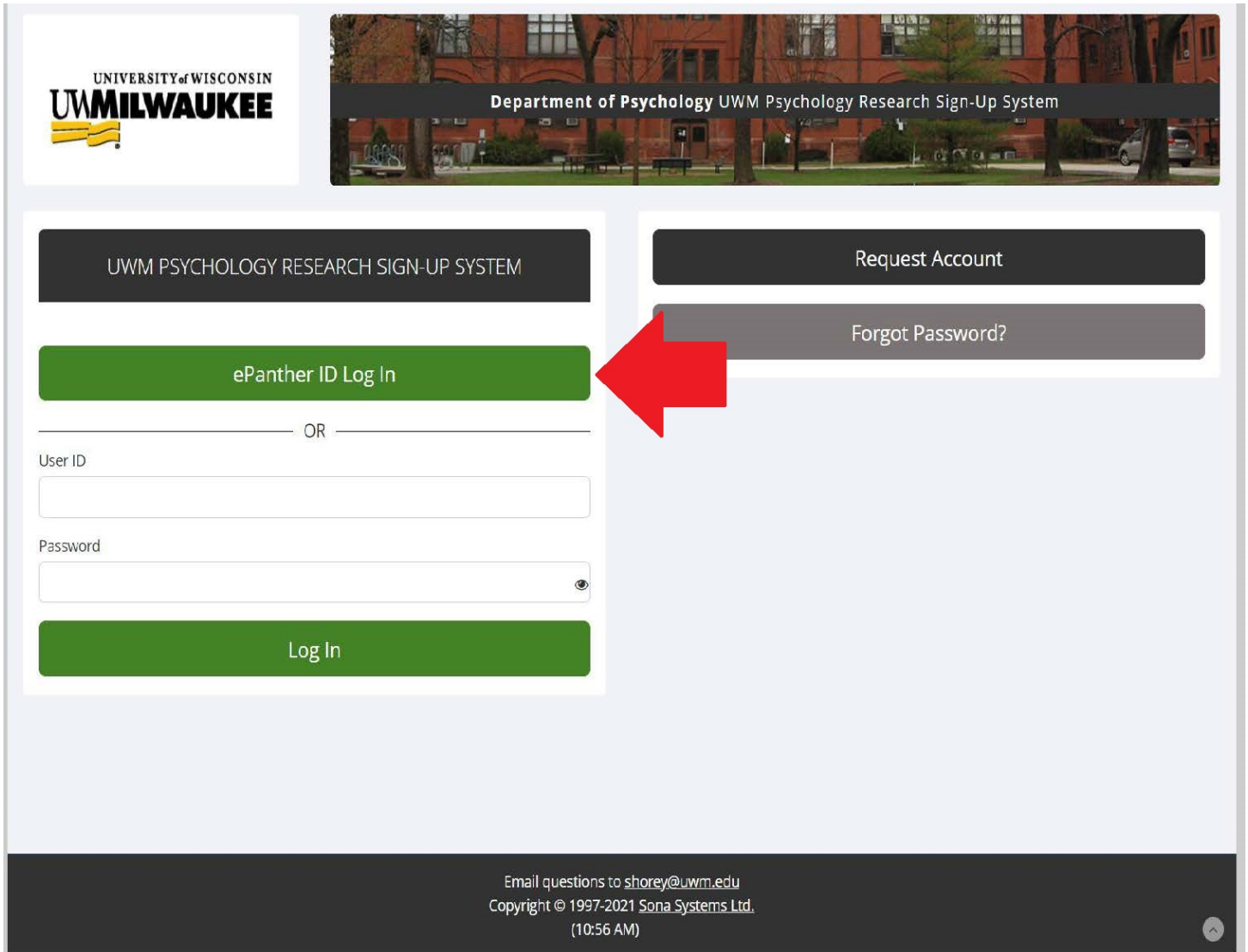


Sona Extra Credit Instructions for Instructors

1. First, go to the Sona login page: <https://uwmilwaukee.sona-systems.com/>
2. Click on the “ePanther ID Log In” – this will take you to a page to enter your UWM login information to gain access to Sona (and will require duo authentication)



