

# Automated RSRP Credit

## 1. Navigate to your study on Sona Systems

The screenshot shows the dashboard for the Rawls College of Business Rawls Student Research Program. The user is logged in as Amanda Cook (Researcher). The top navigation bar includes links for My Studies, All Studies, Add New Study, Prescreen Results, My Profile, and Logout. The 'My Studies' link is highlighted with a blue arrow. Below the navigation bar, there are sections for My Studies, Upcoming Appointments, and Studies with Recent Activity. The 'My Studies' section includes options to view and edit studies, timeslots, and uncredited timeslots. The 'Studies with Recent Activity' section lists three studies with their completion dates: PART 2 An analysis of Product Packaging and Incongruity (September 16, 2016), Emotions and upcoming events study (September 14, 2016), and Technology use study (July 26, 2016).

## 2. Click on specific study you would like to have automated RSRP Credit

The screenshot shows the dashboard for the Rawls College of Business Rawls Student Research Program. The user is logged in as Amanda Cook (Researcher). The top navigation bar includes links for My Studies, All Studies, Add New Study, Prescreen Results, My Profile, and Logout. Below the navigation bar, there are tabs for All, Active, and Inactive. The 'All' tab is selected. Below the tabs, there are links for View Your Uncredited Timeslots and View Printer-Friendly List of Signups. The 'Sort by' dropdown is set to Study Name. The main content area displays a table of studies with columns for Study Information, Approved?, and View. The 'PART 2 An analysis of Product Packaging and Incongruity' study is highlighted with a blue arrow.

Study Information	Approved?	View
<b>Emotions and upcoming events study</b> (3 Credits)	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>
<b>PART 2 An analysis of Product Packaging and Incongruity</b> (1.5 Credits) (Online Study) Participants will be analyzing and evaluate product packaging.	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>
<b>Technology use study</b> (2 Credits) You will interact with a technological tool and report on your experience.	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>

Participants viewing this page will see restrictions listed with each study, when applicable, except for prescreen and course restrictions, which are always hidden from participants. They will also see studies listed in random order. Inactive studies that are approved will not appear on the list of available studies, but may be viewed when participants are checking their progress or other actions related to that study.

The screenshot shows the 'Study Information' page for a study. The top navigation bar includes 'My Studies', 'All Studies', 'Add New Study', and 'Prescreen Results'. The user is identified as 'Amanda Cook (Researcher)'. The 'Study Information' section includes:

- Study Name:** PART 2 An analysis of Product Packaging and Incongruity
- Study Type:** Web Study (This is an online study. Participants are not given the study URL until after they sign up.)
- Study Status:** Visible to participants : Approved; Active study : Appears on list of available studies; Online (web) study : Administered outside the system
- Duration:** 10 minutes
- Credits:** 1.5 Credits
- Website:** View Study Website, Sample Link with Embedded ID Code, Qualtrics Redirect to a URL (https://rawls.sona-systems.com/webstudy\_credit.aspx?e), Completion URL (https://rawls.sona-systems.com/webstudy\_credit.aspx?e (client-side))

The 'Restrictions' section shows 'Prescreen Restrictions' as 'No Restrictions' with a 'View/Modify Restrictions' button. The 'Additional Study Information' section includes:

- Participant Sign-Up Deadline:** 24 hours before the study is to occur
- Participant Cancellation Deadline:** 24 hours before the study is to occur
- HRPP Approval Code:** (empty)
- Direct Study Link:** https://rawls.sona-systems.com/default.aspx?p\_retu (This is a direct URL for participants to access the study. You may use this in an email or study advertisement.)

The 'Researcher Information' section is partially visible at the bottom.

3. Scroll to the bottom of the page. Click on “Change Study Information”

The screenshot shows the 'Change Study Information' page. The 'Study Menu' on the left includes:

- View/Administer Time Slots
- Timeslot Usage Summary
- Download Participant List
- Contact Participants
- View Bulk Mail Summary
- Download Prescreen Responses
- Change Study Information** (indicated by a blue arrow)
- Participant Study View

The main content area shows the 'Abstract' and 'Eligibility Requirements' sections:

- Abstract:** Participants will be analyzing and evaluate product packaging.
- Eligibility Requirements:** MUST HAVE PARTICIPATED IN PART 1

4. After navigating to “Change Study Information” page, you will see a header reading “Basic Study Information”

**Study Information**

Please enter information below about the study. The study name may not be the same as any other studies, to avoid confusion. All fields are required unless otherwise marked.

If you are creating a simple study, you only need to complete the Basic Study Information section. More advanced options, including pre-requisites and email notification options are available in the other sections of the form.

