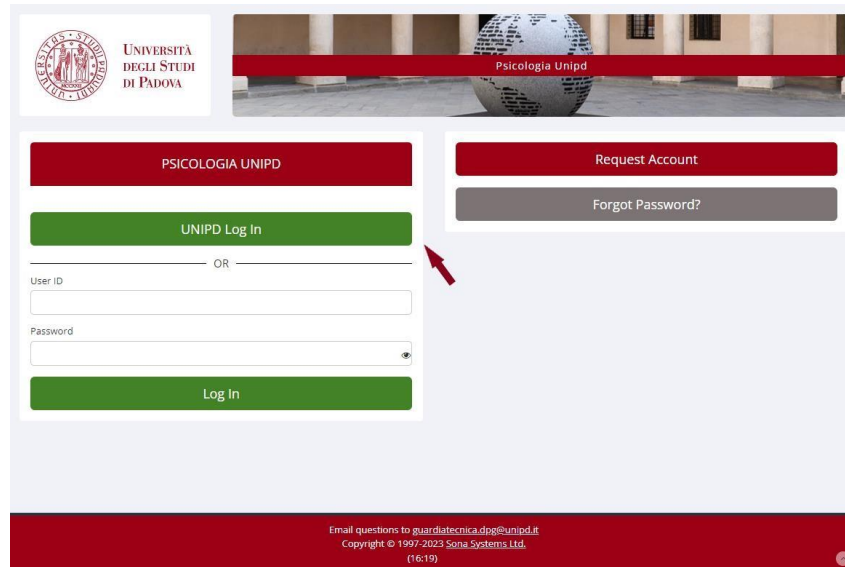


SONA SYSTEM – RESEARCHER

1. Accedere con le credenziali SSO cliccando il pulsante **UNIPD Log In**.
Link per accedere a Sona: <https://unipd-psy.sona-systems.com/>



UNIVERSITÀ DEGLI STUDI DI PADOVA

Psicologia Unipd

PSICOLOGIA UNIPD

UNIPD Log In

OR

User ID

Password

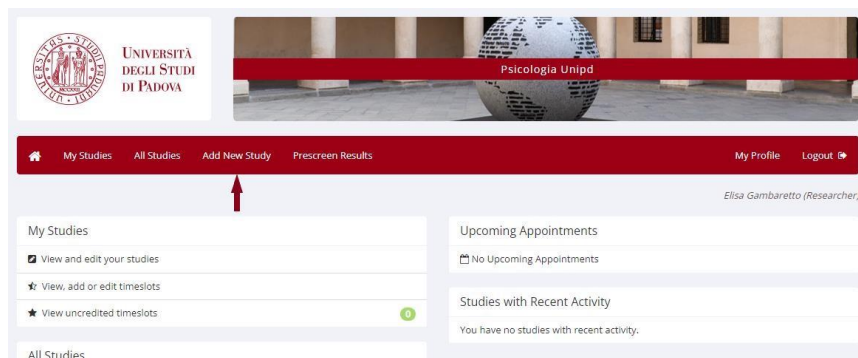
Log In

Request Account

Forgot Password?

Email questions to guardiatecnica.dpg@unipd.it
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(16:19)

2. Compilare il form di iscrizione come “Partecipante”
3. Inviare una mail a sonasystem.psicologia@unipd.it chiedendo la creazione di un account Researcher
4. Per creare uno studio cliccare **Add New Study** nella barra del menù



UNIVERSITÀ DEGLI STUDI DI PADOVA

Psicologia Unipd

My Studies All Studies Add New Study Prescreen Results My Profile Logout

Elisa Gambaretto (Researcher)

My Studies

- View and edit your studies
- View, add or edit timeslots
- View uncredited timeslots

All Studies

Upcoming Appointments

No Upcoming Appointments

Studies with Recent Activity

You have no studies with recent activity.

5. Scegliere lo studio che si vuole creare e premere il pulsante **Continue**

The screenshot shows the 'Select Study Type' form in the Psicologia Unipd system. The header includes the University of Padua logo and the text 'Psicologia Unipd'. The navigation bar has links for 'My Studies', 'All Studies', 'Add New Study', 'Prescreen Results', 'My Profile', and 'Logout'. The user is identified as 'Elisa Gambaretto (Researcher)'. The form title is 'Select Study Type'. Below the title, there is a note: 'To add a new study, you must first select the type of study you would like to add as well as the compensation type. You may not change the study type or the compensation type once you have added it, so please be sure to select the correct options now.' A tip states: 'If you are conducting your study over videoconference, like Zoom, Webex, or a similar tool, set it up as either a Standard Study or a Multi-Part Standard Study.' The form lists five study types, each with an icon and a description:

- Standard Study**: A study that is scheduled to take place at a specific time, in a specific place or over videoconference, and where there is only one part to the study that participants will participate in. Compensation options: ☒ Paid, ☐ Credit.
- Multi-Part Standard Study**: A study that is scheduled to take place at a specific time, in a specific place or over videoconference, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time. Compensation options: ☐ Two-Part: ☐ Paid, ☐ Credit; ☐ Three-Part: ☐ Paid, ☐ Credit; ☐ Four-Part: ☐ Paid, ☐ Credit.
- Online External Study**: An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlova), REDCap, or any other website. Compensation options: ☐ Paid, ☐ Credit.
- Multi-Part Online External Study**: An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlova), REDCap, or any other website, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time. Compensation options: ☐ Two-Part: ☐ Paid, ☐ Credit; ☐ Three-Part: ☐ Paid, ☐ Credit; ☐ Four-Part: ☐ Paid, ☐ Credit.
- Online Internal Survey Study**: An online survey study where the questions are set up in the system. Compensation options: ☐ Paid, ☐ Credit.

