

# SONA



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# Sona Accounts



## First time enrolled in a Psychology course?

All accounts are created from the class lists provided by the Registrar's office.

Class lists are uploaded **every Friday** for the **first 5 weeks** of the term.

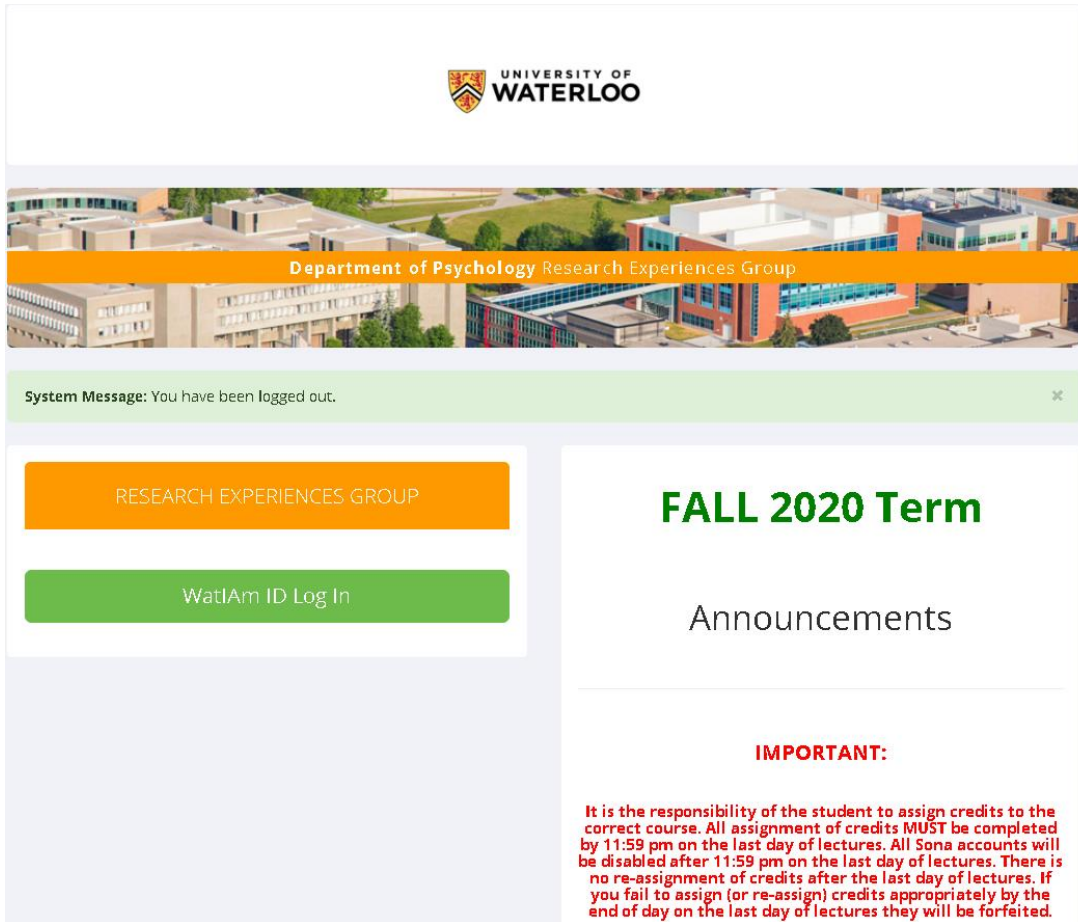
If you have enrolled in a course *after the Wednesday* of the current week you will most likely not be on the current class lists provided by Registrar's office. You will need to wait until the following week for your account to be created.

## 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.



# Logging into Sona



The screenshot shows the Sona login page for the University of Waterloo Research Experiences Group. At the top is the University of Waterloo logo. Below it is a banner image of a university building with the text "Department of Psychology Research Experiences Group" overlaid. A green system message bar states "System Message: You have been logged out." On the left sidebar, there are two buttons: "RESEARCH EXPERIENCES GROUP" (orange) and "WatIAM ID Log In" (green). The main content area features the heading "FALL 2020 Term" in green, followed by "Announcements" in grey. Below this is a red "IMPORTANT:" heading and a red text block stating: "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. 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."

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Department of Psychology Research Experiences Group

System Message: You have been logged out.

RESEARCH EXPERIENCES GROUP

WatIAM ID Log In

## FALL 2020 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. 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.

Logging into Sona is done using your WatIAM (or Quest) credentials (since Spring 2019 term). Do not use the user-friendly version of your Question ID and only use the 'User ID' portion.

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

## Human Subjects/Privacy Policy

Note: You must read this policy and acknowledge it to continue using the system.

[Go to Acknowledgement](#)

## Important Human Subject and Privacy Policy Notice for Sona Student Participants

This website complies with various privacy and data protection rules and is governed by Canadian laws and local regulations covering human subject research and data privacy. It complies with the principles contained within the Personal Information Protection and Electronic Documents Act and the Tri-Council Policy Statement 2. Please read the information below carefully, and contact the person listed in the [Contact Information](#) of this notice for more information.

### Use and Disclosure of Information

Your name, email address, and phone number (if provided) may be used to identify you on this website. This information will not be disclosed to third parties, or outside of the organization for which the information is being gathered.  
You will only be identified to researchers by a numeric identity code, not by your name (unless provided by you in the Prescreen Questionnaire).

