**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.
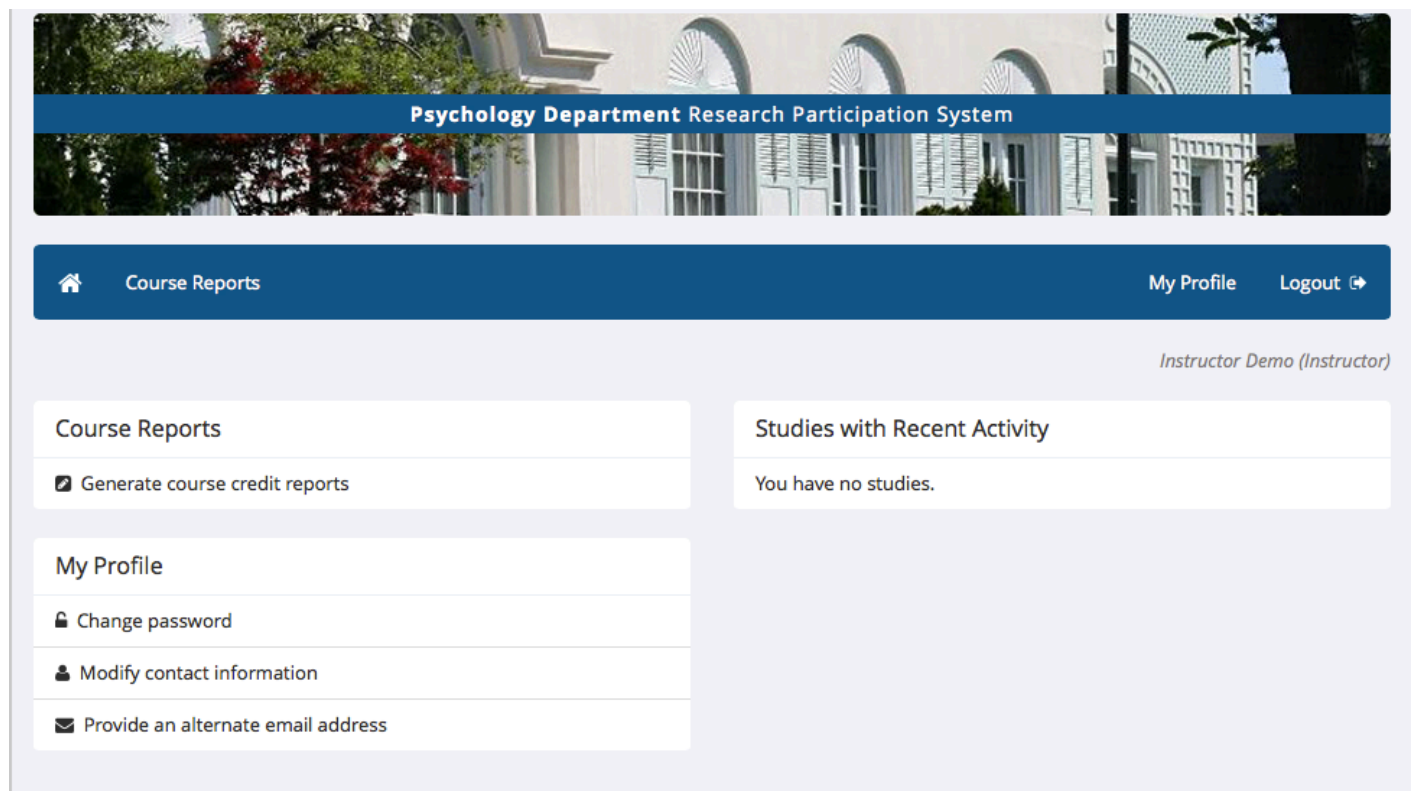
**Logging In:**

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