

Welcome to Sona Systems at XLab and Behavioral Lab

University of California
Berkeley
Interdisciplinary Social
Science Laboratories



XLAB AND BEHAVIORAL LAB

User ID

Password

Log In

Announcement

In an effort to make life easier for Xlab and Behavioral Lab users, we merged the web sites for the Haas Behavioral Laboratory (haas.sona-systems.com) and the Experimental Social Science Lab (berkeley.sona-systems.com). The new URL is: <http://berkeley.sona-systems.com>

Those with Xlab accounts will have the same username and password. Behavioral Lab accounts will have the same usernames but will receive new password information via email. If you do not receive the new account password, please contact us at xlabs@berkeley.edu

Request Account

Forgot Password?

Contents

What is Sona?	3
Sona User Information.....	3
Sona User Name.....	3
Researcher Profile.....	3
Creating a study.....	3
Guidelines for Entering Study Information.....	4
Formatting Your Study Description:.....	6
Studies involving Deception:	7
Prescreen for Participation and Restrictions.....	7
Automatic Credit Granting in Qualtrics	8
Embedding Person ID in Qualtrics	10
Managing Timeslots.....	11
Timeslots Linked to Specific Researchers.....	11
To Add a Timeslot.....	11
Modifying Timeslots	12
To Delete a Timeslot	13
Using the Invitation Code	13
Manual Sign-Up and Cancellation	15
How to Manually sign up:	15
How to Manually Cancel a Sign Up:.....	16
Granting Credit.....	17
Excused no-show/ unexcused no-show policy.....	18
Emailing Participants	18
Resources	19

What is Sona?

Sona is an online tool intended to help manage studies, participants, and compensation. On Sona, you can create timeslots for studies and track participation. To access Sona for XLab or Behavioral Lab studies, visit <https://berkeley.sona-systems.com>.

Sona User Information

Sona User Name

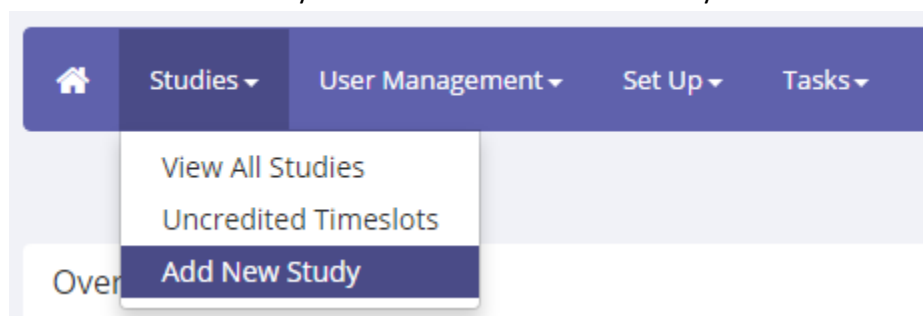
Researchers should contact the Behavioral Lab Coordinator to request a new account. Participants may request an account by going to the website and clicking “Request Account”. Students participating in the Research Participant Program for a class will have new logins created for them by the Behavioral Lab Coordinator.

Researcher Profile

It is recommended that Researchers provide their contact information such as an office location and phone number, since most human subject protection committees require this information to be made available to participants.

Creating a study

- To create a study click “Studies” ⓘ “Add New Study”



- Select the type of study you would like to create
*note using qualtrics is considered as an “Online External Study”
- Enter your study information

- All first time studies require to be approved by the administrator who will ensure that all fields are entered correctly

Studies
User Management
Set Up
Tasks

Administrator
Logout

System Administrator (Administrator)

Select study type

To add a new study, you must first select the type of study you would like to add as well as the compensation type. You may not change a study nor the compensation to a different type once you have added it, so please be sure to select the correct type of study now.

Standard Study

A study that is scheduled to take place at a specific place (i.e. not online), and where there is only one part to the study that participants will participate in.