### Personal Information

Personal information is defined as "information about an identifiable individual" and includes information concerning matters such as colour, age, marital status, religion, race, ethnic origin, education, medical, criminal, employment or financial history, address and telephone number, numerical identifiers such as Social Insurance Number, fingerprints, blood type, tissue or biological sample, and views or personal opinions. It also includes information about your product and service subscriptions and usage. Publicly available information, such as public directory listings of your name, address, telephone number, is not considered personal information.

### Information collected

This site collects and uses personal information about you to assist in the conduct of research and administration of said research.

### Rights as a Participant

Understand that during a study, you may withdraw at any time without penalty or loss of participation credit. For multi-session studies you will receive credit for sessions completed up until withdrawal. Also understand that data from studies you participate in may be published in a research article or at conference presentations; however, your identity will be kept confidential. You have the right to receive a study's consent form and debriefing form for your records.

### Privacy Principles

The "Personal Information Protection and Electronic Documents Act" incorporates the ten principles of the Canadian Standards Association (CSA) "Model Code for the Protection of Personal Information". The Privacy Principles establish the minimum standards required to be followed by organizations for the protection of personal information. This site has adopted and incorporated these Privacy Principles into its Privacy Code.

The 10 Privacy Principles are as follows:

#### 1. Accountability

This site is responsible for information under its control and shall designate an individual(s) who is/are accountable for the organization's compliance with the Privacy Principles.

#### 2. Identifying Purposes

This site shall identify the purpose for which personal information is collected at or before the time the information is collected.

#### 3. Consent

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information outside of the course of research, except where inappropriate.

#### 4. Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purpose identified by the organization.

#### 5. Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, and shall be retained only as long as necessary for fulfillment of those purposes.

#### 6. Accuracy

Personal information shall be accurate, complete and as up-to-date as is necessary for the purpose for which it is to be used.

#### 7. Safeguards

Security safeguards appropriate to the sensitivity of the information shall protect personal information.

#### 8. Openness

The organization shall make specific information about its policies and practices relating to the management of personal information readily available.

#### 9. Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

#### 10. Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the principles to the designated compliance officer.

You can request copies of the CSA Model Code for the Protection of Personal Information from:

Canadian Standards Association  
178 Rexdale Boulevard  
Toronto, Ontario  
M9W 1R3

To view the "Personal Information Protection and Electronic Documents Act" Please refer to following web site: <http://www.privcom.gc.ca/>

Sona **POLICIES AND PROCEDURES**

### Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: **Maureen Nummelin, Office of Research Ethics, email:**

[maureen.nummelin@uwaterloo.ca](mailto:maureen.nummelin@uwaterloo.ca), telephone: 519-888-4567 x36903  
You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.

Have you read the policies above, and do you agree to the terms?

Yes

No

## 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.

# PreScreen Questionnaire

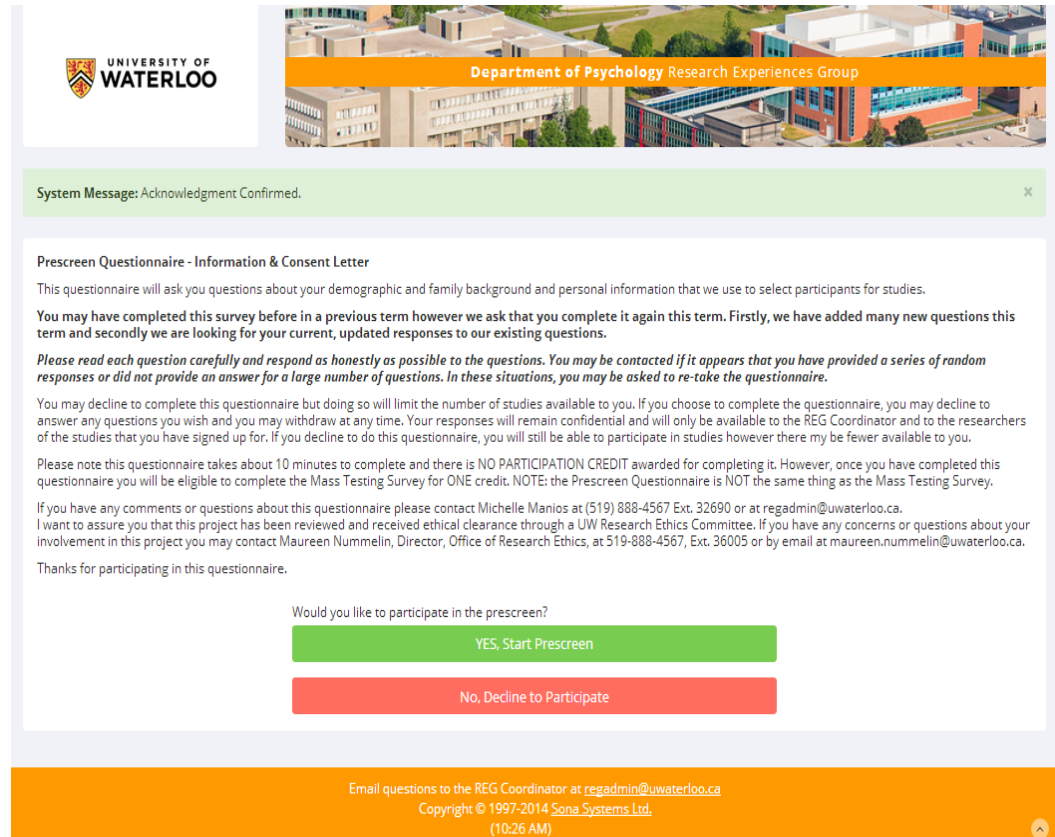
Complete it if you plan on completing the Mass Testing Survey


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.



