

How do instructors use the MTSU Study Sign-up System?

Activities:

1. Logging in
2. Viewing class lists
3. Checking study information
4. Changing your profile
5. Retrieving a lost password
6. Logging out

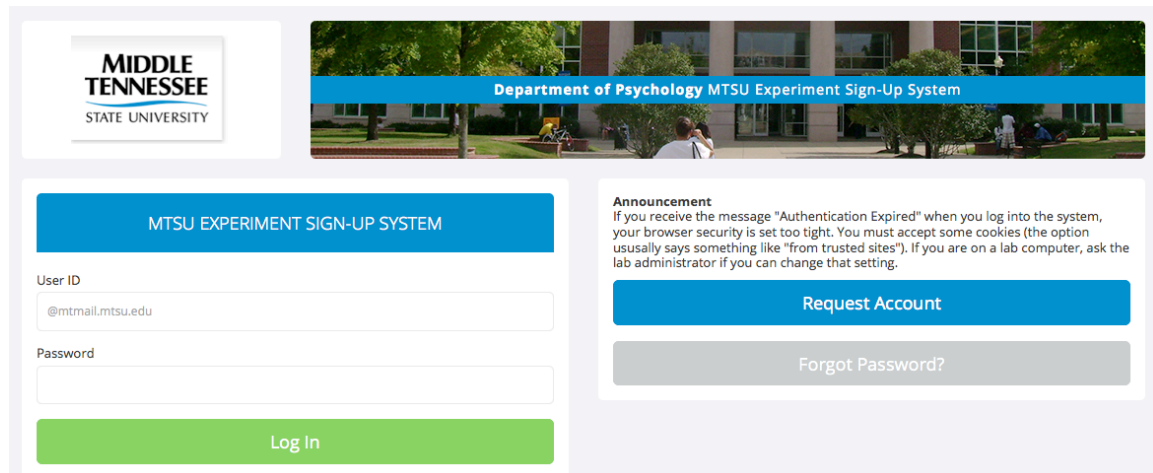
Activity 1: Logging in

All instructors will be registered by the research pool director. You will need two pieces of information to log in: a user ID and a password. Your User ID will be your MTSU email user name with *-ins* appended. For example, *william.langston-ins*. Your initial password will be generated automatically, but you may change this password after your first login. You will receive your login information via email (to your MTSU email account with the subject line *MTSU Study Sign-Up System Login Information*). This information will be emailed before the semester begins.

To log in, go to

<http://mtsu.sona-systems.com/>

You will see the following screen.



The screenshot shows the login interface for the MTSU Experiment Sign-Up System. On the left, there is a logo for Middle Tennessee State University. The main content area has a blue header with the text 'Department of Psychology MTSU Experiment Sign-Up System'. Below this is a login form with two input fields: 'User ID' (with the example '@mtmail.mtsu.edu') and 'Password'. A green 'Log In' button is positioned below the password field. To the right of the login form, there is an 'Announcement' section with a blue 'Request Account' button and a grey 'Forgot Password?' button.

Figure 1: Login screen.

Enter your user ID and password and click *Log In*.

On your first visit you will be asked to agree to the privacy statement. Click the *Yes* button at the bottom of the page. The task bar in Figure 2 will always be at the top of your screen (you may need to scroll up to see it).



Figure 2: Task bar.

Use the task bar to choose the activity that you want. When you are finished, always choose *Logout* to prevent others from viewing your records.

Activity 2: Viewing class lists

To view class lists, choose *Course Reports* from the task bar.

In the beginning of each semester, only students who self-register will appear on the class lists. After the drop-add date, the research pool director will request the entire class lists from the Records Office. Once that information is provided to the research pool director, class lists will be uploaded into the system. At that point, all students will appear on the class lists. Uploads will happen approximately three to four weeks into the semester; instructors will be notified by email when the upload is complete.

Note that the student ID number field may not contain valid MTSU ID numbers (students who self-register may choose not to include this information). You will have the option to choose a printer friendly version of the list.

The class list can be exported to Excel in .csv format (.csv is a comma separated file). Scroll to the bottom of the class list and click the link for *Download this Report in CSV Format*. The list will be saved to the computer's hard drive. Double-clicking the file will open the list. (If you have trouble opening the file, using the import feature in Excel and selecting *delimited* with a comma as the delimiter will open the file.)

Activity 3: Checking study information

To view information about current studies click *All Studies* in the task bar.

Activity 4: Changing your profile

You may want to update your profile (to change your password or default email). Click *My Profile* in the task bar to make these changes.

Activity 5: Retrieving a lost password

If you lose your password, go to the login screen in Figure 1. On the **right** side of the screen click *Forgot Password?* You will be asked to enter your user ID and your password will be emailed to you.

Activity 6: Logging out

When you finish using the system, be sure to choose *Logout* from the task bar.