# **How To:**

## Post Experiments and Give People Credit

# Posting Experimental Sessions

There are two things you need to coordinate:

1. Signing up for one of the available rooms
2. Posting the appropriate number of slots for that time frame outside of 246

Let’s take them each in turn.

## Signing up for a room

1. General

When you contact people, point out that you are doing research for my lab and that I instructed you to get a room. That sets the proper context.

1. First, go to the main psychology office (Skaggs 143). The person you talk to is Adelle (who works at the front desk). You might also email her. She schedules two rooms: SB 246 and SB 303. 303 is often a great room for research.
2. Second, if SB 246 and 303 are unavailable, contact Pharmacy main office at x.4621 or email the administrative associate. They have a number of Skaggs rooms for scheduling. (Again, be clear that you are working for my lab and that’s why you want the room.)

### **Rooms and Availability**

We use two primary rooms:

1. Skaggs 246 – Holds (roughly) 30 people; don’t sign up more than 28
2. Skaggs 303 – Holds (roughly) 12 people; don’t sign up more than 10

Note: If you use a Pharmacy room, be sure and check it out before you post. Figure out how many people you think the room can reasonably hold and don’t post more slots than that number.

### **Signing Up**

Let Adelle know what times you’d like to book and schedule them if they are available. That’s all. Let me know if there is a problem. If you can, go ahead and book them for the times you’ll need for several weeks in advance.

It is YOUR responsibility to make ABSOLUTELY sure that you have booked the room for the exact day and time that you are running. Double-bookings are a serious problem, so please triple-check to avoid that. Do your part!

## Posting on SONA

(If you haven’t booked a room yet, go to step 1.) You shouldn’t post sessions until you’ve got a room scheduled. You should post at least 4 days in advance of when you want to run, but never more than 8 days in advance.

### **General**

All posting occurs on SONA’s UM lab website. The lab has an account which you will use for posting. The directions for SONA use and posting for studies are on a PowerPoint (“SONA Tutorial”). Directions are also on the resources page. You can ignore the part about GETTING an account—we already have one.

1. Double and triple check the times, dates, and room number. Be SURE that you have rooms for the times you have scheduled!

# Giving People Credit

You have an important role in assigning credit. On the SAME DAY you run each study, you need to log back into SONA and assign credit to people who actually participated in the study. Failure to do this will make the Senior Lab Director (who is also Chair of the Subject Pool) very, very angry, as illustrated by this emoticon: >: (

It is *vital* that you do this correctly and *vital* that you do it ON TIME!

## Procedure for Assigning Credit

Log back into SONA, find the study, and assign credit. If you don’t know how to do this, first try it on your own, then, failing that, ask someone in the lab who does! Here is the basic pathway:

1. Find “My Studies”
2. Click “Grant” or “Deny Participant Credit”
3. Click “View Your Uncredited Timeslots” (Note: you can also print out a printer-friendly list of your participants prior to the meeting.)
4. Give credit to those who participated