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Department of Psychology Research Experiences Group

System Message: Acknowledgment Confirmed.

**Prescreen Questionnaire - Information & Consent Letter**

This questionnaire will ask you questions about your demographic and family background and personal information that we use to select participants for studies.

You may have completed this survey before in a previous term however we ask that you complete it again this term. Firstly, we have added many new questions this term and secondly we are looking for your current, updated responses to our existing questions.

*Please read each question carefully and respond as honestly as possible to the questions. You may be contacted if it appears that you have provided a series of random responses or did not provide an answer for a large number of questions. In these situations, you may be asked to re-take the questionnaire.*

You may decline to complete this questionnaire but doing so will limit the number of studies available to you. If you choose to complete the questionnaire, you may decline to answer any questions you wish and you may withdraw at any time. Your responses will remain confidential and will only be available to the REG Coordinator and to the researchers of the studies that you have signed up for. If you decline to do this questionnaire, you will still be able to participate in studies however there may be fewer available to you.

Please note this questionnaire takes about 10 minutes to complete and there is NO PARTICIPATION CREDIT awarded for completing it. However, once you have completed this questionnaire you will be eligible to complete the Mass Testing Survey for ONE credit. NOTE: the Prescreen Questionnaire is NOT the same thing as the Mass Testing Survey.



If you have any comments or questions about this questionnaire please contact Michelle Manios at (519) 888-4567 Ext. 32690 or at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca). I want to assure you that this project has been reviewed and received ethical clearance through a UW Research Ethics Committee. If you have any concerns or questions about your involvement in this project you may contact Maureen Nummelin, Director, Office of Research Ethics, at 519-888-4567, Ext. 36005 or by email at [maureen.nummelin@uwaterloo.ca](mailto:maureen.nummelin@uwaterloo.ca).

Thanks for participating in this questionnaire.

Would you like to participate in the prescreen?

Email questions to the REG Coordinator at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)  
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(10:26 AM)

# PreScreen Questionnaire summary



System Message: Responses noted.

A summary of your responses is below. If you would like to change any of your responses, this is your only opportunity to do so. After you save the Prescreen, you may not change any of your responses. Click on the response to change your response. If you are satisfied with your responses, you may save the Prescreen now.

Save Prescreen

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 (uwaterloo.ca) 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. uWaterloo (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/a" in the response box.

1. What is your biological sex?  
Your Response: [Female](#)



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".

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.



**System Message:** Information saved. Please read the following text, and choose the CONTINUE link at the bottom of the page. ✕

The Prescreen is now complete and all responses have been saved. Please read the following information, then use the link to continue using the site. [CONTINUE](#)

**Prescreen Questionnaire - Feedback Letter**  
Thank you for completing the Prescreen Questionnaire. The data will be used to determine whether you are eligible to participate in various studies. Your responses to this survey will be kept confidential. Remember, there is NO PARTICIPATION CREDIT awarded for completing this questionnaire.

**As we explained earlier we asked you to please read each question carefully and respond as honestly as possible to the questions. You may be contacted if it appears that you have provided a series of random responses or did not provide an answer for a large number of questions. In these situations, you may be asked to re-take this questionnaire.**

You are now ready to participate in the Mass Testing Survey and in other studies for participation credit or pay. To select studies that interest you please go to the "Study Sign-Up" page. We recommend that you start by completing the Mass Testing Survey for which you will earn ONE participation credit. Completing the Mass Testing Survey will increase the number of studies that you will be eligible for because many researchers use the information from the survey to select their participants. However, please be aware that the Mass Testing Survey is only available for the first 6-7 weeks of the term so please try to complete that survey before it expires.

