

Psychology Participant Pool Frequently Asked Questions

How do I participate in the pool?

To participate in the pool, you will need to create an experiment management system (EMS) account. Go to the following web address to do so:

http://ureginaca.sona-systems.com/student_new_user.aspx

Once your account has been created, you will need to log in to the system and find a study with timeslots available. Detailed instructions about signing up for studies and other aspects of the pool are provided on the psychology department website (see link below).

<http://www.uregina.ca/arts/psychology/research-participants.html>

It has been awhile, and I still have not received my login information.

First, please be sure to check your University of Regina e-mail account (not Hotmail, Gmail, etc.). Your login information will by default be sent there. The University of Regina email system gets backlogged at times, so the email could take up to 24 hours to arrive. If you are checking your U of R e-mail and it still hasn't arrived after 24 hours, please contact the participant pool coordinator (partpool@uregina.ca).

Second, make sure that the User ID you used to create the account is your University of Regina e-mail account. If it is not, there is no e-mail account attached to your account and you will not be sent your log in information. If this is the case, please send your U of R e-mail address to the participant pool coordinator (partpool@uregina.ca) and he or she will be able update your account with the correct User ID.

When is the final day to participate in studies?

The last day of classes for the semester.

Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your login may have expired; try logging in again. If you are still unable to login, your web browser may not be properly configured to accept cookies. You should turn on cookies in your web browser, try a different web browser, or try a different computer. If you are still unable to log in, and are certain you have an account on the system, contact the participant pool coordinator at partpool@uregina.ca.

How do I sign up for multiple courses?

When you log in to the participant pool for the first time in a new semester, you should be automatically directed to a page that asks you to select your courses. Select all courses that you are registered in. All courses that you have selected will be moved into a column on the right. Make sure these courses are only courses that you are registered in. If you are not taken to this screen or wish to add more courses to your list, click on the "My Profile" option from the top tool bar, then select "Change Courses".

My course is not on the list of courses in the participant pool. Why is this?

All 100 and 200 level psychology courses are enrolled in the participant during the Fall and Winter semesters. If your course is not a 100 and 200 level psychology course, you will not be able to earn bonus credits, but the researchers within the University of Regina would still appreciate your participation!

If your course is a 100 or 200 level psychology course and you still do not see it in the list of courses, this is an administrator error, please inform the administrator of this issue at partpool@uregina.ca as soon as possible.

During the Spring/Summer semester the participant pool is closed. Exceptions have sometimes been made because of wide interest in researchers continuing participant pool data collection. In the event that an exception has been made and the participant pool remains open during the Spring/Summer semester, no psychology courses are required to be enrolled on the pool. Instructors will be asked if they would like their course to be enrolled in the participant pool and they can either accept or reject this offer. Therefore, some psychology courses may be enrolled in the participant pool during the Spring/Summer semester and some may not.

Who can see the information about my sign ups?

Only the researcher of the study you have signed up for and the participant pool administrator can see this information.

Can I bank study credits from previous semesters and use them in the current semester?

No. Credits from previous semesters are archived and stored in the participant pool's database. Although you will see these archived credits in your "My Schedule/Credits" section, these credits are not able to be transferred into another semester. You must participate in studies to earn bonus credits during the semester you wish to receive the bonus credits.

How do I check if I have received a credit for my participation?

To check to see if you have received a credit for participation, log into your participant pool account, click the "My Schedule/Credits" tab near the top of the screen and this will take you to a page where you can view all credits that have been granted to you from all semesters. To see if you have received credit for a study you participated in during the current semester, locate the title of the study and to the right of the study title will be the credit status. If you have received the credit(s) it will say "(1, 2, or 3) credits granted on (date)." Not all studies grant credits immediately or automatically, so it may take a few days for the credit to appear.

I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done shortly after your participation, but can take a few days. When you sign up for the study you will be asked to choose which course you would like the credit to go to. If a study is worth more than one credit all of the credits will go to the course that you chose when you signed up for the study, credits for one study cannot be divided between multiple courses. If it has been some time and you have not received credit, contact the researcher. His/her email will be listed within the study's description page.

I participated in a study in class, but I cannot see the credit in my participant pool account.

Studies that are carried out in a classroom are the professor's responsibility and will not appear as a credit in your participant pool account. These credits are also likely to be added to your final grade at the end of the semester, along with any credits you may have earned in the participant pool. These credits will still count as one of your maximum 3 credits per course, so you should keep that in mind when completing studies in the pool. If you acquire 3 credits from the pool and have acquired additional credits from in class studies, you will still only receive a maximum of 3 bonus credits.

My participant pool credits are not assigned to the course I would like them to be, how do I change the course that my credits are assigned to?

To change the course a credit is assigned to go to the My Schedule/Credits section in your participant pool account. At the bottom of this page you will see all of your individual study sign ups, as well as the number of credits that you have received for those studies. Click the reassign button to the right of the study details to change the course that your credit is assigned to. Credits from previous semesters will have this option as well, but these are only archived credits for record purposes and will not count as a credit in the current semester.