You can set prescreen restrictions in a separate area.

[Set Prescreen Restrictions](#)

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**Basic Study Information**

Study Name

Brief Abstract (Up to 255 characters, optional)

5. Continue to scroll down until you can see “Study URL”

Invitation Code

(leave blank if participants do not need a special password to sign up for this study)

Is this a web-based study? Yes -- study is administered outside the system

Should survey participants be identified only by a random, unique ID code?  Yes  No

Study URL

If the text %SURVEY\_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study. You can also configure it so that participants receive credit in the system immediately after finishing the survey. If you are using Qualtrics, add &id=%SURVEY\_CODE% to the end of the URL to make use of this feature.

[Detailed Help](#)

- At the end of your “Study URL”, you will add “&id=%SURVEY\_CODE%” to the end of your URL
- Following, open another tab on your browser and log into your Qualtrics Account
- After navigating to your specific study on Qualtrics, click on “Survey Flow”

My Projects > PART 2 An Analysis of Product Packa... ▾

Projects Contacts Library Help & Feedback

Survey Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools

[Preview Survey](#) Search Questions...

**PART 2 An Analysis of Product Packaging and Incongruity**

This survey is currently LOCKED to prevent invalidation of collected responses! Please unlock your survey to make changes.

Default Question Block Block Options ▾

Q1 **RULES FOR CREDIT:**  
1. This is a TWO-PART study. Credit for PART 1 was .5 RSRP credits. PART 2 is worth 1.5 RSRP credits.

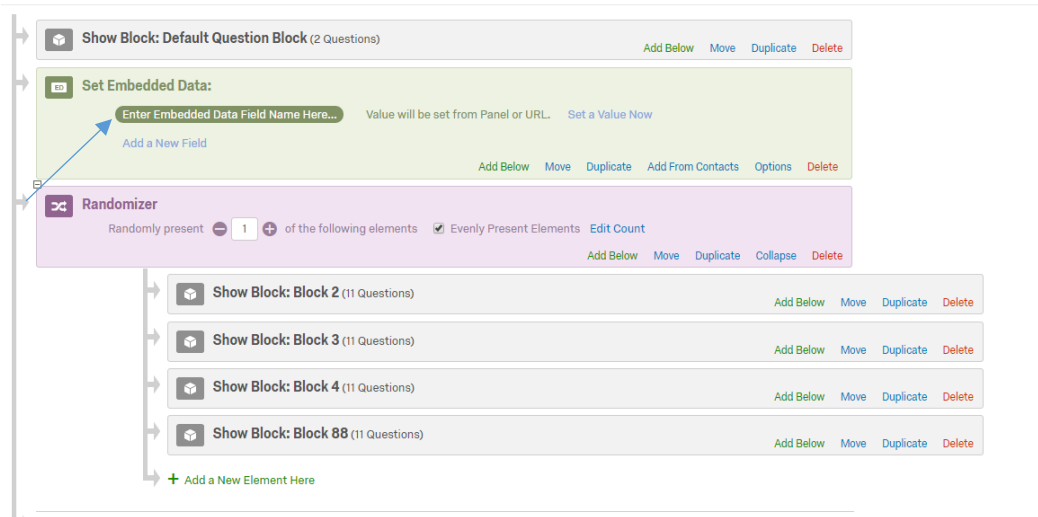
- The “Survey Flow” window will pop up.

The screenshot shows a survey flow editor interface. At the top, there is a 'Show Block: Default Question Block (2 Questions)' with buttons for 'Add Below', 'Move', 'Duplicate', and 'Delete'. Below it is a 'Randomizer' block, which is currently expanded. It contains the text 'Randomly present 1 of the following elements' and a checked checkbox for 'Evenly Present Elements'. Below the 'Randomizer' block are four sub-blocks: 'Show Block: Block 2 (11 Questions)', 'Show Block: Block 3 (11 Questions)', 'Show Block: Block 4 (11 Questions)', and 'Show Block: Block 88 (11 Questions)'. Each sub-block has its own set of 'Add Below', 'Move', 'Duplicate', and 'Delete' buttons. At the bottom of the editor, there is a '+ Add a New Element Here' button. An arrow points from the 'Add Below' button of the 'Randomizer' block to the right.

