

Melbourne School of Psychological Sciences

Experiment Management System

Research Experience Program
Student Support Manual

www.unimelb.sona-systems.com

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Introduction

Students enrolled in Mind, Brain and Behaviour 1 (PSYC10003) and Mind, Brain and Behaviour 2 (PSYC10004) are required to participate in **three** hours of research experience per semester. At least one hour of this should be question studies 'Q' and one hour should be non-question studies 'NQ.'

The Experiment Management System (EMS) provides an easy method for students to sign up for studies to participate in and track the credits they have received so far. The EMS is online and can be accessed using any standard web browser. The website address is: <https://unimelb.sona-systems.com>

Logging in and out

In the first week of semester, you will receive an email containing your username and password. When you have received this email, go to the front page of the site to enter these login details. When you log in for the first time, you will be asked to review the University's Policy for Human Research and agree to its terms and conditions. You will then be taken to the main menu.

When you are done using the system, click 'Logout' from the toolbar at the top of the screen. After 20 minutes of inactivity, you will be automatically logged out.

Changing your password

If you would like to change your password, click on the 'My Profile' link on the top toolbar. To change your password, enter your old password once and your new password twice.

The screenshot shows the 'My Profile' page of the Experiment Management System. The page header includes the University of Melbourne logo and the text 'Melbourne School of Psychological Sciences'. The navigation bar contains links for 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The 'My Profile' link is highlighted with a red box. Below the navigation bar, the user's name 'John Jones' and 'Participant' are displayed. The main content area is titled 'My Profile' and contains the following information:

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

My Profile

Name: John Jones
 User ID: 111111
 Email Address: johnjones@student.unimelb.edu.au
 (please enter twice for verification purposes)

Change Password Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.

Current Password
 New Password
 New Password (confirm)

Student ID Number: 333444
 Phone Number (optional):
 Credits Earned: 0
 Credits Required: 3
 Course: PSYC10004

Update

Retrieving a lost password

If you have lost your password, click the 'lost your password?' link on the login page. You will be required to enter you email address and your password will be emailed to you shortly.

Email address options

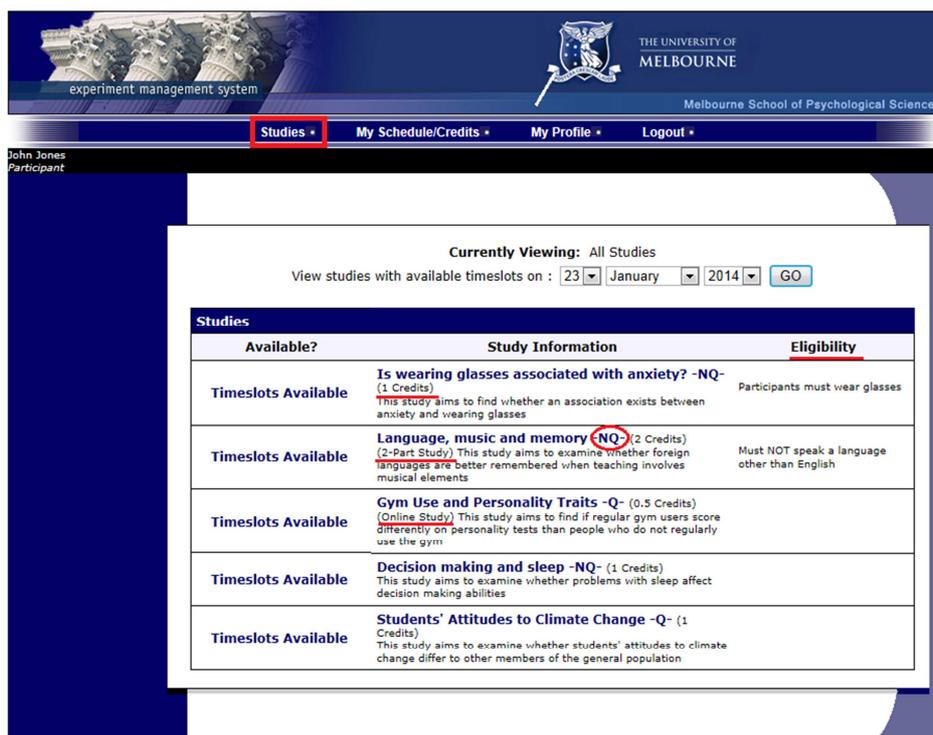
You will receive email notifications from the system when you register to participate in a study or receive credits for completed participation. Researchers of the studies you have registered in will also be able to view your email address, in the event that they need to contact you.

