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## **User's Manual for Instructors**

*Texas A&M Department of Communication  
Participant Pool Sign-Up Software*



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# INSTRUCTOR DOCUMENTATION

## You May Stop Reading, Now.

The Participant Pool Committee is dedicated to implementing and overseeing the participant pool. We will create an “Instructor’s Account” for you, which you can use to monitor your students’ progress on research participation, but you needn’t use this account. We will provide you with a complete summary of research participation hours at the end of the semester. However, if you would like to be involved and check in on your students through the semester, **Read On!**

## Overview

The Experiment Management System is used for the scheduling and management of a research participant pool. As an instructor, your interaction with the system (if you use it) should be minimal, but also painless. Your primary uses of the system can be to check on the credit status of students (participants) in your courses. If you wish, you also have the ability to grant credits to your students, as well as view which studies are available to students.

## Getting Started

The system works best if you use a web browser that is less than 2 years old. It works well with all recent versions of Internet Explorer, Firefox, Chrome, and Safari. It will work with other web browsers, and with older versions popular browsers, however the layout may not be as clean. No functionality will be lost by using an older web browser.

## Logging In

You should have received an email with a hyperlink, username and password. You can access your account the first time by pulling up that email and following the link. If you have forgotten or if you wish to start fresh, go [here](#) and type in your username and password. If you have forgotten your password, 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.

# 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 listed as an instructor for, and you have the option to generate reports for each of those courses.

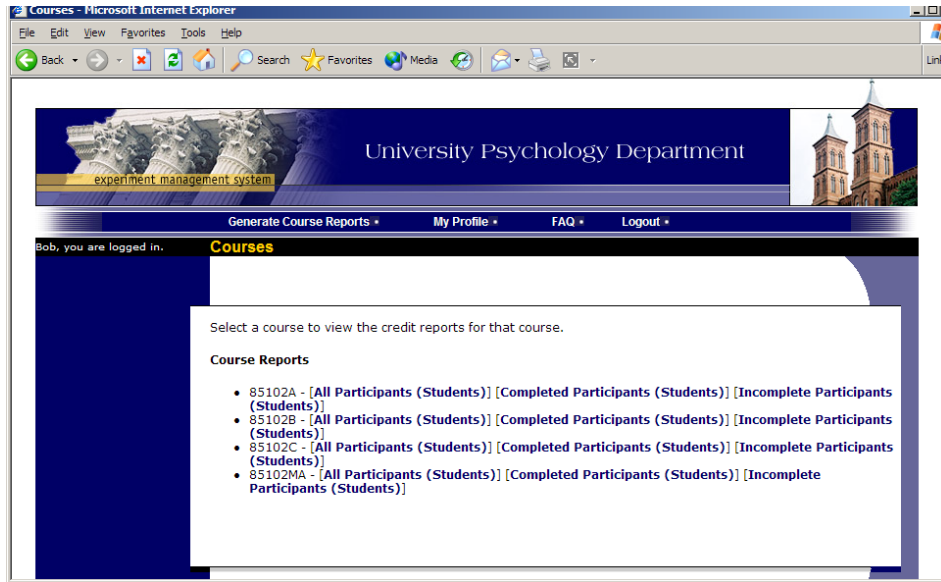


Figure 1 - Course Listing

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. For privacy and research ethics reasons, you will never see exactly which studies the students participated in – only a summary of their credit earnings. If for some reason this information is needed, the administrator can produce such a report for you using the Course Credit History report available to them.

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 the report is too wide to be printed easily, you can use the Printer-Friendly format. A link to that will appear at the bottom of the report.

The report also includes a column indicating the Overall Unexcused No-Shows a participant has accrued. If you have a policy whereby you give some type of bonus for

participants who do not accrue any unexcused no-shows, then use this column to determine which participants fit into that category (look for values of 0).

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. If you have problem working with the CSV format file, please contact your IT department for assistance – CSV is a standard data format and they be quite familiar with it.

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

## 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. If you grant a credit by mistake and would like to delete it, please contact the administrator and they can do this for you.

