

SubjectSignupsTM

the original web-based sign-up system

Administrator's Manual and Technical Reference

Confidential Material

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Publication History

- 24 Sep 1999 Initial publication.
- 28 Nov 1999 Minor corrections; updated the E-Mail Participation Logs page description; reordered appendices; added error codes.
- 09 Dec 1999 Changed suggested subdirectory structure; added a description of the re-availability of cancelled times (Your Information page; Appendix A); updated the tour of the administrator pages to reflect the addition of the Import Participant Information page and the appearance changes.
- 09 Jan 2000 Minor modifications to explanations of tasks; security section added to Suggestions from the Author; added descriptions for three file extensions in Appendix A.
- 03 Mar 2006 Changes made to support the newest version of SubjSign.
- 15 Jan 2009 New version to reflect the new, PHP & MySQL version of SubjSign.

Release History

16 August 1999 v1.00.990816

Initial release.

10 January 2000 v1.50.000110

Several cosmetic changes.

Changed the required subdirectory structure.

Changed the user manuals, as described in the Publication History section of each manual.

Removed the need for redundant radio buttons on the View Experiments and Edit Experiments pages.

Dynamic appointment dates on the View Experiments page. A date now disappears when there are no more times available for that date.

Fixed a flaw that deleted all identical appointment times when the first time was claimed.

Fixed a flaw that prevented correct update of instructor logs when a participant had two appointments for the same experiment.

Appointment times are now made available upon cancellation if the corresponding date exists in the data file.

Lengthened experiment description and participant specification fields on the Add New Experiment page.

Changed the instructor logs to keep each participant's information on a single line (formerly, it was one line per experiment--multiple lines per participant).

Added an Auto-Select All Sign-ups option on the Experiment Sign-ups page.

Removed the View Your Credits link in the experimenter navigation frame.

Configurable max dates and max times, applicable to all experiments.

Added an Import Participant ID Numbers page, to be used in conjunction with the Restrict Logins to Known Participants checkbox on the Configuration page. Please see the description of that option.

Added a Restrict Logins to Known Participants checkbox on the Configuration page, to be used in conjunction with the Import Participant ID Numbers page. These two options allow you to establish the list of potential participants before the semester begins, and thereafter restrict access to only those students.

Increased the number of initial instructor fields in the Create and Modify Instructor List page--20 fields initially, five extra fields on each subsequent submission.

15 March 2000 v1.60.000315

Changed the Change Administrator ID Number task; now old admin number is not carried over from first page, and old number must be successfully entered as part of the change.

Changed the storage format of #users.dat.

Added a date check upon experiment addition, edit, cancellation, and sign-up. For cancellation, dates on or after experiment dates are not allowed. For other tasks, dates prior to today will not be allowed.

Fixed a flaw regarding the use of spaces in dates and times, and the resultant storage problem.

Added the Recover a Lost Experiment option—the ability to recover experiment files lost due to uncompleted edits.

Fixed a flaw that wrote an extra data line in ExptNum.part files.

Updated the Import Credits task; now writes an entry in the #users.dat and Instructor.part files, and requires that instructor be selected at submission. Import files must now be instructor-specific.

Fixed a flaw that prevented assignment of negative credits from the participant list page.

Added a randomizer to experiments as presented on the View Experiments page.

Added a better time sorter for the participant list page.

03 March 2006 v2.00.060303

Miscellaneous adjustments.

15 January 2009 v. 3.00.090115

New version of SubjectSignups, now written in PHP and MySQL database (cf. Perl with flat-file). No frames; different Admin layout. Designed to be hosted by jwc, not an individual school. Ability to handle multiple schools with one interface. Added more Admin options.

Original Foreword

With the rapid expansion of the world-wide web (WWW), many types of transactions currently take place on line. These transactions include retail purchases, banking, and securities trading, so it is not surprising that even educational institutions offer on-line services. Now educational institutions—specifically, psychology departments—can use the web as an avenue for logging and tracking participant sign-ups in human research programs. *SubjectSignups* offers a convenient answer to managing research participation via the world-wide web.

