SONA
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Accounts – updating and creation

You will receive this email to your @uwaterloo.ca email account.

At the beginning of the term, and the subsequent 5 weeks after the first day of lectures, accounts will be created on Sona from updated class lists from the Registrar’s Office.

Had an account previously?
If you were enrolled in a participating Psychology course since the Fall 2016 term your account has been previously created and will be updated with the current course(s) of which you are enrolled.

First time enrolled in a Psychology course?
For all new accounts, an account will be created and an email will be sent to your @uwaterloo.ca email address.

If you had a Sona account since the Fall 2016 term then you will continue to use that account.
Logging into Sona

For those that have received a login notification email, input the User ID and temporary password in the field on the home page for Sona.

You cannot cut and paste this information as it will not work.

IMPORTANT: Do not use the cut and paste feature for your password as it will not work.
Change your “temporary” password

You will be prompted to change your password from the temporary password that has been issued.

If you change your email address to an international email account, Sona may not deliver notices.

Remember, that the REG Coordinator sees all the information on your Sona account EXCEPT your password. This information will be kept confidential by the REG Coordinator.
FIRST TIME LOGIN

You will be asked to read the Human Subjects/Privacy Policy statement.

If you agree to the terms of the statement you can click ‘yes’ and you will be set up to participate in research studies.

If you click ‘no’ your Sona account will not be activated.
Complete it if you plan on completing the Mass Testing Survey

Once you have reset your temporary password you will be prompted to complete the PreScreen Questionnaire.

You can start the PreScreen now, takes about 10 minutes to complete and it does not have a credit value, or you can decline to participate.

If you change your mind and want to complete the PreScreen Questionnaire let the REG Coordinator know and she will remove the decline status.

The PreScreen Questionnaire is required to be completed if you want to complete the Mass Testing Survey which has 1 online credit value.
After you have completed the PreScreen Questionnaire you will be provided a summary of responses or a final review.

It is recommended that you check that the responses you provided are what you wanted and then “Save Prescreen”.

PreScreen Questionnaire summary

Response Summary

Section 1
Contact Information

Your sign ups on Sona are anonymous. By default, researchers for your studies have access to just your Sona Identity Code and they are only able to contact you anonymously via the Sona website.

However, to ensure that you get important messages about your sign-up or studies it will really help if you provide your name and contact information below. As with all data collected on Sona, this information will be retained confidentially on a secure server to which only researchers associated with your studies have access.

1. First Name and First Initial of your Last Name
   (This is useful for researchers to meet you for lab studies).
   Your Response: Test
2. Phone Number
   (This is useful for researchers to contact you for last minute cancellation and rescheduling and for lab study reminders).
   Your Response: [Decline to Answer]
3. Email address:
   NOTE: If you do not use your school email account (waterloo.oo) as your primary email you might not receive important Sona emails. Be sure to always check your school email for Sona messages. You can also enter your preferred email address as the Alternative email in your Profile page on Sona.
   Your Response: [Decline to Answer]
4. Waterloo (Quest) user name
   Your Response: [Decline to Answer]

Section 2
Personal Information

This website requires you to select a button for every item. If you prefer not to answer a question just select the box beside “Check this box if you do not want to provide an answer to this question”. If a question does not apply to you please select the “Does not apply to me” option or enter “N/I” in the response box.

1. What is your biological sex?
   Your Response: Female
As with all surveys/studies, after completing and submitting the Prescreen you will be presented with the Feedback Letter.

This is a good opportunity to review the purpose of the study.

Once you read this letter click on “Continue” to go to your “My Profile” page.
Subsequent Logins and the “My Profile” page

Once the initial set up has been completed, subsequent logins to Sona will take you directly to your main work page or “My Profile” page.

Here, you can see an overview of your progress in research participation this term.

The tabs across the top correspond to the box fields in the main body of the page.

By clicking the green tab labelled ‘View Available Studies’ you can see studies that may be eligible to you for participation.
Studies with available timeslots will have the ‘TIMESLOTS AVAILABLE’ link beside the study title.
‘My Schedule/Credits’ tab

“My Schedule/Credits” will show you the studies you have signed up for and/or completed, as well as the credit you have earned.