The REP on-line system allows students to change an email address recorded in their profile. However, we recommend you retain your University email address as recorded as all students are required to use their University email account for all University business. This will enable researchers to contact you in the event of a cancellation or change to the time or location of the research. It also facilitates proper allocation of study credit.

Studies

Viewing studies

To view a list of studies available to participate in, click on the 'Studies' link in the top toolbar, or on 'Study Sign-Up' from the EMS main page. You will see a list of studies, each with a brief description as well as any special requirements that may restrict your ability to participate. On this page you can also see the type of study (online/two-part/normal), whether it is question (Q) or non-question (NQ), and the number of credits you will receive for participation. To view more information about a study and register, click on its name.



The screenshot shows the 'Studies' page of the experiment management system. The header includes the University of Melbourne logo and the text 'Melbourne School of Psychological Sciences'. The navigation bar has 'Studies' highlighted. Below the navigation bar, there is a search filter for 'Currently Viewing: All Studies' and a date filter for 'View studies with available timeslots on : 23 January 2014'. The main content is a table with three columns: 'Available?', 'Study Information', and 'Eligibility'.

| Available? | Study Information | Eligibility |
|---------------------|--|--|
| Timeslots Available | Is wearing glasses associated with anxiety? -NQ- (1 Credits) This study aims to find whether an association exists between anxiety and wearing glasses | Participants must wear glasses |
| Timeslots Available | Language, music and memory -NQ- (2 Credits) (2-Part Study) This study aims to examine whether foreign languages are better remembered when teaching involves musical elements | Must NOT speak a language other than English |
| Timeslots Available | Gym Use and Personality Traits -Q- (0.5 Credits) (Online Study) This study aims to find if regular gym users score differently on personality tests than people who do not regularly use the gym | |
| Timeslots Available | Decision making and sleep -NQ- (1 Credits) This study aims to examine whether problems with sleep affect decision making abilities | |
| Timeslots Available | Students' Attitudes to Climate Change -Q- (1 Credits) This study aims to examine whether students' attitudes to climate change differ to other members of the general population | |

Signing up for studies

When you have found a study you would like to participate in, confirm you meet the eligibility requirements. Whilst eligibility requirements are not enforced by the EMS, if you do register for a study in which you do not meet the requirements, it is unlikely you will receive credits for participation.

If the study **is not** an online study, the sign up and cancellation deadlines for the study will be listed. These are based on the date of each timeslot. Students will only be able to sign up for a study **once**. When you have chosen a study to participate in, click on the 'View Time Slots for This Study' link underneath the study description.

Study Information

Study Name Students' Attitudes to Climate Change -Q-

Abstract This study aims to examine whether students' attitudes to climate change differ to other members of the general population

Description Participants will be required to complete 4 self-report questionnaires regarding climate change.

Duration 60 minutes

Credits 1 Credits

Researcher Sarah Smith
Email: sarahsmith@unimelb.edu.au

Principal Investigator John Smith

Deadlines Sign-Up: 24 hour(s) before the appointment
Cancellation: 24 hour(s) before the appointment
(Deadlines that occur on a Saturday or Sunday will be moved back to Friday)

[View Time Slots for This Study](#)

You will now see a list of all time slots with positions still available. Choose a time that is convenient for you and click 'Sign Up.' If you sign up for a study, but already have another study registered for that time, the system will warn you that you have a scheduling conflict.

| Timeslots | | |
|--|----------------------------|-------------------------|
| Date | Location | Sign Up? |
| Tuesday, 28 January 2014 10:00 - 11:00 | 705 Redmond Barry Building | Sign Up |
| Tuesday, 4 February 2014 13:00 - 14:00 | 705 Redmond Barry Building | Sign Up |
| Tuesday, 4 February 2014 14:00 - 15:00 | 705 Redmond Barry Building | Sign Up |

Once you have signed-up for a study, you will see information confirming the time and location of the study. You will also receive this information in a confirmation email.

