Instructor Instructions for Sona

Getting YOU into the Sona System.
1. E-mail Jay Caughron (jcaughron@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 Jay Caughron (jcaughron@radford.edu) with your name, course name/number, course day/time, and section number.

Tracking Student Participation
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:

Francis Linkous
flinkous@radford.edu

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

Jay Caughron – 439 Russell Hall
jcaughron@radford.edu
Phone: x2585

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