Researcher Instructions for Login and Adding Studies

Below are the Steps for logging in, adding new studies, and creating time slots for those studies.

Step 1: Login to the Sona System.

Use your User ID and Password (sent to you by the system administrator) and login here: http://colostate-marketing.sona-systems.com.

The first time you login, you will be directed to the Human Subject Privacy Policy. Read the information carefully and the click Yes at the bottom of the page.

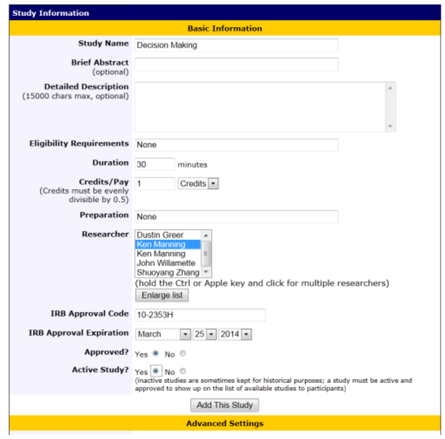
Step 2: Add your study.

Click on the Add New Study link.

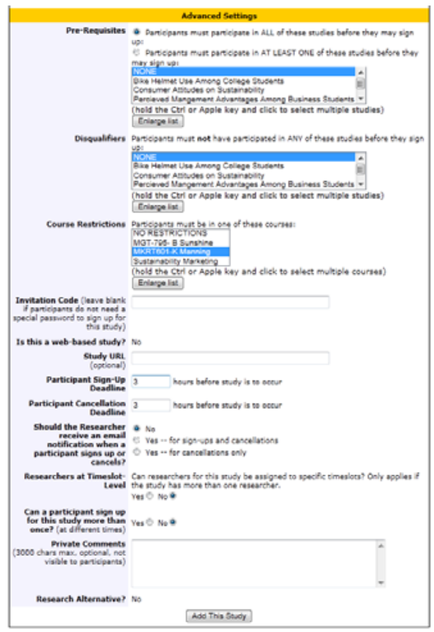
You will be asked to select the type of study you will run. Unless you are conducting an online study or doing a multi-part study, you will use the default Standard Study and click Continue.

Step 3: Fill-in Study Information

Next you will be asked to enter some information about your study.



- If there are any eligibility requirements such as enrollment in a particular class, be sure to enter that information in the Eligibility Requirements field.
- Please leave the Credits at one. The course instructor will decide the actual amount of points that will be assigned to participants.
- You must have obtained IRB approval in order to use the COB Research Lab and the Sona System. Enter the IRB protocol number in the "IRB Approval Code" field, and make sure to indicate the IRB expiration date and click Yes where it asks if the study has been approved.
- The Active Study field allows you to indicate when you are ready to make the study available for participants to sign-up.



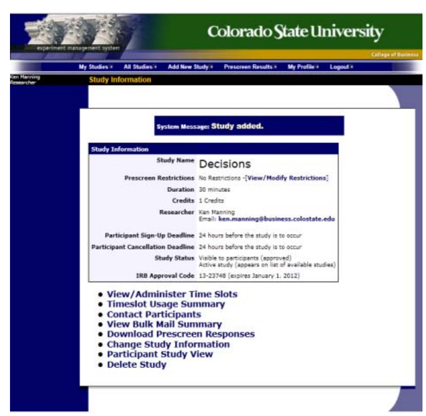
Under "Advanced Settings," at a minimum, you will want to:

- Indicate the class that students must be enrolled in to participate in the study.
- Indicate the sign up and cancellation deadlines.

To proceed to the next step of adding time slots, click on Add This Study

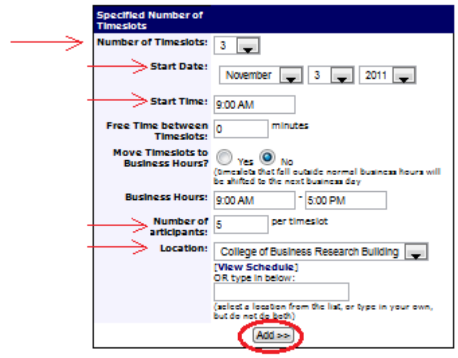
Step 4: Add Time Slots

Click on View/ Administer Timeslots on the confirmation page.



Then, you will be able to enter a single or multiple time slots for the sessions, using the screen shown directly below.

When adding multiple timeslots, you will need to enter the total number of timeslots, the date and time of the first time slot, the number of participants per session, and the location (i.e., College of Business Research Building).



In order to see if the lab is already being used on the date you are interested in using it, click View Schedule

Then, you will enter the specific time and date for each session. If you wish to change the number of students allowed for a given time slot, you can do that in the "Num. Participants" column. When all information is entered for each time slot, click Add Selected Timeslots at the bottom. (Please make sure to consider lab capacity issues…the large data collection room has 20 seats.)

As long as none of your time slots conflict with a study that has already been scheduled, you will be taken to a confirmation page that lists each time slot. Review each session and make sure it is correct. Each session can be modified by clicking Modify for the corresponding time slot.

Studies can be viewed and edited at any time. If you later decide to add another time, you can do so by clicking on My Studies on the home page and then click on View/ Administer Timeslots. You will be sent a reminder email before each time slot takes place.

Please be sure to keep track of the students participating in your study so you can make sure that all participants receive credit from their instructor.

If you have any questions or problems, please contact the College of Business Research Lab Director at researchadministrator@business.colostate.edu.