

## **PARTICIPANT (STUDENT) GUIDE**

### **Introduction**

The Experiment Management System provides an easy method for you to sign up for studies, and track your progress throughout the term. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

### **Getting Started**

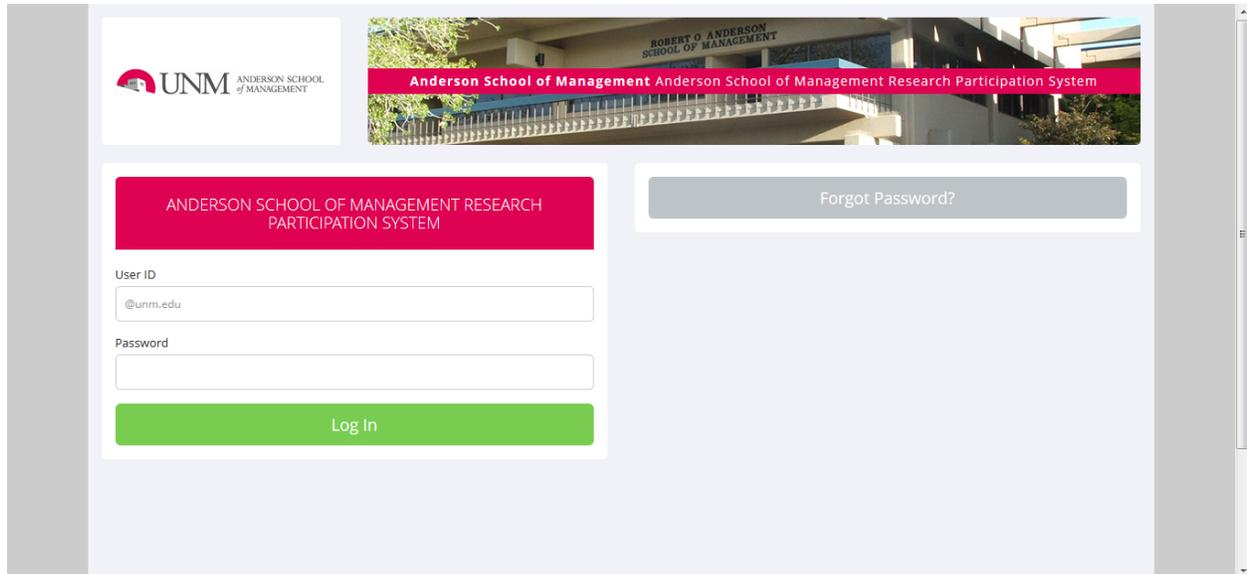
Your interaction with the system will be minimal and hopefully as painless as possible. After you log in to the system, you can view a list of available studies and any restrictions, sign up for studies that interest you, and track your progress throughout the semester. The system will track when you receive credits for a study, so you can view this online as well.

### ***Your Account***

The Anderson Behavioral Lab has created an account on your behalf. You will receive this account information, most likely by email. If you did not receive your login information, please check your email program's junk mail folder before contacting the administrator. The most common reason for not receiving login information is that an email program misclassified the email as junk mail.

## Logging In

Once you have your login information, go to the front page of the site and enter your user ID and password to log in.



**Figure 1 - Login Page**

Once you log in, you may be asked to review and acknowledge your organization's human subject policy for research. You will need to acknowledge this only once every 6 months. You will also be asked to participate in a prescreening. After you complete these tasks, you will see the Main Menu.