☐ Paid
☒ Credit

Two-Part Standard Study

A study that is scheduled to take place at a specific place (i.e. not online), in two parts. The two parts may be scheduled to take place a specified number of days apart, and a participant must sign up for both parts of the study at one time.

☐ Paid
☐ Credit

Online Survey Study

An online survey study that is set up in the system, and administered by the system.

☐ Paid
☐ Credit

Online External Study

An online study that is set up outside the system (i.e. on another website).

☐ Paid
☐ Credit

Continue

Guidelines for Entering Study Information

Study Name	<p>Short, un-evocative, and uninformative. For Research Participant Program studies add UGBA105 + SEMESTER AND YEAR (for MORS) or UGBA106 + SEMESTER AND YEAR (for Marketing). For example: Group Decision Making UGBA105 Spring 2016</p> <p>If your study involves deception, mark the study name with a ^ as an internal indicate for our purposes (ex. ^ Decision Making in groups).</p>
Brief Abstract	Participants can view the information listed here when they are viewing the list of all studies available. Include the following information: duration, location, and compensation .
Detailed Description	This information is displayed when the participant clicks on the study. Include if the study is expected to Not be on “Berkeley Time”, if participants need to arrive early for check-in, study duration, location, and compensation.
Eligibility Requirements	These will show when participants view available studies. List anything you require of your participants that is beyond the pre-screen, (i.e. left-handed or has a texting plan etc). Sona does not enforce these requirements. The student is responsible and accountable for their eligibility.
Pre-Requisites	If there are studies a participant must have participated in before, choose them here.
Disqualifiers	If there are any studies a participant must not have participated in, please select them here. It is good practice to also include this information in your study description because participants want to know why they do not qualify. If do not want participants who have participated in studies with deception, select studies that have * in their study names.
Course	For RPP choose UGBA105, UGBA106. For paid study choose Paid Pool. If you do not

Restrictions	<i>restrict</i> a course, all students will be able to sign up, e.g. paid students will sign up for a course credit study.
Duration	Studies for course credit are only ½ or 1h long. Do not post a 50 minutes study to gain unfair advantage over 1h long studies. All such studies will be deleted. Paid studies may be of any length and any payment. Studies are compensated on average at \$15/h or \$10/30 minutes
Preparation	Enter any advanced preparation a participant must do here (e.g. “do not eat 2 hours before session”).
Invitation Code	Participants must know the invitation code to sign up for this study. This is often used if the researcher wants to personally select participants, so the researcher only provides the invitation code to the desired participants.
Is this a web-based study?	If you have set up the study on another website, such as Qualtrics, you should note the study is administered outside the system.
Study URL	Paste your survey link here. 1. On Sona, click Studies / Add New / Online External Study , and paste your survey link under Is this a web-based study?
Credits/Pay	Studies are compensated on average at \$15/h or \$10/30 minutes. A study cannot not be switched between credit and payment. If you are running the same study with course credit and then with paid participants, you have to create another study. Course credit studies are 1/2h or 1h in length.
Researchers	Select the researcher for this study. Most likely, this is you, and your name will automatically be selected. If you are a researcher, then you may not change who the researcher is (the P.I. for the study, as well as the administrator, can change this). If you specify multiple researchers, each researcher has full control over the study
Principal Investigator	Enter the Principal Investigator
IRB Approval Code	Enter the IRB/ CPHS approval code here. This field is required and displayed to the administrator to help keep track of studies.
Approved?	Ensure you have received the necessary approvals (administrator, CPHS) to run the study before choosing Yes. A study must be Approved and Active to show up on the list of studies which participants may sign up for.
Active Study	The reason to select No is if the study is being kept for historical purposes, but should not show up to participants on the list of studies they may sign up for. Often, this is done so the system can enforce cases, where the inactive study is a pre- requisite or restriction for an active study.
Notification when a participant signs up or cancels?	Emails are sent to <i>all</i> researchers specified for the study, unless a specific researcher is assigned to the timeslot that the email notification is being sent about.
Researchers at Timeslot-Level	If set to Yes, it will be possible to assign a specific researcher (from the list of researchers for the study) to a timeslot. If set to No, then it is assumed that all researchers (assigned to the study) are responsible for all timeslots.
Automatic Credit Granting	Credit will be granted automatically to participant X amount of hours after the experiment. This can be used for both online and in-lab studies. Regardless of no-shows or people not completing the online studies, the credit will be granted. Be sure to update manually for those who do not show up or complete online task.
Private Comments	These notes are only visible to the researchers for this study, and not to participants. Indicate here if the study involves deception
Research Alternative?	Some participants, for various reasons (typically for accruing too many unexcused no-shows), may be restricted such that they can only sign up for research alternative studies. Only an administrator may change this value (the default is No).
Participant	This deadline is the minimum hours in advance the participant can sign up for any