This manual provides an overview of *SubjectSignups*, as well as instructions for putting *SubjectSignups* to use on your web server. Additionally, there is technical information on data storage and file management, as well as sensitive, security-related issues with which an administrator should be familiar. Information for experimenters' use of *SubjectSignups* may be found elsewhere, in the *SubjectSignups* Experimenter's User Manual. Some information on experimenters' use of *SubjectSignups* is reserved by the administrator, and it is the administrator's role to reveal such information (i.e., experimenters' log-in page name and location). All the information in the Experimenter's User Manual, however, is included in this manual. There is no need for a manual explaining participants' use of *SubjectSignups*, and **participants should not have access to these manuals**. Please do not print this manual, and be cautious about with whom you share it.

There is no reason that *SubjectSignups* should not continue to mature. Consequently, small portions of this manual may be inconsistent with the actual *SubjectSignups*. If they exist, these inconsistencies do not represent a lack of attention to documentation; rather, they simply represent a lag time between implementation of new functions and the public documentation of those functions. You may be assured that this manual was current as of the date of publication, and that new functions will soon be documented. If you find inconsistencies that need attention, or wish to contact me for any other reason, you may do so at the addresses below. I thank you for trying *SubjectSignups*, and I hope all works well for you. Remember, though, that adequate testing of any software is essential before it is put into production. I welcome your suggestions for improvement.

-James Corpening
24 September 1999

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New Foreword

The world-wide web, or just “the web,” has certainly expanded, even if its maturity is still in question. Nevertheless, the web is a very convenient medium in which to manage many types of transactions, including participant sign-ups in human research programs. To that end, *SubjectSignups* offers a convenient, web-based answer to managing research participation in research programs.

As did its predecessor, this manual provides an overview of *SubjectSignups*, but there are some notable differences in the program. *SubjectSignups* has been rewritten in the scripting language PHP, using a MySQL database, whereas earlier versions were written in Perl, using a flat-file database system. Furthermore, *SubjectSignups* is designed to be hosted remotely, not on a college’s or university’s server, although that is still an option.

Information for experimenters’ use of *SubjectSignups* may be found elsewhere, in the *SubjectSignups* Experimenter’s User Manual. All the information in the Experimenter’s User Manual, however, is included in this manual.

There is no need for a manual explaining participants’ use of *SubjectSignups*, and **participants should not have access to these manuals**. Please do not print this manual, and be cautious about with whom you share it. If you find inconsistencies between *SubjectSignups* and this manual, or wish to contact me for any other reason, you may do so at the addresses below. I thank you for using *SubjectSignups*, and I hope all works well for you. Remember, though, that adequate testing of any software is essential before it is put into production. I welcome your suggestions for improvement.

I acknowledge that use of the term *subject* to refer to human participants is considered by many to be inappropriate and out of date. For that reason, this manual has been updated to reflect this contemporary attitude. I have chosen to keep the name of the product the same, however, so as not to introduce confusion in the minds of users.

-James Corpening
15 January 2009

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Introduction

SubjectSignups is a web-based manager of human participant pool sign-ups and data, designed to be used by psychology departments that support human research and rely on participation by students. This version of *SubjectSignups* is written in the scripting language PHP for use on a web server, and it uses a MySQL database to hold and manage data. There are three types of log-ins available: Participant, Experimenter, and Administrator. Participants can view experiments and available appointment times, make appointments, cancel appointments, and view their sign-ups. Experimenters can do what participants can do (except viewing credits), but have further privileges to create, edit, and delete experiments, view sign-ups for a given experiment, and assign credit for participation. Administrators can do several administrative tasks, such as configure the system, e-mail credit reports, etc.

The traditional system for participant pool sign-ups involves paper-based announcement of new experiments, often posted in one departmental location, and participant sign-ups from that same location. Experience reveals that the annoying problems with paper-based sign-ups include

- students crowding the department halls registering for participation in experiments
- students not tracking their own sign-ups and participation credits
- students not notifying experimenters to cancel participation
- experimenters and coordinators manually logging data

Some of the advantages of *SubjectSignups* are

- remote sign-ups (may be done from home or campus computer labs)
- sign-ups and credits are logged and viewable by students and experimenters
- e-mail notification of sign-ups and cancellations
- digital record of student sign-up and participation
- central collection of a semester's data

SubjectSignups makes use of cookies during its operation. Cookies have a bad reputation, and deservedly so. People who write cookies into their web pages often push the cookies onto a user's hard drive and set an expiration date ten years in the future. Most of the sites that do this, however, do not need to write cookies to your computer. *SubjectSignups* uses temporary cookies that are not written to a user's hard drive, but expire when the user's browser is closed. If a user's browser does not support, or a user declines, cookies, *SubjectSignups* will not work correctly. As of the date of this manual, browsers that successfully work with *SubjectSignups* are Mozilla Firefox (1.0 or higher), Internet Explorer (3.0 or higher), and Opera (3.21 or higher).

