Guide for Instructors for Research Participation System

Website: https://holyfamily.sona-systems.com/.
Your User Account

You will receive an email notification with your login information. The email notification will include login instructions for the system. The email will come from the administrator's email address (researchadmin@holyfamily.edu). All correspondence and accessibility to Holy Family University's SONA site will be done using your Holy Family email address.

If you do not receive the e-mail or delete is accidently, you can go to the website https://holyfamily.sona-systems.com, click on "Forgot Password?" (see Figure 1) and type in the first part of your e-mail address (everything before the @holyfamily.edu-DO NOT INCLUDE @holyfamily.edu) in the User ID window. You will receive an e-mail at your Holy Family address with a link to reset your password. Click on that link and a new, randomly-generated password will be sent to your Holy Family email address. Use that password to log-in and you will then be prompted to change your password before entering the main system.

If you are also conducting studies using the SONA system as a researcher, you will have the ability to toggle between your instructor view and researcher view.
If you are not able to log-in using either of these methods, please contact the administrator researchadmin@holyfamily.edu.

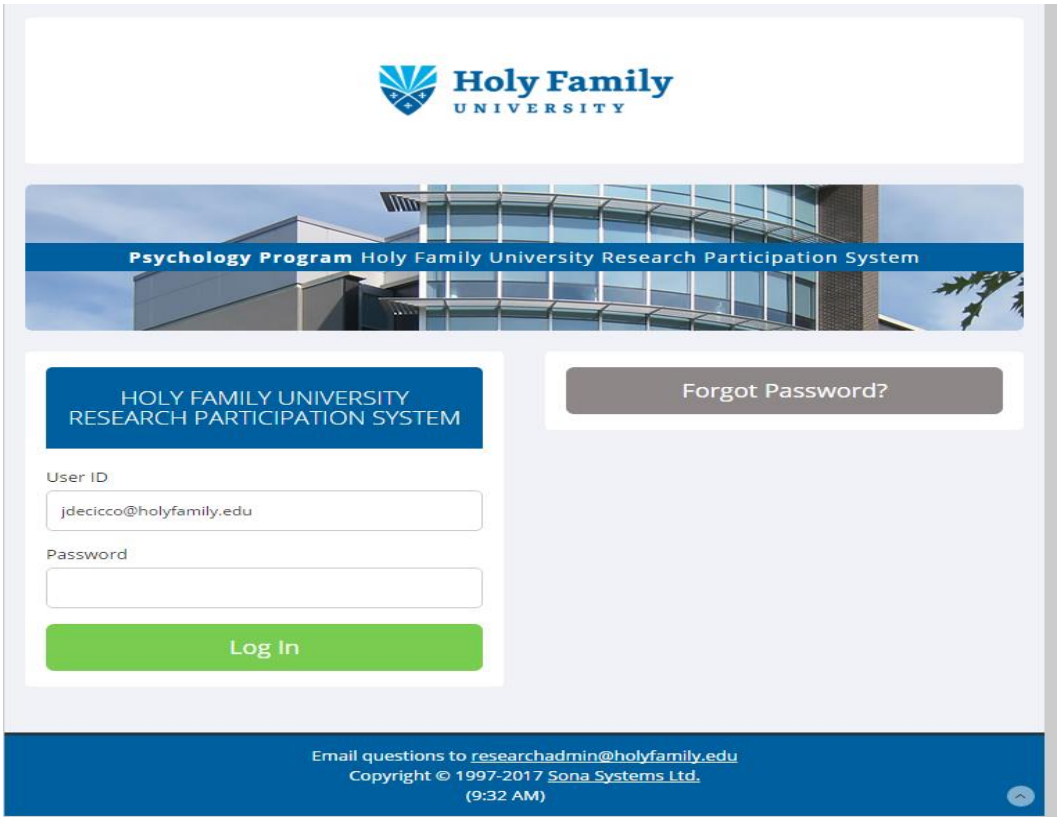

Figure 1. Login Screen

After logging in, you will be directed to the Main Menu.

