



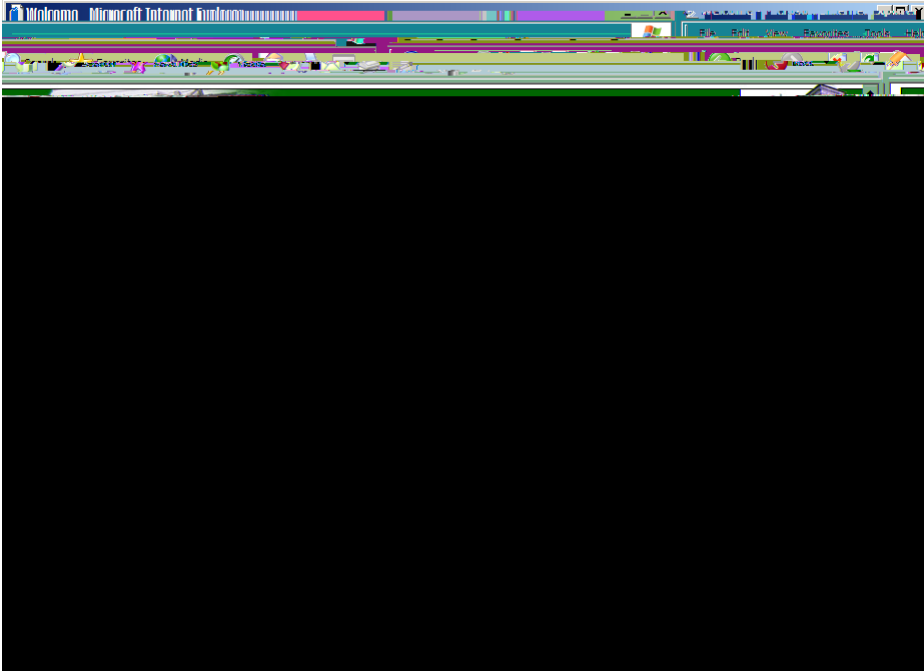
# **INSTRUCTOR DOCUMENTATION FOR SUBJECT POOL SOFTWARE**

## **Introduction**

The Experiment Management System is used for the scheduling and management of a human subject pool. As an instructor, your interaction with the system will be minimal, but also painless. Your primary use of the system will be to check on the credit status of students in your courses.

## **Getting Started**

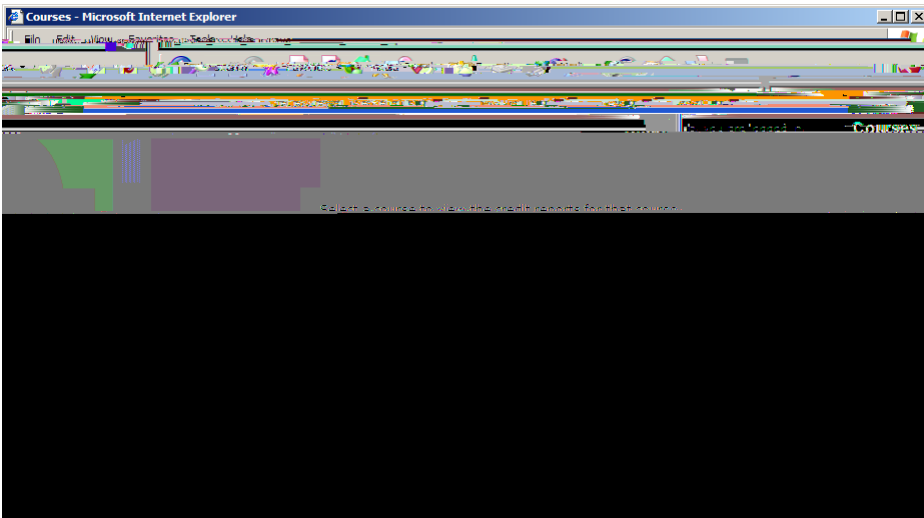
The system works best if you use a web browser that is less than 2 years old. It works



**Figure 1 - Main Menu**

## **Course Reports**

On the Main Menu that you see after logging in, you will see an option to generate course reports. Once you click on that, you will see a list of all the courses you are an instructor for, and you have the option to generate reports for each of those courses.



**Figure 2 - Course Listing**

You have 3 choices for the type of report you would like to generate. All Students will list all students in the course. Completed Students will list only students who have met or exceeded their credit requirements. Incomplete Students will list only students who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a student’s last name, and students that have not completed their requirements will be highlighted in bold.

If your system is configured as such, you will see a credit status for the student overall, as well as for the listed course. If this is the case, you should look at a student’s credit for the to determine if they have completed their requirements. If you do not see such a column (“Credits Earned for Course”), then you only need to be concerned with the overall credit completion status for the student. If you go to print the report and you find it is too wide for the page, change the output format from Portrait to Landscape, which is done in your web browser’s print settings.

If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link at the bottom of the report to generate such a data file.

To generate a new report, choose the Main Menu link from the left toolbar and proceed from there.

## Changing Your Password

To change your password or other information, choose the My Profile choice from the toolbar. Fields marked with (+) are optional and do not need to be filled out.

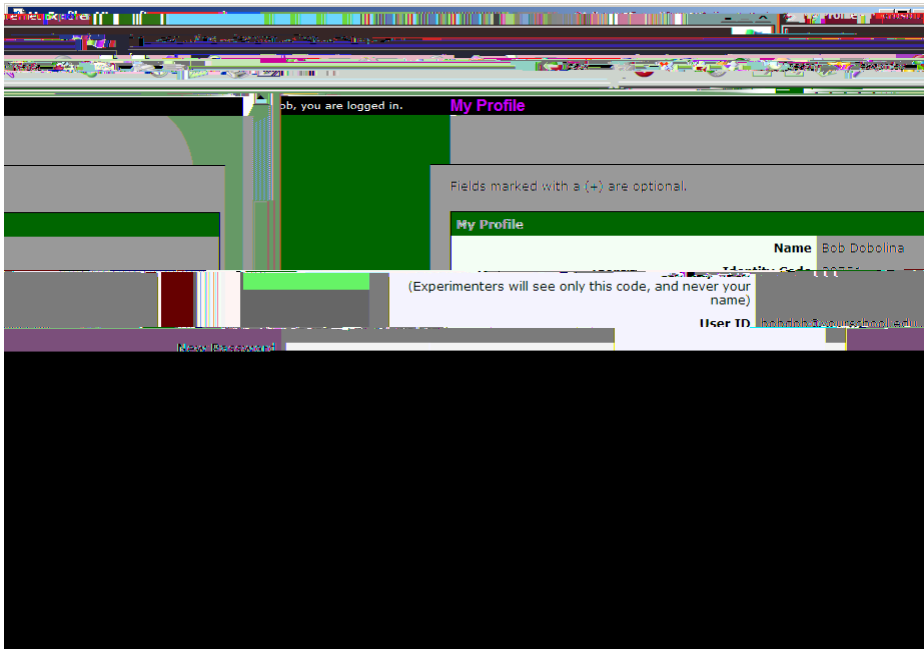


Figure 3 - Updating Your Profile

## Logging Out

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always aed P 9MCID3 BOBT/TT6 1 Tf-08 0 0 0T1 Tm(a)Tj12 0 33t i0 torse