Sign- Up Deadline	given study session.
Cancellation Deadline	24 hours before start of the study session

Formatting Your Study Description:

To use functions such as **bold**, *italics*, underline and space breaks, you will need to use basic html functions such as:

 bold
 <i> italics</i>
 <u>underline </u>

 break
 <center> centered text </center>
 <p> paragraph

Example:

In order to have your description be viewed as

Description	<p>YOU MAY COMPLETE THE SURVEY NOW, THE TIMESLOT ONLY SHOWS THE DEADLINE.</p> <p>In order to see images throughout the survey, please use a computer instead of a cellphone.</p> <p>At the end of the survey, please wait to be redirected back to Sona.</p> <p>Data will be linked to later experiments through codes. The first page is the Informed Consent Form that you can sign electronically by clicking on "Yes, I agree".</p> <p>This is a study conducted by the Haas School, not by the researcher(s) personally.</p> <p>To participate in the study, click the green "view time slots for this study" button at the bottom of this page and follow the instructions provided. After signing up for a timeslot, you will see a blue "complete survey now" link. Click on the link to participate in the study immediately after signing up. At the end of the survey, please wait for a couple of seconds for the software to grant credit on Sona.</p>
--------------------	---

Your html code must be included:

Description:

YOU MAY COMPLETE THE SURVEY NOW, THE TIMESLOT ONLY SHOWS THE DEADLINE.<p>

In order to see images throughout the survey, please use a computer instead of a cellphone. <p>

At the end of the survey, please wait to be redirected back to Sona.<p>

Data will be linked to later experiments through codes. The first page is the Informed Consent Form that you can sign electronically by clicking on "Yes, I agree".

<p>

This is a study conducted by the Haas School, not by the researcher(s) personally. <p><p>

To participate in the study, click the green "view time slots for this study" button at the bottom of this page and follow the instructions provided. After signing up for a timeslot, you will see a blue "complete survey now" link. Click on the link to participate in the study immediately after signing up. At the end of the survey, please wait for a couple of seconds for the software to grant credit on Sona.

Studies Involving Deception:


If your study involves [deception](#) as defined by UC Berkeley's CPHS, add a comment under Private Comments in your study information page. For example:

"This study involves deception".

Prescreen for Participation and Restrictions

When participants first login to Sona they fill out a prescreen survey. If your study requires certain restrictions, you can set your study such that only participants who meet your requirements can sign up for your study. Participants are unaware that such restrictions are placed - if they do not qualify they will not see the study.

To set restrictions, view (do not choose edit) your study and choose View/Modify Restrictions. You will see a list of eligible questions which you may use for your restrictions. Choose the questions you would like to restrict upon and on the subsequent page, you can select each value that is acceptable for each question you have chosen. You may also use Analyzing Prescreen Responses to get an idea of how many participants qualify for participation.