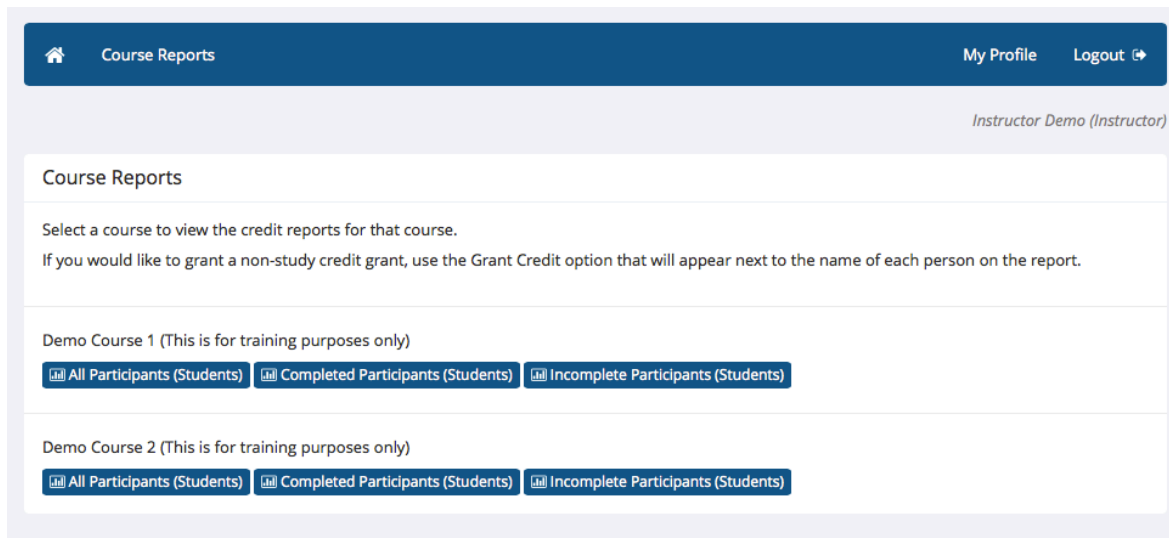
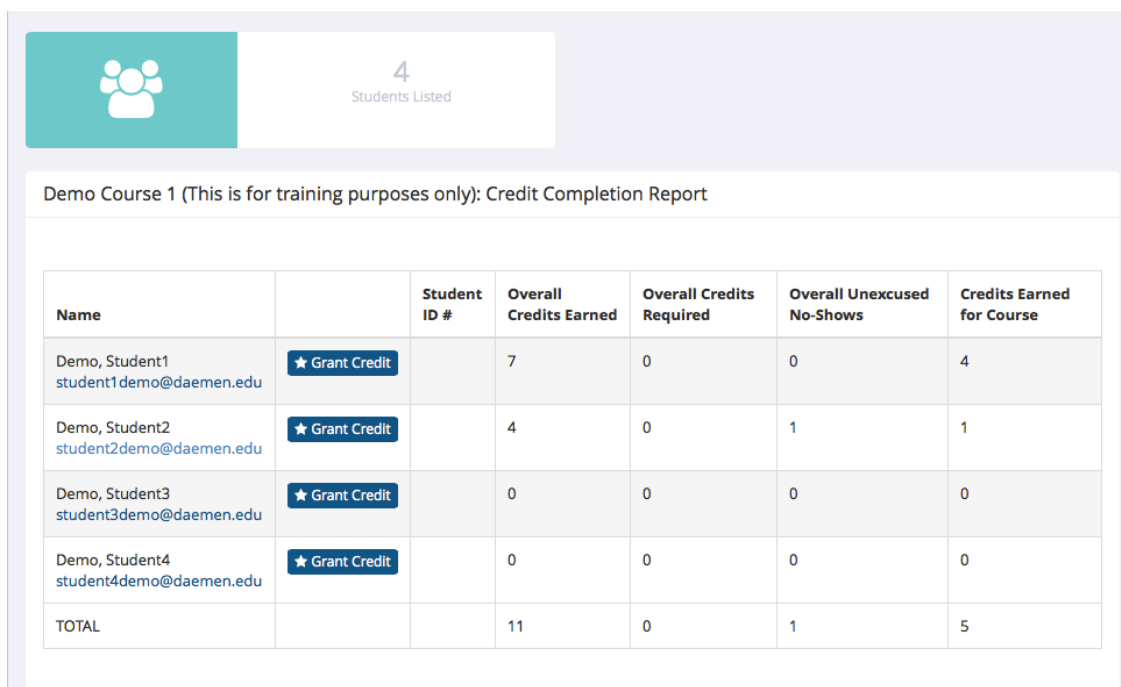After logging in, you will see the main menu pictured below:

