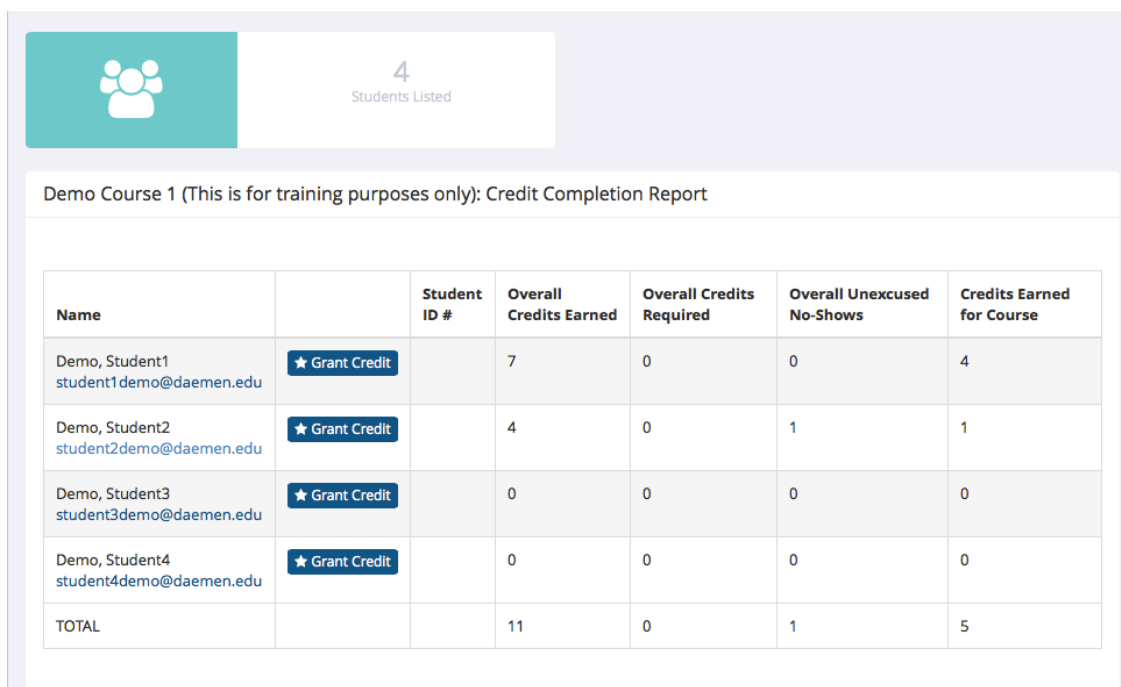
Adding Alternative Assignment Credit:

To grant alternative assignment credit (referred to by the system as “non-study credit”), either click the “Course Reports” option on the menu bar at the top of the screen on the main page or click on “Generate course credit reports” under the “Course Reports” section of the main page. This will take you to a list of the psychology courses that you teach. Pictured below, the Demo Instructor is listed as teaching two courses (Demo Course 1 and Demo Course 2).



The screenshot shows the 'Course Reports' page. At the top, there is a navigation bar with 'Course Reports', 'My Profile', and 'Logout'. Below the navigation bar, the user is identified as 'Instructor Demo (Instructor)'. The main content area is titled 'Course Reports' and contains instructions: 'Select a course to view the credit reports for that course. If you would like to grant a non-study credit grant, use the Grant Credit option that will appear next to the name of each person on the report.' There are two course sections: 'Demo Course 1 (This is for training purposes only)' and 'Demo Course 2 (This is for training purposes only)'. Each course section has three buttons: 'All Participants (Students)', 'Completed Participants (Students)', and 'Incomplete Participants (Students)'.

