

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

CSRPS Website: <http://ohio-coms.sona-systems.com/>

Research Participation Information: <http://www.ohiocommstudies.com/research-pool/>

Research Pool Administrator: coms-research@ohio.edu

Students enrolled in COMS 1010, 1030, 1100, and 2020 (and other classes at the instructor's discretion) are required to participate in a research study or complete an alternative assignment (journal article summary) to earn 2% of their course grade. The purpose of this document is to provide step-by-step instructions for using the system. For complete information about the research experience requirement, see the document Guidelines for Students accessible from the *Research Participation* section of the Communication Studies website (<http://www.ohiocommstudies.com/research-pool/>).

Research Participation System

The Research Participation System allows you to sign up for studies and track the percent-credit that you have earned. Below are detailed instructions for using the system.

Logging in

To log in, go to the home page of the Research Participation System (<http://ohio-coms.sona-systems.com/>). Your UserID is your Ohio ID (formerly your Oak ID), which is the first part of your Ohio e-mail address (e.g., nk273739). Your password is your PID with the "P" included (e.g., P000111111).

If you have forgotten your password, click on the link on the right. 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.

System Message: You have been logged out.

COMMUNICATION STUDIES RESEARCH PARTICIPATION SYSTEM

User ID
@ohio.edu

Password

Log In

Announcement

This is the system used by the School of Communication Studies (COMS) to give undergraduate students experience with communication research. Both research studies and the alternative assignment (review of a research article) can be accessed through this system.

Students: Your UserID is your Ohio ID (formerly your oak ID). This is the first part of your e-mail address. Your default password is your PID, with the P (ex: P123456789).

Instructors: Your UserID is your Ohio ID (first part of your e-mail address) with "-I" added to it (e.g., chadwick-I). Your password was randomly generated and e-mailed to you.

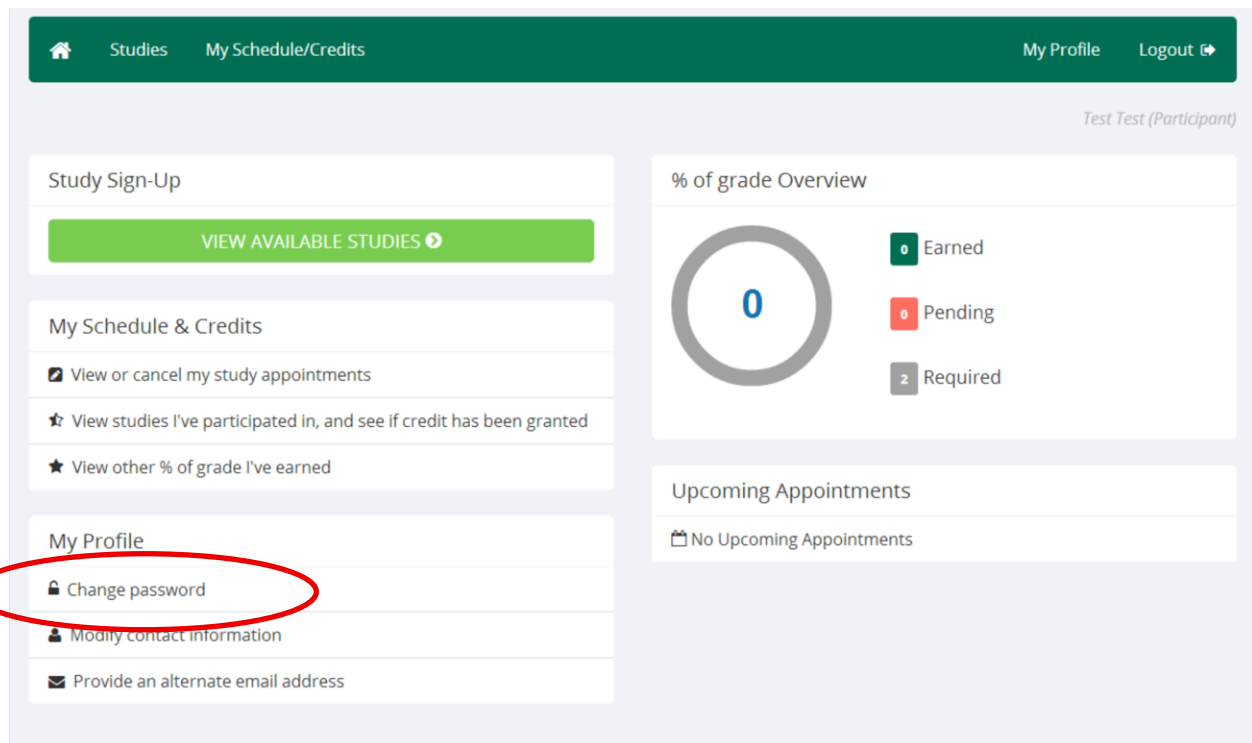
Researchers: Your UserID is your Ohio ID (first part of your e-mail address) with "-R" added to it (e.g., chadwick-R). Your password is your PID with the P in front of it (e.g., P123456789).