Selecting your Role

After you login, if you have more than one role (where a role is defined as either a participant, researcher, or instructor), you will be asked to select which role you would like to use. If you are checking to see if students have completed their research requirement, select instructor. If you are setting up a research study as a principle investigator, select researcher. You can always go back to your main menu to switch your role if needed (Figure 2). **Note** **If you have only one role (e.g. you have only been given instructor access) you will automatically be directed to the main menu and will not have to select a role.****

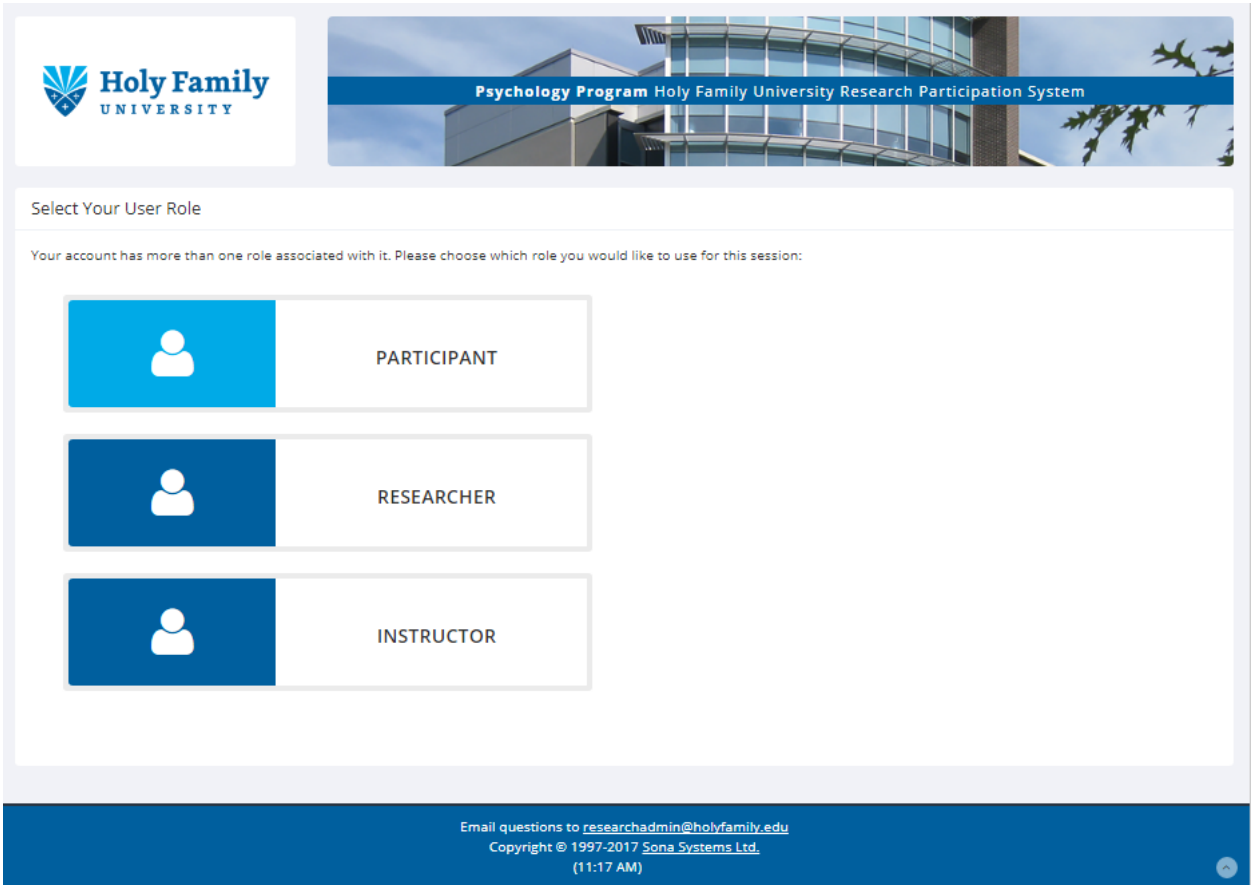

Figure 2. Login screen to select your role.

