Contents

Sona Accounts

Department of Psychology Research Experiences Group

RESEARCH EXPERIENCES GROUP

WatIAm ID Log In

Fall 2022 Term

Sona will reopen for Phase 1, Mass Testing and Pre Screen on Thursday September 8th, 2022

Mass Testing is now closed for the term

Announcements

IMPORTANT:

It is the responsibility of the student to assign credits to the correct course. All assignment of credits MUST be completed by 11:59 pm on the last day of lectures. (Please note, all times are EASTERN TIME). All Sona accounts will be disabled after 11:59 pm on the last day of lectures. There is no re-assignment of credits after the last day of lectures. If you fail to assign (or re-assign) credits appropriately by the end of day on the last day of lectures they will be forfeited.

- Please Log In using your WatIAm credentials that you use for NEXUS. Note, there are the 8 characters of your main email address. Your password will be the same.

My Sona Account from a previous term.

- If you were enrolled in a course anytime since the FALL term of 2016, your Sona account will have previously been set up. We changed the login process in the Spring 2019 term and you will be using your WatIAm ID (Quest ID) credentials to log into the Sona system and your Sona account.

I did not have a Psych class last term.

- If you were NOT enrolled in a Psych course in the terms since FALL2016, a new SONA account will be created for you. This process is based on when you were registered with your new course this semester.
- Sona accounts are created from the class lists provided by the Registrar's Office. This list is downloaded from the registrar and entered into Sona every Friday for the first 5 weeks of term. If you have enrolled in the course in the last few days, it is most likely that you are not on the most recent class list that was used to create the Sona accounts. Please wait until the next Friday afternoon to see if you are able to log into you account. If you are still not able to log in, please contact the REG Coordinator (regadmin@uwaterloo.ca) with your enrolled name and it will be investigated.
- This included is you are enrolled in a new course, it will not show up on SONA until the new class lists are input.

I have not received a notification from the Sona System.

- Email notifications from SONA are for NEW ACCOUNTS ONLY and will notify you when your account is created.
- If you are unable to log into SONA at all, it may be because you have not had an account previously (you were not enrolled in a Psychology or cross registered course since 2016)
- You may have only registered for a course in the last few days. As noted, all Sona accounts are created rom the class lists. These are uploaded every Friday morning for the first 5 weeks of term.
- If, after the Friday following your sign up you still are unable to log into SONA, please contact the REG coordinator at regadmin@uwaterloo.ca

First time log in for the Term

Human Subject and Privacy Policy Notice

- Every new account requires that you read and provide a response to the Human Subject and Privacy Policy Notice.
- PLEASE NOTE: We hope that you will say "yes" to this statement, but if you say "no", be advised that you will not have a Sona account created because without agreeing to the terms of this statement you are not eligible to participate in research through the Sona program in Psychology

PreScreen Questionnaire

- This questionnaire comprises mainly demographic questions that the Researchers are using, in some cases, as pre-selection for their studies. So, for example, if a study is looking for individuals

that are right-handed and you either do not answer that question, or you are left-handed then you will not be eligible for that study.

- The questionnaire is created new each term (though many of the questions may be repeated from a previous term). Researchers need your current responses to the questions so it must be completed each term. If you choose to not complete the PreScreen you will be ineligible for some studies that require it.
- The questionnaire is completely voluntary and should take approximately 15 minutes. There is not credit value associated with this questionnaire. It is advised that you preview your answers before submitting them to ensure that they are correct as you would like them submitted. Once submitted, answers cannot be altered, so if you realize after the fact that you want to change an answer or answer a question that you declined to answer previously then the REG coordinator would need to delete ALL your previous responses so that you can begin again.
- This questionnaire is also a Pre-Requisite to completing the Mass-Testing Survey

List of available / eligible studies.

A list of available/eligible studies is under the "View Available Studies" link in your profile page.

You can also connect to this page by clicking on the "Studies" tab.

To read more about the study click on the study title.

To see available timeslots click on the link next to the study title.

My previous term's participation is listed still, is this an error?

• To see an overview of your credits, look under the "My Schedule / Credits" tab. You may see credits and studies that you participated in previous terms. You will notice that the credits have been zeroed out and archived. This participation record remains so that studies that are available this term will indicate that you are not eligible to participate should you try to sign up for them study again.

Can I apply credits from last term that were not used on my final grade to courses this term?

• No. All credits must be earned in the same term you are enrolled in the course. You may go over your credits required total however only the approved credit total for each course will be counted.