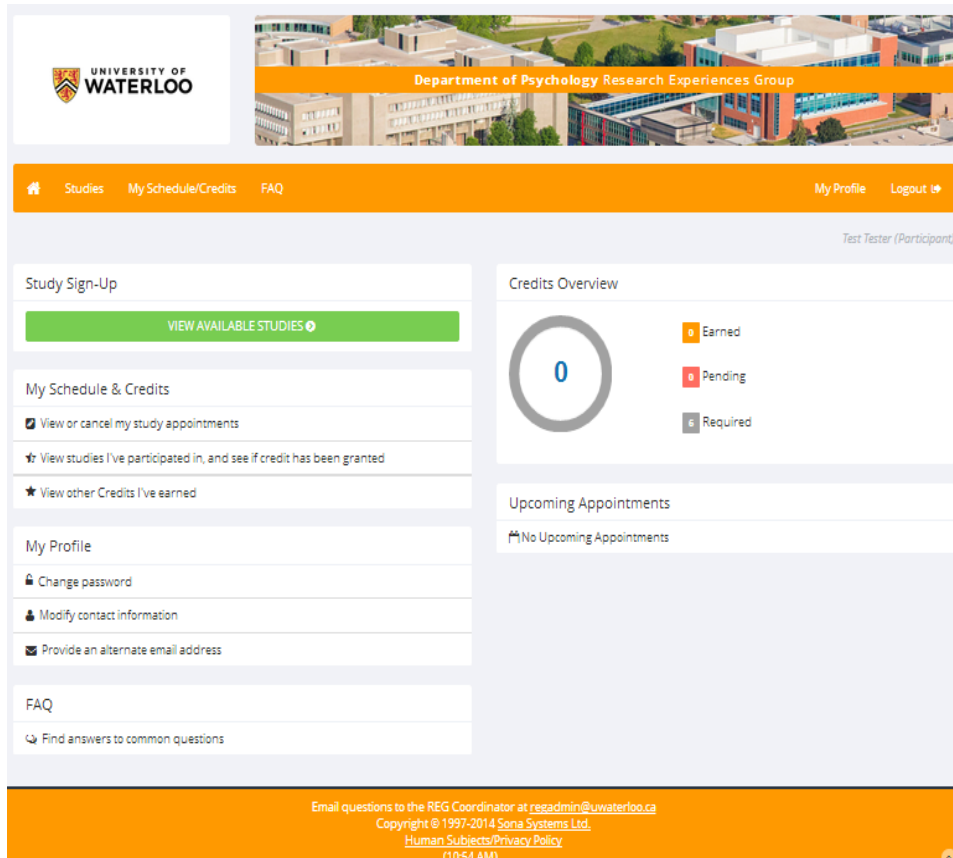
If you have any comments or questions about this questionnaire please contact the REG Coordinator at (519) 888-4567 Ext. 32690 or at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca).

I want to assure you that this project has been reviewed and received ethical clearance through a UW Research Ethics Committee. If you have any concerns or questions about your involvement in this project you may contact Maureen Nummelin, Director, Office of Research Ethics, at 519-888-4567, Ext. 36005 or by email at [maureen.nummelin@uwaterloo.ca](mailto:maureen.nummelin@uwaterloo.ca).

[Continue](#)



# 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'



[Home](#) [Studies](#) [My Schedule/Credits](#) [FAQ](#) [My Profile](#) [Logout](#)

Test Tester (Participant)

All studies with available timeslots are listed below. If you don't see any studies now, check back later and often because new studies and timeslots are posted throughout the day.



- Prescreen Questionnaire and Mass Testing Survey are offered every term and you need to re-take them every term. We can't use last term's responses for this term's studies.
- Mass Testing Survey should be in the list and if you haven't done its pre-requisite (the Prescreen Questionnaire) and the Mass Testing Survey yet you SHOULD DO THOSE FIRST, RIGHT AWAY before signing up for any other studies.. If you previously declined to do Prescreen you can still do it. Go to your [MyProfile] page and select [Take Prescreen]

*[Our Policy about Failure to Appear for Studies and Denial of Access to Sona](#)*

"Failure to Appear" for 3 studies results in denial of access to any more studies so be sure to select your timeslots carefully. Don't sign up unless you are sure you are available at that time and that you have enough time to do the study.

Currently Viewing: **All Studies**

View studies with available timeslots on :

Available?	Study Information	Eligibility
 Timeslots Available	<b>Individual Cognition</b> (0.5 Credits) This in-lab study is designed to better understand the relationship between cognition and performance in two verbal exercises.	Eligible courses: Psych 101, 236, 257, 261, 306, 335, 338, 339, 353, 398 <a href="#">Prior study restrictions</a>
 Timeslots Available	<b>Rating Words (for pay)</b> (5 Dollars) This 30 minute in-lab study explores how people classify and rate individual words in terms of how relevant they are to concepts, and in the context of various scenarios.	Eligible courses: PSYCH 101 section 1, 236, 257, 261, 306, 335, 338, 339, 398 <a href="#">Prior study restrictions</a>

Email questions to the REG Coordinator at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)  
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[Human Subjects/Privacy Policy](#)  
(10:38 AM)

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

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Study My Schedule/Credits FAQ My Profile Logout

Test Tester (Participant)

Study Sign-Up

VIEW AVAILABLE STUDIES

My Schedule & Credits

- View or cancel my study appointments
- View studies I've participated in, and see if credit has been granted
- View other Credits I've earned

My Profile

- Change password
- Modify contact information
- Provide an alternate email address

FAQ

Find answers to common questions

Credits Overview

0

- Earned
- Pending
- Required

Upcoming Appointments

No Upcoming Appointments

Email questions to the REG Coordinator at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)  
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[Human Subjects/Privacy Policy](#)  
(10:54 AM)

# My Schedule/Credits page

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 <a href="#">Reassign</a>	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 <a href="#">Reassign</a>	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 <a href="#">Reassign</a>	0.50 Credits archived record Psych 101 Section 1