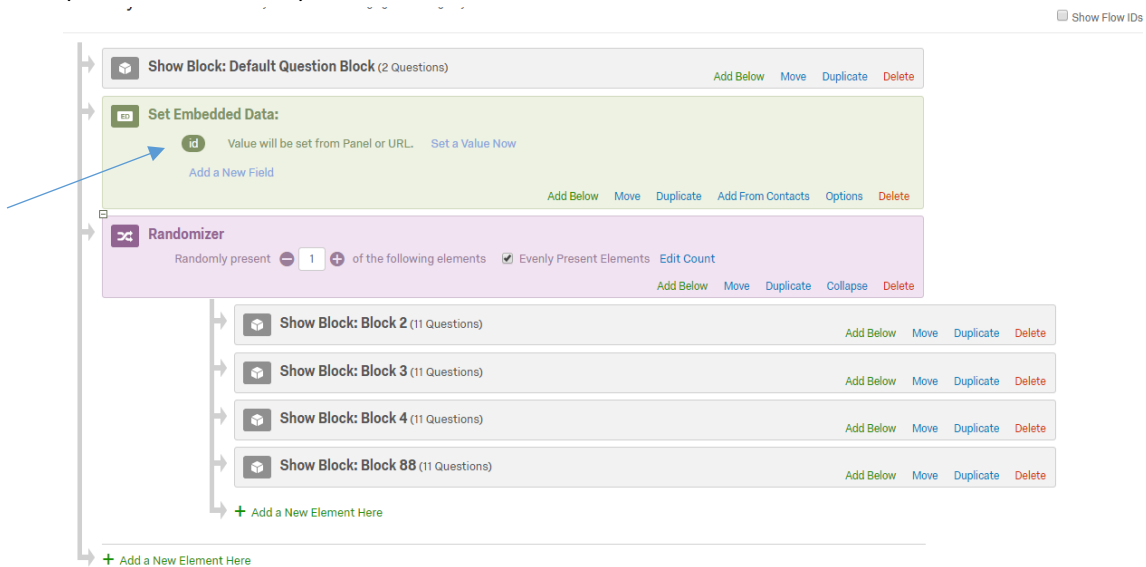
10. Click on “Add Below” and this screen will appear.

The screenshot shows the same survey flow editor interface as in the previous image, but with a 'What do you want to add?' dialog box open. The dialog box has a 'Cancel' button and several options: 'Block', 'Branch', 'Embedded Data', 'Randomizer', 'Web Service', and 'Authenticator'. There is also a red 'End of Survey' button and a blue 'Conjoint' button. An arrow points from the 'Embedded Data' option to the right. Below the dialog box, the 'Randomizer' block and its sub-blocks are visible, along with the '+ Add a New Element Here' button at the bottom.

11. Click on “Embedded Data”



12. You will click on the “Enter Embedded Data Field Name Here...” and change the text to “id” (Must be lowercase)




13. You will save the flow. The program will automatically close the window. Continue to stay in the Qualtrics window. Next, you will click on “Survey Options” and scroll down to Survey Termination. Click back to your Sona Tab and go back to your Study Information page as shown below.

Amanda Cook (Researcher)

Study Menu

### Study Information

Study Name	PART 2 An analysis of Product Packaging and Incongruity
Study Type	 <b>Web Study</b> This is an online study. Participants are not given the study URL until after they sign up.
Study Status	<b>Visible to participants</b> : Approved <b>Active study</b> : Appears on list of available studies <b>Online (web) study</b> : Administered outside the system
Duration	10 minutes
Credits	1.5 Credits
Website	<a href="#">View Study Website</a> <a href="#">Sample Link with Embedded ID Code</a> <b>Qualtrics Redirect to a URL</b> <input type="text" value="https://rawls.sona-systems.com/webstudy_credit.aspx?e"/> <b>Completion URL:</b> <input type="text" value="https://rawls.sona-systems.com/webstudy_credit.aspx?e (client-side)"/>

### Restrictions

Prescreen Restrictions: No Restrictions [View/Modify Restrictions](#)

### Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
HRPP Approval Code	
Direct Study Link	<input type="text" value="https://rawls.sona-systems.com/default.aspx?p_retu"/> This is a direct URL for participants to access the study. You may use this in an email or study advertisement.

### Researcher Information

14. Copy the link from “Qualtrics Redirect to a URL”. Move back to your Qualtrics tab. Paste your link into “Redirect to a full URL” (Survey Options under Survey Termination)

Survey Termination

- Default end of survey message.
- Custom end of survey message...
- Redirect to single response report.
- Redirect to a full URL, ex. "http://www.qualtrics.com":
- Send additional thank you **email** from a library... When distributed via the Survey Mailer.
- Anonymize Response.** Do NOT record any personal information and remove contact association (not recommended).

15. Save your changes, and the process is complete. Your participants will be able to receive credit after the survey is completed.