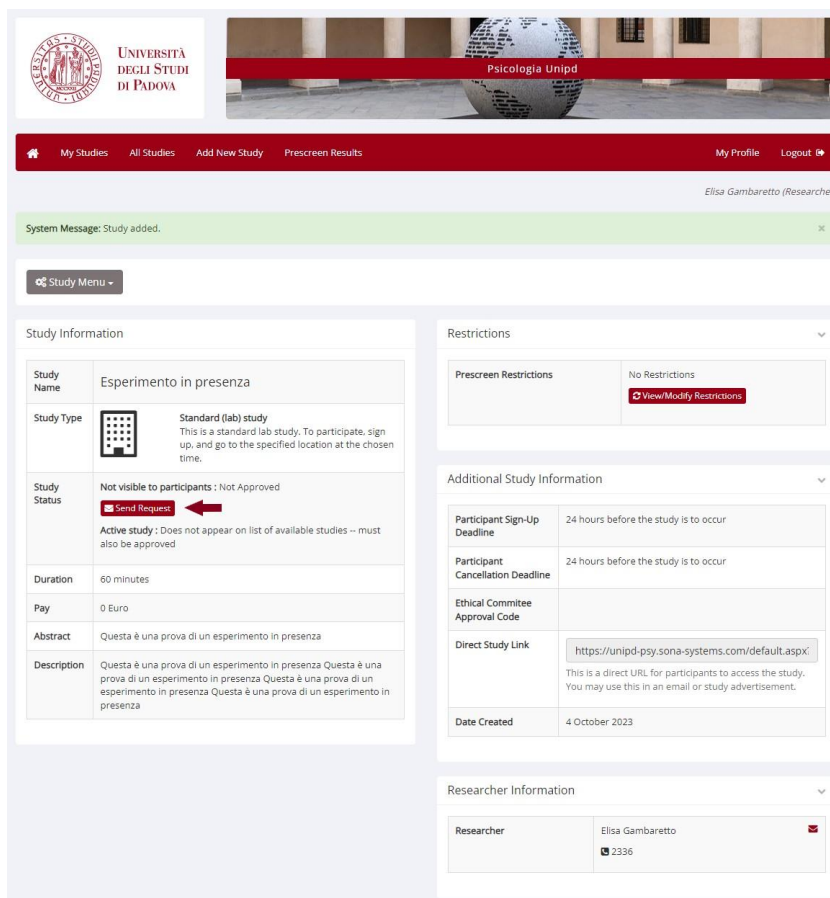
At the bottom of the form is a 'Continue' button with a right arrow icon.

6. Compilare i campi con le informazioni necessarie e desiderate, prestando attenzioni ad eventuali restrizioni che potrebbero impedire a determinati partecipanti di visualizzare lo studio (es. restrizioni sull'età).

Attivare lo studio selezionando **Yes** alla domanda **Active Study**

The screenshot shows the 'Active Study?' form. It has a title 'Active Study?' and two radio button options: ☒ Yes and ☐ No. Below the options is a note: '(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)'. At the bottom of the form is a green 'Add This Study' button.

7. Inviare la richiesta di approvazione dello studio cliccando il pulsante **Send Request**



UNIVERSITÀ DEGLI STUDI DI PADOVA **Psicologia Unipd**

My Studies All Studies Add New Study Prescreen Results My Profile Logout

Elisa Gambaretto (Researcher)

System Message: Study added.

Study Menu

Study Information

Study Name	Esperimento in presenza
Study Type	Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Study Status	Not visible to participants : Not Approved Send Request ← Active study : Does not appear on list of available studies -- must also be approved
Duration	60 minutes
Pay	0 Euro
Abstract	Questa è una prova di un esperimento in presenza
Description	Questa è una prova di un esperimento in presenza Questa è una prova di un esperimento in presenza Questa è una prova di un esperimento in presenza Questa è una prova di un esperimento in presenza

