How to sign up for studies on the Psychology Subject Pool

Step 1: Get an account (psych majors already have one) and login

- Go to the Subject Pool website: http://newpaltz.sona-systems.com/
- If you don't already have an account, create one there. Once you have an account, log in.

Below is the screen after logging in.

The Credits Overview graph on the right side tells you how many credits you have already *earned*, how many are *pending* (you have not yet earned the credit from studies you signed up for), and how many are *required*.

Note that the number listed as *required* varies from student to student. If you are a psychology major, it will be at least 12 required credits, because 12 credits are needed to satisfy the "Research Experience Component" requirement for psychology majors. If any of your courses offer extra credit for SP usage, the number of credits they offer will be added to the tally for required credits. So, if several of your classes do that during your time here, it is possible that your *required* credits will rise to well over 20, much like in the screenshot above.

But please note that any extra credit points for courses are not technically "required" for you to earn – they are just extra credit, after all! Therefore, even if you don't earn all of the *required* credits, you can still graduate so long as you have completed 12 credits toward the "Research Experience Component" of the major.

Finally, note that a study's credit can only go to <u>one</u> thing (the REC or a single class).

Step 2: View the list of studies

Click on View Available Studies. The screen will list all active studies in alphabetical order:

Available?	Study Information	Eligibility
	A Picture-Word Categorization Study (in-person lab study) We are evaluating how people organize things into groups.	Normal (or Corrected) Vision, Monolingual English Speakers, No history of neurological or visual impairment.
	A Study of Letter Identification	Be at least 18 years-old, have English as first language, have normal or corrected-to-normal vision (20/20), and have no history of the following: neurological conditions, learning disabilities, dyslexia. Prior study restrictions
Timeslots Available	**A Study on Investing** (Online Study)	You must be at least 18 years old and be able to read and write in English in order to participate
	Catch the Color	Be at least 18 years-old, be a native speaker of English, have normal or corrected-to-normal vision (20/20), and have no history of the following: neurological conditions, learning disabilities, dyslexia. Prior study restrictions
	EvoS Lecture - The Evolved Classroom: Using evolutionary theory to inform education (Research Alternative) Date/Time: April 22, 2019 (4.22.19); 6:00 - 7:00 Location: CSB Auditorium. Speaker: Katie Gruskin	

The list includes *in-person studies*, *online studies*, or *talks* from invited speakers.

Although many studies are listed as "active", they do not all have timeslots available for you to reserve at the moment.*

To sign up for an activity that has timeslots available, search for ones with a Timeslots Available bar in the left column. Click on it to see a full description of the study – what it entails, where it's located, how long it lasts, how many credits it's worth, etc.

　　* Be sure to check the listing occasionally to see if additional timeslots have become available for any studies. Some researchers add new timeslots regularly. *

Here is an example of a study's full description:

Study Name	Scientific Information Study
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	15 minutes
Description	We are interested in how individuals react to various types of controversial scientific information. You must be at least 18 years old in order to participate. The survey should take about 10 - 15 minutes of your time. No individually identifying data will be collected. We do not anticipate any risk in your participation other than you may become uncomfortable answering some of the questions.
Website	You may not view the website until you sign up for this study.
Researchers	Glenn Geher
	Julie Planke

☑ View Time Slots for This Study

Step 3: Reserve a timeslot

At this point, if the study still appeals to you, then click on ==View Time Slots for This Study==.

- For *In-Person Studies*, you'll see a list many different timeslots. Most of them will be for the near future. If none of the timeslots listed now work for you, check in again later to see more have been added.
- For *Invited Talks*, you'll see only one timeslot, which is when the lecture will be given.
- For *Online Studies*, you'll likely see only one timeslot that is many weeks (or months) into the future. You can complete the study anytime between now and then, at your leisure.

Here is what the screen looks like for an online study, for example:

Corwin Senko (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?
Wednesday, January 1, 2020 9:00 AM	Sign Up ❯

If you see a timeslot that suits your schedule, select it by clicking on ==Sign-Up==.

<u>Step 4: Allocate the credit to either the REC or your class</u>

The final step is to choose how to allocate the credit you'll earn after completing the study.

For all Psych majors, the default is to apply the credit toward the Research Experience Component (those 12 credits you need to graduate). If that is your wish, then just click Sign-Up to finalize the reservation.

If you wish to allocate the credit to a specific course that is offering you extra credit for participation, then click on the drop-down menu and select your course. Then press Sign-Up to finalize your reservation.

You can change your allocation – for example, from REC to a specific class – at any time before participating in the study. After that, however, you will not be able to change the allocation.

Step 5: Participate in the study!

After reserving your timeslot, you'll see a confirmation page.

- For *In-Person Studies* or *Invited Talks*, mark the timeslot in your schedule and show up at the event's location a couple minutes early.
- For *Online Studies*, feel free to participate now or some other time before the timeslot. Just click on the Complete Survey Now button.

Typically, the researcher supervising the study will grant you the credit within a few days after you've participated. You can check its status by clicking on My Schedule/Credits near the top of the screen. Scan the list of studies to confirm which of them have been granted credit.

Or cancel your reservation

If you later learn that you cannot make it to your study, be sure to cancel your reservation.

To do this, click on My Schedule/Credits near the top of the screen. You will then see a list of all the studies for which you've reserved a timeslot. Find the study you can no longer make, and click on Cancel and on the next screen confirm this decision by clicking Yes, I want to Cancel

But do not "No-Show"

If you miss your timeslot and did not cancel it beforehand, you will be given a "No-Show" mark. If you collect multiple "No-Show" marks, you'll be automatically barred from participating in other studies. Please avoid this by taking a moment to properly cancel your reservation.