If you are looking for the **Psychology Research Pool**, please click **HERE**

Forgot Password?

Changing your password

Once you log in, you can change your password to something easy for you to remember (see *My Profile* below).



The screenshot shows a user interface for a research participation system. At the top, there is a dark green navigation bar with a home icon, 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout' with an external link icon. Below this, the user's name 'Test Test (Participant)' is displayed. The main content area is divided into several sections: 'Study Sign-Up' with a green 'VIEW AVAILABLE STUDIES' button; 'My Schedule & Credits' with three links: 'View or cancel my study appointments', 'View studies I've participated in, and see if credit has been granted', and 'View other % of grade I've earned'; 'My Profile' with three links: 'Change password' (circled in red), 'Modify contact information', and 'Provide an alternate email address'; '% of grade Overview' with a circular progress indicator showing '0' and a legend for 'Earned' (green), 'Pending' (red), and 'Required' (grey); and 'Upcoming Appointments' with a calendar icon and the text 'No Upcoming Appointments'.

Instructions continued on the next page

Prescreening Questionnaire

The first time you log in, you will see the information for the prescreening questionnaire. The prescreening questionnaire helps researchers determine who is qualified for their studies. It also provides needed data for the School to make financial and policy decisions regarding the system. The picture below shows the beginning of the information screen.



You are being asked to participate in research. For you to be able to decide whether you want to participate, you should understand what the research is about as well as possible risks and benefits. Once you have read this information and any questions you have are answered, you can indicate your consent by selecting "Yes, start prescreen."

Research Explanation. The prescreen includes questions that the School of Communication Studies uses for administrative purposes. These questions may also be used to determine your eligibility to participate in research studies. However, the completion of this questionnaire does not obligate you to participate in further studies.

If you are 17 years old or younger, you must opt-out of the prescreen on this page and complete the alternative assignment (a review of a research article) to earn course credit for research participation.

If you are 18 or older, you may also opt out and complete the alternative assignment. Alternatively, you may opt out of any of the questions on the following page and may complete a research study for which you are eligible.

Risks and Benefits. No risks, discomforts, or benefits to you are anticipated. The information gathered here is important for determining eligibility for studies using this research participation system and for making policy decisions about the system.

Confidentiality. Your responses to these questions will remain confidential. Only the administrators of this research participation system will have access to your answers. They will use this information to make financial and policy decisions regarding the system. Researchers using this system will not have access to your answers.

If researchers have eligibility requirements for their studies, your answers to some of the questions below may be inferred based on your assignment to their studies.

Additionally, while every effort will be made to keep your information confidential, there may be circumstances where this information must be shared with:

- Federal agencies, for example the Office of Human Research Protections, whose responsibility is to protect human subjects in research, or
 - Representatives of Ohio University (OU), including the Institutional Review Board, a committee that oversees the research at OU
- Compensation.** As compensation for your time, you will receive 0.5% course credit.

Questions. If you have questions about this prescreen, please contact the system administrator coms-research@ohio.edu. If you have any questions regarding your rights as a research participant, please contact Jo Ellen Sherow, Director of Research Compliance, Ohio University, [\(740\)593-0664](tel:7405930664).

At the bottom of the screen, you'll have an option to start the prescreen questionnaire or to decline to participate. If you decline to participate, you will **not** be able to complete a research study to earn your credit. Instead, you must complete the alternative assignment (a review of a research article). If you are 17 years old or younger, you must decline to participate and complete the alternative assignment to earn course credit.

Questions. If you have questions about this prescreen, please contact the system administrator coms-research@ohio.edu. If you have any questions regarding your rights as a research participant, please contact Jo Ellen Sherow, Director of Research Compliance, Ohio University, [\(740\)593-0664](tel:7405930664).

