Psychology Subject Pool Instructor FAQ
For any additional help, contact your Subject Pool Lifeguard at
psyc-spl@memphis.edu

Sona-System Address: http://memphis.sona-systems.com

Signup and Password Help

   A. How do I obtain an
      account?

     1. If you would like an account, email the subject pool coordinator.

        a. If you teach Psychology 1030, an account will be created for you.

     2. The system will email you your user name and password.

   B. How do I log into the system?

     1. Go to http://memphis.sona-systems.com

     2. Enter user id and password into the labeled boxes.

     3. Click "Log In" box.

     4. First time users:

        a. If this is your first time to log in, you will have to read and agree
        to the IRB policies.

        b. Click "Yes" at the bottom of the page to indicate that you agree
        after you have looked over the page.

   C. I forgot my password. What Do I do now?

     1. Go to http://memphis.sona-systems.com

     2. Click on "Click here to retrieve it!" under Lost your password in the
     bottom left part of the screen.

     3. Enter your user id into the box provided.

     4. An email will be sent to the email address on file.

System Basics

   D. How do **I** view my class reports?

     1. Sign into system.

     2. Click "Course Reports" (beside the picture of the graph).

     3. Find the name of the course that you want to view.

4. Click one of three student types that you want to review:

    a. All Students

    b. Complete Students

    c. Incomplete Students

E. How can I retrieve a copy of these files?

1. Sign into system.

2. Click "Course Reports" (beside the picture of the graph).

3. Find the name of the course that you want to view.

4. Click on the student type that you want to review.

5. Click on "Export this Report in CVS Format". 6. Save file to a location on your computer.

F. How do I view my exported report file?

1. This file functions as a text file, but it is not very pretty. I would suggest opening it in MS Excel.

2. Open MS Excel.

3. Select "File" drop down menu.

4. Select "Open" from File drop down menu.

5. Change "file of types" drop down box to "All Files".

6. Navigate to where your file is saved and select your file.

7. Either double click file or Select file and Click "Open" button.

8. Text import wizard should pop up in Excel.

9. In the pop up wizard, make sure "Delimited" radial button is selected.

10. Click "Next" button.

11. In "Delimiters" box, select check box beside Comma.

12. Click "Finish" button.

13. Your class information should appear in the Excel spreadsheet. You might need to adjust column width to view all data.

User Profile Information

G. How do I change my password?

1. Sign into system.

2. Click "My profile" (beside the picture of the eye).

3. Type your new password into the two boxes beside "New Password".

4. Click "Update" button at the bottom center of the page. H.

How do I change my primary email address?

1. Sign into system.

2. Click "My profile" (beside the picture of the eye).

3. Enter email address beside the box labeled "Alternate Email Address (+)".

4. Click "Update" button at the bottom center of the page.

Other

I. How to I get back to the main menu page?

1. Click on the University of Memphis Department of Psychology banner at the top of the page.

J. How do I log off?

1. Click "log off' in the top right corner of the browser window.