## 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).
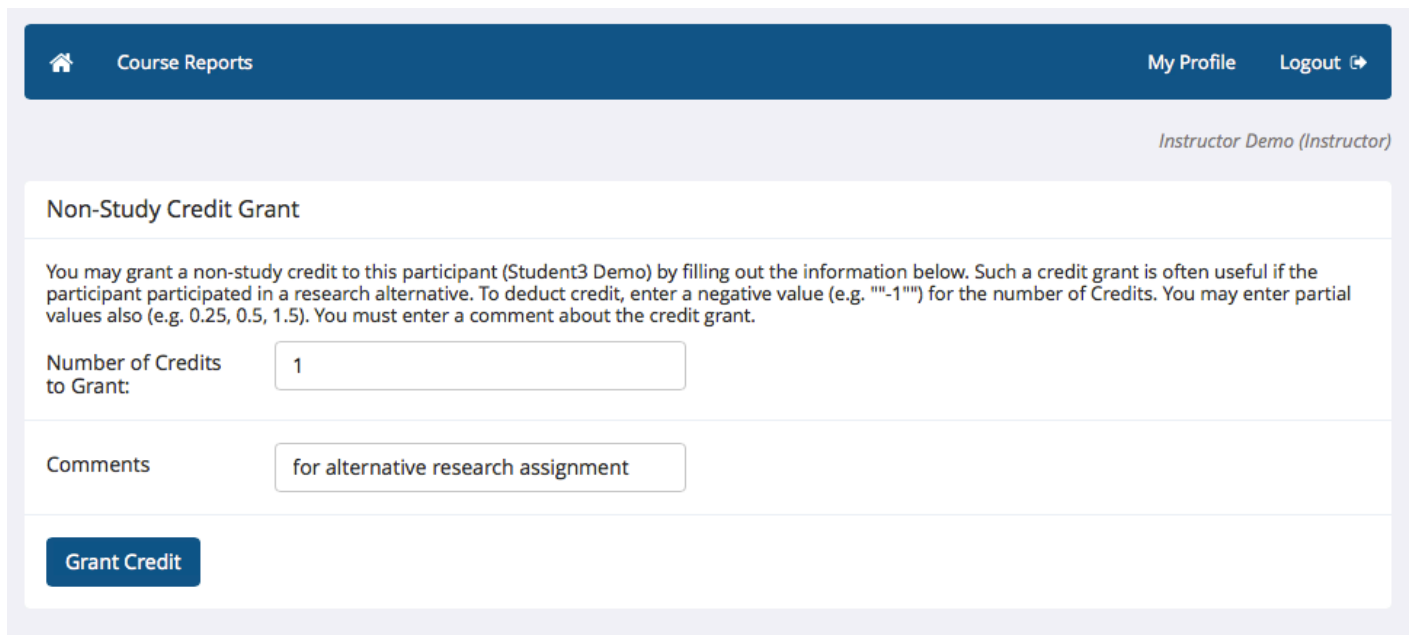


Select the "All Participants (Students)" option under the course of the student for which you are granting credit. This will bring you to a list of the students who have indicated that they are enrolled in your course. If you do not see the specific student you are looking for, then the student has not 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).



Demo Course 1 (This is for training purposes only): Credit Completion Report

| 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.



**Questions or comments:**

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