Installation

If you choose to host *SubjectSignups* on your own server, there are a few things to consider. There is the need for a logs/ subdirectory and a backups/ subdirectory, so the structure should be as such:

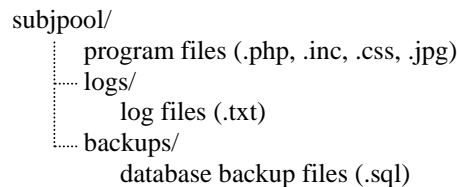


Figure 1. Directory structure for *SubjectSignups*.

In step-by-step fashion, the following describes the simple installation of *SubjectSignups*.

1. Make the appropriate subdirectories on your web server where students may access your pages.

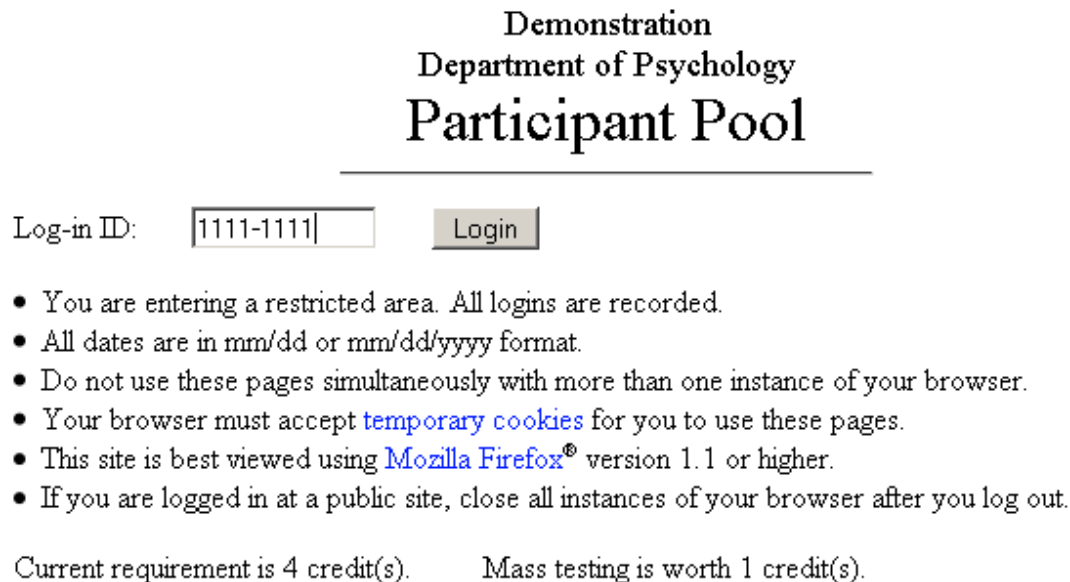
2. Copy all of the PHP scripts into the subdirectory that is to house them (in the above examples, this is *subpool*). As of the date of this manual, there is one file with a .inc extension, one with a .css extension, and maybe one with a .jpg extension. All other files in this subdirectory have .php as their extensions.
3. Configure *SubjectSignups* through the Admin login. If there is no Admin password, then use xyz==xyz as an initial password to get started. You must thereafter change the password.

You should be able to use *SubjectSignups* at this point.

Tour of *SubjectSignups*

Following is a graphical tour of the *SubjectSignups* pages. Each figure displays one of the *SubjectSignups* pages, and is followed by a description of the actions associated with that page. Although present throughout all interactions (except log-in pages), the navigation headers are displayed here in only the first figure of each of the Participant, Experimenter, and Administrator sections of The Tour. All options available to participants are available to experimenters (except viewing credits). In this manual, the terms *administrator* and *coordinator* are used somewhat interchangeably.