Study Information	
Study Name	Test
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Study Status	Not visible to participants: Not Approved Inactive study: Does not appear on list of available studies
Duration	60 minutes
Credits	1 Credits
Abstract	Test
Description	Test

Restrictions	
Prescreen Restrictions	YES View/Modify Restrictions
Course Restrictions	Participants must be in at least one of these courses: <ul style="list-style-type: none">PAID STUDIES FOR CAL STUDENTS/STAFF

Additional Study Information	
Automatic Credit Granting	Credit will be automatically granted for timeslots where no action was taken, that are more than 2 hours old. Automatic credit grant is done once per day.
Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
CPHS Approval Code	

Section 1

Listed below are questions for this section of the prescreen. Please provide a response for every question. If you are given the option to decline to answer a question, then declining to answer is considered a response.

- ☒ **(Are you: M F)**
Are you:
- ☐ **(Status)**
What is your status:
- ☐ **(Ethnicity)**
What is your ethnicity ?
- ☐ **(Education)**
What is the highest level of education you have completed?
- ☐ **(Major)**
What is your major? (If you have a double major, please select only one choice)
- ☐ **(Citizenship)**
Are you a U.S. citizen?
- ☐ **(Mother tongue)**
What is your mother tongue?
- ☐ **(At what age)**
At what age did you move to the United States? [Please answer 0 if you were born here.]
- ☐ **(Graduation)**
If you are currently a student, in what year do you expect to graduate?
- ☐ **(birth year)**
What year were you born?
- ☐ **(GPA)**
If you are a student, what is your current GPA?

Set Restrictions

If you change the restrictions, it will not remove the study sign-ups for participants who qualified earlier. If you want to prescreen participants based on new criteria, state them in the study eligibility requirements but unqualified students will still be able to see the study and accidentally sign up.

Automatic Credit Granting in Qualtrics

- 1) In Qualtrics, copy your survey URL
- 2) Paste your Qualtrics URL in SONA Study Information page under “Study URL”
- 3) Add &id=%SURVEY_CODE%

Is this a web-based study?

Yes -- study is administered outside the system

Study URL

`https://berkeley.qualtrics.com/SE/?SID=5V_3mBKYDL1L9uEKx&id=%SURVEY_CODE%`

If the text %SURVEY_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.

- 4) Click “Add This Study”
 - a. In your Study Information Page, copy the Qualtrics Redirect to a URL

Website

[View Study Website](#)

[Sample Link with Embedded ID Code](#)

Qualtrics Redirect to a URL

https://berkeley.sona-systems.com/webstudy_credit.aspx?ex

Completion URL:

https://berkeley.sona-systems.com/webstudy_credit.aspx?ex

(client-side)

- 5) In Qualtrics go to Survey Options and in the box “Survey Termination” select Redirect to a Full URL and paste the URL you copied in SONA (see step 4). Save Changes.

Survey Termination

Thank You

☐ **Default** end of survey message.
☐ **Custom** end of survey message...
☐ Redirect to single response report.
☒ **Redirect to a full URL**, ex. “http://www.qualtrics.com”: [2e94690a6d983149eff9956&survey_code=\\${e://Field/id}](https://berkeley.sona-systems.com/webstudy_credit.aspx?ex=2e94690a6d983149eff9956&survey_code=${e://Field/id})
☐ Send additional thank you **email** from a library... When distributed via the Survey Mailer.
☐ **Anonymize Response**. Do NOT record any personal information and remove panel association (not recommended).


- 6) Then in Qualtrics go to Survey Flow and click “Add a New Element Here” at the end of survey flow and select “End of Survey”

What do you want to add? [Cancel](#)

[Block](#) [Branch](#) [Embedded Data](#) [Randomizer](#) [Web Service](#) [Authenticator](#) [End of Survey](#)
[Reference Survey](#) [Table of Contents](#) [Conjoint](#)

- a. Click “Customize” then select Override Survey Options.
 - b. Select Redirect to a URL and paste the URL you copied from SONA in Step 4. Click Ok
- I recommend testing it before inviting participants. If it works correctly then students will be redirected back to SONA and see:

University of California
Berkeley
Interdisciplinary Social
Science Laboratories



Experimental Social Science Laboratory Xlab and Behavioral Lab

System Message: Web study credit successfully granted.

