

# **Frequently Asked Questions for Researchers and Instructors**

## **Researchers:**

**A student wants to participate in my study, but they would exceed their maximum number of credits. How can I have the student participate in my study and only grant 1 credit?**

If your study is set up in the system to grant 2 or 3 credits then, unfortunately, you will not be able to simply grant a student with a credit amount less than that.

The only way to get around this would be to arrange a time for the student to participate outside of the participant pool. Then email the participant pool coordinator of the situation, including the students name, U of R email address, and student ID. The coordinator will then have to manually grant a credit to that student. Please ensure that the student understands they will not receive the full amount of credits for your study, nor will they be able to ‘bank’ extra credits for a subsequent semester, they will simply receive the number of credits that brings them to the maximum 3 credits per psych course.

**NOTE:** This is only for situations in which participation in your study will exceed the maximum number of credits a student is eligible to earn, but the student is interested in participating in your study regardless. No matter how many credits your study may be worth, a student cannot receive more than 3 credits per psych class.

## **How do I grant credit for survey monkey on Sona automatically?**

Researchers need to do the following:

- 1) Go to "Collect Responses"
- 2) Click on your study's weblink under "Nickname"
- 3) You have to enter your SurveyMonkey study URL and add ?c=%SURVEY\_CODE% at the end of it on study information page in the Participant Pool/Sona System. For example, if your survey URL is surveymonkey.com/s/mystudy you enter surveymonkey.com/s/mystudy?c=%SURVEY\_CODE% in the Sona System.
- 4) When you save your study, it gives you a unique SurveyMonkey Completion URL (Found in your study website description in the Participant Pool/Sona System). This is the URL you need to tell SurveyMonkey to redirect to (In the “Redirect to your own webpage” box) after the survey is complete (under Collect Responses —> Advanced Settings —> Survey Completion).
- 5) Hit enter or Click "Save Settings"
- 6) Once you have completed these steps double check that it is working. Either use a participant account to run through the study or contact the participant pool coordinator to run through the survey with a dummy participant account. You will know that it is working if you are automatically redirected to the participant pool website once you have completed the survey. The participant should have earned a credit without requiring the researcher to click anything.

**NOTE:** Automatic credit granting is subject to change since the process is controlled by Survey Monkey. If you are unable to confirm that the automatic credit granting is working, please contact the participant pool coordinator at partpool@uregina.ca or Survey Monkey support.

## **How do I set up automatic credit granting with Qualtrics?**

Here are the basic steps:

1. You must first find your Anonymous Survey Link in Qualtrics:

To do this click on the Project/Survey you wish to distribute. Among the top left tabs is the Distributions tab, click on this and then click "Get a single reusable link" if you wish to have your participants remain anonymous or "Generate a trackable link for each contact" if you are manually emailing participants the link to the Survey.

If you have clicked on either of the link options once before, you will not have this option the next time you look for the link. After you have chosen the link option, the next time you click the Distributions tab you can find your Anonymous link in the left side menu and the trackable link under the Personal Links heading, also on the left side menu.

2. In the Participant Pool system, change the Study URL so it includes  
?id=%SURVEY\_CODE%&Source=ParticipantPool in the URL. So if the Qualtrics URL (Anonymous Survey Link) is:

[https://uregina.qualtrics.com/SE/?SID=SV\\_b9ZD41hMZaqE](https://uregina.qualtrics.com/SE/?SID=SV_b9ZD41hMZaqE)

then change it to

[https://uregina.qualtrics.com/SE/?SID=SV\\_b9ZD41hMZaqE?id=%SURVEY\\_CODE%&Source=ParticipantPool](https://uregina.qualtrics.com/SE/?SID=SV_b9ZD41hMZaqE?id=%SURVEY_CODE%&Source=ParticipantPool)

3. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "Qualtrics Redirect to a URL". In Qualtrics, configure the survey to accept the survey code number, as an embedded data field named "id". Remember to use lower-case as this is case-sensitive. To do this, go to Survey Flow | Add a New Element | Embedded Data and type in "id" and save your changes.