Participant Pages



Demonstration
Department of Psychology
Participant Pool

Log-in ID:

- You are entering a restricted area. All logins are recorded.
- All dates are in mm/dd or mm/dd/yyyy format.
- Do not use these pages simultaneously with more than one instance of your browser.
- Your browser must accept [temporary cookies](#) for you to use these pages.
- This site is best viewed using [Mozilla Firefox®](#) version 1.1 or higher.
- If you are logged in at a public site, close all instances of your browser after you log out.

Current requirement is 4 credit(s). Mass testing is worth 1 credit(s).

Figure 2. Participant Log-in page.

The Log-in page (Figure 2) is the page from which participants, experimenters, and administrators log into *SubjectSignups*. There are different log-in pages for participants, experimenters, and administrators, but the pages are almost identical to each other. From the experimenter log-in page, log-in identification numbers are checked against the list of approved identification numbers, as set by the administrator.

List Experiments

- To see more information, and maybe sign up for an experiment, click the corresponding More button.

#7686

[More](#)**Title:** Feel the Pain **Credits:** 2**Description:** You will be either a teacher or learner, and we will test the effect of electric shock on learning.**Participant Specifications:** Must respect men in white lab coats, and obediently follow directions.**Dates:** 04/08 07/05 07/06

#1773

[More](#)**Title:** Press the Bar **Credits:** 1**Description:** Participant will be rewarded if he or she presses on the correct schedule.**Participant Specifications:** Must be able to press a steel lever or bar.**Dates:** 08/06 12/06

Figure 3. List Experiments page.

The List Experiments page (Figure 3) is the first page to load upon leaving either the participant or the experimenter log-in page. It is here that participants see what experiments are available, the list of which is presented in random order each time the page is loaded. Summary information is provided for keyword searches (via the browser's Find command). Experiment dates listed on this page change as participants register for (and exhaust) available appointment times, and as experimenters update (or create) experiment information. Participants must select the More button next to the desired experiment to reach the Experiment Signup page, where they can see detailed information about the desired experiment.

Experiment Sign-up

Experiment #: 7686	Title: Feel the Pain
Credits: 2	Description: You will be either a teacher or learner, and we will test the effect of electric shock on learning.
Location: Clemens Hall 101	Participant specifications: Must respect men in white lab coats, and obediently follow directions.
Approx. duration: 60 min.	Experiment contact: Stanley Milgram (gymus@yahoo.com)

1111-1111

- Complete all fields, below, and select your desired date (mm/dd/yy) and time. If you have previously made an appointment, please confirm or correct your information that should already be in the fields.

Your Name (Last, First): Phone #: E-mail address (e.g., you@subjsign.edu): Instructor:

Available Dates and Times:

- 04/08/2009
- 07/05/2009

Figure 4. Experiment Sign-up page.

The Experiment Sign-up page (Figure 4) is the page at which participants see detailed information about the selected experiment, and choose the desired date and time of participation. After entering the required information (instructor list is established by the administrator), selecting the desired date and time, and selecting the Sign Up button, participants are asked to confirm their selection (page not shown). After confirming their selection, participants receive confirmation of their registration (page not shown) and sign-up information is e-mailed to the experiment contact and to the participant. This page is not directly accessible from any navigation header; rather, this page loads from the List Experiments page.

Search for Appointments

1111-1111

- Select your criteria and click the Search button. For any criterion in which you are not interested, leave that field blank.

Month: Date: Hour:

Figure 5. Search page.

Figure 5 displays the Search page. From this page participants can search for experiments by month, date, and/or hour. Once they select at least one criterion and then select the Search button, participants will receive a Search Results page (not shown). From the Search Results page, participants can click the Sign Up button that corresponds to a given experiment to go directly to that Experiment Sign-Up page.

Your Appointments

1111-1111

- You have 0 credit(s) and 0 cancellation(s). The maximum number of allowed cancellations is 9.
- You are currently registered for the following past and future appointments. To cancel an appointment, select the corresponding radio button and click the Submit Cancel button. You will be prompted for confirmation.

Submit Cancel

	<u>Date and Time</u>	<u>Experiment Title (#) and Credits</u>	<u>Location</u>	<u>Contact</u>	<u>Credit?</u>
<input checked="" type="radio"/>	08/06/2009 08:30 am	Press the Bar (#1773) 1 credit(s)	Clemens Hall 101	B.F. Skinner gymus@yahoo.com	

Figure 6. Your Appointments page.