Main Menu

After selecting your role as an **instructor** you will be directed to the main menu (Figure 3). At the end of the semester you can generate a course report by clicking on Generate Course Credit Reports. This will provide you with a list of students who have completed their course requirement.

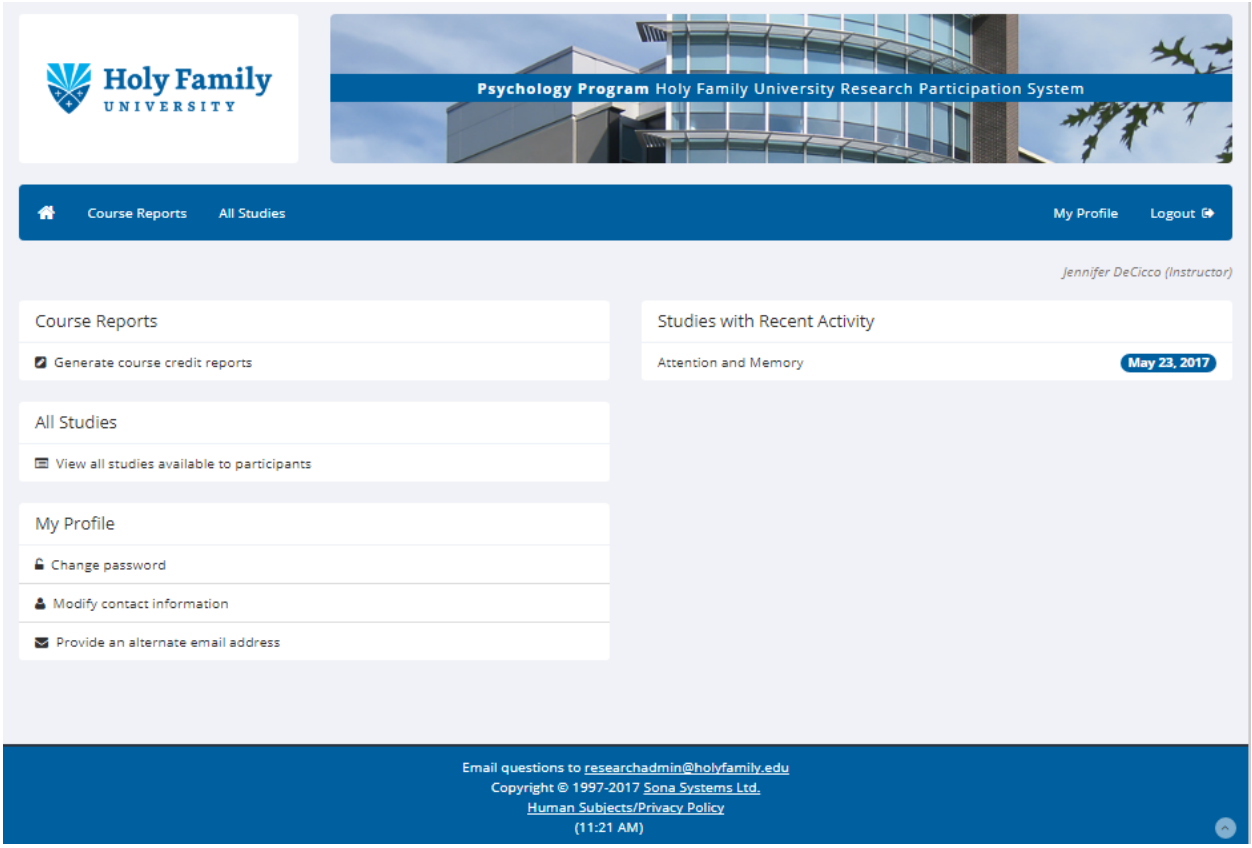

Figure 3. Main menu after selecting role.

Other Options in the Main Menu

In the main menu window, you can also change your password and provide an additional email address if needed. Under All Studies you have the opportunity, as an instructor, to view the studies that are available to students in your course to participate in.

Course Reports

Select “generate course credit reports” and you will see a list of courses for which you are listed as an Instructor and in which students can earn credit through research participation (Figure 4). Select the course you would like to view. Below each course you will see that you can view all students, only those that have completed participation, or only those who have yet to complete their participation.

