

## Getting Started:

To use Sona, create a research participation account following these steps:

1. Go to <https://uvic.sona-systems.com/> and, if you don't already have a Sona account, click on the "Request Account" button.
2. Fill out the required fields. Input your NetLink ID into the field marked "User ID" (do not include @uvic.ca).
3. Select the name of the course (e.g., PSYC 100A) and, if relevant, the section of that course (e.g., PSYC 201-A01) that you need Sona credits for. You may select multiple courses by clicking in the same box again once you select your first course.  
**Note:** If the course is not listed, you can still create an account. However, inform your instructor and add the course to your profile once it is available.
4. Hit "Request Account". The Sona system will assign you a unique password and will send it to your UVic e-mail address within 24 hours.  
**Note:** All students with a NetLink ID also have a UVic e-mail, which can be accessed on the "Course Tools" page at uvic.ca.
5. Once you have received your password at your UVic email address, you can log in with your user ID and new password.  
**Note:** You must use the password that was emailed to you. The password for your UVic email or NetLink ID will not work. You can change your password later in your profile settings if you desire.

## Course selection and credit assignment:

If your course is not listed, inform your course instructor before proceeding. The courses you select when requesting an account will appear as options for credit assignment later when you select a study to participate in. It is your responsibility to assign your credits to the correct course(s) and course section. All such assignments must be completed by the last day of classes for the semester.

**Studies that require in-person participation offer an extra credit on top of the time you participate.** For example, a 2-hour, in-person study would offer 2 credits plus an additional 1 credit for being in-person, for a total of 3 credits.

Be sure you assign your credits to the correct course and course section. Credits not assigned to a course by its last day will not be counted for that course. Note that the system only displays studies for which you are eligible (e.g., not ones in which you already participated sometime in the past) and for which there are open time slots. Time slots fill up quickly, so to find opportunities to participate, you must check the site frequently.

Some studies may offer cash for participation rather than course credit. These studies are posted in the same way as other studies.

Be sure to show up on time for your scheduled sessions. If you do not attend on time, the credits for that session will be deleted from your balance. If you fail to show up three times, you will be barred from further participation for the term.

Questions about the system? Go to the Frequently Asked Questions (FAQ) section after you log in or see below.

## **FAQ:**

### **I have checked the web site, but no time slots are available. When will more time slots be posted?**

Time slots become available as researchers post them. There is no fixed schedule for posting. When no time slots are available for a given study, that study doesn't show up on the list of potential studies. Time slots will continue to become available until the end of the term. There usually is high demand early in the term so time slots fill quickly, but demand likely will wane later in the term and more and more studies will become available. If you are having trouble finding time slots, be patient and check the site when it is convenient for you to do so. It is possible that there will not be enough studies to allow every student who wishes to earn the maximum number of extra credits to do so.

### **How do I contact the experimenter for a study for which I have signed up?**

Log on to your Sona account and go to the "My Schedule & Credits" section. Click on the name of the study for which you've signed up and the contact information for the experimenter running that study will be displayed.

### **How do I interpret the "Credit Information" provided in my account?**

"Overall Credits Earned" is the number of credits you have earned, minus no-show penalties you have been assessed for failing to show up on time for a study. Any negative difference will not be counted toward your grade. Your course syllabus tells you how your earned credits will influence your grade. Even if you have lost some credits for failure to show up for one or more studies, you can still obtain the maximum number of credits toward your course grade by participating in additional studies to make up for the credits you lost.

### **What is the maximum number of credits I can receive and how are credits translated into marks for my course?**

The maximum number of credits you may count toward your course grade and the translation of credits into marks for your course are determined by your course instructor. Details can be found either in your course syllabus or by asking your instructor. You may continue to participate in studies after your maximum has been reached, but no additional credits will be counted toward your course grade. There is no guarantee that there will be enough studies offered for all students who wish to earn the maximum number of credits.

### **Can I split the credits earned for a particular study across two or more different courses?**

No. All credit earned in a particular study must be assigned to only one course. However, for **some** multi-part studies, credits can be allocated to different courses. When you sign up for each part of the study, you will have the option to assign the credits you earn for individual parts of the study to the course of your choice (you can also do this later under the "My Schedule/Credits" tab).

### **Can credits earned in a previous term be carried forward and applied to my grade in this term?**

No. Credits earned in a term are used only in computing the grade for that term.

### **I would like to earn participation credit in more than one course. How do I assign some of my earned credits to one course and other credits to a different course?**

First, log on and click on "My Profile" in the top right of the screen. Click on the "Change Courses" button and select all of the courses to which you are likely to assign credit this term. Once a course is selected, click in the box again to add another course. Then click the "Save Changes" button.

When you next sign up for a study, you may assign its credit to any of the courses you have selected.

To reassign earned credit to a different course, even after the credit is earned, you can do the following. Go to “My Schedule/Credits” where you will see a list of each study in which you have earned credit. To reassign credit for a given study to a different course, click “Reassign” for that study then select the desired course from the pull-down list that appears on the next screen. Note that only those courses you selected in the earlier step will appear on this list. Finally, click on the “Reassign Credit” button.

**I have assigned credit earned in a study to the wrong course. How can I reassign that credit to the correct course?**

To reassign earned credit to a different course, even after the credit is earned, you can do the following. Go to “My Schedule/Credits” where you will see a list of each study in which you have earned credit. To reassign credit for a given study to a different course, click “Reassign” for that study then select the desired course from the pull-down list that appears on the next screen. Note that only those courses you selected in the earlier step will appear on this list. Finally, click on the “Reassign Credit” button.

**My account shows all the studies I participated in during a previous term, but the credits are listed as zero. What does this mean?**

A record of studies in which you have taken part is retained to ensure that students do not sign up for a study in which they participated in a previous term. Credits from the previous term are set to zero because only credits earned in the current term count toward your grade.

**I have earned credits for research participation, but they do not show up on Brightspace or other information my instructor has posted. Why not?**

Research participation credits are not reported to your course instructor until the course is over. The instructor then uses that information to compute your final grade and likely will post information about your research credits along with your final grade.

**Are there any other activities besides participating in experiments in this system that will earn me extra credit in my course?**

This system is intended only for handling extra credit earned through participation as a test subject in approved research studies. For information about other possible forms of extra credit, you must ask your course instructor.

**I've completed a web-based study. When will my credit be granted?**

Credit will be granted when the participation deadline for the online study has passed.

**What should I do if my course doesn't show up in the list when I try to Reassign credit?**

First, log on and go to “My Profile”. Click on “Change Courses” and select the course. Then click the “Save Changes” button. When you next sign up for a study, you may assign its credit to any of the courses you have selected. The course will now appear when you reassign credit as well.