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

CSRPS/Sona Website: http://ohio-coms.sona-systems.com/
Research Participation Information: https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation
Alternative Assignment Details: https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment
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 (https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation).

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 (https://ohio-coms.sona-systems.com/). You log in to the system with your typical Ohio ID and password.

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.

School of Communication Studies Communication Studies Research Participation System

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.

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.

Instructions continue on the next page.

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*.

Study Sign-Up
During the fourth week of the term, the research pool 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 fifth 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.

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

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."

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.

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

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 you 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.

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.

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.