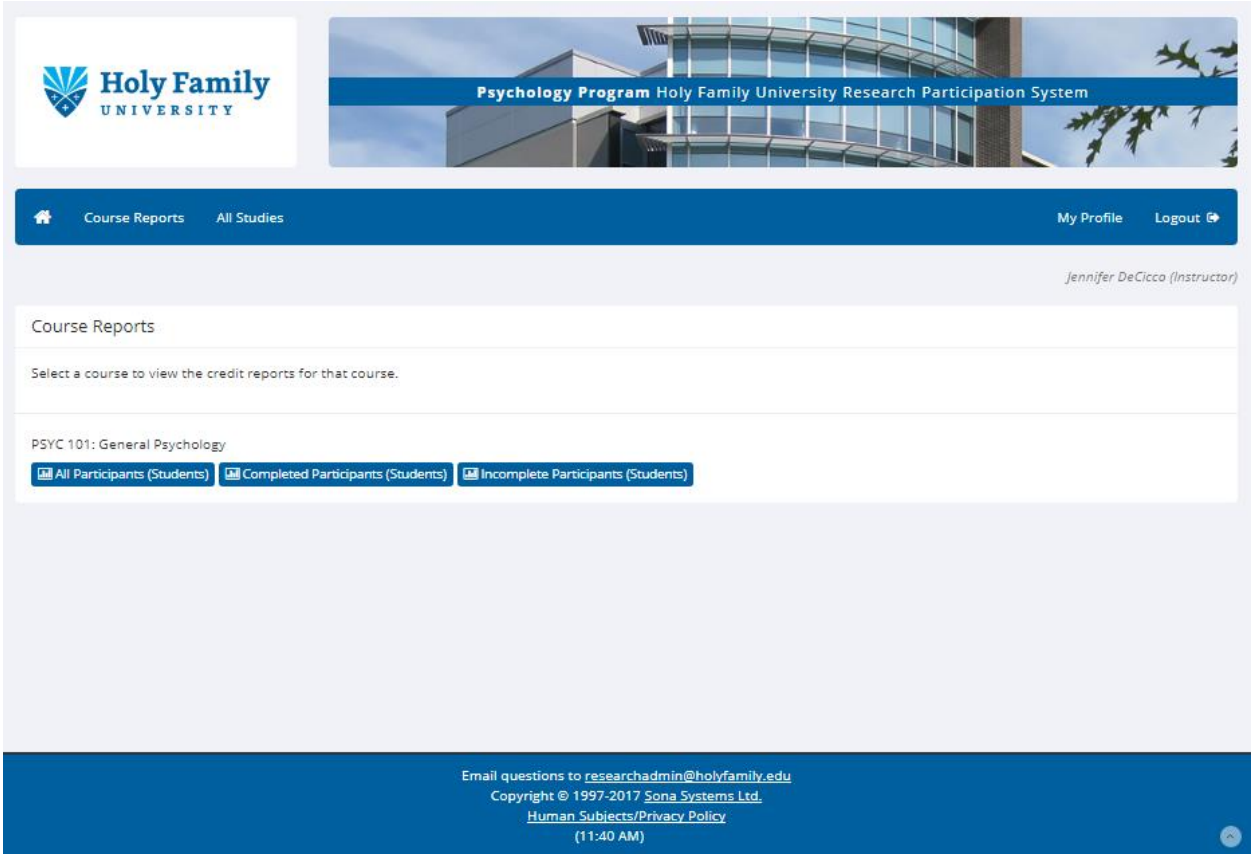

Figure 4. Menu options after selecting generate course report. Select the course that you would like to view.

View or Download Course Report

After you have selected the type of course report you would like to view (all participations, only those who have completed, or those who have not completed to date), you have the option to just view this information on the SONA screen or to download the information as a .csv file (Figure 5). This file can then be opened in Microsoft excel (this is the same format that you would receive if you download your gradebook from Canvas). It is recommended that you download a copy of this to keep for your records with your final gradebook at the end of the semester. At the end of each semester the SONA system will be reset and the information will not be available.