By clicking "Yes, start prescreen", you agree that you have read this consent form and have been given the opportunity to ask questions and have them answered. You have been informed of potential risks and they have been explained to your satisfaction. You understand Ohio University has no funds set aside for any injuries you might receive as a result of participating in this study. You are 18 years of age or older. Your participation in this research is completely voluntary. You may leave the study at any time. If you decide to stop participating in the study, there will be no penalty to you and you will not lose any benefits to which you are otherwise entitled. (Version date: 12/31/2011)

Would you like to participate in the prescreen?

YES, Start Prescreen

No, Decline to Participate

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Once you select “Yes, start prescreen,” you will see the questions. Once you have answered the questions, hit the “**Record Responses**” button at the bottom of the screen. On the next screen, choose “**Save Prescreen**” to finish the prescreening questionnaire.

Main Menu

Once you have completed the prescreen (and anytime you login after completing the prescreen), you will be presented with a Main Menu. The menu has three options, *Study Sign-Up*, *My Schedule & Credits*, and *My Profile*.

The screenshot shows a user interface for a participant named "Test Test". The top navigation bar is dark green with a home icon, "Studies", "My Schedule/Credits", "My Profile", and "Logout" with an external link icon. The main content area is light gray and contains three primary sections:

- Study Sign-Up:** A white box with a green button labeled "VIEW AVAILABLE STUDIES" and a right-pointing arrow.
- My Schedule & Credits:** A white box with three options: "View or cancel my study appointments" (with a calendar icon), "View studies I've participated in, and see if credit has been granted" (with a star icon), and "View other % of grade I've earned" (with a star icon).
- My Profile:** A white box with three options: "Change password" (with a lock icon), "Modify contact information" (with a person icon), and "Provide an alternate email address" (with an envelope icon).

On the right side, there are two additional sections:

- % of grade Overview:** A white box featuring a large circular gauge showing "0". To the right, a legend indicates: "0 Earned" (green square), "0 Pending" (red square), and "2 Required" (gray square).
- Upcoming Appointments:** A white box with a calendar icon and the text "No Upcoming Appointments".

Instructions continued on the next page

Study Sign-Up

During the fourth week of the term, the system administrator will assign you to a research study (unless you declined to complete the prescreen). This study should appear under the *View Available Studies* during the fourth week of the term. You will receive an e-mail from the researcher to whom you have been assigned when the study is open for enrollment. If you declined to complete the prescreen, you will be assigned to the alternative assignment. You will be able to see the study to which you were assigned by selecting *View Available Studies* from the main menu.

For each study that you have been assigned to, you will see two choices. One is the research study and the other is the Alternative Assignment. Both are worth 1.5% of your grade.

For online studies and the alternative assignment, there is only one timeslot. This timeslot is the last possible time you can complete the study or alternative assignment to earn credit. For in-person studies, you need to sign up for a timeslot that fits your schedule.

If you are in multiple courses that require research participation, you will see more than one study and more than one alternative assignment. To earn credit, you need to complete a research study or the alternative assignment for each course.

Types of Studies

Online studies. Some studies are administered completely online (either through the research participation system or through an external website). These studies will only show one timeslot. This timeslot is the last day you can participate in the study. You may participate in the study anytime between when the researcher indicates that the study is open and the deadline. To participate in an online study, you first sign up for the timeslot and then you can access the website for the study.

In-person studies. Some studies require that you go to a location at a certain time to complete the study in-person. Make sure to sign up for a date and time that works with your schedule. Keep in mind that you need to be on time to the study you sign up for. For some studies, if you arrive late, you will not be able to complete the study and will need to sign up for another timeslot.

Two-part studies. Some studies require that you participate at two different time points. These studies will be clearly marked. You will receive credit for these studies after you have participated in both parts.

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To sign up for a study, click on the “Timeslots Available” link to the left of the study you want to participate in.

Below is the study to which you have been assigned.

You will see two different choices. One is a research study and the other is the alternative assignment. Both are worth 1.5% of your grade. You can only do one per class that requires credit.

For online studies and the alternative assignment, there is only one timeslot. This timeslot is the last possible time you can complete the study or alternative assignment to earn credit.

For in-person studies, you need to sign up for a timeslot that fits your schedule. If it is after the 4th week of class and there are no timeslots available, contact the researcher.

If you are in multiple courses that require research participation, you will see more than one study. To earn credit, you will need to complete a research study or the alternative assignment for each course. Please make sure that you have assigned your credit such that you have earned no more than 2% in each class. This is not done automatically.