Figure 6 displays the Your Appointments page, which is where participants can see the appointments for which they are presently registered, see the number of credits assigned them by experimenters, and cancel appointments. The appointments listed here include those appointments that participants have satisfied or cancelled, as well as those that they have yet to satisfy. After selecting an appointment and selecting the Submit Cancel button, participants are asked to confirm their cancellation. (page not shown). After confirming their cancellation, participants receive confirmation of the cancellation (page not shown), cancellation information is e-mailed to the experiment contact, and the relinquished date and time are made available for others. Cancellations are not allowed less than one day before the experiment.

Experimenter Pages

Experimenters, please take note: DO NOT compromise your experiment sign-ups, or the sign-up system as a whole, by leaving your web browser open to use by another individual. Also, please allow only those individuals directly accountable for experiments to serve as experimenters (e.g., do not assign a one-semester undergraduate assistant the role of experimenter). Some security can be maintained by simple common sense, so please use it. The Log-in, List Experiments, and the Search pages are not described in this section; rather, they are described, above, in the Participant Pages section.

List Experiments	Edit an Experiment	Search	Log Out
Add a New Experiment	View Current Sign-ups	Recover a Lost Experiment	Delete an Experiment

Edit an Experiment

- To edit an experiment, click the corresponding Edit button. You must submit your edit, even if you make no changes.

#1049

Title: Tell Me About Your Mother **Credits:** 1
Description: Participant will relax introspect (with help) possibly transfer feeling
Participant Specifications: Must have unresolved conflicts
Dates: 12/15 04/08 04/16 04/17 04/18

#1773

Title: Press the Bar **Credits:** 1
Description: Participant will be rewarded if he or she presses on the correct schedule.
Participant Specifications: Must be able to press a steel lever or bar.
Dates: 08/06 12/06

Figure 7. Edit an Experiment page.

Figure 7 displays the Edit an Experiment page (including the experimenter navigation header. This page is almost identical to the List Experiments page (described in the Participant Pages section), but allows the experimenter to edit the selected experiment's information. Once in edit mode, the experimenter edits information in the same page in which one would create a new experiment. After editing information and selecting the Submit button in the editing page, updated experiment information is saved, and notice of the modification is e-mailed to the experiment contact and to the participant pool coordinator.

Experimenters Important Notes: Experiments (but not sign-ups) are disabled when experimenters edit experiments. Experimenters must, therefore, submit the experiment information even if they make no changes. If, however, an experiment is lost due to an incomplete edit, it can be recovered in the Recover a Lost Experiment page.

Add a New Experiment

Experiment # **8442**

- Fields marked with an asterisk (*) are required. If a required field has no value, enter "none" (you may leave extra sign-up dates and times blank).
- E-address(es) is necessary for notification of sign-ups. You may enter multiple e-addresses, separated by commas, but the first e-address should be the main experimental contact.
- Please review the material you enter before you submit.

Submit

Reset

General Information

* Title of Experiment

* # Credits

* Approximate Duration

* Location (building & room #)

* Name of Experimental Contact

* Complete e-mail address of experiment contact

* Participant Specifications (100 characters max, approx. 2.5 lines)

Figure 8. Add a New Experiment page.

The Add a New Experiment page (Figure 8) is just that--the page in which to add a new experiment. After entering the required information and selecting the Submit button, the new experiment is added to *SubjectSignups*, and notice is e-mailed to the experiment contact as well as to the participant pool coordinator. The experiment will not be available on the List Experiments page, though, until the administrator enables it. The numbers of date and time slots (below Participant Specifications) are configured by the administrator. This page is the same as the page in which experimenters edit existing experiment information.

View Sign-ups

- To view sign-ups for a given experiment, and maybe assign credits, click the corresponding View button.

#1049 Select all sign-ups
Title: Tell Me About Your Mother **Credits:** 1
Description: Participant will relax introspect (with help) possibly transfer feeling
Participant Specifications: Must have unresolved conflicts
Dates: 12/15 04/08 04/16 04/17 04/18

#1773 Select all sign-ups
Title: Press the Bar **Credits:** 1
Description: Participant will be rewarded if he or she presses on the correct schedule.
Participant Specifications: Must be able to press a steel lever or bar.
Dates: 08/06 12/06

Figure 9. View Sign-ups page.

