

REP Website Tutorial – Students

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Choosing your REP Option

1. Log into the [REP website](#) using your regular OSU login credentials.
2. The first time you log into the REP website you will be asked to select either the Research (Experiment) option or Paper option and to accept the terms and conditions.

Edit Student Buckeye

First name *

Student

Last name *

Buckeye

Gender

- ☐ M
☒ F
☐ NB

Ethnicities

- ☒ UNSET
☐ WHITE
☐ BLACK
☐ HISP
☐ ASIAN
☐ AMIND
☐ UNDISCL
☐ PACIF

You enrolled in the research option on 2024-05-16

You have changed your REP option since you accepted the terms of service. You must re-accept the terms of service using today's date.

By checking below I affirm the following;

- I am at least 18 years old (*if not you must do the paper option*)
- I understand I can cancel experiments up to the 2 hour mark. If the experiment I need to cancel is less than 2 hours away, I should email the researcher. It is up to the researcher if I will be allowed to cancel without being marked absent.
- If there is an emergency that prevents me from attending a REP experiment, I will notify the REP office ASAP and will be asked to provide documentation in order to remove any unexcused absences on my account.
- I will read the details, requirements, and list of restricted experiments of each experiment to determine if I am eligible.
- I understand I should plan to be five minutes early and if I am one minute late, the researcher has the right to mark me absent.
- I understand that REP staff cannot direct me to sessions if I arrive late, per Psychology Department Guidelines.
- I understand the researcher may call my name up to 10 minutes after my session start time and I should wait in the waiting area. After 10 minutes, I can go to the REP Office to discuss the matter or email the researcher directly.
- I understand that this contract highlights major points from the REP Experiment Option Syllabus. I will read the entire document for further clarity and that I am accountable for all information in the syllabus.
- I understand that the Research Experience Program is intended to help me learn how psychological research is conducted. By participating in experiments I will gain direct experience with the topics, goals, methods, and ethical issues of psychological research.

By checking this box I indicate that I accept these terms as of May 16, 2024

I accept ☐

Note that you will not be allowed to proceed until you have accepted these terms

Update User

3. You can change your REP option at any point before the deadline by clicking the “My Info” tab. Click the “Edit User Profile” button and select either the “Paper” or “Research” option. You will need to re-accept the terms of service after doing so, as they differ depending on the option selected.

Changing your Personal Information

1. Begin by clicking the “My Info” tab.
2. Click the “Edit User Profile” button. You can change the following information at any point during the semester (Note: Please provide your full name and demographic information. Researchers will rely on the information you provided to find eligible participants for their studies):
 - a. First Name
 - b. Last Name
 - c. Gender
 - d. Ethnicity

Signing up for and Completing Experiments

1. You must be logged into the REP website in order to sign up for experiments and earn credit towards your REP requirement.
2. Begin by clicking the “Experiments” tab.
3. By default, you’ll be shown a list of available experiments. Click on one of the experiment names to see additional details and sign up for a session.

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Experiments

Invitations Open

Experiment Name	End Date	Experimenter	Location	Hours
ABC12 Memory	September 2, 2021 12:00am	Researcher, Jane	In Person - LZ-B	1.0
EMP1 Working Memory	August 31, 2021 12:00am	Daly, Heather	In Person - PS-2nd	1.0
SKF0 Belief	August 20, 2021 12:00am	Lee, Seel Bee	Online	0.5

4. Make sure to read the experiment Description and Requirements. Do NOT sign up for an experiment if you don’t meet the listed requirements.
5. On the left-hand side of the experiment description page you will see a field named “Experiment Open” with some dates below it. *Please ignore these dates.* They do not indicate the exact time you’ll be participating, but rather the time frame in which individual sessions will be posted for the experiment.

Experiment EMP1 Working Memory

Experimenter

Daly, Heather

Course

PSYCH 1100

Experiment link

n/a

Hours

1.0

Experiment Open

Aug 09, 2021 - Aug 31, 2021

Description

You will listen to a series of words over headphones and will be asked to report them back by typing them using a computer keyboard.