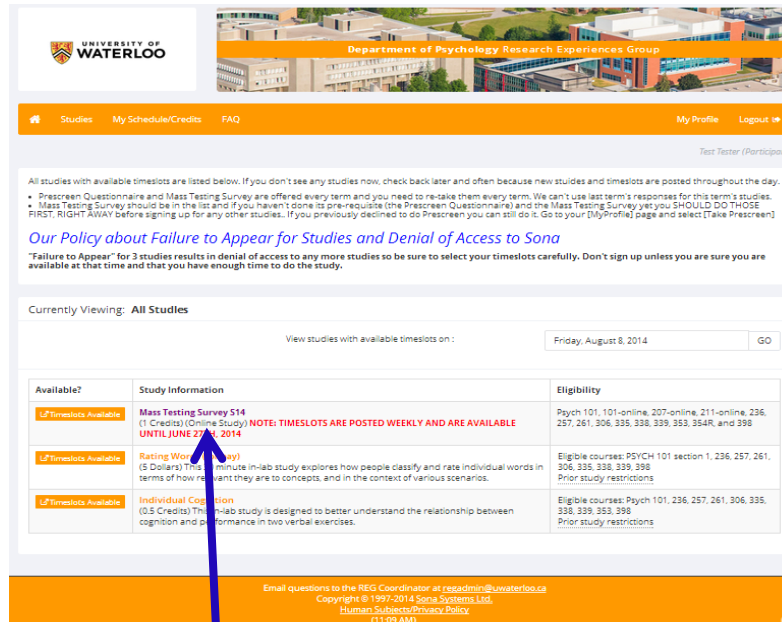
If you have participated in the Sona program in previous terms you will see a list of the studies you completed previously with:

- 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**

# Mass Testing Survey



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Department of Psychology Research Experiences Group

Studies My Schedule/Credits FAQ My Profile Logout

Test Tester (Participant)

All studies with available timeslots are listed below. If you don't see any studies now, check back later and often because new studies and timeslots are posted throughout the day.

- Prescreen Questionnaire and Mass Testing Survey are offered every term and you need to re-take them every term. We can't use last term's responses for this term's studies.
- Mass Testing Survey should be in the list and if you haven't done its pre-requisite (the Prescreen Questionnaire) and the Mass Testing Survey yet you SHOULD DO THOSE FIRST, RIGHT AWAY! before signing up for any other studies. If you previously declined to do Prescreen you can still do it. Go to your [MyProfile] page and select [Take Prescreen]

[Our Policy about Failure to Appear for Studies and Denial of Access to Sonar](#)

\*Failure to Appear\* for 3 studies results in denial of access to any more studies so be sure to select your timeslots carefully. Don't sign up unless you are sure you are available at that time and that you have enough time to do the study.

Currently Viewing: All Studies

View studies with available timeslots on : Friday, August 8, 2014 GO

Available?	Study Information	Eligibility
LT Timeslots Available	<b>Mass Testing Survey S14</b> (1 Credit) (Online Study) <b>NOTE: TIMESLOTS ARE POSTED WEEKLY AND ARE AVAILABLE UNTIL JUNE 27th, 2014</b>	Psych 101, 101-online, 207-online, 211-online, 236, 257, 261, 306, 336, 338, 339, 353, 354R, and 398
LT Timeslots Available	<b>Rating Words</b> (5 Dollars) This 10-minute in-lab study explores how people classify and rate individual words in terms of how relevant they are to concepts, and in the context of various scenarios.	Eligible courses: PSYCH 101 section 1, 236, 257, 261, 306, 336, 338, 339, 398 Prior study restrictions
LT Timeslots Available	<b>Individual Cognition</b> (0.5 Credits) This in-lab study is designed to better understand the relationship between cognition and performance in two verbal exercises.	Eligible courses: Psych 101, 236, 257, 261, 306, 336, 338, 339, 398 Prior study restrictions


Email questions to the REG Coordinator at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)  
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[Human Subjects/Privacy Policy](#)  
(11:09 AM)

Has weekly deadlines  
and is only available until  
October 26, 2020

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.

Study Name	Mass Testing Survey Fall 2020
Study Type	 Online Study This study is an online study on another website. To participate, sign up, and then you will be given access to the website to participate in the study.
Credits	1 Credits
Duration	60 minutes
Abstract	<b>NOTE: TIMESLOTS ARE POSTED WEEKLY AND THE SURVEY WILL BE AVAILABLE UNTIL OCTOBER 26th</b>
Description	<p>To participate:</p> <ul style="list-style-type: none"> <li>• sign up in a timeslot</li> <li>• NEW note the FIRST weekly timeslot <b>“DEADLINE”</b> will be Monday, September 14th, 2020 at 10 am</li> <li>• meaning you must start and complete the survey BEFORE MONDAY, September 14th, 2020 at 10 am</li> </ul> <p>In this online survey you will be asked to complete a series of psychological measures/scales.</p> <p>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 MASS TESTING SURVEY IS NOT MANDATORY, however, completion of the survey will provide more participation opportunities.</p> <p>The entire survey should take no longer than 60 minutes and in appreciation of your time you will receive 1 participation credit immediately upon submission.</p> <p>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.</p> <p>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 PAS 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.</p> <p>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.</p> <p>You may start the survey, take a break then come back to it later, if you wish, but be sure to submit the survey before the weekly deadline. If you can, try to complete the survey in one session. Please try to have private, uninterrupted time available with no distractions before starting the survey.</p> <p>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 retake the survey so that their data can be used for selection into other studies. If you were unable to complete the survey before the weekly deadline you may receive a prorated credit (e.g., .25 credits for each one quarter portion of the survey completed) or may be asked to redo the survey so that they can be invited to participate in future studies.</p> <p>Please note that a study sign-up is a firm commitment to the researcher running the study so 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 Sona account.</p>
	Please note that a study sign-up is a firm commitment to the researcher running the study so 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 Sona account.
Eligibility Requirements	Psych 101, 101-online, 207-online, 211-online, 236, 257, 261, 306, 335, 338, 339, 353, 354R, and 398
Website	You may not view the website until you sign up for this study.
Researcher	REG 1 Researcher
Principal Investigator	REG 1 Principal Investigator
	<a href="#">View Time Slots for This Study</a>