Figure 9 displays the View Sign-ups page, which the page from which experimenters see the present sign-ups for any experiment. This page is also the first step in assigning positive or negative credits to participants, thus removing them from the sign-ups list. After selecting a View button, experimenters are presented with the Sign-up List page (see Figure 10). Experimenters can automatically select all sign-ups on the Sign-up List page by selecting the Select all sign-ups checkbox on this page.

Sign-up List

Experiment #1773 Press the Bar is worth 1 credit(s).

Modify or accept the default number of credits, select the checkbox next to each individual to whom you wish to assign credit, and select the Submit button. You will be assigning the same number of credits to each individual selected.

Assign credit(s) to each selected individual.

	<u>Credit?</u>	<u>Date & Time</u>	<u>Name</u>	<u>ID#</u>	<u>E-address</u>	<u>Phone</u>	<u>Instructor</u>
1	<input type="checkbox"/>	08/06/2009 09:30 am	Doerr, Jean	1111-1111	jeanus@yahoo.com	987-8104	O'Brien
2	<input type="checkbox"/>	12/06/2009 01:30 pm	Corpening, James	2321-6389	jwcorpening@yahoo.com	555-1212	O'Brien

Figure 10. Sign-up List page.

The Sign-up List page (Figure 10) is the page in which experimenters view currently scheduled participants, and assign credit (e.g., 2) or no credit (i.e., 0). Negative credits must be assigned by an administrator. After either modifying or accepting the number of credits reported at the top of the page, and selecting the Credit checkbox next to participants, an experimenter submits the task and receives confirmation of the credited participants. If the experimenter changes the default number of credits to a negative number, the selected participants will lose that number of credits. This page is not directly accessible from any navigation header; rather, this page loads from the View Sign-ups page. Note that an experimenter will assign the same number of credits to all individuals selected; assigning both negative and positive credits to different individuals requires two submissions. As of the date of this manual, errors in assigning credits can only be corrected via the administrator pages.

Recover a Lost Experiment

- From this page you can recover an experiment that was lost due to an incomplete edit. Select the experiment you wish to recover, and select the Recover button. This action will not recover deleted experiments.

#2344 Color Wheel

Recover

Figure 11. Recover a Lost Experiment page.

The Recover a Lost Experiment page (Figure 11) is the page from which experimenters can recover experiments lost to an incomplete edit. Selecting an experiment's radio button and then the Recover button will make the lost experiment accessible from the List Experiments page.

Delete an Experiment

- To delete an experiment, enter the experiment number and click the Delete button. You can only delete an experiment if there are no participants with appointments. You will be prompted for confirmation.

Experiment #:

Figure 12. Delete an Experiment page.

Figure 12 displays the Delete an Experiment. After entering an experiment number and selecting the Delete button, experimenters are asked to confirm the deletion (page not shown). After confirming the deletion, notice is e-mailed to the experiment contact as well as to the participant pool coordinator.

Administrator Pages

[Configure System](#) [Credit Reports](#) [Query Database](#) [Amend Credits](#) [Change Admin ID](#)
[Manage Privileges](#) [Instructor List](#) [Import Participants](#) [Enable Expts](#) [Log Out](#)

Configuration

- Below are configuration options and explanations. Fields marked with an asterisk (*) are required.

<input type="button" value="Submit"/>	<input type="button" value="Reset"/>
<input type="checkbox"/> Restrict Log-ins to Known Participants	<input type="text" value="1"/> Group Testing Credits
<input type="checkbox"/> Disable Participant Log-in Page	<input type="text" value="4"/> Required Credits
<input type="checkbox"/> Disable Experimenter Log-in Page	<input type="text" value="9"/> Max Cancellations
	<input type="text" value="15"/> * Max Times per Date (2-30)
	<input type="text" value="5"/> * Max Dates per Experiment (2-30)
* Participant Pool Coordinator E-Address	Address Restriction (e.g., 129.44.,129.45.117.205)
<input type="text" value="gymus@yahoo.com"/>	<input type="text"/>
* From E-Address	
<input type="text" value="jwc@jcwrites.com"/>	

Explanations

Restrict Log-ins to Known Participants

Restricts log-ins to only those individuals listed in the participant database. This typically requires that you

Figure 13 Configuration page.