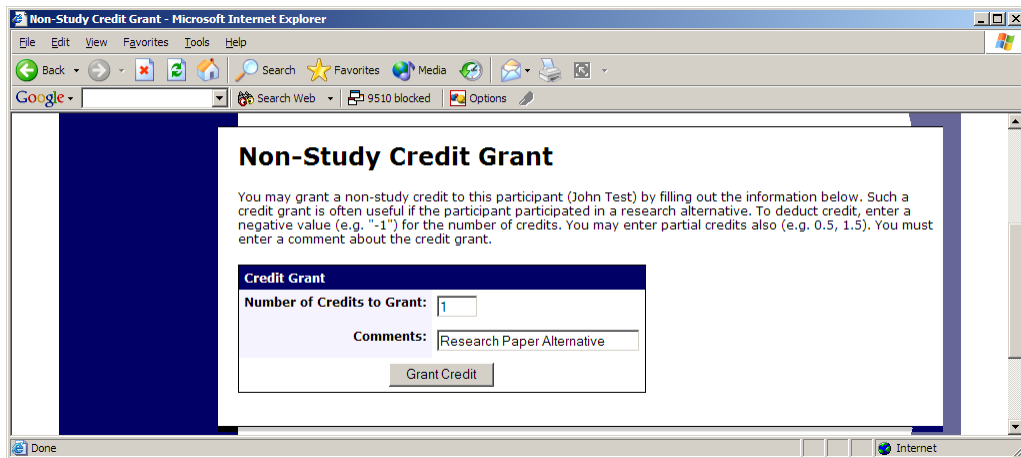


Figure 2 - Non-Study Credit Grant

## 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.

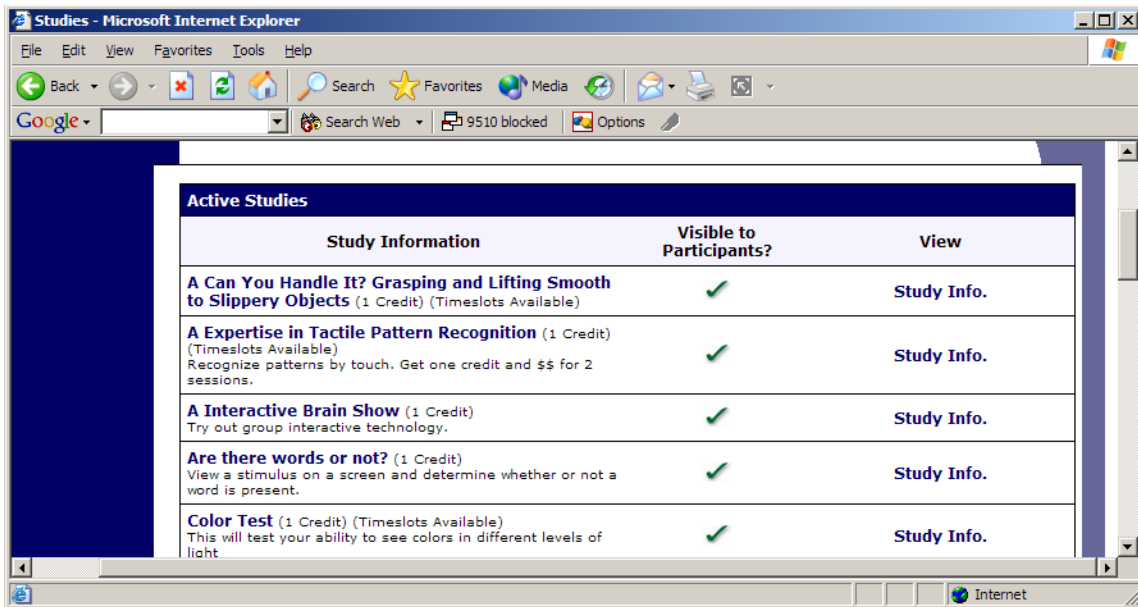


Figure 3 - Viewing Studies

## 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.

If you change your password, please be sure to select a password you do not use on any other systems or websites. This is good computing practice, and especially important as in some cases, your password may be sent over email.

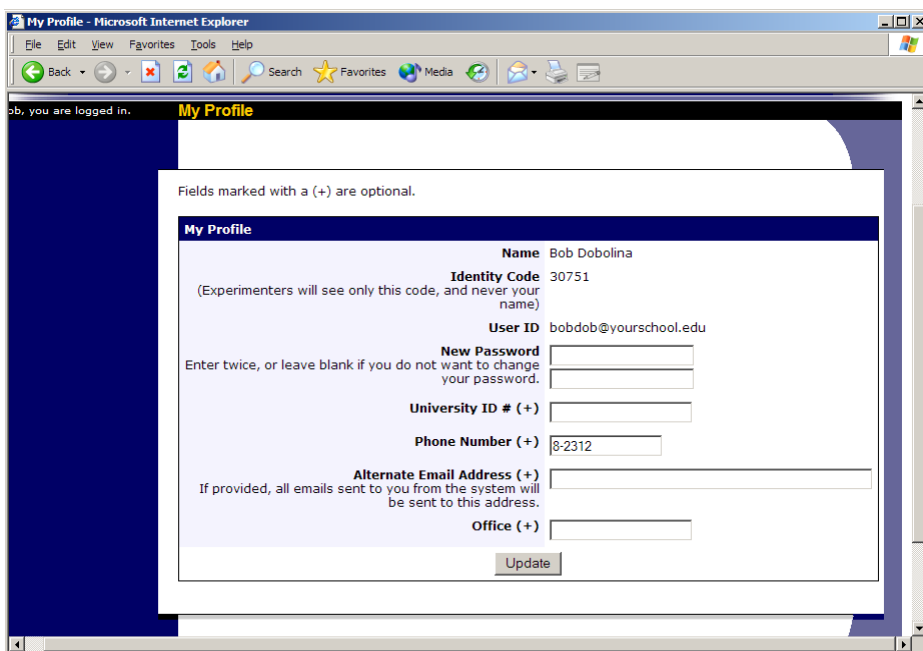


Figure 4 - Updating Your Profile

In situations where the system is configured so you may enter an email address on this page, you will be asked to enter it twice when changing the address, to ensure it is typed correctly.

## **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.