How many credits can I earn through online studies?

For on-campus courses, you may earn a maximum of 1/3 of your bonus credits by participating in online studies. For off-campus courses (e.g., televised, online), you may earn all of your bonus credits through online study participation.

I am an off campus student, but I still get a message that I can only participate in one online study. Why is this?

The most common issue that occurs with online participation among off campus students, is that the student has selected the wrong course in the participant pool. Although the student may have selected the correct course number and section, he/she may still be in the wrong course in the pool. This is because many off campus courses are televised or otherwise offered on campus as well; therefore, two versions of the same course are created in the participant pool to differentiate those who are taking the course on or off campus. If you are taking a course off campus, the course you need to select in the participant pool will be identified as OFF CAMPUS or WEB. Once you make sure you have selected the appropriate course, if you are still experiencing issues, contact the participant pool coordinator.

My account says that I am eligible to earn 9 credits, but we have been informed that the maximum is set to 3. Why is this?

If your course is an online or off campus course your account will say that you 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 you need to earn up to 9 credits because you are registered in 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.

What happens if I miss an appointment to participate?

Effective September 2012, participants who do not show up for their scheduled timeslot will have one credit deducted from their total number of credits earned. For example, a student with two earned credits would lose one of those credits if she failed to appear for a scheduled participation.

I don't not feel comfortable participating in research or I cannot find any studies that are available for study participation. How can I earn my bonus credits?

Your participation in research is very helpful to the work of the individual faculty, graduate and Honours students in the Psychology Department, and we believe that you can learn something about the field of psychology from your participation. We encourage you to participate in research. If, for whatever reason, you are not comfortable participating in psychological studies but still wish to earn three bonus credits per class enrolled in the participant pool, an acceptable alternative to research participation is writing three 3-4 page papers (12 font, 1 inch margins) reviewing recent published studies. The Participant Pool Coordinator will assign the studies and will evaluate the papers. In your own words, you are to explain the research questions, methods, and conclusions of each study, and the strengths and limitations of each study's methodology. Accepted papers will count as research credit. Unacceptable papers will be returned for revision. If you elect to write the papers instead of participating in studies, you must notify the Participant Pool Coordinator in writing. Include in the note your name, your instructor's name, your student number, and your e-mail address. This note can be placed in the Participant Pool Coordinator's mailbox in the Psychology Department Main Office (AdHum 345). The Participant Pool Coordinator will contact you to make arrangements. You must make these alternative arrangements within two weeks after the beginning of classes during the term for which you are enrolled in a class registered in the pool. However, an exception to this deadline is often made. Papers are due two weeks before the last day of classes of that term. Contact the psychology participant pool administrator at partpool@uregina.ca if you have any questions about this process.

How do I find out my course section number?

It is very important that you indicate the correct course. To find out what section of the course you are in, go to https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin. After you log in, go to Student Services -> Registration -> Detailed Class Schedule and select the appropriate term.

When I log into the online system and click "My Schedule/Credits", under the column "Credit Status" it says I received "0 Credits granted on [date]" for a study I participated in during a previous semester. Does this mean I didn't get credit for that study?

No, that doesn't mean you didn't get credit for participating in that study. The credit is now archived in your account and this is simply how credits from previous semesters are stored in the system.

When will new studies be added to the participant pool?

New studies are added to the pool whenever a researcher submits an application to the psych participant pool administrator, which can happen at any time during the year. As long as the administrator has no questions or concerns about the study, it may be added the same day the application was sent in. However, every year honours students need to complete a study for their program and typically these studies will be added to the pool between November and February.

When will more timeslots be added to the participant pool?

The rate at which the participant pool is used by researchers is quite difficult to predict. It is up to the researchers at the U of R and their schedules on how much they choose to use the pool, whether it is for existing or new studies.

I would advise that you simply check the pool approximately once a week to look for any new studies or timeslots in the pool. Or you can follow me on Twitter at @URPsyncPartPool to receive any updates on studies that go through me.

How can I be notified when new studies or timeslots have been added?

Unfortunately, the EMS system does not provide a means to notify participants of new studies or timeslots. To alleviate this issue a Twitter account was created for the participant pool with the handle @URPsyncPartPool. Although researchers do not need to inform the administrator when they are adding their timeslots, this Twitter account will provide updates on any new studies or timeslots that are expected to be added to the participant pool in the near future.

My course has four (or more) credits assigned to it, but I thought the maximum was 3. What does this mean?

If you are registered in multiple courses in the participant pool it will be possible to assign more than 3 credits to one course; however, the maximum that you can earn in any course will always be 3. To resolve this, you will need to reassign the extra credit(s) to another course until your credits are appropriately distributed in that each of your courses has 3 or less credits assigned to them. Reassigning credits is answered in another FAQ.

All FAQ questions are also directly available online on the participant pool website.

If you have any questions about the Participant Pool, please contact the Participant Pool Coordinator. **The coordinator's address is partpool@uregina.ca**