The Configuration page (Figure 13) is the first page seen after logging in, and where the administrator customizes and configures several aspects of *SubjectSignups*. Explanations of the configuration options are presented in the lower portion of the page (only the start of the Restrict Log-ins explanation is displayed here). Some of the fields are required.

E-mail Credit Reports

- Select the checkbox next to each instructor to whom you wish to send a credit report, and ensure that the instructor's e-address is correct. If it is not, correct it on the Instructor List page.
- Enter up to two additional e-addresses to which you will send a copy of each log.

Send Mail

<u>Surname</u>	<u>E-address</u>	<u># Appts.</u>
<input type="checkbox"/> Agletto	agletto@yahoo.com	0
<input type="checkbox"/> Broderick	broderick@yahoo.com	0
<input type="checkbox"/> Corpening-101-41	gymus@yahoo.com	0
<input type="checkbox"/> Corpening-101-43	gymus@yahoo.com	0
<input type="checkbox"/> Doerr	doerrj@yahoo.com	0
<input type="checkbox"/> OBrien	obrien@yahoo.com	1
<input type="checkbox"/> Watson	watson@yahoo.com	1

Figure 14. E-mail Credit Reports page.

Figure 14 displays the E-mail Credit Reports page. From this page the administrator can e-mail the participant credit logs to each instructor, and to additional e-addresses. The administrator must select the checkbox for each instructor to whom a log should be mailed, and ensure that instructors' e-addresses are correct.

Amend Credits

- Select either the Amend All checkbox and enter the number of credits to add to (e.g, 1) or subtract from (e.g., -1) all participants, or enter individual ID#'s and the number of credits to apply to each.

Amend Credits

Amend All **# Credits**

ID# **# Credits**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Figure 15. Amend Credits page.

The Amend Credits page (Figure 15) is where the administrator adds (or subtracts) a given number of credits to all participants in the database or to individual participants. When adding or subtracting credits to individuals, the number of credits may vary.

Manage Privileges

- Select the appropriate action and enter the log-in ID of each experimenter whose access privilege you wish to modify. You will conduct the same modification on all experimenters listed.
- The following individuals currently have experimenter access privilege:

1111-1111 Admin

- Grant privileges to the individuals listed below.
- Revoke privileges of the individuals listed below.
- Delete ALL experimenters' privileges (you do not need to enter person numbers for this task).

You will NOT BE PROMPTED for confirmation.

Figure 16. Manage Privileges page.

Figure 16 displays the Manage Privileges page, which is where the administrator modifies experimenter privileges. The administrator must select the radio button next to the desired task, enter each identification number to which experimenter privileges should be granted or revoked (one entry per field), and select the Submit button to perform the same modification on all identification numbers. Deleting all privileges does not require entering identification numbers, and deleting all privileges or revoking individual privileges does not modify the administrator privileges.

Instructor List

- Below are the instructors that are available to participants during sign-up for experiments.
- To remove an instructor from the list, simply delete the instructor's name.
- You may modify an instructor's name only until one of the instructor's students makes an appointment.

<u>Surname</u>	<u>E-address</u>
Agletto	agletto@yahoo.com
Broderick	broderick@yahoo.com
Corpening-101-41	gymus@yahoo.com
Corpening-101-43	gymus@yahoo.com
Doerr	doerrj@yahoo.com
O'Brien	obrien@yahoo.com
Watson	watson@yahoo.com

Figure 17. Instructor List page.

Figure 17 displays the Instructor List page. When the administrator loads this page, all instructors previously added to the list are displayed, and can be kept in the list or removed. The administrator must enter or remove the instructors' names, and select the Submit button. Upon initial configuration, there will be twenty fields available for instructor names. Thereafter, in addition to the listed instructors, there should always be five fields available for additional instructors. Adding six or more instructors at one time is not possible, and must be done in more than one submission.

When adding instructors, the administrator can distinguish between instructors by using the instructors' names, or distinguish between instructors and courses by using instructors' names and course numbers (see above). Characters permitted in these fields are A-Z, a-z, 0-9, and dash. It is probably unnecessary (and best not) to use titles (Dr., Mr., Mrs., etc.) on this page.

