SONA INFORMATION FOR <mark>INSTRUCTORS OFFERING EXTRA CREDIT</mark>

PLEASE DO NOT SHARE THE ADMIN LOGIN INFORMATION WITH STUDENTS

Instructors may use SONA (http://csustan.sona-systems.com/) if they are offering students extra credit for participating in research studies.

INSTRUCTORS:
If you would like to offer students course credit for participating in research, your course(s) need to be included in the list of "Available Courses" on SONA. Using your admin login credentials, you may add/edit/activate your course(s) for the current semester yourself at any time. If you do not know or have your admin login information, please email Dr. Annie Guichard (aguichard@csustan.edu) or Dr. Gary Williams (gwilliams1@csustan.edu) for that information.

When you add or activate your course(s) to the list on SONA, please try to use the following format [**Note**: <mark>if you have a class currently listed in SONA, please edit as necessary so it is consistent with preferred format (see below)</mark>. Also, be aware that your previously listed course might need to be relisted]:

1) Click on " **+ Add New Course**"
2) Course Name, please use the following format: Subject Course #: Name of Course (Instructor's Last Name). Example: PSYC/GEND 3660: Psychology of Women (Guichard)
3) Credits Required: Make sure this is set to 0
4) Instructor 1: Select your name from the drop down menu
5) Click the box under Selectable to allow the class to be visible to participants

When students log on to SONA, they are able see list of all available courses (i.e., courses in which extra credit is being offered) and select the course(s) in which they are enrolled. Students may select more than one course. *Please* **advise your students to select the correct course(s)** (e.g., correct course name, instructor) because if they select the *wrong* course, there is no easy way to reassign their earned credits to the correct course at the end of the semester. Also, students should be reminded that, if they have multiple roles in SONA (e.g., participant and researcher) they must select their *participant* role when they login to SONA to earn credits. If they don't use the participant role, the system won't keep track of the credits they earn. **Please also remind your students that they must assign each earned credit to a class,** unassigned credits will not be automatically assigned to a course for them. **If a student asks, they may assign each earned credit to only one class, so there is NO double-counting of experimental credits.**

<mark>**If you are offering your students extra credit through SONA, please let them know:**</mark>
1) the last day to *participate* in studies to earn extra credit is <mark>**MONDAY, May 13th**</mark>
2) the last day for students to assign their earned credits to a course is <mark>FRIDAY, May 17th</mark>. Any credits earned or assigned after that date will **not** be counted in their extra credit total for your class.

Starting on <mark>**MONDAY, May 20th**</mark>, instructors will be able to access an online SONA file that contains the names and student ID numbers of students who participated in research and assigned credit(s) to his or her class.

Please email us (aguichard@csustan.edu or gwilliams1@csustan.edu) if you have any questions or comments about the subject pool. Thank you.