If you have participated in the Sona program in previous terms, a list of your studies completed from the past will be listed here.

“FAQ” directs you to some commonly asked questions and the answers
My Schedule/Credits page

<table>
<thead>
<tr>
<th>Study</th>
<th>Time</th>
<th>Credit Status</th>
<th>Course</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Testing Survey Fall 2016 (Online Study) (1 Credits)</td>
<td>September 19, 2016 10:00 AM (Participation Deadline)</td>
<td>0 Credits granted on September 13, 2016</td>
<td>None</td>
<td>1.00 Credits archived record Psych 101 Section 1</td>
</tr>
<tr>
<td>Hand washing behaviour and goal definition (1 Credits)</td>
<td>October 5, 2016 6:30 PM - 7:30 PM</td>
<td>0 Credits granted on October 5, 2016</td>
<td>None</td>
<td>1.00 Credits archived record Psych 101 Section 1</td>
</tr>
<tr>
<td>Words and Colours - B (0.5 Credits)</td>
<td>October 7, 2016 2:00 PM - 2:30 PM</td>
<td>0 Credits granted on October 7, 2016</td>
<td>None</td>
<td>0.50 Credits archived record Psych 101 Section 1</td>
</tr>
</tbody>
</table>

If you have participated in the Sona program in previous terms you will see a list of the studies you completed previously with:

the date of completion under ‘Credit Status’; and
the course the credits were assigned to, the credit value received, and that it is an archived record under ‘Comments’.

These records are kept so that you would not accidentally sign up for the same study twice.

All credits must be earned in the same term you are enrolled in the course
To sign up for a study or survey, such as the Mass Testing Survey, click the ‘Studies’ tab on your ‘My Profile’ page. A list of available studies will be presented.

By clicking on the study title you will be presented with an information page that provides a brief description of the study details *(see next page)*.

The information page may also provide some details of preparation that is required. For example, to bring a laptop, or do not consume caffeine prior to participation. If you fail to follow the preparations required you cannot be run in the study and will not receive your credit. Please read this carefully.
### Mass Testing Survey Fall 2018

**Study Name**: Mass Testing Survey Fall 2018  
**Study Type**: Online Study  

- **Credits**: 1 Credits  
- **Duration**: 60 minutes

**Abstract**

NOTE: TIMESLOTS ARE POSTED WEEKLY AND THE SURVEY WILL BE AVAILABLE UNTIL OCTOBER 29th

**Description**

To participate:
- sign up in a timeslot
- NEW note the first weekly timeslot “DEADLINE” will be Monday, September 10th, 2018 at 10 am
- meaning you must start and complete the survey BEFORE MONDAY, September 10th at 10 am

In this online survey you will be asked to complete a series of psychological measures/scales.

You may have completed this survey before in a previous term; however, we ask that you complete it again this term. We have added many new scales this term, and we need your current updated responses to our existing scales.

The entire survey should take no longer than 60 minutes and in appreciation of your time you will receive 1 participation credit immediately upon completion.

Your responses and scores on this survey are used for participant selection or analysis of many studies so completing this online study may increase the number of studies available to you.

You will be completing the survey by an online survey operated by Qualtrics™. When information is transmitted over the Internet privacy cannot be guaranteed. There is always a risk your responses may be intercepted by a third party (e.g., government agencies, hackers). Qualtrics™ temporarily collects your computer IP address to avoid duplicate responses in the dataset but we will not retain this information. All of your responses to these scales will be stored on a secure server in the PAG building to which only authorized researchers have access. If you prefer not to submit your survey responses through this host, please do not sign up for this study.

This survey has been reviewed and received ethical clearance through a University of Waterloo Research Ethics Committee. However, the final decision about participation is yours.

You may start the survey, take a break then come back to it later, if you wish, but be sure to complete the survey before the weekly deadline. If you can’t, try to complete the survey in one session. Please try to have private, uninterrupted time available with no distractions before starting the survey.

Those participants who appear to have not completed the survey carefully (by completing the survey in a time far below the expected average time for completion) may be asked to re-deck the survey to regain that full participation credit. If you were unable to complete the survey before the weekly deadline you may receive a prorated credit (e.g. 20 credits for each one quarter portion of the survey completed) or may be asked to re-deck the survey so that they can be invited to participate in future studies.