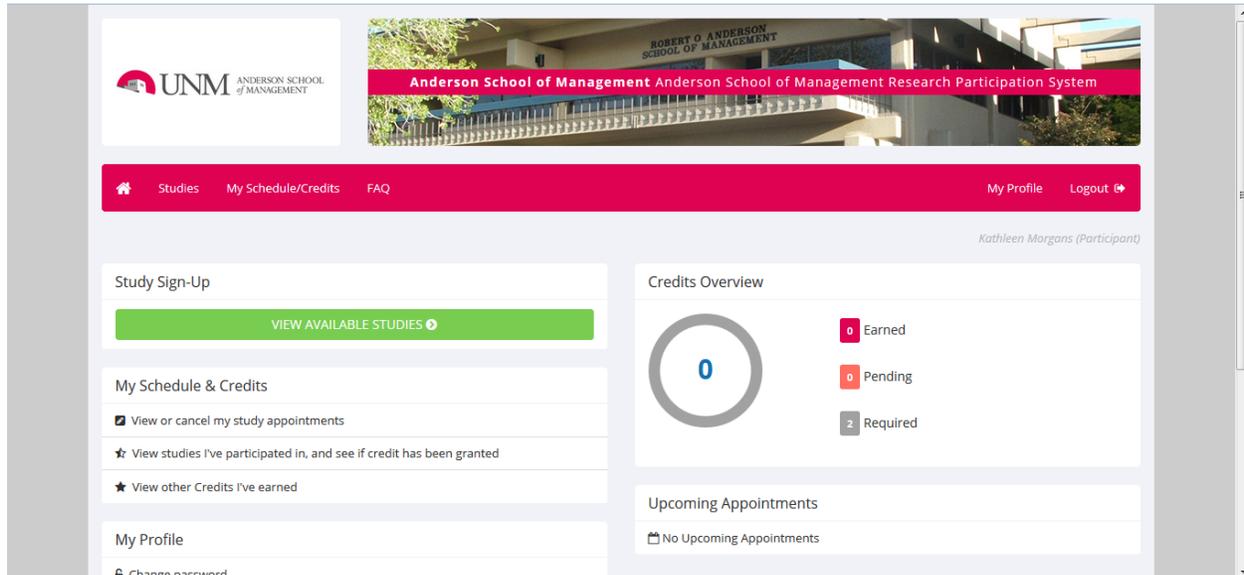


Figure 2 - Main Menu

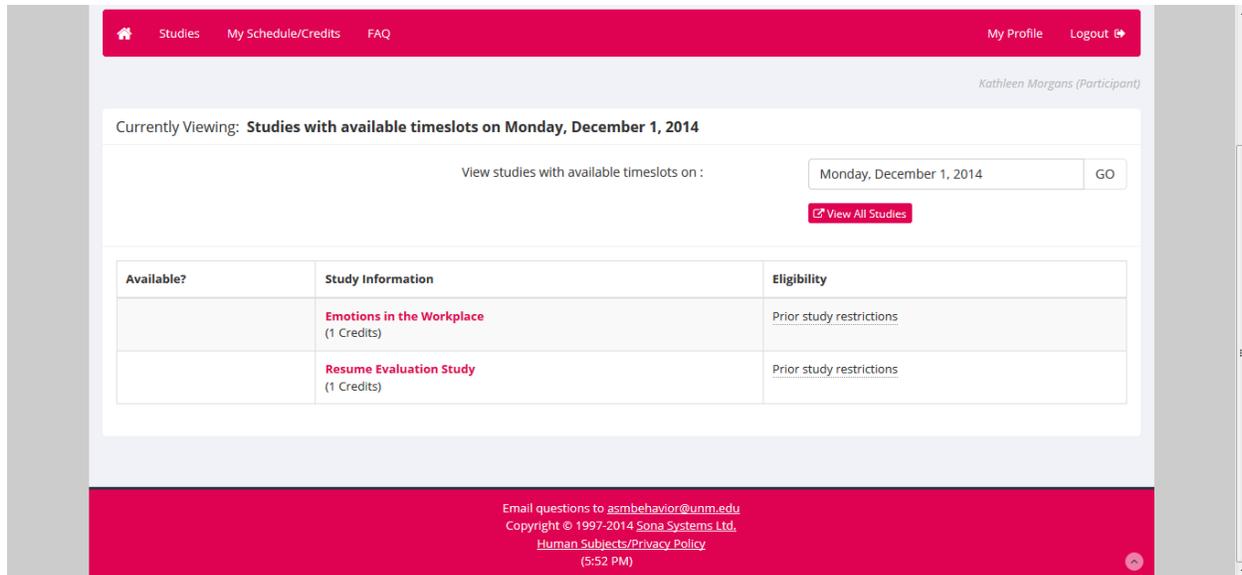
## Studies

With the system, you may view studies and sign up for those that interest you and where you meet any special eligibility restrictions. You may cancel your sign-up through the system as well.

You may see some studies that are online studies. You should read the details of these studies closely, but generally you may participate in them online. It is usually assumed you will participate in the study shortly after you sign up for it, though you have until the Participation Deadline Date to participate.

### **Viewing Studies**

To view a list of studies, click on Studies from top toolbar. You will see a list of studies. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.



**Figure 3 - Viewing Studies**

Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. You may also select a specific date to view studies with available timeslots on that date.

To view more information about a study, click on the name of the study.

## **Online Survey Studies**

Some studies may be online survey studies that are administered in the system. If you sign up for one of these studies, you will be taken immediately to the survey. As soon as you complete the survey, you will receive credit.

