Psychology Participant Pool Scheduling System (PsyLink)
Student Manual

As you know, students in PSYC 1101 and PSYC 2290 must complete 6 hours' worth of experiments to satisfy the experiment participation requirement for the course. Scheduling of the experiments is handled through the Psychology Department's on-line participant pool scheduling system (PsyLink). Researchers who are running experiments post sign-up slots on this system, and students choose time slots for experiments in which they want to participate.

To access the PsyLink system:

1. Connect to http://psylink.psych.neu.edu using any recent web browser, on- or off-campus. You can also access PsyLink from the Psychology Dept.'s homepage (http://www.northeastern.edu/cos/psychology/); click on PsyLink under Quick Links.

2. Enter your username, which is your first name and last name stuck together, with no spaces, apostrophes, or hyphens. So, for example, John Smith's username would be johnsmith, and Mary-Sue O'Malley's username would be marysueomalley. Your username is based on roster information from the registrar.

3. Enter your password, which is initially your NU student ID number (all 9 digits).

If your username and password aren't working, it could be that your information hasn't been entered into the system yet, which might happen if you very recently added the course; or the registrar may have a slightly different first and last name for you than the ones you're using. In either case, you should contact the Psychology Dept. office staff in 125 Nightingale (x3076), and they will be able to find you in the system or add you if necessary. (You will need to bring your Husky ID with you to the office.)

Once you've logged in:

You will initially be asked to provide contact information (an email address and phone number). The email address will be used by the system to send you confirmations when you schedule or cancel an experiment, and possibly a few reminders during the term about completing experiments. The phone number may be used by experimenters to contact you if something comes up with respect to an experiment for which you are (or were) scheduled. You can change your contact information at any time from your home page.

Once you've entered contact information:

You will always see your home page first, which shows you a summary of your current status: how many hours you have left to complete, how many hours you've received credit for, how many no-shows (missed experiments) you have, and how many hours you have pending (you've signed up, but you haven't yet received a credit, no-show, or cancellation). It also shows the last day experiments can be run in the current term, your email and phone contact information (which you can edit), and it gives you the option to change your password.
All of the main pages in the system list your name and user type (Undergrad Student) at the top, along with a button to Logout. Below that is a set of available options to choose, shown as black text on a gray background. The currently selected option is shown with black text on a white background. The options are:

**Home** - returns to your home page.

**Available Experiments** - leads to two possible displays, one (the default) showing all experiment slots for which you can sign up, from the current day onward. In this display (**Available Experiments via Web**), you can select a slot by pressing the Add button. When you add a slot, you have committed to showing up at that time, and the display will change to show you **Scheduled Experiments**. You can also filter the list of experiments by time of day and by date, if you only wish to see available slots in certain ranges (e.g., only before 3:45 PM).

The other available experiment display (**Available via Phone Appointment**) shows a listing of all current experiments which are being scheduled by appointment. These experiments do not have specific preset time slots. Instead, you should call the phone number listed for the experiment to schedule a time. Once the appointment is made, the experimenter will add the scheduled time to your list of scheduled (pending) experiment slots.

**Completed Experiments** - shows the experiments for which you have received credit already.

**Missed Experiments** - shows the experiments for which you have received a no-show (you failed to attend the experiment on time and did not call in advance to cancel).

**Scheduled Experiments** - shows experiment slots for which you are signed up from the current day onward. It also shows any experiment slots (even from the past) for which you have not yet received either a credit or a no-show, and which haven't been cancelled. For experiment slots that are a day or so (or more) in the future, you have the option to Cancel your sign-up for the slot, which will release it back into the pool of available experiment slots (so that you or someone else can sign up for it again).

**Cancelled Experiments** - shows experiments for which you signed up but which were then cancelled (either up to a day before the scheduled time, or after the scheduled time). These count neither as credits nor as no-shows.

If an experiment slot for which you signed up, and whose time has already come, does not appear in either **Completed Experiments**, **Missed Experiments**, or **Cancelled Experiments**, then the experimenter has not yet assigned you a status for the slot, and it should still appear under **Scheduled Experiments**. If it has been several days, you should contact the experimenter to determine what happened.
General Notes on the PsyLink system:

For all of the pages showing lists of experiment slots, you can sort the lists by clicking on a column heading. You can also click on the text of an experiment slot to see all the information on that slot.

When signing up for experiments, check all information carefully. For example, most slots are for 1 hour of credit, but sometimes experiments will take longer and will be worth 2 or even 3 hours of credit. In addition, some experiments have additional restrictions or requirements, which will be noted in the Experiment Notes column. If you schedule yourself for an experiment for which you are not eligible, you will not be able to participate, and you will not receive credit. You should also of course note when you need to show up for the experiment, and where you need to go (shown on the Scheduled Experiments display). If you have any questions, contact the listed experimenter by phone.

Remember to Cancel any experiment slots you won't attend well in advance. If it is too close to the scheduled time to cancel the experiment on-line, you should call the experimenter to cancel. If you don't cancel more than a day or so in advance, you may receive a no-show.

Remember to Logout of the system when you're finished, especially if using a publicly-accessible computer.

These instructions and other information about the participant pool can be accessed on-line by clicking on the link ("For information on using this site...") on your PsyLink home page, too.

Finally, remember that it is your responsibility to complete the experiment requirement. You should check the PsyLink site periodically to be sure that you have received credit for the experiments you have attended. Keep your paper receipts as well, in case a problem arises.

If you have any questions or problems regarding the participant pool in general (not specific to PsyLink), you should contact the instructor (or TA) for your course, the Psychology Department administrative staff in 125 Nightingale (x3076), or the participant pool coordinator (Prof. Neal Pearlmutter, x3040, n.pearlmutter@northeastern.edu).

If you have any questions or problems involving logging into (accessing) the PsyLink system, you should contact the Psychology Department administrative staff in 125 Nightingale (x3076). For any other questions or problems involving the PsyLink system, contact Prof. Neal Pearlmutter (x3040, n.pearlmutter@northeastern.edu).