XLAB AND BEHAVIORAL LAB

User ID

Password

Log In

Announcement

In an effort to make life easier for Xlab and Behavioral Lab users, we merged the web sites for the Haas Behavioral Laboratory (haas.sona-systems.com) and the Experimental Social Science Lab (berkeley.sona-systems.com). The new URL is: <http://berkeley.sona-systems.com>

Those with Xlab accounts will have the same username and password. Behavioral Lab accounts will have the same usernames but will receive new password information via email. If you do not receive the new account password, please contact us at xlab_b-lab@berkeley.edu

NOTE: Submitting multiple entries under different names is an act of identity fraud and a criminal offense.

Request Account

Forgot Password?

Embedding Person ID in Qualtrics

- 1) In Qualtrics go to Survey Flow and click “Add a New Element Here”
 - a. Select Embedded Data

What do you want to add? [Cancel](#)

Block

Branch

ED Embedded Data

Randomizer

Web Service

Authenticator

End of Survey

Reference Survey

Table of Contents

Conjoint

- b. Enter “id” and save flow

ED

Set Embedded Data:

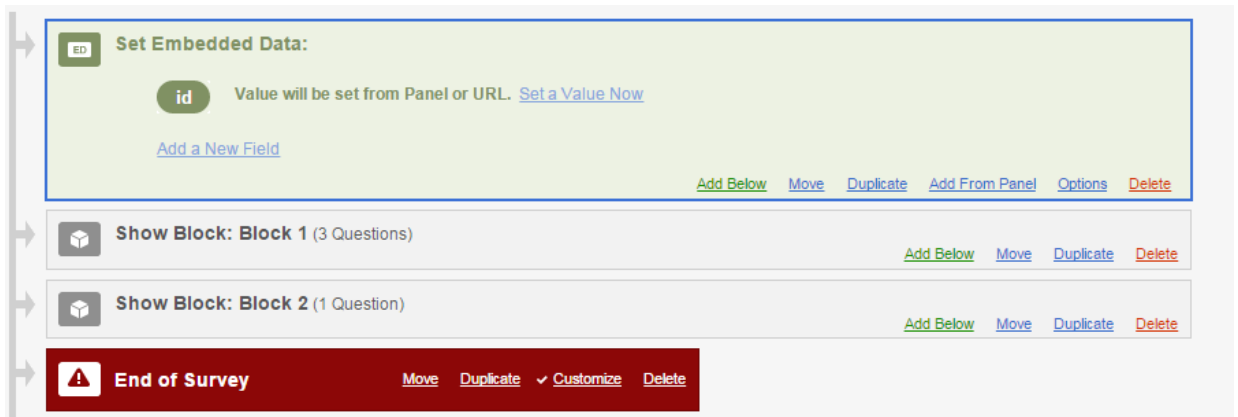
id

Value will be set from Panel or URL. [Set a Value Now](#)

[Add a New Field](#)

[Add Below](#)
[Move](#)
[Duplicate](#)
[Add From Panel](#)
[Options](#)
[Delete](#)

- 2) In Qualtrics under Survey flow the “Set Embedded Data” box, move it to the beginning of the survey and Save Flow.



3) In Qualtrics you will see a field called “id” that is the Person ID

V10	id	Q1	Q2
Finished	id	Consent	Name
1	35541	1	Jaya

Managing Timeslots

Timeslots (also referred to as Sessions) are the available times when a participant may participate in the study. You can specify a date, time, location, maximum number of participants, and researcher for a session. Participants cannot see how many people have signed up for a timeslot, nor how many spaces are available for a timeslot.

Timeslots Linked to Specific Researchers

The study itself must be configured to allow researchers to be linked to specific timeslots, and the study must have more than one researcher connected to it. The two options are: 1. to link *one* researcher or 2. link *all* researchers to the timeslot. If a researcher is removed from a study, then any timeslots that were linked to them for that study will be changed so all researchers (for the study) are now responsible for those timeslots.

