**Appendix B: Quick-Start Instructions for Instructors**

1. Email the SPA (psyc_spa@umsl.edu) to update your course information for the semester. If you are a new user, please indicate this in your message. You will be emailed a login name and password for your account. If you have previously used the subject pool as an instructor your account should still be valid/in the system.
2. Each semester this information is cleared and all courses are added (even if it was in the HSP the prior semester).
3. The DHSP and SPA will ask for the following information: (1) Your class name, (2) Section number, (3) Days and times your class meets, and (4) How many credits you would like to allow your students to earn.
4. The SPA will then check on other details regarding your specific class needs.

*To obtain credit reports…*

5. Go to https://umsl.sona-systems.com/ and log in
6. Click "Course Reports" on the main menu. You will see a list of all the courses you are teaching.
7. You will now be able to generate a report and see which students have participated in research for credit in your course.

- Alternately the SPA can send you periodic accounts or update your course gradesheet on MyGateway, please note this in communication with them.

*If a student claims that they earned credits and you do not have a record in your report…*

- The student must have verification from the researcher. The researcher can furnish a credit receipt if requested, or confirm participation via email.
- Our goal is that students will not burden instructors with such requests. They can check credit status on their own in Sona-Systems, and have a signup/participation history with contact information for researchers.

*To have us coordinate research alternatives for your class…*

- You don't have to do anything. Assignments are made available in Sona-Systems and consist of downloading, reading, and reviewing journal articles. Articles come from a variety of Psychology topics, and are new each semester.
- Students are instructed to return summaries to the HSP mailbox in 326 Stadler.
- Each summary is worth 1 credit.
- Student responses are reviewed for content, and credits are awarded/uploaded to your credit reports in Sona-Systems.
- If you prefer to coordinate your own research alternatives, just let the DHSP know and we set this option as not available to students in your particular course(s).