You may withdraw from the survey at any time, by clicking the Withdraw button on the top right corner of the screen. When you withdraw, you have an option to withdraw without the chance to receive credit, or with the chance to receive credit. The difference is that if you withdraw without the chance to receive credit, then your sign-up will be completely deleted from the system. This is useful if you simply changed your mind about participating in the survey, but might like to participate in it again at a later time. If you choose to withdraw with the option to receive credit, then your sign-up will be

logged and the researcher will be notified of the withdrawal, but you will not be granted credit immediately. The researcher may then choose to grant credit to you for your participation in the study. If this is done, you will not have the opportunity to participate in this study again (because you may not participate or receive credit for the same online survey study more than once). With this withdrawal option, you are not obligated to provide any explanation of why you are choosing to withdraw, but you may provide an explanation if you like, and this information will be sent to the researcher when they are notified of your withdrawal.

With either withdrawal option, all the survey responses you provided are permanently deleted at the time you withdraw.

### ***Signing Up For Studies***

To sign up to participate in a study, find the study you would like to participate in (see Viewing Studies in this documentation). Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study. If the study has a principal investigator listed, you can click their name to view full contact details. In most cases, it is preferred to contact the person listed as the researcher if you have specific questions. Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers (studies you must *not* have participated in to participate in this study), those may be listed, as well as a note about whether you meet those eligibility requirements. If you have signed up for a study with another study listed as a disqualifier study, then you will be prevented from signing up for the other study, since it is a disqualifier for a study you are currently signed up for.

Study Information	
Study Name	Forming Impressions Study
Study Type	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	1 Credits
Duration	60 minutes
Sign-Up Restrictions	You must NOT have signed up or completed ANY of these studies: <b>Personality &amp; Emotions in Organizational Behavior</b>
Description	In this study you will complete a variety of tasks focusing on the impressions you form of others.
Researcher	Anderson Behavioral Lab 
Principal Investigator	<b>Multiple Researchers</b>
Deadlines	Deadlines that occur on a Saturday or Sunday will be moved back to Friday Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment

**Figure 4 - Study Information**

The study may have other restrictions listed as Eligibility Requirements. An example of an eligibility requirement is “Left-handed people only.” If listed, then the system does *not* enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.

If the study is not an online study, then the sign-up and cancellation deadlines for the study will be listed, and those are based on the date of each timeslot.

If you are viewing a study which you have signed up for in the past and already participated, and are not allowed to sign up for it again, then you will not see the list of timeslots for the study.

Some studies require a special password (known as an Invitation Code) to sign up. If this is the case, it will be noted. The researcher should have given you this invitation code. It is *not* the same as the password you use to login to the system. You will need to enter the invitation code just before you click the Sign Up button to sign up for a timeslot.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up. If you sign up for a timeslot and you already have another sign up in the system that conflicts with that appointment time, the system will warn you of the scheduling conflict (though it will not prevent the sign-up).

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You may receive an email confirmation as well, depending on how your system is configured. You are now signed up for the study. To cancel your sign-up, see Canceling a Sign-Up in this documentation.

### ***Canceling a Sign-Up***

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from top toolbar. You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.

Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling the dependent study as well). The system will warn you, but will not block the cancellation.

Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.

### **Tracking Your Progress**

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar.

When you view this page, you will see at the top a list of the number of credits you are expected to earn, and how many you have earned so far. You may also have an option to view how many credits you have earned for each course. Below that, if you have signed

up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Emotions in the Workplace	December 4, 2014 5:00 PM - 6:00 PM	Wait in the lobby outside of ASM 2141	Awaiting action from researcher	MGMT 506-001/100 Organizational Behavior		

**Figure 5 - My Schedule/Credits**

If you failed to appear for a study, it is possible you were assessed a penalty. That will be displayed in your progress, and the penalty (if assessed) will either increase the number of credits you must earn, or be deducted from your current credit earnings, depending on how the system is configured. It is possible you might end up with a negative value for the number of credits you have earned. Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your credit for it. In cases where the study was set up for monetary compensation and not credits, your participation will be noted as “participated.” This is done to ensure your eligibility for any studies where the study you just completed is a pre-requisite study.

Non-study credit is also listed, when applicable. Non-study credit is usually granted for writing a paper or some other special situation.

It is possible that older records of your participation are in the system, but not displayed. If that is the case, you’ll see an option to view the older records as well.

\*\*If you have further questions, please contact the Lab at [ASMBEHAVIOR@UNM.EDU](mailto:ASMBEHAVIOR@UNM.EDU)