Please note that a study sign-up is a firm commitment to the researcher running the study to select timeslots carefully and if you cannot complete the online survey before the specified deadline, please cancel the sign-up or contact the researcher in advance. Failure to appear for too many studies without providing adequate prior notice to the researcher may result in denial of access to further studies. Details are provided on the FAQ page on your Sina account.

**Eligibility Requirements**

Psych 101, 101-online, 207-online, 211-online, 236, 267, 261, 260, 335, 339, 239, 313, 354R, and 298

**Website**

You may not view the website until you sign up for this study.

**Researcher**

REG 1 Researcher

**Principal Investigator**

REG 1 Principal Investigator

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Click here to view timeslots
When you see a timeslot that works for your schedule, click the ‘Sign Up’ button and the system will add you to that the timeslot.

There are two types of studies/surveys you can participate in to obtain course credit:

- **in-lab** studies or **online** studies/surveys

  - In-lab study timeslots are dates and times when you need to arrive to participate in that study.
  - Online study/survey timeslots are deadlines, meaning you must have signed up and completed the survey by that time.

For on-campus courses you can participate in online studies for **UP TO 50%** of your total credits needed. For online (DE) courses all of your credits can be earned through online studies.

**Mass Testing Survey is valued at 1 online credit**
You are now signed up for the study timeslot.

If you have signed up for an online study/survey, you can complete the survey now or come back later.

Make sure you have a secure internet connection before beginning an online study. Otherwise, your data may not be retrievable should the connection be lost.
If you signed up but didn’t start the survey right away you can return at a later time by going to your “My Schedule/Credits” page and clicking on the study title.

IMPORTANT: If you try to sign up again the Sona system will tell you that you do not qualify.

Once you are on the study information page click the “View study Website” to get to the online study.
If you have a question please check here first. You may find your answer. If not, email the REG Coordinator at regadmin@uwaterloo.ca

The REG website also has information regarding participation in Sona studies.

https://uwaterloo.ca/research-experiences-group/participants/sona-information
Forgot your password?
Can’t log in?

Before you email the REG Coordinator, try the ‘Forgot Password?’ link.

This will reset your password if your account is available on the system.

REMEMBER: You cannot use the cut and paste feature for your password.
The password reset is a two stage process. This email, sent to your @uwaterloo.ca email account, instructs you to click the link to start the reset process.

Clicking the link acknowledges to Sona that you would like to reset your password.

You will then receive another email with your User ID and a temporary password.

The passwords are case sensitive so please make sure that your caps lock is not on.

DO NOT copy and paste the password into the password field on the home page to login to your Sona account.
Alternative Assignments

Don’t want to participate in researcher studies? You do have the option to submit an alternative assignment such as an article review.

Please check your class syllabus or talk with your course TA (Teaching Assistant) for further information.
Can’t make a schedule timeslot?

sick?

even if it is after the scheduled timeslot.

class ran late?

We realize that sometimes things happen and you cannot make a scheduled timeslot. Please let the Researcher know as soon as possible, even if it is after the scheduled timeslot.

If you do not contact the Researcher prior to the appointment you will be granted an ‘unexcused no show’. If you provide a valid reason why you were unable to attend the scheduled timeslot the Researcher may change that status to ‘excused no-show’. Once you get 3 “unexcused no-shows” Sona locks you out of the system.
How to find the study waiting areas?

For studies running in the PAS building see the floor maps on the REG website for waiting area locations.

https://uwaterloo.ca/research-experiences-group/
Each waiting area (5 in the PAS building) has a brightly coloured bulletin board that identifies the area at the top.

Please ensure you are at the right location.
Can’t Find Your Researcher?

If your Researcher does not show then complete the online “Can’t Find Your Researcher?” form.

You can access the form by
1) scanning the QR code
or
2) access the form using the URL listed

Always make sure that the Researcher checks your Sona ID to ensure you are in the right study BEFORE you participate.
If you ever have any questions or concerns please contact the REG Coordinator as soon as possible.

Remember to provide your enrolled name and Sona ID.

If you are not going to make a scheduled timeslot then please let the Researcher know as soon as possible, even if it is after the scheduled time.