

## How to Demonstrate the MTSU Study Sign-Up System

You will need the *How do I use the MTSU Study Sign-Up System?* handout (or you will need to be very familiar with this handout) to complete the demonstration. You will also need a blue card to do the demonstration.

If multiple users try to demonstrate the system simultaneously, the test participant may not be available. You might want to register yourself in advance, and bring your own login information for the test.

### Registering:

1. Go to <http://mtsu.sona-systems.com>
2. Click on *Request an account here* on the lower, left side of the screen.
3. Ask a student to volunteer the registration information, or register yourself (if you've already registered as a student, you cannot re-register, so ask the administrator to delete your account before the demonstration, or tell students to ignore the warning that you're already registered).
  - a. Emphasize the importance of using your proper name.
  - b. Describe what the user ID is, and ask students to think about their own. Describe where to find it on the MTSU website.
  - c. We don't require ID numbers, but they might help assign credit. Don't enter one for a class demonstration, let students know it's optional.
  - d. Emphasize the importance of a valid telephone number. (Even though it's optional, a researcher may need it to contact a student, so it's a good idea to fill this in.)
  - e. Emphasize the importance of picking the correct course. This is a good chance to tell students what section they're in.
4. Click *Request Account*.
5. You will return to the login screen, and it will tell you the information was emailed.

### Logging in:

Since it emails the information, I set up a test student account to continue the demonstration. Note to students that they would need to exit the system at this point and check email to get their information.

1. Enter *wlangsto* as the user ID.
2. Enter *test* as the password (don't tell students the password).
3. Click *Log In*.
4. On the first entry, students will agree to the pool policies. The test won't since it's been accessed before.

### **Signing up:**

Demonstrate signing up for an experiment.

1. Mention the importance of using the task bar to navigate.
2. Click *Studies* from the task bar. This will show available studies.
3. Scroll to *999 Test Experiment*. Practice a sign-up for this study.
  - a. Click *Timeslots Available*.
  - b. Full study information will be presented. Tell students that they can use the description to decide if they really want to participate.
  - c. Click *View Time Slots for This Study*.
  - d. Click *Sign Up* by the only timeslot.
  - e. Tell students to write down the information. They should do this on a blue card, if they have one. They should also put the information in their calendar. Emphasize that the blue card should be completed in ink, and that the researcher will fill in the credits and put on a sticker with a signature. The credits must be in ink, and a signature is required, so tell them to be on the lookout for that.
4. Click on *My Schedule/Credits* in the task bar to get to the schedule screen.

### **Checking schedule/Canceling:**

Check the schedule to see the study, then cancel the participation to demonstrate that aspect. It's important to cancel so the demonstration will work for other users.

1. The schedule will be on screen. Go over how to read it.
2. Demonstrate canceling.
  - a. Click *Cancel*.
  - b. Mention the one hour restriction that comes up on the screen.
  - c. Click *Yes, I want to cancel*.
  - d. You'll go back to the schedule page, with no studies.
3. Click *My Profile* in the task bar.

### **Changing profile information:**

Discuss how to change the default email address and password.

1. If you enter an alternate email address, all email will be directed to that address. So, if students don't want to use their MTSU address, they can specify a new one.
2. Students can change their password (don't change the demonstration password).
3. Emphasize the importance of getting listed in the correct class. Up to a point, students can still fix an error there, but they should check that before registering, or fix it right away. This is another chance to remind them what section they're in, and you can change the demonstration student to your section.
4. Click *Update* when finished. You'll go back to the main screen.

### **Logging out:**

Click *Logout* in the task bar to exit the system. Emphasize the importance of logging out.