

Researcher Instructions
For using the Department of Psychology PEC Online Sign-Up System
(Version 5-20-2017)
UIC Research Protocol # 2004-0162

Registration for First-Time Users

In order for you to access PECOLSUS, the Subject Pool Coordinator must first authorize you to use this site. Contact the Subject Pool Coordinator to get authorization to use PECOLSUS.

1. Point your browser to <https://uic.sona-systems.com/>. This takes you to the main logon page for the SONA system. A link to this page is also displayed near the bottom of the Psychology Department's home page.
2. You will see the main menu bar at the top of the screen. The main menu offers you several options including: Logout, My Profile, and My Studies.

Logout: Clicking on this menu item logs you out of the system.

My Profile: Clicking this menu item enables you to (a) change the password you set for logging in to the on-line sign-up system, and (b) change your personal information (e.g., email address).

My Studies: Use this menu to add new studies, review existing studies, and assign credit to students who participate in your studies. The SONA system includes instructions for posting and editing experiments. Most options are easily completed by typing in a text box (e.g., special instructions), selecting options from a menu (e.g., session date and time), or selecting options from a check box (e.g., include men, women).

Note 1: Only the one person primarily responsible for a study (or set of studies) will be authorized to make changes to the study. This is the person who is listed as the "Experimenter" in the Subject Pool Request, and is not necessarily the person running the subjects. Once this person is registered, he/she may allow assistants to use the Sign-Up System (using his/her NetID and Sign-Up System password). However, all such assistants will have access only to information pertaining to the studies belonging to the person who initially registered (i.e., the owner of the NetID).

Note 2: An attempted registration will fail if the Subject Pool Coordinator (Dr. Eric Leshikar) has not yet authorized you to use the system. If you believe that you should have been able to register to use the Sign-Up System, but were unable to do so, contact the Subject Pool Coordinator.

Note 3: You may not post a session for dates that are more than 14 days in the future.

Note 4: **You do not need to list restrictions based on gender, age, ethnicity, handedness, or language background in the Special Instructions field.** You can restrict participation based on responses to the demographic survey students complete when registering to use the system. For example, if question 2 on the demographic survey records gender (female = A, male = B). You can restrict sessions to females or males only by indicating a restriction based on pre-test questions. For example, if you restrict participation to students who answer A to question 2, only female students will see the sessions with this restriction. Thus, there is no need to mention these restrictions in the Special Instructions field.

Note 5: You may add special instructions as long as the instructions have been approved by the UIC IRB. **Remember that you may not use special instructions that advertise the nature of your experiment** (e.g., this experiment is a survey about political attitudes), **encourage participation** (e.g., this experiment is fun), **or indicate that the study is online** (e.g., this experiment is conducted online and does not require you to come to a lab at a specific time).

To Record Participant Attendance: Attendance may be recorded only for past-dated sessions. Researchers are expected to record student attendance by the end of the week in which the session occurred, where the end of the week is defined as midnight on Sunday. Therefore, by Monday morning, you should have recorded the attendance for all of the sessions you ran during the previous week.

1. On the main menu click the My Studies menu, and then select the study that you want to assign credit for. Select View/Administer Time Slots. You will see an option to record credit.
2. Next to each PIN is a menu containing the alternatives for recording attendance. The alternatives are as follows:

Participated: The student attended the session and has earned the number of PECs indicated for that session. Once a student is marked as having attended a session, the Sign-Up System will not allow him/her to sign-up, or get credit, for that same study number again.

No Show (Unexcused): The student either did not attend the session, or showed up so late that he/she could not participate. The student will be penalized the opportunity to complete 1 PEC through the subject pool, regardless of the length of the missed session. That is, the student will only be permitted to earn 7 PECs through the subject pool, not 8 PECs. The student is allowed to sign-up for another session of this same study in the future.

No Show (Excused): The student was excused from a session without participating (e.g., because the student had a legitimate medical or family emergency). The student neither earns nor loses PECs. The student is permitted to sign-up for another session of this same study in the future.

Note 1: You must assign one of these alternatives to every student. No student may be left unassigned.

Note 2: If you make a mistake when recording attendance, please let the subject pool administrators know (pecolsus@uic.edu). They can fix the error for you if the system does not allow you to fix it yourself. This is especially important for “no show” errors.