

INSTRUCTOR DOCUMENTATION

Introduction

The Experiment Management System is used for the scheduling and management of a human subject pool. As an instructor, your interaction with the system will be minimal, but also painless. Your primary use of the system will be to check on the credit status of students (participants) in your courses, though in some cases you may also have the ability to grant credits to your students, as well as view which studies are available to students. If you have any questions contact the Pool Administrator at pooladmin@uwosh.edu. If your students have any questions about the online system direct them to the Participant Documentation on the department website or have them contact the Pool Administrator.

Getting Started

The system works best if you use a web browser that is less than 2 years old. It works well with Internet Explorer version 4 and above, and Netscape version 4 and above. It will work with other web browsers, and with older version of Internet Explorer and Netscape, however the layout may not be as clean. No functionality will be lost by using an older web browser. Ask your system administrator if you need help with installing or using a web browser. This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate anywhere on the site.

Logging In

To login, go to the front page of the site (<http://uwosh.sona-systems.com>) and type in your username and password. If you have forgotten your password and the system is configured to allow password retrieval, you will see a link where you may choose to have your password emailed to you. Once you login, you will be presented with a Main Menu with a few options.

All faculty members are provided with a Principal Investigator Account and an Instructor Account. Each account requires a different username. The username for your PI Account will be your university username (that part of your university email address that precedes @uwosh.edu) and the username for your Instructor Account will be your university username with “inst” added to the end of it (“usernameinst”). You may use the same password for both accounts. All information sent via email from either account will be sent to your university email address.



Figure 1 - Main Menu

Course Reports

On the Main Menu that you see after logging in, you will see an option to generate course reports. Once you click on that, you will see a list of all the courses you are an instructor for, and you have the option to generate reports for each of those courses.

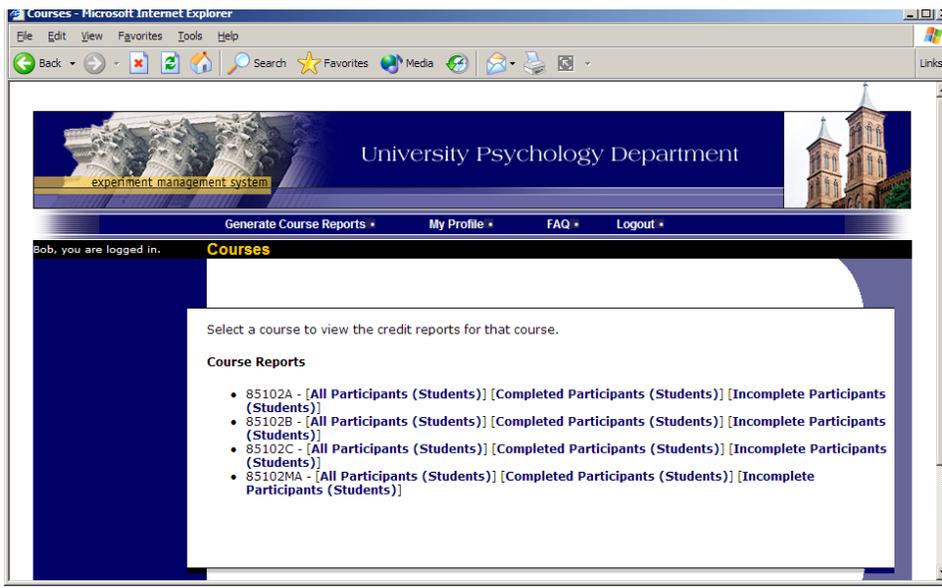


Figure 2 - Course Listing

You have 3 choices for the type of report you would like to generate. All Participants will list all participants in the course. Completed Participants will list only participants who have met or exceeded their credit requirements. Incomplete Participants will list only

participants who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a participant's last name, and participants that have not completed their requirements will be highlighted in bold.