Two-part studies

Some studies involve two parts. Both parts must be signed up for at once but will be completed a certain number of days apart. These studies are clearly marked and the system will ensure you are only able to register for timeslots with the appropriate amount of time between the first and second parts.

Online studies

Some studies may be online studies that are administered directly by the EMS. Other online studies may be hosted by external survey sites such as Survey Monkey or Qualtrics. If you sign up for one of these studies, it is expected that you complete the survey immediately. The sign-up confirmation page will contain a link to take you directly to the online survey. It will also show the date/time at which online survey participation must be completed by.

Study Signup Completed

System Message: Sign-up Successful

Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up. Please copy down the following information:

Signup Information

Study Name Gym Use and Personality Traits -Q-

Participation Deadline 28 February 2014 9:00

Website [Complete Survey Now](#)

Brief Description This study aims to find if regular gym users score differently on personality tests than people who do not regularly use the gym

Detailed Description Participants will complete 2 online questionnaires covering their personality traits and their gym use.

Researcher Sarah Smith
Email: sarahsmith@unimelb.edu.au

Principal Investigator John Smith

If you have any further questions, you may contact the researcher or the principal investigator.

Canceling a sign-up

If you can no longer participate in a study you have registered for, you can cancel your participation from the 'My Schedule/Credits' page. On this page you can see all studies you have scheduled, as well as those you have already completed.

Studies in which you are allowed to cancel your participation will have a 'Cancel' button next to them. Most studies will have a deadline for cancelling participation (usually 24 hours before participation was scheduled). After this point you will not be able to cancel your participation and if you do not turn up to the study,

experiment management system

THE UNIVERSITY OF MELBOURNE
Melbourne School of Psychological Sciences

Studies • **My Schedule/Credits** • My Profile • Logout •

John Jones
Participant

My Schedule and Credits

Credit Information

Credits

Credits Earned 0
Credits Requirements 3

Study Signups

| Study | Time | Location | Credit Status | Comments | Cancel? |
|---|----------------------------------|---------------------------------|---------------------------------|----------|--|
| Students' Attitudes to Climate Change -Q- (1 Credits) | 28 January 2014 10:00 - 11:00 | 705 Redmond Barry Building | Awaiting action from researcher | | <input type="button" value="Cancel?"/> |
| Decision making and sleep -NQ- (1 Credits) | 30 January 2014 9:00 - 10:00 | Room 501 Redmond Barry Building | Awaiting action from researcher | | <input type="button" value="Cancel?"/> |

Once you click cancel, you will see a confirmation page. You will also be warned if your cancellation may affect your ability to participate in other studies you have signed up for (e.g. if the study is a pre-requisite for another study). If the cancellation will affect your ability to participate in another study, it is **your responsibility** to also cancel the other study.

The system will warn you, but will not do this for you. Click yes to cancel your sign-up and you will be un-registered immediately.

System Message: Are you sure you want to cancel this sign-up?

IMPORTANT: You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. Weekends are not included when determining if it is too late to cancel. If you decide to cancel, no further action will be required after you choose to cancel.

| Study | |
|-------------------------------|---|
| Study Name | Students' Attitudes to Climate Change -Q- |
| Date | 28 January 2014 10:00 - 11:00 |
| Location | 705 Redmond Barry Building |
| Researcher | Sarah Smith Email: sarahsmith@unimelb.edu.au |
| Principal Investigator | John Smith |

Would you like to cancel this sign-up?

If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will **not** be cancelled. You can ask the researcher to sign you up in the second part again if you would like to participate in it at a later date.

Tracking your progress

You can track your progress at any time by choosing the 'My Schedule/Credits' link from the top toolbar (see print-screen on page 6).

Frequently Asked Questions

Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. You should turn cookies on, try using a different browser or try using a different computer.

I participated in a study, but I am yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done shortly after your participation. If it has been some time and you still have not received credit, contact the researcher.

Who can see what studies I have signed up for?

Only the researcher/s and the principal investigator of the study may see that you have signed up for it, along with the EMS administrator. No other users, including other researchers, teachers or students can see this information.

I have signed up to participate in an online study, but cannot participate in it straight away. What should I do?

The link to the online study will be emailed to you in your study confirmation email. Whilst you should endeavour to complete an online study as soon as you register in it, in order to receive your credit you must make sure you complete the study before the participation deadline set by the researcher.