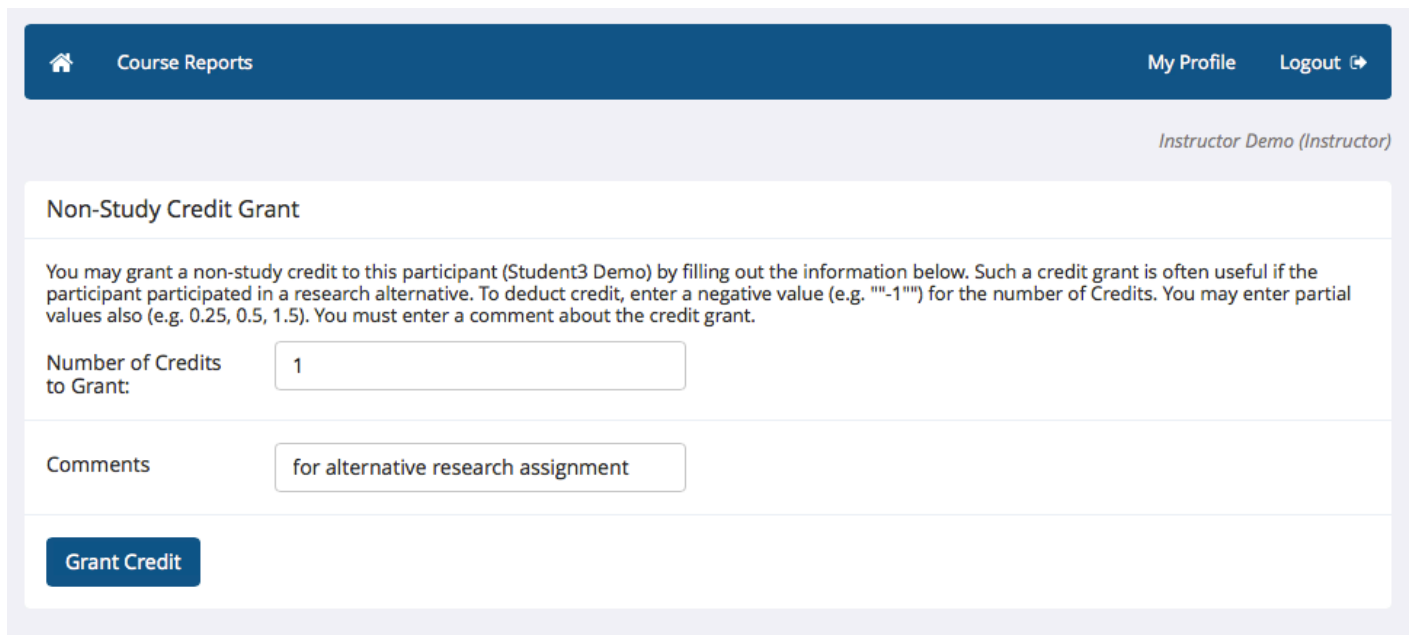
Select the “All Participants (Students)” option under the course of the student for which you are granting credit. This will bring you to a list of the students who have indicated that they are enrolled in your course. If you do not see the specific student you are looking for, then the student has not selected the course indicating that they are enrolled. In order for you to add credit, the student must log in to the sona-systems website and edit their course selection by clicking on the “My Profile” option on the menu bar at the top of the screen on their menu page. If they are unsure of their login details or how to edit their courses, have them contact the system administrator (sona.admin@daemen.edu).



The screenshot shows the 'Credit Completion Report' for 'Demo Course 1 (This is for training purposes only)'. At the top, there is a teal box with a group of people icon and a white box with '4 Students Listed'. Below this, the report title is 'Demo Course 1 (This is for training purposes only): Credit Completion Report'. The report is a table with the following data:

Name	Student ID #	Overall Credits Earned	Overall Credits Required	Overall Unexcused No-Shows	Credits Earned for Course
Demo, Student1 student1demo@daemen.edu	★ Grant Credit	7	0	0	4
Demo, Student2 student2demo@daemen.edu	★ Grant Credit	4	0	1	1
Demo, Student3 student3demo@daemen.edu	★ Grant Credit	0	0	0	0
Demo, Student4 student4demo@daemen.edu	★ Grant Credit	0	0	0	0
TOTAL		11	0	1	5

Next, find the student that you would like to grant credit. Select the “Grant Credit” option. This will allow you to enter however many credits correspond to the number of alternative assignments the student has completed. You also have the option to provide comments indicating what the credits correspond to.



The screenshot shows a web interface for granting non-study credits. At the top, there is a dark blue navigation bar with a home icon, the text 'Course Reports', and links for 'My Profile' and 'Logout'. Below this, the user is identified as 'Instructor Demo (Instructor)'. The main content area is titled 'Non-Study Credit Grant' and contains a paragraph of instructions: 'You may grant a non-study credit to this participant (Student3 Demo) by filling out the information below. Such a credit grant is often useful if the participant participated in a research alternative. To deduct credit, enter a negative value (e.g. "-1") for the number of Credits. You may enter partial values also (e.g. 0.25, 0.5, 1.5). You must enter a comment about the credit grant.' Below the instructions are two input fields: 'Number of Credits to Grant:' with the value '1' entered, and 'Comments' with the text 'for alternative research assignment'. At the bottom left of the form is a blue button labeled 'Grant Credit'.

Questions or comments:

Please contact the sona-systems site administrator (sona.admin@daemen.edu).