SONA SYSTEMS INSTRUCTIONS

General Information
To access Sona Systems, please use the following URL: https://uci.sona-systems.com/
Your Instructor account needs to be set up before your class can be registered on Sona Systems.

Step 1: To obtain an Instructor Account and register your class, send your course syllabus to the HS Lab Pool at: ssreslab@uci.edu.

Your course syllabus must include the following information:
1. Instructor Name;
2. Instructor UCI Email Address;
3. Course Number and Title (e.g., PSYCH 7A, Intro to Psych); and
4. A section about Extra Credit Participation:
   Per the IRB, if you offer extra credit for participating in research, you are obligated to state the following in your syllabus:
   • Students must be informed that research participation is voluntary and that there is an alternative option to accrue the same amount of extra credit.
   • This alternative option must be of equal or less time and/or difficulty so that students can garner the same possible number of points.
   • Students must be told clearly what the conversion factor is to properly convert their hours of research participation to credit points in class.
   • Instructions on how students can sign up for research through the Sona Systems must be clearly stated. *Please refer to the Participant Handout*

We will use this information to establish your Instructor Account and to add your course to Sona Systems. Adding your course to Sona Systems allows students to apply their extra credit to your course.

At the beginning of each quarter, please send a copy of your syllabus to ssreslab@uci.edu with a brief note stating that you are offering extra credit for [insert quarter].

Step 2: Once your account has been created, a confirmation email will be sent to your UCI email. Go to the website (https://uci.sona-systems.com/) to enter your ID and temporary password.

Step 3: After logging in to Sona Systems, go to “My Profile” to change your temporary password to a personal one, and confirm that your information is correct.

Step 4: In the “My Profile” section, you can designate an alternative email address if you want all correspondence from Sona Systems to be sent to a non-UCI email address.

Last Day for Participation:
The last day for students to participate in research studies is Friday of Week 10.
Students are not allowed to participate in research during finals week.
End of the Quarter - Reports

**Generate Course Report:**
1. Log in and select the "Course Reports" tab.
2. Click on "Generate course credit reports." You will see a list of courses you are teaching that offer participation extra credit.
3. Click on the "All Participants" link, and you will see a course report on your screen.
   - The report will present your students’ names, the credits that they have earned, and the credits they are required to earn.
   
   **Note:** You only need the first and last column of the report to get student names and the hours of credit earned for your course.
4. At the bottom of the web page, you will have the option to **download** and save this report to your computer. The information will be in .csv format (Excel).

**No–Show Appointment Policy:**

All students have the responsibility to either attend their research appointments once they have scheduled them or to cancel them at least 24 hours in advance.

To discourage no-shows, Sona Systems will send out reminders to participants. Sona Systems will keep record of the no-shows and the HS Lab staff will monitor the penalties.

**NO-SHOW POLICY:**

Any student who receives a total of **two penalties** during the quarter will be **prohibited** from using Sona Systems to earn extra credit for the remainder of that quarter.

When a student is disqualified from accruing extra credit through Sona Systems, they may still earn extra credit by completing the alternative option(s) outlined in your syllabus. The alternative option should be comparable to participation in research through the HS Lab Pool.

**Notes**

The system is not configured for instructors to give credit for participation.
Please remind your students to allocate their points to the correct course/courses by the end of Week 10.

If you have any questions, please contact the HS Lab staff at: ssreslab@uci.edu or (949) 824-5412.