UBC Linguistics Signup System Tutorial

Website Link
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Creating An Account
Creating An Account

Is it your first time visiting the UBC Linguistics Signup System? Click on Request Account.
Creating An Account

Step 1: Fill out your information and select the relevant course(s).
Creating An Account

Step 2: Your username and password information will be emailed to you. Enter this information in the login information on the left. Your account is now created!

NOTE: The e-mail will also contain your unique SONA ID code, which you will need in order to participate in any experiments! Please keep a record of this number.
Step 3: Read the notice then click on YES in agreement
Tour of the Home Page
Tour of the Home Page

Click this icon to return to the home page.

Information related to your studies:
- Study Slip-Up
  - My Schedule & Credits
    - View or cancel my study appointments
    - View studies I've participated in, and see if credits have been granted
    - View other points I've earned
- My Profile
  - Change password
  - Modify contact information
  - Change your email address

Information related to your account:
- Points Overview
  - Your record of points is here. You get points for participating in studies.
- Upcoming Appointments
  - Your upcoming appointments will be listed here.
Changing Your Password
Changing Your Password

Step 1: Before you sign up for studies, you would want to change your password.
Step 2: Change your password in the My Profile page and update the change. You can also update other information.

It is very important to remember your identity code when you come in for an experiment. This is the only way the researcher can refer to you!
Language Background

Questionnaire
In order to participate in most experiments, you must first complete the Language Background Questionnaire. This is an online survey that will provide experimenters with general information about what your language history is. You will earn 0.5 LOC credits for participating in the questionnaire. You must re-complete the questionnaire at the beginning of each term. If you plan to complete your LOC credits only by attending talks, you do not need to complete this questionnaire.
Step 1: Click on “View available studies.”
Step 2: Click on “Language Background Questionnaire” from the list of available studies.
Step 3: Click on “View Time Slots for this Study.”
Step 4: Note the participation deadline, which will be near the end of the term. Keep in mind, however, that you must have ALREADY completed the study before you will be allowed to participate in any other experiments, so it’s a good idea to do this early.

Step 5: Click on “Sign up.”
Step 6: Click “Sign up” to confirm your sign-up.
Step 7: Confirm that you have successfully signed up.

Step 8: To actually complete the questionnaire, click on “Complete Survey Now.”
Step 9: Confirm that the survey has correctly imported your SONA ID code, so that you will be granted credit.
Step 10: Click through the survey, answering all questions to the best of your ability. Make sure you submit the survey by clicking on the final right-arrow once you’ve answered all questions.
Step 11: Confirm that your survey is complete and you have been granted credit. You will also receive an e-mail confirming this.
Step 12: Next time you log in, you can confirm all credits earned by clicking “View studies I’ve participated in”
Step 13: The Language Background Questionnaire should be listed. It will also show you which course credit has been granted to.
Adding/Removing a Course
Adding/Removing a Course

Step 1: Under the My Profile page, you can add/drop courses also.
Adding/Removing a Course

Step 2: Make changes, and then save them. You are done!
How to Sign up for Studies / Talks
How to Sign up for Studies / Talks

Step 1: Click on View Available Studies
How to Sign up for Studies / Talks

Step 2: Click on the studies with Timeslots Available. Each study lists how many points it is worth.

Note: As of summer 2019, you also sign up to attend talks through the SONA system. There are a limited number of LOC-eligible spaces for each talk. See the next section of this tutorial for details on submitting talk summaries through SONA.
Step 3: Jane has clicked on Judging Voice Similarity and the study information is displayed. Click on View Timeslots for this Study to book a time.
How to Sign up for Studies / Talks

Step 4: Click on the time you can make. You can also use the dropdown menu to adjust what course the credit will be administered to.

Note: make sure your popup blocker is off or else the signup will not work.
How to Sign up for Studies / Talks

Step 5: Jane’s signup was successful and this is the confirmation page. You will be also sent an email confirmation.

You will get an email reminder the day before the experiment at 2pm.

Note your identity code at the bottom and be able to provide it for the researcher during your time slot.
How to Sign up for Studies / Talks

Step 6: After signing up, your home page will be updating with the study in Pending Points.

The Upcoming Appointments is also updated.
How to Submit a Talk
Summary
How to Submit a Talk Summary

Sign up for a talk in the same way that you would a study (see previous section). Note that talks will usually be labelled as a “Colloquium” or a “Research Seminar.” There are usually 5 LOC “slots” per research seminar and 10 per colloquium.
How to Submit a Talk Summary

Note that when you click on a talk, you can read a summary of the contents in the Description.

Important: Please make sure you are available to attend the talk at the stated time and place. This is a DIFFERENT time than the deadline for submitting the summary.
How to Submit a Talk Summary

After you have signed up for a talk, you will receive this confirmation.

There will also be a link for you to follow for you to complete the summary. IMPORTANT: Do not follow this link / submit your summary until AFTER you have attended the talk.
How to Submit a Talk Summary

After you attend the talk, write up your summary (e.g. in a separate document). Don’t worry about formatting.

Log in to SONA and click the link on the study sign-up to actually submit the summary.

**Important:** Be sure to complete the summary within ONE WEEK of attending the talk.
How to Submit a Talk Summary

You will be taken to a separate website where you can copy and paste your summary.

Be sure to also include your SONA ID code to make sure your credit is properly granted.
How to Submit a Talk Summary

You will receive this confirmation. Your summary will be evaluated after the deadline, and credit granted as appropriate. You can check your earned credits on SONA the same way you do for experiments.

Thank you for submitting your summary. After the due date, the LOC administrators will review all submissions and grant credit on the SONA system as warranted.
How to Cancel a Study or Reassign Credit
How to Cancel a Study or Reassign Credit

Step 1: Click on View or cancel my study appointments
How to Cancel a Study or Reassign Credit

Click here to cancel a study

Click here to reassign the credit to another course. Note that you can only re-assign credits until the last day of classes; you must have made your final decision by then.
Where Events are Held
Where events are held

- Most experiments will take place at **Stores Road Annex** (map on following slide)
  - Each experiment should have a specific location / room number associated with it.
  - Multiple experiments may be taking place in the building at the same time. Please be aware of which room your experiment is in.
- Some experiments and most talks will take place at **Totem Field Studios** (map on following slide)
- Please make sure you allow sufficient time to reach the destination of the event.
  - If you are late to an experiment, you may be denied the opportunity to participate, as experimenters must keep to the posted schedule.
  - If you are late to a talk, please enter as quietly as possible so as to minimize interruption to the speaker and the rest of the audience.
Most experiments will take place at **Stores Road Annex**, 6368 Stores Road.

- [UBC Wayfinding](#)
- [Google Maps](#)
Location of Totem Field Studios

Some experiments and most talks will take place at **Totem Field Studios**, 2613 West Mall.

- [UBC Wayfinding](#)
- [Google Maps](#)
Contact the Administrator
If there are any additional questions, please do not hesitate to contact the LOC administrator:

- Dr. Márton Sóskuthy marton.soskuthy@ubc.ca