Requirements

At least 18 years old and no hearing impairments.

Available sessions

Start Time	End Time	Capacity	Enrolled	Actions
Aug 26, 2021 09:00 AM	Aug 26, 2021 10:00 AM	2	0	Sign Me Up

- Below the Description and Requirements, you'll see a list of available sessions at specific times. *Do pay attention to these dates and times, as they indicate when you will be expected to participate in the experiment.* Click the button that says "Sign me up" to enroll in a specific session of the experiment.
- To see the list of experiments you have enrolled in, click the "My Info" tab and look under the "Enrollments" heading.

Joe Buckeye

Role: Student (Research Option)

Email: buckeye.0@osu.edu

CC Email:

Section: 1000

Gender: M

Ethnicity: UNSET

[Edit User Profile](#)

Summary: PSYCH 1100

Points Earned: 26.0 regular / 0 extra credit (8 of 9 prescreenings completed)

Enrollments

Experiment	Time Slot	Location	Credited	Hours	Actions
Auditory Attention	Mar 31, 2021 09:00 AM - Mar 31, 2021 10:13 AM	Online	credited	2.0	Complete Qualtrics Survey
Attachment	Jul 06, 2021 02:00 PM - Jul 06, 2021 03:00 PM	In Person - PS-G	absent	1.0	
Attitude Survey	Jul 07, 2021 05:30 AM - Jul 07, 2021 06:30 AM	In Person - LZ-1st	credited	1.0	Complete Qualtrics Survey
EMP4	Jul 31, 2021 05:30 AM - Jul 31, 2021 06:30 AM	In Person - PS-2nd	credited	1.0	Complete Qualtrics Survey
exp 5	Jul 31, 2021 05:30 AM - Jul 31, 2021 07:30 AM	Online	credited	2.0	Complete Qualtrics Survey
exp 6	Jul 31, 2021 05:30 AM - Jul 31, 2021 06:30 AM	Online	credited	1.0	Complete Qualtrics Survey

- Click on the experiment name to see details about how to complete the experiment and to find links provided for some online experiments.
 - You can also find the researcher's email address here by clicking the experimenter's name in case you need to contact them for any reason.
- In-Person Experiments:** Locations for in-person experiments can be found on your "My Info" page under the "Location" column (e.g., "In Person - PS-G").
 - You can find a map of these locations on the "Instructions" page of the REP website ("Waiting Area Map").

- b. The “Experiment Video” on the “Instructions” page has pictures of each waiting area to help you find the correct location.

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REP Instructions

Department of Psychology

Website Tutorials

- Student Tutorial
- Researcher Tutorial

Psych 1100 REP Syllabus

- General Instructions
- **Waiting Area Map**
- Experiment Option Syllabus
- Paper Option Syllabus

10. **Online Experiments:** Sometimes the experiment link will be available as soon as you sign up for the experiment (this is shown as “Online” in blue text), but sometimes the researcher will want to email you the link on a specific day. Please read the experiment description to see how the researcher would like you to complete the experiment.
- If the link is available right away, you can click on the word “Online” under “Location” on your “My Info” page to access the experiment. You can also click on the name of the experiment to bring up the description page, then the link can be found on the left-hand side of the page under “Experiment link.”
- **NOTE: YOU MUST BE LOGGED INTO THE REP WEBSITE AND ENROLL IN THE EXPERIMENT ON THE REP WEBSITE BEFORE CLICKING THE HYPERLINK**
 - **CLICKING THE HYPERLINK WITHOUT FIRST SIGNING UP FOR THE STUDY MAY RESULT IN YOU NOT BEING AWARDED CREDIT IN THE REP SYSTEM.**
- If the link is not available right away, read the experiment description to see when you should expect it to be emailed to you. It might show up in your Junk email folder. If you have not received the link by the experiment start time, feel free to email the experimenter by clicking on their name on the experiment description page.
11. Once you have been given credit for an experiment you will see a link named “Complete Qualtrics Survey” in the “Actions” column. Please complete the brief survey for each experiment you complete. This information helps us make sure that researchers are treating you fairly and whether their experiment helped you learn more about how psychological research is conducted.

