Instructor Instructions for SONA

Getting YOU into the SONA System.

1. E-mail Katie Arnold (<u>karnold23@radford.edu</u>) to request instructor access. You only need to do this **ONCE** – accounts remain open from semesite(follow the **My Profile** link).

Getting YOUR COURSE into the SONA System.

1. E-mail Katie Arnold (karnold23@radford.edu) with your name, course name/number, cours

day/time, and section number.

Tracking Student Participation

- 1. Go to http://radford.SONA-systems.com and log-in.
- 2. Select the Course Reports link.
- 3. Typically, you will want to select the All Participants (Students) link for your course.
- 4. Once selected, there are links at the bottom for printer-friendly versions and for exporting the data.

Unexcused No-Show Policy

Students who accrue TWO Unexcused No-Shows in a single semester will be blocked from participating in SONA studies for the remainder of the semester. An unexcused no-show is assigned when a student fails to cancel a study they have signed up for by cancelling in SONA or by contacting the researcher directly.

Key Dates:

Close date (last day of scheduled experiments):	Last day of classes
Reporting date (last day for students to assign credit):	Sunday immediately before finals

Questions:

If your students have any questions or problems with the SONA system, please contact: sona@radford.edu

If you (the *instructor*) have any questions or problems with the SONA system, please contact:

Katie Arnold – 5122 Hemphill Hall karnold23@radford.edu Phone: x1068

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