UNIVERSITY of WISCONSIN
UWMILWAUKEE

Department of Psychology UWM Psychology Research Sign-Up System

UWM PSYCHOLOGY RESEARCH SIGN-UP SYSTEM

Request Account

Forgot Password?

ePanther ID Log In

OR

User ID

Password

Log In

Email questions to shorey@uwm.edu
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(10:56 AM)

3. Next, you will see the below page and you can click on “Generate course credit reports”

UNIVERSITY of WISCONSIN
UWMILWAUKEE

Department of Psychology UWM Psychology Research Sign-Up System

Course Reports All Studies My Profile Logout

Ryan Shorey (Instructor)

Course Reports

- Generate course credit reports

All Studies

- View all studies available to participants

My Profile

- Change password
- Modify contact information
- Change your email address

Studies with Recent Activity



- October 19, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021
- October 18, 2021

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(10:52 AM)

4. Next, you will see the courses for which you are an instructor. You can then select “All Participants (Students)” for the course(s) you wish to get a credit report for

The screenshot displays the 'UWM Psychology Research Sign-Up System' interface. At the top left is the University of Wisconsin-Milwaukee logo. The top right features a banner image of a brick building with the text 'Department of Psychology UWM Psychology Research Sign-Up System'. Below the banner is a dark navigation bar with a home icon, 'Course Reports', 'All Studies', 'My Profile', and 'Logout' with an external link icon. The user's name, 'Ryan Shorey (Instructor)', is displayed in the top right corner. The main content area is titled 'Course Reports' and contains instructions: 'Select a course to view the credit reports for that course. If you would like to grant a non-study credit grant, use the Grant Credit option that will appear next to the name of each person on the report.' Below this, the course '540 (CLINICAL PSYCH): Shorey' is listed. Three buttons are shown: 'All Participants (Students)', 'Completed Participants (Students)', and 'Incomplete Participants (Students)'. A red arrow points to the 'All Participants (Students)' button. The footer contains contact information: 'Email questions to shorey@uwm.edu', 'Copyright © 1997-2021 Sona Systems Ltd.', 'Human Subjects/Privacy Policy', and the time '(10:59 AM)'. A small upward arrow icon is in the bottom right corner.

5. Next, you will have the option to download your course report as a CSV file or have it displayed on your screen (which you could save as a PDF)



Course Reports All Studies My Profile Logout

Ryan Shorey (Instructor)

0 Students Listed 0% Percentage of participants who have completed their requirements for this course

540 (CLINICAL PSYCH): Shorey: Credit Completion Report

Name	Overall Hours Earned	Overall Hours Required	Overall Unexcused No-Shows	Hours Earned for Course	Pending Hours for Course
------	----------------------	------------------------	----------------------------	-------------------------	--------------------------

Print or Save Report

The Hours Earned for Course column lists the Hours a participant (student) earned which they specifically assigned to this course, while the Overall Hours Earned columns lists the total Hours they have earned across all courses.

[Display this Report in a Printer-Friendly Layout](#) [Download this Report in CSV Format](#)

You may choose to download this report in CSV (comma-separated) format. Depending on how your browser is configured, listed below are the 3 scenarios that might happen when you perform the download, and information on how to handle the data. When saving the file, it is good to use a filename that ends in `.csv`. The `.csv` file extension may not appear on the save option in your browser, in which case you should just type it in. If you are having problems loading the file in Excel, please try another computer if possible, as some versions of Excel contain a bug that causes problems when importing CSV-format files.

- Data loads in MS Excel. To save the data, choose File | Save As.. and save it as CSV or an Excel worksheet (your choice). If the file loads and the data does not line up into columns properly, save it (instead of opening with Excel), then open the file with Excel.
- Your browser asks if you would like to save the file. Save the file with a `.CSV` extension.
- The browser loads the file on your screen. Save the file with a `.CSV` extension, using the File | Save or File | Save As.. feature. Be sure to save it as `text` not HTML format.

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(11:00 AM)