This is done primarily for organization purposes, and has no effect on who can view and modify the study, or any timeslots for that study. This feature is useful when there are a number of researchers running a study, and researchers are responsible for running specific timeslots. If a timeslot has a specific researcher linked to it, then only that researcher will be listed as the contact point when a participant receives any emails and only that researcher will receive related notification emails, such as participant cancellation notification, and reminder emails (assuming such emails are enabled).

To Add a Timeslot




* Note: make sure you have the space reserved at the desired time in BLab before creating a timeslot

1. Click on the study that you would like to add a timeslot for. On the bottom of the screen, click on “View/Administer Time Slots”.
2. On the next page at the top, click “Add a Timeslot” or “Add Multiple Timeslots.”
3. On the next screen, fill in the required information.
 - a. For multiple timeslots: the number of timeslots indicates the number of 1 hour or 30 minute time slots. You can select large number here and then delete them on the next page before you confirm the creation of the sessions.

4. Click “Add” to go to the confirmation page. After checking to make sure all information is correct, click “Add Selected Timeslots” to confirm.
5. Email behavioral_lab@berkeley.edu so the administrator can make an announcement to the pool.
 - * It is suggested to over recruit for paid studies. For example, if you need 6 participants, recruit at least 8 and give the over recruited participants \$5 show-up fee. This is to account for no-show participants.

Add Timeslots : Human Interaction

Use this page to add a single timeslot for your study. You may also add multiple timeslots at once.

Date	<input type="text" value="Thursday, June 18, 2015"/>
Start Time	<input type="text" value="3:00 PM"/> 
End Time	30 minutes after start time
Number of Participants	<input type="text" value="2"/>
Location	<div><input type="text" value="Behavioral lab Waiting room, F503"/> </div> <div><input type="text"/></div> <p>Select a location from the list, or type in your own, but do not do both.</p>
<div> View Schedule</div>	
<div>Add This Timeslot</div>	

Modifying Timeslots

1. On the Timeslots screen, click “Modify” next to the timeslot you want to change.
 - You can also view the sign-ups on this page.
2. Make changes as needed and click “Update”.
 - Participants will *not* be notified of changes made to the timeslot. Please contact them if necessary. (e.g. change of location).
 - If there are already X amount of people signed up, you cannot change the size of the timeslot to an amount lower than X.

Study Menu
+ Add A Timeslot
+ Add Multiple Timeslots
Delete Multiple Timeslots
View Printer-Friendly List of Signups
Print

All Timeslots
Recent Timeslots
Upcoming Timeslots
Older Timeslots

Timeslots : Test

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

Search for available timeslots on :
GO

Date	Participants Pool	Participants	Location	Modify
Thursday, July 30, 2015 9:00 AM - 10:00 AM	Signed Up: 0 Open Slots: 20 Total: 20		Behavioral lab Waiting room, F503	Modify

To Delete a Timeslot

- On the Timeslots screen, click “Delete Multiple Timeslots”.
- Select the sessions you want to delete.
 - You cannot delete a timeslot with participants signed up.
- Click “Delete Selected Timeslots” to confirm.

Home
Studies
User Management
Set Up
Tasks
Administrator
Logout

System Administrator (Administrator)

Study Menu

Delete Timeslots : Test

Listed below are all timeslots for this study eligible for deletion (those without any signups). Check those you would like to delete. For other options, click on the timeslot date to go directly to the timeslot.

☐ Thursday, July 30, 2015 9:00 AM - 10:00 AM Behavioral lab Waiting room, F503

Delete Selected Timeslots
Check all
Uncheck all

Timeslot Change Tracking

The system automatically tracks certain changes to a timeslot, including:

- Key information (date, time, etc.)
- Manual sign-up or cancellation (i.e., not a sign-up or cancellation done by the participant).