If your system is configured as such, you will see a credit status for the participant overall, as well as for the listed course. If this is the case, you should look at a participant's credit for the *course* to determine if they have completed their requirements. If you do not see such a column ("Credits Earned for Course"), then you only need to be concerned with the overall credit completion status for the participant. If you go to print the report and you find it is too wide for the page, change the output format from Portrait to Landscape, which is done in your web browser's print settings.

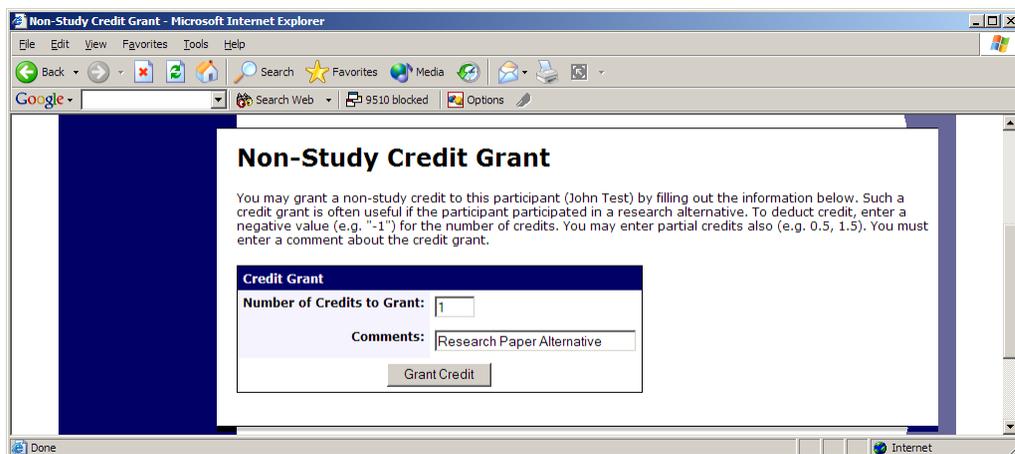
If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link at the bottom of the report to generate such a data file.

To generate a new report, choose the Main Menu link from the left toolbar and proceed from there.

If you do not wish to generate your own course reports the Pool Administrator can provide them instead.

Granting Credits

In some cases, you might see a Grant Credit choice next to each name when you generate a course report. If you click on this link, you can grant a non-study credit grant to that student. This is useful if you are in charge of granting a student credit for participation in a research alternative (e.g. writing a paper), in lieu of actual research participation. To grant the credit, simply enter the credit value and a comment about the credit grant, and the credit will be granted immediately.



The screenshot shows a Microsoft Internet Explorer browser window titled "Non-Study Credit Grant - Microsoft Internet Explorer". The address bar shows "Google" and "Search Web". The main content area has a blue header "Non-Study Credit Grant" and a text block: "You may grant a non-study credit to this participant (John Test) by filling out the information below. Such a credit grant is often useful if the participant participated in a research alternative. To deduct credit, enter a negative value (e.g. '-1') for the number of credits. You may enter partial credits also (e.g. 0.5, 1.5). You must enter a comment about the credit grant." Below this is a form titled "Credit Grant" with two input fields: "Number of Credits to Grant:" with the value "1" and "Comments:" with the text "Research Paper Alternative". A "Grant Credit" button is at the bottom of the form.

Figure 3 - Non-Study Credit Grant

Viewing Studies

In some cases, you may have the ability to view what studies are available in the system (to students). This is useful if you want to discuss information or concepts from those studies in class, as a part of the educational experience. If such an option is available, you will see an All Studies link after you login. If you click this, you will see a list of studies, and you may then click on any study to view more about it. For privacy reasons, you may not see who has signed up for any of the studies. Note: studies will not have names, but will instead be identified by a number code.

