

Instructor Instructions for SONA

Getting YOU into the SONA System.

1. E-mail Katie Arnold (karnold23@radford.edu) to request instructor access. You only need to do this **ONCE** – accounts remain open from semester to semester.
2. You will receive an email from SONA when your account has been added to the system. Your username is assigned by the administrator, which is typically your Radford username plus “_inst” (e.g., jsmith_inst). Although SONA does not allow you to change your username, you may change your password when you log-in (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**, **course 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:

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Phone: x1068