To see this information, choose the View Timeslot Modification Log when viewing a timeslot.

Using the Invitation Code



- You can restrict who signs up by requiring an invitation code for your study. To add the invitation code of your choosing, enter your code in the study information page under “Invitation Code”
- Note that ANYONE who has the code can sign up for the study.
 - If a participant who received the invitation code from the researcher sends the invitation code to another participant who you did not send the code to, they can sign up.

- I recommend checking that the person who signs up for your study is on the list of people who sent the invitation code .

Invitation Code	<input type="text"/>
(leave blank if participants do not need a special password to sign up for this study)	

Invitation Code	<input type="text" value="peanuts"/>
(leave blank if participants do not need a special password to sign up for this study)	

Participants will see this information:

Study Information	
Study Name	Test 10/7/15
Study Type	 Web Study This is an online study. To participate, sign up, then go to the website listed below to participate.
Credits	1 Credits
Duration	60 minutes
Website	You may not view the website until you sign up for this study.
Invitation Code	You must have a special password (invitation code) to sign up for this study. The researcher should have provided this to you, assuming you qualify for the study.
Researcher	Jaya Roy 
Principal Investigator	Experimental Social Science Laboratory (PI)
	View Time Slots for This Study

Timeslots for Study

NOTE: This study requires a special password (invitation code) to sign up. To sign up, you must enter this invitation code. The researcher should have provided you with this information, assuming you qualify for the 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?
Friday, October 9, 2015 10:00 AM	Invitation Code: <input type="text" value="Enter Invitation Code"/> Sign Up

To participate in the study the student will have to select “View Time Slots for this Study” and be prompted to enter in the code. Once they enter in the code they can select to complete the survey or select the timeslot for in lab study.

System Message: Sign-up Successful ✕

Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up. Please copy down the following information:

Signup Information

Study Name	Test 10/7/15
Participation Deadline	October 9, 2015 10:00 AM
Website	Complete Survey Now
Researcher	Jaya Roy Email: jaya_roy@haas.berkeley.edu
Principal Investigator	Experimental Social Science Laboratory (PI)

Manual Sign-Up and Cancellation

You may manually sign up participants for your study. For example:

- If the participant happens to show up for a timeslot they were not signed up for, you can sign them up on the spot.
- If a participant wants to participate in an upcoming session but the system says it is too late for them to sign up, you can do so manually.

In rare cases you may need to manually cancel a sign up. For example:

- If a participant has mistakenly signed up for a timeslot on the wrong day and cannot cancel 24hours prior to the study.

How to Manually sign up:

1. Choose the desired study and timeslot
2. Click “Modify”
3. At the bottom of the page, enter their user ID or last name.
 - You will see a confirmation page that also lists any restrictions on the study.

4. Choose “Sign Up” to complete.

Home

Studies

User Management

Set Up

Tasks

AdministratorLogout

System Administrator (Administrator)

Timeslot Information : Test

Other Timeslots for this Study

Timeslot Modification Log

Date

Thursday, July 30, 2015

Number of Participants

1

Start Time

9:00 AM

Location

Behavioral lab Waiting room, F503

End Time

60 minutes after start time

View Schedule

OR type in below

Update Timeslot

Delete

All Sign-UpsUncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 2 Credits. The standard value in Credits for this study is 1 Credits

No participants have signed up for this timeslot

Manual Sign-Up

Batch Credit Grant

You may sign up a specific participant for this timeslot, using the feature below. You may also sign up and immediately credit participants in bulk for this timeslot, using the feature.

Username Manual Sign-Up:

Enter User ID

SIGN UP

Last Name Manual Sign-Up:

Enter last name

SIGN UP

How to Manually Cancel a Sign Up:

1. Choose the desired study and timeslot
2. Click Cancel next to their name
3. The participant will be sent an email about the cancellation (and who performed it), along with a confirmation code. It is mandatory to enter reasons for the cancellation. The administrator will also receive a copy of this cancellation email.