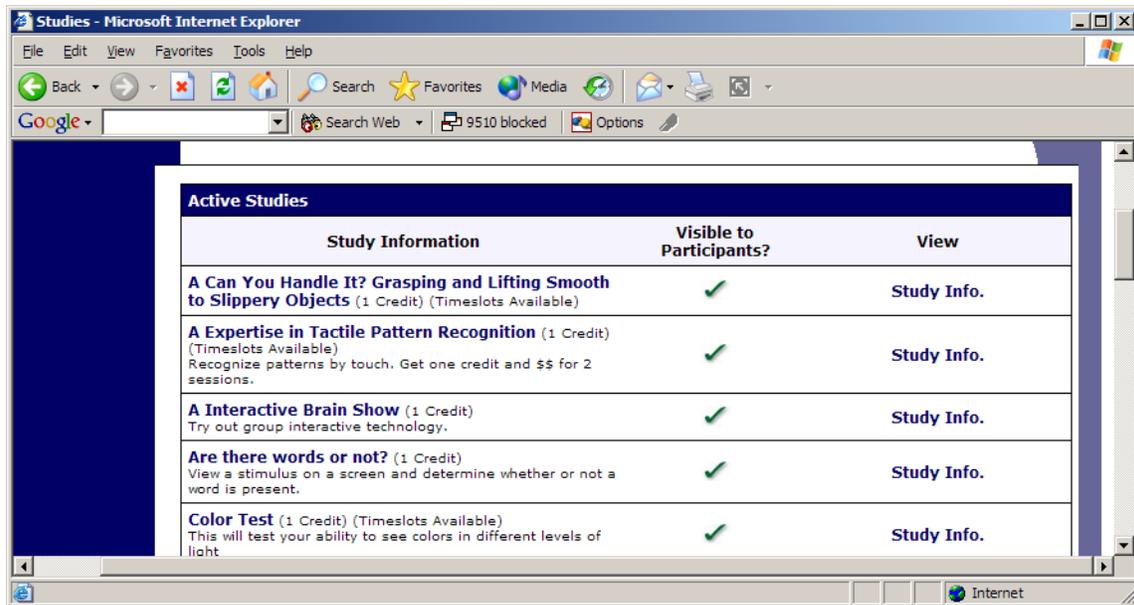


Figure 4 - Viewing Studies

Changing Your Password

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.

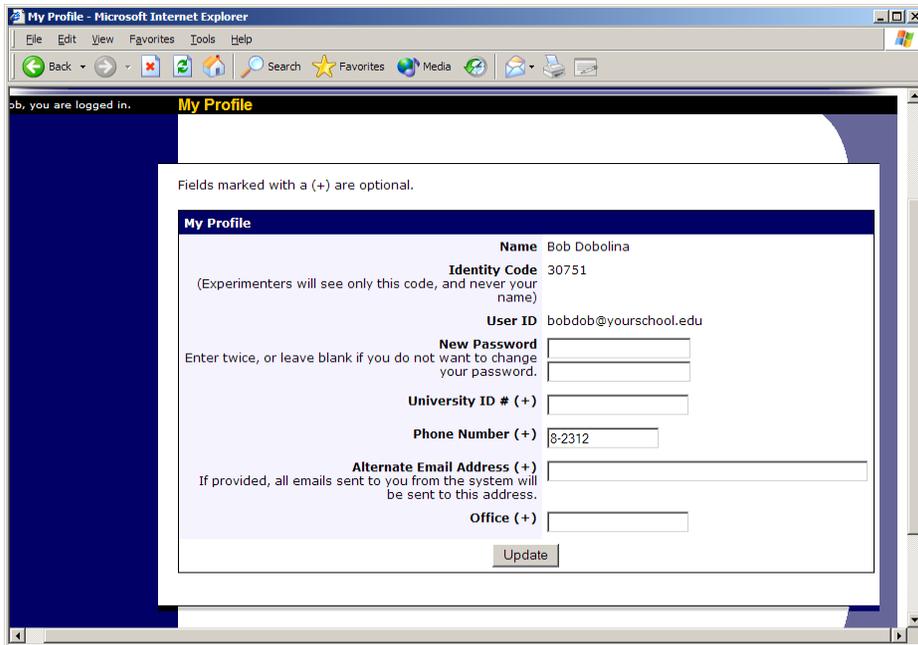


Figure 5 - Updating Your Profile

Logging Out

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged 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.