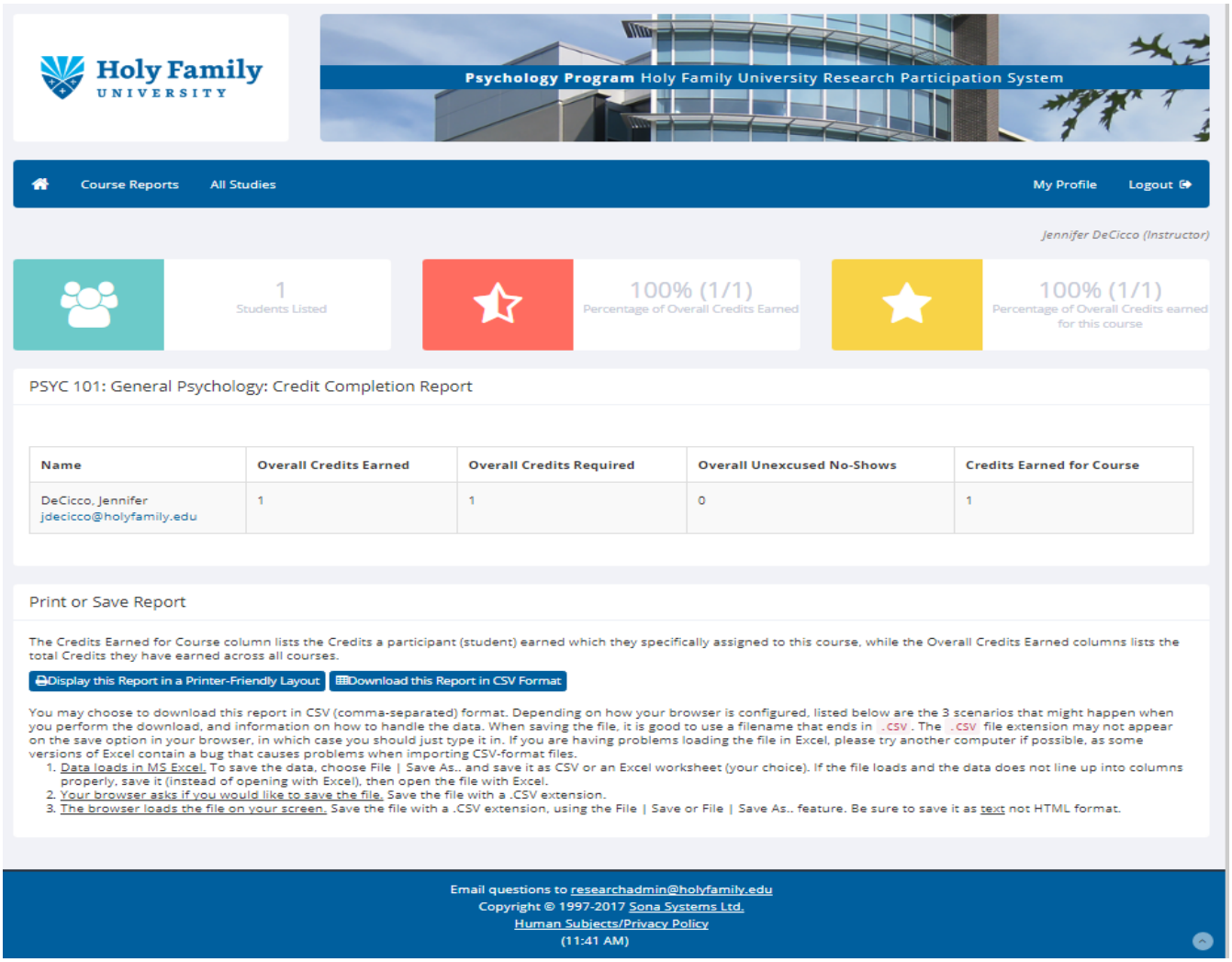

Figure 5. Course report screen. Click on one of the options in the blue tabs to select the type of file you would like to download or view.

Notifying Students About Participation

It may be helpful for students if you create a column in your gradebook that does not count towards their overall average that allows them to know you have a record that they completed their research participation.