4. In Qualtrics, configure the Survey Options | Survey Termination | Redirect to a Full URL option, and provide the Qualtrics Redirect to a URL value from your Sona Systems site. (You may simply copy and paste the unaltered value from Sona into Qualtrics).

If you have an End of Survey element set up in Survey Flow, you will need to add the URL there also. Go to Survey Flow | End of Survey | Customize and enter the Qualtrics Redirect URL value from the system into the Redirect to a URL field in Qualtrics.

These features are described on Qualtrics' site at the following URL:

[http://www.qualtrics.com/university/researchsuite/developer-tools/api-integration/passing-information-through-query-strings/ \("Passing Information Through Query Strings"\)](http://www.qualtrics.com/university/researchsuite/developer-tools/api-integration/passing-information-through-query-strings/)

The Qualtrics Redirect to a URL provided by the system should be sufficient to paste directly into Qualtrics. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to change the &c=XXXX at the end of Client-Side Completion URL to \${e://Field/id}

4. Once you have completed these steps double check that it is working. Either use a participant account to run through the study or contact the participant pool coordinator to run through the survey with a dummy participant account. You will know that it is working if you are automatically redirected to the participant pool website once you have completed the survey. The participant should have earned a credit without requiring the researcher to click anything.

**NOTE:** Automatic credit granting is subject to change since the process is controlled by Qualtrics. If you are unable to confirm that the automatic credit granting is working, please contact the participant pool coordinator at [partpool@uregina.ca](mailto:partpool@uregina.ca) or Qualtrics support.

## **Instructors:**

### **How do I add credits to my students' marks?**

After the last day of classes has passed the administrator will develop a report for each class included in the pool. This report will identify the number of credits that each student has received for that semester. If a negative value or a value greater than 3 appears, the administrator has made an error and this error should be brought to the administrator's attention. When adding participant pool credits to your students marks, simply add the number provided in the report to the total percentage that they have earned in your course.

### **Why does my student have a negative credit score or a score greater than 3?**

If a negative value or a value greater than 3 is present in a credit report, it means that the administrator has made an error and this error will need to be brought to the administrator's attention.

1. If a number greater than 3 appears, it means that a student has assigned too many credits to one course, rather than distributed evenly across their courses. If a student has more than 3 credits in your course, it is likely they are registered in another psych course in which their extra credits could be applied to. If this error is present in a credit report, please notify the administrator to ensure that the student receives credit for all the studies he/she has participated in and scold the administrator for making this error (or bring it up nicely).
2. If a negative value is present, it means that the student signed up for a study, but did not show up and did not notify the researcher, which means they receive -1 credits in their account. The student either did this enough times to earn a negative value in their total credit report or they did it once and never earned any credits. If a negative value is present in a student's credit report, simply replace this value with a zero and scold the administrator for missing this (or bring it up nicely).

### **My students claim that they are eligible to earn 9 credits, but we have informed them that the maximum is set to 3. Why is this?**

If your course is an online or off campus course the student's account will say that they are eligible to earn 9 credits, which can be confusing. The confusion is connected to the rule that participants can only earn 1/3 of their credits through online studies. An exception to that rule is that if you are taking a course over the web or off campus, you can earn all 3 of your credits through online studies (to accommodate those who are studying from a distance). However, the online system doesn't have the flexibility to

allow 1/3 of credits to be earned through online studies for some classes and all credits to be earned through online studies for other classes. As a way to get around this the number of credits for web/off-campus courses are set to 9, which allows distance students to do 3 online studies.

In short, it only says they need to earn up to 9 credits because the student is taking a web-based course or an off-campus course. Note that although web-courses and off-campus courses are set to 9, you can still only earn a maximum of 3 credits for each psychology course.