School of Communication Studies Research Participation System (CSRPS)
How to Use the System (Instructors)

CSRPS Website: http://ohio-coms.sona-systems.com/
Research Participation Information: http://www.ohiocommstudies.com/research-pool/
Research Pool Administrator: coms-research@ohio.edu

Introduction

Students enrolled in COMS 1010, 1030, 1100, and 2020 are required to participate in a research study or complete an alternative assignment (journal article summary) to earn 2% of their course grade. These students make up the School of Communication Studies Research Pool (hereafter the research pool). Only *in-person* classes (i.e., not online) that occur on the Athens campus are required to participate in the research pool.

Instructors of other courses may voluntarily include their students in the research pool for either course credit or extra credit. Those instructors voluntarily including their students in the research pool must inform the Research Pool Administrator at least two weeks prior to the start of the term in which their students will participate in the pool.

Research participation by students is intended to be a learning experience for them. The research participation requirement (whether it be participation in research or summarizing research articles) is intended to familiarize students with communication research topics and techniques.

This pool is administered via the Internet using Sona-Systems Human Subject Pool Management Software. Relevant documents, including FAQs and instructions for students, researchers, and instructors on using the software, are available on the School of Communication Studies website (http://www.ohiocommstudies.com/research-pool/).

Credit

Students earn a total of 2% of their grade for their participation in the research pool. In the first two weeks of the term students complete a prescreening questionnaire (worth 0.5%). After completing the pre-screening questionnaire, they can choose to participate in a research study or to complete the alternative assignment (both are worth 1.5%). The administrator will assign students who choose to participate in research to a specific research study and researcher. Students will receive reminder e-mails from the Research Participation System to encourage them to complete the prescreening questionnaire.

Alternative Assignment

At any point that students decide not to participate in a research study, they have the option of completing an alternative assignment (review of a journal article) to earn the same credit they would get if they participated in the study. Students who are not yet 18 years old will need to complete the alternative assignment.

Alternative assignments are reviewed and given credit by the researcher to whom the student was assigned. If students send you their alternative assignments, send it back to them and ask them to send it to the researcher that they were assigned to or the administrator. Alternatively, you can forward the assignment to the administrator who will get it to the appropriate researcher.

Syllabus Text

There is standard text to include in your syllabus for any class that is participating in the pool (i.e., all 1010, 1030, 1100, 2020, and other courses that are voluntarily participating). This text is available on the COMS website. Please include this text without modification in your syllabus.

Whom to Contact

For instructors, the administrator is the first point of contact with questions about anything related to the pool (e.g., questions about the credit a student has earned). If students have questions about their credit, they should contact the researcher that they were assigned to. If the students do not know whom to contact, have them contact the administrator.

How to Use the System

The Research Participation System is used for the scheduling and management of the subject pool. As an instructor, your interaction with the system will be minimal. Your primary use of the system will be to check on the credit status of students (participants) in your courses.

Logging in

To log in, go to the home page of the Research Participation System (http://ohio-coms.sona-systems.com/). At the beginning of each academic term, you will receive an e-mail with your User ID and password. Your user ID is your Ohio University e-mail address without "@ohio.edu" AND with "-i" added at the end of it. For example, Dr. Chadwick's e-mail address is chadwick@ohio.edu. So her User ID is "chadwick-i". If you have multiple roles (i.e., you are both a researcher and an instructor), you will have multiple User IDs. For example, Dr. Chadwick is both an instructor and a researcher. So she will have one User ID as an instructor "chadwick-i" and one User ID as a researcher "chadwick-r". You will have passwords randomly generated for each of your roles.

If you have forgotten your password, click on the link in the lower right area of the page. You will be taken to a screen where you can enter your user ID (your email without the "@ohio.edu"). You will then receive an email with a link to reset your password. If you click the link, you will be taken to the research pool system again, with a notification that your password has been reset and emailed to you. Check your email again, and your new password will be there.

Main Menu

Once you login, you will be presented with a Main Menu with two main options, *Course Reports* and *My Profile*.

Course Reports

When you click on the *Generate Course Credit Reports* option, you will see a list of all the courses for which you are an instructor. If there is a course that you are an instructor for that is not on the list and should be (i.e., is 1010, 1030, 1100 or 2020), please let the administrator know immediately.

You have 3 choices for the type of report you would like to generate. *All Participants* will list all participants in the course. *Completed Participants* will list only participants who have met or exceeded their credit requirements. *Incomplete Participants* will list up to 85 participants who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a participant's last name, and participants that have not completed their requirements will be highlighted in bold. For privacy and research ethics reasons, you will never see exactly which studies the students participated in – only a summary of their credit earnings. You should look at a participant's credit for the <u>course</u> to determine if they have completed their requirements. If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link in the middle of the report to generate such a data file.

COMS 1100 Sec. 104: Credit Completion Report

Name	Overall % of grade Earned	Overall % of grade Required	Overall Unexcused No-Shows	% of grade Earned for Course
Test, Test test@ohio.edu	**0.5**	2	0	0.5

Print or Save Report

The % of grade Earned for Course column lists the % of grade a participant (student) earned which they specifically assigned to this course, while the Overall % of grade Earned columns lists the total % of grade they have earned across all courses.

`🖨Display this Report in a Printer-Friendly Layout`   `📊Download this Report in CSV Format`

You may choose to download this report in CSV (comma-separated) format. Depending on how your browser is configured, listed below are the 3 scenarios that might happen when you perform the download, and information on how to handle the data. When saving the file, it is good to use a filename that ends in `.csv`. The `.csv` file extension may not appear on the save option in your browser, in which case you should just type it in. If you are having problems loading the file in Excel, please try another computer if possible, as some versions of Excel contain a bug that causes problems when importing CSV-format files.

1. Data loads in MS Excel. To save the data, choose File | Save As.. and save it as CSV or an Excel worksheet (your choice). If the file loads and the data does not line up into columns properly, save it (instead of opening with Excel), then open the file with Excel.
2. Your browser asks if you would like to save the file. Save the file with a .CSV extension.
3. The browser loads the file on your screen. Save the file with a .CSV extension, using the File | Save or File | Save As.. feature. Be sure to save it as text not HTML format.

My Profile

To change your password or other information, choose the My Profile choice from the toolbar. Fields marked with (+) are optional and do not need to be filled out. If you change your password, please select a password you do not use on any other systems or websites. This is important because your password will be sent via email, which is not always secure. Your alternate e-mail address is set to your Ohio University e-mail address. You may change the address to one you check more frequently if you wish. However, you must have an alternate e-mail address in your profile; otherwise you will not receive necessary information about the system.

Logging Out

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.