Restrictions

Prescreen Restrictions	No Restrictions View/Modify Restrictions
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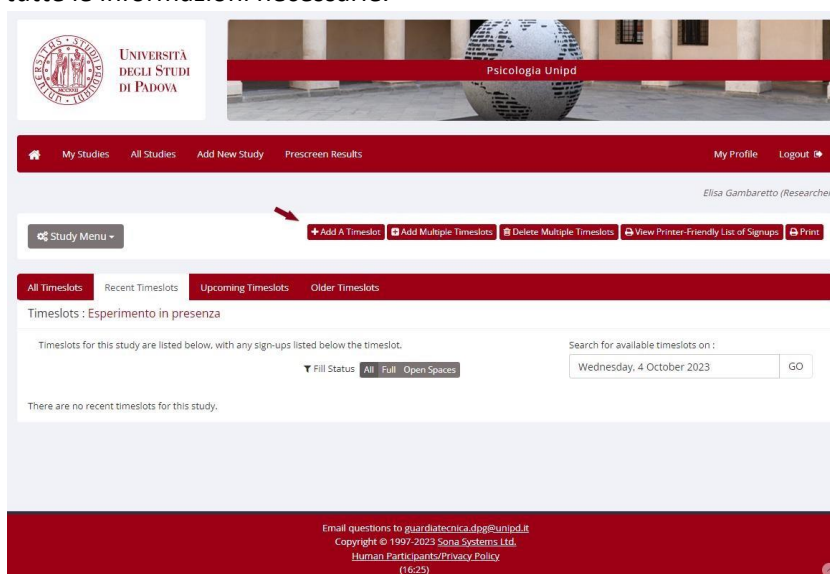
Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
Ethical Committee Approval Code	
Direct Study Link	https://unipd-psy.sona-systems.com/default.aspx This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	4 October 2023

Researcher Information

Researcher	Elisa Gambaretto 2336
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8. Cliccare nella barra del menù **My Studies**, assicurarsi di essere nella sezione corretta degli studi (**All**, o in alternativa **Active** o **Inactive** a seconda dello stato dello studio) e premere **Timeslots** per creare gli slot in cui effettuare l'esperimento.
9. Premere **Add A Timeslot** (oppure **Add Multiple Timeslots** a seconda delle esigenze) e creare il Timeslot con tutte le informazioni necessarie.



UNIVERSITÀ DEGLI STUDI DI PADOVA **Psicologia Unipd**

My Studies All Studies Add New Study Prescreen Results My Profile Logout

Elisa Gambaretto (Researcher)

Study Menu

Add A Timeslot **Add Multiple Timeslots** **Delete Multiple Timeslots** **View Printer-Friendly List of Signups** **Print**

All Timeslots **Recent Timeslots** **Upcoming Timeslots** **Older Timeslots**

Timeslots : Esperimento in presenza

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

▼ Fill Status **All** **Full** **Open Spaces**

Search for available timeslots on : Wednesday, 4 October 2023 **GO**

There are no recent timeslots for this study.

Email questions to guardatecnica.dpg@unipd.it
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(16/25)

10. Una volta che i timeslots sono stati creati, se lo studio è in stato Approvato e Attivo, i partecipanti potranno visualizzarlo ed iscriversi al timeslot desiderato.
- Il ricercatore potrà comunque modificare posteriormente le impostazioni e le informazioni del suo studio. Cliccando nella barra del menu **My Studies** e successivamente **Study Info** potrà visualizzare le informazioni dello studio

The screenshot shows the 'My Studies' page of the Unipd Psychology website. The page header includes the Unipd logo and the text 'Psicologia Unipd'. The main navigation bar contains 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', with 'All' selected. A red arrow points to the 'My Studies' link in the navigation bar. Below the tabs, there are two buttons: 'View Your Uncredited Timeslots' and 'View Printer-Friendly List of Signups'. A 'Sort by' dropdown menu is set to 'Study Name'. The main content area displays a table with three columns: 'Study Information', 'Status', and 'View'. The table contains one row for the study 'Esperimento in presenza' (0 Euro). The status is 'Approved' and 'Timeslots Available'. The 'View' column has a dropdown menu with 'Study Info' and 'Timeslots' options. A red arrow points to the 'Study Info' option. Below the table, there is a disclaimer: '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.'

Study Information	Status	View
Esperimento in presenza (0 Euro) Questa è una prova di un esperimento in presenza	Approved Timeslots Available	Study Info Timeslots

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.

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(09/57)

In basso a sinistra troverà una lista di tutte le operazioni che può fare, come modificare le informazioni dello studio, le impostazioni, contattare i partecipanti etc.

Study Information

Study Name	Esperimento in presenza
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Study Status	Visible to participants : Approved Active study : Appears on list of available studies
Duration	60 minutes
Pay	0 Euro
Abstract	Questa è una prova di un esperimento in presenza
Description	Questa è una prova di un esperimento in presenza Questa è una prova di un esperimento in presenza Questa è una prova di un esperimento in presenza Questa è una prova di un esperimento in presenza

Restrictions

Prescreen Restrictions	No Restrictions View/Modify Restrictions
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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
Ethical Committee Approval Code	
Direct Study Link	https://unipd-psy.sona-systems.com/default.aspx This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	4 October 2023

Researcher Information

Researcher	Elisa Gambaretto  2336
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Study Menu

-  View/Administer Time Slots
-  Timeslot Usage Summary
-  Download Participant List
-  Contact Participants
-  View Bulk Mail Summary
-  Download Prescreen Responses
-  Change Study Information
-  Participant Study View
-  Study Modification Log
-  Copy Study
-  Delete Study