## Mass Testing Survey information page

*Information page displayed for all study types.*

*Mass Testing is an online type of study*

Click here to view timeslots



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Department of Psychology Research Experiences Group

Studies My Schedule/Credits FAQ My Profile Logout

Test Tester (Participant)

Timeslots for Study

NOTE: This is an online study. Sign up below, and then participate on the study website at any time before the participation deadline that is listed.

Participation Deadline	Sign Up?
Friday, August 8, 2014 10:00 AM	<a href="#">Sign Up</a>

Click "Sign Up"



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**

Study Name	Mass Testing Survey Fall 2020
Study Type	 Online Study This study is an online study on another website. To participate, sign up, and then you will be given access to the website to participate in the study.
Credits	1 Credits
Duration	60 minutes
Abstract	<b>NOTE: TIMESLOTS ARE POSTED WEEKLY AND THE SURVEY WILL BE AVAILABLE UNTIL OCTOBER 26th</b>
Description	<p>To participate:</p> <ul style="list-style-type: none"> <li>• sign up in a timeslot</li> <li>• NEW note the FIRST weekly timeslot <b>“DEADLINE”</b> will be Monday, September 14th, 2020 at 10 am</li> <li>• meaning you must start and complete the survey BEFORE MONDAY, September 14th, 2020 at 10 am</li> </ul> <p>In this online survey you will be asked to complete a series of psychological measures/scales.</p> <p>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 MASS TESTING SURVEY IS NOT MANDATORY, however, completion of the survey will provide more participation opportunities.</p> <p>The entire survey should take no longer than 60 minutes and in appreciation of your time you will receive 1 participation credit immediately upon submission.</p> <p>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.</p> <p>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 PAS 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.</p> <p>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.</p> <p>You may start the survey, take a break then come back to it later, if you wish, but be sure to submit the survey before the weekly deadline. If you can, try to complete the survey in one session. Please try to have private, uninterrupted time available with no distractions before starting the survey.</p> <p>Those participants who appear to have not completed the survey carefully (completing the survey in a time far below the expected average time for completion) may be asked to retake the survey so that their data can be used for inclusion into other studies. If you were unable to complete the survey before the weekly deadline you may receive a prorated credit (e.g., .25 credits for each quarter portion of the survey completed) or may be asked to redo the survey so that they can be invited to participate in future studies.</p> <p>Please note that a study sign-up is a commitment to the researcher running the study so 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 Sona account.</p>
Website	<a href="#">View Study Website</a>
Researcher	REG 1 Researcher 

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.



Overall Credits Requirements:

courses or course sections. Sign credits to be sure the credit goes to the right course. This is your responsibility! up to 50% of your credits need in Online credits. Students in multiple REG course or in Distance Ed courses may

### Appear for Studies and Denial of Access to Sona

it be kept or cancelled in advance. Each failure to appear for a lab study or to complete an online study before the "Appear" button is pressed will result in the denial of access to Sona. The consequence of accumulating 3 (THREE) Failures to Appear will be immediate denial of further access to additional studies this term and your upcoming Sign-Ups will be cancelled. All participation credits earned up until they continue to earn your credits by submitting article reviews (as described in your Course Outlines).

credits that are added onto the 100% grade). Psych 101 (all sections) students earn 4 "course" credits (i.e., credits that students earn 4 "course" credits; Psych 353 earn 2 "course" credits and 2 "bonus" credits. Students from all other Psi

are available.

in your Day Planner/Scheduler or print a copy of the Study Sign-Up Notification email or Study Reminder email. NOTI

contact info is provided on the Study Information page, the Study emails. Also you can contact the REG Coordinator (en However, if you were unable to cancel in advance due to an emergency or last-minute conflict please contact the res

### Study Sign-Ups

NOTE: Researchers only know you by your identity code, which is 256051, so please use that when corresponding with them.

Study	Time	Location	Credit Status	Course	Comments	Car
Mass Testing Survey S14 Study Type: Online Study Credits: 1 Credits	August 8, 2014 10:00 AM	Online	Awaiting action from researcher	Psych 101 Section 1		

You may cancel a study sign-up until 9:00 PM on the day before the study is scheduled to occur.