All Sign-Ups
Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 2 Credits. The standard value in Credits for this study is 1 Credits

(1 Participant) 0 available spaces

Name	Participated	No-Show	No Action Taken	Comments
Web Test (xlab_admin@haas.berkeley.edu) View Prescreen Cancel	<input type="radio"/> <div>1</div> Credits	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input checked="" type="radio"/>	<input type="text"/>

Update Sign-Ups
Contact All Participants
Cancel All Sign-ups for this Timeslot

* If not enabled, your administrator can still perform a manual sign-up.

Granting Credit

*It is important that researchers grant credit in a timely manner

1. Select the desired study and timeslot
2. Click "Modify"
3. Click "Credit Granted" for the participants that were present
4. For no-shows you can select their no-show as excused or unexcused

*You may also grant 0 credits if you do not want to grant credit but you also want to prevent them from participating in the study again.

All Sign-Ups
Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 2 Credits. The standard value in Credits for this study is 1 Credits

(1 Participant) 0 available spaces

Name	Participated	No-Show	No Action Taken	Comments
Web Test (xlab_admin@haas.berkeley.edu) View Prescreen Cancel	<input type="radio"/> <div>1</div> Credits	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input checked="" type="radio"/>	<input type="text"/>

Update Sign-Ups
Contact All Participants
Cancel All Sign-ups for this Timeslot

Excused no-show/ unexcused no-show policy

Excused no-shows are for:

1. Participants that did not cancel their study session 24hrs in advance and did not contact the researcher due to extenuating circumstances.
2. Participants that were too late to the study and could not participate due to extenuating circumstances
* Note it is helpful to add notes in the comment section of the credit section. Such as: “participant emailed to cancel study”, “participant was late

Unexcused no-shows are for:

1. Participant did not show up to the study nor did they contact the researcher before the study

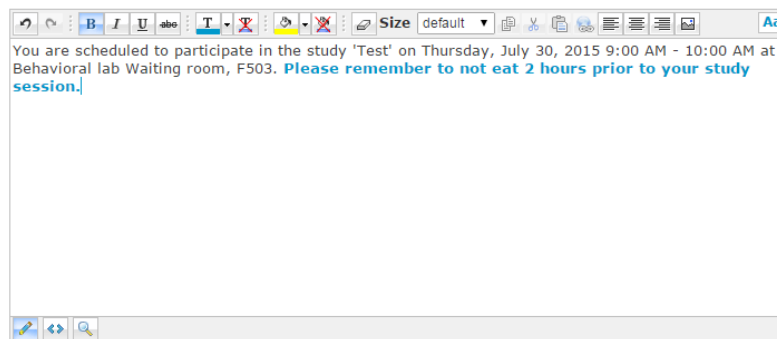
Emailing Participants

- Participants receive an automatic reminder email a day before their scheduled participation date.
 - To email the group of participants for a different reason such as:
 - Reminding participants of specific instructions such as to not eat 2 hours before the study session
1. Choose a study and a timeslot for the participants you want to contact.
 2. Click “Modify” for the specified timeslot.
 3. Click “Contact All Participants” at the bottom of the page.
 4. Write and send your message.
 - The message is auto-filled with some basic information about the study, so participants are aware of which study you are referring to.
 - To ensure the email feature is not being abused:
Summary information (the message and how many recipients it was sent to) will be logged and sent to the administrator.

Contact Participants: [Test](#)

Enter a message below that will be emailed to all participants participating in this timeslot. Emails will only be sent to participants who are allowed to login to the system. You may choose to receive a copy of the email by choosing the appropriate option below. Please be aware that the system automatically sends participants a reminder email the day before the study.

Message



Send me a copy

- ☐ Yes
☒ No

Emailing Delay

Send now

Send Message

Resources

- Behavioral Lab Coordinator: behavioral_lab@berkeley.edu
- Sona Tutorial for Researchers : <https://www.youtube.com/watch?v=ec8S3xfO-a8>