Currently Viewing: **All Studies**

View studies with available timeslots on :

Available?	Study Information	Eligibility
	The Alternative Assignment (Research Alternative)	
Timeslots Available	Understanding Responses to Messages - MAIN STUDY (Online Study)	

Clicking on the “Timeslots Available” will take you to a screen that provides a bit of information about the study. This page includes the name of the researcher to whom you have been assigned. This is the person to contact with any questions about your study participation. To continue, click on “View Time Slots for This Study.”

Study Information

Study Name	Understanding Responses to Messages - MAIN STUDY
Study Type	 Web Study This is an online study. To participate, sign up, then go to the website listed below to participate.
% of grade	1.5 % of grade
Duration	45 minutes
Website	You may not view the website until you sign up for this study.
Researcher	Amy Chadwick 

[View Time Slots for This Study](#)

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Below is an example of what you will see if your study is an online study. You will see the deadline for your participation. If you do not participate by this deadline, you will not receive credit for completing the study. To sign up for the study and receive the Website for the study, click on the “Sign Up” button. By signing up, this will let the researcher know that you are participating in the study.

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?
Saturday, November 22, 2014 11:00 PM	Sign Up

To complete the online study, click on the “Complete Survey Now” button, which will take you to the study website.

System Message: Sign-up Successful

Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up. Please copy down the following information:

Signup Information

Study Name	Understanding Responses to Messages – MAIN STUDY
Participation Deadline	November 22, 2014 11:00 PM
Website	Complete Survey Now
Researcher	Amy Chadwick Email: chadwick@ohio.edu

If you have any further questions, you may contact the researcher.

The process for signing up for an in-person study is similar, except that you sign up for a date and time that fits with your schedule. Then you must show up to the specified location at that date and time to participate in the study. Researchers can set a time limit for how soon before a timeslot you can sign up. For example, most studies require that you sign up for a timeslot 24 hours in advance. If you need to cancel a timeslot, see the information in the *My Schedule & Credits* section.

My Schedule & Credits

Under *My Schedule and Credits*, you can see what timeslots you have signed up for and how much credit you have received for the studies you have participated in. If you need to, you can also cancel a timeslot that you have signed up for.

When looking at your credit information, the top box on the page provides the overall percentage of your grade that you have earned. If you are in more than one course that requires research participation, make sure to look at the box labeled “% of grade earned per course” to make sure that your credits are distributed across your courses such that you have no more than 2% credit in each course. If you need to, use the “Reassign” link to distribute your credits as needed.

To cancel a timeslot, click on the “Cancel” button to the right of the timeslot that you have signed up for. Some studies require you cancel 24 hours or more before the timeslot.

The screenshot displays the 'My Schedule & Credits' interface. At the top, there is a summary box for '% of grade' with a green button for '% of grade Earned by Course'. Below this, a row of statistics shows: Overall % of grade Earned: 0.5 (green), Overall % of grade Pending: 1.5 (red), and Overall % of grade Requirements: 2 (grey).

Below the statistics, there are three informational paragraphs:

- 'The prescreen questionnaire is worth 0.5%.'
- 'Completing a research study or the alternative assignment is worth 1.5%.'
- 'If you are in multiple courses that require research participation, please make sure that you have assigned your credit such that you have earned no more than 2% in each class. This is not done automatically.'

A note states: 'Note: The credit is in percent credit, the actual number of points you have earned depends on the total points for the course you are taking.'

The 'Study Signups' section contains a table with the following data:

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Understanding Responses to Messages - MAIN STUDY Study Type: Online Study % of grade: 1.5 % of grade	November 22, 2014 11:00 PM	Online	Awaiting action from researcher	COMS 1100 Sec. 104		<input type="button" value="Cancel?"/>
Non-study credit.			0.5 % of grade granted on August 20, 2014.	COMS 1100 Sec. 104	Prescreen Credit for participation.	

Below the table, there is a box titled '% of grade Earned Per Course' containing a table with the following data:

Course	% of grade Earned
COMS 1100 Sec. 104	0.5

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.

Password. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty. If you change your password, please select a password you do not use

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on any other systems or websites. This is important because your password will be sent via email, which is not always secure.

Alternate e-mail. If you would like to change the e-mail that the system uses to contact you to one you check more frequently, you can do so by entering this e-mail address into the Alternate Email Address box. Please make sure you use an e-mail address that you check frequently; otherwise you will not receive necessary information from the system in a timely manner, which may affect your ability to earn your credit.

Logging Out

When you are done using the system, choose Logout from the top toolbar to log 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.