### Credits Earned Per Course

Course	Credits Earned
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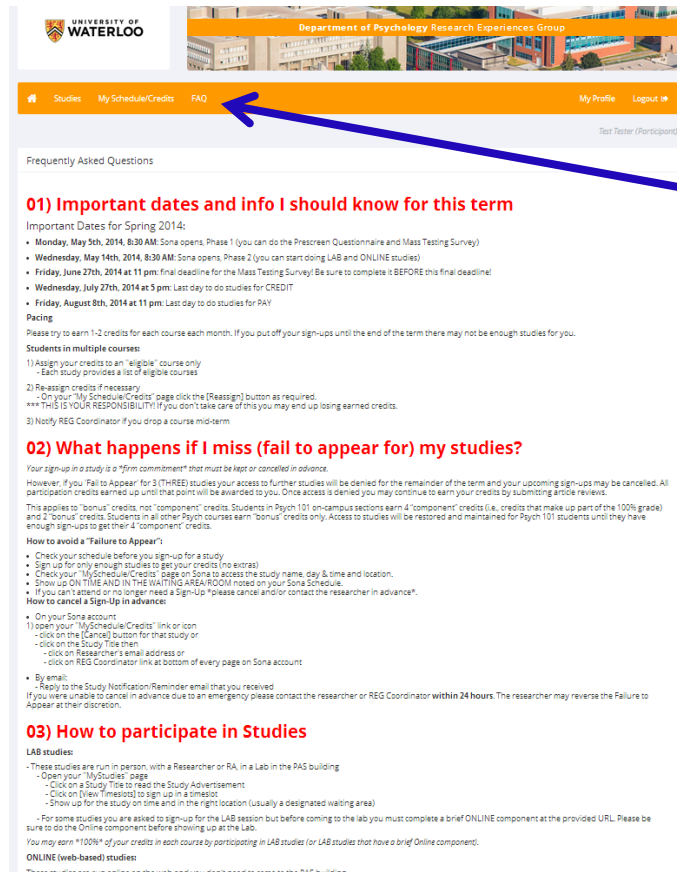
If you signed up but didn't start the survey right away you can return at a later time by going to your "My Schedule/Credits" page and clicking on the study title.

**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.

Study Name	Mass Testing Survey Fall 2020
Study Type	Online Study This study is an online study on another website. To participate, sign up, and then you will be given access to the website to participate in the study.
Credits	1 Credits
Duration	60 minutes
Abstract	NOTE: TIMESLOTS ARE POSTED WEEKLY AND THE SURVEY WILL BE AVAILABLE UNTIL OCTOBER 26th
Description	<p>To participate:</p> <ul style="list-style-type: none"> <li>sign up in a timeslot</li> <li>NEW note the FIRST weekly timeslot "DEADLINE" will be Monday, September 14th, 2020 at 10 am</li> <li>meaning you must start and complete the survey BEFORE MONDAY, September 14th, 2020 at 10 am</li> </ul> <p>In this online survey you will be asked to complete a series of psychological measures/scales.</p> <p>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 MASS TESTING SURVEY IS NOT MANDATORY; however, completion of the survey will provide more participation opportunities.</p> <p>The entire survey should take no longer than 60 minutes and in appreciation of your time you will receive 1 participation credit immediately upon submission.</p> <p>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.</p> <p>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 PAS 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.</p> <p>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.</p> <p>You may start the survey, take a break then come back to it later, if you wish, but be sure to submit the survey before the weekly deadline. If you can, try to complete the survey in one session. Please try to have private, uninterrupted time available with no distractions before starting the survey.</p> <p>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 retake the survey so that their data can be used for selection into other studies. If you were unable to complete the survey before the weekly deadline you may receive a prorated credit (e.g., .25 credits for each one quarter portion of the survey completed) or may be asked to redo the survey so that they can be invited to participate in future studies.</p> <p>Please note that a study sign-up is a firm commitment to the researcher running the study so 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 Sona account.</p>
View Study Website	<a href="#">View Study Website</a>
Researcher	REG 1 Researcher

# FAQ



**01) Important dates and info I should know for this term**

Important Dates for Spring 2014:

- Monday, May 5th, 2014, 8:30 AM: Sona opens, Phase 1 (you can do the Prescreen Questionnaire and Mass Testing Survey)
- Wednesday, May 14th, 2014, 8:30 AM: Sona opens, Phase 2 (you can start doing LAB and ONLINE studies)
- Friday, June 27th, 2014 at 11 pm: final deadline for the Mass Testing Survey! Be sure to complete it BEFORE this final deadline!
- Wednesday, July 23rd, 2014 at 5 pm: Last day to do studies for CREDIT
- Friday, August 8th, 2014 at 11 pm: Last day to do studies for PAY

**Pacing**

Please try to earn 1-2 credits for each course each month. If you put off your sign-ups until the end of the term there may not be enough studies for you.

**Students in multiple courses:**

- 1) Assign your credits to an "eligible" course only
  - Each study provides a list of eligible courses
- 2) Re-assign credits if necessary
  - On your "My Schedule/Credits" page click the (Reassign) button as required.
  - \*\*\* THIS IS YOUR RESPONSIBILITY! If you don't take care of this you may end up losing earned credits.
- 3) Notify REG Coordinator if you drop a course mid-term

**02) What happens if I miss (fail to appear for) my studies?**

Your sign-up in a study is a "firm commitment" that must be kept or cancelled in advance.

However, if you fail to appear for 3 (THREE) studies your access to further studies will be denied for the remainder of the term and your upcoming sign-ups may be cancelled. All participation credits earned up until that point will be awarded to you. Once access is denied you may continue to earn your credits by submitting article reviews.

