

Log into Sona Systems (<http://floridatech.sona-systems.com>)

- Click on *My Studies*.
- Click on *Timeslots* for the specific study of interest.

Florida Institute of Technology
High Tech with a Human Touch

School of Psychology Research Participation System

My Studies All Studies Add New Study My Profile Logout

Emily Burch (Researcher)

All 1 Active 1 Inactive 0

View Your Uncredited Timeslots View Printer-Friendly List of Signups Sort by: Study Name Last Activity Date

Study Information	Approved?	View
Research Methods Questionnaire 1 (1 Credits) (Online Study)	Approved	Study Info Timeslots

Participants viewing this page will see restrictions listed with each study, when applicable, except for prescreen and course restrictions, which are always hidden from participants. They will also see studies listed in random order. Inactive studies that are approved will not appear on the list of available studies, but may be viewed when participants are checking their progress or other actions related to that study.

- Click on *Modify*

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Study Menu Add A Timeslot View Printer-Friendly List of Signups Print

All Timeslots Recent Timeslots Upcoming Timeslots Older Timeslots

Timeslots : Research Methods Questionnaire 1

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

Search for available timeslots on :
Tuesday, March 24, 2015 GO

Participation Deadline	Participants Pool	Participants	Website	Researcher	Modify
January 30, 2015 8:00 PM	Signed Up: 49 Open Slots: 1 Total: 50	[Redacted] (Survey ID: [Redacted]) Status: Credit Granted	View Website	ALL	Modify

Timeslot Information : Research Methods Questionnaire 1 Other Timeslots for this Study Timeslot Modification Log

This study was created as an online (web) study. Because a participant may participate in an online study at any time, most researchers create a single timeslot. The single timeslot contains the maximum number of participants who may participate, and has a date of the last date that participants may participate.

Maximum Number of Participants

Final Participation Date Researcher

Final Participation Time

[Update Timeslot](#)

All Sign-Ups Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

(1 Participant) 49 available spaces

Name	Participated	No-Show	No Action Taken	Comments
<div style="background-color: black; color: white; padding: 2px;">[Redacted Name]</div> <div style="font-size: small; margin-top: 2px;">(Survey ID: [Redacted])</div> <div style="font-size: small; margin-top: 2px;">Phone: [Redacted]</div> <div style="font-size: x-small; margin-top: 2px;">Cancel</div>	<input type="radio"/>	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input checked="" type="radio"/>	<input type="text"/>

[Update Sign-Ups](#)
[Contact All Participants](#)
[Cancel All Sign-ups for this Timeslot](#)

- Choose an option and then click *Update Sign-Ups*:
 - Participated, if individual completed your study.
 - Unexcused no-show, if individual did NOT show up for your research session AND did NOT contact you beforehand to let you know that he/she would be absent. The system keeps track of unexcused no-shows and when a student receives 3 of these, that student is no longer allowed to use Sona Systems.
 - Excused no-show, if individual did NOT show up for your research session BUT did contact you beforehand to let you know that he/she would be absent. This is also an option to use (as is "Cancel") if the researcher had to cancel the session.