

## Department of Psychology's Research Participation System Instructor Instructions

### SETTING UP YOUR SONA INSTRUCTORS ACCOUNT

STEP 1: Request an "Instructor Account" by sending an email to the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu)). Please make sure your email includes ALL of the following:

- a. Your name,
- b. Your CSUSB email address
- c. An alternative email address (optional)
- d. The name and number, including section, of your course (e.g., PSYC382 (section 2), Introduction to Social Behavior). The Research Management Coordinator will use this information to establish an Instructor Account for you as well as add your course to SONA. Adding your course to SONA allows students to apply their extra credit to your course.

STEP 2: Once your account has been created, an email will be sent to your campus email account ("@csusb.edu"). This email will include your User ID and temporary password. Your User ID will be whatever comes before "@csusb.edu", plus "\_" to distinguish your role as an instructor. For example, Robert Cupp's email address is [rcupp@csusb.edu](mailto:rcupp@csusb.edu). His instructor User Id is "rcupp\_".

STEP 3: After logging in to SONA for the first time, go to "My Profile" and change your password to one that is easy to remember and confirm that your information is correct.

STEP 4: In the "My Profile" section, you can designate an alternative email address if you want all correspondence from SONA to be sent to a non-CSUSB email address.

### GENERATING COURSE REPORTS

STEP 1: After signing on to your SONA Instructor's Account, locate the "Course Reports" heading and click on "generate course credit reports". You should see a list of the courses you are teaching that offer participation extra credit.

STEP 2: Click on the appropriate link to receive the credit reports you want. Note that your credit report will be presented on your screen, however you can also download this information in .csv format. If you would like a copy of a credit report that details both credit and penalty information, please contact the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu))

\*\*If you have any questions and/or difficulties, please send an email to the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu))\*\*