Import Participant ID#'s

- Submit participant ID's, which will allow you to restrict logins to known participants (see Configure System).
- Each line belongs to one participant, and should contain only one ID#.

Submit

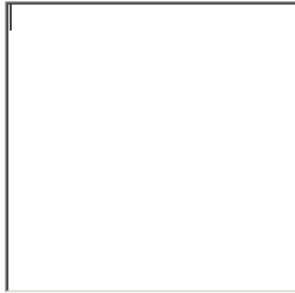


Figure 18. Import Participant page.

The Import Participant page (Figure 18) is where the administrator imports identification numbers of prospective participants (i.e., creates the participant database). This function is valuable when the administrator wishes to restrict log-ins to those students permitted to participate, and is only effective if the Restrict Log-ins checkbox is selected on the Configuration page. The required text should hold only participant identification numbers, one number per line.

Example:

3478-2399

3479-1204

3456-4955

Query Database

- You may query the database by entering the necessary information. You can find log file names in the Manage Data section.

Participant Info (enter ID#):

All experiment appointments (enter ID#):

Log File (enter file name):

Figure 19. Query Database page.

The Query Database page (Figure 19) is where the administrator may retrieve some data from the database. As of the date of this manual, this is a new feature and, thus, is exploratory. These are very superficial queries.

Enable Experiments

- Select or unselect experiments to enable or disable them, respectively.

Submit

- #1049 Tell Me About Your Mother
- #1773 Press the Bar
- #2344 Color Wheel
- #7686 Feel the Pain
- #7821 Climb the Pyramid
- #8730 Bo Bo Doll

Figure 20. Enable Experiments page.

The Enable Experiments page (Figure 20) is where the administrator enables or disables the availability of the experiments. Experiments typically require approval by an Institutional Review Board (IRB), and this page permits the administrator to approve an experiment's availability once IRB approval has been received. When an experimenter creates a new experiment, it is not enabled and will not appear on the List Experiments page until the administrator approves it.

Change Admin ID

Old Admin ID:

New Admin ID:

Confirm New Admin ID:

Figure 21. Change Admin ID page.

The Change Admin ID page (Figure 21) is where the administrator changes the administrator log-in ID. The administrator must enter the old and new ID's, confirm the new ID, and then select the Change button. The administrator ID may be a series of digits (e.g., 29010-345), letters (e.g., Admin), or a combination (e.g., Admin-5635).

Administrative Discretionary Issues

Much of the information in this manual may be freely disseminated to users and experimenters, but some information requires discretion in its publicity.

Loss of Administrator Identification Number

It is, of course, possible that the administrator identification number becomes misplaced, forgotten, or inaccessible for a variety of reasons. The remedy for this inconvenience is to:

1. Log into the administrator page with the ID xyz==xyz (x y z equals equals x y z).
2. Reset the administrator ID.
3. Log out.
4. Log in, again.

Suggestions from the Author

End of the Semester

The administrator will have the opportunity to e-mail the logs of student credits to instructors. Before the start of the next semester, though, the database tables should be emptied, but it is important that the credits have been mailed, received, and maybe even printed.

Security

As of the date of this manual, there is no restriction on editing or deleting experiments. Consequently, an experimenter can modify or delete somebody else's experiment. Please allow only those individuals directly accountable for experiments to serve as experimenters (e.g., do not assign a one-semester undergraduate assistant the role of experimenter). Also, an experimenter or administrator should never leave a web browser open for use by another individual. Some security can be maintained by simple common sense, but the security of your system depends on many things. You should clearly consider and be aware of what could compromise such security. On this topic, consider restricting log-ins to individuals connected from your university's internet addresses. Because notices of experiment deletions, sign-ups, etc. include the internet address of the user, identifying those users that misbehave may be easy. You may find it even easier if the individuals who assist you in such identification actually work on your campus.

On-site Hosting

Because of the nature of the web, the security of your system depends heavily on your web server's configuration; consequently, data and script files may be accessible to outsiders (who reside on, or ftp into, the server). Consider using a routing alias as your URL (URI) so that the actual location of the sign-up scripts and data files is not obvious to users. Contact your system (web) administrator for information on aliasing the sign-up system. **Adequate testing of any software is essential before it is put into production.**

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