What is the Mass Testing Survey and how do I sign up?

The Mass Testing Survey is available from the first day of class and runs for approximateyl 6 – 7 weeks.

It will appear on your list of available studies**,IF** you have completed the PreScreen Questionnaires(pecifically Section 2 questio1n).

It is voluntary, and should take approximately 1 hour to completeand has a credit value of one (1) pairctipation credit.

Participation in the aMss Testing Survey is voluntary. Some Researchers do require participation in the Mass Testing to be eligible to participate in their studi.es

- There are weekly timeslot deadlines (usually the following Monday before 10am meaning that you must sign up for AND complete the survey BEFORE the deadline. Because you need about an hour to complete the survey, there is a signup deadline of one hour before the study. You will also need to begin the study at least an hour before the deadline.

I signed up for Mass Testing survey but can not complete it right now.

- You can sign up for the survey and then come back to complete it at another time as long as it is before the deadline. To do this, go to your "My Schedule / Credits" page where you will find a list of the studies you have signed up for and / or completed and click the survey title. Once on the information page, scroll down to the bottom and click on the "View Study Website" link. This will take you to the survey.

Where is more information about Sona?

- You can go to the Research Experience Group Website at https://uwaterloo.ca/research-experiences-group/participants/sonainformation to get more information.

Credit Values

- At the time of creating this document, the academic term has returned to the pre pandemic set up. Courses are offered both online and in-lab. Mass Testing is worth 1 credit.
- Each credit earned is worth 1% towards your final grade. Courses offering BONUS credits for the FALL 2022 term means that these credits will be added to your final grade up to a maximum grade of 100%. Courses offering component credits will see the credits as part of the final grade (that is, they are included in the 100% grade. Please see your course syllabus for the credit value and how the credits are offered (bonus or component).
- Participation for SONA will return to a 50/50 set up where half the credits will be earned
- Participation in ONLINE studies that are not remotely operated are at a value of 0.25 credits per 15 minutes allotted to the study. That is, a one-hour study will be worth 1.0 credit.
- Researchers will record student's participation and at the end of the term the REG coordinator will provide the course instructor with a credit report of the total credits earned by each student.

Assigning and Re-assigning Credits.

- When you initially sign up for a study timeslot, the credit value for that study will be assigned to the lowest number psychology course by default. If you have only one course, this will be fine however if you have more than one course you will have to manually reassign these to distribute them evenly to all courses. To do this, select the credit and select reassign.
- If you drop a course that had credits assigned to it, then it will show the credit as unassigned and you will need to reassign these credits to an available course before the end of the TERM to get proper credit for them.

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

- You will click the "My Schedule / Credits tab and in the column labelled "Course" click the reassign button.

- You will then land on a page with a drop down menu that will list all the courses you are currently enrolled in. Select the course you would like to change the credit assignment and click the green 'Reassign Credit' button.

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment	Psych 101 Sect 1 ▼

Reassign Credit

Credits Earned per Course

Course	Credits Earned
Psych 101 Sect 1	6

You will also be given the distribution information under the credits earned per course box.

- You should always make sure at the end of the term that all credits have been assigned (or reassigned) correctly to ensure that the distribution of the earned credits is how you would like it to be.

- *It is the responsibility of the student to assign credits to the correct course. All assignment of credits must be completed by 11:59 pm on the last day of lectures. There is no re-assignment of credits after the last day of lectures. If you fail to assign (or re- assign) credits appropriately by the end of day on the last day of lectures they may be forfeited.*

Cancellation Policies

If it is before 9 pm the night before the scheduled appointment, then you can cancel your appointment from the SONA website. After you have logged in, click on "My Schedule and Credits". You will see a table showing your "Study Sign-ups". Click the "cancel" button next to the appointment that you wish to cancel. You will be asked to confirm the cancellation.

If it is after 9 pm the night before the scheduled appointment, then you will not be able to cancel on the SONA website. However, you can click on the name of the study to obtain the name and e-mail address for the Researcher who is responsible for that study appointment. You should then e-mail them to let them know that you would like to cancel or re-schedule your appointment.

Please be courteous and let Researchers know in advance if you cannot keep your scheduled appointment. Remember, if you fail to appear for a study without canceling or contacting the
Researcher you will be marked as an Unexcused No-Show and if you acquire 3 Unexcused No-shows you will be denied access to further SONA studies. You would still be able to earn credits by submitting 1 credit Article Reviews.