PYCTS Primer for Professors

**What is PYCTS?**

PYCTS is web software that allows students to quickly and easily check the number of research credits they have earned from participating in psychology research studies. As a Professor you will be primarily responsible for administrating the PYCTS software. This includes keeping the student roster up to date, adding new users, and making studies available to students.

**Where is PYCTS?**

PYCTS can be found at the following URL:

http://pycts.clarkson.edu

You can log in using your Clarkson username and password. This is the same username and password you use to access other Clarkson web resources (e.g. Moodle and Peoplesoft).

**How do I add students to the roster?**

Before your *Research Assistants* can give out credits for students who have participated in research studies, you will need to create a roster of all *students* enrolled in PY151. There are two ways to do this - you can create a CSV file containing data for many students that can be uploaded to PYCTS, or you can add the *students* one at a time. For the former, you will need to go to the **Database** tab, for the latter navigate to the **Users** tab and fill in the **Add User or Student** form. If you are going to use a CSV, please read Section 4.4 (Roster Management) of the User Manual carefully, as there are a few rules that must be followed when creating the CSV.

**How do these green and red bars mean?**

PYCTS is designed to give the user feedback for any action which manipulates data. As such, any time an action is performed which adds or removes users or credits, or modifies system options, the user will see a status bar appear just below the navigation bar. This bar will be either green or red to indicate success or failure respectively and attempts to provide a reason for failure in the later case.

**How do I add my Colleagues and/or Research Assistants?**

You can add *Professors* and *Research Assistants* from the **Users** tab once logged in. Be careful when choosing the user level (*RA* or *Professor*), as *Professor* users are capable of making irreversible changes to the roster and users.

**What if a student switches PY151 introductory psychology sections?**

To switch the *Professor* to which a student is assigned, navigate to the **Users** tab. Next, fill in the field under **Delete Student** with the student’s AD Username. After deleting the student, fill in the **Add User or Student** form to re-add the student with the correct *Professor*.

**What do I do with studies?**

An important feature of PYCTS involves tracking research studies. When *students* log in to check their credits, they can navigate to the **Studies** tab to see a list of all visible studies. By associating credits with studies, it is possible to collect statistics on how students are responding to the available studies.

For more information on adding, maintaining, and removing studies please see section 4.3 of the User Manual.

**How do I add credits?**

There are two ways to add credits. The first and most convenient is through quick-add, this is generally used to assign the same study credit to many *students*. The second method is to add a single credit to a single *student*.

To add credits through quick-add, make a selection of students in the **Roster** table using the checkboxes at the far right. Once your selection is complete, use the dropdown menu at the top of the roster to select a study. Finally, click the **Add Credits to Selection** button to give the selected *students* credit for having performed the study. If you want, you can give a description of why the credits are being added - but this is not required.

To add credits directly, click on a *student’s* last name in the roster to go to that *student’s* page. From here, study-associated credits can be assigned in the same way that they were through **quick-add**. If needed, miscellaneous credits which are not associated with a study can also be assigned. This generally happens in the case of research papers or independent study projects. A reason must be given when assigning miscellaneous credits.

**How do I check on added credits?**

There are multiple ways to do this. If you wish to check what credits a specific *student* has assigned, navigate to the **Roster** tab and select the *student’s* last name to bring up and individualized page containing the relevant information. To check which users have been given credit for a study, navigate to the **Statistics** tab, scroll down to the last table, and select the study which you wish to view.

**What statistics are kept?**

As a *Research Assistant* or *Professor*, it is possible to view aggregated statistics about the credits that have been given so far on the **Statistics** tab. Selecting a study from the last table on the **Statistics** page will bring up a new page detailing all credits assigned for that study.

**How can I backup the data in PYCTS?**

A backup of the roster can be created from the **Database** tab. Please see section 4.5 of the User Manual for more information.

**How do I prepare for a new semester?**

Once a roster is no longer useful (e.g. after the semester has ended), you can wipe it from the **Database** tab. By entering confirm in the text field and clicking the delete button all *students* and all credits that they have been given will be deleted. This is also the best time to remove studies which have concluded and will not be used during the next semester. Make sure to check with your colleagues to ensure that they do not still need the data before deleting it.

**How can I change credit block dates?**

Credit blocks are used to divide the semester up so that students do not wait till the last moment to earn all of their research credit. The dates defining these periods of time can be set in the **Blocks** tab. By defining these dates properly any newly added credits will default to the block in which the current date falls.

**How do I disable blocks?**

There is currently no way to disable credit blocks. A simple work around would be to assign block one to end at the end of the semester and have the other blocks be the following days. This way, all credits assigned over the course of the semester will be assigned to block one.

PYCTS Version 1.0