- a. This survey is NOT the link for online experiments. Completion of this survey is separate from experiment participation.

Accepting Experiment Invitations

1. If a researcher has invited you to complete an experiment, it can be found under the “Invitations” tab on the “Experiments” page.

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Experiments

Invitations [Open](#)

Experiment Name	Experimenter	Location	Hours	
BEE0 Invite-Only Attention	Researcher0, Buckeye	Online	1.0	Register

2. To accept the invitation, click the button that says “Register.” This will bring you to the experiment page with a list of available sessions at specific times.
3. Click the button that says “Sign Me Up” to enroll in that session of the experiment. It will now appear on your “My Info” page with your other experiments.

Cancelling Experiment Appointments

1. Begin by clicking the “My Info” tab.
2. If the experiment start time is MORE than two hours away, you can cancel your appointment by clicking the “Withdraw” button in the “Actions” column.

Memory	Aug 25, 2021 04:00 PM - Aug 25, 2021 04:45 PM	In Person - LZ-B		1.0	Withdraw
R1	Aug 27, 2021 10:30 AM - Aug 27, 2021 11:00 AM	In Person - LZ-1st		1.0	Withdraw
Auditory Attention	Aug 27, 2021 12:00 PM - Aug 27, 2021 12:30 PM	In Person - PS-2nd	withdrawn	1.0	

3. If the experiment start time is LESS than two hours away, you can cancel your appointment by emailing the researcher. They will be able to drop the experiment for you.
 - a. Click on the experimenter’s name (on the experiment description page) to find the researcher’s email address

Checking your REP Credit

1. Begin by clicking the “My Info” tab.
2. You can see a summary of your points at the top of the page next to “Points Earned.” This summary is divided into “regular” and “extra credit” points

- a. Regular – this shows you your progress towards your required 28 REP points (12 points for Honors students)
 - b. Extra credit – this shows you how many extra credit points you have earned. Once you have earned your required points, additional points will appear here.
3. You do not earn points for any sessions you miss, but they do stay in your schedule as marked absences.
4. **WARNING: If you are marked absent for 2 consecutive sessions, your account will be temporarily suspended or frozen, and you will not be permitted to sign up for any additional sessions. You will have *one week* to contact the REP Office to request that your account be unfrozen. If you do not, you will automatically be switched to the Paper Option, with the points that you have earned through research participation transferred over.**

Summary: Introduction to Psychology

SUSPENDED

Current Enrollment: Research Option

Points Earned: 28.0 regular / 0.0 extra credit (0 of 3 prescreenings completed)

Once your account has suspended, you will receive an email titled **“REP Account Suspended.”** You should email REP **within ONE WEEK** to unfrozen your account

Enrollments

Experiment	Time Slot	Location	Credited	Hours
DJG2 - Evaluating Teases	Jun 27, 2022 12:00 PM - Jul 18, 2022 12:00 PM	Online	credited ✓	1.0
SKF3Beliefs, Characteristics, Experiences	Jun 28, 2022 12:00 PM - Jun 28, 2022 12:30 PM	Online	credited ✓	0.5
SRP7Opinion Survey	Jul 08, 2022 09:00 AM - Jul 09, 2022 09:00 AM	Online	absent ✓	0.5
DJO4 Number Line Estimation	Jul 08, 2022 02:00 PM - Jul 08, 2022 02:15 PM	Online	absent ✓	0.5

WARNING: Your account will be frozen after 2 consecutive absences

Joe Buckeye

Summary: PSYCH 1100

Role: Student (Research Option)

Points Earned: 26.0 regular / 0 extra credit (8 of 9 prescreenings completed)

5. You can also see credit earned from each experiment under “Enrollments.” Refer to the Experiment Option syllabus and tutorial video (under “Instructions” tab) for details about how points are calculated from hours.