This applies to "bonus" credits, not "component" credits. Students in Psych 101 on-campus sections earn 4 "component" credits (i.e., credits that make up part of the 100% grade) and 2 "bonus" credits. Students in all other Psych courses earn "bonus" credits only. Access to studies will be restored and maintained for Psych 101 students until they have enough sign-ups to get their 4 "component" credits.

**How to avoid a "Failure to Appear":**

- Check your schedule before you sign-up for a study
- Sign up for only enough studies to get your credits (no extras)
- Check your "My Schedule/Credits" page on Sona to access the study name, day, time and location.
- Show up ON TIME AND IN THE WAITING AREA/ROOM noted on your Sona Schedule.
- If you can't attend or no longer need a Sign-Up "Please cancel and/or contact the researcher in advance".

**How to cancel a Sign-Up in advance:**

- On your Sona account
- 1) open your "My Schedule/Credits" link, or/and
  - click on the (Cancel) button for that study or
  - click on the Study Title then
  - click on Researcher's email address or
  - click on REG Coordinator link at bottom of every page on Sona account

**By email:**

- Reply to the Study Notification/Reminder email that you received

If you were unable to cancel in advance due to an emergency please contact the researcher or REG Coordinator within 24 hours. The researcher may reverse the Failure to Appear at their discretion.

**03) How to participate in Studies**

**LAB studies**

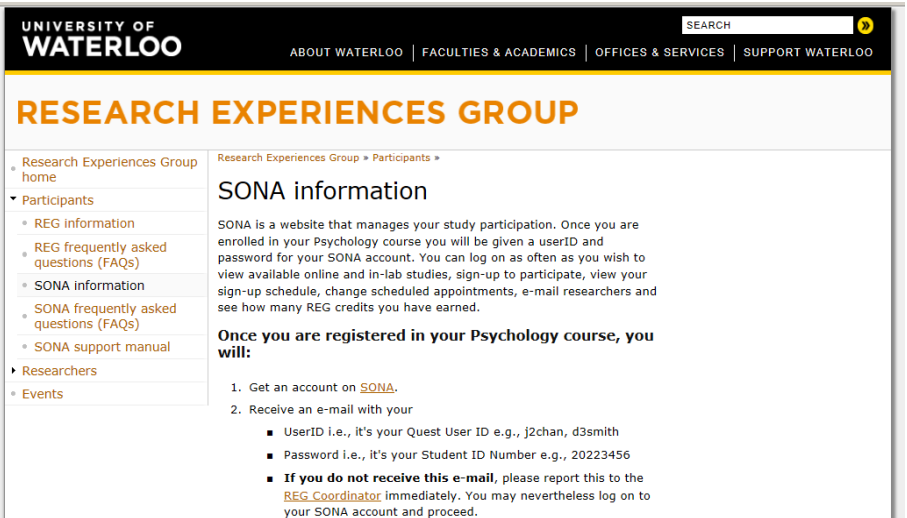
- These studies are run in person, with a Researcher or RA, in a Lab in the PAS building
  - Open your "My Studies" page
  - Click on the (Study Title) to read the Study Advertisement
  - Click on (View Timeslots) to sign up in a timeslot
  - Show up for the study on time and in the right location (usually a designated waiting area)
- For some studies you are asked to sign-up for the LAB session but before coming to the lab you must complete a brief ONLINE component at the provided URL. Please be sure to do the Online component before showing up at the Lab.

You may earn \*100%\* of your credits in each course by participating in LAB studies (or LAB studies that have a brief Online component).

**ONLINE (web-based) studies:**

These studies are run online on the web and you don't need to come to the PAS building

If you have a question please check here first. You may find your answer. If not, email the REG Coordinator at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)



**RESEARCH EXPERIENCES GROUP**

Research Experiences Group » Participants »

## SONA information

SONA is a website that manages your study participation. Once you are enrolled in your Psychology course you will be given a userID and password for your SONA account. You can log on as often as you wish to view available online and in-lab studies, sign-up to participate, view your sign-up schedule, change scheduled appointments, e-mail researchers and see how many REG credits you have earned.

**Once you are registered in your Psychology course, you will:**

1. Get an account on [SONA](#).
2. Receive an e-mail with your
  - UserID i.e., it's your Quest User ID e.g., j2chan, d3smith
  - Password i.e., it's your Student ID Number e.g., 20223456
  - **If you do not receive this e-mail**, please report this to the [REG Coordinator](#) immediately. You may nevertheless log on to your SONA account and proceed.

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

- many of our studies select participants based on their responses in the prescreen questionnaire. You may decline to take the prescreen questionnaire but we strongly encourage you to take the questionnaire.
- if you decline to participate you will still be eligible to participate in studies, however you might find that fewer are available.

After completing or declining the prescreen, you will arrive at your main screen where you will find the following options posted as links across the



<https://uwaterloo.ca/research-experiences-group/participants/sona-information>

# 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.

Some Instructors have submission deadlines so please check your syllabus for full information and deadlines.

## Can't make a schedule timeslot?



sick?



exam?

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.

If you ever have any questions or concerns please contact the REG Coordinator as soon as possible ([regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)) .

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.